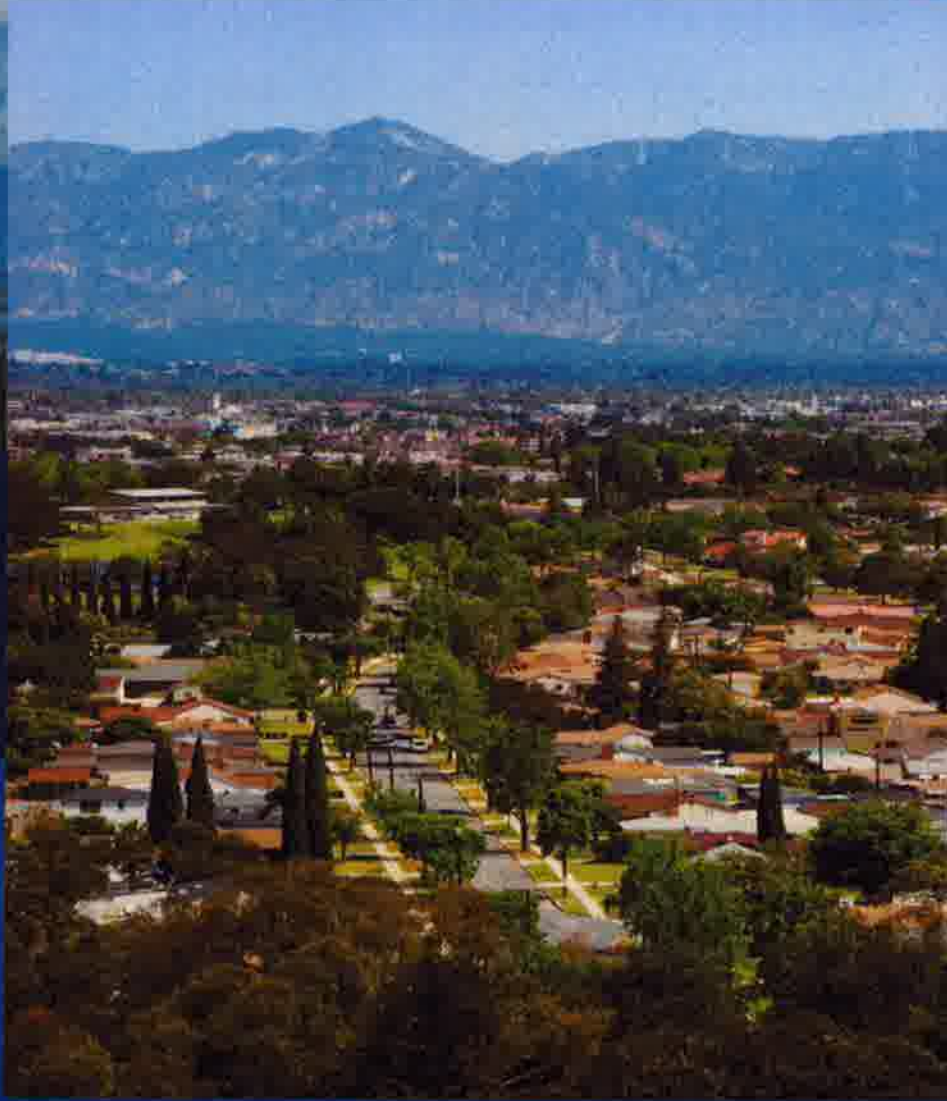


CITY OF MONTEREY PARK California



Adopted Budget 2012–2013

City of Monterey Park, California

ADOPTED BUDGET

Atlantic Times Square



MAYOR

Mitchell Ing

VICE MAYOR

Teresa Real Sebastian

COUNCIL MEMBERS

Anthony Wong / David T. Lau

CITY CLERK

David M. Barron

CITY TREASURER

Joseph Leon

CITY MANAGER

Paul Talbot

**For the Fiscal Year Beginning July 1, 2012
Adopted by the City Council on August 8, 2012
Incorporated: May 29, 1916 Population: 61,153**

Prepared by Finance



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

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

Citywide 3-Year Goals

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

CITY OF MONTEREY PARK

ADOPTED, 2012-2013 TABLE OF CONTENTS

INTRODUCTION

TRANSMITTAL LETTER.....	A1
RESOLUTION NO. 11421, RA-690, HA-29	A21
BUDGET PRESENTATION AWARDS	
GFOA - Distinguished Budget Presentation Award.....	A26
CSMFO - Certificate of Award Excellence in Operational Budgeting	A27
ABOUT THE CITY OF MONTEREY PARK	A28
ORGANIZATION CHART.....	A33

SUMMARY

Budget Summary Section.....	B1
Combined Changes in Fund Balance	B2
Revenues	
Revenues by Source (Three-Year Summary)	B4
Revenues and Transfers-In by Fund Types (Twelve-Year Summary).....	B18
Revenue Graphs (Combined City and Agency Revenues by Source).....	B20
(General Fund Revenues by Source)	B21
(General Fund Tax Revenues by Category).....	B22
(Special Revenue Funds Revenues by Source)	B23
Expenditures	
Expenditures by Fund (Five-Year Summary).....	B24
Expenditures by Activity (Three-Year Summary).....	B26
Expenditures By Function (Twelve-Year Summary).....	B34
Expenditure Graphs (Combined City & Agency Expenditures By Fund) ...	B36
(Combined City & Agency Expenditures By Function) B37	
City Staffing	
Citywide Personnel Summary	B38
Citywide Personnel Summary (Ten-Year Summary)	B46
Salary Matrix	
Full-Time Classification and Base Salary List.....	B47
Part-Time Classification and Hourly Rates List	B51
Five-Year Financial Projections	B53
Management and Budget Policies	B60
Budget Preparation Process and Calendar.....	B75

DEPARTMENT/ACTIVITY PRESENTATIONS

CITY COUNCIL	C1
COMMUNITY PROMOTION	D1
BUSINESS IMPROVEMENT DISTRICT NO. 1	D4
CITY MANAGER	E1
City Manager	E1
SA For the Former RDA	E6
Housing SA.....	E10
CITY CLERK.....	F1
CITY TREASURER	G1
CITY ATTORNEY	H1
MANAGEMENT SERVICES DEPARTMENT.....	I1
Finance	I3
Data Processing Management.....	I8
Revenue Collection	I11
Central Support Services.....	I15
Communication/Duplication	I19
HUMAN RESOURCES AND RISK MANAGEMENT	J1
Human Resources	J2
Risk Management	J7
COMMUNITY DEVELOPMENT DEPARTMENT.....	K1
Planning	K4
Code Enforcement.....	K10
Building	K15
CDBG Administration	K20
Commercial Rehabilitation	K24
HOME Housing Program	K27
POLICE DEPARTMENT	L1
Administration	L5
Traffic Bureau.....	L10
Field Services.....	L15
Investigations	L21
Animal Control	L26
Communications	L31
Jail	L36
Records.....	L40
Computer Services	L44
Community Relations.....	L47
FIRE DEPARTMENT	M1
Administration	M3
Fire Prevention	M8
Emergency Operations.....	M13
Emergency Medical Services.....	M19

MONTEREY PARK BRUGGEMEYER LIBRARY	N1
Administration	N3
Reference and Adult Services	N8
Technical Services	N13
Circulation.....	N18
Literacy.....	N23
Children's Services.....	N28
RECREATION/COMMUNITY SERVICES	O1
Facilities Supervision	O4
Aquatics	O8
Langley Center	O13
Youth Activities.....	O18
Recreational Activities	O22
Community Participation	O26
Media Productions	O31
Community Transportation	O35
PUBLIC WORKS DEPARTMENT	P1
Community Transportation	P5
Street Maintenance.....	P10
Storm Drain Maintenance.....	P16
Sanitary Sewer Maintenance	P20
Street Cleaning.....	P24
Traffic Control	P28
Street Lighting.....	P33
Refuse Collection.....	P37
Administration	P42
Building Maintenance.....	P46
Motor Pool Shop	P50
Engineering.....	P56
Water Administration	P61
Water Commercial.....	P65
Water Production.....	P70
Water Distribution	P76
Water Capital Projects	P81
Well No. 5 VOC Treatment Plant.....	P85
Well No. 12 VOC Treatment Plant.....	P88
Delta Perchlorate Treatment Plant.....	P93
Well No. 1, 3, 10 VOC Treatment Plant	P97
Well 12 Dual Barrier.....	P101
Well 15	P105
Well 5 Perchlorate Treatment.....	P109
Parkway Maintenance	P113
Parks	P118
CAPITAL IMPROVEMENT PROGRAM	Q1
Street Construction.....	Q3
Community Capital Improvement.....	Q7
NON-DEPARTMENTAL	R1
General Liability Program	R1
Post-Employment Administration	R4
Workers' Compensation	R8

SUPPLEMENTARY INFORMATION	S1
Direct and Overlapping Bonded Debt	S2
Major Employers.....	S3
Top Ten Property Taxpayers	S4
Demographic and Economic Statistics	S5
City of Monterey Park Financial Trend Graphs.....	S6
General Fund Revenue Trend	S8
General Fund Police & Fire Safety Expenditures Trend	S9
Full-Time Equivalent Employees Per 1,000 Monterey Park Residents	S10
GANN Limit Analysis.....	S11
Monterey Park Population Trend	S12
Neighboring Full-Service Cities Comparison	S13
Source of Funds	S14
Glossary of Budget, Finance, and Non-Finance Terminology	S17
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM	T1
INDEX	U1

CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896
www.ci.monterey-park.ca.us



City Council
Mitchell Ing
David T. Lau
Teresa Real Sebastian
Anthony Wong

City Clerk
David Barron

City Treasurer
Joseph Leon

August 8, 2012

Honorable Mayor and City Council Members:

We are presenting to you the City's 2012-2013 adopted budget. The budget is balanced and it reflects budget reductions to offset the recessionary impacts of the economy on City revenues. While taking steps to hold back expenditures, including cutting back operating costs, tightening major capital expenditures, reducing internal service fund set-asides, the City is also required to consider the prudent use of funding shifts and work with employee groups through negotiations to share in the cost of retirement contributions, and continue accepting lower compensation through furlough programs to address the budget shortfall.

Economic recession is one of the most visible causes of financial distress. In addition to the prolonged economic recession, there is a combination of several factors to affect the City's General Fund for the fiscal year 2012-2013.

Redevelopment Agency Dissolution

On December 29, 2011, the California Supreme Court upheld the ABx1 26 that abolished redevelopment agencies. Redevelopment activities were immediately frozen and more than 400 redevelopment agencies, including the Monterey Park Community Redevelopment Agency, were dissolved on February 1, 2012. This devastating ruling has a great impact to our budget. In 2011-12, the total budget amount from redevelopment funds was about \$9.7 million. Of the \$9.7 million, \$1.35 million was indirect cost charges for partially funding twenty-five support positions and various operating services and supplies. Because of the loss of redevelopment revenues, the City eliminated six positions and has less ability to pursue its several commercial development projects. A reallocation of staffing resources and operating expenditures to various city funds has been reflected in the adopted budget.

Curtailments in State and Federal Aid to the City

Revenue shared with local governments by the state or federal government has declined in recent years as fiscal stress at these levels trickled down. Congress curtailed Community Development Block Grant (CDBG) and Home Program federal assistance by a whopping 35 percent. The amount of CDBG entitlement for 2012-13 is barely enough to cover the City's Section 108 loan annual payment. The State has entirely eliminated funding for the literacy and inter-library loan programs. Programs such as graffiti removal, community assistance, housing program, and library literacy, have the greatest impacts. A reallocation of staffing resources and operating expenditures to various city funds has been reflected in the adopted budget.

Rising Costs of Pension Benefits

As with most public agencies, personnel costs are the City's single largest operating expenditure. A major component of personnel costs is the amount paid to the California

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Public Employees' Retirement System (PERS) for pension benefits. The costs for pension benefits have increased substantially. The City's contribution rates for 2012-13 are 25.619% for Safety Plan and 17.919% for Miscellaneous Plan. The current non-safety employees are contributing the entire 8% of the member contribution and the budget reflects a 9% of the member contribution from Safety employees. However, to cover pension obligations there is a need to have a General Fund transfer of approximately \$800,000 in 2012-13.

Economic Environment

The nation's economy continues to recover gradually from the steepest and most prolonged economic downturn since the 1930s. The labor market has shown positive signs of improvement and the unemployment rate moved down to an averaged 8.1 percent. Still, the State's and Los Angeles County's unemployment rates remain in double digits.

Recoveries from financial crises are commonly prolonged. In particular, state and local governments continue to face extremely tight situations in light of the weak economy, depressed home prices, and the phasing out of federal stimulus grants.

The State budget faces a \$16 billion budget deficit and future annual budget gaps of \$5 billion. In addition to substantial spending cuts, the Governor has been traveling the state to tout his November ballot initiative to raise the sales tax and levies on higher incomes. The Governor's 2012-13 budget rejected the past approach of over-relying on one-time solutions and instead substantially shrank the ongoing deficit.

Priorities for Developing the 2012-2013 Budget

Like everyone else, Monterey Park is facing some of the most difficult challenges in our history. The City's budget has been seriously affected since 2009 and significant short-term budget recovery plan was implemented, including eliminating positions, hiring freeze, early retirement, capital project deferral, and internal service set-aside fund reduction to achieve a balanced General Fund budget. Stagnant revenues and increasing operating and retirement costs continue to cause budget deficits.

Our 2012-2013 budget development is based on the City's three-year citywide goals. These goals serve as the guidelines to identify community priorities and effectively align resources to achieve our mission. Effective with the FY 2012-2013 budget, the City is commencing on the development and implementation of long-term treatments for fiscal sustainability, such as outsourcing or eliminating non-essential programs and services, consolidating functions, and implementing new service delivery models.

The City's 2012-2013 Adopted Budget

The adopted budget reflects \$74.8 million in estimated revenues from all funds combined, \$74.9 million in operating, capital improvement project expenditures and transfers. The budget isn't all reductions. The major increase is the funding for the vehicle and equipment purchases, which were entirely eliminated last year. The City's aging vehicles and equipment have imposed safety concerns. Majority of the vehicle and equipment purchases is funded by the Shop Internal Service Fund.

In addition, the budget includes the Successor Agency (SA) proposed budget for enforceable obligations and administrative costs for winding down procedures of the former redevelopment agency.

General Fund

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 tied directly to personnel costs and comprises 41 percent of the City's entire budget. General Fund revenue is estimated at \$31.3 million and General Fund appropriations, including transfer-out, total \$31.3 million. This has resulted in a small surplus of \$1,700 in FY 2012-13.

General Fund Estimated Revenues

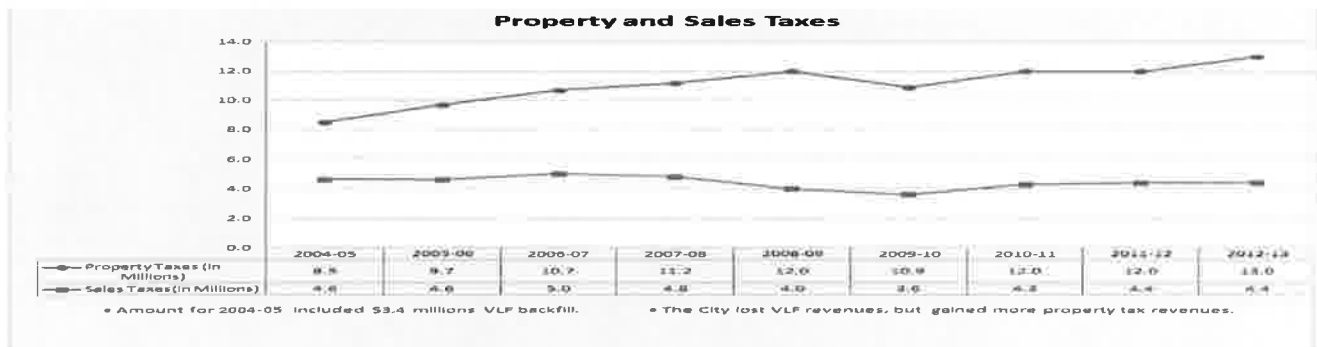
The City conservatively estimates potential new revenues included in the budget to avoid over committing to future service expansions. A more detailed discussion of each key revenue assumption for 2012-2013 is summarized in the City's Midyear Report and provided as part of this document.

(Table 1)

(Amounts in 000s)	Est. Actual 2011-12	Estimated 2012-13
Property Tax	11,874	13,065
Sales Tax	4,358	4,437
Utility Tax	3,200	3,275
Vehicle in-lieu Tax	32	0
Other Taxes	1,979	1,893
Licenses & Permits	1,857	2,145
Service Charges	4,051	4,432
Other Revenue	2,416	2,045
Total	29,767	31,292
		+5.1%

Property Tax The property tax is imposed on real and personal property. Under Proposition 13, assessed value increases are limited to inflation adjustment not to exceed 2% per year. Prior to RDA eliminations, of every dollar of the property tax paid in Monterey Park, the City's General Fund receives approximately 16 cents. After the RDA elimination, this would be changed. The City has received an additional \$780,000 from the State's elimination of the RDA for 2012-13. Staff has reflected this revenue amount as an additional property tax receipt.

Property tax is calculated based on the assessed value. Monterey Park has a stable property tax base and has not seen major impact from the housing mortgage crisis. The City's total assessed value for 2012 is \$5.56 billion, up 2% from last year. The property tax figure shown includes the property tax as well as the vehicle license fee (VLF) backfill. The City's property tax revenue for 2012-2013 is projected for an 8% increase due mainly from the RDA elimination.



Sales Tax The sales tax is imposed on the retail sale of goods. The State Board of Equalization is responsible for the collection and distribution of the tax. As a result of the “triple flip” program was implemented, the city tax rate is decreased by 0.25% from a 1.00% rate to 0.75% and the state rate is increased by 0.25% from 5.00% rate to 5.25%. The state then reimburses cities for the rate reduction on a dollar-for-dollar basis.

The City’s sales tax is not generated evenly by the 2,000 retail businesses in the City. Our top sales tax producer contributes approximately 20% of the City’s sales tax revenue and the top 25 producers collectively generate near 60% of the City’s total sales tax. Any changes in these businesses could have a major impact to the City’s budget. The projected sales tax revenue for 2012-2013 assumes more revenues from the North Atlantic Times Square development.

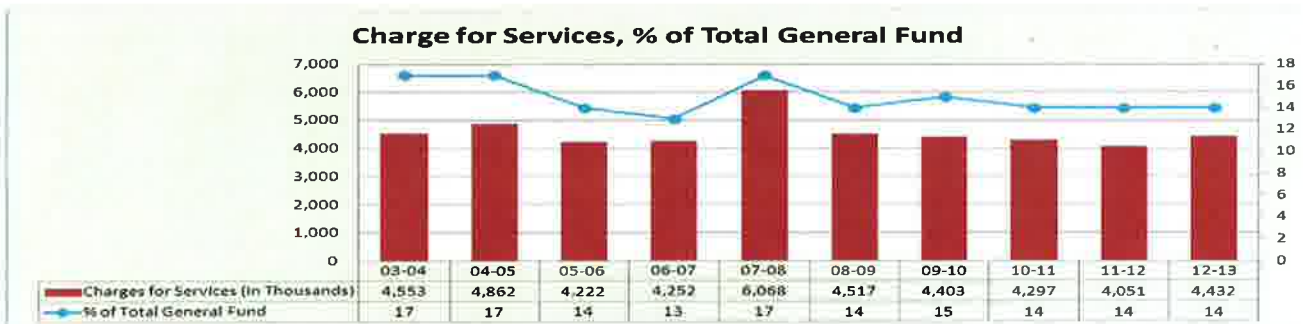
Utility Tax The City’s utility tax rates are 3% for residential and 5.5% for commercial users. The tax is applied to the consumption of gas, telephone, and electric services. Because of the internet cell phone usage, the utility tax revenue from telephone services continues to decrease. We project the UUT revenue for 2012-2013 will remain at the same level as 2011-2012.

Vehicle License Fee VLF is imposed based on the market value of motor vehicles. The current rate is 0.67%. Similar to last year, the VLF revenue is reallocated by the State to continue funding for the Local Law Enforcement COPS grant. As a result, the City will not receive any VLF revenue.

Other Taxes This category consists of property transfer tax, franchise tax, and transient occupancy tax. The property transfer tax is the real estate transfer tax at a rate of \$1.10 per \$1,000 of value transferred. Cities and county share the tax equally. Franchise tax is imposed by the City on gas, electric, refuse companies, and cable television for the privilege of using City streets. Transient occupancy tax is imposed on the rent of hotels and motels in the City. The current tax rate is 12%. Revenues in Other Taxes are projected to be flat for 2012-2013.

Licenses and Permits Business licenses are expected to remain at the current level. The 2012-2013 revenues include a small portion of projected building permit fees from the commercial construction of the Towne Centre project.

Charge for Services This category includes charges for fee-supported City services, including police and fire services, library services, plan checking, engineering services, zoning review, and recreational classes. Total combined revenue for fees and charges is expected to be approximately \$4.4 million for fiscal year 2012-2013.



The City's Cost Allocation Plan and Master Schedule of Fees and Charges serve as the basis for its service charges. Because the General Fund has been subsidizing many services benefitting users, it has become critical for the City to ensure that service fees have been developed for maximum cost recovery. The City is currently undertaking a comprehensive fee study to analyze its fee structures for the reasonableness in financing city services. In addition to the cost of providing the service, other factors such as the allowable percentage of recovery, inflationary factor, and historical trends are analyzed for all fees and charges.

Other Revenues This category includes investment earnings, rents, fines, and various miscellaneous revenue accounts. With ongoing weakness in the investment market and the interest rate cut to the bare minimum by the Federal Reserve, the overall investment return continues to be lower. Total other revenues are projected to be approximately \$2.0 million.

General Fund Estimated Expenditures

Table 2 below is a summary of the General Fund expenditures and transfer. General Fund expenditures and transfer total \$31.3 million, a 5.4% increase from the 2011-2012 adopted budget. Please refer to the department budget sections for detailed information.

(Table 2)

<i>(Amounts in 000s)</i>	Adopted Budget 2011-12	Estimated Actual 2011-12	Adopted Budget 2012-13
Police	\$12,243	\$12,093	\$12,518
Fire	8,400	8,545	8,429
Public Works	2,335	2,340	2,367
Library	1,575	1,532	1,534
Community Development	757	859	913
Recreation/Community Services	2,003	1,855	1,859
General Administration	1,619	1,705	1,810
Non Department (including CIPs)	760	636	975
Transfer from GF to Retirement			885
Total	\$29,692	\$29,565	\$31,290

+5.4%

General Fund Reserve

Since 2008, recession wracked the City's General Fund revenues. The City projected to have a surplus for 2011-12 and 2012-2013, although the amount would be small.

<i>(Amounts in 000s)</i>	2011-2012 Budget	2011-2012 Projected	2012-2013 Projected
Unassigned	\$ 2,505	\$ 2,505	\$ 2,507
Assigned			
Capital Improvement	4,589	4,939	4,939
Committed			
Catastrophic Events	2,000	2,000	2,000
Working Capital	3,000	3,000	3,000
Unemployment	340	340	340
Economic Development *		1,833	1,833
Total	\$ 12,434	\$ 14,217	\$ 14,219

(*) *The increase shown in the assigned balance is due to the sale of a City owned parking lot for \$1.8 million in February 2012.*

It is the City's primary goal to have a three-year roadmap to rebuild the General Fund reserves to a mutually agreeable level per City Council's direction. However, with this year's RDA elimination and 35% reduction in CDBG and Home funding, it is very difficult to increase the General Fund reserves without a substantial reduction in services to the community.

Restricted Funds

Restricted Funds Estimated Revenues

Other City funds are classified as restricted funds. These funds include Special Revenue Funds, Internal Service Funds, Enterprise Funds, and Successor Agency for the Former Redevelopment Agency Funds. The revenues of restricted funds are kept separately from the General Fund and they are accumulated for specific expenditures such as capital projects, trash and sewer services, water operations, insurance claims and long-term obligations authorized by law or City policies.

Many of these funds are also expected to face severe financial challenges over the next several years due to escalating costs and weak revenue growth. There are two funds, Public Safety Impact Fee Fund and Park Facilities Fund, have negative fund balances. It is important to note that increased costs in trash, sewer and water services may necessitate rate increases in those funds supported by rate-payers to maintain existing service levels. The City is currently performing a water/sewer rates study. Total projected 2012-2013 revenues for the restricted funds are \$43.5 million. Below is a discussion of projected revenues for the major restricted funds.

Retirement Special Revenue Fund Funding of the City's pension programs comes from a special property tax approved by the voters in 1946 and 1952. The City's retirement tax rate has remained at \$0.091175 per \$100 of the assessed valuation since 1983. This is also the maximum tax rate under AB 13. For 2012-2013, the projected retirement revenue is \$5.1 million, including the pension override due to RDA elimination.

There is a projected underfunding of approximately \$1.3 million, which demands a transfer from the Pension Liability Fund and the General Fund. FY 2012-2013 is the first year that the General Fund requires to supplement Retirement Fund for pension costs.

Pension Liability Special Revenue Fund Starting 2008-2009, the pension override revenues from the tax increment revenues were identified and transferred to the Pension Liability Fund for pension purposes. Total projected 2012-2013 pension override will be directly distributed to the City's Retirement Fund.

Asset Forfeiture Special Revenue Fund Federal and State laws allow law enforcement agencies to retain assets seized in the drug-related arrests. These funds can only be used to augment investigation and enforcement activities. Forfeiture is distributed through the justice system and can take several years for the agencies to receive the funds. Distributions for 2012-2013 are estimated to be \$382,500.

Maintenance District Special Revenue Fund The City formed a Maintenance District in 1993 to

finance the maintenance and operation of streetlights, street trees, and medians in accordance with the Landscaping and Lighting Act of 1972. The City has completed the District renewal for 2012-2013 and these rates have never been adjusted since 1996. The City continues using General Fund to supplement significant shortfalls due to increased operating costs. The projected revenue is \$981,500.

Public Safety Impact Fee Special Revenue Fund This is a development impact fee applied to new commercial and residential constructions. The fee is to offset the increased demand for public safety services generated by the new developments. The projected revenue for 2012-2013 is \$80,000.

Park Facilities Special Revenue Fund This is a developer fee used to acquire and develop the City's parks. The City uses this fund for parks' improvements and rehabilitations. The projected revenue for 2012-2013 is \$50,000.

Library Tax Special Revenue Fund In 1998 Monterey Park voters approved a special library tax to finance the costs for the library expansion, additional hours, and book acquisitions. The tax has a term of 20 years. The projected library tax revenue is \$504,100. Majority of the library tax revenue (80%) is earmarked for debt service payment for the library expansion construction financing.

Grants Special Revenue Fund The projected grants for 2012-2013 are \$1.3 million, which includes \$39,000 library grants for various library programs; \$870,000 Community Development Block Grant for housing and Section 108 Loan debt service payments; \$60,000 park grants for the maintenance of parks and recreation facilities, \$141,000 public safety grants for police and fire training and equipment; \$34,000 recycling grants, and \$126,000 various trust special grants.

Sewer Enterprise Fund The Sewer Master Plan identifies a total of \$2.5 million of capital improvement required for updating the City's sewer system. In 2000, the City established a sewer maintenance fee to finance the implementation of the Sewer Master Plan. The sewer service fee will expire in 2015 unless it is renewed by the City Council. The projected revenue for 2012-2013 is \$260,000.

Refuse Enterprise Fund The City's refuse service includes trash collection, waste management, and recycling. In the past, refuse rates were adjusted annually based on the Department of Labor's Consumer Price Index in order to cover a corresponding increase in the refuse collection contract service expenditures. However, this annual CPI adjustment was halted since 2009-2010. The projected revenue for 2012-2013 is \$6.1 million, reflecting a 0% inflationary adjustment.

Water Enterprise Funds The projected water operation revenue for 2012-2013 is \$9.7 million. The water operation revenue is to cover the costs for the production, distribution, commercial, and capital improvements. The City's water rates are well below the average of those charged by the neighboring jurisdictions; therefore, the City is currently performing a study to ensure maximum cost recovery. Additionally, the City has established a water treatment surcharge to pay for the City's water treatment operations. The projected water treatment revenue is \$3.3 million.

Internal Service Funds The purpose of these funds is to centralize the services such as general liability claims, workers' compensation insurance, motor pool operations and replacement, technology development, employee separation benefits, and post-employment medical

benefits. These funds are financed through charges to departments. Charges must be updated each year to ensure adequate funding of operations and outstanding obligations. However, because of the RDA dissolution, the set-aside transfers to the internal service funds are reduced. The 2012-2013 internal service fund charges are: workers' compensation \$1.3 million, separation benefits \$1.2 million, technology \$132,000, general liability \$790,000, motor pool operating \$1.7 million, and other post-employment benefits \$500,000.

Restricted Funds Estimated Expenditures

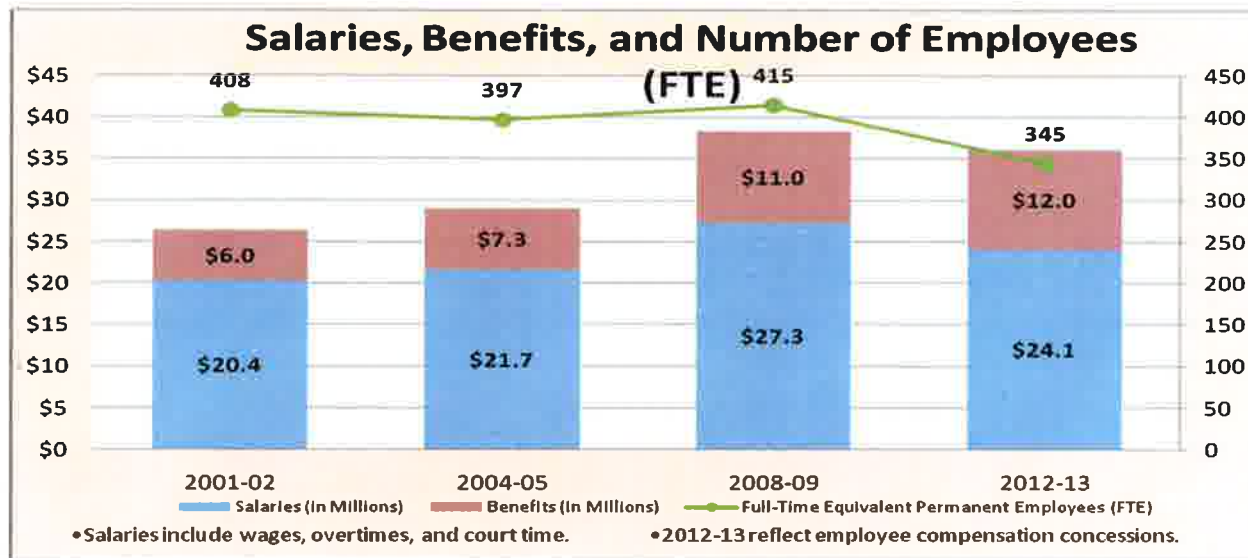
The 2012-2013 preliminary budget expenditures for the restricted funds are \$44.5 million. As previously mentioned, the restricted funds include Special Revenue Funds, Internal Service Funds, Enterprise Funds, and Successor Agency Funds. The funds are kept separately for specific expenditures authorized by laws or City policies.

Staffing Level and Compensation

The staffing for 2012-13 is 344.82 Full Time Equivalent positions. Since 2009, the City has eliminated 70 (from 415 to 345) full time equivalent positions, trying whenever possible to freeze vacant positions to save personnel costs. The City is now understaffed and has little room to trim.

The City regularly relies on the marginal extra capacity of our employees to be a responsive organization. Residents need more patrol officers, more library hours, and more maintenance workers for our parks and street services. However, after three years of reducing the staffing level, the capacity to take on new layers of work is limited.

Staff is currently negotiating agreements for Fire, SEIU, Mid-Management, and Confidential groups. A key option to balancing the 2012-2013 budget is the need for labor agreement concessions, which will affect all City employees. These days, it becomes impossible to reduce costs without reducing the number of employees. Staff affects the budget more than we often assume. Through wage and benefit concessions, the City can reduce employee costs and minimize layoffs when unemployment is at a record high.



Major staffing changes in addition or deletion for 2012-13 are in the following Table 3.

(Table 3)
Staffing Changes (Salary & Benefits)
Fiscal Year 2012-2013

Department	Position Title	General	Water/ Refuse	CDBG/ Home	Former RDA	Total
<i>City Manger</i>	• <i>Eliminated Administrative Secretary</i>	\$ (33,120)	\$ (33,120)			\$ (66,240)
	• <i>Eliminated PT Senior Clerk Typist</i>		(28,000)			(28,000)
	• <i>Eliminated RDA positions due to RDA dissolution</i>				\$ (372,000)	(372,000)
<i>Community Development</i>	• <i>Eliminated Housing Program & Grant Admin Coordinator (HUD)</i>			\$ (70,000)	(42,000)	(112,000)
	• <i>Eliminated Senior Clerk Typist (Housing)</i>			(25,600)	(34,000)	(59,600)
	• <i>Utilized Contractual Management Serv for CDBG amd Home programs</i>			112,000		112,000
<i>Fire</i>	• <i>Eliminated Fire Marshall</i>	(124,000)				(124,000)
	• <i>Eliminated Fire Safety Specialist</i>	(88,200)				(88,200)
	• <i>Created Deputy Fire Marshal</i>	92,000				92,000
	• <i>Froze one Fire Fighter/Paramedic</i>	(76,000)				(76,000)
	• <i>Created a Part-Time Fire Apprentice</i>	23,000				23,000
<i>Recreation / Community Services</i>	• <i>Eliminated Special Events Manager</i>	(84,000)				(84,000)
	• <i>Eliminated ChildCare Assist Coordinator</i>	(41,000)				(41,000)
	• <i>Increased PT Hours for ChildCare Teachers</i>	20,000				20,000
	• <i>Increased PT Hours for Langley Center Sr. Clerk Typist & Recreation Leader</i>	16,500				16,500
Total Staffing Funding Changes		\$(294,820)	\$ (61,120)	\$ 16,400	\$ (448,000)	\$ (787,540)

Debt Service and Outstanding Loans

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

improvement needs in a timely manner, the City has secured loans to finance various major improvements. Table 4 below is a summary of the debt service payments and loan maturity. Funding of the debt service payments include grants, special revenue funds, and water funds.

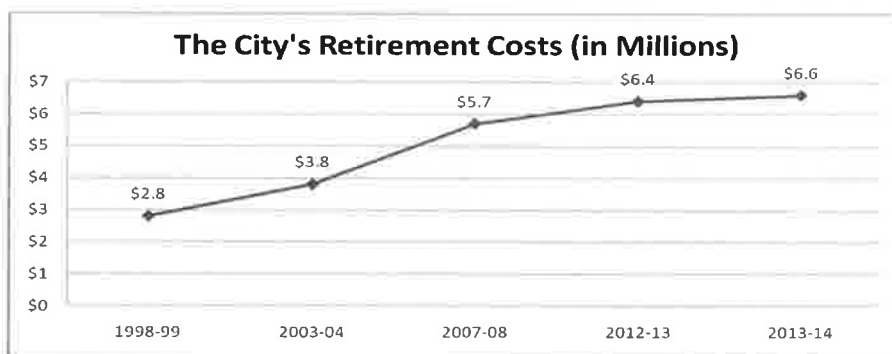
**(Table 4)
Debt Service
2012-2013**

<u>Department</u>	<u>Activity</u>	<u>Annual Payment</u>	<u>Description</u>	<u>Loan Expiration</u>
Police	Computer Services	\$165,869	CAD/RMS	2021
Library	Administration	383,197	Library Expansion	2018
Water	Water Production	114,906	Reservoirs	2030
	Water Distribution	186,656	Water Main	2020
	Well #1, 3, 10 & Fern	132,035	Treatment Plant	2018
	Well #12 Dual			
	Barrier	37,965	Treatment Plant	2018
		Wells 5 & 6	200,000	Air Stripper
Non- Dept	Non-Departmental	1,430,166	Treatment	2019
Commu Dev	HCD Administration	548,935	Pension Bonds	2034
			Section 108 Loan	2022
Successor Agency	Atlantic/Garvey	1,669,895	2002 CRA Bonds	2027
	Merged	775,290	1998 CRA Bonds	2028

Pension Funding

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

For 2012-13, the City would spend \$6.4 million on pensions. By 2013-2014, the City is projected to spend \$6.7 million on retirement costs.



The City has two retirement plans. The Safety Plan serves sworn Police and Fire safety employees. The Miscellaneous Plan serves all other employees. Each year, States and municipalities are required to make an actuarially determined contribution to their pension funds. On March 15, 2012, CalPERS lowered the discount rate from 7.75% to 7.5% and developed a plan to phase in the employer contribution rate increases over a period of two

years beginning in fiscal year 2013-14. In addition, layoffs or hiring freezes also affect the contribution rates. As a result, the rate increases are higher than what the City anticipated. Table 5 below displays the required employer contribution rates.

(Table 5)

City Contribution Rates			
<i>Plan</i>	<i>2012-13</i>	<i>2013-14</i>	<i>2014-15</i>
Safety (Police & Fire)	25.619%	29.0%	30.0%
Miscellaneous	17.919%	19.2%	20.0%
<i>Note: Safety Plan: Employees pay 9% of the employee's share. Miscellaneous Plan: Employees pay 8% of their share.</i>			

According to the June 30, 2010 *Valuation Report*, the City has a projected unfunded accrued liability of \$18.3 million and \$15.1 million for the Safety Plan and the Miscellaneous Plan, respectively. Without corrective actions, pension costs would have an adverse impact on city services.

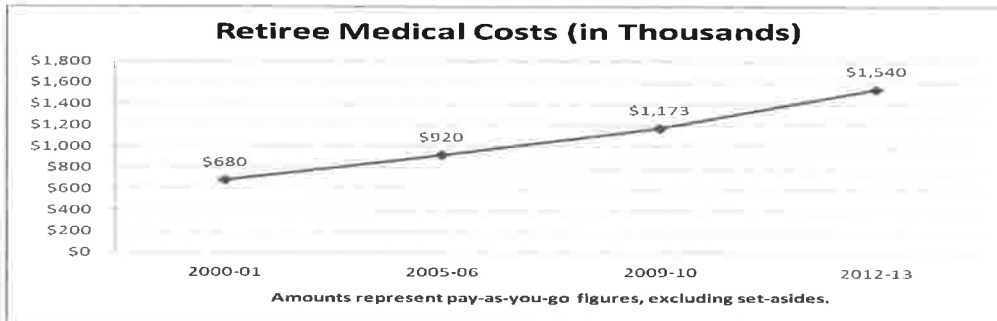
Over the years, the City has taken various actions including: extended funding period to reduce costs; established a Pension Liability Fund to create a pension reserve; issued pension obligation bonds to save interest costs; made annual General Fund transfers to build up pension reserves; and formed a community blue ribbon committee to assist the City in addressing the pension-funding shortfall. In 2009, the City Council approved and adopted a resolution authorizing the pass-through of pension tax override collections that are included in the tax increment revenues to be transferred to the Pension Retirement Fund. With the elimination of the RDA, this pension override payment will become a direct revenue distribution to our Retirement Fund.

One of the City's strategic goals is to achieve financial stability for this community. The biggest challenge is to permanently resolve the City's pension funding issue. If the City doesn't take corrective actions soon, it will become a bigger problem.

Other Post-Employment Benefits (OPEB) Funding

The Governmental Accounting Standard Board (GASB) Statement 45 requires all governments providing retiree medical insurance to report their accrued liabilities. Post-employment benefits are important because they are a form of promised deferred compensation and represent a significant and often growing element of employee-related costs.

Based on the recent actuarial report of March 2012, the projected total accrued liability amount is \$50.2 million. The accrued liabilities represent the ultimate cost of the City that will be paid from future revenues. To fully fund these liabilities, the actuarially determined annual funding would be \$3.6 million over the next 30 years. The exhibit below displays the City's retiree medical costs.



The GASB Statement 45 requires employers to recognize OPEB costs in the same period as the service being compensated. Monterey Park has been funding the retiree medical insurance on a pay-as-you go basis; that is, making annual appropriation to pay the actual costs instead of actuarially determined costs.

Beginning with Fiscal Year 2011-2012, the City had set aside funds for post-employment benefits (similar to pension funding) to systematically accumulate resources to fund the unfunded accrued liabilities. Staff has established a separate OPEB Internal Service Fund to accumulate the set-aside funds.

Of the annual required contribution (ARC) of \$3.65 million, the City budgets \$500,000 to fund the accrued liabilities, pay \$1.5 million to insurance carriers for its annual normal retirees' medical costs, and record the remaining \$1.0 million as unfunded annual required contribution. It is the City's goal to systematically increase the annual contribution to fully fund the liability.

Water System Funding

The City's water system serves approximately 95% of the area in Monterey Park with 13,000 accounts. The system has 12 wells, 13 reservoirs, 5 treatment plants, 11 pumping stations, and 134 miles of water mains. Due to the change in water quality standards since 1999, the City had to construct five treatment facilities to remove the contaminants. The construction was funded by grants, settlements, loans from the City's Water Operation Fund, and loans from external sources.

The ongoing water treatment cost is estimated to be \$67 million for the next 30 years. The City has established a treatment surcharge to pay for the treatment operations. Based on the 2011 annual water treatment surcharge report, which was reviewed by the City Council in January 2012, barring from further changes to the water quality standards or new contaminations, the current water surcharge should provide sufficient revenue to support the water treatment operations, thus freeing up the water operation funds for capital improvements, primarily water main replacement, pump station and reservoir rehabilitation.

Based on a recent survey of water rates charged by the neighboring cities, such as Alhambra, Covina, El Monte, Glendora, La Verne, and Rosemead, Monterey Park's water rates are below average by 68% for residential and 70% for commercial. Currently, the City is preparing a water rate study to ensure an appropriate rate structure in order to maintain the high standards of water services.

Maintenance Assessment District

In 1992-93, the state implemented the Education and Revenue Augmentation Fund transfer, which shifts property tax revenues from local governments to schools. The impact to Monterey Park is a \$1.2 million revenue loss per year. In 1993, the City formed a Benefit Assessment District. The District generates approximately \$1.0 million a year in revenue to finance the maintenance of lighting and landscaping of public streets. The assessment is determined based on the direct benefit received by each parcel. For a single-family parcel the assessment is \$40.97 a year. The City cannot increase the assessment without the approval by the majority of the property owners.

Infrastructure and Capital Improvement

The City has made progress in updating its infrastructure through financing, maintenance fees, and grants. The City continues seeking grants and financial assistances to fund the City's capital improvements including water capital improvements, sewer system upgrades, energy saving programs, street improvements, parks renovations, and public safety equipment.

Technology development is also a priority of the City. Technology needs change quickly, such as upgrades, new reporting needs, and new software. As a result, this budget includes network equipment and server upgrades, wireless access points for City Hall, and the City's website upgrades to enhance efficiency and improve overall IT performance.

Continued investment in the City's capital improvements is the key to a long-term economic success and better quality of life for our community. At the same time, the City will explore financing options as well as self-funded projects that support the debt service payments with cost savings.

In Closing

Monterey Park, like every other government, is seriously impacted by the current recession. Since 2008-2009, the City faced persistent resource shortages and rising expenditures resulting from pension costs. Deep cuts in departmental operating costs and particularly with respect to employee layoffs were included in the past several years' budgets. The financial sustainability journey has just begun and the road ahead is uncertain. Again, the goal of this budget plan is to continue providing core City services commensurate with funding availability. Staff has made its best efforts in coming up with these balancing measures. However, balancing recommendations ultimately become the hard choices to be made by the Council in adopting a balanced budget.

Our collective efforts and prudent management have allowed the City to continue enduring the difficult times and providing citizens with heartfelt services. Special thanks to the City Council for your leadership and citizens for their support throughout this long and difficult process. In addition, we also thank Annie Yaung, Financial Services Manager, and her Finance staff for their hard work in completing this proposed budget.

Respectfully,



Paul Talbot
City Manager

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RESOLUTION NO. 11510, SA-16, HSA-8

A RESOLUTION OF THE CITY COUNCIL, THE CITY COUNCIL ACTING ON BEHALF OF THE SUCCESSOR AGENCY, AND THE CITY COUNCIL ACTING ON BEHALF OF THE HOUSING SUCCESSOR AGENCY ADOPTING THE FISCAL YEAR 2012-2013 FINAL OPERATING BUDGET FOR THE CITY OF MONTEREY PARK, THE SUCCESSOR AGENCY, AND HOUSING SUCCESSOR AGENCY AND ADOPTING THE FISCAL YEAR 2012-2013 CAPITAL IMPROVEMENT BUDGET

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

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

- A. The City Council reviewed the proposed final Operating Budget ("Budget") for the City and Capital Improvement Plan ("CIP") for fiscal years 2012-2013;
- B. The Budget and CIP are based upon appropriate estimates and financial planning for the City's operations, services, and capital improvements;
- C. The City Council conducted public study sessions on June 4 and 11, 2012;
- D. The City Council was fully informed regarding the City's current finances, projected revenue, and financial obligations;
- E. It is in the public interest for the City Council to adopt the Budget and CIP as proposed by the City Manager.

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

SECTION 3: APPROPRIATIONS LIMIT.

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

- D. Pursuant to Article XIIIB of the California Constitution, and those Government Code sections adopted pursuant to Article XIIIB, § 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 2012-2013 at \$68,259,266.

SECTION 4: BUDGET APPROPRIATIONS. Based upon the Budget, the total General Fund operating budget including transfers is \$31.3 Million. The Overall City Budget is \$74.9 Million including Capital Improvement Projects. The City Manager, or designee, is authorized to implement the following appropriations for City Departments:

Department	All Funds	General Fund	Other
City Council	\$ 120,513	\$ 64,357	\$ 56,156
Community Promotion	42,205	23,805	18,400
Business Improvement District No. 1	158,900	-	158,900
City Manager	323,530	111,167	212,363
City Clerk	434,873	377,232	57,641
City Treasurer	19,945	18,343	1,602
City Attorney	453,000	228,000	225,000
Management Services	1,873,559	629,142	1,244,417
Human Resources and Risk Management	677,778	358,271	319,507
Community Development	2,315,930	913,200	1,402,730
Police	15,324,779	12,518,329	2,806,450
Fire	10,583,185	8,428,598	2,154,587
Library	2,310,304	1,534,155	776,149
Recreation/Community Services	2,613,484	1,858,323	755,161
Public Works	22,358,416	2,366,917	19,991,499
Non-Departmental and Transfers	7,554,642	1,643,382	5,911,260
Successor Agency for the Former RDA	4,953,174		4,953,174
Housing Successor Agency	96,000		96,000
Total	\$72,214,217	\$31,073,221	\$41,140,996

SECTION 5: CIP APPROPRIATIONS. Based upon the CIP, a total of \$2.5 million is appropriated for capital improvement projects for Fiscal Year 2012-2013. The City Manager, or designee, is authorized to implement the CIP with the following funds and amounts:

Department	All Funds	General Fund	Other
4224 Water Capital Projects	\$ 1,167,000	-	\$ 1,167,000
5001 Street Construction	619,000	-	619,000
5002 Community Capital Improvement	924,690	217,100	707,590
Total	\$ 2,710,690	\$ 217,100	\$ 2,493,590
Grand Total	\$74,924,907	\$31,290,321	\$43,634,586

SECTION 6: OVERHEAD. The City Manager, or designee, is authorized to use an overhead rate of 15 percent. This rate is set based upon an understanding that the City could set a rate as high as 46 percent for indirect costs based upon an analysis performed by Caporicci and Larson, Inc. and dated March 8, 2011.

SECTION 7: 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 2012-2013 for the Budget and CIP.

SECTION 8: FUND OPERATING RESERVES. The City Manager, or designee, may appropriate any remaining revenues at the close of Fiscal Year 2012-2013 into the applicable Fund operating reserve per Governmental Accounting Standards Board (GASB) Statement No. 54.

SECTION 9: 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 10: CONTRACTING AUTHORITY.

- A. The City Manager, or designee, is authorized to bid and award contracts for the equipment, supplies, and services approved in the Budget in accordance with the Monterey Park Municipal Code ("MPMC").
- B. In accordance with the MPMC, the City Manager or designee, is authorized to execute all contracts awarded for equipment, supplies, and services approved in the Budget.
- C. For all other services, equipment, and supplies, the City Manager or designee, is authorized to execute contracts in accordance with the MPMC.

SECTION 11: 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 12: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED, APPROVED and ADOPTED this 8th day of August, 2012



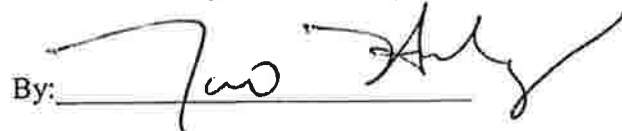
Mitchell Ing, Mayor
City of Monterey Park

ATTEST:



David M. Barron, CMC, City Clerk
City of Monterey Park


APPROVED TO FORM:
Mark D. Hensley, City Attorney

By: 

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF MONTEREY PARK)

I, DAVID M. BARRON, CMC, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. 11510, SA-16, HSA-8 was duly adopted by the City Council of the City of Monterey Park at a Special Meeting held on the 8th of August 2012, by the following vote:

Ayes:	Council Members: Lau, Wong, Real Sebastian, Ing
Noes:	Council Members: None
Absent:	Council Members: None
Abstain:	Council Members: None


David M. Barron, CMC, City Clerk
City of Monterey Park, California



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Monterey Park
California**

For the Fiscal Year Beginning

July 1, 2011

Linda C. Danton Jeffrey R. Egan

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Monterey Park, CA** for its annual budget for the fiscal year beginning **July 1, 2011**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

California Society of Municipal Finance Officers

Certificate of Award

***Excellence Award in Operating Budget
Fiscal Year 2011-2012***

Presented to the

City of Monterey Park

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

February 29, 2012





Scott Johnson
CSMFO President



Chu Thai, Chair
Professional Standards and
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

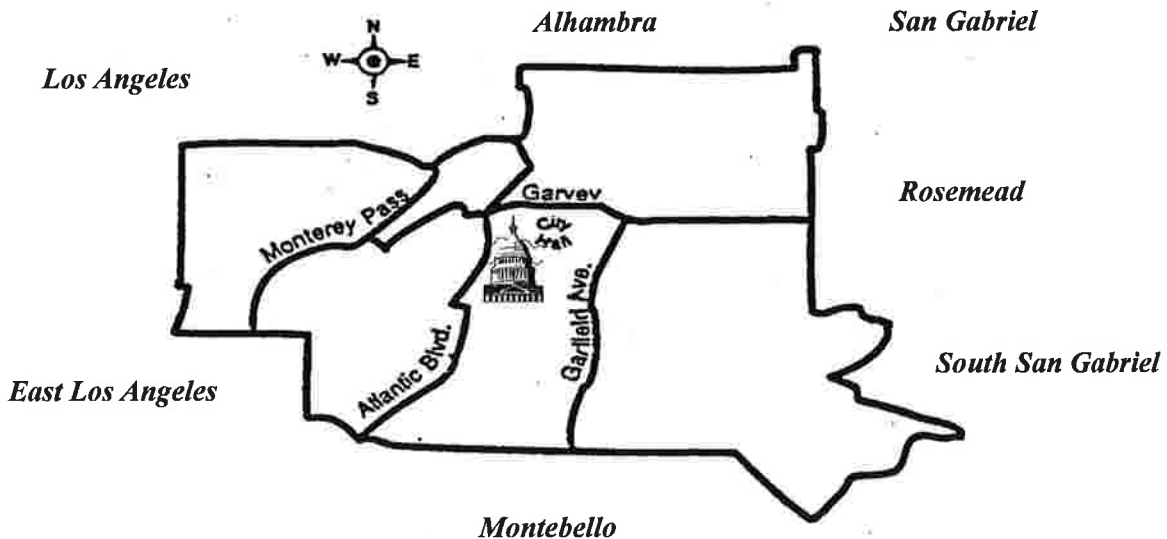
ABOUT THE CITY OF MONTEREY PARK

Monterey Park Government

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

City History

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



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

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

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

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

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

City's Economic Condition and Priority Development

Monterey Park covers an area of 7.73 square miles with a population of approximately 60,500. The City is located six miles east of Los Angeles and is primarily a residential community, with 78% of its land zoned for single and multiple family housing uses. Major businesses include food and drug, auto sales and service, banking, restaurants, hospitals and medical offices, printing and light manufacturing.

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

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

Local and Regional Transportation

- Transportation Services and Information

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

- Spirit Bus

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

- Regional Transportation Services

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

- Commuter Train Service

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

- Paratransit Service - Dial A Ride and Access Services

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

Annual Community Events

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

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

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

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

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

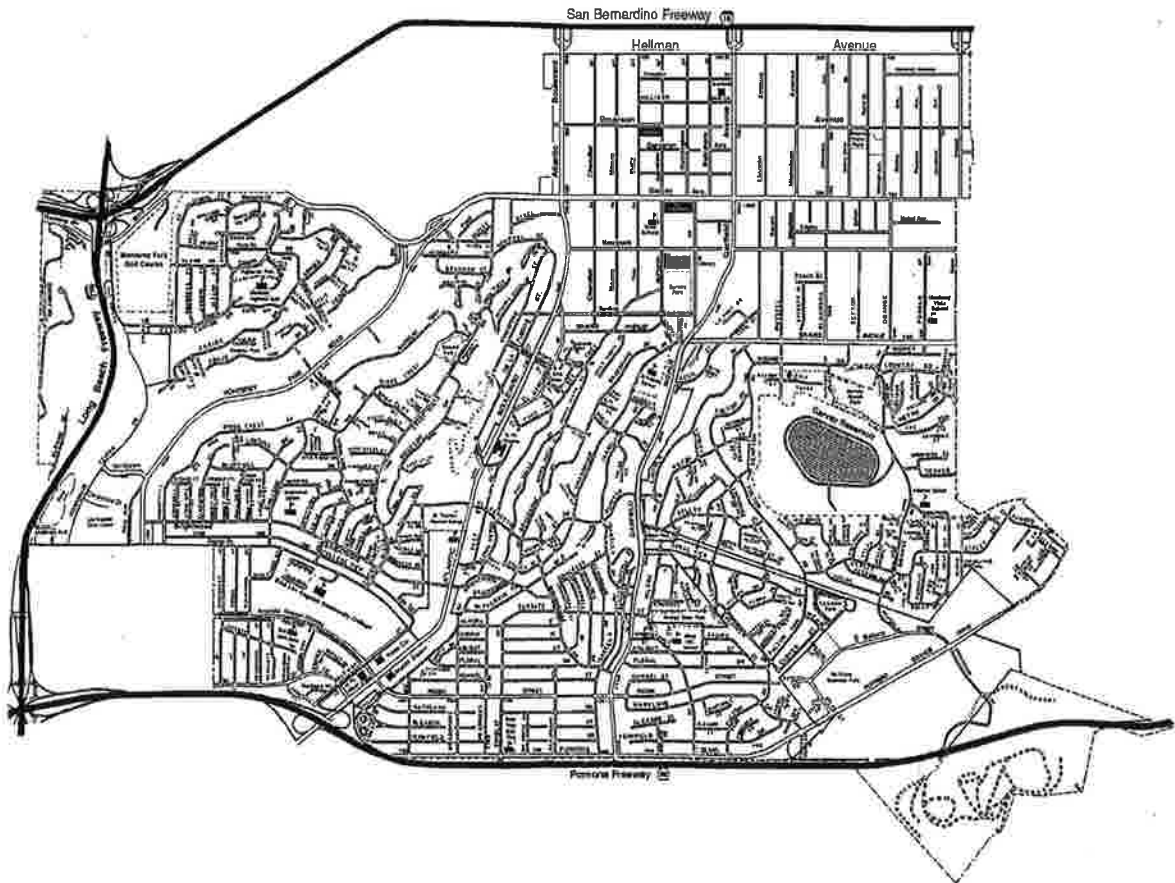
Artisans Faire - Every year in November, the City's Art and Culture Commission holds this special Arts and Crafts event allowing master crafters to display and sell their handicrafts in a serene and tranquil park setting.

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

Kidsday – Each August kids have fun playing games, watching a puppet show, making craft items, while parents get information on scouting sports, music, child care, and other services the Community offers for kids.

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

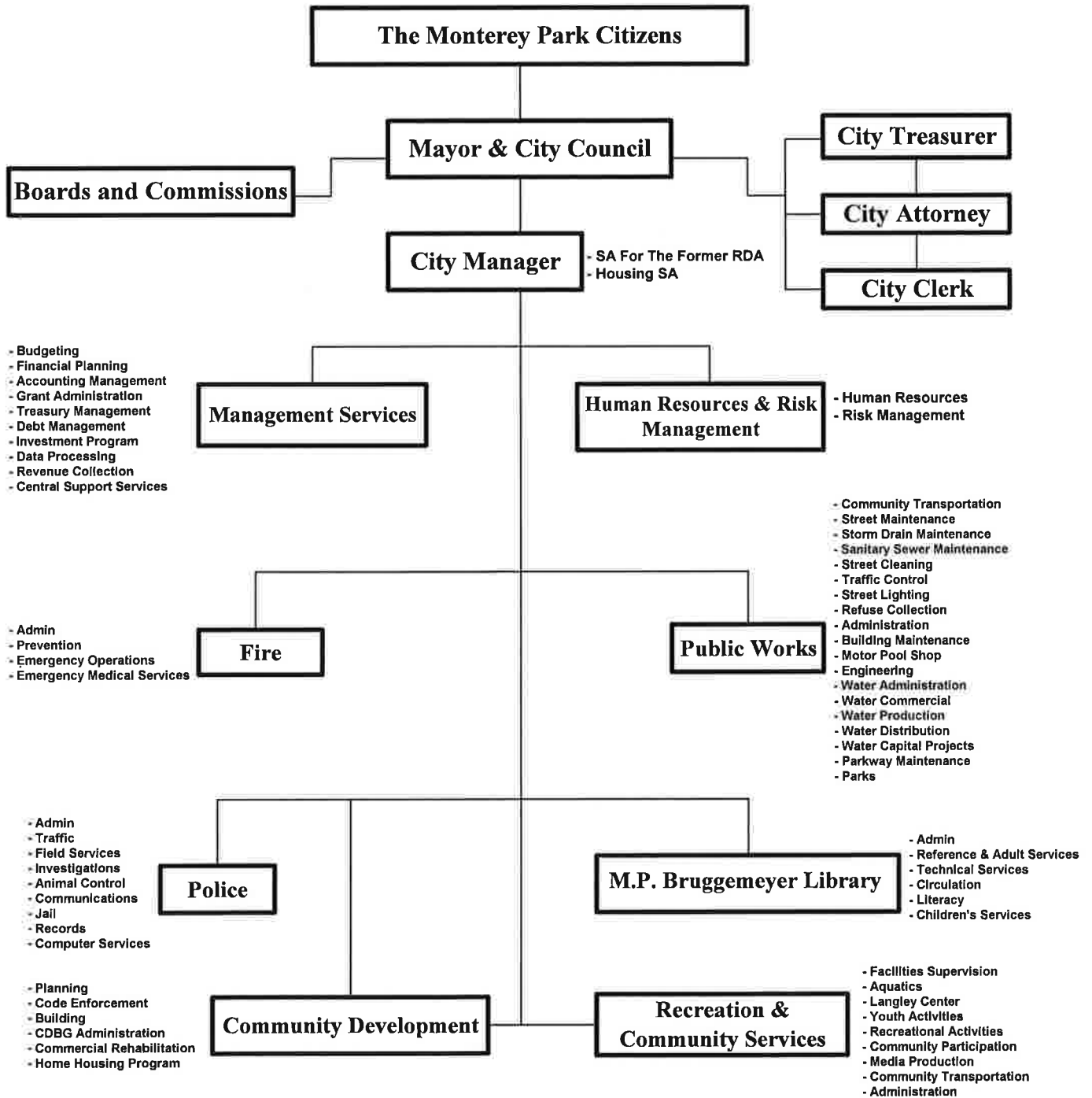
City Map



Miscellaneous Statistics

Date of Incorporation:	May 29, 1916
Form of Government:	Council / Manager
Area:	7.73 Square Miles
Miles of Streets:	119.27
Number of Street Lights:	3,359
Fire Protection:	
Number of Fire Stations:	3
Number of Sworn Firefighters and Non-Sworn Personnel:	57.50
Police Protection:	
Number of Stations:	1
Number of Sworn Police Officers and Non-Sworn Personnel:	113.36
Municipal Water Department:	
Number of Water Meters:	13,261
Average Daily Consumption:	7,700,000
Miles of Water Distribution Lines:	134
Number of Fire Hydrants:	1,059
Miles of Sewers:	
Sanitary Sewers:	126
Storm Drains:	14.50
Building Permits Issued:	650
Recreation and Culture:	
Number of Parks & Gardens:	14 (107.64 Acres)
Number of Pools:	2
Number of Libraries:	1
Number of Library Collection Volumes:	185,287
Number of Library Cardholders:	55,111
Number of Employees:	
Elected Officials:	7
Full-Time:	290
Part-Time:	47.82
Population:	61,153

City of Monterey Park Organization Chart



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

City of Monterey Park Budget Summary Section

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

	<u>Page</u>
• <i>Combined Changes in Fund Balance</i>	B2
• <i>Revenues</i>	
• <i>Revenues by Source (Three-Year Summary)</i>	B4
• <i>Revenues and Transfers-In by Fund Types (Twelve-Year Summary)</i>	B18
• <i>Revenue Graphs (Combined City and Successor Agency Revenues by Source)</i>	B20
<i>(General Fund Revenues by Source)</i>	B21
<i>(General Fund Tax Revenues by Category)</i>	B22
<i>(Special Revenue Funds Revenues by Source)</i>	B23
• <i>Expenditures</i>	
• <i>Expenditures by Fund (Five-Year Summary)</i>	B24
• <i>Expenditures by Activity (Three-Year Summary)</i>	B26
• <i>Expenditures By Function (Twelve-Year Summary)</i>	B34
• <i>Expenditure Graphs (Combined City & Successor Agency Expenditures by Fund)</i>	B36
<i>(Combined City & Successor Agency Expenditures by Function)</i>	B37
• <i>City Staffing</i>	
• <i>Citywide Personnel Summary</i>	B38
• <i>Citywide Personnel Summary (Ten-Year Summary)</i>	B46
• <i>Salary Matrix</i>	
Full-Time Classification and Base Salary List	B47
Part-Time Classification and Hourly Rates List	B51
• <i>Five-Year Financial Projections</i>	B53
• <i>City Long-Term Goals and Priorities</i>	B59
• <i>Management and Budget Policies</i>	B60
• <i>Budget Preparation Process and Calendar</i>	B75

Combined Changes in Fund Balance

Fund Description	Estimated Fund Balance 7/1/2012	Estimated Revenues	Estimated Transfer-In	Projected Expenditures	Projected Transfer-Out	Estimated Fund Balance 6/30/2013
CITY FUNDS:						
GENERAL FUND						
Unassigned	2,505,441	31,292,049		30,404,939	(885,382) ⁽¹⁾	2,507,169
Assigned:						
Capital Improvements	4,900,000					4,900,000
Committed:						
Unemployment Claims	340,000					340,000
Potential Catastrophic Events	2,000,000					2,000,000
Working Capital	3,000,000					3,000,000
Economic Development	<u>1,833,519</u>					<u>1,833,519</u>
Total GF Reserves	14,578,960					14,580,688
SPECIAL REVENUE FUNDS						
Retirement	451,641	5,099,000	885,382 ⁽¹⁾	6,436,023		0
Gas Taxes	1,138,791	1,726,276		1,395,951		1,469,116
Park Facilities	(118,488)	50,000		0		(68,488) ⁽³⁾
Proposition A	1,112,727	1,016,400		960,913		1,168,214
Proposition C	664,398	732,100		976,400		420,098
Measure R	915,067	542,300		658,369		798,998
Asset Forfeiture	919,510	382,500		467,301		834,709
Business Impr Dx #1	203,890	60,360		158,900		105,350
Air Quality	156,281	75,300		33,500		198,081
Maint. District 1972 Act	139,834	981,500		1,065,539		55,795
Public Safety Impact	(331,169)	80,000		268,220		(519,389) ⁽³⁾
Public Safety Augmentation		550,000		550,000		0
Library Tax	202,888	504,100		560,636		146,352
CERCLA Liability	797,020	124,600		120,000		801,620
GRANT FUNDS						
Library	18,739	38,755		43,433		14,061
HUD	203,857	870,013		1,073,870		0
Parks & Recreation		110,000		110,000		0
Fire	2,500	122,970		96,309		29,161
Police	126,947	147,306		174,253		100,000
Engineering/Transportation		34,450		34,450		0
Gen Plan Review Trust		106,507		106,507		0
Passport Trust Fund		21,305		21,305		0
Specialty Maint Trust Account		79,600		79,600		0
Records Management Fee Trust		25,638		25,638		0

Combined Changes in Fund Balance

Fund Description	Estimated Fund Balance 7/1/2012	Estimated Revenues	Estimated Transfer-In	Projected Expenditures	Projected Transfer-Out	Estimated Fund Balance 6/30/2013
ENTERPRISE FUND						
Sewer	593,579	260,000		315,643		537,936
Refuse	2,603,872	6,070,000		6,564,419		2,109,453
Water Operation	9,693,193	9,680,100		9,093,589 ⁽⁴⁾		10,279,704
Water Treatment	3,285,529	3,330,000		2,884,706		3,730,823
INTERNAL SERVICE FUNDS ⁽²⁾						
Auto Shop	1,302,236	1,704,478		2,025,851		980,863
Separation Benefits	3,037,776	1,248,697		880,000		3,406,473
Workers' Compensation	(2,218,311)	1,269,932		1,266,389		(2,214,768)
General Liability	813,000	790,000		858,080		744,920
Technology/Data Processing	1,000,000	131,538		165,000		966,538
Other Post-Employment Benefits	500,000	500,000				1,000,000
TOTAL CITY FUNDS	41,794,267	69,757,774	885,382	69,875,733	(885,382)	41,676,308
SUCCESSOR AGENCY (SA) FUNDS:						
Atlantic/Garvey	9,857,863	2,904,598		2,904,578		9,857,883
Merged	7,600,416	2,048,577		2,048,596		7,600,397
Housing	6,493,564	96,000		96,000		6,493,564
TOTAL SUCCESSOR AGENCY	23,951,843	5,049,175	0	5,049,174	0	23,951,844
TOTAL CITY AND SA FUNDS	65,746,109	74,806,949	885,382	74,924,907	(885,382)	65,628,151

Note:

- (1) 9% Safety employees contributions have been assumed.
- (2) Beginning fund balances for Internal Services Funds represented unrestricted fund balance.
- (3) Pending receipts from Towne Centre project.
- (4) Amount does not include depreciation expenditures and additional water assessment costs.

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual	Budgeted	Estimated	Estimated
		2010-2011	2011-2012	2011-2012	2012-2013
<i>General Fund</i>					
Property Taxes:					
Current Secured	0010- 01010	6,397,288	6,450,000	6,500,000	7,300,000
VLF Compensation	01010	4,998,808	4,900,000	4,900,000	5,000,000
Current Unsecured	01020	249,018	250,000	245,000	250,000
Homeowner Exemption	01030	60,197	60,000	60,000	60,000
Prior Year Secured	01110	267,688	388,000	100,000	350,000
Prior Year Unsecured	01120	21,655	12,000	14,000	15,000
Interest & Penalties	01200	78,389	90,000	55,000	90,000
Total Property Taxes		12,073,042	12,150,000	11,874,000	13,065,000
Other Taxes:					
Admission Tax	01400	10,559	7,500	7,500	7,500
Sales Tax	01500	3,171,110	3,200,000	3,300,000	3,368,000
Sales Tax Compensation	01500	1,105,049	1,110,000	1,058,440	1,069,000
Transient Tax	01550	756,873	750,000	876,000	780,000
Franchise Tax	01600	967,322	1,032,000	970,000	980,000
Transfer Tax	01800	132,252	130,000	125,000	125,000
Utility Users Tax	01900	3,219,600	3,250,000	3,200,000	3,275,000
Vehicle In-lieu Tax	04410	345,406		32,170	
Total Other Taxes		9,708,170	9,479,500	9,569,110	9,604,500
Licenses & Permits:					
Licenses:					
Business Licenses	02010	944,837	925,000	945,000	950,000
Business Lic Processing Fees	02020	285		539	
Tobacco Retailer Lic Fees	02025	884	1,200	1,700	700
Dog Licenses Regular	02410/02430	8,688	11,000	5,100	8,700
Dog Licenses Altered	02420/02450/02460	13,986	17,000	8,300	14,000
Total Licenses		968,680	954,200	960,639	973,400
Construction Permits:					
Building Permits	02500	474,672	700,000	629,000	868,000
Electrical Permits	02600	93,542	123,000	118,000	140,000
Plumbing Permits	02700	62,464	70,000	67,000	80,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Estimated			
		Actual 2010-2011	Budgeted 2011-2012	Actual 2011-2012	Estimated 2012-2013
Mechanical Permits	02900	45,261	60,000	56,000	70,000
Total Construction Permits		675,938	953,000	870,000	1,158,000
Other Permits:					
Firework Permits	03540	1,500	2,100	5,200	1,600
Yard Sale Permits	03550	2,394	2,300	2,000	2,300
Misc Permits	03590	8,619	6,000	17,000	6,000
Parking Permits	03650	1,838	2,200	2,000	1,000
Newsrack / Banner Permits	06290/06710	2,496	2,800	256	2,600
Total Other Permits		16,847	15,400	26,456	13,500
Total Licenses & Permits		1,661,466	1,922,600	1,857,095	2,144,900
Fines:					
Traffic Fines	03580	240,961	250,000	267,000	250,000
Court Fines	03600	56,011	40,000	25,000	40,000
Parking Fines	03630	489,762	500,000	483,000	475,000
Court Restitutions	06405	2,451		1,900	
Total Court and Traffic Fines		789,185	790,000	776,900	765,000
Use of Money & Property:					
Interest Income	03700	172,972	200,000	200,000	150,000
Golf Course Rental	03800	47,875	50,000	44,000	44,000
MetroPCS (3500 Ramona)	03870	34,945	35,792	36,000	36,866
T-Mobile Rental (Fire Station 3)	03880	27,382	28,157	28,000	29,002
Cingular Rental (Fire Station 3)	03890	27,540	28,157	26,000	29,002
Charter Commu. Rental (Bradshawe PL)	03920	25,662			
T-Mobile Rental (Sierra Vista)	03930	34,807	35,473	35,757	36,535
Nextel Rental (Ramona Blvd.)	03940	35,287	36,270	33,272	36,900
Acosta Grower (Delta & Fox Sites)	03960	7,192	14,710	5,137	12,328
Martinez Nursery (La Loma Site)	03961	2,872	3,013		3,164
Specialty Restaurants	03970	158,657	160,000	160,000	160,000
Sublease Rent - Pactel	03980	9,600	9,768	9,000	10,060
Sublease Rent - Cox Communication	03990	6,986	7,260	6,600	7,488
Total Use of Money & Property		591,777	608,600	583,766	555,345

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Estimated			
		Actual 2010-2011	Budgeted 2011-2012	Actual 2011-2012	Estimated 2012-2013
Charges for Services:					
Police Services:					
Witness Fees	03610	2,774	3,000	2,500	2,800
Prisoner Housing	03640	133,058	100,000	97,000	133,000
Vehicle Release	03670	68,710	80,000	66,000	70,000
DUI Recovery	03680	41,197	60,000	56,000	50,000
Fingerprint	06390/03710	14,262	25,000	10,745	20,000
Correction Notices	03720	4,990	4,500	3,720	4,500
Prisoner Booking Fees	03730/03760	200		720	120
Police Report	05990	1,586	2,500	3,018	2,000
Burglar Alarm	06400	44,656	40,000	42,798	40,000
Total Police Services		311,432	315,000	282,501	322,420
Fire Services:					
Fire Report Copy	06050	406	500	271	300
Fire Inspection	06320	90,640	98,000	96,000	80,000
Fire Plan Checks & Permits	06330/06340	107,586	110,000	128,000	105,000
Fire Response/Admin Citation	06350/06240	9,092	13,000	11,000	13,000
Business Fire Safety Inspection	06370	80,051	75,000	20,000	80,000
Ind Waste Permit/Inspection	06850	91,051	100,000	116,000	90,000
Citizen CPR/AED Training Program	06851	515	1,500		250
Medical Subscription	07950	107,294	107,000	101,000	107,000
Ambulance Transport	07960	1,011,137	950,000	1,083,000	1,000,000
Fire Emergency Response	07970	1,945		178	
Total Fire Services		1,499,717	1,455,000	1,555,449	1,475,550
Community Development:					
Plan Check	06100	686,072	600,000	477,000	600,000
Comm Prop Insp	06120	67,732	32,000	65,000	60,000
Res Prop Insp	06150	45,952	50,000	59,000	46,000
Home Occup Insp	06160	13,952	18,000	14,000	14,000
Zoning	06200	25,563	42,000	31,000	30,000
Admin Citation - Code Compliance	06220/06130	22,046	30,000	51,000	30,000
Design Review	06250	7,098	8,000	7,000	7,000
Special Inspection	06450	6,491	11,000	6,600	8,000
Massage Application / Review Fee	06455				1,690
Total Community Development Fees		874,906	791,000	710,600	796,690

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Budgeted		Estimated	
		Actual 2010-2011	2011-2012	Actual 2011-2012	Estimated 2012-2013
Public Works Fees:					
Comm. Franchise in lieu fee	01610	120,828	122,000	126,000	122,000
Street Excavation	02910	5,408	8,500	8,700	8,000
Sewer Permits	02920		122	441	200
Driveway/Sidewalk	02930	2,648	2,000	1,758	2,500
Housemoving Permits	03520	1,152	1,392	1,000	1,392
Sale of Maps	06000	123	350	142	250
Sale of Plans	06010	3,892	3,500	1,368	3,000
Address Change	06140	4,466	1,276	2,552	2,552
Admin Citation - Public Works	06230	200	2,000	100	500
Engr Inspection	06210/06300	8,303	20,000	13,000	20,000
Engr Plan Check	06700	61,215	50,000	23,000	55,000
Soil Review	06910	6,716	8,500	16,000	8,500
Total Public Works Fees		214,951	219,640	194,061	223,894
Library Fees:					
Calif Library Serv	05300	83	800	46	100
Library Fines	07410	18,250	19,000	19,000	19,000
Audio Visual	07420	6,276	13,000	4,700	5,000
Lost Books	07430	1,758	3,000	2,000	3,000
Misc Library Revenue	07460	126	250	40	100
Card Replacement	07480	2,159	2,800	2,200	2,500
Damaged Items	07490	353	800	551	600
Total Library Fees		29,005	39,650	28,537	30,300
Recreation / Community Services Fees:					
Rec. Facilities / Service Clubhouse	04020	70,094	66,000	56,000	60,000
Rec Registration	06090	19,894	20,000	18,000	20,000
Picnic Reservation	07050	17,417	26,000	18,000	18,000
Aquatics	07090	38,253	37,000	27,000	37,000
Child Care	07150	153,774	160,000	141,000	130,000
Barnes Pool Admission	07610	11,948	15,000	12,000	14,000
Elder Pool Admission	07620	7,791	7,500	4,000	5,000
Swim Lessons	07630	51,757	52,000	53,000	53,000
Barnes & Elder Pool Rental	07640	43,255	40,000	40,000	40,000
Adopt-A-Park	08020	6,000	6,000	1,000	
Langley Activity	08025			195	
Other Rec. Revenue	07900/08030	8,015	8,300	40	8,300
Rec Registration	0159- 06090	36,946	35,000	35,000	35,000
Summer Programs	0159- 07010	67,624	70,000	58,000	70,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Estimated			
		Actual 2010-2011	Budgeted 2011-2012	Actual 2011-2012	Estimated 2012-2013
Fall Programs	0159- 07020	68,861	57,000	67,000	65,000
Winter Programs	0159- 07030	60,804	47,000	60,000	49,000
Spring Programs	0159- 07040	58,654	57,000	54,000	56,000
Adult Leagues	0159- 07100	20,513	35,000	11,000	18,000
Total Recreation / Community Services Fees		741,600	738,800	655,235	678,300
Administrative Charges:					
From City Funds	06020	619,900	619,900	619,900	900,000
Total Administrative Charges		619,900	619,900	619,900	900,000
Other Services:					
City Clerk Research	06040	626	700	268	500
Returned Check Fee	08150	4,374	4,000	4,500	4,000
Total Other Services		4,999	4,700	4,768	4,500
Total Charges for Services		4,296,510	4,183,690	4,051,051	4,431,654
Other Revenue:					
CRA Pass-Through (AB 1389)	08100	145,883	150,300	190,145	
Surplus Property Sale	04000	2,002	8,000	8,000	8,000
Refunds/Rebates	08100	89,048	180,000	489,000	280,000
Misc Revenue	07530/09203/09210	14,389	17,000	17,000	17,000
Utility Billing Round Up	08200	773	650	750	650
Street Maintenance - Water	0092- 81580	281,400	350,000	350,000	420,000
Total Other Revenue		533,496	705,950	1,054,895	725,650
Total General Fund		29,653,645	29,840,340	29,766,817	31,292,049
<u>Special Revenue Funds</u>					
Retirement Fund - 0012					
Property Taxes:					
Current Secured	01010	3,926,999	3,970,000	4,400,000	4,850,000
Current Unsecured	01020	66,363	68,000	68,000	68,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual		Estimated	
		2010-2011	Budgeted 2011-2012	Actual 2011-2012	Estimated 2012-2013
Homeowner Exemption	01030	58,038	59,000	59,000	59,000
Prior Year Secured	01110	98,068	130,000	98,000	100,000
Prior Year Unsecured	01120	6,359	2,000	1,500	2,000
Interest & Penalties	01200/03750	19,650	23,000	20,000	20,000
Total Retirement Fund		4,175,477	4,252,000	4,646,500	5,099,000
State Gas Tax Funds - 0022					
Gas Tax:					
Section 2103 (Prop 42 Replacement)	0022- 04530	615,666	650,000	685,725	705,845
Section 2105	0022- 04540	333,615	353,000	317,693	314,305
Section 2106	0022- 04500	200,136	210,000	217,350	215,021
Section 2107	0022- 04510	445,563	470,000	450,713	451,072
Section 2107.5	0022- 04520	7,500	7,500	7,500	7,500
Interest Income	0022- 03700	683	200	1,000	1,200
SB 821 Bikeway	0023- 05400	4,800	26,088	26,088	31,333
Total Gas Tax Fund		1,607,963	1,716,788	1,706,069	1,726,276
Park Facility Fund - 0070					
Park Facilities Fees	09000	27,477	100,000	20,000	50,000
Proposition A Fund - 0109					
Proposition A Local Return	05400	877,404	820,000	840,000	840,000
Proposition A Incentive Program	05430	111,117	104,000	104,000	110,000
Fares	07680	54,853	69,000	61,000	62,000
Interest Income	03700	5,056	10,000	4,200	4,400
Total Proposition A Fund		1,048,430	1,003,000	1,009,200	1,016,400
Measure R Fund - 0110					
Measure R	05400	543,998	450,000	540,000	540,000
Interest Income	03700	2,365		2,200	2,300
Total Measure R		546,363	450,000	542,200	542,300

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Estimated			
		Actual 2010-2011	Budgeted 2011-2012	Actual 2011-2012	Estimated 2012-2013
Proposition C Fund - 0166	05400	728,723	720,000	789,000	730,000
Interest Income	03700	3,610	9,500	2,800	2,100
Total Proposition C		732,333	729,500	791,800	732,100
Asset Forfeiture Fund - 0160					
Asset Forfeiture-Justice	03690	87,596	67,000	44,000	80,000
Interest Income	03700	3,772	6,000	1,800	
Asset Forfeiture-Treasury	03770	396,269	300,000	111,840	300,000
Asset Forfeiture-State	03780	1,818	4,000	15,580	2,500
Sale of Surplus Property	04000	4,625			
Total Asset Forfeiture Fund		494,079	377,000	173,220	382,500
Business Improvement Fund - 0077					
Business Improvement Fees	02110	60,216	57,000	60,000	60,000
Interest Income	03700	866	400	460	360
Total Business Improvement		61,082	57,400	60,460	60,360
Air Quality Improvement Fund - 0165					
Air Quality Allocation	05400	75,725	74,000	74,000	75,000
Interest Income	03700	501	750	280	300
Total Air Quality Improvement		76,225	74,750	74,280	75,300
Maint. District -1972 Act - 0176					
Special Assessment	01060	970,020	970,000	970,000	981,500
Library Tax Fund - 0131					
Library Tax	01060	501,531	500,000	500,000	503,750
Interest Income	03700	488	500	350	350
Total Library Tax Fund		502,019	500,500	500,350	504,100

