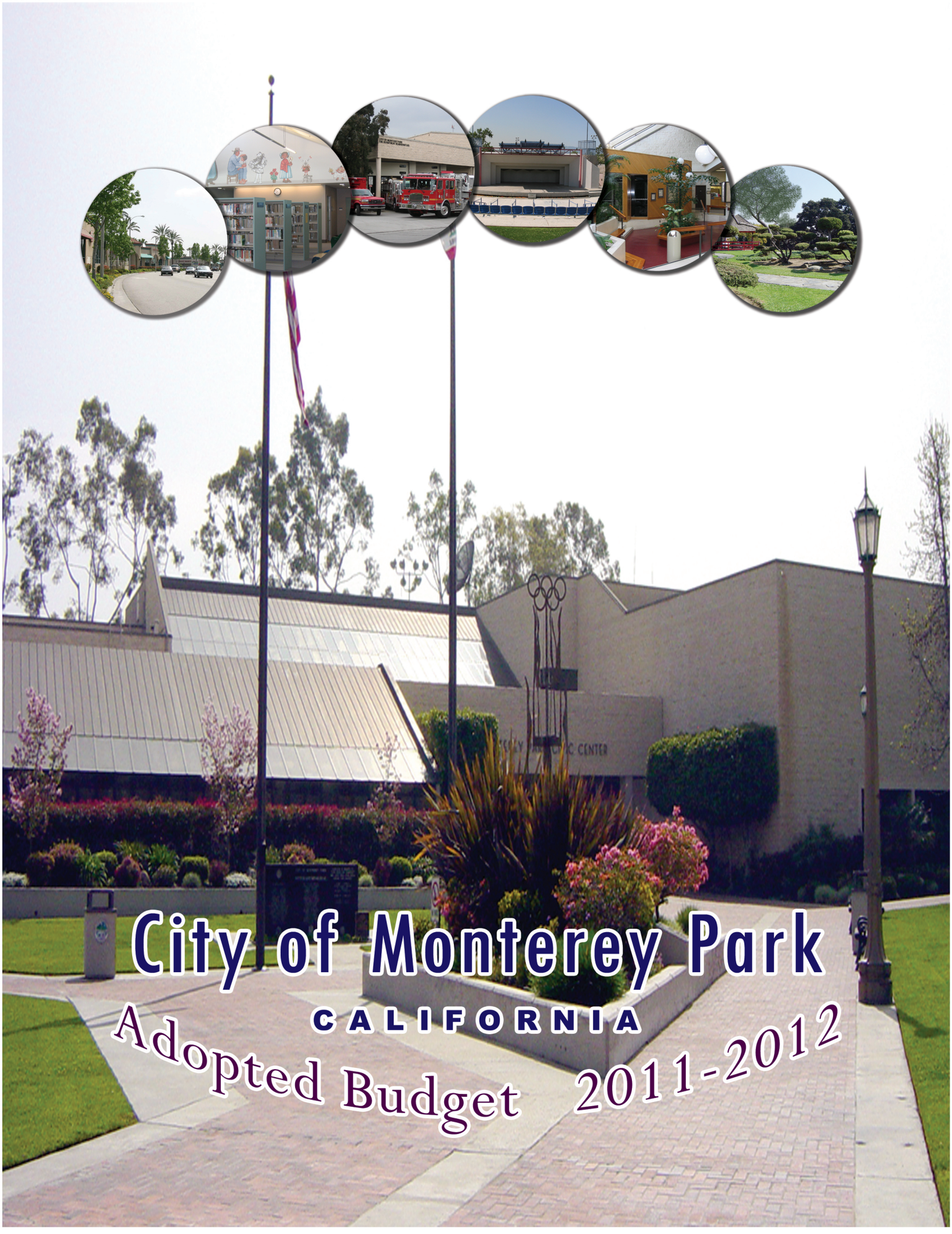


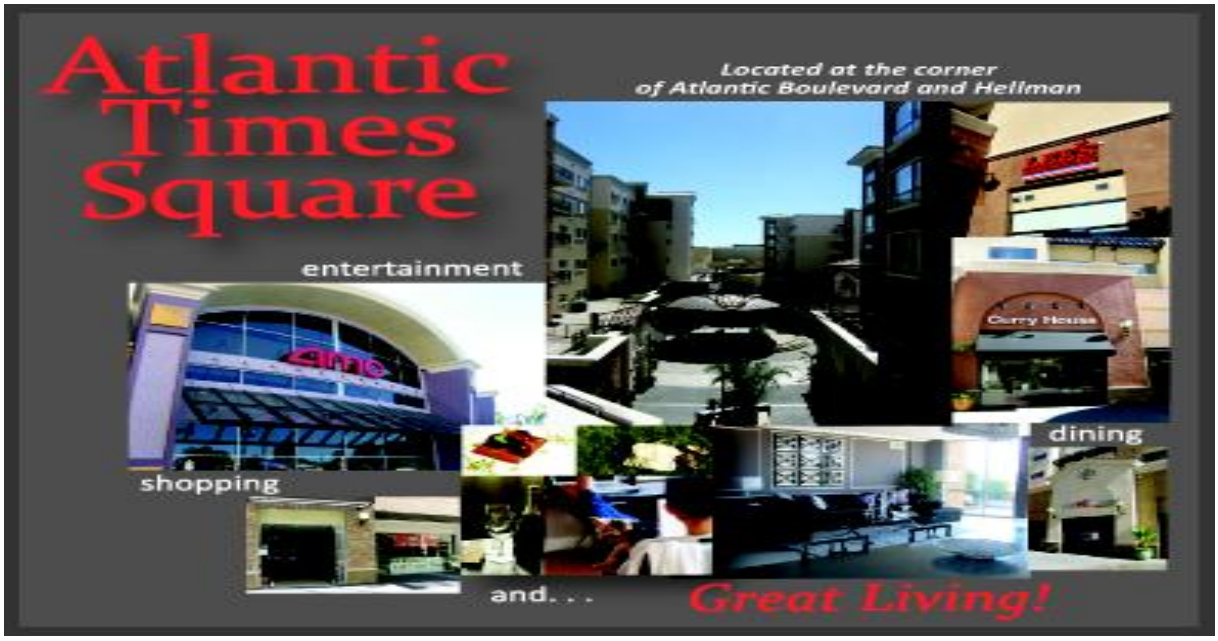
City of Monterey Park

CALIFORNIA

Adopted Budget 2011-2012

City of Monterey Park, California

ADOPTED BUDGET



MAYOR	**Betty Tom Chu**
MAYOR PRO TEM	**David T. Lau**
COUNCIL MEMBERS	**Mitchell Ing / Teresa Real Sebastian / Anthony Wong**
CITY CLERK	**David M. Barron**
CITY TREASURER	**Joseph Leon**
CITY MANAGER	**Paul Talbot**

For the Fiscal Year Beginning July 1, 2011
Adopted by the City Council on August 3, 2011
Incorporated: May 29, 1916 Population: 60,435

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, 2011-2012
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CITY OF MONTEREY PARK

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www.ci.monterey-park.ca.us

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

City Clerk
David Barron

City Treasurer
Joseph Leon

August 3, 2011

Honorable Mayor and City Council Members:

We are presenting to you the City's 2011-2012 adopted budget. The budget is balanced. It reflects established priorities and maintains core services to the extent possible, while overcoming the financial challenges brought on by the changing economic conditions and State budget impacts. In difficult economic times such as these, our City is being forced to go back to the basics, and places the highest priority on programs which can be most effective in achieving our Mission: "The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community."

In April of this year, the City had its first strategic planning retreat. Through this dynamic session, 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 2011-2012 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

While the adopted budget reflects modest personnel and operating budget reductions to offset the recessionary impacts of the economy on City revenues, we are striving to be more efficient with the resources we have and also to accomplish mission of providing excellent services to our community. We recognize tough decisions must be made in order to balance our budget. One of the major balancing acts in the adopted budget assumes that our civilian employees make financial concessions by converting our existing pay furloughs into permanent salary reductions.

Organizational Restructuring

This adopted budget includes the following organizational improvements which were presented to the City Council during four budget study sessions held on June 6, 7, 8, and 9.

- Aligning closely related programs: Under the old structure, parks operation was managed by the Recreation and Parks Department. In the proposed budget, the Parks Activity has been moved under the Public Works Department to align with other public works related services.

- Strengthening the City's economic development function: The Atlantic/Garvey Redevelopment Activity, Merged Redevelopment Activity and Housing Set-Aside Activity have been moved to the City Manager's Office to make economic development more efficient and responsive to community needs. This revised budget proposal consolidated these three activities under the purview of the City Manager's Department.

- Improving coordination and effectiveness of City's housing and community development services: This revised budget proposal consolidated the CDBG and Home Housing programs under the Community Development Department to promote a better community service coordination.

This budget document contains summaries as well as details for the projected revenues and expenditures for all City funds, including the redevelopment agency and the water system. It also contains each department's work goals.

Economic and Budget Conditions

The nation's economic recovery is proceeding at a moderate pace and overall conditions in the labor market are improving gradually. While turmoil in the Middle East and North Africa, the tsunami in Japan, the Federal budget deficit, and the European sovereign debt crisis are likely to be resolved without becoming global macroeconomic shocks, rising inflation due to increasing food and especially gas prices, remains an open question on the U.S. economy.

While there continue to be signs the economy is slowly emerging from the severe economic downturn, State and local governments' fiscal conditions remain extremely weak. Despite an unexpected $2-billion surge in tax receipts in early May, the State projected budget remains a deficit of $15 billion after substantial cuts to almost every part of government. To resolve this glaring budget problem, the Governor includes one of the more controversial elements in his budget proposal and that is to eliminate redevelopment agencies in California. Redevelopment is widely used for spurring economic development and creating jobs. In addition to spending cuts, the Governor has been traveling the state to tout his proposal on a renewal of several tax increases from the voters.

Even though the recession has affected all sectors and regions of the country, the impact on each community differs by the specific tax base and conditions. Some have been hampered by the high number of home foreclosures and others, especially those that have auto dealerships and big box shopping malls, which have seen a major drop in retail activity.

Like everyone else, Monterey Park is not immune from the recession. The City's budget has been seriously affected since 2009. Over the past two years, the City has experienced a major decline in sales tax revenue (from lower new car sales), interest income (from the weak investment market), and development related permits and service charges (from the

weak investment market), and development related permits and service charges (from the weak construction activities). Overall, we anticipate a very slow recovery and there is potential for the City revenues to stay stagnant despite the City's stable property tax base that supports the City's property tax revenue.

Significant budget reductions were implemented since 2009, including eliminating positions and taken other budget balancing acts such as hiring freeze, early retirement, capital project deferral, and internal service set-aside fund reduction to achieve a balanced General Fund budget. Our adopted budget does not include any potential impacts associated with the proposed elimination of redevelopment agencies per Governor Brown's budget.

The City's 2011-2012 Adopted Budget

The budget reflects $78.4 million in estimated revenues from all funds combined, $78.4 million in proposed operating and capital improvement project expenditures. The total proposed budget represents a -2% change from last year. Major expenditure changes for Fiscal Year 2011-2012 in comparison with last year are shown as follows.

Major Expenditure Comparison By Funding Sources
2010/11 to 2011/12

Fund	*Department*	**$ Inc / Dec**	*Explanation for Increase / Decrease*
General Fund	*Fire*	**300,000**	*Additional Fire Overtime (from $700,000 to $1 million)*
	Police	**145,000**	*Additional Salary Budget (Only 5% Reduction, Not 10%)*
	Non-Department (Post Employment)	**(350,000)**	*Unemployment insurance payment is reduced based on the usage trends.*
	Various	**(300,000)**	*Position frozen due to two-year early retirement.*
	Various	**(450,000)**	*Salary and Benefits saving from Non-Safety units. (Needs to be negotiated in MOU)*
		$ (655,000)	
Retirement Fund	*Police*	**$ 310,000**	*City contribution rate aer increased from 20.243% to 24.695% for Safety Plan and from 13.541% to 16.856% for Miscellaneous Plan for 2011-2012. In addition, safety members' 9% are 100% paid by the City.*
	Fire	**215,000**	
	Miscellaneous	**75,000**	
		$ 600,000	

Major Expenditure Comparison By Funding
2010/11 to 2011/12 (Continued)

Fund	Department	$ Inc / Dec	Explanation for Increase / Decrease
Refuse Fund	*Non-Department (Post Employment)*	**$ 200,000**	*Refuse share of the unfunded OPEB accrued liabilities*
	Refuse Activity	**90,000**	*Annual Contract Costs Anticipated CPI Adjustment*
	Various	**(40,000)**	*Salary and Benefits Savings from Non-Safety Units (Needs to be negotiated in MOU)*
		$ 250,000	
Water Operation Fund	*Non-Department (Post Employment)*	**$ 300,000**	*Water share of the unfunded OPEB accrued liabilities*
	Various	**(40,000)**	*Salary and Benefits Savings from Non-Safety Units (Needs to be negotiated in MOU)*
	Water Capital Activity	**(390,000)**	*Water capital projects funding decreases for 2011-12*
		$ (130,000)	
Worker's Comp Fund	*Non-Department*	**$ 600,000**	*Has a projected deficit fund balance of $560,847*
General Liability Fund	*Non-Department*	**$ (600,000)**	*Transfer of $600,000 to Worker's Comp Fund to strengthen its fiscal position.*

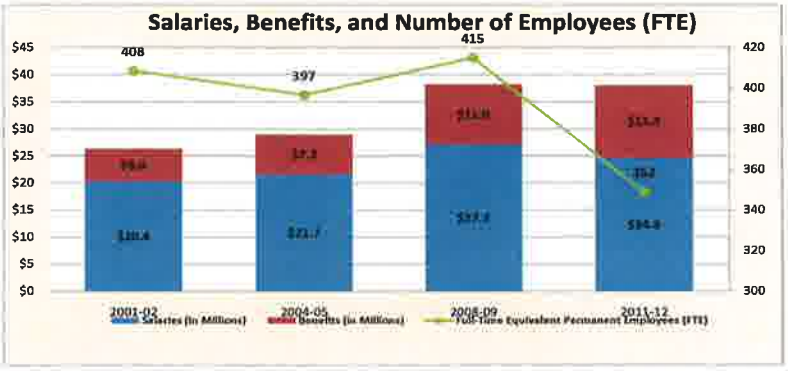
Staffing Level and Compensation

The staffing for 2011-2012 is 352.57 Full Time Equivalent (FTE = 2,080 hours/year). Major staffing changes in addition or deletion for 2011-2012 include:

Staffing Changes (Salary & Benefits)
Fiscal Year 2011-2012

Department	Position Title	General	Water	Refuse	RDA	Total
Development Services	***Code Enforcement Officer*** (was frozen in 09-10, now unfrozen for 11-12)	$ 39,355	$ 39,355			$ 78,709
Public Works						
Water	***Water Production System Operator***		$ 62,156			$ 62,156
	Building Trades Technician (converted Part-Time Building Trades Technician into a full-time Water Production System Operator position)		$ (40,000)			$ (40,000)
Street	***Part-Time Maintenance Worker (5.05 FTE)***	$ 58,000			$ 97,000	$ 155,000
	(contract amount savings used to hire in-house part-time staffing for graffiti removal & clean team tasks)	$ (58,000)			$ (97,000)	$ (155,000)
Management Services	***Revenue Collection Specialist***	$ 59,310				$ 59,310
(Support Services)	***Revenue Collection Specialist (Part-Time)*** (converted Part-Time Revenue Collection Specialist into a full-time position)	$ (55,428)				$ (55,428)
	Clerk Typist (an additional part-time position in Support Services)		$ 15,000	$ 10,000		$ 25,000
Total Funding Impacts		**$ 43,237**	**$ 76,511**	**$ 10,000**	**$ -**	**$ 129,747**

Since 2009, the City has eliminated 63 (*from 415 to 352*) full time equivalent positions, trying whenever possible to freeze vacant positions to save personnel costs. The City is now understaffed and has little room to trim. Residents need more patrol officers, more library hours, and more maintenance workers for our parks and street services. Our problem is that we can't afford them.



•Salaries include wages, overtimes, and court time.
• Benefits (2011-12) include $1 million to advance fund the OPEB accured liabilities.

A key option to balancing the 2011-2012 budget is the need for concessions, which will affect all non-public-safety City employees. Through wage and benefit concessions, the City can reduce employee costs and minimize layoffs when unemployment is at a record high.

For 2011-2012, there are no cost-of-living salary increases assumed for our non-sworn employee groups. Staff is currently negotiating agreements covering 2011-2012 for non-public-safety employee units (i.e., Executive, Mid-management, Confidential, and Miscellaneous).

Estimated Revenues

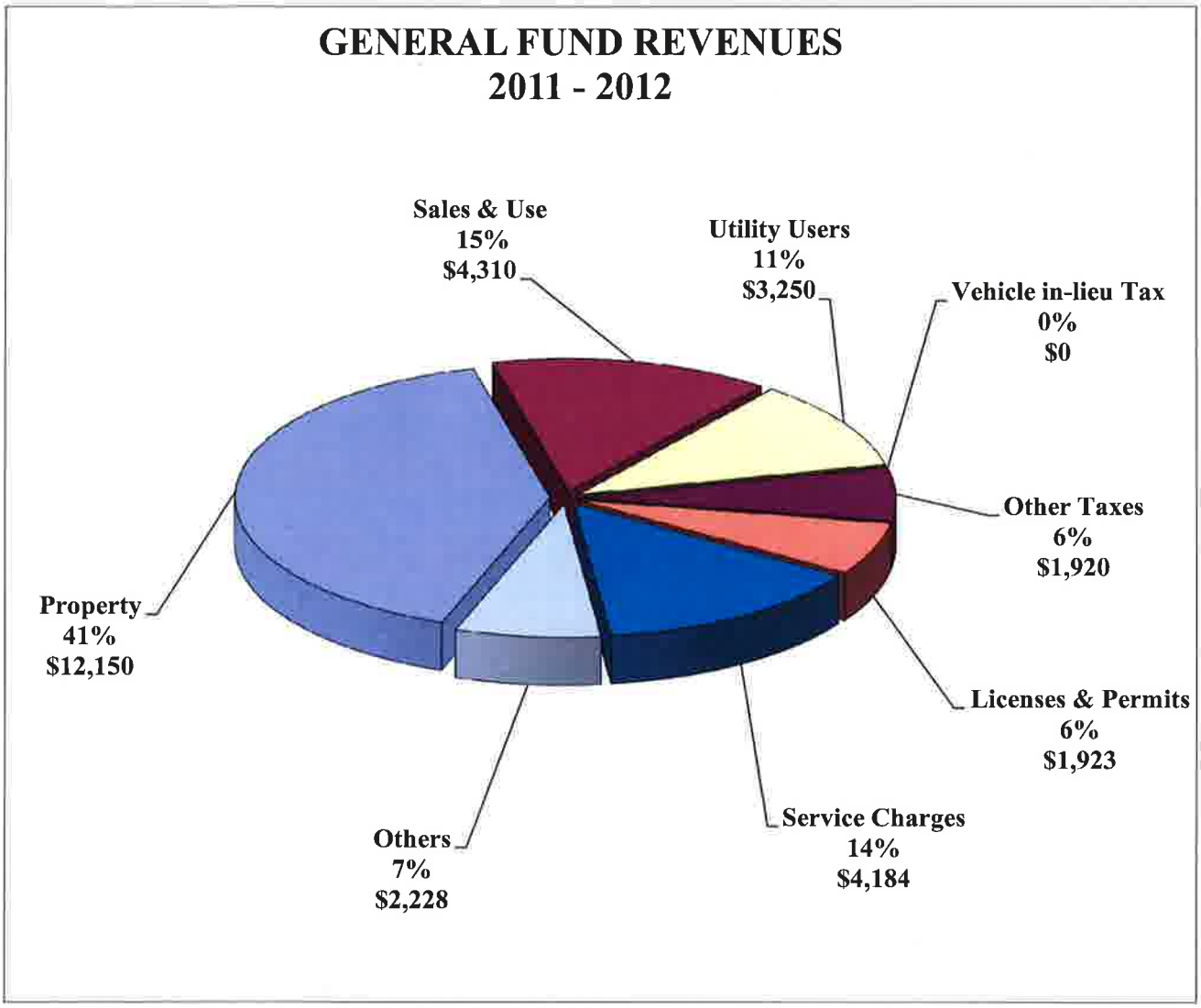
General Fund Estimated Revenues

General Fund is the main operating fund of the City and it pays for the majority of the police, fire, building, zoning, public works, park maintenance, recreation, and library services. The City conservatively estimates potential new revenues included in the budget to avoid over committing to future service expansions. A detailed discussion of each key revenue assumption for 2011-2012 is summarized in the City's Midyear Report and provided as part of this document.

(Amounts in 000s)	***Est. Actual 2010-11***	***Estimated 2011-12***
Property Tax	*$12,016*	*$12,150*
Sales Tax	*4,155*	*4,310*
Utility Tax	*3,220*	*3,250*
Vehicle in-lieu Tax	*345*	*0*
Other Taxes	*1,852*	*1,920*
Licenses & Permits	*1,677*	*1,923*
Service Charges	*4,334*	*4,184*
Other Revenue	*2,070*	*2,228*
Total	*$29,669*	*$29,965*

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. Each county collects and distributes the tax to various public agencies including the county, cities, school districts, redevelopment agencies, and special districts.

GENERAL FUND REVENUES
2011 - 2012



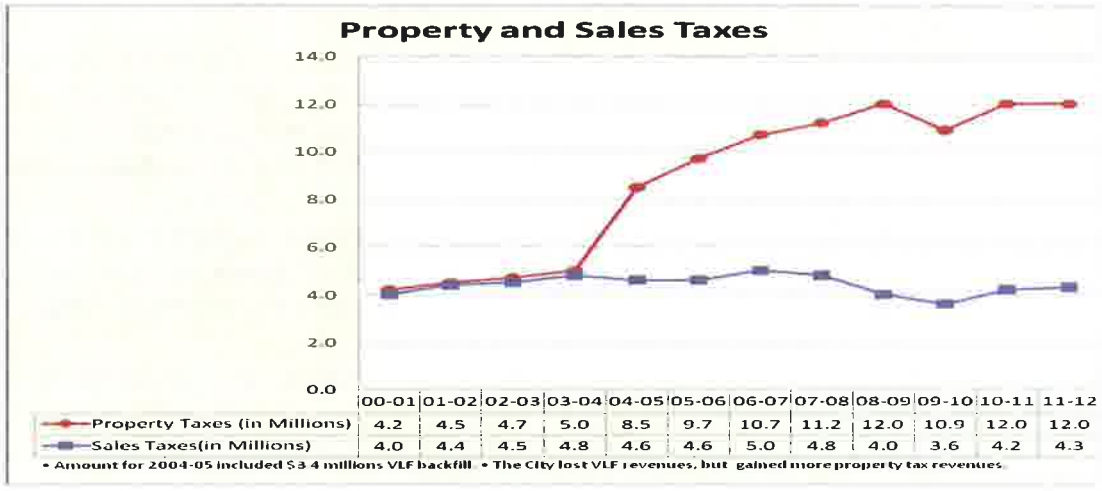
(In thousands)	FY 11-12 %	FY 11-12 Projected	FY 10-11 %	FY 10-11 Est. Actual
Property	41%	$ 12,150	42%	$ 12,016
Sales & Use	15%	4,310	14%	4,155
Utility Users	11%	3,250	11%	3,220
Vehicle in-lieu Tax	0%	0	1%	345
Other Taxes	6%	1,920	6%	1,852
Licenses & Permits	6%	1,923	6%	1,677
Service Charges	14%	4,184	15%	4,334
Others	7%	2,228	7%	2,070
	100%	$ 29,965	100%	$ 29,669

Of every dollar of the property tax paid in Monterey Park, the City's General Fund receives approximately 16 cents.

Property tax is calculated based on the assessed value (after a property is sold, the sale price or the market value becomes 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 2011 is $5.56 billion, up 2% from last year.

There are some pending assessment appeals which will negatively impact valuations if they are successfully resolved. To be on the conservative side, the City's property tax revenue for 2011-2012 is projected at the same level of 2010-2011.

The property tax figure shown includes the property tax as well as the vehicle license fee (VLF) backfill. The VLF backfill is a result of the state's action to permanently reduce the VLF from 2% to 0.67% and makeup the VLF revenue loss with property tax. The backfill is paid twice a year in January and May. This backfilled revenue is adjusted based on the growth in property values.



	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12
Property Taxes (in Millions)	4.2	4.5	4.7	5.0	8.5	9.7	10.7	11.2	12.0	10.9	12.0	12.0
Sales Taxes(in Millions)	4.0	4.4	4.5	4.8	4.6	4.6	5.0	4.8	4.0	3.6	4.2	4.3

• Amount for 2004-05 included $3.4 millions VLF backfill • The City lost VLF revenues, but gained more property tax revenues

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.

The California Economic Recovery Bond Act allows the state to issue bonds to reduce its budget deficit. As a result, the "triple flip" program was implemented. Under which, 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 City has various programs to attract and retain businesses. Also through redevelopment, the City has been working with private developers on various large commercial development projects to increase and diversify the City's sales tax base.

The projected sales tax revenue for 2011-2012 assumes more revenues from the Atlantic Times Square development project.

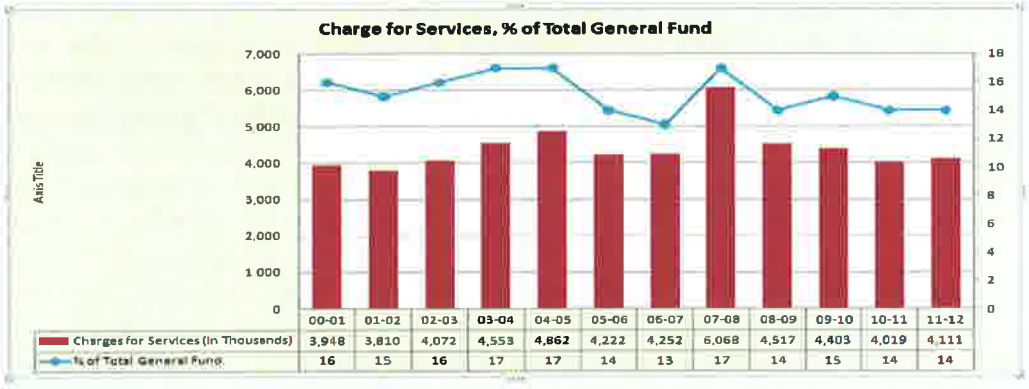
Utility Tax The City's utility tax rates are 3% for residential and 5.5% for commercial users. The tax is applied to the consumption of gas, telephone, and electric services. Because of the internet cell phone usage, the utility tax revenue from telephone services continues to decrease. We project the UUT revenue for 2011-2012 will remain at the same level as 2010-2011.

Vehicle License Fee VLF is imposed based on the market value of motor vehicles. The current rate is 0.67%. The VLF revenue, approximately $190,000 for FY 2011-12, 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. Despite tighter lending standards and high joblessness, the growth assumption for transfer tax is about 8%. 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 2011-2012.

Licenses and Permits Business licenses are expected to remain at the current level. The 2011-2012 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. Examples include 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 $4.2 million for fiscal year 2011-2012.



	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12
Charges for Services (In Thousands)	3,948	3,810	4,072	4,553	4,862	4,222	4,252	6,068	4,517	4,403	4,019	4,111
% of Total General Fund	16	15	16	17	17	14	13	17	14	15	14	14

The City's Cost Allocation Plan and Master Schedule of Fees and Charges serve as the basis for its service charges. In addition to the cost of providing the service, other factors such as the allowable percentage of recovery, inflationary factor, comparison to other agencies, and historical trends are analyzed for all fees and charges. One of the objectives for the citywide goals is to perform a citywide fee study to analyze the City's fee structures for the reasonableness in financing city services.

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 has decreased substantially. Total other revenues are projected to be approximately $706,000.

Restricted Funds Estimated Revenues

Other City funds are classified as restricted funds. These funds include Special Revenue Funds, Internal Service Funds, Water Fund, and 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, 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. 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. Total projected 2011-2012 revenues for the restricted funds are $48.4 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 2011-2012, the projected retirement revenue is $4.3 million.

There is a projected underfunding of approximately $2.98 million, which will require a budgeted transfer from the Pension Liability Fund (which has been the standard practice).

Pension Liability Special Revenue Fund Starting 2008-2009, the pension override revenues (approximately $1 million each year) in the Redevelopment Agency's tax increment revenues were identified and transferred to the Pension Liability Fund for pension purposes. Total projected 2011-2012 pension override transfer-in is $1 million and transfer-out to Retirement Fund is $2.98 million. The projected fund balance will be approximately $472,000 in 2012, excluding the retroactive transfer of pension override from Redevelopment ($7.8 million) for periods from 1982-1983 to 2007-2008.

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 2011-2012 are estimated to be $377,000.

Sewer Special Revenue 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 2011-2012 is $281,000.

Refuse Special Revenue 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 2011-2012 is $6.0 million, reflecting a 0% inflationary adjustment.

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 District covers the entire city. The City has completed the District renewal for 2011-2012 and the assessment rates remain the same as in 2010-2011. These rates have never been adjusted since 1996 and the City continues using General Fund to supplement significant shortfalls due to increased operating costs. The projected revenue is $970,000.

Public Safety Impact Fee Special Revenue Fund This is a development impact fee applied to new commercial and residential constructions (residential renovations are exempt). The fee is to offset the increased demand for public safety services generated by the new developments. The projected revenue for 2011-2012 is $300,000, including fees anticipated from the Towne Centre Redevelopment Project.

Library Tax Special Revenue Fund In 1998 Monterey Park voters approved a special library tax (Measure C) 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 $501,000. 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 2011-2012 are $2.4 million, which includes $61,000 library grants for various library programs; $1.4 million Community Development Block Grant for after school, housing, debt service, and capital improvements; $130,000 park grants for the maintenance of parks and recreation facilities, $520,000 public safety grants for police and fire training and equipment; $26,000 recycling grants, and $262,000 various trust special grants.

Water Fund The projected water operation revenue for 2011-2012 is $7.8 million. The water operation revenue is to cover the costs for the production, distribution, commercial, and capital improvements. The City's water rates are below the average of those charged by the neighboring communities and the City is currently performing a study to review its water rate structure. Additionally, the City has established a water treatment surcharge to pay for the City's water treatment operations. The projected water treatment revenue is $2.8 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, and employee separation 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, for the past two fiscal years, reduction in set-aside transfer to the internal service funds was one of the budget balancing acts implemented in order to balance the City's General Fund. The 2011-2012 internal service fund charges are: workers' compensation $1.2 million, separation benefits

$1.5 million, technology $149,000, general liability $790,000, and motor pool operating $1.7 million.

Any significant deficit in the internal service funds is an indication of these funds that are not being charged their proportionate share of costs. Because the Workers' Compensation Fund is projected to have a deficit net asset and the General Liability Fund is projected to have an approximately $2.2 million cash balance for 2011-2012, staff is recommending that the City Council authorize a transfer of $600,000 from the General Liability Fund to the Workers' Compensation Fund to strengthen the Workers' Compensation Fund's fiscal position.

Community Redevelopment Agency The City's Redevelopment Agency has two project areas: Atlantic Garvey area and Merged area. Activities of the redevelopment agency are funded by property taxes derived from the incremental value within the project areas.

Redevelopment agencies statewide are still struggling with the Governor's proposal to eliminate them altogether. SB286, Redevelopment Reform Bill, is introduced to include a comprehensive package of redevelopment reforms, such as improving reporting and performance measures for accountability, prohibited uses of tax incremental funds, quantifiable evidence to support findings of blight, restrictions on administrative expenses, etc... At this writing, the City's redevelopment agency abounds with many uncertainties.

The projected revenue for Atlantic Garvey Project and the Merged Project is $4.4 million and $6.0 million, respectively. The CRA Housing Fund accounts for the 20% increment set-aside per State law for low-and-moderate income housing. The projected Housing Fund revenue for 2011-2012 is $2.2 million.

Budget Expenditures

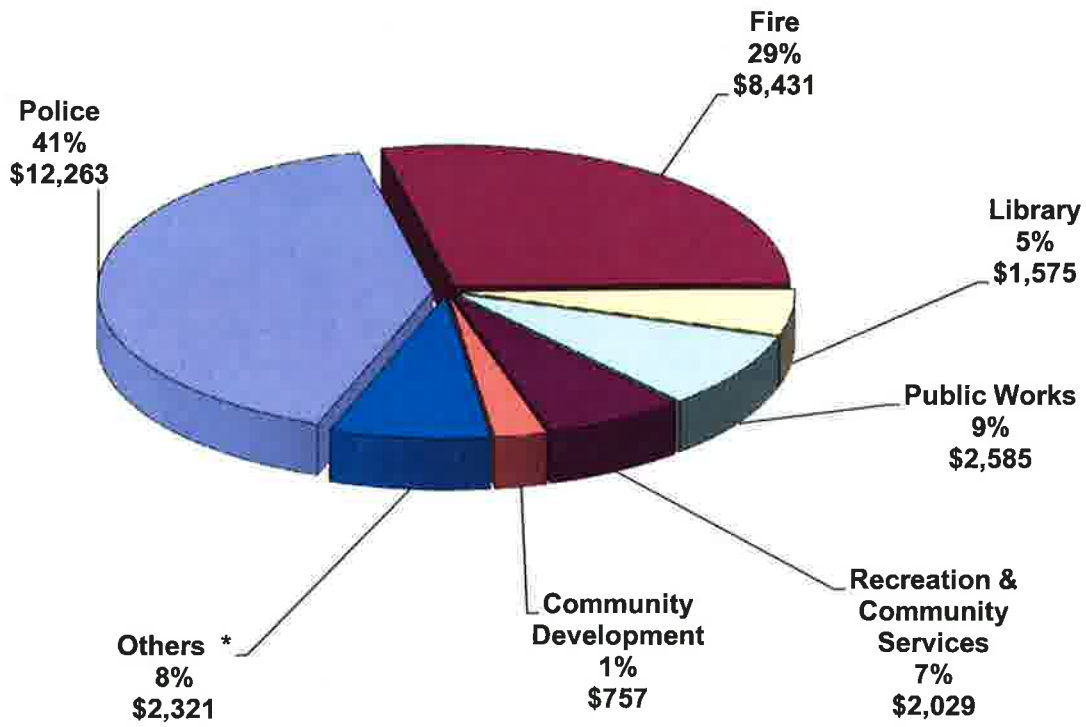
Total City adopted budget for 2011-2012 is $78.4 million. This proposed budget reflects on-going budget cost cuts in personnel costs, including "hold" of vacant full-time positions and pay reductions. Other than the required adjustments for certain contract services, most of the expenditures changes proposed are reductions.

This budget also does not reflect potentially more severe budget impacts associated with the proposed elimination of redevelopment agencies per Governor Brown's budget.

General Fund Estimated Expenditures

The table below is a summary of the General Fund expenditures. General Fund expenditures total $30 million, a 2% decrease from the 2010-2011 budget. The major proposed General Fund budget changes from last year include $300,000 fire overtime expenditures, $145,000 additional Police salary costs, offset by a $350,000 reduction in unemployment insurance funding that is based on the actual usage trends and $750,000 from non-safety salary and benefits savings. Please refer to the department budget sections for detailed information.

GENERAL FUND EXPENDITURE & TRANSFERS
2011 - 2012



(In thousands)	%	FY 11-12 Projected	%	FY 10-11 Budget
Police	41%	$ 12,263	40%	$ 12,135
Fire	29%	8,431	27%	8,114
Library	5%	1,575	5%	1,548
Public Works	9%	2,585	10%	2,974
Recreation & Community Services	7%	2,029	6%	1,955
Community Development	1%	757	2%	986
Others *	8%	2,321	9%	2,840
	100%	$ 29,961	100%	$ 30,552

(Amounts in 000s)	Adopted Budget 2010-11	Estimated Actual 2010-11	Proposed Budget 2011-12
Police	*$ 12,135*	*$ 12,155*	*$ 12,263*
Fire	*8,114*	*8,579*	*8,431*
Public Works	*2,974*	*2,854*	*2,585*
Library	*1,548*	*1,483*	*1,575*
Community Development	*986*	*963*	*757*
Recreation and Community Services	*1,955*	*1,910*	*2,029*
General Administration	*1,734*	*1,879*	*1,620*
Non Department	*1,106*	*430*	*701*
Total	*$ 30,552*	*$ 30,253*	*$29,961*

Restricted Funds Estimated Expenditures

The 2011-2012 budget expenditures for the restricted funds are $48.4 million. As previously mentioned, the restricted funds include Special Revenue Funds, Internal Service Funds, Water Fund, and Redevelopment Agency Fund. The funds are kept separately for specific expenditures authorized by laws or City policies. $600,000 increase in retirement contributions accounts for the majority of the 2011-2012 adopted budget changes from the restricted funds (Safety Plan for $525,000 and Miscellaneous Plan for $75,000).

General Fund Reserve

For the third consecutive year, recession wracked revenues for 2011-2012 will not support additions to the City's reserves. Reserves are proposed to be flat for fiscal year 2011-2012. The General Fund reserves are as follows.

(Amounts in 000s)	2010-2011 Projected	2011-2012 Projected
Unreserved and undesignated for Operations	$ 2,520	$ 2,520
Designated for Capital Improvement	4,567	4,571
Designated for Catastrophic Events	2,000	2,000
Designated for Working Capital	3,000	3,000
Designated for Unemployment	340	340
Total	***$ 12,427***	***$ 12,431***

Each month, Finance presents three comparison graphs together with the monthly General Fund analysis report so that the City Council is well informed of the City's General Fund revenue and expenditures performance. It is the City's primary goal to bring back this conservative fiscal practice to strengthen the General Fund reserves.

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 the improvement needs in a timely manner, the City has secured loans to finance various major improvements.

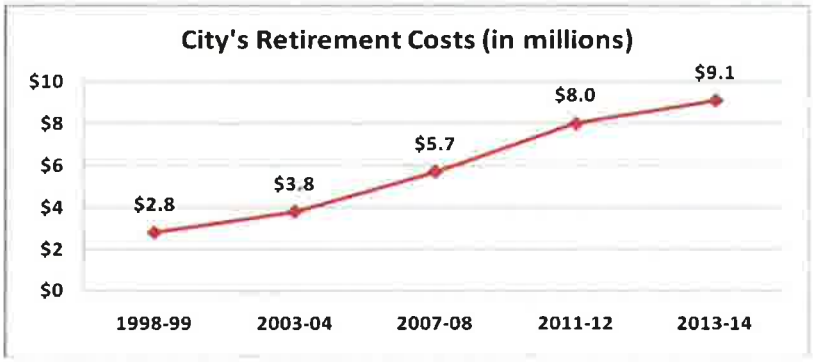
The table below is a summary of the debt service payments and loan maturity. Funding of the debt service payments include grants, special revenue funds, and water funds.

Department	*Activity*	*Annual Payment*	*Description*	*Loan Expiration*
Police	Computer Services	$165,870	CAD/RMS	2021
Library	Administration	383,196	Library Expansion	2018
Water	Water Production	115,097	Reservoirs	2030
	Water Distribution	187,130	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 Treatment	2019
Non- Dept	Non-Dept	1,465,807	Pension Bonds	2034
Econ Dev	Atlantic/Garvey	1,670,364	2002 CRA Bonds	2015
	Merged	777,354	1998 CRA Bonds	2019
	HCD Admin	546,184	Section 108 Loans	2022

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.

This year, the City would spend $7.4 million on pensions. For Fiscal Year 2011-2012, the figure will go up to $8 million. By 2013-2014, the City is projected to spend $9.1 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. The major losses PERS had experienced in 2009 due to the recession and the financial market crisis were factored into the June 30, 2009 valuation. This valuation is used to set local employers rates for the 2011/2012. In addition, layoffs or hiring freezes also affect the contribution rates. As a result, the rate increases are higher than what the City anticipated.

The table below displays the required employer contribution rates.

City Contribution Rates			
Plan	***2011-12***	***2012-13***	***2013-14***
Safety (Police & Fire)	**24.695%**	**26.5%**	**31.7%**
Miscellaneous	**16.856%**	**17.5%**	**20.0%**
Note: ***Safety Plan: The City pays 9% of the employee's share. Miscellaneous Plan: Employees pay 8%(*) of their share.*** ***(*) Assuming this recommendation by staff is adopted through the M.O.U.***			

According to the June 30, 2009 *Valuation Report*, the City has an unfunded accrued liability of $16 million and $13 million for the Safety Plan and the Miscellaneous Plan, respectively. According to the Five-Year Financial Projections, the City's retirement fund reserve would be depleted in 2012-13 and would require subsidy from the General Fund at approximately $2 million per year. Without corrective actions, this would have an adverse impact on city services.

Over the years, the City has taken various actions including: extended funding period to reduce costs (1996, 1997, and 2004); established a Pension Liability Fund to create a pension reserve (2001); issued pension obligation bonds to save interest costs (2004); made annual General Fund transfers to build up pension reserves (2005 through 2007). In 2006, the City formed a community blue ribbon committee to assist the City in addressing the pension-funding shortfall. The City Council approved several of the committee's recommendations including: rounding of utility bills, business annual fire safety inspection, public safety impact fee adjustment, inter-fund cost allocation update, and setting-aside 30% of future sales tax from major commercial developments. The only pending item has not yet implemented is the 30% future sales tax set-aside from major commercial developments.

In 2009, the City Council approved and adopted a resolution authorizing the pass-through of pension tax override collections that are distributed to the Redevelopment Agency as part of Tax Increment revenues to the Pension Retirement Fund. The projected amount for 2011-2012 is approximately $900,000.

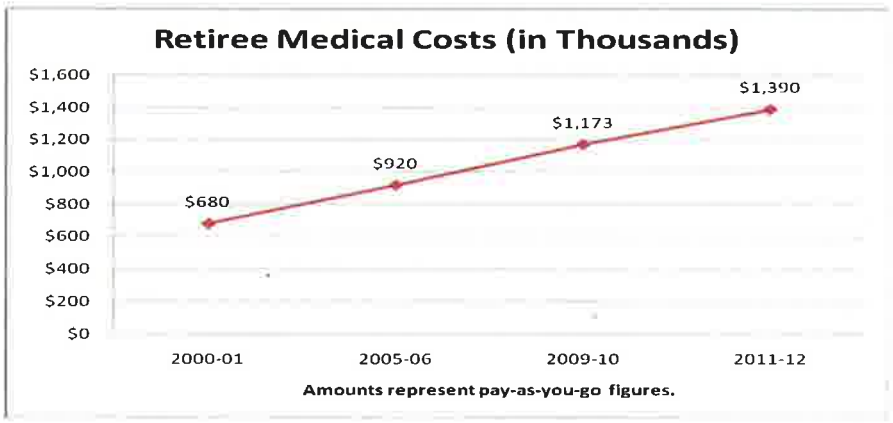
One of the City's strategic goals is to achieve financial stability for this community. The biggest challenge is to permanently resolve the City's pension funding issue. If the City doesn't take corrective actions soon, it will become a bigger problem. As a result, the City will soon start the process of developing strategies to reform its pension and retiree medical benefits and will present the plan to the City Council for consideration in 2011-2012.

Other Post-Employment Benefits (OPEB) Funding

The Governmental Accounting Standard Board (GASB) Statement 45 requires all governments providing (i.e. 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.

Biennially, the City completes an actuarial study to calculate the estimated liabilities for providing the post-employment benefits, or the so-called retiree medical insurance. Based on the recent actuarial report of April 2010, the projected total accrued liability amount is $49 million, which the amount had been included in the City's June 30, 2010 annual financial report. 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 $3.9 million over the next 30 years. The exhibit below displays the City's retiree medical costs.



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

Starting Fiscal Year 2011-2012, the City will set aside funds for post-employment benefits (similar to pension funding) to systematically accumulate resources to fund the unfunded accrued liabilities. Of the annual required contribution (ARC) of $3.9 million, the City budgets $500,000 to fund the accrued liabilities, pay $1.4 million to insurance carriers for its annual normal retirees' medical costs, and record the remaining $2 million as unfunded accrued liability. 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. The City's water quality exceeds the current Federal and State standards and maintaining this high water quality is a priority of the water operation.

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 2010 annual water treatment surcharge report, which was reviewed by the City Council January 2011, 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 58% for residential and 64% 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.

National Pollutant Discharge Elimination System (NPDES) Funding

The Federal Clean Water Act mandates governmental agencies to address pollutants that enter rivers and oceans. Monterey Park, like other Los Angeles County cities and the County, is required to establish programs to meet the conditions and requirements of the State's Regional Water Quality Control Board. These programs include inspections of restaurants and commercial establishments for discharges, field testing of the storm drain system to identify connections, the development and implementation of storm water management plans for new construction and development projects within the City, and the installation of physical controls at catch basins to comply with limits for pollutants.

In 2001, the Water Quality Control Board issued a permit that imposed strict requirements for the elimination of trash and other pollutants from entering the storm drain system. If the City does not comply with the permit requirements it will be subject to fines and possible third-party lawsuits.

The City is working with coalitions of other cities to implement regional programs that are less costly and more efficient than city-based programs. Joining coalitions also allows for information sharing and providing a larger voice to the Water Board on requirements that are cost prohibitive or impractical.

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. Examples include various street resurfacing, downtown pedestrian linkage plan, signage and wayfinding plan, evidence room storage system, zoning ordinance updates, monument signs replacement, online payment process payment system, and water main replacement. Technology development is also a priority of the City. As a result, network equipment and server grades are included in the budget to 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.

The City will continue seeking grants and financial assistances (for example Federal appropriations, Federal and State economic stimulus funding, and economic relief grants) to fund the City's capital improvements including water capital improvements, sewer system upgrades, energy saving programs, and public safety equipment. 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 due to stock market losses, steadily increasing retiree health benefits costs, and other factors. Deep cuts in departmental operating costs and particularly with respect to employee layoffs were included in the past two years' budgets. Again, the goal of this budget plan is to continue providing core City services commensurate with funding availability. This 2011-2012 Budget is a conservative budget that strives to maintain our current level of service and to make minor strives to even enhance certain areas when possible.

One of the goals that the City Council has articulated is to head down a path of right sizing the finances and a return to a disciplined approach towards addressing major financial issues facing the community. As such, the following three tenants shall be followed over the next five years.