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Estimated			
		Actual 2010-2011	Budgeted 2011-2012	Actual 2011-2012	Estimated 2012-2013
Public Safety Augmentation Fund - 0182					
Sales Tax Public Safety Augmentation	01510	527,246	540,000	550,000	550,000
Public Safety Impact Fund - 0071					
Public Safety Impact Fee	03570/08100	77,155	300,000	100,000	80,000
Interest Income	03700	80			
Total Public Safety Impact Fee		77,234	300,000	100,000	80,000
CERCLA Liability Fund - 0203					
CERCLA Fees	06950	120,787	125,000	122,000	122,000
Interest Income	03700	2,589	12,000	2,500	2,600
Total CERCLA Liability		123,376	137,000	124,500	124,600
Grants Fund					
Library Grants:					
Cal Foundation - PLF	0115- 05400	22,243	4,833		
Literacy and Civics Ed. Grant	0142- 05400	10,000	24,598	24,000	24,000
Cal Literacy Grant	0163- 05400	36,925	31,386		
Library Automation Trust Grant	0422- 05400	25,000			
Target Grant (2010)	0423- 05400	2,000			
Local History Digital Resources Grant	0424- 05400	5,000			
Past Digital Storytelling Program Gran	0426- 05400	10,000			
Transforming Lives After 50 Grant	0427- 05400	10,000			
California Council for The Humanities	0428- 05400		7,500	991	6,509
Literacy Trust Grant	0445- 05400		8,246	8,246	8,246
Total Library Grants		121,168	76,563	33,237	38,755
Parks and Recreation Grants:					
Park Discretionary (Maint.)	0178- 05400	60,000	60,000	60,000	60,000
Roberti-Zberg 2002 Grant	0250- 05400	99,229			
Pepsi Franchise Grant	0343- 05400	150,000	70,000	70,000	50,000
Total Parks & Rec Grants		309,229	130,000	130,000	110,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Estimated			
		Actual 2010-2011	Budgeted 2011-2012	Actual 2011-2012	Estimated 2012-2013
Police Grants:					
STC Grant	0132- 05400	5,885	6,306	6,306	6,306
POST Grant	0136- 04500	24,809	35,000	35,000	35,000
Interest Income	0192- 03700	437			
State - COPS	0192- 05400	100,000	100,000	100,000	100,000
Bullet Proof Vest Grant	0229- 05400	5,977	6,000	6,000	6,000
OTS Sobriety Checkpoint Grant	0243- 05400	25,477			
Urban Area Security Initiative-2007	0249- 05400	33,373	30,000	30,000	
FED COP Technology Grant	0400- 05400	133	250,000	250,000	
FED COP Technology Grant - 2009	0401- 05400	46,651			
911 for Kids Grant	0404- 05400		4,235	4,235	
Justice Assistance Grant	0217- 05400	36,305	13,792	13,792	
Homeland Security Grant - 2007	0252- 05400	21,233			
Homeland Security Grant - 2008	0253- 05400	21,350	150,000	150,000	
Homeland Security Grant - 2009	0254- 05400	23,190	29,456	29,456	
Total Police Grants		344,820	624,789	624,789	147,306
Engineering Grants:					
State Transportation Prop. 42	0026- 03700/05400	1,035			
Prop 1B Street Improvement Fund	0028- 03700/05400	960,721			
ARRA 2009 Street Improvement Fund	0029- 05400	255,459			
Used Oil Recycling Grant	0184- 03700/05400	27,189	17,612	17,612	17,706
Beverage Container Recycling	0214- 05400		16,744	17,272	16,744
DOE EEC Block Grant	0420- 05400	138,003			
Asphalt / Concrete Incentive	0421- 05400	104,507			
SGVCOG Energy Grant	0446- 05400		37,400	37,400	
Total Engineering Grants		1,486,915	71,756	72,284	34,450
Transportation Grants:					
Air Quality Investment Program	0233- 05400/07680	5,090			
Safetea-Lu	0342- 05400	53,381			
Federal Transit Administration	0358- 05400	90,207			
Total Transportation Grants		148,677	0	0	0
Fire Grants:					
Urban Area Security Initiative-2008	0256- 05400	9,756			
Urban Area Security Initiative-2009	0257- 05400		23,747	23,747	
Urban Area Security Initiative-2010	0258- 05400		65,809	12,000	53,809
Urban Area Security Initiative-2011	0259- 05400				29,161
ELAC Instructional Serv Program	0349- 05400	64,032	51,074	51,074	40,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Estimated			
		Actual 2010-2011	Budgeted 2011-2012	Actual 2011-2012	Estimated 2012-2013
Assistance to Firefighters - 2010	0431- 05400		86,784	86,784	
Disaster Management Area C	0436- 05400	2,500			
Total Fire Grants		76,288	227,414	173,605	122,970
Community Development Grants:					
Sustainable Communities Planning	0440- 05400		160,000	160,000	
Total Community Development Grants		0	160,000	160,000	0
HUD Grants:					
CDBG	0169- 05400	1,079,701	968,271	968,271	576,072
CDBG - R	0395- 05400	191,556		9,275	
HOME Fund	0152- 05400/ 08100/07530	157,181	443,123	443,123	293,941
EDI Grant/Interest Income	0211- 03700	1,892			
Total HUD Grants		1,430,330	1,411,394	1,420,669	870,013
Other Special Grants (Trust Funds):					
Maintenance Grant (0075)	0344- 05400	103,634	80,000	80,000	79,600
Charter Communication Grant (0075)	0351- 05400	35,000			
Gen Plan Review Trust	0352- 05400	195,000	135,853	135,853	106,507
Passport Trust Grant (0075)	0415- 05400	21,000	21,000	21,000	21,305
Records Management Fee Trust (0075)	0442- 05400		25,636	25,636	25,638
Total Other Special Grants		354,634	262,489	262,489	233,050
Total Grant Funds		4,272,061	2,964,405	2,877,073	1,556,544
Total Special Revenue Funds		15,241,386	14,172,343	14,145,652	13,480,980
Enterprise Funds					
Sewer Fund - 0042					
Sewer Reconstruction Fee	01000		500		
Sewer Revenue	05200	271,984	280,000	245,000	260,000
Total Sewer Fund		271,984	280,500	245,000	260,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual	Budgeted	Estimated	Estimated
		2010-2011	2011-2012	2011-2012	2012-2013
Refuse Fund - 0043					
Refuse Charges	05300/05350	5,656,859	5,650,000	5,650,000	5,750,000
Waste Mgmt Surcharge	05360	323,738	305,000	315,000	320,000
Total Refuse Fund		5,980,597	5,955,000	5,965,000	6,070,000
Water Fund					
Water Operation Fund:					
Sales of Surplus Property	0092- 04000	9,865		2,306	
Water Sales	0092- 07510	7,634,336	6,700,000	7,300,000	7,480,000
Connection Fee	0092- 07550	74,414	100,000	91,894	150,000
Meter Installation	0092- 07520	176,783	150,000	177,000	150,000
Other Revenue	0092- 07540	96	60,000	39	100
Water Rights/Reconnection	0092- 07530	2,712,997	800,000	2,417,000	1,900,000
Total Water Operation Fund		10,608,491	7,810,000	9,988,239	9,680,100
Water Treatment Fund:					
Water Treatment Surcharge	0093- 07590	2,722,660	2,750,000	2,750,000	2,800,000
SGWQA Grant	0093- 07560	225,000			
EPA Settlement	0093- 07575	1,395,383		2,203,224	500,000
Other - Insurance Reimb.	0093- 07530	60,164	30,000	30,000	30,000
Total Water Treatment Fund		4,403,207	2,780,000	4,983,224	3,330,000
Total Enterprise Funds		21,264,279	16,825,500	21,181,463	19,340,100
<u>Internal Service Funds</u>					
Auto Shop Fund - 0060					
Refunds & Rebates	08100/04000	14,329			
Vehicle Charges	08700	1,899,417	1,741,388	1,731,876	1,704,478
Total Shop Fund		1,913,746	1,741,388	1,731,876	1,704,478
Separation Benefits Fund - 0061					
Separation Charges	07900	1,392,691	1,531,960	1,522,616	1,248,697

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Estimated			
		Actual 2010-2011	Budgeted 2011-2012	Actual 2011-2012	Estimated 2012-2013
General Liability Fund - 0062					
Insurance Charges	06020	790,000	790,000	790,000	790,000
Workers' Compensation Fund - 0080					
Insurance Charges	07900	1,062,093	1,168,302	1,167,546	1,269,932
Technology Fund - 0063					
Technology Charges	06020	141,727	148,813	141,747	131,538
OPEB Internal Service Fund - 0064					
OPEB set-aside	06020		500,000	500,000	500,000
<i>Total Internal Service Funds</i>		<i>5,300,257</i>	<i>5,880,463</i>	<i>5,853,785</i>	<i>5,644,645</i>
Total City - All Funds		71,459,566	66,718,646	70,947,717	69,757,774

SUCCESSOR AGENCY (Began 2/1/2012)

Atlantic/Garvey SA - 0860	01070				377,964
Atlantic/Garvey SA - Debt Services 0865	01070				2,526,634
Merged SA - 0870	01070				493,037
Merged SA - Debt Services 0875	01070				1,555,540
Housing Successor Agency Fund - 0880	01070				96,000
<i>Total Successor Agency Funds</i>		<i>0</i>	<i>0</i>	<i>0</i>	<i>5,049,175</i>

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual	Budgeted	Estimated	Estimated
		2010-2011	2011-2012	2011-2012	2012-2013
<i>COMMUNITY REDEVELOPMENT AGENCY (Dissolved)</i>					
Atlantic/Garvey Debt Services Fund - 0815					
Tax Increment	01070	4,511,076	4,300,000	1,922,766	
Interest Income - F.A.	03750/03700	18,045	13,000	4,000	
Total Atlantic/Garvey Debt Services Fund		4,529,121	4,313,000	1,926,766	0
Merged Debt Services Fund - 0825					
Tax Increment	01070	3,953,972	4,929,000	1,884,057	
Interest Income - F.A.	03750/03700	13,048	7,200	2,500	
Total Merged Debt Services Fund		3,967,020	4,936,200	1,886,557	0
Atlantic/Garvey Capital Project Fund - 0810					
Interest Income	03700	62,213	70,000	28,000	
Total Atlantic/Garvey Capital Project Fund		62,213	70,000	28,000	0
Merged Capital Project Fund - 0820					
Interest Income	03700	27,897	47,000	11,000	
Total Merged Capital Project Fund		27,897	47,000	11,000	0
Housing Fund - 0811					
Tax Increment	01070/01080	2,116,262	2,175,000	951,706	
Interest Income	03700	29,437	50,000	10,000	
Program Income	05450	373	10,000		
Rental Income-325 E. Pomona	05451	24,547			
Rental Income-371 E. Pomona	05452	23,642			
Rental Income-341 E. Pomona	05453	29,925			
Rental Income-534 N. Chandler	05455	45,908			
Total Housing Fund		2,270,095	2,235,000	961,706	0

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual	Budgeted	Estimated	Estimated
		2010-2011	2011-2012	2011-2012	2012-2013
<i>Total CRA</i>		<i>10,856,346</i>	<i>11,601,200</i>	<i>4,814,029</i>	<i>0</i>
Grand Total City, CRA, & Successor Agency		82,315,912	78,319,846	75,761,746	74,806,949

CITY OF MONTEREY PARK

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

GOVERNMENTAL FUND TYPES

Fiscal Year Ending	SPECIAL REVENUE							ENTERPRISE		
	General Fund	Retirement Fund	Grants	Maintenance District	Proposition A & C	Gas Taxes	Other ⁽²⁾ Funds	Water Utility	Refuse ⁽³⁾ Fund	Sewer ⁽³⁾ Funds
2002	24,959,683	2,696,449	4,865,653	928,380	1,596,716	1,181,911	7,058,954	6,282,346		
2003	25,556,407	2,802,628	4,229,167	934,239	1,834,796	1,172,990	7,113,397	7,478,178		
2004	26,280,411	3,232,316	4,328,039	932,002	1,764,606	1,297,822	6,943,551	11,729,336		
2005	29,137,558	3,313,202	8,096,498	1,000,204	1,878,564	1,206,271	6,875,863	11,286,024		
2006	29,630,803	3,588,839	5,236,375	1,049,143	2,147,907	1,198,503	7,576,802	9,553,289		
2007	31,785,552	3,754,210	6,392,842	940,103	2,168,749	1,199,952	9,847,555	11,610,346		
2008	34,673,497	4,008,746	4,214,919	922,091	2,210,243	1,164,578	9,550,088	11,914,442		
2009	31,934,697	4,089,370	4,169,354	960,905	1,955,824	1,061,589	9,670,913	11,410,895		
2010	29,286,109	4,095,945	6,363,421	1,002,399	1,706,145	1,046,559	8,759,499	11,503,110		
2011	29,653,645	4,175,477	4,272,061	970,020	1,780,763	1,607,963	2,435,101	15,011,698	5,980,597	271,984
2012 ⁽¹⁾	29,766,817	4,646,500	2,877,073	970,000	1,801,000	1,706,069	2,145,010	14,971,463	5,965,000	245,000
2013 ⁽¹⁾	31,292,049	5,099,000	1,556,544	981,500	1,748,500	1,726,276	2,369,160	13,010,100	6,070,000	260,000

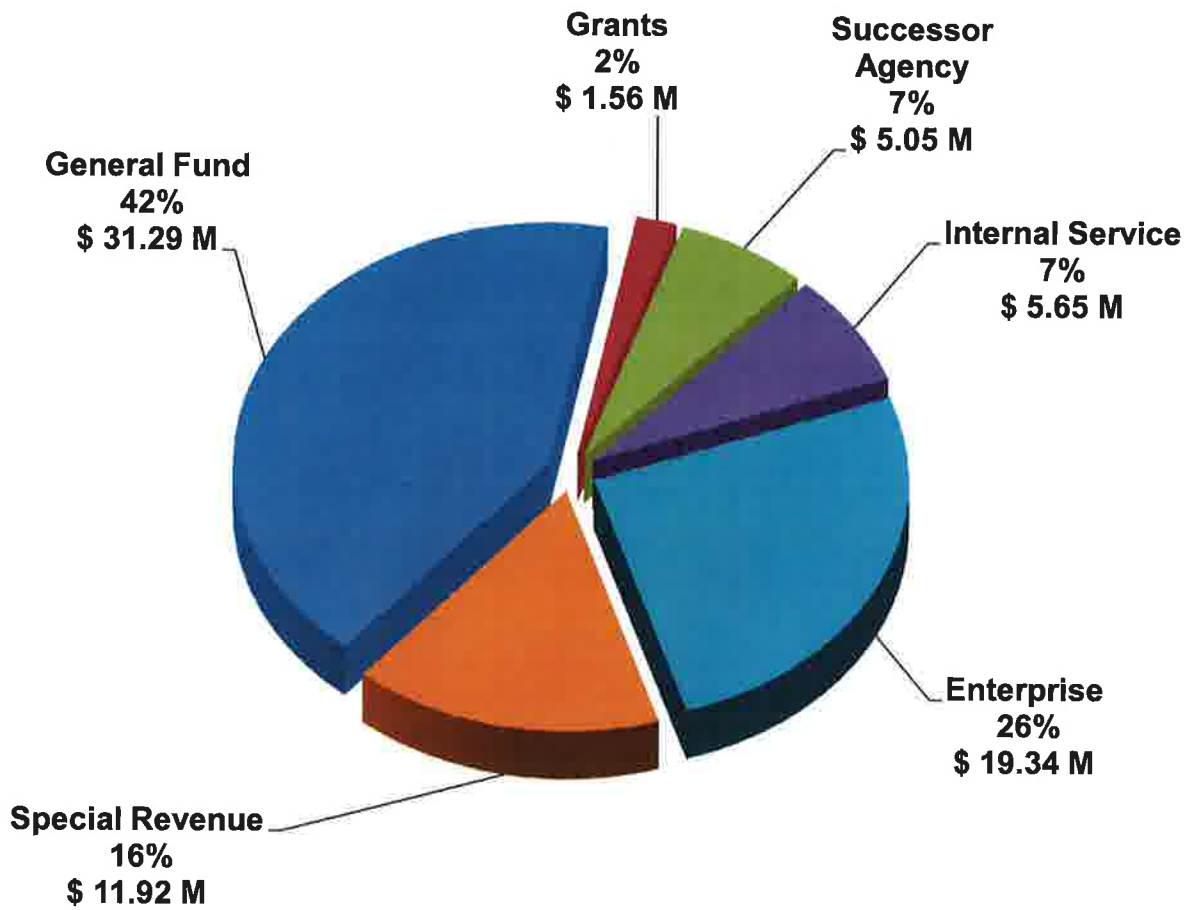
Notes:

- (1) Amounts for FYE 2012 display estimated actual and 2013 estimated revenues.
- (2) Other Funds category includes Park Facilities, Business Improvement, Asset Forfeiture, Air Quality Improvement Funds, Public Safety Impact, Public Safety Augmentation, Measure R, Library Tax, Environmental Liability, Refuse (from FYE 2002 to 2010), and Sewer (from FYE 2002 to 2010).
- (3) Starting 2010-11, Sewer & Refuse Funds were reclassified as Enterprise Fund.
- (4) Starting February 1, 2012, Redevelopment Agency was dissolved and the City became the Successor Agency for the former Redevelopment Agency.
- (5) Starting 2011-12, City establishes Other Post-Employment Benefits (OPEB) Fund.

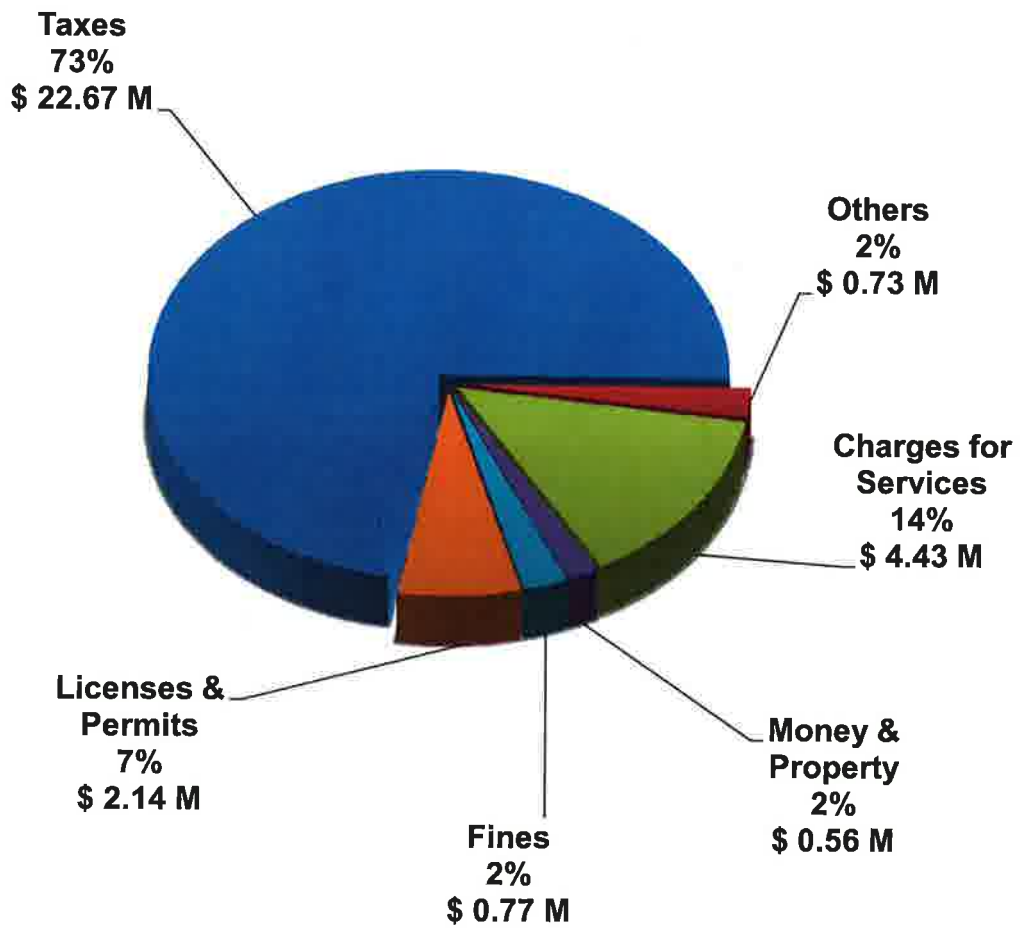
PROPRIETARY FUND TYPES

INTERNAL SERVICE						(4) REDEVELOPMENT AGENCY	(4) SUCCESSOR AGENCY	ALL FUNDS
Auto Shop	Separation Benefits	General Liability	Technology / Comm.	Workers' Compensation	OPEB ⁽⁵⁾	CRA	SA	GRAND TOTAL
1,555,560	481,625	830,000	86,961	905,709		7,231,250		60,661,197
1,548,415	579,093	1,134,805	99,861	951,463		42,826,776		98,262,215
1,562,127	693,383	948,206	78,981	1,856,866		6,674,030		68,321,676
1,602,184	833,071	750,000	82,581	1,043,287		7,087,634		74,192,941
1,602,744	874,730	760,000	87,803	1,440,281		8,601,149		73,348,368
1,669,559	1,054,759	750,000	104,798	1,151,560		9,643,573		82,073,558
1,696,452	1,258,959	935,079	125,588	1,388,474		11,165,756		85,228,912
1,849,165	1,512,159	790,000	122,098	1,249,231		10,932,020		81,708,220
1,895,141	1,658,598	1,151,171	141,727	1,327,106		10,811,342		80,748,272
1,913,746	1,392,691	790,000	141,727	1,062,093		10,856,346		82,315,912
1,731,876	1,522,616	790,000	141,747	1,167,546	500,000	4,814,029		75,761,746
1,704,478	1,248,697	790,000	131,538	1,269,932	500,000		5,049,175	74,806,949

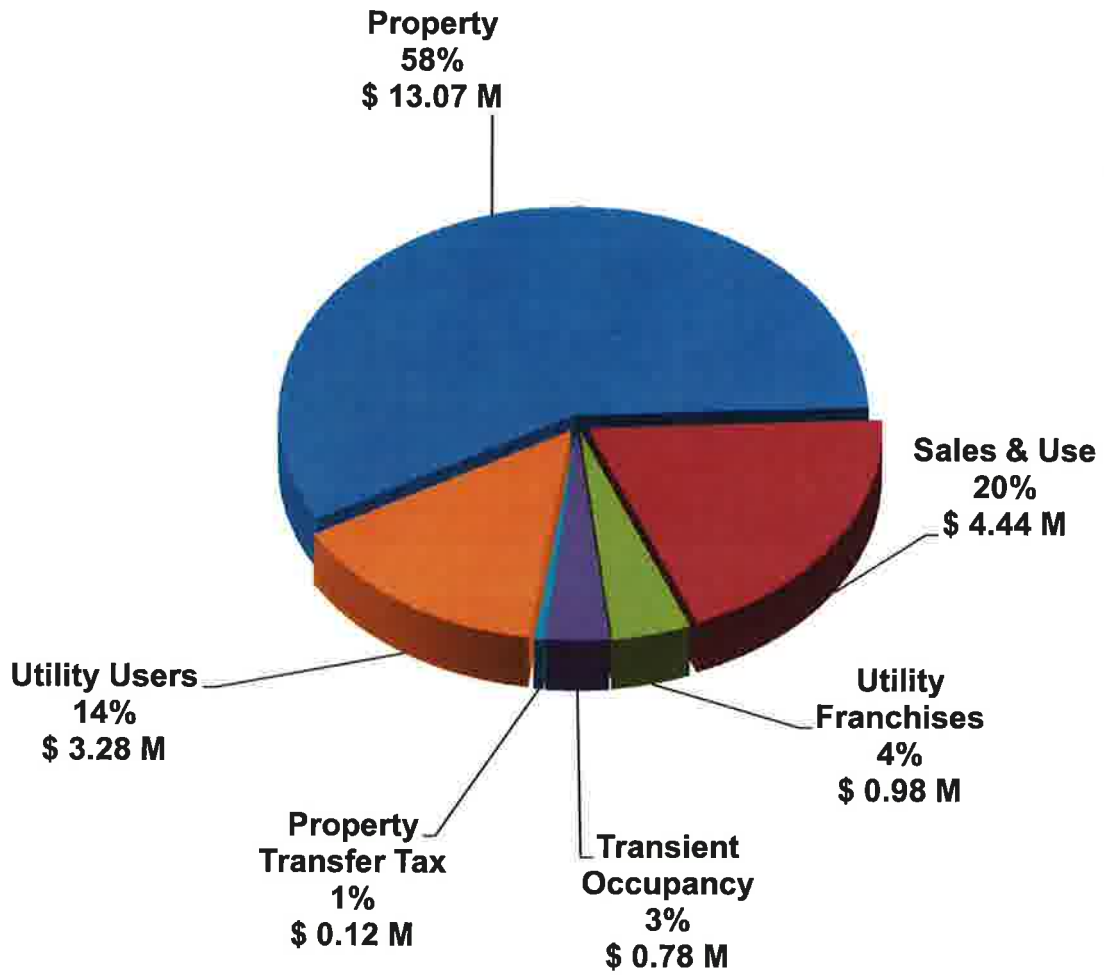
**Combined City and Successor Agency
Revenues By Source
Fiscal Year 2012-2013**



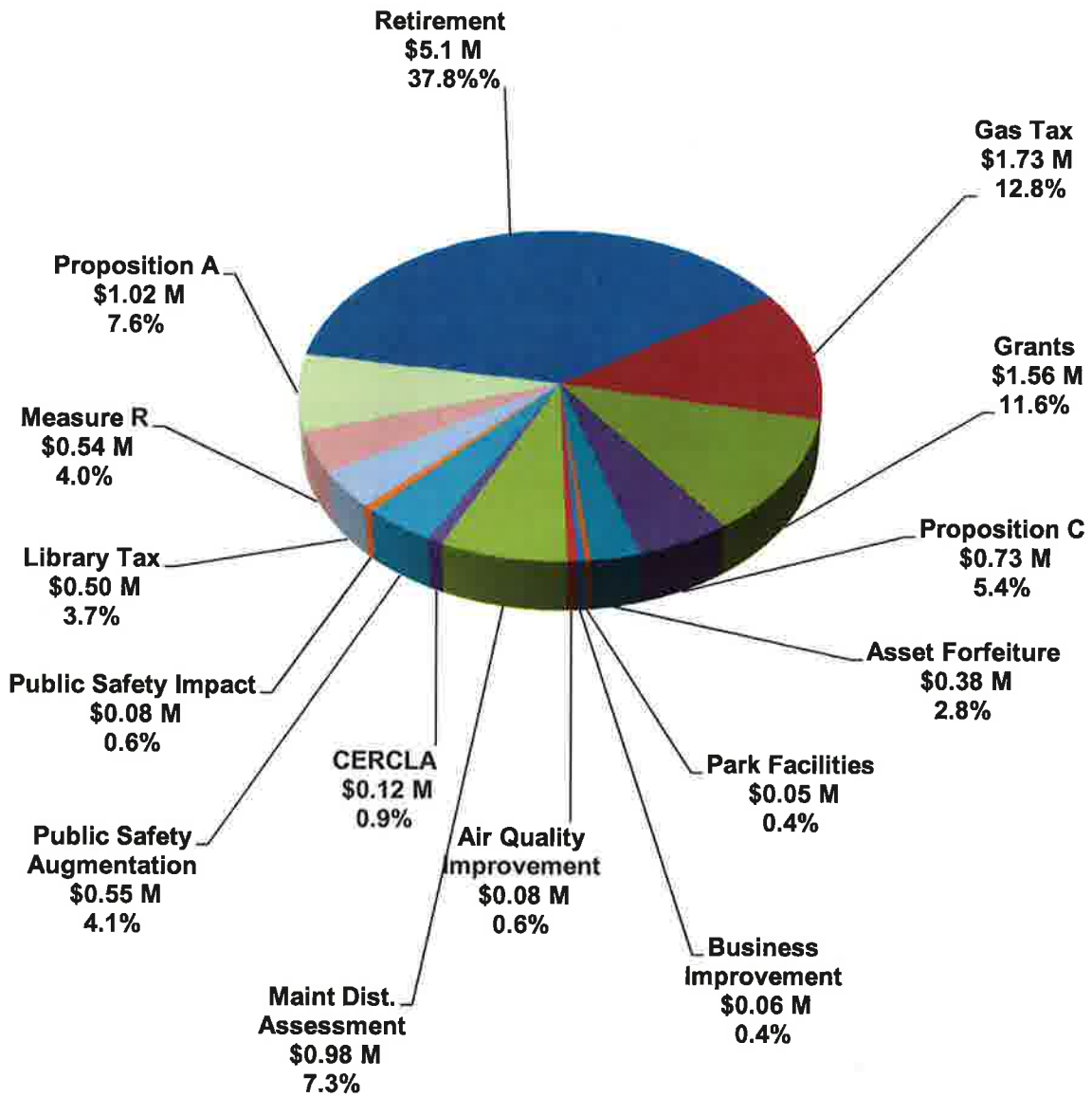
**General Fund
Revenues By Source
Fiscal Year 2012-2013**



**General Fund
Tax Revenues By Category
Fiscal Year 2012-2013**



Special Revenue Funds Revenues By Source Fiscal Year 2012-2013



Five Year Summary of Expenditures

Fund Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Estimated Actual 2011-12	Budgeted 2012-13
MAJOR FUNDS					
<i>General Fund</i>	32,393,729	32,622,760	30,285,009	29,565,303	30,404,939
<i>Retirement</i>	5,513,546	6,443,359	6,727,694	7,110,730	6,436,023
<i>Grant Funds</i>					
Library	65,619	80,739	99,436	61,583	43,433
HUD	2,004,800	2,153,715	1,432,849	1,491,883	1,073,870
Parks & Recreation	438,956	135,834	163,825	195,000	110,000
Police / Fire	483,912	509,790	337,738	500,215	270,562
Engineering / Transportation	16,323	3,427,305	1,400,954	1,031,321	34,450
Other Special Grant		154,319	190,542	336,338	233,050
NONMAJOR FUNDS					
<i>Special Revenue Funds</i>					
Gas Taxes	1,231,295	847,101	1,061,298	1,367,477	1,395,951
Library Tax	518,026	521,933	467,563	498,854	560,636
Proposition A	1,048,130	945,075	975,021	942,747	960,913
Proposition C	884,724	951,821	804,168	983,676	976,400
Measure R			22,744	245,800	658,369
Asset Forfeiture	449,766	1,086,798	469,565	329,507	467,301
Business Improv. District #1	50,147	23,584	63,330	60,923	158,900
Air Quality	41,979	40,460	84,748	33,304	33,500
Maint. District 1972 Act	1,001,769	863,647	992,589	1,029,996	1,065,539
Public Safety Impact	1,050,767	571,943	155,653	235,570	268,220
Public Safety Augmentation	523,167	500,954	527,246	540,000	550,000
Park Facilities	150,242	250,091	41,134	34,000	0
CERCLA Liability	120,000	120,000	120,000	120,000	120,000
Total Governmental Funds	47,986,897	52,251,227	46,423,107	46,714,227	45,822,056
PROPRIETARY FUNDS					
<i>Enterprise Fund</i>					
Water Utility	9,637,430	9,646,499	10,811,231	12,498,482	11,978,295
Refuse	5,676,667	5,793,221	5,814,961	6,133,814	6,564,419
Sewer	461,481	204,735	310,115	198,263	315,643
<i>Internal Service Funds</i>					
Auto Shop	2,096,107	1,869,976	1,922,909	1,442,966	2,025,851
Separation Benefits	838,353	1,372,965	996,180	916,823	880,000
Workers' Compensation	1,572,396	2,599,830	1,012,434	1,209,345	1,266,389
General Liability	970,996	789,559	815,123	909,393	858,080
Technology/Communication	72,557	73,921	107,356	79,189	165,000
Other Post-Employment Benefits ⁽⁴⁾					
Total Proprietary Funds	21,325,987	22,350,706	21,790,309	23,388,275	24,053,677

Five Year Summary of Expenditures

Fund Description	Actual 2008-09	Actual 2009-10	Actual 2010-11	Estimated Actual 2011-12	Budgeted 2012-13
<i>Successor Agency (SA) ⁽³⁾</i>					
<i>Debt Service Funds</i>					
Atlantic/Garvey				1,682,363	2,526,634
Merged Project				789,353	1,555,540
<i>Capital Projects Funds</i>					
Atlantic/Garvey				156,920	377,944
Merged Project				266,920	493,056
Housing Funds					96,000
Total Successor Agency	0	0	0	2,895,556	5,049,174
<i>Community Redevelopment Agency (CRA) ⁽³⁾</i>					
<i>Debt Service Funds ^{(1) (2)}</i>					
Atlantic/Garvey	2,600,127	4,286,461	2,559,073	1,987,411	
Merged Project	1,183,584	2,386,049	1,450,750	507,772	
<i>Capital Projects Funds ⁽²⁾</i>					
Atlantic/Garvey	911,967	908,383	912,395	413,483	
Merged Project	1,409,501	1,661,828	960,983	441,529	
Housing Funds	944,682	1,133,509	1,121,057	436,551	
Total Community Redevelopment Agency	7,049,861	10,376,230	7,004,258	3,786,746	0
TOTAL CITY, SA, & CRA	76,362,745	84,978,163	75,217,674	76,784,804	74,924,907

Notes:

- (1) Actual includes County Deferral Loans for the Redevelopment Agency Project Areas, for 2008-09 and 2009-10.
- (2) 2011-12 estimated actual for Debt Services Fund & Capital Projects Fund reflected expenditures up to 1/31/2012.
- (3) Starting February 1, 2012, Redevelopment Agency was dissolved and the City became the Successor Agency for the former Redevelopment Agency.
- (4) Pending an establishment of an OPEB Trust account with the third party.

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2010-11	2011-12	2012-13	2010-11	2011-12	2012-13
CITY COUNCIL	101,496	98,211	86,653	19,882	26,945	33,860
COMMUNITY PROMOTION				46,420	43,405	42,205
BUSINESS IMPROVEMENT DISTRICT				62,778	60,923	158,900
CITY MANAGER ⁽¹⁾						
City Manager	573,047	314,985	298,326	86,506	24,089	25,204
Economic Rehabilitation					130,653	100,000
Total City Manager	573,047	314,985	298,326	86,506	154,742	125,204
ECONOMIC DEVELOPMENT						
CDBG Administration	91,491			926,491		
Home Housing Program	43,400			154,633		
Total Economic Development /CDBG Administration	134,890	0	0	1,081,124	0	0
HUMAN RESOURCES AND RISK MANAGEMENT						
Human Resources Admin.	284,153	180,911	265,318	176,789	199,633	149,977
Risk Management	194,555	99,387	157,433	95,010	106,382	105,050
Total Human Resources /Risk Management	478,709	280,298	422,751	271,799	306,015	255,027
GEN. LIABILITY PROGRAM				973,403	1,068,048	988,800
POST-EMPLOYMENT ADMIN.	3,032,458	3,661,191	3,614,076	1,766,339	1,727,817	1,706,766
WORKERS' COMPENSATION				990,915	1,188,000	1,245,000
CITY CLERK	236,876	229,138	236,962	189,184	40,971	197,911

Summary of Expenditures by Activity

Actual 2010-11	Capital Outlay		Actual 2010-11	Total	
	Estimated Actual 2011-12	Budgeted 2012-13		Estimated Actual 2011-12	Budgeted 2012-13
			121,378	125,156	120,513
			46,420	43,405	42,205
			62,778	60,923	158,900
			659,552	339,074 130,653	323,530 100,000
0	0	0	659,552	469,727	423,530
			1,017,981	0	0
			198,033	0	0
0	0	0	1,216,014	0	0
			460,942	380,544	415,295
			289,565	205,769	262,483
0	0	0	750,507	586,313	677,778
			973,403	1,068,048	988,800
			4,798,796	5,389,008	5,320,842
			990,915	1,188,000	1,245,000
			426,060	270,109	434,873

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2010-11	2011-12	2012-13	2010-11	2011-12	2012-13
MANAGEMENT SERVICES						
Finance	587,224	616,829	710,227	72,840	109,268	111,600
Data Processing Management				282,557	184,372	188,317
Revenue Collection	241,626	297,187	312,570	22,990	22,800	24,100
Central Support Services	158,334	173,461	176,718	16,431	17,926	17,826
Communication/Duplication	110,361	140,892	98,553	181,001	205,996	233,648
Total Management Services	1,097,546	1,228,369	1,298,068	575,819	540,362	575,491
CITY TREASURER	25,530	19,253	19,315	500	565	630
CITY ATTORNEY				441,326	440,000	453,000
COMMUNITY DEVELOPMENT ⁽¹⁾						
Planning	274,533	363,632	247,668	17,131	35,190	18,044
Code Enforcement	347,507	375,344	391,397	127,834	96,712	63,250
Building	585,382	509,813	507,101	43,260	37,741	30,595
CDBG Administration		55,757	8,650		691,925	655,285
Home Housing Program		11,410	8,650		355,567	285,290
Total Community Development	1,207,421	1,315,956	1,163,466	188,225	1,217,135	1,052,464
POLICE						
Administration	1,128,923	1,302,198	1,047,851	88,940	85,350	95,946
Traffic	1,179,143	1,079,953	1,032,676	115,726	102,379	101,845
Field Services	6,584,744	6,240,212	6,332,314	479,096	377,598	385,519
Investigations	2,089,050	2,056,094	2,099,058	252,617	236,690	259,594
Animal Control	138,447	72,388	69,291	203,880	185,881	255,770
Communications	787,315	924,816	800,689	215,479	236,545	250,550
Jail	403,865	399,427	582,173	56,282	55,584	82,800
Records	570,669	611,200	663,375	105,571	103,334	123,548
Computer Services				564,930	628,817	635,043
Community Relations	226,496	464,045	450,185	55,129	55,442	56,552
Total Police	13,108,652	13,150,333	13,077,612	2,137,651	2,067,620	2,247,167
FIRE						
Administration	553,071	380,150	440,448	158,109	270,184	215,496
Fire Prevention	320,741	309,924	316,645	67,934	59,550	62,350
Emergency Operations	8,773,633	9,121,750	8,614,834	664,241	685,036	690,705
Emergency Medical Services				238,264	250,085	242,707
Total Fire	9,647,445	9,811,824	9,371,927	1,128,548	1,264,855	1,211,258

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
2010-11	2011-12	2012-13	2010-11	2011-12	2012-13
			660,064	726,097	821,827
			282,557	184,372	188,317
			264,616	319,987	336,670
			174,766	191,387	194,544
			291,362	346,888	332,201
0	0	0	1,673,365	1,768,731	1,873,559
			26,030	19,818	19,945
			441,326	440,000	453,000
			291,664	398,822	265,712
			475,341	472,056	454,647
			628,642	547,554	537,696
			0	747,682	663,935
			0	366,977	293,940
0	0	0	1,395,646	2,533,091	2,215,930
			1,217,863	1,387,548	1,143,797
			1,294,870	1,182,332	1,134,521
			7,063,841	6,617,810	6,717,833
			2,341,667	2,292,784	2,358,652
			342,327	258,269	325,061
			1,002,794	1,161,361	1,051,239
			460,147	455,011	664,973
			676,240	714,534	786,923
			564,930	628,817	635,043
			281,624	519,487	506,737
0	0	0	15,246,304	15,217,953	15,324,779
			711,180	650,334	655,944
			388,675	369,474	378,995
			9,437,874	9,806,786	9,305,539
			238,264	250,085	242,707
0	0	0	10,775,993	11,076,679	10,583,185

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2010-11	2011-12	2012-13	2010-11	2011-12	2012-13
PUBLIC WORKS ⁽¹⁾						
Community Transportation	49,715	53,302	53,497	1,123,330	1,161,280	1,163,200
Street Maintenance	714,714	753,913	762,837	302,954	436,155	461,706
Storm Drain Maintenance	82,967	86,040	87,487	88,111	76,844	105,800
Sanitary Sewer Maintenance	105,174	98,163	99,243	200,181	85,600	85,600
Street Cleaning	15,880	12,778	7,788	327,000	337,170	337,170
Traffic Control	248,351	247,358	251,400	285,737	292,500	293,940
Street Lighting	57,300	60,665	56,708	533,903	559,700	576,350
Refuse Collection	132,467	81,340	99,990	4,781,455	4,956,640	5,186,830
Administration	96,163	101,341	93,434	20,495	23,850	23,850
Building Maintenance	275,657	295,191	294,220	270,336	257,485	257,616
Motor Pool Shop	385,786	365,533	373,636	1,448,447	984,873	1,053,815
Engineering	738,673	723,958	714,494	48,180	54,613	54,034
Water Administration	407,403	192,274	274,653	878,622	1,857,889	995,413
Water Commercial	513,097	382,959	393,164	154,150	147,066	154,410
Water Production	295,500	247,438	265,657	2,161,255	1,988,195	1,441,706
Water Distribution	712,228	690,230	706,827	1,596,427	431,576	525,586
Well 5 Treatment Plant	81,488	86,283	111,903	312,926	396,602	536,235
Well 12 Treatment Plant	85,774	87,330	118,616	720,923	442,724	635,978
Delta Perchlorate Plant	90,984	93,584	50,917	152,233	97,955	216,110
Well 1,3,10 VOC Plant	79,871	81,122	78,563	352,969	474,519	515,027
Well 12 Dual Barrier	60,431	65,846	66,621	205,309	244,721	255,315
Well 15	54,106	59,004	70,765	116,998	106,735	88,684
Well 5 Perchlorate	59,077	65,090	41,927	27,432	19,441	37,045
Water Capital Projects						
Parkway Maintenance		298,167	304,915		235,137	235,580
Parks		664,017	665,748		254,716	255,806
Total Public Works	5,342,808	5,892,926	6,045,010	16,109,373	15,923,986	15,492,806
STREET CONSTRUCTION						
COMMUNITY CAPITAL IMPROVEMENTS						
LIBRARY						
Administration	239,713	243,528	252,399	526,929	536,854	540,757
Reference and Adult Services	269,697	286,170	282,205	37,290	49,266	48,749
Technical Services	327,777	318,879	329,860	73,017	94,621	86,504
Circulation	323,428	340,525	341,734	6,157	2,200	5,350
Literacy	162,524	121,459	164,525	19	3,075	450
Children's Services	223,871	222,429	226,871	27,567	24,000	30,900
Total Library	1,547,011	1,532,990	1,597,594	670,980	710,016	712,710

Summary of Expenditures by Activity

Actual 2010-11	Capital Outlay		Actual 2010-11	Total	
	Estimated Actual 2011-12	Budgeted 2012-13		Estimated Actual 2011-12	Budgeted 2012-13
			1,173,046	1,214,582	1,216,697
			1,017,668	1,190,068	1,224,543
			171,079	162,884	193,287
			305,355	183,763	184,843
			342,880	349,948	344,958
			534,088	539,858	545,340
			591,203	620,365	633,058
			4,913,921	5,037,980	5,286,820
			116,658	125,191	117,284
174,531		730,600	545,993	552,676	551,836
			2,008,765	1,350,406	2,158,051
			786,852	778,571	768,528
625			1,286,025	2,050,163	1,270,066
			667,872	530,025	547,574
		30,000	2,456,755	2,235,633	1,737,363
			2,308,655	1,121,806	1,232,413
			394,414	482,885	648,138
		60,000	806,697	530,054	814,594
			243,218	191,539	267,027
			432,840	555,641	593,590
			265,740	310,567	321,936
			171,104	165,739	159,449
			86,509	84,531	78,972
	1,261,092	1,167,000	0	1,261,092	1,167,000
			0	533,304	540,495
			0	918,733	921,554
<u>175,156</u>	<u>1,261,092</u>	<u>1,987,600</u>	<u>21,627,338</u>	<u>23,078,004</u>	<u>23,525,416</u>
1,039,000	1,460,447	619,000	1,039,000	1,460,447	619,000
799,450	1,229,954	924,690	799,450	1,229,954	924,690
			766,642	780,382	793,156
			306,988	335,436	330,954
			400,794	413,500	416,364
			329,586	342,725	347,084
			162,543	124,534	164,975
			251,438	246,429	257,771
<u>0</u>	<u>0</u>	<u>0</u>	<u>2,217,990</u>	<u>2,243,006</u>	<u>2,310,304</u>

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2010-11	2011-12	2012-13	2010-11	2011-12	2012-13
RECREATION / COMMUNITY SERVICES ⁽¹⁾						
Facilities Supervision	349,090	443,824	453,050	182,619	189,191	194,757
Aquatics	325,522	322,304	313,969	146,091	171,850	178,300
Langley Center	206,229	190,967	192,654	98,158	113,356	114,156
Youth Activities	193,074	159,103	160,148	10,559	8,125	8,625
Recreational Activities	89,831	101,735	102,385	233,673	194,382	197,700
Community Participation	88,006	21,725	12,514	9,243	12,750	12,750
Media Productions	120,370	91,092	92,444	71,403	92,680	71,071
Dial-A-Ride	358,080	355,251	377,261	125,306	131,700	131,700
Parkway Maintenance	359,349			219,546		
Parks	731,835			250,084		
Total Recreation / Community Services	2,821,387	1,686,001	1,704,425	1,346,681	914,034	909,059
TOTAL CITY EXPENDITURES	39,355,275	39,221,475	38,936,185	28,087,452	27,695,439	27,408,258
SUCCESSOR AGENCY (SA) ⁽²⁾						
SA For the Former RDA Housing SA		61,340	190,800		2,834,216	4,762,374
						96,000
TOTAL SUCCESSOR AGENCY EXPENDITURES	0	61,340	190,800	0	2,834,216	4,858,374
COMMUNITY REDEVELOPMENT AGENCY ⁽³⁾						
Capital Projects						
Atlantic/Garvey	146,462	59,038		349,145	100,668	
Merged Project Area	146,322	58,979		404,080	128,773	
Housing Set-Aside	145,640	121,533		569,868	56,667	
Debt Service						
Atlantic/Garvey				2,559,073	1,987,411	
Merged				1,440,750	507,772	
TOTAL COMMUNITY REDEVELOPMENT AGENCY EXPENDITURES	438,424	239,550	0	5,322,917	2,781,291	0
TOTAL CITY, SUCCESSOR AGENCY, AND REDEVELOPMENT AGENCY EXPENDITURES	39,793,699	39,522,365	39,126,985	33,410,368	33,310,946	32,266,632

Note:

- (1) In 2011-12, the City reorganized certain functions to improve coordination and effectiveness of City services: The Parks Activity was moved under Public Works, the Redevelopment Activity to the City manager, the CDBG and Home Programs to the Community Development.
- (2) Starting February 1, 2012, Redevelopment Agency was dissolved and the City became the Successor Agency for the former Redevelopment Agency.
- (3) 2011-12 estimated actual for Community Redevelopment Agency reflected expenditures up to 1/31/2012.

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
2010-11	2011-12	2012-13	2010-11	2011-12	2012-13
			531,709	633,015	647,807
			471,614	494,154	492,269
			304,387	304,323	306,810
			203,633	167,228	168,773
			323,504	296,117	300,085
			97,249	34,475	25,264
			191,773	183,772	163,515
			483,385	486,951	508,961
			578,895	0	0
			981,918	0	0
0	0	0	4,168,067	2,600,035	2,613,484
2,013,606	3,951,493	3,531,290	69,456,333	70,868,407	69,875,733
			0	2,895,556	4,953,174
			0	0	96,000
0	0	0	0	2,895,556	5,049,174
			495,607	159,706	0
			550,402	187,752	0
			715,508	178,200	0
			2,559,073	1,987,411	0
			1,440,750	507,772	0
0	0	0	5,761,341	3,020,841	0
2,013,606	3,951,493	3,531,290	75,217,674	76,784,804	74,924,907

CITY OF MONTEREY PARK

Twelve-Year Summary of Expenditures by Function

Fiscal Year Ending	General Administration	Police	Fire	Community Development	Public Works	Recreation / Community Services
2002	4,225,426	11,310,931	6,479,326	2,005,916	14,302,786	3,615,683
2003	4,402,729	11,601,837	6,841,938	6,747,644	15,125,850	3,851,167
2004	4,899,947	11,707,761	7,480,958	2,334,819	17,360,782	3,970,265
2005	4,808,969	12,514,713	7,869,085	2,822,119	17,672,574	3,972,338
2006	5,044,596	13,286,623	8,470,584	2,810,345	18,123,404	4,219,624
2007	5,262,280	14,090,410	9,047,652	3,556,720	21,446,317	4,352,714
2008	5,545,039	15,167,719	9,884,758	2,580,649	19,625,401	4,671,412
2009	5,687,886	15,879,926	10,309,177	3,595,706	21,942,878	2,984,285
2010	5,475,856	16,176,164	10,612,787	3,587,479	21,653,235	2,689,895
2011	4,144,638	15,246,304	10,775,993	2,674,438	23,188,151	2,607,254
2012	3,592,606	15,217,953	11,076,679	2,724,667	23,078,004	2,600,035
2013	3,945,403	15,324,779	10,583,185	2,474,830	23,525,416	2,613,484

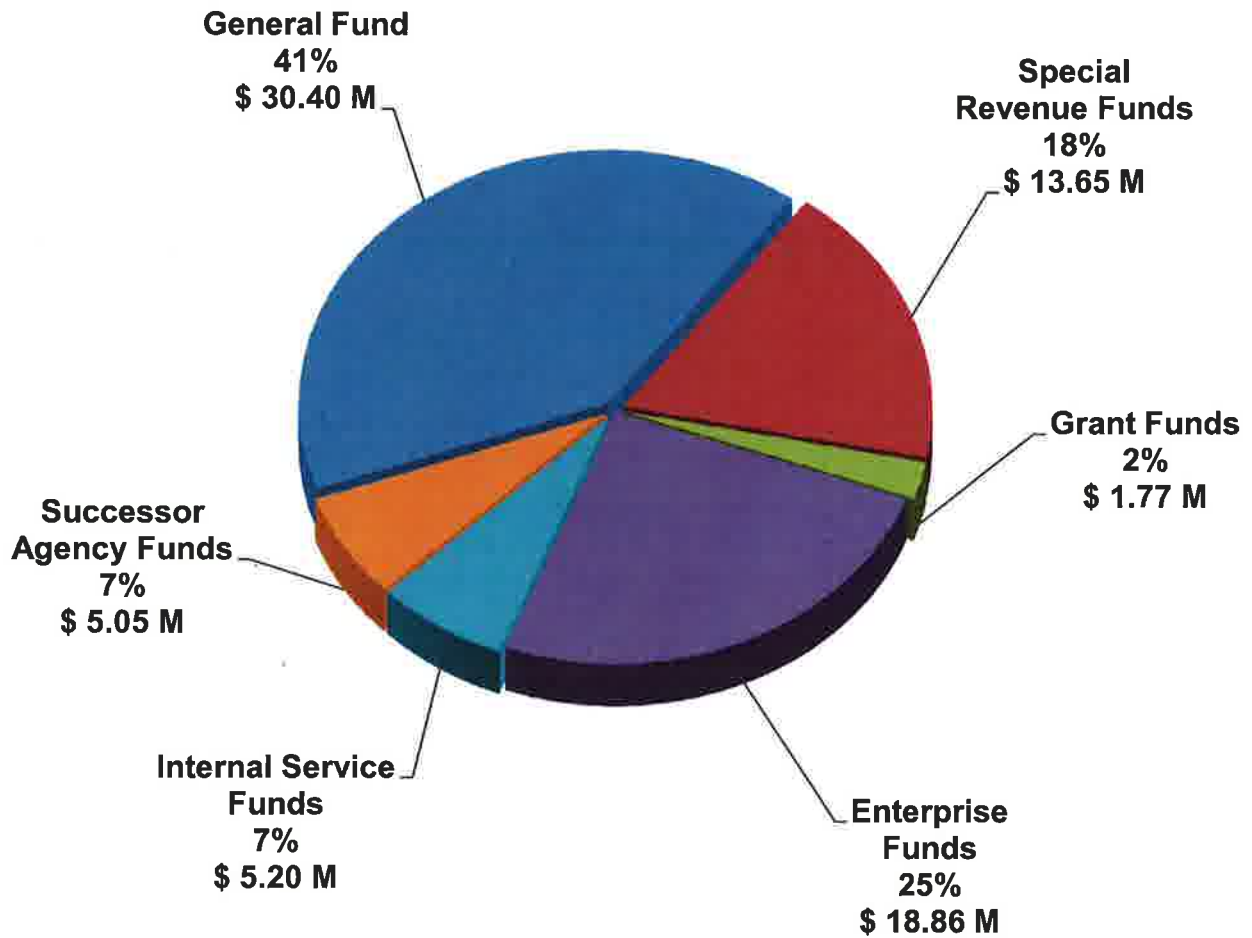
Notes:

- (1) In 2011-12, The City reorganized certain functions to improve coordination and effectiveness of City services.
- (2) Starting February 1, 2012, Redevelopment Agency was dissolved and the City became the Successor Agency for the former Redevelopment Agency.
- (3) Amounts for 2012 display estimated actual and 2013 estimated expenditures.

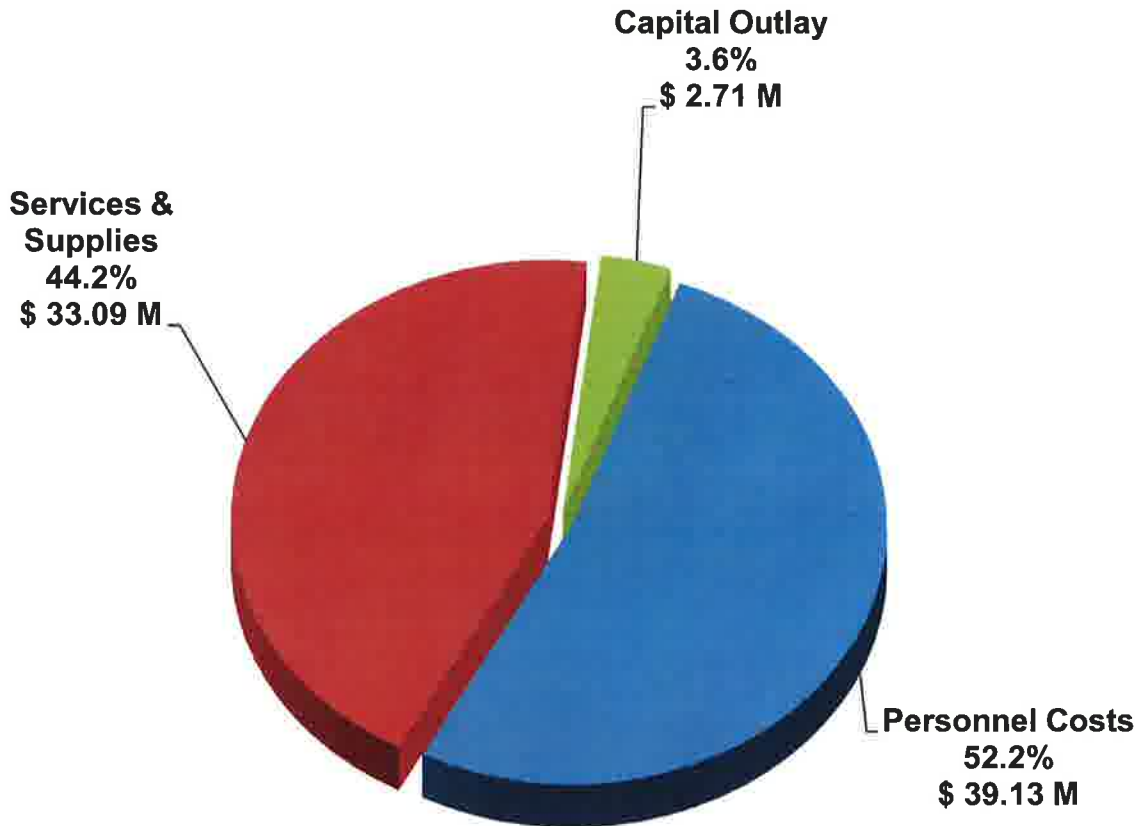
FY 2012-13 BUDGET

Library	Capital Improvement Projects	Non- Department/ Internal Service	Debt Service	Capital Projects	Successor Agency	GRAND TOTAL
1,694,114	4,799,313	4,220,818	6,040,465	3,152,494	0	61,847,272
1,562,932	3,106,821	4,444,294	4,815,788	2,460,906	0	64,961,905
1,627,567	2,489,942	21,717,989	3,476,758	1,946,877	0	79,013,665
1,426,590	8,672,764	4,569,731	5,360,250	2,083,179	0	71,772,312
1,913,100	8,441,660	4,737,136	5,585,046	2,234,988	0	74,867,107
2,088,869	6,876,645	5,699,888	5,649,290	2,453,488	0	80,524,272
2,289,734	2,348,813	5,554,749	6,063,129	2,028,965	0	75,760,367
2,406,037	1,971,305	5,864,605	3,783,710	1,937,229	0	76,362,745
2,329,056	5,482,404	8,041,104	6,672,510	2,257,673	0	84,978,163
2,217,990	1,838,450	6,763,115	3,999,823	1,761,517	0	75,217,674
2,243,006	2,690,401	7,645,056	2,495,183	525,658	2,895,556	76,784,804
2,310,304	1,543,690	7,554,642	0	0	5,049,174	74,924,907

**Combined City and Successor Agency
Expenditures By Fund
Fiscal Year 2012 - 2013**



**Combined City and Successor Agency
Expenditures By Function
Fiscal Year 2012 - 2013**



Citywide Personnel Summary - 2012-2013 Funded Positions

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12 (1)	FY 2012-13
MONTEREY PARK CITY COUNCIL						
Mayor	1.00	1.00	1.00	1.00	1.00	1.00
Mayor Pro Tem	1.00	1.00	1.00	1.00	1.00	1.00
Council Members	3.00	3.00	3.00	3.00	3.00	3.00
DEPARTMENT TOTAL	5.00	5.00	5.00	5.00	5.00	5.00
CITY MANAGER DEPARTMENT						
Full-Time						
City Manager	1.00	1.00	1.00	1.00	1.00	1.00 (2)
Administrative Secretary	2.00	2.00	1.00	1.00	1.00	
Secretary to the City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Economic Development Manager					1.00	
Redevelopment Project Manager					1.00	
Acting Economic Development Specialist						1.00 (2)
Administrative Aide					1.00	
Transportation Program Manager	1.00	1.00				
Total Full-Time	5.00	5.00	3.00	3.00	6.00	3.00
Part-Time						
Management Analyst	0.75	0.75				
Account Clerk						0.50 (2)
Senior Clerk Typist	0.25	0.25	0.25	0.25	0.25	
Total Part-Time	1.00	1.00	0.25	0.25	0.25	0.50
DEPARTMENT TOTAL	6.00	6.00	3.25	3.25	6.25	3.50
ECONOMIC DEVELOPMENT DEPARTMENT						
Full-Time						
Economic Development Director	1.00	1.00	1.00	1.00		
Administrative Aide	1.00	1.00	1.00	1.00		
Administrative Secretary	1.00	1.00	1.00	1.00		
Economic Development Specialist	1.00	1.00				
Housing Program & Grant Admin Coordinator	1.00	1.00	1.00	1.00		
Redevelopment Project Manager	2.00	2.00		1.00		
Senior Clerk Typist	1.00	1.00	1.00	1.00		
Total Full-Time	8.00	8.00	5.00	6.00	0.00	0.00
DEPARTMENT TOTAL	8.00	8.00	5.00	6.00	0.00	0.00

Citywide Personnel Summary - 2012-2013 Funded Positions

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12 (1)	FY 2012-13
CITY CLERK DEPARTMENT						
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Full-Time						
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time						
Elections Clerk	0.50	0.50	0.50	0.30	0.30	0.30
Minutes Clerk	1.00	0.50	0.50	0.50	0.50	0.50
Total Part-Time	1.50	1.00	1.00	0.80	0.80	0.80
DEPARTMENT TOTAL	4.50	4.00	4.00	3.80	3.80	3.80
CITY TREASURER						
City Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
DEPARTMENT TOTAL	1.00	1.00	1.00	1.00	1.00	1.00
MANAGEMENT SERVICES DEPARTMENT						
Full-Time						
Director of Management Services	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	3.00	3.00	3.00	2.00	3.00	3.00
Accountant	1.00	1.00	1.00	1.00	1.00	1.00 (2)
Accounting Manager	1.00	1.00				
Financial Services Manager	1.00	1.00	1.00	1.00	1.00	1.00 (2)
Financial Services Technician	1.00	1.00	1.00	1.00		
Payroll Technician	1.00	1.00	1.00	1.00	1.00	1.00
Revenue Collection Specialist					1.00	1.00
Senior Account Clerk	4.00	4.00	4.00	4.00	3.00	3.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Storekeeper/Buyer	1.00	1.00	1.00	1.00		
Support Services Manager	1.00	1.00	1.00	1.00	1.00	1.00
Support Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time	17.00	17.00	16.00	15.00	14.00	14.00
Part-Time						
Account Clerk	0.25	0.75				
Clerk Typist					0.75	0.75
Revenue Collection Specialist	0.75	0.75	0.75	0.75		
Senior Account Clerk	0.40	0.75	1.00	0.70	0.20	0.20
Total Part-Time	1.40	2.25	1.75	1.45	0.95	0.95
DEPARTMENT TOTAL	18.40	19.25	17.75	16.45	14.95	14.95

Citywide Personnel Summary - 2012-2013 Funded Positions

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12 (1)	FY 2012-13
HUMAN RESOURCES AND RISK MANAGEMENT DEPARTMENT						
Full-Time						
Director of Human Resources/Risk Management	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Assistant	1.00	1.00	1.00			
Human Resources Technician	2.00	2.00	2.00	2.00	2.00	2.00
Risk Manager	1.00	1.00	1.00			
Total Full-Time	6.00	6.00	6.00	4.00	4.00	4.00
DEPARTMENT TOTAL	6.00	6.00	6.00	4.00	4.00	4.00
COMMUNITY DEVELOPMENT DEPARTMENT						
Full-Time						
Director of Community Development	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Aide	1.00	1.00	1.00	1.00		
Assistant Planner	1.00	1.00	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00	2.00	2.00	2.00
Building Official	1.00	1.00	1.00	1.00		
Code Enforcement Officer	4.00	4.00	4.00	2.00	3.00	3.00
Housing Program & Grant Admin Coordinator					1.00	
Permit Technician	2.00					
Permit Technician I		1.00	1.00	1.00	1.00	1.00
Permit Technician II		1.00	1.00	1.00	1.00	1.00
Plan Checker	1.00	1.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00			
Senior Clerk Typist	2.00	2.00	2.00	1.00	2.00	1.00
Total Full-Time	18.00	18.00	17.00	13.00	14.00	12.00
Part-Time						
Administrative Intern		0.30				
Building Inspector	0.50	0.50				
Total Part-Time	0.50	0.80	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL	18.50	18.80	17.00	13.00	14.00	12.00

Citywide Personnel Summary - 2012-2013 Funded Positions

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12 (1)	FY 2012-13
FIRE DEPARTMENT						
Full-Time						
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00			
Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00
Deputy Fire Marshal						1.00
Fire Captain	12.00	12.00	12.00	12.00	12.00	12.00
Fire Engineer	12.00	12.00	12.00	12.00	12.00	12.00
Fire Fighter	9.00	9.00	9.00	9.00	12.00	11.00
Fire Fighter/Paramedic	19.00	19.00	17.00	17.00	13.00	13.00
Fire Marshal	1.00	1.00	1.00	1.00	1.00	
Fire Prevention Permit Technician I			1.00	1.00	1.00	1.00
Fire Safety Specialist	3.00	3.00	3.00	2.00	2.00	1.00
Principal Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist	1.00	1.00				
Total Full-Time	64.00	64.00	62.00	60.00	59.00	57.00
Part-Time						
Fire Apprentice						0.50
Total Part-Time	0.00	0.00	0.00	0.00	0.00	0.50
DEPARTMENT TOTAL	64.00	64.00	62.00	60.00	59.00	57.50
POLICE DEPARTMENT						
Full-Time						
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Animal Control Officer	2.00	2.00	1.00	1.00	1.00	1.00
Animal Control Supervisor	1.00	1.00	1.00			
Community Services Officer	2.00	2.00	2.00	2.00	2.00	2.00
Dispatcher	10.00	10.00	10.00	9.00	9.00	9.00
Evidence Officer	1.00	1.00	1.00	1.00	1.00	1.00
Jailer	5.00	5.00	5.00	5.00	5.00	5.00
Police Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Police Agent	17.00	17.00	17.00	17.00	17.00	17.00
Police Captain	2.00	2.00	2.00	1.00	1.00	1.00
Police Clerk	13.00	13.00	13.00	12.00	11.00	11.00
Police Lieutenant	7.00	7.00	7.00	7.00	6.00	6.00
Police Officer	46.00	46.00	44.00	42.00	38.00	38.00
Police Records Management System Technician	1.00	1.00	1.00	1.00	1.00	1.00
Police Sergeant	9.00	9.00	9.00	9.00	9.00	9.00
Records/Communications Manager	1.00	1.00	1.00			
Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time	120.00	120.00	117.00	110.00	104.00	104.00

Citywide Personnel Summary - 2012-2013 Funded Positions

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12 (1)	FY 2012-13
Part-Time						
Cadet	1.00	1.00	1.00			
Community Services Officer	4.00	4.00	3.75	3.75	3.35	3.35
Crime Analyst	0.50	0.50	0.50	0.50	0.50	0.50
Crossing Guard	4.37	4.37	4.37	4.37	4.37	4.37
Dispatcher	0.24	0.24	0.24	0.24	0.24	0.24
Evidence Officer	0.50	0.50			0.40	0.40
Jailer	0.50	0.50	0.50	0.50	0.50	0.50
Police Record Clerk	0.50	0.50	0.50			
Police Record Intern	0.50	0.50	0.50			
Total Part-Time	12.11	12.11	11.36	9.36	9.36	9.36
DEPARTMENT TOTAL	132.11	132.11	128.36	119.36	113.36	113.36
MONTEREY PARK BRUGGEMEYER LIBRARY						
Full-Time						
City Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Librarian	2.00	2.00	2.00	2.00	2.00	2.00
Library Circulation Serv Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Library Clerk	6.00	6.00	6.00	5.00	5.00	5.00
Library Technician	2.00	2.00	2.00	2.00	2.00	2.00
Literacy Library Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Literacy Program Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Senior Librarian	3.00	3.00	3.00	3.00	3.00	3.00
Senior Library Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time	19.00	19.00	19.00	18.00	18.00	18.00
Part-Time						
Janitor	2.13	2.13	2.13	1.80	1.80	1.80
Librarian	0.55	0.55	0.45	0.85	0.71	0.24
Library Clerk	2.33	2.33	2.33	1.54	1.35	1.72
Library Page	6.81	6.81	6.46	1.40	1.87	1.97
Library Technician	0.11	0.11	0.11			
Senior Librarian	0.10	0.10	0.10			
Total Part-Time	12.03	12.03	11.58	5.59	5.73	5.73
DEPARTMENT TOTAL	31.03	31.03	30.58	23.59	23.73	23.73

Citywide Personnel Summary - 2012-2013 Funded Positions

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12 (1)	FY 2012-13
RECREATION / COMMUNITY SERVICES DEPARTMENT						
Full-Time						
Director of Recreation/Community Services	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Bus/Child Care Driver	3.00	3.00	3.00	3.00	3.00	3.00
Child Care Asst. Coordinator	1.00	1.00	1.00	1.00	1.00	
Child Care Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Community Participation Coordinator	1.00	1.00	1.00			
Community TV Producer	1.00	1.00	1.00	1.00	1.00	1.00
Dial-A-Ride Dispatcher	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	9.00	9.00	9.00	7.00		
Maintenance Worker Irrigation Specialist	1.00	1.00	1.00			
Park Maintenance Crew Leader	3.00	3.00	3.00	2.00		
Park Superintendent	1.00	1.00	1.00	1.00		
Park Supervisor	1.00	1.00	1.00	1.00		
Pool Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00
Program Coordinator	3.00	3.00	3.00	2.00	3.00	3.00
Recreation Coordinator	1.00	1.00	1.00	1.00		
Recreation Superintendent	2.00	2.00	2.00	2.00	2.00	2.00
Senior Clerk Typist	1.00	1.00	1.00	1.00	1.00	1.00
Special Events Manager	1.00	1.00	1.00	1.00	1.00	
Total Full-Time	34.00	34.00	34.00	28.00	17.00	15.00
Part-Time						
Assistant Manager	0.35	0.35	0.35	0.35	0.35	0.35
Bus/Child Care Driver	2.65	2.65	2.65	2.65	2.65	2.65
Custodian	0.00	0.00	0.00	0.00	0.75	0.00
Cashier	0.27	0.27	0.27	0.27	0.27	0.27
Child Care Teacher	2.40	2.40	2.40	2.40	2.40	3.40
Clerk Typist	0.44	0.44	0.44	0.44	0.25	0.25
Junior Lifeguard	0.24	0.24	0.24	0.24	0.24	0.24
Lifeguard	0.46	0.46	0.46	0.46	0.46	0.46
Locker Room Attendant	0.34	0.34	0.34	0.34	0.34	0.34
Maintenance Worker	1.97	1.97	0.99	0.99		
Pool Manager	3.38	3.38	3.38	3.38	3.38	3.38
Recreation Leader	10.78	10.78	7.74	7.74	6.99	7.99
Senior Clerk Typist	0.50	0.50	0.50	0.50	0.50	0.75
Senior Lifeguard	0.65	0.65	0.65	0.65	0.65	0.65
Video Technician	0.26	0.26	0.26	0.26	0.26	0.26
Total Part-Time	24.69	24.69	20.67	20.67	19.49	20.99
DEPARTMENT TOTAL	58.69	58.69	54.67	48.67	36.49	35.99

Citywide Personnel Summary - 2012-2013 Funded Positions

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12 (1)	FY 2012-13
PUBLIC WORKS DEPARTMENT						
Full-Time						
Director of Public Works/City Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00	1.00		
Assistant City Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Civil Engineer	1.00	1.00	1.00	1.00		
Associate Civil Engineer	2.00	2.00	2.00	2.00	2.00	2.00
Auto Shop Technician	1.00	1.00	1.00	1.00	1.00	1.00
Building Trades Technician	1.00	1.00	1.00	1.00	1.00	1.00
Cement Finisher	1.00	1.00	1.00	1.00	1.00	1.00
Civil Engineering Technician	1.00	1.00	1.00	1.00	1.00	1.00
Consumer Services Representative	2.00	2.00	2.00	2.00	2.00	2.00
Consumer Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Crew Leader	4.00	4.00	4.00	4.00	3.00	3.00
Cross Connection Control Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Electrician	2.00	2.00	2.00	2.00	2.00	2.00
Equipment Mechanic	2.00	2.00	2.00	2.00	2.00	2.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Fleet Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	7.00	7.00	7.00	5.00	10.00	10.00
Park Maintenance Crew Leader					2.00	2.00
Park Superintendent					1.00	1.00
Park Supervisor					1.00	1.00
Principal Management Analyst	2.00	2.00	2.00	2.00	2.00	2.00
Public Works Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	2.00	2.00	2.00	1.00	1.00
Public Works Technician	1.00	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist	1.00	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	3.00	3.00	3.00	3.00	3.00	3.00
Senior Water Production System Operator	1.00	1.00	1.00	1.00	1.00	1.00
Water Distribution Crew Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Water Distribution Lead Worker	3.00	3.00	3.00	3.00	3.00	3.00
Water Distribution Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Water Production Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Water Production System Operator	3.00	3.00	3.00	3.00	4.00	4.00
Water Utility Maintenance Worker	4.00	4.00	4.00	3.00	3.00	3.00
Water Utility Manager	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time	58.00	58.00	58.00	55.00	61.00	61.00

Citywide Personnel Summary - 2012-2013 Funded Positions

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12 (1)	FY 2012-13
Part-Time						
Administrative Intern	0.50	0.50	0.50			
Building Trades Technician	0.50	0.50	0.50	0.75		
Clerk Typist	0.37	0.37			0.19	0.19
Draftsman	0.44	0.44				
Senior Account Clerk					0.50	0.50
Engineering Aide	0.50	0.50				
Maintenance Worker	0.75	0.75	0.75	0.75	8.30	8.30
Total Part-Time	3.06	3.06	1.75	1.50	8.99	8.99
DEPARTMENT TOTAL	61.06	61.06	59.75	56.50	69.99	69.99
CITYWIDE TOTAL	414.29	414.94	394.36	360.62	351.57	344.82

<u>CITYWIDE STAFFING TOTALS</u>						
Elected Officials	7.00	7.00	7.00	7.00	7.00	7.00
Full-Time Employees	351.00	351.00	339.00	314.00	299.00	290.00
Part-Time (FTE) Employees	56.29	56.94	48.36	39.62	45.57	47.82
GRAND TOTAL CITYWIDE FULL-TIME EQUIVALENT POSITIONS (1.00 Position = 2,080 Working Hours)	414.29	414.94	394.36	360.62	351.57	344.82

(1) In 2011-2012, the City had organizational restructuring to promote operational efficiencies.

(2) Portion of the FTEs has been allocated in the Successor Agency (1203) for 2012-13. This FTE might not be able to tie in with the number shown on the department program detail.

Ten Year Citywide Personnel Summary

Fiscal Year	Total FTE	City Population	FTE per 1,000
2003-04	408.45	63,406	6.44
2004-05	397.67	63,928	6.22
2005-06	399.17	64,614	6.18
2006-07	410.78	64,387	6.38
2007-08	414.29	64,508	6.42
2008-09	414.94	64,434	6.44
2009-10	405.36	64,874	6.25
2010-11	372.62	65,027	5.73
2011-12	352.57	60,435	5.83
2012-13	344.82	61,153	5.64

Population Source: State of California's Department of Finance

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CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST FISCAL YEAR 2012-2013

<u>Classification</u>	<u>Salary Range</u>	
Account Clerk	3,257	- 4,167
Accountant	4,699	- 6,011
Administrative Aide	3,891	- 4,978
Administrative Aide (Non-Conf)	4,098	- 5,243
Administrative Secretary	3,700	- 4,734
Animal Control Officer	3,553	- 4,545
Animal Control Supervisor	4,566	- 5,841
Assistant City Engineer	8,953	- 11,454
Assistant Planner	4,838	- 6,189
Associate Planner	5,492	- 7,026
Auto Shop Technician	3,561	- 4,555
Battalion Chief	9,433	- 12,068
Building Clerk	3,392	- 4,340
Building Codes Technician	3,392	- 4,340
Building Inspector	5,411	- 6,923
Building Official	7,892	- 10,096
Building Trades Supervisor	5,692	- 7,282
Building Trades Technician	4,218	- 5,396
Cement Finisher	3,828	- 4,897
City Librarian	7,500	- 9,583
Civil Engineering Assistant	5,253	- 6,721
Civil Engineering Associate	6,463	- 8,269
Civil Engineering Technician	4,566	- 5,841
Code Enforcement Officer	4,324	- 5,532
Communication Dispatcher	4,464	- 5,711
Communications Dispatcher Trainee	3,689	- 4,719
Community Services Officer	3,547	- 4,538
Community TV Producer	4,098	- 5,243
Consumer Services Representative	3,892	- 5,103
Consumer Services Supervisor	6,070	- 7,765
Crew Leader	4,218	- 5,396
Cross Connection Control Inspector	4,970	- 6,358
Deputy City Clerk	6,182	- 7,908
Dial-A-Ride Dispatcher	3,547	- 4,538

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2012-2013**

<u>Classification</u>	<u>Salary Range</u>	
Dial-A-Ride Driver	2,322	2,971
Director of Community Development	9,667	12,333
Director of Human & Risk Management	9,667	12,333
Director of Management Services	9,667	12,333
Director of Public Works/City Engineer	9,667	12,333
Director of Recreation & Community Services	8,250	10,500
Economic Development Specialist	5,253	6,721
Electrician	4,566	5,841
Equipment Maintenance Supervisor	5,692	7,282
Equipment Services Specialist	3,561	4,555
Equipment Mechanic	4,218	5,396
Evidence Officer	3,830	4,900
Facilities Maintenance Supervisor	5,692	7,282
Financial Services Manager	8,586	10,984
Financial Services Technician	4,324	5,532
Fire Captain	7,040	8,557
Fire Chief	11,083	14,833
Fire Engineer	6,043	7,345
Firefighter	5,222	6,347
Fire Prevention Permit Technician I	3,897	4,985
Fire Safety Specialist	5,127	6,559
Fleet Maintenance Supervisor	5,692	7,282
Housing Program/Grant Admin Coordinator	6,462	8,267
Human Resources Analyst	5,420	6,934
Human Resources Technician	4,010	5,130
Jailer	3,749	4,797
Librarian	4,838	6,189
Library Circulation Services Supervisor	3,718	4,756
Library Clerk	3,257	4,167
Library Technician	3,718	4,756
Literacy Program Administrator	5,692	7,282
Maintenance Worker	3,389	4,336
Park Maintenance Worker	3,389	4,336
Park Maintenance Crew Leader	4,098	5,243

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2012-2013**

Classification	Salary Range		
Park Maintenance Lead Worker	3,922	-	5,017
Park Superintendent	6,182	-	7,908
Park Supervisor	5,692	-	7,282
Payroll Technician	4,088	-	5,230
Permit Technician I	3,897	-	4,985
Permit Technician II	4,324	-	5,532
Plan Checker	5,794	-	7,412
Police Administrative Assistant	3,718	-	4,756
Police Agent	5,841	-	7,100
Police Captain	10,402	-	13,307
Police Chief	12,167	-	15,500
Police Chief's Secretary	3,700	-	4,734
Police Clerk	3,292	-	4,212
Police Lieutenant	8,381	-	10,187
Police Officer	5,482	-	6,664
Police Officer Recruit	4,289	-	4,289
Police Records Management Technician	4,324	-	5,532
Police Sergeant	6,883	-	8,366
Pool Maintenance Worker	3,389	-	4,336
Principal Management Analyst	6,462	-	8,267
Program Coordinator	4,098	-	5,243
Public Works Inspector	4,840	-	6,193
Public Works Maintenance Manager	7,481	-	9,570
Public Works Maintenance Supervisor	5,692	-	7,282
Public Works Technician	4,098	-	5,243
Recreation Superintendent	6,182	-	7,908
Secretary (Non-Conf)	3,897	-	4,985
Secretary to the City Manager (Conf)	4,605	-	5,891
Senior Account Clerk (Non-Conf)	3,897	-	4,985
Senior Accountant	6,182	-	7,908
Senior Clerk Typist (Non-Conf)	3,257	-	4,167
Senior Librarian	5,692	-	7,282
Senior Library Clerk	3,553	-	4,545
Senior Maintenance Worker	3,689	-	4,719

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2012-2013**

Classification	Salary Range		
Senior Water Production System Operator	4,970	-	6,358
Storekeeper/Buyer	3,897	-	4,985
Support Services Manager	7,215	-	9,231
Support Services Supervisor	5,253	-	6,559
Water Distribution Crew Supervisor	4,970	-	6,358
Water Distribution Lead Worker	4,289	-	5,487
Water Distribution Supervisor	6,070	-	7,765
Water Production Supervisor	6,070	-	7,765
Water Production System Operator	4,289	-	5,487
Water Utility Maintenance Worker	3,620	-	4,631
Water Utility Manager	8,483	-	10,852

CITY OF MONTEREY PARK

**PART-TIME CLASSIFICATION AND HOURLY RATES LIST
FISCAL YEAR 2012-2013**

Classification	Hourly Rate	
Accountant	24.50	- 24.50
Account Clerk	16.05	- 20.53
Administrative Aide	19.82	- 25.36
Administrative Intern	10.83	- 13.85
Administrative Secretary	16.12	- 20.62
Animal Control Officer	17.04	- 21.80
Assistant Pool Manager	10.43	- 13.35
Attorney/Investigator	75.00	- 75.00
Assistant Planner	26.66	- 34.11
Building Inspector	26.66	- 34.11
Building Trades Technician	20.78	- 26.58
Cashier	8.00	- 10.23
Child Care Teacher	11.24	- 14.38
Civil Engineering Assoc.	33.24	- 42.52
Clerical Trainee	8.00	- 10.23
Clerk Typist	10.83	- 13.85
Code Enforcement Officer	23.05	- 29.49
Community Service Officer	16.37	- 20.94
Computer Clerk	8.00	- 10.23
Crime Analyst	16.84	- 21.54
Data Entry Clerk	9.53	- 12.19
Dial A Ride Driver	9.66	- 12.36
Dispatch Assistant	16.84	- 21.54
Dispatcher	21.99	- 28.13
Drafting Technician	10.83	- 13.85
Elections Clerk	13.34	- 17.06
Electrician	23.50	- 30.07
Engineering Aide	10.83	- 13.85
Equipment Mechanic	20.78	- 26.58
Evidence Officer	16.37	- 20.94
Fire Safety Specialist	23.40	- 29.94
Jailer	17.13	- 21.91
Janitor	9.53	- 12.19
Junior Lifeguard	8.00	- 10.23
Laborer	8.00	- 10.23
Librarian	19.82	- 25.36

CITY OF MONTEREY PARK

PART-TIME CLASSIFICATION AND HOURLY RATES LIST FISCAL YEAR 2012-2013

<u>Classification</u>	<u>Hourly Rate</u>	
Library Clerk	13.34	- 17.06
Library Page	8.00	- 10.23
Library Technician	15.35	- 19.64
Lifeguard	8.89	- 11.37
Literacy Program Administrator	33.24	- 42.52
Locker Room Attendant	8.00	- 10.23
Lunch Program Monitor	9.36	- 11.97
Lunch Program Site Supervisor	8.63	- 11.04
Lunch Program Worker	8.00	- 10.23
Maintenance Worker	16.37	- 20.94
Management Analyst	28.98	- 37.08
Minutes Clerk	16.37	- 20.94
Permit Systems Technician	15.35	- 19.64
Permit Technician I	18.25	- 23.35
Planning Intern	8.76	- 11.21
Planning Technician	15.41	- 19.72
Police Cadet	9.66	- 12.36
Police Records Cadet	9.66	- 12.36
Police Records Clerk	13.34	- 17.06
Police Records Intern	9.66	- 12.36
Police Records Management Technician	21.38	- 27.34
Pool Manager	11.75	- 15.03
Principal Mgmt Analyst	36.39	- 46.55
Program Coordinator	18.25	- 23.35
Recreation Leader	8.63	- 11.04
Recreation Superintendent	28.98	- 37.08
Revenue Collection Specialist	17.04	- 21.80
School Crossing Guard	8.00	- 10.23
Senior Clerk Typist	16.05	- 20.53
Senior Account Clerk	19.82	- 25.36
Senior Librarian	23.50	- 30.07
Senior Lifeguard/Instructor	9.36	- 11.97
Storekeeper	10.83	- 13.85
Student Worker	8.00	- 10.23
Transportation Program Manager	28.98	- 37.08
Video Technical Assistant	9.36	- 11.97

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

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

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

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

The General Fund ⁽⁷⁾

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	
Beginning Fund Balance						
Unassigned	\$2,505,441	\$2,505,441	\$2,505,441	\$2,505,441	\$2,505,441	(1)
Others	12,073,519	12,075,247	12,772,697	13,121,674	14,238,893	
Revenues: (6)						
Taxes	22,669,500	23,668,000	24,364,000	25,051,000	25,758,000	(2)
Charges for Services	4,431,654	4,300,000	4,400,000	4,600,000	4,600,000	(3)
Licenses & Permits	2,144,900	2,348,000	1,733,000	1,764,000	1,796,000	(3)
Other	2,045,995	2,096,000	2,143,000	2,201,000	2,229,000	(4)
Total Revenues	<u>31,292,049</u>	<u>32,412,000</u>	<u>32,640,000</u>	<u>33,616,000</u>	<u>34,383,000</u>	
Expenditures: (6)						
Personnel Services	24,572,369	24,800,000	25,000,000	25,200,000	25,300,000	(5)
Maintenance & Operations	5,615,470	5,776,000	5,962,000	6,153,000	6,351,000	
Capital Outlay	217,100	60,000	265,000	265,000	265,000	
Transfer to OPEB Trust Fund	885,382	1,078,550	1,064,023	880,781	738,469	
Total Expenditures	<u>31,290,321</u>	<u>31,714,550</u>	<u>32,291,023</u>	<u>32,498,781</u>	<u>32,654,469</u>	
Ending Fund Balance	<u><u>\$14,580,688</u></u>	<u><u>\$15,278,138</u></u>	<u><u>\$15,627,115</u></u>	<u><u>\$16,744,334</u></u>	<u><u>\$18,472,865</u></u>	

Notes:

(1) Fund balance is classified per GASB Statement 54. Reduction of the fund balance is adjusted first from the assigned portion.

(2) Include property, sales, utility users, vehicle-in-lieu, transfer, franchise, and transient taxes.

(3) 2% growth in charges for services, and licenses and permits.

(4) Other revenues include fines, rentals, and interest income.

(5) Amounts reflect MOU labor obligations and merit increases.

(6) Revenues are projected based on several factors, such as trend analysis, state budget implications, and Consumer Price Index. Expenditures for future years are projected based on trend analysis and availability of funds.

(7) The General Fund is a Major Fund.

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

Special Revenue Funds ⁽¹⁾

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Beginning Fund Balance	\$6,252,390	\$5,410,456	\$4,667,756	\$5,531,745	\$5,154,429
Revenues: (5)					
Taxes	9,632,826	10,170,050	10,839,750	10,681,000	11,079,000
Charges for Services	1,245,500	1,313,800	1,833,800	1,453,800	1,453,800
Fines and Forfeitures	382,500	400,000	400,000	400,000	400,000
Measure R Grants	540,000	556,000	573,000	590,000	608,000
Special Grants	1,556,544	1,556,544	1,556,544	1,556,544	1,556,544
Other	123,610	119,780	118,040	116,080	116,080
Transfer From General Fund	885,382	1,078,550	1,064,023	880,781	738,469
Total Revenues	14,366,362	15,194,724	16,385,157	15,678,205	15,951,893
Expenditures: (5)					
Salaries & Benefits	75,369	75,000	75,000	75,000	75,000
Personnel Services	8,184,452	8,082,346	8,122,092	8,271,462	8,441,151
Maintenance & Operations	2,902,961	3,012,200	3,024,700	3,138,350	3,203,450
Debt Services	1,483,270	1,442,334	1,401,332	1,360,165	1,360,165
Capital Outlay	281,700	1,035,000	360,000	880,000	180,000
Measure R Projects	433,000	614,000	654,000	774,000	774,000
Special Grants	1,765,365	1,765,365	1,765,365	1,765,365	1,765,365
Repay General Fund Loan	0	327,500	0	0	0
Capital Projects	291,000				
Total Expenditures	15,417,117	16,353,745	15,402,489	16,264,342	15,799,131
Ending Fund Balance	5,201,635	4,251,435	5,650,424	4,945,608	5,307,191

Notes:

- (1) Special Revenue Funds include: retirement, pension liability, gas tax, park facilities, proposition A and C, asset forfeiture, business improvement area #1, AQMD, maintenance benefit assessment district, library tax, public safety augmentation, public safety impact fee, CERCLA liability, and grant funds. All Special Revenue Funds are Non-major Funds, with the exception of the grants, and retirement fund which are Major Funds.
- (2) Special Grants include library grants, HUD CDBG and Home grants, Parks and Recreation grants, Police grants, Engineering grants, Transportation grants, Fire grants, and other special grants.
- (3) Amounts reflect MOU labor obligations and changes.
- (4) Amounts include debt service payments for Pension Obligation Bonds.
- (5) Revenues are projected based on several factors, such as trend analysis, state budget implications, and Consumer Price Index. Expenditures for future years are projected based on trend analysis and availability of funds.

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

Enterprise Fund ⁽¹⁾

	2012-13	2013-14	2014-15	2015-16	2016-17	Notes
Beginning Fund Balance	\$16,176,173	\$16,657,916	\$17,132,547	\$18,129,888	\$19,317,129	
Revenues:						
Charges for Service	10,580,100	11,006,100	11,444,100	11,899,100	12,373,100	(2)
Financing	0	6,000,000	0	0	0	(3)
Settlement	500,000	0	0	0	0	
Grants/Reimbursement	30,000	30,000	30,000	30,000	30,000	
Water Rights	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	
Sewer Fees	260,000	268,000	276,000	284,000	293,000	
Sewer Reconstruction Fee	0	500	1,000	1,000	1,000	
Refuse Fees	5,750,000	5,923,000	6,101,000	6,284,000	6,473,000	
Waste Management Fees	320,000	330,000	340,000	350,000	361,000	
Total Revenues	19,340,100	25,457,600	20,092,100	20,748,100	21,431,100	
Expenditures:						
Water Administration	4,110,241	4,234,100	4,361,200	4,492,300	4,627,400	
Water Commercial	547,574	563,000	579,000	595,000	612,000	
Water Production	1,622,460	1,671,100	1,721,200	1,772,800	1,826,000	
Water Distribution	1,045,757	1,077,000	1,109,000	1,142,000	1,176,000	
Well #5 VOC	448,138	462,000	476,000	490,000	505,000	(4)
Well #12 VOC	814,594	839,000	864,000	890,000	917,000	(4)
Delta Perchlorate	267,027	272,000	277,000	283,000	289,000	(4)
Wells #1,3,10 VOC	461,555	475,000	489,000	504,000	519,000	(4)
Well #12 Dual Barrier	283,971	292,000	301,000	310,000	319,000	(4)
Well #15	159,449	164,000	169,000	174,000	179,000	(4)
Well #5 Perchlorate	78,972	120,000	130,000	140,000	140,000	(4)
OPEB Set Aside	500,000	200,000	200,000	200,000	200,000	
Debt Services	671,557	670,869	1,200,159	1,200,159	1,200,159	(5)
Capital Projects - Water Main	350,000	0	0	0	0	
Capital Projects - Financing	0	6,000,000	0	0	0	
Capital Projects - Other	397,000	570,000	0	0	0	
Capital Projects - Sewer	125,000	302,000	0	0	0	
Capital Projects - Refuse	5,000	0	0	0	0	
Small Capital	8,190	0	0	0	0	
Salaries & Benefits	873,638	873,000	873,000	873,000	873,000	
Maintenance & Operation	270,675	279,200	287,800	296,500	305,200	
Contracted Services	65,000	67,000	69,000	71,000	73,000	
Waste Reduction-AB 939	2,000	2,000	2,000	2,000	2,000	
Refuse Pick-Up Contract	4,890,080	4,988,000	5,088,000	5,190,000	5,294,000	
Other Contracted Services	143,417	146,000	149,000	152,000	155,000	
Utilities	10,800	11,100	11,400	11,700	12,100	
Allocated Costs	175,000	160,000	180,000	200,000	200,000	
Vehicle Operating	7,262	7,600	8,000	8,400	8,800	
NPDES	104,000	107,000	110,000	113,000	116,000	
Transfer to GF	420,000	430,000	440,000	450,000	460,000	
Total Expenditures	18,858,357	24,982,969	19,094,759	19,560,859	20,008,659	
Ending Fund Balance	\$16,657,916	\$17,132,547	\$18,129,888	\$19,317,129	\$20,739,570	

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

- (1) Enterprise Funds consists of Water Operation, Water Treatment, Sewer, and Refuse Funds.**
- (2) Charges for Service include fees from water sales, water connection, meter installation, and treatment surcharge.**
- (3) Financing for water main projects.**
- (4) Each activity provides for the costs associated with ground water remediation for VOC, perchlorate, or future contaminants that may be found in the system.**
- (5) Debt Service Payments for \$2 million I-Bank Loan and water main financing.**
- (6) Sewer and Refuse funds have been converted as Enterprise Fund per auditors' request in 2010-2011.**

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

Internal Service Funds

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	
Beginning Fund Balance (4)	4,434,701	4,884,026	5,336,406	6,091,885	7,274,228	
Revenues: (3)						
Interfund Charges	5,644,645	6,136,000	6,462,000	6,907,000	7,375,000	(1)
Total Revenues	<u>5,644,645</u>	<u>6,136,000</u>	<u>6,462,000</u>	<u>6,907,000</u>	<u>7,375,000</u>	
Expenditures: (3)						
Personnel Services	1,325,305	1,357,000	1,381,000	1,405,000	1,430,000	(2)
Maintenance & Operations	3,197,615	3,305,850	3,416,113	3,532,278	3,653,542	
Capital Projects	657,400	970,770	859,409	687,379	713,306	
Small Capitals	15,000	50,000	50,000	100,000	100,000	
Total Expenditures	<u>5,195,320</u>	<u>5,683,620</u>	<u>5,706,521</u>	<u>5,724,657</u>	<u>5,896,848</u>	
Ending Fund Balance	<u>\$4,884,026</u>	<u>\$5,336,406</u>	<u>\$6,091,885</u>	<u>\$7,274,228</u>	<u>\$8,752,380</u>	

Notes:

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

City of Monterey Park Long-Term Goals and Priorities

Through the strategic planning sessions, the City established its three-year citywide goals that identify community priorities and are essential for achieving our mission. These goals also served as the guidelines to effectively align resources with evolving strategic priorities for the 2012-13 budget development. The citywide goals are:

- ❖ Improve organizational effectiveness and efficiency*
- ❖ Attract and retain quality employees*
- ❖ Achieve financial stability*
- ❖ Improve communitywide beautification*
- ❖ Complete Towne Center and Market Place*

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2012-2013**

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

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2012-2013**

1. LEGAL REQUIREMENTS REGARDING ANNUAL BUDGET

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

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

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

2. BUDGETARY/ACCOUNTING BASIS

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

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

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

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2012-2013**

3. DESCRIPTION OF REPORTING ENTITIES

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

The City of Monterey Park

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

The Monterey Park Public Financing Authority

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

The Monterey Park Housing Authority

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

4. BUDGETARY FUND STRUCTURE

□ ***Governmental Fund Types***

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2012-2013**

□ **Proprietary Fund Types**

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

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

5. GENERAL MANAGEMENT AND BUDGET POLICIES

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2012-2013**

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

6. REVENUE POLICY

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2012-2013**

7. FUND BALANCE POLICY

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

8. CAPITAL IMPROVEMENT PROGRAM POLICY

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2012-2013**

- Whenever the City finances capital projects by issuing bonds, it will repay the bonds within a period not to exceed the expected useful life of the project.
- The City will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues.

9. INVESTMENT POLICY

- This Statement is intended to provide guidelines for the prudent investment of the City's temporary idle cash and outline the policies for maximizing the efficiency of the City's cash management system. The ultimate goal is to enhance the economic status of the City while protecting its pooled cash.
- The policy shall direct the investment of the City's temporarily idle monies for all funds, including the general fund, special revenue funds, debt service funds, trust and agency funds, and proprietary funds. Employee deferred compensation, pension, and bond reserves are not managed by the City and are not subject to the City's Investment Policy.
- Criteria for selecting investments and the order of priority are: Safety, Liquidity, and Yield.
- The Policy provides for the creation of a Treasury Committee ("The Committee"). The Committee is comprised of the City Treasurer, the City Manager, and the Financial Services Manager.
- It should be noted that any newly developed derivative of an allowable investment that is not specifically mentioned in the policy must be recommended by the City Treasurer for inclusion in the policy and any amendments to the policy must be submitted to the City Council for approval.
- The Treasury Committee shall maintain an approved list of primary security dealers and brokers and government sponsored investment pools. The Committee will review and amend the approved list periodically to ensure that the institutions continue to meet the selection criteria.
- Purchases of investments shall, whenever practical, be made directly from the issuer, from a member of a Federally regulated securities exchange, from a national or state chartered bank, or from a brokerage firm.
- Only commercial banks and savings and loan associations that demonstrate financial strength and are insured by the federal government may be selected to provide investment services.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2012-2013**

- 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 2012-2013**

10. DEBT ADMINISTRATION AND POLICIES

**(A) COMPUTATION OF LEGAL DEBT MARGIN
(Fiscal Year 2012-2013)**

Total Assessed Value of all Real and Personal Property	\$	5,821,654,598
Debt Limit Percentage		15%
 Total Debt Limit		 837,248,190
Amount of Debt Applicable to Debt Limit		-
 Legal Debt Margin	 \$	 837,248,190

(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, 2012, 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 2012-2013**

(C) ANNUAL DEBT SERVICES BY PROJECT

<u>Fund</u>	<u>Type of Debt</u>	<u>Description</u>	<u>Fiscal Year</u> <u>2011-12</u>	<u>Fiscal Year</u> <u>2012-13</u>
<u>City</u>				
0071	Lease Purchase	Police CAD/RMS System	20,000	
0160			45,870	53,105
0192		(Final date: 6/2021)	100,000	112,764
			<u>165,870</u>	<u>165,869</u>
0092	Loan	I-Bank La Loma/Highland Reservoirs (Final date: 8/2030)	115,097	114,906
0092	Loan	I-Bank Water Main Replacement (Final date: 2/2020)	187,130	186,656
0093	Lease Purchase	SGVMWD Treatment Plant Financing (Final date: 9/2018)	170,000	170,000
0093	Lease Purchase	SGVMWD Air Stripper Treatment System (Final date: 9/2019)	200,000	200,000
0131	Library Note	Library Expansion Project (Final date: 6/2018)	383,196	383,197
0169	Note	HUD Section 108 (Final date: 8/2022)	546,184	548,935
0012	Bonds	Pension Obligation Bonds (Final date: 6/2034)	<u>1,465,807</u>	<u>1,430,166</u>
		Total	<u>\$3,233,284</u>	<u>\$3,199,729</u>

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2012-2013**

11. GRANT ADMINISTRATION POLICY

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

Grant Application:

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

Expending the Grant Funds:

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

Grant Compliance:

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2012-2013**

12. COST ACCOUNTING APPLICATION

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

Indirect Cost Allocation Plan

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

<u>Operating Units</u>	<u>Indirect Cost Rates</u>
Development Services	13.33%
Police	9.78%
Fire	5.09%
Public Works	19.78%
Library	46.92%
Recreation and Parks	31.76%
Proposition A	5.01%
Water Utility	7.14%
Community Redevelopment Agency	5.98%
Community Development Block Grant	11.59%
Refuse Collections	2.50%
City Manager/City Council	23.84%

Internal Services Charges

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2012-2013**

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

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

I. Background and Calculations

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

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

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

Derivation of the 2012-2013 Gann Appropriations Limit follows:

FISCAL YEAR 2012-2013 ARTICLE XIII B APPROPRIATIONS LIMIT

A. Appropriations Limit:

2011-12 Adopted Limit	\$64,935,225
x Annual Adjustment Factors:	
Change in CA Personal Income	1.0377%
Change in Population	1.0130%
	<u>1.0511901</u>
2012-13 Appropriation Limit	\$68,259,266

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

2012-13 Preliminary Budget Total	\$64,064,454
Less Exclusions:	
Non-Proceeds of Taxes	32,261,063
Appr. from Reserves	<u>(3,695,585)</u>
	<u>(28,565,478)</u>

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2012-2013**

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

(Continued)

Budget Appropriations Subject to Limit	\$28,107,806
Amount Under Legal Limit	\$40,151,460

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 59% 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 2012 - 2013**

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

Fund Codes: (Excluding Successor Agency)

General:

G-General.

Special Revenues:

RE-Retirement, GT-Gas Tax, Prop A-Proposition A, Prop C-Proposition C, MBA-Maintenance Benefit Assessment, LT-Library Tax, O-Others (Pension Liability, Park Facilities, Asset Forfeiture, Business Improvement Area #1, Air Quality Improvement, Public Safety Augmentation, Public Safety Impact Fee, CERCLA Liability, Measure R, 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 2012-2013**

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 2012-2013 budget follows.

- October
/January Work began on the 2011-2012 Midyear Budget Review Report. The Midyear Report, including a comprehensive Long Term Financial Plan, established preparatory guidelines for the 2012-13 Budget. It contains estimations of budgetary outcomes as well as discussion of important financial issues facing the City, many of which are reproduced in the Budget document. Also included are current and future year revenue estimations as developed in cooperation with City Departments, the updated Five-Year Financial Forecast, and the planned Five-Year Capital Improvement Program.
- February The completed 2011-2012 Midyear Review Report with long-range planning forecasts was distributed to the City Council, Staff, and the general public for consideration. Jointly, the critical issues were identified, specific goals and objectives were developed to meet the overall goal of the community. Based on community priorities, the Management Services Department developed and allocated resources for each activity. Budget targets, together with other materials requisite to the budgeting process, were distributed to departments for assembly of budget proposals to fund their activity Action Plans. Budget Kick-Off meeting was held on February 28, 2012.
- March It's the Budget preparation month and proposal submission deadline was scheduled on March 26, 2012.
- April City Manager's proposal review meetings with department representatives and Financial Services Manager.
- June Following department proposal revisions, the City Manager's proposed budget, reflected both external and internal expectations, was assembled and published for City Council consideration during the week of May 14, 2012. City Council public hearing meetings were conducted on June 4 and 11, 2012.
- August City Council formally approved the Budget by Resolution No. 11510, SA-16, & HSA-8 on August 8, 2012.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Council

General Funds \$64,357
 Retirement Fund \$3,204
 Refuse Fund \$26,476
 Water Fund \$26,476

ACTIVITY: City Council

ACTIVITY NO.: 1101

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$101,498	\$98,212	\$98,211	\$86,653	\$86,653
SERVICES & SUPPLIES	19,881	21,840	26,945	33,860	33,860
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$121,379	\$120,052	\$125,156	\$120,513	\$120,513
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.00	 5.00	 5.00	 5.00	 5.00

Program Description

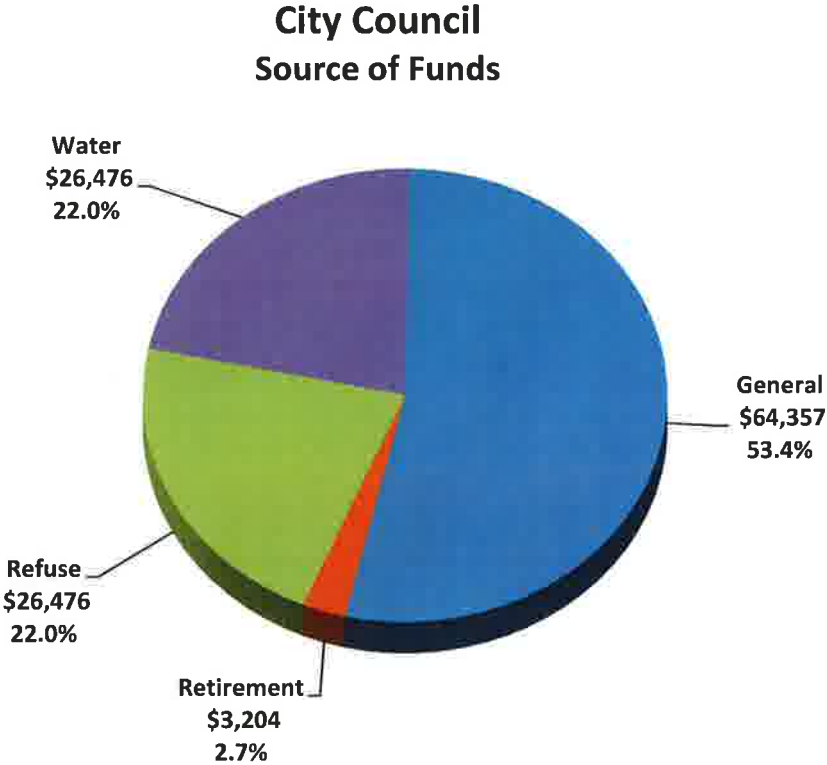
The City Council is the legislative and policy-making body for the City of Monterey Park. The Council Members are elected at-large for four-year, overlapping terms of office. The Mayor presides over all Council meetings and is the ceremonial head of the City for official functions. The City Council reorganizes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

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

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

- 1. Office Supplies category (#21000) includes costs for paper and office materials.
- 2. Commendations/Awards category (#22000) reductions are because the certification program has moved to the City Clerk’s Office.
- 3. Miscellaneous category (#39000) reflects costs associated with printing and duplicating services for Council agendas, and training/conference. Costs for training/conference are shifted to this activity due to RDA elimination.



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11100 Elective Salaries	\$32,505	\$32,400	\$32,400	\$32,400	\$32,400
TOTAL	\$32,505	\$32,400	\$32,400	\$32,400	\$32,400
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,076	\$1,024	\$1,024	\$1,184	\$1,184
12300 Medical Insurance	55,458	52,500	52,499	41,577	41,577
12350 Medicare Insurance	442	435	436	436	436
12400 Dental Insurance	4,096	3,000	2,999	2,200	2,200
12600 Retirement	6,731	7,694	7,693	8,010	8,010
12950 Vision Plan	1,190	1,159	1,160	846	846
TOTAL	\$68,993	\$65,812	\$65,811	\$54,253	\$54,253
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,520	\$3,840	\$3,660	\$3,660	\$3,660
22000 Operating Supplies	8,462	10,000	6,285	3,200	3,200
31000 Contracted Services	551	0	0	0	0
33000 Motor Pool Charges	208	1,000	0	0	0
39000 Miscellaneous	7,140	7,000	17,000	27,000	27,000
TOTAL	\$19,881	\$21,840	\$26,945	\$33,860	\$33,860
GRAND TOTAL	\$121,379	\$120,052	\$125,156	\$120,513	\$120,513

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Mayor	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000
Mayor Pro Tem	1.00	1.00	1.00	6,000	6,000	6,000
Council Member (1)	1.00	1.00	1.00	6,000	6,000	6,000
Council Member (2)	1.00	1.00	1.00	6,000	6,000	6,000
Council Member (3)	1.00	1.00	1.00	6,000	6,000	6,000
Mayor's Allowance	0.00	0.00	0.00	2,400	2,400	2,400
Total	5.00	5.00	5.00	\$32,400	\$32,400	\$32,400

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

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

General Fund \$23,805
 Refuse Fund \$6,700
 Water Fund \$10,000
 Prop C Fund \$1,700

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	46,419	37,684	43,405	42,205	42,205
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$46,419	\$37,684	\$43,405	\$42,205	\$42,205
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

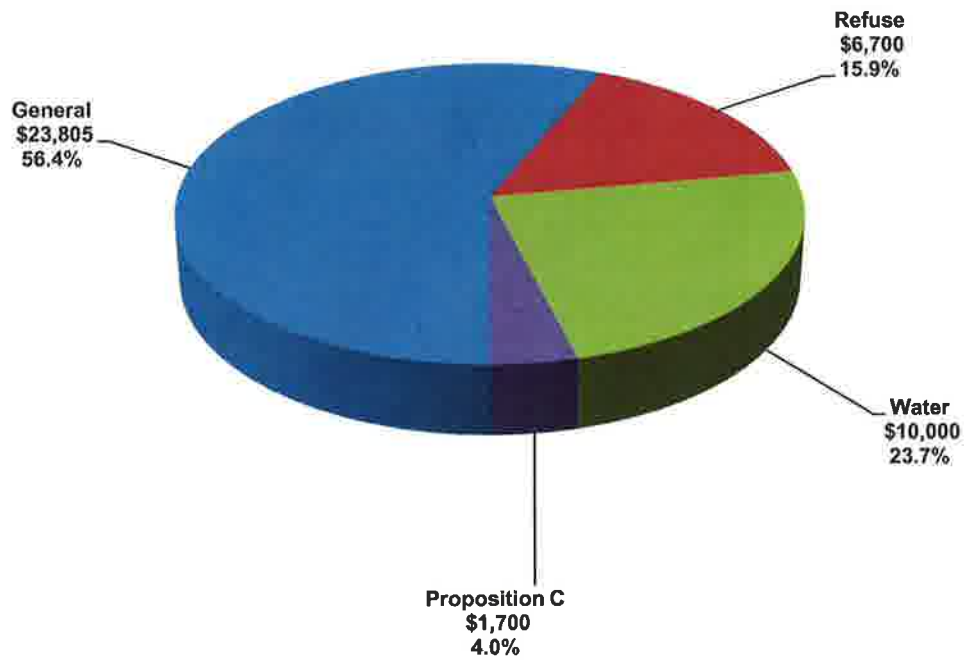
This activity provides financial support for community promotion programming and memberships in outside agencies, organizations and community groups interested in achieving regional, state, and federal action and programming consistent with the articulated needs of the community. The City maintains memberships in the following organizations:

Organizations	<i>Amount</i>
Independent Cities Association	\$2,761
League of California Cities	18,440
League of California Cities – Los Angeles County Division	1,220
Southern California Association of Governments	5,644
San Gabriel Valley Council of Governments	5,000
California Contract Cities Association	3,640
San Gabriel Valley Economic Partnership	5,000
International Council of Shopping Centers	500
	<u>\$42,205</u>

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

**Community Promotion
Source of Funds**



CITY OF MONTEREY PARK

PROGRAM DETAIL

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

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SERVICES & SUPPLIES					
22000 Operating Supplies	\$974	\$1,000	\$1,200	\$0	\$0
39000 Miscellaneous	45,445	36,684	42,205	42,205	42,205
TOTAL	\$46,419	\$37,684	\$43,405	\$42,205	\$42,205
GRAND TOTAL	\$46,419	\$37,684	\$43,405	\$42,205	\$42,205

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Council

SOURCE OF FUNDS:

ACTIVITY: Business Improvement Area No.1

Business Improvement District Fund \$158,900

ACTIVITY NO.: 1111

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	59,406	116,923	60,923	158,900	158,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$59,406	\$116,923	\$60,923	\$158,900	\$158,900
 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:

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

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

2012-2013 GOALS AND OBJECTIVES

The goals for 2012-13 reflect the City Council's approval of the BID's Annual Report and renewal of assessments in November 2011.

1. Promote Beautification and Cleanliness in the BID.
2. Continue to work with the Chamber of Commerce on joint projects for the promotion of business in Monterey Park.
3. Begin the repair of lighting for the palm trees along Garvey Avenue.
4. Contract with a Porter Service company to provide increased maintenance along Garvey and Garfield Avenues.
5. Purchase a kiosk for placement in the downtown to provide an area for posters and flyers to visitors to the area.
6. Purchase the new benches, trash receptacles and bike racks for downtown.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Worked with the Public Works Department to increase the cleaning of the parking lot at the corner of Lincoln and Garvey Avenues.
2. The BIDAC increased the 2011 holiday decorations with additional reindeer in the medians.
3. The BIDAC partnered with the City and World Journal for the 2012 Chinese New Year Festival.
4. The BIDAC purchased planters for Garvey Avenue. City staff assisted in the project by planting each of the pots with plants purchased by the BID.
5. The BIDAC solicited proposals for a Porter Service for the downtown which would provide an increased level of cleaning for the downtown.
6. The BIDAC solicited proposals for new benches, trash receptacles, and bike racks, for the downtown.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

<u>Contractual Services</u>	Estimated Actual <u>2011-12</u>	Budget <u>2012-13</u>
Administration	\$ 3,000	\$ 3,000
Promotions	5,000	2,000
New Holiday Decorations	5,000	2,000
Decoration Installation	4,250	4,700
Palm Tree Lighting	0	13,000 ⁽¹⁾
Public Facilities	1,000	0
Sidewalk Cleaning	13,600	0
2011 Chinese New Year Festival	20,000	10,000 ⁽²⁾
Downtown Enhancement Furniture	0	65,000 ⁽³⁾
Porter Service	0	56,700
Kiosk	0	2,500
Public Works Staff	8,573	0
Total	<u>\$ 60,923</u>	<u>\$ 158,900</u>

⁽¹⁾ Light for the palm trees is being shown as a separate line item and budgeted at \$13,000 to begin the work of fixing the electrical in the palm trees.

⁽²⁾ The amount for the Chinese New Year has been reduced by \$10,000. Staffing costs have not exceeded this amount and staff believes this amount is sufficient to accommodate the costs related to the Festival and leaves a small amount should it be needed.

⁽³⁾ An amount of \$50,000 was budgeted to fund Phase II and is being carried over into the 2012-13 fiscal years to purchase the new furniture for the downtown. The original amount of \$50,000 is being increased by \$15,000 for a total of \$65,000 to accommodate the lowest bid received.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: Business Improvement Area No.1

ACTIVITY NO.: 1111

<u>Classification</u>	<u>Actual 2010/2011</u>	<u>Adopted 2011/2012</u>	<u>Year-End Estimated 2011/2012</u>	<u>Proposed 2012/2013</u>	<u>Adopted 2012/2013</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$59,406	\$116,923	\$60,923	\$158,900	\$158,900
TOTAL	\$59,406	\$116,923	\$60,923	\$158,900	\$158,900
GRAND TOTAL	\$59,406	\$116,923	\$60,923	\$158,900	\$158,900

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$111,167
 Retirement Fund \$13,713
 Refuse Fund \$90,473
 Water Fund \$108,177

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$573,045	\$412,412	\$314,985	\$298,326	\$298,326
SERVICES & SUPPLIES	86,506	21,742	24,089	25,204	25,204
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$659,551	\$434,154	\$339,074	\$323,530	\$323,530
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 3.25	 3.25	 3.25	 2.05	 2.05

Program Description

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

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

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

2012-2013 GOALS AND OBJECTIVES

1. Continue to work to provide excellent customer service while working with a reduced staff.
2. The elimination of the Redevelopment Agency has necessitated the refocus on the economic revitalization of the City and significant steps in establishing new directions to keep moving forward with projects that will benefit our residents.

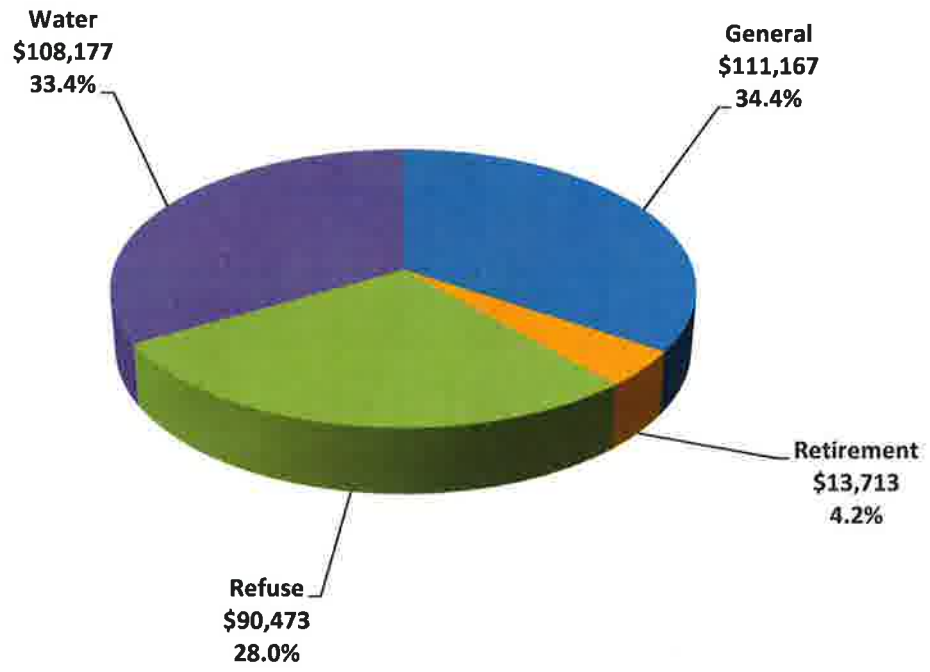
2011-2012 MAJOR ACCOMPLISHMENTS

1. Conducted two Strategic Planning Retreats for City Council and staff to develop a Mission Statement for the City and set three-year goals and objectives.
2. Worked closely with developers for the Monterey Park Towne Centre Project located at the southeast corner of Garvey and Garfield Avenues and the Monterey Park Market Place Project to move closer to completion.
3. The City Manager met with numerous developers for future projects in the City.
4. Several Community Clean Up Days were held to help beautify our City with trash and blight eradication and the planting of eco-friendly foliage and scrubs.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (#11200 & #12...) With the elimination of the Monterey Park Redevelopment Agency and the City acting as Successor Agency for the former Redevelopment Agency, certain expenditures are re-aligned among various funds as well as between the City and the Successor Agency.
2. Communication category (#32000) includes Technology internal service charges, \$9,704 and postage, \$400.
3. Miscellaneous category (#39000) reflects costs associated with printing and duplication, dues and memberships, and training/conferences.

City Manager's Office Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$439,176	\$290,076	\$216,955	\$221,476	\$221,476
11300 Part Time Salaries	22,932	28,000	12,882	0	0
11400 Overtime Salaries	0	0	0	0	0
11500 Separation Benefits	15,300	16,830	16,830	16,830	16,830
TOTAL	\$477,408	\$334,906	\$246,667	\$238,306	\$238,306
EMPLOYEE BENEFITS					
12200 Life Insurance	\$526	\$650	\$545	\$463	\$463
12300 Medical Insurance	23,554	19,680	17,676	13,436	13,436
12350 Medicare Insurance	6,834	4,250	3,951	3,247	3,247
12370 Part Time Retirement	24	0	0	0	0
12400 Dental Insurance	1,794	1,600	1,560	1,148	1,148
12500 Workers Compensation	1,300	1,430	1,430	1,573	1,573
12600 Retirement	59,858	48,026	41,408	38,923	38,923
12900 Long Term Disability	1,022	1,190	1,110	813	813
12950 Vision Plan	725	680	638	417	417
TOTAL	\$95,637	\$77,506	\$68,318	\$60,020	\$60,020
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,601	\$3,500	\$3,500	\$3,500	\$3,500
22000 Operating Supplies	18	400	200	400	400
31000 Contracted Services	67,838	2,000	2,000	2,000	2,000
32000 Communications	9,094	10,242	9,689	10,104	10,104
33000 Motor Pool Charges	266	400	1,000	0	0
37000 Leases & Rentals	2,500	2,500	4,500	5,000	5,000
38000 R/M Contractual	2,000	2,000	2,500	2,500	2,500
39000 Miscellaneous	189	700	700	1,700	1,700
TOTAL	\$86,506	\$21,742	\$24,089	\$25,204	\$25,204
GRAND TOTAL	\$659,551	\$434,154	\$339,074	\$323,530	\$323,530

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
City Manager	1.00	0.80	0.80	\$165,000	\$132,000	\$132,000
Acting Economic Development Specialist	0.00	0.25	0.25	0	15,724	15,724
Secretary to the City Manager	1.00	1.00	1.00	67,152	67,152	67,152
Administrative Secretary	1.00	0.00	0.00	47,724	0	0
Auto Allowance	0.00	0.00	0.00	6,000	4,800	4,800
CMO Assignment Pay	0.00	0.00	0.00	2,400	1,200	1,200
Notary Bonus Pay	0.00	0.00	0.00	600	600	600
Bilingual	0.00	0.00	0.00	1,200	0	0
Separation Benefits	0.00	0.00	0.00	16,830	16,830	16,830
<u>Part-Time</u>						
Senior Clerk Typist	0.25	0.00	0.00	28,000	0	0
Total	3.25	2.05	2.05	\$334,906	\$238,306	\$238,306

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

SA - Atl/Garvey Projects \$377,944
 SA - Atl/Gar D. S. \$2,526,634
 SA - Merged Projects \$493,056
 SA -Merged D. S. \$1,555,540

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

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$0	\$0	\$61,340	\$190,800	\$190,800
SERVICES & SUPPLIES	0	0	2,834,216	4,762,374	4,762,374
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$0	\$0	\$2,895,556	\$4,953,174	\$4,953,174
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	1.75	1.75

Program Description

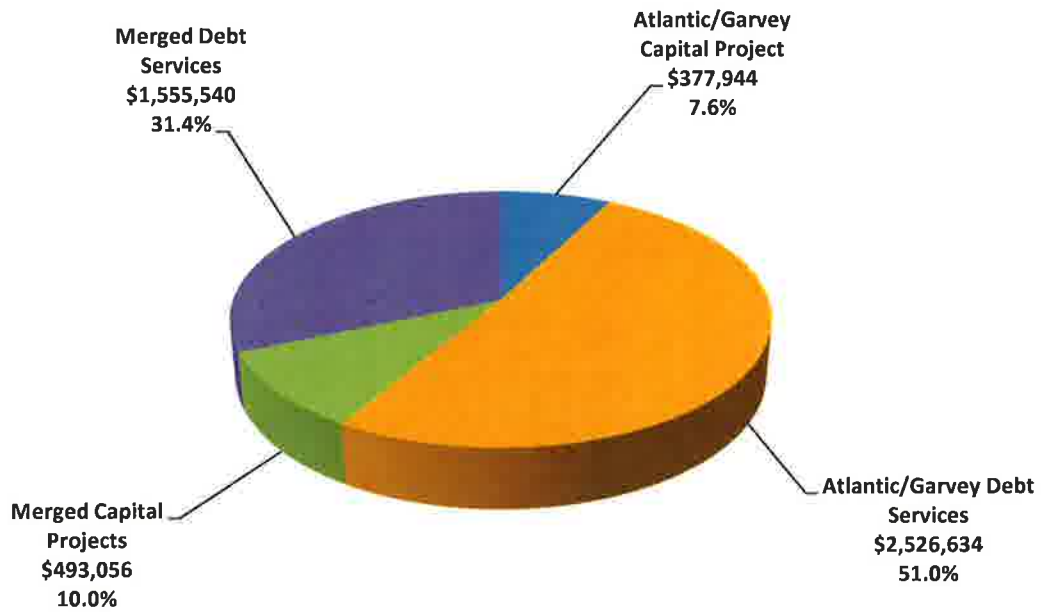
Under AB1X 26 redevelopment agencies are dissolved and replaced with Successor Agencies responsible for winding down the affairs of the redevelopment agencies including disposing of their assets. Under Resolution No. 11455 City of Monterey Park elected to become the Successor Agency for its former redevelopment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

Tasks of the Successor Agency can be summarized as following:

- . Continue to make payments according to ROPS;
- . Dispose of the assets and properties of the former redevelopment agency as directed by the Oversight Board;

- Prepare a proposed administrative budget and submit it to the Oversight Board;
- Effectuate the transfer of housing functions and assets to the appropriate entity;
- Expediently wind down the affairs of the redevelopment agency with the Direction of the Oversight Board; and
- Before each six month period prepare a Recognized Obligation Payment Schedule.

**SA for the Former RDA
Source of Funds**



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: SA For The Former RDA

ACTIVITY NO.: 1203

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$0	\$0	\$49,490	\$116,681	\$116,681
11300 Part Time Salaries	0	0	0	25,202	25,202
11500 Separation Benefits	0	0	0	16,000	16,000
TOTAL	\$0	\$0	\$49,490	\$157,883	\$157,883
EMPLOYEE BENEFITS					
12200 Life Insurance	\$0	\$0	\$98	\$236	\$236
12300 Medical Insurance	0	0	3,000	8,093	8,093
12350 Medicare Insurance	0	0	666	1,594	1,594
12370 Part Time Retirement	0	0	0	1,072	1,072
12400 Dental Insurance	0	0	202	503	503
12500 Workers Compensation	0	0	0	0	0
12600 Retirement	0	0	7,576	20,752	20,752
12900 Long Term Disability	0	0	232	496	496
12950 Vision Plan	0	0	76	171	171
TOTAL	\$0	\$0	\$11,850	\$32,917	\$32,917
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$0	\$4,000	\$6,000	\$6,000
31000 Contracted Services	0	0	369,000	649,990	649,990
32000 Communications	0	0	1,500	3,200	3,200
33000 Motor Pool Charges	0	0	0	16,000	16,000
34000 Advertising	0	0	1,000	6,000	6,000
35000 Insurance	0	0	0	4,000	4,000
37000 Leases & Rentals	0	0	4,000	9,000	9,000
38000 R/M Contractual	0	0	3,000	8,000	8,000
39000 Miscellaneous	0	0	4,000	7,000	7,000
42000 Debt Service	0	0	2,447,716	2,445,184	2,445,184
44000 Misc Financial Serv	0	0	0	1,608,000	1,608,000
TOTAL	\$0	\$0	\$2,834,216	\$4,762,374	\$4,762,374
GRAND TOTAL	\$0	\$0	\$2,895,556	\$4,953,174	\$4,953,174

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 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
City Manager	0.00	0.20	0.20	\$0	\$33,000	\$33,000
Financial Services Manager	0.00	0.20	0.20	0	27,643	27,643
Acting Economic Development Specialist	0.00	0.75	0.75	0	47,168	47,168
Accountant	0.00	0.10	0.10	0	7,370	7,370
Auto Allowance	0.00	0.00	0.00	0	1,200	1,200
Bilingual	0.00	0.00	0.00	0	300	300
Separation Benefits	0.00	0.00	0.00	0	16,000	16,000
<u>Part-Time</u>						
Account Clerk	0.00	0.50	0.50	0	25,202	25,202
Total	0.00	1.75	1.75	\$0	\$157,883	\$157,883

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

City/Housing Successor Agency \$96,000

PROGRAM SUMMARY

DEPARTMENT: City Manager

ACTIVITY: Housing SA

ACTIVITY NO.: 1204

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	96,000	96,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$0	\$0	\$0	\$96,000	\$96,000
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

Section 33334.2 of the California Health and Safety Code requires the Redevelopment Agency to allocate twenty percent (20%) of tax increments revenue for low and moderate income housing uses. This use of funds helps the City meet the requirements of the California Health and Safety Code, the State's Housing and Community Development goals, and AB315 requirements.

Under AB1X 26 redevelopment agencies are dissolved and replaced with Successor Agencies responsible for winding down the affairs of the redevelopment agencies including disposing of their assets. Under Resolution No. 11455 City of Monterey Park elected to become the Successor Agency for its former redevelopment agency as well as to retain housing assets and functions. The Successor Agency becomes operative on February 1, 2012. On February 1, 2012, all assets, properties, contracts, and leases of the former redevelopment agency are transferred to the Successor Agency. There is no more 20% low and moderate income housing set-aside. The Successor Agency is required to prepare a Recognized Obligation Payment Schedule (ROPS) before each six month fiscal period, which includes required obligations for the housing successor entity.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: Housing SA

ACTIVITY NO.: 1204

<u>Classification</u>	<u>Actual 2010/2011</u>	<u>Adopted 2011/2012</u>	<u>Year-End Estimated 2011/2012</u>	<u>Proposed 2012/2013</u>	<u>Adopted 2012/2013</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$0	\$0	\$0	\$96,000	\$96,000
32000 Communications	0	0	0	0	0
33000 Motor Pool Charges	0	0	0	0	0
38000 R/M Contractual	0	0	0	0	0
39000 Miscellaneous	0	0	0	0	0
44000 Misc Financial Serv	0	0	0	0	0
TOTAL	\$0	\$0	\$0	\$96,000	\$96,000
GRAND TOTAL	\$0	\$0	\$0	\$96,000	\$96,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

SOURCE OF FUNDS:

General Fund \$377,232
 Retirement Fund \$26,336
 Refuse Fund \$5,000
 Water Fund \$5,000
 Passport Trust Grant \$21,305

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$236,875	\$230,941	\$229,138	\$236,962	\$236,962
SERVICES & SUPPLIES	189,185	48,340	40,971	197,911	197,911
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$426,060	\$279,281	\$270,109	\$434,873	\$434,873
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.80	 3.80	 3.80	 3.80	 3.80

Program Description

The City Clerk is an elected position whose office is responsible to the electorate for keeping a complete and accurate record of City Council proceedings, maintaining official city records, supplying public information and conducting municipal elections according to the stipulations of State and Federal laws. Specific service objectives are:

- Ensure that legal requirements regarding public meetings, hearings, attestations and petitions are handled properly and according to applicable rules and laws.
- Accurately record the proceedings and actions of the City Council for legal references, historic information and continuity of government.
- Process documents to carry out Council action and disseminate them according to legal requirements and accepted policy.
- Provide technical and procedural support to the City Council.

- Maintain safe, efficient storage and use of official city documents and records.
- Ensure that municipal elections are conducted in an economical and error-free manner with maximum convenience to the voter, while complying with the Federal Voting Rights Act.
- Administer the provisions of the Political Reform Act so that all related reports are filed in a timely manner according to law.
- Provide convenient voter registration services to citizens.
- Serve as a source of public information and referral.
- Maintain accurate records of all City Commissioner terms of office and posting of vacancies in accordance with state regulations; accept applications for commissions and arrangements for City Council interviews.

PROGRAM MEASUREMENTS

	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Projected 2012-2013</u>
City Website Visitors (Monthly Average)	26,095	26,000	30,000
City Hall Information Desk, # of Volunteers	3	3	1
City Hall Information Desk, # of Public Contacts	3,353	2,846	2,600
Passport Application Processing	383	277	325
General Municipal Election Voter Turnout	March, 2011 24%	Not an Election Year	March, 2011 25%

2012-2013 GOALS AND OBJECTIVES

1. Prepare, plan and implement a General Municipal Election in March 2013 to fill four elected offices.
2. Assist in the modernization of the City Website, and facilitate the transition of responsibilities to the Recreation Department (6509).

3. Assist the City Manager's Department as needed with staffing and miscellaneous duties in light of staff reduction.

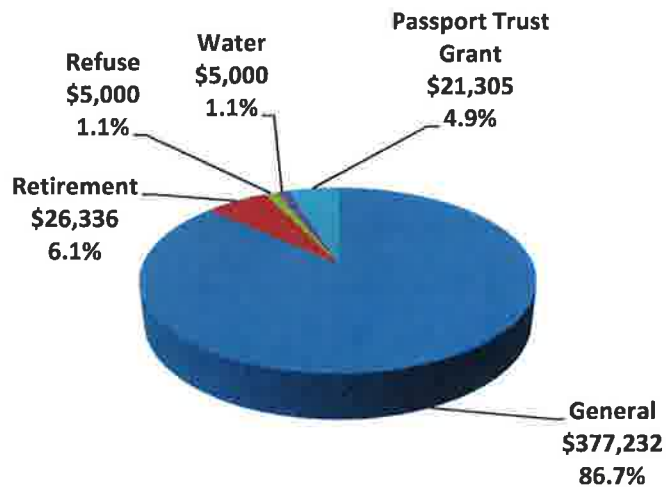
2011-2012 MAJOR ACCOMPLISHMENTS

1. Successfully coordinated the first phase of the citywide Records Management and Records Destruction program as authorized by government codes and the City Council. (350 boxes were sent to a certified destruction company.)
2. All records are now digitized to facilitate public requests, staff requests and storage. There is a need, however, for software to organize and maintain records as they become larger and more detailed.
3. Processed more than 90 formal Public Records Act requests, a 50% increase over the previous fiscal year.
4. Department caught up with the backlog of City Council and CRA minutes.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) increases by \$4,200 for funding of the City's certification program.
2. Contracted Services category (#31000) reflects an increase of \$145,300 for funding of the March 5, 2013 General Municipal Election.
3. Communications category (#32000) decreases by \$1,100 because postage costs for mailing of passports are charged to the Passport Trust account.

City Clerk's Office Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11100 Elective Salaries	\$6,017	\$6,000	\$6,000	\$6,000	\$6,000
11200 Permanent Salaries	136,065	131,330	134,718	134,718	134,718
11300 Part Time Salaries	29,411	31,000	25,000	31,000	31,000
11400 Overtime Salaries	955	0	521	0	0
11500 Separation Benefits	6,150	6,765	6,765	6,765	6,765
TOTAL	\$178,598	\$175,095	\$173,004	\$178,483	\$178,483
EMPLOYEE BENEFITS					
12200 Life Insurance	\$521	\$535	\$535	\$486	\$486
12300 Medical Insurance	25,881	25,924	25,924	26,202	26,202
12350 Medicare Insurance	2,518	1,992	2,012	2,346	2,346
12370 Part Time Retirement	296	0	493	500	500
12400 Dental Insurance	1,843	1,541	1,316	941	941
12500 Workers Compensation	700	770	770	847	847
12600 Retirement	25,184	23,769	23,769	25,836	25,836
12900 Long Term Disability	792	792	792	792	792
12950 Vision Plan	542	523	523	529	529
TOTAL	\$58,277	\$55,846	\$56,134	\$58,479	\$58,479
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,359	\$1,950	\$1,950	\$2,150	\$2,150
22000 Operating Supplies	671	700	700	4,900	4,900
31000 Contracted Services	153,444	3,000	3,000	148,300	148,300
32000 Communications	5,883	6,090	4,790	4,990	4,990
33000 Motor Pool Charges	152	200	250	300	300
34000 Advertising	7,766	17,000	11,000	17,000	17,000
37000 Leases & Rentals	5,200	6,275	6,275	6,275	6,275
38000 R/M Contractual	6,403	6,425	6,425	6,700	6,700
39000 Miscellaneous	7,307	6,700	6,581	7,296	7,296
TOTAL	\$189,185	\$48,340	\$40,971	\$197,911	\$197,911
GRAND TOTAL	\$426,060	\$279,281	\$270,109	\$434,873	\$434,873

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
City Clerk	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000
Deputy City Clerk	1.00	1.00	1.00	83,714	85,404	85,404
Secretary	1.00	1.00	1.00	47,616	49,314	49,314
Separation Benefits	0.00	0.00	0.00	6,765	6,765	6,765
<u>Part-Time</u>						
Minutes Clerk	0.50	0.50	0.50	21,000	21,000	21,000
Elections Clerk	0.30	0.30	0.30	10,000	10,000	10,000
Total	3.80	3.80	3.80	\$175,095	\$178,483	\$178,483

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Treasurer

General Fund \$18,343
Retirement Fund \$1,602

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$25,530	\$19,291	\$19,253	\$19,315	\$19,315
SERVICES & SUPPLIES	500	550	565	630	630
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$26,030	\$19,841	\$19,818	\$19,945	\$19,945
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.00	 1.00	 1.00	 1.00	 1.00

Program Description

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

Specific service objectives include:

- Receive and safekeep the City Funds and schedule their availability to meet cash disbursement requirements.
- Provide overall investment management and strategy in order to obtain maximum earnings on money in custody in accordance with the City's investment policy and State laws.
- Provide monthly and annual investment reporting to the City Council.
- Update and submit the City's investment policy to the City Council on an annual basis.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Projected</u> <u>2012-2013</u>
✓ Average Investment Balance	\$50 million	\$59 million	\$59 million
✓ Investment Earnings	\$198,000	\$200,000	\$150,000

2012-2013 GOALS AND OBJECTIVES

1. Select the most qualified financial institutions for banking services and continue bank monitoring program for the City.
2. Continue to evaluate investment options and invest City funds using the following criteria:
 - a. Maintenance of investment portfolio safety.
 - b. Maintenance of liquidity necessary to meet the City's daily cash requirements.
 - c. Maintenance of highest yields possible while adhering to the above criteria.
3. Continue evaluation of City's investment policy and internal controls over investment and treasury functions to ensure the proper segregation of duties and asset safeguarding.
4. Working with Finance, submit monthly and annual investment reports.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Presented annual City Investment Policy to the City Council in August 2011.
2. Prudent, conservative management of the City's investment portfolio to maximize investment earning during the 2011-2012 fiscal year.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11100 Elective Salaries	\$6,017	\$6,000	\$6,000	\$6,000	\$6,000
TOTAL	\$6,017	\$6,000	\$6,000	\$6,000	\$6,000
EMPLOYEE BENEFITS					
12200 Life Insurance	\$324	\$324	\$324	\$324	\$324
12300 Medical Insurance	16,542	10,500	10,500	10,500	10,500
12350 Medicare Insurance	89	87	87	87	87
12400 Dental Insurance	1,014	600	600	600	600
12600 Retirement	1,346	1,540	1,540	1,602	1,602
12950 Vision Plan	198	240	202	202	202
TOTAL	\$19,513	\$13,291	\$13,253	\$13,315	\$13,315
SERVICES & SUPPLIES					
21000 Office Supplies	\$100	\$100	\$165	\$180	\$180
33000 Motor Pool Charges	0	50	0	50	50
35000 Insurance	300	300	300	300	300
39000 Miscellaneous	100	100	100	100	100
TOTAL	\$500	\$550	\$565	\$630	\$630
GRAND TOTAL	\$26,030	\$19,841	\$19,818	\$19,945	\$19,945

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
City Treasurer	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000
Total	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Attorney

General Fund \$228,000
 Refuse Fund \$90,000
 Water Fund \$135,000

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	441,326	370,000	440,000	453,000	453,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$441,326	\$370,000	\$440,000	\$453,000	\$453,000
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

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

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

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

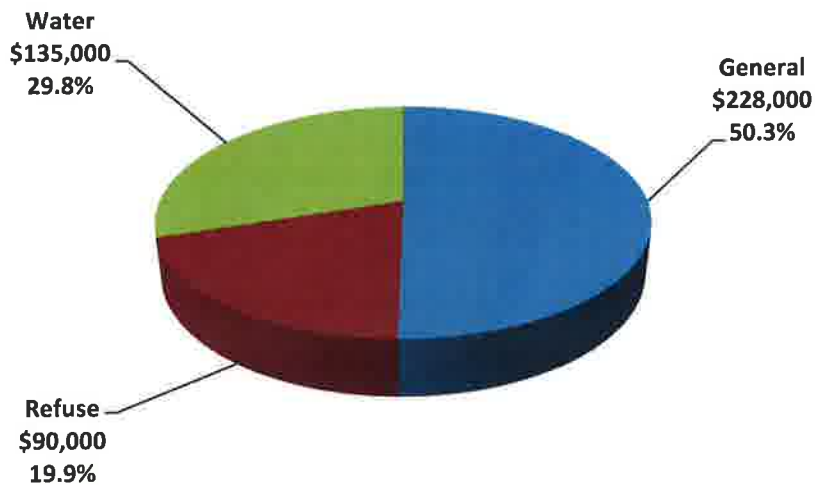
- Ensure the City and its officers are properly represented in all actions arising from performance of City business.
- Ensure that all City ordinances, resolutions, agreements and contracts are correct as to form.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

	<u>Adopted</u> <u>2011-2012</u>	<u>Year-end</u> <u>Estimated</u> <u>2011-2012</u>	<u>Proposed</u> <u>2012-2013</u>
General Services	\$ 180,000	\$ 200,000	\$ 220,000
Labor Relations/Personnel: Liebert, Cassidy Whitmore	115,000	110,000	125,000
Special Services/General Litigation/Personnel Matters/Municipal Code Prosecutions	<u>75,000</u>	<u>130,000</u>	<u>108,000</u>
Total	<u>\$ 370,000</u>	<u>\$440,000</u>	<u>\$453,000</u>

**City Attorney
Source of Funds**



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Attorney

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SERVICES & SUPPLIES					
31000 Contracted Services	\$441,326	\$370,000	\$440,000	\$453,000	\$453,000
TOTAL	\$441,326	\$370,000	\$440,000	\$453,000	\$453,000
GRAND TOTAL	\$441,326	\$370,000	\$440,000	\$453,000	\$453,000

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

General Fund \$671,587
 Retirement Fund \$60,854
 Refuse Fund \$329,580
 Water Fund \$853,983

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Management Services

ACTIVITY NO.: 1400

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$1,097,548	\$1,331,114	\$1,228,369	\$1,298,068	\$1,298,068
SERVICES & SUPPLIES	471,684	587,703	540,362	617,936	617,936
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,569,232	\$1,918,817	\$1,768,731	\$1,916,004	\$1,916,004
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 11.70	 14.95	 14.95	 14.65	 14.65

Program Description

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

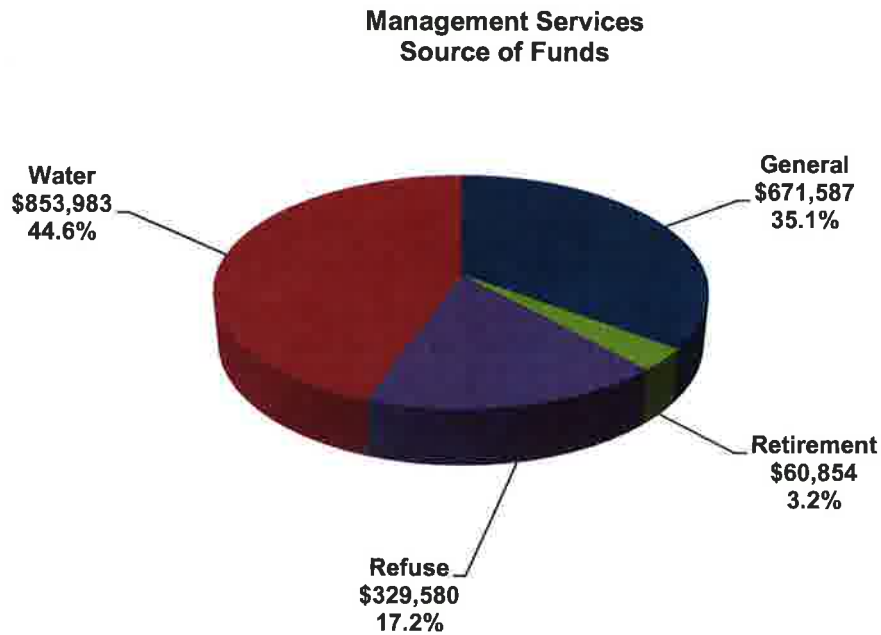
The Department is the core of the City's financial operations. It provides centralized financial planning, budgeting, investing, debt management, general ledger, grant accounting, accounts payable, payroll, and financial reporting. In addition, the Department establishes and maintains the City's administrative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

Management Services oversees and maintains the City's data processing function. Current applications, including accounting, assessment, budgeting, licensing, utility billing, and planning, are all on a PC-based network. The Department also provides support to the Citywide personal computer network. In addition to assisting City departments in purchasing services and goods, Management Services also operates a mail/duplication center, and maintains the City's telephone System. The Department maintains a public service counter

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

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

Personnel changes from last year: The City's Redevelopment Agency was eliminated per AB1X 26 on January 31, 2012 and the Successor Agency became operative on February 1, 2012. Two positions, Financial Services Manager (0.20 FTE) and Accountant (0.10 FTE), are currently helping out with the winding down of the former Redevelopment Agency tasks. As a result, a total of 0.30 FTEs is re-allocated to the Activity 1203.



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$587,225	\$751,624	\$616,829	\$710,227	\$710,227
SERVICES & SUPPLIES	84,618	113,900	109,268	154,045	154,045
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$671,843	\$865,524	\$726,097	\$864,272	\$864,272
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	6.50	7.50	7.50	7.20	7.20

Program Description

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

The Division prepares various financial reports to City Council, City management and departments for fiscal monitoring. Each year the Finance Division prepares a Midyear Budget Review report, which includes updated revenue and expenditure estimates, a five-year financial projection for all funds, and a five-year capital improvement program. The Midyear Review report serves as a base for the City's budget and future financial planning. The Division also publishes the City's 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 on an annual basis.

The Finance Division maintains the City's financial records and prepares financial reports to various State and Federal agencies. The Finance Division works with the City Treasurer in

monitoring the City's cash flow and investing idle funds in accordance with the City's investment policy.

PROGRAM MEASUREMENTS

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

	<u>Actual</u> <u>2011-2012</u>	<u>Projected</u> <u>2012-2013</u>
✓ Number of years received awards from Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers Association (CSMFO) for excellence in budgeting.	21	22
✓ Number of years received awards from GFOA for excellence in financing reporting.	23	24

2012-2013 GOALS AND OBJECTIVES

1. *Achieve Financial Stability*: Finalize the banking services contract to further the objectives of the City to streamline cash handling, increase the use of technology to become more efficient, and partner with the City's financial institutions to enhance financial services to the community.
2. *Improve Organizational Effectiveness and Efficiency*: Implement online E-Bill Payment and Presentment (EBPP) services program to accept credit card payments and e-checks through a fully automated online and automated phone payment channel.
3. *Improve Organizational Effectiveness and Efficiency*: Complete the development of an automated uploading of payroll timecards from City departments to Finance Division for processing and payment. Citywide training is scheduled in July 2012 for a final implementation in August 2012.
4. *Achieve Financial Stability*: Develop financing options to raise capital for development opportunities and infrastructure improvements, including: leasing, loans, and bond financing.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Received awards for excellence from (GFOA) and (CSMFO) for the City's 2011-12 Annual Budget and from (GFOA) for the 2010-11 Comprehensive Annual Financial Report.

2. The final implementation of the new PERS Reporting requirements was completed on September 15, 2011.
3. Prepared and sent out an RFP to eleven financial institutions for acquiring banking services and relationships for the City.
4. Completed and presented the online E-Bill Payment and Presentment (EBPP) services program process, including the RFP process, selection of vendor, and contract execution.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (#11000 and #12000) reflects personnel cost realignments between Activity 1403 and 1203 (Successor Agency to the Former RDA) for the Financial Services Manager and Accountant positions.
2. Contracted Services category (#31000) consists of annual City, Cost Allocation program and Single audit, sales tax audit, computer backup tapes for off-site storage, award program applications, and other accounting professional services.
3. R/M Contractual category (#38000) includes timecard CD-Rom storage services, and equipment maintenance, including copier leasing.
4. Miscellaneous category (#39000) consists of Printing/Duplicating, Dues & Memberships, Books & Subscriptions, and Education/Training. Education and training are required to keep the City in compliance with mandated regulations and changes from Federal, State, and GASB laws.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$425,836	\$541,998	\$436,421	\$513,372	\$513,372
11300 Part Time Salaries	0	0	10,600	0	0
11400 Overtime Salaries	0	0	0	0	0
11500 Separation Benefits	29,000	31,900	31,900	20,000	20,000
TOTAL	\$454,836	\$573,898	\$478,921	\$533,372	\$533,372
EMPLOYEE BENEFITS					
12200 Life Insurance	\$972	\$1,297	\$922	\$1,192	\$1,192
12300 Medical Insurance	50,950	64,635	51,664	64,482	64,482
12350 Medicare Insurance	6,143	6,938	5,971	6,476	6,476
12370 Part Time Retirement	0	0	578	0	0
12400 Dental Insurance	3,898	4,932	3,935	4,906	4,906
12500 Workers Compensation	2,500	2,750	2,750	3,025	3,025
12600 Retirement	64,515	91,721	68,898	92,329	92,329
12900 Long Term Disability	2,376	4,093	2,253	3,206	3,206
12950 Vision Plan	1,035	1,360	937	1,239	1,239
TOTAL	\$132,389	\$177,726	\$137,908	\$176,855	\$176,855
SERVICES & SUPPLIES					
21000 Office Supplies	\$5,050	\$4,500	\$6,000	\$6,000	\$6,000
22000 Operating Supplies	4,000	3,500	3,500	3,500	3,500
31000 Contracted Services	48,674	70,600	66,800	109,600	109,600
32000 Communications	2,856	4,600	4,400	4,600	4,600
37000 Leases & Rentals	1,924	3,000	4,000	4,200	4,200
38000 R/M Contractual	2,100	6,000	2,000	2,000	2,000
39000 Miscellaneous	20,014	21,700	22,568	24,145	24,145
TOTAL	\$84,618	\$113,900	\$109,268	\$154,045	\$154,045
GRAND TOTAL	\$671,843	\$865,524	\$726,097	\$864,272	\$864,272

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Management Services*	0.50	0.50	0.50	\$68,784	\$69,108	\$69,108
Financial Services Manager	1.00	0.80	0.80	125,220	110,573	110,573
Senior Accountant**	1.00	1.00	1.00	85,404	68,424	68,424
Accountant	1.00	0.90	0.90	64,920	66,323	66,323
Payroll Technician	1.00	1.00	1.00	59,616	59,616	59,616
Senior Account Clerk	1.00	1.00	1.00	47,422	48,606	48,606
Account Clerk	2.00	2.00	2.00	84,632	85,622	85,622
Bilingual	0.00	0.00	0.00	6,000	5,100	5,100
Separation Benefits	0.00	0.00	0.00	31,900	20,000	20,000
Total	7.50	7.20	7.20	\$573,898	\$533,372	\$533,372

* Position is frozen per 2012-13 Council action.

** Position is frozen per 2012-13 Council action.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	166,646	196,012	184,372	188,317	188,317
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$166,646	\$196,012	\$184,372	\$188,317	\$188,317
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The Data Processing Management Division is responsible for maintaining the City's computer equipment, Citywide Network/Email/Internet/Intranet system, and operating program software through contracted services. The Division is also responsible for evaluating new computer equipment, software, and technologies to enhance the City's data processing automation. The Division adopts a consolidated approach to set and enforce technological consistency and interdepartmental cooperation. In addition, the Data Processing Management Division serves as Technology liaison between the City and its serving bank to implement various technology-related banking services, including wire transfers, credit card acceptance, image processing, positive pays, ACH debit, and e-Commerce.

PROGRAM MEASUREMENTS

	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Projected 2012-2013</u>
✓ Major Programming Projects	3	3	3
✓ Modifications/Enhancements to Existing Programs	5	5	4

2012-2013 GOALS AND OBJECTIVES

1. Complete a citywide online timecard program implementation in August 2012. Departments will enter their timecards via the intranet, thus reducing payroll hours inputting time.
2. Install wireless access points for City Hall. With this capacity, the City is able to give secure network access to customers and business partners.
3. Complete the PERS part time reporting requirement. CalPERS requires cities to report all part time hours and persable wages to CalPERS so that they can track the 1,000 work hour policy.
4. Continue the GIS study to identify the City's need for a GIS system along with infrastructure, software and personnel assessment to implement and maintain a Citywide GIS system.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Completed payroll system modification for a capacity of generating payroll reports in portable format and distributing these payroll reports electronically to departments. This payroll modification has achieved cost cuttings in paper, printing, and manpower expenditures.
2. Completed all phases of the new CalPERS payroll reporting requirements with the final implementation being done in September 2011, two months ahead of the scheduled date.
3. Initiated implementation of a citywide online timecard program.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) is the allocated costs for the finance system (i.e general ledger, accounts payable, payroll, budget, and purchasing) support.
2. Communications category (#32000) reflects the costs for T1 high-speed lines for the citywide internet service.

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,521	\$3,350	\$3,350	\$3,350	\$3,350
24000 Small Tools	0	450	450	450	450
31000 Contracted Services	106,174	110,812	111,812	117,817	117,817
32000 Communications	15,469	15,900	15,760	13,700	13,700
38000 R/M Contractual	41,482	65,500	53,000	53,000	53,000
TOTAL	\$166,646	\$196,012	\$184,372	\$188,317	\$188,317
GRAND TOTAL	\$166,646	\$196,012	\$184,372	\$188,317	\$188,317

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$241,627	\$304,852	\$297,187	\$312,570	\$312,570
SERVICES & SUPPLIES	22,988	25,000	22,800	24,100	24,100
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$264,615	\$329,852	\$319,987	\$336,670	\$336,670
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.28	4.63	4.63	4.65	4.65

Program Description

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Projected</u> <u>2012-2013</u>
Business Licenses Issued	5,100	5,350	5,450
Utility Bills Mailed (Original and Delinquent)	87,250	88,000	70,000
Customers Paying with Credit Card	7,342	8,500	15,000
Customers Paying with Direct Pay	1,900	2,030	1,950

2012-2013 GOALS AND OBJECTIVES

1. City utility bills can now be paid online utilizing a new online payment program. City staff will work with its utility bill customers to ensure a smooth transition for those who choose to pay bills online. Staff will also explore the feasibility of accepting payments for other departments using this same online program.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Staff prepared formal bid proposals for an online payment process for utility bills that can later be expanded for other City departments. Staff has set up the process to receive utility bill payments through this online payment process.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) reflects postage for mailing business license renewals, licenses, UUT Exemption renewals, Lifeline rate renewals, Library Tax Exemption re-applications, and correspondence.
2. R/M Contractual category (#38000) reflects \$4,000 for cash register system maintenance, \$7,900 for business license program maintenance, and \$2,000 for utility bill scanner programming software maintenance.
3. Miscellaneous category (#39000) includes \$3,000 for printing of business license permits and forms, \$150 for dues and memberships in the California Municipal Business Tax Association, and \$100 for education and training.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$144,455	\$211,710	\$178,630	\$220,569	\$220,569
11300 Part Time Salaries	43,823	25,000	52,119	25,000	25,000
11400 Overtime Salaries	1,114	0	0	0	0
11500 Separation Benefits	7,025	7,728	7,728	7,728	7,728
TOTAL	\$196,417	\$244,438	\$238,477	\$253,297	\$253,297
EMPLOYEE BENEFITS					
12200 Life Insurance	\$374	\$546	\$573	\$480	\$480
12300 Medical Insurance	18,322	22,653	18,315	20,074	20,074
12350 Medicare Insurance	2,469	2,328	2,329	2,233	2,233
12370 Part Time Retirement	258	1,000	1,000	400	400
12400 Dental Insurance	1,657	2,198	2,416	1,846	1,846
12500 Workers Compensation	900	990	990	1,089	1,089
12600 Retirement	20,053	28,584	30,963	31,536	31,536
12900 Long Term Disability	931	1,777	1,778	1,291	1,291
12950 Vision Plan	246	338	346	324	324
TOTAL	\$45,210	\$60,414	\$58,710	\$59,273	\$59,273
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,522	\$1,600	\$1,400	\$1,400	\$1,400
22000 Operating Supplies	764	600	600	600	600
24000 Small Tools	1,030	1,050	950	950	950
31000 Contracted Services	0	500	500	500	500
32000 Communications	2,839	4,300	3,000	3,500	3,500
38000 R/M Contractual	12,893	12,900	13,100	13,900	13,900
39000 Miscellaneous	3,940	4,050	3,250	3,250	3,250
TOTAL	\$22,988	\$25,000	\$22,800	\$24,100	\$24,100
GRAND TOTAL	\$264,615	\$329,852	\$319,987	\$336,670	\$336,670

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Management Services*	0.18	0.20	0.20	\$22,391	\$27,643	\$27,643
Support Services Manager	0.35	0.35	0.35	31,305	32,089	32,089
Support Services Supervisor	0.35	0.35	0.35	22,662	23,229	23,229
Senior Account Clerk	1.00	1.00	1.00	48,507	49,722	49,722
Revenue Collection Specialist	1.00	1.00	1.00	45,311	45,344	45,344
Account Clerk	1.00	1.00	1.00	40,124	41,132	41,132
Bilingual	0.00	0.00	0.00	1,410	1,410	1,410
Separation Benefits	0.00	0.00	0.00	7,728	7,728	7,728
<u>Part-Time</u>						
Clerk Typist	0.75	0.75	0.75	25,000	25,000	25,000
Total	4.63	4.65	4.65	\$244,438	\$253,297	\$253,297

* Position is frozen per 2012-13 Council action.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$158,334	\$173,748	\$173,461	\$176,718	\$176,718
SERVICES & SUPPLIES	16,432	17,856	17,926	17,826	17,826
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$174,766	\$191,604	\$191,387	\$194,544	\$194,544
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.14	2.00	2.00	2.02	2.02

Program Description

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Projected</u> <u>2012-2013</u>
Purchase Orders Issued	1600	1,540	1,600
Requisitions Processed	2,000	1,970	2,100

2012-2013 GOALS AND OBJECTIVES

1. Work with Fire Department Staff to develop specifications and go through the purchasing process for the new Emergency Operations Center (EOC). This new EOC project will include be used for emergency preparedness, emergency management, as well as disaster management.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Implemented a new online reporting process to submit required reports to the State of California. The new method of reporting saves cost for magnetic media and postage.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) reflects postage for mailing purchase orders and correspondence \$2,300.
2. Motor Pool category (#33000) reflects the division's vehicle operation and maintenance charges \$6,176.
3. R&M Machinery/Equipment category (#38000) reflects maintenance of copiers & printers.
4. Miscellaneous category (#39000) reflects \$1,500 for printing/duplicating, \$800 for dues and memberships in purchasing organizations, and \$300 for books and subscriptions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Central Support Services

ACTIVITY NO.: 1407

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$112,915	\$114,550	\$114,550	\$120,782	\$120,782
11300 Part Time Salaries	0	7,000	7,000	7,000	7,000
11400 Overtime Salaries	20	0	0	0	0
11500 Separation Benefits	9,825	10,808	10,808	5,000	5,000
TOTAL	\$122,760	\$132,358	\$132,358	\$132,782	\$132,782
EMPLOYEE BENEFITS					
12200 Life Insurance	\$282	\$314	\$328	\$304	\$304
12300 Medical Insurance	15,326	16,962	16,962	17,173	17,173
12350 Medicare Insurance	1,119	1,321	1,280	1,404	1,404
12400 Dental Insurance	1,127	1,169	1,117	1,183	1,183
12500 Workers Compensation	900	990	990	1,089	1,089
12600 Retirement	15,913	19,404	19,404	21,729	21,729
12900 Long Term Disability	725	1,022	823	835	835
12950 Vision Plan	182	208	199	219	219
TOTAL	\$35,574	\$41,390	\$41,103	\$43,936	\$43,936
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,194	\$1,000	\$900	\$900	\$900
22000 Operating Supplies	700	700	550	550	550
24000 Small Tools	500	500	400	400	400
32000 Communications	1,701	2,680	2,200	2,300	2,300
33000 Motor Pool Charges	5,882	6,176	6,176	6,176	6,176
37000 Leases & Rentals	2,600	2,600	3,500	3,300	3,300
38000 R/M Contractual	1,695	1,600	1,600	1,600	1,600
39000 Miscellaneous	2,160	2,600	2,600	2,600	2,600
TOTAL	\$16,432	\$17,856	\$17,926	\$17,826	\$17,826
GRAND TOTAL	\$174,766	\$191,604	\$191,387	\$194,544	\$194,544

CITY OF MONTEREY PARK

PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Management Services*	0.14	0.16	0.16	\$18,267	\$22,115	\$22,115
Support Services Manager	0.30	0.30	0.30	26,834	27,505	27,505
Support Services Supervisor	0.36	0.36	0.36	23,309	23,892	23,892
Senior Account Clerk	1.00	1.00	1.00	45,324	46,452	46,452
Bilingual	0.00	0.00	0.00	816	816	816
Separation Benefits	0.00	0.00	0.00	10,808	5,002	5,002
<u>Part-Time</u>						
Senior Account Clerk	0.20	0.20	0.20	7,000	7,000	7,000
Total	2.00	2.02	2.02	\$132,358	\$132,782	\$132,782

* Position is frozen per 2012-13 Council action.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$110,362	\$100,890	\$140,892	\$98,553	\$98,553
SERVICES & SUPPLIES	181,000	234,935	205,996	233,648	233,648
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$291,362	\$335,825	\$346,888	\$332,201	\$332,201
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .78	 .82	 .82	 .78	 .78

Program Description

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Projected</u> <u>2012-2013</u>
Mail Handled	410,000	450,000	380,000

2012-2013 GOALS AND OBJECTIVES

1. Staff will work with Fire Department personnel to upgrade their in-house phone service at Fire Stations 2 and 3 to ensure continuous connectivity.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Staff set up a process where each department reviews their telephone bills to ensure only essential lines stay active. This process also ensures the bills paid by the City are accurate and services are efficient.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) includes \$70,000 for City Hall telephone services, \$4,000 for postage and \$44,348 contributions to City's Data Processing/Technology Internal Services fund. Increases are due to internet phone cost increases.
2. Utilities category (#36000) is for the City Hall utility costs, which include \$63,600 for electricity and \$0 for Gas.
3. Leases and Rentals (#37000) and R&M Contractual (#38000) reflects lease and maintenance costs including \$19,000 for postage meter equipment (meter, scale, scanner, and computer), \$7,500 for black & white and color copiers, \$3,600 for binding machines, \$4,800 for large folder/inserters, \$7,000 for utility bill folder/inserters, \$3,200 for auto booklet stapler, and \$2,800 for scanner and computer.
4. Miscellaneous category (#39000) reflects costs for allocated printing and duplicating, \$500.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$87,148	\$72,618	\$112,716	\$70,862	\$70,862
11400 Overtime Salaries	58	0	0	0	0
11500 Separation Benefits	4,700	5,170	5,170	5,170	5,170
TOTAL	\$91,906	\$77,788	\$117,886	\$76,032	\$76,032
EMPLOYEE BENEFITS					
12200 Life Insurance	\$134	\$162	\$159	\$135	\$135
12300 Medical Insurance	6,836	7,905	7,864	7,487	7,487
12350 Medicare Insurance	481	796	780	747	747
12400 Dental Insurance	565	568	583	547	547
12500 Workers Compensation	300	330	330	330	330
12600 Retirement	9,705	12,482	12,482	12,735	12,735
12900 Long Term Disability	325	723	668	409	409
12950 Vision Plan	110	136	140	131	131
TOTAL	\$18,456	\$23,102	\$23,006	\$22,521	\$22,521
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,778	\$2,800	\$2,800	\$2,800	\$2,800
22000 Operating Supplies	1,315	500	500	500	500
32000 Communications	64,702	85,235	83,235	118,348	118,348
36000 Utilities	74,624	98,000	74,997	63,600	63,600
37000 Leases & Rentals	11,830	22,900	22,900	22,900	22,900
38000 R/M Contractual	24,968	25,000	21,064	25,000	25,000
39000 Miscellaneous	783	500	500	500	500
TOTAL	\$181,000	\$234,935	\$205,996	\$233,648	\$233,648
GRAND TOTAL	\$291,362	\$335,825	\$346,888	\$332,201	\$332,201

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Management Services*	0.18	0.14	0.14	\$22,362	\$19,352	\$19,352
Support Services Manager	0.35	0.35	0.35	31,306	32,089	32,089
Support Services Supervisor	0.29	0.29	0.29	18,777	19,247	19,247
Bilingual	0.00	0.00	0.00	173	174	174
Separation Benefits	0.00	0.00	0.00	5,170	5,170	5,170
Total	0.82	0.78	0.78	\$77,788	\$76,032	\$76,032

* Position is frozen per 2012-13 Council action.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources & Risk Mgmt

ACTIVITY NO.: 1800

General Fund \$358,271
 Retirement Fund \$38,770
 General Liability Fund \$49,080
 Public Safety Impact Fund \$3,000
 Workers' Compensation Fund \$21,189
 Water Fund \$207,468

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$478,709	\$409,551	\$280,298	\$422,751	\$422,751
SERVICES & SUPPLIES	271,797	241,590	306,015	255,027	255,027
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$750,506	\$651,141	\$586,313	\$677,778	\$677,778
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.00	4.00	4.00	4.00	4.00

Program Description

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

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

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

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$284,151	\$257,470	\$180,911	\$265,318	\$265,318
SERVICES & SUPPLIES	176,788	137,330	199,633	149,977	149,977
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$460,939	\$394,800	\$380,544	\$415,295	\$415,295
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.60	 2.60	 2.60	 2.60	 2.60

Program Description

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

Employee Development: Training and development programs to enhance employees' job skills and abilities as well as assist them in achieving career development opportunities. Supervisory training, tuition reimbursement for approved formal education, and in-house workshops are coordinated by and funded through the Human Resources Division. During the upcoming 2012-13 fiscal year employee training will be an emphasis in developing employee skills and loss prevention programs. The department will put together a comprehensive training program by capturing available resources available to the city such as ICRMA and the San Gabriel Valley Employment Training Consortium as well as training provided by in-house Human Resources staff.

Employee Relations: An effective program of employer/employee relations through the negotiation and administration of labor contracts with eight represented employee groups. This includes employee and supervisory counseling on personnel policies and practices, providing assistance in the handling of employee grievances and disciplinary actions, negotiation and implementation of new labor contract provisions, communication meetings with labor representatives, and promoting new programs to enhance the quality, efficiency and responsiveness of municipal services.

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

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

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

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

PROGRAM MEASUREMENTS

City Wide Employment Data

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>Projected 2012-13</u>
Budgeted FT Positions	339	314	300	290
Percentage Reduction	3.42%	7.37%	4.46%	3.33%
Budgeted Part-time	48.36	39.62	45.57	48.32
Total Citywide FTE	394.36	360.62	352.57	344.82
Competitive Positions Filled	2	15	7	3
Total Number of Promotions	5	3	8	3
Examinations Administered	14	10	7	4
Applications Processed	786	482	400	300

2012-2013 GOALS AND OBJECTIVES

1. Evaluate current medical insurance providers and levels of service/cost.
2. Conduct employee information meetings on Benefits.
3. Work with Management Services for establishing an on-line enrollment computer program for the City's annual health coverage enrollment.
4. Implement quarterly training program opportunities for employees on a variety of subjects such as Harassment Prevention, Safety in the Workplace, Supervisor EAP Orientation and Time/Work Management.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Maintained a high level of Human Resource customer service to the operating departments during a period of staff reduction in Human Resources.
2. Conducted employee meetings which included our annual benefit fair, 457 deferred compensation plans, and managerial and supervisory trainings.
3. Opened M.O.U. negotiations with the Monterey Park Firefighters' Association and the Monterey Park Police Officers' Association. Both contracts expire June 30, 2012.
4. Through participation in the San Gabriel Valley Employment Relations Consortium (SGV-ERC), employees received training in the areas of management and supervision which enhanced their supervisory skills.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services (#31000) includes pre-employment physical examinations, testing materials and consultation fees, the City's Employee Assistance Program (EAP) premium, and investigation services for personnel matters.
2. Miscellaneous category (#39000) includes \$1,200 for printing and duplicating costs; \$7,000 for pre-employment expenses relating to testing and candidate backgrounds - and mandated fingerprinting current and future volunteers assigned to the Police Department; and, \$59,180 for education/training and tuition reimbursement pursuant to MOU negotiated provisions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$218,952	\$180,677	\$112,323	\$188,090	\$188,090
11300 Part Time Salaries	2,424	0	2,560	0	0
11500 Separation Benefits	13,800	15,180	15,180	10,000	10,000
TOTAL	\$235,176	\$195,857	\$130,063	\$198,090	\$198,090
EMPLOYEE BENEFITS					
12200 Life Insurance	\$377	\$520	\$218	\$451	\$451
12300 Medical Insurance	16,289	22,980	22,981	25,260	25,260
12350 Medicare Insurance	3,420	2,619	1,236	2,728	2,728
12370 Part Time Retirement	0	0	0	0	0
12400 Dental Insurance	1,110	1,358	692	1,480	1,480
12500 Workers Compensation	525	578	578	1,406	1,406
12600 Retirement	24,962	30,577	22,161	33,826	33,826
12900 Long Term Disability	1,865	2,357	2,358	1,453	1,453
12950 Vision Plan	427	624	624	624	624
TOTAL	\$48,975	\$61,613	\$50,848	\$67,228	\$67,228
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,469	\$2,400	\$2,400	\$2,400	\$2,400
22000 Operating Supplies	5,232	7,500	0	10,000	10,000
31000 Contracted Services	73,935	45,400	132,000	47,900	47,900
32000 Communications	7,679	8,483	7,683	9,347	9,347
33000 Motor Pool Charges	153	420	0	1,450	1,450
34000 Advertising	1,305	2,930	0	3,500	3,500
37000 Leases & Rentals	2,000	0	0	0	0
38000 R/M Contractual	7,960	7,347	7,900	8,000	8,000
39000 Miscellaneous	77,055	62,850	49,650	67,380	67,380
TOTAL	\$176,788	\$137,330	\$199,633	\$149,977	\$149,977
GRAND TOTAL	\$460,939	\$394,800	\$380,544	\$415,295	\$415,295

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Human Resources/Risk Management	0.60	0.60	0.60	\$69,437	\$74,995	\$74,995
Human Resources Analyst	1.00	1.00	1.00	64,920	67,375	67,375
Human Resources Technician*	1.00	1.00	1.00	45,720	45,720	45,720
Bilingual	0.00	0.00	0.00	600	0	0
Separation Benefits	0.00	0.00	0.00	15,180	10,000	10,000
Total	2.60	2.60	2.60	\$195,857	\$198,090	\$198,090

* Position is frozen per 2012-13 Council action.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$194,558	\$152,081	\$99,387	\$157,433	\$157,433
SERVICES & SUPPLIES	95,009	104,260	106,382	105,050	105,050
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$289,567	\$256,341	\$205,769	\$262,483	\$262,483
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.40	 1.40	 1.40	 1.40	 1.40

Program Description

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

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

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

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

PROGRAM MEASUREMENTS

LIABILITY CLAIMS FILED

	<u>Actual</u> <u>2009-10</u>	<u>Actual</u> <u>2010-11</u>	<u>Actual as 3/19/12</u> <u>2011-12</u>
COMMUNITY DEVELOPMENT	0	0	0
ECO. DEVELOPMENT/RDA	0	1	1
FIRE	2	4	1
GENERAL GOVERNMENT	0	2	0
HUMAN RESOURCES	0	0	0
LIBRARY	0	0	0
MANAGEMENT SERVICES	1	1	1
POLICE	12	18	9
PUBLIC WORKS (Street, Water, Parks)	15	21	18
RECREATION & COMM. SERVICES	<u>4</u>	<u>15</u>	<u>0</u>
TOTAL	34	62	30

WORKERS' COMPENSATION CLAIMS FILED

	<u>Actual</u> <u>2009-10</u>	<u>Actual</u> <u>2010-11</u>	<u>Actual as 3/19/12</u> <u>2011-12</u>
FIRE	9	13	6
GENERAL EMPLOYEES	6	3	2
LIBRARY	0	1	0
POLICE	20	12	9
PUBLIC WORKS (Street, Water, Parks)	4	8	1
RECREATION & COMM. SERVICES	<u>7</u>	<u>3</u>	<u>2</u>
TOTAL*	46	40	20

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

2012-2013 GOALS & OBJECTIVES

1. Continue to work with ICRMA to provide training in identification of risk and safety.
2. Continue to provide excellent, results driven customer service by continuing to reduce city liability exposure thru diligent root cause investigations and loss prevention training.
3. Provide in-house quarterly employee training including Workplace Safety training and Harassment and Retaliation training.
4. Double ICRMA University attendance by City employees.
5. Continue to reduce workers' compensation injuries & liability claims.