1) ***Pension Obligations*** As is noted in this document, the City's pension obligation is continually growing and straining the operating budget. Currently the Pension Property Tax Levy accounts for approximately 50% of the total obligation. The remaining portion comes directly out of the General Fund. Therefore, one of tenants of this budget is to reduce the overall pension exposure. Staff will work with all of our labor groups to try to lower the future obligations. One area of focus is for all of the labor groups to fully fund their own portion of their PERS contribution. Staff will work towards achieving these concessions.

2) ***Other Post Employment Benefits (OPEB)*** Another area of concern is our growing OPEB obligation for retiree medical benefits. At this time we are funding our "pay as you go" obligation fully, but only funding the Annual Required Contribution (ARC) at approximately 50%. Therefore, another one of the tenants of this budget is to increase the ARC funding to the 75% threshold over the next five years. This may be accomplished by either setting aside greater reserves, or by lowering the total outstanding obligation, or both a combination of both.

3) ***General Fund Reserve*** Over the past four years, the City's combined General Fund Reserve has dwindled from a high of 57% to a low of 40%. While the 2011-2012 forecast projects a modest increase to 41%, it is therefore another tenant of this budget to increase the combined reserve to at least 50% over the next five years.

In order to accomplish the three goals articulated above, the city must continue to maintain a conservative approach to managing its finances, while at the same time striving to grow its economic base. Our collective efforts and prudent management have allowed the City to continue enduring the difficult times. Special thanks to the City Council and citizens for their support in planning the City's finances and to department heads, especially to Annie Yaung, Financial Services Manager, and her Management Services staff for their hard work in completing this budget.

Respectfully,

Paul Talbot
City Manager

RESOLUTION NO. 11421, RA-690, HA-29

A JOINT RESOLUTION OF THE CITY COUNCIL AND MONTEREY PARK REDEVELOPMENT AGENCY BOARD OF DIRECTORS ADOPTING THE FISCAL YEAR 2011/2012 FINAL OPERATING BUDGET FOR THE CITY OF MONTEREY PARK AND ADOPTING THE FISCAL YEAR 2011/2012 CAPITAL IMPROVEMENT BUDGET

The City Council of the City of Monterey Park and the Board of Directors for the Monterey Park Redevelopment Agency (collectively the "City") does resolve as follows:

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

A. The City Council has reviewed the proposed final Operating Budget ("Budget") and Capital Improvement Plan ("CIP") for fiscal years 2011/2012; and

B. The Budget and CIP are based upon appropriate estimates and financial planning for the City's operations, services, and capital improvements; and

C. The City Council conducted public study sessions on June 6, 7, 8, and 9, 2011; and

D. All procedural requirements for adopting the City's budget were fulfilled and the City Council was fully informed regarding the City's current finances, projected revenue, and financial obligations; and

E. It is in the public interest for the City Council to adopt the Budget and CIP as proposed by the City Manager.

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

SECTION 3: **APPROPRIATIONS LIMIT**.

A. Article XIIIB 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 XIIIB, § 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 2011/2012 at $64,935,225.

SECTION 4: **BUDGET APPROPRIATIONS**. Based upon the Budget, the total General Fund operating budget is $29.9 Million. The Overall City Budget is $78.4 Million including Capital Improvement Projects. The City Manager, or designee, is authorized to implement the following appropriations for City Departments:

Department	All Funds	General Fund	Other
City Council	120,052	53,046	67,006
Commissions	1,050	1,050	-
Community Promotion	37,684	19,604	18,080
Business Improvement District No. 1	116,923	-	116,923
City Manager	7,950,821	139,746	7,811,075
City Clerk	279,281	224,512	54,769
City Treasurer	19,841	18,301	1,540
City Attorney	370,000	170,000	200,000
Management Services	1,918,817	699,546	1,219,271
Human Resources and Risk Management	651,141	294,062	357,079
Community Development	2,765,192	756,794	2,008,398
Police	15,423,559	12,262,698	3,160,861
Fire	10,919,130	8,399,753	2,519,377
Library	2,298,064	1,574,990	723,074
Recreation/Community Services	2,776,669	2,015,732	760,937
Public Works	20,719,801	2,580,923	18,138,878
Non-Departmental	8,047,327	701,000	7,346,327
Total	$74,415,352	$29,911,757	$44,503,595

SECTION 5: **CIP APPROPRIATIONS**. Based upon the CIP, a total of $3,987,248 is appropriated for capital improvement projects for Fiscal Year 2011/2012.

The City Manager, or designee, is authorized to implement the CIP with the following funds and amounts:

Department	All Funds	General Fund	Other
4224 Water Capital Projects	1,125,000	-	1,125,000
5001 Street Construction	2,015,998	-	2,015,998
5002 Community Capital Improvement	846,250	48,770	797,480
Total	$3,987,248	$48,770	$3,938,478
Grand Total	$78,402,600	$29,960,527	$48,442,073

SECTION 6: **OVERHEAD**. The City Manager, or designee, is authorized to use an overhead rate of 15 percent. This rate is set based upon and 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 2011/2012 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 2011/2012 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.

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

C. Notwithstanding any dollar limitation set forth in the MPMC, the City Manager is authorized to execute contracts for purchasing equipment and supplies that are individually identified in the Budget regardless of total cost. The City Manager may, but is not required to, seek additional City Council approval for transactions made pursuant to this Section.

D. 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 3rd day of August, 2011

Betty Tom Chu
Mayor, City of Monterey Park
Chair, Agency Board
Monterey Park Redevelopment Agency

ATTEST:

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

APPROVED TO FORM:

Mark Hensley
City Attorney

State of California)
County of Los Angeles) ss.
City of Monterey Park)

I, David M. Barron, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. 11421, RA-690, HA-29 was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 13th day of July 2011 by the following vote:

Ayes:	Council/Agency Members:	Wong, Real Sebastian, Ing, Lau, Chu
Naes:	Council/Agency Members:	None
Absent:	Council/Agency Members:	None
Abstain:	Council/Agency Members:	None

Dated this 3rd day of August 2011.

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



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, 2010**. 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 in Operating Budget Fiscal Year 2010-2011

Presented to the

City of Monterey Park

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

February 24, 2011

Ronnie Campbell
CSMFO President

Chu Thai, Chair
Professional Standards and Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

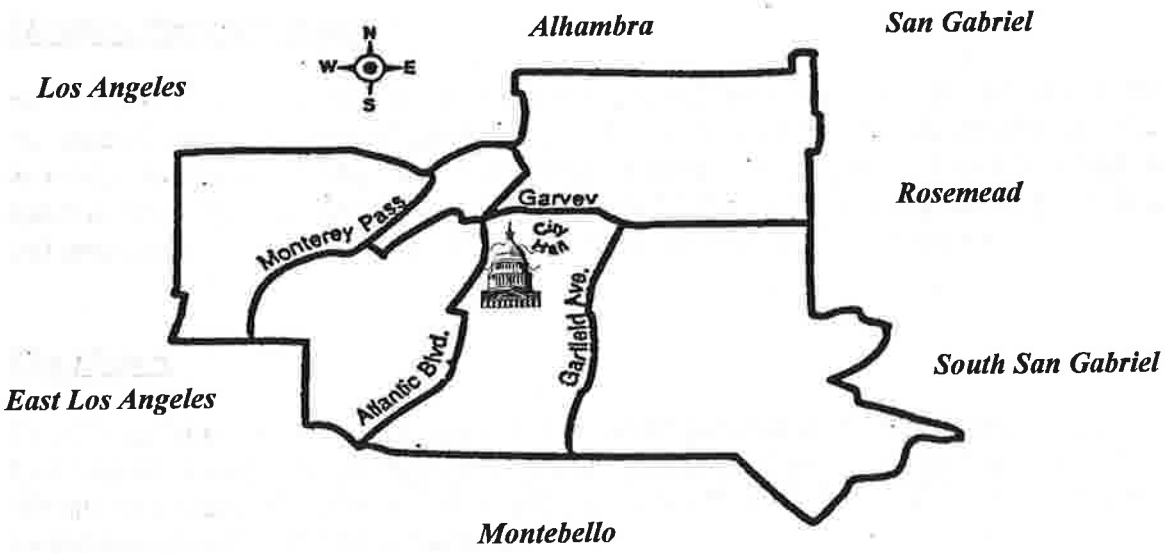
ABOUT THE CITY OF MONTEREY PARK

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.

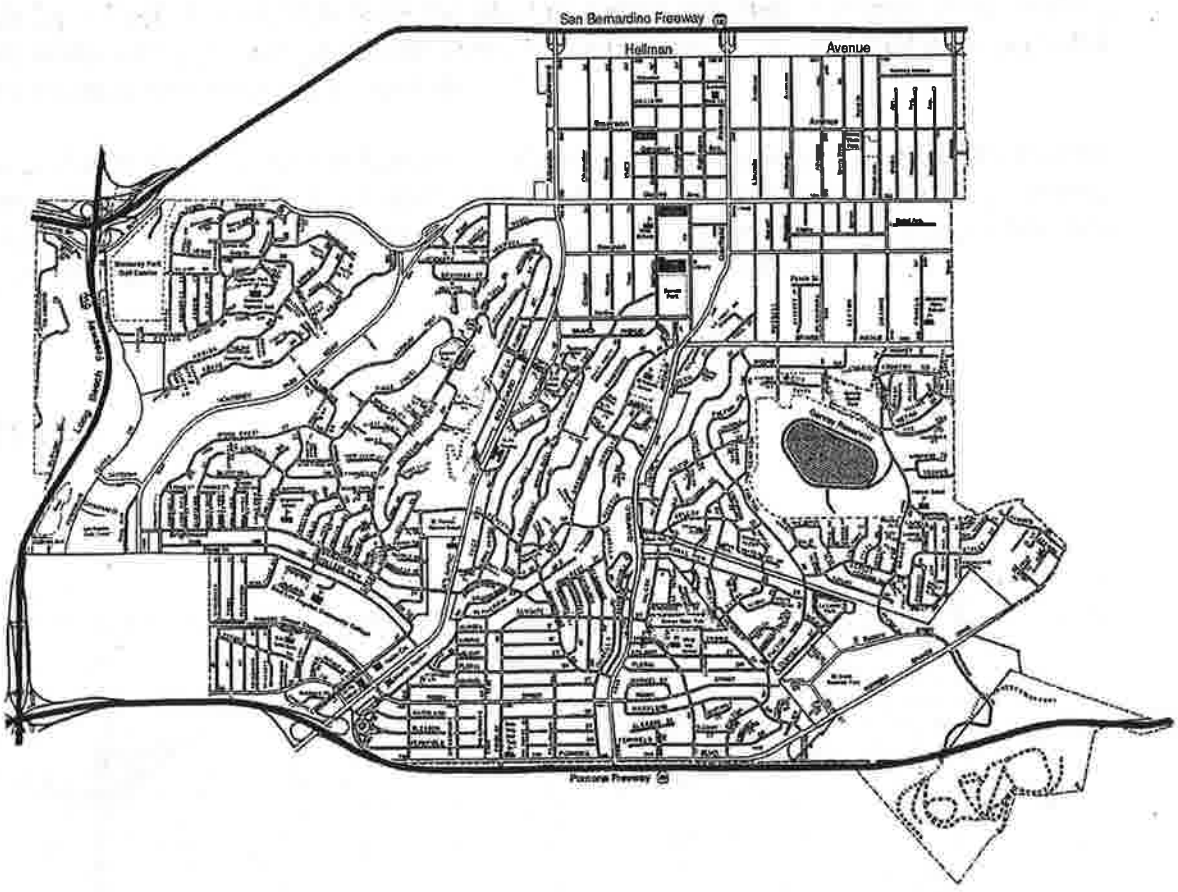
Artisans Faire - Every year in November, the City's Art and Culture Commission holds this special Arts and Crafts event allowing master crafters to display and sell their handicrafts in a serene and tranquil park setting.

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.

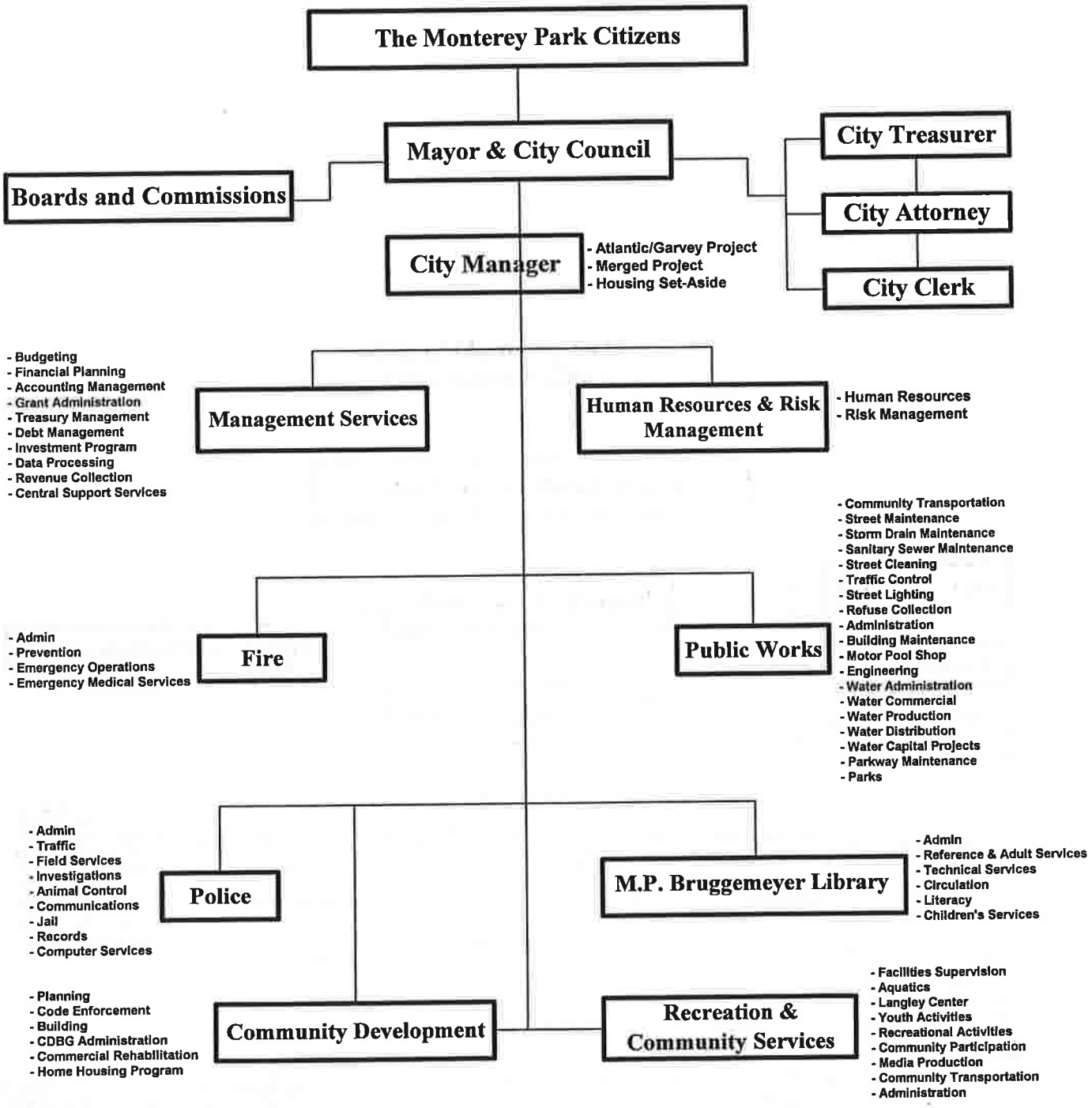
City Map



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:	59
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:	12.43
Building Permits Issued:	791
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:	307
Part-Time:	45.57
Population:	60,435

City of Monterey Park
Organization Chart



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

City of Monterey Park
Budget Summary Section

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

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Combined Changes in Fund Balance

Fund Description	Estimated Fund Balance 7/1/2011	Estimated Revenues	Estimated Transfer-In	Projected Expenditures	Projected Transfer-Out	Estimated Fund Balance 6/30/2012
CITY FUNDS:						
GENERAL FUND						
Operating [2]	2,520,000					2,520,000
Other GF Reserves						
Capital Improvements	4,566,616	29,965,340		29,960,527		4,571,429
Unemployment Claims	340,000					340,000
Potential Catastrophic Events	2,000,000					2,000,000
Working Capital	3,000,000					3,000,000
Total Reserves	12,426,616					12,431,429
SPECIAL REVENUE FUNDS						
Retirement		4,252,000	2,983,376	7,235,376		0
Pension Liability	2,515,029		940,000 [1]		(2,983,376)	471,653
	4,997,348 [6]					4,997,348
	2,845,079 [7]					2,845,079
	10,357,456					8,314,080
Gas Taxes	867,193 [4]	1,718,700		1,110,629		1,475,264
Refuse [5]	2,696,501	5,955,000		6,189,113		2,462,388
Sewer	619,172	280,500		238,287		661,385
Park Facilities	(76,862)	100,000				23,138
Proposition A	959,385	1,003,000		968,061		994,324
Proposition C	880,025	729,500		884,400		725,125
Measure R	896,502	450,000		185,000		1,161,502
Asset Forfeiture	896,234	377,000		500,762		772,472
Business Impr Dx #1	257,072	57,400		116,923		197,549
Air Quality	170,577	74,750		34,500		210,827
Maint. District 1972 Act	137,840	970,000		1,028,026		79,814
Public Safety Impact	(20,713)	300,000		269,420		9,867
Public Safety Augmentation		540,000		540,000		0
Library Tax	160,573	500,500		498,854		162,219
CERCLA Liability	804,145	137,000		120,000		821,145
GRANT FUNDS :						
Library	10,611	54,465		65,076		0
HUD	129,264	1,411,394		1,540,658		0
Parks & Recreation		130,000		130,000		0
Fire		104,277		104,277		0
Police	43,860	440,677		178,890		305,647
Engineering/Transportation	958,998	25,501		984,499		0
Gen Plan Review Trust		135,853		135,853		0
Passport Trust Fund		21,000		21,000		0
Specialty Maint Trust Account		80,000		80,000		0
Records Management Fee Trust		25,636		25,636		0

Combined Changes in Fund Balance

Fund Description	Estimated Fund Balance 7/1/2011	Estimated Revenues	Estimated Transfer-In	Projected Expenditures	Projected Transfer-Out	Estimated Fund Balance 6/30/2012
ENTERPRISE FUND [3]						
Water Operation	11,991,565	7,810,000		8,093,286		11,708,279
Water Treatment	3,527,946	2,780,000		2,658,888		3,649,058
INTERNAL SERVICE FUNDS [3]						
Auto Shop	1,758,740	1,741,388		1,426,552		2,073,576
Separation Benefits	2,491,898	1,531,960		1,062,000		2,961,858
Workers' Compensation	95,767	1,168,302	600,000 [8]	1,439,845		424,224
General Liability	2,146,443	790,000		759,145	(600,000) [8]	1,577,298
Technology/Data Processing	1,015,792	148,813		70,000		1,094,605
TOTAL CITY FUNDS	56,202,600	65,809,956	4,523,376	68,655,483	(3,583,376)	54,297,073
COMMUNITY REDEVELOPMENT AGENCY (CRA):						
Atlantic/Garvey	8,344,726 [6]	4,383,000		3,552,793	(432,400) [1]	8,742,533
Merged Project	2,793,724 [7]	5,983,200		3,758,169	(507,600) [1]	4,511,155
Housing Set-Aside	5,889,838	2,235,000		2,436,155		5,688,683
TOTAL CRA	17,028,288	12,601,200	0	9,747,117	(940,000)	18,942,371
TOTAL CITY AND CRA	73,230,888	78,411,156	4,523,376	78,402,600	(4,523,376)	73,239,444

Note:

(1) Transfer made from RDA for Pension Override.
(2) Unreserved, Undesignated.
(3) Beginning fund balances for Internal Services and Water Funds represented cash flow balance.
(4) Starting 2010-11, included an approximately $650,000, Highway Users Tax 2103, which replaced the Proposition 42 funding.
(5) Estimated fund balance included a $501,000 claims reserve.
(6) Pension Override transfers from Atl/Garvey Project area for periods 1983-84 through 2007-08.
(7) Pension Override transfers from Merged Project area for periods 1983-84 through 2007-08.
(8) Transfer to strengthen Workers' Compensation Fund.

SUMMARY OF REVENUES BY SOURCE

Description		Acct	Actual 2009-2010	Budgeted 2010-2011	Estimated Actual 2010-2011	Estimated 2011-2012
Property Taxes:						
Current Secured	0010-	01010	5,141,254	6,445,000	6,445,000	6,450,000
VLF Compensation		01010	4,950,703	4,950,000	4,900,000	4,900,000
Current Unsecured		01020	289,820	270,000	240,000	250,000
Homeowner Exemption		01030	59,429	60,000	60,000	60,000
Prior Year Secured		01110	349,940	388,000	270,000	388,000
Prior Year Unsecured		01120	9,361	16,000	11,000	12,000
Interest & Penalties		01200	90,712	90,000	90,000	90,000
Total Property Taxes			10,891,219	12,219,000	12,016,000	12,150,000
Other Taxes:						
Admission Tax		01400	7,500	7,500	10,000	7,500
Sales Tax		01500	2,925,632	2,937,000	3,050,000	3,200,000
Sales Tax Compensation		01500	674,211	922,800	1,105,049	1,110,000
Transient Tax		01550	660,897	750,000	750,000	750,000
Franchise Tax		01600	934,505	1,120,000	960,000	1,032,000
Transfer Tax		01800	123,849	100,000	132,000	130,000
Utility Users Tax		01900	3,349,907	3,600,000	3,220,000	3,250,000
Vehicle In-lieu Tax		04410	191,604	180,000	345,000	
Total Other Taxes			8,868,104	9,617,300	9,572,049	9,479,500
Licenses & Permits:						
Licenses:						
Business Licenses		02010	925,037	900,000	944,000	925,000
Business Lic Processing Fees		02020	14,715			
Tobacco Retailer Lic Fees		02025	600	1,600	1,000	1,200
Dog Licenses Regular		02410/02430	10,796	14,000	11,000	11,000
Dog Licenses Altered		02420/02450/02460	18,557	17,000	17,000	17,000
Total Licenses			969,705	932,600	973,000	954,200
Construction Permits:						
Building Permits		02500	1,042,502	702,000	480,000	700,000
Electrical Permits		02600	165,659	123,000	94,000	123,000
Plumbing Permits		02700	131,202	72,000	63,000	70,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2009-2010	Budgeted 2010-2011	Estimated Actual 2010-2011	Estimated 2011-2012
Mechanical Permits	02900	91,795	65,000	50,000	60,000
Total Construction Permits		1,431,157	962,000	687,000	953,000
Other Permits:					
Firework Permits	03540	2,100	2,700	1,500	2,100
Yard Sale Permits	03550	2,310	2,600	2,400	2,300
Misc Permits	03590	8,944	8,000	8,600	6,000
Parking Permits	03650	2,066	1,100	2,100	2,200
Newsrack / Banner Permits	06290/06710	3,048	3,470	2,800	2,800
Total Other Permits		18,468	17,870	17,400	15,400
Total Licenses & Permits		2,419,330	1,912,470	1,677,400	1,922,600
Fines:					
Traffic Fines	03580	254,315	250,000	250,000	250,000
Court Fines	03600	32,117	33,000	40,000	40,000
Parking Fines	03630	616,426	650,000	490,000	500,000
Court Restitutions	06405	1,032			
Total Court and Traffic Fines		903,890	933,000	780,000	790,000
Use of Money & Property:					
Interest Income	03700	205,070	350,000	173,000	200,000
Golf Course Rental	03800	58,128	64,000	48,000	50,000
MetroPCS (3500 Ramona)	03870	33,927	34,750	34,750	35,792
T-Mobile Rental (Fire Station 3)	03880	23,000	27,300	27,300	28,157
Cingular Rental (Fire Station 3)	03890	27,500	27,300	27,300	28,157
Charter Commu. Rental (Bradshawe PL)	03920	33,355	34,187	34,187	0
T-Mobile Rental (Sierra Vista)	03930	33,704	34,778	34,778	35,473
Nextel Rental (Ramona Blvd.)	03940	34,260	36,269	35,213	36,270
Teletrac Rental (Sombrero Site)	03950	1,551			
Acosta Grower (Delta & Fox Sites)	03960	13,343	14,010	14,010	14,710
Martinez Nursery (La Loma Site)	03961	2,735	2,870	2,870	3,013
Specialty Restaurants	03970	159,043	170,000	159,000	160,000
Sublease Rent - Pactel	03980	9,298	9,577	9,577	9,768

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2009-2010	Budgeted 2010-2011	Estimated Actual 2010-2011	Estimated 2011-2012
Sublease Rent - Cox Communication	03990	6,848	7,260	6,984	7,260
Rental Income-325 E. Pomona	05451				25,000
Rental Income-371 E. Pomona	05452				24,000
Rental Income-341 E. Pomona	05453				30,000
Rental Income-534 N. Chandler	05455				46,000
Total Use of Money & Property		641,763	812,301	606,969	733,600
Charges for Services:					
Police Services:					
Witness Fees	03610	2,711	3,500	3,000	3,000
Prisoner Housing	03640	249,090	250,000	133,000	100,000
Vehicle Release	03670	79,917	80,000	70,000	80,000
DUI Recovery	03680	66,339	75,000	45,000	60,000
Fingerprint	06390/03710	25,378	25,000	25,000	25,000
Correction Notices	03720	4,060	4,500	5,000	4,500
Prisoner Booking Fees	03730/03760	150			
Police Report	05990	2,099	2,600	2,000	2,500
Burglar Alarm	06400	37,064	40,000	40,000	40,000
Total Police Services		466,808	480,600	323,000	315,000
Fire Services:					
Fire Report Copy	06050	511	300	500	500
Fire Inspection	06320	106,486	100,000	91,000	98,000
Fire Plan Checks & Permits	06330/06340	106,759	130,000	110,000	110,000
Fire Response/Admin Citation	06350/06240	12,261	15,000	12,000	13,000
Business Fire Safety Inspection	06370	77,641	50,000	80,000	75,000
Ind Waste Permit/Inspection	06850	100,203	92,000	91,000	100,000
Citizen CPR/AED Training Program	06851	2,135	1,500	1,500	1,500
Medical Subscription	07950	107,869	110,000	107,000	107,000
Ambulance Transport	07960	966,731	870,000	1,011,000	950,000
Fire Emergency Response	07970	6,390	25,000	2,000	
Total Fire Services		1,486,985	1,393,800	1,506,000	1,455,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2009-2010	Budgeted 2010-2011	Estimated Actual 2010-2011	Estimated 2011-2012
Community Development:					
Plan Check	06100	605,463	635,000	690,000	600,000
Comm Prop Insp	06120	32,191	30,000	67,000	32,000
Res Prop Insp	06150	54,067	43,000	45,000	50,000
Home Occup Insp	06160	14,336	18,000	14,000	18,000
Zoning	06200	40,698	45,000	26,000	42,000
Admin Citation - Code Compliance	06220/06130	35,724	50,000	30,000	30,000
Design Review	06250	8,807	6,000	7,100	8,000
Special Inspection	06450	9,589	11,000	6,500	11,000
Total Community Development Fees		800,874	838,000	885,600	791,000
Public Works Fees:					
Comm. Franchise in lieu fee	01610	120,757	122,000	121,000	122,000
Street Excavation	02910	8,436	7,000	5,400	8,500
Sewer Permits	02920	108	122	122	122
Driveway/Sidewalk	02930	1,693	2,500	2,600	2,000
Transportation Permits	03520	1,392	2,000	1,100	1,392
Sale of Maps	06000	12	300	300	350
Sale of Plans	06010	2,105	1,000	3,900	3,500
Address Change	06140	2,552	1,276	1,276	1,276
Admin Citation - Public Works	06230	2,161	4,000	200	2,000
Engr Inspection	06210/06300	19,765	20,000	20,000	20,000
Engr Plan Check	06700	39,829	50,000	61,000	50,000
Soil Review	06910	8,543	8,000	6,700	8,500
Total Public Works Fees		207,353	218,198	223,598	219,640
Library Fees:					
Calif Library Serv	05300	629	3,000	800	800
Library Fines	07410	25,173	30,000	18,250	19,000
Audio Visual	07420	11,123	13,000	6,300	13,000
Lost Books	07430	2,131	3,000	1,700	3,000
Misc Library Revenue	07460	174	250	250	250
Card Replacement	07480	2,697	3,000	2,100	2,800
Damaged Items	07490	518	1,000	400	800
Coin Equipment	07500	79	150		
Total Library Fees		42,523	53,400	29,800	39,650

SUMMARY OF REVENUES BY SOURCE

Description		Acct	Actual 2009-2010	Budgeted 2010-2011	Estimated Actual 2010-2011	Estimated 2011-2012
Recreation / Community Services Fees:						
Rec. Facilities		04020	60,380	62,000	68,000	62,000
Rec Registration		06090	17,765	20,000	20,000	20,000
Barnes Pool Admission		07610	15,255	15,100	12,000	15,000
Elder Pool Admission		07620	6,364	8,000	7,700	7,500
Swim Lessons		07630	47,337	55,000	52,000	52,000
Barnes & Elder Pool Rental		07640	53,973	53,000	43,000	40,000
Adopt-A-Park		08020	6,000	6,000	6,000	6,000
Other Rec. Revenue		07900/08030	8,146	8,300	8,015	8,300
Service Clubhouse	0159-	04020	5,045	12,000	2,000	4,000
Rec Registration	0159-	06090	32,992	28,000	37,000	35,000
Summer Programs	0159-	07010	69,826	70,000	67,600	70,000
Fall Programs	0159-	07020	58,866	57,000	69,000	57,000
Winter Programs	0159-	07030	46,951	47,000	60,000	47,000
Spring Programs	0159-	07040	64,651	50,000	59,000	57,000
Picnic Reservation	0159-	07050	25,331	33,000	17,500	26,000
Aquatics	0159-	07090	35,104	43,000	38,000	37,000
Adult Leagues	0159-	07100	37,815	30,000	20,500	35,000
Child Care	0159-	07150	182,638	180,000	154,000	160,000
Total Recreation / Community Services Fees			774,440	777,400	741,315	738,800
Administrative Charges:						
From City Funds		06020	619,900	619,900	619,900	619,900
Total Administrative Charges			619,900	619,900	619,900	619,900
Other Services:						
City Clerk Research		06040	670	600	630	700
Returned Check Fee		08150	3,925	3,700	4,300	4,000
Total Other Services			4,595	4,300	4,930	4,700
Total Charges for Services			4,403,477	4,385,598	4,334,143	4,183,690

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2009-2010	Budgeted 2010-2011	Estimated Actual 2010-2011	Estimated 2011-2012
Other Revenue:					
CRA Pass-Through (AB 1389)	08100	362,209	150,300	145,884	150,300
Surplus Property Sale	04000	8,443	10,000	5,000	8,000
Refunds/Rebates	08100	479,765	180,000	235,000	180,000
Misc Revenue	07530/9203/9210	29,231	15,000	15,000	17,000
Utility Billing Round Up	08200	678	650	650	650
Street Maintenance - Water	0092- 81580	278,000	281,400	281,400	350,000
Total Other Revenue		1,158,325	637,350	682,934	705,950
Total General Fund		29,286,109	30,517,019	29,669,495	29,965,340
Retirement Fund - 0012					
Property Taxes:					
Current Secured	01010	3,833,970	3,900,000	3,900,000	3,970,000
Current Unsecured	01020	70,534	65,000	65,000	68,000
Homeowner Exemption	01030	59,156	59,000	59,000	59,000
Prior Year Secured	01110	107,193	130,000	120,000	130,000
Prior Year Unsecured	01120	1,876	2,500	2,000	2,000
Interest & Penalties	01200/03750	23,216	35,000	23,000	23,000
Total Retirement Fund		4,095,945	4,191,500	4,169,000	4,252,000
State Gas Tax Funds					
Gas Tax:					
Section 2103 (Prop 42 Replacement)	0022- 04530		650,818	650,818	650,000
Section 2105	0022- 04540	353,808	343,000	343,000	353,000
Section 2106	0022- 04500	211,540	204,500	204,500	210,000
Section 2107	0022- 04510	471,550	456,800	456,800	470,000
Section 2107.5	0022- 04520	7,500	7,500	7,500	7,500
Interest Income	0022- 03700	161	200	200	200
SB 821 Bikeway	0023- 05400	2,000	27,789	27,789	28,000
Total Gas Tax Fund		1,046,559	1,690,607	1,690,607	1,718,700

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2009-2010	Budgeted 2010-2011	Estimated Actual 2010-2011	Estimated 2011-2012
Sewer Fund - 0042					
Sewer Reconstruction Fee	01000		2,000	500	500
Sewer Revenue	05200	269,338	307,000	280,000	280,000
Total Sewer Fund		269,338	309,000	280,500	280,500
Refuse Fund - 0043					
Refuse Charges	05300/05350	5,501,388	5,610,000	5,543,000	5,650,000
Waste Mgmt Surcharge	05360	295,500	330,000	303,000	305,000
Total Refuse Fund		5,796,888	5,940,000	5,846,000	5,955,000
Park Facility Fund - 0070					
Park Facilities Fees	09000	30,061	300,000	100,000	100,000
Proposition A Fund - 0109					
Proposition A Local Return	05400	819,868	800,000	800,000	820,000
Proposition A Incentive Program	05430	118,270	102,000	111,117	104,000
Fares	07680	69,754	77,000	69,000	69,000
Interest Income	03700	8,043	18,000	9,000	10,000
Sale of Surplus Property	04000	3,438			
Total Proposition A Fund		1,019,373	997,000	989,117	1,003,000
Measure R Fund - 0110					
Measure R	05400	409,163	380,000	543,998	450,000
Interest Income	03700	1,085			
Total Measure R		410,248	380,000	543,998	450,000
Proposition C Fund - 0166	05400	680,038	770,000	700,000	720,000
Interest Income	03700	6,733	18,000	9,000	9,500
Total Proposition C		686,772	788,000	709,000	729,500

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2009-2010	Budgeted 2010-2011	Estimated Actual 2010-2011	Estimated 2011-2012
Asset Forfeiture Fund - 0160					
Asset Forfeiture-Justice	03690	67,439	30,000	67,000	67,000
Interest Income	03700	6,808	7,500	5,500	6,000
Asset Forfeiture-Treasury	03770	421,805	300,000	300,000	300,000
Asset Forfeiture-State	03780	996	4,000	4,000	4,000
Sale of Surplus Property	04000	1,195			
Total Asset Forfeiture Fund		498,243	341,500	376,500	377,000
Business Improvement Fund - 0077					
Business Improvement Fees	02110	56,065	57,000	57,000	57,000
Interest Income	03700	1,268	1,200	800	400
Total Business Improvement		57,334	58,200	57,800	57,400
Air Quality Improvement Fund - 0165					
Air Quality Allocation	05400	73,872	80,000	74,000	74,000
Interest Income	03700	787	1,200	700	750
Total Air Quality Improvement		74,659	81,200	74,700	74,750
Maint. District -1972 Act - 0176					
Special Assessment	01060	1,002,399	965,000	965,000	970,000
Library Tax Fund - 0131					
Library Tax	01060	498,585	490,000	490,000	500,000
Interest Income	03700	867	1,000	500	500
Total Library Tax Fund		499,452	491,000	490,500	500,500
Public Safety Augmentation Fund - 0182					
Sales Tax Public Safety Augmentation	01510	500,954	540,000	540,000	540,000

SUMMARY OF REVENUES BY SOURCE

Description		Acct	Actual 2009-2010	Budgeted 2010-2011	Estimated Actual 2010-2011	Estimated 2011-2012
Public Safety Impact Fund - 0071						
Public Safety Impact Fee		03570/08100	(99,287)	635,000	100,000	300,000
Sales of Property		04000	595,118			
Interest Income		03700	1,632			
Total Public Safety Impact Fee			497,463	635,000	100,000	300,000
CERCLA Liability Fund - 0203						
CERCLA Fees		06950	120,739	133,000	125,000	125,000
Interest Income		03700	4,120	24,000	10,000	12,000
Total CERCLA Liability			124,859	157,000	135,000	137,000
Grants Fund						
Library Grants:						
Cal Foundation - PLF	0115-	05400	22,978	22,243	22,243	4,833
Literacy and Civics Ed. Grant	0142-	05400	26,154	6,094	6,094	10,000
Cal Literacy Grant	0163-	05400	37,698	36,925	36,925	31,386
Library Automation Trust Grant	0422-	05400		25,000	25,000	
Target Grant (2010)	0423-	05400		2,000	2,000	
Local History Digital Resources Grant	0424-	05400		5,000	5,000	
Past Digital Storytelling Program Grant	0426-	05400		10,000	10,000	
Transforming Lives After 50 Grant	0427-	05400		10,000	10,000	
Literacy Trust Grant	0445-	05400				8,246
Total Library Grants			86,830	117,262	117,262	54,465
Parks and Recreation Grants:						
Park Discretionary (Maint.)	0178-	05400	60,000	60,000	60,000	60,000
Roberti-Zberg 2002 Grant	0250-	05400	24,041			
Pepsi Franchise Grant	0343-	05400		150,000	150,000	70,000
SGVMWD Water Conservation	0357-	05400	50,000			
Youth Employment Service Program	0410-	05400	4,019			
Total Parks & Rec Grants			138,060	210,000	210,000	130,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct		Actual 2009-2010	Budgeted 2010-2011	Estimated Actual 2010-2011	Estimated 2011-2012
Police Grants:						
STC Grant	0132-	05400	5,885	5,885	5,885	5,885
POST Grant	0136-	04500	21,342	35,000	35,000	35,000
Interest Income	0192-	03700	623			
State - COPS	0192-	05400	100,000	103,242	103,242	100,000
Bullet Proof Vest Grant	0229-	05400	7,751	6,000	6,000	6,000
OTS Sobriety Checkpoint Grant	0243-	05400	54,980			
OTS Click It or Ticket Mini-Grant	0305-	05400	9,572			
Urban Area Security Initiative-2007	0249-	05400	17,244	30,000	30,000	30,000
Gang Resistance Ed & Training Grant	0320-	05400	6,768			
FED COP Technology Grant	0400-	05400	224,990			250,000
Recovery Act JAG Grant	0402-	05400	72,776			
Justice Assistance Grant	0217-	05400	14,756	17,210	17,210	13,792
Homeland Security Grant - 2008	0253-	05400		22,628	22,628	
Homeland Security Grant - 2009	0254-	05400		37,550	37,550	
Total Police Grants			536,687	257,515	257,515	440,677
Engineering Grants:						
State Transportation Prop. 42	0026-	03700/05400	595,300			
Prop 1B Street Improvement Fund	0028-	03700/05400	26,621		958,998	
ARRA 2009 Street Improvement Fund	0029-	05400	1,334,347			
FEMA Disaster Grant	0154-	05400	64,171			
Used Oil Recycling Grant	0184-	05400	218	8,757	8,757	8,757
Tire Amnesty Events & ED Grant	0208-	05400		6,700	6,700	
Beverage Container Recycling	0214-	05400	7,997	7,997	17,262	16,744
DOE EEC Block Grant	0420-	05400	278,013			
Asphalt / Concrete Incentive	0421-	05400	56,018	104,507	104,507	
Total Engineering Grants			2,362,686	127,961	1,096,224	25,501

SUMMARY OF REVENUES BY SOURCE

Description		Acct	Actual 2009-2010	Budgeted 2010-2011	Estimated Actual 2010-2011	Estimated 2011-2012
Transportation Grants:						
Air Quality Investment Program	0233-	07680	5,988			
Safetea-Lu	0342-	05400		259,200	53,381	
LACMTA Funds	0356-	05400	730,226			
Federal Transit Administration	0358-	05400		140,000	120,000	
Total Transportation Grants			736,214	399,200	173,381	0
Fire Grants:						
Homeland Security Grant - 2009	0254-	05400				29,456
Urban Area Security Initiative-2008	0256-	05400	24,046			
Urban Area Security Initiative-2009	0257-	05400				23,747
ELAC Instructional Serv Program	0349-	05400	48,640	40,000	51,074	51,074
Community Specific IEMC Grant	0425-	05400		40,600	40,600	
Regional Assistance to Firefighters	0430-	05400		120,000	120,000	
Assistance to Firefighters Grant - City	0431-	05400		92,370	92,370	
Emergency Operations Center	0435-	05400		375,000	375,000	
Disaster Management Area C	0436-	05400		2,500	2,500	
Total Fire Grants			72,686	670,470	681,544	104,277
Community Development Grants:						
Sustainable Communities Planning Grant	0440-	05400		160,000		
Total Community Development Grants			0	160,000	0	0
HUD Grants:						
CDBG	0169-	05400	1,158,112	1,081,981	1,081,981	968,271
CDBG - R	0395-	05400	41,353	219,628	219,628	
HOME Fund	0152-	05400/ 08100/07530	974,532	969,145	969,145	443,123
Rental Income - 341 E. Pomona	0152-	05453	4,506			
Rehab Loan Repayment	0152-	05460	8,709			
EDI Grant/Interest Income	0211-	03700	3,007			
Total HUD Grants			2,190,219	2,270,754	2,270,754	1,411,394

SUMMARY OF REVENUES BY SOURCE

Description		Acct	Actual 2009-2010	Budgeted 2010-2011	Estimated Actual 2010-2011	Estimated 2011-2012
Other Special Grants (Trust Funds):						
Maintenance Grant (0075)	0344-	05400	99,259	75,000	75,000	80,000
Gen Plan Review Trust	0352-	05400	87,000	195,000	195,000	135,853
Passport Trust Grant (0075)	0415-	05400	24,291	22,145	22,145	21,000
Friends of Seniors Trust Grant (0075)	0416-	05400	29,489			
Records Management Fee Trust (0075)	0442-	05400				25,636
Total Other Special Grants			240,039	292,145	292,145	262,489
Total Grant Funds			6,363,421	4,505,307	5,098,825	2,428,803
Water Fund						
Water Operation Fund:						
Water Sales	0092-	07510	6,912,286	7,300,000	6,500,000	6,700,000
Connection Fee	0092-	07550	80,322	100,000	100,000	100,000
Meter Installation	0092-	07520	136,786	150,000	150,000	150,000
Other Revenue	0092-	07540	59	60,000	60,000	60,000
Water Rights/Reconnection	0092-	07530	864,543		2,710,000	800,000
Total Water Operation Fund			7,993,996	7,610,000	9,520,000	7,810,000
Water Treatment Fund:						
Water Treatment Surcharge	0093-	07590	2,691,413	2,900,000	2,750,000	2,750,000
SGWQA Grant	0093-	07560	336,863			
EPA Settlement	0093-	07575	445,714	1,100,000	1,395,000	
Other - Insurance Reimb.	0093-	07530	35,124	10,000	60,000	30,000
Total Water Treatment Fund			3,509,114	4,010,000	4,205,000	2,780,000
Total Water Fund			11,503,110	11,620,000	13,725,000	10,590,000
Auto Shop Fund - 0060						
Refunds & Rebates		08100/04000	(4,276)			
Vehicle Charges		08700	1,899,417	1,899,417	1,899,417	1,741,388
Total Shop Fund			1,895,141	1,899,417	1,899,417	1,741,388

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2009-2010	Budgeted 2010-2011	Estimated Actual 2010-2011	Estimated 2011-2012
Separation Benefits Fund - 0061					
Separation Charges	07900	1,658,598	1,390,141	1,390,141	1,531,960
General Liability Fund - 0062					
Insurance Charges	06020	790,000	790,000	790,000	790,000
Refunds & Rebates	08100	361,171			
		1,151,171	790,000	790,000	790,000
Workers' Compensation Fund - 0080					
Insurance Charges	07900	1,309,333	1,062,093	1,062,093	1,168,302
Refunds & Rebates	08100	17,773			
Total Workers' Compensation Fund		1,327,106	1,062,093	1,062,093	1,168,302
Technology - 0063					
Technology Charges	06020	141,727	141,727	141,727	148,813
Total City - All Funds		69,936,930	69,790,711	70,844,420	65,809,956
COMMUNITY REDEVELOPMENT AGENCY					
Atlantic/Garvey Debt Service Fund - 0815					
Tax Increment	01070	4,305,591	4,120,000	4,200,000	4,300,000
Interest Income - F.A.	03750/03700	11,542	49,000	12,000	13,000
Total Atlantic/Garvey Debt Service Fund		4,317,133	4,169,000	4,212,000	4,313,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2009-2010	Budgeted 2010-2011	Estimated Actual 2010-2011	Estimated 2011-2012
Merged Debt Service Fund - 0825					
Tax Increment	01070	4,119,483	4,300,000	4,300,000	5,929,000
Interest Income - F.A.	03750/03700	6,935	28,000	7,000	7,200
Total Merged Debt Service Fund		4,126,418	4,328,000	4,307,000	5,936,200
Atlantic/Garvey Capital Project Fund - 0810					
Interest Income	03700	102,470	100,000	70,000	70,000
Total Atlantic/Garvey Capital Project Fund		102,470	100,000	70,000	70,000
Merged Capital Project Fund - 0820					
Interest Income	03700	44,828	150,000	45,000	47,000
Other Revenue	07530	5,501			
Total Merged Capital Project Fund		50,329	150,000	45,000	47,000
Housing Fund - 0811					
Tax Increment	01070/01080	2,106,271	2,110,000	2,110,000	2,175,000
Interest Income	03700	61,464	50,000	45,000	50,000
Program Income	05450	47,257	10,000	10,000	10,000
Total Housing Fund		2,214,992	2,170,000	2,165,000	2,235,000
Total CRA		10,811,343	10,917,000	10,799,000	12,601,200
Grand Total City & CRA		80,748,272	80,707,711	81,643,420	78,411,156

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

GOVERNMENTAL FUND TYPES

Fiscal Year Ending	General Fund	SPECIAL REVENUE						
		Retirement Fund	Grants	Maintenance District	Proposition A & C	Gas Taxes	Refuse Fund	Other Funds
2001	25,214,713	2,561,007	3,618,974	930,454	1,805,190	1,238,144	4,179,075	2,711,643
2002	24,959,683	2,696,449	4,865,653	928,380	1,596,716	1,181,911	4,434,439	2,624,515
2003	25,556,407	2,802,628	4,229,167	934,239	1,834,796	1,172,990	4,631,854	2,481,543
2004	26,280,411	3,232,316	4,328,039	932,002	1,764,606	1,297,822	4,739,102	2,204,449
2005	29,137,558	3,313,202	8,096,498	1,000,204	1,878,564	1,206,271	4,886,324	1,989,539
2006	29,630,803	3,588,839	5,236,375	1,049,143	2,147,907	1,198,503	5,252,978	2,323,824
2007	31,785,552	3,754,210	6,392,842	940,103	2,168,749	1,199,952	5,498,006	4,349,549
2008	34,673,497	4,008,746	4,214,919	922,091	2,210,243	1,164,578	5,773,306	3,776,782
2009	31,934,697	4,089,370	4,169,354	960,905	1,955,824	1,061,589	5,949,179	3,721,734
2010	29,286,109	4,095,945	6,363,421	1,002,399	1,706,145	1,046,559	5,796,888	2,962,611
2011	29,669,495	4,169,000	5,098,825	965,000	1,698,117	1,690,607	5,846,000	2,698,998
2012	29,965,340	4,252,000	2,428,803	970,000	1,732,500	1,718,700	5,955,000	2,817,150

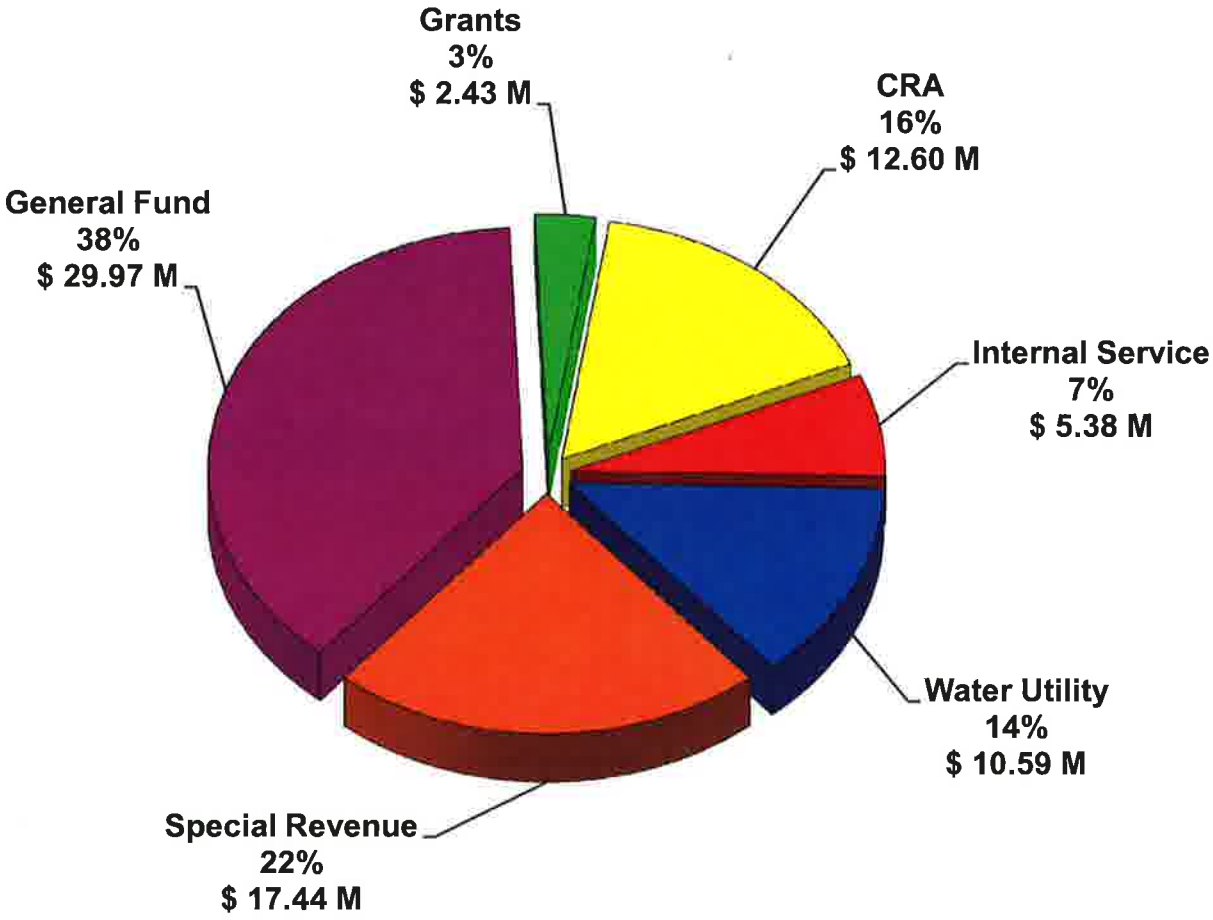
Notes:

(1) Amounts for 2011 display estimated actual and 2012 estimated revenues.
(2) Other Funds category includes Sewer, Park Facilities, Business Improvement, Asset Forfeiture, Air Quality Improvement Funds, Public Safety Impact, Public Safety Augmentation, Measure R, Library Tax, and Environmental Liability.
(3) FYE 1998 is the first year of Environmental Liabilities Fund, $53,419.
(4) FYE 1999 is the first year of Library Tax Fund, $482,000, following voter approval of Library tax in April 1998.
(5) FYE 1999 Other Funds increase is due to a delay in receipt of Asset Forfeiture Funds.
(6) FYE 1999 & 2003 CRA Capital Projects increase is due to Tax Allocation Bond Issues.
(7) FYE 2000 is the first year of Technology/Communications Internal Service Fund to support future Citywide data processing and communications infrastructure.
(8) FYE 2005 is the first year the City establishes a separate Water Treatment Fund.