2011-2012 MAJOR ACCOMPLISHMENTS

1. The City achieved a decrease in their liability and workers compensation claims. This can be attributed to the cumulative effect of the downsizing of city staff, efficient third party administration and excellent service and attention to departmental goals of the remaining risk management staff member during the 2011-12 fiscal year.
2. Utilizing ICRMA Risk Management training resources coordinated and conducted employee training for "Forklift Training", "W.C. 101 Training for Supervisors". Complied with Dept of Transportation (D.O.T.) Random Drug Testing requirements, Annual OSHA log, Annual Self Insurer's Annual report.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$149,754	\$105,378	\$65,452	\$109,087	\$109,087
11500 Separation Benefits	9,200	10,120	10,120	10,000	10,000
TOTAL	\$158,954	\$115,498	\$75,572	\$119,087	\$119,087
EMPLOYEE BENEFITS					
12200 Life Insurance	\$271	\$292	\$163	\$248	\$248
12300 Medical Insurance	11,759	12,540	8,804	13,680	13,680
12350 Medicare Insurance	2,536	1,528	854	1,584	1,584
12400 Dental Insurance	599	639	400	640	640
12500 Workers Compensation	1,800	1,980	1,980	1,406	1,406
12600 Retirement	17,020	17,828	11,000	19,613	19,613
12900 Long Term Disability	1,299	1,440	398	839	839
12950 Vision Plan	320	336	216	336	336
TOTAL	\$35,604	\$36,583	\$23,815	\$38,346	\$38,346
SERVICES & SUPPLIES					
21000 Office Supplies	\$127	\$200	\$200	\$350	\$350
22000 Operating Supplies	376	400	400	400	400
31000 Contracted Services	3,187	3,280	20,000	4,280	4,280
32000 Communications	242	300	0	250	250
33000 Motor Pool Charges	86	585	0	950	950
35000 Insurance	89,614	98,700	85,782	98,100	98,100
39000 Miscellaneous	1,377	795	0	720	720
TOTAL	\$95,009	\$104,260	\$106,382	\$105,050	\$105,050
GRAND TOTAL	\$289,567	\$256,341	\$205,769	\$262,483	\$262,483

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Human Resources/Risk Management	0.40	0.40	0.40	\$46,290	\$49,999	\$49,999
Human Resources Technician	1.00	1.00	1.00	58,488	58,488	58,488
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	10,120	10,000	10,000
Total	1.40	1.40	1.40	\$115,498	\$119,087	\$119,087

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$913,200
 Retirement Fund \$131,278
 Water Fund \$126,432
 HUD Grant \$293,940
 General Plan Review Trust \$61,507
 Records Management Fee Trust \$25,638
 CDBG Grant \$763,935

DEPARTMENT: Community Development

ACTIVITY: Community Development

ACTIVITY NO.: 1700 & 2200

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$1,342,311	\$1,378,472	\$1,315,956	\$1,163,466	\$1,163,466
SERVICES & SUPPLIES	1,236,156	2,550,119	1,347,788	1,152,464	1,152,464
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,578,467	\$3,928,591	\$2,663,744	\$2,315,930	\$2,315,930
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	11.35	14.00	14.00	12.00	12.00

Program Description

The Community Development Department has the responsibility of maintaining the City's physical environment through the effective and efficient use of the City's legislative mandates (i.e., maintaining General Plan, zoning, building and property maintenance codes) which provide a solid foundation for the quality of life standard that the residents of Monterey Park demand. This Department is also responsible for providing services that promote the community's short and long term development interests in maintaining Monterey Park's traditionally high standards of development in its residential, commercial and industrial areas, as well as providing staff assistance to the Planning Commission, Design Review Board, Modification Committee and City Council. Starting July 1, 2011, the Department will include the Housing Division. This division is responsible for providing decent and affordable housing for very low, low and moderate income residents and to expand economic opportunities through commercial rehabilitation.

The Department consists of four (4) Divisions:

Planning Division

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

Building & Safety Division

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

Code Enforcement Division

This Division primarily enforces Section 9.54 of the Monterey Park Municipal Code (aka. the Property Maintenance Ordinance), but may also be required at times to enforce portions of Chapter 21 (Zoning Code) along with other related sections of the Monterey Park Municipal Code. The Division also coordinates the “Code Enforcement Volunteer Program”. It has also been the responsible division for the coordination of the annual L.A. County “Weed Abatement” program.

Housing Division

This Division administers the City’s Community Development Block Grant (CDBG) and Home/Housing programs. Block Grant funds are received annually from the United States Department of Housing and Urban Development and are the primary source of funding for the Housing Division activities. Under AB1X 26, redevelopment agencies are dissolved. The City elected to become the successor agency and to serve as the successor housing entity.

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

Land Area	7.72 square miles
Major topographic characteristic	Hills
Housing stock	20,850 dwelling units*
Population	61,153 residents*
*California Department of Finance	

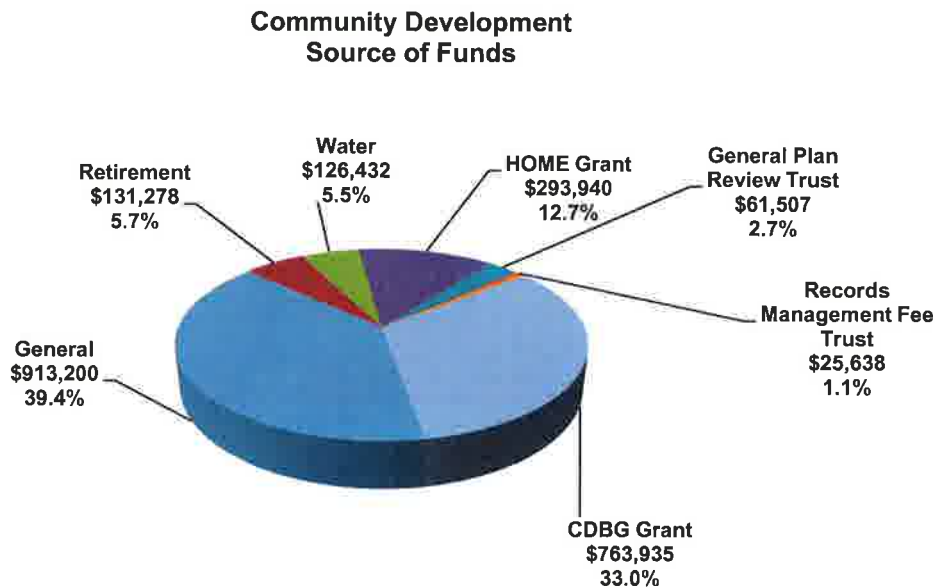
Zoning:

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

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

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

Personnel changes from last year include: The Housing Division is a function of the Community Development Department that is currently operated under contract services due to federal budgetary constraints, as well as the elimination of the Redevelopment agency. As a result, Housing Program Coordinator and Senior Clerk Typist positions are eliminated.



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$274,532	\$362,264	\$363,632	\$247,668	\$247,668
SERVICES & SUPPLIES	17,131	20,815	35,190	18,044	18,044
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$291,663	\$383,079	\$398,822	\$265,712	\$265,712
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 2.33	 3.50	 3.50	 2.30	 2.30

Program Description

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

- In accordance with State Law, maintain a comprehensive and defensible General Plan, which is adopted by City Council and accurately reflects long and short-range community goals and environmental issues relating to the physical development of the community. The last comprehensive update of the City's General Plan was adopted during the fiscal year 2001-2002. Comprehensive General Plan updates are generally undertaken approximately every 10 to 15 years. The next update includes the Housing Element which must be reviewed by the State of California Housing & Community Development Department and a comprehensive update to the Zoning Ordinance.

- Administer and coordinate City, State and regional land use policies, regulations and other legislation to ensure developments that are consistent with the City’s standards, policies and plans that enhance the quality and character of the community.
- Provide technical assistance to developers and citizens in a manner, which facilitates their compliance with development standards and regulations with a minimum of inconvenience. Planning application records have been digitally scanned to be read with computer use. Record maintenance and permit processing will be expedited by the expanded use of this system. Staff continues to process 93% of all plan checks for construction projects of developers (normally within a 72-hour period), and assist the general public in a timely manner.
- Provide the City Council, Planning Commission, Design Review Board and City Manager accurate, timely and complete information and recommendations relative to land use and zoning applications (i.e., variances and conditional use permits, subdivisions), legislation, environmental review and other matters affecting land development within and in proximity to the City. Development projects are reviewed for environmental compliance pursuant to the California Environmental Quality Act (CEQA) and the City’s guidelines.

PROGRAM MEASUREMENTS

DISCRETIONARY APPLICATIONS: These types of applications require, as necessary, Planning Commission, Design Review Board and City Council review. Approximate time expended for this process will range from 6-8 weeks.

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Civic District Review	0	0	0
Code Amendments	0	2	2
Conditional Use Permits	7	2	4
General Plan Amendments	0	0	1
Modification to Specific Plan	0	0	0
Parcel Maps	1	2	2
Precise Plan Related	0	1	1
Radius Map/Mailing	10	6	10
Specific Plan Amendments	0	0	0
Tentative Tract Maps	0	0	1
Time Extensions	3	0	2
Variances	2	1	2
Zone Changes	0	0	1
CEQA			
Environmental Impact Reports	0	0	1
Negative Declarations	0	1	1
Categorical Exemptions	10	7	8

DESIGN REVIEW

Signs	4	7	7
Remodels, No increase of floor area	7	5	6
Remodels, Increase of floor area	4	0	1
New Construction < 10,000 SF	0	1	1
New Construction > 10,000 SF	0	0	1
Landscaping	1	2	2
Single Family Residential	2	2	2

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

Annual Review of CUPs/Variances	0	0	0
Banners	75	52	60
Minor Departure	4	5	4
Second Units	0	0	1
Site Plan Review	11	13	11
Temporary Use Permits	25	18	20
Traffic/Parking Study	0	0	1
Yard Sales	394	265	300

PLAN CHECK

Process within 72 hours	100%	100%	100%
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2012-2013 GOALS AND OBJECTIVES

1. Adopt the Climate Action Plan and implement the Green House Gas strategies by September 2012 to fulfill the Department of Energy Grant.
2. Adopt the new Zoning Ordinance by September 2012 to fulfill the Department of Energy Grant.
3. Complete the Housing Element Update in the General Plan to comply with the State Housing Element law and to address the Regional Housing Needs Assessment allocation for the 2014-2021 housing cycle.
4. Complete the two (2) new elements, Healthy Community and Sustainability Community Elements of the General Plan which promotes a healthier community and decreasing pollution (Greenhouse Gas) and reducing energy consumption in accordance with SB 375 on a community wide basis by December 2012 and have the two new elements ready for adoption in 2013.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Amended the Monterey Park Municipal Code regulating massages establishments in the City of Monterey Park. Created an application process and fee for massage establishment background checks.
2. Completed the draft Climate Action Plan for the City of Monterey Park that establishes an energy use baseline for municipal and community services with the ultimate goal to reduce the consumption of natural gas, gasoline and electricity. Currently reviewing the implementation tool for application of energy conservation upgrades for all new commercial and industrial construction.
3. Awarded the contract to prepare two new general plan elements, Healthy Community and Sustainable Community Elements. The General Plan elements should be completed within 13 months.
4. Amended the Monterey Park Municipal Code regulating vacant lots and abandoned buildings. The Ordinance is designed to enhance or maintain property values by requiring vacant lots to be landscaped and irrigated adjacent to the public right-of-way and free of weeds and graffiti and abandoned must be maintained in good condition.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Professional Services category (#31000) included an increase amount of \$16,928 in 2011-2012 to pay for a contract planner while the Associate Planner was on maternity leave.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$191,133	\$250,840	\$250,645	\$175,479	\$175,479
11400 Overtime Salaries	97	0	0	0	0
11500 Separation Benefits	22,500	24,750	24,750	8,000	8,000
TOTAL	\$213,730	\$275,590	\$275,395	\$183,479	\$183,479
EMPLOYEE BENEFITS					
12200 Life Insurance	\$453	\$648	\$652	\$422	\$422
12300 Medical Insurance	22,323	32,190	32,372	21,750	21,750
12350 Medicare Insurance	2,860	2,846	2,943	2,546	2,546
12400 Dental Insurance	1,585	2,230	2,240	1,512	1,512
12500 Workers Compensation	4,000	4,400	4,399	4,840	4,840
12600 Retirement	28,090	42,446	43,504	31,552	31,552
12900 Long Term Disability	1,173	1,386	1,568	1,215	1,215
12950 Vision Plan	318	528	559	352	352
TOTAL	\$60,802	\$86,674	\$88,237	\$64,189	\$64,189
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,747	\$1,900	\$1,900	\$1,900	\$1,900
22000 Operating Supplies	143	500	500	500	500
24000 Small Tools	50	350	350	350	350
31000 Contracted Services	259	500	16,928	0	0
32000 Communications	2,869	3,992	2,812	4,017	4,017
33000 Motor Pool Charges	4,532	4,273	3,400	2,177	2,177
37000 Leases & Rentals	3,500	3,500	3,500	3,500	3,500
38000 R/M Contractual	3,103	4,200	4,200	4,000	4,000
39000 Miscellaneous	928	1,600	1,600	1,600	1,600
TOTAL	\$17,131	\$20,815	\$35,190	\$18,044	\$18,044
GRAND TOTAL	\$291,663	\$383,079	\$398,822	\$265,712	\$265,712

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Community Development**

ACTIVITY: **Planning**

ACTIVITY NO.: **1701**

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Community Development	0.50	0.30	0.30	\$65,275	\$40,165	\$40,165
Associate Planner	1.00	1.00	1.00	71,529	74,372	74,372
Assistant Planner	1.00	1.00	1.00	58,872	60,342	60,342
Administrative Secretary	1.00	0.00	0.00	53,964	0	0
Bilingual	0.00	0.00	0.00	1,200	600	600
Separation Benefits	0.00	0.00	0.00	24,750	8,000	8,000
Total	3.50	2.30	2.30	\$275,590	\$183,479	\$183,479

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community Development

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$347,508	\$400,559	\$375,344	\$391,397	\$391,397
SERVICES & SUPPLIES	127,834	99,774	96,712	63,250	63,250
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$475,342	\$500,333	\$472,056	\$454,647	\$454,647
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.33	4.25	4.25	4.30	4.30

Program Description

The Code Enforcement Division enforces a variety of code provisions, which include: Titles 5, 9, 16, 20 and 21 of the Monterey Park Municipal Code. Division personnel are also involved in the enforcement of certain aspects of the Uniform codes which include: UAC, UBC, UHC, UPC, NEC and UMC as well as other Federal, State and County Codes.

The Code Enforcement Division is responsible for maintaining high neighborhood standards through code enforcement techniques, which utilize zoning/land use, property maintenance, housing codes as well as sign and business license enforcement. The division coordinates multi-departmental/agency inspections and promotes voluntary compliance.

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

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

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
INSPECTIONS (*)			
Residential Inspections	3,615	3,471	3,644
Home Occupation	217	217	227
Commercial Inspections	1,022	451	473
Industrial Inspections	<u>12</u>	<u>91</u>	<u>96</u>
Total	4,866	4,230	4,440
GRAFFITI REMOVED (**)			
CDBG	1,610	555	583
Other Area	<u>3,575</u>	<u>1,410</u>	<u>1,481</u>
Total	5,185	1,965	2,064

* Numbers include all follow-up site inspections

** Numbers include in inspection figures

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Complaints received and Investigated	1,464	1,209	1,270
Cases Clearance Rate	95%	95%	95%
Volunteer Hours Donated	25	10	12
Administrative Citations	119	295	176

2012-2013 GOALS AND OBJECTIVES

1. Improve commercial areas adjacent to residential neighborhoods to further enhance property values.
2. Recruit volunteers to assist with Code Enforcement activities and participate with the ride-along programs.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Continued with the housing rehabilitation program by conducting on-site building inspections and coordinating with the construction progress.
2. Performed focused code enforcement activities within the downtown commercial business district and issued over 71 Notices of Violation and 7 citations for unpermitted signs and property maintenance.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes \$50,000 for legal services and appeal officer services. This category was reduced due to the reduction in CDBG legal fees and the realignment of graffiti tracker contract payment to Public Works.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community Development

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$234,194	\$260,638	\$245,686	\$271,374	\$271,374
11400 Overtime Salaries	6	0	36	0	0
11500 Separation Benefits	25,044	27,548	26,859	16,665	16,665
TOTAL	\$259,244	\$288,186	\$272,581	\$288,039	\$288,039
EMPLOYEE BENEFITS					
12200 Life Insurance	\$607	\$617	\$692	\$746	\$746
12300 Medical Insurance	31,474	40,665	36,786	40,350	40,350
12350 Medicare Insurance	3,464	3,931	2,965	3,065	3,065
12400 Dental Insurance	2,400	3,078	2,702	3,060	3,060
12500 Workers Compensation	13,700	15,070	15,068	4,840	4,840
12600 Retirement	34,660	46,730	42,352	48,829	48,829
12900 Long Term Disability	1,554	1,715	1,745	2,007	2,007
12950 Vision Plan	405	567	453	461	461
TOTAL	\$88,264	\$112,373	\$102,763	\$103,358	\$103,358
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,703	\$1,550	\$1,550	\$1,550	\$1,550
22000 Operating Supplies	788	1,000	1,000	1,000	1,000
24000 Small Tools	148	500	500	500	500
31000 Contracted Services	95,314	63,600	63,600	50,000	50,000
32000 Communications	7,031	9,124	9,124	4,900	4,900
33000 Motor Pool Charges	14,000	15,100	12,038	400	400
38000 R/M Contractual	8,860	8,000	8,000	4,000	4,000
39000 Miscellaneous	-10	900	900	900	900
TOTAL	\$127,834	\$99,774	\$96,712	\$63,250	\$63,250
GRAND TOTAL	\$475,342	\$500,333	\$472,056	\$454,647	\$454,647

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community Development

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Community Development	0.25	0.30	0.30	\$32,638	\$40,165	\$40,165
Code Enforcement Officers	3.00	3.00	3.00	176,400	179,009	179,009
Senior Clerk Typist	1.00	1.00	1.00	45,000	45,000	45,000
Bilingual	0.00	0.00	0.00	600	1,200	1,200
Separation Benefits	0.00	0.00	0.00	27,548	16,665	16,665
Sr. Code Enforcement Officer Premium Pay	0.00	0.00	0.00	6,000	6,000	6,000
Total	4.25	4.30	4.30	\$288,186	\$288,039	\$288,039

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community Development

ACTIVITY: Building

ACTIVITY NO.: 1703

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$585,382	\$507,923	\$509,813	\$507,101	\$507,101
SERVICES & SUPPLIES	43,260	43,487	37,741	30,595	30,595
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$628,642	\$551,410	\$547,554	\$537,696	\$537,696
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.84	5.25	5.25	5.30	5.30

Program Description

The Building Division is established per the mandate of California Health and Safety Code to facilitate compliance of State and local building standards concerning structural integrity, fire and life safety, sanitation, security, accessibility, and energy efficiency of constructions within the local jurisdiction. The Division also administers the City's special programs in connection with the maintenance of building safety. It provides staff support to the City Council, Modification Committee and other city departments in analyzing issues relating to safety of buildings. Per Government Code Sections 66012-66025, the City may recover the entire cost of providing plan check and inspection services with user fees. The Division's specific service objectives are:

- Review building plans and inspect construction work for compliance with building safety related technical codes. The State and Municipal codes that are enforced by the Division include the building code, electrical code, mechanical code, plumbing code, building conservation code, spa and swimming pool code, energy conservation standards and accessibility standards.

- Provide code interpretation, reference resources and other technical assistance to the public in a manner that facilitates compliance of design and construction with applicable building standards.
- Coordinate various departments and agencies in the plan review process, and serve as the contact point for permit applications.
- Monitor property maintenance and abate life safety hazards through Property Report and Certificate of Occupancy inspections and special abatement programs such as the un-reinforced masonry (URM) buildings retrofit program.
- Maintain building plans and permit records, and make the information readily available to the public.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
PERMITS			
Building Permits:			
<i>a. Residential, New</i>	11	8	5
<i>b. Residential, Add/Alter</i>	409	340	330
<i>c. Non-Residential, New</i>	0	0	0
<i>d. Non-Residential, Add/Alter</i>	125	124	115
<i>e. Miscellaneous</i>	<u>246</u>	<u>236</u>	<u>200</u>
Building Permits Total	791	708	650
Electrical Permits	162	160	150
Mechanical Permits	137	130	128
Plumbing Permits	<u>107</u>	<u>100</u>	<u>98</u>
All Permits Total	1,197	1,098	1,026
ANNUAL PERMIT VALUATION	18 mil.	38 mil.	14.5 mil.
PLAN CHECKS			
Total Number Processed	<u>463</u>	<u>332</u>	<u>330</u>
Processed In-House	96%	94%	93%
Contracted Out	4%	6%	7%
INSPECTIONS			
Construction Inspections	6,258	4,400	4,460
Property Sales, Residential	592	600	550
Property Sales, Commercial	35	42	30
Violation Inspections	<u>56</u>	<u>74</u>	<u>65</u>
All Inspections Total	6,941	5,116	5,105

2012-2013 GOALS AND OBJECTIVES

1. Develop Green Building Ordinance requirements necessary as part of the Climate Action Plan.
2. Train plan review and inspection staff regarding the new Green Building Ordinance requirements enacted as part of the Climate Action Plan.
3. Implement the Climate Action Plan monitoring tool developed as part of the tracking for the Climate Action Plan.
4. Upgrade the Building Division's permit computer system to streamline the permitting processing system city wide.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Completed the monitoring tool developed as part of the tracking for the Climate Action Plan.
2. Developed and implemented a revised Business License approval processing system to serve businesses in the city.
3. Required plan review and inspector training completed to allow recertification of Building Division staff as required by state law.
4. Implemented Certificate of Occupancy inspection program as required by the 2010 California Building Code.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Miscellaneous category (#39000) includes \$2,000 for printing & duplicating, \$1,000 for membership dues with code and standards promulgation organizations, and \$2,000 for code books.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community Development

ACTIVITY: Building

ACTIVITY NO.: 1703

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$448,014	\$365,397	\$365,354	\$375,853	\$375,853
11400 Overtime Salaries	15	0	128	0	0
11500 Separation Benefits	23,000	25,300	25,300	8,000	8,000
TOTAL	\$471,029	\$390,697	\$390,782	\$383,853	\$383,853
EMPLOYEE BENEFITS					
12200 Life Insurance	\$879	\$892	\$897	\$908	\$908
12300 Medical Insurance	36,308	38,569	38,201	37,849	37,849
12350 Medicare Insurance	6,823	5,330	5,331	5,482	5,482
12400 Dental Insurance	3,287	3,420	3,438	3,452	3,452
12500 Workers Compensation	4,000	4,400	4,399	4,840	4,840
12600 Retirement	60,192	61,837	63,833	67,597	67,597
12900 Long Term Disability	2,200	2,079	2,225	2,403	2,403
12950 Vision Plan	664	699	707	717	717
TOTAL	\$114,353	\$117,226	\$119,031	\$123,248	\$123,248
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,533	\$1,400	\$1,232	\$1,000	\$1,000
22000 Operating Supplies	1,336	1,800	1,800	1,800	1,800
24000 Small Tools	554	1,100	1,100	1,100	1,100
31000 Contracted Services	300	300	300	300	300
32000 Communications	3,652	4,590	4,590	4,685	4,685
33000 Motor Pool Charges	26,010	26,098	20,520	12,710	12,710
38000 R/M Contractual	3,103	3,199	3,199	4,000	4,000
39000 Miscellaneous	6,772	5,000	5,000	5,000	5,000
TOTAL	\$43,260	\$43,487	\$37,741	\$30,595	\$30,595
GRAND TOTAL	\$628,642	\$551,410	\$547,554	\$537,696	\$537,696

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Community Development

ACTIVITY: Building

ACTIVITY NO.: 1703

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Community Development	0.25	0.30	0.30	\$32,638	\$40,165	\$40,165
Plan Checker	1.00	1.00	1.00	80,052	80,052	80,052
Building Inspector	2.00	2.00	2.00	143,252	144,966	144,966
Permit Technician II	1.00	1.00	1.00	59,748	59,748	59,748
Permit Technician I	1.00	1.00	1.00	48,507	49,722	49,722
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	25,300	8,000	8,000
Total	5.25	5.30	5.30	\$390,697	\$383,853	\$383,853

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$91,491	\$89,237	\$55,757	\$8,650	\$8,650
SERVICES & SUPPLIES	894,654	692,944	691,925	655,285	655,285
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$986,145	\$782,181	\$747,682	\$663,935	\$663,935
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .70	 .85	 .85	 .05	 .05

Program Description

The Housing and Community Development Division's responsibilities within this activity include general administration of the City's Community Development Block Grant (CDBG) program and Home/Housing programs. CDBG monies, received annually from the U.S. Department of Housing and Urban Development (HUD), are the primary source of funding for the Division's activities. The Department transfers a significant portion of CDBG funds to other departments to enhance ongoing programs or to fund new capital projects. For 2012-13, the allotments are reduced by 35% from HUD for CDBG and Home programs. As a result program activities are reduced to match with funding availability.

PROGRAM MEASUREMENTS

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-2013</u>
Agencies assisted from Community Fund	11	8	0
Number of Child Care subsidized students	22	15	0
Number of students in adult literacy program	612	652	0
Number of Housing Rights Center clients assisted	204	200	200

2012-2013 GOALS AND OBJECTIVES

1. Refocus the goals and objectives of the program to ensure priority obligations are addressed.
2. Revise the Consolidated plan to be consistent with the recent amendments to the Annual Plan and dissolution of the Redevelopment Agency.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Fulfilled the goal of providing housing opportunities for veterans.
2. Acquired a nine unit multi-family family complex on Chandler Avenue and completely rehabilitating the complex to accommodate future veteran occupants.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

<u>Contractual Services</u>	<u>2011-2012</u>	<u>2011-2013</u>
Accounting/Auditing	\$ 6,200	\$ 6,000
Management Consulting Services	\$ 11,000	\$ 65,119
Management Consulting	\$ 9,407	\$ 0

2. Debt Service category (#42000) represents payment to HUD for Section 108 Loan Payments \$548,935.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$63,807	\$58,416	\$35,096	\$6,695	\$6,695
11400 Overtime Salaries	265	0	0	0	0
11500 Separation Benefits	7,225	7,948	5,961	0	0
TOTAL	\$71,297	\$66,364	\$41,057	\$6,695	\$6,695
EMPLOYEE BENEFITS					
12200 Life Insurance	\$134	\$138	\$84	\$17	\$17
12300 Medical Insurance	6,898	7,986	4,850	525	525
12350 Medicare Insurance	957	847	735	98	98
12400 Dental Insurance	532	553	339	30	30
12500 Workers Compensation	2,730	3,003	2,252	0	0
12600 Retirement	8,498	9,886	6,160	1,202	1,202
12900 Long Term Disability	343	337	205	71	71
12950 Vision Plan	102	123	75	12	12
TOTAL	\$20,194	\$22,873	\$14,700	\$1,955	\$1,955
SERVICES & SUPPLIES					
21000 Office Supplies	\$85	\$30	\$35	\$0	\$0
22000 Operating Supplies	350	0	0	0	0
31000 Contracted Services	19,098	17,200	17,000	71,119	71,119
32000 Communications	6,020	6,503	5,653	1,000	1,000
33000 Motor Pool Charges	6,606	6,946	6,973	150	150
34000 Advertising	4,007	3,081	3,081	3,081	3,081
37000 Leases & Rentals	1,314	0	0	0	0
38000 R/M Contractual	62,125	0	0	0	0
39000 Miscellaneous	0	0	0	0	0
41000 Other Agency Serv	236,864	98,000	98,000	31,000	31,000
42000 Debt Service	543,185	546,184	546,183	548,935	548,935
44000 Misc Financial Serv	15,000	15,000	15,000	0	0
TOTAL	\$894,654	\$692,944	\$691,925	\$655,285	\$655,285
GRAND TOTAL	\$986,145	\$782,181	\$747,682	\$663,935	\$663,935

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Community Development**

ACTIVITY: **CDBG Administration**

ACTIVITY NO.: **2201**

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Community Development	0.00	0.05	0.05	\$0	\$6,695	\$6,695
Housing Program and Grant Admin Coordinator	0.45	0.00	0.00	40,176	0	0
Senior Clerk Typist	0.40	0.00	0.00	18,000	0	0
Bilingual	0.00	0.00	0.00	240	0	0
Separation Benefits	0.00	0.00	0.00	7,948	0	0
Total	0.85	0.05	0.05	\$66,364	\$6,695	\$6,695

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community Development

ACTIVITY: Commercial Rehabilitation

ACTIVITY NO.: 2204

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	6	217,557	130,653	100,000	100,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$6	\$217,557	\$130,653	\$100,000	\$100,000
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

The Commercial Rehabilitation Program provides business owners with financial incentives to renovate and revitalize aging commercial properties along the City's primary business thoroughfares. New facades, updated signage, awnings, landscaping, and other amenities may be funded under this program's guidelines. This program is intended to target retail uses and designed to increase the viability of Monterey Park's commercial areas and create a positive impact to the community. Newly rehabilitated space becomes more marketable and attractive for business, while revenues from property tax increase.

PROGRAM MEASUREMENTS

Commercial Rehabilitation Projects

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Number of businesses Assisted	3	4	8
Average project cost	0	\$55,653	\$100,000

2012-2013 GOALS & OBJECTIVES

1. Continue to offer facade improvements to commercial properties along the downtown area.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Enhanced the building facades for 4 downtown business owners.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. R/M Contractual category (#38000) funds the Commercial Rehabilitation Program at \$0.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Community Development**

ACTIVITY: **Commercial Rehabilitation**

ACTIVITY NO.: **2204**

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SERVICES & SUPPLIES					
31000 Contracted Services	\$6	\$142,557	\$55,653	\$100,000	\$100,000
38000 R/M Contractual	0	75,000	75,000	0	0
TOTAL	\$6	\$217,557	\$130,653	\$100,000	\$100,000
GRAND TOTAL	\$6	\$217,557	\$130,653	\$100,000	\$100,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$43,398	\$18,489	\$11,410	\$8,650	\$8,650
SERVICES & SUPPLIES	153,271	1,475,542	355,567	285,290	285,290
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$196,669	\$1,494,031	\$366,977	\$293,940	\$293,940
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .15	 .15	 .15	 .05	 .05

Program Description

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Residential Rehab/ Multi Housing Participants	9	8	9

2012-2013 GOALS AND OBJECTIVES

1. Anticipate assisting eight (8) applicants for the Residential Rehabilitation Grant and Loan Program.
2. Enter into negotiations with a Community Housing Development Organization to accept HOME funds to acquire additional housing to serve low income households including veterans.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Worked with MERCI to develop a six-bedroom 24-hour housing facility for mentally disabled individuals. Assisted with the selection of a Project Manager and Contractor.
2. Completed the second phase on the rehabilitation of a nine unit multi-family complex at 534 N. Chandler for low income and veteran households.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Management Services category (#31000) represents funds for consulting services in the amount of \$20,744.
2. R/M Contractual category (#38000) funds the City's Housing Rehabilitation Loan/Grant Program \$220,454.
3. Miscellaneous Financial Services category (#44000) represents funds for a Community Housing Development Organization (CHDO) in the amount of \$44,092.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$32,835	\$13,392	\$7,906	\$6,695	\$6,695
11400 Overtime Salaries	26	0	0	0	0
11500 Separation Benefits	919	1,011	758	0	0
TOTAL	\$33,780	\$14,403	\$8,664	\$6,695	\$6,695
EMPLOYEE BENEFITS					
12200 Life Insurance	\$67	\$25	\$18	\$17	\$17
12300 Medical Insurance	3,714	1,422	1,023	525	525
12350 Medicare Insurance	487	195	187	98	98
12400 Dental Insurance	275	89	67	30	30
12600 Retirement	4,843	2,265	1,386	1,202	1,202
12900 Long Term Disability	165	60	43	71	71
12950 Vision Plan	67	30	22	12	12
TOTAL	\$9,618	\$4,086	\$2,746	\$1,955	\$1,955
SERVICES & SUPPLIES					
31000 Contracted Services	\$0	\$0	\$878	\$20,744	\$20,744
38000 R/M Contractual	135,111	176,000	16,769	220,454	220,454
44000 Misc Financial Serv	18,160	1,299,542	337,920	44,092	44,092
TOTAL	\$153,271	\$1,475,542	\$355,567	\$285,290	\$285,290
GRAND TOTAL	\$196,669	\$1,494,031	\$366,977	\$293,940	\$293,940

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Community Development	0.00	0.05	0.05	\$0	\$6,695	\$6,695
Housing Program and Grant Admin Coordinator	0.15	0.00	0.00	13,392	0	0
Separation Benefits	0.00	0.00	0.00	1,011	0	0
Total	0.15	0.05	0.05	\$14,403	\$6,695	\$6,695

SOURCE OF FUNDS:

General Fund \$12,475,884
 Retirement Fund \$1,998,756
 Public Safety Impact Fund \$60,440
 STC Standards/Training/
 Correction Fund \$6,303
 POST Grant \$35,000
 Asset Forfeiture Fund \$298,001
 Public Safety Augmentation Fund \$275,000
 State COPS Grant \$112,764
 Justice Assistance Grant \$13,792
 Recovery Act JAG Grant \$6,394

CITY OF MONTEREY PARK
PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Police

ACTIVITY NO.: 3100

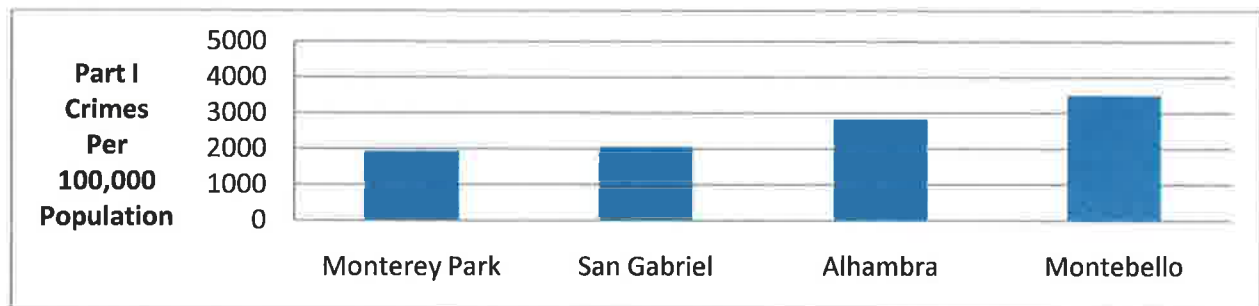
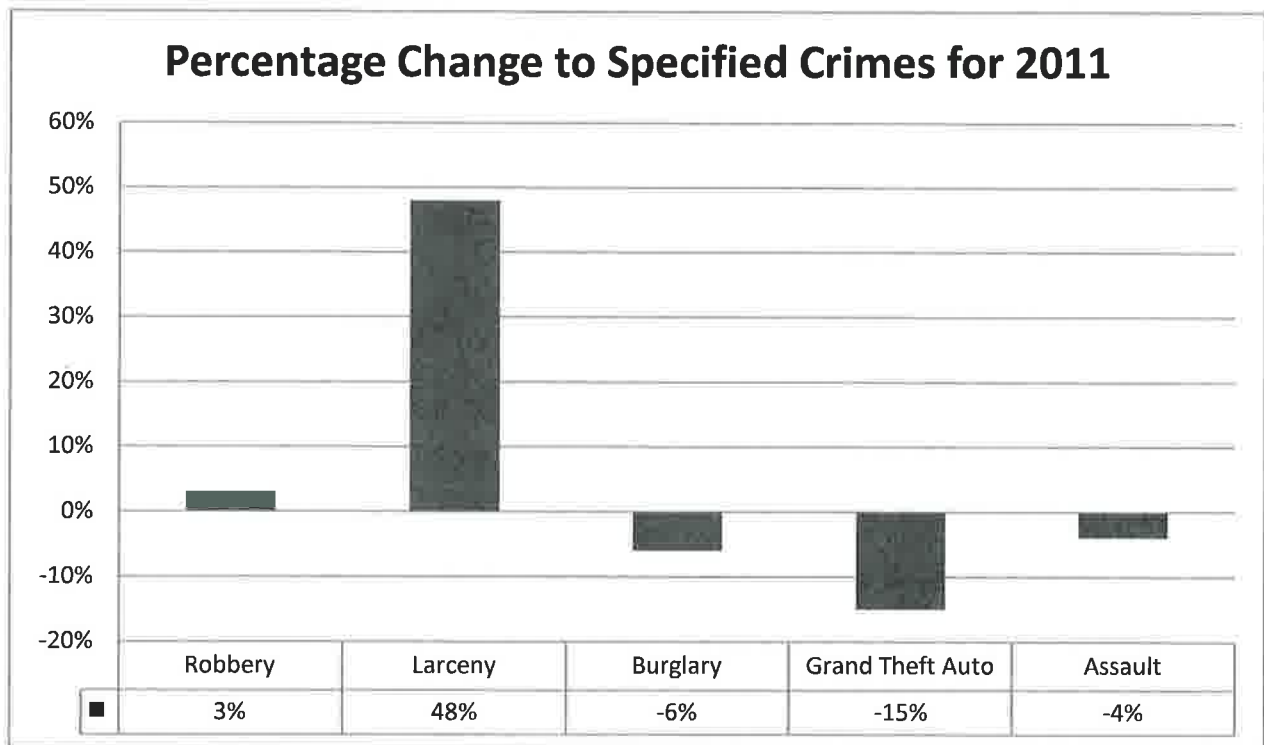
<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$13,108,655	\$13,315,797	\$13,150,333	\$13,077,612	\$13,077,612
SERVICES & SUPPLIES	2,137,652	2,147,534	2,067,620	2,204,722	2,204,722
CAPITAL OUTLAY	0	.0	0	0	0
TOTAL COSTS	\$15,246,307	\$15,463,331	\$15,217,953	\$15,282,334	\$15,282,334
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	117.36	113.36	113.36	113.36	113.36

Program Description

Members of the Monterey Park Police Department recognize that in order to deliver the highest level of police services, contemporary issues in our community and challenges facing the Police Department must be studied on a continuous basis. Identifying the best solutions to address community safety and quality of life issues is a core responsibility of the Police Department. To fortify our community partnership, we 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 15,000 hours in 2011. The Police Department continues to maintain a strong partnership with the community to address crime and quality of life issues. The Monterey Park Police Department will meet the challenges of the future through proper planning, strategic implementation, and commitment in delivering the highest level of police services to our community.

An analysis of the crime statistics in Monterey Park reflects that for the year 2011, there were a total of 1,939 Part I crimes per 100,000 population, reflecting a 14% increase in Part I crimes for 2011 as compared to the previous year. In 2011, robberies increased by 3%, larceny increased by 48%, grand theft auto decreased by 15%, and burglary decreased by 6%. In comparison, Monterey Park's Part I crime rate was 44% less than Montebello's crime rate of 3,515 per 100,000 population, 30% less than Alhambra's rate of 2,809 per 100,000 population, and 5.8% less than San Gabriel's rate of 2060 per 100,000 population.



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

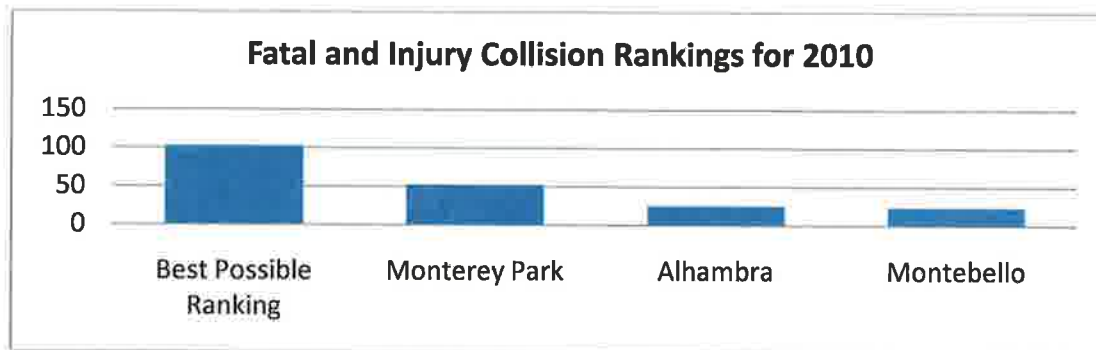
<u>Calendar Year</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
% Change in Part I Crime	0%	6%	9%	0%	2%	-12%	-1%	-6%	-6%	-16%	-7%	14%
# Traffic Fatalities	6	0	3	2	1	0	4	2	2	1	2	2

Monterey Park, Alhambra, and Montebello are "C" category agencies as determined by the Office of Traffic Safety. Population density, miles of roadway, and demographics determine an agency's category. A comparison of local police agencies regarding traffic accidents for the 2011 calendar year is listed below:

<u>Agency</u>	<u>Traffic Accident Comparison</u>		
	<u>Fatal</u>	<u>Injury</u>	<u>Non-Injury</u>
Monterey Park	2	165	168
Montebello	4	402	271
Alhambra	0	284	1056

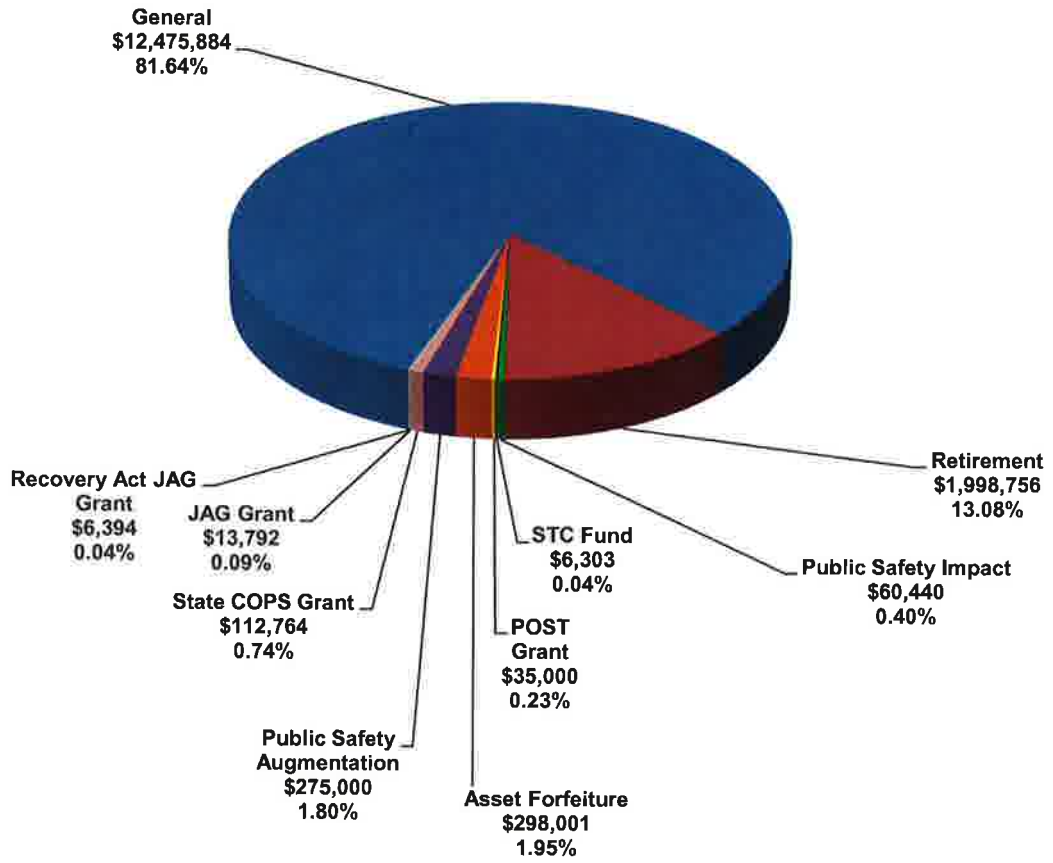
The California Office of Traffic Safety's Annual Fatal and Injury Collision Rankings are listed below for the 2010 calendar year. Rankings for the 2011 calendar year were not yet available.

- Monterey Park ranked 53 out of 103 agencies.
- Alhambra ranked 26 out of 103 agencies.
- Montebello ranked 24 out of 103 agencies.



For victim and collision rankings, a Population Group Ranking of "1/104" would be assigned to the city with the highest number of victims/collisions per 1,000 residents in population group C, while a ranking of "104/104" would be assigned to the city with the lowest number of victims/collisions per 1,000 residents in population group C.

Police Source of Funds



CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$1,128,923	\$1,252,076	\$1,302,198	\$1,047,851	\$1,047,851
SERVICES & SUPPLIES	88,939	91,751	85,350	95,946	95,946
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,217,862	\$1,343,827	\$1,387,548	\$1,143,797	\$1,143,797
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.00	5.00	5.00	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.
- Process all requests for permits and variances within two business days.
- Identify possible external funding sources to augment current budget allowances.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Total Volunteer Hours:	15,935	14,601	14,670
Total Number of Volunteers:			
Reserves Officers	28	33	33
Explorers	22	25	30
Records	2	1	2
MPEC	15	16	16
MPCP	18	18	20
Investigations	0	0	0
Animal Control	2	2	2
Chaplains	4	6	6

Formal Training Hours for all Personnel: 6,674 hours

2012-2013 GOALS AND OBJECTIVES

1. The Operational Support Unit will coordinate with the Monterey Park Fire Department to have all police personnel trained in the proper use of the City Hall AED defibrillators.
2. The Operational Support Unit will coordinate training for all patrol personnel in dealing with persons who suffer from mental health issues that they may come into contact with in the field.

2011-2012 MAJOR ACCOMPLISHMENTS

1. The Operational Support Unit in conjunction with the Range Staff conducted scenario based training, utilizing the Department's PRISM system (shooting simulator). The training reinforced shoot/don't shoot scenarios.
2. The training team conducted a 4 hour training day for city employees at City Hall in the Council Chambers. The covered topics were situational awareness and self protection strategies. The training was provided at no cost to the attendees.
3. The Administration Bureau applied for various grants and received over \$264,000 in State and Federal Grants.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of \$12,150 annual uniform allowance, \$500 for educational supplies, \$300 for operating supplies, \$7,000 for the annual awards/appreciation banquet and law enforcement meetings.
2. Motor Pool category (#33000) consists of \$35,000 for State mandated POST training requirements, \$6,303 for State mandated Standards and Training for Corrections (STC) training, and \$7,468 for allocated vehicle operating costs.
3. Miscellaneous category (#39000) consists of \$1,700 for printing and duplicating, \$1,200 for dues and membership, \$900 for books and subscriptions, \$20,000 for State mandated education/training costs for Reserve Police Officers and other training not covered by POST.

CITY OF MONTEREY PARK

PROGRAM DETAIL

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

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$436,078	\$469,648	\$505,890	\$421,572	\$421,572
11400 Overtime Salaries	9,939	16,500	27,832	16,500	16,500
11450 Court Time Salaries	2,043	2,000	2,000	2,000	2,000
11500 Separation Benefits	505,000	555,500	555,500	450,000	450,000
TOTAL	\$953,060	\$1,043,648	\$1,091,222	\$890,072	\$890,072
EMPLOYEE BENEFITS					
12200 Life Insurance	\$728	\$810	\$810	\$754	\$754
12300 Medical Insurance	43,458	47,583	49,054	37,842	37,842
12350 Medicare Insurance	6,017	6,010	6,851	5,313	5,313
12400 Dental Insurance	2,041	2,240	2,240	1,631	1,631
12500 Workers Compensation	9,000	9,900	10,094	10,890	10,890
12600 Retirement	112,655	140,443	140,443	99,942	99,942
12800 Uniform Allowance	550	0	0	0	0
12900 Long Term Disability	792	792	792	792	792
12950 Vision Plan	622	650	692	615	615
TOTAL	\$175,863	\$208,428	\$210,976	\$157,779	\$157,779
SERVICES & SUPPLIES					
21000 Office Supplies	\$167	\$200	\$200	\$200	\$200
22000 Operating Supplies	35,275	20,550	15,131	20,000	20,000
24000 Small Tools	0	100	100	100	100
32000 Communications	1,129	1,350	1,350	1,350	1,350
33000 Motor Pool Charges	39,650	48,578	48,996	48,996	48,996
38000 R/M Contractual	1,411	1,500	1,500	1,500	1,500
39000 Miscellaneous	11,307	19,473	18,073	23,800	23,800
TOTAL	\$88,939	\$91,751	\$85,350	\$95,946	\$95,946
GRAND TOTAL	\$1,217,862	\$1,343,827	\$1,387,548	\$1,143,797	\$1,143,797

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Police Chief	1.00	1.00	1.00	\$151,348	\$185,004	\$185,004
Lieutenant	1.00	1.00	1.00	116,136	121,944	121,944
Agent	1.00	0.00	0.00	80,940	0	0
Administrative Secretary	1.00	1.00	1.00	53,964	53,964	53,964
Police Administrative Assistant	1.00	1.00	1.00	51,360	51,360	51,360
Bilingual	0.00	0.00	0.00	1,200	3,000	3,000
Court Time	0.00	0.00	0.00	2,000	2,000	2,000
Education Incentives	0.00	0.00	0.00	9,300	3,300	3,300
Notary Bonus Pay	0.00	0.00	0.00	600	600	600
Overtime	0.00	0.00	0.00	16,500	16,500	16,500
Separation Benefits	0.00	0.00	0.00	555,500	450,000	450,000
Special Assignments	0.00	0.00	0.00	4,800	2,400	2,400
Total	5.00	4.00	4.00	\$1,043,648	\$890,072	\$890,072

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Traffic Bureau

ACTIVITY NO.: 3102

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$1,179,143	\$1,167,760	\$1,079,953	\$1,032,676	\$1,032,676
SERVICES & SUPPLIES	115,727	102,945	102,379	101,845	101,845
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,294,870	\$1,270,705	\$1,182,332	\$1,134,521	\$1,134,521
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 15.62	 15.22	 15.22	 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 provide the City with seven-day-a-week services from Motorcycle and Parking Enforcement Officers. The Traffic Bureau also includes a Traffic Investigator who is assigned to handle all post-collision investigations and related arrests. In providing a full range of services, the Traffic Investigator's skill and expertise in accident reconstruction assists him/her in the identification of accident patterns and trends so that specific education and enforcement efforts can be implemented in problem areas.

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

The specific operational objectives are as follows:

- Follow-up on traffic investigations within five business days of receipt of the report.
- On a monthly basis, identify the five highest traffic collision intersections and non-intersections to provide selective enforcement, targeting primary collision factor violations.
- Ensure response to all parking citation complaints and appeals within five business days.
- Deploy the radar trailer each weekday, concentrating on speed related problem areas.
- Conduct weekly radar enforcement in areas where speed has been identified as the primary collision factor.
- Conduct 12 Mature Driver classes at Langley Center.

PROGRAM MEASUREMENTS

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Number of Citations:			
Traffic	8,266	7,925	7,950
Parking	11,200	12,000	13,000
Traffic Collision Incidents:			
Fatal	0	2	***
Injury	163	204	***
Non-injury	170	221	***
Fatalities	3	2	***
Persons Injured	215	265	***
Number of Arrests:			
Drunk Drivers	123	115	160
% of Traffic Investigations Commenced Within 3 Days	100%	100%	100%
% Response on Citation Appeals/Complaints Within 3 Days	100%	100%	100%

Intersections with the Highest
Number of Traffic Collisions:

To Date

• Atlantic Blvd & First St	10
• Atlantic Blvd & Emerson Ave	7
• Garfield Ave & Garvey Ave	6
• Garfield Ave & Ynez Ave	8
• Newmark Ave & Atlantic Ave	6

2012-2013 GOALS AND OBJECTIVES

1. The Traffic Bureau will provide educational presentations to juniors and seniors at Mark Keppel High School addressing such issues as driver's and pedestrian safety, DUI enforcement, and laws specific to driver's under 21 years of age.
2. The Traffic Bureau will provide a bi-annual educational program addressing the dangers of distracted driving.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Traffic Bureau personnel addressed the problem of distracted drivers through a campaign of education and enforcement.
2. Traffic Bureau personnel participated in the Los Angeles County Avoid the 100 DUI awareness campaign. The program is a regional approach targeting the prevention of drunk driving through education and enforcement.
3. Traffic Bureau conducted Traffic Safety Programs at elementary schools and community events in the City. Personnel assisted with the presentation of three bicycle safety rodeos in conjunction with local organizations.
4. Traffic Bureau personnel conducted weekly special enforcement around schools. Drivers were warned about proper safety when driving around schools. The goal resulted in the reduction of congestion and the increase of safety for students and parents.
5. Traffic personnel have become fully trained in operating the Department's new Total Station Traffic Mapping System. The System is designed to enhance accident and crime scene investigations increasing the prosecutable capability of the Department.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of \$6,400 for annual uniform allowance and safety equipment and \$612 for operating supplies.
2. Contracted Services category (#31000) consists of \$1,800 for the cost of administrative hearings for citizens contesting parking citations.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Traffic Bureau

ACTIVITY NO.: 3102

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$660,467	\$676,501	\$595,580	\$607,838	\$607,838
11300 Part Time Salaries	171,884	135,962	157,500	135,962	135,962
11400 Overtime Salaries	48,214	22,785	22,785	22,785	22,785
11450 Court Time Salaries	4,225	8,000	2,500	8,000	8,000
TOTAL	\$884,790	\$843,248	\$778,365	\$774,585	\$774,585
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,444	\$1,499	\$1,363	\$1,337	\$1,337
12300 Medical Insurance	78,881	85,156	80,750	82,349	82,349
12350 Medicare Insurance	11,865	11,780	11,536	8,814	8,814
12370 Part Time Retirement	5,283	5,438	4,744	5,438	5,438
12400 Dental Insurance	5,197	5,677	5,177	5,315	5,315
12500 Workers Compensation	5,500	6,050	6,168	6,655	6,655
12600 Retirement	183,456	206,690	189,692	146,030	146,030
12800 Uniform Allowance	688	138	138	138	138
12900 Long Term Disability	1,188	1,188	1,188	1,188	1,188
12950 Vision Plan	851	896	832	827	827
TOTAL	\$294,353	\$324,512	\$301,588	\$258,091	\$258,091
SERVICES & SUPPLIES					
21000 Office Supplies	\$366	\$400	\$400	\$400	\$400
22000 Operating Supplies	7,549	8,112	8,100	7,012	7,012
24000 Small Tools	517	500	500	500	500
31000 Contracted Services	1,773	1,800	1,800	1,800	1,800
32000 Communications	678	750	750	750	750
33000 Motor Pool Charges	99,950	84,008	85,654	84,008	84,008
38000 R/M Contractual	476	1,625	1,625	1,625	1,625
39000 Miscellaneous	4,418	5,750	3,550	5,750	5,750
TOTAL	\$115,727	\$102,945	\$102,379	\$101,845	\$101,845
GRAND TOTAL	\$1,294,870	\$1,270,705	\$1,182,332	\$1,134,521	\$1,134,521

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Traffic Bureau

ACTIVITY NO.: 3102

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Captain	0.25	0.25	0.25	\$32,594	\$35,080	\$35,080
Sergeant	1.00	1.00	1.00	95,376	100,140	100,140
Agent	2.00	0.00	0.00	161,880	0	0
Police Officer	3.00	4.00	4.00	227,952	319,152	319,152
Community Services Officer	2.00	2.00	2.00	83,312	85,399	85,399
Police Clerk	1.00	1.00	1.00	45,492	45,492	45,492
Bilingual	0.00	0.00	0.00	3,600	0	0
Court Time	0.00	0.00	0.00	8,000	8,000	8,000
Education Incentives	0.00	0.00	0.00	11,895	10,575	10,575
Overtime	0.00	0.00	0.00	22,785	22,785	22,785
Special Assignments	0.00	0.00	0.00	14,400	12,000	12,000
<u>Part-Time</u>						
Crossing Guard	4.37	4.37	4.37	76,972	76,972	76,972
Community Services Officer	1.60	1.60	1.60	58,990	58,990	58,990
Total	15.22	14.22	14.22	\$843,248	\$774,585	\$774,585

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$6,584,743	\$6,428,535	\$6,240,212	\$6,332,314	\$6,332,314
SERVICES & SUPPLIES	479,096	380,859	377,598	385,519	385,519
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$7,063,839	\$6,809,394	\$6,617,810	\$6,717,833	\$6,717,833
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	51.50	46.50	46.50	46.50	46.50

Program Description

Field Services Bureau personnel are the first responders to calls for service. The majority of the officer-citizen contacts occur within this Bureau. As first responders, these officers handle all emergencies, alarms, crime report requests, disputes, hazards, and various other calls for service. These officers also provide traffic enforcement and address other traffic safety related issues. Services are provided twenty-four hours a day, seven-days a week, ranging from the highest priority to the lowest priority type calls. These priority calls can vary from the preliminary investigations of serious crimes, including homicides and felony assaults to parking complaints.

Attached to the Field Services Bureau is the Canine Unit. The canine teams are a valuable part of daily law enforcement operations. Police dogs are trained in handler protection, searching techniques, article searches, and narcotics detection. A canine team can search quickly and effectively, resulting in increased officer safety, the apprehension of suspects, and increased safety for the community. The canine teams have effectively apprehended dangerous suspects, located evidence, and recovered narcotics which were hidden by drug dealers. Canine officers provide demonstrations and education programs to community

groups and students. The Canine Unit has received a great deal of support from the community, including donations for canine bulletproof vests and other essential equipment.

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Calls for Service			
Citizen Requests:	29,389	31,879	33,472
Officer Observed:	24,974	22,236	23,347
Total Calls for Service:	54,363	54,115	56,819
Priority I (Emergency) Response			
Time (minutes/seconds):	4:03	4:03	4:00
Priority II Response Time:	5:45	6:00	5:45
Priority III Response Time:	8:55	9:26	8:50
Priority IV Response Time:	6:15	6:25	6:15
Priority I:	Where danger to life and/or property is imminent, or a crime of a serious nature is in progress. Examples: (1) An armed robbery (2) A person shot		
Priority II:	Where a threat to a person or property is possible, or a breach of the peace is occurring. Examples: (1) A trespass in progress (2) Disturbances caused by juveniles		
Priority III:	Where there is no threat to life or property, and a delay would not cause undue harm to a citizen or property. Examples: (1) A bicycle theft, where no one was seen taking the bicycle (2) A lost property report		

Priority IV: Other routine calls for service.

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

2012-2013 GOALS AND OBJECTIVES

1. Each patrol team will choose a City park to identify and address a quality of life concern that may exist. The focus of the goal will be the overall safety, beauty, and function of the park.
2. Each patrol team will assign patrol officers to ride along with a code enforcement officer for one regularly assigned shift. This will provide patrol personnel with a better understanding of the functions of a code enforcement officer and serve to enhance officer's own problem solving skills as it relates to the city's beautification efforts.

2011- 2012 MAJOR ACCOMPLISHMENTS

1. Patrol personnel worked a shift assignment in the Detective Bureau. This provided patrol personnel a better understanding of the investigation process and improve their own preliminary investigations and reports.
2. Each patrol team identified a specific area of patrol related customer service and formulated a written plan. The plans were submitted to the Chief of Police for evaluation and implementation.
 - Team One researched social media as a way of enhancing communication with the community.
 - Team Two monitored crime trends, identified target areas, developed suppression tactics, and informed the public of crime trends utilizing the community the Cascades newspaper.
 - Team Three developed protocols to improve officers' responses to calls of persons dying at home.
 - Team Four personnel conducted foot beat patrols in the area of Atlantic Square retail center during the holiday season to ensure community safety and enhance police presence.
3. On September 28, 2011 patrol personnel responded to a residence in the City regarding a distraught father taking his 3 year old child and wife hostage in their home. Through the efforts of Patrol and Investigations personnel and our Special Response Team the mother and child were rescued and the father was arrested without further harm.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) over expended due to vacancies, backfill for officers on long-term injured on duty status, and various investigations.
2. Operating Supplies category (#22000) consists of \$26,020 other operating supplies and portable radio repair, \$10,264 for safety equipment, \$27,050 for uniform allowance, \$16,500 for training ammunition, \$800 for range supplies, and \$10,000 for K-9 supplies.
3. Contracted Services category (#31000) consists of \$5,000 for Los Angeles County Sheriff's Aero Bureau helicopter services.
4. Motor Pool category (#33000) consists of \$261,885 for allocated vehicle operating costs.
5. R/M Contractual category (#38000) consists of \$24,000 for the maintenance of office equipment and patrol equipment. Reflects \$19,800 for the L-3 in car video camera system service contract.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$4,147,480	\$3,955,782	\$3,800,055	\$4,086,614	\$4,086,614
11400 Overtime Salaries	209,499	104,000	232,526	104,000	104,000
11450 Court Time Salaries	68,727	90,000	30,007	90,000	90,000
TOTAL	\$4,425,706	\$4,149,782	\$4,062,588	\$4,280,614	\$4,280,614
EMPLOYEE BENEFITS					
12200 Life Insurance	\$7,911	\$7,533	\$7,101	\$7,533	\$7,533
12300 Medical Insurance	471,307	452,012	418,321	464,540	464,540
12350 Medicare Insurance	61,484	54,516	51,340	54,973	54,973
12400 Dental Insurance	26,235	24,935	22,516	25,913	25,913
12500 Workers Compensation	370,000	407,000	407,000	447,700	447,700
12600 Retirement	1,216,571	1,327,417	1,266,378	1,045,623	1,045,623
12800 Uniform Allowance	825	825	825	825	825
12900 Long Term Disability	396	396	396	396	396
12950 Vision Plan	4,308	4,119	3,747	4,197	4,197
TOTAL	\$2,159,037	\$2,278,753	\$2,177,624	\$2,051,700	\$2,051,700
SERVICES & SUPPLIES					
21000 Office Supplies	\$410	\$2,500	\$1,900	\$2,500	\$2,500
22000 Operating Supplies	160,834	85,974	85,133	90,634	90,634
23000 R/M Supplies	210	300	200	300	300
24000 Small Tools	0	100	100	100	100
31000 Contracted Services	1,727	5,000	5,000	5,000	5,000
32000 Communications	33	200	200	200	200
33000 Motor Pool Charges	314,608	262,285	262,265	262,285	262,285
38000 R/M Contractual	741	24,000	22,300	24,000	24,000
39000 Miscellaneous	533	500	500	500	500
TOTAL	\$479,096	\$380,859	\$377,598	\$385,519	\$385,519
GRAND TOTAL	\$7,063,839	\$6,809,394	\$6,617,810	\$6,717,833	\$6,717,833

CITY OF MONTEREY PARK
PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Captain	0.50	0.50	0.50	\$65,188	\$70,159	\$70,159
Lieutenant	4.00	3.00	3.00	464,544	365,832	365,832
Sergeant	5.00	5.00	5.00	476,880	500,700	500,700
Agent	6.00	9.00	9.00	485,640	764,856	764,856
Police Officer	30.00	28.00	28.00	2,258,228	2,203,525	2,203,525
Police Clerk	1.00	1.00	1.00	45,492	45,492	45,492
Bilingual	0.00	0.00	0.00	34,200	30,600	30,600
Court Time	0.00	0.00	0.00	90,000	90,000	90,000
Education Incentives	0.00	0.00	0.00	87,210	79,050	79,050
Field Training	0.00	0.00	0.00	19,200	7,200	7,200
Overtime	0.00	0.00	0.00	104,000	104,000	104,000
Special Assignments	0.00	0.00	0.00	19,200	19,200	19,200
Total	46.50	46.50	46.50	\$4,149,782	\$4,280,614	\$4,280,614

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Investigations

ACTIVITY NO.: 3104

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$2,089,052	\$2,068,452	\$2,056,094	\$2,099,058	\$2,099,058
SERVICES & SUPPLIES	252,618	259,044	236,690	259,594	259,594
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,341,670	\$2,327,496	\$2,292,784	\$2,358,652	\$2,358,652
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 16.75	 16.15	 16.15	 17.15	 17.15

Program Description

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

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

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

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Part I Crimes Investigated	1,044	1,327	1,392
Part I Clearance Rate	20%	20%	20%
Suspected Child Abuse Reports Followed Up Within One Business Day	100%	100%	100%

2012-2013 GOALS AND OBJECTIVES

1. Bureau Personnel will address public safety concerns related to AB109 (Parole-Realignment) through probation and parole/post-supervised release monitoring, public education, and interagency information sharing and enforcement.
2. The Investigations Bureau will conduct crime analysis to address trends. Analysis will include assaults, domestic violence, burglary, larceny, and auto thefts, in order to provide monthly crime trend information for patrol response, special enforcement efforts, and community education and enforcement efforts.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Bureau personnel provided education to a variety of community partners throughout the year. Informational articles were published monthly in the “Cascades” Newspaper. Detectives attended Neighborhood Watch meetings and training was provided for library personnel regarding child safety, sex offenders, and recognition of suspicious behavior.
2. Bureau Personnel supplemented personnel shortages and saved overtime costs by working one day a month in patrol.

3. Investigations Bureau Personnel were involved in several large-scale investigations involving narcotics trafficking. These investigations resulted in seizures of large quantities of narcotics. One seizure alone netted over 5 tons of marijuana.
4. The Investigations Bureau implemented department-wide use of an electronic system for the delivery of criminal and traffic court subpoenas to police officers and other department personnel.
5. Investigations Personnel conducted quarterly directed patrol operations throughout the year. These operations addressed auto theft and auto burglary suppression, parole/probation compliance, sex offender residence verification, and burglary/robbery suppression.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Contracted Services category (#31000) consists of \$14,000 for District Attorney prosecution of Municipal Code violations, and \$26,000 for contracted services such as background investigations, fingerprint identification, and SART exams.
2. R/M Contractual category (#38000) consists of \$5,800 for repair and maintenance of office equipment. Reflects reduction of \$3,200 due to new equipment implementation requiring less maintenance.
3. Miscellaneous category (#39000) consists of \$9,180 for investigative expenses, \$520 for printing and duplicating, \$100 for confidential information, and \$100 for dues and memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Investigations

ACTIVITY NO.: 3104

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$1,370,193	\$1,278,509	\$1,255,040	\$1,369,939	\$1,369,939
11300 Part Time Salaries	32,065	52,101	55,489	36,456	36,456
11400 Overtime Salaries	35,090	51,000	70,000	51,000	51,000
11450 Court Time Salaries	12,234	15,000	13,860	15,000	15,000
TOTAL	\$1,449,582	\$1,396,610	\$1,394,389	\$1,472,395	\$1,472,395
EMPLOYEE BENEFITS					
12200 Life Insurance	\$2,579	\$2,740	\$2,363	\$2,633	\$2,633
12300 Medical Insurance	145,851	141,084	136,909	163,245	163,245
12350 Medicare Insurance	18,285	21,096	16,907	18,014	18,014
12370 Part Time Retirement	811	2,698	2,221	1,421	1,421
12400 Dental Insurance	8,676	8,276	7,585	8,928	8,928
12500 Workers Compensation	70,000	77,000	77,000	84,700	84,700
12600 Retirement	388,659	414,936	414,936	344,148	344,148
12800 Uniform Allowance	2,338	1,788	1,788	1,238	1,238
12900 Long Term Disability	792	792	660	792	792
12950 Vision Plan	1,479	1,432	1,336	1,544	1,544
TOTAL	\$639,470	\$671,842	\$661,705	\$626,663	\$626,663
SERVICES & SUPPLIES					
21000 Office Supplies	\$521	\$1,200	\$900	\$1,200	\$1,200
22000 Operating Supplies	5,755	21,505	7,688	22,055	22,055
23000 R/M Supplies	0	100	100	100	100
31000 Contracted Services	33,980	40,000	38,324	40,000	40,000
32000 Communications	544	650	476	650	650
33000 Motor Pool Charges	201,136	168,289	168,142	168,289	168,289
37000 Leases & Rentals	4,000	8,400	6,200	8,400	8,400
38000 R/M Contractual	4,479	9,000	5,000	9,000	9,000
39000 Miscellaneous	2,203	9,900	9,860	9,900	9,900
TOTAL	\$252,618	\$259,044	\$236,690	\$259,594	\$259,594
GRAND TOTAL	\$2,341,670	\$2,327,496	\$2,292,784	\$2,358,652	\$2,358,652

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police
ACTIVITY: Investigations
ACTIVITY NO.: 3104

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Captain	0.25	0.25	0.25	\$32,594	\$35,080	\$35,080
Lieutenant	1.00	1.00	1.00	116,136	121,944	121,944
Sergeant	1.00	1.00	1.00	95,376	100,140	100,140
Agent	7.00	7.00	7.00	566,580	594,888	594,888
Police Officer	4.00	5.00	5.00	303,936	356,460	356,460
Evidence Officer	1.00	1.00	1.00	52,920	52,920	52,920
Police Clerk	1.00	1.00	1.00	45,492	45,492	45,492
Bilingual	0.00	0.00	0.00	5,400	7,200	7,200
Court Time	0.00	0.00	0.00	15,000	15,000	15,000
Education Incentives	0.00	0.00	0.00	28,875	29,415	29,415
Overtime	0.00	0.00	0.00	51,000	51,000	51,000
Special Assignments	0.00	0.00	0.00	31,200	26,400	26,400
<u>Part-Time</u>						
Crime Analyst	0.50	0.50	0.50	19,956	19,956	19,956
Evidence Officer	0.40	0.40	0.40	16,500	16,500	16,500
Total	16.15	17.15	17.15	\$1,380,965	\$1,472,395	\$1,472,395

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Animal Control

ACTIVITY NO.: 3111

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$138,448	\$71,475	\$72,388	\$69,291	\$69,291
SERVICES & SUPPLIES	203,881	213,325	185,881	213,325	213,325
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$342,329	\$284,800	\$258,269	\$282,616	\$282,616
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 1.00	 1.00	 1.00	 1.00	 1.00

Program Description

The Animal Control Bureau is responsible for the enforcement of all Municipal, County, and State codes, which pertain to the care, welfare, and protection of all animals. The Animal Control Bureau investigates reports of animal neglect, animal abuse, animal bites, and complaints on pet shops or anywhere animals are sold. Animal Control is also responsible for the enforcement of leash laws and stray animal services. Through an agreement with the San Gabriel Valley Animal Joint Powers Authority, the San Gabriel Valley Humane Society provides contracted licensing and shelter services in compliance with State and local laws.

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Number of Dog Bites Reported	15	16	16
Impounded Animals (<i>Strays picked up/Counter</i>)	675	649	600
Warnings/Citations	14	38	38
Injured Animals	141	128	120
Dead Animals Picked-Up	271	287	300
Students in Educational Programs	60	60	60
Response Time: Dead Animals (minutes/seconds)	10:38	13:31	13:00
Response Time: Injured / Sick Animals (minutes/seconds)	8:19	8:18	8:00
<u>Calls for service:</u>			
Animal Control Calls for Service	2,348	2,394	2,438
Calls Handled by ACO	1,805	1,818	1,830
Calls Handled by Officers	295	305	318
Calls Handled by S.G.V.H.S.*	248	271	290

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

2012-2013 GOALS AND OBJECTIVES

1. The Animal Control Bureau will launch a public education campaign about responsible pet ownership by distributing “doggie” waste bags and an information bulletin which will address topics such as proper care of pets, leash laws, and proper disposal of pet waste.
2. The Animal Control Bureau will begin scanning stray dogs and cats for the presence of a microchip identification module which will provide pet owner information.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Animal Control personnel gave Career Day presentations to area elementary schools regarding the animal care, control, and humane profession.
2. Animal Control Bureau conducted two Vaccination Clinics in cooperation with the San Gabriel Valley Humane Society, giving the community access to reduced cost vaccinations for their pets
3. The Animal Control Bureau updated the department's information flyer with current animal control and San Gabriel Valley Humane Society information. The flyer was distributed during the vaccination clinics and through the city while on patrol.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Animal Control

ACTIVITY NO.: 3111

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$104,989	\$49,080	\$51,630	\$49,080	\$49,080
11400 Overtime Salaries	205	1,000	652	1,000	1,000
TOTAL	\$105,194	\$50,080	\$52,282	\$50,080	\$50,080
EMPLOYEE BENEFITS					
12200 Life Insurance	\$284	\$162	\$156	\$162	\$162
12300 Medical Insurance	13,318	9,300	7,314	5,897	5,897
12350 Medicare Insurance	750	712	711	712	712
12400 Dental Insurance	386	220	590	590	590
12500 Workers Compensation	2,000	2,200	2,200	2,420	2,420
12600 Retirement	15,674	8,320	8,619	8,842	8,842
12800 Uniform Allowance	0	0	0	0	0
12900 Long Term Disability	693	396	396	396	396
12950 Vision Plan	149	85	120	192	192
TOTAL	\$33,254	\$21,395	\$20,106	\$19,211	\$19,211
SERVICES & SUPPLIES					
22000 Operating Supplies	\$600	\$800	\$775	\$800	\$800
31000 Contracted Services	160,263	175,855	148,486	175,855	175,855
32000 Communications	3	50	50	50	50
33000 Motor Pool Charges	43,000	36,120	36,120	36,120	36,120
39000 Miscellaneous	15	500	450	500	500
TOTAL	\$203,881	\$213,325	\$185,881	\$213,325	\$213,325
GRAND TOTAL	\$342,329	\$284,800	\$258,269	\$282,616	\$282,616

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Animal Control

ACTIVITY NO.: 3111

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Animal Control Officer	1.00	1.00	1.00	\$49,080	\$49,080	\$49,080
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Total	1.00	1.00	1.00	\$50,080	\$50,080	\$50,080

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Communications
ACTIVITY NO.: 3112

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$787,314	\$818,295	\$924,816	\$800,689	\$800,689
SERVICES & SUPPLIES	215,478	250,150	236,545	250,550	250,550
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,002,792	\$1,068,445	\$1,161,361	\$1,051,239	\$1,051,239
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 9.24	 9.74	 9.74	 9.74	 9.74

Program Description

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

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

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

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Police Service Calls:	<u>29,389</u>	<u>31,879</u>	<u>33,472</u>
Officer Observations:	<u>24,974</u>	<u>22,236</u>	<u>23,347</u>
Total Police Service Calls:	54,363	54,115	56,819
Animal Control Service Calls:	2,348	2,394	2,438
Priority I Dispatch Time Emergency (min/sec):	0:53	0:46	0:45
Priority II Dispatch Times Non-Emergency (min/sec):	3:18	3:46	2:45
Priority III Dispatch Times Non-Emergency (min/sec):	12:31	13:30	10:30
Priority IV Dispatch Times Non-Emergency (min/sec):	6:15	8:38	5:50

2012-2013 GOALS AND OBJECTIVES

1. As part of the 9-1-1 telephone system upgrade, Dispatch personnel will update all emergency contact and telephone information. This will ensure the accuracy of all information entered into the new database, and enhance efficiency when making necessary notifications during emergency situations.

2. Each Dispatcher will receive POST cultural awareness training. This will give the Dispatchers a better understanding in cultural diversity to improve their skills in providing services to our culturally diverse community.

2011-2012 MAJOR ACCOMPLISHMENTS

1. All fulltime Dispatchers participated in one patrol ride along. The purpose of the ride along was to maintain familiarization with the City. It also gave the Dispatchers an insight to how the Officers in the field perform their duties and use the MDC to assist them in their daily operations.
2. Dispatchers attended a POST certified training class entitled "Customer Service – The 9-1-1 Way". This class demonstrated how to strengthen customer service skills to be able to provide a higher level of service to the community.
3. Funding was acquired through the State of California 9-1-1 Emergency Communications Office for upgrading of the Bureau's 9-1-1 equipment. This included upgrading of the Vesta telephone system, 24 hour log recorder, and the Orion mapping system.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$449,845	\$557,536	\$509,073	\$557,081	\$557,081
11300 Part Time Salaries	98,002	12,000	108,509	12,000	12,000
11400 Overtime Salaries	89,777	46,000	124,823	46,000	46,000
TOTAL	\$637,624	\$615,536	\$742,405	\$615,081	\$615,081
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,084	\$1,482	\$1,482	\$1,377	\$1,377
12300 Medical Insurance	46,941	72,473	51,534	54,836	54,836
12350 Medicare Insurance	8,348	7,190	10,544	7,214	7,214
12370 Part Time Retirement	1,632	480	480	480	480
12400 Dental Insurance	4,141	5,909	4,385	4,818	4,818
12500 Workers Compensation	7,000	7,700	7,700	8,470	8,470
12600 Retirement	77,054	102,832	102,832	104,297	104,297
12800 Uniform Allowance	0	0	0	0	0
12900 Long Term Disability	2,788	3,564	2,717	3,168	3,168
12950 Vision Plan	702	1,129	737	948	948
TOTAL	\$149,690	\$202,759	\$182,411	\$185,608	\$185,608
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,464	\$3,500	\$3,175	\$3,500	\$3,500
32000 Communications	88,747	97,000	90,000	97,000	97,000
38000 R/M Contractual	124,267	149,530	143,250	149,930	149,930
39000 Miscellaneous	0	120	120	120	120
TOTAL	\$215,478	\$250,150	\$236,545	\$250,550	\$250,550
GRAND TOTAL	\$1,002,792	\$1,068,445	\$1,161,361	\$1,051,239	\$1,051,239

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Sergeant	0.50	0.50	0.50	\$47,688	\$50,070	\$50,070
Dispatcher	9.00	9.00	9.00	502,798	499,961	499,961
Bilingual	0.00	0.00	0.00	1,800	1,800	1,800
Education Incentive	0.00	0.00	0.00	1,050	1,050	1,050
Overtime	0.00	0.00	0.00	46,000	46,000	46,000
Lead Communications Dispatcher Premium	0.00	0.00	0.00	3,000	3,000	3,000
Special Assignment	0.00	0.00	0.00	1,200	1,200	1,200
<u>Part-Time</u>						
Dispatcher	0.24	0.24	0.24	12,000	12,000	12,000
Total	9.74	9.74	9.74	\$615,536	\$615,081	\$615,081

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$403,865	\$402,357	\$399,427	\$582,173	\$582,173
SERVICES & SUPPLIES	56,282	82,250	55,584	82,800	82,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$460,147	\$484,607	\$455,011	\$664,973	\$664,973
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.50	 5.50	 5.50	 6.50	 6.50

Program Description

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

The specific operational objectives are as follows:

- Maintain compliance with all jail inspections conducted by the Board of Corrections, the Grand Jury, and other outside agencies with above average ratings.
- Maintain a positive rating above 75% as measured by the outgoing prisoner surveys.
- Maintain compliance with State and County guidelines by conducting intake screenings on all prisoners (i.e. health, mental health, etc.).

PROGRAM MEASUREMENTS

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Prisoners Booked: (Excluding fee-paying)	1,034	864	900
Fee-Paying Prisoners Booked	<u>413</u>	<u>299</u>	<u>350</u>
Total Prisoners Booked	1,447	1,163	1,250
Jail Revenue: Fee Paying	68,818	\$81,892	\$85,000
Prisoner Satisfaction Rating:	97%	97%	98%

2012-2013 GOALS AND OBJECTIVES

1. Jail personnel will develop a quick reference guide to assist persons brought into the Monterey Park Jail facility who are in need of services such as homeless shelters, food and other community services upon release from the jail facility.
2. Jail personnel will attend training on identifying and assisting the mentally ill and developmentally handicapped that are brought into the jail facility.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Jail personnel were trained in the use and operation of the SA-4 PepperBall Launcher system.
2. Jail staff was successful in distributing information about the Monterey Park Police Department's "Pay to Stay" Sentenced Prisoner Program to the courthouses in the surrounding areas as well as the Public Defender's Office and the District Attorney's Office.
3. The Jail Bureau, drafted, obtained certification, and implemented a pilot female prisoner housing program, which includes both pre-arraigned and sentenced prisoners.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) consists of \$26,500 for janitorial services and contract pest control services, \$1,085 repairs and maintenance of buildings, and \$7,000 for the maintenance of jail cameras, Intoximeter and typewriter.
2. Other Agency Service category (#41000) consists of \$8,500 for booking prisoners at the Los Angeles County Jail.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$262,055	\$254,564	\$266,441	\$383,853	\$383,853
11300 Part Time Salaries	21,720	26,337	15,000	26,337	26,337
11400 Overtime Salaries	24,782	25,000	20,036	25,000	25,000
TOTAL	\$308,557	\$305,901	\$301,477	\$435,190	\$435,190
EMPLOYEE BENEFITS					
12200 Life Insurance	\$810	\$810	\$810	\$972	\$972
12300 Medical Insurance	38,132	39,300	39,087	50,940	50,940
12350 Medicare Insurance	4,584	3,722	4,066	5,597	5,597
12370 Part Time Retirement	0	702	702	702	702
12400 Dental Insurance	2,628	2,640	2,640	3,295	3,295
12500 Workers Compensation	3,200	3,520	3,520	3,872	3,872
12600 Retirement	43,355	43,143	44,528	78,893	78,893
12800 Uniform Allowance	0	0	0	0	0
12900 Long Term Disability	1,980	1,980	1,980	1,980	1,980
12950 Vision Plan	619	639	617	732	732
TOTAL	\$95,308	\$96,456	\$97,950	\$146,983	\$146,983
SERVICES & SUPPLIES					
21000 Office Supplies	\$12	\$800	\$800	\$800	\$800
22000 Operating Supplies	17,226	33,800	18,578	34,350	34,350
32000 Communications	719	1,050	625	1,050	1,050
33000 Motor Pool Charges	3,500	2,940	2,940	2,940	2,940
38000 R/M Contractual	26,184	34,585	28,076	34,585	34,585
39000 Miscellaneous	176	575	365	575	575
41000 Other Agency Serv	8,465	8,500	4,200	8,500	8,500
TOTAL	\$56,282	\$82,250	\$55,584	\$82,800	\$82,800
GRAND TOTAL	\$460,147	\$484,607	\$455,011	\$664,973	\$664,973

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Lieutenant	0.00	1.00	1.00	\$0	\$121,944	\$121,944
Jailer	5.00	5.00	5.00	250,364	252,009	252,009
Lead Jailer Premium	0.00	0.00	0.00	3,000	3,000	3,000
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentives	0.00	0.00	0.00	0	3,300	3,300
Overtime	0.00	0.00	0.00	25,000	25,000	25,000
Special Assignments	0.00	0.00	0.00	0	2,400	2,400
<u>Part-Time</u>						
Jailer	0.50	0.50	0.50	26,337	26,337	26,337
Total	5.50	6.50	6.50	\$305,901	\$435,190	\$435,190

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$570,670	\$634,669	\$611,200	\$663,375	\$663,375
SERVICES & SUPPLIES	105,572	122,008	103,334	123,548	123,548
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$676,242	\$756,677	\$714,534	\$786,923	\$786,923
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 10.00	 9.50	 9.50	 9.50	 9.50

Program Description

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

The specific operational objectives are as follows:

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

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

PROGRAM MEASUREMENTS

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Reports Processed:	4,613	4,775	5,000
Traffic Citations Processed:	8,266	7,925	7,950
Complaints Processed for Court: (within 8 days)	99%	99%	100%

2012-2013 GOALS AND OBJECTIVES

1. The Records Bureau will research and prepare an implementation plan to allow the public to obtain traffic collision reports via the internet. This will improve the efficiency of delivering service to the public as it allows reports to be obtained 24 hours a day.
2. Each Records Clerk will receive POST cultural awareness training. This will give personnel a better understanding in cultural diversity to improve their skills in providing services to our culturally diverse community.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Records Bureau personnel completed continuity guidelines for each desk assignment which allowed for alternate clerks to assist with various tasks when necessary due to staffing constraints.
2. Clerks provided a monthly trilingual “Tip of the Month” at the front counter that focused on crime prevention and public safety to increase citizen awareness.
3. Completed the CLETS (California Law Enforcement Telecommunications System) inspection which determined that Monterey Park Police Department is in compliance with CLETS Policies, Practices, & Procedures.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries (#11300) and Overtime Salaries (#11400) categories went over budget in 2011-2012 due to vacancies and employees on leave.
2. R/M Contractual category (#38000) consists of \$18,000 for janitorial services. This category also consists of \$7,600 for maintenance of the copy machine and typewriters.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$400,894	\$459,278	\$416,414	\$474,126	\$474,126
11300 Part Time Salaries	40,512	0	28,303	0	0
11400 Overtime Salaries	4,608	5,150	6,100	5,150	5,150
TOTAL	\$446,014	\$464,428	\$450,817	\$479,276	\$479,276
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,235	\$1,539	\$1,539	\$1,539	\$1,539
12300 Medical Insurance	46,116	61,919	52,837	71,477	71,477
12350 Medicare Insurance	6,539	6,690	6,690	6,875	6,875
12370 Part Time Retirement	1,621	0	0	0	0
12400 Dental Insurance	3,780	4,601	4,601	5,027	5,027
12500 Workers Compensation	4,275	4,703	4,703	5,173	5,173
12600 Retirement	57,269	86,270	86,270	89,432	89,432
12800 Uniform Allowance	0	0	0	0	0
12900 Long Term Disability	3,118	3,564	2,970	3,564	3,564
12950 Vision Plan	703	955	773	1,012	1,012
TOTAL	\$124,656	\$170,241	\$160,383	\$184,099	\$184,099
SERVICES & SUPPLIES					
21000 Office Supplies	\$16,396	\$18,400	\$16,675	\$18,400	\$18,400
22000 Operating Supplies	2,022	3,400	3,200	3,400	3,400
32000 Communications	1,867	2,400	1,782	2,245	2,245
36000 Utilities	51,880	56,500	48,992	58,195	58,195
37000 Leases & Rentals	5,000	10,050	7,127	10,050	10,050
38000 R/M Contractual	23,158	25,600	21,900	25,600	25,600
39000 Miscellaneous	5,077	5,258	3,475	5,258	5,258
41000 Other Agency Serv	172	400	183	400	400
TOTAL	\$105,572	\$122,008	\$103,334	\$123,548	\$123,548
GRAND TOTAL	\$676,242	\$756,677	\$714,534	\$786,923	\$786,923

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Sergeant	0.50	0.50	0.50	\$47,688	\$50,070	\$50,070
Police Records Management Technician	1.00	1.00	1.00	46,704	46,704	46,704
Police Clerk	8.00	8.00	8.00	354,836	366,702	366,702
Bilingual	0.00	0.00	0.00	4,800	5,400	5,400
Education Incentive	0.00	0.00	0.00	1,050	1,050	1,050
Overtime	0.00	0.00	0.00	5,150	5,150	5,150
Lead Police Records Clerk Premium	0.00	0.00	0.00	3,000	3,000	3,000
Special Asssignment	0.00	0.00	0.00	1,200	1,200	1,200
Total	9.50	9.50	9.50	\$464,428	\$479,276	\$479,276

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	564,930	584,415	628,817	635,043	635,043
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$564,930	\$584,415	\$628,817	\$635,043	\$635,043
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

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

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

2012-2013 GOALS AND OBJECTIVES

1. The Computer Service Bureau will develop a gradual component and equipment replacement plan in order to replace outdated and out of service equipment while reducing the fiscal impact to the department.
2. The Computer Services Bureau will test the New World System CAD/RMS software upgrade for compatibility and system integrity. This upgrade will improve the extraction and processing of data used by the department.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Computer Services Bureau replaced and improved the department's network hardware infrastructure in order to increase the storage capacity and processing of digital media used by the department.
2. A feasibility study was conducted by the major wireless providers of the 4G data networks in the city. It was determined that our current 3G network is working at optimum levels and did not need replacement, resulting in a cost savings to the department.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) consists of contractual costs for support for the Computer Aided Dispatch/Record Management System and other computer systems for the entire department.
2. Communications category (#32000) consists of \$27,529 for Data Processing/Technology Internal Service Fund.
3. R/M Contractual category (#38000) consists of maintenance, repair, replacement, and upgrade of computers, monitors, printers for the Police Computer Aided Dispatch/Record Management System (CAD/RMS) Network, and computer printer and the Mobile Data Computers in police vehicles and wireless connection support.
4. Debt Service category (#42000) displays \$165,869 for the loan payment obligation for the new Computer Aided Dispatch/Records Management System.