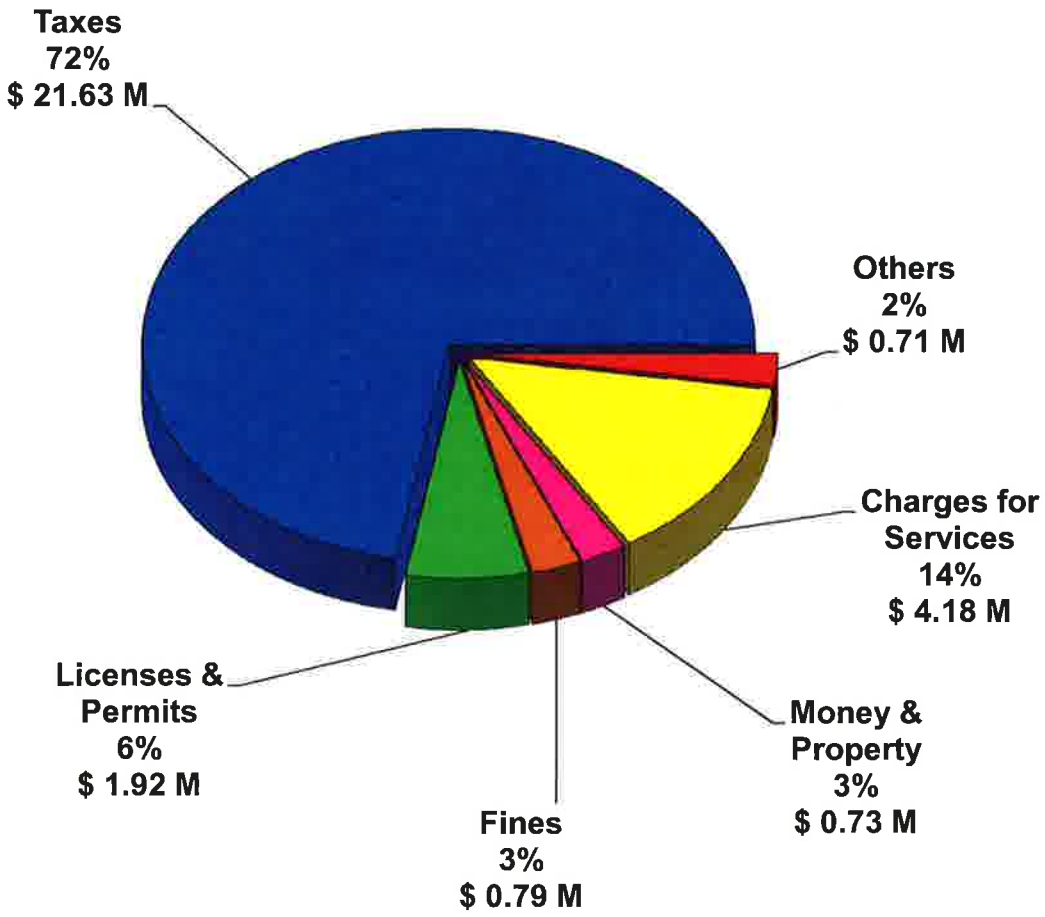
PROPRIETARY FUND TYPES

DEBT SERVICE	CAPITAL PROJECTS	ENTERPRISE		INTERNAL SERVICE					ALL FUNDS
CRA	CRA	Water Operation	Water Treatment	Auto Shop	Separation Benefits	General Liability	Technology / Comm.	Workers' Compensation	GRAND TOTAL
4,027,680	2,619,220	6,183,524		1,426,805	1,301,356	1,021,718	65,284	989,846	59,894,633
4,553,197	2,678,053	6,282,346		1,555,560	481,625	830,000	86,961	905,709	60,661,197
30,454,226	12,372,550	7,478,178		1,548,415	579,093	1,134,805	99,861	951,463	98,262,215
5,011,851	1,662,179	11,729,336		1,562,127	693,383	948,206	78,981	1,856,866	68,321,676
5,306,923	1,780,711	7,212,762	4,073,262	1,602,184	833,071	750,000	82,581	1,043,287	74,192,941
6,165,719	2,435,430	7,738,835	1,814,454	1,602,744	874,730	760,000	87,803	1,440,281	73,348,366
6,739,791	2,903,782	8,203,851	3,406,495	1,669,559	1,054,759	750,000	104,798	1,151,560	82,073,558
7,962,979	3,202,777	8,748,995	3,165,447	1,696,452	1,258,959	935,079	125,588	1,388,474	85,228,911
8,251,604	2,680,416	7,808,509	3,602,386	1,849,165	1,512,159	790,000	122,098	1,249,231	81,708,223
8,443,551	2,367,791	7,993,996	3,509,114	1,895,141	1,658,598	1,151,171	141,727	1,327,106	80,748,272
8,519,000	2,280,000	9,520,000	4,205,000	1,899,417	1,390,141	790,000	141,727	1,062,093	81,643,420
10,249,200	2,352,000	7,810,000	2,780,000	1,741,388	1,531,960	790,000	148,813	1,168,302	78,411,156

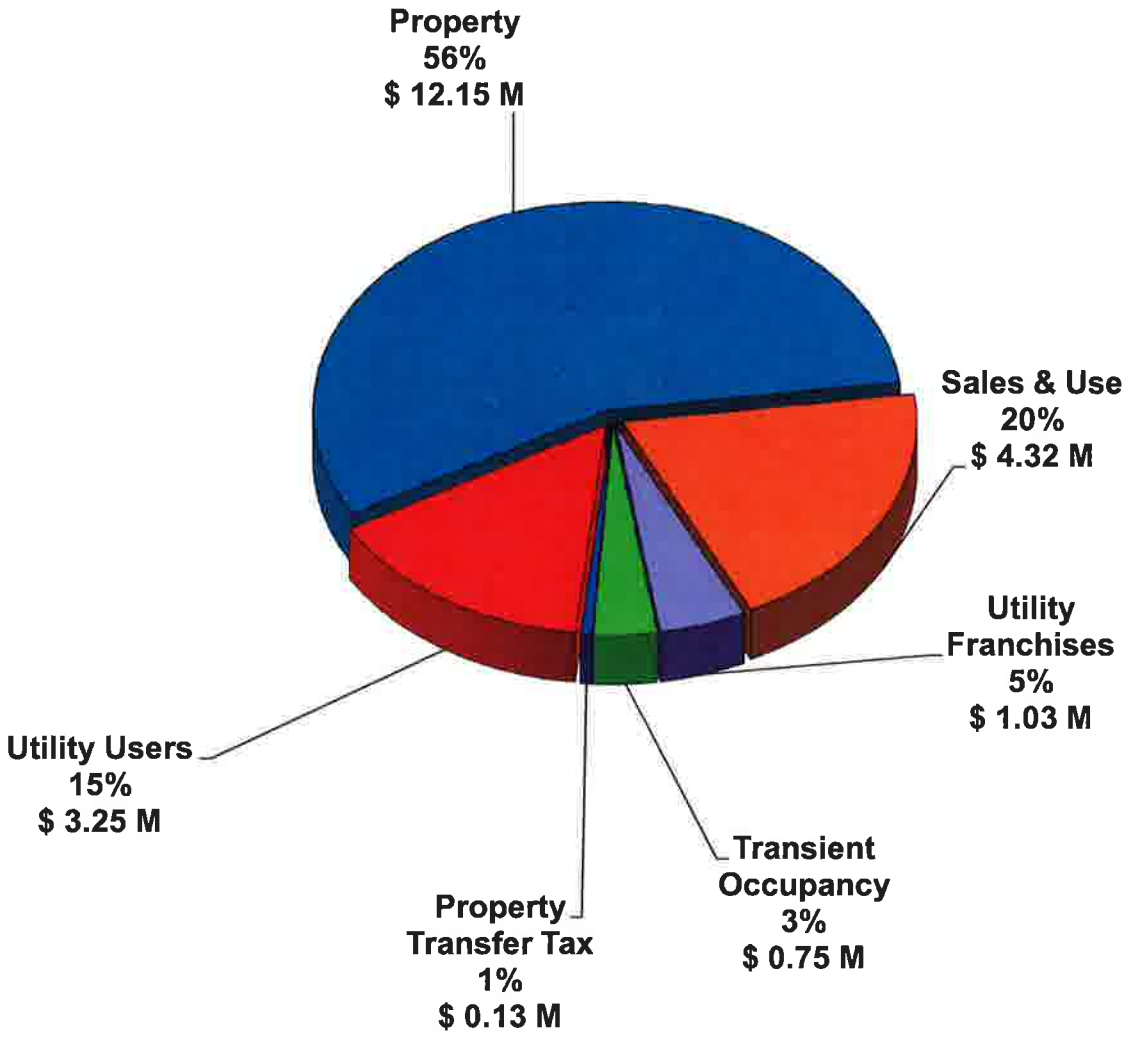
Combined City and Agency
Fiscal Year 2011-2012
Revenues By Source



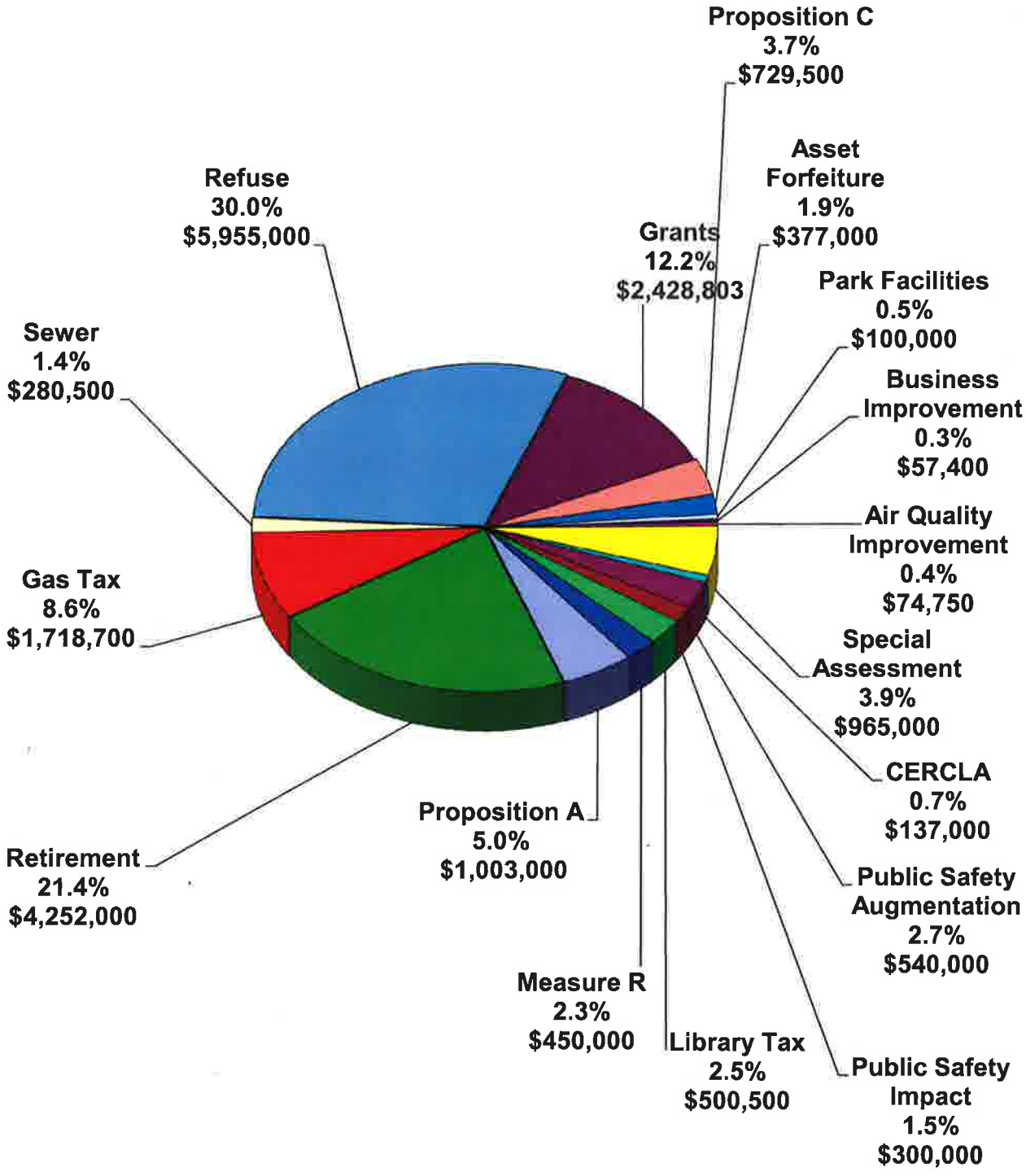
General Fund Revenues
Fiscal Year 2011-2012
By Source



General Fund
Fiscal Year 2011-2012
Tax Revenues By Category



Special Revenue Funds
Fiscal Year 2011-12
Revenues By Source



Five Year Summary of Expenditures

Fund Description	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12
MAJOR FUNDS					
General Fund	30,753,818	32,393,729	32,622,760	30,252,880	29,960,527
Retirement	5,110,742	5,513,546	6,443,359	6,717,798	7,235,376
Grant Funds					
Library	111,885	65,619	80,739	99,436	65,076
HUD	1,239,540	2,004,800	2,153,715	1,432,849	1,540,658
Parks & Recreation	287,956	438,956	135,834	163,825	130,000
Police / Fire	610,800	483,912	500,217	337,738	242,002
Engineering / Transportation	828,793	16,323	3,231,559	1,121,778	984,499
Other Special Grant			154,319	190,542	259,988
Debt Service Funds (1)					
Atlantic/Garvey	2,021,403	2,600,127	4,286,461	2,552,873	2,265,364
Merged Project	1,046,119	1,183,584	2,386,049	1,439,685	1,227,354
Capital Projects Funds					
Atlantic/Garvey	839,091	911,967	908,383	900,094	1,287,429
Merged Project	1,396,131	1,409,501	1,661,828	953,684	2,530,815
Housing Funds	908,581	944,682	1,133,509	1,112,527	2,436,155
NONMAJOR FUNDS					
Special Revenue Funds					
Gas Taxes	1,303,737	1,231,295	847,101	1,061,300	1,110,629
Library Tax	523,864	518,026	521,933	467,563	498,854
Proposition A	1,023,380	1,048,130	945,075	960,904	968,061
Proposition C	966,086	884,724	951,821	789,261	884,400
Measure R				22,745	185,000
Asset Forfeiture	129,673	449,766	1,086,798	423,058	500,762
Business Improv. District #1	50,994	50,147	23,584	59,958	116,923
Air Quality	46,421	41,979	40,460	84,747	34,500
Maint. District 1972 Act	1,044,719	1,001,769	863,647	992,589	1,028,026
Public Safety Impact	997,943	1,050,767	571,943	155,652	269,420
Public Safety Augmentation	590,585	523,167	500,954	540,000	540,000
Park Facilities	127,172	150,242	250,091	41,133	
CERCLA Liability	90,000	120,000	120,000	120,000	120,000
Total Governmental Funds	52,049,433	55,036,758	62,422,138	52,994,619	56,421,818
PROPRIETARY FUNDS					
Enterprise Fund					
Water Utility	9,824,621	9,637,430	9,646,499	9,233,558	10,752,174
Refuse	5,465,893	5,676,667	5,793,221	5,799,424	6,189,113
Sewer	193,391	461,481	204,735	156,767	238,287
Internal Service Funds					
Auto Shop	1,977,353	2,096,107	1,869,976	1,396,472	1,426,552
Separation Benefits	1,492,451	838,353	1,372,965	996,180	1,062,000
Workers' Compensation	1,029,511	1,572,396	2,599,830	1,012,435	1,439,845
General Liability	674,474	970,996	789,559	815,123	759,145
Technology/Communication	57,632	72,557	73,921	0	70,000
Total Proprietary Funds	20,715,326	21,325,987	22,350,706	19,409,959	21,937,116
TOTAL CITY & CRA	72,764,759	76,362,745	84,772,844	72,404,578	78,358,934

(1) Actual includes County Deferral Loans for the Redevelopment Agency Project Areas, for 2007-08, 2008-09 and 2009-10.

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Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12	Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12
CITY COUNCIL	108,941	101,496	98,212	19,590	19,882	21,840
COMMISSIONS/COMMITTEES				29		1,050
COMMUNITY PROMOTION				33,046	46,420	37,684
BUSINESS IMPROVEMENT DISTRICT				35,584	59,406	116,923
CITY MANAGER [1]						
City Manager	424,802	573,047	412,412	81,523	86,506	21,742
CDBG Administration			89,237			679,944
Commercial Rehabilitation						75,000
Total City Manager /CDBG	424,802	573,047	501,649	81,523	86,506	776,686
ECONOMIC DEVELOPMENT						
CDBG Administration	109,703	91,491		741,654	894,654	
Commercial Rehabilitation					6	
Home Housing Program	44,770	43,400		928,852	153,271	
Total Economic Development /CDBG	154,472	134,890	0	1,670,506	1,047,931	0
HUMAN RESOURCES AND RISK MANAGEMENT						
Human Resources Admin.	385,507	284,153	257,470	254,222	176,789	137,330
Risk Management	300,252	194,555	152,081	94,001	95,010	104,260
Total Human Resources / Risk Management	685,759	478,709	409,551	348,222	271,799	241,590
CITY CLERK	210,923	236,876	230,941	40,434	189,184	48,340

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12	Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12
			128,530	121,378	120,052
			29	0	1,050
			33,046	46,420	37,684
			35,584	59,406	116,923
			506,325	659,552	434,154
			0	0	769,181
			0	0	75,000
0	0	0	506,325	659,552	1,278,335
			851,357	986,144	0
			0	6	0
			973,622	196,671	0
0	0	0	1,824,979	1,182,821	0
			639,729	460,942	394,800
			394,253	289,565	256,341
0	0	0	1,033,982	750,507	651,141
			251,357	426,060	279,281

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12	Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12
MANAGEMENT SERVICES						
Finance	655,217	587,224	751,624	130,157	45,019	113,900
Data Processing Management				220,085	151,679	196,012
Revenue Collection	249,981	241,626	304,852	19,961	22,990	25,000
Central Support Services	252,401	158,334	173,748	16,407	16,431	17,856
Communication/Duplication	152,512	110,361	100,890	188,221	181,001	234,935
Total Management Services	1,310,111	1,097,546	1,331,114	574,831	417,120	587,703
CITY TREASURER	29,842	25,530	19,291	340	500	550
CITY ATTORNEY				364,817	441,326	370,000
COMMUNITY DEVELOPMENT [1]						
Planning	384,348	274,533	362,264	18,900	17,131	20,815
Code Enforcement	487,146	347,507	400,559	145,907	127,834	99,774
Building	596,147	585,382	507,923	42,223	43,260	43,487
Home Housing Program			18,489			424,034
Total Community Development	1,467,642	1,207,421	1,289,235	207,030	188,225	588,110
POLICE						
Administration	1,269,919	1,128,923	1,252,076	84,082	88,940	86,678
Traffic	1,277,129	1,179,143	1,167,760	113,430	115,726	102,945
Field Services	7,068,774	6,584,744	6,428,535	417,257	479,097	380,685
Investigations	2,131,284	2,089,050	2,051,954	260,708	252,617	245,252
Animal Control	159,793	138,447	71,475	210,483	203,880	213,325
Communications	839,575	787,315	818,295	218,721	215,479	250,150
Jail	407,614	403,865	402,357	71,482	56,282	82,250
Records	733,165	570,669	634,669	113,597	105,571	122,008
Computer Services				409,880	564,930	584,415
Community Relations	323,859	226,496	472,178	65,411	55,129	56,552
Total Police	14,211,113	13,108,652	13,299,299	1,965,051	2,137,652	2,124,260
FIRE						
Administration	434,879	553,071	348,075	129,600	139,663	205,060
Fire Prevention	577,624	320,741	431,866	69,748	67,934	59,285
Emergency Operations	8,564,312	8,773,633	8,974,738	589,501	659,341	669,426
Emergency Medical Services				238,271	238,264	230,680
Total Fire	9,576,815	9,647,445	9,754,679	1,027,120	1,105,202	1,164,451

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12	Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12
			785,375	632,244	865,524
			220,085	151,679	196,012
			269,942	264,616	329,852
			268,808	174,766	191,604
			340,733	291,362	335,825
0	0	0	1,884,941	1,514,666	1,918,817
			30,182	26,030	19,841
			364,817	441,326	370,000
			403,248	291,664	383,079
			633,054	475,341	500,333
			638,370	628,642	551,410
			0	0	442,523
0	0	0	1,674,671	1,395,646	1,877,345
			1,354,000	1,217,863	1,338,754
			1,390,559	1,294,870	1,270,705
			7,486,031	7,063,841	6,809,220
			2,391,992	2,341,667	2,297,206
			370,276	342,327	284,800
			1,058,296	1,002,794	1,068,445
			479,096	460,147	484,607
			846,763	676,240	756,677
			409,880	564,930	584,415
			389,270	281,624	528,730
0	0	0	16,176,164	15,246,304	15,423,559
			564,479	692,734	553,135
			647,372	388,675	491,151
			9,153,812	9,432,974	9,644,164
			238,271	238,264	230,680
0	0	0	10,603,934	10,752,648	10,919,130

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12	Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12
PUBLIC WORKS [1]						
Community Transportation	33,819	49,715	54,802	1,165,470	1,123,330	1,163,700
Street Maintenance	846,594	714,714	753,322	342,547	302,954	436,105
Storm Drain Maintenance	95,684	82,967	86,040	79,799	88,111	76,800
Sanitary Sewer Maintenance	120,316	105,174	97,287	38,289	46,834	85,600
Street Cleaning	24,226	15,880	12,778	327,000	327,000	337,170
Traffic Control	260,134	248,351	247,118	289,705	285,737	292,500
Street Lighting	53,934	57,300	60,665	527,087	533,903	559,700
Refuse Collection	167,083	132,467	81,340	4,822,833	4,770,874	4,947,301
Administration	99,008	96,163	101,341	21,176	20,495	23,850
Building Maintenance	300,200	275,657	297,191	246,764	269,951	257,485
Motor Pool Shop	364,729	385,786	365,579	1,388,303	1,049,566	1,019,873
Engineering	888,306	738,673	723,958	52,784	48,016	50,513
Water Administration	399,927	407,403	269,695	786,265	758,977	765,749
Water Commercial	552,427	513,097	387,154	149,564	154,150	154,410
Water Production	293,390	295,500	257,166	1,296,188	1,816,005	1,435,397
Water Distribution	686,167	712,228	690,781	1,109,567	405,075	525,880
Well 5 Treatment Plant	89,605	81,488	82,902	546,826	312,926	532,395
Well 12 Treatment Plant	80,752	85,774	86,402	622,663	720,923	632,178
Delta Perchlorate Plant	87,950	90,984	93,756	189,486	151,108	214,070
Well 1,3,10 VOC Plant	74,697	79,871	76,875	222,021	352,969	369,227
Well 12 Dual Barrier	59,820	60,431	65,570	84,121	205,309	255,315
Well 15	51,515	54,106	56,635	91,952	92,011	87,004
Well 5 Perchlorate	60,378	59,077	64,514	29,072	27,432	37,045
Water Capital Projects						
Parkway Maintenance			299,167			234,867
Parks			664,017			249,612
Total Public Works	5,690,661	5,342,808	5,976,055	14,429,484	13,863,657	14,743,746
STREET CONSTRUCTION						
COMMUNITY CAPITAL IMPROVEMENTS						
LIBRARY						
Administration	251,700	239,713	246,921	543,872	526,929	539,234
Reference and Adult Services	224,518	269,697	286,358	60,263	37,290	49,525
Technical Services	334,771	327,777	318,879	53,508	73,017	94,621
Circulation	373,430	323,428	340,525	11,454	6,157	6,800
Literacy	161,422	162,524	165,697	16,976	19	3,075
Children's Services	263,258	223,871	222,429	33,236	27,567	24,000
Total Library	1,609,098	1,547,011	1,580,809	719,308	670,980	717,255

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12	Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12
			1,199,290	1,173,046	1,218,502
			1,189,141	1,017,668	1,189,427
			175,483	171,079	162,840
			158,605	152,008	182,887
			351,226	342,880	349,948
			549,839	534,088	539,618
			581,022	591,203	620,365
			4,989,916	4,903,341	5,028,641
			120,185	116,658	125,191
			546,964	545,608	554,676
300,423			2,053,455	1,435,353	1,385,452
			941,090	786,689	774,471
			1,186,192	1,166,380	1,035,444
			701,991	667,246	541,564
			1,589,578	2,111,505	1,692,563
			1,795,734	1,117,303	1,216,661
			636,431	394,414	615,297
			703,415	806,697	718,580
			277,435	242,092	307,826
			296,717	432,840	446,102
			143,941	265,740	320,885
			143,467	146,117	143,639
			89,450	86,509	101,559
6,516		1,125,000	6,516	0	1,125,000
			0	0	534,034
			0	0	913,629
306,939	0	1,125,000	20,427,084	19,206,465	21,844,801
1,930,833	1,000,860	2,015,998	1,930,833	1,000,860	2,015,998
1,316,661	692,696	846,250	1,316,661	692,696	846,250
			795,572	766,642	786,155
			284,780	306,988	335,883
			388,279	400,794	413,500
			384,883	329,586	347,325
			178,397	162,543	168,772
			296,494	251,438	246,429
0	0	0	2,328,406	2,217,990	2,298,064

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12	Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12
RECREATION / COMMUNITY SERVICES [1]						
Facilities Supervision	402,362	349,090	456,231	174,751	182,394	195,691
Aquatics	354,589	325,522	320,697	136,745	146,091	171,850
Langley Center	172,718	206,229	179,185	104,879	98,158	114,156
Youth Activities	197,121	193,074	207,627	11,218	10,559	9,825
Recreational Activities	105,935	89,831	105,674	227,709	233,673	200,700
Community Participation	134,901	88,006	84,432	18,698	9,243	12,750
Media Productions	165,591	120,370	115,995	966	71,403	92,680
Dial-A-Ride	354,797	358,080	377,476	126,913	125,306	131,700
Parkway Maintenance	473,125	359,349		232,593	219,546	
Parks	841,472	731,835		246,279	250,084	
Total Recreation / Community Services	3,202,611	2,821,387	1,847,317	1,280,753	1,346,456	929,352
GEN. LIABILITY PROGRAM				843,023	973,403	916,800
POST-EMPLOYMENT ADMIN.	2,963,503	3,032,458	3,871,720	1,694,246	1,766,339	1,841,807
WORKERS' COMPENSATION				2,540,332	990,915	1,417,000
TOTAL CITY EXPENDITURES	41,646,292	39,355,275	40,209,872	27,875,267	25,622,901	26,645,147
COMMUNITY REDEVELOPMENT AGENCY						
Capital Projects						
Atlantic/Garvey	157,269	146,462	121,352	334,160	334,145	643,027
Merged Project Area	157,577	146,322	123,059	730,089	404,080	1,154,056
Housing Set-Aside	160,487	145,640	208,750	569,709	563,639	1,773,705
Debt Service						
Atlantic/Garvey				4,286,460	2,552,873	2,265,364
Merged				2,386,049	1,439,685	1,227,354
TOTAL COM. REDEVELOPMENT AGENCY EXPENDITURES	475,332	438,424	453,161	8,306,467	5,294,422	7,063,506
TOTAL ALL CITY AND REDEVELOPMENT AGENCY EXPENDITURES	42,121,623	39,793,699	40,663,033	36,181,734	30,917,323	33,708,653

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.

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12	Actual 2009-10	Estimated Actual 2010-11	Budgeted 2011-12
			577,113	531,484	651,922
			491,335	471,614	492,547
			277,597	304,387	293,341
			208,338	203,633	217,452
			333,644	323,504	306,374
			153,599	97,249	97,182
			166,558	191,773	208,675
			481,710	483,385	509,176
			705,718	578,895	0
			1,087,751	981,918	0
0	0	0	4,483,364	4,167,842	2,776,669
			843,023	973,403	916,800
			4,657,749	4,798,796	5,713,527
			2,540,332	990,915	1,417,000
3,554,433	1,693,556	3,987,248	73,075,992	66,671,732	70,842,267
			491,429	480,607	764,379
			887,665	550,402	1,277,115
			730,195	709,279	1,982,455
			4,286,460	2,552,873	2,265,364
			2,386,049	1,439,685	1,227,354
0	0	0	8,781,798	5,732,846	7,516,667
3,554,433	1,693,556	3,987,248	81,857,790	72,404,578	78,358,934

CITY OF MONTEREY PARK

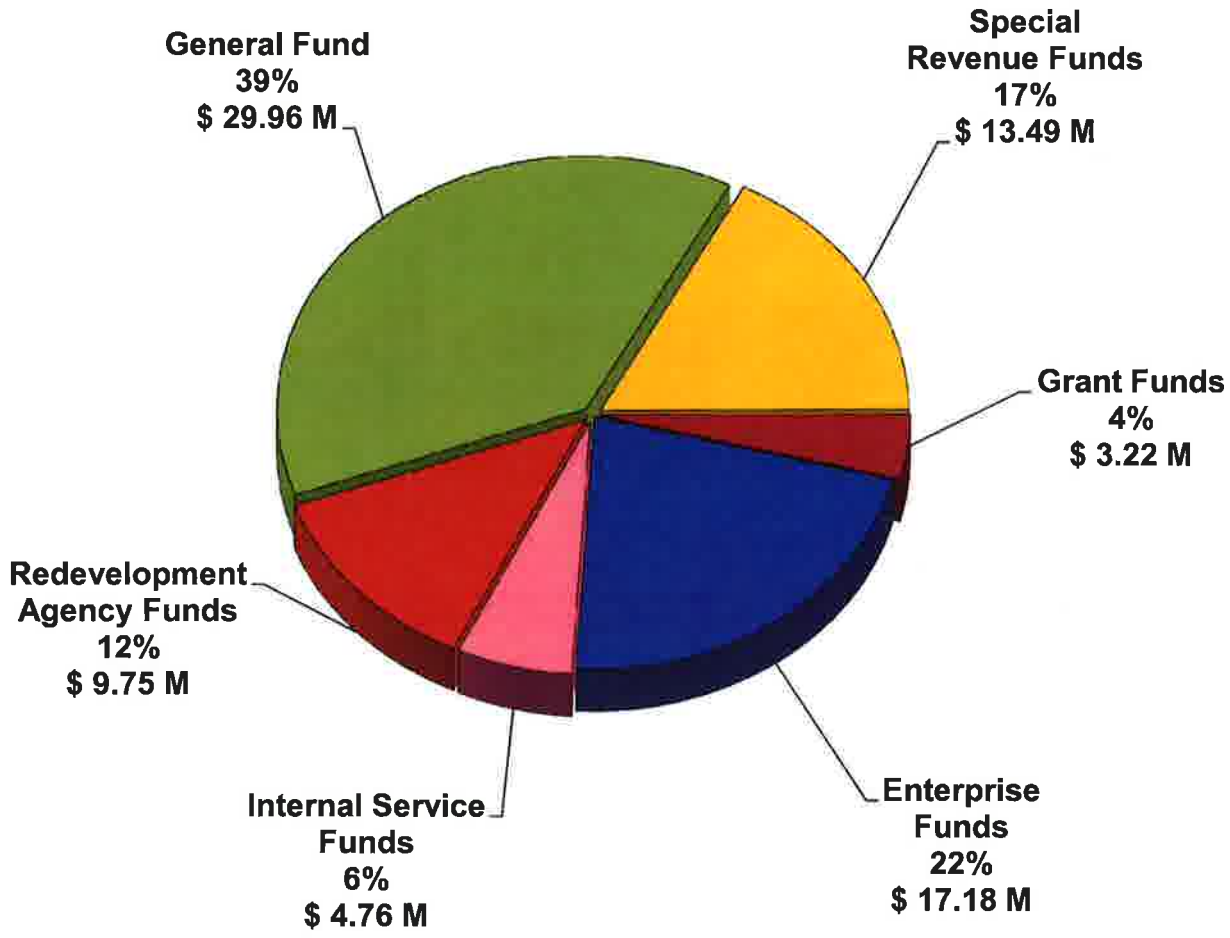
Twelve-Year Summary of City and Community Redevelopment Agency Expenditures by Function

Fiscal Year Ending	General Administration	Police	Fire	Community Development	Public Works	Recreation / Community Services
2001	4,385,943	10,583,502	6,118,867	2,002,176	13,411,958	3,490,948
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	20,137,160	4,790,002
2010	4,242,865	15,903,695	10,548,289	3,857,065	19,811,288	4,439,587
2011	4,972,090	15,246,304	10,752,648	1,651,723	20,767,279	2,607,029
2012	3,832,020	15,423,559	10,919,130	2,838,449	21,844,801	2,776,669

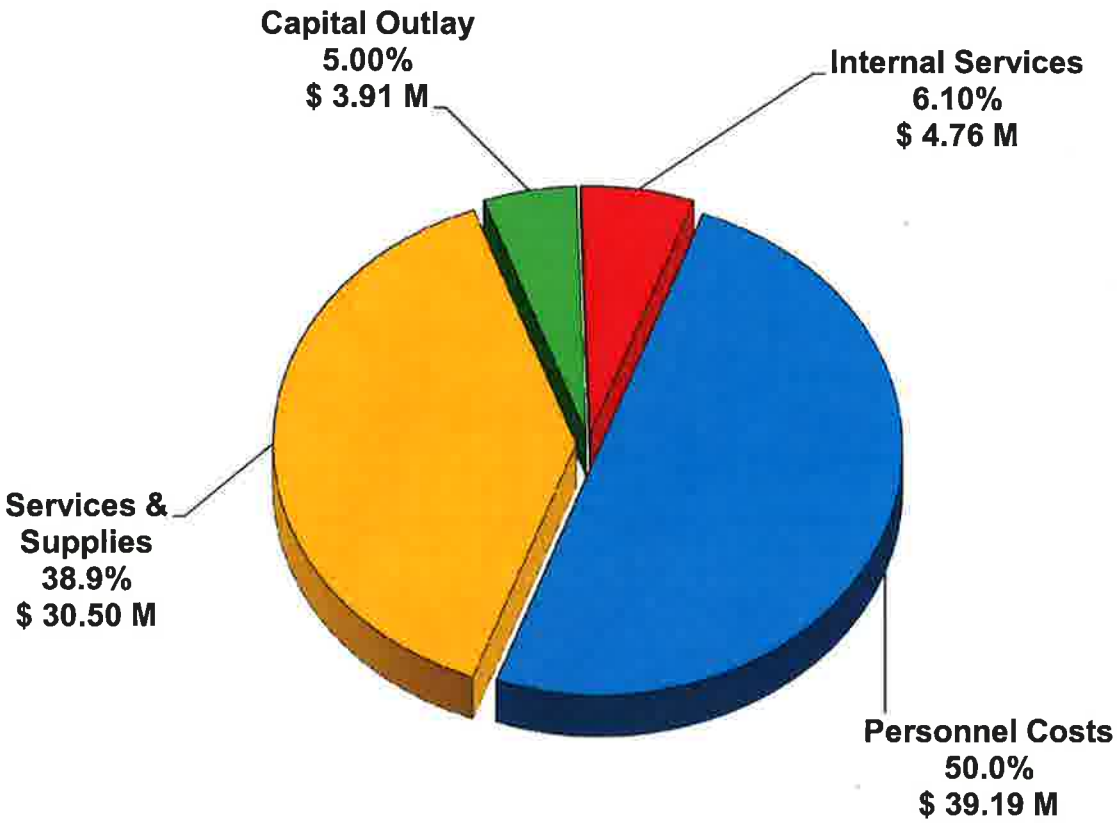
Note:
(1) FYE 2009 amounts display budgeted expenditures.
(2) FYE 2008 amounts display estimated actual expenditures.
(3) In FYE 1998, Community Transportation transferred to General Administration from Recreation and Parks.
(4) In FYE 2000, Technology/Data Processing Internal Service Fund established.
(5) Starting 2006-2007, Fund 0118 became direct charges to the Redevelopment Agency.
(6) In 2011-12, The City reorganized certain functions to improve coordination and effectiveness of City services.

Library	Capital Improvement Projects	Non-Department/ Internal Service	Debt Service	Capital Projects	GRAND TOTAL
1,610,069	2,439,528	4,727,320	4,223,350	2,527,132	55,520,793
1,694,114	4,799,313	4,220,818	6,040,465	3,152,494	61,847,272
1,562,932	3,106,821	4,444,294	4,815,788	2,460,906	64,961,905
1,627,567	2,489,942	21,717,989	3,476,758	1,946,877	79,013,665
1,426,590	8,672,764	4,569,731	5,360,250	2,083,179	71,772,312
1,913,100	8,441,660	4,737,136	5,585,046	2,234,988	74,867,107
2,088,869	6,876,645	5,699,888	5,649,290	2,453,488	80,524,272
2,289,734	2,348,813	5,554,749	6,063,129	2,028,965	75,760,367
2,406,037	1,971,305	5,864,605	3,783,710	1,937,229	76,362,744
2,296,254	3,196,793	6,929,145	3,852,796	3,514,169	78,591,946
2,217,990	1,693,556	6,763,115	3,992,558	1,740,288	72,404,578
2,298,064	2,862,248	8,047,327	3,492,718	4,023,949	78,358,934

Combined City and Agency
Fiscal Year 2011 - 2012
Expenditures By Fund



Combined City and Agency
Fiscal Year 2011 - 2012
Expenditures By Function



Citywide Personnel Summary - 2011-2012 Funded Positions

	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12
MONTEREY PARK CITY COUNCIL						
Elected Officials						
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
Administrative Secretary	2.00	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
Administrative Aide						1.00
Transportation Program Manager	1.00	1.00	1.00			
Total Full-Time	5.00	5.00	5.00	3.00	3.00	6.00
Part-Time						
Management Analyst	0.75	0.75	0.75			
Senior Clerk Typist	0.25	0.25	0.25	0.25	0.25	0.25
Total Part-Time	1.00	1.00	1.00	0.25	0.25	0.25
DEPARTMENT TOTAL	6.00	6.00	6.00	3.25	3.25	6.25
CITY CLERK DEPARTMENT						
Elected Officials						
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	0.50	0.30	0.30
Minutes Clerk	0.50	1.00	0.50	0.50	0.50	0.50
Total Part-Time	1.00	1.50	1.00	1.00	0.80	0.80
DEPARTMENT TOTAL	4.00	4.50	4.00	4.00	3.80	3.80

Citywide Personnel Summary - 2011-2012 Funded Positions

	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12
CITY TREASURER						
Elected Officials						
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	3.00	2.00	3.00
Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00			
Financial Services Manager	1.00	1.00	1.00	1.00	1.00	1.00
Financial Services Technician	1.00	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
Senior Account Clerk	4.00	4.00	4.00	4.00	4.00	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	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	17.00	16.00	15.00	14.00
Part-Time						
Account Clerk	0.25	0.25	0.75			
Clerk Typist						0.75
Revenue Collection Specialist	0.75	0.75	0.75	0.75	0.75	
Senior Account Clerk	0.40	0.40	0.75	1.00	0.70	0.20
Total Part-Time	1.40	1.40	2.25	1.75	1.45	0.95
DEPARTMENT TOTAL	18.40	18.40	19.25	17.75	16.45	14.95
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	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	1.00		
Total Full-Time	6.00	6.00	6.00	6.00	4.00	4.00
DEPARTMENT TOTAL	6.00	6.00	6.00	6.00	4.00	4.00

(*) Portion of Position is budgeted in Public Works.

Citywide Personnel Summary - 2011-2012 Funded Positions

	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12
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	1.00	
Administrative Secretary						1.00
Assistant Planner	1.00	1.00	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	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	1.00	
Code Enforcement Officer	4.00	4.00	4.00	4.00	2.00	3.00
Housing Program & Grant Admin Coordinator						1.00
Permit Technician	2.00	2.00				
Permit Technician I			1.00	1.00	1.00	1.00
Permit Technician II			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	1.00		
Senior Clerk Typist	2.00	2.00	2.00	2.00	1.00	2.00
Total Full-Time	18.00	18.00	18.00	17.00	13.00	15.00
Part-Time						
Administrative Intern			0.30			
Building Inspector	0.50	0.50	0.50			
Planning Technician	0.38					
Total Part-Time	0.88	0.50	0.80	0.00	0.00	0.00
DEPARTMENT TOTAL	18.88	18.50	18.80	17.00	13.00	15.00
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	1.00		
Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00
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	9.00	12.00
Fire Fighter/Paramedic	19.00	19.00	19.00	17.00	17.00	13.00
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00
Fire Prevention Permit Technician I				1.00	1.00	1.00
Fire Safety Specialist	2.00	3.00	3.00	3.00	2.00	2.00
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	1.00			
Total Full-Time	63.00	64.00	64.00	62.00	60.00	59.00
DEPARTMENT TOTAL	63.00	64.00	64.00	62.00	60.00	59.00

Citywide Personnel Summary - 2011-2012 Funded Positions

	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12
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	2.00	1.00	1.00	1.00
Animal Control Supervisor	1.00	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	10.00	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
Police Agent	17.00	17.00	17.00	17.00	17.00	17.00
Police Captain	2.00	2.00	2.00	2.00	1.00	1.00
Police Clerk	14.00	13.00	13.00	13.00	12.00	11.00
Police Lieutenant	7.00	7.00	7.00	7.00	7.00	6.00
Police Officer	46.00	46.00	46.00	44.00	42.00	38.00
Police Records Management System Technician		1.00	1.00	1.00	1.00	1.00
Police Sergeant	9.00	9.00	9.00	9.00	9.00	9.00
Records/Communications Manager	1.00	1.00	1.00	1.00		
Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time	119.00	120.00	120.00	117.00	110.00	104.00
Part-Time						
Cadet	1.00	1.00	1.00	1.00		
Community Services Officer	4.00	4.00	4.00	3.75	3.75	3.75
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	0.50			
Jailer	0.50	0.50	0.50	0.50	0.50	0.50
Police Record Clerk	0.50	0.50	0.50	0.50		
Police Record Intern	0.50	0.50	0.50	0.50		
Total Part-Time	12.11	12.11	12.11	11.36	9.36	9.36
DEPARTMENT TOTAL	131.11	132.11	132.11	128.36	119.36	113.36

Citywide Personnel Summary - 2011-2012 Funded Positions

	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12
ECONOMIC DEVELOPMENT DEPARTMENT						
Full-Time						
Economic Development Director	1.00	1.00	1.00	1.00	1.00	
Administrative Aide	1.00	1.00	1.00	1.00	1.00	
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	
Economic Development Specialist	1.00	1.00	1.00			
Housing Program & Grant Admin Coordinator	1.00	1.00	1.00	1.00	1.00	
Redevelopment Project Manager	2.00	2.00	2.00		1.00	
Senior Clerk Typist	1.00	1.00	1.00	1.00	1.00	
Total Full-Time	8.00	8.00	8.00	5.00	6.00	0.00
DEPARTMENT TOTAL	8.00	8.00	8.00	5.00	6.00	0.00
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
Library Clerk	6.00	6.00	6.00	6.00	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	2.00	1.00	1.00	1.00	1.00	1.00
Total Full-Time	19.00	19.00	19.00	19.00	18.00	18.00
Part-Time						
Janitor	2.13	2.13	2.13	2.13	1.80	1.80
Librarian	0.52	0.55	0.55	0.45	0.85	0.71
Library Clerk	2.44	2.33	2.33	2.33	1.54	1.35
Library Page	5.94	6.81	6.81	6.46	1.40	1.87
Library Technician	0.09	0.11	0.11	0.11		
Senior Librarian	0.08	0.10	0.10	0.10		
Total Part-Time	11.20	12.03	12.03	11.58	5.59	5.73
DEPARTMENT TOTAL	30.20	31.03	31.03	30.58	23.59	23.73

Citywide Personnel Summary - 2011-2012 Funded Positions

	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12
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	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	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
Maintenance Worker	9.00	9.00	9.00	9.00	7.00	
Maintenance Worker Irrigation Specialist	1.00	1.00	1.00	1.00		
Park Maintenance Crew Leader	3.00	3.00	3.00	3.00	2.00	
Park Superintendent	1.00	1.00	1.00	1.00	1.00	
Park Supervisor	1.00	1.00	1.00	1.00	1.00	
Pool Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00
Program Coordinator	3.00	3.00	3.00	3.00	2.00	3.00
Recreation Coordinator	1.00	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	1.00
Total Full-Time	33.00	34.00	34.00	34.00	28.00	17.00
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	0.00	0.75
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	2.40
Clerk Typist	0.44	0.44	0.44	0.44	0.44	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	1.97	0.99	0.99	
Pool Manager	3.38	3.38	3.38	3.38	3.38	3.38
Recreation Leader	10.22	10.78	10.78	7.74	7.74	6.99
Senior Clerk Typist	1.50	0.50	0.50	0.50	0.50	0.50
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	25.13	24.69	24.69	20.67	20.67	19.49
DEPARTMENT TOTAL	58.13	58.69	58.69	54.67	48.67	36.49

Citywide Personnel Summary - 2011-2012 Funded Positions

	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12
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	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	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 Supervisor	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	4.00	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 Maintenance Supervisor	1.00					
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
Fleet Maintenance Supervisor		1.00	1.00	1.00	1.00	1.00
Maintenance Worker	7.00	7.00	7.00	7.00	5.00	10.00
Park Maintenance Crew Leader						2.00
Park Superintendent						1.00
Park Supervisor						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	2.00	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	3.00	4.00
Water Utility Maintenance Worker	4.00	4.00	4.00	4.00	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**	**58.00**	**55.00**	**61.00**

Citywide Personnel Summary - 2011-2012 Funded Positions

	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12
Part-Time						
Administrative Intern	0.50	0.50	0.50	0.50		
Building Trades Technician	0.50	0.50	0.50	0.50	0.75	
Clerk Typist	0.37	0.37	0.37			0.19
Draftsman	0.44	0.44	0.44			
Senior Account Clerk	0.40					0.50
Engineering Aide	0.50	0.50	0.50			
Maintenance Worker	0.75	0.75	0.75	0.75	0.75	8.30
Total Part-Time	3.46	3.06	3.06	1.75	1.50	8.99
DEPARTMENT TOTAL	61.46	61.06	61.06	59.75	56.50	69.99
CITYWIDE TOTAL	411.18	414.29	414.94	394.36	360.62	352.57
CITYWIDE STAFFING TOTALS						
Elected Officials	7.00	7.00	7.00	7.00	7.00	7.00
Full-Time Employees	348.00	351.00	351.00	339.00	314.00	300.00
Part-Time Employees	56.18	56.29	56.94	48.36	39.62	45.57
GRAND TOTAL CITYWIDE FULL-TIME EQUIVALENT POSITIONS (1.00 Position = 2,080 Working Hours)	411.18	414.29	414.94	394.36	360.62	352.57

(*) Portion of Position is budgeted in Management Services.

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Ten Year Citywide Personnel Summary

Fiscal Year	Total FTE	City Population	FTE per 1,000
2002-03	407.45	62,629	6.51
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

Population Source: State of California's Department of Finance

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2011-2012

Classification	Salary Range		
Account Clerk	3,257	-	4,167
Accountant	4,699	-	6,011
Administrative Aide	4,118	-	5,269
Administrative Aide (Non-Conf)	4,098	-	5,243
Administrative Secretary	3,916	-	5,010
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
Assistant Storekeeper	3,392	-	4,340
Associate Planner	5,492	-	7,026
Auto Shop Technician	3,561	-	4,555
Battalion Chief/Fire Marshal	8,961	-	11,464
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 Technician	4,218	-	5,396
Cement Finisher	3,828	-	4,897
Child Care Assistant	3,257	-	4,167
Child Care Coordinator	4,098	-	5,243
City Librarian	9,196	-	11,765
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

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2011-2012

Classification	Salary Range		
Cross Connection Control Inspector	4,970	-	6,358
Deputy City Clerk	6,182	-	7,908
Dial-A-Ride Dispatcher	3,547	-	4,538
Dial-A-Ride Driver	2,322	-	2,971
Director of Community Development	11,013	-	14,089
Director of Economic Development	11,013	-	14,089
Director of Human & Risk Management	11,944	-	15,280
Director of Management Services	11,944	-	15,280
Director of Public Works/City Engineer	10,716	-	15,280
Director of Recreation & Community Services	10,182	-	13,026
Economic Development Specialist	5,253	-	6,721
Electrician	4,566	-	5,841
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	9,087	-	11,625
Financial Services Technician	4,324	-	5,532
Fire Captain	7,040	-	8,557
Fire Chief	12,422	-	15,892
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	5,737	-	7,340
Human Resources Technician	4,243	-	5,428
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

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2011-2012

Classification	Salary Range		
Literacy Program Administrator	5,692	-	7,282
Maintenance Worker	3,389	-	4,336
Park Maintenance Worker	3,389	-	4,336
Park Maintenance Crew Leader	4,098	-	5,243
Park Maintenance Lead Worker	3,922	-	5,017
Park Superintendent	6,182	-	7,908
Park Supervisor	5,692	-	7,282
Payroll Technician	4,326	-	5,534
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	5,549	-	6,745
Police Captain	9,883	-	12,644
Police Chief	13,523	-	17,301
Police Chief's Secretary	3,916	-	5,010
Police Clerk	3,292	-	4,212
Police Lieutenant	7,962	-	9,678
Police Officer	5,209	-	6,332
Police Officer Recruit	4,289	-	4,289
Police Records Management Technician	4,324	-	5,532
Police Sergeant	6,539	-	7,948
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
Redevelopment Project Manager	6,775	-	8,667
Secretary (Non-Conf)	3,897	-	4,985
Secretary to the City Manager (Conf)	4,873	-	6,234

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2011-2012

Classification	Salary Range		
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
Special Events Manager	5,927	-	7,582
Senior Water Production System Operator	4,970	-	6,358
Storekeeper/Buyer	3,897	-	4,985
Support Services Mananger	7,215	-	9,231
Support Services Supervisor	5,253	-	6,559
Transportation Program Manager	6,182	-	7,908
Water Distribution Crew Supervisor	4,970	-	6,358
Water Distribution Lead Worker	4,289	-	5,487
Water Distribution Supervisor	6,070	-	7,765
Water Production Supervisor	6,070	-	7,765
Water Production System Operator	4,289	-	5,487
Water Utility Maintenance Worker	3,620	-	4,631
Water Utility Manager	8,483	-	10,852

CITY OF MONTEREY PARK

PART-TIME CLASSIFICATION AND HOURLY RATES LIST
FISCAL YEAR 2011-2012

Classification	Hourly Rate
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 2010-2011

Classification	Hourly Rate
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 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, Debt Services Fund, Capital Projects Fund, Water 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
- Water Enterprise Fund
- Internal Service Funds
- Capital Projects and Debt Service Funds

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

The General Fund [8]

	2011-12	2012-13	2013-14	2014-15	2015-16	
Beginning Fund Balance						
Unassigned	$2,519,641	$2,519,641	$2,519,641	$2,519,641	$2,519,641	(1)
Others	9,911,429	9,916,242	9,016,781	7,813,583	6,728,007	
Revenues: [7]						
Taxes	21,629,500	22,659,000	23,933,000	24,724,000	25,396,000	(2)
Charges for Services	4,183,690	4,200,000	4,600,000	4,400,000	4,600,000	(3)
Licenses & Permits	1,922,600	2,133,000	1,712,000	1,742,000	1,773,000	(3)
Other	2,229,550	2,264,000	2,305,000	2,346,000	2,389,000	(4)
Total Revenues	29,965,340	31,256,000	32,550,000	33,212,000	34,158,000	
Expenditures: [7]						
Personnel Services	24,323,553	24,323,553	24,323,553	24,323,553	24,323,553	(5)
Maintenance & Operations	5,588,204	5,863,000	6,019,000	6,181,000	6,349,000	
Capital Outlay	48,770	100,000	110,000	105,000	105,000	
Transfer to OPEB Trust Fund	0	500,000	1,000,000	1,500,000	2,000,000	
Transfer to Other Funds	0	1,368,908	2,300,645	2,188,023	2,104,393	(6)
Total Expenditures	29,960,527	32,155,461	33,753,198	34,297,576	34,881,946	
Ending Fund Balance	$12,435,883	$11,536,422	$10,333,224	$9,247,648	$8,523,702	

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) General Fund transfer to subsidize retirement cost & post employment benefits funding.

(7) 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.

(8) The General Fund is a Major Fund.

City of Monterey Park
Summary Financial Projection
Governmental Fund Types

Special Revenue Funds [1]

	2011-12	2012-13	2013-14	2014-15	2015-16	
Beginning Fund Balance	$8,427,368	$14,931,694	$15,269,174	$16,253,078	$16,245,632	
Revenues: [5]						
Taxes	8,785,500	9,133,550	9,913,000	9,718,000	10,066,000	
Charges for Services	1,464,000	1,635,356	2,340,800	1,365,800	1,405,800	
Fines and Forfeitures	371,000	300,000	300,000	400,000	400,000	
Measure R Grants	450,000	500,000	515,000	530,000	546,000	
Special Grants	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000	(2)
Other	143,350	215,600	210,700	206,450	206,450	
Sales Of Property	0	0	0	0	0	
Transfer From General Fund	0	1,368,908	2,300,645	2,188,023	2,104,393	
Transfer From Safety Impact Fee	0	0	0	0	0	
Transfer From RDA Pension Override	940,000	968,000	997,000	1,027,000	1,058,000	
Transfer From Pension Liability Fund	2,983,376	1,439,653	997,000	1,027,000	1,058,000	
Transfer From Merged Capital Project & Debt Services Fund	2,845,079	0	0	0	0	
Transfer From Atlantic/Garvey Capital Project & Debt Services Fund	4,997,348	0	0	0	0	
Total Revenues	26,579,653	19,161,067	21,174,145	20,062,273	20,444,643	
Expenditures: [5]						
Personnel Services	8,797,723	8,796,169	9,563,026	9,769,092	9,981,462	(3)
Maintenance & Operations	2,627,221	2,810,600	2,827,400	2,911,000	2,960,599	
Debt Services	1,485,807	1,595,165	1,559,315	1,523,627	1,523,627	(4)
Capital Outlay	396,200	200,000	800,000	800,000	800,000	
Measure R Projects	185,000	382,000	410,000	439,000	468,000	
Special Grants	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000	(2)
Repay General Fund Loan	0	0	327,500	0	0	
Transfer To Retirement Fund	2,983,376	1,439,653	997,000	1,027,000	1,058,000	
Transfer To Pension Liability Fund						
Total Expenditures	20,075,327	18,823,587	20,084,241	20,069,719	20,391,688	
Ending Fund Balance	14,931,694	15,269,174	16,359,078	16,245,632	16,298,587	

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 special grants, refuse, and retirement funds 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 special grants.

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

(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]

	2011-12	2012-13	2013-14	2014-15	2015-16	Notes
Beginning Fund Balance	$18,835,184	$18,111,110	$17,966,105	$19,541,336	$21,316,477	
Revenues:						
Charges for Service	9,760,000	9,901,000	10,295,000	10,703,000	11,127,000	(2)
Financing	0	6,000,000	1,500,000	1,500,000	1,500,000	(3)
Settlement	0	0	0	0	0	
Grants/Reimbursement	30,000	10,000	10,000	10,000	10,000	
Water Rights	800,000	824,000	849,000	874,000	900,000	
Sewer Fees	280,000	288,000	297,000	306,000	315,000	
Sewer Reconstruction Fee	500	2,000	2,500	3,000	3,000	
Refuse Fees	5,650,000	5,820,000	5,995,000	6,175,000	6,360,000	
Waste Management Fees	305,000	314,000	323,000	333,000	343,000	
Total Revenues	16,825,500	23,159,000	19,271,500	19,904,000	20,558,000	
Expenditures:						
Water Administration	3,302,797	3,402,300	3,504,600	3,609,900	3,718,200	
Water Commercial	729,095	750,000	772,000	794,000	817,000	
Water Production	1,577,466	1,624,800	1,673,500	1,723,700	1,775,400	
Water Distribution	1,029,531	1,060,000	1,092,000	1,125,000	1,159,000	
Well #5 VOC	615,297	634,000	653,000	673,000	693,000	(4)
Well #12 VOC	718,580	740,000	762,000	785,000	809,000	(4)
Delta Perchlorate	307,826	314,000	320,000	326,000	333,000	(4)
Wells #1,3,10 VOC	446,102	459,000	473,000	487,000	502,000	(4)
Well #12 Dual Barrier	320,885	331,000	341,000	351,000	362,000	(4)
Well #15	143,639	148,000	152,000	157,000	162,000	(4)
Well #5 Perchlorate	101,559	192,000	192,000	192,000	192,000	(4)
Debt Services	672,227	1,171,557	1,170,869	1,200,159	1,200,159	(5)
Capital Projects - Water Main	400,000	0	0	0	0	
Capital Projects - Financing	0	6,000,000	0	0	0	
Capital Projects - Other	757,170	0	0	0	0	
Capital Projects - Sewer	39,000	0	0	0	0	
Capital Projects - Refuse	24,260	0	0	0	0	
Small Capital - Sewer	2,500	0	0	0	0	
Salaries & Benefits	949,871	954,748	955,000	955,000	955,000	
Maintenance & Operation	197,895	202,100	205,700	209,300	213,900	
Contracted Services	65,000	66,000	67,000	68,000	69,000	
Waste Reduction-AB 939	2,000	2,000	2,000	2,000	2,000	
Refuse Pick-Up Contract	4,789,500	4,885,000	4,983,000	5,083,000	5,185,000	
Other Contracted Services	139,912	143,000	146,000	149,000	152,000	
Utilities	10,200	10,500	10,800	11,100	11,400	
Allocated Costs	125,000	129,000	133,000	137,000	141,000	
Vehicle Operating	7,262	8,000	8,800	9,700	10,700	
NPDES	75,000	77,000	79,000	81,000	83,000	
Total Expenditures	17,549,574	23,304,005	17,696,269	18,128,859	18,545,759	
Ending Fund Balance	$18,111,110	$17,966,105	$19,541,336	$21,316,477	$23,328,718	

(1) Enterprise Funds consists of Water Operation Fund, Water Treatment Fund, Sewer Fund, and Refuse Fund.

(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 2010-2012.

City of Monterey Park
Summary Financial Projection
Proprietary Fund Types

Internal Service Funds

	2011-12	2012-13	2013-14	2014-15	2015-16	
Beginning Fund Balance	7,508,640	$8,131,561	$8,824,199	$9,825,499	$11,199,599	
Revenues: [3]						
Interfund Charges	5,380,463	5,800,000	6,277,000	6,823,000	7,451,000	(1)
Refunds & Rebates From General Liability Fund - Operating Transfers	600,000	0	0	0	0	
Total Revenues	5,980,463	5,800,000	6,277,000	6,823,000	7,451,000	
Expenditures: [3]						
Personnel Services	1,557,190	1,586,562	1,613,800	1,641,800	1,669,800	(2)
Maintenance & Operations	3,130,352	3,220,800	3,311,900	3,407,100	3,504,400	
Capital Projects	70,000	300,000	350,000	400,000	412,000	
To Workers' Comp Fund - Operating Transfers	600,000	0	0	0	0	
Total Expenditures	5,357,542	5,107,362	5,275,700	5,448,900	5,586,200	
Ending Fund Balance	$8,131,561	$8,824,199	$9,825,499	$11,199,599	$13,064,399	

Notes:

(1) Internal Service Funds include: auto shop, separation benefits, general liability, workers' compensation, and technology funds.

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

(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.

The Monterey Park
Community Redevelopment Agency
Summary Financial Projection

Capital Projects and Debt Service Funds [5]

	2011-12	2012-13	2013-14	2014-15	2015-16	
Beginning Fund Balance	$17,028,288	$20,398,371	$25,724,495	$32,123,455	$38,854,090	
Revenues: [4]						
Property Tax Increment	13,860,000	14,698,000	15,919,000	16,406,000	16,909,000	(1)
Other	197,200	200,900	204,700	208,600	212,700	
Total Revenues	14,057,200	14,898,900	16,123,700	16,614,600	17,121,700	
Expenditures: [4]						
Personnel Services	1,557,137	1,506,392	1,506,400	1,506,400	1,506,400	(2)
Maintenance & Operation	2,159,631	2,202,200	2,246,100	2,291,100	2,336,100	
County Property Tax Admin Fees	164,000	172,000	181,000	190,000	199,000	
Debt Services	2,447,718	2,445,184	2,442,540	2,441,965	2,441,965	(3)
Contracted Services	933,631	959,000	984,700	1,010,500	1,037,400	
Pass-Through Payments	895,000	940,000	987,000	1,037,000	1,089,000	
Other Housing Projects	1,590,000	380,000	380,000	380,000	380,000	
Pension Override	940,000	968,000	997,000	1,027,000	1,008,000	
Total Expenditures	10,687,117	9,572,776	9,724,740	9,883,965	9,997,865	
Ending Fund Balance	$20,398,371	$25,724,495	$32,123,455	$38,854,090	$45,977,925	

Notes:

(1) 3% growth (2% from reassessment and 1% from ownership transfer). Amounts reflect on-going State ERAF transfers.

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

(3) Annual debt service payments for the 1998 and 2002 Tax Allocation Bonds.

(4) Revenues are projected based on several factors, such as trend analysis, state budget implications, and Consumer Price Index. Expenditures for future years are projected based on trend analysis and availability of funds. Refer to 2008-2009 MidYear Review Report for the underlying assumptions.

(5) Capital Projects and Debt Service Funds are Major Funds.

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City of Monterey Park
Long-Term Goals and Priorities

In April of this year, the City had its first strategic planning retreat. Through this dynamic session, 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 2011-12 budget development. The citywide goals are:

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

CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2011-2012

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 XIIIB Appropriations Limit*
14. *Source of Funds By Departments*

CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2011-2012

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 and Monterey Park Redevelopment Agency during each fiscal year.

The annual budget adopted by the City Council serves as a guideline for operations of the City and the Monterey Park Redevelopment Agency. 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, Debt Service, Capital Projects and Proprietary Fund Types.

Budgets for the General, Special Revenue, Debt Service and Capital Projects 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.

The City's budget disclosure presents funds available net of reservations and designations.

3. DESCRIPTION OF REPORTING ENTITIES

Monterey Park's Municipal Services Program includes presentation of the annual budgets and operational activities of four distinct reporting entities: the City of Monterey Park, the Monterey Park Community Redevelopment Agency, 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 Community Redevelopment Agency

The Monterey Park Community Redevelopment Agency was formed in 1969 under provisions of California Community Redevelopment law. The primary purpose of the Agency is to encourage private redevelopment of property and the rehabilitation of areas suffering from economic disuse that are otherwise ignored by natural market forces. The Agency's two redevelopment project areas -- Atlantic/Garvey Redevelopment Project and the Merged Redevelopment Project -- encompass 1,130 acres.

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)

4. BUDGETARY FUND STRUCTURE (Continued)

- 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, Refuse, Sewer, Park Facilities, Proposition A, Proposition C, 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.

- Debt Service Funds – are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs. Debt Service Funds include Atlantic/Garvey Debt Service and Merged Project Debt Service.

- Capital Projects Funds – are used to account for financial resources to be used for the acquisition, construction or repair of capital facilities other than those financed by Proprietary Funds. Capital Projects Funds include Atlantic/Garvey Capital Project, Merged Capital Project, and Housing Funds.

❑ *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, and General Liability Funds.

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

5. GENERAL MANAGEMENT AND BUDGET POLICIES

- The City's long-term financial plan takes into account of its capital improvement plan (CIPs) and financial forecast as part of its expenditure projections, revenue estimates as well as future debt position.

- The City will avoid budgetary procedures that finance current expenditures at the expense of meeting future year's obligations, such as postponing expenditures, accruing future year revenues, or rolling over short-term debt.

- Budgetary and accounting procedures will conform to Generally Accepted Accounting Principles (GAAP) for government agencies.

- The City 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.

- Periodically, the City's long-term financial planning process will result in a financial policy that creates a new type of reserve fund. Funds will be allocated to this reserve through the budget process.

6. REVENUE POLICY

- The City will endeavor to maintain a diversified and stable revenue base to minimize the effects of economic fluctuations on revenue accumulation.

- The City will estimate revenue using objective, analytical processes; in cases of assumption uncertainty, conservative projections will be utilized. The estimated growth rates used to project revenues are based on analysis, as adjusted for Monterey Park's experience and outlook, as well as state economic conditions.

- The City will fund all current expenditures from current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

- The City will identify basic tax-provided services and will establish user fees and charges for services provided in excess of basic services and/or to non-taxpaying users.

7. FUND BALANCE POLICY

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

- 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, and technology and telephone replacement in the Technology/Data Processing 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.

- 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, the Director of Management Services and the Financial Services Manager.

9. INVESTMENT POLICY (Continued)

- 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.

- 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.

9. INVESTMENT POLICY (Continued)

- 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.

10. DEBT ADMINISTRATION AND POLICIES

(A) COMPUTATION OF LEGAL DEBT MARGIN
(Fiscal Year 2010-2011)

Total Assessed Value of all Real and Personal Property	$	**5,561,866,907**
Debt Limit Percentage		**15%**
Total Debt Limit		**834,280,036**
Amount of Debt Applicable to Debt Limit		**-**
Legal Debt Margin	$	**834,280,036**

(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, 2011, 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.

(B) DEBT POLICY (Continued)

- 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.

(C) ANNUAL DEBT SERVICES BY PROJECT

Fund City	Type of Debt	Description	Fiscal Year 2010-11	Fiscal Year 2011-12
0071	Lease Purchase	**Police CAD/RMS System**	65,869	20,000
0160				45,870
0192		(Final date: 6/2021)	100,000	100,000
			165,869	165,870
0092	Loan	**I-Bank La Loma/Highland Reservoirs** (Final date: 8/2030)	115,281	115,097
0092	Loan	**I-Bank Water Main Replacement** (Final date: 2/2021)	187,593	187,130
0093	Lease Purchase	**SGVMWD Treatment Plant Financing** (Final date: 9/2015)	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	383,196

Fund	Type of Debt	Description	Fiscal Year 2010-11	Fiscal Year 2011-12
City	(Cont'd)			
0169	Note	**HUD Section 108** (Final date: 8/2022)	543,186	546,184
0012	Bonds	**Pension Obligation Bonds** (Final date: 6/2034)	1,506,409	1,465,807
		City Total	$3,271,534	$3,233,284
Community Redevelopment Agency				
0815	Bonds	2002 Atlantic/Garvey Tax Increment Bonds (Final date: 3/2026)	1,673,307	1,670,364
0825	Bonds	**1998 Merged Tax Increment Bonds** (Final date: 3/2028)	773,366	777,354
		CRA Total	$2,446,673	$2,447,718
		Grand Total	***$5,718,207***	***$5,681,002***

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

11. GRANT ADMINISTRATION POLICY (Continued)

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.

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.

12. COST ACCOUNTING APPLICATION (Continued)

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:

Operating Units	Indirect Cost Rates
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.

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

13. ARTICLE XIIIB APPROPRIATIONS LIMIT (GANN APPROPRIATIONS LIMIT)

I. Background and Calculations

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

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

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

Derivation of the 2011-2012 Gann Appropriations Limit follows:

FISCAL YEAR 2011-2012 ARTICLE XIIIB APPROPRIATIONS LIMIT

A.	Appropriations Limit:		
	2010-11 Adopted Limit		$63,105,458
	x Annual Adjustment Factors:		
	Change in CA Personal Income	1.0251%	
	Change in Population	1.0038%	1.02899538
	2011-12 Appropriation Limit		$64,935,225
B.	Appropriations Subject to Limit and Amount Under Legal Limit:		
	2011-12 Preliminary Budget Total		$64,384,315
	Less Exclusions:		
	Non-Proceeds of Taxes	33,834,449	
	Appr. from Reserves	(2,836,237)	(30,998,212)
	Budget Appropriations Subject to Limit		$27,713,629
	Amount Under Legal Limit		$37,221,596

13. ARTICLE XIIIB APPROPRIATIONS LIMIT (GANN APPROPRIATIONS LIMIT) (Continued)

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 58% 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 2011 - 2012

SOURCE OF FUNDS BY DEPARTMENTS														
	FUND TYPES													
DEPARTMENT	G	W	I	DS	CP	RE	GT	S	R	PROP A	PROP C	MBA	LT	O
CITY COUNCIL / COMM / 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 / COMM TRAN	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓
CAPITAL IMPROVEMENT PROGRAM	✓	✓	✓		✓		✓	✓	✓			✓	✓	✓
NON-DEPARTMENTAL	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓		✓

Fund Codes:

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, and grant funds).

Redevelopment Agency: DS-Debt Service, CP-Capital Projects (including Housing Set-Aside Fund).

Proprietary: W-Water, S-Sewer, R-Refuse, I-Internal Service (Workers Comp., Separation Benefits, Motor Pool, Technology, and General Liability).

CITY OF MONTEREY PARK
BUDGET PREPARATION PROCESS AND CALENDAR
FISCAL YEAR 2011-2012

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 2011-2012 budget follows.

October /January	Work began on the 2010-2011 Midyear Budget Review Report. The Midyear Report, including a comprehensive Long Term Financial Plan, established preparatory guidelines for the 2011-12 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 2010-2011 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 24, 2011.
March	It's the Budget preparation month and proposal submission deadline was scheduled on March 21st.
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 Mid-May.
July	City Council public hearing meetings were conducted on June 6th, 7th, 8th, 9th and July 13th.
August	City Council resumed public hearing meeting and adopted the 2011-12 Budget on August 3rd per Budget Resolution No. 11421, RA-690, HA-29.

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CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Funds $53,046
Retirement Fund $3,077
Refuse Fund $19,643
Water Fund $19,643
CRA Fund $24,643

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$108,942	$107,862	$104,432	$98,212	$98,212
SERVICES & SUPPLIES	19,590	16,340	19,840	21,840	21,840
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$128,532	$124,202	$124,272	$120,052	$120,052
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, who is selected during each Council reorganization, presides over all Council meetings and is the ceremonial head of the City for official functions.

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.

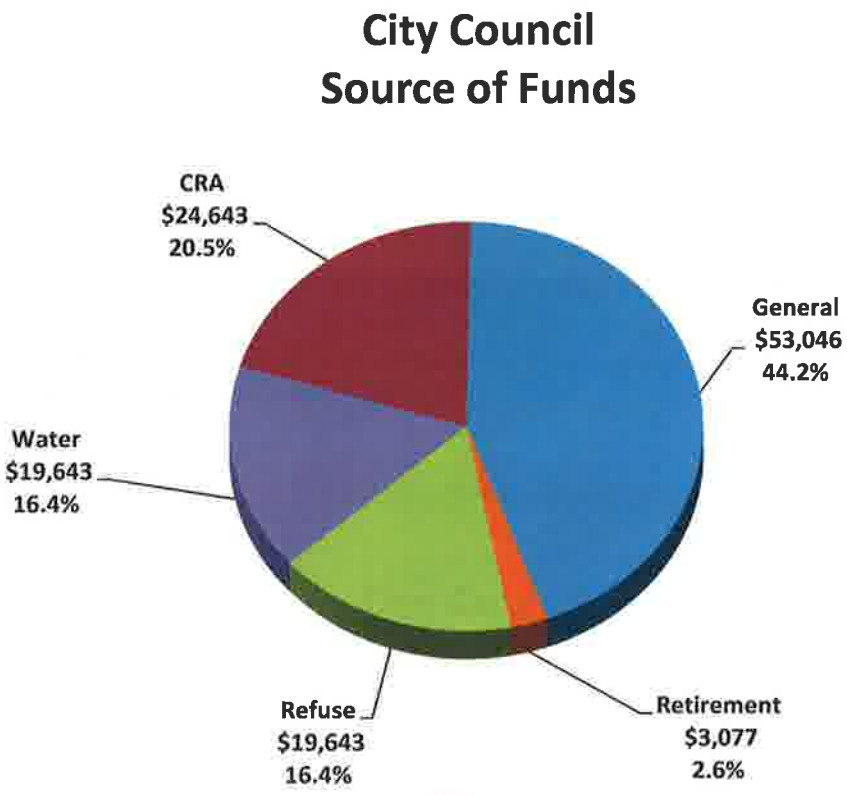
Council Members represent the City on various intergovernmental organizations to achieve governmental cooperation, legislation, and programs that are consistent with the needs of

Monterey Park's citizens. The City Council also serves as governing board of the City's Community Redevelopment Agency.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Office Supplies category (#21000) includes costs for paper and office materials.

2. Miscellaneous category (#39000) reflects costs associated with printing and duplicating services such as the City Council agendas.



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Council**

ACTIVITY: **City Council**

ACTIVITY NO.: **1101**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11100 Elective Salaries	$32,483	$30,000	$32,400	$32,400	$32,400
TOTAL	$32,483	$30,000	$32,400	$32,400	$32,400
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,104	$1,170	$980	$1,024	$1,024
12300 Medical Insurance	62,478	64,220	58,370	52,500	52,500
12350 Medicare Insurance	443	436	403	435	435
12400 Dental Insurance	5,402	5,404	4,400	3,000	3,000
12600 Retirement	5,774	5,242	6,655	7,694	7,694
12950 Vision Plan	1,258	1,390	1,224	1,159	1,159
TOTAL	$76,459	$77,862	$72,032	$65,812	$65,812
SERVICES & SUPPLIES					
21000 Office Supplies	$3,830	$3,840	$3,840	$3,840	$3,840
22000 Operating Supplies	7,335	4,500	8,600	10,000	10,000
33000 Motor Pool Charges	399	1,000	400	1,000	1,000
39000 Miscellaneous	8,026	7,000	7,000	7,000	7,000
TOTAL	$19,590	$16,340	$19,840	$21,840	$21,840
GRAND TOTAL	$128,532	$124,202	$124,272	$120,052	$120,052

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **City Council**

ACTIVITY: **City Council**

ACTIVITY NO.: **1101**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
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:

General Fund $1,050

DEPARTMENT: **City Council**

ACTIVITY: **Citizen Comm./Committees**

ACTIVITY NO.: **1107**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	29	1,050	1,050	1,050	1,050
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$29	$1,050	$1,050	$1,050	$1,050
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

This activity provides funds for commissioner attendance to pertinent meetings, seminars, and conferences subject to prior approval of the City Council. Commission service objectives are:

- Provide the City Council with information and assistance in identifying priorities and weighing alternatives for fulfilling the community's needs for services and legislation.
- Encourage broad citizen participation in the formulation of community goals.
- Encourage development of volunteer resources in fulfilling community needs.

DESCRIPTION OF COMMISSIONS

Art and Culture Commission

The 15-member Art and Culture Commission seeks out, publicizes and supports a wide variety of cultural activities in painting, music, dance, and theater. Their primary aim is to expand cultural opportunities for all Monterey Park residents.

Beautification Committee

The Beautification Committee, comprised of Monterey Park residents and business owners appointed by the City Manager, was established for the purpose of positively reinforcing endeavors of property owners to maintain or improve the aesthetics in their neighborhood. Through this Committee, property owners receive a Beautification Award and are recognized and commended by the City Council for their effort and commitment towards beautification and preservation of the community.

Business Improvement District Advisory Committee

The Monterey Park Business Improvement District was established in 1983 to help facilitate improvements and enhancements in the District area to encourage increased economic activity. The Business Improvement District Advisory Committee was created to help guide these improvements and enhancements, and to act as an advisory body to the City Council. The 10-member Committee prepares the annual report on the use of BID funds, provides guidance on downtown marketing, security, special events, and public improvements.

Commission on Aging

The 10-member Commission on Aging advises the City Council regarding the problems and services relating to the senior population in Monterey Park and serves as liaison with other agencies and commissions on matters relating to senior programs.

Community Relations Commission

This is a 10-member Commission that recommends programs to increase harmony and goodwill among all residents of Monterey Park; make residents aware of services, programs, and organizations available to the community; involve the City's youth in community activities.

Design Review Board

The purpose of the Design Review Board is to protect and promote the public health, safety, and general welfare of the City and its residents and business community on matters concerning or affecting physical design and development. The five-member Board is charged with the task of maintaining the City's tradition of quality design standards in buildings and development projects so as to conserve the value of buildings, encourage the most appropriate use of land, and maintain the aesthetic value of the community.

Economic Development Advisory Committee

This Committee is composed of 10-members, who shall be either a resident of the City or an individual operating a business in the City. The primary function of this Committee is to monitor the City of Monterey Park's Economic Development Strategy Plan and recommend updates or amendments to the Strategy Plan. The Committee also provides the City Council with annual reports on progress towards meeting economic and community development goals and act in an advisory capacity to the City Council on the needs of local businesses and identifies the available economic development opportunities and resources.

Environmental Commission

The seven-member Environmental Commission is responsible for the preservation of the community's natural resources. The Commission is charged with advising the City Council on issues that are related to recycling and waste reduction, sustainable practices, water and energy conservation, and air quality.

Historical Heritage Commission

The goals of this 10-member commission are to increase public awareness and appreciation of Monterey Park's history and heritage; to preserve memorabilia and records pertaining to Monterey Park's past; and advise the City Council on all matters pertaining to the City's history and heritage.

Library Board of Trustees

The five-member Library Board of Trustees is an administrative rather than advisory body and oversees all aspects of the Monterey Park Bruggemeyer Library in the delivery of library services to the community. The Library Board sets all policies for the library.

Modification Committee

This is a five-member committee comprised of members with recommended backgrounds as an architect, a civil or structural engineer, a building contractor, or an electrician. Residency is not required. This Committee meets on an "as needed" basis to hear appeals or alternate materials and methods of construction relating to the City's construction requirements.

Personnel Board

The Personnel Board is comprised of five members. The Personnel Board reviews recruitment and selection procedures to ensure compliance with the City's personnel system; hears appeal of disciplinary actions; and makes recommendations to the City Council regarding revisions or modifications to the Personnel System Rules and Regulations.

Planning Commission

The Planning Commission is a quasi-judicial body consisting of five members who advise the Council on policies and legislation relating to the regulations on land use such as zone changes, precise plans and subdivision maps, and decides on variances and conditional use permits subject to appeal to the City Council.

Recreation and Parks Commission

The five-member Recreation and Park Commission advises the Council on all matters pertaining to parks, parkways, recreation and other Recreation and Parks Department activities. Further, they assess City recreation programs with those offered by other governmental agencies and voluntary organizations.

Sister Cities Commission

The Sister Cities Commission comprised of fifteen representatives of Monterey Park's five Sister City Associations: Quanzhou, China; Nachikatsuura, Japan; Yung-Ho, Taiwan; Morelia, Mexico; and Yeongdeungpo-Gu, Seoul, Korea. This Commission meets four times annually to coordinate participation in community cultural events.

Traffic Commission

The Traffic Commission's five member body is appointed by City Council and oversees traffic and safety related items within the City's roadway system. Traffic and safety items include changes to existing traffic controls for public safety and efficient traffic flow citywide. The commission considers each of these items as identified by Citizens and or staff, reviews appropriate options for each case and may approve or disapprove the item.

Youth Advisory Board

Consisting of 7-members, the Board exists to create increased interest and participation among Monterey Park's youth in all City activities; promote increased understanding between diverse groups of citizenry; and informs the Community Relations Commission and the City Council of the needs, concerns, achievements, goals, and challenges facing community's youth.

COMMISSION/COMMITTEE HIGHLIGHTS

- The Art and Culture Commission hosted successful events in the City to promote Art and Culture, including, Hollywood Bowl Field Trip, the Artisan Fair, holiday home decorating contest and the "You've Got Talent" Event. Developed a partnership with the Library to host the Artist and Author of the Month. Sponsoring a photo contest during Play Days.

- The Beautification Committee has been dormant while reviewing updating the Committee responsibilities and various City programs.

- The BIDAC increased the holiday lighting in the downtown for Christmas. They also worked in partnership with the Chamber of Commerce to produce "Photos with Santa" as an attraction to the downtown. The BIDAC also brought the Lunar New Year Festival back to the downtown area to celebrate the Chinese New Year.

  The BIDAC purchased planters as Phase I of their downtown enhancement activities. The BIDAC is working in partnership with the City to try to make downtown and attractive destination. The planters will be located along Garvey Avenue between Nicholson and Ramona Avenues.

- The Community Relations Commission hosted its annual town Square Fair and Harmony Car Show that featured over 100 classic and custom cars. The Art and Culture Commission hosted the Artisan Fair at this event as well.

- The Commission on Aging along with the Friends of Seniors, sponsored the Mother's Day Senior Luncheon, to provide a special lunch for 300 seniors. Additionally, the Commission provided input on the Langley Center pocket park.

- During this last fiscal year, the Economic Development Advisory Committee was reconstituted as the Economic Development Advisory Commission (EDAC) and its quarterly meetings were revised to be held monthly. The EDAC worked closely with Economic Development staff on drafting of the proposed updating of the Economic Development Element of the City's 2001 General Plan to bring it into alignment with the 2010 Economic Development Strategic Plan.

  This is seen as a preliminary step to a community outreach process to attain community feed-back and support prior to requesting final City Council approval.

- The Environmental Commission was a key stakeholder in the implementation of the City's Green Building Code and Climate Action Plan. The Commission was involved in the early stages to review and provide recommendations on the development of the environmental programs. Outreach efforts include hosting a Green Business workshop and a Student-Mixer for high school students at the Chamber of Commerce in November 2010. Both were highly successful with large

turnouts. The 2011 Earth Day event was expanded to include energy conservation and composting workshops and the inaugural family bike ride.

- The Historical Heritage Commission sponsored the Halloween Home decorating contest, conducted a poster contest, and assisted with the judging of the annual Tree Memorial Program. The Commission is waiting for the State of California to make a determination on the status of the Garvey Ranch House being designated as a State Historic Landmark.

- The Library Board of Trustees, an Administrative Board, develops its capacity to advocate for the Library in the Monterey Park community through planning activities and workshops. It continues to work with its principal stakeholders, the Monterey Park Library Foundation and the Friends of the Monterey Park Library to raise support for daily operations by developing new revenue sources and new audiences. The Board also gained two new members who will contribute greatly to enhancing the Library's increasingly important role in Monterey Park and surrounding communities.

- The Modification Committee approved four modifications and alternate methods of design and construction for the North Atlantic Times Square project and one modification for the Towne Center Project. These modifications and alternate methods afforded the project flexibility to achieve desirable features without compromising building safety.

- The Personnel Board has reviewed and approved modifications to various class specifications to update the duties, responsibilities and knowledge, skills and abilities required to successfully perform the essential functions of the position as well as monitoring and reviewing the recruitment and selection process.

- The Recreation and Parks Commission is working to update the Park Improvement Master Plan that was last revised in 2002 and toured park restrooms to make recommendations for improvements. The Commission also assisted with the judging of the annual Tree Memorial Program.

- The Sister Cities Commission conducted the International Ball and held a fundraising dinner in support of the Student Exchange Program.

- The Traffic Commission continued to review citizen's traffic concerns, including but not limited to those relating to the orderly flow of traffic throughout the City and to address citizen complaints about traffic related problems.

- The Youth Advisory Board is working with the Parks & Recreation Department to redesign the Crystal Youth Awards. The Board is also scouting for new membership for the coming fiscal year.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Council**

ACTIVITY: **Citizen Comm./Committees**

ACTIVITY NO.: **1107**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SERVICES & SUPPLIES					
22000 Operating Supplies	$0	$1,000	$1,000	$1,000	$1,000
39000 Miscellaneous	29	50	50	50	50
TOTAL	$29	$1,050	$1,050	$1,050	$1,050
GRAND TOTAL	$29	$1,050	$1,050	$1,050	$1,050

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund $19,604
Refuse Fund $6,680
Water Fund $9,700
Prop C Fund $1,700

DEPARTMENT: City Council

ACTIVITY: Community Promotion

ACTIVITY NO.: 1110

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	33,045	37,684	36,855	37,684	37,684
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$33,045	$37,684	$36,855	$37,684	$37,684
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

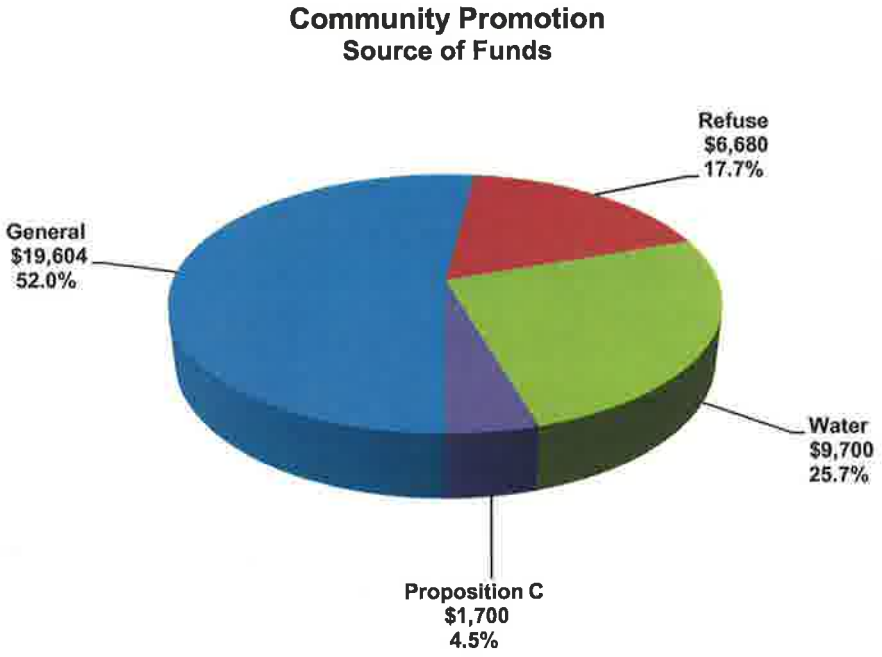
Program Description

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	*Amount*
Independent Cities Association	$2,761
League of California Cities	18,440
League of California Cities – Los Angeles County Division	1,190
Southern California Association of Governments	5,089
San Gabriel Valley Council of Governments	5,000
California Contract Cities Association	3,640
	$36,120

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Council**

ACTIVITY: **Community Promotion**

ACTIVITY NO.: **1110**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SERVICES & SUPPLIES					
22000 Operating Supplies	$1,038	$1,000	$1,000	$1,000	$1,000
39000 Miscellaneous	32,007	36,684	35,855	36,684	36,684
TOTAL	$33,045	$37,684	$36,855	$37,684	$37,684
GRAND TOTAL	$33,045	$37,684	$36,855	$37,684	$37,684

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Council

SOURCE OF FUNDS:

Business Improvement District Fund $116,923

ACTIVITY: Business Improvement Area No.1

ACTIVITY NO.: 1111

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	35,584	85,213	69,393	116,923	116,923
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$35,584	$85,213	$69,393	$116,923	$116,923
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. The makeup of the businesses in the BID are:

Business Activity	2009-10	2010-11	2011-12
Retail	14%	25%	24%
Services	30%	31%	27%
Professional	17%	17%	19%
Restaurant	5%	6%	7%
Commercial Rentals	23%	18%	18%
Other (Hotel, Laundromat, Manufacturers, Misc.)	11%	3%	5%

PROGRAM MEASUREMENTS

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Sales Tax from BID	$213,790	$215,928	$218,087

2011-2012 GOALS AND OBJECTIVES

The goals for 2011-12 reflect the City Council's approval of the BID's Annual Report and renewal of assessments in November 2010.