CITY OF MONTEREY PARK
PROGRAM DETAIL

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

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SERVICES & SUPPLIES					
21000 Office Supplies	\$362	\$400	\$400	\$400	\$400
22000 Operating Supplies	200	200	200	200	200
24000 Small Tools	1,788	1,850	1,850	1,850	1,850
31000 Contracted Services	132,961	136,602	132,827	143,000	143,000
32000 Communications	19,760	26,219	26,219	27,529	27,529
38000 R/M Contractual	243,992	253,274	301,451	296,195	296,195
42000 Debt Service	165,867	165,870	165,870	165,869	165,869
TOTAL	\$564,930	\$584,415	\$628,817	\$635,043	\$635,043
GRAND TOTAL	\$564,930	\$584,415	\$628,817	\$635,043	\$635,043

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$226,497	\$472,178	\$464,045	\$450,185	\$450,185
SERVICES & SUPPLIES	55,129	60,787	55,442	56,552	56,552
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$281,626	\$532,965	\$519,487	\$506,737	\$506,737
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 2.75	 4.75	 4.75	 4.75	 4.75

Program Description

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

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

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

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

The specific operational objectives are as follows:

- Solicit and encourage active involvement in the Neighborhood Watch Seven Step Program, conduct quarterly Block Captain meetings, and continue to submit monthly crime prevention articles to the Cascade Newspaper.
- Conduct monthly Business Watch meetings in the business community sectors.
- Maintain a minimum membership of 25 Police Explorer Scouts to meet the needs of the Explorer Scouts, Community, and the Police Department.
- Provide members of the community and local schools with tours of the Police Department and City Hall Facility.
- Offer the Citizens' Academy to the Community on an annual basis.

PROGRAM MEASUREMENTS

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Tour of City Facilities: (Number of persons)	886	625	625
Neighborhood Watch Groups:	58	65	70
Business Watch Groups:	82	88	90
Monterey Park Citizen Patrol (M.P.C.P.) Hours Volunteered:	3,675	3,750	3,825
Police Explorer Hours Volunteered:	2,993	3,788	3,920

2012-2013 GOALS AND OBJECTIVES

1. To bring awareness to the City's Alarm Permit requirements, the Community Relations Bureau will develop an information bulletin, to be distributed at Quarterly Block Captains meetings, Neighborhood and Business Watch meetings, emailed to all CRB contacts, and posted in the Cascades newspaper.
2. The Problem Oriented Policing Team (P.O.P. Team) will publish a monthly quality of life project list. This list will be made available to all Patrol, Traffic, and Detective personnel to assist them in addressing the public's concerns.

2011-2012 MAJOR ACCOMPLISHMENTS

1. The Community Relations Bureau held its 12th Annual Youth Activities Golf Tournament. With the sponsorship from numerous local businesses and community members, and the participation of over 50 golfers, the tournament raised over \$6,600.
2. Community Relations Bureau staff offered the "911 For Kids" presentation to all local elementary schools. Presentations were made to over 1,600 children, at the schools that requested presentations.
3. The Problem Oriented Policing Team (POP Team) attended quarterly patrol briefings to bring awareness to members of the Field Services Bureau regarding quality of life issues.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of \$2,050 for annual uniform allowance, \$1,440 for Annual Police Explorer Awards dinner, \$2,150 for other operating supplies, \$150 for costs associated with on-going community programs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$103,589	\$262,500	\$271,641	\$278,412	\$278,412
11300 Part Time Salaries	64,103	65,490	64,326	51,036	51,036
11400 Overtime Salaries	1,091	7,000	811	7,000	7,000
11450 Court Time Salaries	0	773	0	773	773
TOTAL	\$168,783	\$335,763	\$336,778	\$337,221	\$337,221
EMPLOYEE BENEFITS					
12200 Life Insurance	\$162	\$486	\$429	\$486	\$486
12300 Medical Insurance	8,827	31,495	21,741	24,074	24,074
12350 Medicare Insurance	2,446	3,806	4,643	4,067	4,067
12370 Part Time Retirement	487	2,843	602	2,843	2,843
12400 Dental Insurance	600	1,790	1,580	1,901	1,901
12500 Workers Compensation	6,500	7,150	7,150	7,865	7,865
12600 Retirement	38,607	88,590	90,867	71,467	71,467
12800 Uniform Allowance	0	0	0	0	0
12950 Vision Plan	85	255	255	261	261
TOTAL	\$57,714	\$136,415	\$127,267	\$112,964	\$112,964
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,142	\$5,790	\$5,820	\$5,790	\$5,790
32000 Communications	638	650	600	650	650
33000 Motor Pool Charges	49,925	42,012	41,987	42,012	42,012
38000 R/M Contractual	35	100	100	100	100
39000 Miscellaneous	2,389	12,235	6,935	8,000	8,000
TOTAL	\$55,129	\$60,787	\$55,442	\$56,552	\$56,552
GRAND TOTAL	\$281,626	\$532,965	\$519,487	\$506,737	\$506,737

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Sergeant	1.00	1.00	1.00	\$95,376	\$100,140	\$100,140
Agent	1.00	1.00	1.00	80,940	84,984	84,984
Police Officer	1.00	1.00	1.00	75,984	79,788	79,788
Court Time	0.00	0.00	0.00	773	773	773
Education Incentives	0.00	0.00	0.00	5,400	6,300	6,300
Overtime	0.00	0.00	0.00	7,000	7,000	7,000
Special Assignments	0.00	0.00	0.00	4,800	7,200	7,200
<u>Part-Time</u>						
Community Services Officer	1.75	1.75	1.75	65,490	51,036	51,036
Total	4.75	4.75	4.75	\$335,763	\$337,221	\$337,221

CITY OF MONTEREY PARK
PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$8,428,598
 Retirement Fund \$1,379,698
 Shop Fund \$90,000
 Separation Benefits Fund \$180,000
 Public Safety Impact Fund \$133,580
 Public Safety Augmentation Fund \$275,000
 Urban Area Initiative-2010 \$53,809
 ELAC Instructional Service Program \$40,000
 Disaster Management Area C \$2,500

DEPARTMENT: Fire
ACTIVITY: Fire
ACTIVITY NO.: 3200

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$9,647,445	\$9,754,679	\$9,811,824	\$9,371,927	\$9,371,927
SERVICES & SUPPLIES	1,105,203	1,232,760	1,264,855	1,211,258	1,211,258
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$10,752,648	\$10,987,439	\$11,076,679	\$10,583,185	\$10,583,185
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	62.00	59.00	59.00	57.50	57.50

Program Description

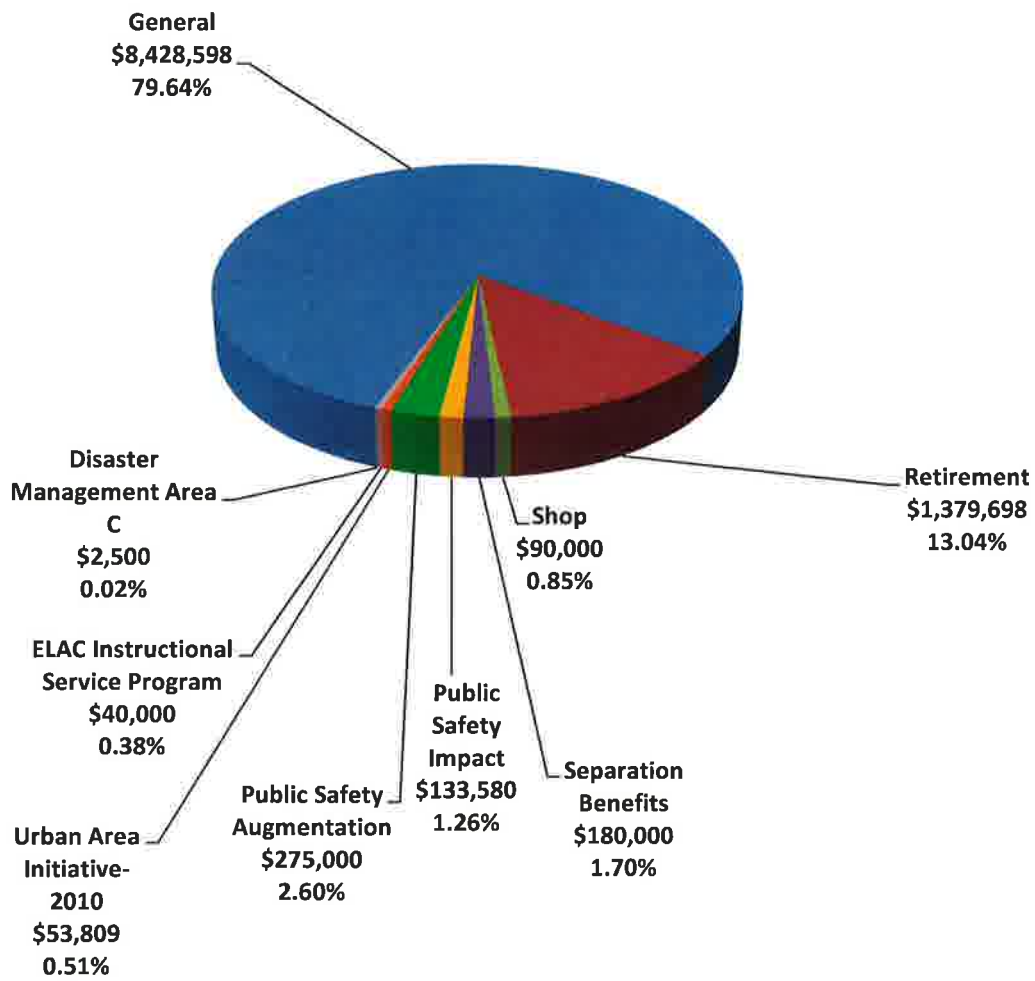
The Fire Department is entrusted with the responsibility of providing this community, its citizens and guests, with the highest level of standard care and emergency response in support of our organizational mission, the preservation of life, property, and the environment. Typical of most other Southern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

The Department is organized into four divisions: Administration, Fire Prevention, Emergency Operations, and Emergency Medical Services. The Fire Chief is the administrative manager

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

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

Fire Source of Funds



CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$553,072	\$348,075	\$380,150	\$440,448	\$440,448
SERVICES & SUPPLIES	139,665	270,869	270,184	215,496	215,496
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$692,737	\$618,944	\$650,334	\$655,944	\$655,944
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.00	 2.00	 2.00	 3.00	 3.00

Program Description

The Administration consists of the Fire Chief and 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 fire department staff. The service objectives of the Fire Department are currently achieved by maintaining three strategically located fire stations within the community, staffed by 51 dedicated personnel. Residents benefit from prompt response of emergency service units.

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Projected</u> <u>2012-2013</u>
Grant Awards: (SHSGP, UASI, Measure B)	\$760,865	\$147,112	\$31,880

*FY2010-2011 includes EOC Grant (\$375,000), 2009 UASI (\$23,747), and 2009 SHSGP (\$29,456), 2009 AFG Regional (\$150,000), 2010 AFG Regional (\$67,200), 2010 AFG (\$115,462). FY2011-2012 includes 2010 UASI (\$65,809), 2010 SHSGP (\$8,100), 2011 AFG (\$70,703). FY2012-13 includes proposed 2011 UASI (\$31,880). As of 3/1/2012, SHSGP funds are still in the investment justification and working committee approval process.

2012-2013 GOALS AND OBJECTIVES

1. Work with Management Services to interface the Fire Department’s staffing software system, “Telestaff,” with the Finance Division’s online timecard system to streamline timecard processing.
2. Research software programs available for opportunities to improve or enhance tasks that are currently being done manually, such as statistics and data gathering, cost reporting, and records management.
3. Complete development of the City’s Emergency Operations Plan (“Plan”). The comprehensive nature of this document to address all City needs during a large scale disaster, including Evacuation, Special/Functional Needs Population, Animal Care, Emergency Shelters, and Disaster Recovery, requires time to obtain all data and ensure its accuracy.

2011-2012 MAJOR ACCOMPLISHMENTS

1. The Fire Department implemented an electronic patient care reporting system, which converted paper reports and processing to a total electronic format. In conjunction with this action, the Fire Department implemented direct deposit of EMS bills through the billing contractor without an increase in fees; further expediting revenue receipts and reducing staff time.

2. In collaboration with Human Resources and Risk Management worked with a consultant to conduct a job analysis for the position of Fire Captain and Fire Engineer, which had not been reviewed or updated since 1999.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) shows an overall increase of \$83,876, primarily a result of moving the position of Senior Account Clerk from Emergency Operations to Administration.
2. Employee Benefits category (#12000) reflects an increase of \$8,497, a result of moving the position of Senior Account Clerk from Emergency Operations to Administration.
3. Repairs and Maintenance category (#38000) shows an increase of \$1,653, for the Fire Department's cost share of the City's computer programmer, Knowles-McNiff.
4. Miscellaneous category (#39000) shows a decrease of \$59,568, a result of completed grant projects.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$403,401	\$239,536	\$273,217	\$323,412	\$323,412
11500 Separation Benefits	9,250	10,175	10,175	10,175	10,175
TOTAL	\$412,651	\$249,711	\$283,392	\$333,587	\$333,587
EMPLOYEE BENEFITS					
12200 Life Insurance	\$621	\$324	\$324	\$486	\$486
12300 Medical Insurance	22,920	19,032	18,791	21,132	21,132
12350 Medicare Insurance	286	2,303	938	0	0
12400 Dental Insurance	1,798	1,320	1,320	2,040	2,040
12500 Workers Compensation	7,500	8,250	8,250	9,075	9,075
12600 Retirement	105,113	65,468	65,468	71,976	71,976
12800 Uniform Allowance	0	550	550	550	550
12900 Long Term Disability	1,639	792	792	1,188	1,188
12950 Vision Plan	544	325	325	414	414
TOTAL	\$140,421	\$98,364	\$96,758	\$106,861	\$106,861
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,344	\$1,500	\$1,500	\$1,500	\$1,500
22000 Operating Supplies	1,462	1,500	1,500	1,500	1,500
24000 Small Tools	202	700	700	700	700
31000 Contracted Services	29	2,400	2,400	2,400	2,400
32000 Communications	28,030	28,984	28,984	30,200	30,200
33000 Motor Pool Charges	17,819	15,261	15,261	15,261	15,261
36000 Utilities	35,766	44,200	44,200	45,526	45,526
38000 R/M Contractual	8,000	7,347	7,347	9,000	9,000
39000 Miscellaneous	47,013	168,977	168,292	109,409	109,409
TOTAL	\$139,665	\$270,869	\$270,184	\$215,496	\$215,496
GRAND TOTAL	\$692,737	\$618,944	\$650,334	\$655,944	\$655,944

CITY OF MONTEREY PARK

PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Fire Chief	1.00	1.00	1.00	\$146,056	\$177,000	\$177,000
Principal Management Analyst	1.00	1.00	1.00	89,280	89,280	89,280
Senior Account Clerk*	0.00	1.00	1.00	0	53,832	53,832
Chief Officer Certification	0.00	0.00	0.00	900	0	0
Education Incentives	0.00	0.00	0.00	3,300	3,300	3,300
Separation Benefits	0.00	0.00	0.00	10,175	10,175	10,175
Total	2.00	3.00	3.00	\$249,711	\$333,587	\$333,587

* Moved Senior Account Clerk from Emergency Operations Division to Administration

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$320,742	\$431,866	\$309,924	\$316,645	\$316,645
SERVICES & SUPPLIES	67,933	59,285	59,550	62,350	62,350
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$388,675	\$491,151	\$369,474	\$378,995	\$378,995
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.00	 4.00	 4.00	 3.50	 3.50

Program Description

The Fire Prevention Division is tasked with protecting the community before the event of an emergency through efforts to prevent hostile fires, explosions, and panic. The efforts of this Division are divided into two major programs, which focus on Fire Safety and Environmental Safety. The Fire Safety Programs mitigate hazards associated with life or property loss and includes the responsibility for plan checks, issuing permits, inspections, investigations, and community relations. Environmental Safety Programs mitigate hazards that may endanger or damage the environment of the community and includes responsibilities related to hazardous materials and industrial waste.

This Division is also responsible for recovering costs for inspection services, plan checks, annual permits required by the Uniform Fire Code or other regulations and investigations. Other cost recovery programs that this Division is involved with include Public Safety Impact Fees and Business Licenses, which reduce the fiscal impact of the Department.

PROGRAM MEASUREMENTS

<u>Fiscal Year</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Plans Checked	288	250	250

Inspections

New Construction	372	350	350
Commercial	1397	1200	1400
Haz Mat	18	15	20
Industrial Waste	314	325	310
Residential	258	275	275
New Business Inspections	229	220	225
Re-inspection	692	725	725
Fire and other Investigations	158	170	180

Cost Recovery Programs	ACTUAL	ESTIMATED	PROJECTED
<u>Fiscal Year</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Fire Inspections (Including Annual Business Inspections) Started in 2007-2008	\$170,691	\$130,000	\$125,000
Plan Checks	\$64,342	\$60,000	\$60,000
Permits	\$43,238	\$42,800	\$42,000
Industrial Waste	<u>\$91,048</u>	<u>\$85,000</u>	<u>\$85,000</u>
Total Revenue Collected	\$369,319	\$317,800	\$312,000

2012-2013 GOALS AND OBJECTIVES

1. Include Fire Prevention to the Fire Department's Telestaff program to increase accountability and accurate staffing reports and electronic processing of payroll.
2. Work with fire suppression personnel in an effort to increase the recruitment of local members to its fire explorers program.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Fire Prevention, in collaboration with the City's Building Department, streamlined the permitting process to simplify and illustrate the customer's pathway to obtaining a required permit. This goal will be ongoing.

2. In conjunction with the mandated annual inspection of local schools, staff conducted a workshop for educators to address their roles as partners in the fire prevention mission. Presentations included presenting updated versions of the California Fire Code and its impacts to each educational facility.
3. Fire Prevention co-sponsored the State Fire Marshal's level one courses and is currently working to present a State Fire Marshal's Level 2 Arson course.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reflects a decrease of \$105,582 due to the elimination of the Fire Marshal, re-classification of the Senior Fire Safety Specialist to Deputy Fire Marshal and the addition of a part-time fire safety apprentice.
2. Employee Benefits categories (#12000) reflects a decrease of \$31,617 due to the position changes.
3. Leases and Rentals category (#37000) reflects an increase of \$1,965 for lease and maintenance cost sharing of the copier located by Engineering, Community Development, and Fire Prevention and 29% of the Fire Administration copier.

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$226,401	\$304,812	\$196,607	\$199,230	\$199,230
11300 Part Time Salaries	0	0	0	21,978	21,978
11400 Overtime Salaries	1,831	0	0	0	0
11500 Separation Benefits	12,325	13,558	13,558	13,558	13,558
TOTAL	\$240,557	\$318,370	\$210,165	\$234,766	\$234,766
EMPLOYEE BENEFITS					
12200 Life Insurance	\$526	\$648	\$486	\$486	\$486
12300 Medical Insurance	23,299	21,891	22,522	23,154	23,154
12350 Medicare Insurance	977	903	824	926	926
12370 Part Time Retirement	0	0	0	879	879
12400 Dental Insurance	2,038	2,050	2,050	2,051	2,051
12500 Workers Compensation	14,000	15,400	15,400	16,940	16,940
12600 Retirement	37,708	70,639	56,990	35,841	35,841
12900 Long Term Disability	1,320	1,584	1,188	1,188	1,188
12950 Vision Plan	317	381	299	414	414
TOTAL	\$80,185	\$113,496	\$99,759	\$81,879	\$81,879
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,477	\$2,000	\$2,000	\$2,000	\$2,000
22000 Operating Supplies	1,967	1,150	1,150	2,050	2,050
24000 Small Tools	55	800	800	800	800
31000 Contracted Services	0	250	250	250	250
32000 Communications	3,927	4,250	4,250	4,450	4,450
33000 Motor Pool Charges	50,000	42,000	42,000	42,000	42,000
37000 Leases & Rentals	2,716	2,935	3,200	4,900	4,900
38000 R/M Contractual	966	500	500	500	500
39000 Miscellaneous	5,825	5,400	5,400	5,400	5,400
TOTAL	\$67,933	\$59,285	\$59,550	\$62,350	\$62,350
GRAND TOTAL	\$388,675	\$491,151	\$369,474	\$378,995	\$378,995

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Fire Marshal	1.00	0.00	0.00	\$107,532	\$0	\$0
Deputy Fire Marshal	0.00	1.00	1.00	0	74,376	74,376
Fire Safety Specialist	2.00	1.00	1.00	133,104	63,822	63,822
Fire Prevention Permit Technician I	1.00	1.00	1.00	51,276	53,832	53,832
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentives	0.00	0.00	0.00	3,300	0	0
EMTD Premium	0.00	0.00	0.00	2,400	0	0
Safety Specialist Premium	0.00	0.00	0.00	6,000	6,000	6,000
Separation Benefits	0.00	0.00	0.00	13,558	13,558	13,558
<u>Part-Time</u>						
Fire Apprentice	0.00	0.50	0.50	0	21,978	21,978
Total	4.00	3.50	3.50	\$318,370	\$234,766	\$234,766

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$8,773,631	\$8,974,738	\$9,121,750	\$8,614,834	\$8,614,834
SERVICES & SUPPLIES	659,341	671,926	685,036	690,705	690,705
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$9,432,972	\$9,646,664	\$9,806,786	\$9,305,539	\$9,305,539
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	56.00	53.00	53.00	51.00	51.00

Program Description

The Emergency Operations Division is charged with the responsibility of providing fast and efficient emergency response to fires, hazardous conditions, rescues, illnesses, or any other conditions where the health, safety and welfare of the public is in jeopardy. One measurement of the capabilities of the operations division, typically, has been the grade assigned to the City by the Insurance Service Organization (I.S.O.). The grading schedule also considers the water system, communications, staffing, training, and facilities. This grading is used by the insurance industry to determine fire insurance rates for homeowners and businesses within the community. On a one to ten scale, with one being the most desirable, the City of Monterey Park enjoys a rating of three.

Command and control of Emergency Operations is provided on a daily basis by three shift Battalion Chiefs on a platoon schedule. In addition to daily emergency operations, each Battalion Chief performs several different staff assignments. These duties include: Emergency Medical Coordinator, Personnel Administration, Training, Disaster Preparedness Coordinator, Safety Officer and Fleet Maintenance.

The Emergency Operations Division strives to achieve the highest quality of dependable, economical services possible. This is accomplished through the use of clearly established standard operational guidelines and by employing and developing the most highly motivated and skilled personnel.

Specific Service Objectives are:

- Mitigate and, wherever possible, eliminate the loss of life and/or property. To protect the environment from hostile fires and other human-caused or natural disasters.
- Effectively manage disaster situations resulting from natural, human-caused, and civil actions; and minimize loss of life, property, and environmental damage through Emergency Disaster Preparedness and training.
- Develop and implement long-range fire planning objectives for future fire suppression needs.
- Provide for the initial determination of causation and origin of all fires occurring within the jurisdiction.
- Make effective use of all methods and means available to educate and advertise the services and programs offered to the community.
- Provide training and career development opportunities using accepted models with an emphasis on long-range organizational goals.

PROGRAM MEASUREMENTS

EMERGENCY ACTIVITY SUMMARY

<u>Fiscal Year</u> <u>Types of Fire Incidents</u>	<u>ACTUAL</u> <u>2010– 2011</u>	<u>ESTIMATED</u> <u>2011 – 2012</u>	<u>PROJECTED</u> <u>2012 – 2013</u>
Residential	75	85	87
Commercial	5	4	5
Industrial	0	1	1
Brush/Grass	16	21	22
Trash/Other	16	17	17
Vehicle	<u>18</u>	<u>27</u>	<u>28</u>
Total Fire Incidents	133	155	160

<u>Fiscal Year</u>	ACTUAL	ESTIMATED	PROJECTED
<u>*All Emergency Incidents</u>	<u>2010-2011</u>	<u>2011 – 2012</u>	<u>2012 – 2013</u>
Fire	133	155	158
EMS	2696	2886	2944
Public Assist	169	176	180
Smoke	8	11	11
Haz Mat	66	73	74
False Alarms, Good Intent, and Cancelled En Route	661	758	773
**Other Misc. Incidents	<u>24</u>	<u>45</u>	<u>46</u>
Total Emergency Incidents	<u>3757</u>	<u>4104</u>	<u>4186</u>

*Data source – FireHouse RMS

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

<u>Automatic Aid/Mutual Aid*</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2010-2011</u>	<u>2011 – 2012</u>	<u>2012 – 2013</u>
Auto Aid/Mutual Aid Provided	612	745	724
Auto Aid/Mutual Aid Received	<u>490</u>	<u>490</u>	<u>554</u>
Total Automatic/Mutual Aid	1,102	1,235	1,278

<u>Average Response Times*</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2010-2011</u>	<u>2011 – 2012</u>	<u>2012 – 2013</u>
EMS Calls	4:34	5:06	5:04
Fire Calls	5:03	5:28	5:25

*Data Source – Verdugo Communications

Figures shown are an average of the emergency responses over a one year period. The slight increase in these figures is the result of adding in turn-out time to the equation. The figures now illustrate the time from dispatch to the time the first fire unit arrives on scene.

<u>Volunteer Hour</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Hours Donated by Reserves	8,640	16,128	16,800
Hours Donated by Explorers	4,600	4,608	3,600

NON-EMERGENCY ACTIVITY SUMMARY

<u>Training Hrs – Non-Medical</u>	ACTUAL	ESTIMATED	PROJECTED
	<u>2010-2011</u>	<u>2011 – 2012</u>	<u>2012 – 2013</u>
In-Service Training	21,530	21,601	21,500
Outside Officer Training	1,400	3,300	3300
Specialty Courses/Seminars	<u>2,905</u>	<u>1,000</u>	<u>1100</u>
Total Hours	25,835	25,901	25,900

2012-2013 GOALS AND OBJECTIVES

1. Develop a Fire Department Vehicle Replacement and Maintenance policy for the City Council to adopt. This program will help identify and forecast preventive maintenance needs, apparatus and vehicle replacement schedules, and financing needs.
2. Implement the IIPP (Injury & Illness Prevention Program), which includes incorporating NFPA standards for physical fitness and CalOSHA occupational safety requirements in this year's bi-annual physicals.
3. Facilitate the completion of Level II Fire Officer classes. In addition, develop an undergraduate program with the local community colleges for fire personnel.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Completed the IIPP policy for review by the Fire Chief and Human Resources. The policy has a focus on Firefighter safety, injury and illness prevention, and addresses CalOSHA requirements for occupational safety.
2. Developed an in-house Engineer mentoring program, which included coordination of the administration of both Driver/Operator 1A and Driver Operator 1B courses.
3. Implemented a bar coding system for its equipment and supplies, beginning with grant-funded equipment.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reflects a decrease of \$105,908 as a result of moving the Senior Account Clerk to Administration and freezing a Firefighter/Paramedic position.
2. Overtime Salaries categories (#11400) reflect an increase of \$153,000 to accurately provide for overtime expenditures.
3. Employee Benefit categories (#12000) reflect a decrease of \$412,996 based on the assumption of sworn personnel negotiations and a change in retirement employee contributions, moving the Senior Account Clerk to Administration, and freezing a Firefighter/Paramedic..
4. Communications category (#32000) reflects a decrease of \$11,771 associated with Verdugo Communications.
5. R/M Contractual category (#38000) shows an increase of \$20,000 for repairs and maintenance for the fire engines and fire truck.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$4,952,408	\$5,052,908	\$4,876,095	\$4,952,000	\$4,952,000
11400 Overtime Salaries	834,346	680,000	974,193	833,000	833,000
11405 Overtime Fire Half Time	0	240,000	301,878	280,000	280,000
11410 Fire FLSA Mandate	80,627	80,000	80,391	87,000	87,000
11420 Fire Half Time Overtime	256,624	0	0	0	0
11470 Fire Holiday Payout	166,061	162,000	189,823	180,000	180,000
11500 Separation Benefits	240,000	264,000	264,000	200,000	200,000
TOTAL	\$6,530,066	\$6,478,908	\$6,686,380	\$6,532,000	\$6,532,000
EMPLOYEE BENEFITS					
12200 Life Insurance	\$8,424	\$8,586	\$8,195	\$8,262	\$8,262
12300 Medical Insurance	420,678	426,126	396,483	420,769	420,769
12350 Medicare Insurance	68,470	55,594	71,921	54,330	54,330
12400 Dental Insurance	21,490	21,078	20,089	20,067	20,067
12500 Workers Compensation	244,600	269,060	269,060	295,966	295,966
12600 Retirement	1,466,942	1,702,722	1,657,014	1,271,002	1,271,002
12900 Long Term Disability	8,496	8,244	8,292	8,100	8,100
12950 Vision Plan	4,465	4,420	4,316	4,338	4,338
TOTAL	\$2,243,565	\$2,495,830	\$2,435,370	\$2,082,834	\$2,082,834
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,655	\$3,000	\$3,250	\$3,650	\$3,650
22000 Operating Supplies	113,721	119,449	120,649	122,449	122,449
23000 R/M Supplies	1,141	1,000	1,000	1,000	1,000
24000 Small Tools	27,359	30,000	30,000	30,000	30,000
31000 Contracted Services	9,504	10,000	10,000	15,000	15,000
32000 Communications	214,704	225,857	225,857	214,086	214,086
33000 Motor Pool Charges	170,000	142,800	142,800	142,800	142,800
37000 Leases & Rentals	5,200	5,300	5,300	6,000	6,000
38000 R/M Contractual	105,340	110,000	121,660	130,000	130,000
39000 Miscellaneous	7,717	24,520	24,520	25,720	25,720
TOTAL	\$659,341	\$671,926	\$685,036	\$690,705	\$690,705
GRAND TOTAL	\$9,432,972	\$9,646,664	\$9,806,786	\$9,305,539	\$9,305,539

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Battalion Chief	3.00	3.00	3.00	\$403,198	\$427,602	\$427,602
Captain	12.00	12.00	12.00	1,232,208	1,230,987	1,230,987
Engineer	12.00	12.00	12.00	1,057,680	1,056,630	1,056,630
Firefighter/Paramedic*	13.00	13.00	13.00	979,948	988,320	988,320
Firefighter	12.00	11.00	11.00	908,616	835,992	835,992
Senior Account Clerk**	1.00	0.00	0.00	53,832	0	0
Bilingual	0.00	0.00	0.00	14,400	14,400	14,400
Education Incentives	0.00	0.00	0.00	72,660	74,400	74,400
EMTD Premium	0.00	0.00	0.00	60,000	57,600	57,600
Holiday Payoff	0.00	0.00	0.00	162,000	180,000	180,000
Overtime***	0.00	0.00	0.00	1,000,000	1,200,000	1,200,000
Paramedic Pay	0.00	0.00	0.00	240,366	238,469	238,469
Separation Benefits	0.00	0.00	0.00	264,000	200,000	200,000
Shift Investigator Pay	0.00	0.00	0.00	8,400	7,200	7,200
USAR Team Premium	0.00	0.00	0.00	21,600	20,400	20,400
Total	53.00	51.00	51.00	\$6,478,908	\$6,532,000	\$6,532,000

* Three Firefighter/Paramedic Positions currently frozen and unfunded. An additional FF/PM position became vacant mid-year in FY2011-2012 and will be frozen, unfunded in FY2012-2013

** Moved this position to Fire Administration FY2012-2013

*** This category includes \$87,000 FLSA pay, dictated by the FLSA 7K rule adopted by the City of Monterey Park.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	238,264	230,680	250,085	242,707	242,707
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$238,264	\$230,680	\$250,085	\$242,707	\$242,707
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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

Specific Service Objectives are:

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

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

PROGRAM MEASUREMENTS

	<u>ACTUAL</u> <u>2010– 2011</u>	<u>ESTIMATED</u> <u>2011 – 2012</u>	<u>PROJECTED</u> <u>2012 – 2013</u>
<u>Ambulance Membership</u>			
Residential Subscribers	2,275	2,234	2,234
 <u>Medical Training/ Continuing Education Hours</u>			
Paramedics	750	750	750
Emergency Medical Tech	<u>700</u>	<u>700</u>	<u>750</u>
Total Hours	1,450	1,450	1,500

2012-2013 GOALS AND OBJECTIVES

1. In conjunction with the UCLA Center for Pre-hospital Care, continue participation as one of six Fire Departments in Los Angeles County in a CPR effectiveness study. The purpose of this study is to ensure treatment practices and procedures are the most beneficial to the patient.
2. Participate in the “Best Practices” study, phase II, being conducted by the Los Angeles County Department of Health Service and UCLA. Phase II focuses on patient safety to determine the levels of service quality and appropriate pre-hospital care intervention as compared to other agencies.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Completed Phase I of “Best Practices” study by the UCLA Center for Pre-hospital care. This study was in the field of pain management and showed Monterey Park placed in the top two of 15 fire departments participating in the study.
2. Completed application, training, and implementation of the Standing Field Treatment Protocol program for the residents of Monterey Park. There are currently only 13 provider agencies out of 26 fire departments that provide this service.
3. Implemented the transmission of data/EKGs to local STEMI receiving hospitals. This required collaboration between the fire department providers and the cardiology department interpreting the readings from the field.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) reflects an increase of \$3,000 for anticipated cost increases and actual usage for Medical/Pharmaceuticals. Expenditures in this category fluctuate based on call volume.
2. Small Tools category (#24000) shows an increase of \$4,050 to cover actual expenditures.
3. Contracted Services category (#31000) shows an increase of \$3,177 for EMS billing services and internal City Data Processing Services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SERVICES & SUPPLIES					
21000 Office Supplies	\$470	\$400	\$400	\$400	\$400
22000 Operating Supplies	19,856	20,000	23,000	23,000	23,000
23000 R/M Supplies	33	2,000	2,000	2,000	2,000
24000 Small Tools	46,173	36,200	37,250	40,250	40,250
31000 Contracted Services	48,985	55,823	70,478	59,000	59,000
32000 Communications	3,395	3,000	3,700	4,800	4,800
33000 Motor Pool Charges	70,000	58,800	58,800	58,800	58,800
34000 Advertising	0	0	0	0	0
38000 R/M Contractual	13,299	9,457	9,457	9,457	9,457
39000 Miscellaneous	33,966	40,000	40,000	40,000	40,000
41000 Other Agency Serv	2,087	5,000	5,000	5,000	5,000
TOTAL	\$238,264	\$230,680	\$250,085	\$242,707	\$242,707
GRAND TOTAL	\$238,264	\$230,680	\$250,085	\$242,707	\$242,707

SOURCE OF FUNDS:

CITY OF MONTEREY PARK
PROGRAM SUMMARY

General Fund \$1,534,155
 Retirement Fund \$178,280
 Library Tax Fund \$554,436
 Literacy and Civics Ed. Grant \$22,669
 CA Council for the Humanities \$6,509
 Literacy Trust Grant \$14,255

DEPARTMENT: Library

ACTIVITY: Library

ACTIVITY NO.: 6000

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$1,547,012	\$1,594,698	\$1,532,990	\$1,597,594	\$1,597,594
SERVICES & SUPPLIES	670,982	725,551	710,016	712,710	712,710
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,217,994	\$2,320,249	\$2,243,006	\$2,310,304	\$2,310,304
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	24.50	23.73	23.73	23.73	23.73

Program Description

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

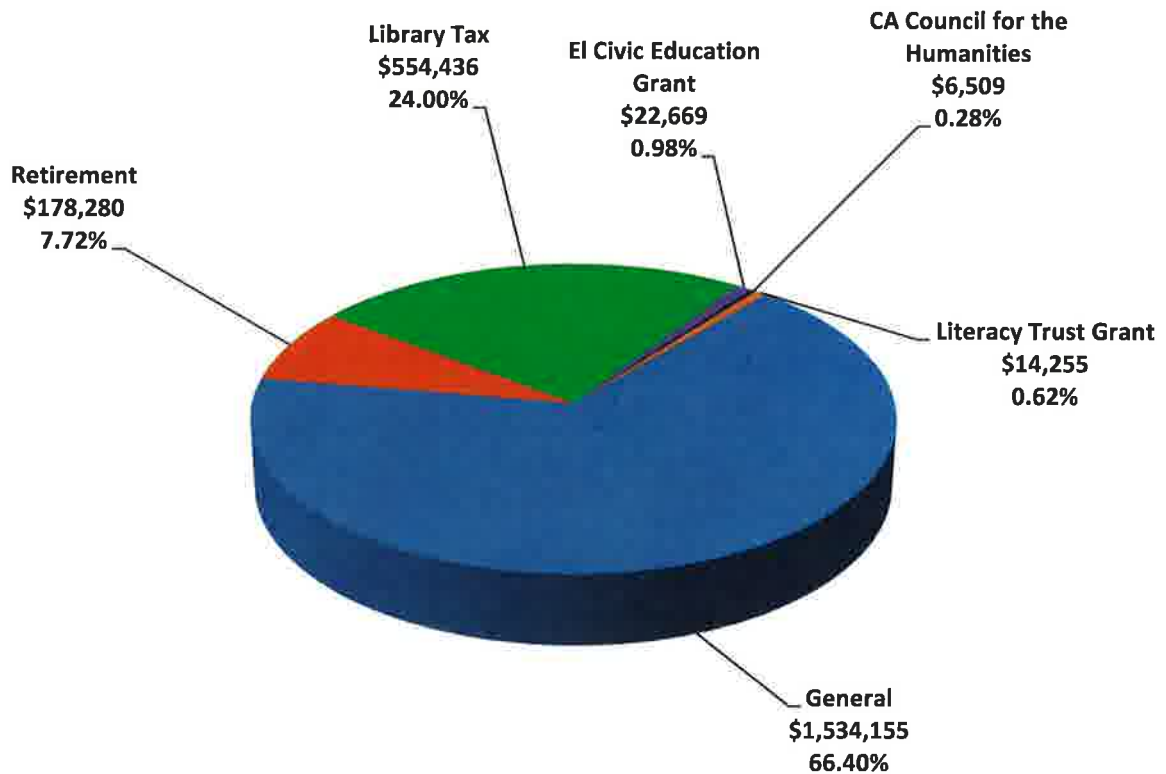
The library serves the residents, city employees and business community of the City of Monterey Park by maintaining a diversified collection of books including electronic and non-print materials and public access computers; encouraging and promoting independent lifelong learning; providing reference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

The library has a collection of approximately 148,586 volumes of books, 5,954 government publications, 4,116 audio items, 3,338 videocassettes, 3,254 DVDs, 4,420 maps, 422 pamphlets and 93 magazine and newspaper subscriptions.

Special activities and strengths of the library include an international collection of 34,551 non-English language items with an emphasis on Asian materials housed in the International Room and a literacy program (LAMP) which offers English as a Second Language and several citizenship classes.

Personnel changes from last year include: No major changes

Library Source of Funds



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library
ACTIVITY: Administration
ACTIVITY NO.: 6001

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$239,713	\$246,921	\$243,528	\$252,399	\$252,399
SERVICES & SUPPLIES	526,931	539,234	536,854	540,757	540,757
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$766,644	\$786,155	\$780,382	\$793,156	\$793,156
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.80	 3.80	 3.80	 3.80	 3.80

Program Description

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

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Library Volunteer Hours	10,986	11,000	11,500
Grants Awarded (Number)	4	2	3
Grants Awarded (Amount)	\$27,500	\$32,000	\$20,000
Fundraising (Foundation)	\$10,000	\$15,000	\$20,000
Fundraising (Friends)	\$7,000	\$8,000	\$9,000

2012-2013 GOALS AND OBJECTIVES

1. Provide opportunities for staff to acquire new skills and expand knowledge of new resources and technologies and increase staff efficiency by cross-training to better serve library patrons.
2. Increase collaborative and creative efforts by library supporters – individuals and groups – to raise funds to provide up-to-date books, media and databases to meet the educational, informational and entertainment needs of the community.
3. Improve the aesthetics of the library’s interior to include more art and cultural exhibits and displays to enhance the experience for those who visit and use the library.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Due to budget reductions, the Library Board, Library Foundation and Friends of the Library are increasing their donations to underwrite collections and programs as well as increasing their activities in sponsoring and organizing fund-raising events.
2. Through the Transforming Lives After 50 grant project, surveyed baby boomers in Monterey Park and surrounding communities to identify their service needs and gear library activities to those needs.

3. Worked with the Police and Fire Departments to train staff on CPR and AED and issues of child safety and workplace violence to better protect patrons. Collaborated with City Commissions and other local organizations to present various artist exhibits, classes and programs. Partnered with multiple universities and colleges to offer additional literacy and citizenship classes to those in need.
4. Improved the appearance of the library exterior through the completion of the mural redesign of the landscaping using Capital Improvement Project grant funds, adding colorful and drought-resistant plants.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Administration**

ACTIVITY NO.: **6001**

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$146,210	\$148,704	\$145,311	\$149,883	\$149,883
11300 Part Time Salaries	34,429	35,571	35,571	36,108	36,108
11500 Separation Benefits	9,000	9,900	9,900	9,900	9,900
TOTAL	\$189,639	\$194,175	\$190,782	\$195,891	\$195,891
EMPLOYEE BENEFITS					
12200 Life Insurance	\$477	\$414	\$414	\$373	\$373
12300 Medical Insurance	18,665	18,840	18,840	19,980	19,980
12350 Medicare Insurance	2,784	2,157	2,157	2,698	2,698
12370 Part Time Retirement	1,377	1,423	1,423	1,445	1,445
12400 Dental Insurance	820	821	821	821	821
12500 Workers Compensation	1,900	2,090	2,090	2,299	2,299
12600 Retirement	22,115	25,066	25,066	26,952	26,952
12900 Long Term Disability	1,498	1,497	1,497	1,498	1,498
12950 Vision Plan	438	438	438	442	442
TOTAL	\$50,074	\$52,746	\$52,746	\$56,508	\$56,508
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,281	\$3,000	\$3,000	\$2,700	\$2,700
22000 Operating Supplies	7,188	6,500	6,500	5,500	5,500
31000 Contracted Services	11,369	11,540	11,540	11,540	11,540
32000 Communications	11,362	12,389	12,389	13,035	13,035
36000 Utilities	88,102	95,665	95,665	102,080	102,080
38000 R/M Contractual	13,418	16,146	13,766	14,955	14,955
39000 Miscellaneous	7,016	7,798	7,798	4,750	4,750
41000 Other Agency Serv	3,000	3,000	3,000	3,000	3,000
42000 Debt Service	383,195	383,196	383,196	383,197	383,197
TOTAL	\$526,931	\$539,234	\$536,854	\$540,757	\$540,757
GRAND TOTAL	\$766,644	\$786,155	\$780,382	\$793,156	\$793,156

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Library

ACTIVITY: Administration

ACTIVITY NO.: 6001

Class Title	<u>Full-Time Equivalent Positions</u>			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
City Librarian	1.00	1.00	1.00	\$99,588	\$99,012	\$99,012
Secretary	1.00	1.00	1.00	49,116	50,871	50,871
Separation Benefits	0.00	0.00	0.00	9,900	9,900	9,900
<u>Part-Time</u>						
Janitor	1.80	1.80	1.80	35,571	36,108	36,108
Total	3.80	3.80	3.80	\$194,175	\$195,891	\$195,891

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$269,698	\$286,358	\$286,170	\$282,205	\$282,205
SERVICES & SUPPLIES	37,291	57,025	49,266	48,749	48,749
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$306,989	\$343,383	\$335,436	\$330,954	\$330,954
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.65	 3.65	 3.65	 3.24	 3.24

Program Description

This activity provides reference, informational and research assistance to the public; assists adults and children in locating and using library materials; provides professional level expertise in the selection and management of library's adult/young adult (YA) print, audiovisual and electronic collections; plans exhibits and programs for adults and YA's. Specific service objectives are:

- Assist at Reference Desk by answering in-person, telephone, E-mail and Internet requests for information and advise adults and teens in the use of materials and services through individual instruction.
- Show and train community members on how to locate materials and information through the Online Public Access Catalog (OPAC), electronic databases and the Internet.
- Conduct library tours and provide instruction in the use of library materials and services for school classes, community organizations and other interested groups.

- Select print and audiovisual materials for adults and YA’s in various languages used in the community to meet the identified educational, informational and recreational needs of the community.
- Review on an annual basis the demographic characteristics of the City of Monterey Park in order to keep the library’s collection current with the composition of the community.
- Target the informational and educational needs of the community by working with community and government groups and respond with appropriate library services and materials.
- Schedule cultural and educational programs for the community that reflect the needs and desires of Monterey Park residents.

PROGRAM MEASUREMENTS

	<u>Actual</u> 2010-11	<u>Estimated</u> 2011-12	<u>Projected</u> 2012-13
Reference Transactions	10,362	10,000	10,000
Adult/YA/Literacy Programs Presented	1,895	1,800	1,800
Adult/YA Program Attendance	33,219	20,000	20,000

2012-2013 GOALS AND OBJECTIVES

1. Build partnerships with local schools to better serve teens by acquiring recommended reading lists, researching assignment subjects and aligning the Young Adult library collection to support the schools’ curriculum.
2. Develop a community wide reading program, *California Reads*, with grant funding working in partnership with the California Center of the Book, CAL Humanities and Monterey Park agencies and organizations.
3. Implement and promote an e-book collection that includes Reference Books and a list of free downloadable e-books for the public to access 24/7 from the library’s website.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Promoted academic achievement by offering workshops on SAT practice tests, personal college essays and financial aid and purchasing new ACT, SAT and Advanced Placement test books.

2. Purchased new fiction, nonfiction, and large print bestsellers through a new plan that reduces the cost of cataloguing and processing new bestselling books, making them shelf ready and available for library customers at their highest popularity.
3. Worked with Technical Services to attach genres labels on fiction books to make mysteries, science fiction, westerns and fantasy books more visible to library customers browsing fiction shelves.
4. Implemented job and career workshops on E Resources available 24/7 from the library's databases to assist job seekers with resumes, careers, job searches and job test preparation.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Books and Subscriptions category (#40000) includes planned expenditures to build up the collections to offer more up-to-date books and materials utilizing current technology including online databases, e-books and downloadable books.

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$188,627	\$185,234	\$185,234	\$190,481	\$190,481
11300 Part Time Salaries	7,786	21,904	21,904	10,300	10,300
11500 Separation Benefits	12,500	13,750	13,750	13,750	13,750
TOTAL	\$208,913	\$220,888	\$220,888	\$214,531	\$214,531
EMPLOYEE BENEFITS					
12200 Life Insurance	\$486	\$486	\$486	\$486	\$486
12300 Medical Insurance	23,334	24,723	24,723	25,002	25,002
12350 Medicare Insurance	2,857	2,736	2,686	2,762	2,762
12370 Part Time Retirement	137	1,365	1,227	0	0
12400 Dental Insurance	1,209	1,209	1,209	1,209	1,209
12500 Workers Compensation	1,900	2,090	2,090	2,299	2,299
12600 Retirement	29,257	31,223	31,223	34,273	34,273
12900 Long Term Disability	1,155	1,188	1,188	1,188	1,188
12950 Vision Plan	450	450	450	455	455
TOTAL	\$60,785	\$65,470	\$65,282	\$67,674	\$67,674
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$0	\$0	\$1,000	\$1,000
22000 Operating Supplies	1,644	2,250	991	1,009	1,009
31000 Contracted Services	6,747	3,000	0	4,000	4,000
32000 Communications	0	250	0	0	0
38000 R/M Contractual	973	1,500	500	500	500
39000 Miscellaneous	0	3,000	750	1,500	1,500
40000 Books & Subscriptions	27,927	47,025	47,025	40,740	40,740
TOTAL	\$37,291	\$57,025	\$49,266	\$48,749	\$48,749
GRAND TOTAL	\$306,989	\$343,383	\$335,436	\$330,954	\$330,954

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Reference and Adult Services**

ACTIVITY NO.: **6002**

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Senior Librarian	1.00	1.00	1.00	\$63,012	\$64,584	\$64,584
Librarian	2.00	2.00	2.00	120,422	124,097	124,097
Bilingual	0.00	0.00	0.00	1,800	1,800	1,800
Separation Benefits	0.00	0.00	0.00	13,750	13,750	13,750
<u>Part-Time</u>						
Librarian	0.65	0.24	0.24	21,904	10,300	10,300
Total	3.65	3.24	3.24	\$220,888	\$214,531	\$214,531

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$327,778	\$318,879	\$318,879	\$329,860	\$329,860
SERVICES & SUPPLIES	73,017	94,621	94,621	86,504	86,504
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$400,795	\$413,500	\$413,500	\$416,364	\$416,364
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.30	4.06	4.06	4.10	4.10

Program Description

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

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
<u>NEW CATALOG TITLES ADDED</u>			
Books	4,200	2,700	2,700
Audio-Visual	<u>782</u>	<u>300</u>	<u>300</u>
Total Cataloged Titles Added	4,982	3,000	3,000
<u>NEW ITEMS ADDED</u>			
Cataloged Books	5,733	4,800	4,800
Cataloged Audio-Visual	780	270	270
Government Documents	<u>407</u>	<u>480</u>	<u>480</u>
Total Cataloged Items Added	6,920	5,500	5,500
 Total Uncataloged Items Added	 39	 0	 0
 Number of Materials Borrowed from Other Libraries	 222	 70	 70
 Number of Materials Other Libraries Borrowed from City	 254	 100	 100
<u>COLLECTION TOTALS</u>			
All Items	178,664	186,000	186,000
Cataloged Titles	148,236	150,400	150,400

2012-2013 GOALS AND OBJECTIVES

1. Continue to take advantage of the E-rate discount rate to maintain fast internet connections to meet the demands of the library computer users.
2. Expand Shelf Ready/ pre-processed book purchases so that new materials can be made available to the public sooner.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Increased computer Internet speed from 5 mpbl to 75 mbpl, expanded wireless access to the second floor and installed improved timeout management software to allow equitable access by computer users.
2. Digitized 200 slides and photographs of Monterey Park people, places and events through the federal LSTA Local History Digital Resources grant. This grant allows patrons and other libraries access to the historical photographs via library's website.
3. Completed recording, editing and broadcasting more than 24 digital interviews of local residents through the federal LSTA California in the Past Local Storytelling grant.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) decrease is due to streamlining supplies costs due to more efficient methods of ordering and processing library materials and in accordance with reduced available funding.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Technical Services**

ACTIVITY NO.: **6003**

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$225,624	\$219,084	\$219,084	\$222,507	\$222,507
11300 Part Time Salaries	6,839	2,845	2,845	2,845	2,845
11500 Separation Benefits	17,000	18,700	18,700	18,700	18,700
TOTAL	\$249,463	\$240,629	\$240,629	\$244,052	\$244,052
EMPLOYEE BENEFITS					
12200 Life Insurance	\$648	\$648	\$648	\$648	\$648
12300 Medical Insurance	32,418	33,581	33,581	33,977	33,977
12350 Medicare Insurance	3,658	41	41	3,227	3,227
12370 Part Time Retirement	274	114	114	114	114
12400 Dental Insurance	2,431	1,798	1,798	2,530	2,530
12500 Workers Compensation	2,650	2,915	2,915	3,207	3,207
12600 Retirement	34,199	37,116	37,116	40,059	40,059
12900 Long Term Disability	1,584	1,584	1,584	1,584	1,584
12950 Vision Plan	453	453	453	462	462
TOTAL	\$78,315	\$78,250	\$78,250	\$85,808	\$85,808
SERVICES & SUPPLIES					
22000 Operating Supplies	\$13,045	\$9,659	\$9,659	\$8,511	\$8,511
31000 Contracted Services	10,635	10,613	10,613	11,540	11,540
33000 Motor Pool Charges	438	0	0	0	0
38000 R/M Contractual	47,599	73,299	73,299	65,403	65,403
39000 Miscellaneous	1,300	1,050	1,050	1,050	1,050
TOTAL	\$73,017	\$94,621	\$94,621	\$86,504	\$86,504
GRAND TOTAL	\$400,795	\$413,500	\$413,500	\$416,364	\$416,364

CITY OF MONTEREY PARK
PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Senior Librarian	1.00	1.00	1.00	\$78,648	\$78,648	\$78,648
Library Technician	2.00	2.00	2.00	100,284	102,720	102,720
Library Clerk	1.00	1.00	1.00	39,552	40,539	40,539
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	18,700	18,700	18,700
<u>Part-Time</u>						
Librarian	0.06	0.00	0.00	2,845	0	0
Library Clerk	0.00	0.10	0.10	0	2,845	2,845
Total	4.06	4.10	4.10	\$240,629	\$244,052	\$244,052

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Circulation

ACTIVITY NO.: 6004

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$323,428	\$340,525	\$340,525	\$341,734	\$341,734
SERVICES & SUPPLIES	6,157	6,800	2,200	5,350	5,350
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$329,585	\$347,325	\$342,725	\$347,084	\$347,084
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 7.75	 6.75	 6.75	 7.12	 7.12

Program Description

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

Specific activities include:

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

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

PROGRAM MEASUREMENTS

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
<u>ITEMS CIRCULATED</u>			
Total	337,086	345,000	380,000
Items Per Capita	5.58 ¹	5.71 ¹	6.29 ¹
Weekly Hours of Opening	54	38	38

LIBRARY USERS

User Visits Per Day	1,393	1,400	1,646
Total User Visits Per Year	339,824	350,000	400,000
New Cardholders Registered	4,021	5,000	5,500
Library Cardholders	54,757	60,000	65,500
Number of Requests for Items Checked-Out	3,676	3,500	3,800
Overdue Notices-Processed	6,533	7,500	8,000

¹ Population figure used for calculation: 60,435

COMPARISON TO OTHER LIBRARIES (Figures are 2009 - 2010)

<u>LIBRARY</u>	<u>CIRCULATION</u>	<u>CIRC/CAPITA</u>	<u>CARDHOLDERS</u>
Alhambra	509,483	5.69	82,430
Arcadia	725,397	12.79	60,162
Azusa	100,731	2.05	34,062
Los Angeles Public	18,052,130	4.41	1,368,354
Los Angeles County	16,804,616	4.57	3,305,875
Monrovia	202,116	5.05	36,590
Monterey Park	380,612	5.85	66,013
South Pasadena	431,573	16.68	30,013
Whittier	535,952	6.15	195,804

2012-2013 GOALS AND OBJECTIVES

1. Research new technologies in patron self checkout to expedite customer service.
2. Expand staff cross training emphasizing public desk areas ensuring efficient customer service to the public during a time of reduced staffing.
3. Develop a new customer service approach to better meet the increasing demands staff face due to an expanding use of library services by the community.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Increased by six, for a total of 13, consistent volunteer shelvers helping to offset the loss of staffing while continuing to provide excellent service by making library materials rapidly available to the public.
2. Assisted other divisions in meeting goals due to cross-training Circulation clerks in various tasks such as deleting and discarding outdated library materials and selecting new items.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes a decrease in supplies from budget allocation in Fiscal Year 2011-2012 due to reduced available funding.
2. Miscellaneous category (#39000) decrease is due to expected reduced costs in Printing and Duplicating costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Circulation**

ACTIVITY NO.: **6004**

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$182,232	\$182,112	\$182,112	\$183,099	\$183,099
11300 Part Time Salaries	58,370	69,618	69,618	66,105	66,105
11500 Separation Benefits	15,400	16,940	16,940	16,940	16,940
TOTAL	\$256,002	\$268,670	\$268,670	\$266,144	\$266,144
EMPLOYEE BENEFITS					
12200 Life Insurance	\$648	\$648	\$648	\$648	\$648
12300 Medical Insurance	26,058	26,647	26,647	27,064	27,064
12350 Medicare Insurance	3,511	2,671	2,671	3,035	3,035
12370 Part Time Retirement	2,335	3,636	3,636	3,915	3,915
12400 Dental Insurance	1,798	1,799	1,799	1,799	1,799
12500 Workers Compensation	3,350	3,685	3,685	4,054	4,054
12600 Retirement	27,664	30,697	30,697	32,997	32,997
12900 Long Term Disability	1,584	1,584	1,584	1,584	1,584
12950 Vision Plan	478	488	488	494	494
TOTAL	\$67,426	\$71,855	\$71,855	\$75,590	\$75,590
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,700	\$3,700	\$1,700	\$2,200	\$2,200
38000 R/M Contractual	2,457	2,600	0	2,900	2,900
39000 Miscellaneous	0	500	500	250	250
TOTAL	\$6,157	\$6,800	\$2,200	\$5,350	\$5,350
GRAND TOTAL	\$329,585	\$347,325	\$342,725	\$347,084	\$347,084

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Library
ACTIVITY: Circulation
ACTIVITY NO.: 6004

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Library Circulation Serv Supervisor	1.00	1.00	1.00	\$51,360	\$51,360	\$51,360
Library Clerk	3.00	3.00	3.00	129,552	130,539	130,539
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	16,940	16,940	16,940
<u>Part-Time</u>						
Library Clerk	1.35	1.62	1.62	45,000	42,076	42,076
Library Page	1.40	1.50	1.50	24,618	24,029	24,029
Total	6.75	7.12	7.12	\$268,670	\$266,144	\$266,144

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$162,524	\$179,586	\$121,459	\$164,525	\$164,525
SERVICES & SUPPLIES	19	3,871	3,075	450	450
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$162,543	\$183,457	\$124,534	\$164,975	\$164,975
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.00	2.47	2.47	2.47	2.47

Program Description

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Number of Students Participating	1,412	1,315	1,500
Number of Student Hours	27,408	22,700	28,000
Number of Tutors	98	125	125
Number of Tutor Volunteer Hours	3,500	3,760	3,760
Number of Tutors Trained	42	70	75

2012-2013 GOALS AND OBJECTIVES

1. Enhance the literacy program to include high school diploma and GED computer classes to meet the critical needs of adult learners who wish to become employed.
2. Create partnerships with other community programs that will assist in extending literacy assistance to middle and high school second language learners at school sites.
3. Expand the literacy core collection of English as a Second Language and Citizenship Preparation materials that provide instructional lessons on health, finances, workplace technology, American History and Government and fiction and nonfiction literature.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Created training guide for new volunteer teachers on cultural differences and how to implement instructional lessons on racial, social classes and gender issues in the ESL and literacy program classes through creative writing and open discussions.
2. Designed training curriculum for new volunteer instructors on how to implement ESL Workforce Literacy into lessons to align with employment skills. New volunteer instructors were trained on how to define the workplace of today and the literacy needs of second language learners encounter in the job market.
3. Recruited additional volunteer instructors by partnering with the California State University-Fullerton Learning Center to offer student teachers in the TESOL(Teaching English to Speakers of Other Languages) program the opportunity to teach English reading, speaking and writing skills to adult learners in the community.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) includes reallocation of funding sources for the full-time Library Clerk position including a new fund 0445 funded by the Literacy Trust Fund. It also reflects a possible change in the allocation required for the full-time Literacy Program Administrator position.
2. Part-Time Salaries category (#11300) includes an increase due to expected higher need for part-time assistance in the LAMP office and other divisions.
3. Office Supplies category (#21000) includes an allocation from the Literacy Trust Fund for needed office supplies.
4. Communications category (#32000) reflects an increase in expected Postage costs for the program.
5. R.M Contractual category (#38000) decrease reflects reduced available funding with the expectation of meeting needs through fundraising.
6. Miscellaneous category (#39000) decrease reflects reduced available funding with the expectation of meeting needs through fundraising.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$109,510	\$116,522	\$77,886	\$105,090	\$105,090
11300 Part Time Salaries	6,385	11,066	7,589	8,730	8,730
11500 Separation Benefits	7,500	8,250	7,452	7,452	7,452
TOTAL	\$123,395	\$135,838	\$92,927	\$121,272	\$121,272
EMPLOYEE BENEFITS					
12200 Life Insurance	\$324	\$325	\$162	\$326	\$326
12300 Medical Insurance	16,059	18,780	11,340	18,780	18,780
12350 Medicare Insurance	1,747	1,671	1,199	1,526	1,526
12370 Part Time Retirement	275	408	304	350	350
12400 Dental Insurance	694	798	479	1,011	1,011
12500 Workers Compensation	1,700	1,870	1,100	1,210	1,210
12600 Retirement	17,198	18,736	13,206	18,926	18,926
12900 Long Term Disability	793	793	476	793	793
12950 Vision Plan	339	367	266	331	331
TOTAL	\$39,129	\$43,748	\$28,532	\$43,253	\$43,253
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$0	\$0	\$250	\$250
22000 Operating Supplies	0	2,296	1,500	0	0
32000 Communications	19	50	50	200	200
38000 R/M Contractual	0	1,175	1,175	0	0
39000 Miscellaneous	0	350	350	0	0
40000 Books & Subscriptions	0	0	0	0	0
TOTAL	\$19	\$3,871	\$3,075	\$450	\$450
GRAND TOTAL	\$162,543	\$183,457	\$124,534	\$164,975	\$164,975

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Literacy Program Administrator	1.00	1.00	1.00	\$69,270	\$62,756	\$62,756
Literacy Library Clerk	1.00	1.00	1.00	40,124	41,132	41,132
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	8,250	7,452	7,452
<u>Part-Time</u>						
Library Page	0.47	0.47	0.47	11,066	8,732	8,732
Total	2.47	2.47	2.47	\$129,910	\$121,272	\$121,272

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$223,871	\$222,429	\$222,429	\$226,871	\$226,871
SERVICES & SUPPLIES	27,567	24,000	24,000	30,900	30,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$251,438	\$246,429	\$246,429	\$257,771	\$257,771
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.00	3.00	3.00	3.00	3.00

Program Description

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

Specific service objectives are:

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

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

PROGRAM MEASUREMENTS

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Reference Transactions	11,786	10,700	10,600
Children’s Reading Programs	398	390	395
Children’s Reading Programs’ Attendance	8,759	8,500	8,600

2012-2013 GOALS AND OBJECTIVES

1. Acquire children's e-books to enhance science, technology and picture book collection for elementary school students.
2. Create educational programs by partnering with other City departments to broaden the scope of the existing children's services to local youth and their parents.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Enhanced children's collections on American Indians, science experiments, social sciences and biographical resources to develop critical thinking skills, encourage academic achievement and support school curriculum standards for children infant to 12 years old and their parents and caregivers.
2. Acquired "Children's Core Collection" with quarterly supplements to help build a well-rounded collection resulting in 65% of all library materials checked out being from the Children's collection.
3. Staff conducted trainings on the children's online databases including Brainfuse, BookFlix, and California mission e-books for children and their parents to allow remote access to homework help at any time ("24/7").

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) reduction due to reduced available funding.
2. Miscellaneous category (#39000) consists of Printing and Duplicating of library brochure, Summer Reading Program materials, library newsletters, book lists, flyers for programs, bookmarks, etc. – reduction is due to expected decreased requirements.
3. Books and Subscriptions category (#40000) increase due to decision to increase collection development including International collection and include online databases and other E-content.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Children's Services

ACTIVITY NO.: 6006

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$162,168	\$157,402	\$157,402	\$160,318	\$160,318
11300 Part Time Salaries	0	0	0	0	0
11500 Separation Benefits	9,250	10,175	10,175	10,175	10,175
TOTAL	\$171,418	\$167,577	\$167,577	\$170,493	\$170,493
EMPLOYEE BENEFITS					
12200 Life Insurance	\$486	\$486	\$486	\$486	\$486
12300 Medical Insurance	20,687	21,367	21,367	20,221	20,221
12350 Medicare Insurance	2,415	2,282	2,282	2,400	2,400
12370 Part Time Retirement	0	0	0	0	0
12400 Dental Insurance	741	441	441	441	441
12500 Workers Compensation	1,950	2,145	2,145	2,360	2,360
12600 Retirement	24,576	26,532	26,532	28,868	28,868
12900 Long Term Disability	1,188	1,188	1,188	1,188	1,188
12950 Vision Plan	410	411	411	414	414
TOTAL	\$52,453	\$54,852	\$54,852	\$56,378	\$56,378
SERVICES & SUPPLIES					
22000 Operating Supplies	\$4,252	\$3,000	\$3,000	\$1,250	\$1,250
32000 Communications	1	0	0	0	0
33000 Motor Pool Charges	14	0	0	0	0
39000 Miscellaneous	0	1,000	1,000	200	200
40000 Books & Subscriptions	23,300	20,000	20,000	29,450	29,450
TOTAL	\$27,567	\$24,000	\$24,000	\$30,900	\$30,900
GRAND TOTAL	\$251,438	\$246,429	\$246,429	\$257,771	\$257,771

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Children's Services**

ACTIVITY NO.: **6006**

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Senior Librarian	1.00	1.00	1.00	\$77,712	\$78,648	\$78,648
Senior Library Clerk	1.00	1.00	1.00	40,818	41,838	41,838
Library Clerk	1.00	1.00	1.00	38,272	39,232	39,232
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	10,175	10,175	10,175
Total	3.00	3.00	3.00	\$167,577	\$170,493	\$170,493

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$1,541,764
 Retirement Fund \$110,639
 Refuse Fund \$34,339
 Water Fund \$14,227
 Prop A Fund \$519,961
 Recreation Fund \$316,559
 CDBG Grant \$15,995
 Prop A - Per Parcel Grant \$60,000

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreation and Community Services

ACTIVITY NO.: 6500

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$1,730,205	\$1,847,317	\$1,686,001	\$1,704,425	\$1,704,425
SERVICES & SUPPLIES	876,825	929,352	914,034	909,059	909,059
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,607,030	\$2,776,669	\$2,600,035	\$2,613,484	\$2,613,484
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	35.29	36.49	36.49	35.99	35.99

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, 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 six City Commissions and one Board: Recreation and Parks, Historical Heritage, Art and Culture, Commission on Aging, Sister Cities Commission, Community Relations Commission, and the Youth Advisory Board.

In addition to expending general funds, the Recreation and Community Services Department operates many of their programs through alternative revenue sources. Specialized Recreation classes, Aquatics, and Adult Athletic Leagues are partially self-supported through the levy of

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

Program Changes from last year include:

Community Development Block Grant Funds will no longer be available for Day Care subsidies.

Cascades newspaper to be scaled back to address elimination of RDA and CDBG funds.

Personnel Changes for this year include:

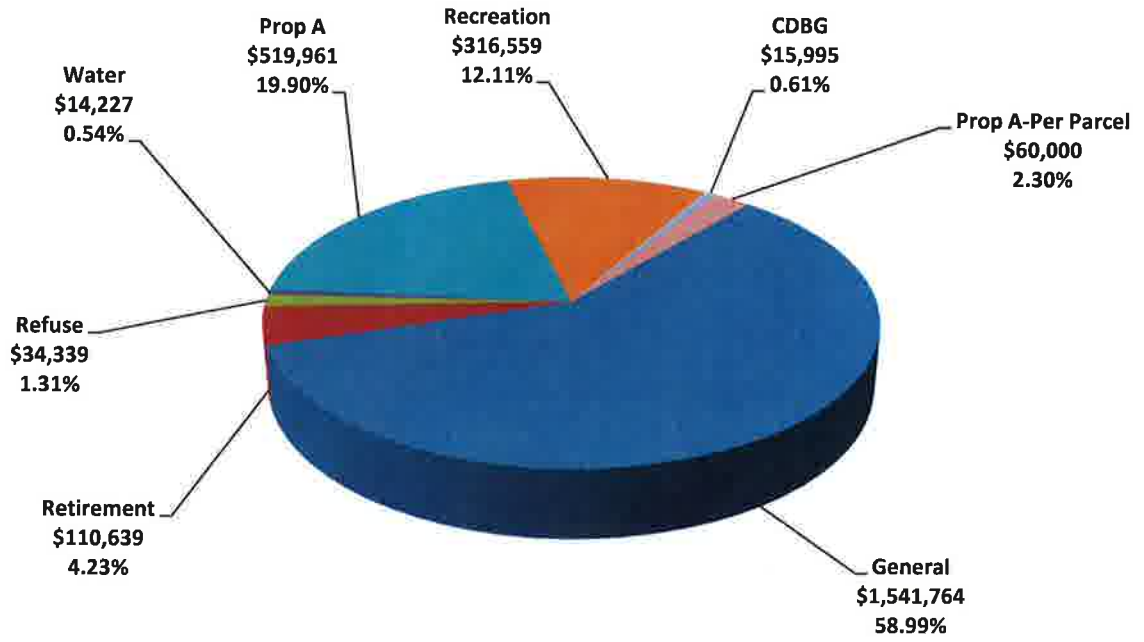
Full time Child Care Assistant position was eliminated – replaced by Part Time Child Care Teacher position.

Special Events Manager position eliminated – most of the duties will be picked up by the Recreation Superintendent position, with some of the duties assigned to Program Coordinators.

Part time Senior Clerk Typist position at Langley Center increased by .25 FTE to handle all clerical duties for extensive programs at the Center.

Part time Recreation Leader position at Langley Center increased by .25 FTE to provide necessary staff to handle maintenance duties, room set-ups, and supervision of night & weekend reservations.

Recreation/Community Services Source of Funds



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$349,089	\$457,831	\$443,824	\$453,050	\$453,050
SERVICES & SUPPLIES	182,395	195,691	189,191	194,757	194,757
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$531,484	\$653,522	\$633,015	\$647,807	\$647,807
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	8.96	9.66	9.66	9.66	9.66

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, athletic events.
- Continue to seek grants and other funds to upgrade City's parks and facilities.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Gymnasium (s) Visits (daily avg.)	109	105	101
Hours of Facilities Use by -			
Youth Groups	1,007	980	780
Private Groups	1,002	995	795
Facility Reservations	141	177	145

2012-2013 GOALS AND OBJECTIVES

1. Develop winter and spring youth camps and tournaments to coincide with school district's breaks.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Updated pictures of park facilities in order to increase potential facility rentals.
2. Developed RFP for 2012-2013 Farmer's Market, scheduled to start in June 2012.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) consists of motor pool funding of \$18,480.
2. Utilities category (#36000) reflects funding of \$12,360 for gas and \$56,650 for electricity.
3. R/M Contractual category (#38000) reflects funding for minor building repairs, contracted custodial services, floor care, and pest control for Parks, Community Centers and the Memorial Amphitheater, and landscaping services at El Encanto.
4. Miscellaneous category (#39000) reflects funding of \$7,000 for Duplicating and Printing of flyers, letters and department brochures.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$159,617	\$241,407	\$230,000	\$235,628	\$235,628
11300 Part Time Salaries	111,380	105,900	105,900	105,900	105,900
11400 Overtime Salaries	3,105	3,000	400	500	500
11500 Separation Benefits	8,775	9,653	9,653	9,653	9,653
TOTAL	\$282,877	\$359,960	\$345,953	\$351,681	\$351,681
EMPLOYEE BENEFITS					
12200 Life Insurance	\$397	\$664	\$664	\$665	\$665
12300 Medical Insurance	20,841	33,069	33,069	33,981	33,981
12350 Medicare Insurance	3,851	4,022	4,022	3,939	3,939
12370 Part Time Retirement	4,553	4,570	4,570	4,570	4,570
12400 Dental Insurance	1,372	1,956	1,956	2,068	2,068
12500 Workers Compensation	9,675	10,643	10,643	11,707	11,707
12600 Retirement	24,135	40,858	40,858	42,347	42,347
12900 Long Term Disability	1,011	1,406	1,406	1,406	1,406
12950 Vision Plan	377	683	683	686	686
TOTAL	\$66,212	\$97,871	\$97,871	\$101,369	\$101,369
SERVICES & SUPPLIES					
21000 Office Supplies	\$821	\$2,800	\$2,800	\$2,800	\$2,800
22000 Operating Supplies	5,046	6,648	6,648	6,648	6,648
23000 R/M Supplies	996	1,315	1,315	1,315	1,315
31000 Contracted Services	8,857	5,000	5,000	5,000	5,000
32000 Communications	21,273	24,446	22,946	24,412	24,412
33000 Motor Pool Charges	22,000	18,480	18,480	18,480	18,480
36000 Utilities	59,171	70,000	67,000	69,010	69,010
37000 Leases & Rentals	2,041	0	0	0	0
38000 R/M Contractual	56,843	60,002	60,002	60,092	60,092
39000 Miscellaneous	5,347	7,000	5,000	7,000	7,000
TOTAL	\$182,395	\$195,691	\$189,191	\$194,757	\$194,757
GRAND TOTAL	\$531,484	\$653,522	\$633,015	\$647,807	\$647,807

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Recreation & Community Services	0.55	0.55	0.55	\$55,618	\$57,275	\$57,275
Recreation Superintendent	0.90	0.90	0.90	76,864	69,540	69,540
Program Coordinator	0.50	0.50	0.50	28,314	28,202	28,202
Administrative Secretary	0.80	0.80	0.80	43,171	43,171	43,171
Senior Clerk Typist	0.80	0.80	0.80	36,000	36,000	36,000
Bilingual	0.00	0.00	0.00	1,440	1,440	1,440
Overtime	0.00	0.00	0.00	3,000	500	500
Separation Benefits	0.00	0.00	0.00	9,653	9,653	9,653
<u>Part-Time</u>						
Recreation Leaders	5.86	5.86	5.86	99,390	99,390	99,390
Clerk Typist	0.25	0.25	0.25	6,510	6,510	6,510
Total	9.66	9.66	9.66	\$359,960	\$351,681	\$351,681

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$325,523	\$320,697	\$322,304	\$313,969	\$313,969
SERVICES & SUPPLIES	146,091	171,850	171,850	178,300	178,300
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$471,614	\$492,547	\$494,154	\$492,269	\$492,269
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 6.99	 7.49	 7.49	 7.49	 7.49

Program Description

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

Specific service targets are:

- Provide an Aquatics instructional program for all levels to ensure that all residents have an opportunity to learn to swim.

- Provide a variety of aquatic programs that include social, recreational, education, safety, fitness, and competitive activities for public enjoyment.
- Maintain water temperature of 78 to 80 degrees and provide optimum water and facility conditions to meet accepted health standards for the overall enjoyment of patrons.
- Provide highly trained and customer service friendly aquatics personnel to ensure safe and efficient operations, and for quality programming at the two swimming pools.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Total Number of Users	63501	63,500	64,000
Instructional Class Attendance	2,449	2,500	2,150
Hours of Use by:			
Instructional Classes	770	770	770
Private Groups	1,600	1,600	1,600
School Groups	1,700	1,700	1,700
Public Swim	500	500	500
% of Operating Expenses			
Defrayed by User Fees	29%	28%	30%

2012-2013 GOALS AND OBJECTIVES

1. Complete capital improvement projects at George Elder Pool including LED lighting and new filter system for wading pool.
2. Incorporate new ramps and lifts at both George Elder Pool and Barnes Pool to meet new ADA Guidelines.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Reestablishing a Board of Directors for the Manta Ray Swim Team including President, Secretary and Treasurer to conduct meetings and other business which meets the requirements of their existing 501(c)3 Corporation By-Laws. Assisting the new board in assuming more independence will ultimately generate a savings of approximately \$20,000 in staffing expenses associated with swim coaches.

2. Incorporated student discounts for lap swim and promoted to the coaches at East Los Angeles College, Mark Keppel High School and Schurr High School to increase lap swim participation and revenue.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating supplies category (#22000) reflects sanitation and cleaning supplies \$5,500 and staff uniforms and safety equipment \$3,500.
2. R/M Supplies category (#23000) reflects \$32,000 for pool chemicals.
3. Utilities category (#36000) reflects costs of \$80,000 for gas and \$47,450 for electrical utilities.
4. R/M category (#38000) reflects \$6,000 for pool repairs, and \$2,000 for building maintenance.
5. Miscellaneous Category (#39000) reflects \$50 for professional memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$77,267	\$97,398	\$97,398	\$96,228	\$96,228
11300 Part Time Salaries	197,196	166,000	166,000	166,000	166,000
11400 Overtime Salaries	1,894	1,000	1,000	0	0
11500 Separation Benefits	10,978	12,076	12,076	6,000	6,000
TOTAL	\$287,335	\$276,474	\$276,474	\$268,228	\$268,228
EMPLOYEE BENEFITS					
12200 Life Insurance	\$216	\$308	\$308	\$308	\$308
12300 Medical Insurance	9,216	13,411	13,411	13,942	13,942
12350 Medicare Insurance	3,940	1,412	3,019	1,396	1,396
12370 Part Time Retirement	7,609	6,780	6,780	6,780	6,780
12400 Dental Insurance	759	1,129	1,129	1,128	1,128
12500 Workers Compensation	3,225	3,548	3,548	3,902	3,902
12600 Retirement	12,491	16,680	16,680	17,328	17,328
12900 Long Term Disability	588	713	713	713	713
12950 Vision Plan	144	242	242	244	244
TOTAL	\$38,188	\$44,223	\$45,830	\$45,741	\$45,741
SERVICES & SUPPLIES					
22000 Operating Supplies	\$6,061	\$9,000	\$9,000	\$9,000	\$9,000
23000 R/M Supplies	31,916	32,000	32,000	32,000	32,000
31000 Contracted Services	1,782	1,800	1,800	1,800	1,800
36000 Utilities	101,599	123,000	123,000	127,450	127,450
38000 R/M Contractual	4,733	6,000	6,000	8,000	8,000
39000 Miscellaneous	0	50	50	50	50
TOTAL	\$146,091	\$171,850	\$171,850	\$178,300	\$178,300
GRAND TOTAL	\$471,614	\$492,547	\$494,154	\$492,269	\$492,269

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Recreation & Community Services	0.10	0.10	0.10	\$11,584	\$10,414	\$10,414
Program Coordinator	0.50	0.50	0.50	28,314	28,314	28,314
Pool Maintenance Worker	1.00	1.00	1.00	46,824	46,824	46,824
Administrative Secretary	0.10	0.10	0.10	5,396	5,396	5,396
Senior Clerk Typist	0.10	0.10	0.10	4,500	4,500	4,500
Bilingual	0.00	0.00	0.00	780	780	780
Overtime	0.00	0.00	0.00	1,000	0	0
Separation Benefits	0.00	0.00	0.00	12,076	6,000	6,000
<u>Part-Time</u>						
Pool Manager	3.38	3.38	3.38	64,602	64,602	64,602
Assistant Manager	0.35	0.35	0.35	11,810	11,810	11,810
Senior Lifeguard	0.65	0.65	0.65	38,310	38,310	38,310
Lifeguard	0.46	0.46	0.46	22,950	22,950	22,950
Jr. Lifeguard	0.24	0.24	0.24	7,550	7,550	7,550
Cashier	0.27	0.27	0.27	10,091	10,091	10,091
Locker Room Attendant	0.34	0.34	0.34	10,687	10,687	10,687
Total	7.49	7.49	7.49	\$276,474	\$268,228	\$268,228

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$206,231	\$179,185	\$190,967	\$192,654	\$192,654
SERVICES & SUPPLIES	98,157	114,156	113,356	114,156	114,156
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$304,388	\$293,341	\$304,323	\$306,810	\$306,810
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.65	 2.65	 2.65	 3.15	 3.15

Program Description

This activity provides for the operation of Langley Center, the City's Senior Citizen Center. Langley Center provides activities for the local seniors, including specialized classes, trips and tours, health screening, tax services, and a range of other free services. Other activities include dances, lunch program, billiards, table tennis, computer classes, driver training, In Home Care Management, social clubs, flea market and special events.

Langley Center offers a comprehensive community-wide program that promotes good health, independence, recreation, education and social fulfillment for all older adults residing in Monterey Park.

Special services objectives are:

- Continue to provide needed services and programs for senior citizens at Langley Center.

- Provide free health screenings, including eye exams, diabetes and blood pressure checks and periodic stroke screenings and flu shots through the assistance of local volunteer doctors and nurses.
- Provide a variety of senior programs to include social, recreational, educational, and fitness activities for the seniors' enjoyment.
- Work with local senior citizen clubs and organizations to further cultural goodwill among the growing ethnic community.
- Provide hot lunches for seniors at Langley Center and home delivery for the disabled and infirm. The City currently works in conjunction with YWCA Intervale Senior Services of San Gabriel Valley to provide meals at Langley Center and home delivered meals for the home bound seniors.
- Provide an In Home Case Management Program in conjunction with Huntington Hospital. This program provides services to the frail and elderly, allowing them to remain in their homes.
- 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 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-2013</u>
Sr. Citizen Lunches served	22,780	29,305	29,000
Home Delivered Lunches	13,263	13,325	14,000
Volunteer Hours	37,500	37,600	37,700
Education & Recreational Classes Attendance	100,450	96,200	96,300
Health Care Screenings	3,250	2,800	2,900
In Home Care Contacts	2,125	2,800	2,800
Trips & Tours	450	892	890
Billiards, Table Tennis, Exercise Machines	89,500	90,000	90,000

2012-2013 GOALS AND OBJECTIVES

1. Develop tracking system of emergency information for senior volunteers.
2. Provide two fire drills to expand safety procedure education and create escape route maps to improve patron safety.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Friends of the Seniors are developing a plan to open up the dining room for special lunches by opening up Club Room 1 and 2 walls and moving the stage to the opposite wall of the dining room. Architectural plans are in the design process.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Recreation Leader and Part Time Senior Clerk Typist positions (#11300) each increased .25 FTE to properly staff Langley Center. Recreation Leader position sets up rooms for activities & reservations and supervises nights and weekends. Senior Clerk Typist does general typing & filing as well as Community outreach program for Senior Citizens that is funded through a Community Development Block Grant.
2. Utilities category (#36000) reflects \$46,000 for electricity and \$3,600 for gas.
3. R/M Contractual category (#38000) reflects cost of \$45,106 for cleaning and maintenance services and \$1,000 for fire alarm, fire extinguisher services and exercise equipment maintenance and repairs.
3. Miscellaneous category (#39000) reflects \$4,500 in printing and duplicating of flyers and materials for programs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$107,665	\$99,423	\$102,000	\$99,423	\$99,423
11300 Part Time Salaries	54,978	36,400	36,400	50,973	50,973
11400 Overtime Salaries	91	0	164	0	0
11500 Separation Benefits	6,075	6,683	6,683	6,683	6,683
TOTAL	\$168,809	\$142,506	\$145,247	\$157,079	\$157,079
EMPLOYEE BENEFITS					
12200 Life Insurance	\$124	\$111	\$111	\$131	\$131
12300 Medical Insurance	11,864	13,141	13,141	12,080	12,080
12350 Medicare Insurance	1,447	1,970	1,970	769	769
12370 Part Time Retirement	683	900	700	700	700
12400 Dental Insurance	804	854	854	855	855
12600 Retirement	21,753	18,951	28,192	20,283	20,283
12900 Long Term Disability	554	554	554	555	555
12950 Vision Plan	193	198	198	202	202
TOTAL	\$37,422	\$36,679	\$45,720	\$35,575	\$35,575
SERVICES & SUPPLIES					
21000 Office Supplies	\$812	\$900	\$900	\$900	\$900
22000 Operating Supplies	8,399	9,900	9,900	9,900	9,900
23000 R/M Supplies	1,906	2,000	2,000	2,600	2,600
32000 Communications	7	150	150	150	150
33000 Motor Pool Charges	0	500	200	400	400
36000 Utilities	42,686	49,600	49,600	49,600	49,600
38000 R/M Contractual	39,505	46,106	46,106	46,106	46,106
39000 Miscellaneous	4,842	5,000	4,500	4,500	4,500
TOTAL	\$98,157	\$114,156	\$113,356	\$114,156	\$114,156
GRAND TOTAL	\$304,388	\$293,341	\$304,323	\$306,810	\$306,810

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Recreation Superintendent	0.70	0.70	0.70	\$59,783	\$59,783	\$59,783
Program Coordinator	0.70	0.70	0.70	39,640	39,640	39,640
Separation Benefits	0.00	0.00	0.00	6,683	6,683	6,683
<u>Part-Time</u>						
Recreation Leader	0.75	1.00	1.00	21,765	29,020	29,020
Sr. Clerk Typist	0.50	0.75	0.75	14,635	21,953	21,953
Total	2.65	3.15	3.15	\$142,506	\$157,079	\$157,079

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$193,074	\$207,627	\$159,103	\$160,148	\$160,148
SERVICES & SUPPLIES	10,559	9,825	8,125	8,625	8,625
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$203,633	\$217,452	\$167,228	\$168,773	\$168,773
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 4.50	 4.50	 4.50	 4.50	 4.50

Program Description

There continues to be a shortage of quality affordable childcare in City of Monterey Park. According to 2000 Census, there are 10,624 children under the age of 14. This reflects 17.7% of the city's population. The Monterey Park Child Care Task Force was able to determine that there are only 1,600 licensed childcare spaces available in Monterey Park. This activity provides after-school recreational programs and care to 41 elementary age residents (K-8th grade) during the school year and up to 120 youth during the summer. This state licensed program provides accountability, safety and a high quality, low cost program to the participating families.

Specific service targets are:

- Provide an after-school childcare program for 30 children at Barnes Park Community Center. The program operates during the school year from 11:00 a.m. to 6:30 p.m., and 7:00 a.m. to 6:30 p.m. when schools are closed for vacation or staff development days.

- Program is funded through user fees and General Fund. Community Development Block Grant (CDBG) funding to subsidize moderate and low income participants was eliminated this year, because of the reduction of CDBG funds to the City.

PROGRAM MEASUREMENTS

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Barnes After School Center Average Daily Attendance	23	26	30
Enrollment- Tiny Tots	65	70	75
% of Operating Expenses Defrayed by User Fees	74%	72%	90%
Enrollment – School Year			
Subsidized*	12	15	0
Non Subsidized	11	11	20
Enrollment – Summer	55	55	65

*CDBG subsidies will end in Fiscal Year 2012-2013

2012-2013 GOALS AND OBJECTIVES

1. Introduce monthly workshops on bullying. The workshops will include discussion of cases and consequences of teasing and bullying classmates.
2. Introduce children to new fun activities to build their self-esteem. Our lesson plan will be titled, 100 self-esteem ideas.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Our Day Care Center has implemented a security system to insure the safety of the children. We have installed alarms in each entrance of our facility. This has given our parents a peace of mind knowing we are aware who enters our daycare center at all times.
2. Added a new specialized class that taught children dance moves as a way to become more physically active.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Eliminated Child Care Assistant Coordinator position (#11200) and replaced with part time Child Care Teachers as a cost reduction. Teachers are able to complete all necessary tasks when the Child Care Coordinator is away from the program.
2. Contracted Services category (#31000) reflects \$4,000 for games, materials, and summer field trip admissions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$102,134	\$106,990	\$65,000	\$64,955	\$64,955
11300 Part Time Salaries	35,519	38,000	38,000	53,833	53,833
11400 Overtime Salaries	492	500	200	0	0
11500 Separation Benefits	10,050	11,055	11,055	6,000	6,000
TOTAL	\$148,195	\$156,545	\$114,255	\$124,788	\$124,788
EMPLOYEE BENEFITS					
12200 Life Insurance	\$305	\$340	\$340	\$179	\$179
12300 Medical Insurance	13,788	16,191	16,191	7,170	7,170
12350 Medicare Insurance	2,027	1,551	1,551	943	943
12370 Part Time Retirement	1,371	1,680	1,680	2,380	2,380
12400 Dental Insurance	850	999	999	293	293
12500 Workers Compensation	10,050	11,055	11,055	12,161	12,161
12600 Retirement	15,491	18,133	12,000	11,687	11,687
12900 Long Term Disability	746	832	832	436	436
12950 Vision Plan	251	301	200	111	111
TOTAL	\$44,879	\$51,082	\$44,848	\$35,360	\$35,360
SERVICES & SUPPLIES					
22000 Operating Supplies	\$4,650	\$5,025	\$4,525	\$4,525	\$4,525
31000 Contracted Services	5,909	4,700	3,500	4,000	4,000
39000 Miscellaneous	0	100	100	100	100
TOTAL	\$10,559	\$9,825	\$8,125	\$8,625	\$8,625
GRAND TOTAL	\$203,633	\$217,452	\$167,228	\$168,773	\$168,773

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Recreation Superintendent	0.10	0.10	0.10	\$8,540	\$7,727	\$7,727
Child Care Coordinator	1.00	1.00	1.00	56,628	56,628	56,628
Child Care Asst. Coordinator*	1.00	0.00	0.00	40,622	0	0
Bilingual	0.00	0.00	0.00	1,200	600	600
Overtime	0.00	0.00	0.00	500	0	0
Separation Benefits	0.00	0.00	0.00	11,055	6,000	6,000
<u>Part-Time</u>						
Child Care Teacher**	2.40	3.40	3.40	38,000	53,833	53,833
Total	4.50	4.50	4.50	\$156,545	\$124,788	\$124,788

* Position to be eliminated; additional part time hours to be budgeted

** Increase due to the elimination of Asst. Child Care Coordinator position

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$89,831	\$104,074	\$101,735	\$102,385	\$102,385
SERVICES & SUPPLIES	233,672	200,700	194,382	197,700	197,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$323,503	\$304,774	\$296,117	\$300,085	\$300,085
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.13	 2.13	 2.13	 2.13	 2.13

Program Description

This activity provides the public with special interest recreation and leisure time programs and activities. Programs include Specialized Recreation Activity Classes, Picnic Facility Rentals, U.S.D.A. Summer Youth Lunch Program, Sports Camps, Adult Athletic Leagues and Service Clubhouse operations. The programs represented in this activity category are self-sustaining (fees must equal costs) programs and requires either a registration or league fee, grant funds or sponsor donations to cover the cost.

Specific service objectives are:

- To offer a variety of specialized programs, adult athletic leagues, and special events to allow residents the opportunity to participate and identify with the community, to expand their skills and interests, and social, cultural and educational horizons.
- Provide recreational, educational, social and cultural classes and activities that are of interest to many of the City's residents.

- Continue to provide opportunities for individuals to initiate and/or maintain physical and mental fitness through a variety of sports, social and cultural activities.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Adult Sports Teams	332	330	302
Specialized Recreation -			
Activities Enrollment: Youth	3,009	3,005	3,247
Adult	1,448	1,300	1,298
Hollywood Bowl & other Recreation trips	200	250	250
Total Activity Revenue Collected	\$303,088	\$300,000	\$300,600
Number of Free Summer Lunches Served	47,685	18,500	17,000

2012-2013 GOALS AND OBJECTIVES

1. Continue networking with offsite vendors to expand the leisure class program and revenue associated with it.
2. Maintain maximum capacity for facilities associated with the leisure class program.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Worked with instructors to make sure that the rates charged are sufficient to cover all the actual and administrative costs incurred in offering the program.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$4,800 for maintenance and operational cost for the Service Clubhouse, \$182,100 for adult sports leagues and seasonal classes which also generate revenue. Seasonal classes all increased to more accurately reflect the increased amount of payments due to increased attendance and fees.
2. Utilities category (#36000) funding reflects \$10,000 for electricity and \$800 for gas service at the Service Clubhouse.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$59,706	\$56,628	\$56,628	\$56,516	\$56,516
11300 Part Time Salaries	0	14,600	14,600	14,600	14,600
11400 Overtime Salaries	1,847	2,500	600	0	0
11500 Separation Benefits	4,325	4,758	4,758	4,758	4,758
TOTAL	\$65,878	\$78,486	\$76,586	\$75,874	\$75,874
EMPLOYEE BENEFITS					
12200 Life Insurance	\$162	\$162	\$162	\$162	\$162
12300 Medical Insurance	9,100	9,300	9,300	9,300	9,300
12350 Medicare Insurance	871	821	0	820	820
12370 Part Time Retirement	0	648	648	648	648
12400 Dental Insurance	720	665	665	666	666
12500 Workers Compensation	3,475	3,823	4,205	4,205	4,205
12600 Retirement	9,047	9,592	9,592	10,174	10,174
12900 Long Term Disability	396	396	396	396	396
12950 Vision Plan	182	181	181	140	140
TOTAL	\$23,953	\$25,588	\$25,149	\$26,511	\$26,511
SERVICES & SUPPLIES					
31000 Contracted Services	\$222,803	\$189,900	\$183,582	\$186,900	\$186,900
36000 Utilities	10,869	10,800	10,800	10,800	10,800
TOTAL	\$233,672	\$200,700	\$194,382	\$197,700	\$197,700
GRAND TOTAL	\$323,503	\$304,774	\$296,117	\$300,085	\$300,085

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Program Coordinator	1.00	1.00	1.00	\$56,628	\$56,516	\$56,516
Overtime	0.00	0.00	0.00	2,500	0	0
Separation Benefits	0.00	0.00	0.00	4,758	4,758	4,758
<u>Part-Time</u>						
Recreation Leader	1.13	1.13	1.13	14,600	14,600	14,600
Total	2.13	2.13	2.13	\$78,486	\$75,874	\$75,874

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$88,006	\$84,432	\$21,725	\$12,514	\$12,514
SERVICES & SUPPLIES	9,242	12,750	12,750	12,750	12,750
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$97,248	\$97,182	\$34,475	\$25,264	\$25,264
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .85	 .85	 .85	 .10	 .10

Program Description

The Community Participation Division supports all city departments by recruiting, screening, orienting, training, placing, counseling and recognizing volunteers who supplement the City's work force. In addition, this division coordinates all Citywide Special Events. Traditional events conducted annually include, but are not limited to; Cherry Blossom Festival, Cinco de Mayo, Play Days, Fourth of July and Harmony Festival. Special functions include Community Garage Sales, Council Reorganization Functions, Concerts, etc. This Division functions as required by the nature of each particular event. The Recreation Superintendent acts as the administrator, liaison or aide to City Administration and Staff, Commissioners, Special Contractor and/or Community Organizations in the promotion, fund raising, planning, coordination and administration of community events and cultural activities; Program Coordinators assist with planning, logistics, and day of event insurance.

Specific service objectives are:

- Properly maintain the functions of volunteer administration by keeping job descriptions current and accurate; recruit and screen the best qualified applicants; orient and train

volunteers to achieve desired performance; keep a master file and insure ongoing recognition of all volunteers.

- Consult with city departments to improve working relations and conduct training for staff that work with volunteers.
- Provide a meaningful experience, growth development and effective participation for volunteers who are active in our City's program.
- Operate a Volunteers Program for youth 13 to 17 years of age. The program provides an opportunity for youth to learn job skills and gain valuable 'on the job work' experience.
- Maintain overall success of the Special Event Programs through continuous coordination with the individuals and groups traditionally involved, as well as the ongoing recruitment of new members, businesses, clubs and organizations.
- Consult, communicate and coordinate with city departments, private contractors, vendors and businesses to enhance the activities, programs and support of the special events.
- Utilize fund raising methods, documentation, financial reports and evaluations, where necessary to improve effectiveness and efficiency of the special events.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Total Number of Volunteer Hours	30,348	30,500	31,000
Number of Community Service Court Allocated/Referral Volunteers	65	75	75
Number of Regular Volunteers	467	500	500
Estimated Savings to City for Volunteer Hours Based on National Standard Rate (\$18.01 per hour)	\$546,567	\$549,305	\$558,310
Total Number of Special Events	22	21	21
Number of Clubs, Groups and Organizations Participating in Special Events	45	45	45

2012-2013 GOALS AND OBJECTIVES

1. Recruit and work with local high school clubs, to create partnerships with event committees such as the July 4th Committee. Partnerships will be utilized to further enhance events and volunteer opportunities.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Trained volunteer committees to budget and fundraise in order to maintain self sustaining events.
2. Combined events (such as the Harmony Car Show and the Art & Culture Artisans' Faire) to maximize attendance, enhance publicity and increase fundraising.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Eliminated Special Events Manager position (#11200); most duties to be completed by the Recreation Superintendent, with Program Coordinators assisting with planning, logistics and day of event supervision.
2. Contracted Services category (#31000) reflects \$800 for contracted services to repair Macintosh computers and \$1,500 for city ceremonial events.
3. Miscellaneous category (#39000) reflects \$1,500 for printing and duplication. There is also \$4,000 for the July 4th Celebration.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$63,619	\$59,500	\$12,000	\$5,517	\$5,517
11300 Part Time Salaries	0	0	0	0	0
11400 Overtime Salaries	94	0	14	0	0
11500 Separation Benefits	4,175	4,593	4,593	4,593	4,593
TOTAL	\$67,888	\$64,093	\$16,607	\$10,110	\$10,110
EMPLOYEE BENEFITS					
12200 Life Insurance	\$142	\$138	\$38	\$17	\$17
12300 Medical Insurance	8,124	7,944	2,500	948	948
12350 Medicare Insurance	976	863	165	80	80
12370 Part Time Retirement	0	0	0	0	0
12400 Dental Insurance	523	599	154	59	59
12500 Workers Compensation	200	220	242	242	242
12600 Retirement	9,592	10,034	1,875	994	994
12900 Long Term Disability	353	337	90	40	40
12950 Vision Plan	208	204	54	24	24
TOTAL	\$20,118	\$20,339	\$5,118	\$2,404	\$2,404
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$800	\$800	\$800	\$800
22000 Operating Supplies	2,168	1,900	1,900	1,900	1,900
23000 R/M Supplies	496	500	500	500	500
24000 Small Tools	83	250	250	250	250
31000 Contracted Services	1,339	2,300	2,300	2,300	2,300
32000 Communications	0	500	500	500	500
38000 R/M Contractual	0	1,000	1,000	1,000	1,000
39000 Miscellaneous	5,156	5,500	5,500	5,500	5,500
TOTAL	\$9,242	\$12,750	\$12,750	\$12,750	\$12,750
GRAND TOTAL	\$97,248	\$97,182	\$34,475	\$25,264	\$25,264

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Special Events Manager	0.75	0.00	0.00	\$53,984	\$0	\$0
Administrative Secretary	0.10	0.10	0.10	5,396	5,396	5,396
Bilingual	0.00	0.00	0.00	120	120	120
Separation Benefits	0.00	0.00	0.00	4,593	4,594	4,594
Total	0.85	0.10	0.10	\$64,093	\$10,110	\$10,110

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$120,370	\$115,995	\$91,092	\$92,444	\$92,444
SERVICES & SUPPLIES	71,403	92,680	92,680	71,071	71,071
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$191,773	\$208,675	\$183,772	\$163,515	\$163,515
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.61	 1.61	 1.61	 1.36	 1.36

Program Description

The Media Production Division coordinates the City's Cable Television, general and community based programming, and original productions. Additionally, the Division aids the City Council, Community Organizations and other City Departments in graphic design for their advertising programs. The Division is also responsible for the design and production of the Recreation and Parks Department seasonal schedule of activities. The Division coordinates and assists the City Contractor with the publication of the Monterey Park CASCADES newspaper.

Specific service objectives are:

- Through a variety of media sources, provide communication and dissemination of information for events, projects, and cultural and recreational activities to residents and businesses in the City.
- Oversee the 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 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Internet webcast total views	4,137	3,708	3,900
Number of Programs Shown on MPK-TV (including repeats)	2,818	2,107	2,460
MPk-TV YouTube Channel Views	5,572	6,409	6,000

2012-2013 GOALS AND OBJECTIVES

1. Coordinate with other departments to upgrade the City webpage with new technology that provides information in a timelier manner.
2. Coordinate with other city departments to establish an official City Twitter feed and a 'Fan' Facebook page that meets Brown Act requirements.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Worked with library staff to produce regular "Artist of the Month" video features as well as spotlights on special exhibits.
2. Created new video and electronic marketing materials for "Clean Up Monterey Park" events.
3. Integrated the MPK-TV Twitter feed, program guide and electronic bulletin board into city website.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Eliminated Special Events Manager position (#11200); supervision of division is now the responsibility of the Recreation Superintendent.
2. Contracted Services category (#31000) reflects \$1,300 for website maintenance contract costs and \$64,921 for the publication of the Cascades newspaper. Total budget for Cascades newspaper is reduced due to budget constrain.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$85,188	\$79,183	\$60,000	\$61,188	\$61,188
11300 Part Time Salaries	3,281	3,800	3,500	3,800	3,800
11400 Overtime Salaries	343	500	100	0	0
11500 Separation Benefits	5,700	6,270	6,270	6,270	6,270
TOTAL	\$94,512	\$89,753	\$69,870	\$71,258	\$71,258
EMPLOYEE BENEFITS					
12200 Life Insurance	\$223	\$219	\$219	\$179	\$179
12300 Medical Insurance	9,264	9,243	6,000	7,152	7,152
12350 Medicare Insurance	1,310	1,148	900	888	888
12370 Part Time Retirement	131	160	160	160	160
12400 Dental Insurance	817	830	700	650	650
12500 Workers Compensation	500	550	550	605	605
12600 Retirement	12,899	13,399	12,000	11,016	11,016
12900 Long Term Disability	551	535	535	436	436
12950 Vision Plan	163	158	158	100	100
TOTAL	\$25,858	\$26,242	\$21,222	\$21,186	\$21,186
SERVICES & SUPPLIES					
21000 Office Supplies	\$407	\$700	\$700	\$700	\$700
22000 Operating Supplies	0	100	100	100	100
31000 Contracted Services	67,376	87,830	87,830	66,221	66,221
38000 R/M Contractual	3,620	4,000	4,000	4,000	4,000
39000 Miscellaneous	0	50	50	50	50
TOTAL	\$71,403	\$92,680	\$92,680	\$71,071	\$71,071
GRAND TOTAL	\$191,773	\$208,675	\$183,772	\$163,515	\$163,515

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Special Events Manager	0.25	0.00	0.00	\$17,995	\$0	\$0
Community TV Producer	1.00	1.00	1.00	56,628	56,628	56,628
Senior Clerk Typist	0.10	0.10	0.10	4,500	4,500	4,500
Bilingual	0.00	0.00	0.00	60	60	60
Overtime	0.00	0.00	0.00	500	0	0
Separation Benefits	0.00	0.00	0.00	6,270	6,270	6,270
<u>Part-Time</u>						
Video Technician	0.26	0.26	0.26	3,800	3,800	3,800
Total	1.61	1.36	1.36	\$89,753	\$71,258	\$71,258

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$358,081	\$377,476	\$355,251	\$377,261	\$377,261
SERVICES & SUPPLIES	125,306	131,700	131,700	131,700	131,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$483,387	\$509,176	\$486,951	\$508,961	\$508,961
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 7.60	 7.60	 7.60	 7.60	 7.60

Program Description

This activity provides for the City's Dial-A-Ride transportation services for Senior Citizens and the handicapped. The transit program allows senior citizens to be mobile and independent so they may meet their medical, shopping, recreational, cultural, social and nutritional needs.

Specific service objectives are to:

- Provide for the mobility of the City's senior citizen population and handicapped residents to accommodate their medical, shopping, social, recreational and welfare needs in the safe, reliable, and courteous operation of the City's Dial-A-Ride transportation service.
- Subsidize M.T.A. bus fares through the sale of TAP cards, to encourage residents, especially seniors and students, to utilize public transit facilities.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Dial-A-Ride:			
Senior Passengers	14,031	16,250	16,300
Handicapped Passengers	4,488	5,200	5,200
Transit Miles	46,298	51,200	53,000
M.T.A. Passes / Stamps & Parking Tokens	8,250	8,995	4,500
Taxi Coupons	432	288*	325*
Senior Citizen Specialized Trips**	300	165	220

*New eligibility requirements have reduced the number of people eligible for this program.

** Formerly reported in Activity 4201

2012-2013 GOALS AND OBJECTIVES

1. Computerize Dial-A –Ride dispatch desk to better increase customer service through staff efficiency. Update Recreation and Community Services website to include public transportation services/choices for community seniors and disabled persons to help with their transportation needs.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Developed multi language brochure that outlines the various programs available to seniors and handicapped passengers. Brochure includes TAP card information (MTA), Dial-a – Ride, Taxi, Spirit, and Access programs.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) reflects \$105,000 in allocated City Motor Pool charges.
2. R/M Contractual category (#38000) reflects \$6,000 for custodial services at Langley Center.
3. Other Agency Services category (#41000) reflects \$17,000 for MTA bus subsidy.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$236,128	\$226,946	\$226,946	\$224,190	\$224,190
11300 Part Time Salaries	23,088	47,225	25,000	47,225	47,225
11400 Overtime Salaries	944	0	0	0	0
11500 Separation Benefits	17,075	18,783	18,783	18,783	18,783
TOTAL	\$277,235	\$292,954	\$270,729	\$290,198	\$290,198
EMPLOYEE BENEFITS					
12200 Life Insurance	\$777	\$817	\$817	\$818	\$818
12300 Medical Insurance	32,682	35,553	35,553	36,168	36,168
12350 Medicare Insurance	3,132	2,919	2,919	2,880	2,880
12370 Part Time Retirement	225	750	750	750	750
12400 Dental Insurance	2,767	2,996	2,996	2,993	2,993
12500 Workers Compensation	350	385	385	424	424
12600 Retirement	38,180	38,486	38,486	40,405	40,405
12900 Long Term Disability	2,102	1,960	1,960	1,961	1,961
12950 Vision Plan	631	656	656	664	664
TOTAL	\$80,846	\$84,522	\$84,522	\$87,063	\$87,063
SERVICES & SUPPLIES					
22000 Operating Supplies	\$10	\$1,000	\$1,000	\$1,000	\$1,000
31000 Contracted Services	1,901	1,800	1,800	1,800	1,800
32000 Communications	729	900	900	900	900
33000 Motor Pool Charges	100,000	105,000	105,000	105,000	105,000
38000 R/M Contractual	9,070	6,000	6,000	6,000	6,000
41000 Other Agency Serv	13,596	17,000	17,000	17,000	17,000
TOTAL	\$125,306	\$131,700	\$131,700	\$131,700	\$131,700
GRAND TOTAL	\$483,387	\$509,176	\$486,951	\$508,961	\$508,961

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Recreation & Community Services	0.35	0.35	0.35	\$40,543	\$36,448	\$36,448
Recreation Superintendent	0.30	0.30	0.30	25,621	25,621	25,621
Program Coordinator	0.30	0.30	0.30	16,988	16,988	16,988
Bus/Child Care Driver	3.00	3.00	3.00	96,264	96,264	96,264
Dial-A-Ride Dispatcher	1.00	1.00	1.00	45,730	47,069	47,069
Bilingual	0.00	0.00	0.00	1,800	1,800	1,800
Separation Benefits	0.00	0.00	0.00	18,783	18,783	18,783
<u>Part-Time</u>						
Bus/Child Care Driver	2.65	2.65	2.65	47,225	47,225	47,225
Total	7.60	7.60	7.60	\$292,954	\$290,198	\$290,198

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

SOURCE OF FUNDS:

General Fund \$2,366,917
 Retirement Fund \$202,951
 State Gas Tax Fund \$1,365,951
 Sewer Fund \$184,843
 Refuse Fund \$5,405,461
 Shop Fund \$1,934,851
 Water Fund \$6,508,726
 Water Treatment Projects Fund \$2,883,706
 Prop A Fund \$438,452
 Measure R Fund \$208,369
 Asset Forfeiture \$120,000
 Air Quality Improvement Fund \$33,500
 Prop C Fund \$833,700
 Maintenance District Fund \$1,003,539
 Used Oil Recycling Grant \$17,706
 Beverage Container Recycle Grant \$16,744

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$6,433,994	\$5,976,055	\$5,892,926	\$6,045,010	\$6,045,010
SERVICES & SUPPLIES	16,540,423	14,860,845	15,923,986	15,492,806	15,492,806
CAPITAL OUTLAY	120,400	1,443,000	1,261,092	1,987,600	1,987,600
TOTAL COSTS	\$23,094,817	\$22,279,900	\$23,078,004	\$23,525,416	\$23,525,416
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 65.29	 69.99	 69.99	 69.99	 69.99

Program Description

The Public Works Department is responsible for providing and maintaining the City's infrastructure in a manner that ensures the health, safety and welfare of the City's residents and visitors. This includes the design, construction, repair and maintenance of public land, roadways, sidewalks, sewers, and storm drains; public buildings and structures; water production, storage and delivery facilities; the repair and maintenance of City vehicles and equipment; and transportation services. The Department is made up of five divisions: Public Works Maintenance Services, Engineering, Community Transportation, Water Utility, and Parks.

Public Works Maintenance Services Division:

The Public Works Maintenance Services Division is responsible for the maintenance and repair of Monterey Park's streets, alleys, sidewalks, curbs, and gutters. Maintenance activities include street striping, concrete patching, asphalt replacement, and traffic and street name sign replacement.

The Division also administers the City's contract for street sweeping, and maintains and repairs the City's storm drain and sanitary sewer system. The Division also oversees the City's storm water pollution prevention program to comply with Federal and State law

In order to facilitate the public and support other City operations, the Division repairs and maintains all City-owned buildings and structures, and repairs and performs scheduled preventive maintenance on City-owned vehicles and motorized equipment.

Engineering Division:

The Engineering Division is responsible for providing all engineering services to the City, including the design and construction of all public streets, sewers, storm drains, traffic signals, parks, recreational facilities, and public buildings that are authorized by the City Council. Additionally, the Division reviews and makes recommendations on development and zoning matters such as tracts, parcel maps, variances, conditional use permits, and building permits. The Division also issues grading permits, public works construction permits, encroachment permits, etc. Following the issuance of permits or contract awards, the Division is responsible for the inspection and satisfactory construction of all such authorized Public Works facilities.

Another function of the division is traffic engineering. All traffic issues, including signal timing, traffic related improvements, and citizen complaints are handled by the Division.

The Division coordinates retrofits to City facilities necessary under the "Americans With Disabilities Act" and also administers the City's contract for refuse collection.

Community Transportation Division:

The Community Transportation Division is responsible for providing the local, fixed route bus system, coordinating regional transit service, recreation for youth, senior citizens and residents, and Employee Transportation Program for City employees. The transportation division supports programs to improve mobility for work, school, medical, shopping, recreation, culture, social interaction and other needs in order to enhance the quality of life for the community.

Water Utility Division:

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

The City's water system is composed of 12 deep wells in the vicinity of the Rio Hondo River outside the City limits, 134 miles of 2" to 24" mains, approximately 2,064 gate valves,

approximately 1,059 fire hydrants, 13 storage reservoirs, and 11 pumping stations. There are approximately 13,261 water meters connected to the City's mains. In addition, the City has five treatment facilities to ensure the city's water meets and exceeds safe drinking water standards.

The quality of water in the City's system is regulated by federal, state and county agencies. In 1975, the federal government passed the "Safe Drinking Water Act" (SDWA), which is administered by the Environmental Protection Agency. The SDWA has been continually revised to require more stringent standards, with the most recent significant revisions in 1996. The Water Utility Division ensures that the City stays in full compliance with these standards and only supplies water to our consumers that meets these standards. State standards in some cases are more stringent than Federal standards and the City must comply with the more stringent of the two.

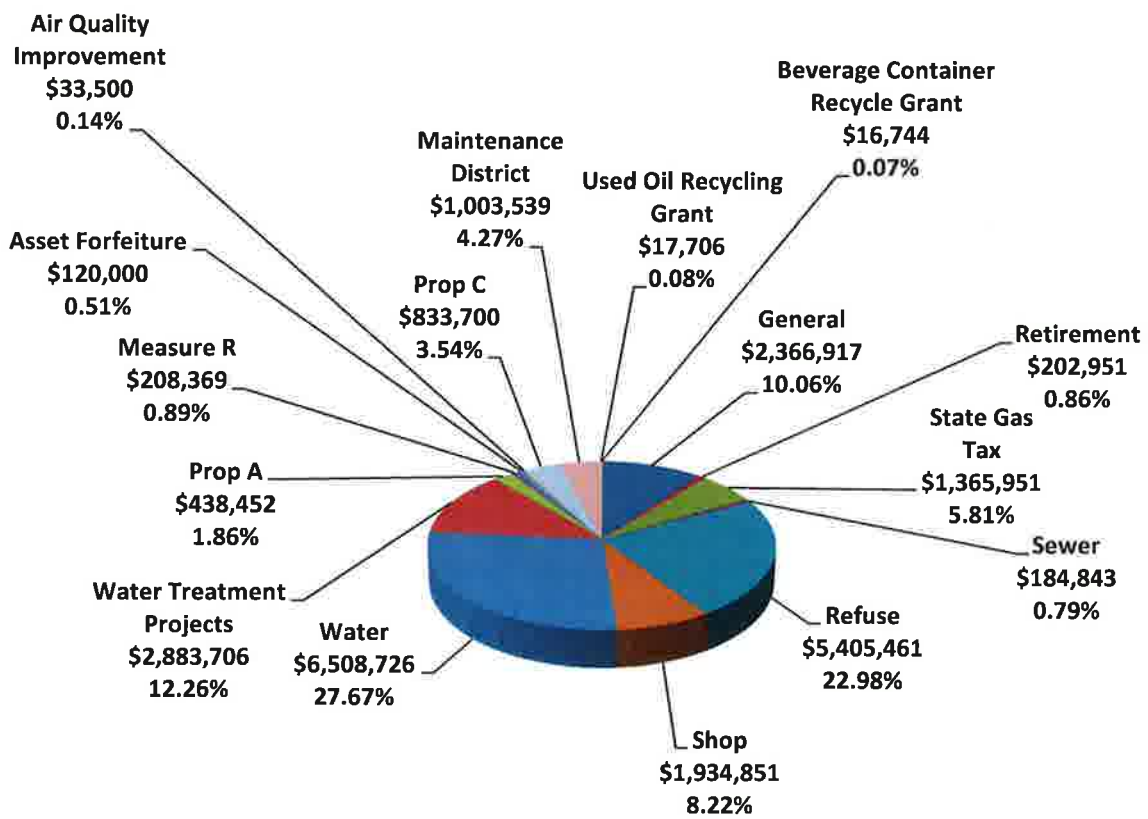
Since the Water Utility Division produces all its water supply from an adjudicated basin, the Main San Gabriel Basin, and the City's annual production exceeds its production rights, the City must replace the amount of water it over-pumps. The San Gabriel Valley Municipal Water District, of which the City is a member agency, satisfies this requirement by importing water from the State Water Project.

Parks Division:

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

There have been no changes in personnel this fiscal year.

Public Works Source of Funds



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Community Transportation

ACTIVITY NO.: 4201

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$49,716	\$54,802	\$53,302	\$53,497	\$53,497
SERVICES & SUPPLIES	1,123,330	1,163,700	1,161,280	1,163,200	1,163,200
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,173,046	\$1,218,502	\$1,214,582	\$1,216,697	\$1,216,697
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .20	 .20	 .20	 .20	 .20

Program Description

The objectives of the transportation division are to accomplish the following:

- Provide for a transit system that is safe, convenient and reliable through the operation of the local, fixed-route bus – Spirit – and the support of the Dial-A-Ride service.
- Work with outside agencies to improve regional transportation services.
- Establish and maintain a transportation infrastructure that encourages the use of public transit, affords mobility and supports the City's goals of economic vitality and community beautification.
- Implement a commute program for City employees to comply with air quality requirements and reduce the demand on parking at the Civic Center.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Grant Funding			
MTA National Transit Data Reporting Funds	\$95,715*	\$115,000	\$115,000
Fixed-Route Transit:			
Total Passengers	369,469	377,312	380,000
Passenger per Revenue Service Hour**	19.77	20.18	20.32
Cost per Passenger	\$2.86	\$2.80	\$2.78
Employee Transportation Program:			
Average Vehicle Ridership	1.17***	1.28	1.28
% of Employees Ridesharing	28%	29%	29%

*Reporting funds were reduced due to MTA auditors rejecting Dial-A-Ride data. Funds received in FY 2010-11 are based on passenger trips and service miles that were provided in FY 2008-09.

**Audited FY 2010/11 data of similar local, fixed-route bus services is provided for comparison purposes.

Alhambra	34.76	passengers per revenue service hour
Baldwin Park Transit	9.26	
Downey	19.36	
El Monte	31.52	
East LA Shuttle (El Sol)	41.51	
West Covina	8.84	

***AVR submitted to SCAQMD for 2011 is based on a three year average – 2008, 2009 and 2010 – as allowed under Rule 2202. “% of Employees Ridesharing” does not reflect non-responses to the survey that lower the AVR.

2012-2013 GOALS AND OBJECTIVES

1. Update the 2010 Transit Restructuring Plan and implement changes to improve service efficiency.
2. Participate in the State Route 710 EIR/EIS Technical Advisory Committee and ensure that the project stays on schedule.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Completed 90% of the Transit Center at East Los Angeles College that provides for a transfer hub for the operation of three bus systems: MTA, Montebello and Spirit Bus.

2. Procured four new buses to reduce the incidents of break downs on the Spirit Bus System. The vehicles to be replaced are 12-year old buses that have exceeded their useful life. The new buses are CNG-fueled and will meet the States Air Resources Board requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Personnel category (#11000) includes \$30,000 in rideshare subsidies for employee transportation program.
2. Contracted Services category (#31000) provides for the operation of the Spirit Bus system and recreational transportation services for City-sponsored events.
3. Advertising category (#34000) includes \$7,500 for the July 4th fireworks.
4. Miscellaneous category (#39000) includes \$2,000 for Printing/Duplicating and \$29,500 for Dues/Memberships.
5. Other Agency Services category (#41000) pays for the City's contribution to the California State University, Los Angeles (CSULA) Metrolink Joint Powers Authority (JPA) for operating and maintaining the facility.
6. Miscellaneous Financial Services category (#44000) includes \$108,000 for indirect overhead costs and \$75,000 for City's contribution to the General Liability Fund.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Community Transportation

ACTIVITY NO.: 4201

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$16,879	\$17,856	\$17,856	\$17,856	\$17,856
11700 Rideshare Incentives	28,296	31,500	30,000	30,000	30,000
TOTAL	\$45,175	\$49,356	\$47,856	\$47,856	\$47,856
EMPLOYEE BENEFITS					
12200 Life Insurance	\$27	\$32	\$32	\$33	\$33
12300 Medical Insurance	1,501	1,895	1,895	1,896	1,896
12350 Medicare Insurance	265	259	259	259	259
12400 Dental Insurance	100	122	122	123	123
12600 Retirement	2,549	3,019	3,019	3,209	3,209
12900 Long Term Disability	66	79	79	80	80
12950 Vision Plan	33	40	40	41	41
TOTAL	\$4,541	\$5,446	\$5,446	\$5,641	\$5,641
SERVICES & SUPPLIES					
22000 Operating Supplies	\$175	\$200	\$200	\$200	\$200
31000 Contracted Services	869,292	912,000	912,000	912,000	912,000
34000 Advertising	7,500	7,500	7,500	7,500	7,500
39000 Miscellaneous	35,281	32,000	30,498	31,500	31,500
41000 Other Agency Serv	28,082	29,000	28,082	29,000	29,000
44000 Misc Financial Serv	183,000	183,000	183,000	183,000	183,000
TOTAL	\$1,123,330	\$1,163,700	\$1,161,280	\$1,163,200	\$1,163,200
GRAND TOTAL	\$1,173,046	\$1,218,502	\$1,214,582	\$1,216,697	\$1,216,697

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Community Transportation

ACTIVITY NO.: 4201

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Rideshare Incentives	0.00	0.00	0.00	\$31,500	\$30,000	\$30,000
Principal Management Analyst	0.20	0.20	0.20	17,856	17,856	17,856
Total	0.20	0.20	0.20	\$49,356	\$47,856	\$47,856

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$714,717	\$753,322	\$753,913	\$762,837	\$762,837
SERVICES & SUPPLIES	302,955	436,105	436,155	461,706	461,706
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,017,672	\$1,189,427	\$1,190,068	\$1,224,543	\$1,224,543
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 9.90	 12.83	 12.83	 12.90	 12.90

Program Description

Monterey Park has 119.27 miles of improved streets, 10 miles of alleys and 225.22 miles of sidewalks, curbs and gutters. In addition, the City has within its 7.7 square miles two public parking districts, three Civic Center parking lots, one police and fire parking lot, 10 parking lots serving City parks, and 5 parking lots at various other City facilities. To ensure the City maintains the integrity of a sound structural road system, Street Maintenance crews continually inspect all streets to detect pavement failures. The need for street repair is mainly caused by pavement stresses, base failures, increased traffic volume, pavement oxidation due to age, wear and/or weather conditions. Maintenance of sidewalks, curbs and gutters is also imperative to both safe movement of pedestrian traffic and free flow of runoff nuisance water. Parkway tree roots are a major cause of sidewalk, curb and gutter misalignment and hazardous conditions. Street Maintenance also provides weed abatement services on public rights-of-way throughout the City. Citywide graffiti removal and clean team task are also included in this activity.

Specific Service objectives are:

- Annually inspect the areas to be slurry sealed to locate pavement failures, assess the extent of these failures, prioritize the need for their repair, and schedule repairs within 30 days.
- Regularly inspect sidewalks to locate hazards to pedestrian travel and schedule those for timely repair and/or replacement. In conjunction with this inspection program, identify sections of sunken or displaced curbs and gutters that may be hazardous to residents and visitors or impede the normal flow of water off the roadway and provide for their repair.
- Ramp sidewalks that are raised ½ inch or more with temporary asphalt within two days of notification grind down sidewalks that are raised ½ inch or less, and cut problem tree roots to eliminate future trip hazards.
- Slurry seal a designated section of city streets each year to increase their life expectancy.

PROGRAM MEASUREMENTS

	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Projected 2012-2013</u>
Roadway Maintenance:			
Slurry Seal (Sq. Ft.) Preventive Maintenance (14-year cycle) <i>This program prolongs the life of the roadway and provides a smooth riding surface.</i>	973,620	1,512,243	2,485,648
Potholes Repaired	2,057	3,321	4,500
Utility Cuts Repaired (new) <i>This program makes permanent repairs to the roadway after water services are installed.</i>	5	26	35

	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Projected 2012-2013</u>
Sidewalk Maintenance:			
Sidewalk Repair (Sq. Ft.) <i>This program eliminates trip hazards in the right-of-way by cutting tree roots and constructing new sidewalk sections.</i>	11,281	3,500	3,000
Sidewalk Grinds <i>This program eliminates trip hazards in the right-of-way by grinding down hazardous areas on sidewalks that are ½ inch or less.</i>	372	125	200
Curb and Gutter Maintenance:			
Curb and Gutter Repair (Ln. Ft.) <i>This program repairs curb and gutter that impede the flow of water or causes pooling.</i>	61	143	125
Misc. Maintenance			
Bus Shelters Pressure Washed	217	219	400
Shopping Carts Picked Up	1,039	612	750
Tree Wells Cleaned	231	224	350
Signs Removed from Right of Way	924	1,171	1,500
Boulevard Pots (weekly watering)	N/A	3,016	6,032

2012-2013 GOALS AND OBJECTIVES

1. Due to the combination of the asphalt and the concrete crews, the division will cross-train staff for the root pruning and grinding program to improve time and personnel management.

2011-2012 MAJOR ACCOMPLISHMENTS

1. The division has completed nearly twice the amount of removal and replacement and overlay work as previous years.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers the costs of maintenance supplies such as cleaning agents and equipment and uniforms.
2. R/M Supplies category (#23000) covers construction activities including annual slurry seal, purchase of barricades, lights, signs, and graffiti/clean team supplies.
3. Contracted Services category (#31000) is for weed abatement services, graffiti tracker services, and the preparation of the City's annual street report. The increase of \$24,000 is due to realigning the payment of graffiti tracker contract services in this activity.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$494,063	\$374,247	\$374,247	\$384,105	\$384,105
11300 Part Time Salaries	25,000	176,244	176,244	176,244	176,244
11400 Overtime Salaries	3,934	1,000	1,236	1,000	1,000
11500 Separation Benefits	44,000	48,400	48,400	36,200	36,200
TOTAL	\$566,997	\$599,891	\$600,127	\$597,549	\$597,549
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,222	\$1,158	\$1,158	\$1,176	\$1,176
12300 Medical Insurance	45,261	44,299	44,299	48,808	48,808
12350 Medicare Insurance	4,014	5,667	5,667	3,814	3,814
12370 Part Time Retirement	0	9,250	9,605	9,605	9,605
12400 Dental Insurance	3,424	3,179	3,179	3,145	3,145
12500 Workers Compensation	21,300	23,430	23,430	25,773	25,773
12600 Retirement	68,564	62,725	62,725	69,162	69,162
12800 Uniform Allowance	11	0	0	0	0
12900 Long Term Disability	3,095	2,895	2,895	2,966	2,966
12950 Vision Plan	829	828	828	839	839
TOTAL	\$147,720	\$153,431	\$153,786	\$165,288	\$165,288
SERVICES & SUPPLIES					
22000 Operating Supplies	\$16,498	\$17,600	\$17,600	\$17,600	\$17,600
23000 R/M Supplies	82,419	203,300	203,300	203,300	203,300
24000 Small Tools	1,000	1,000	1,000	1,000	1,000
31000 Contracted Services	7,538	9,000	9,000	33,000	33,000
32000 Communications	2,500	2,625	2,625	2,756	2,756
33000 Motor Pool Charges	190,000	199,500	199,500	199,500	199,500
38000 R/M Contractual	3,000	3,030	3,030	4,500	4,500
39000 Miscellaneous	0	50	100	50	50
TOTAL	\$302,955	\$436,105	\$436,155	\$461,706	\$461,706
GRAND TOTAL	\$1,017,672	\$1,189,427	\$1,190,068	\$1,224,543	\$1,224,543

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Public Works/City Engineer	0.10	0.15	0.15	\$13,929	\$20,733	\$20,733
Public Works Maintenance Manager	0.13	0.15	0.15	12,119	13,133	13,133
Principal Management Analyst	0.20	0.20	0.20	17,856	17,856	17,856
Public Works Maintenance Supervisor*	0.60	0.60	0.60	36,886	36,886	36,886
Crew Leader	1.00	1.00	1.00	58,272	58,272	58,272
Cement Finisher	1.00	1.00	1.00	52,884	52,884	52,884
Sr. Maintenance Worker	1.00	1.00	1.00	50,964	50,964	50,964
Maintenance Worker	3.00	3.00	3.00	129,417	131,457	131,457
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Pesticide/Herbicide Premiums	0.00	0.00	0.00	720	720	720
Separation Benefits	0.00	0.00	0.00	48,400	36,200	36,200
<u>Part-Time</u>						
Maintenance Worker	5.80	5.80	5.80	176,244	176,244	176,244
Total	12.83	12.90	12.90	\$599,891	\$597,549	\$597,549

* Position is frozen per 2012-13 Council action.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$82,967	\$86,040	\$86,040	\$87,487	\$87,487
SERVICES & SUPPLIES	88,111	76,800	76,844	105,800	105,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$171,078	\$162,840	\$162,884	\$193,287	\$193,287
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 1.00	 1.00	 1.00	 1.00	 1.00

Program Description

Monterey Park's storm sewer system is maintained to ensure that all storm water runoff is carried out of the City to prevent or minimize flooding and soil erosion in the community. This system is comprised of 12.43 miles of main lines and 422 catch basins, and 25 miles of open slope drains that are located on 1,096 private properties.

Specific Service objectives are:

- Routinely inspect and clean catch basins and grates prior to the rainy season. During the rainy season, crews supplemented with other department personnel, substantially increase the number of catch basins and grates inspected and cleaned to ensure that all drains function properly.
- Inspect and clean 422 City-owned catch basins in the street at a minimum of once a year. Clean priority A & B catch basins quarterly.

- Inspect and clean the 11 slope drains located on city property. Send letter to property owners regarding the slope drains on private property making them aware of the necessity of maintaining these slope drains to ensure the proper flow of rain water.
- Each month clean and flush 1 to 1-1/2 miles of main line storm sewers that accumulate large amounts of debris due to minimum grade flow lines.
- Oversee the City's National Pollution Discharge Elimination System (NPDES) program and compliance with the Los Angeles County municipal storm water permit requirements.

PROGRAM MEASUREMENTS

	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Projected 2012-2013</u>
Storm Drain Maintenance:			
Number of catch basins and grates cleaned annually	899	1,625	1,750
Miles of lines cleaned annually	7	15.5	14.5
Slope Drain Inspection Program:			
Number of slope drains inspected* (this includes re-inspections)	11	11	11

2012-2013 GOALS AND OBJECTIVES

1. Send letters to property owners regarding the proper maintenance and repair of slope drains on private property to eliminate the possibility of slope failures.
2. Increase the frequency of the cleaning schedule of the storm drains with structural inserts and retractable grates. Debris block the grates from the flow of water.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Installed structural control inserts and retractable gates at catch basins to prevent trash from polluting rivers and ocean.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted services category (#31000) covers costs to comply with the Water Quality Board's Stormwater Program. The new MS4 permit that is expected to increase the City's NPDES compliance costs by over \$29,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$54,576	\$54,978	\$54,978	\$54,979	\$54,979
11400 Overtime Salaries	2,026	1,500	1,500	1,500	1,500
11500 Separation Benefits	4,125	4,538	4,538	4,538	4,538
TOTAL	\$60,727	\$61,016	\$61,016	\$61,017	\$61,017
EMPLOYEE BENEFITS					
12200 Life Insurance	\$146	\$162	\$162	\$163	\$163
12300 Medical Insurance	6,272	7,401	7,401	7,599	7,599
12350 Medicare Insurance	425	372	372	373	373
12400 Dental Insurance	648	720	720	720	720
12500 Workers Compensation	5,975	6,573	6,573	7,230	7,230
12600 Retirement	8,339	9,314	9,314	9,900	9,900
12900 Long Term Disability	357	396	396	397	397
12950 Vision Plan	78	86	86	88	88
TOTAL	\$22,240	\$25,024	\$25,024	\$26,470	\$26,470
SERVICES & SUPPLIES					
22000 Operating Supplies	\$500	\$500	\$500	\$500	\$500
23000 R/M Supplies	1,200	1,200	1,200	1,200	1,200
31000 Contracted Services	86,411	75,000	75,000	104,000	104,000
32000 Communications	0	0	44	0	0
39000 Miscellaneous	0	100	100	100	100
TOTAL	\$88,111	\$76,800	\$76,844	\$105,800	\$105,800
GRAND TOTAL	\$171,078	\$162,840	\$162,884	\$193,287	\$193,287

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Crew Leader	0.50	0.50	0.50	\$29,136	\$29,137	\$29,137
Sr. Maintenance Worker	0.50	0.50	0.50	25,482	25,482	25,482
Overtime	0.00	0.00	0.00	1,500	1,500	1,500
Pesticide/Herbicide Premiums	0.00	0.00	0.00	360	360	360
Separation Benefits	0.00	0.00	0.00	4,538	4,538	4,538
Total	1.00	1.00	1.00	\$61,016	\$61,017	\$61,017

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$105,174	\$97,287	\$98,163	\$99,243	\$99,243
SERVICES & SUPPLIES	200,181	85,600	85,600	85,600	85,600
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$305,355	\$182,887	\$183,763	\$184,843	\$184,843
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 1.10	 1.09	 1.09	 1.10	 1.10

Program Description

The City's sanitary sewer system is a gravity-flow system connecting to seven county sanitation district trunk lines. These lines collect more than two billion gallons of raw sewage annually and convey it out of the City. These lines are constantly monitored and evaluated to determine if repairs or additional lines are warranted as the City grows. The sewer system is comprised of 126 miles of main line sewers ranging in size from 8" to 15" pipe and approximately 2,498 sewer manholes.

Specific Service objectives are:

- Inspect and jet-rod all main lines annually to insure proper functioning of the system.
- Minimize stoppages by jet-rodding main line sewers that have minimum grade or tree root infestation. Jet-rod selected lines known to accumulate large grease deposits. These lines are cleaned on 2-week, 6-week, 3-month, or 6-month intervals.

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

PROGRAM MEASUREMENTS

	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Projected 2012-2013</u>
Main Line Cleaning:			
Miles of main lines cleaned	81	67	100
Miles of Problem Lines Cleaned	32	34	30
Sewer Stoppages:			
Number of sewer stoppages	7	8	8
Percentage of stoppages responded to within one hour after normal working hours.	100%	100%	100%
Video Taping:			
Number of linear feet of video taped	0	38,000	45,000

2012-2013 GOALS AND OBJECTIVES

1. Complete third phase of signage at manholes in easements. Many signs have been destroyed and it is important that residents are educated about the importance of keeping manholes accessible.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Completed second phase of locating and installing signage on manholes in easements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes the cost of replacement parts for the VACTOR, root cutters, and other equipment that is necessary for sewer maintenance.
2. Contracted Services category (#31000) covers the sewer videoing program, contracted pest control costs, and annual JPA dues to the City of Alhambra for disposal of sewage.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$71,990	\$63,058	\$63,058	\$63,733	\$63,733
11400 Overtime Salaries	2,110	0	876	0	0
11500 Separation Benefits	5,400	5,940	5,940	5,940	5,940
TOTAL	\$79,500	\$68,998	\$69,874	\$69,673	\$69,673
EMPLOYEE BENEFITS					
12200 Life Insurance	\$163	\$178	\$178	\$179	\$179
12300 Medical Insurance	7,283	8,349	8,349	8,221	8,221
12350 Medicare Insurance	450	489	489	373	373
12400 Dental Insurance	726	792	792	792	792
12500 Workers Compensation	6,600	7,260	7,260	7,986	7,986
12600 Retirement	9,940	10,680	10,680	11,472	11,472
12800 Uniform Allowance	8	0	0	0	0
12900 Long Term Disability	403	436	436	436	436
12950 Vision Plan	101	105	105	111	111
TOTAL	\$25,674	\$28,289	\$28,289	\$29,570	\$29,570
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,491	\$3,500	\$3,500	\$3,500	\$3,500
23000 R/M Supplies	9,778	10,000	10,000	10,000	10,000
31000 Contracted Services	27,565	65,000	65,000	65,000	65,000
33000 Motor Pool Charges	6,000	6,300	6,300	6,300	6,300
38000 R/M Contractual	0	800	800	800	800
44000 Misc Financial Serv	153,347	0	0	0	0
TOTAL	\$200,181	\$85,600	\$85,600	\$85,600	\$85,600
GRAND TOTAL	\$305,355	\$182,887	\$183,763	\$184,843	\$184,843

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Public Work Maintenance Manager	0.09	0.10	0.10	\$8,080	\$8,755	\$8,755
Crew Leader	0.50	0.50	0.50	29,136	29,136	29,136
Sr. Maintenance Worker	0.50	0.50	0.50	25,482	25,482	25,482
Pesticide/Herbicide Premiums	0.00	0.00	0.00	360	360	360
Separation Benefits	0.00	0.00	0.00	5,940	5,940	5,940
Total	1.09	1.10	1.10	\$68,998	\$69,673	\$69,673

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$15,882	\$12,778	\$12,778	\$7,788	\$7,788
SERVICES & SUPPLIES	327,000	337,170	337,170	337,170	337,170
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$342,882	\$349,948	\$349,948	\$344,958	\$344,958
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .05	 .09	 .09	 .05	 .05

Program Description

Monterey Park has 119.27 miles of streets, 10 miles of alleys, and 17 City-owned parking lots, each of which accumulate several thousand cubic yards of litter and debris annually. An effective street cleaning program is necessary to maintain the sanitation and aesthetic requirements of the City's rights-of way, keep gutters and storm drains clear, and to help protect the value of private properties within the community. The City has a program of restricted parking for street sweeping throughout the City. A private contractor provides the City with sweeping services. Approximately 20,576 curb miles are swept annually.

Specific Service objectives are:

- Sweep all residential streets and alleys once every week, and all boulevards four times a week.
- Sweep center medians and parking lots once a week, and commercial Parking Districts No. 1 and No. 2 twice a week.

PROGRAM MEASUREMENTS

	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Projected 2012-2013</u>
Number of Complaints:	18	5	5

Reflects the number of problems reported by residents.

2012-2013 GOALS AND OBJECTIVES

1. Develop large-scale, detailed map for street sweeping contractor in order to better identify alleys and cul-de-sacs for their routing system.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Reviewed and updated sweeping routes to ensure that they are the most efficient.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$18,900.
2. Other Agency Services category (#41000) covers the cost of street sweeping contractual services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$11,505	\$8,080	\$8,080	\$4,378	\$4,378
11400 Overtime Salaries	61	0	0	0	0
11500 Separation Benefits	875	963	963	963	963
TOTAL	\$12,441	\$9,043	\$9,043	\$5,341	\$5,341
EMPLOYEE BENEFITS					
12200 Life Insurance	\$17	\$16	\$16	\$9	\$9
12300 Medical Insurance	963	948	948	312	312
12350 Medicare Insurance	13	117	117	0	0
12400 Dental Insurance	75	72	72	36	36
12500 Workers Compensation	1,050	1,155	1,155	1,271	1,271
12600 Retirement	1,257	1,367	1,367	787	787
12800 Uniform Allowance	4	0	0	0	0
12900 Long Term Disability	43	40	40	20	20
12950 Vision Plan	19	20	20	12	12
TOTAL	\$3,441	\$3,735	\$3,735	\$2,447	\$2,447
SERVICES & SUPPLIES					
33000 Motor Pool Charges	\$18,000	\$18,900	\$18,900	\$18,900	\$18,900
41000 Other Agency Serv	309,000	318,270	318,270	318,270	318,270
TOTAL	\$327,000	\$337,170	\$337,170	\$337,170	\$337,170
GRAND TOTAL	\$342,882	\$349,948	\$349,948	\$344,958	\$344,958

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Public Works Maintenance Manager	0.09	0.05	0.05	\$8,080	\$4,378	\$4,378
Separation Benefits	0.00	0.00	0.00	963	963	963
Total	0.09	0.05	0.05	\$9,043	\$5,341	\$5,341

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$248,351	\$247,118	\$247,358	\$251,400	\$251,400
SERVICES & SUPPLIES	285,738	292,500	292,500	293,940	293,940
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$534,089	\$539,618	\$539,858	\$545,340	\$545,340
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.10	3.09	3.09	3.10	3.10

Program Description

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

Specific Service objectives are:

- Repaint 55 miles of centerline and lane striping on boulevards annually.
- Repaint 47 miles of centerline on residential streets annually.
- Repaint 148 school crosswalks and 39 school pavement markings once a year.

- Repaint all parking stalls in the City-owned parking lots every two years.
- Repaint all legends and crosswalks throughout the City once a year.
- Repaint pavement markings on streets that are resurfaced or slurry sealed as soon as the projects are completed.
- Annually replace stop signs that have lost legibility or reflectivity.
- Replace missing or damaged regulatory signs within eight hours after notification, and missing or damaged warning signs within 24 working hours after notification.
- Maintain 62 City-owned traffic signals to ensure that all emergency repairs are made within two hours of notification.

PROGRAM MEASUREMENTS

	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Projected 2012-2013</u>
Street Painting:			
Miles striped <i>This measurement includes lane lines and centerlines.</i>	140	157	250
Crosswalks repainted	209	145	300
Sign Maintenance:			
Stop signs replaced	170	135	150
Regulatory and warning signs replaced	1,546	773	1,200
Number of new stop sign installations	0	0	3
Regulatory and warning signs maintained	2,638	1,298	1,800
Percentage of safety related regulatory signs replaced with either temporary or permanent signs within 1 hour of notification	100%	100%	100%
Traffic Work Orders <i>New projects or changes to existing traffic control measures.</i>	30	30	30

2012-2013 GOALS AND OBJECTIVES

1. Cross-train other sections on the operation of the striper equipment. Due to reduction in staffing, employees are often temporarily re-assigned to take over work in other divisions.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Street striping work is up to date after two years of backlog due to mechanical problems from the old striper.
2. Manufacturer of new striper vehicle provided training on the operation of the equipment.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) covers costs for replacement of traffic and street name signs as well as for paint and related equipment required for street painting.
2. Communications category (#32000) reflects phone line costs for traffic signal synchronization.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$48,300.
4. Utilities category (#36000) covers the energy cost for traffic signals.
5. R/M Contractual category (#38000) includes the contracted maintenance cost for City-owned traffic signals and safety lighting.
6. Miscellaneous category (#39000) includes Traffic Signal Association annual dues and American Traffic Safety Services Association certification and training seminars.
7. Other Agency Services category (#41000) covers the maintenance costs of traffic signals owned by Caltrans and by Los Angeles County.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$174,769	\$166,885	\$166,885	\$167,560	\$167,560
11400 Overtime Salaries	1,589	1,000	1,240	1,000	1,000
11500 Separation Benefits	11,400	12,540	12,540	12,540	12,540
TOTAL	\$187,758	\$180,425	\$180,665	\$181,100	\$181,100
EMPLOYEE BENEFITS					
12200 Life Insurance	\$472	\$502	\$502	\$503	\$503
12300 Medical Insurance	16,506	18,663	18,663	18,588	18,588
12350 Medicare Insurance	1,550	1,512	1,512	1,573	1,573
12400 Dental Insurance	1,151	1,283	1,283	1,261	1,261
12500 Workers Compensation	13,775	15,153	15,153	16,668	16,668
12600 Retirement	25,698	28,046	28,046	30,171	30,171
12800 Uniform Allowance	8	0	0	0	0
12900 Long Term Disability	1,158	1,228	1,228	1,228	1,228
12950 Vision Plan	275	306	306	308	308
TOTAL	\$60,593	\$66,693	\$66,693	\$70,300	\$70,300
SERVICES & SUPPLIES					
23000 R/M Supplies	\$57,511	\$55,000	\$55,000	\$55,000	\$55,000
24000 Small Tools	1,000	1,000	1,000	1,000	1,000
32000 Communications	10,568	12,000	12,000	12,000	12,000
33000 Motor Pool Charges	46,000	48,300	48,300	48,300	48,300
36000 Utilities	45,086	48,000	48,000	49,440	49,440
38000 R/M Contractual	110,376	107,000	107,000	107,000	107,000
39000 Miscellaneous	15	200	200	200	200
41000 Other Agency Serv	15,182	21,000	21,000	21,000	21,000
TOTAL	\$285,738	\$292,500	\$292,500	\$293,940	\$293,940
GRAND TOTAL	\$534,089	\$539,618	\$539,858	\$545,340	\$545,340

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Public Works Maintenance Manager	0.09	0.10	0.10	\$8,080	\$8,754	\$8,754
Public Works Maintenance Supervisor*	0.20	0.20	0.20	12,295	12,295	12,295
Crew Leader	0.90	0.90	0.90	52,445	52,445	52,445
Sr. Maintenance Worker	1.00	1.00	1.00	50,964	50,964	50,964
Maintenance Worker	0.90	0.90	0.90	42,141	42,142	42,142
Bilingual	0.00	0.00	0.00	600	600	600
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Pesticide/Herbicide Premiums	0.00	0.00	0.00	360	360	360
Separation Benefits	0.00	0.00	0.00	12,540	12,540	12,540
Total	3.09	3.10	3.10	\$180,425	\$181,100	\$181,100

* Position is frozen per 2012-13 Council action.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$57,301	\$60,665	\$60,665	\$56,708	\$56,708
SERVICES & SUPPLIES	533,903	559,700	559,700	576,350	576,350
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$591,204	\$620,365	\$620,365	\$633,058	\$633,058
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .55	 .70	 .70	 .60	 .60

Program Description

Monterey Park's street lighting system consists of 3,359 streetlights, including 376 City-owned lights. Generally, the lighting system minimizes nighttime vehicular accidents, reduces nighttime crime while aiding police patrols, facilitates evening traffic flow, and promotes local business and industry during the evening hours.

Specific Service objectives are:

- Replace burned out City-owned lamps within two days after outage has been reported.
- Repair City-owned faulty circuits within seven days after failure has been detected.
- Replace City-owned light poles that are damaged in traffic accidents within 14 days of notification.

- Inspect streetlights once a year.
- Inspect bus shelter lighting once a month and perform necessary maintenance.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Projected</u> <u>2012-2013</u>
Street Light Maintenance:			
Number of Street Lights Re-lamped	113	115	100
Service Requests			
Received	10	8	8
Completed	10	8	8

2012-2013 GOALS AND OBJECTIVES

1. Repaint ID numbers on City street light poles to identify street light location for service requests.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Electrical panel capable of supplying power for regenerative system has been added to the new traffic building that has been completed.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$41,773	\$41,293	\$41,293	\$38,029	\$38,029
11400 Overtime Salaries	405	500	500	500	500
11500 Separation Benefits	3,500	3,850	3,850	3,850	3,850
TOTAL	\$45,678	\$45,643	\$45,643	\$42,379	\$42,379
EMPLOYEE BENEFITS					
12200 Life Insurance	\$72	\$94	\$94	\$86	\$86
12300 Medical Insurance	2,946	4,314	4,314	3,543	3,543
12350 Medicare Insurance	318	431	431	347	347
12400 Dental Insurance	174	274	274	228	228
12500 Workers Compensation	2,450	2,695	2,695	2,965	2,965
12600 Retirement	5,386	6,876	6,876	6,843	6,843
12800 Uniform Allowance	8	0	0	0	0
12900 Long Term Disability	208	257	257	238	238
12950 Vision Plan	61	81	81	79	79
TOTAL	\$11,623	\$15,022	\$15,022	\$14,329	\$14,329
SERVICES & SUPPLIES					
23000 R/M Supplies	\$763	\$4,700	\$4,700	\$4,700	\$4,700
36000 Utilities	533,140	555,000	555,000	571,650	571,650
TOTAL	\$533,903	\$559,700	\$559,700	\$576,350	\$576,350
GRAND TOTAL	\$591,204	\$620,365	\$620,365	\$633,058	\$633,058

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Public Works Maintenance Manager	0.20	0.10	0.10	\$12,119	\$8,755	\$8,755
Public Works Maintenance Supervisor*	0.10	0.10	0.10	6,148	6,148	6,148
Electrician	0.20	0.20	0.20	12,517	12,617	12,617
Crew Leader	0.10	0.10	0.10	5,827	5,827	5,827
Maintenance Worker	0.10	0.10	0.10	4,682	4,682	4,682
Overtime	0.00	0.00	0.00	500	500	500
Separation Benefits	0.00	0.00	0.00	3,850	3,850	3,850
Total	0.70	0.60	0.60	\$45,643	\$42,379	\$42,379

* Position is frozen per 2012-13 Council action.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$132,467	\$81,340	\$81,340	\$99,990	\$99,990
SERVICES & SUPPLIES	4,774,362	4,956,156	4,956,640	5,186,830	5,186,830
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$4,906,829	\$5,037,496	\$5,037,980	\$5,286,820	\$5,286,820
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .70	 .54	 .54	 .70	 .70

Program Description

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

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

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

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

Specific service objectives are:

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Projected</u> <u>2012-2013</u>
Curbside service accounts	14,287	14,291	14,291
Bin service accounts	1,078	1,075	1,075
City hauler tons collected (Self-hauled tons not included)	51,531	51,500	51,500
AB 939 diversion rate (year reported) Tons per capita. Target is 5.0 tons per person.	3.6 (2009)	3.5 (2010)	3.5 (2011)

2012-2013 GOALS AND OBJECTIVES

1. Explore the collection of food waste that makes up a large proportion of the waste stream. New technology that reduce odor can make food waste collection a viable program.
2. Look for opportunities to increase recycling in the commercial sector with the advent of AB341 that mandates marketing recycling programs to the business community.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Hosted first used oil filter collection event that provided participants with free filters in exchange for used filters.
2. Hosted 3rd Earth Day Festival that was held jointly with the Cherry Blossom Festival. The 2012 environmental event included a community bike ride that was very popular in 2011.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes \$17,706 in used oil recycling grant funds and \$16,744 of beverage recycling grant funds.
2. Miscellaneous category (#39000) covers printing and duplicating costs and AB 939 required public education programs.
3. Other Agency Services category (#41000) covers annual residential waste collection contract costs that increase by an anticipated annual CPI of 2.1%.
4. Miscellaneous Financial Services category (#44000) has \$200,000 for allocated administrative support services and \$55,000 for general liability charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$99,834	\$58,682	\$58,682	\$71,936	\$71,936
11300 Part Time Salaries	1,887	0	0	0	0
11400 Overtime Salaries	243	0	0	0	0
11500 Separation Benefits	4,750	5,225	5,225	5,225	5,225
TOTAL	\$106,714	\$63,907	\$63,907	\$77,161	\$77,161
EMPLOYEE BENEFITS					
12200 Life Insurance	\$178	\$113	\$113	\$146	\$146
12300 Medical Insurance	8,467	4,942	4,942	6,189	6,189
12350 Medicare Insurance	928	792	792	790	790
12400 Dental Insurance	590	303	303	448	448
12500 Workers Compensation	1,400	1,540	1,540	1,694	1,694
12600 Retirement	13,410	9,234	9,234	12,923	12,923
12800 Uniform Allowance	15	0	0	0	0
12900 Long Term Disability	584	402	402	482	482
12950 Vision Plan	181	107	107	157	157
TOTAL	\$25,753	\$17,433	\$17,433	\$22,829	\$22,829
SERVICES & SUPPLIES					
22000 Operating Supplies	\$5,940	\$4,000	\$4,000	\$4,000	\$4,000
31000 Contracted Services	11,836	34,356	34,874	34,450	34,450
32000 Communications	0	500	500	500	500
33000 Motor Pool Charges	300	225	266	225	225
39000 Miscellaneous	1,509	2,575	2,500	2,575	2,575
41000 Other Agency Serv	4,626,290	4,789,500	4,789,500	4,890,080	4,890,080
44000 Misc Financial Serv	128,487	125,000	125,000	255,000	255,000
TOTAL	\$4,774,362	\$4,956,156	\$4,956,640	\$5,186,830	\$5,186,830
GRAND TOTAL	\$4,906,829	\$5,037,496	\$5,037,980	\$5,286,820	\$5,286,820

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Public Works/City Engineer	0.20	0.20	0.20	\$27,858	\$27,643	\$27,643
Public Works Maintenance Manager	0.04	0.20	0.20	4,040	17,509	17,509
Principal Management Analyst	0.30	0.30	0.30	26,784	26,784	26,784
Separation Benefits	0.00	0.00	0.00	5,225	5,225	5,225
Total	0.54	0.70	0.70	\$63,907	\$77,161	\$77,161

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$96,164	\$101,341	\$101,341	\$93,434	\$93,434
SERVICES & SUPPLIES	20,494	23,850	23,850	23,850	23,850
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$116,658	\$125,191	\$125,191	\$117,284	\$117,284
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.20	 1.24	 1.24	 1.20	 1.20

Program Description

This is the operations base for Maintenance Services and Water Utility Division field crews. The facility houses City-owned construction and service vehicles and equipment, provides storage for all maintenance materials, and stores the fuel used to operate City-owned vehicles and equipment. Central mobile radio communications allow field crews direct contact with the City Yard Office. The Public Works Technician receives and responds to telephone inquiries regarding schedules, levels of service, service requests, and, when necessary, forwards information to the proper supervisor for disposition.

Specific Service objectives are:

- Maintain accurate, up-to-date and readily available records for support of all divisions.
- Prepare purchase requisitions, process bills for payment, handle requests for meter service, invoice for City property damage, etc., as required.

- Maintain and submit data required for monthly, quarterly, and annual reports for Maintenance.

PROGRAM MEASUREMENTS

Bulky Items	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Projected 2012-2013</u>
Notice of Violations Issued	371	425	450
Citations Issued	13	3	3

2012-2013 GOALS AND OBJECTIVES

1. Improve the efficiency of limited clerical staff to support 4 divisions: Engineering, Streets, Water and Parks.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Continued to increase the number of notices of violations and citations.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers cost for the replacement of safety shoes, \$5,025; uniforms, \$5,400; and computer and printer supplies, \$75.
2. Communications category (#32000) consists of \$7,700 for the cost of Nextel 2-way radio system base-stations, and \$350 for postage.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$71,810	\$73,121	\$73,121	\$65,716	\$65,716
11400 Overtime Salaries	77	0	0	0	0
11500 Separation Benefits	3,700	4,070	4,070	4,070	4,070
TOTAL	\$75,587	\$77,191	\$77,191	\$69,786	\$69,786
EMPLOYEE BENEFITS					
12200 Life Insurance	\$181	\$203	\$203	\$195	\$195
12300 Medical Insurance	6,690	8,070	8,070	7,271	7,271
12350 Medicare Insurance	376	502	502	416	416
12400 Dental Insurance	804	900	900	854	854
12500 Workers Compensation	2,000	2,200	2,200	2,420	2,420
12600 Retirement	9,913	11,588	11,588	11,832	11,832
12800 Uniform Allowance	8	0	0	0	0
12900 Long Term Disability	446	495	495	476	476
12950 Vision Plan	159	192	192	184	184
TOTAL	\$20,577	\$24,150	\$24,150	\$23,648	\$23,648
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
22000 Operating Supplies	7,502	10,500	10,500	10,500	10,500
32000 Communications	7,938	8,050	8,050	8,050	8,050
37000 Leases & Rentals	2,500	2,500	2,500	2,500	2,500
38000 R/M Contractual	757	1,000	1,000	1,000	1,000
39000 Miscellaneous	197	200	200	200	200
TOTAL	\$20,494	\$23,850	\$23,850	\$23,850	\$23,850
GRAND TOTAL	\$116,658	\$125,191	\$125,191	\$117,284	\$117,284

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Public Works Maintenance Manager	0.14	0.10	0.10	\$16,159	\$8,754	\$8,754
Public Works Maintenance Supervisor*	0.10	0.10	0.10	6,148	6,148	6,148
Public Works Technician	0.50	0.50	0.50	28,314	28,314	28,314
Senior Clerk Typist	0.50	0.50	0.50	22,500	22,500	22,500
Separation Benefits	0.00	0.00	0.00	4,070	4,070	4,070
Total	1.24	1.20	1.20	\$77,191	\$69,786	\$69,786

* Position is frozen per 2012-13 Council action.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$275,657	\$297,191	\$295,191	\$294,220	\$294,220
SERVICES & SUPPLIES	269,951	257,485	257,485	257,616	257,616
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$545,608	\$554,676	\$552,676	\$551,836	\$551,836
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.90	 2.93	 2.93	 2.90	 2.90

Program Description

Building Maintenance is responsible for the upkeep of City-owned structures. Monterey Park presently owns 15 major structures and numerous smaller structures that require various levels of maintenance. Regular structural, plumbing, electrical, janitorial, and heating and air-conditioning maintenance must be performed to ensure pleasant working conditions and encourage the public use of all facilities. As public use increases, minor facility alterations or remodeling may also become necessary to provide adequate space for additional activities.

Specific Service objectives are:

- Complete minor repairs (leaky faucets, vandalism, light outages, broken windows, etc.) within three days after requests are received.
- Complete major repairs (painting, cabinet work, structural alterations, etc.) within 30 days after work order requests are received.

- Respond to emergency building maintenance repairs such as sewer stoppages, leaking pipes, etc.
- Oversee janitorial and equipment maintenance contracts as well as construction and repair contracts for City facilities.
- Inspect facilities twice per week to ensure the City’s janitorial contractor is performing all required services.
- Monitor heating and air-conditioning maintenance contract for City facilities to ensure contractor is performing all required services.
- Perform preventive maintenance on all heating, ventilating and air conditioning units.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Projected</u> <u>2012-2013</u>
Number of Service Requests:			
<i>Service requests originate from City departments.</i>			
Received	536	435	550
Completed	531	325	530
Number of Special Work Orders:			
<i>Special work orders are for services that go beyond the scope of normal maintenance.</i>			
	2	4	3

2012-2013 GOALS AND OBJECTIVES

1. Study the feasibility of adding a second toilet to the men’s restroom in the lobby of City Hall. One toilet is insufficient for large groups that attend City functions.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Completed a study on the effectiveness of an energy management control panel that would be installed at the Library and City Hall to conserve energy.
2. Added security alarm to La Loma Park building and installed 4 security doors to the Scout Hut at Elder Park.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) includes \$96,000 for building maintenance, \$30,000 for air conditioning maintenance, \$39,000 for janitorial service, and \$13,535 for machinery and equipment maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$191,869	\$200,307	\$200,307	\$197,342	\$197,342
11400 Overtime Salaries	7,294	9,000	7,000	7,000	7,000
11500 Separation Benefits	10,000	11,000	11,000	11,000	11,000
TOTAL	\$209,163	\$220,307	\$218,307	\$215,342	\$215,342
EMPLOYEE BENEFITS					
12200 Life Insurance	\$391	\$434	\$434	\$425	\$425
12300 Medical Insurance	19,037	21,882	21,882	21,083	21,083
12350 Medicare Insurance	2,834	2,928	2,928	2,760	2,760
12400 Dental Insurance	1,362	1,548	1,548	1,512	1,512
12500 Workers Compensation	13,000	14,300	14,300	15,730	15,730
12600 Retirement	28,242	33,902	33,902	35,498	35,498
12800 Uniform Allowance	191	300	300	300	300
12900 Long Term Disability	1,069	1,168	1,168	1,149	1,149
12950 Vision Plan	368	422	422	421	421
TOTAL	\$66,494	\$76,884	\$76,884	\$78,878	\$78,878
SERVICES & SUPPLIES					
22000 Operating Supplies	\$9,881	\$10,000	\$10,000	\$10,000	\$10,000
23000 R/M Supplies	29,543	31,750	31,750	31,750	31,750
24000 Small Tools	955	1,000	1,000	1,000	1,000
32000 Communications	2,500	2,625	2,625	2,756	2,756
33000 Motor Pool Charges	35,000	33,075	33,075	33,075	33,075
37000 Leases & Rentals	190	500	500	500	500
38000 R/M Contractual	191,882	178,535	178,535	178,535	178,535
TOTAL	\$269,951	\$257,485	\$257,485	\$257,616	\$257,616
GRAND TOTAL	\$545,608	\$554,676	\$552,676	\$551,836	\$551,836

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Public Works Maintenance Manager	0.13	0.10	0.10	\$12,120	\$8,755	\$8,755
Facilities Maintenance Supervisor	1.00	1.00	1.00	78,648	78,648	78,648
Building Trades Technician	1.00	1.00	1.00	58,272	58,272	58,272
Electrician	0.80	0.80	0.80	50,067	50,467	50,467
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Overtime	0.00	0.00	0.00	9,000	7,000	7,000
Separation Benefits	0.00	0.00	0.00	11,000	11,000	11,000
Total	2.93	2.90	2.90	\$220,307	\$215,342	\$215,342

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$385,788	\$365,579	\$365,533	\$373,636	\$373,636
SERVICES & SUPPLIES	1,448,448	979,873	984,873	1,053,815	1,053,815
CAPITAL OUTLAY	120,400	40,000	0	730,600	730,600
TOTAL COSTS	\$1,954,636	\$1,385,452	\$1,350,406	\$2,158,051	\$2,158,051
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 4.20	 4.19	 4.19	 4.20	 4.20

Program Description

Monterey Park's motorized fleet consists of 205 driver-operated vehicles (sedans, trucks, tractors, rollers, etc.) and 360 non-driver type units (air compressors, pumps, lawn mowers, chain saws, etc.). Effective and timely maintenance and repairs are required to ensure all vehicles and equipment is operating in a safe and efficient manner and to maximize life expectancy. The shop is operated on a revolving fund basis with vehicle operational costs and depreciation charged to the appropriate department.

Specific Service objectives are:

- Annually identify and replace vehicles that have exceeded their useful life expectancy through either an annual appropriation or lease-purchase financing arrangements.
- Perform preventive maintenance service on vehicles and equipment at required intervals.

- Conduct thorough safety inspections (such as brakes, suspension systems, fluid levels, etc.) on all vehicles during preventive maintenance service.
- Complete mandated reports and maintain City fleet vehicles and equipment to be in compliance with BAR, AQMD, CARB, CUPA and DOSH regulations.
- Purchase fuel for joint consumption by the City 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 accurate maintenance records and schedule of City owned vehicles and equipment through data-entry on a continuous basis and quarterly reports.

PROGRAM MEASUREMENTS

	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Projected 2012-2013</u>
Number of preventive maintenance services	278	300	360
Number of smog checks completed	28	38	40
Compressed natural gas (CNG) purchased (in 100 cubic feet)	6,584	11,000	11,600
Average price per gallon of unleaded fuel	\$3.19	\$4.39	\$4.69
Average price per gallon of diesel fuel	\$2.90	\$3.98	\$4.50

2012-2013 GOALS AND OBJECTIVES

1. Upgrade lighting on all Public Works vehicles to LED. This will enhance visibility in all weather conditions providing employees with additional safety protection.
2. Create an online reservation system for department's various vehicle needs.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Completed original equipment manufacturer (OEM) training for small equipment 2 cycle engines that are utilized in chainsaws, blowers, line trimmers, and concrete saws.
2. Refurbished Unit 846 to be utilized as a Graffiti clean-up/prevention vehicle. This vehicle is up-fitted with the latest technology to clean up graffiti throughout the City.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) is budgeted for materials and supplies used for the repair and maintenance of vehicles and City equipment. Price of tires has increased annually between 30% to 48%.
2. Contracted Services category (#31000) includes the cost of AQMD annual inspection/certification and underground storage tank (UST) operator fee and GDF (gasoline dispensing facility) repairs.
3. Contracted Services category (#37000) includes automotive parts washer service and maintenance and rental of equipment.
4. R/M Contractual category (#38000) includes conversion cost of PD vehicles, repairs and maintenance of fleet vehicles and heavy duty/hand held equipment (e.g., chain saws, hedge trimmers, riding mowers, concrete saws, etc.), and maintenance of the CNG fuel station at City Yard.
5. Other Agency Services category (#41000) includes fees for CARB, AQMD and Los Angeles County CUPA HAZMAT.
6. Miscellaneous Financial Services category (#44000) consists of allocated overhead costs of central service departments and liability insurance.
7. Vehicles/Equipment category (#54000) reflects vehicle and equipment purchase: Riding Lawn Mower (1); Police Patrol Vehicles (7); Three Ton Utility Compactor (Street) (1); One Ton Utility Truck (1); Pickup Truck (1); Tire Changer (1); Air Conditioning Machine (1); Wanco LED Arrow Boards (3); Loader/Backhoe (Water) (1); Forklift (1); and Police Detective Vehicles (3).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$279,475	\$251,629	\$251,629	\$255,664	\$255,664
11400 Overtime Salaries	65	100	54	0	0
11500 Separation Benefits	18,150	19,965	19,965	19,965	19,965
TOTAL	\$297,690	\$271,694	\$271,648	\$275,629	\$275,629
EMPLOYEE BENEFITS					
12200 Life Insurance	\$690	\$697	\$697	\$697	\$697
12300 Medical Insurance	34,655	35,845	35,845	35,936	35,936
12350 Medicare Insurance	3,617	3,649	3,649	3,581	3,581
12400 Dental Insurance	2,222	2,252	2,252	2,252	2,252
12500 Workers Compensation	5,875	6,463	6,463	7,109	7,109
12600 Retirement	38,682	42,611	42,611	46,009	46,009
12800 Uniform Allowance	8	0	0	0	0
12900 Long Term Disability	1,761	1,765	1,765	1,766	1,766
12950 Vision Plan	588	603	603	657	657
TOTAL	\$88,098	\$93,885	\$93,885	\$98,007	\$98,007
SERVICES & SUPPLIES					
21000 Office Supplies	\$825	\$800	\$800	\$800	\$800
22000 Operating Supplies	443,629	484,450	504,450	559,525	559,525
23000 R/M Supplies	89,792	80,000	87,000	85,000	85,000
24000 Small Tools	7,289	5,500	5,500	9,000	9,000
31000 Contracted Services	15,606	19,000	19,000	19,000	19,000
32000 Communications	2,694	2,923	2,923	3,050	3,050
33000 Motor Pool Charges	8,000	8,400	8,400	8,400	8,400
36000 Utilities	18,800	20,800	20,800	22,540	22,540
37000 Leases & Rentals	2,882	3,000	3,000	3,000	3,000
38000 R/M Contractual	133,390	149,000	127,000	137,000	137,000
39000 Miscellaneous	1,261	1,000	1,000	1,500	1,500
41000 Other Agency Serv	5,000	5,000	5,000	5,000	5,000
44000 Misc Financial Serv	719,280	200,000	200,000	200,000	200,000
TOTAL	\$1,448,448	\$979,873	\$984,873	\$1,053,815	\$1,053,815
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$120,400	\$40,000	\$0	\$730,600	\$730,600
TOTAL	\$120,400	\$40,000	\$0	\$730,600	\$730,600

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

<u>Classification</u>	<u>Actual 2010/2011</u>	<u>Adopted 2011/2012</u>	<u>Year-End Estimated 2011/2012</u>	<u>Proposed 2012/2013</u>	<u>Adopted 2012/2013</u>
GRAND TOTAL	\$1,954,636	\$1,385,452	\$1,350,406	\$2,158,051	\$2,158,051

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Public Works/City Engineer	0.10	0.10	0.10	\$13,929	\$13,822	\$13,822
Public Works Maintenance Manager	0.09	0.10	0.10	8,080	8,754	8,754
Fleet Maintenance Supervisor	1.00	1.00	1.00	66,204	67,860	67,860
Equipment Mechanic	2.00	2.00	2.00	111,096	112,428	112,428
Auto Shop Technician	1.00	1.00	1.00	49,200	49,200	49,200
Auto Mechanic Certificate	0.00	0.00	0.00	1,920	2,400	2,400
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Overtime	0.00	0.00	0.00	100	0	0
Separation Benefits	0.00	0.00	0.00	19,965	19,965	19,965
Total	4.19	4.20	4.20	\$271,694	\$275,629	\$275,629

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$738,672	\$723,958	\$723,958	\$714,494	\$714,494
SERVICES & SUPPLIES	48,019	50,513	54,613	54,034	54,034
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$786,691	\$774,471	\$778,571	\$768,528	\$768,528
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 6.60	 6.60	 6.60	 6.45	 6.45

Program Description

The Engineering Division is responsible for providing all engineering services to the City, including the design and construction of all public facilities, streets, water, sewers, storm drains, sidewalks, traffic signals, parks, and recreation facilities. The Division manages the programming, design, contracting, and inspection of all capital improvement projects, and reviews and comments on various development and zoning matters such as tract and parcel maps, variances, and conditional use permits. The Division conducts specialized engineering functions, including studies on grading, geology, traffic, pavement, water systems, sewer systems, and assessment districts, and handles the survey and disposition of City real property. The Division also manages emergency projects involving repair/reconstruction of City streets and facilities during and after major environmental disasters such as storms, mudslides, and earthquakes.