1. Finalize discussion on the tree wells and determine what to do to prevent further damage to the trees.
2. Continue to work with the Chamber of Commerce on joint projects for the promotion of business in Monterey Park.
3. Expand the BID website and create dynamic site for visitors and businesses.
4. Research the possibility of a Night of Music in Downtown; bringing a summer concert to the downtown. The venue must be selected and the possibility of combining the evenings with art displays from local artists.
5. Purchase planters as part of the enhancement of the downtown.
6. Budget an additional amount to add to the continued downtown revitalization.

2010-2011 MAJOR ACCOMPLISHMENTS

1. The Restaurant Guide is on the Website. Staff is in the preliminary stages of gathering detailed information for a comprehensive site, such as pictures, food selection, cost and a link to their site if it exists.

2. The BIDAC increased the 2010 holiday decorations with reindeer in the medians and snowflakes at the Lincoln Lot. In addition they added lighted holiday sprays to the poles in the Lincoln parking lot.

3. The BIDAC partnered with the Chamber of Commerce to bring "Photos with Santa" to the downtown. This event was very well attended the first two nights but cancelled due to rain for the second weekend.

4. The BIDAC purchased new lights to replace the old lights located on the 108 palm trees along Garvey Avenue within the Business Improvement District.

5. The BIDAC brought the 2011 Lunar New Year back to the downtown in celebration of the Chinese New Year.

6. Participated in the Play Days parade.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

Contractual Services	2010-11	2011-12
Administration	$ 3,000	$ 3,000
Promotions	$ 3,500	$ 5,000
Website	$ 2,000	$ 4,000
New Holiday Decorations	$ 10,000	$ 5,000
Decoration Installation	$ 4,250	$ 4,250
Public Facilities	$ 5,000	$ 1,000
Sidewalk Cleaning	$ 13,600	$ 13,600
Play Days 2011	$ 2,500	$ 2,500
2011 Chinese New Year Festival	$ 20,000	$ 20,000
Planters	$ 25,000*	$ 0,000
Phase II – Downtown Enhancement	$ 0000	$ 50,000
Public Works Staff*	$ 8,573	$ 8,573
Total	$ 97,423	$116,923

*Contractual services was increased by $25,000 by an appropriations for Planters as part of the revitalization efforts in the BID area.

An amount of $50,000 is budgeted to fund Phase II, adding to the revitalization efforts. Monies will be used for additional planters and/or other decorative elements for the downtown area of the BID.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Council**

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

ACTIVITY NO.: **1111**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SERVICES & SUPPLIES					
31000 Contracted Services	$35,584	$85,213	$69,393	$116,923	$116,923
TOTAL	$35,584	$85,213	$69,393	$116,923	$116,923
GRAND TOTAL	$35,584	$85,213	$69,393	$116,923	$116,923

SOURCE OF FUNDS:

General Fund $139,746
Retirement Fund $16,185
Refuse Fund $74,647
Water Fund $80,147
CRA Fund $123,429
Atlantic/Garvey Capital Project Fund $764,379
Housing Fund $1,989,455
Atlantic/Garvey Debt Service Fund $2,265,364
Merged Project Capital Project Fund $1,277,115
Merged Project Debt Service Fund $1,227,354

CITY OF MONTEREY PARI

PROGRAM SUMMARY

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1200 & 7000

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$900,128	$1,004,178	$821,033	$865,573	$865,573
SERVICES & SUPPLIES	8,036,576	5,413,767	5,092,042	7,085,248	7,085,248
CAPITAL OUTLAY	351,410	0	0	0	0
TOTAL COSTS	$9,288,114	$6,417,945	$5,913,075	$7,950,821	$7,950,821
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	12.10	10.10	10.10	7.25	7.25

Program Description

The City Manager serves as the Chief Executive Officer of the City under the direction of the City Council. The City Manager also serves as Executive Director of the Community Redevelopment Agency.

As a result of reorganization, the Economic Development function (Activity 7000), consisting of economic development and redevelopment activities, is moved under the purview of the City Manager's Department. The Economic Development Division staff work closely with the City Manager on redevelopment and economic activities. This move will increase efficiency and communication, which in turn will work to promote the economic vitality of the City. The Economic Development Division of the City Manager's department will remain under the 7000 Activity to maintain a historic record as well as clarity in the budgeting process.

Specific objectives are:

- Provide overall direction and coordination of City operations and community redevelopment programs to ensure that the City Council's adopted service objectives are met or exceeded, and that costs do not exceed budget restrictions.
- Provide continual monitoring and evaluation of services and programming to assure the City Council that City services, laws, and programs remain relevant to community needs and are administered in an equitable manner.

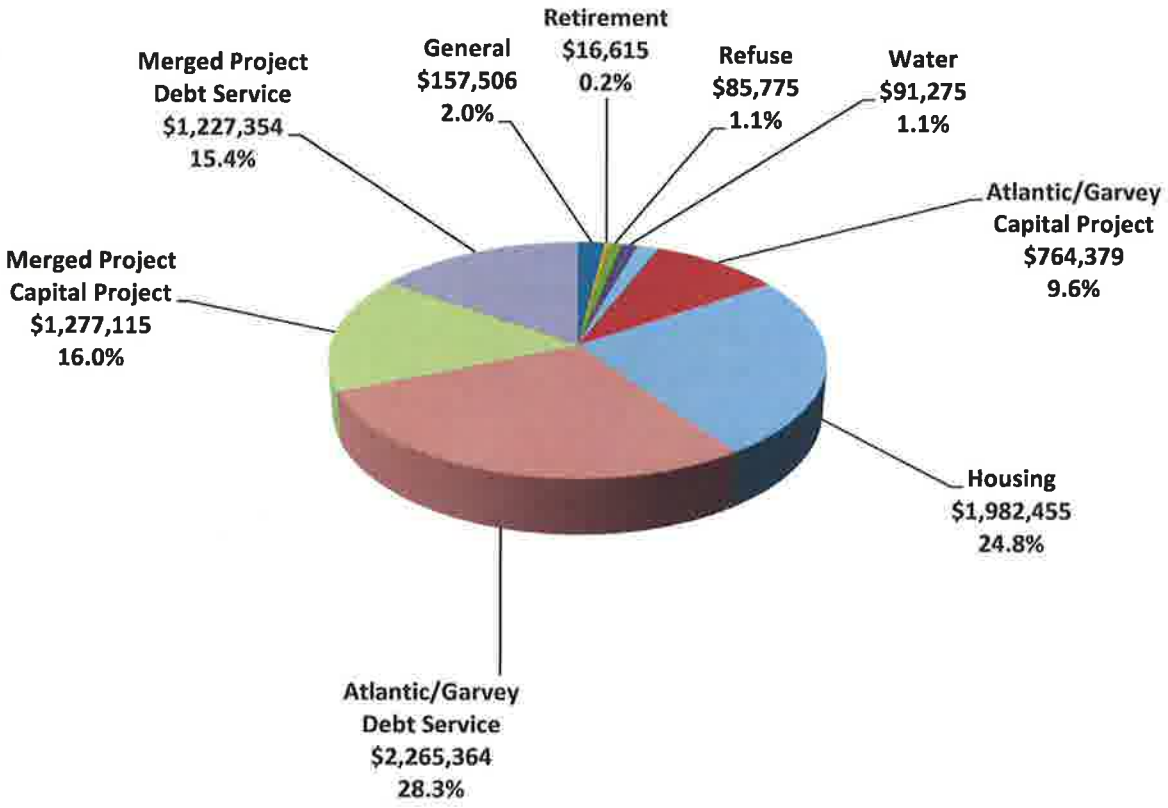
- Provide useful and timely date to the City Council and Community Redevelopment Agency Board so that alternatives are considered and decisive policy action is taken to accommodate changing needs and conditions without crisis and without interruption in services.

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

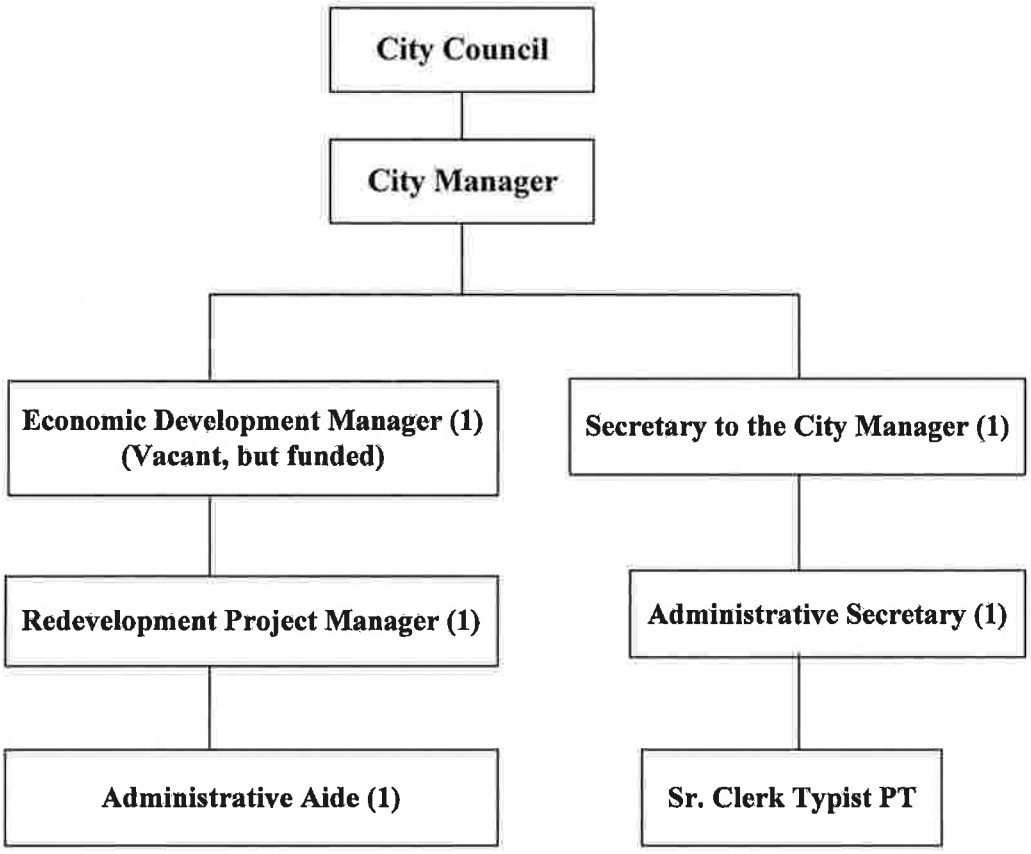
- Create and administer programs designed to stimulate economic activity and enhance City revenues. This includes the development of quality neighborhoods, commercial activities, business support services, aggressive marketing, and establishing mutual support between the residential community and local businesses.

- Produce programs in compliance with the Economic Development Strategy Plan, the Consolidated Plan, and the Redevelopment Five-Year Implementation Plan.

City Manager's Office
Source of Funds



City Manager's Office



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$424,803	$461,748	$379,525	$412,412	$412,412
SERVICES & SUPPLIES	81,521	56,812	87,580	21,742	21,742
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$506,324	$518,560	$467,105	$434,154	$434,154
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.25	3.25	3.25	3.25	3.25

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. The City Manager also serves as Executive Director of the Community Redevelopment Agency. Specific service objectives are:

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

- Provide continual monitoring and evaluation of services and programming to assure the City Council that City services, laws, and programs remain relevant to community needs and are administered in an equitable manner.

- Provide useful and timely data to the City Council and Community Redevelopment Agency Board 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.

2011-2012 GOALS AND OBJECTIVES

1. City Council will establish a set of goals and objectives at the Strategic Planning Retreat scheduled for April 2011.

2010-2011 MAJOR ACCOMPLISHMENTS

1. The 200,000 square foot/200 condo/14 screen commercial mixed-use Atlantic Times Square Development Project at Atlantic Boulevard and Hellman Avenue is completed. This development will be the largest commercial project ever built in Monterey Park.

2. The Monterey Park Towne Centre Project located at the southeast corner of Garvey and Garfield Avenues will be the most extensive commercial/condominium mixed-use development in the downtown area, and is projected to have over 70,000 square feet of commercial space as well as 109 residential condominium units. Demolition is completed and the City/Agency is moving forward with a financial package to the developer.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (#11200&#12…) reflects the hiring of a new City Manager and continuing freezing of one Administrative Secretary position.

2. Communication category (#32000) includes Technology internal service charges, $9,242 and postage, $1,000.

3. Miscellaneous category (#39000) reflects costs associated with printing and duplication services $200, dues and memberships $500.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **City Manager**

ACTIVITY NO.: **1201**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$313,406	$336,466	$263,376	$290,076	$290,076
11300 Part Time Salaries	22,244	28,000	28,000	28,000	28,000
11400 Overtime Salaries	868	800	0	0	0
11500 Separation Benefits	19,093	15,300	16,830	16,830	16,830
TOTAL	$355,611	$380,566	$308,206	$334,906	$334,906
EMPLOYEE BENEFITS					
12200 Life Insurance	$534	$650	$552	$650	$650
12300 Medical Insurance	18,028	21,212	16,680	19,680	19,680
12350 Medicare Insurance	5,366	4,880	4,010	4,250	4,250
12370 Part Time Retirement	0	0	24	0	0
12400 Dental Insurance	1,552	1,750	1,600	1,600	1,600
12500 Workers Compensation	1,663	1,300	1,430	1,430	1,430
12600 Retirement	39,625	48,528	45,243	48,026	48,026
12900 Long Term Disability	1,898	2,268	1,186	1,190	1,190
12950 Vision Plan	526	594	594	680	680
TOTAL	$69,192	$81,182	$71,319	$77,506	$77,506
SERVICES & SUPPLIES					
21000 Office Supplies	$2,886	$3,500	$3,500	$3,500	$3,500
22000 Operating Supplies	1,207	400	400	400	400
31000 Contracted Services	64,825	37,510	67,838	2,000	2,000
32000 Communications	9,951	9,802	10,242	10,242	10,242
33000 Motor Pool Charges	436	400	400	400	400
37000 Leases & Rentals	1,273	2,500	2,500	2,500	2,500
38000 R/M Contractual	902	2,000	2,000	2,000	2,000
39000 Miscellaneous	41	700	700	700	700
TOTAL	$81,521	$56,812	$87,580	$21,742	$21,742
GRAND TOTAL	$506,324	$518,560	$467,105	$434,154	$434,154

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **City Manager**

ACTIVITY NO.: **1201**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
City Manager	1.00	1.00	1.00	$199,046	$165,000	$165,000
Secretary to the City Manager	1.00	1.00	1.00	70,692	67,152	67,152
Administrative Secretary	1.00	1.00	1.00	50,028	47,724	47,724
Auto Allowance	0.00	0.00	0.00	7,200	6,000	6,000
CMO Assignment Pay	0.00	0.00	0.00	2,400	2,400	2,400
Deferred Compensation	0.00	0.00	0.00	6,500	0	0
Notary Bonus Pay	0.00	0.00	0.00	600	600	600
Bilingual	0.00	0.00	0.00	0	1,200	1,200
Overtime	0.00	0.00	0.00	800	0	0
Separation Benefits	0.00	0.00	0.00	15,300	16,830	16,830
Part-Time						
Senior Clerk Typist	0.25	0.25	0.25	28,000	28,000	28,000
Total	3.25	3.25	3.25	$380,566	$334,906	$334,906

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Manager

ACTIVITY: Atlantic/Garvey Capital Proj

ACTIVITY NO.: 7010

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$157,266	$181,273	$147,751	$121,352	$121,352
SERVICES & SUPPLIES	334,160	344,678	358,229	643,027	643,027
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$491,426	$525,951	$505,980	$764,379	$764,379
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.61	2.28	2.28	.99	.99

Program Description

The Atlantic/Garvey Redevelopment Project comprises an area of approximately 520 acres in the central and southern portions of the City. The Project Area, originally established on March 23, 1972, has been amended eight times, most recently in 2008, extending the time limit of the most recently amended area until 2029. The Atlantic/Garvey Redevelopment Project consists mostly of commercial and office uses plus some limited residential uses.

PROGRAM MEASUREMENTS

Many benefits that result from improving the environment and investing in the community are only possible through redevelopment. Benefits to the city include increased sales tax, increased property values, and the creation of jobs.

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Generated Sales Tax in the Project Area	$1,325,908	$1,339,167	$1,365,956
Assessed Property Values in the Project	$514,953,735	$534,297,461	$534,300,000

2011-2012 GOALS AND OBJECTIVES

1. Improve the City's position in the regional economy by eliminating blight, creating jobs and in accordance with the 2010-2014 Implementation Plan enhancing the tax base.

2. Provide commercial façade improvements for businesses located along southeast Atlantic Boulevard just north of the SR60.

3. Signage/Wayfinding Plan: Phase II – This project would enhance the Public Works Way Finding project developed using grant funds during 2011. Signage is for important structures such as: city hall, library, hospitals, parks, observatory, etc.

4. City Entry Signage Design Guidelines: Identify locations for city entrance signs. The Development of a conceptual design for city entrance and corridor monument signage using a cost effective design and materials. Funded 50% in 7010 and 50% in 7011.

2010-2011 MAJOR ACCOMPLISHMENTS

1. A Redevelopment Agency funded sidewalk project along Potrero Grande was funded instead by Southern California Edison saving the Agency approximately $100,000.00.

2. Economic Development Staff worked with the Development Services Department and Terramar to bring Chipotle Restaurant to Atlantic Square. Staff is also continued to work with Terramar to bring PetCo and Party City to the Atlantic Square.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

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

Contractual Services	2010-2011	2011-2012
Appraisal	$ 3,000	$ 3,000
Legal	$ 34,400	$ 50,000

Property Tax Audit	$ 6,000	$ 5,768
Economic Analysis Consultant	$ 5,000	$ 5,000
Cascades	$ 0	$ 11,644
Rehabilitation Consultant	$ 15,000	$ 16,671
Economic Strategy & Branding	$ 0	$ 0
Translation	$ 1,500	$ 1,500
Economic Development Department Consultants	$ 96,528	$146,668
TagAway Sponsorship	$ 2,500	$ 0
	$163,928	$240,251

An increase of $76,323 in other professional services category for department consultants.

2. Communications category (#32000) includes telephone $200, a decrease of $180; technology charges $3,024 and postage $1,000, an increase of $280 to pay for mailings of information on new programs.

3. Motor Pool Charges category (#33000) includes mileage and parking of $300, a decrease of $600; conferences/seminars $5,000, a decrease of $5,400; and travel/expenses $600, a decrease of $100. Decreases are due to less number of individuals attending ICSC Las Vegas.

4. Advertising category (#34000) includes legal notices $2,000, a decrease of $600; and other advertising $10,000 and increase of $5,000 to fund new business attraction programs and new brochures.

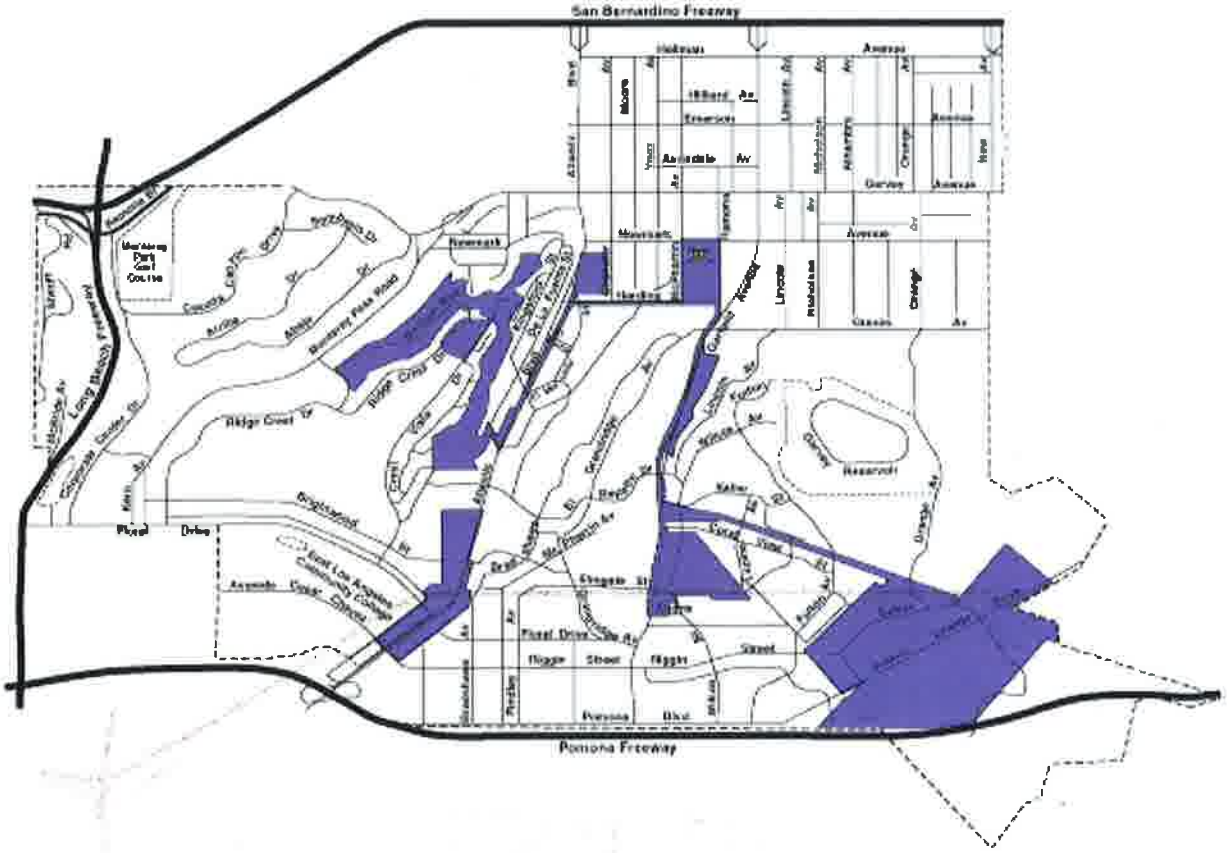
5. R&M Contractual category (#38000) includes repairs and maintenance $1,000, Commercial Rehabilitation Program is $225,250 an increase of $200,000 to fund the southeast commercial façade project north of the SR60; Graffiti Tracker $8,000, R&M machinery and Equipment $8,198 an increase of $2,198. This increase is due to an increase in Knight Communications contract amount and CRA is picking up the portion of the copier lease no longer paid from CDBG. City Entry and Design Guidelines and Implementations is $75,000.

6. Miscellaneous category (#39000) includes printing and duplicating $6,000, an increase of $1,600 to provide funding for the printing of outdated department brochures; dues and memberships $6,100; and books & subscriptions $250 a decrease of $250.

7. Other Agency Services category (#41000) represents 50% of the approved assistance to the Monterey Park Chamber of Commerce $18,000. The total 2011-2012 amount is for an amount of $36,000. The remaining balance of $18,000 is in Activity 7011. The Chamber contract decreased by $4,000 for Calendar Year 2011.

8. Miscellaneous Financial Services category (#44000) represents Agency's share of City support services and general liability $20,634 an increase of $634.

Atlantic/Garvey Project Area Map



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **Atlantic/Garvey Capital Proj**

ACTIVITY NO.: **7010**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11100 Elective Salaries	$2,330	$2,400	$2,400	$2,400	$2,400
11200 Permanent Salaries	112,570	134,263	101,161	88,443	88,443
11400 Overtime Salaries	663	500	80	0	0
11500 Separation Benefits	11,790	5,200	5,200	5,720	5,720
TOTAL	$127,353	$142,363	$108,841	$96,563	$96,563
EMPLOYEE BENEFITS					
12200 Life Insurance	$264	$370	$370	$214	$214
12300 Medical Insurance	9,584	13,320	13,320	6,099	6,099
12350 Medicare Insurance	1,702	1,957	1,957	1,292	1,292
12400 Dental Insurance	784	943	943	508	508
12500 Workers Compensation	388	388	388	427	427
12600 Retirement	16,295	20,219	20,219	14,954	14,954
12900 Long Term Disability	652	1,407	1,407	1,122	1,122
12950 Vision Plan	244	306	306	173	173
TOTAL	$29,913	$38,910	$38,910	$24,789	$24,789
SERVICES & SUPPLIES					
21000 Office Supplies	$2,252	$4,000	$2,081	$4,000	$4,000
22000 Operating Supplies	730	4,650	530	6,500	6,500
24000 Small Tools	157	2,500	2,097	2,000	2,000
31000 Contracted Services	170,188	163,928	200,345	240,251	240,251
32000 Communications	4,817	4,000	3,752	4,224	4,224
33000 Motor Pool Charges	9,559	12,000	4,076	5,900	5,900
34000 Advertising	10,573	7,600	2,487	12,000	12,000
38000 R/M Contractual	82,976	97,000	94,661	317,448	317,448
39000 Miscellaneous	17,274	10,000	9,200	12,070	12,070
41000 Other Agency Serv	15,000	19,000	19,000	18,000	18,000
44000 Misc Financial Serv	20,634	20,000	20,000	20,634	20,634
TOTAL	$334,160	$344,678	$358,229	$643,027	$643,027
GRAND TOTAL	$491,426	$525,951	$505,980	$764,379	$764,379

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **Atlantic/Garvey Capital Proj**

ACTIVITY NO.: **7010**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Elected Officials	0.00	0.00	0.00	$2,400	$2,400	$2,400
Economic Development Director	0.33	0.00	0.00	24,506	0	0
Economic Development Manager	0.00	0.33	0.33	0	38,867	38,867
Project Manager	0.33	0.33	0.33	33,900	30,888	30,888
Housing Program and Grant Admin Coordinator*	0.20	0.00	0.00	18,982	0	0
Economic Development Specialist**	0.33	0.00	0.00	0	0	0
Financial Services Technician***	0.15	0.00	0.00	3,239	0	0
Building Inspector****	0.08	0.00	0.00	5,867	0	0
Administrative Aide	0.33	0.33	0.33	20,509	18,688	18,688
Administrative Secretary*****	0.33	0.00	0.00	17,169	0	0
Senior Clerk Typist******	0.20	0.00	0.00	9,881	0	0
Bilingual	0.00	0.00	0.00	210	0	0
Overtime	0.00	0.00	0.00	500	0	0
Separation Benefits	0.00	0.00	0.00	5,200	5,720	5,720
Total	2.28	0.99	0.99	$142,363	$96,563	$96,563

* Position moved to the Community Development Department.

** Position was frozen in 2009-10.

*** Financial Services Technician took the 2-year service credit for early retirement.

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **Atlantic/Garvey Capital Proj**

ACTIVITY NO.: **7010**

	Full-Time Equivalent Positions					
Class Title	2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12

**** Position is now fully funded in the Community Development Department.

***** Position moved to the Community Development Department.

****** Position moved to the Community Development Department.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Manager

ACTIVITY: Merged Capital Projects

ACTIVITY NO.: 7011

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$157,574	$181,685	$147,663	$123,059	$123,059
SERVICES & SUPPLIES	378,678	498,096	343,203	1,154,056	1,154,056
CAPITAL OUTLAY	351,410	0	0	0	0
TOTAL COSTS	$887,662	$679,781	$490,866	$1,277,115	$1,277,115
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.61	2.28	2.28	1.00	1.00

Program Description

The Merged Project, adopted in 1992, consists of the former Freeway Redevelopment and Central Commercial Redevelopment Project areas. In 1997, through an amendment process, the Southeast Redevelopment Project integrated with the Merged Project. The merger brought the total area of the project to 610 acres. The Project Area primarily covers Garvey Avenue, northern portions of Atlantic Boulevard and Garfield Avenue, Monterey Pass Road, Corporate Center, and the Monterey Park Market Place retail center. The main uses in the area are commercial and manufacturing.

PROGRAM MEASUREMENTS

Many benefits resulting from improving the environment and investing in the community are only possible through redevelopment. Benefits to the City include increased sales tax, generating increased property values, and the creation of jobs.

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Generated Sales Tax in the Project Area	$1,287,277	$1,300,150	$1,326,153
Assessed Property Values in the Project	$759,828,370	$746,184,369	$761,108,057* *(2% for ATS)

2011-2012 GOALS AND OBJECTIVES

1. Improve the City's position in the regional economy by eliminating blight, creating jobs in accordance with the 2010-2014 Implementation Plan enhancing the tax base.

2. Support engineering analysis and infrastructure construction to improve the community and support the development of priority commercial and affordable housing sites.

3. Continue business attraction efforts to promote business growth and increase sales tax revenues to the city. Also encourage residents to "Shop Local First" to reduce sales tax leakage.

4. Continue working with the developers to start the construction phase for the Towne Centre development project.

5. Downtown Commercial Façade Program: Working with the Downtown Commercial Façade Designs this program would provide cost effective façade improvements for businesses along the downtown corridor along Garvey Avenue between Nicholson Avenue to Ramona Avenue. Phase I would include signage, awnings, lighting window treatments and painting.

6. Provide support to the Way Finding Project initiated by the Public Works Department during the 2010-2011 fiscal year. This would fund a Phase II to further enhance signage for important structures not funded by the 2011 grant funds.

7. Implement the Downtown Phase of the Pedestrian Linkages Plan. This project would be a three-year project, taking elements from the Pedestrian Linkages Plan that are to occur in the public real, such as: sidewalk landscaping, bump-outs, kiosks: creating a pedestrian

friendly and safe environment in the downtown. Funding can be found in the Capital Improvement section of the city budget.

8. City Entry Signage Design Guidelines and Implementation: Identify locations for city entrance signs. The Development of a conceptual design for city entrance and corridor monument signage using a cost effective design and materials. Funded 50% in 7011 and 50% in 7010.

2010-2011 MAJOR ACCOMPLISHMENTS

1. The opening of the Atlantic Times Square removed blight, by transforming a vacant economically underused site, and continues to create new jobs. The Atlantic Time Square is now the third largest property tax payer in the City.

2. The Atlantic Time Square opened the 24 Hour Fitness and AMC Theater followed by a number of other tenants adding to the Sales Tax generators for the City.

3. The Developer submitted residential plans for the mixed use development prior to the end of the 2010 calendar year.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

Contractual Services	2010-2011	2011-2012
Appraisal	$ 10,000	$ 10,000
Legal	$ 80,000	$ 80,000
Property Tax Audit	$ 6,000	$ 5,768
Economic Analysis Consultant	$ 15,000	$ 15,000
Cascades	$ 0	$ 11,644
Economic Development Consultants	$ 90,768	$182,670
Economic Strategy & Branding	$ 0	$ 0
MDG Consultant	$ 0	$ 38,030
Translation	$ 1,500	$ 1,500
TagAway Sponsorship	$ 2,500	$ 0
	$205,768	$344,612

Contracted services increased by $138,844 for department economic consultants, additional costs for Cascades removed from the 7030 account and placed in the 7011, and cost for MDG to oversee the new Downtown Commercial Façade project.

2. Communications category (#32000) includes telephone $300, a decrease of $80; Technology charges $4,093 an increase of $195; and Postage $1,000 an increase of $150.

3. Motor Pool Charges category (#33000) includes Mileage and Parking $500 and Conferences/Seminars $5,000 a decrease of $3,000 due to budgeting less people attending ICSC San Diego.

4. Advertising category (#34000) includes Legal Notices $2,000 a decrease of $500; and Other Advertising $8,250 an increase of $5,000 to accommodate advertising of new programs.

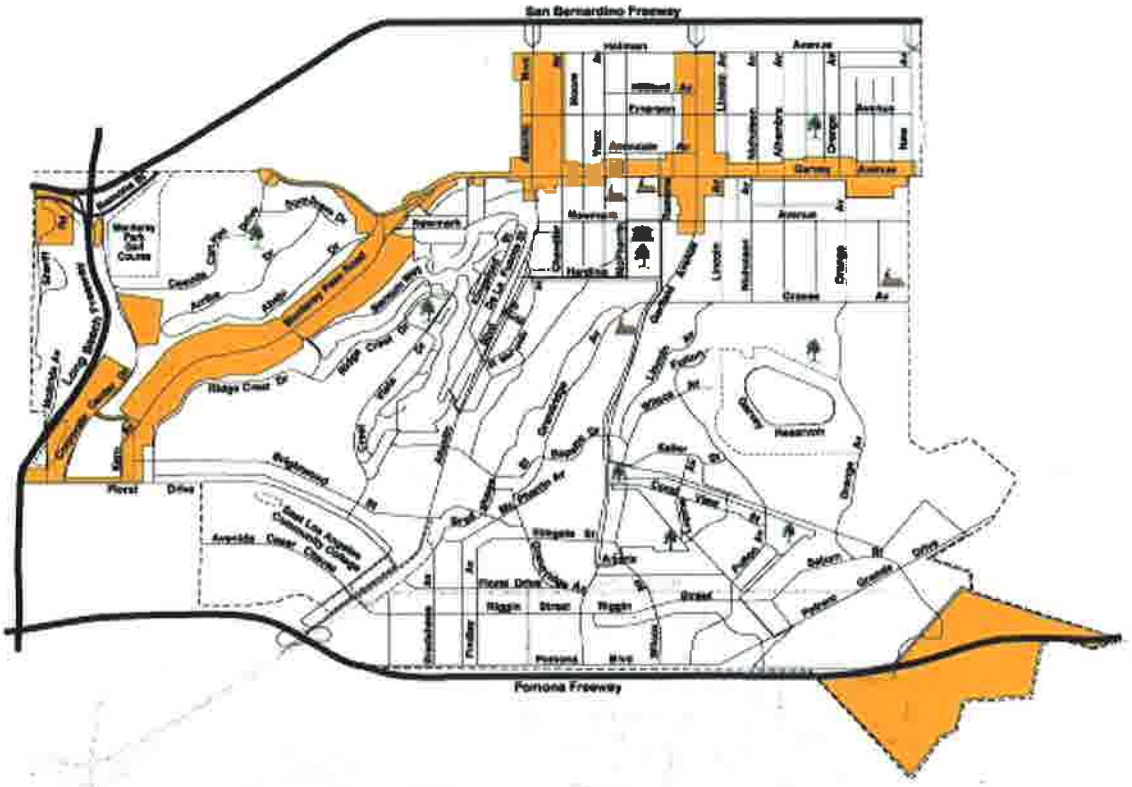
5. R/M Contractual category (#38000) includes fence rental & weed abatement of Agency owned property $3,500; Corporate Center Association fees $35,000; Commercial Rehabilitation $590,000 an increase of $500,000 for the Downtown Commercial Façade project; City Entry Signage Design Guidelines and Implementation $75,000; Graffiti Tracker $8,000; the department share of the City's network maintenance charges $5,748 an increase of $948; and $1,950 copier lease an increase of $1,250 which was moved from the CDBG budget and funded in the 7011 activity.

6. Miscellaneous category (#39000) includes Printing and Duplicating $12,100 an increase of $4,900 to create a commercial façade program brochure and restaurant guide and a transfer of some printing cost from CDBG; Dues and Memberships $5,670 which is not an increase but a repositioning of funding between Activity 7010 and 7011; Books and Subscriptions $200 a decrease of $300.

7. Other Agency Services category (#41000) represents approved assistance to the Monterey Park Chamber of Commerce $18,000 a decrease of $1,000 as per the agreement between the City and the Monterey Park Chamber of Commerce. The remaining balance of $18,000 is funded in Activity 7010 for a Total of $36,000 for 2011-2012.

8. Miscellaneous Financial Services category (#44000) represents Agency's share of City support services and general liability $20,633 an increase of $633.

Merged Project Area Map



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **Merged Capital Projects**

ACTIVITY NO.: **7011**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11100 Elective Salaries	$2,330	$2,400	$2,400	$2,400	$2,400
11200 Permanent Salaries	112,570	134,263	101,161	89,621	89,621
11400 Overtime Salaries	663	1,000	80	200	200
11500 Separation Benefits	11,839	5,000	5,000	5,500	5,500
TOTAL	$127,402	$142,663	$108,641	$97,721	$97,721
EMPLOYEE BENEFITS					
12200 Life Insurance	$264	$370	$370	$217	$217
12300 Medical Insurance	9,584	13,320	13,320	6,205	6,205
12350 Medicare Insurance	1,702	1,957	1,957	1,376	1,376
12400 Dental Insurance	784	943	943	514	514
12500 Workers Compensation	647	500	500	550	550
12600 Retirement	16,295	20,219	20,219	15,153	15,153
12900 Long Term Disability	652	1,407	1,407	1,148	1,148
12950 Vision Plan	244	306	306	175	175
TOTAL	$30,172	$39,022	$39,022	$25,338	$25,338
SERVICES & SUPPLIES					
21000 Office Supplies	$2,398	$4,000	$2,712	$5,000	$5,000
22000 Operating Supplies	24	5,000	800	5,000	5,000
24000 Small Tools	675	3,000	2,822	2,500	2,500
31000 Contracted Services	203,249	205,768	155,218	344,612	344,612
32000 Communications	4,567	5,128	4,748	5,393	5,393
33000 Motor Pool Charges	5,077	8,500	5,207	5,500	5,500
34000 Advertising	7,095	5,750	3,054	10,250	10,250
38000 R/M Contractual	112,910	210,950	120,950	719,198	719,198
39000 Miscellaneous	7,050	11,000	8,692	17,970	17,970
41000 Other Agency Serv	15,000	19,000	19,000	18,000	18,000
44000 Misc Financial Serv	20,633	20,000	20,000	20,633	20,633
TOTAL	$378,678	$498,096	$343,203	$1,154,056	$1,154,056
CAPITAL OUTLAY					
51000 Land	$351,410	$0	$0	$0	$0
TOTAL	$351,410	$0	$0	$0	$0
GRAND TOTAL	$887,662	$679,781	$490,866	$1,277,115	$1,277,115

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **Merged Capital Projects**

ACTIVITY NO.: **7011**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Elected Officials	0.00	0.00	0.00	$2,400	$2,400	$2,400
Economic Development Director	0.33	0.00	0.00	24,506	0	0
Economic Development Manager*	0.00	0.34	0.34	0	40,045	40,045
Project Manager	0.33	0.33	0.33	33,900	30,888	30,888
Housing Program and Grant Admin Coordinator**	0.20	0.00	0.00	18,982	0	0
Economic Development Specialist***	0.33	0.00	0.00	0	0	0
Financial Services Technician****	0.15	0.00	0.00	3,239	0	0
Building Inspector*****	0.08	0.00	0.00	5,867	0	0
Administrative Aide	0.33	0.33	0.33	20,509	18,688	18,688
Administrative Secretary******	0.33	0.00	0.00	17,169	0	0
Senior Clerk Typist*******	0.20	0.00	0.00	9,881	0	0
Bilingual	0.00	0.00	0.00	210	0	0
Overtime	0.00	0.00	0.00	1,000	200	200
Separation Benefits	0.00	0.00	0.00	5,000	5,500	5,500
Total	2.28	1.00	1.00	$142,663	$97,721	$97,721

* Newly created position.

** Position moved to the Community Development Department.

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **Merged Capital Projects**

ACTIVITY NO.: **7011**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12

*** This position was frozen in 2009-10.

**** Financial Services Technician took the 2-year service credit for early retirement.

***** Position is fully funded in the Community Development Department.

****** Position moved to the Community Development Department.

******* Position moved to the Community Development Department.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Manager

ACTIVITY: Housing Set-Aside

ACTIVITY NO.: 7030

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$160,485	$179,472	$146,094	$208,750	$208,750
SERVICES & SUPPLIES	569,708	592,504	295,668	1,773,705	1,773,705
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$730,193	$771,976	$441,762	$1,982,455	$1,982,455
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.63	2.29	2.29	2.01	2.01

Program Description

Section 33334.2 of the California Health and Safety Code requires the Redevelopment Agency to allocate twenty percent (20%) of tax increment revenue for low and moderate income housing uses. State guidelines for housing preservation and production also recommend that the City participate in addressing regional housing needs. The Agency continued to set aside, as required, 20% of its tax increment plus additional increment pursuant to the Housing Deferral Repayment Plan for low/mod housing during 2000-01. 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 (AB315 requires the Agency to develop a five-year housing plan utilizing housing set-aside funds toward low and moderate income housing).

The Agency housing set-aside fund activities include the development of special needs housing, funding for the City's Rental Rehabilitation Program, funding for the Critical Maintenance program and the development and adoption of new affordable housing programs to reach a greater number of eligible residents.

PROGRAM MEASUREMENTS

	Estimated 2009-10	Projected 2010-11	Projected 2011-12
Gross Tax Increment Set-Aside	$2,120,000	$2,115,000	$2,115,000
Residential Rehab Participants	6	6	6

2011-2012 GOALS AND OBJECTIVES

1. Seek out for new affordable housing projects for development and continue the development of existing projects.

2010-2011 MAJOR ACCOMPLISHMENTS

1. The combination of both the Redevelopment Agency's Housing Set-Aside funds and HOME funds, were established to increase and improve the affordable housing opportunities in the community through the acquisition of units for rehabilitation and working with property owners to renovate their rental units for low-income renters. This was also made a component of the 2010-2014 Implementation Plan.

2. The Agency has completed rehabilitation of one of the nine rental units at 534 N. Chandler Avenue. The unit had been occupied by a senior and was afflicted with mold making it unhealthy. The senior moved from a two-bedroom unit to a vacant one-bedroom unit. The Agency will be working with East Los Angeles College Architectural Department in envisioning design concepts. Work write-ups for an additional three units will also be complete by the end of the calendar year. The units are to be restricted to low income families.

3. Economic Development Staff finished work with the East Los Angeles College Architecture Department on water-saving landscaping design for an Affordable Housing Project located at 371 E. Pomona Boulevard.

4. The critical maintenance program services property owners that are not qualified under the HOME program. Six families have been assisted.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

Contractual Services	2010-2011	2011-2012
Appraisal	$ 15,000	$ 15,000
Legal	$ 50,000	$ 50,000
County Admin Charges	$ 27,000	$ 27,000
Property Tax Audit	$ 6,000	$ 5,768
CDBG's Management Consultant	$ 10,600	$ 10,600
Environmental Consultant	$ 5,000	$ 0
Residential Rehab Management Consultant	$ 4,861	$ 0
Cascades	$ 0	$ 0
Housing Consultant	$ 26,293	$ 30,000
Translation	$ 1,500	$ 1,500
	$146,254	$139,868

Contracted services decreased by $6,386.

2. Communications category (#32000) include telephone $150 a decrease of $70; Technology charges $9,848 an increase of $469; and Postage $500 a decrease of $500.

3. Motor Pool Charges category (#33000) includes Mileage and Parking $500 a decrease of $300; and Conferences/Seminars $1,000 a decrease of $3,500.

4. Advertising category (#34000) includes Legal Notices $500; and Other Advertising $250.

5. R&M Contractual category (#38000) includes department share of the City's network maintenance charges $4,936 a decrease of $64; $1,000 for copier lease; Critical Maintenance Grant Program $80,000; and $10,000 Rebuilding Together Program.

6. Miscellaneous category (#39000) includes Printing and Duplicating $1,000 a decrease of $1,800; Dues and Memberships $120 a decrease of $2,380 allowing for only the NAHRO membership; and Books and Subscriptions $200 a decrease of $500.

7. Miscellaneous Financial Services category (#44000) represents Agency's share of City support services and general liability $20,633, and $1.5 million earmarked for possible housing projects in 2011-12.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **Housing Set-Aside**

ACTIVITY NO.: **7030**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11100 Elective Salaries	$2,330	$2,400	$2,400	$2,400	$2,400
11200 Permanent Salaries	111,048	133,162	99,704	153,017	153,017
11400 Overtime Salaries	683	0	80	0	0
11500 Separation Benefits	15,840	5,200	5,200	5,720	5,720
TOTAL	$129,901	$140,762	$107,384	$161,137	$161,137
EMPLOYEE BENEFITS					
12200 Life Insurance	$262	$371	$371	$379	$379
12300 Medical Insurance	9,362	13,178	13,178	15,551	15,551
12350 Medicare Insurance	1,679	1,941	1,941	2,229	2,229
12400 Dental Insurance	773	936	936	1,186	1,186
12500 Workers Compensation	1,552	500	500	550	550
12600 Retirement	16,067	20,054	20,054	25,887	25,887
12900 Long Term Disability	649	1,426	1,426	1,526	1,526
12950 Vision Plan	240	304	304	305	305
TOTAL	$30,584	$38,710	$38,710	$47,613	$47,613
SERVICES & SUPPLIES					
21000 Office Supplies	$646	$2,500	$840	$2,000	$2,000
22000 Operating Supplies	2	1,800	766	1,200	1,200
24000 Small Tools	0	0	0	0	0
31000 Contracted Services	159,464	146,254	94,314	139,868	139,868
32000 Communications	9,461	10,599	9,479	10,498	10,498
33000 Motor Pool Charges	3,342	5,000	3,180	1,500	1,500
34000 Advertising	168	750	150	750	750
38000 R/M Contractual	134,441	95,000	22,002	95,936	95,936
39000 Miscellaneous	4,013	6,000	3,100	1,320	1,320
44000 Misc Financial Serv	258,171	324,601	161,837	1,520,633	1,520,633
TOTAL	$569,708	$592,504	$295,668	$1,773,705	$1,773,705
GRAND TOTAL	$730,193	$771,976	$441,762	$1,982,455	$1,982,455

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **Housing Set-Aside**

ACTIVITY NO.: **7030**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Elected Officials	0.00	0.00	0.00	$2,400	$2,400	$2,400
Economic Development Director	0.34	0.00	0.00	25,248	0	0
Economic Development Manager*	0.00	0.33	0.33	0	38,867	38,867
Project Manager	0.34	0.34	0.34	34,927	31,824	31,824
Housing Program and Grant Admin Coordinator	0.15	0.40	0.40	14,237	35,712	35,712
Economic Development Specialist**	0.34	0.00	0.00	0	0	0
Financial Services Technician	0.15	0.00	0.00	3,239	0	0
Administrative Aide	0.34	0.34	0.34	21,130	19,254	19,254
Administrative Secretary***	0.34	0.00	0.00	17,689	0	0
Senior Clerk Typist	0.20	0.60	0.60	9,881	27,000	27,000
Building Inspector****	0.09	0.00	0.00	6,601	0	0
Bilingual	0.00	0.00	0.00	210	360	360
Separation Benefits	0.00	0.00	0.00	5,200	5,720	5,720
Total	2.29	2.01	2.01	$140,762	$161,137	$161,137

* Newly created position.

** Position was frozen in 2009-10.

*** Position moved to the Community Development Department.

**** Position is fully funded in the Community Development Department.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Manager

ACTIVITY: Atlantic/Garvey Debt Service

ACTIVITY NO.: 7040

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	4,286,460	2,698,307	2,558,743	2,265,364	2,265,364
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$4,286,460	$2,698,307	$2,558,743	$2,265,364	$2,265,364
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

This activity establishes an account for the Atlantic/Garvey Debt Service 2002 Bonds and pays for bond principal and interest. These 2002 Bonds, completed in August, refinanced the 1992 issue, significantly reducing the annual debt service, improving the Agency's cash flow and generating funds for investment in priority redevelopment projects. The bonds mature in 2027.

This activity also funds the annual pass-through agreement payments (Object #44000) for the L.A. County, Alhambra, Los Angeles, and Montebello School Districts as well as various taxing entities.

In addition, this activity includes $75,000 in the Contracted Services category (Object #31000) for payment to the Agency's Fiscal Agency for bond administration, $14,000, Agency's annual share of the administrative cost to the L.A. County, $57,250, Arbitrage rebate fee for bond $2,525, and a Pass-Thru report $1,225.

City of Monterey Park
Atlantic/Garvey Debt Service
Summary of Future Debt Service Requirements

Year	2002 Tax Allocation Bonds
2012	1,670,362
2013	1,669,894
2014	1,667,250
2015	1,667,675
2016	1,668,475
2017-2021	8,284,250
2022-2026	8,003,119
2027-2028	1,520,269
Total	26,150,294
Less: Interest	7,735,294
Remaining Principal	$ 18,415,000

- The above Atlantic-Garvey Redevelopment No. 1 2002 Tax Allocation Bonds include $10,105,000 serial bonds at interest rates ranging from 2.5% to 5%, and $8,310,000 term bonds at 4.75%.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **Atlantic/Garvey Debt Service**

ACTIVITY NO.: **7040**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SERVICES & SUPPLIES					
31000 Contracted Services	$68,915	$75,000	$75,000	$75,000	$75,000
42000 Debt Service	1,673,400	1,673,307	1,673,307	1,670,364	1,670,364
44000 Misc Financial Serv	2,544,145	950,000	810,436	520,000	520,000
TOTAL	$4,286,460	$2,698,307	$2,558,743	$2,265,364	$2,265,364
GRAND TOTAL	$4,286,460	$2,698,307	$2,558,743	$2,265,364	$2,265,364

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Manager

ACTIVITY: Merged Debt Service

ACTIVITY NO.: 7041

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	2,386,049	1,223,370	1,448,619	1,227,354	1,227,354
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$2,386,049	$1,223,370	$1,448,619	$1,227,354	$1,227,354
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

This activity establishes an account for the Merged Debt Service 1998 Bonds and pays for bond principal and interest (Object #42000). In September 1998, bonds were issued to refinance the 1977 Tax Allocation Bonds and to raise capital to meet the needs of priority projects. These bonds mature by March 2028.

This activity also funds the annual pass-through agreement payments (Object #44000) for the L.A. County, Alhambra and Garvey School Districts and the Los Angeles Community College District as well as various taxing entities.

In addition, this activity includes $75,000 in the Contracted Services category (Object #31000) for payment to the Agency's Fiscal Agent for bond administration, $14,000, Agency's annual share of the administrative cost to the L.A. County, $57,250, Arbitrage rebate fee for bond $2,525, and Pass-Thru report $1,225.

City of Monterey Park
Merged Debt Service
Summary of Future Debt Service Requirements

Year	1998 Tax Allocation Bonds
2012	777,353
2013	775,290
2014	777,440
2015	773,540
2016	773,852
2017-2021	3,883,080
2022-2026	3,879,500
2027-2028	1,550,010
Total	13,190,065
Less: Interest	4,630,065
Remaining Principal	$ 8,560,000

* The above Merged Redevelopment Project Area 1998 Tax Allocation Bonds include $2,655,000 term bonds at 5.25%, and $5,905,000 term bonds at 5.3%.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **Merged Debt Service**

ACTIVITY NO.: **7041**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SERVICES & SUPPLIES					
31000 Contracted Services	$80,310	$75,000	$75,000	$75,000	$75,000
42000 Debt Service	773,445	773,370	773,370	777,354	777,354
44000 Misc Financial Serv	1,532,294	375,000	600,249	375,000	375,000
TOTAL	$2,386,049	$1,223,370	$1,448,619	$1,227,354	$1,227,354
GRAND TOTAL	$2,386,049	$1,223,370	$1,448,619	$1,227,354	$1,227,354

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund $224,512
Retirement Fund $23,769
Refuse Fund $5,000
Water Fund $5,000
Passport Trust Grant $21,000

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$210,922	$240,727	$229,671	$230,941	$230,941
SERVICES & SUPPLIES	40,435	146,350	167,022	48,340	48,340
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$251,357	$387,077	$396,693	$279,281	$279,281
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.00	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

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
City Website Visitors (Monthly Average)	24,714	35,000	40,000
City Hall Information Desk, # of Volunteers	4	2	5
City Hall Information Desk, # of Public Contacts	3,783	2,965	3,500
Passport Application Processing	570	500	600
General Municipal Election Voter Turnout	Not an Election Year	March, 2011 24%	Not an Election Year

2011-2012 GOALS AND OBJECTIVES

1. Complete previously launched record management and destruction plan for all departments. Plan and solutions were previously prepared but no action taken due to vacancy in city manager's position.
2. Prepare and plan for modifications to city website to make it up-to-date depending on costs and budget allocations.

3. Expand digital retention of vital records and research software programs and costs for future implementation.

4. Implement record destruction program for many out-of-date materials, duplicates and surplus materials as authorized by the government code.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Conducted general municipal election on March 8, 2011 to fill three council positions and one measure. Election was consolidated with the City of Los Angeles which will result in reducing the cost of the election.

2. Processed more than 60 formal Public Records Act (PRA) requests and coordinated responses with the appropriate departments and the city attorney.

3. Developed a program for digital broadcast of the City Council meetings on the city website with the Parks and Recreation Department.

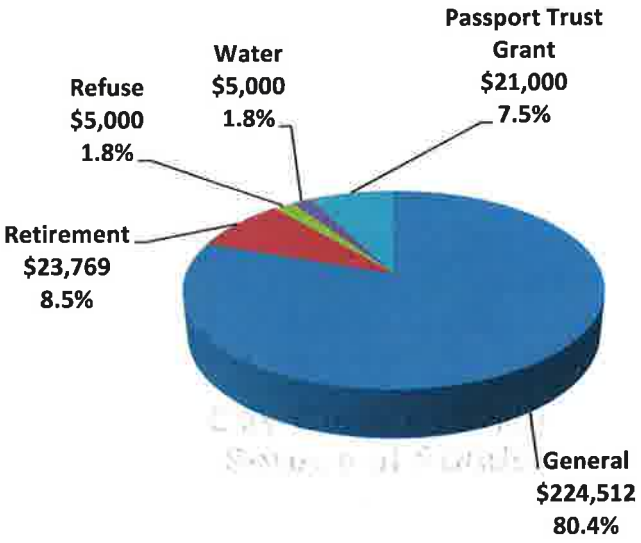
PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Services and Other Charges category (#31000), budget reduction of $100,000 for Election expense reflects that there is no planned city election in the coming fiscal year.

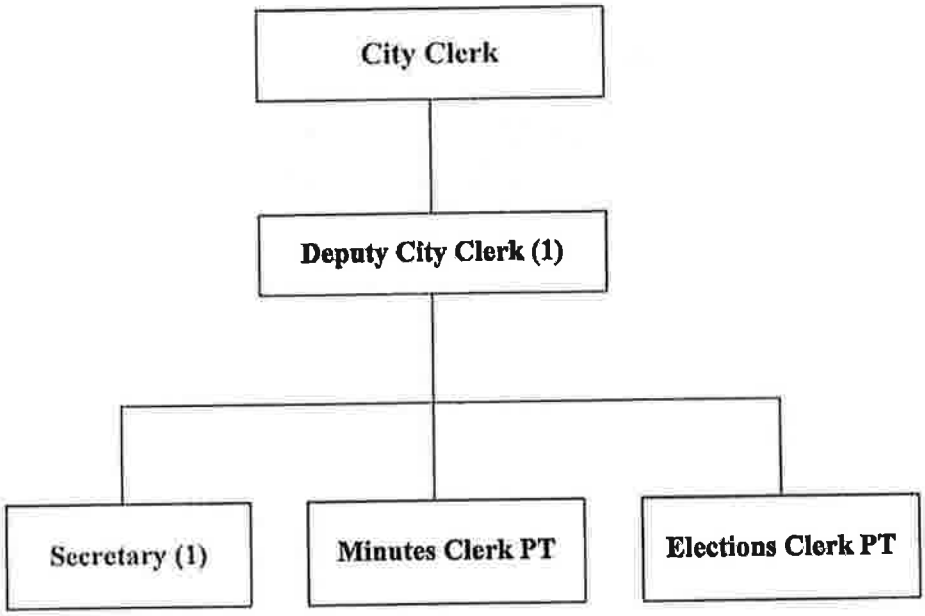
2. Duplicating Equipment Rental category (#37000) has an increase of $1,075 because insufficient amounts have not been budgeted in the past to cover real expenses.

3. Repairs and Maintenance category (#38000) reflected an increase of $425 for Machinery and Equipment Repairs.

City Clerk's Office
Source of Funds



City Clerk's Office



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Clerk**

ACTIVITY: **City Clerk**

ACTIVITY NO.: **1301**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11100 Elective Salaries	$6,016	$6,000	$6,000	$6,000	$6,000
11200 Permanent Salaries	102,538	137,386	131,330	131,330	131,330
11300 Part Time Salaries	41,998	31,000	26,000	31,000	31,000
11400 Overtime Salaries	0	0	0	0	0
11500 Separation Benefits	9,546	6,150	6,150	6,765	6,765
TOTAL	$160,098	$180,536	$169,480	$175,095	$175,095
EMPLOYEE BENEFITS					
12200 Life Insurance	$450	$535	$535	$535	$535
12300 Medical Insurance	23,014	29,522	29,522	25,924	25,924
12350 Medicare Insurance	2,041	2,385	2,385	1,992	1,992
12370 Part Time Retirement	500	500	500	0	0
12400 Dental Insurance	2,096	2,455	2,455	1,541	1,541
12500 Workers Compensation	849	700	700	770	770
12600 Retirement	20,787	22,578	22,578	23,769	23,769
12900 Long Term Disability	561	792	792	792	792
12950 Vision Plan	526	724	724	523	523
TOTAL	$50,824	$60,191	$60,191	$55,846	$55,846
SERVICES & SUPPLIES					
21000 Office Supplies	$1,557	$1,950	$1,950	$1,950	$1,950
22000 Operating Supplies	700	700	700	700	700
31000 Contracted Services	3,000	103,000	127,000	3,000	3,000
32000 Communications	5,779	5,900	6,500	6,090	6,090
33000 Motor Pool Charges	0	200	22	200	200
34000 Advertising	14,641	17,000	12,000	17,000	17,000
37000 Leases & Rentals	5,106	5,200	5,200	6,275	6,275
38000 R/M Contractual	5,423	6,000	6,000	6,425	6,425
39000 Miscellaneous	4,229	6,400	7,650	6,700	6,700
TOTAL	$40,435	$146,350	$167,022	$48,340	$48,340
GRAND TOTAL	$251,357	$387,077	$396,693	$279,281	$279,281

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **City Clerk**

ACTIVITY: **City Clerk**

ACTIVITY NO.: **1301**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
City Clerk	1.00	1.00	1.00	$6,000	$6,000	$6,000
Deputy City Clerk	1.00	1.00	1.00	88,378	83,714	83,714
Secretary	1.00	1.00	1.00	49,008	47,616	47,616
Separation Benefits	0.00	0.00	0.00	6,150	6,765	6,765
Part-Time						
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	$180,536	$175,095	$175,095

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CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund $18,301
Retirement Fund $1,540

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$29,842	$30,323	$26,652	$19,291	$19,291
SERVICES & SUPPLIES	340	550	550	550	550
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$30,182	$30,873	$27,202	$19,841	$19,841
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 safe keep 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

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
✓ Average Investment Balance	$49.0 million	$47.3 million	$47.3 million
✓ Investment Earnings (All City Funds excluding CRA)	$224,000	$218,000	$218,000

2011-2012 GOALS AND OBJECTIVES

1. Continue to evaluate investment options and invest City funds using the following criteria:

   a. Maintenance of investment portfolio safety.
   b. Maintenance of liquidity necessary to meet the City's daily cash requirements.
   c. Maintenance of highest yields possible while adhering to the above criteria.

2. Continue evaluation of City's investment policy and internal controls over investment and treasury functions to ensure the proper segregation of duties and asset safeguarding.

3. Working with the Management Services Department, submit monthly and annual investment reports to the City Council.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Presented annual City Investment Policy to the City Council in August 2010.

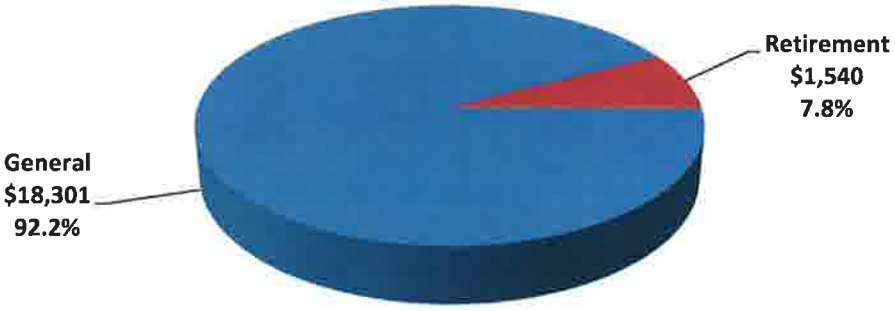
2. Prudent, conservative management of the City's investment portfolio to maximize investment earning during the 2010-2011 fiscal year.

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 Treasurer
Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Treasurer**

ACTIVITY: **City Treasurer**

ACTIVITY NO.: **1501**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11100 Elective Salaries	$6,016	$6,000	$6,000	$6,000	$6,000
TOTAL	$6,016	$6,000	$6,000	$6,000	$6,000
EMPLOYEE BENEFITS					
12200 Life Insurance	$321	$324	$324	$324	$324
12300 Medical Insurance	20,648	21,249	17,839	10,500	10,500
12350 Medicare Insurance	89	87	87	87	87
12400 Dental Insurance	1,415	1,416	1,161	600	600
12600 Retirement	1,155	1,049	1,049	1,540	1,540
12950 Vision Plan	198	198	192	240	240
TOTAL	$23,826	$24,323	$20,652	$13,291	$13,291
SERVICES & SUPPLIES					
21000 Office Supplies	$0	$100	$100	$100	$100
33000 Motor Pool Charges	0	50	50	50	50
35000 Insurance	300	300	300	300	300
39000 Miscellaneous	40	100	100	100	100
TOTAL	$340	$550	$550	$550	$550
GRAND TOTAL	$30,182	$30,873	$27,202	$19,841	$19,841

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **City Treasurer**

ACTIVITY: **City Treasurer**

ACTIVITY NO.: **1501**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
City Treasurer	1.00	1.00	1.00	$6,000	$6,000	$6,000
Total	1.00	1.00	1.00	$6,000	$6,000	$6,000

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CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund $170,000
Refuse Fund $90,000
Water Fund $110,000

DEPARTMENT: City Attorney

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	364,817	280,000	350,000	370,000	370,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$364,817	$280,000	$350,000	$370,000	$370,000
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.

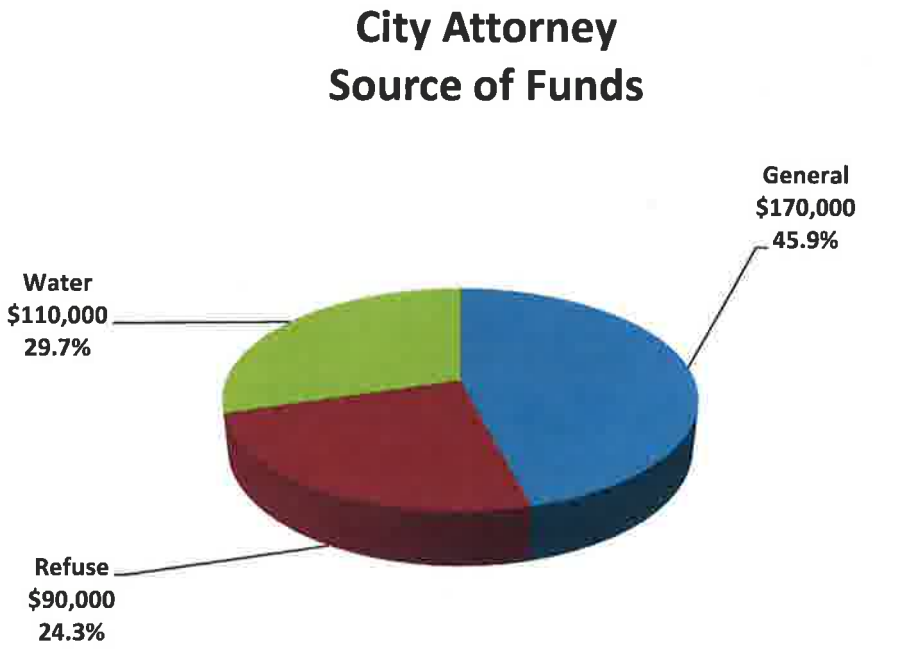
- Ensure the City and its officers are properly represented in all actions arising from performance of City business.

- 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.

	Adopted 2010-2011	Year-end Estimated 2010-2011	Proposed 2011-2012
General Services	$ 131,300	$ 180,000	$ 180,000
Labor Relations/Personnel: Liebert, Cassidy Whitmore	63,700	110,000	115,000
Special Services/General Litigation/Personnel Matters/Municipal Code Prosecutions	85,000	70,000	75,000
Total	$ 280,000	$360,000	$370,000



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Attorney**

ACTIVITY: **City Attorney**

ACTIVITY NO.: **1601**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SERVICES & SUPPLIES					
31000 Contracted Services	$364,817	$280,000	$350,000	$370,000	$370,000
TOTAL	$364,817	$280,000	$350,000	$370,000	$370,000
GRAND TOTAL	$364,817	$280,000	$350,000	$370,000	$370,000

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CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund $699,546
Retirement Fund $54,903
Refuse Fund $281,892
Water Fund $635,770
CRA Fund $246,706

DEPARTMENT: Management Services

ACTIVITY: Management Services

ACTIVITY NO.: 1400

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$1,310,110	$1,156,997	$1,076,131	$1,331,114	$1,331,114
SERVICES & SUPPLIES	620,772	597,960	559,861	587,703	587,703
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,930,882	$1,754,957	$1,635,992	$1,918,817	$1,918,817
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	13.75	13.45	13.45	14.95	14.95

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.

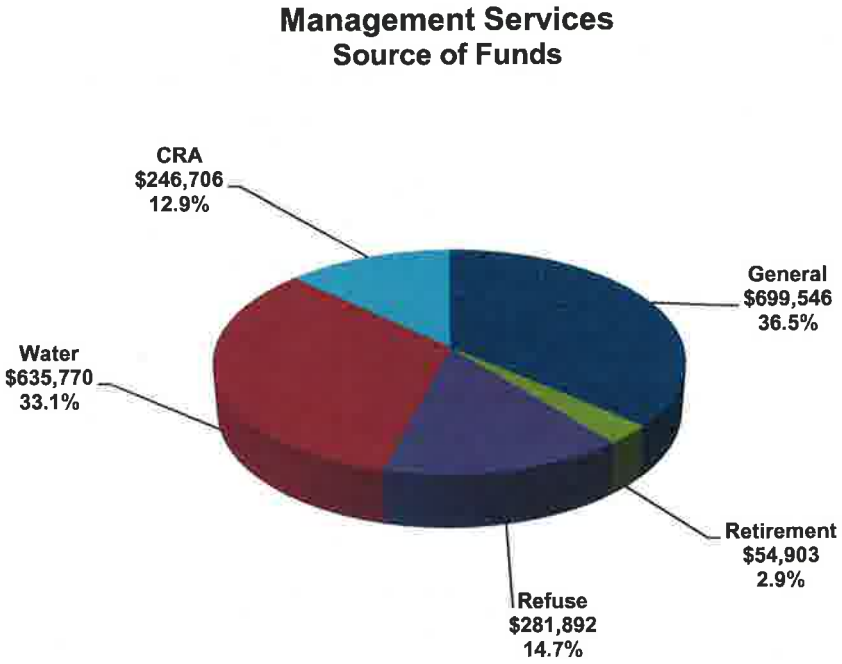
The Department is the core of the City's financial operations. It provides centralized financial planning, budgeting, investing, debt management, general ledger, grant accounting, accounts payable, payroll, and financial reporting. In addition, the Department establishes and maintains the City's administrative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

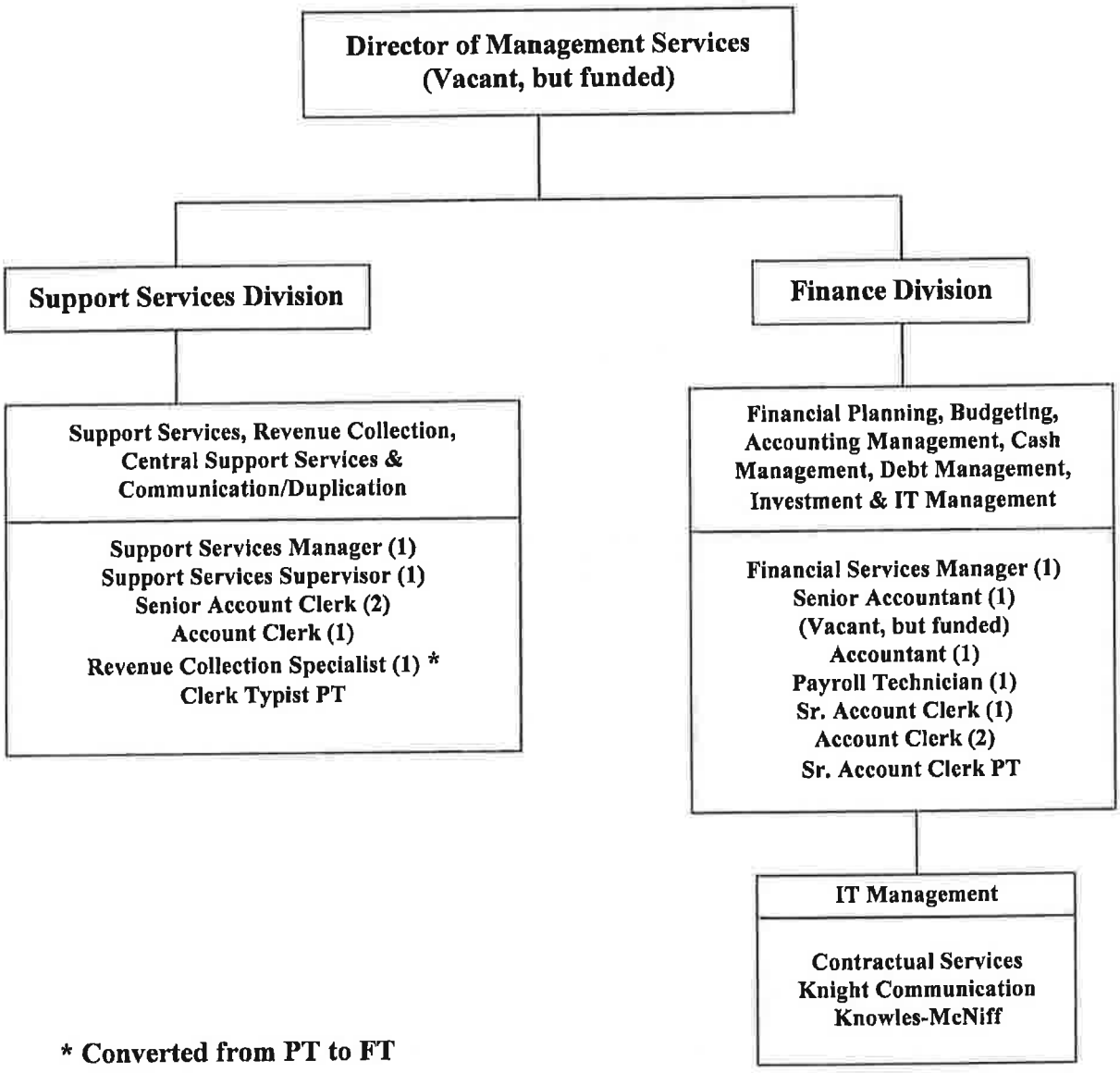
and serves as the central revenue collection point for the City. It prepares water and trash billing and administers laws related to business license, utility tax, transient occupancy tax, admissions tax, and franchise tax.

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 include: There were 2 positions: (Senior Account Clerk, and Storekeeper/Buyer) took the 2-year service credit for early retirement. Financial Services Technician was budgeted in Activity 2201, 2206, 7010, 7011 and 7030 last year and also took the 2-year service credit for early retirement. 2.5 FTE positions were moved from Water Activity 4221 to Management Services 1400 for personnel realignment. In the Support Services Activity, the part-time Revenue Collection Specialist position is converted to a full-time position and a 0.75 FTE part-time Clerk Typist position is added for 2011-2012.



Management Services Department



* Converted from PT to FT

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Management Services**

ACTIVITY: **Finance**

ACTIVITY NO.: **1403**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$655,216	$648,708	$586,906	$751,624	$751,624
SERVICES & SUPPLIES	161,204	133,300	101,300	113,900	113,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$816,420	$782,008	$688,206	$865,524	$865,524
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	6.50	6.50	6.50	7.50	7.50

Program Description

The Finance Division is responsible for the financial operations of the City and its redevelopment agency. 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 Management and departments for budget monitoring. Each year the Finance Division prepares a Midyear Budget 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 Budget 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 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.

	Actual 2010-2011	Projected 2011-2012
✓ 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.	20	21
✓ Number of years received awards from GFOA for excellence in financing reporting.	22	23

2011-2012 GOALS AND OBJECTIVES

1. Continue the final phase development of an automated uploading of payroll timecards from City departments to Finance Division for processing and payment. Citywide training is scheduled in September 2011 for a final implementation in October 2011. This automation will streamline the payroll process and reduce the time required for manual data inputting.

2. Develop financing options to raise capital for development opportunities and infrastructure improvements, including: leasing, loans, and bond financing.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Received awards for excellence from (GFOA) and (CSMFO) for the City's 2010-11 Annual Budget and from (GFOA) for the 2009-10 Comprehensive Annual Financial Report.

2. Completed all phases of programming and testing with CalPERS with regards to their new PERS Reporting requirements. The final implementation is scheduled by CalPERS in October 2011.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (#11000 and #12000) reflects personnel cost realignments between Activity 1403 and 4221 for the Senior Accountant and Accountant positions. These two positions are now budgeted 100% in Finance.

2. Contracted Services category (#31000) consists of annual City, CRA, 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 for the typewriter, perforator, copiers, and time clocks.

4. Miscellaneous category (#39000) consists of Printing/Duplicating $17,000, Dues & Memberships $1,500, Books & Subscriptions $1,000, and Education/Training $2,200. Reductions reflect in all categories.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Finance**

ACTIVITY NO.: **1403**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$479,497	$471,815	$417,508	$541,998	$541,998
11400 Overtime Salaries	0	2,000	0	0	0
11500 Separation Benefits	35,438	29,000	29,000	31,900	31,900
TOTAL	$514,935	$502,815	$446,508	$573,898	$573,898
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,068	$1,136	$1,097	$1,297	$1,297
12300 Medical Insurance	51,405	56,165	54,100	64,635	64,635
12350 Medicare Insurance	8,474	6,322	6,050	6,938	6,938
12400 Dental Insurance	3,945	4,076	3,950	4,932	4,932
12500 Workers Compensation	3,034	2,500	2,500	2,750	2,750
12600 Retirement	68,234	71,036	68,570	91,721	91,721
12900 Long Term Disability	3,021	3,537	3,077	4,093	4,093
12950 Vision Plan	1,100	1,121	1,054	1,360	1,360
TOTAL	$140,281	$145,893	$140,398	$177,726	$177,726
SERVICES & SUPPLIES					
21000 Office Supplies	$4,496	$4,500	$4,500	$4,500	$4,500
22000 Operating Supplies	4,200	4,000	4,000	3,500	3,500
31000 Contracted Services	119,375	89,700	59,700	70,600	70,600
32000 Communications	3,833	4,400	4,400	4,600	4,600
37000 Leases & Rentals	2,900	3,000	3,000	3,000	3,000
38000 R/M Contractual	7,500	8,000	6,000	6,000	6,000
39000 Miscellaneous	18,900	19,700	19,700	21,700	21,700
TOTAL	$161,204	$133,300	$101,300	$113,900	$113,900
GRAND TOTAL	$816,420	$782,008	$688,206	$865,524	$865,524

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Finance**

ACTIVITY NO.: **1403**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Management Services	0.50	0.50	0.50	$46,710	$68,784	$68,784
Financial Services Manager	1.00	1.00	1.00	131,808	125,220	125,220
Senior Accountant*	0.50	1.00	1.00	46,870	85,404	85,404
Accountant**	0.50	1.00	1.00	35,631	64,920	64,920
Payroll Technician	1.00	1.00	1.00	62,760	59,616	59,616
Senior Account Clerk	1.00	1.00	1.00	50,778	47,422	47,422
Account Clerk	2.00	2.00	2.00	91,858	84,632	84,632
Bilingual	0.00	0.00	0.00	5,400	6,000	6,000
Overtime	0.00	0.00	0.00	2,000	0	0
Separation Benefits	0.00	0.00	0.00	29,000	31,900	31,900
Total	6.50	7.50	7.50	$502,815	$573,898	$573,898

* Position is fully funded in 1403, starting 2011-12.

** Position is fully funded in 1403, starting 2011-12.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Management Services**

ACTIVITY: **Data Processing**

ACTIVITY NO.: **1404**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	234,980	191,174	184,980	196,012	196,012
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$234,980	$191,174	$184,980	$196,012	$196,012
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

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
✓ Major Programming Projects	4	3	3
✓ Modifications/Enhancements to Existing Programs	6	5	4

2011-2012 GOALS AND OBJECTIVES

1. Implement a citywide online timecard program in September 2011. Departments will enter their timecards via the intranet, thus reducing payroll hours inputting time. Citywide training is scheduled in September 2011.

2. 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.

2010-2011 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 and testing of the system with the implementation being scheduled in October 2011. CalPERS training for this new program for Human Resources and Payroll will be announced in September 2011.

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. Increased amount reflects additional IT programming projects and system support, such as the new online timecard and CalPERS reporting requirements.

2. Communications category (#32000) reflects the costs for T1 high-speed line connection for the citywide internet service. Contributions to the Technology Internal Service Fund have been eliminated from this Activity.

3. R/M Contractual category (#38000) includes costs for network system support $11,314, anti-virus and servers maintenance, routers, network and hardware maintenance $52,186, and internet equipment and printer maintenance $2,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Data Processing**

ACTIVITY NO.: **1404**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SERVICES & SUPPLIES					
22000 Operating Supplies	$3,735	$3,550	$3,550	$3,350	$3,350
24000 Small Tools	450	450	450	450	450
31000 Contracted Services	92,731	109,174	109,180	110,812	110,812
32000 Communications	12,491	12,500	12,800	15,900	15,900
38000 R/M Contractual	51,652	65,500	59,000	65,500	65,500
44000 Misc Financial Serv	73,921	0	0	0	0
TOTAL	$234,980	$191,174	$184,980	$196,012	$196,012
GRAND TOTAL	$234,980	$191,174	$184,980	$196,012	$196,012

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Management Services**

ACTIVITY: **Revenue Collection**

ACTIVITY NO.: **1406**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$249,981	$209,651	$207,137	$304,852	$304,852
SERVICES & SUPPLIES	19,961	25,000	25,000	25,000	25,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$269,942	$234,651	$232,137	$329,852	$329,852
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.03	3.03	3.03	4.63	4.63

Program Description

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

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

PROGRAM MEASUREMENTS

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Business Licenses Issued	5,410	5,430	5,460
Utility Bills Mailed (Original and Delinquent)	88,500	88,600	88,650
Customers Paying with Credit Card	8,100	8,300	9,000
Customers Paying with Direct Pay	1,580	1,600	1,620

2011-2012 GOALS AND OBJECTIVES

1. Staff will implement the online payment process for utility bills and work with customers to ensure smooth transition to online payment method.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Staff has worked with programmers to finalize the design and development of an online payment process for customers to pay their utility bills.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (#11000 and #12000) reflects personnel cost realignment between Activity 1403 and 4221 for the Senior Account Clerk and Account Clerk positions. In addition, P.T. Revenue Collection Specialist is converted into a full time position and 0.75 P.T. Clerk Typist position is added.

2. Communications category (#32000) reflects postage for mailing business license renewals, licenses, UUT Exemption renewals, Lifeline rate renewals, Library Tax Exemption re-applications, and correspondence.

3. R/M Contractual category (#38000) reflects $3,000 for cash register system maintenance, $7,900 for business license program maintenance, and $2,000 for utility bill scanner programming software maintenance.

4. Miscellaneous category (#39000) includes $3,800 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$144,471	$121,365	$117,737	$211,710	$211,710
11300 Part Time Salaries	37,063	40,000	40,000	25,000	25,000
11400 Overtime Salaries	409	0	1,114	0	0
11500 Separation Benefits	10,882	7,025	7,025	7,728	7,728
TOTAL	$192,825	$168,390	$165,876	$244,438	$244,438
EMPLOYEE BENEFITS					
12200 Life Insurance	$480	$360	$360	$546	$546
12300 Medical Insurance	22,738	17,267	17,267	22,653	22,653
12350 Medicare Insurance	2,918	1,423	1,423	2,328	2,328
12370 Part Time Retirement	0	0	0	1,000	1,000
12400 Dental Insurance	1,980	1,451	1,451	2,198	2,198
12500 Workers Compensation	1,106	900	900	990	990
12600 Retirement	26,178	18,306	18,306	28,584	28,584
12900 Long Term Disability	1,436	1,290	1,290	1,777	1,777
12950 Vision Plan	320	264	264	338	338
TOTAL	$57,156	$41,261	$41,261	$60,414	$60,414
SERVICES & SUPPLIES					
21000 Office Supplies	$1,487	$1,600	$1,600	$1,600	$1,600
22000 Operating Supplies	533	600	600	600	600
24000 Small Tools	731	1,050	1,050	1,050	1,050
31000 Contracted Services	5	500	500	500	500
32000 Communications	3,361	4,300	4,300	4,300	4,300
38000 R/M Contractual	11,753	12,900	12,900	12,900	12,900
39000 Miscellaneous	2,091	4,050	4,050	4,050	4,050
TOTAL	$19,961	$25,000	$25,000	$25,000	$25,000
GRAND TOTAL	$269,942	$234,651	$232,137	$329,852	$329,852

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Revenue Collection**

ACTIVITY NO.: **1406**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Management Services	0.18	0.18	0.18	$16,818	$22,391	$22,391
Support Services Manager	0.35	0.35	0.35	33,527	31,305	31,305
Support Services Supervisor*	0.25	0.35	0.35	24,273	22,662	22,662
Revenue Collection Specialist**	0.00	1.00	1.00	0	45,311	45,311
Senior Account Clerk***	1.50	1.00	1.00	45,637	48,507	48,507
Account Clerk****	0.00	1.00	1.00	0	40,124	40,124
Bilingual	0.00	0.00	0.00	1,110	1,410	1,410
Separation Benefits	0.00	0.00	0.00	7,025	7,728	7,728
Part-Time						
Revenue Collection Specialist	0.75	0.00	0.00	40,000	0	0
Clerk Typist	0.00	0.75	0.75	0	25,000	25,000
Total	3.03	4.63	4.63	$168,390	$244,438	$244,438

* Position is reallocated to 1406, 1407, and 1408.

** Revenue Collection Specialist converted from a part-time to a full-time position. Position will be reevaluated for revenue generating during the Midyear process.

*** One Senior Account Clerk position took the 2-year service credit for early retirement. 0.5 FTE Senior Account Clerk position is transferred back from 4221.

**** Position is fully funded in 1406, starting 2011-12. It was funded in 4221.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Management Services**

ACTIVITY: **Central Support Services**

ACTIVITY NO.: **1407**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$252,402	$179,297	$158,393	$173,748	$173,748
SERVICES & SUPPLIES	16,407	17,562	17,657	17,856	17,856
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$268,809	$196,859	$176,050	$191,604	$191,604
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.69	2.39	2.39	2.00	2.00

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

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Purchase Orders Issued	1,550	1,600	1,650
Requisitions Processed	2,350	2,500	2,580

2011-2012 GOALS AND OBJECTIVES

1. Staff will begin transmitting reports to the State of California through an online process. This new process will allow staff to save the cost of magnetic media and postage to submit these required reports.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Staff utilized the City's website to make available vendor applications to be completed and emailed back for a streamlined process of becoming a potential vendor for the City.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category reflects personnel cost reductions due to retirement of the Storekeeper/Buyer.

2. Communications category (#32000) reflects postage for mailing purchase orders and correspondence $2,680.

3. Motor Pool category (#33000) reflects the division's vehicle operation and maintenance charges $6,176.

4. R&M Machinery/Equipment category (#38000) reflects maintenance of copiers & printers.

5. Miscellaneous category (#39000) reflects $1,200 for printing/duplicating, $800 for dues and memberships in purchasing organizations, and $600 for books and subscriptions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Central Support Services**

ACTIVITY NO.: **1407**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$172,330	$121,448	$101,344	$114,550	$114,550
11300 Part Time Salaries	11,545	7,000	7,000	7,000	7,000
11400 Overtime Salaries	320	0	0	0	0
11500 Separation Benefits	15,226	9,825	9,825	10,808	10,808
TOTAL	$199,421	$138,273	$118,169	$132,358	$132,358
EMPLOYEE BENEFITS					
12200 Life Insurance	$512	$357	$357	$314	$314
12300 Medical Insurance	21,452	16,769	16,769	16,962	16,962
12350 Medicare Insurance	2,212	1,325	1,325	1,321	1,321
12370 Part Time Retirement	8	800	0	0	0
12400 Dental Insurance	1,509	1,261	1,261	1,169	1,169
12500 Workers Compensation	1,110	900	900	990	990
12600 Retirement	24,501	18,303	18,303	19,404	19,404
12900 Long Term Disability	1,369	1,083	1,083	1,022	1,022
12950 Vision Plan	308	226	226	208	208
TOTAL	$52,981	$41,024	$40,224	$41,390	$41,390
SERVICES & SUPPLIES					
21000 Office Supplies	$1,270	$1,000	$1,000	$1,000	$1,000
22000 Operating Supplies	662	700	700	700	700
24000 Small Tools	445	500	500	500	500
32000 Communications	2,223	2,680	2,680	2,680	2,680
33000 Motor Pool Charges	5,882	5,882	5,882	6,176	6,176
37000 Leases & Rentals	2,194	2,600	2,600	2,600	2,600
38000 R/M Contractual	1,600	1,600	1,695	1,600	1,600
39000 Miscellaneous	2,131	2,600	2,600	2,600	2,600
TOTAL	$16,407	$17,562	$17,657	$17,856	$17,856
GRAND TOTAL	$268,809	$196,859	$176,050	$191,604	$191,604

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Central Support Services**

ACTIVITY NO.: **1407**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Management Services	0.14	0.14	0.14	$13,079	$18,267	$18,267
Support Services Manager	0.30	0.30	0.30	28,739	26,834	26,834
Support Services Supervisor*	0.50	0.36	0.36	24,967	23,309	23,309
Storekeeper/Buyer**	0.25	0.00	0.00	4,863	0	0
Senior Account Clerk	1.00	1.00	1.00	48,834	45,324	45,324
Bilingual	0.00	0.00	0.00	966	816	816
Separation Benefits	0.00	0.00	0.00	9,825	10,808	10,808
Part-Time						
Senior Account Clerk	0.20	0.20	0.20	7,000	7,000	7,000
Total	2.39	2.00	2.00	$138,273	$132,358	$132,358

* Position is reallocated to 1406, 1407 and 1408.

** The Storekeeper Buyer position took the 2-year service credit for early retirement.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Management Services**

ACTIVITY: **Communication/Duplication**

ACTIVITY NO.: **1408**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$152,511	$119,341	$123,695	$100,890	$100,890
SERVICES & SUPPLIES	188,220	230,924	230,924	234,935	234,935
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$340,731	$350,265	$354,619	$335,825	$335,825
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.53	1.53	1.53	.82	.82

Program Description

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

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

PROGRAM MEASUREMENTS

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Mail Handled	480,000	490,000	487,000

2011-2012 GOALS AND OBJECTIVES

1. Evaluate the City's phone and computer lines to ensure all connected/active lines are being properly utilized and ensure any non-essential services are discontinued.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Staff upgraded 'ring-down lines' at Fire Stations 1, 2, and 3 to 911 activated phone lines to ensure connectivity and enable them to be transferred to Verdugo Dispatch.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) includes $39,000 for City Hall telephone services, $4,000 for postage and $42,235 contributions to City's Data Processing/Technology Internal Services fund.

2. Utilities category (#36000) is for the City Hall utility costs, which include $96,000 for electricity and $2,000 for Gas. The increase reflects the estimated increase for Edison and So Cal 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/inserter, $7,000 for utility bill folder/inserter, $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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$108,085	$85,670	$90,844	$72,618	$72,618
11300 Part Time Salaries	7,224	0	0	0	0
11400 Overtime Salaries	202	0	0	0	0
11500 Separation Benefits	7,302	4,700	4,700	5,170	5,170
TOTAL	$122,813	$90,370	$95,544	$77,788	$77,788
EMPLOYEE BENEFITS					
12200 Life Insurance	$246	$285	$285	$162	$162
12300 Medical Insurance	9,496	11,780	11,780	7,905	7,905
12350 Medicare Insurance	1,474	732	732	796	796
12370 Part Time Retirement	757	820	0	0	0
12400 Dental Insurance	873	971	971	568	568
12500 Workers Compensation	516	300	300	330	330
12600 Retirement	15,422	12,918	12,918	12,482	12,482
12900 Long Term Disability	743	970	970	723	723
12950 Vision Plan	171	195	195	136	136
TOTAL	$29,698	$28,971	$28,151	$23,102	$23,102
SERVICES & SUPPLIES					
21000 Office Supplies	$5,003	$2,800	$2,800	$2,800	$2,800
22000 Operating Supplies	418	500	500	500	500
32000 Communications	58,508	83,224	83,224	85,235	85,235
36000 Utilities	77,057	96,000	96,000	98,000	98,000
37000 Leases & Rentals	12,272	22,900	22,900	22,900	22,900
38000 R/M Contractual	34,962	25,000	25,000	25,000	25,000
39000 Miscellaneous	0	500	500	500	500
TOTAL	$188,220	$230,924	$230,924	$234,935	$234,935
GRAND TOTAL	$340,731	$350,265	$354,619	$335,825	$335,825

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Communication/Duplication**

ACTIVITY NO.: **1408**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Management Services	0.18	0.18	0.18	$16,816	$22,362	$22,362
Support Services Manager	0.35	0.35	0.35	33,529	31,306	31,306
Support Services Supervisor*	0.25	0.29	0.29	20,112	18,777	18,777
Storekeeper/Buyer**	0.75	0.00	0.00	14,589	0	0
Bilingual	0.00	0.00	0.00	624	173	173
Separation Benefits	0.00	0.00	0.00	4,700	5,170	5,170
Total	1.53	0.82	0.82	$90,370	$77,788	$77,788

* Position is reallocated to 1406, 1407 and 1408.

** The Storekeeper/Buyer position took the 2-year service credit for early retirement.

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CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund $294,062
Retirement Fund $25,366
General Liability Fund $20,845
Public Safety Impact Fund $5,000
Workers' Compensation Fund $20,845
Water Fund $215,381
CRA Fund $69,642

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources & Risk Mgmt

ACTIVITY NO.: 1800

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$685,760	$472,244	$474,281	$409,551	$409,551
SERVICES & SUPPLIES	348,225	247,454	236,604	241,590	241,590
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,033,985	$719,698	$710,885	$651,141	$651,141
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.00	4.00	4.00	4.00	4.00

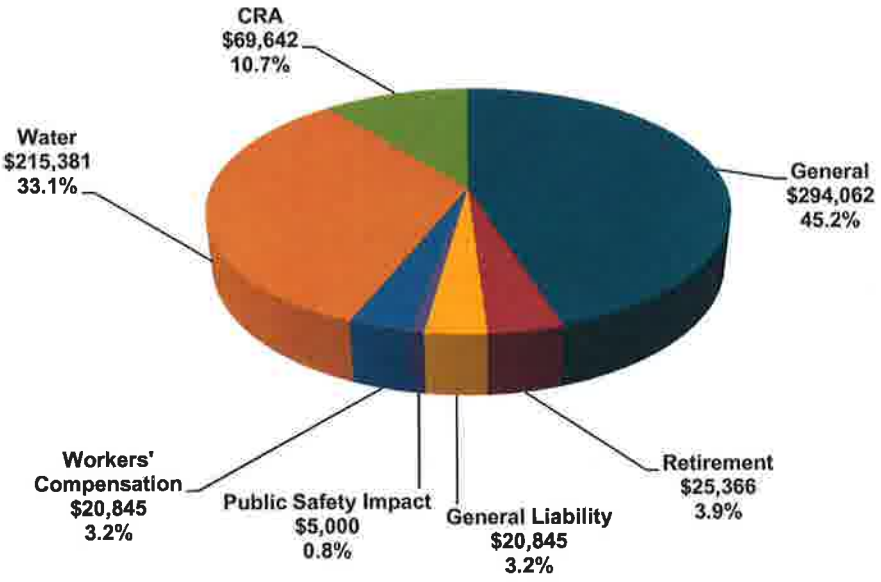
Program Description

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.