The Engineering Division coordinates the administrative activities of the Public Works Department and is also responsible for working with and advising the City Council, the City Manager, the Traffic Commission, the Planning Commission, and other public and private agencies regarding the planning, design, construction, and financing of public works and

capital improvement projects in the City. The Division also oversees the City's Americans With Disabilities Act (ADA) Title II compliance activities.

Specific Service objectives are:

- Implement the Water Master Plan and develop a comprehensive street maintenance program in accordance with the City's Pavement Management Study.
- Annually administer the capital improvement program for City streets, water system, and parks.
- Leverage SAFETEA-LU, Proposition C, State and Local Transportation Partnership Program funds to obtain maximum use of financial resources for local roadway improvement projects and actively pursue additional funding sources.
- Work with other City Departments/Divisions to support various City programs, such as economic development projects and the City's Congestion Management Plan.

PROGRAM MEASUREMENTS

	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Projected 2012-2013</u>
Capital Improvement Projects (CIP) commenced and/or completed	9	21	10
Dollar value of CIP projects completed (\$ millions)	2.7	4.7	2.5
Subdivisions Processed:			
<i>Tentative Tract Maps</i>	0	0	1
<i>Tentative Parcels Maps</i>	0	1	1
<i>Final Tract Maps</i>	0	0	1
<i>Final Parcel Maps</i>	1	0	1
<i>Lot Line Adjustments Reviewed</i>	1	1	0
Conditional Use Permits Reviewed	7	2	5
Variances Reviewed	0	0	0
Site and Plan Checks for Building Permits	79	120	100
Concrete, Excavation, Utilities, Transportation, Sewer, Water, Undergrounding Permits Issued	193	140	160
Grading Permits Issued	10	12	15
Traffic Engineering Issues Investigated	40	45	40

2012-2013 GOALS AND OBJECTIVES

1. Complete street and sidewalk improvements on Collegian Avenue and Floral Drive to complement the new Transit Center and ELAC's campus improvements.
2. Complete Bike Trail Master Plan utilizing consultant services.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Completed Water Master Plan Update and Water Rate Study and adopted new water rates.
2. Completed Transit Center on Collegian Avenue at East Los Angeles College.
3. Completed ADA upgrades at nine City park restroom buildings.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) has \$10,000 budgeted for engineering consultant services for traffic, soils testing, and \$1,200 for miscellaneous professional services.
2. R/M Contractual category (#38000) provides for the maintenance of copier and plotter equipment.
3. Miscellaneous category (#39000) consists of \$3,000 for duplicating and printing, \$800 for State Engineer's Registration and membership fees for professional organizations, and \$100 for technical magazines and reference books.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$559,488	\$538,045	\$538,045	\$525,774	\$525,774
11300 Part Time Salaries	2,358	0	0	0	0
11400 Overtime Salaries	9	0	0	0	0
11500 Separation Benefits	23,700	26,070	26,070	26,070	26,070
TOTAL	\$585,555	\$564,115	\$564,115	\$551,844	\$551,844
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,134	\$1,118	\$1,118	\$1,071	\$1,071
12300 Medical Insurance	47,578	47,625	47,625	46,061	46,061
12350 Medicare Insurance	8,352	7,860	7,860	7,685	7,685
12370 Part Time Retirement	95	0	0	0	0
12400 Dental Insurance	3,030	3,013	3,013	3,764	3,764
12500 Workers Compensation	4,700	5,170	5,170	5,687	5,687
12600 Retirement	84,108	91,002	91,002	94,516	94,516
12900 Long Term Disability	2,984	2,920	2,920	2,709	2,709
12950 Vision Plan	1,136	1,135	1,135	1,157	1,157
TOTAL	\$153,117	\$159,843	\$159,843	\$162,650	\$162,650
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,710	\$2,350	\$3,050	\$2,350	\$2,350
22000 Operating Supplies	557	700	700	700	700
24000 Small Tools	1,140	1,700	1,700	1,700	1,700
31000 Contracted Services	3,154	11,200	11,200	11,200	11,200
32000 Communications	7,393	6,615	6,615	6,736	6,736
33000 Motor Pool Charges	8,016	8,398	8,448	8,448	8,448
37000 Leases & Rentals	14,957	12,500	16,000	16,000	16,000
38000 R/M Contractual	5,206	3,150	3,000	3,000	3,000
39000 Miscellaneous	3,886	3,900	3,900	3,900	3,900
TOTAL	\$48,019	\$50,513	\$54,613	\$54,034	\$54,034
GRAND TOTAL	\$786,691	\$774,471	\$778,571	\$768,528	\$768,528

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Public Works/City Engineer	0.30	0.15	0.15	\$41,787	\$20,734	\$20,734
Assistant City Engineer	1.00	1.00	1.00	117,565	123,216	123,216
Principal Management Analyst	0.30	0.30	0.30	26,784	26,784	26,784
Associate Civil Engineer	2.00	2.00	2.00	172,284	174,360	174,360
Civil Engineering Technician	1.00	1.00	1.00	56,373	57,428	57,428
Public Works Inspector	1.00	1.00	1.00	66,888	66,888	66,888
Administrative Secretary	1.00	1.00	1.00	53,964	53,964	53,964
Bilingual	0.00	0.00	0.00	1,800	1,800	1,800
Notary Bonus Pay	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	26,070	26,070	26,070
Total	6.60	6.45	6.45	\$564,115	\$551,844	\$551,844

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$407,403	\$269,695	\$192,274	\$274,653	\$274,653
SERVICES & SUPPLIES	876,623	765,749	1,857,889	995,413	995,413
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,284,026	\$1,035,444	\$2,050,163	\$1,270,066	\$1,270,066
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 2.40	 2.40	 2.40	 2.50	 2.50

Program Description

This activity provides the overall direction and administrative guidance for the Water Utility Division, including preparation of all required water quality and production reports. Funds are also provided in this activity to cover pump assessment costs and water replacement costs related to the adjudicated settlement between the Main San Gabriel Valley Water Basin and the City of Long Beach.

Specific Service objectives are:

- Represent the City in the management of the Main San Gabriel Basin by attending monthly meetings.
- Develop long range planning alternatives and strategies to enable the utility to keep up with water usage, including the development and construction of water treatment facilities and alternatives, to conform to State and Federal potable water quality requirements.

- Prepare various operation, production, and water quality reports to meet Watermaster, Federal, State, County, and City requirements.
- Identify and track proposed Federal and State regulations that could have large capital requirements for treatment of specific substances (e.g. arsenic, volatile organic chemicals, Perchlorate, 1,4-Dioxane, 1,1-DCA, MTBE, Chromium 6, etc).
- Continue involvement with the San Gabriel Valley Groundwater clean-up projects with special emphasis on the South El Monte Operable Unit (SEMOU) to recover costs and the possibility of obtaining Title 16 and/or Federal Restoration Funds.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Projected</u> <u>2012-2013</u>
Water Rates:			
Surrounding agencies – average monthly (350 gallons/day, with ¾” meter)	\$52.71	\$65.76	\$69.05
Monterey Park – average monthly (350 gallons/day, with ¾” meter)*	\$33.08	\$39.16	\$41.12
Percent below average	59.34%	67.93%	67.92%

* Includes water treatment surcharge.

2012-2013 GOALS AND OBJECTIVES

1. Continue to improve water operations through the use of technology (AMR, GIS, etc.) while promoting conservation.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Tracked and secured approximately \$4 million in outside operations & maintenance and capital reimbursement monies from the Water Quality Authority (WQA), the San Gabriel Valley Municipal Water District (SGVMWD), Southern California Edison (SCE) and EnerNOC.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes \$53,000 for the Water Quality Authority Assessment fee and California Department of Public Health (CDPH) oversight charges as well as \$2,000 for miscellaneous safety and engineering supplies. Higher costs for 2011-12 were due to leasing water rights to SGVMWD.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$171,618	\$191,839	\$122,771	\$192,165	\$192,165
11300 Part Time Salaries	9,742	0	11,086	0	0
11400 Overtime Salaries	0	0	52	0	0
11500 Separation Benefits	11,000	12,100	12,100	12,100	12,100
TOTAL	\$192,360	\$203,939	\$146,009	\$204,265	\$204,265
EMPLOYEE BENEFITS					
12200 Life Insurance	\$340	\$405	\$320	\$438	\$438
12300 Medical Insurance	171,858	16,775	9,425	18,007	18,007
12350 Medicare Insurance	3,048	2,371	1,635	2,376	2,376
12370 Part Time Retirement	207	0	443	0	0
12400 Dental Insurance	1,426	1,645	1,071	1,634	1,634
12500 Workers Compensation	9,700	10,670	10,670	11,737	11,737
12600 Retirement	27,167	32,418	21,576	34,551	34,551
12900 Long Term Disability	946	1,053	783	1,195	1,195
12950 Vision Plan	351	419	342	450	450
TOTAL	\$215,043	\$65,756	\$46,265	\$70,388	\$70,388
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,842	\$4,000	\$4,000	\$4,000	\$4,000
22000 Operating Supplies	170,967	55,000	1,147,140	55,000	55,000
24000 Small Tools	1,162	1,800	1,800	1,800	1,800
31000 Contracted Services	6,187	6,188	6,188	6,188	6,188
32000 Communications	5,256	5,000	5,000	5,000	5,000
33000 Motor Pool Charges	3,626	4,175	4,175	4,175	4,175
37000 Leases & Rentals	4,000	4,000	4,000	4,000	4,000
38000 R/M Contractual	19,784	18,586	18,586	21,250	21,250
39000 Miscellaneous	15,799	22,000	22,000	22,000	22,000
44000 Misc Financial Serv	645,000	645,000	645,000	872,000	872,000
TOTAL	\$876,623	\$765,749	\$1,857,889	\$995,413	\$995,413
GRAND TOTAL	\$1,284,026	\$1,035,444	\$2,050,163	\$1,270,066	\$1,270,066

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Public Works Director/City Engineer	0.10	0.20	0.20	\$13,929	\$27,644	\$27,644
Water Utility Manager	0.65	0.65	0.65	72,858	59,553	59,553
Principal Management Analyst	0.65	0.65	0.65	53,380	54,154	54,154
Public Works Technician	0.50	0.50	0.50	28,314	28,314	28,314
Senior Clerk Typist	0.50	0.50	0.50	22,500	22,500	22,500
Bilingual	0.00	0.00	0.00	390	0	0
DHS Certification	0.00	0.00	0.00	468	0	0
Separation Benefits	0.00	0.00	0.00	12,100	12,100	12,100
Total	2.40	2.50	2.50	\$203,939	\$204,265	\$204,265

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$513,095	\$387,154	\$382,959	\$393,164	\$393,164
SERVICES & SUPPLIES	154,151	154,410	147,066	154,410	154,410
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$667,246	\$541,564	\$530,025	\$547,574	\$547,574
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 4.00	 4.00	 4.00	 4.00	 4.00

Program Description

This program, in coordination with the Management Services Department, provides for approximately 81,360 meter readings, billing, and collection of revenue from approximately 13,287 water meters. The City's consumers average 573 requests for service per month for routine problems including billing, leaks, water quality, general water service inquiries, backflow/cross-connection and water conservation education.

Specific Service objectives are:

- Provide all City served water accounts with a water meter calibrated to American Water Association standards for accuracy to be read, billed, and maintained on a bi-monthly schedule.
- Notify consumers of high consumption when readings appear to be significantly higher than normal.

- Perform annual tests on 84 City-owned backflow devices and report results to the Los Angeles County Department of Health Services.
- Track and maintain 1,018 private backflow prevention assemblies for water system protection as required by the CADPH standards.
- On a bimonthly reading cycle, report any safety hazards or code violations to the proper department.
- Distribute water conservation and education materials at community events such as the Harmony Month Open House, Lantern Festival, and the San Gabriel Valley Water District's ultra low flow toilet (ULFT) exchange program and to schools, consumers, and different groups within the city to promote water conservation and education.
- In conjunction with the Water Distribution section continue to evaluate and upgrade large meter installations to replace older water meters to ensure meter accuracy.

PROGRAM MEASUREMENTS

	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Projected 2012-2013</u>
Meter Exchange Program:			
Meters changed ¾" – 2"	480	960	1,200
Large Water Meter Installation/ Upgrades: 3" – 8" meters			
Meter installation upgrades	3	4	4
Total meters installed to field-testable and/or field-repairable standards	81	85	89
Water Turn-ons and Turn-offs:	2,079	1,734	1,900
Work orders completed:	6,275	6,586	6,600

2012-2013 GOALS AND OBJECTIVES

1. Upgrade Meter Routes 41 and 40 to Automated Meter Read Routes (AMR) in order to more quickly identify leaks and meter problems.
2. Replace and upgrade two large meter vaults (800 block of El Repetto Dr. & 2600 block of Corporate Place).

2011-2012 MAJOR ACCOMPLISHMENTS

1. Meter Routes 42, 43, 45 and 46 were upgraded to AMR.
2. Replaced 4-inch backflow devices at La Loma and Sunnyslope Parks.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R&M Supplies category (#23000) accounts for the purchase of brass, pipes, valves, fittings, backflow prevention devices, small pressure regulators and parts required to maintain water meters. These costs provide the necessary parts to maintain and expand the Meter Exchange Program.
2. Contracted Services category (#31000) includes computer services for water billing activities.
3. Communications category (#32000) includes \$1,000 for Nextel Phones and \$42,000 for water billing postage.
4. R/M Contractual category (#38000) includes \$2,000 for meter testing and maintenance and \$8,000 for maintenance of billing software, handheld meter readers, water billing computers and other office equipment.
5. Miscellaneous category (#39000) includes renewal of required backflow certifications of \$1,000 and \$8,000 for water billing printing and duplication services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$353,774	\$247,869	\$239,360	\$248,546	\$248,546
11400 Overtime Salaries	8,304	8,000	11,625	8,000	8,000
11500 Separation Benefits	30,000	33,000	33,000	33,000	33,000
TOTAL	\$392,078	\$288,869	\$283,985	\$289,546	\$289,546
EMPLOYEE BENEFITS					
12200 Life Insurance	\$911	\$648	\$669	\$648	\$648
12300 Medical Insurance	36,216	26,382	26,924	26,777	26,777
12350 Medicare Insurance	4,928	3,625	3,680	3,635	3,635
12400 Dental Insurance	3,385	2,429	2,547	2,559	2,559
12500 Workers Compensation	19,075	20,983	20,983	23,081	23,081
12600 Retirement	53,522	41,968	41,928	44,725	44,725
12900 Long Term Disability	2,211	1,584	1,634	1,584	1,584
12950 Vision Plan	769	666	609	609	609
TOTAL	\$121,017	\$98,285	\$98,974	\$103,618	\$103,618
SERVICES & SUPPLIES					
21000 Office Supplies	\$522	\$600	\$600	\$600	\$600
22000 Operating Supplies	3,014	3,000	3,956	3,000	3,000
23000 R/M Supplies	29,928	30,000	21,700	30,000	30,000
24000 Small Tools	6,113	4,000	4,000	4,000	4,000
31000 Contracted Services	14,000	14,210	14,210	14,210	14,210
32000 Communications	43,365	43,000	43,000	43,000	43,000
33000 Motor Pool Charges	38,000	39,900	39,900	39,900	39,900
37000 Leases & Rentals	606	700	700	700	700
38000 R/M Contractual	9,185	10,000	10,000	10,000	10,000
39000 Miscellaneous	9,418	9,000	9,000	9,000	9,000
TOTAL	\$154,151	\$154,410	\$147,066	\$154,410	\$154,410
GRAND TOTAL	\$667,246	\$541,564	\$530,025	\$547,574	\$547,574

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Consumer Services Supervisor	1.00	1.00	1.00	\$83,856	\$83,856	\$83,856
Cross Connection Control Inspector	1.00	1.00	1.00	53,676	56,978	56,978
Consumer Services Representative	2.00	2.00	2.00	106,017	102,672	102,672
DHS Certification	0.00	0.00	0.00	4,320	5,040	5,040
Overtime	0.00	0.00	0.00	8,000	8,000	8,000
Separation Benefits	0.00	0.00	0.00	33,000	33,000	33,000
Total	4.00	4.00	4.00	\$288,869	\$289,546	\$289,546

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$295,499	\$257,166	\$247,438	\$265,657	\$265,657
SERVICES & SUPPLIES	2,158,754	1,435,397	1,988,195	1,441,706	1,441,706
CAPITAL OUTLAY	0	0	0	30,000	30,000
TOTAL COSTS	\$2,454,253	\$1,692,563	\$2,235,633	\$1,737,363	\$1,737,363
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 2.45	 2.75	 2.75	 2.75	 2.75

Program Description

This program provides for producing, treating, and delivering to the City's customers, potable water that meets or exceeds all water quality standards established by Federal and State regulatory agencies. The operation and inspection of 12 wells, 11 pumping stations, and 13 reservoirs are provided by California Department of Public Health certified water treatment personnel to meet an average daily demand of approximately 8 million gallons of water.

Water quality is ensured by use of mandated State of California Department of Public Health certified water treatment operators and regulated operations for the safe and efficient production of water for the community. In compliance with Title 22, State of California, Department of Public Health, weekly, monthly, quarterly, and yearly samples are collected for volatile organic chemicals, perchlorate, and general mineral levels. Additionally, production personnel collect a monthly average of 180 chlorine residuals, 90 bacteriological samples, and 18 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 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Projected 2012-2013</u>
Water Production:			
(Acre-feet/year)	8,497	8,747	9,184
(Million gallons/year)	2,769	2,850	2,992
(Million gallons/day)	7.59	7.81	8.20
Well Water Electrical Efficiency Operational Testing Program:			
Number tested (12 total sites, 9 operable wells)	8	8	8
Cathodic Protection System Testing Program:			
Number tested (5 sites total, 8 reservoirs)	8	8	8

2012-2013 GOALS AND OBJECTIVES

1. Install a water purification system for the Delta Plant Laboratory.
2. Install a fire hydrant on the 24-inch transmission line at the Delta Plant.
3. Brush, bail and redevelop Fern Well.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Installed 160 lb./day on-site chlorine generation system at the Delta Booster Station.
2. Upgraded programming on the SCADA system citywide for more efficient monitoring and control of our water operations.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries category (#12000) reflects the conversion of the part-time Trades Technician to a full-time Water Production System Operator. The salary of the Water Production Operator is distributed among other divisions (4226, 4227, 4228, 4229, and 4230).

2. Operating Supplies category (#22000) reflects costs for water over production assessment. Over productions fees are charged when more water is pumped than allotted in our water rights. This account was overspent in the previous year due to leasing of water rights.
3. R/M Supplies category (#23000) covers supplies for well and pump station maintenance and upgrades.
4. Contracted Services category (#31000) includes \$20,000 for CDPH required water quality analyses and \$15,000 for various reservoir inspections and related services.
5. Communications category (#32000) accounts for Nextel radios, office telephones and new phone services at various remote sites to help with SCADA.
6. Motor Pool Charges category (#33000) consists of allocated vehicle operating costs to the Auto Shop Internal Service Fund.
7. Utilities category (#36000) includes electrical and natural gas costs.
8. R/M Contractual category (#38000) includes \$3,000 for maintenance and repair to buildings at pump stations and well sites, \$3,000 for fence repairs and reservoir cleaning, \$6,000 for janitorial services, \$30,000 for maintenance and repair of wells and booster pumps, \$30,000 for repairs to engines, and \$34,000 for grounds maintenance.
9. Debt Service category (#42000) includes lease and interest payment for the La Loma and Highland water storage reservoirs. La Loma and Highland are in year eleven of a thirty-year lease.
10. Vehicles/Equipment category (#54000) reflects \$30,000 for a new water truck vehicle purchase for the Delta Treatment Plant.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$168,562	\$175,989	\$163,368	\$179,414	\$179,414
11300 Part Time Salaries	36,758	0	0	0	0
11400 Overtime Salaries	22,994	10,000	15,000	10,000	10,000
11500 Separation Benefits	11,694	12,863	12,863	12,863	12,863
TOTAL	\$240,008	\$198,852	\$191,231	\$202,277	\$202,277
EMPLOYEE BENEFITS					
12200 Life Insurance	\$368	\$446	\$401	\$446	\$446
12300 Medical Insurance	13,786	17,311	16,788	19,602	19,602
12350 Medicare Insurance	3,386	2,564	2,676	2,614	2,614
12370 Part Time Retirement	0	0	0	0	0
12400 Dental Insurance	1,302	1,720	1,409	1,403	1,403
12500 Workers Compensation	4,600	5,060	5,060	5,566	5,566
12600 Retirement	30,857	29,791	28,583	32,278	32,278
12900 Long Term Disability	904	1,089	966	1,089	1,089
12950 Vision Plan	288	333	324	382	382
TOTAL	\$55,491	\$58,314	\$56,207	\$63,380	\$63,380
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,484	\$1,500	\$1,500	\$1,500	\$1,500
22000 Operating Supplies	1,255,167	440,000	1,006,210	440,000	440,000
23000 R/M Supplies	87,576	75,000	94,440	75,000	75,000
24000 Small Tools	5,754	6,500	9,496	6,500	6,500
31000 Contracted Services	29,611	35,000	32,000	35,000	35,000
32000 Communications	11,045	14,000	12,500	14,000	14,000
33000 Motor Pool Charges	60,000	63,000	63,000	63,000	63,000
36000 Utilities	528,335	564,200	542,800	577,200	577,200
37000 Leases & Rentals	559	7,500	1,000	1,000	1,000
38000 R/M Contractual	103,405	106,000	102,352	106,000	106,000
39000 Miscellaneous	501	600	300	600	600
41000 Other Agency Serv	8,322	7,000	7,500	7,000	7,000
42000 Debt Service	66,995	115,097	115,097	114,906	114,906
TOTAL	\$2,158,754	\$1,435,397	\$1,988,195	\$1,441,706	\$1,441,706

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$0	\$0	\$0	\$30,000	\$30,000
TOTAL	\$0	\$0	\$0	\$30,000	\$30,000
GRAND TOTAL	\$2,454,253	\$1,692,563	\$2,235,633	\$1,737,363	\$1,737,363

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Water Utility Manager	0.05	0.05	0.05	\$5,604	\$4,582	\$4,582
Principal Management Analyst	0.05	0.05	0.05	4,106	4,166	4,166
Water Production Supervisor	0.40	0.40	0.40	33,542	33,542	33,542
Senior Water Production System Operator	0.40	0.40	0.40	27,466	27,466	27,466
Water Production System Operator	1.20	1.20	1.20	59,204	62,066	62,066
Electrician	0.65	0.65	0.65	37,712	38,655	38,655
Bilingual	0.00	0.00	0.00	390	360	360
DHS Certification	0.00	0.00	0.00	6,015	6,627	6,627
Electrician Premium	0.00	0.00	0.00	1,950	1,950	1,950
Overtime	0.00	0.00	0.00	10,000	10,000	10,000
Separation Benefits	0.00	0.00	0.00	12,863	12,863	12,863
Total	2.75	2.75	2.75	\$198,852	\$202,277	\$202,277

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$712,227	\$690,781	\$690,230	\$706,827	\$706,827
SERVICES & SUPPLIES	1,596,096	525,880	431,576	525,586	525,586
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,308,323	\$1,216,661	\$1,121,806	\$1,232,413	\$1,232,413
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 8.00	 8.00	 8.00	 8.00	 8.00

Program Description

This program provides for the installation of new service taps, renewed water service taps, repair of water mains and services as necessary, and the maintenance of water facilities. Within the distribution system there are 13,261 water accounts, 134 miles of distribution mains, approximately 1,059 fire hydrants, and 2,064 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 2,064 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 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Projected 2012-2013</u>
Water Valve Exercising:			
Valves exercised ⁽¹⁾	896	1,400	1,450
2,064 valves should be exercised annually ⁽²⁾	43%	68%	70%
New Water Services Installed:			
Water Services Repaired:	61	30	40
Water Services Repaired:	56	48	50
Water Mains Repaired:	18	35	30
Gate Valves Repaired:	3	6	12

2012-2013 GOALS AND OBJECTIVES

1. Replace 5 aging and unsafe fire hydrants with modern, safer substitutes that will comply with city codes.
2. Install 3 new water main blow offs per year at dead ends (129 total remaining) to help ensure good water quality within the distribution system.
3. Replace aging, 3-inch manifold (9 meters) at the 100 block of N. Garfield Avenue at E Garvey Avenue.

1) Unable to fully implement program in current and previous years due to staffing limitations.

2) In FY 11-12, no valves were added to the system.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Replaced 5 aging and unsafe fire hydrants with modern, safer substitutes that will comply with city codes.
2. Installed 3 new water main blow offs per year at dead ends (129 total remaining) to help ensure good water quality within the distribution system.
3. Completed the tie-in of the 8" Florence Avenue main, abandoned old 4" main, eliminated a dead end to improve fire protection and water quality.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) is for costs to respond to unanticipated after hour calls and emergency repairs and the Stand-By Program.
2. R/M Supplies category (#23000) reflects costs associated with supplies and equipment to maintain and repair water system and accounts for costs associated with new service installations. These costs will be offset by revenue from new water service installations.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
4. R/M Contractual category (#38000) has \$600 for building repairs, \$3,700 for contracted water system repair services, \$5,200 for machinery and equipment repairs, and \$500 for contracted landscaping services.
5. Miscellaneous category (#39000) has \$500 for printing and duplicating, \$2,000 for Underground Service Alert fees and dues memberships for State required personnel certifications and displays costs for State-required operator certifications.
6. Debt Service category (#42000) is the annual debt service payment for the California Infrastructure and Economic Development Bank loan of \$2 million. This \$186,656 is the sixth year of a 15-year loan payment for the City's water main replacement project.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$458,799	\$441,401	\$441,401	\$450,228	\$450,228
11400 Overtime Salaries	43,841	25,000	25,000	25,000	25,000
11500 Separation Benefits	42,958	47,254	47,254	47,254	47,254
TOTAL	\$545,598	\$513,655	\$513,655	\$522,482	\$522,482
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,282	\$1,296	\$1,296	\$1,296	\$1,296
12300 Medical Insurance	57,353	60,531	58,160	58,685	58,685
12350 Medicare Insurance	7,384	6,400	6,822	6,529	6,529
12400 Dental Insurance	3,878	4,219	4,219	4,288	4,288
12500 Workers Compensation	23,450	25,795	25,795	28,375	28,375
12600 Retirement	69,289	74,777	76,175	81,051	81,051
12900 Long Term Disability	3,102	3,168	3,168	3,168	3,168
12950 Vision Plan	891	940	940	953	953
TOTAL	\$166,629	\$177,126	\$176,575	\$184,345	\$184,345
SERVICES & SUPPLIES					
21000 Office Supplies	\$815	\$1,800	\$500	\$1,800	\$1,800
22000 Operating Supplies	10,081	14,000	14,196	14,000	14,000
23000 R/M Supplies	248,566	209,200	131,600	209,200	209,200
24000 Small Tools	3,740	10,000	3,500	10,000	10,000
32000 Communications	2,490	3,500	1,950	3,500	3,500
33000 Motor Pool Charges	75,000	78,750	78,750	78,750	78,750
36000 Utilities	5,121	6,000	4,500	6,180	6,180
37000 Leases & Rentals	350	3,000	1,000	3,000	3,000
38000 R/M Contractual	6,546	10,000	7,100	10,000	10,000
39000 Miscellaneous	2,500	2,500	1,350	2,500	2,500
42000 Debt Service	-49,865	187,130	187,130	186,656	186,656
44000 Misc Financial Serv	1,191,022	0	0	0	0
TOTAL	\$1,596,096	\$525,880	\$431,576	\$525,586	\$525,586
GRAND TOTAL	\$2,308,323	\$1,216,661	\$1,121,806	\$1,232,413	\$1,232,413

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Water Distribution Supervisor	1.00	1.00	1.00	\$74,160	\$76,020	\$76,020
Water Distribution Crew Supervisor	1.00	1.00	1.00	63,414	65,001	65,001
Water Distribution Lead Worker	3.00	3.00	3.00	157,857	160,563	160,563
Water Utility Maintenance Worker	3.00	3.00	3.00	130,730	132,804	132,804
Bilingual	0.00	0.00	0.00	3,000	3,600	3,600
DHS Certification	0.00	0.00	0.00	12,240	12,240	12,240
Overtime	0.00	0.00	0.00	25,000	25,000	25,000
Separation Benefits	0.00	0.00	0.00	47,254	47,254	47,254
Total	8.00	8.00	8.00	\$513,655	\$522,482	\$522,482

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Capital Projects

ACTIVITY NO.: 4224

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	0	1,403,000	1,261,092	1,167,000	1,167,000
TOTAL COSTS	\$0	\$1,403,000	\$1,261,092	\$1,167,000	\$1,167,000
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

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

Regular Water Capital Projects:

- 1. Meter Exchange Program (81070) \$200,000**

This is an ongoing program to replace old and undersized meters. Life expectancy of a meter is between 10 to 15 years. It is important to maintain the accuracy of the meters for billing and water usage purposes. Meter boxes and fittings required are included in the project cost.

Impact on Operating Budget: This program is ongoing. This allows for replacement of approximately 500 small meters and 10 various large size meters per year.

- 2. Well Electrical and Pump Station Upgrades (81860) \$50,000**
- The Water System’s electricity costs are over \$1 million annually. To ensure the wells and pump stations are reliable while operating efficiently, annual tests are conducted to identify inefficient pumps and motors.
- Impact on Operating Budget:* This is an ongoing program that provides for the repair and/or replacement of old and inefficient electrical equipment and other related equipment at the City’s wells and pump stations.
- 3. Well Redevelopment Program (81240) \$120,000**
- This is an ongoing program to maintain efficiency of all City owned water wells.
- Impact on Operating Budget:* There is no impact to the operating budget.
- 4. Well Telemetry System (81990) \$27,000**
- This ongoing program is to improve the City’s water telemetry system, including software upgrades and radio replacements.
- Impact on Operating Budget:* There is no impact to the operating budget.
- 5. Street Maintenance (81580) \$420,000**
- This is Water System’s share for street maintenance and reconstruction. This annual contribution will be transferred to the City’s General Fund to pay for street maintenance.
- Impact on Operating Budget:* This is the annual contribution from the Water Fund to the City’s General Fund for street maintenance.
- 6. Water Main Replacement (82246) 350,000**
- This ongoing program is to replace undersized and old water mains per the adopted Water Master Plan. This project will reduce the possibility of waterline failures and reduce the damage to streets and private property. Locations include a portion of Milam Place from Wilcox Avenue to the cul-de-sac and Triana Street from Fotini Place to Ynez Avenue.
- Impact on Operating Budget:* This project will improve fire flow capacities in deficient areas and reduce the possibility of water main breaks and increase the life expectancy of the water system.

2011-2012 Water Capital Projects

Meter Exchange Program (81070)	\$ 200,000	*
Well Redevelopment Program (81240)	120,000	*
Street Maintenance (81580)	350,000	
Well Electrical and Pump Station Upgrades (81860)	30,000	*
Well Telemetry System (81990)	25,000	*
Water Main Replacement (City) (82246)	451,000	*
Perchlorate Contingency Plan (82251)	<u>227,000</u>	
<i>Total</i>	<u>\$ 1,403,000</u>	

(*) *Projects in progress*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Capital Projects

ACTIVITY NO.: 4224

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
CAPITAL OUTLAY					
81000 Capital Improvements	\$0	\$725,000	\$735,176	\$817,000	\$817,000
82000 Capital Improvements	0	678,000	525,916	350,000	350,000
91000 Capital Improvements	0	0	0	0	0
TOTAL	\$0	\$1,403,000	\$1,261,092	\$1,167,000	\$1,167,000
GRAND TOTAL	\$0	\$1,403,000	\$1,261,092	\$1,167,000	\$1,167,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$81,488	\$82,902	\$86,283	\$111,903	\$111,903
SERVICES & SUPPLIES	312,925	532,395	396,602	536,235	536,235
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$394,413	\$615,297	\$482,885	\$648,138	\$648,138
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.79	.89	.89	1.21	1.21

Program Description

This activity provides for the costs associated with ground water remediation for Well No. 5 for volatile organic compounds that may be found in the groundwater. This includes the operation and maintenance of the Granular Activated Carbon (GAC) treatment plant portion of Well No. 5 put into service on September 22, 1999. This well has a current capacity of 1,600 gallons per minute.

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

Specific Service objectives are:

- Continue to seek outside funding for operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.

- Continue to operate and maintain plant per Department of Health Services' requirements.

2012-2013 GOALS AND OBJECTIVES

1. If required by the California Department of Public Health (CDPH), staff will plan and build an advanced oxidation plant (UV Oxidation) to treat 1,4-dioxane.

2011-2012 MAJOR ACCOMPLISHMENTS

1. In order to remove future and more varied contaminants from our water, staff investigated the feasibility of using ultraviolet treatment at the Well 5 VOC Treatment Plant.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) covers costs associated with anticipated carbon replacement for four vessels, two times per year and equipment supplies needed for the operation of the Well.
2. Contracted Services category (#31000) includes \$12,000 for legal fees, \$3,045 for data processing and \$65,000 for required water analysis.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$7,350.
4. Other Agency Services category (#41000) covers permit costs and fees required by other government agencies for the Well's operating permit (Department of Health Services), NPDES Permit for water discharge (Regional Water Quality Control Board), and others.
5. Lease Principal Payment (#42000) reflects year three of a 10-year interest free loan to design and build the Well 5/6 Air Stripper.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No. 5 Voc Treatment

ACTIVITY NO.: 4226

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$49,763	\$56,090	\$56,090	\$76,724	\$76,724
11300 Part Time Salaries	6,246	4,050	4,050	4,050	4,050
11400 Overtime Salaries	4,865	0	4,473	0	0
11500 Separation Benefits	3,341	3,675	3,675	3,675	3,675
TOTAL	\$64,215	\$63,815	\$68,288	\$84,449	\$84,449
EMPLOYEE BENEFITS					
12200 Life Insurance	\$113	\$138	\$117	\$190	\$190
12300 Medical Insurance	4,351	5,441	4,943	8,631	8,631
12350 Medicare Insurance	1,013	816	858	1,117	1,117
12370 Part Time Retirement	0	0	72	61	61
12400 Dental Insurance	370	498	371	535	535
12500 Workers Compensation	2,025	2,228	2,228	2,450	2,450
12600 Retirement	8,987	9,489	8,999	13,801	13,801
12900 Long Term Disability	316	368	308	495	495
12950 Vision Plan	98	109	99	174	174
TOTAL	\$17,273	\$19,087	\$17,995	\$27,454	\$27,454
SERVICES & SUPPLIES					
23000 R/M Supplies	\$107,368	\$101,000	\$9,250	\$101,000	\$101,000
31000 Contracted Services	70,537	80,045	53,941	80,045	80,045
33000 Motor Pool Charges	7,000	7,350	7,350	7,350	7,350
36000 Utilities	112,498	128,000	110,000	131,840	131,840
38000 R/M Contractual	0	1,000	300	1,000	1,000
41000 Other Agency Serv	15,522	15,000	15,761	15,000	15,000
42000 Debt Service	0	200,000	200,000	200,000	200,000
TOTAL	\$312,925	\$532,395	\$396,602	\$536,235	\$536,235
GRAND TOTAL	\$394,413	\$615,297	\$482,885	\$648,138	\$648,138

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 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Public Works Director/City Engineer	0.05	0.05	0.05	\$6,965	\$6,912	\$6,912
Water Utility Manager	0.05	0.07	0.07	5,604	6,413	6,413
Principal Management Analyst	0.05	0.05	0.05	4,106	4,166	4,166
Water Production Supervisor	0.10	0.15	0.15	8,386	12,578	12,578
Senior Water Production System Operator	0.10	0.15	0.15	6,866	10,300	10,300
Water Production System Operator	0.40	0.60	0.60	19,735	31,033	31,033
Electrician	0.05	0.05	0.05	2,901	2,973	2,973
Bilingual	0.00	0.00	0.00	150	180	180
DHS Certification	0.00	0.00	0.00	1,227	2,019	2,019
Electrician Premium	0.00	0.00	0.00	150	150	150
Separation Benefits	0.00	0.00	0.00	3,675	3,675	3,675
<u>Part-Time</u>						
Senior Account Clerk	0.09	0.09	0.09	4,050	4,050	4,050
Total	0.89	1.21	1.21	\$63,815	\$84,449	\$84,449

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well No.12 Treatment Plant

ACTIVITY NO.: 4227

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$85,774	\$86,402	\$87,330	\$118,616	\$118,616
SERVICES & SUPPLIES	720,923	632,178	442,724	635,978	635,978
CAPITAL OUTLAY	0	0	0	60,000	60,000
TOTAL COSTS	\$806,697	\$718,580	\$530,054	\$814,594	\$814,594
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .79	 .89	 .89	 1.24	 1.24

Program Description

This activity provides for the costs associated with water remediation activities for Wells No. 9, No. 12, and No. 15 for volatile organic compounds, and future contaminants that may be found in the system. This includes the operation and maintenance of the Air Stripper treatment plant for Wells No.'s 9, 12 and 15. The treatment plant began operation in 2002.

Costs for this activity include personnel, electricity, water treatment chemicals, laboratory analyses, equipment maintenance and legal fees.

Specific Service objectives are:

- Continue to seek outside funding for the operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.
- Continue to operate and maintain as per California Department of Public Health regulations and requirements.

2012-2013 GOALS AND OBJECTIVES

1. Apply UV-blocking coating to the Air Stripping Tower to prevent biogrowth.
2. If needed, change out 22,000 pounds of vapor off-gas activated carbon to ensure compliance with AQMD standards.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Improved the efficiency of air stripping tower by using new packing material for VOC removal.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers expenditures related to California Department of Public Health oversight charges.
2. R/M Supplies category (#23000) is for the replacement of the carbon at the treatment facility and repairs and maintenance supplies along with water treatment chemicals.
3. Contracted Services category (#31000) includes \$12,500 in legal costs, \$55,000 in treatment plant water analyses, preparation of compliance reports required by the State, engineering consultant services and \$3,553 in data processing costs.
4. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
5. Utilities category (#36000) \$267,800 reflects anticipated Edison costs necessary to run the full operation of Well No. 12 VOC Treatment Plant.
6. Other Agency Services category (#41000) is for expenditures related to other governmental agencies for the operating permit (California Department of Public Health), Quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and others.
7. Other Machinery/Equipment (#54000) of \$60,000 reflects the capital outlay for two self-contained modules required for the injection of acid and/or caustic soda for the proper operation of the air stripper.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No.12 Treatment Plant

ACTIVITY NO.: 4227

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$54,049	\$56,090	\$56,090	\$79,224	\$79,224
11300 Part Time Salaries	6,246	4,050	5,097	4,050	4,050
11400 Overtime Salaries	4,865	3,500	4,473	3,500	3,500
11500 Separation Benefits	3,341	3,675	3,675	3,675	3,675
TOTAL	\$68,501	\$67,315	\$69,335	\$90,449	\$90,449
EMPLOYEE BENEFITS					
12200 Life Insurance	\$113	\$138	\$117	\$195	\$195
12300 Medical Insurance	4,351	5,441	4,943	8,817	8,817
12350 Medicare Insurance	1,013	816	858	1,154	1,154
12370 Part Time Retirement	0	0	72	61	61
12400 Dental Insurance	370	498	371	553	553
12500 Workers Compensation	2,025	2,228	2,228	2,450	2,450
12600 Retirement	8,987	9,489	8,999	14,250	14,250
12900 Long Term Disability	316	368	308	507	507
12950 Vision Plan	98	109	99	180	180
TOTAL	\$17,273	\$19,087	\$17,995	\$28,167	\$28,167
SERVICES & SUPPLIES					
22000 Operating Supplies	\$0	\$4,000	\$0	\$0	\$0
23000 R/M Supplies	381,842	279,800	140,800	279,800	279,800
31000 Contracted Services	49,799	71,053	39,449	71,053	71,053
33000 Motor Pool Charges	6,500	6,825	6,825	6,825	6,825
36000 Utilities	275,134	260,000	250,000	267,800	267,800
37000 Leases & Rentals	500	500	150	500	500
38000 R/M Contractual	0	2,500	500	2,500	2,500
41000 Other Agency Serv	7,148	7,500	5,000	7,500	7,500
TOTAL	\$720,923	\$632,178	\$442,724	\$635,978	\$635,978
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$0	\$0	\$0	\$60,000	\$60,000
TOTAL	\$0	\$0	\$0	\$60,000	\$60,000
GRAND TOTAL	\$806,697	\$718,580	\$530,054	\$814,594	\$814,594

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 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Public Works Director/City Engineer	0.05	0.05	0.05	\$6,965	\$6,912	\$6,912
Water Utility Manager	0.05	0.07	0.07	5,604	6,413	6,413
Principal Management Analyst	0.05	0.08	0.08	4,106	6,665	6,665
Water Production Supervisor	0.10	0.15	0.15	8,386	12,579	12,579
Senior Water Production System Operator	0.10	0.15	0.15	6,866	10,300	10,300
Water Production System Operator	0.40	0.60	0.60	19,735	31,033	31,033
Electrician	0.05	0.05	0.05	2,901	2,973	2,973
Bilingual	0.00	0.00	0.00	150	180	180
DHS Certification	0.00	0.00	0.00	1,227	2,019	2,019
Electrician Premium	0.00	0.00	0.00	150	150	150
Overtime	0.00	0.00	0.00	3,500	3,500	3,500
Separation Benefits	0.00	0.00	0.00	3,675	3,675	3,675
<u>Part-Time</u>						
Senior Account Clerk	0.09	0.09	0.09	4,050	4,050	4,050
Total	0.89	1.24	1.24	\$67,315	\$90,449	\$90,449

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment Plant

ACTIVITY NO.: 4228

<u>SUMMARY OF COST</u>	<u>Actual</u> 2010-11	<u>Adopted</u> 2011-12	<u>Year-End</u> <u>Estimated</u> 2011-12	<u>Proposed</u> 2012-13	<u>Adopted</u> 2012-13
PERSONNEL COST	\$90,984	\$93,756	\$93,584	\$50,917	\$50,917
SERVICES & SUPPLIES	151,108	214,070	97,955	216,110	216,110
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$242,092	\$307,826	\$191,539	\$267,027	\$267,027
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 .84	 .94	 .94	 .49	 .49

Program Description

This activity provides for the costs associated with water remediation activities for Wells No. 9, No. 12, and No. 15 for perchlorate, and future contaminants that may be found in the system. This includes the operation and maintenance of an Ion-Exchange treatment plant. The treatment plant has a capacity of 4,500 gallons per minute. The treatment plant began operation in 2003 and was fully permitted in early 2004. This budget has been separated from the Water Production Budget (4222) to facilitate recovery of costs.

Costs for this activity include personnel, electricity, laboratory analyses, and equipment maintenance.

Specific Service objectives are:

- Continue to seek outside funding for operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.

- Continue to operate and maintain the new facility as per Department of Health Services requirements.

2012-2013 GOALS AND OBJECTIVES

1. Install 50-micron pre-filters to eliminate the possibility of small particles of debris, or fines, from entering the system and fouling the removal media.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Improved reliability of the Delta Perchlorate Treatment plant by installing additional valves at the acid injecting tank.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries category (#11300) represents a part-time position to perform the treatment cost reimbursement and other water treatment related accounting tasks.
2. Overtime Salaries category (#11400) reflects costs due to responses to unanticipated after-hour calls.
3. R/M Supplies category (#23000) covers treatment plant maintenance, and supplies needed for the maintenance and operation of the Delta Perchlorate Treatment Facility, including resin replacement. The replacements are unpredictable because contaminants can present themselves unexpectedly.
4. Contracted Services category (#31000) includes \$20,000 for State mandated laboratory analyses and water sampling, preparation of compliance reports, and inspections, \$10,000 for legal fees and \$3,045 for data processing.
5. Utilities category (#36000) reflects the anticipated Edison costs necessary for the full operation of the Delta Perchlorate Treatment Facility. These funds were shifted from the Production Section (4222).
6. Other Agency Services category (#41000) covers fees to other governmental agencies for the operating permit (California Department of Health Services), quarterly NPDES permit (Regional Water Quality Control Board), EPA, and others.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment

ACTIVITY NO.: 4228

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$58,619	\$61,955	\$61,955	\$28,212	\$28,212
11300 Part Time Salaries	5,653	3,600	4,532	3,600	3,600
11400 Overtime Salaries	4,865	3,500	4,473	3,500	3,500
11500 Separation Benefits	3,627	3,990	3,990	3,990	3,990
TOTAL	\$72,764	\$73,045	\$74,950	\$39,302	\$39,302
EMPLOYEE BENEFITS					
12200 Life Insurance	\$118	\$147	\$123	\$70	\$70
12300 Medical Insurance	4,626	5,904	5,125	3,109	3,109
12350 Medicare Insurance	1,101	901	888	411	411
12370 Part Time Retirement	0	0	63	54	54
12400 Dental Insurance	391	538	389	201	201
12500 Workers Compensation	2,025	2,228	2,228	2,450	2,450
12600 Retirement	9,525	10,480	9,393	5,075	5,075
12900 Long Term Disability	330	392	320	183	183
12950 Vision Plan	104	121	105	62	62
TOTAL	\$18,220	\$20,711	\$18,634	\$11,615	\$11,615
SERVICES & SUPPLIES					
23000 R/M Supplies	\$38,362	\$82,200	\$32,000	\$82,200	\$82,200
31000 Contracted Services	38,633	33,045	24,915	33,045	33,045
33000 Motor Pool Charges	6,500	6,825	6,825	6,825	6,825
36000 Utilities	41,927	68,000	15,000	70,040	70,040
37000 Leases & Rentals	0	3,000	500	3,000	3,000
38000 R/M Contractual	0	6,000	1,200	6,000	6,000
41000 Other Agency Serv	25,686	15,000	17,515	15,000	15,000
TOTAL	\$151,108	\$214,070	\$97,955	\$216,110	\$216,110
GRAND TOTAL	\$242,092	\$307,826	\$191,539	\$267,027	\$267,027

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment

ACTIVITY NO.: 4228

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Public Works Director/City Engineer	0.05	0.02	0.02	\$6,965	\$2,764	\$2,764
Water Utility Manager	0.08	0.02	0.02	8,967	1,832	1,832
Principal Management Analyst	0.08	0.02	0.02	6,570	1,668	1,668
Water Production Supervisor	0.10	0.05	0.05	8,386	4,193	4,193
Senior Water Production System Operator	0.10	0.05	0.05	6,866	3,433	3,433
Water Production System Operator	0.40	0.20	0.20	19,734	10,344	10,344
Electrician	0.05	0.05	0.05	2,901	2,973	2,973
Bilingual	0.00	0.00	0.00	168	60	60
DHS Certification	0.00	0.00	0.00	1,248	795	795
Electrician Prremium	0.00	0.00	0.00	150	150	150
Overtime	0.00	0.00	0.00	3,500	3,500	3,500
Separation Benefits	0.00	0.00	0.00	3,990	3,990	3,990
<u>Part-Time</u>						
Senior Account Clerk	0.08	0.08	0.08	3,600	3,600	3,600
Total	0.94	0.49	0.49	\$73,045	\$39,302	\$39,302

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 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$79,873	\$76,875	\$81,122	\$78,563	\$78,563
SERVICES & SUPPLIES	352,969	513,167	474,519	515,027	515,027
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$432,842	\$590,042	\$555,641	\$593,590	\$593,590
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .75	 .85	 .85	 .85	 .85

Program Description

This activity provides for the costs associated with ground water remediation for Wells No. 1, No. 3, No. 10 and Fern Well for volatile organic compounds and future contaminants that may be found in the system. This includes the operation and maintenance of the Granular Activated Carbon (GAC) treatment plant portion of Wells No. 1, No. 3, and No. 10 put into service in 2003. Fern Well was added to this treatment plant near the end of FY 2007-08. This treatment plant has a capacity of 4,500 gallons per minute.

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

Specific Service objectives are:

- Continue to seek outside funding for operation and maintenance of this facility from South El Monte Potentially Responsible parties and other potential sources.
- Continue to operate and maintain as per Department of Health Services requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$158,940 for granular activated carbon (GAC) replacements and \$1,000 for supplies required for normal maintenance. These change outs are unpredictable because contaminants can present themselves unexpectedly.
2. Contracted Services category (#31000) includes \$120,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services, \$12,000 for legal fees and \$2,842 for data processing.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
4. Utilities category (#36000) covers the electricity costs necessary to operate the wells and treatment facility.
5. Other Agency Services category (#41000) covers the costs associated with the treatment facility's operating permit (California Department of Health Services), quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other governmental agencies.
6. Debt Services category (#42000) reflects year five of payments from a ten-year loan from the San Gabriel Valley Municipal Water District.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 1, 3, 10 & Fern Voc

ACTIVITY NO.: 4229

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$50,110	\$51,911	\$51,911	\$52,103	\$52,103
11300 Part Time Salaries	5,653	3,600	4,532	3,600	3,600
11400 Overtime Salaries	4,865	0	4,473	0	0
11500 Separation Benefits	3,198	3,518	3,518	3,518	3,518
TOTAL	\$63,826	\$59,029	\$64,434	\$59,221	\$59,221
EMPLOYEE BENEFITS					
12200 Life Insurance	\$104	\$128	\$108	\$128	\$128
12300 Medical Insurance	4,036	5,126	4,628	5,853	5,853
12350 Medicare Insurance	941	756	789	759	759
12370 Part Time Retirement	0	0	63	54	54
12400 Dental Insurance	352	480	353	371	371
12500 Workers Compensation	1,950	2,145	2,145	2,360	2,360
12600 Retirement	8,302	8,784	8,241	9,373	9,373
12900 Long Term Disability	271	325	269	326	326
12950 Vision Plan	91	102	92	118	118
TOTAL	\$16,047	\$17,846	\$16,688	\$19,342	\$19,342
SERVICES & SUPPLIES					
23000 R/M Supplies	\$158,661	\$159,940	\$159,190	\$159,940	\$159,940
31000 Contracted Services	119,764	134,842	90,304	134,842	134,842
33000 Motor Pool Charges	7,000	7,350	7,350	7,350	7,350
36000 Utilities	56,378	62,000	75,000	63,860	63,860
37000 Leases & Rentals	0	2,000	500	2,000	2,000
38000 R/M Contractual	0	5,000	4,140	5,000	5,000
41000 Other Agency Serv	11,166	10,000	6,000	10,000	10,000
42000 Debt Service	0	132,035	132,035	132,035	132,035
TOTAL	\$352,969	\$513,167	\$474,519	\$515,027	\$515,027
GRAND TOTAL	\$432,842	\$590,042	\$555,641	\$593,590	\$593,590

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 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Public Works Director/City Engineer	0.02	0.02	0.02	\$2,786	\$2,764	\$2,764
Water Utility Manager	0.05	0.05	0.05	5,604	4,581	4,581
Principal Management Analyst	0.05	0.05	0.05	4,106	4,166	4,166
Water Production Supervisor	0.10	0.10	0.10	8,386	8,386	8,386
Senior Water Production System Operator	0.10	0.10	0.10	6,866	6,867	6,867
Water Production System Operator	0.40	0.40	0.40	19,735	20,689	20,689
Electrician	0.05	0.05	0.05	2,901	2,973	2,973
Bilingual	0.00	0.00	0.00	150	120	120
DHS Certification	0.00	0.00	0.00	1,227	1,407	1,407
Electrician Premium	0.00	0.00	0.00	150	150	150
Separation Benefits	0.00	0.00	0.00	3,518	3,518	3,518
<u>Part-Time</u>						
Senior Account Clerk	0.08	0.08	0.08	3,600	3,600	3,600
Total	0.85	0.85	0.85	\$59,029	\$59,221	\$59,221

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$60,429	\$65,570	\$65,846	\$66,621	\$66,621
SERVICES & SUPPLIES	205,310	255,315	244,721	255,315	255,315
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$265,739	\$320,885	\$310,567	\$321,936	\$321,936
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .61	 .71	 .71	 .71	 .71

Program Description

This activity provides for the costs associated with water remediation activities for the Dual Barrier treatment facility, which is operated for use by Well Nos. 9, 12, and 15 for removal of volatile organic compounds not removed by the Well No. 12 Air Stripper. This activity and proposed budget has been separated from the Water Production Budget (4222) to facilitate recovery of costs. These costs include personnel, laboratory analyses, and equipment maintenance.

Costs for this activity include personnel costs, Granular Activated Carbon replacement, equipment maintenance, and laboratory analyses.

Specific Service objectives are:

- Seek outside funding for the operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.

- Operate and maintain the system as per Department of Health Services regulations and requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$1,000 for supplies that are needed for the maintenance of the treatment facility and \$151,000 for carbon change outs of 6 vessels.
2. Contracted Services category (#31000) includes \$12,000 for legal costs associated with treatment cost recovery and \$40,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
4. R/M Contractual category (#38000) covers the costs of repairing and maintenance of the treatment facility.
5. Other Agency Services category (#41000) covers the costs associated with the treatment facility's operating permit (California Department of Health Services), quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other governmental agencies.
6. Debt Services category (#42000) reflects year five of payments from a ten-year loan from the San Gabriel Valley Municipal Water District.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$36,578	\$41,284	\$41,284	\$41,156	\$41,156
11300 Part Time Salaries	4,742	3,600	4,532	3,600	3,600
11400 Overtime Salaries	4,031	3,000	3,608	3,000	3,000
11500 Separation Benefits	2,768	3,045	3,045	3,045	3,045
TOTAL	\$48,119	\$50,929	\$52,469	\$50,801	\$50,801
EMPLOYEE BENEFITS					
12200 Life Insurance	\$80	\$107	\$87	\$107	\$107
12300 Medical Insurance	3,174	4,367	3,909	4,982	4,982
12350 Medicare Insurance	683	600	611	599	599
12370 Part Time Retirement	0	0	63	54	54
12400 Dental Insurance	241	383	260	274	274
12500 Workers Compensation	1,675	1,843	1,844	2,027	2,027
12600 Retirement	6,180	6,986	6,312	7,405	7,405
12900 Long Term Disability	218	280	225	281	281
12950 Vision Plan	59	75	66	91	91
TOTAL	\$12,310	\$14,641	\$13,377	\$15,820	\$15,820
SERVICES & SUPPLIES					
23000 R/M Supplies	\$151,793	\$152,000	\$152,000	\$152,000	\$152,000
31000 Contracted Services	42,498	52,000	43,778	52,000	52,000
33000 Motor Pool Charges	7,000	7,350	7,350	7,350	7,350
38000 R/M Contractual	140	1,000	250	1,000	1,000
41000 Other Agency Serv	3,879	5,000	3,378	5,000	5,000
42000 Debt Service	0	37,965	37,965	37,965	37,965
TOTAL	\$205,310	\$255,315	\$244,721	\$255,315	\$255,315
GRAND TOTAL	\$265,739	\$320,885	\$310,567	\$321,936	\$321,936

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Public Works Director/City Engineer	0.03	0.03	0.03	\$4,179	\$4,147	\$4,147
Water Utility Manager	0.05	0.02	0.02	5,604	1,832	1,832
Principal Management Analyst	0.00	0.03	0.03	0	2,500	2,500
Water Production Supervisor	0.05	0.05	0.05	4,193	4,193	4,193
Senior Water Production System Operator	0.05	0.05	0.05	3,433	3,433	3,433
Water Production System Operator	0.40	0.40	0.40	19,735	20,689	20,689
Electrician	0.05	0.05	0.05	2,901	2,973	2,973
Bilingual	0.00	0.00	0.00	150	120	120
DHS Certification	0.00	0.00	0.00	939	1,119	1,119
Electrician Premium	0.00	0.00	0.00	150	150	150
Overtime	0.00	0.00	0.00	3,000	3,000	3,000
Separation Benefits	0.00	0.00	0.00	3,045	3,045	3,045
<u>Part-Time</u>						
Senior Account Clerk	0.08	0.08	0.08	3,600	3,600	3,600
Total	0.71	0.71	0.71	\$50,929	\$50,801	\$50,801

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$54,107	\$56,635	\$59,004	\$70,765	\$70,765
SERVICES & SUPPLIES	92,011	87,004	106,735	88,684	88,684
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$146,118	\$143,639	\$165,739	\$159,449	\$159,449
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .58	 .68	 .68	 .76	 .76

Program Description

This activity is for the operation and maintenance of Well No. 15 as indicated by the Environmental Protection Agency's Interim Record of Decision (I-ROD) to help facilitate the removal of Perchlorate and Volatile Organic Compounds in the groundwater from the San Gabriel Valley Water Basin.

Costs for this activity include personnel costs, equipment and maintenance supplies, laboratory analyses, compliance reports, electricity service, and fees to other governmental agencies.

Specific Service objectives are:

- Continue to seek outside funding for the operation and maintenance of this facility from the South El Monte Potentially Responsible Parties and other potential sources.
- Continue to operate and maintain the treatment facility per the California Department of Health Services regulations and requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$1,500 for equipment and supplies needed for the maintenance of the treatment facility.
2. Contracted Services category (#31000) includes \$12,000 for legal costs associated with treatment cost recovery, \$2,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services and \$3,654 for data processing.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
4. Utilities category (#36000) covers the cost of electricity service for the wells and treatment facility.
5. R/M Contractual category (#38000) covers the costs of repairing and maintenance of the treatment facility.
6. Other Agency Services category (#41000) covers the costs associated with the treatment facility's operating permit (California Department of Health Services), quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other governmental agencies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$31,935	\$35,541	\$35,541	\$45,571	\$45,571
11300 Part Time Salaries	5,198	3,600	4,532	3,600	3,600
11400 Overtime Salaries	4,031	2,500	3,608	2,500	2,500
11500 Separation Benefits	2,148	2,363	2,363	2,363	2,363
TOTAL	\$43,312	\$44,004	\$46,044	\$54,034	\$54,034
EMPLOYEE BENEFITS					
12200 Life Insurance	\$71	\$97	\$84	\$116	\$116
12300 Medical Insurance	2,775	3,875	3,824	5,391	5,391
12350 Medicare Insurance	640	517	614	663	663
12370 Part Time Retirement	0	0	63	54	54
12400 Dental Insurance	223	360	264	305	305
12500 Workers Compensation	1,325	1,458	1,458	1,603	1,603
12600 Retirement	5,531	6,019	6,386	8,198	8,198
12900 Long Term Disability	177	237	201	300	300
12950 Vision Plan	53	68	66	101	101
TOTAL	\$10,795	\$12,631	\$12,960	\$16,731	\$16,731
SERVICES & SUPPLIES					
23000 R/M Supplies	\$747	\$1,500	\$1,000	\$1,500	\$1,500
31000 Contracted Services	21,258	17,654	18,635	17,654	17,654
33000 Motor Pool Charges	7,000	7,350	7,350	7,350	7,350
36000 Utilities	56,409	56,000	76,000	57,680	57,680
38000 R/M Contractual	3,806	1,000	250	1,000	1,000
41000 Other Agency Serv	2,791	3,500	3,500	3,500	3,500
TOTAL	\$92,011	\$87,004	\$106,735	\$88,684	\$88,684
GRAND TOTAL	\$146,118	\$143,639	\$165,739	\$159,449	\$159,449

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Director of Public Works/City Engineer	0.00	0.03	0.03	\$0	\$4,147	\$4,147
Water Utility Manager	0.00	0.05	0.05	0	4,581	4,581
Principal Management Analyst	0.05	0.05	0.05	4,106	4,166	4,166
Water Production Supervisor	0.05	0.05	0.05	4,193	4,193	4,193
Senior Water Production System Operator	0.05	0.05	0.05	3,433	3,433	3,433
Water Production System Operator	0.40	0.40	0.40	19,735	20,689	20,689
Electrician	0.05	0.05	0.05	2,901	2,973	2,973
Bilingual	0.00	0.00	0.00	120	120	120
DHS Certification	0.00	0.00	0.00	903	1,119	1,119
Electrician Premium	0.00	0.00	0.00	150	150	150
Overtime	0.00	0.00	0.00	2,500	2,500	2,500
Separation Benefits	0.00	0.00	0.00	2,363	2,363	2,363
<u>Part-Time</u>						
Senior Account Clerk	0.08	0.08	0.08	3,600	3,600	3,600
Total	0.68	0.76	0.76	\$44,004	\$54,034	\$54,034

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 5 Perch Blending Plant

ACTIVITY NO.: 4232

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$59,076	\$64,514	\$65,090	\$41,927	\$41,927
SERVICES & SUPPLIES	27,432	37,045	19,441	37,045	37,045
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$86,508	\$101,559	\$84,531	\$78,972	\$78,972
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 .59	 .69	 .69	 .39	 .39

Program Description

This activity provides for the costs associated with water remediation activities for Well No. 5 for perchlorate removal and future contaminants that may be found in the water system. This activity includes the operation and maintenance of a treatment system with a capacity of 1600 gallons per minute. Costs for this activity include carbon for four vessels, equipment and maintenance supplies, programmable logic controls for the SCADA operating system, laboratory analyses, compliance reports, fees to other governmental agencies, electricity, and inspections.

Specific Service objectives are:

- Seek outside funding for the operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.
- Operate and maintain the new facility as per Department of Health Services regulations and requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$10,000 for the cost of replacing the carbon and \$1,000 for supplies needed for the maintenance of the treatment facility. Using carbon instead of resin allows for a significant cost savings and is made possible because of the tie-in to the Well No. 5 Blending Plant.
2. Contracted Services category (#31000) includes \$9,000 for legal costs associated with treatment cost recovery, \$10,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services and \$3,045 for data processing.
3. R/M Contractual category (#38000) includes \$1,000 for the repair and maintenance of the treatment facility.
4. Other Agency Services category (#41000) covers the costs associated with the treatment facility's operating permit (California Department of Health Services), quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other governmental agencies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 5 Perch Blending Plant

ACTIVITY NO.: 4232

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$39,278	\$43,259	\$43,259	\$25,448	\$25,448
11400 Overtime Salaries	4,865	3,000	4,473	3,000	3,000
11500 Separation Benefits	2,550	2,805	2,805	2,805	2,805
TOTAL	\$46,693	\$49,064	\$50,537	\$31,253	\$31,253
EMPLOYEE BENEFITS					
12200 Life Insurance	\$85	\$112	\$98	\$64	\$64
12300 Medical Insurance	3,254	4,454	4,236	2,899	2,899
12350 Medicare Insurance	667	630	645	371	371
12400 Dental Insurance	282	428	323	189	189
12500 Workers Compensation	1,950	2,145	2,145	2,360	2,360
12600 Retirement	5,870	7,323	6,794	4,579	4,579
12900 Long Term Disability	207	273	231	155	155
12950 Vision Plan	68	85	81	57	57
TOTAL	\$12,383	\$15,450	\$14,553	\$10,674	\$10,674
SERVICES & SUPPLIES					
23000 R/M Supplies	\$0	\$11,000	\$250	\$11,000	\$11,000
31000 Contracted Services	24,647	22,045	15,941	22,045	22,045
38000 R/M Contractual	0	1,000	250	1,000	1,000
41000 Other Agency Serv	2,785	3,000	3,000	3,000	3,000
TOTAL	\$27,432	\$37,045	\$19,441	\$37,045	\$37,045
GRAND TOTAL	\$86,508	\$101,559	\$84,531	\$78,972	\$78,972

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 5 Perch Blending Plant

ACTIVITY NO.: 4232

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Water Utility Manager	0.02	0.02	0.02	\$2,242	\$1,833	\$1,833
Principal Management Analyst	0.02	0.02	0.02	1,643	1,666	1,666
Water Production Supervisor	0.10	0.05	0.05	8,386	4,193	4,193
Senior Water Production System Operator	0.10	0.05	0.05	6,866	3,433	3,433
Water Production System Operator	0.40	0.20	0.20	19,734	10,344	10,344
Electrician	0.05	0.05	0.05	2,901	2,974	2,974
Bilingual	0.00	0.00	0.00	132	60	60
DHS Certification	0.00	0.00	0.00	1,205	795	795
Electrician Premium	0.00	0.00	0.00	150	150	150
Overtime	0.00	0.00	0.00	3,000	3,000	3,000
Separation Benefits	0.00	0.00	0.00	2,805	2,805	2,805
Total	0.69	0.39	0.39	\$49,064	\$31,253	\$31,253

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Year-End</u> <u>Estimated</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-13</u>	<u>Adopted</u> <u>2012-13</u>
PERSONNEL COST	\$359,349	\$299,167	\$298,167	\$304,915	\$304,915
SERVICES & SUPPLIES	219,546	234,867	235,137	235,580	235,580
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$578,895	\$534,034	\$533,304	\$540,495	\$540,495
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 3.00	 3.00	 3.00	 3.00	 3.00

Program Description

This activity provides for the care and maintenance of approximately 13,000 City street trees. These trees consist of 37 different species and are of various sizes, shapes and growth. These trees are strategically placed along approximately 203 miles of easements and parkways, to create visually appealing neighborhoods. Trees are an excellent means for enhancement of the environment, by way of air filtration, noise absorption, aesthetics, and safety of vehicular and pedestrian movement.

This Division plays a vital role in maintaining the City's attractive overall appearance. The results of this Division's efforts serve to create a positive impression of the City for current and potential homeowners and business people. The Division's work also helps the environment by the cooling and cleaning effect of the trees on the atmosphere.

This Division's majority of tree work is provided under outside contract. One City tree crew is available to service emergency requests because of faster response time and less cost. Each tree, under contract, will be inventoried and trimmed at a minimum of once every five years.

The three main streets (Atlantic, Garvey, & Garfield) trees are trimmed 1 ½ times per year. The contractor is also responsible for tree removals and planting of new trees.

Specific service objectives are:

- Trimming of trees as needed to provide for effective aesthetic value, traffic sign visibility, street lamp clearance, street and sidewalk mobility.
- Provide attractive and healthy trees through periodic inspection, trimming, removal and replacement when possible.

PROGRAM MEASUREMENTS

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Street Tree Trimmed	1,535	1,800	1,800
Street Trees Planted	63	40	50
Street Trees Removed	101	60	45
Service Requests	243	250	250

2012-2013 GOALS AND OBJECTIVES

1. Complete another renovation of median on East Garvey at Florence Avenue. This program not only provides improved aesthetics but uses more water efficiency irrigation systems and drought tolerant plant material.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Completed a new GIS inventory of trees on City streets. The inventory is more accurate and capable of providing a GPS type layout.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries and Benefits reflect salary & benefit adjustments due to realignment of full time equivalencies to more accurately reflect the new reorganization under Public Works.

2. Contract Services category (#31000) reflects \$168,500 for parkway tree-trimming program.
3. Motor Pool Charges category (#33000) reflects \$56,700 in allocated City Motor Pool charges.
4. Utilities category (#36000) reflects \$2,060 for electricity in street medians.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$237,749	\$182,016	\$182,016	\$182,016	\$182,016
11400 Overtime Salaries	1,216	2,000	1,000	1,000	1,000
11500 Separation Benefits	15,000	16,500	16,500	16,500	16,500
TOTAL	\$253,965	\$200,516	\$199,516	\$199,516	\$199,516
EMPLOYEE BENEFITS					
12200 Life Insurance	\$594	\$486	\$486	\$486	\$486
12300 Medical Insurance	18,265	13,560	13,560	13,560	13,560
12350 Medicare Insurance	2,732	2,082	2,082	2,082	2,082
12400 Dental Insurance	1,479	1,169	1,169	1,171	1,171
12500 Workers Compensation	44,350	48,785	48,785	53,664	53,664
12600 Retirement	35,771	30,822	30,822	32,757	32,757
12800 Uniform Allowance	128	150	150	75	75
12900 Long Term Disability	1,539	1,188	1,188	1,188	1,188
12950 Vision Plan	526	409	409	416	416
TOTAL	\$105,384	\$98,651	\$98,651	\$105,399	\$105,399
SERVICES & SUPPLIES					
21000 Office Supplies	\$352	\$500	\$500	\$500	\$500
22000 Operating Supplies	3,395	2,950	3,420	3,420	3,420
23000 R/M Supplies	1,040	1,310	1,100	1,250	1,250
24000 Small Tools	682	700	710	700	700
31000 Contracted Services	156,377	168,257	168,257	168,500	168,500
33000 Motor Pool Charges	54,000	56,700	56,700	56,700	56,700
36000 Utilities	1,628	2,000	2,000	2,060	2,060
38000 R/M Contractual	2,072	2,450	2,450	2,450	2,450
TOTAL	\$219,546	\$234,867	\$235,137	\$235,580	\$235,580
GRAND TOTAL	\$578,895	\$534,034	\$533,304	\$540,495	\$540,495

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works
ACTIVITY: Parkway Maintenance
ACTIVITY NO.: 6516

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Park Superintendent	0.50	0.50	0.50	\$42,702	\$42,702	\$42,702
Park Supervisor	0.50	0.50	0.50	39,324	39,324	39,324
Park Maintenance Crew Leader	0.50	0.50	0.50	28,314	28,314	28,314
Maintenance Worker	1.50	1.50	1.50	70,236	70,236	70,236
Bilingual	0.00	0.00	0.00	300	300	300
Overtime	0.00	0.00	0.00	2,000	1,000	1,000
Pest Control Special Pay	0.00	0.00	0.00	600	600	600
Pesticide/Herbicide Pay	0.00	0.00	0.00	540	540	540
Separation Benefits	0.00	0.00	0.00	16,500	16,500	16,500
Total	3.00	3.00	3.00	\$200,516	\$199,516	\$199,516

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$731,834	\$664,017	\$664,017	\$665,748	\$665,748
SERVICES & SUPPLIES	250,083	253,916	254,716	255,806	255,806
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$981,917	\$917,933	\$918,733	\$921,554	\$921,554
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 8.99	 9.69	 9.69	 9.69	 9.69

Program Description

This activity provides for the maintenance of the City's eight larger parks, five smaller parks and one garden totaling 107.64 acres. Therefore, there is a park located within one-half mile of every Monterey Park household. This activity also provides for the exterior maintenance of seven recreation/community buildings; 13 free standing restroom facilities; 14 children's play apparatus sand areas; the Cascades Waterfall; an outdoor amphitheater; 16 tennis courts and one tennis practice area; three outdoor basketball courts; and picnic facilities. Additionally, this Division oversees the maintenance contract for Adopt-A-Park.

The Parks Department maintains a very important part of our City's infrastructure. This Division makes a significant difference in our resident's lives and shares public safety's responsibility to provide coverage 365 days a year. This Department maintains areas where residents can go to relax, exercise, and have fun. This is very important, as people now tend to stay closer to home for these activities. Our parks help our residents have and enjoy a better quality of life. Park sites are also the host for numerous City events and tens of thousands of visits a year.

Specific service objectives are:

- Maintain Parks to meet or exceed the Standards as set forth by the Recreation and Parks Commission.
- Provide for safe, attractive and user-friendly recreation facilities.
- Effectively and economically maintain public facilities at a level that encourages maximum use of the facilities.
- With water conservation a goal, use drought tolerant turf, plants and shrubs, and aerate wherever and whenever possible.

PROGRAM MEASUREMENTS

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Park Service Requests*	N/A	13*	15*
Acres of Park Maintained Under Adopt-A-Park	2.0	2.0	2.0
Number of Special Projects*	N/A	14*	12*

*New Program Measurement.

2012-2013 GOALS AND OBJECTIVES

1. Continue implementing special projects that average one per month. These projects enhance the overall beauty of the City and use drought tolerant plant material and water efficient irrigation.

2011-2012 MAJOR ACCOMPLISHMENTS

1. Completed special projects that included parks, medians and landscaping at public parking lots. Projects included a combination of using drought tolerant plant material and water efficient irrigation.

2. Began the renovation of the City's heritage monument, Cascades. The renovation is a multi-year project that will require several fiscal years to complete due to design and funding restrictions.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes \$15,900 for landscaping supplies, \$13,400 for cleaning and sanitary supplies for the park restrooms, \$2,000 for clothing and safety equipment, \$2,000 for staff uniforms, and \$4,900 for other supplies.
2. Contracted Services category (#31000) reflects \$5,900 for weed control service at Edison Trails and Garvey Ranch Park.
3. Motor Pool Charges category (#33000) reflects \$94,712 for City Motor Pool charges.
4. Utilities category (#36000) reflects the \$64,890 for electricity at city parks.
5. R&M Contractual category (#38000) reflects \$1,700 for building repairs and maintenance, \$2,600 for office cleaning, \$1,700 for machinery supplies and controllers, and \$6,000 for Adopt-A-Park services.
6. Miscellaneous category (#39000) reflects \$800 for staff training.
7. Other Agency Services category (#41000) reflects \$2,800 for gopher eradication.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11200 Permanent Salaries	\$475,955	\$371,657	\$371,657	\$373,981	\$373,981
11300 Part Time Salaries	19,508	64,962	64,962	64,962	64,962
11400 Overtime Salaries	1,178	6,000	6,000	6,000	6,000
11500 Separation Benefits	38,000	41,800	41,800	30,000	30,000
TOTAL	\$534,641	\$484,419	\$484,419	\$474,943	\$474,943
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,345	\$1,134	\$1,134	\$1,134	\$1,134
12300 Medical Insurance	55,695	46,191	46,191	47,423	47,423
12350 Medicare Insurance	6,584	4,831	4,831	4,865	4,865
12370 Part Time Retirement	6	1,225	1,225	1,225	1,225
12400 Dental Insurance	4,056	3,830	3,830	3,830	3,830
12500 Workers Compensation	50,575	55,633	55,633	61,196	61,196
12600 Retirement	74,330	62,975	62,975	67,342	67,342
12800 Uniform Allowance	129	150	150	150	150
12900 Long Term Disability	3,453	2,772	2,772	2,772	2,772
12950 Vision Plan	1,020	857	857	868	868
TOTAL	\$197,193	\$179,598	\$179,598	\$190,805	\$190,805
SERVICES & SUPPLIES					
21000 Office Supplies	\$308	\$800	\$800	\$800	\$800
22000 Operating Supplies	26,675	37,200	37,100	38,200	38,200
23000 R/M Supplies	18,876	23,000	23,900	24,166	24,166
24000 Small Tools	4,139	5,000	5,000	5,000	5,000
31000 Contracted Services	5,000	5,500	5,500	5,900	5,900
32000 Communications	2,528	3,000	3,000	3,000	3,000
33000 Motor Pool Charges	112,752	94,712	94,712	94,712	94,712
36000 Utilities	64,583	63,000	63,000	64,890	64,890
37000 Leases & Rentals	1,503	6,104	6,104	3,538	3,538
38000 R/M Contractual	11,820	12,000	12,000	12,000	12,000
39000 Miscellaneous	800	800	800	800	800
41000 Other Agency Serv	1,099	2,800	2,800	2,800	2,800
TOTAL	\$250,083	\$253,916	\$254,716	\$255,806	\$255,806
GRAND TOTAL	\$981,917	\$917,933	\$918,733	\$921,554	\$921,554

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

Class Title	Full-Time Equivalent Positions			Adopted 2011-12	Proposed 2012-13	Adopted 2012-13
	2011-12 Adopted	2012-13 Proposed	2012-13 Adopted			
Park Superintendent	0.50	0.50	0.50	\$42,702	\$42,702	\$42,702
Park Supervisor	0.50	0.50	0.50	39,324	39,324	39,324
Park Maintenance Crew Leader	1.50	1.50	1.50	80,498	81,802	81,802
Maintenance Worker	4.50	4.50	4.50	205,053	206,073	206,073
Bilingual	0.00	0.00	0.00	1,500	1,500	1,500
Overtime	0.00	0.00	0.00	6,000	6,000	6,000
Pesticide/Herbicide Pay	0.00	0.00	0.00	2,580	2,580	2,580
Separation Benefits	0.00	0.00	0.00	41,800	30,000	30,000
<u>Part-Time</u>						
Maintenance Worker	2.50	2.50	2.50	58,462	58,462	58,462
Clerk Typist	0.19	0.19	0.19	6,500	6,500	6,500
Total	9.69	9.69	9.69	\$484,419	\$474,943	\$474,943

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement
ACTIVITY: Capital Improvement
ACTIVITY NO.: 5000

SOURCE OF FUNDS:

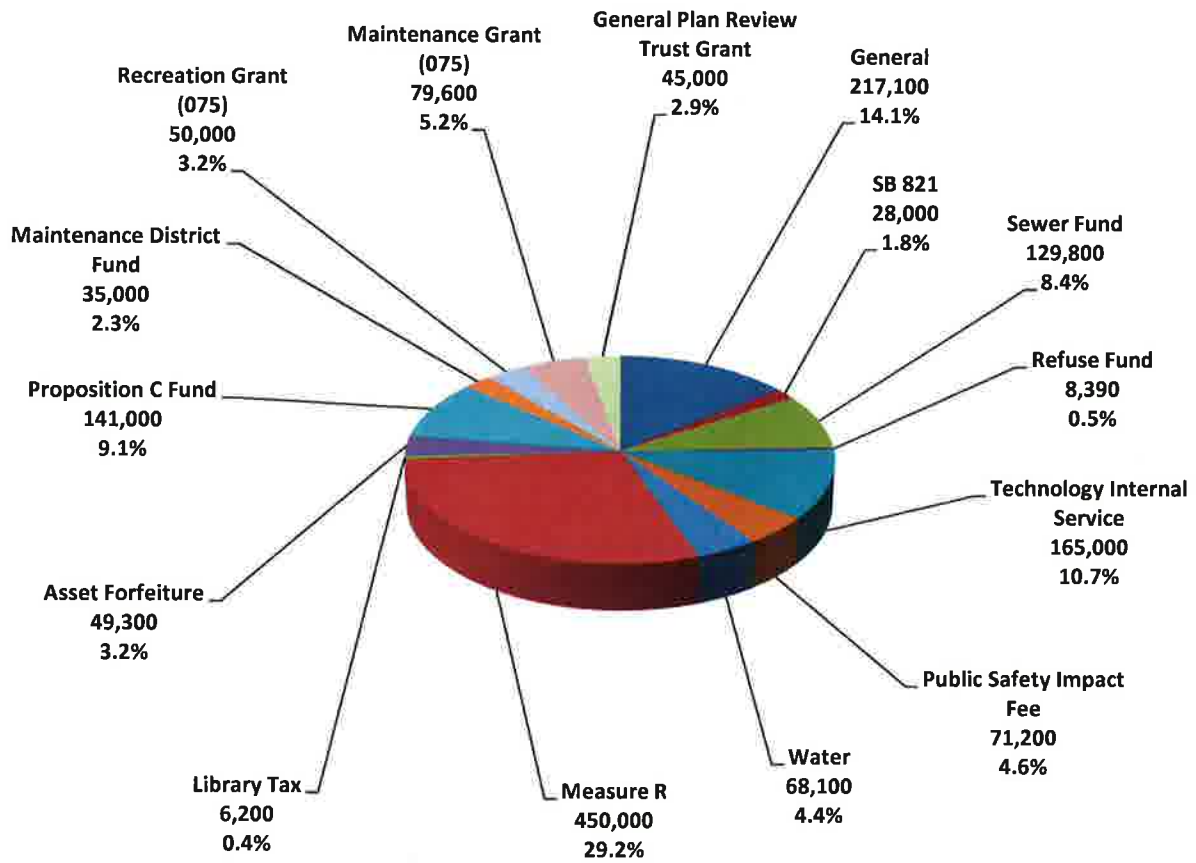
General Fund \$217,100
 SB 821 Fund \$28,000
 Sewer Fund \$129,800
 Refuse Fund \$8,390
 Technology Internal Service Fund \$165,000
 Public Safety Impact Fee Fund \$71,200
 Water Fund \$68,100
 Measure R Fund \$450,000
 Library Tax Fund \$6,200
 Asset Forfeiture \$49,300
 Proposition C Fund \$141,000
 Maintenance District Fund \$35,000
 Recreation Grant (075) \$50,000
 Maintenance Grant (075) \$79,600
 General Plan Review Trust \$45,000

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	1,013,293	3,333,118	2,690,401	1,543,690	1,543,690
TOTAL COSTS	\$1,013,293	\$3,333,118	\$2,690,401	\$1,543,690	\$1,543,690
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

The Capital Improvement Program budget consists of two activities, Street Construction and Community Capital Improvement. The City's Capital Improvement Program is a five-year program designed according to the City's strategic planning, Water, Sewer, and Park Improvement Master Plans. This five-year Capital Improvement Program is updated following the completion of the City's Long Term Financial Planning process in midyear. During the budget process, the capital improvement projects are again adjusted to reflect realistic and reliable funding sources. Major capital improvements generally taken two to three years to complete due to the grant funding restrictions, designs, building, and construction. Unspent portions of the project budget are carried over to the following year for project completions.

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 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	609,244	2,015,998	1,460,447	619,000	619,000
TOTAL COSTS	\$609,244	\$2,015,998	\$1,460,447	\$619,000	\$619,000
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The City contains 119.27 miles of streets, 225.22 miles of sidewalk, 75 traffic signals and 10 miles of improved alleys. Major improvements are needed to accommodate the increased flow of pedestrian and vehicle traffic. This activity provides for street improvements including parking, lighting, traffic signals, and landscaping administered through the Public Works Department. The 2012-2013 street improvements include the following projects:

1. Sidewalk Reconstruction (89340) \$128,000

Continuation of the City's Sidewalk Construction program.

Funding Source:

Bike Route Fund (0023)	\$28,000
Measure R Fund (0110)	\$100,000

Impact on Operating Budget: This project has no effect on the operating budget as the required on-going maintenance costs are budgeted in the Street Maintenance Activity (#4202).

2. Slurry Seal of Various Streets (91917) \$200,000

This is an ongoing program to slurry seal the City's streets on a rotating area-to-area basis, and extends the life of the pavement by several years. The planned streets for the 2012-13 are within the area bound by El Repetto Drive to the north, Atlantic Blvd. to the west, Garfield Avenue to the east, and Riggin Street to the south.

Funding Source:

Measure R Fund (0110) \$200,000

Impact on Operating Budget: This project will have no effect on the operating budget.

3. Localized Pavement Repairs (91923) \$150,000

Remove and replace asphalt pavement to repair old utility trench cuts at various locations.

Funding Source:

Measure R Fund (0110) \$100,000

Water Fund (0092) \$50,000

Impact on Operating Budget: This project will have no effect on the operating budget.

4. Traffic Signal Upgrades (91924) \$100,000

Replace old traffic signal poles, conduit and cable; provide left turn phasing for Hellman Avenue and Atlantic Blvd.; interconnect to traffic signal at North entrance of Atlantic Times Square and update pavement markings, signage and striping.

Funding Source:

Proposition C Fund (0166) \$100,000

Impact on Operating Budget: This project will enhance the traffic flows for the Atlantic Times Square development and have no effect on the operating budget.

5. Bridge Preventive Maintenance Program (91926) \$41,000

This is the City's share to participate in a Los Angeles County Department of Public Works Program to perform preventive maintenance work on the City's two Garvey Avenue bridges at Fremont and Mable Avenues.

Funding Source:

Proposition C Fund (0166) \$41,000

Impact on Operating Budget: This project will have no effect on the operating budget.

2011-2012 Street Construction Projects

Sidewalk Reconstruction (89340)	\$ 28,000	*
Handicapped Access Ramps (89850)	40,000	*
Signage Wayfinding Program (91909)	155,000	*
Various Street Resurfacing I (91915)	958,998	*
Slurry Seal of Various Street (91917)	260,000	*
Sewer Videotaping (91919)	39,000	
Downtown Pedestrian Linkage	<u>750,000</u>	**
	 <i>Total</i>	 <u>\$ 2,230,998</u>

(*) *Projects in Progress*

(**) *Project cancelled due to the state elimination of RDA.*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
CAPITAL OUTLAY					
82000 Capital Improvements	\$264,647	\$0	\$8,523	\$0	\$0
89000 Capital Improvements	0	68,000	79,000	128,000	128,000
91000 Capital Improvements	344,597	1,947,998	1,372,924	491,000	491,000
TOTAL	\$609,244	\$2,015,998	\$1,460,447	\$619,000	\$619,000
GRAND TOTAL	\$609,244	\$2,015,998	\$1,460,447	\$619,000	\$619,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	404,049	1,317,120	1,229,954	924,690	924,690
TOTAL COSTS	\$404,049	\$1,317,120	\$1,229,954	\$924,690	\$924,690
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

Community Capital Improvement includes any physical improvement to the City's capital assets of a permanent nature as well as acquisition of equipment. Community Capital Improvements are typically funded by grants, reserves, and specified revenue sources.

1. Median Maintenance (82520) \$10,000

Re-landscape median on East side of Garvey Avenue to provide better aesthetics along Garvey Avenue, and be consistent with the newer plantings on East Garvey Avenue, using new, water efficient irrigation products.

Funding Source:

Maintenance District Fund (0176) \$10,000

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

2. Barnes Pool Filters Replacement (91521) \$72,000

Replace up to 7 filters at Barnes Pool. Current filters are over 15 years old and cannot be repaired. Filter life-expectancy is approximately 15 years with a 5 year warranty.

Funding Source:

General Fund (0010) \$72,000

Impact on Operating Budget: Reduce repairs and operating costs.

3. Barnes Pool Heaters Replacement (91522) \$54,000

Replace both heaters at Barnes Pool. Current heaters are over 15 years old and can fail at any time. Heaters run 24 hours a day to maintain a set point of 83 degrees. New heaters would last approximately 15 years and have a 5 year warranty.

Funding Source:

General Fund (0010) \$54,000

Impact on Operating Budget: Reduce repairs and operating costs

4. Langley Cameras, Carpet, & Phones (91523) \$20,000

This project includes the following upgrades by adding security cameras to the Ping Pong, Mirror and Billiard Room, replacing new carpet for safety and upgrading the phones so they are comparable to the phones at City Hall.

Funding Source:

General Fund (0010) \$5,000

Technology Fund (0063) 15,000

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

5. Various Park Site Improvements (91524) \$50,000

This project is to improve the appearance at various park sites such as install new fences, replace new picnic tables, install and re-plant new plants and trees.

Funding Source:

Recreation Grant (0343) \$50,000

Impact on Operating Budget: Will reduce repairs needed, reducing operating costs.

6. Tree Well Maintenance (91590) \$5,000

This special project is to clean out City tree wells in public areas.

Funding Source:
Maintenance District Fund (0176) \$5,000

Impact on Operating Budget: There is no impact on the operating budget. Tree wells that clear of weeds and other growth will improve the health of the trees and attractiveness of City walkways.

7. City Hall Lobby/Exterior Paint (96037) \$50,000

Paint the main lobby and the exterior of the City Hall building.

Funding Source:
General Fund (0010) \$50,000

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

8. Sanitary Sewer Rehabilitation (96038) \$125,000

Perform Sewer rehabilitation on Harding Street from Ynez Avenue to Chandler Avenue as identified in Sewer Master Plan.

Funding Source:
Sewer Fund (0042) \$125,000

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

9. Library Roofing System (96039) \$12,400

Perform localized repairs of library roof to address recurring leaks.

Funding Source:
General Fund (0010) \$6,200
Library Tax Fund (0131) \$6,200

Impact on Operating Budget: This will reduce repair costs due to recurring leaks.

10. South Garfield Banner Poles (96040) \$20,000

Install 20-foot-tall steel posts and mounting cables on Garfield Avenue to display banners for City-sponsored events

Funding Source:
General Fund (0010) \$5,000
Refuse Fund (0043) \$5,000
Water Fund (0092) \$10,000

- 11. City Hall Parking Keypad Entry (96041) \$12,000**
- This project involves the installation of a keypad entry and motorized gate system to secure the parking lot across from City Hall and activate the existing slide gate for access.
- Funding Source:
 Public Safety Impact Fee Fund (0071) \$12,000
- 12. Atlas Avenue Street Light (96042) \$20,000**
- Install new street light in median island at Atlas Avenue and Potrero Grande Drive to light main entrance to McCaslin Business Park.
- Funding Source:
 Maintenance District 93-1 (0176) \$20,000
- 13. Housing Element and Environmental Assessment (99007) \$45,000**
- Preparation of the environmental assessment along with the Housing Element for 2014-2021 Planning Period.
- Funding Source:
 General Plan Trust Fund (0352) \$45,000
- Impact on Operating Budget:* There is no impact on the operating budget.
- 14. Network Equipment and Server Upgrades (99055) \$90,000**
- Upgrade the current network equipment and server, including higher speed cabling, network hardware, network switchers, and a new server.
- Funding Source:
 Technology Fund (0063) \$90,000
- Impact on Operating Budget:* Upgrades help improve overall network performance.
- 15. Wireless Access Points for City Hall (99059) \$20,000**
- Add Wireless access points for City Hall. This allows City personnel to use the laptops and other wireless devices to connect without having to be tied to a location.
- Funding Source:
 Technology Fund (0063) \$20,000
- Impact on Operating Budget:* There is no impact on the operating budget.

16. City Website Upgrade (99061) \$25,000

Upgrade City website so that it is easier to navigate, update and enables residents to receive information and services. This upgrade improves and promotes transparency in City government.

Funding Source:

Technology Fund (0063) \$25,000

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

17. Specialty Restaurant/Golf Course Maintenance (99290) \$79,600

Maintenance, which is paid through a special deposit trust fund, is to provide parking lot sweeping, fire alarm monitoring, landscaping and Maintenance of the common area, slopes and hillsides surrounding Monterey Hill, Luminarias restaurants and Monterey Park Golf Course.

Funding Source:

Maintenance Grant (Trust) (0344) \$79,600

Impact on Operating Budget: No impact to operating budget. Specialty Restaurant and Golf Course pay for ongoing maintenance of slopes and common areas.

18. Station 61 Apparatus Floor Repair and Resurfacing (99721) \$49,800

The apparatus floor needs is becoming deteriorated and cracks and worn areas visible. Repairs and re-surfacing of the apparatus floor is required.

Funding Source:

Public Safety Impact Fee Fund (0071) \$49,800

Impact on Operating Budget: This reduces repair costs due to floor cracks.

19. Station 61 Parking Lot Replacement (99722) \$50,000

The asphalt parking area at Station 61 is deteriorated to a point where cracks and fissures have developed. Water and rainfall run-off have reached the substrate material and combined with heave vehicular traffic of buses and fire apparatus, the damage is visible across the lot. The asphalt needs to be replaced with high strength concrete, properly engineered to support extreme weight and include curbs, swales or slope to ensure proper drainage.

Funding Source:

Measure R Fund (0110) \$50,000

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

20. Station 63 Locker Replacement (99723) \$9,400

Replace the lockers for the captain's dormitory and the firefighter's locker room. Lockers currently in place are original to the structure when built in 1958.

Funding Source:

Public Safety Impact Fee Fund (0071) \$9,400

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

21. Small Capital Projects for Public Works (88500) \$16,290

Public Works small capital purchases include replace 1 sewer hose (\$2,300), replace 1 nozzle for sewer truck (\$2,500), replace 6 concrete waste containers (\$2,490), replace 15 plastic waste liners (\$900), replace 3 drinking fountains at City Hall (\$3,300), and upgrade 1 traffic building plumbing (\$4,800).

Funding Source:

Sewer Fund (0042) 4,800
Refuse Fund (0043) 3,390
Water Fund (0092) 8,100

Impact on Operating Budget:

22. Small Capital Projects for Police (88550) \$49,300

Police small capital purchases include 8 tactical vests (\$19,600), 25 field services first aid kits (\$4,000), 103 digital voice recorders (\$13,400) 1 portable livescan machine (\$9,200), and 3 new computers for the jail (\$3,100).

Funding Source:

Asset Forfeiture (0160) \$49,300

Impact on Operating Budget: Small capital purchases improve operating efficiency.

23. Small Capital Projects for Fire (88560) \$39,900

Fire small capital purchases include Fire Hoses (\$15,000), 1 oven (\$2,500), 3 refrigerators (\$5,400), 5 mattresses (\$2,000), 1 computer server for telestaff (\$7,000), and 1 computer server for firehouse (\$8,000).

Funding Source:

General Fund (0010) \$24,900
Technology Fund (0063) 15,000

Impact on Operating Budget: Small capital purchases improve operating efficiency.

2011-2012 Community Capital Projects

Median Maintenance (82520)	\$ 15,000	
Capital Purchases for Public Works (88500)	47,800	
Capital Purchases for Police (88550)	42,800	
Capital Purchases for Fire (88560)	31,500	
Monument Signs Replacement (91515)	60,000	
Langley Restroom Partitions (91516)	10,000	*
Museum Wall Repair (91517)	7,000	
Youth Hut-Door Replacement (91518)	6,000	*
Tree Well Maintenance (91590)	5,000	
Garvey Median Island Landscape (91922)	220,000	*
Library Emergency Power System (96031)	29,300	*
City Yard Building Improvement (96032)	7,900	*
El Encanto Entrance Doors (96033)	19,350	*
City Hall AC Control Panel (96034)	12,800	
SGVOG Energy Audit Grant (96035)	37,400	
Paramount Blvd. & RT. 60 Reno (96036)	30,000	*
Zoning Ordinance Updates (99004)	80,000	
Transit Bus Replacement (99005)	55,600	*
Master Fees Study (99006)	32,270	
Network Equipment Upgrade (99055)	50,000	
Online Payment Process (99057)	60,000	
Special Restaurant/Golf Course (99290)	77,300	
Police Mobile Radio (99308)	150,000	
Evidence Room Storage System (99314)	125,000	
New Computer Server and Switch (99315)	30,000	
Mobile Data Computer Equipment (99316)	15,000	
Electronic Subpoena Software (99318)	10,000	
Station 61 – Exterior Painting (99715)	20,000	
Station 63 Roof Replacement (99716)	30,000	*
Station 62, 63 – Interior Carpet (99717)	7,000	
Station 62 – Exterior Painting (99718)	17,500	
Station 62 – Roof Replacement (99719)	40,000	*
2011 Afgextrication Equipment (99720)	<u>70,703</u>	

Total **\$ 1,455,223**

(*) *Projects in progress*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
CAPITAL OUTLAY					
82000 Capital Improvements	\$3,991	\$15,000	\$15,000	\$10,000	\$10,000
88000 Capital Improvements	52,676	122,100	122,100	105,490	105,490
91000 Capital Improvements	47,346	308,000	403,595	201,000	201,000
96000 Capital Improvements	161,165	69,350	143,300	239,400	239,400
99000 Capital Improvements	138,871	802,670	545,959	368,800	368,800
TOTAL	\$404,049	\$1,317,120	\$1,229,954	\$924,690	\$924,690
GRAND TOTAL	\$404,049	\$1,317,120	\$1,229,954	\$924,690	\$924,690

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Liability Fund \$808,800
 Water Fund \$60,000
 CERCLA Liability Fund \$120,000

DEPARTMENT: Non-Department

ACTIVITY: General Liabilities Program

ACTIVITY NO.: 5101

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	973,403	916,800	1,068,048	988,800	988,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$973,403	\$916,800	\$1,068,048	\$988,800	\$988,800
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

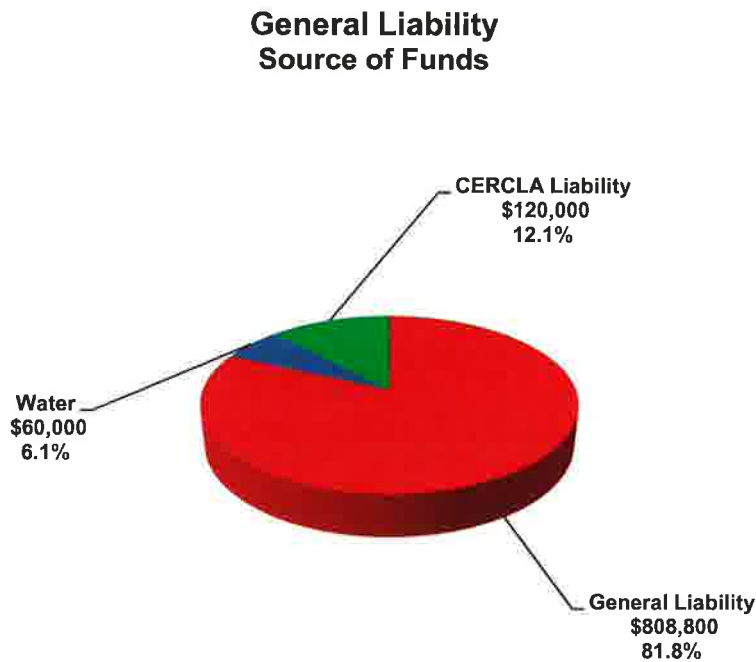
The General Liability Internal Service Fund was established for the management and funding of the City's general liability risk exposure. The City is self-insured for general liability claims. The City has acquired excess coverage from \$300,000 to \$20 million per occurrence through the Independent Cities Risk Management Authority (ICRMA).

Charges are made to all City funds to pay for operating expenses as well as to fund the outstanding liabilities of the General Liability Fund. Outstanding liabilities (including Incurred But Not Reported (IBNR) claims of the General Liability Fund, based on past experience and modified for current trends and information, are as follows:

2011-12	Estimated	\$904,000
2012-13	Projected	\$949,000

PRIMARY PROGRAM/EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) contains \$80,000 for legal fees and costs associated with defending the City against general liability claims and lawsuits. Defense attorneys are selected based on their expertise from an approved attorney panel list provided by the ICRMA.
2. Insurance category (#35000) includes \$500,000 premium to ICRMA, \$28,800 for third-party claims administration, and \$200,000 for the payment of claims to resolve liability issues.
3. Miscellaneous Financial Services category (#44000) consists of \$60,000 of the Water Fund and \$120,000 of the CERCLA Fund to the General Liability Fund in order to meet incurred liabilities and Incurred But Not Reported (IBNR) losses.



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Non-Department**

ACTIVITY: **General Liabilities Program**

ACTIVITY NO.: **5101**

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SERVICES & SUPPLIES					
31000 Contracted Services	\$53,313	\$80,000	\$80,000	\$80,000	\$80,000
35000 Insurance	740,090	656,800	808,048	728,800	728,800
44000 Misc Financial Serv	180,000	180,000	180,000	180,000	180,000
TOTAL	\$973,403	\$916,800	\$1,068,048	\$988,800	\$988,800
GRAND TOTAL	\$973,403	\$916,800	\$1,068,048	\$988,800	\$988,800

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Non-Department
ACTIVITY: Post Employment
ACTIVITY NO.: 5102

SOURCE OF FUNDS:

General Fund \$758,000
 Retirement Fund \$2,289,942
 State Gas Tax Fund \$2,000
 Sewer Fund \$1,000
 Refuse Fund \$568,000
 Shop Fund \$1,000
 Separation Benefits Fund \$700,000
 General Liability Fund \$200
 Workers' Compensation Fund \$200
 Water Fund \$970,000
 Water Treatment Fund \$1,000
 Prop A Fund \$2,500
 Maintenance District Fund \$27,000

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$3,172,458	\$3,871,720	\$3,661,191	\$3,614,076	\$3,614,076
SERVICES & SUPPLIES	1,766,339	1,841,807	1,727,817	1,706,766	1,706,766
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$4,938,797	\$5,713,527	\$5,389,008	\$5,320,842	\$5,320,842
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

Separation Benefits

The Separation Benefits Internal Service Fund provides an ongoing method of financing the costs associated with employee separation from City service. Upon separation, an employee is entitled to compensation for accrued vacation, holiday, compensation time earned in-lieu of overtime; upon retirement, an employee is entitled to the aforesaid plus a percentage of his or her accrued sick leave depending on provisions of their particular bargaining unit.

Charges are made to City departments to pay for operating expenses as well as to fund outstanding liabilities of the Separation Benefits Fund. Liabilities and charges per employee for the Separation Benefits Fund are as follows:

		<u>Fund Liability</u>
2011-12	Estimated	\$5,405,000
2012-13	Projected	\$5,200,000

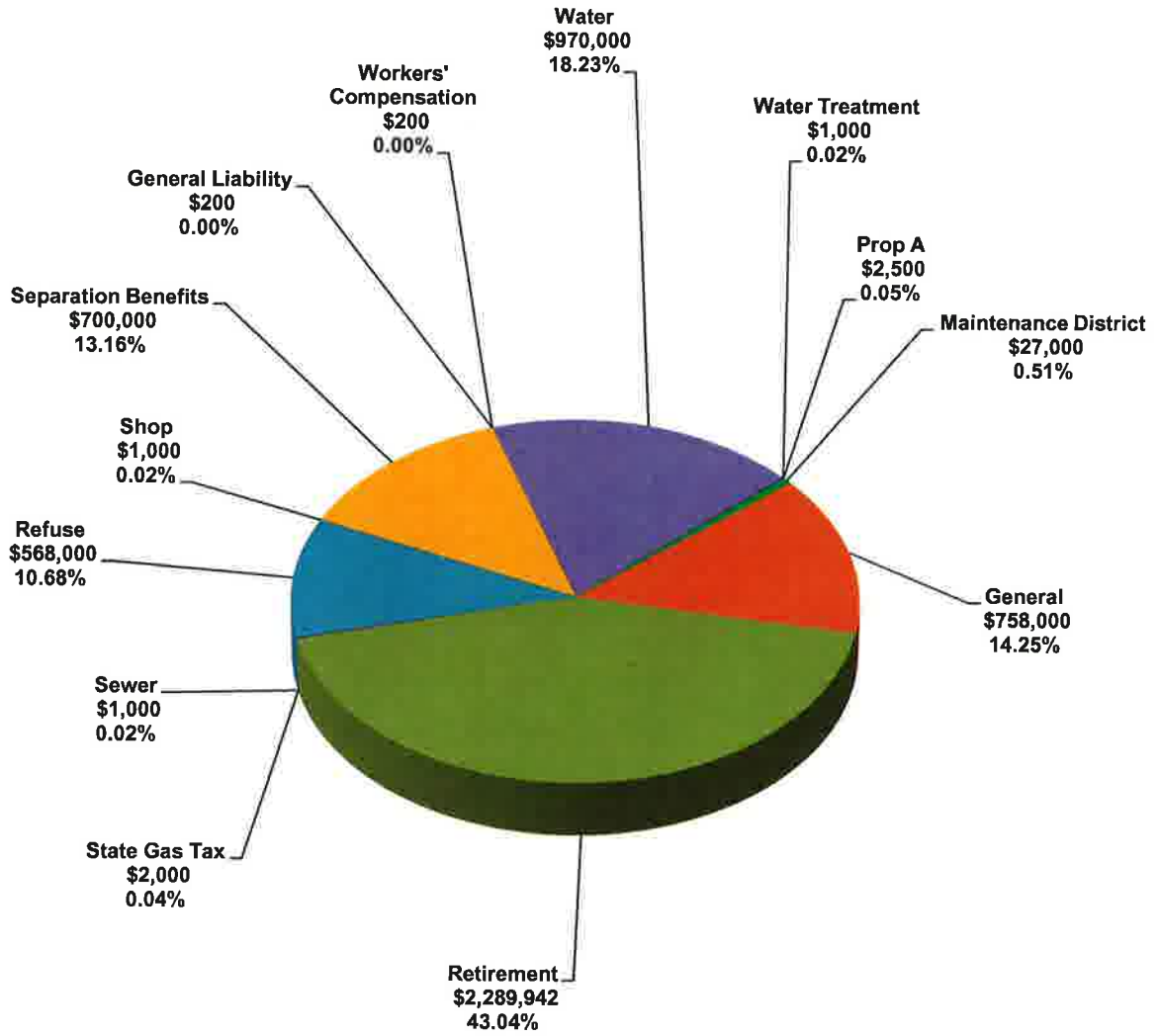
Post-Employment Benefits

The costs of retiree medical insurance premiums are presented in this activity, as are contributions to the Massachusetts Mutual Retirement Plan. Administrative and actuarial fees for retirement plan administration are also presented herein. Post-employment benefit medical costs are funded on a pay-as-you-go basis. Starting 2011-12, the City has set aside funds to fund the OPEB Plan's Liabilities. The Annual Required Contributions (ARC) for the fiscal year ending June 30, 2011 was \$3.9 million per Actuarial Valuation Study dated April 29, 2010. The Massachusetts Mutual Retirement Plan predates the commencement of the City's participation in the California Public Employees' Retirement System (CalPERS) in 1976. The Plan provides partial retirement benefits for miscellaneous employees over age 55 at April 1, 1976. There are 230 vested retirees eligible for City-paid medical benefits and 71 vested members in the Massachusetts Mutual Retirement Plan.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Benefits category (#12330/12700) contains funding of \$1,540,000 for payment of retirees' medical premiums, funding of \$500,000 for post-retirement medical accrued liabilities and \$841,176 for Massachusetts Mutual retirement plan.
2. Contracted Services category (#31000) contains \$26,600 for actuarial services pertaining to retirement program administration and annual fiscal agent trustee fee for the Pension Obligation Bonds.
3. Insurance category (#35000) displays \$250,000 unemployment reimbursement required from EDD.
4. Debt Service category (#42000) is the annual debt service payment for the Pension Obligation Bonds. The Pension Obligation Bonds were issued in 2004 to refinance the unfunded liabilities of the PERS Public Safety Pension Plan. The debt service payment for the bonds is considered as part of safety pension costs.

Post-Employment Administration Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Non-Department**

ACTIVITY: **Post Employment**

ACTIVITY NO.: **5102**

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SALARIES					
11650 Separation Benefits	\$997,491	\$1,000,600	\$825,071	\$732,900	\$732,900
TOTAL	\$997,491	\$1,000,600	\$825,071	\$732,900	\$732,900
EMPLOYEE BENEFITS					
12330 Medical Ins - Retirees	\$1,373,847	\$1,570,000	\$1,535,000	\$1,540,000	\$1,540,000
12331 Medical Ins - Opeb	0	500,000	500,000	500,000	500,000
12700 Mass Mutual Retirement	801,120	801,120	801,120	841,176	841,176
TOTAL	\$2,174,967	\$2,871,120	\$2,836,120	\$2,881,176	\$2,881,176
SERVICES & SUPPLIES					
31000 Contracted Services	\$12,753	\$26,000	\$22,010	\$26,600	\$26,600
35000 Insurance	247,178	350,000	240,000	250,000	250,000
42000 Debt Service	1,506,408	1,465,807	1,465,807	1,430,166	1,430,166
TOTAL	\$1,766,339	\$1,841,807	\$1,727,817	\$1,706,766	\$1,706,766
GRAND TOTAL	\$4,938,797	\$5,713,527	\$5,389,008	\$5,320,842	\$5,320,842

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Workers' Compensation

SOURCE OF FUNDS:

ACTIVITY: Workers' Compensation

Workers' Compensation Fund \$1,245,000

ACTIVITY NO.: 8301

<u>SUMMARY OF COST</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Year-End Estimated 2011-12</u>	<u>Proposed 2012-13</u>	<u>Adopted 2012-13</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	990,915	1,417,000	1,188,000	1,245,000	1,245,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$990,915	\$1,417,000	\$1,188,000	\$1,245,000	\$1,245,000
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

The Workers' Compensation Internal Service Fund was established for the management and funding of the City's workers' compensation risk exposure. Workers' compensation laws in the State of California, both those of constitutional and statutory origin, create a compulsory responsibility for all employers to compensate any and all of their workers for injuries or disabilities arising out of the scope and in the course of employment.

California workers' compensation law provides medical treatment, temporary disability benefits, permanent disability benefits, vocational rehabilitation benefits, medical benefits and death benefits for work related injuries. The law also provides for preventative measures in the form of safety laws and administrative rules.

The City is self-insured for workers' compensation claims under \$500,000. The City has purchased excess workers' compensation coverage through the Independent Cities Risk Management Authority Workers' Compensation Program of up to \$100 million per occurrence with a self-insured retention of \$500,000. Both the Human Resources/Risk

Management and Management Services Departments manage the Worker's Compensation Fund.

Funding of the Workers' Compensation Fund, and Fund liabilities, comes from charges made to City departments for operating expenses as well as funding outstanding liabilities. Liabilities of the Workers' Compensation Fund based on past experience and modified for current trends and information are as follows:

2011-12	Estimated	\$3,053,000
2012-13	Projected	\$3,205,000

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Administrative Services category (#20000) displays costs for third-party administration of workers' compensation claims, \$80,000.
2. Categories (#31000), (#32000), and (#33000) relate to permanent and temporary disability payments and medical costs.
3. Premium category (#35000) reflects excess workers' compensation insurance coverage through ICRMA for losses or claims, if necessary, exceeding the City's \$500,000 self-insured limits. The City's Excess Workers' Compensation Premium is adjusted by loss experience actuarial calculations. The FY 2012-13 premium is projected to be \$300,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Workers' Compensation**

ACTIVITY: **Workers' Compensation**

ACTIVITY NO.: **8301**

Classification	Actual 2010/2011	Adopted 2011/2012	Year-End Estimated 2011/2012	Proposed 2012/2013	Adopted 2012/2013
SERVICES & SUPPLIES					
20000 Workers' Compensation	\$75,000	\$80,000	\$80,000	\$80,000	\$80,000
31000 Permanent Disability	215,704	300,000	280,000	280,000	280,000
32000 Temporary Disability	47,668	32,000	23,000	30,000	30,000
33000 Medical	239,265	550,000	350,000	400,000	400,000
34000 Legal Fees	138,432	140,000	140,000	140,000	140,000
35000 Insurance Premiums	260,724	300,000	300,000	300,000	300,000
36000 Rehabilitation	14,122	15,000	15,000	15,000	15,000
TOTAL	\$990,915	\$1,417,000	\$1,188,000	\$1,245,000	\$1,245,000
GRAND TOTAL	\$990,915	\$1,417,000	\$1,188,000	\$1,245,000	\$1,245,000

City of Monterey Park Supplementary Information

- Direct and Overlapping Debt
- Major Employers
- Top Ten Property Taxpayers
- Demographic and Economic Statistics
- City of Monterey Park Financial Trend Graphs
 - General Fund Revenue Trend
 - General Fund Police & Fire Safety Expenditures Trend
 - Full-Time Equivalent Employees Per 1,000 Monterey Park Residents
 - GANN Limit Analysis
 - Monterey Park Population Trend
- Neighboring Full-Service Cities Comparison
- Source of Funds
- Glossary of Budget, Finance, and Non-Finance Terminology

CITY OF MONTEREY PARK
Direct and Overlapping Debt
June 30, 2012

Total City Assessed Valuation \$ 5,821,654,598

Source: County of Los Angeles

	<u>Percentage Applicable(%)</u>	<u>Net Bonded Debt Debt 6/30/12</u>	<u>Estimated Share of Overlapping Debt</u>
Overlapping Debt Repaid with Property Taxes:			
Metropolitan Water District	0.032	\$ 94,031,705	\$ 30,172
Garvey School District DS	28.702	39,331,277	11,289,028
LA CCD DS	0.956	3,504,910,000	33,493,159
Los Angeles Unified DS	0.040	11,290,485,000	4,461,219
Montebello Unified DS	8.299	143,684,211	11,924,519
Alhambra Unified DS	32.639	<u>149,353,604</u>	<u>48,747,313</u>
Total overlapping debt repaid with property taxes		<u>\$ 15,221,795,797</u>	<u>\$ 109,945,411</u>

Source: HDL Coren & Cone

CITY OF MONTEREY PARK
Major Employers
Fiscal Year 2011 - 2012

<u>Company</u>	<u>Product / Services</u>	<u>Employee</u>
Garfield Medical Center	HOSPITAL	972
City of Monterey Park	GOVERNMENT	388
Monterey Park Hospital	HOSPITAL	362
Southern California Gas Company	ADMINISTRATION/OFFICE	326
Syner Med Inc	ADMINISTRATION/OFFICE	258
Remitco L L C	MISCELLANEOUS SERVICES	178
Care 1st Health Plan	INSURANCE	154
Southern California Edison	ADMINISTRATION/OFFICE	143
Chinese Daily News (Dba)	PRINTING/PUBLISHING	138
Care 1st Health Plan	INSURANCE	125
24 Hour Fitness #867	HEALTH/SPA/FITNESS	124
Teac Aerospace Technologies Inc	WHOLESALE/DISTRIBUTORS	109
Camino Real Chevrolet	AUTOMOBILE DEALER	100
Monterey Park Convalescent	HOSPITAL	93
Heritage Manor Healthcare	MEDICAL	90
Ralphs Grocery Co 95	FOOD STORE	89
Pacific Bell	ADMINISTRATION/OFFICE	80
Ralphs #715	FOOD STORE	76
99 Ranch Market	RETAIL	74
Shun Fat Supermarket	RETAIL	68
D H M Corp Dba Sunshine	MANUFACTURING	63
Kotura Inc	MANUFACTURING	57
Continental Colorcraft	BUSINESS SERVICES	52
La Colonial Tortilla Products	MANUFACTURING	50

Source: City of Monterey Park

CITY OF MONTEREY PARK
Top Ten Property Taxpayers
Fiscal Year 2011 - 2012

<u>Taxpayers</u>	<u>2011-12 Assessed Valuation</u>	<u>Percent of Total Assessed Valuation</u>
Los Angeles Corporate Center LLC	\$ 83,527,303	1.50%
Atlantic Times Square II LLC	63,079,424	1.13%
Union Bank	61,510,543	1.11%
1977 Saturn LLC	50,370,000	0.91%
Garfield Calmed Investment LP	45,912,079	0.83%
GMS Five LLC	43,032,298	0.77%
MPM Partners LLC	25,426,165	0.46%
Emerald Hills LLC	24,027,602	0.43%
Real Estate Investors 1984 1	22,000,000	0.40%
MAR Center LLC	19,408,565	0.35%
	<u>\$ 438,293,979</u>	<u>7.88%</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
2003	63,406	310,043,501	31,452	4.9%
2004	63,928	329,048,068	33,179	4.6%
2005	64,614	342,231,121	34,426	3.7%
2006	64,387	369,174,348	37,362	3.5%
2007	64,508	390,295,865	39,794	3.6%
2008	64,434	413,316,582	42,265	4.7%
2009	64,874	402,459,119	40,867	8.5%
2010	65,027	410,674,615	41,791	9.4%
2011	60,435	N/A	N/A	9.3%
2012	61,153	N/A	N/A	9.0%

Note: Personal income and Per capita personal income are the data shown for Los Angeles County from Bureau of Economic Analysis.

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- Sources: 1. Bureau of Economic Analysis
2. State of California Employment Development Department (data shown is for the county)
3. State of California, Department of Finance

CITY OF MONTEREY PARK FINANCIAL TREND GRAPHS

The graphic presentations contained in this section highlight important statistical trends in the nine-year period. A short description and interpretation of key information in each graph follows:

General Fund Revenue Trend

The principal building blocks of the General Fund, the sales tax and property tax, are shown in proportion to all other General Fund revenues in this line graph. Projected growth in property taxes is 3% through the year 2017. Sales taxes are expected to increase at a rate of 2% annually.

General Fund Police & Fire Safety Expenditures Trend

This graph shows that City expenditures for public safety services (police and fire safety) have increased as a ratio of total General Fund expenditures in 2012-13, 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 70 (from 415 to 345) full time equivalent positions, trying whenever possible to freeze vacant positions to save personnel costs. The increase (FTE per 1,000) in 2011-12 was due to decreased census data.

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 59% below the legal limit. It is a positive indication of the City’s prudent fiscal control of its expenditures, and the consistency of the City’s performance within a dynamic environment.

Monterey Park Population Trend

Each year, the State of California's department of Finance is responsible for the statewide population count by component governmental units. This information is particularly important to cities and counties because it serves as the basis for per capita revenue allocations such as gas taxes, motor vehicle registration fees, and special revenue funding derived from the public safety sales tax augmentation.

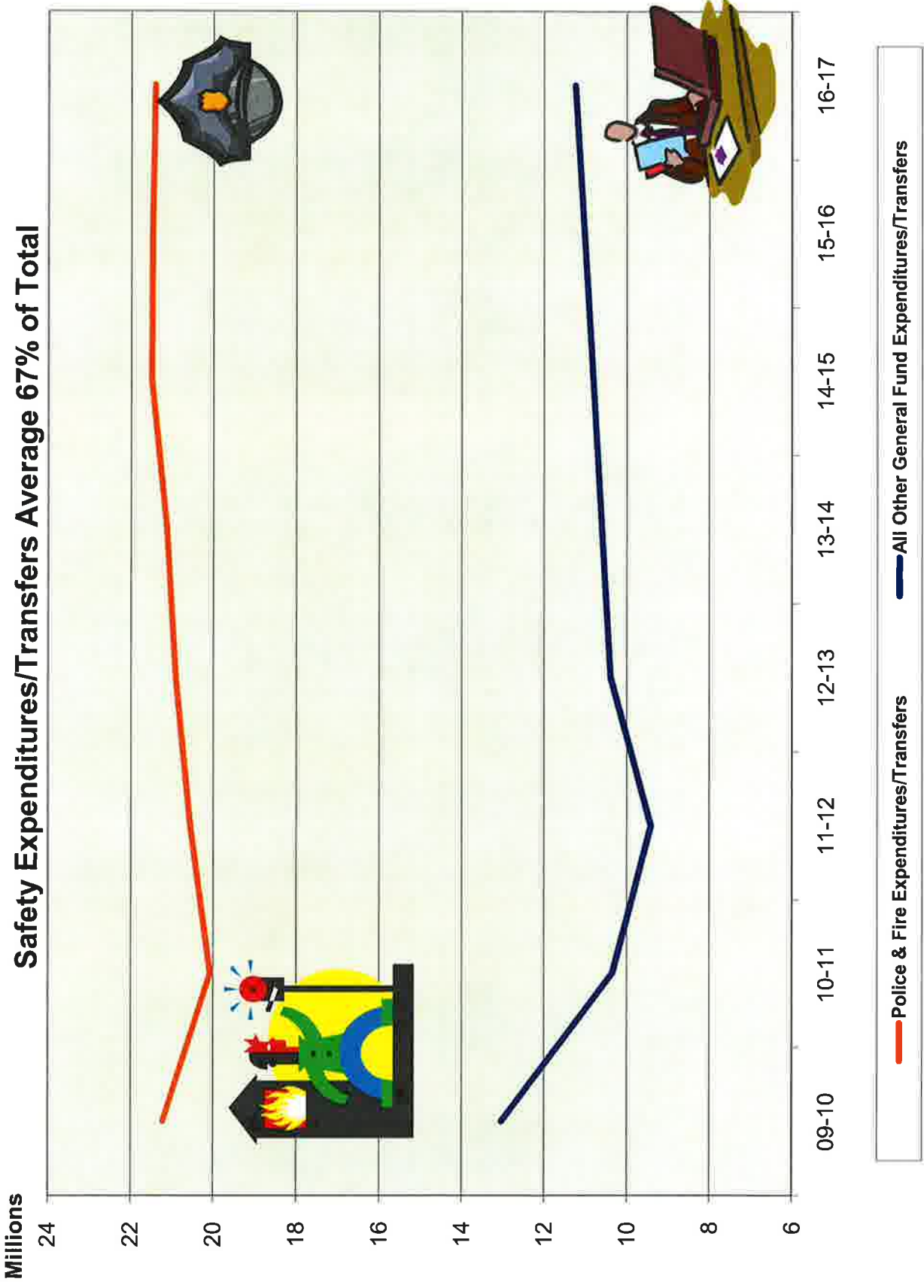
Once each decade, the Federal Census is conducted and the State's DOF information is revised according to the Census count. Growth assumptions for the year 2013-14 forward are based on the projected annual growth or 0.46% annually.

General Fund Revenue Trend

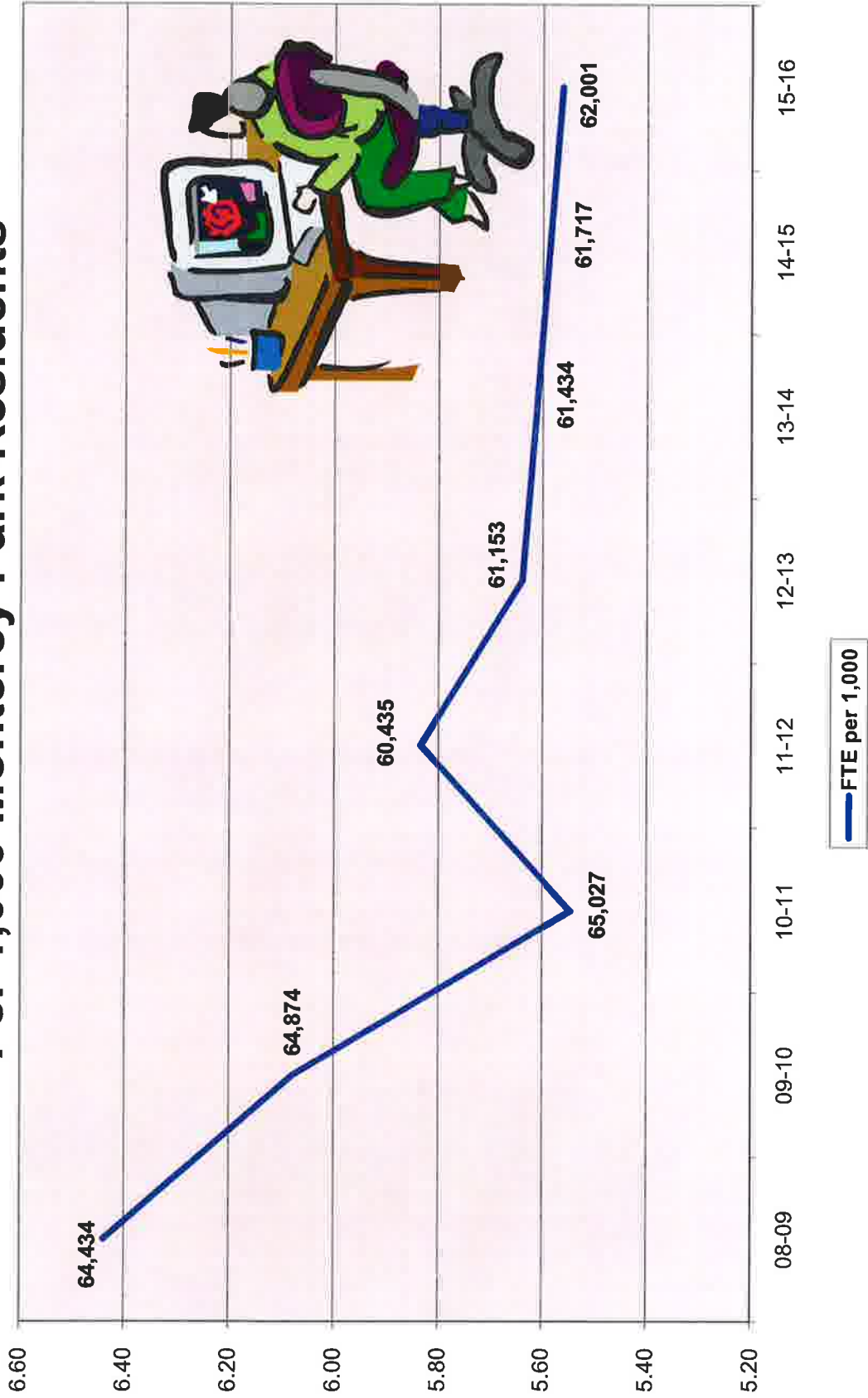
Sales Tax and Property Tax as Portion of all Revenue



General Fund Police & Fire Safety Expenditures/Transfers Trend

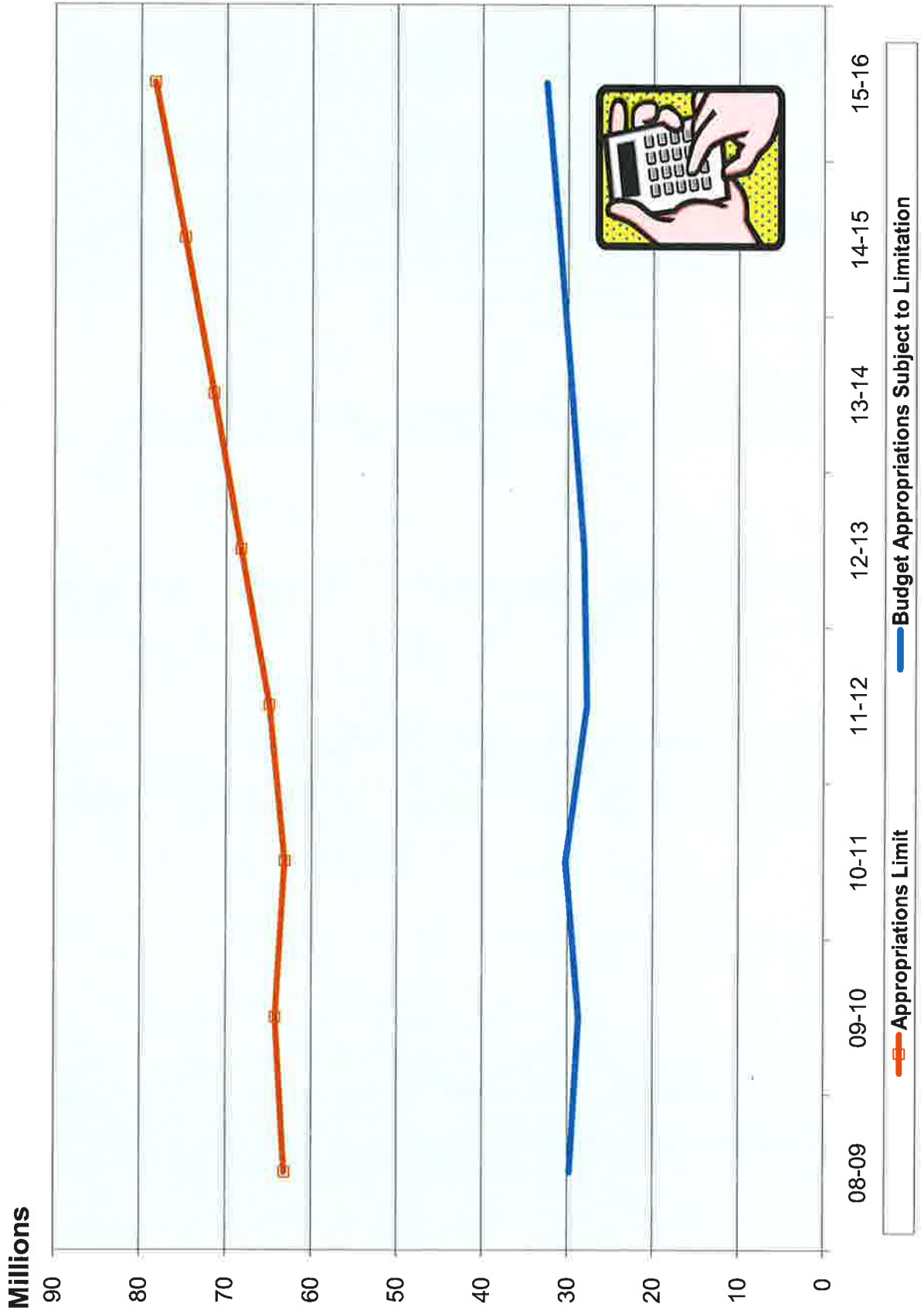


All Full-Time Equivalent Employees Per 1,000 Monterey Park Residents

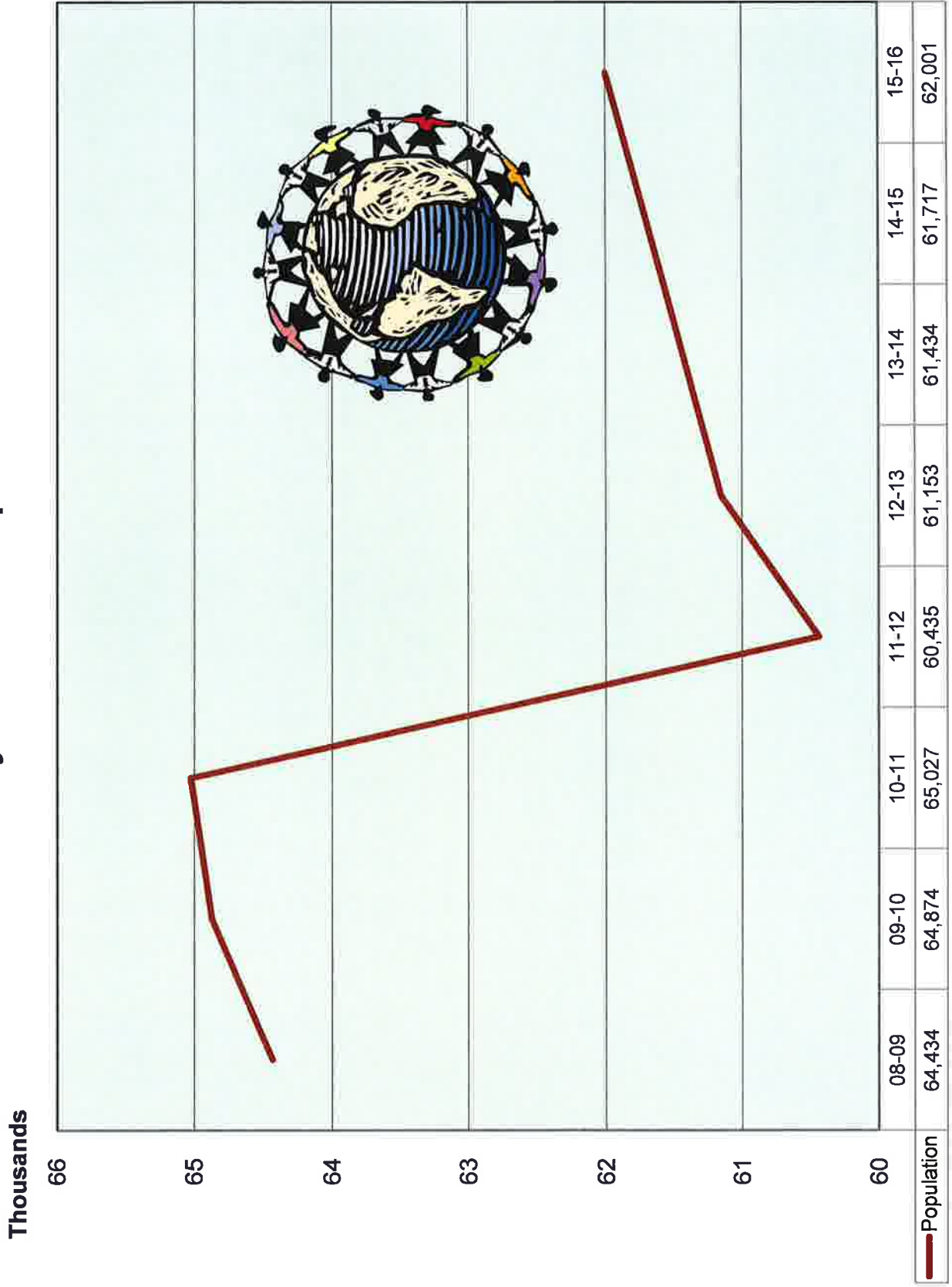


(Note: Staffing for 2010-11 is down by 31.74 FTEs due to per Budget Balancing Act for 2010-11.)

GANN Limit Analysis



Monterey Park Population Trend



Neighboring Cities Comparison Per Resident

City	Population	Square Miles	Sales Tax	Property Tax	General Fund Budget	Police/Fire per 1,000 Residents
ALHAMBRA	83,661	8	138	103	600	1.1 / 0.8
ARCADIA	56,546	11	152	251	813	1.7 / 1.0
DOWNEY	112,201	13	88	217	841	1.3 / 0.6
MONTEBELLO	62,857	8	166	51	667	1.2 / 0.8
MONROVIA	36,727	14	181	638	843	2.3 / 1.2
Average	70,398	11	145	252	753	1.5 / 0.9
Monterey Park	61,153	8	73	214	490	1.9 / 1.0

CITY OF MONTEREY PARK SOURCE OF FUNDS

GOVERNMENTAL FUNDS

General Fund:

General Fund The City's primary operating fund and support for most basic services. All revenues that by law or the requirements of sound financial management do not have to be placed in a separate, restricted fund are deposited in the General Fund.

Recreation Fund accounts for the costs of adult recreational activities, after-school daycare programming and community classes offered by the Recreation and Parks Department.

Special Revenue Funds:

Proposition A Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November 1980 and collected by the County of Los Angeles to finance transportation programming and related capital projects.

Grant Funds accounts for special purpose financing provided by Federal, State, County or other agencies requiring segregated fund accounting.

Gas Tax Fund accounts for expenditures financed by money apportioned from taxes on the purchase of gasoline fuel under the Streets and Highway Code of the State of California.

Bike Routes Fund accounts for expenditures financed by State of California Transportation Development Act, Article 3, funds for bike routes and pedestrian facilities improvements.

Proposition C Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November, 1990, as collected by the County of Los Angeles to finance transportation programming and related capital projects.

Air Quality Improvement Fund accounts for the City's share of additional motor vehicle registration fees imposed by the South Coast Air Quality Management District to finance the implementation of mobile source emission reduction programs and the provisions of the California Clean Air Act.

Asset Forfeiture Fund accounts for revenues derived from monies and property seized by the Police Department in drug-related incidents. Application of funds restricted to enhancement of drug enforcement activities.

Park Facilities Fund accounts for the proceeds of a development fee used for the purpose of park facilities improvements and related expenditures, as established pursuant to Monterey Park Municipal Code section 16.54.050.

Business Improvement Area #1 Fund accounts for receipts and expenditures relating to the development and promotion of business activities in the downtown area of the City.

Maintenance District 93-1 Fund accounts for receipts and expenditures relating to the Citywide benefit assessment district for street lighting and median maintenance.

Public Safety Impact Fee Fund accounts for fees collected on new commercial and residential development and applied to public safety service and related acquisitions.

Public Safety Augmentation Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November 1993, as applied exclusively to public safety services.

Library Tax Fund accounts for annual parcel tax which was approved by the Electorate in April of 1998 (Proposition C). The funds are to be exclusively used for Bruggemeyer Library improvements, expansion of operating hours, and additional books and supplies.

CERCLA Liability Fund accounts for fees collected from waste haulers to provide protection against environmental liability exposure, particularly incidents falling under the Comprehensive Environmental Response Cleanup and Liability Act (CERCLA). Haulers are assessed on the basis of waste tonnage disposed as a prerequisite to obtaining a business license.

Measure R Fund accounts for revenue derived from the one-half percent sales tax approved pursuant to Assembly bill 2321, Measure R Ordinance of the LACMTA. The funds are to be used to augment for transportation purpose.

Retirement Fund accounts for revenue received for voter-approved tax on real property to fund employee retirement costs, as established pursuant to Monterey Park Municipal Code Section 2.40.060.

Pension Liability Fund accounts for the financial resources provided by the City in anticipation of estimated increases in retirement costs due to the improved employee pension plan benefits.

PROPRIETARY FUNDS

Enterprise Funds:

Water Operation Fund used to account for financial resources for the water operation including commercial, production, distribution, and implementation of Water Master Plan.

Water Treatment Fund used to account for financial resources for the treatment of certain chemical contaminations to meet water quality standards.

Sewer Fund accounts for construction and improvement to deficient sanitary sewer mains identified in the Sewer Master Plan, as established pursuant to Monterey Park Municipal Code Section 14.06.060.

Refuse Fund accounts for receipts and expenditures relating to waste management activities including refuse collection, disposal, and recycling.

Internal Service Funds:

Separation Benefits Fund accounts for costs resulting from employee separation from service (accrued vacation, sick, compensatory, and holiday leave time).

General Liability Fund accounts for the City's general liability insurance program, including claims management, legal and other expenses.

Workers' Compensation Fund accounts for the City's workers' compensation insurance program, including claims management, legal and other expenses.

Auto Shop Fund accounts for the purchase and upkeep of all motorized equipment used by City departments.

Technology/Data Processing Fund accounts for the costs of centralized data processing activities, including computer networking, and replacement of telephone system.

Other Post-Employment Benefits (OPEB) Fund accounts for annual set-asides for retiree medical costs per Governmental Accounting Standards Board Statement 45.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY

ACCOUNT: A sixteen-digit numerical code of which digits one through four represent the fund number, five through seven the general ledger number, eight through eleven the department number, and twelve through sixteen the object number.

ACCRUAL ACCOUNTING: A basis of accounting in which revenues are recognized in the period in which they are earned and become measurable, and expenses are recognized in the period incurred instead of when cash is actually received or spent.

ACTIVITY: A specific and distinguishable service performed by one or more organizational components of a government to accomplish a desirable government function (e.g., police activities are activities within the public safety function).

ADA: Americans with Disability Act. The ADA prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications.

AGENCY FUND: A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.

ALLOTMENT PERIOD: A period of time during which an allotment, a budgetary appropriation, is effective.

ANNUAL BUDGET: A plan of financial operation embodying an estimate of proposed means of financing them, the term usually applies to a single fiscal year.

ANNUAL FINANCIAL REPORT: A financial report applicable to a single fiscal year.

APPROPRIATED BUDGET: The expenditure authority created by the appropriate governing authority (City Council, Community Redevelopment Agency & Public Financing Agency).

APPROPRIATION: A legal authorization granted by the governing authority to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and in the time within which it may be expended.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for a tax levy.

AUDIT: A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in its financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

AUDITOR'S REPORT: A statement by the auditor describing the scope of the auditing standards applied in the examination, and setting forth the auditor's opinion on the fairness of presentation of the financial information in conformity with GAAP or some other comprehensive basis of accounting.

BUDGET: A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET AMENDMENT: A legal procedure utilized during the fiscal year by the City Council and City staff to revise a budget appropriation.

BUDGETARY BASIS: The form of accounting utilized throughout the budget process.

BUDGET CALENDAR: The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budget.

BUDGET TRANSMITTAL LETTER: Included in the opening section of the budget, it provides the Council and the public with a general summary of the most important aspects of the budget, changes from previous years, and the views and recommendations of the City Manager.

CAPITAL IMPROVEMENT PROGRAM (CIP): A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs.

CAPITAL OUTLAY: Expenditures resulting in the acquisition of or addition to a government's general fixed assets.

CASH MANAGEMENT: Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing idle funds in order to achieve the highest interest and return.

DEBT FINANCING: Borrowing funds as needed and pledging future revenues to make (finance) current expenditures or capital projects.

DEPRECIATION: Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

ENCUMBRANCES: Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances that represent the estimated amount of expenditures to result if unperformed contracts in process are completed.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

EXPENDITURE: The outflow of funds paid or to be paid for a service, supply or asset. This term applies to all funds.

FIDUCIARY FUNDS: The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and other funds.

FISCAL YEAR: The 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

FLSA: Fair Labor Standards Act. The FLSA requires employers to pay covered employees who are not otherwise exempt at least the federal minimum wage and overtime pay for all hours worked over 40 in a workweek.

FMLA: Family and Medical Leave Act. The FMLA requires employers to provide eligible employees up to 12 weeks of unpaid leave each year for the birth of a child, adoption of a child, dependent cares, and the employee's own serious health condition.

FULL-TIME EQUIVALENT (FTE): The amount of time, 2,080 hours per year, worked by a full-time employee.

FUND: A separate accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE: The excess of assets over liabilities and reserves.

GENERAL FUND: The primary governmental fund used to account for all financial resources, except those required to be accounted for in another fund. This main operating fund should always be reported as a major fund per GASB Statement 34.

GOAL: A statement of broad direction, purpose or intent.

GOVERNMENTAL FUNDS: Distinguished by their measurement focus on determining financial position and changes in financial position.

GRANT: Contributions or gifts of cash or other assets from another government entity to be used or expended for a specified purpose.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

INFRASTRUCTURE: All City owned facilities supporting the operation of the governmental unit, including streets, roads, bridges, curbs and gutters, parks, water and sewer lines, storm drains, water pump stations and reservoirs, water wells, all government buildings and related facilities.

INTERFUND TRANSFERS: Amounts transferred from one fund to another.

LINE-ITEM BUDGET: A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each.

MAJOR FUND: Per GASB Statement 34, the focus of governmental and proprietary fund financial statements is on major funds. When individual governmental and enterprise funds either meet certain major fund criteria or are particularly important to financial statement users, they should be presented in a separate column in the financial statements.

NONMAJOR FUND: Individual governmental and enterprise funds do not meet the major fund criteria as defined by the GASB Statement 34. All nonmajor funds should be aggregated and presented in a single column.

OBJECT: An individual expenditure account.

OBJECTIVE: The desired output which can be measured and achieved within a given time frame. It is a statement of specific direction, purpose or intent based on the needs of the community and the goals established for a specific program.

PERFORMANCE BUDGET: A budget that bases expenditures primarily upon measurable performance of activities and work programs.

PERSONNEL DETAIL: The authorized level of personnel by classification and the amount of expenditure associated with the indicated number of positions.

PROGRAM DETAIL: Budget presentation by major account categories.

PROGRAM MEASURES: Specific quantitative measures of work performed within an activity or program (e.g. total number of commercial fire inspections conducted). Also, a specific quantitative measure of results obtained through a program or activity (e.g. code violation clearance rate within two days of reporting).

PROGRAM SUMMARY: The major activities of each City department with accompanying budget totals.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

PROGRAM: A group of activities, operations or organizational units directed to attaining specific purposes or objectives.

PROPRIETARY FUNDS: Sometimes referred to as commercial-type funds. All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and activities are accounted for through this fund.

RESERVE: An account used to indicate that a portion of fund equity that is legally restricted for a specific purpose.

REVENUES: Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances. Also referred to as "resources."

RISK MANAGEMENT: An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.

SUBVENTIONS: Revenues collected by the State (or other level of government) which are allocated to the City on a formula basis. The major subventions received by the City come from the State of California and include motor vehicle in-lieu, cigarette taxes in-lieu and gasoline taxes.

UNENCUMBERED BALANCE: The amount of an appropriation that is neither expended nor encumbered. It is essentially the available funds for future purchases.

Monterey Park Five-Year Capital Improvement Plan

The City of Monterey Park's Capital Improvement Plan (CIP) includes all the following capital projects from across the organization.

- Major Capital Constructions
- Capital Improvements
- Capital Equipment Purchases
- Major Studies
- Comprehensive Plan Updates
- Software Upgrades
- Emergency Purchases
- Other One-Time Expenditures Items

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
2012-13 To 2016-17

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	PROJECT TOTAL
GENERAL ADMINISTRATION								
Citywide Geographic Information System (GIS)								
IT Infrastructure/Applications:								
Water		Water Operation		30,000				30,000
Public Safety System		Public Safety Impact Fee				300,000		300,000
Licensing		General		10,000				10,000
Public Works/Maintenance		General		60,000				60,000
City Telephone System Upgrade		Technology		300,000	50,000			350,000
City IT System Replacement/Upgrade								
Network Equipment Replacement	0063-5002-99055	Technology	40,000	40,000				80,000
Server Upgrade	0063-5002-99055	Technology	50,000	50,000	50,000		50,000	250,000
Upgrade Workstations to Microsoft Office		Technology			200,000			200,000
Wireless Access Points for City Hall								
Internet Bandwidth for City	0063-5002-99059	Technology	20,000					20,000
City Website upgrade	0063-5002-99060	Technology	25,000	48,000				48,000
								25,000
TOTAL GENERAL ADMINISTRATION			135,000	538,000	300,000	350,000	50,000	1,373,000
GENERAL ADMINISTRATION								
FUNDING RECAP :								
General			0	70,000	0	0	0	70,000
Public Safety Impact Fee			0	0	0	300,000	0	300,000
Technology			135,000	438,000	300,000	50,000	50,000	973,000
Water Operation			0	30,000	0	0	0	30,000
TOTAL GENERAL ADMINISTRATION			135,000	538,000	300,000	350,000	50,000	1,373,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 2012-13 To 2016-17

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	PROJECT TOTAL
COMMUNITY DEVELOPMENT DEPARTMENT								
Housing Element and Environmental Assessment	0352-5002-99007	General Plan Review	45,000					45,000
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT								
			45,000	0	0	0	0	45,000
FUNDING RECAP :								
General Plan Review			45,000	0	0	0	0	45,000
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT								
			45,000	0	0	0	0	45,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
2012-13 To 2016-17

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	PROJECT TOTAL
FIRE DEPARTMENT								
Station 61 - Apparatus Floor Repair & Resurfacing	0071-5002-99721	Public Safety Impact Fee	49,800					49,800
Station 61 - Paint Interior Walls and Trim (Lobby)		Public Safety Impact Fee		25,000				25,000
Station 61 - Shower Remodel		General		45,000				45,000
Station 61 - Replace Asphalt Parking Lot w/Concrete	0110-5002-99722	Measure R	50,000					50,000
Station 61 - Dorm/Bathroom Major Remodel		Public Safety Impact Fee		465,000				465,000
Station 61 - Apparatus Bay Extension		Public Safety Impact Fee			500,000			500,000
Station 61 - Fire Ladder Truck		Shop		1,063,000				1,063,000
Station 61 - Fire Engine		Shop			525,000			525,000
Station 61 - Rescue Ambulance		Shop				225,000		225,000
Station 62 - Replacement		Fire Financing				4,000,000		4,000,000
Station 63 - Retaining Wall		Public Safety Impact Fee		80,000				80,000
Station 63 - Locker Replacement	0071-5002-99723	Public Safety Impact Fee	9,400					9,400
TOTAL FIRE DEPARTMENT			109,200	1,678,000	1,025,000	4,225,000	0	7,037,200
FUNDING RECAP :								
Fire Financing			0	0	0	4,000,000	0	4,000,000
General			0	45,000	0	0	0	45,000
Public Safety Impact Fee			59,200	570,000	500,000	0	0	1,129,200
Shop			0	1,063,000	525,000	225,000	0	1,813,000
Measure R			50,000	0	0	0	0	50,000
TOTAL FIRE DEPARTMENT			109,200	1,678,000	1,025,000	4,225,000	0	7,037,200

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 2012-13 To 2016-17

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	PROJECT TOTAL
POLICE DEPARTMENT								
Mobile Command Post and Communications Center		Asset Forfeiture		200,000				200,000
Tasers		Asset Forfeiture		100,000				100,000
Mobile Data Computers		Asset Forfeiture			200,000			200,000
Radio Transmitter Tower Modification		Asset Forfeiture				100,000		100,000
Interagency Communication Interoperability System (ICIS)		Asset Forfeiture					700,000	700,000
TOTAL POLICE			0	300,000	200,000	100,000	700,000	1,300,000
FUNDING RECAP :								
Asset Forfeiture			0	300,000	200,000	100,000	700,000	1,300,000
TOTAL POLICE			0	300,000	200,000	100,000	700,000	1,300,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 2012-13 To 2016-17

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - PARKS								
Barnes Park:								
Tennis Court Lighting		Park Facilities		4,600		85,000		85,000
Misc Improve - Gym/Daycare Ctr Roof Drain Line Replacement		Park Facilities						4,600
Concession Stand Rehabilitation		Park Facilities			75,000			75,000
Service Club Kitchen Rehabilitation		Park Facilities		25,000		75,000		75,000
Service Club Painting		Park Facilities						25,000
Playground Equipment Replacement		Park Facilities			50,000			50,000
Park Storage Building		Park Facilities					60,000	60,000
Auto Fill to Barnes Pool		Park Facilities		10,000			100,000	100,000
Pool house Painting		Park Facilities						10,000
Pool Filters	0010-5002-91521	General	72,000					72,000
Pool Heaters	0010-5002-91522	General	54,000					54,000
Pool House Drinking Fountains		General		2,200				2,200
Pool House Roofing		General		5,700				5,700
Pool Pump		General		50,600				50,600
Bella Vista Park:								
RR/Drinking Fountain ADA Rehab		Park Facilities		40,000				40,000
Drinking Fountain Rehab		Park Facilities		4,000				4,000
Bella Vista Park Roofing		General		5,200				5,200
Cascades Park/Heritage Waterfalls:								
Cascades Waterfall Lighting		Park Facilities		12,000				12,000
Walkway Replacement		Park Facilities				125,000		125,000
New Landscaping		Park Facilities		35,000				35,000
Edison Trails Park:								
Restroom / ADA Rehabilitation		Park Facilities		50,000				50,000
Bathroom Roofing		General		5,400				5,400

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
2012-13 To 2016-17

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	PROJECT TOTAL
Garvey Ranch Park :								
Gym Door Replacement for Garvey Ranch & Barnes		Park Facilities		15,000				15,000
East End Future Development		Park Facilities				250,000		250,000
Barbeque Shelters		General		7,200				7,200
George Elder Park:								
Misc Improve - Restroom Valves & Urinal Replace.		General	3,900					3,900
Large Pavilion Structure (4)		Park Facilities			120,000			120,000
Tennis Court Fence Repair		Park Facilities			15,000			15,000
Tennis Court Lighting		Park Facilities			95,000			95,000
Picnic Pavilions (elect. & water)		Park Facilities			120,000			120,000
Storage Shed		Park Facilities				10,000		10,000
Pool Motor Replacement		Park Facilities	30,000					30,000
Elder Park Pool Heater		Park Facilities				25,000		25,000
Replaster Elder Park Pool		Park Facilities					40,000	40,000
Highland Park :								
Walkways Construction		Park Facilities		5,000				5,000
La Loma Park :								
Misc Improve - Restroom Partitions, Sinks, Vales		General	8,500					8,500
Restroom Rehabilitation - Lower Field ADA		Park Facilities			125,000			125,000
Driveway/Parking Replacement		Park Facilities				95,000		95,000
New Driveway (top)		Park Facilities		20,000				20,000
Langley Center:								
Restroom Rehabilitation-Tile Floors for 2 Restrooms		Park Facilities			60,000			60,000
Sound System Replacement		Park Facilities			50,000			50,000
Ping Pong Floor / Barnes Gym Floor Resurfacing		Park Facilities	4,500					4,500
Roof Replacement		Park Facilities			65,000			65,000
Front Door Replacement		Park Facilities					25,000	25,000
Exercise Equipment Replacement		Park Facilities					35,000	35,000
Security Cameras, Carpet, & Phones Upgrade		Park Facilities	15,000					15,000
		Technology						
	0063-5002-91523	General	5,000					5,000
	0010-5002-91523							

**CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
2012-13 To 2016-17**

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	PROJECT TOTAL
Pine Tree Park :								
Drinking Fountain		Park Facilities			4,600			4,600
Irrigation System Improvement		Park Facilities			11,000			11,000
Sequoia Park :								
Misc Improve - Restroom Vales		General		2,100				2,100
Slope Drains		Park Facilities					50,000	50,000
Playground Equip. / Surfacing		Park Facilities				75,000		75,000
Ballfield / Park Fencing		Park Facilities		10,000				10,000
Sunnyslope Park :								
Picnic Shelter		Park Facilities				50,000		50,000
Perimeter Fencing		Park Facilities				25,000		25,000
Concrete Drainage		Park Facilities				15,000		15,000
Others:								
Various Playground Improvement		Park Facilities		20,000				20,000
Various Parks Site Improvements	0343-5002-91524	Pepsi Grant (0343 Trust)	50,000					50,000
On Going Projects:								
Tree Well Maintenance	0176-5002-91590	Maintenance District	5,000	5,000	5,000	5,000	5,000	25,000
Specialty Restaurant / Golf Course Maintenance	0344-5002-99290	Maintenance Grant (0344 Trust)	79,600	82,000	84,500	87,000	89,500	422,600
TOTAL PUBLIC WORKS DEPARTMENT - PARKS								
			280,600	462,900	805,100	922,000	479,500	2,950,100
FUNDING RECAP :								
General			131,000	90,800	0	0	0	221,800
Maintenance District			5,000	5,000	5,000	5,000	5,000	25,000
Park Facilities			0	285,100	715,600	830,000	385,000	2,215,700
Maintenance Grant (0344 Trust)			79,600	82,000	84,500	87,000	89,500	422,600
Pepsi Grant (0343 Trust)			50,000	0	0	0	0	50,000
Technology			15,000	0	0	0	0	15,000
TOTAL PUBLIC WORKS DEPARTMENT - PARKS								
			280,600	462,900	805,100	922,000	479,500	2,950,100

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 2012-13 To 2016-17

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - BUILDING								
Building Maintenance								
City Yard Fence		AQMD Park Facilities Water Operation Sewer		12,000 12,000 12,000 12,000				12,000 12,000 12,000 12,000
City Hall 2nd Level Parking Structure Repair		General					270,000	270,000
City Hall Lobby & Exterior Painting	0010-5002-96037	General	50,000					50,000
Fire Stations Air Duct Cleaning		Liability				40,000		40,000
City Hall Air Duct Cleaning		Liability			80,000			80,000
Service Club Roof Replacement		To Be Determined	30,000					30,000
Park Restroom ADA Access Improvements		To Be Determined	150,000					150,000
Sequoia, Edison Trails, Bella Vista, and Lower La Loma Parks - Restroom Roof Replacement		To Be Determined	80,000					80,000
City Library Roofing System	0010-5002-96039 0131-5002-96039	General Library Tax	6,200 6,200					6,200 6,200
<u>On Going Projects:</u> Median Maintenance	0176-5002-82520	Maintenance District	10,000	10,000	15,000	15,000	15,000	65,000
TOTAL PUBLIC WORKS DEPARTMENT - BUILDING			332,400	56,000	95,000	55,000	285,000	825,400

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 2012-13 To 2016-17

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	PROJECT TOTAL
FUNDING RECAP :								
AQMD			0	12,000	0	0	0	12,000
Sewer			0	12,000	0	0	0	12,000
Park Facilities			0	12,000	0	0	0	12,000
Water Operation			0	12,000	0	0	0	12,000
General			56,200	0	0	0	270,000	326,200
Maintenance District			10,000	10,000	15,000	15,000	15,000	65,000
Liability			0	0	80,000	40,000	0	120,000
Library Tax			6,200	0	0	0	0	6,200
To Be Determined			260,000	0	0	0	0	260,000
TOTAL PUBLIC WORKS DEPARTMENT - BUILDING			332,400	58,000	95,000	55,000	285,000	825,400

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 2012-13 To 2016-17

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - SANITARY SEWER								
<i>Sanitary Sewer (per the Sewer Master Plan adopted by the City Council 11/6/96)</i>								
Sanitary Sewer Rehabilitation		Sewer		230,000				230,000
Harding (Ynez - Chandler)	0042-5002-96038	Sewer	125,000					125,000
Easement/Alley (Harding to Ynez)		Sewer			450,000			450,000
Atlantic Easement		Sewer				28,000		28,000
Sewer Reline on Gladys (Emerson to North End)		Sewer				120,000		120,000
Sewer Reline on Emerson (Nicholson to Lincoln)		Sewer					90,000	90,000
Sewer Videotaping	0042-5001-91919	Sewer		40,000				40,000
TOTAL PUBLIC WORKS DEPARTMENT - SANITARY SEWER			125,000	270,000	450,000	148,000	90,000	1,083,000
FUNDING RECAP :								
Sewer			125,000	270,000	450,000	148,000	90,000	1,083,000
TOTAL PUBLIC WORKS DEPARTMENT - SANITARY SEWER			125,000	270,000	450,000	148,000	90,000	1,083,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
2012-13 To 2016-17

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - ENGINEERING								
<i>Engineering Division</i>								
Sidewalk Construction	0023-5001-89340 0110-5001-89340	SB821 Measure R	28,000 100,000	31,000	32,000	32,000	35,000	158,000 100,000
Localized Pavement Repairs	0110-5001-91923 0092-5001-91923	Measure R Water Operation	100,000 50,000	250,000 50,000				350,000 100,000
Corporate Yard General Plan		Water Operation Sewer Refuse Parks Facilities		10,000 20,000 10,000 10,000	10,000			20,000 40,000 20,000 20,000
Traffic Calming Measures - Citywide		Gas Tax		25,000	25,000	25,000	25,000	100,000
Traffic Signal Upgrades I	0166-5001-91924	Proposition C	100,000		25,000		25,000	150,000
Slurry Seal of Various Streets	0110-5001-91917	Measure R	200,000	100,000	100,000	100,000	100,000	600,000
Pavement Management Program Update Biennial Update Required for Prop C Fund Eligibility		Proposition C		50,000			50,000	100,000
Various Median Island Landscaping	0092-5002-91925 0110-5002-91925 0010-5002-91925	Water Operation Measure R General		150,000 50,000 70,000				150,000 50,000 70,000
Citywide Beautification Project		General Water Operation		75,000 75,000				75,000 75,000
Bike Trail Master Plan		Measure R		25,000				25,000
Bridge Preventive Maintenance Program	0166-5001-91926	Proposition C	41,000					41,000
Parking District No. 2 Improvements		General		150,000				150,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
2012-13 To 2016-17

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	PROJECT TOTAL
Engineering & Traffic Survey Update		General		30,000				30,000
South Garfield Banner Poles	0010-5002-96040	General	5,000					5,000
	0043-5002-96040	Refuse	5,000					5,000
	0092-5002-96040	Water Operation	10,000					10,000
City Hall Parking Keypad Entry	0071-5002-96041	Public Safety Impact Fee	12,000					12,000
Atlas Avenue Median Street Light	0176-5002-96042	Maintenance District	20,000					20,000
TOTAL PUBLIC WORKS DEPARTMENT - ENGINEERING			671,000	1,181,000	232,000	157,000	235,000	2,476,000
FUNDING RECAP :								
Gas Tax			0	25,000	25,000	25,000	25,000	100,000
General			5,000	325,000	0	0	0	330,000
Parks Facilities			0	10,000	10,000	0	0	20,000
Proposition C			141,000	50,000	25,000	0	75,000	291,000
Public Safety Impact Fee			12,000	0	0	0	0	12,000
Refuse			5,000	10,000	10,000	0	0	25,000
SB821			28,000	31,000	32,000	32,000	35,000	158,000
Sewer			0	20,000	20,000	0	0	40,000
Water Operation			60,000	285,000	10,000	0	0	355,000
Maintenance District			20,000	0	0	0	0	20,000
Measure R			400,000	425,000	100,000	100,000	100,000	1,125,000
TOTAL PUBLIC WORKS DEPARTMENT - ENGINEERING			671,000	1,181,000	232,000	157,000	235,000	2,476,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
2012-13 To 2016-17

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	PROJECT TOTAL
<u>PUBLIC WORKS DEPARTMENT - WATER</u>								
<i>Water Division (per the Water Master Plan adopted by the City Council 11/6/96)</i>								
<u>On-Going Projects:</u>								
Meter Exchange Program An Ongoing Program to Replace Old and Inefficient Meters	0092-4224-81070	Water Operation	200,000	200,000	250,000	250,000	300,000	1,200,000
Well Electrical and Pump Station Upgrades	0092-4224-81860	Water Operation	50,000	40,000	45,000	50,000	55,000	240,000
Well Redevelopment Program An Ongoing Program to Maintain Efficiency of All City Owned Water Wells	0092-4224-81240	Water Operation	120,000	130,000	140,000	150,000	160,000	700,000
Well Telemetry	0092-4224-81990	Water Operation	27,000	28,000	29,000	30,000	30,000	144,000
Street Maintenance	0092-4224-81580	Water Operation	420,000	470,000	520,000	570,000	620,000	2,600,000
<u>Water Main Replacement Projects:</u>								
Water Main Replacement	0092-4224-82246	Water Operation	350,000	400,000	500,000	600,000	700,000	2,550,000
<u>Water Operational Projects:</u>								
Reservoir & Well Landscaping		Water Operation		30,000				30,000
Bradshaw Reservoir Replacement		Water Operation			6,000,000			6,000,000
Replace Surge Tank with VFD at Bradshaw Booster		Water Operation		400,000				400,000
Refurbish Pine Tree Reservoir		Water Operation		300,000				300,000
Replace CiaVal at Grangridge/Pavo Real		Water Operation		100,000				100,000
Seismic Retrofit Main Lines that cross Alhambra Wash		Water Operation			120,000			120,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 2012-13 To 2016-17

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	PROJECT TOTAL
<u>Water Treatment Plant Projects:</u>								
Ultraviolet Treatment Facility		Water Treatment Financing		1,500,000				1,500,000
Ion Exchange Treatment Facility		Water Treatment Financing				2,000,000		2,000,000
TOTAL PUBLIC WORKS DEPARTMENT - WATER			1,167,000	3,598,000	7,604,000	3,650,000	1,865,000	17,884,000
FUNDING RECAP:								
Water Treatment Financing			0	1,500,000	0	2,000,000	0	3,500,000
Water Operation			1,167,000	2,098,000	7,604,000	1,650,000	1,865,000	14,384,000
TOTAL PUBLIC WORKS DEPARTMENT - WATER			1,167,000	3,598,000	7,604,000	3,650,000	1,865,000	17,884,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 2012-13 To 2016-17

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	PROJECT TOTAL
Asset Forfeiture			0	300,000	200,000	100,000	700,000	1,300,000
AQMD			0	12,000	0	0	0	12,000
Fire Financing			0	0	0	4,000,000	0	4,000,000
Gas Tax (State)			0	25,000	25,000	25,000	25,000	100,000
General			192,200	530,800	0	0	270,000	993,000
General Plan Review			45,000	0	0	0	0	45,000
Liability			0	0	80,000	40,000	0	120,000
Library Tax			6,200	0	0	0	0	6,200
Maintenance District			35,000	15,000	20,000	20,000	20,000	110,000
Maintenance Grant (0344 Trust)			79,600	82,000	84,500	87,000	89,500	422,600
Measure R			450,000	425,000	100,000	100,000	100,000	1,175,000
Park Facilities			0	307,100	725,600	830,000	385,000	2,247,700
Pepsi Grant			50,000	0	0	0	0	50,000
Proposition C			141,000	50,000	25,000	0	75,000	291,000
Public Safety Impact Fee			71,200	570,000	500,000	300,000	0	1,441,200
Refuse			5,000	10,000	10,000	0	0	25,000
Sewer			125,000	302,000	470,000	148,000	90,000	1,135,000
Shop			0	1,063,000	525,000	225,000	0	1,813,000
SB821			28,000	31,000	32,000	32,000	35,000	158,000
Technology			150,000	438,000	300,000	50,000	50,000	988,000
Water Operation			1,227,000	2,425,000	7,614,000	1,650,000	1,865,000	14,781,000
Water Treatment Financing			0	1,500,000	0	2,000,000	0	3,500,000
To Be Determined			260,000	0	0	0	0	260,000
CITYWIDE TOTAL			2,865,200	8,085,900	10,711,100	9,607,000	3,704,500	34,973,700

INDEX

About the City of Monterey Park.....	A22
Aquatics	O8
Advance Life Support (ALS)	M19
Americans With Disabilities ACT (ADA).....	P57
Animal Control.....	L26
Annual Community Events.....	A24
Annual Debt Services By Projects	B69
Auto Liability Insurance	J7
Budget Preparation Process and Calendar	B75
Budget Expenditures By Activity, Summary	B26
Budget Transmittal Letter	A1
Budgetary/Accounting Basis	B61
Budgetary Fund Structure.....	B62
Business Improvement District Advisory Committee (BIDAC).....	D4
California Society of Municipal Finance Officers Awards	A21
Capital Improvement Program Policy	B65
Capital Improvement Program, Community.....	Q7
Capital Improvement Program, Street Construction.....	Q3
City Attorney.....	H1
City Clerk	F1
City Council.....	C1
City History	A22
City Manager.....	E1
City Map	A25
City Treasurer.....	G1
City's Economic Condition and Priority Development	A23
Community Development Block Grant (CDBG)	K20
Community Development Services.....	K1
Community Promotion.....	D1
Cost Accounting	B71
Debt Administration	B68
Debt Policy	B68
Employee Transportation Program	P6
Expenditures By Function (12 Years)	B34
Expenditures By Fund (5 Years)	B24
Finance.....	I3
Fire	M1
Five-Year Financial Projections, General Fund	B54
Five-Year Financial Projections, Special Revenue Funds.....	B55
Five-Year Financial Projections, Enterprise Funds	B56
Five-Year Financial Projections, Internal Service Funds.....	B58
Fund Balance, Combined Changes	B2
Fund Balance Policy	B65

INDEX (Continued)

Funds, Source of Funds	S14
Full-Time Classification and Base Salary	B47
GANN Limit Analysis	S6/S11
General Liability Insurance	J7
Government Finance Officers Association Award	A20
Graph – Combined City and Successor Agency Revenues By Source.....	B20
Graph – General Fund Revenues by Source	B21
Graph – General Fund Tax Revenues By Category	B22
Graph – Special Revenue Funds Revenues by Source	B23
Graph – Combined City and Successor Agency Expenditures By Fund.....	B36
Graph – Combined City and Successor Agency Expenditures By Function	B37
Home Housing Program.....	K27
Independent Cities Risk Management Authority (I.C.R.M.A.)	J7
Indirect Cost Allocation Plan.....	B71
Internal Services Charges	B71
Investment Policy	B66
Major Employers	S3
Legal Requirements Regarding Annual Budget	B61
Library	N1
Local and Regional Transportation	A23
Management and Budget Policies.....	B60
Management Services	I1
Miscellaneous Statistics	A26
Monterey Park Citizen Patrol Program (M.P.C.P.)	L47
Monterey Park Government	A22
Motor Pool Shop	P50
Non-Departmental	R1
Organization Chart.....	A27
Part-Time Classification and Hourly Rates	B51
Personnel Summary Funded Positions By Department.....	B38
Police	L1
Public Works	P1
Records Management System	L40
Recreation/Community Services	O1
Reporting Entities	B62
Revenue Policy	B64
Estimated Revenue, General Fund.....	A3
Revenues By Fund Type, Summary (12 Years)	B18
Revenues By Source, Summary (3 Years)	B4
Risk Management	J7
State Assembly Bill 939	P38
State and Local Transportation Partnership Program.....	P57
Support Services.....	I15