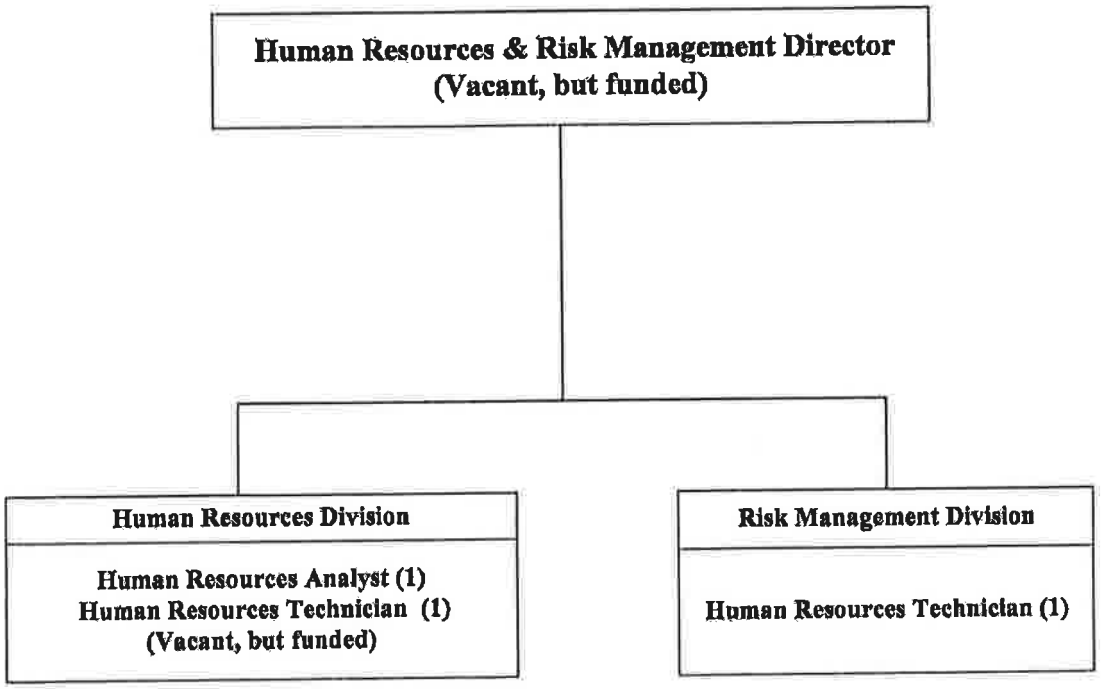
The Human Resources Division is the core of the City's employment and training operations. It provides centralized recruitment and selection, compensation administration, job classification, benefits administration, employment records management, employer/employee relation's administration, employee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

Human Resources & Risk Management
Source of Funds



Human Resources & Risk Management Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Human Resources & Risk Mgmt**

ACTIVITY: **Human Resources**

ACTIVITY NO.: **1801**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$385,508	$304,781	$306,818	$257,470	$257,470
SERVICES & SUPPLIES	254,224	145,249	143,554	137,330	137,330
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$639,732	$450,030	$450,372	$394,800	$394,800
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 Relations: An effective program of employer/employee relations through the negotiation and administration of labor contracts with seven represented employee groups and one non-represented 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 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.

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 Turnover
(Due to separations including retirements, lay-off, terminations, and resignations)

Actual 2009-10	Estimated 2010-11
4.87%	13.68%

Number of Employee Separations by Department

	Actual 2009-10	Estimated 2010-11*
City Manager	1	1
City Clerk	0	1
Development Services	1	5
Economic Development	1	1
Fire	1	4
Human Resources	0	4

Library	2	0
Management Services	2	4
Police	7	6
Public Works	1	9
Recreation and Parks	1	8
TOTAL	**17**	**43**

*Note: 2010-11 numbers include individuals laid off and those retired with 2 year service credit option.

Other Program Measurements

	Actual 2009-10	Estimated 2010-11
Total Number of Budgeted Full-Time Positions	349	315
Total Number of Competitive Service Positions Filled	2	3
Total Number of Promotions	5	2
Examinations Administered	14	7
Total Number of Applications Processed	786	400
Number of Seasonal, Part-time, Limited Term Employee Appointments	11	12

2011-2012 GOALS AND OBJECTIVES

1. Conduct quarterly employee information meetings on Health Benefits (i.e. deferred compensation, medical, dental, Employee Assistance Program and vision).

2. Implement on-line enrollment for employees to utilize during the City's annual open enrollment for health coverage (i.e. medical, dental, vision, etc.)

2010-2011 MAJOR ACCOMPLISHMENTS

1. Conducted quarterly employee information meetings on benefits including our annual benefit fair prior to open enrollment, 457 deferred compensation plans, Employee Assistance Program (EAP), Medicare 101 and CalPERS retirement processing.

2. Provided out-processing education and counseling for employee's subject to lay-off through services provided by the City's Employee Assistance Program (EAP) and State Employment Development Department (EDD).

3. Concluded M.O.U. negotiations with the Monterey Park Firefighters' Association. The current contract expires June 30, 2012.

4. Concluded M.O.U. negotiations with the Monterey Park Confidential Employees Association. Those negotiations established the initial Memorandum of Understanding with this newly formed bargaining unit.

5. Through participation in the San Gabriel Valley Employment Relations Consortium (SGV-ERC) 19 employees received training in the areas of Advanced Retirement Issues for California's Public Employers, 12 Steps to Avoiding Liability, Public Sector Employment Law Update, Super Manager or Super Spy: Use of Technology in Monitoring Employee Conduct, Prevention & Control of Absenteeism & Abuse, Handling Grievances and The Disability Interactive Process.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services (#31000) includes $10,000 for pre-employment physical examinations, DMV physicals, fitness-for-duty evaluations, pre-employment and mandatory drug testing for designated safety sensitive positions pursuant to DOT regulations and $11,200 for testing materials and consultation fees, $18,000 for the City's Employee Assistance Program (EAP) premium, and $6,200 investigation services for personnel matters.

2. Motor Pool Charges (#33000) includes $120 for travel to and from professional meetings and $300 for attendance of training for HR personnel.

3. Miscellaneous category (#39000) includes $2,000 for printing and duplicating costs; $950 for membership dues; $7,500 for pre-employment expenses relating to testing and candidate backgrounds and mandated fingerprinting current and future volunteers assigned to the Police Department; and, $52,400 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$284,083	$225,503	$225,503	$180,677	$180,677
11300 Part Time Salaries	353	0	2,100	0	0
11500 Separation Benefits	17,184	13,800	13,800	15,180	15,180
TOTAL	$301,620	$239,303	$241,403	$195,857	$195,857
EMPLOYEE BENEFITS					
12200 Life Insurance	$674	$520	$520	$520	$520
12300 Medical Insurance	30,840	22,691	22,691	22,980	22,980
12350 Medicare Insurance	4,304	3,271	3,271	2,619	2,619
12370 Part Time Retirement	14	0	0	0	0
12400 Dental Insurance	2,160	1,560	1,560	1,358	1,358
12500 Workers Compensation	780	525	525	578	578
12600 Retirement	41,541	33,928	33,928	30,577	30,577
12900 Long Term Disability	2,753	2,359	2,359	2,357	2,357
12950 Vision Plan	822	624	561	624	624
TOTAL	$83,888	$65,478	$65,415	$61,613	$61,613
SERVICES & SUPPLIES					
21000 Office Supplies	$3,002	$2,400	$2,400	$2,400	$2,400
22000 Operating Supplies	3,049	5,000	5,500	7,500	7,500
31000 Contracted Services	147,720	52,200	56,500	45,400	45,400
32000 Communications	8,148	8,684	8,384	8,483	8,483
33000 Motor Pool Charges	80	200	120	420	420
34000 Advertising	3,506	3,930	1,800	2,930	2,930
37000 Leases & Rentals	1,568	2,000	0	0	0
38000 R/M Contractual	8,004	8,000	8,000	7,347	7,347
39000 Miscellaneous	79,147	62,835	60,850	62,850	62,850
TOTAL	$254,224	$145,249	$143,554	$137,330	$137,330
GRAND TOTAL	$639,732	$450,030	$450,372	$394,800	$394,800

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Human Resources & Risk Mgmt**

ACTIVITY: **Human Resources**

ACTIVITY NO.: **1801**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Human Resources/Risk Management	0.60	0.60	0.60	$88,835	$69,437	$69,437
Human Resources Analyst	1.00	1.00	1.00	74,508	64,920	64,920
Human Resources Technician	1.00	1.00	1.00	61,560	45,720	45,720
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	13,800	15,180	15,180
Total	2.60	2.60	2.60	$239,303	$195,857	$195,857

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Human Resources & Risk Mgmt**

ACTIVITY: **Risk Management**

ACTIVITY NO.: **1802**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$300,252	$167,463	$167,463	$152,081	$152,081
SERVICES & SUPPLIES	94,001	102,205	93,050	104,260	104,260
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$394,253	$269,668	$260,513	$256,341	$256,341
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 $20 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

	Actual 2009-10	Estimated 2010-11
GENERAL GOVERNMENT	0	2
POLICE	12	15
FIRE	2	2
LIBRARY	0	0
MANAGEMENT SERVICES	1	0
RECREATION & PARKS	4	15
HUMAN RESOURCES	0	0
DEVELOPMENT SERVICES	0	0
PUBLIC WORKS	15	16
TOTAL	**34**	**50**

WORKERS' COMPENSATION CLAIMS FILED

	Actual 2009-10	Estimated 2010-11
GENERAL EMPLOYEES	6	4
POLICE	20	10
FIRE	9	7
PUBLIC WORKS	4	6
LIBRARY	0	1
RECREATION & PARKS	7	5
TOTAL*	**46**	**33**

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

2011-2012 GOALS & OBJECTIVES

1. Continue to work with the ICRMA to obtain grant funds to provide training in identification of risk and safety training.

2010-2011 MAJOR ACCOMPLISHMENTS

1. For the fourth year in a row, the Risk Management Division received the Independent Cities Risk Management Authority (ICRMA) *Outstanding Star Award*. This is the highest level of recognition for the City's Risk Management program and was accompanied by an additional $3,000 to use toward risk management programs.

2. Utilizing ICRMA Risk Management training resources, coordinated and conducted employee training for "Confined Space Entry", "Dealing with Difficult People" and "Heat Illness Prevention".

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Insurance category (#35000) includes $69,725 premium costs for property coverage; $21,475 for Auto Physical Damage and $7,500 for employee fidelity bond.

2. Miscellaneous category (#39000) includes $150 for membership dues; $125 for printing/duplicating and $520 for mandated Federal and State posters and professional publications.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Human Resources & Risk Mgmt**

ACTIVITY: **Risk Management**

ACTIVITY NO.: **1802**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$227,118	$121,383	$121,383	$105,378	$105,378
11500 Separation Benefits	11,455	9,200	9,200	10,120	10,120
TOTAL	$238,573	$130,583	$130,583	$115,498	$115,498
EMPLOYEE BENEFITS					
12200 Life Insurance	$449	$293	$293	$292	$292
12300 Medical Insurance	20,560	12,347	12,347	12,540	12,540
12350 Medicare Insurance	3,457	1,762	1,762	1,528	1,528
12400 Dental Insurance	1,323	640	640	639	639
12500 Workers Compensation	2,266	1,800	1,800	1,980	1,980
12600 Retirement	31,212	18,262	18,262	17,828	17,828
12900 Long Term Disability	1,836	1,440	1,440	1,440	1,440
12950 Vision Plan	576	336	336	336	336
TOTAL	$61,679	$36,880	$36,880	$36,583	$36,583
SERVICES & SUPPLIES					
21000 Office Supplies	$0	$200	$200	$200	$200
22000 Operating Supplies	92	400	400	400	400
24000 Small Tools	0	0	0	0	0
31000 Contracted Services	908	1,500	1,500	3,280	3,280
32000 Communications	277	300	300	300	300
33000 Motor Pool Charges	144	160	85	585	585
35000 Insurance	92,243	98,700	89,914	98,700	98,700
39000 Miscellaneous	337	945	651	795	795
TOTAL	$94,001	$102,205	$93,050	$104,260	$104,260
GRAND TOTAL	$394,253	$269,668	$260,513	$256,341	$256,341

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Human Resources & Risk Mgmt**

ACTIVITY: **Risk Management**

ACTIVITY NO.: **1802**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Human Resources/Risk Management	0.40	0.40	0.40	$59,223	$46,290	$46,290
Human Resources Technician	1.00	1.00	1.00	61,560	58,488	58,488
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	9,200	10,120	10,120
Total	1.40	1.40	1.40	$130,583	$115,498	$115,498

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community Development

ACTIVITY: Community Development

ACTIVITY NO.: 1700 & 2200

SOURCE OF FUNDS:

General Fund $756,794
Retirement Fund $98,329
Water Fund $39,772
CRA Fund $282,750
CDBG Grant $1,019,670
General Plan Review Trust $56,051
Records Management Fee Trust $25,637
HUD Home Grant $442,523

REVENUES:

General Fund $791,000

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$1,622,113	$1,321,172	$1,287,601	$1,378,472	$1,378,472
SERVICES & SUPPLIES	1,877,537	2,260,641	1,766,888	1,343,054	1,343,054
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$3,499,650	$3,581,813	$3,054,489	$2,721,526	$2,721,526
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	17.15	14.15	14.15	14.00	14.00

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, City Council and Community Redevelopment Agency. 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.

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

Land Area	7.72 square miles
Major topographic characteristic	Hills
Housing stock	19,012 dwelling units*
Population	60,435 residents*

*California Department of Finance

Zoning:

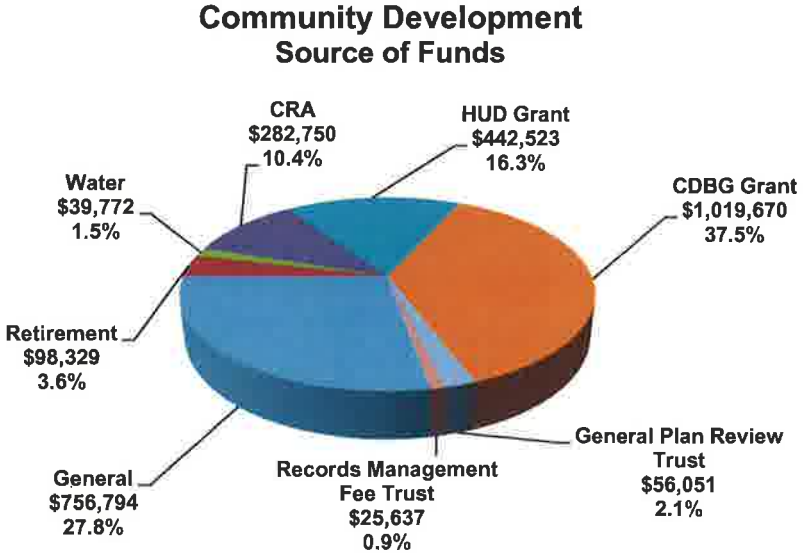
Residential (R-1, R-2, R-3)	78%
Commercial (N-S, S-C, C-B, R-S, C-S, C-P, O-P)	9%
Industrial (M)	11%
Open Space (O-S)	2%
Mixed-Use (Residential/Commercial)** (MU-I, MU-II, MU-II with PD Overlay)	5%

**(Includes existing commercial and residential areas)

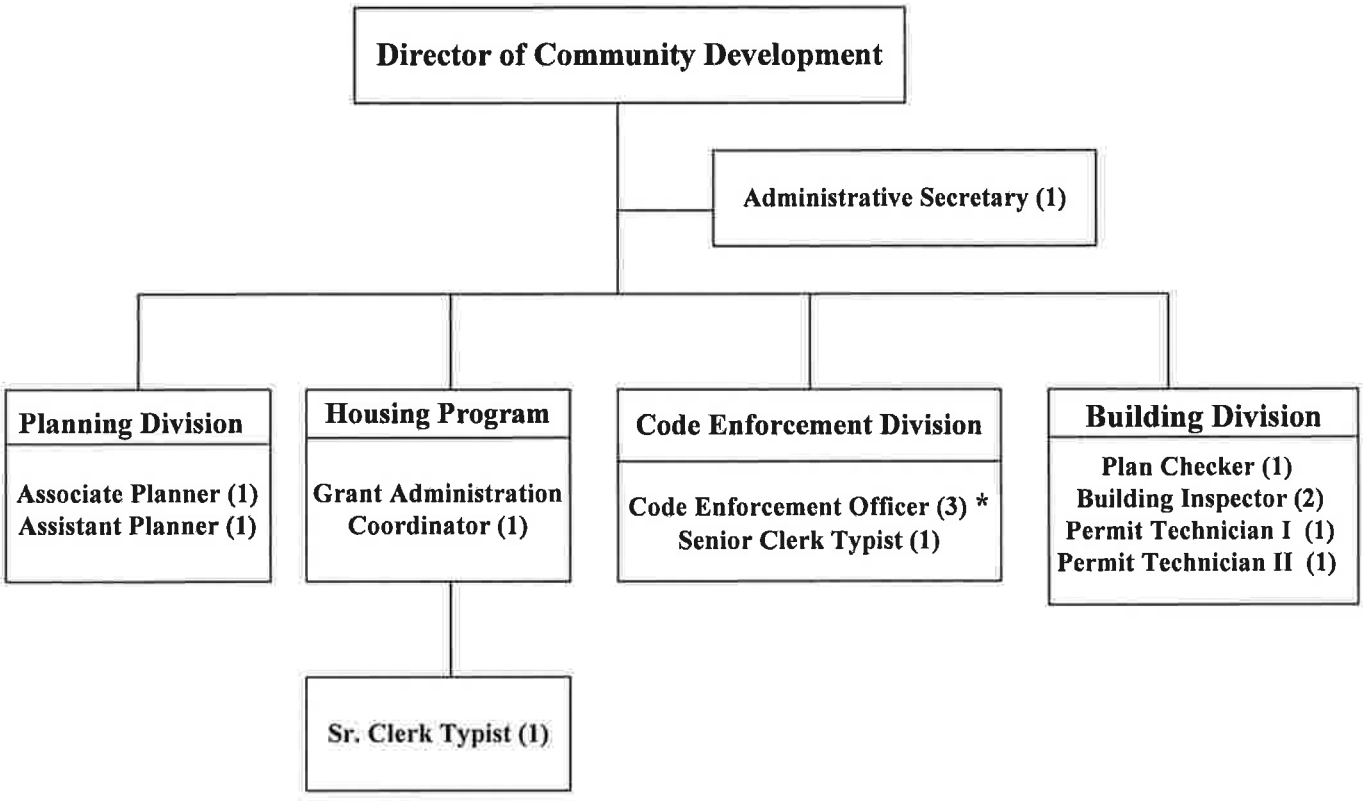
The Department is charged with the responsibility of reviewing and periodically updating the City's General Plan, the Zoning Ordinance, along with the various development standards with the ultimate goal of providing a solid foundation for the overall development of the City.

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 has been transferred to this department, including three full-time positions, Senior Clerk Typist, Administrative Secretary and Housing and Grant Administration Coordinator. The Code Enforcement Officer position was frozen in 2009-10 and is unfrozen for 2011-12.



Community Development Department



*** Unfrozen one in 2011-12**

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Community Development**

ACTIVITY: **Planning**

ACTIVITY NO.: **1701**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$384,347	$294,303	$249,609	$362,264	$362,264
SERVICES & SUPPLIES	18,901	21,633	21,633	20,815	20,815
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$403,248	$315,936	$271,242	$383,079	$383,079
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.67	2.67	2.67	3.50	3.50

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.

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Civic District Review	0	0	0
Code Amendments	0	0	3
Conditional Use Permits	9	6	8
General Plan Amendments	0	0	1
Modification to Specific Plan	0	0	0
Parcel Maps	0	1	2
Precise Plan Related	3	1	1
Radius Map/Mailing	14	10	14
Specific Plan Amendments	0	0	0
Tentative Tract Maps	1	0	1
Time Extensions	5	0	5
Variances	1	2	2
Zone Changes	0	0	1
CEQA			
Environmental Impact Reports	1	1	1
Negative Declarations	4	2	5
Categorical Exemptions	15	8	14

DESIGN REVIEW			
Signs	10	6	10
Remodels, No increase of floor area	7	6	6
Remodels, Increase of floor area	0	1	1
New Construction < 10,000 SF	0	0	1
New Construction > 10,000 SF	0	0	1
Landscaping	4	3	8
Single Family Residential	4	2	4

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	130	62	100
Minor Departure	4	3	4
Second Units	1	0	1
Site Plan Review	15	10	13
Temporary Use Permits	29	22	33
Traffic/Parking Study	0	1	2
Yard Sales	394	310	350
PLAN CHECK			
Process within 72 hours	100%	100%	100%

2011-2012 GOALS AND OBJECTIVES

1. Adopt the Climate Action Plan and implement the Green House Gas strategies.

2. Adopt the new Zoning Ordinance.

3. 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.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Obtained a state grant in the amount of $160,000 to prepare two new General Plan Elements that focus on a healthier community and reducing pollution in accordance with SB 375.

2. Obtained a Department of Energy grant in the amount $100,000 to prepare a Climate Action Plan 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. Contract has been awarded and work is in progress.

3. Obtained a Department of Energy grant in the amount of $25,000 to conduct an on-site traffic and congestion analysis of the downtown commercial area. Contract has been awarded and work is in progress.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) includes $500 for conferences and seminars, and $3,773 for motor pool charges.

2. Miscellaneous category (#39000) includes $650 for printing and duplicating, $850 for dues and memberships and $100 for books and subscriptions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Community Development**

ACTIVITY: **Planning**

ACTIVITY NO.: **1701**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$270,316	$209,023	$174,121	$250,840	$250,840
11400 Overtime Salaries	54	0	97	0	0
11500 Separation Benefits	27,111	22,500	18,750	24,750	24,750
TOTAL	$297,481	$231,523	$192,968	$275,590	$275,590
EMPLOYEE BENEFITS					
12200 Life Insurance	$612	$471	$448	$648	$648
12300 Medical Insurance	33,139	23,387	21,454	32,190	32,190
12350 Medicare Insurance	4,044	2,742	2,685	2,846	2,846
12370 Part Time Retirement	32	0	0	0	0
12400 Dental Insurance	2,528	1,642	1,535	2,230	2,230
12500 Workers Compensation	5,430	4,000	3,866	4,400	4,400
12600 Retirement	38,880	28,462	25,285	42,446	42,446
12900 Long Term Disability	1,604	1,716	1,047	1,386	1,386
12950 Vision Plan	597	360	321	528	528
TOTAL	$86,866	$62,780	$56,641	$86,674	$86,674
SERVICES & SUPPLIES					
21000 Office Supplies	$808	$1,900	$1,900	$1,900	$1,900
22000 Operating Supplies	166	500	500	500	500
24000 Small Tools	300	350	350	350	350
31000 Contracted Services	282	500	500	500	500
32000 Communications	3,444	4,491	4,491	3,992	3,992
33000 Motor Pool Charges	4,558	4,592	4,592	4,273	4,273
37000 Leases & Rentals	3,500	3,500	3,500	3,500	3,500
38000 R/M Contractual	3,840	4,200	4,200	4,200	4,200
39000 Miscellaneous	2,003	1,600	1,600	1,600	1,600
TOTAL	$18,901	$21,633	$21,633	$20,815	$20,815
GRAND TOTAL	$403,248	$315,936	$271,242	$383,079	$383,079

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Community Development**

ACTIVITY: **Planning**

ACTIVITY NO.: **1701**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Development Services	0.33	0.50	0.50	$55,939	$65,275	$65,275
Associate Planner	1.00	1.00	1.00	76,612	71,529	71,529
Assistant Planner	1.00	1.00	1.00	68,694	58,872	58,872
Administrative Secretary*	0.00	1.00	1.00	0	53,964	53,964
Administrative Aide**	0.34	0.00	0.00	6,770	0	0
Bilingual	0.00	0.00	0.00	1,008	1,200	1,200
Separation Benefits	0.00	0.00	0.00	22,500	24,750	24,750
Total	2.67	3.50	3.50	$231,523	$275,590	$275,590

* Position is transferred from RDA.

** Administrative Aide took the 2-year service credit for early retirement.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Community Development**

ACTIVITY: **Code Enforcement**

ACTIVITY NO.: **1702**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$487,149	$335,426	$324,143	$400,559	$400,559
SERVICES & SUPPLIES	145,906	157,473	157,473	99,774	99,774
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$633,055	$492,899	$481,616	$500,333	$500,333
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.66	3.66	3.66	4.25	4.25

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, Community Development Block Grant (CDBG) and Community Redevelopment Agency (CRA) funds. 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.

- Coordinate the City's successful graffiti removal program and continue to remove graffiti within 24 to 48 hours after authorization by the City.

- 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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
INSPECTIONS (*)			
Residential Inspections	4,565	3,908	4,006
Home Occupation	222	235	241
Commercial Inspections	1,453	1,711	1,754
Industrial Inspections	170	20	21
Total	6,410	5,874	6,022
GRAFFITI REMOVED (**)			
CDBG/CRA	2,535	1,750	1,794
Other Area	3,201	3,591	3,681
Total	5,736	5,341	5,475

* ***Numbers include all follow-up site inspections***
** ***Numbers include in inspection figures***

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Complaints received and Investigated	1,600	1,464	1,500
Cases Clearance Rate	95%	95%	95%
Volunteer Hours Donated	40	225	460
Administrative Citations	282	120	123

2011-2012 GOALS AND OBJECTIVES

1. Focus efforts on vacant lots and buildings which require property maintenance upkeep to minimize the decrease in property values.

2. Focus additional efforts along the downtown commercial corridor.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Transferred residential property inspections from Building Division to Code Enforcement. Inspected over 500 residential properties prior to seller and buyer transfer.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salary and benefits category (11000 & 12000) reflects the funding for the unfreezing of one Code Compliance Officer position.

2. Contract Services category (#31000) includes $55,000 for legal services and $8,600 for graffiti tracker and appeal officer services. This category was reduced $58,600 due to the termination of the Graffiti Removal Co. agreement.

3. Motor Pool Charges category (#33000) includes $400 for conferences and seminars, and $14,700 for motor pool charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Community Development**

ACTIVITY: **Code Enforcement**

ACTIVITY NO.: **1702**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$301,166	$224,553	$216,668	$260,638	$260,638
11300 Part Time Salaries	45,407	0	0	0	0
11400 Overtime Salaries	680	0	6	0	0
11500 Separation Benefits	27,014	25,044	24,205	27,548	27,548
TOTAL	$374,267	$249,597	$240,879	$288,186	$288,186
EMPLOYEE BENEFITS					
12200 Life Insurance	$740	$629	$594	$617	$617
12300 Medical Insurance	37,106	29,706	30,476	40,665	40,665
12350 Medicare Insurance	4,238	3,257	3,238	3,931	3,931
12400 Dental Insurance	3,039	2,216	2,314	3,078	3,078
12500 Workers Compensation	14,443	13,700	13,242	15,070	15,070
12600 Retirement	50,863	33,835	31,580	46,730	46,730
12900 Long Term Disability	1,917	2,085	1,414	1,715	1,715
12950 Vision Plan	536	401	406	567	567
TOTAL	$112,882	$85,829	$83,264	$112,373	$112,373
SERVICES & SUPPLIES					
21000 Office Supplies	$1,233	$1,550	$1,550	$1,550	$1,550
22000 Operating Supplies	698	1,000	1,000	1,000	1,000
24000 Small Tools	388	500	500	500	500
31000 Contracted Services	112,907	122,200	122,200	63,600	63,600
32000 Communications	8,370	8,923	8,923	9,124	9,124
33000 Motor Pool Charges	14,000	14,400	14,400	15,100	15,100
38000 R/M Contractual	8,037	8,000	8,000	8,000	8,000
39000 Miscellaneous	273	900	900	900	900
TOTAL	$145,906	$157,473	$157,473	$99,774	$99,774
GRAND TOTAL	$633,055	$492,899	$481,616	$500,333	$500,333

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Community Development**

ACTIVITY: **Code Enforcement**

ACTIVITY NO.: **1702**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Development Services	0.33	0.25	0.25	$34,881	$32,638	$32,638
Code Enforcement Officers*	2.00	3.00	3.00	131,172	176,400	176,400
Administrative Aide**	0.33	0.00	0.00	6,572	0	0
Senior Clerk Typist	1.00	1.00	1.00	45,532	45,000	45,000
Bilingual	0.00	0.00	0.00	396	600	600
Separation Benefits	0.00	0.00	0.00	25,044	27,548	27,548
Sr. Code Enforcement Officer Premium Pay	0.00	0.00	0.00	6,000	6,000	6,000
Total	3.66	4.25	4.25	$249,597	$288,186	$288,186

* One Code Enforcement Officer position is unfrozen for 2011-2012.

** The Administrative Aide position took the 2-year service credit for early retirement.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Community Development**

ACTIVITY: **Building**

ACTIVITY NO.: **1703**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$596,147	$554,607	$584,234	$507,923	$507,923
SERVICES & SUPPLIES	42,224	47,110	47,410	43,487	43,487
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$638,371	$601,717	$631,644	$551,410	$551,410
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	6.17	6.17	6.17	5.25	5.25

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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
PERMITS			
Building Permits:			
a. Residential, New	*11*	*11*	*5*
b. Residential, Add/Alter	*417*	*380*	*360*
c. Non-Residential, New	*3*	*0*	*0*
d. Non-Residential, Add/Alter	*126*	*120*	*110*
e. Miscellaneous	*238*	*200*	*200*
Building Permits Total	**795**	**711**	**675**
Electrical Permits	155	150	140
Mechanical Permits	107	90	100
Plumbing Permits	154	110	95
All Permits Total	**1,211**	**1,061**	**1,010**
ANNUAL PERMIT VALUATION	**51 mil.**	**14.5 mil.**	**27 mil.**
PLAN CHECKS			
Total Number Processed	**489**	**523**	**500**
Processed In-House	92%	95%	93%
Contracted Out	8%	5%	7%
INSPECTIONS			
Construction Inspections	6,944	5,200	5,100
Property Sales, Residential	752	550	540
Property Sales, Commercial	22	30	28
Violation Inspections	102	40	50
All Inspections Total	**7,820**	**5,820**	**5,718**

2011-2012 GOALS AND OBJECTIVES

1. Implement the CalGreen Building Code Standards and training with the Building Inspectors.

2. Require Building Inspectors to become LEED certified and International Code Council certified from Green Building Inspections.

3. Upgrade the Division's Permit Computer System to be consistent with the 2010 Building Code revisions.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Adopted the 2010 Editions of the California Building, Plumbing, Green Building Code Standard and Electrical Codes.

2. Contracted a Building Official to conduct in-house training for Building Inspectors regarding newly adopted Building Codes and Green Codes and to facilitate the inspection levels for upcoming development projects.

3. Building Division's plan review and inspection personnel have all been recertified under the International Building Code. They were previously certified based on the Uniform Building Code, which California no longer adopts. Such certifications are mandatory for building department personnel under the State laws.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Permanent Salaries and Benefits category (#11200) reflects personnel cost reductions.

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Community Development**

ACTIVITY: **Building**

ACTIVITY NO.: **1703**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$441,828	$407,085	$451,814	$365,397	$365,397
11300 Part Time Salaries	921	0	0	0	0
11400 Overtime Salaries	932	0	0	0	0
11500 Separation Benefits	29,401	23,000	22,234	25,300	25,300
TOTAL	$473,082	$430,085	$474,048	$390,697	$390,697
EMPLOYEE BENEFITS					
12200 Life Insurance	$916	$1,033	$871	$892	$892
12300 Medical Insurance	39,658	44,437	35,536	38,569	38,569
12350 Medicare Insurance	6,720	5,934	6,996	5,330	5,330
12400 Dental Insurance	3,620	3,877	3,238	3,420	3,420
12500 Workers Compensation	4,221	4,000	3,866	4,400	4,400
12600 Retirement	64,802	61,315	56,943	61,837	61,837
12900 Long Term Disability	2,353	3,075	2,075	2,079	2,079
12950 Vision Plan	775	851	661	699	699
TOTAL	$123,065	$124,522	$110,186	$117,226	$117,226
SERVICES & SUPPLIES					
21000 Office Supplies	$1,051	$1,400	$1,400	$1,400	$1,400
22000 Operating Supplies	1,620	1,800	1,800	1,800	1,800
24000 Small Tools	557	1,100	1,100	1,100	1,100
31000 Contracted Services	470	0	300	300	300
32000 Communications	4,087	4,650	4,650	4,590	4,590
33000 Motor Pool Charges	27,655	27,500	27,500	26,098	26,098
38000 R/M Contractual	3,291	3,500	3,500	3,199	3,199
39000 Miscellaneous	3,493	7,160	7,160	5,000	5,000
TOTAL	$42,224	$47,110	$47,410	$43,487	$43,487
GRAND TOTAL	$638,371	$601,717	$631,644	$551,410	$551,410

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Community Development**

ACTIVITY: **Building**

ACTIVITY NO.: **1703**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Development Services	0.34	0.25	0.25	$34,882	$32,638	$32,638
Building Official*	1.00	0.00	0.00	39,396	0	0
Plan Checker	1.00	1.00	1.00	87,870	80,052	80,052
Building Inspector**	1.50	2.00	2.00	118,744	143,252	143,252
Administrative Aide***	0.33	0.00	0.00	6,571	0	0
Permit Technician II	1.00	1.00	1.00	65,586	59,748	59,748
Permit Technician I	1.00	1.00	1.00	51,840	48,507	48,507
Bilingual	0.00	0.00	0.00	2,196	1,200	1,200
Separation Benefits	0.00	0.00	0.00	23,000	25,300	25,300
Total	6.17	5.25	5.25	$430,085	$390,697	$390,697

* The Building Official position took the 2-year service credit for early retirement.

** Positions are redistributed from RDA (7010, 7011, 7030) to Building.

*** The Administrative Aide position took the 2-year service credit for early retirement.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Community Development**

ACTIVITY: **CDBG Administration**

ACTIVITY NO.: **2201**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$109,702	$91,956	$85,592	$89,237	$89,237
SERVICES & SUPPLIES	741,654	970,925	926,872	679,944	679,944
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$851,356	$1,062,881	$1,012,464	$769,181	$769,181
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.20	1.20	1.20	.85	.85

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. In addition we continue to look for third party funding sources.

PROGRAM MEASUREMENTS

	Actual 2009-10	Estimated 2010-11	Projected 2011-2012
Agencies assisted from Community Fund	10	11	9
Number of Child Care subsidized students	22	21	21
Number of students in adult literacy program	612	600	600
Number of Housing Rights Center clients assisted	204	200	200

2011-2012 GOALS AND OBJECTIVES

1. Work with the Housing Rights Center to maintain office hours in the City, assist in conducting one rental property owner workshop and one tenant workshop. Topics for the workshops will include an overview of federal and state fair housing laws, a discussion on protected classes under the fair housing law, and unlawful housing discrimination practices.

2. Prepare the One Year Action Plan.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Complete monitoring of the eleven (11) assisted non-profit organizations that receive Community Fund monies to ensure that all the organizations are complying with the CDBG regulations. With CDBG funds, these agencies directly assisted over 2,000 low and moderate-income residents with a variety of social services.

2. The Housing Rights Center held a tenant fair housing workshop and a landlord fair housing workshop. Topics included evictions, security deposits, repairs and rent increases.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

Contractual Services	2010-2011	2011-2012
Accounting/Auditing	$ 6,200	$ 6,200
Management Consulting Services	$ 11,000	$ 11,000
Management Consulting	$ 9,407	$ 0

2. Communications category (#32000) includes telephone $1,630, technology charges $3,523, and postage $1,350. A decrease of $202. in telephone charges.

3. Motor Pool category (#33000) includes mileage and parking $120, conferences and seminars $100, and City's Motor Pool charges $6,726. A decrease of $160 is reflected in conferences and seminars.

4. Advertising category (#34000) includes legal notices $3,081. A decrease of $1,719, in legal notices and no funding for other advertising.

5. Other Agency Services category (#41000) represents fair housing $20,000 and the Community Fund $65,000.

6. Debt Service category (#42000) represents payment to HUD for Section 108 Loan Payments $546,184.

7. Miscellaneous Financial Services category (#44000) represents administrative support costs of $15,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Community Development**

ACTIVITY: **CDBG Administration**

ACTIVITY NO.: **2201**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$75,330	$59,572	$59,257	$58,416	$58,416
11400 Overtime Salaries	0	0	265	0	0
11500 Separation Benefits	7,977	7,225	7,225	7,948	7,948
TOTAL	$83,307	$66,797	$66,747	$66,364	$66,364
EMPLOYEE BENEFITS					
12200 Life Insurance	$191	$195	$195	$138	$138
12300 Medical Insurance	9,913	10,926	7,108	7,986	7,986
12350 Medicare Insurance	1,141	864	948	847	847
12400 Dental Insurance	767	825	555	553	553
12500 Workers Compensation	2,730	2,730	2,730	3,003	3,003
12600 Retirement	11,031	8,987	6,859	9,886	9,886
12900 Long Term Disability	470	476	344	337	337
12950 Vision Plan	152	156	106	123	123
TOTAL	$26,395	$25,159	$18,845	$22,873	$22,873
SERVICES & SUPPLIES					
21000 Office Supplies	$213	$300	$30	$30	$30
22000 Operating Supplies	21	100	350	0	0
31000 Contracted Services	27,291	26,607	17,200	17,200	17,200
32000 Communications	7,053	6,705	6,335	6,503	6,503
33000 Motor Pool Charges	6,791	7,106	6,626	6,946	6,946
34000 Advertising	6,186	4,800	3,090	3,081	3,081
37000 Leases & Rentals	1,308	2,500	2,500	0	0
38000 R/M Contractual	26,855	78,421	47,120	0	0
39000 Miscellaneous	580	750	0	0	0
41000 Other Agency Serv	110,446	285,436	285,436	85,000	85,000
42000 Debt Service	539,910	543,200	543,185	546,184	546,184
44000 Misc Financial Serv	15,000	15,000	15,000	15,000	15,000
TOTAL	$741,654	$970,925	$926,872	$679,944	$679,944
GRAND TOTAL	$851,356	$1,062,881	$1,012,464	$769,181	$769,181

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Community Development**

ACTIVITY: **CDBG Administration**

ACTIVITY NO.: **2201**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Housing Program and Grant Admin Coordinator	0.30	0.45	0.45	$28,474	$40,176	$40,176
Financial Services Techinician*	0.50	0.00	0.00	10,796	0	0
Senior Clerk Typist	0.40	0.40	0.40	19,762	18,000	18,000
Bilingual	0.00	0.00	0.00	540	240	240
Separation Benefits	0.00	0.00	0.00	7,225	7,948	7,948
Total	1.20	0.85	0.85	$66,797	$66,364	$66,364

* Financial Services Technician took the 2-year service credit for early retirement.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Community Development**

ACTIVITY: **Commercial Rehabilitation**

ACTIVITY NO.: **2204**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	0	140,000	140,000	75,000	75,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$0	$140,000	$140,000	$75,000	$75,000
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The Commercial Rehabilitation Program is the component of the Economic Development Department charged with operating Federal, State and locally funded rehabilitation of privately owned commercial properties. It provides businesspersons and property 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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Number of businesses Assisted	0	3	2
Average project cost	0	$30,000	$30,000

2011-2012 GOALS & OBJECTIVES

1. It is anticipated that 2 projects will be completed

2010-2011 MAJOR ACCOMPLISHMENTS

1. The Downtown Commercial Façade Program is only for the Garvey & Garfield business center. It is anticipated that 3 projects will be started.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. R/M Contractual category (#38000) funds the Commercial Rehabilitation Program at $75,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Community Development**

ACTIVITY: **Commercial Rehabilitation**

ACTIVITY NO.: **2204**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SERVICES & SUPPLIES					
31000 Contracted Services	$0	$140,000	$140,000	$0	$0
38000 R/M Contractual	0	0	0	75,000	75,000
TOTAL	$0	$140,000	$140,000	$75,000	$75,000
GRAND TOTAL	$0	$140,000	$140,000	$75,000	$75,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Community Development**

ACTIVITY: **Home Housing Program**

ACTIVITY NO.: **2206**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$44,768	$44,880	$44,023	$18,489	$18,489
SERVICES & SUPPLIES	928,852	923,500	473,500	424,034	424,034
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$973,620	$968,380	$517,523	$442,523	$442,523
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.45	.45	.45	.15	.15

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. Housing programs are usually funded with other City Redevelopment Agency affordable housing monies.

PROGRAM MEASUREMENTS

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Residential Rehab/ Multi Housing Participants	9	8	8

2011-2012 GOALS AND OBJECTIVES

1. The Department anticipates assisting eight (8) applicants for the Residential Rehabilitation Grant and Loan Program.

2. Identify through an RFP process buyers for City owned affordable housing properties.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Continue to work 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. Started rehabilitating the nine unit affordable housing property located at 534 N. Chandler.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) funds the City's Housing Rehabilitation Loan/Grant Program $176,000. A program increase of $2,500 for this fiscal year.

2. Miscellaneous Financial Services category (#44000) represents funds for Acquisition and Rehabilitation to target apartment complexes with four or more units $248,034.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Community Development**

ACTIVITY: **Home Housing Program**

ACTIVITY NO.: **2206**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$33,844	$33,682	$33,682	$13,392	$13,392
11400 Overtime Salaries	0	0	26	0	0
11500 Separation Benefits	919	919	919	1,011	1,011
TOTAL	$34,763	$34,601	$34,627	$14,403	$14,403
EMPLOYEE BENEFITS					
12200 Life Insurance	$74	$73	$73	$25	$25
12300 Medical Insurance	3,947	4,104	3,735	1,422	1,422
12350 Medicare Insurance	502	489	489	195	195
12400 Dental Insurance	295	305	278	89	89
12600 Retirement	4,945	5,071	4,584	2,265	2,265
12900 Long Term Disability	183	179	179	60	60
12950 Vision Plan	59	58	58	30	30
TOTAL	$10,005	$10,279	$9,396	$4,086	$4,086
SERVICES & SUPPLIES					
38000 R/M Contractual	$157,725	$173,500	$173,500	$176,000	$176,000
44000 Misc Financial Serv	771,127	750,000	300,000	248,034	248,034
TOTAL	$928,852	$923,500	$473,500	$424,034	$424,034
GRAND TOTAL	$973,620	$968,380	$517,523	$442,523	$442,523

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Community Development**

ACTIVITY: **Home Housing Program**

ACTIVITY NO.: **2206**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Housing Program and Grant Admin Coordinator	0.15	0.15	0.15	$14,237	$13,392	$13,392
Financial Services Technician*	0.05	0.00	0.00	1,080	0	0
Building Inspector**	0.25	0.00	0.00	18,335	0	0
Bilingual	0.00	0.00	0.00	30	0	0
Separation Benefits	0.00	0.00	0.00	919	1,011	1,011
Total	0.45	0.15	0.15	$34,601	$14,403	$14,403

* Financial Service Technician took the 2-year service credit for early retirement.

** Position moved to 1703 (Building).

SOURCE OF FUNDS:

General Fund $12,262,698
Retirement Fund $2,429,525
Public Safety Impact Fund $63,940
STC Standards/Training/
Correction Fund $5,885
POST Grant $35,000
Asset Forfeiture Fund $247,962
Public Safety Augmentation Fund $270,000
State COPS Grant $107,898
Recovery Act JAG Grant $651

REVENUES:

General Fund $315,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Police

ACTIVITY NO.: 3100

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$14,211,116	$12,929,566	$12,824,666	$13,299,299	$13,299,299
SERVICES & SUPPLIES	1,965,047	2,265,452	2,163,587	2,124,260	2,124,260
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$16,176,163	$15,195,018	$14,988,253	$15,423,559	$15,423,559
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	127.36	118.36	118.36	113.36	113.36

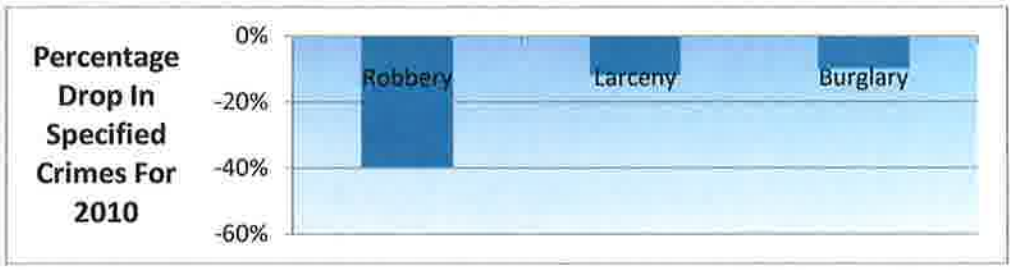
Program Description

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 maintained a high level of attention on significant issues that made an impact on the community's safety and quality of life. Through the Police Department's continual commitment to Community Based Policing and the continued implementation of the Department's 2002 Strategic Plan, the Department's objectives and areas of responsibilities are successfully accomplished.

We strive to promote the Police Department as a source of pride for our many employees and volunteers, many of whom live here in Monterey Park. Police Reserves, Monterey Park Emergency Communications, Citizen's Patrol, Police Explorers, Chaplains and interns volunteered over 16,800 hours in 2010-2011. The Police Department continues to maintain a strong partnership with the community to address crime and quality of life issues. With specific focus, 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 2010, there were a total of 1,709 Part I crimes per 100,000 population, reflecting a 7% decrease in Part I crimes for 2010 as compared to the previous year. In 2010, robberies decreased by 40%, larceny decreased by 12%, and burglary decreased by 10%. In comparison, Monterey Park's Part I crime rate was 55% less than Montebello's crime rate of 3,818 per 100,000 population, 42% less than Alhambra's rate of 2,925 per 100,000 population, and 12% less than San Gabriel's rate of 1,954 per 100,000 population.





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

Calendar Year	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
% Change in Part I Crime	-25%	0%	6%	9%	0%	2%	-12%	-1%	-6%	-6%	-16%	-7%
# Traffic Fatalities	3	6	0	3	2	1	0	4	2	2	1	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 2010 calendar year is listed below:

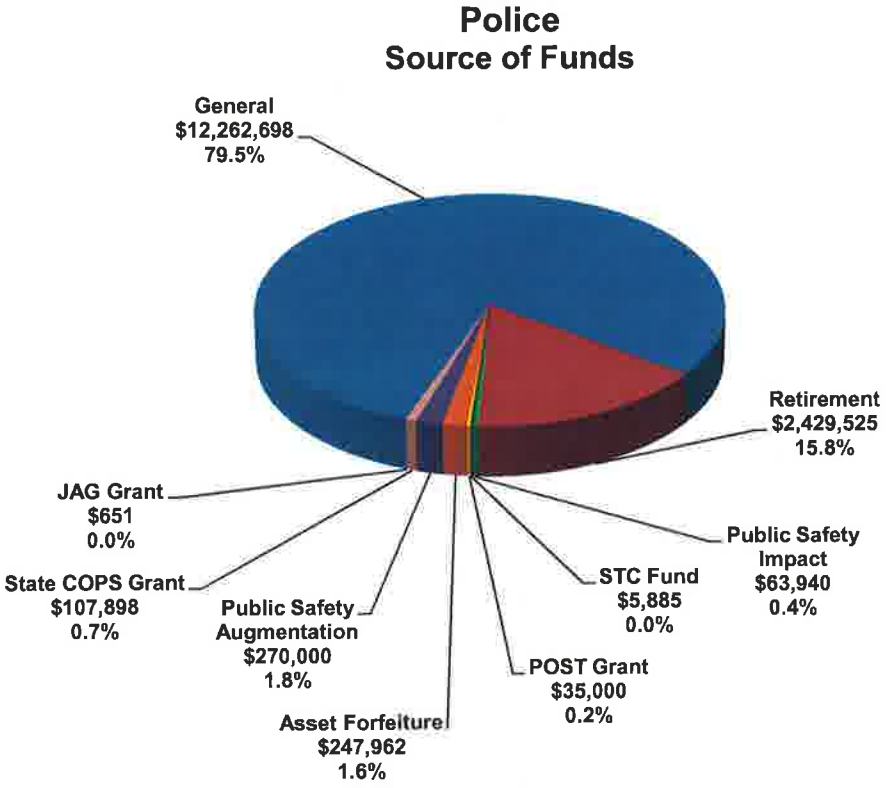
Traffic Accident Comparison			
Agency	Fatal	Injury	Non-Injury
Monterey Park	2	165	547
Montebello	1	250	377
Alhambra	0	322	1,064

The California Office of Traffic Safety's Annual Fatal and Injury Collision Rankings are listed below for the 2009 calendar year. Rankings for the 2010 calendar year were not yet available.

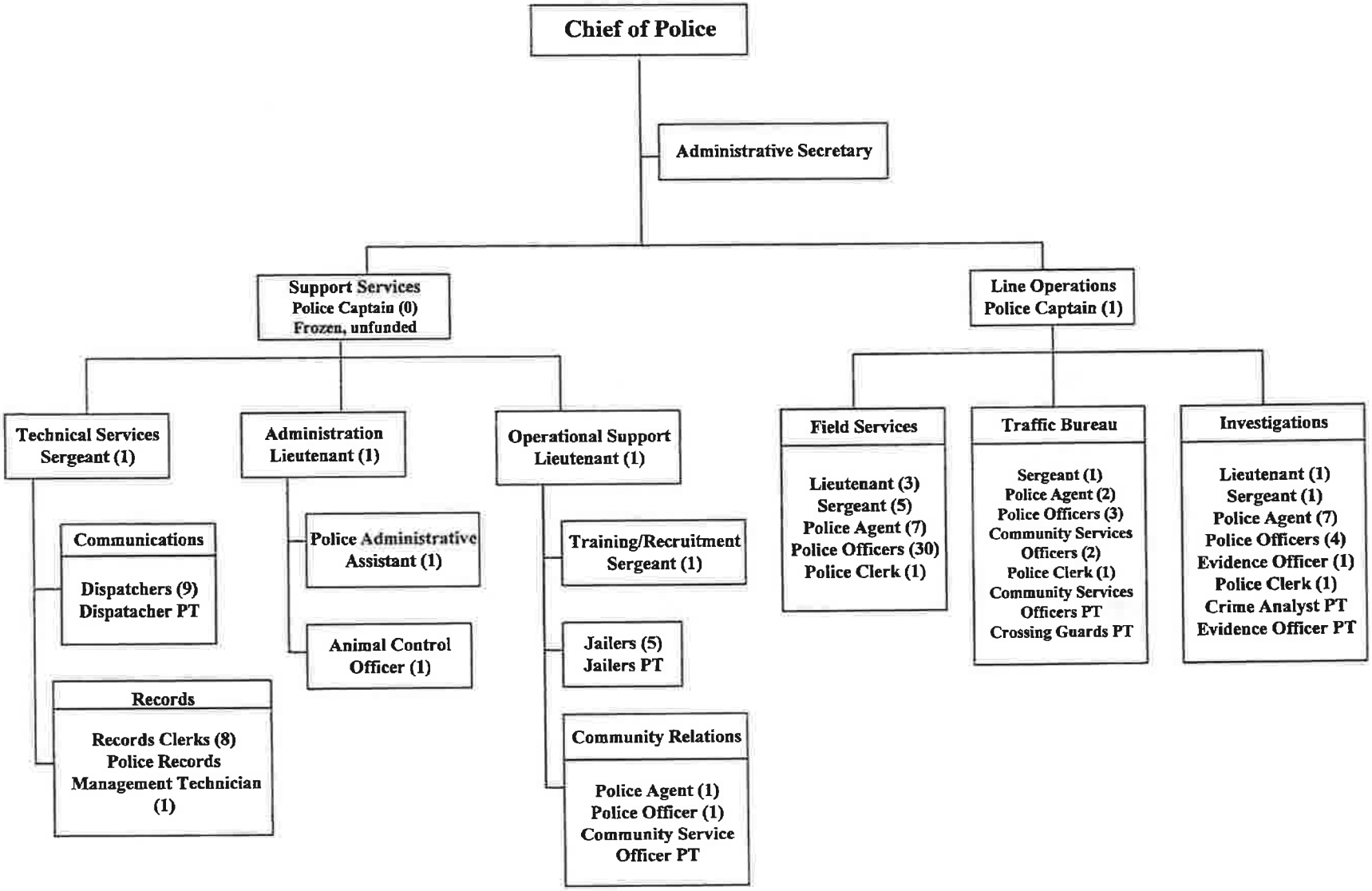
Monterey Park ranked 86 out of 104 agencies.
Alhambra ranked 35 out of 104 agencies.
Montebello ranked 21 out of 104 agencies.



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 Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$1,269,920	$1,177,105	$1,094,117	$1,252,076	$1,252,076
SERVICES & SUPPLIES	84,081	89,957	74,555	86,678	86,678
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,354,001	$1,267,062	$1,168,672	$1,338,754	$1,338,754
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.00	5.00	5.00	5.00	5.00

Program Description

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

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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Total Volunteer Hours:	18,847	16,899	17,417
Total Number of Volunteers:			
Reserves Officers	28	29	33
Explorers	13	15	20
Records	2	2	1
MPEC	15	16	16
MPCP	17	18	20
Investigations	0	0	1
Animal Control	2	2	2
Chaplains	4	6	6

Formal Training Hours for all Personnel: 6,500 hours

2011-2012 GOALS AND OBJECTIVES

1. The Operational Support Unit, along with the Range Staff will conduct scenario based firearms training, utilizing the Department's PRISM system (shooting simulator). The training will include decision making referencing to shoot/don't shoot scenarios. The training will be completed by June 30, 2012.

2. In order to improve the safety and awareness of all City employees, the Police Department's training team will schedule a 4 hour training day at City Hall. This training will be offered free of charge to all City employees and will include topics such as situational awareness, self protection, and personal safety. This goal will be completed by June 30, 2012.

2010-2011 MAJOR ACCOMPLISHMENTS

1. All sworn personnel attended the in house "Use of Force Reporting" class. This class was put on as a means of reducing liability through more efficient documentation of use of force incidents.

2. All sworn personnel viewed a P.O.S.T. certified "Critical Incident Management" training video. This video provided an overview of the Standardized Emergency Management System and the National Incident Management System. These are used to manage major/critical incidents.

3. The Administration Bureau applied for various grants and received over $250,000 in Federal Grants.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of $12,700 annual uniform allowance, $500 for educational supplies, $300 for operating supplies, $7,000 for the annual awards/appreciation banquet and law enforcement meetings, and $50 for miscellaneous supplies.

2. Communications category (#32000) consists of $1,350 for mailings related to administrative matters. Increase of $850 due to actual expenditure patterns.

3. Motor Pool category (#33000) consists of $35,000 for State mandated POST training requirements, $5,885 for State mandated Standards and Training for Corrections (STC) training, $225 for parking expenses, and $7,468 for allocated vehicle operating costs.

4. Miscellaneous category (#39000) consists of $1,700 for printing and duplicating, $1,200 for dues and membership, $900 for books and subscriptions, $10,600 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$503,724	$466,908	$408,458	$469,648	$469,648
11400 Overtime Salaries	8,028	16,500	14,526	16,500	16,500
11450 Court Time Salaries	670	2,000	1,925	2,000	2,000
11500 Separation Benefits	568,150	505,000	505,000	555,500	555,500
TOTAL	$1,080,572	$990,408	$929,909	$1,043,648	$1,043,648
EMPLOYEE BENEFITS					
12200 Life Insurance	$824	$696	$721	$810	$810
12300 Medical Insurance	45,282	46,564	41,395	47,583	47,583
12350 Medicare Insurance	6,262	5,930	5,169	6,010	6,010
12400 Dental Insurance	2,186	2,241	1,941	2,240	2,240
12500 Workers Compensation	11,149	9,000	9,000	9,900	9,900
12600 Retirement	121,969	120,385	104,032	140,443	140,443
12800 Uniform Allowance	0	0	550	0	0
12900 Long Term Disability	1,042	1,188	792	792	792
12950 Vision Plan	634	693	608	650	650
TOTAL	$189,348	$186,697	$164,208	$208,428	$208,428
SERVICES & SUPPLIES					
21000 Office Supplies	$61	$200	$185	$200	$200
22000 Operating Supplies	14,663	20,550	18,350	20,550	20,550
24000 Small Tools	114	100	75	100	100
32000 Communications	1,314	500	1,320	1,350	1,350
33000 Motor Pool Charges	36,275	50,000	37,840	48,578	48,578
38000 R/M Contractual	1,462	1,500	1,400	1,500	1,500
39000 Miscellaneous	30,192	17,107	15,385	14,400	14,400
TOTAL	$84,081	$89,957	$74,555	$86,678	$86,678
GRAND TOTAL	$1,354,001	$1,267,062	$1,168,672	$1,338,754	$1,338,754

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Police Admin**

ACTIVITY NO.: **3101**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Police Chief	1.00	1.00	1.00	$144,648	$151,348	$151,348
Lieutenant	1.00	1.00	1.00	116,136	116,136	116,136
Agent	1.00	1.00	1.00	80,940	80,940	80,940
Administrative Secretary	1.00	1.00	1.00	56,808	53,964	53,964
Police Administrative Assistant	1.00	1.00	1.00	56,376	51,360	51,360
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Court Time	0.00	0.00	0.00	2,000	2,000	2,000
Education Incentives	0.00	0.00	0.00	5,400	9,300	9,300
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	505,000	555,500	555,500
Special Assignments	0.00	0.00	0.00	4,800	4,800	4,800
Total	5.00	5.00	5.00	$990,408	$1,043,648	$1,043,648

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Police**

ACTIVITY: **Traffic Bureau**

ACTIVITY NO.: **3102**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$1,277,129	$1,148,598	$1,173,746	$1,167,760	$1,167,760
SERVICES & SUPPLIES	113,429	117,412	116,545	102,945	102,945
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,390,558	$1,266,010	$1,290,291	$1,270,705	$1,270,705
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	17.62	15.62	15.62	15.22	15.22

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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Number of Citations:			
Traffic	9,704	8,900	9,000
Parking	13,404	11,000	11,000
Traffic Collision Incidents:			
Fatal	3	2	***
Injury	157	128	***
Non-injury	162	188	***
Fatalities	3	2	***
Persons Injured	215	233	***
Number of Arrests: Drunk Drivers	149	156	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 & Brightwood St	9
• Atlantic Blvd & Emerson Ave	8
• Atlantic Blvd & 1st	8
• Garfield Ave & Garvey Ave	8
• Atlantic Blvd & Garvey Ave	6

2011-2012 GOALS AND OBJECTIVES

1. Traffic Bureau will conduct two Bicycle Safety Fairs, in conjunction with local schools. Elementary aged children will be introduced to safe bicycle operations, bicycle maintenance, and rules of the road. This goal will be completed by June 30, 2012.

2. Distracted driver issues will be made a high priority to coincide with the anticipated upcoming State of California Distracted Driver Campaign. Traffic Bureau will include distracted driver training in the mature driver program, neighborhood watch program, and also educate City employees on distracted driver laws. Traffic Bureau will also conduct quarterly distracted driver enforcement operations. This goal will be completed by June 30, 2012.

2010-2011 MAJOR ACCOMPLISHMENTS

1. The Traffic Bureau decreased the number of pedestrian involved collisions through a campaign of enforcement, education and engineering. Personnel conducted three pedestrian decoy operations in areas determined to be high pedestrian traffic areas. Personnel conducted four pedestrian safety enforcement operations targeting pedestrian violations.

2. Traffic Bureau and other City Departments participated in a Pedestrian Safety Assessment offered through the California Department of Traffic Safety and administered by the University of California – Berkeley. The survey helped assess pedestrian safety procedures and introduced many "best practices" currently in use by municipalities.

3. The Traffic Bureau conducted School Safety Programs at elementary schools in the City. The Programs addressed safe school zones for children, offering tips to keep kids safe while walking to and from school. Personnel also conducted weekly special enforcement around schools warning drivers about proper safety when driving around schools. Personnel also conducted school bus enforcement operations during normal school bus routes within the city.

4. Traffic personnel have become fully operational with the Department's new Total Station Traffic Mapping System. The System is a state of the art mapping and reconstruction

survey system designed to enhance accident and crime scenes increasing the prosecutable capability of the Department.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of $7,500 for annual uniform allowance and safety equipment and $612 for operating supplies.

2. Small Tools category (#24000) consists of $500 for minor equipment repairs.

3. Contracted Services category (#31000) consists of $1,800 for the cost of administrative hearings for citizens contesting parking citations.

4. Motor Pool category (#33000) consists of $50 for mileage and parking costs and $83,958 for allocated vehicle operating costs.

5. R/M Contractual category (#38000) consists of $1,625 for required yearly calibration of six hand-held radar/laser units and the repair/maintenance of office equipment. Increase of $1,125 due to increased cost of calibrating radars and the added maintenance cost of the Total Station Accident documenting equipment.

6. Miscellaneous category (#39000) consists of $5,500 for printing and duplicating, $100 for dues & membership, and $150 for towing charges

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Traffic Bureau**

ACTIVITY NO.: **3102**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$718,473	$684,418	$665,147	$676,501	$676,501
11300 Part Time Salaries	169,919	152,462	159,500	135,962	135,962
11400 Overtime Salaries	95,463	22,785	46,862	22,785	22,785
11450 Court Time Salaries	4,749	8,000	5,500	8,000	8,000
TOTAL	$988,604	$867,665	$877,009	$843,248	$843,248
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,491	$1,499	$1,499	$1,499	$1,499
12300 Medical Insurance	69,723	70,166	81,204	85,156	85,156
12350 Medicare Insurance	11,684	8,720	11,200	11,780	11,780
12370 Part Time Retirement	4,863	6,578	4,562	5,438	5,438
12400 Dental Insurance	4,975	5,004	5,256	5,677	5,677
12500 Workers Compensation	7,195	5,500	5,500	6,050	6,050
12600 Retirement	186,277	180,734	184,770	206,690	206,690
12800 Uniform Allowance	275	688	688	138	138
12900 Long Term Disability	1,188	1,188	1,188	1,188	1,188
12950 Vision Plan	854	856	870	896	896
TOTAL	$288,525	$280,933	$296,737	$324,512	$324,512
SERVICES & SUPPLIES					
21000 Office Supplies	$0	$400	$360	$400	$400
22000 Operating Supplies	7,882	8,012	7,700	8,112	8,112
24000 Small Tools	125	500	450	500	500
31000 Contracted Services	1,452	1,800	1,360	1,800	1,800
32000 Communications	444	450	750	750	750
33000 Motor Pool Charges	99,950	100,000	99,985	84,008	84,008
38000 R/M Contractual	0	500	400	1,625	1,625
39000 Miscellaneous	3,576	5,750	5,540	5,750	5,750
TOTAL	$113,429	$117,412	$116,545	$102,945	$102,945
GRAND TOTAL	$1,390,558	$1,266,010	$1,290,291	$1,270,705	$1,270,705

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Traffic Bureau**

ACTIVITY NO.: **3102**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Captain	0.25	0.25	0.25	$31,800	$32,594	$32,594
Sergeant	1.00	1.00	1.00	95,376	95,376	95,376
Agent	2.00	2.00	2.00	161,880	161,880	161,880
Police Officer*	3.00	3.00	3.00	227,916	227,952	227,952
Community Services Officer	2.00	2.00	2.00	89,293	83,312	83,312
Police Clerk	1.00	1.00	1.00	49,938	45,492	45,492
Bilingual	0.00	0.00	0.00	3,600	3,600	3,600
Court Time	0.00	0.00	0.00	8,000	8,000	8,000
Education Incentives	0.00	0.00	0.00	10,215	11,895	11,895
Overtime	0.00	0.00	0.00	22,785	22,785	22,785
Special Assignments	0.00	0.00	0.00	14,400	14,400	14,400
Part-Time						
Crossing Guard	4.37	4.37	4.37	76,972	76,972	76,972
Community Services Officer**	2.00	1.60	1.60	75,490	58,990	58,990
Total	15.62	15.22	15.22	$867,665	$843,248	$843,248

* Two Police Officer positions are eliminated per Budget Balancing Acts 2010-11.

** Transfer 0.40 FTE PT hours to 3104 for one Evidence Officer position.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Police**

ACTIVITY: **Field Services**

ACTIVITY NO.: **3103**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$7,068,776	$6,369,967	$6,368,322	$6,428,535	$6,428,535
SERVICES & SUPPLIES	417,257	479,122	463,338	380,685	380,685
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$7,486,033	$6,849,089	$6,831,660	$6,809,220	$6,809,220
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	51.50	51.50	51.50	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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Calls for Service			
Citizen Requests:	29,335	28,812	29,730
Officer Observed:	24,528	26,664	25,750
Total Calls for Service:	**53,863**	**55,476**	**55,480**
Priority I (Emergency) Response Time (minutes/seconds):	4:00	4:12	4:05
Priority II Response Time:	5:00	5:37	5:25
Priority III Response Time:	8:25	8:40	8:30
Priority IV Response Time:	6:10	6:15	6:40

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

2011-2012 GOALS AND OBJECTIVES

1. Each patrol officer will be assigned to detective bureau for one regularly assigned shift to become familiar with basic detective functions. During the shift they will also accompany detective personnel during the filing of criminal cases. This objective will provide patrol personnel a better understanding of the follow-up process and serve to improve their own preliminary investigations and reports in order to enhance upfront customer service, and service continuity. This will be completed by June 1, 2012.

2. Each patrol team will identify a specific area of patrol related customer service and formulate a written plan on ways to improve our service in the designated area. The plan will identify improvement methods, systems changes, fiscal impact, service impact, and desired outcome, and will be submitted to the Chief of Police for evaluation by January 31, 2012, for implementation by June 1, 2012 if feasible.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Utilizing monthly crime analysis data, the Service Area Commanders identified crime trends then attended Neighborhood Watch meetings in their area to provide the information to the residents. In partnership with the residents they established strategic plans to address the crime trends, as well as, issues and concerns, identified by the residents.

2. Each of the four patrol teams were assigned objectives to address over the course of the fiscal year. Those objectives include: patrol response to homelessness, suicide prevention/crisis intervention training, emergency response to the Atlantic Times Square, and student safety. Each team completed its objective

   Patrol Team One – Developed and presented personal safety courses for eight elementary / middle school classes for school within the City.

   Patrol Team Two – Received training on Suicide Prevention and Crisis Intervention from the L.A. County Department of Mental Health Response Team and developed an informational pamphlet.

   Patrol Team Three – A detailed patrol response plan was developed for the Atlantic Times Square development and all patrol personnel were briefed on the plan.

   Patrol Team Four – Received training on Homeless Intervention, Outreach, and Mobile Engagement from the L.A. County Department of Mental Health and developed an informational pamphlet.

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 $21,086 other operating supplies, $10,264 for safety equipment, $27,150 for uniform allowance, $16,500 for training ammunition, $800 for range supplies, and $10,000 for K-9 supplies. Other operating supplies reflects a decrease of $52,550 due to the completion of a grant. Training ammunition reflects a decrease of $5,047 due to the completion of a grant. K-9 supplies reflects an increase of $1,500 due to usage trend.

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 and $400 for mileage and parking.

5. R/M Contractual category (#38000) consists of $24,000 for the maintenance of office equipment and patrol equipment. Reflects an increase of $18,500 due to a service contract for the in car video camera system.

6. Miscellaneous category (#39000) consists of $400 for printing and duplicating and $100 for dues and memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Field Services**

ACTIVITY NO.: **3103**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$4,426,145	$4,080,611	$3,985,000	$3,955,782	$3,955,782
11300 Part Time Salaries	11,200	0	0	0	0
11400 Overtime Salaries	329,653	104,000	226,000	104,000	104,000
11450 Court Time Salaries	85,067	90,000	80,168	90,000	90,000
TOTAL	$4,852,065	$4,274,611	$4,291,168	$4,149,782	$4,149,782
EMPLOYEE BENEFITS					
12200 Life Insurance	$8,038	$7,857	$7,911	$7,533	$7,533
12300 Medical Insurance	460,365	456,453	468,948	452,012	452,012
12350 Medicare Insurance	65,109	56,297	58,522	54,516	54,516
12370 Part Time Retirement	208	0	0	0	0
12400 Dental Insurance	27,225	25,965	26,235	24,935	24,935
12500 Workers Compensation	460,018	370,000	370,000	407,000	407,000
12600 Retirement	1,190,052	1,173,847	1,140,000	1,327,417	1,327,417
12800 Uniform Allowance	550	275	825	825	825
12900 Long Term Disability	693	396	396	396	396
12950 Vision Plan	4,453	4,266	4,317	4,119	4,119
TOTAL	$2,216,711	$2,095,356	$2,077,154	$2,278,753	$2,278,753
SERVICES & SUPPLIES					
21000 Office Supplies	$571	$2,500	$850	$2,500	$2,500
22000 Operating Supplies	89,954	150,022	137,613	85,800	85,800
23000 R/M Supplies	3	300	250	300	300
24000 Small Tools	14	100	75	100	100
31000 Contracted Services	6,293	5,000	5,000	5,000	5,000
32000 Communications	149	200	150	200	200
33000 Motor Pool Charges	314,856	315,000	314,800	262,285	262,285
38000 R/M Contractual	4,439	5,500	4,000	24,000	24,000
39000 Miscellaneous	978	500	600	500	500
TOTAL	$417,257	$479,122	$463,338	$380,685	$380,685
GRAND TOTAL	$7,486,033	$6,849,089	$6,831,660	$6,809,220	$6,809,220

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Field Services**

ACTIVITY NO.: **3103**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Captain	0.50	0.50	0.50	$63,599	$65,188	$65,188
Lieutenant*	5.00	4.00	4.00	464,544	464,544	464,544
Sergeant	5.00	5.00	5.00	474,612	476,880	476,880
Agent**	7.00	6.00	6.00	566,580	485,640	485,640
Police Officer***	33.00	30.00	30.00	2,297,907	2,258,228	2,258,228
Police Clerk	1.00	1.00	1.00	48,159	45,492	45,492
Bilingual	0.00	0.00	0.00	34,200	34,200	34,200
Court Time	0.00	0.00	0.00	90,000	90,000	90,000
Education Incentives	0.00	0.00	0.00	87,810	87,210	87,210
Field Training	0.00	0.00	0.00	19,200	19,200	19,200
Overtime	0.00	0.00	0.00	104,000	104,000	104,000
Special Assignments	0.00	0.00	0.00	24,000	19,200	19,200
Total	51.50	46.50	46.50	$4,274,611	$4,149,782	$4,149,782

* One Lieutenant position is frozen per Budget Balancing Acts 2010-11.

** One Agent is transferred to 3120.

*** Two Police Officer positions are frozen per Budget Balancing Acts 2010-11 and one is transferred to 3120.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Investigations

ACTIVITY NO.: 3104

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$2,131,284	$2,123,173	$2,082,907	$2,051,954	$2,051,954
SERVICES & SUPPLIES	260,708	271,364	259,979	245,252	245,252
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$2,391,992	$2,394,537	$2,342,886	$2,297,206	$2,297,206
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	19.75	16.75	16.75	16.15	16.15

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. 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 related investigations, gangs, and Asian organized crime. This section also assists detectives with the investigation of major criminal cases and works in concert with outside agencies on investigations that have an impact on the City of Monterey Park.

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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Part I Crimes Investigated	1,201	1,050	1,150
Part I Clearance Rate	20%	20%	20%
Suspected Child Abuse Reports Followed Up Within One Business Day	100%	100%	100%

2011-2012 GOALS AND OBJECTIVES

1. Investigations Bureau Personnel will provide crime prevention information to the public via monthly articles in the "Monterey Park Cascades" newspaper and the Department website. Information will include a variety of topics relevant to public safety and will also address current crime trends based on crime analysis information. In addition, Investigations Bureau personnel will attend one neighborhood watch meeting per quarter to provide general investigation and prevention information to the community.
2. The Investigations Bureau will address parole and probation monitoring through monthly compliance checks on individuals within the city limits. Detective personnel will coordinate monitoring activities with Probation and Parole departments as well as local police agencies.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Investigations Bureau Personnel supplemented personnel shortages and saved overtime costs by working one day a month in patrol. In addition to a significant cost savings, detective personnel maintained their skills in patrol technology and gained experience in field supervision activities.

2. Investigators assisted US Customs/ICE with the investigation and apprehension of individuals involved in a large scale marriage fraud ring that had been operating for over 8 years. This investigation also resulted in the closure of two brothels in operation in the local area.

3. Investigators assisted DEA with a major narcotics trafficking investigation that involved multiple agencies and locations. Investigators located a clandestine drug lab at one of the search locations. The investigation resulted in numerous arrests, recovered weapons, illicit funds, and the closure of a large scale drug lab.

4. 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 suppression/service of outstanding arrest warrants on MPPD cases.

5. Investigations personnel worked with Reserve Officers to provide robbery suppression patrols during the months of November and December. This operation focused on commercial areas due to increased holiday activity.

6. Through community education, enforcement and investigation, the overall rate in Part 1 crimes was reduced 7% for the Calendar year 2010.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Operating Supplies category (#22000) consists of $150 for safety equipment and clothing, $6,850 for annual uniform allowance, and $713 for operating supplies.

2. Contracted Services category (#31000) consists of $14,000 for District Attorney prosecution of Municipal Code violations, and $26,000 for contracted background investigations.

3. Motor Pool/Travel category (#33000) consists of $167,539 for allocated vehicle operating costs, $500 extradition and special investigation costs, $100 travel expenses costs, and $150 for mileage and parking costs.

4. Lease and Rentals category (#37000) consists of $8,400 for copy machine lease payments. Reflects an increase of $4,400 due to usage trend.

5. R/M Contractual category (#38000) consists of $9,000 for repair and maintenance of office equipment.

6. 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$1,406,182	$1,381,705	$1,367,702	$1,278,509	$1,278,509
11300 Part Time Salaries	25,104	36,244	36,244	36,456	36,456
11400 Overtime Salaries	46,701	51,000	48,560	51,000	51,000
11450 Court Time Salaries	11,930	15,000	13,600	15,000	15,000
TOTAL	$1,489,917	$1,483,949	$1,466,106	$1,380,965	$1,380,965
EMPLOYEE BENEFITS					
12200 Life Insurance	$2,534	$2,633	$2,633	$2,740	$2,740
12300 Medical Insurance	141,353	145,012	148,234	141,084	141,084
12350 Medicare Insurance	19,365	15,870	16,975	20,869	20,869
12370 Part Time Retirement	812	1,412	1,361	2,072	2,072
12400 Dental Insurance	8,685	8,805	8,875	8,276	8,276
12500 Workers Compensation	89,622	70,000	70,000	77,000	77,000
12600 Retirement	373,204	389,418	364,090	414,936	414,936
12800 Uniform Allowance	3,575	3,788	2,338	1,788	1,788
12900 Long Term Disability	792	792	792	792	792
12950 Vision Plan	1,425	1,494	1,503	1,432	1,432
TOTAL	$641,367	$639,224	$616,801	$670,989	$670,989
SERVICES & SUPPLIES					
21000 Office Supplies	$1,199	$1,200	$1,100	$1,200	$1,200
22000 Operating Supplies	5,793	6,363	5,940	7,713	7,713
23000 R/M Supplies	20	100	50	100	100
31000 Contracted Services	31,670	40,000	28,240	40,000	40,000
32000 Communications	950	600	650	650	650
33000 Motor Pool Charges	199,966	200,201	201,099	168,289	168,289
37000 Leases & Rentals	4,000	4,000	8,000	8,400	8,400
38000 R/M Contractual	8,955	9,000	8,100	9,000	9,000
39000 Miscellaneous	8,155	9,900	6,800	9,900	9,900
TOTAL	$260,708	$271,364	$259,979	$245,252	$245,252
GRAND TOTAL	$2,391,992	$2,394,537	$2,342,886	$2,297,206	$2,297,206

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Investigations**

ACTIVITY NO.: **3104**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Captain	0.25	0.25	0.25	$31,800	$32,594	$32,594
Lieutenant	1.00	1.00	1.00	114,292	116,136	116,136
Sergeant*	2.00	1.00	1.00	190,752	95,376	95,376
Agent	7.00	7.00	7.00	566,580	566,580	566,580
Police Officer**	4.00	4.00	4.00	303,888	303,936	303,936
Evidence Officer	1.00	1.00	1.00	58,080	52,920	52,920
Police Clerk	1.00	1.00	1.00	49,938	45,492	45,492
Bilingual	0.00	0.00	0.00	5,400	5,400	5,400
Court Time	0.00	0.00	0.00	15,000	15,000	15,000
Education Incentives	0.00	0.00	0.00	29,775	28,875	28,875
Overtime	0.00	0.00	0.00	51,000	51,000	51,000
Special Assignments	0.00	0.00	0.00	31,200	31,200	31,200
Part-Time						
Crime Analyst	0.50	0.50	0.50	36,244	19,956	19,956
Evidence Officer***	0.00	0.40	0.40	0	16,500	16,500
Total	16.75	16.15	16.15	$1,483,949	$1,380,965	$1,380,965

* One Sergeant is allocated to 3112 and 3114.

** One Police Officer position is eliminated per Budget Balancing Acts 2010-11.

*** Converted 0.40 FTE PT Community Services Officer positions to PT Evidence Officer positions.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Animal Control

ACTIVITY NO.: 3111

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$159,793	$75,582	$125,558	$71,475	$71,475
SERVICES & SUPPLIES	210,483	217,875	212,880	213,325	213,325
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$370,276	$293,457	$338,438	$284,800	$284,800
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.20	1.20	1.20	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.

- Distribute citizen requested animal traps within one week of the request.

PROGRAM MEASUREMENTS

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Number of Dog Bites Reported	8	10	12
Stray Animals Picked-Up	524	685	700
Warnings/Citations	110	55	60
Injured Animals	8	5	7
Dead Animals Picked-Up	281	350	400
Students in Educational Programs	60	60	60
Response Time: Dead Animals (minutes/seconds)	10:38	10:00	10:55
Response Time: Injured / Sick Animals (minutes/seconds)	8:19	8:30	8:45
Calls for service:			
Citizen Initiated	950	1,200	1,250
Calls Handled by S.G.V.H.S *	443	200	225
Officer Observed	572	540	600
Total calls for service:	1,965	1,940	2,075

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

2011-2012 GOALS AND OBJECTIVES

1. The Animal Control Bureau, in cooperation with the Community Relations Bureau will attend Career Day Presentations local elementary schools. Personnel will provide information regarding the animal control profession. This goal will be completed by June 30, 2012.

2. The Animal Control Bureau will produce and information flyer on animal care and control services provided to the residents. Topics such as current animal control laws, trapping information, wild animal concerns, rabies clinics, and animal control hours of operation, and pertinent phone numbers related to animal control. This flyer will be disseminated while on daily patrol and also available at the police front counter. This goal will be completed by June 30, 2012.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Animal Control Officers gave presentations to the Citizens Academy to educate the community on animal care and control.

2. Animal Control attended Neighborhood Watch Meetings, disseminating information relating to animal care and control.

3. Animal Control personnel conducted training for police officers assigned to the field. All officers were updated on laws related to animals and proper handling of animals when animal control is not on duty.

4. Animal Control Bureau conducted two Rabies Clinics in cooperation with the San Gabriel Valley Humane Society, giving the community the opportunity to vaccinate and license their pets.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of $500 for annual uniform allowance and $300 for operating supplies.

2. Contracted Services category (#31000) consists of $175,855 for contract services with San Gabriel Valley Humane Society for the impounding of stray animals, disposal of dead animals, and for after-hours service calls. This account also includes $7,000 in contract services for coyote trapping, and $500 for veterinary costs.

3. Motor Pool category (#33000) consists of $36,120 for allocated vehicle operating costs.

4. Miscellaneous category (#39000) consists of $50 for printing and duplicating and $450 for State mandated training on care and control of pets and wildlife.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Animal Control**

ACTIVITY NO.: **3111**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$121,026	$53,674	$93,783	$49,080	$49,080
11400 Overtime Salaries	500	1,000	600	1,000	1,000
TOTAL	$121,526	$54,674	$94,383	$50,080	$50,080
EMPLOYEE BENEFITS					
12200 Life Insurance	$329	$162	$283	$162	$162
12300 Medical Insurance	14,340	9,060	12,848	9,300	9,300
12350 Medicare Insurance	722	779	696	712	712
12400 Dental Insurance	466	221	384	220	220
12500 Workers Compensation	2,762	2,000	2,000	2,200	2,200
12600 Retirement	18,676	8,094	14,164	8,320	8,320
12800 Uniform Allowance	0	110	0	0	0
12900 Long Term Disability	792	396	650	396	396
12950 Vision Plan	180	86	150	85	85
TOTAL	$38,267	$20,908	$31,175	$21,395	$21,395
SERVICES & SUPPLIES					
22000 Operating Supplies	$953	$1,300	$1,000	$800	$800
31000 Contracted Services	165,516	173,025	168,750	175,855	175,855
32000 Communications	0	50	20	50	50
33000 Motor Pool Charges	43,000	43,000	43,000	36,120	36,120
39000 Miscellaneous	1,014	500	110	500	500
TOTAL	$210,483	$217,875	$212,880	$213,325	$213,325
GRAND TOTAL	$370,276	$293,457	$338,438	$284,800	$284,800

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Animal Control**

ACTIVITY NO.: **3111**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Captain*	0.20	0.00	0.00	$0	$0	$0
Animal Control Officer**	1.00	1.00	1.00	53,674	49,080	49,080
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Total	1.20	1.00	1.00	$54,674	$50,080	$50,080

* One Captain position is frozen per Budget Balancing Acts 2010-11.

** One Animal Control Officer is eliminated per Budget Balancing Acts 2010-11.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$839,575	$761,939	$752,252	$818,295	$818,295
SERVICES & SUPPLIES	218,720	248,000	223,535	250,150	250,150
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,058,295	$1,009,939	$975,787	$1,068,445	$1,068,445
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	10.44	9.44	9.44	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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Police Service Calls:	29,335	28,812	29,730
Officer Observations:	24,528	26,664	25,750
Total Police Service Calls:	**53,863**	**55,476**	**55,840**
Animal Control Service Calls:	1,965	1,940	2,075
Priority I Dispatch Time Emergency (min/sec):	1:02	0:55	0:58
Priority II Dispatch Times Non-Emergency (min/sec):	3:23	3:13	2:45
Priority III Dispatch Times Non-Emergency (min/sec):	10:46	11:50	8:30
Priority IV Dispatch Times Non-Emergency (min/sec):	5:57	5:58	5:56

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

2011-2012 GOALS AND OBJECTIVES

1. Beginning September 2011, all fulltime dispatchers will participate in one patrol ride-along. The ride-along will help keep the dispatchers familiarized with the City and observe any changes. This will also give the dispatchers an insight to how the officer's in the field perform their duties and use the MDC to assist them in their daily operations. This goal will be completed by June 30, 2012

2. In an effort to continue to provide excellent service to the community, dispatchers will attend a POST certified "Customer Service The 911 Way." This class will strengthen customer service skills, thus providing a higher level of service to the community. This goal will be completed by June 30, 2012

2010-2011 MAJOR ACCOMPLISHMENTS

1. Communications personnel authored and submitted four informative articles that were published in the Cascades Newspaper. The articles educated the public on the services provided by the Communications Bureau and information about the 9-1-1 system.

2. Monthly call audits were conducted on all Dispatchers in the Bureau. The monthly audits helped make the Dispatcher's better aware on how to improve and provide quality customer service to the community.

3. Beginning September 4th, 2010, Dispatchers began handing records duties at night time due to the closing of the Records Bureau at night. This includes making CLETS entries, sending out teletypes and checking the teletype machine throughout the night for incoming teletypes.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

1. Part Time Salaries (#11300) and Overtime Salaries (#11400) categories are over budget due to vacancies of Public Safety Dispatch personnel.

2. Operating Supplies category (#22000) consists of $3,300 for annual uniform allowance and $200 for operating supplies.

3. Communications category (#32000) consists of $97,000 for telephone services.

4. R/M Contractual category (#38000) consists of $721 for maintenance of fire alarm monitoring equipment, $98,685 for communications system hardware, $5,720 for Simplex Fire Alarm, $13,244 for police motorcycle helmet communication devices, and $29,815 for the maintenance of the NEC telephone system, $600 radio headset maintenance, and $745 radio site lease/maintenance.

5. Dues/Membership category (#39000) consists of $120 for membership to professional organizations.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Communications**

ACTIVITY NO.: **3112**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$482,142	$537,691	$434,969	$557,536	$557,536
11300 Part Time Salaries	111,974	12,000	81,577	12,000	12,000
11400 Overtime Salaries	82,176	46,000	92,000	46,000	46,000
TOTAL	$676,292	$595,691	$608,546	$615,536	$615,536
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,188	$1,402	$1,088	$1,482	$1,482
12300 Medical Insurance	54,226	57,335	46,062	72,473	72,473
12350 Medicare Insurance	8,859	6,816	7,644	7,190	7,190
12370 Part Time Retirement	2,744	2,800	1,304	480	480
12400 Dental Insurance	4,576	5,195	4,127	5,909	5,909
12500 Workers Compensation	9,981	7,000	7,000	7,700	7,700
12600 Retirement	77,562	81,027	72,983	102,832	102,832
12800 Uniform Allowance	150	260	0	0	0
12900 Long Term Disability	3,135	3,564	2,796	3,564	3,564
12950 Vision Plan	862	849	702	1,129	1,129
TOTAL	$163,283	$166,248	$143,706	$202,759	$202,759
SERVICES & SUPPLIES					
22000 Operating Supplies	$1,759	$3,500	$2,550	$3,500	$3,500
32000 Communications	87,417	97,000	86,500	97,000	97,000
38000 R/M Contractual	129,484	147,425	134,425	149,530	149,530
39000 Miscellaneous	60	75	60	120	120
TOTAL	$218,720	$248,000	$223,535	$250,150	$250,150
GRAND TOTAL	$1,058,295	$1,009,939	$975,787	$1,068,445	$1,068,445

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Communications**

ACTIVITY NO.: **3112**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Captain*	0.20	0.00	0.00	$0	$0	$0
Sergeant**	0.00	0.50	0.50	0	47,688	47,688
Dispatcher	9.00	9.00	9.00	532,891	502,798	502,798
Bilingual	0.00	0.00	0.00	1,800	1,800	1,800
Education Incentive	0.00	0.00	0.00	0	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	0	1,200	1,200
Part-Time						
Dispatcher	0.24	0.24	0.24	12,000	12,000	12,000
Total	9.44	9.74	9.74	$595,691	$615,536	$615,536

* One Captain position is frozen per Budget Balancing Acts 2010-11.

** Position is allocated 50% from 3104.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Police**

ACTIVITY: **Jail**

ACTIVITY NO.: **3113**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$407,614	$420,150	$399,193	$402,357	$402,357
SERVICES & SUPPLIES	71,482	82,685	66,918	82,250	82,250
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$479,096	$502,835	$466,111	$484,607	$484,607
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.70	5.70	5.70	5.50	5.50

Program Description

The Monterey Park Jail receives and processes persons booked for violations of the law. Bookings involving females, 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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Prisoners Booked: (Excluding fee-paying)	1,040	800	1,050
Fee-Paying Prisoners Booked	1,058	341	400
Total Prisoners Booked	**2,098**	**1,141**	**1,450**
Jail Revenue: Fee Paying	$234,229	$73,000	$76,000
Prisoner Satisfaction Rating:	97%	97%	98%

2011-2012 GOALS AND OBJECTIVES

1. To enhance the security and safety of the jail staff and officers, the jail staff will be trained and equipped with the Less-Lethal PepperBall system. The PepperBall system is a method of delivering Oleoresin Capsicum at a safe distance.

2. Jail personnel will promote the Bureau's "Pay to Stay" Sentenced Prisoner program by advertising on our city website and in the Monterey Park Cascades newspaper Jail personnel will visit courthouses in the surrounding area and give information to both the Public Defender's Office and the District Attorney's Office.

2010-2011 MAJOR ACCOMPLISHMENTS

1. All Jail personnel were trained on the use of the Preliminary Alcohol Screening Device (PAS). The PAS device has been a useful tool for the jail personnel to successfully determine the blood alcohol levels of an inmate prior to release.

2. The Jail Bureau instituted a program to disseminate information regarding the availability of drug and alcohol counseling programs. This information was given to all arrestees that were arrested for a drug or alcohol related crimes.

3. Jail staff assisted the Community Relations Bureau with the City's National Night Out. Jail staff gave tours of the jail facility and assisted with the preparation of the food which was provided to the attendees.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of $1,800 for cleaning and sanitation supplies, $2,000 for annual uniform allowance, and $30,000 for jail prisoner supplies.

2. Motor Pool category (#33000) consists of $2,940 for allocated vehicle operating costs.

3. 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.

4. 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$259,340	$275,600	$257,129	$254,564	$254,564
11300 Part Time Salaries	27,886	26,337	25,345	26,337	26,337
11400 Overtime Salaries	26,535	25,000	24,950	25,000	25,000
TOTAL	$313,761	$326,937	$307,424	$305,901	$305,901
EMPLOYEE BENEFITS					
12200 Life Insurance	$810	$810	$810	$810	$810
12300 Medical Insurance	35,965	37,202	37,228	39,300	39,300
12350 Medicare Insurance	4,593	4,455	4,306	3,722	3,722
12370 Part Time Retirement	0	702	500	702	702
12400 Dental Insurance	2,786	2,612	2,622	2,640	2,640
12500 Workers Compensation	4,017	3,200	3,200	3,520	3,520
12600 Retirement	43,145	41,550	40,514	43,143	43,143
12800 Uniform Allowance	0	110	0	0	0
12900 Long Term Disability	1,980	1,980	1,980	1,980	1,980
12950 Vision Plan	557	592	609	639	639
TOTAL	$93,853	$93,213	$91,769	$96,456	$96,456
SERVICES & SUPPLIES					
21000 Office Supplies	$200	$800	$500	$800	$800
22000 Operating Supplies	30,680	33,800	24,300	33,800	33,800
32000 Communications	598	1,000	610	1,050	1,050
33000 Motor Pool Charges	3,500	3,500	3,500	2,940	2,940
38000 R/M Contractual	30,755	34,585	30,650	34,585	34,585
39000 Miscellaneous	228	500	337	575	575
41000 Other Agency Serv	5,521	8,500	7,021	8,500	8,500
TOTAL	$71,482	$82,685	$66,918	$82,250	$82,250
GRAND TOTAL	$479,096	$502,835	$466,111	$484,607	$484,607

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Jail**

ACTIVITY NO.: **3113**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Captain*	0.20	0.00	0.00	$0	$0	$0
Jailer	5.00	5.00	5.00	271,400	250,364	250,364
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Lead Jailer Premium	0.00	0.00	0.00	3,000	3,000	3,000
Overtime	0.00	0.00	0.00	25,000	25,000	25,000
Part-Time						
Jailer	0.50	0.50	0.50	26,337	26,337	26,337
Total	5.70	5.50	5.50	$326,937	$305,901	$305,901

* One Captain position is frozen per Budget Balancing Acts 2010-11.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$733,166	$620,418	$604,242	$634,669	$634,669
SERVICES & SUPPLIES	113,598	119,758	118,368	122,008	122,008
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$846,764	$740,176	$722,610	$756,677	$756,677
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	11.20	10.20	10.20	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.

- Process invoices for payment within ten days of receiving the required documentation.
- Process requests for reports within ten days of receiving the request.
- Complete data entry of reports into the Records Management System within seven days of receipt.
- Respond to the front counter within one minute for delivery of service.

PROGRAM MEASUREMENTS

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Reports Processed:	5,063	4,900	5,000
Traffic Citations Processed:	9,704	8,900	8,900
Data Entry Completion: (within 7 days)	100%	100%	100%
Complaints Processed for Court: (within 8 days)	99%	99%	100%

2011-2012 GOALS AND OBJECTIVES

1. By September 2011, the Records Bureau will work in cooperation with the Community Relations Bureau to provide a trilingual "Tip of the Month" at the front counter. Community Relations personnel will assist with translation. Each month, tips will focus on crime prevention and public safety. The information will increase public awareness of these issues.

2. Beginning October 2011, Records Bureau personnel will complete continuity guidelines for each desk assignment. This will allow for alternate clerks to assist with the various tasks when necessary due to staffing constraints. The goal will be completed by June 30, 2012.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Records Bureau personnel added all active Missing Person cases to the Records Management System database, improving the process of investigating cases and completing the validation processes.

2. Clerks provided a monthly "Tip of the Month" at the front counter that focused on crime prevention which increased citizen awareness of how to reduce crime.

3. Completed the re-certification process to comply with the State Department of Justice and the National Crime Information Center (NCIC) guidelines for California Law Enforcement Telecommunications System (CLETS) users.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries (#11300) and Overtime Salaries (#11400) categories are over budget due to vacancies and employees on leave.

2. Supplies category (#21000) consists of $3,700 for paper supplies, $700 for copy machine supplies, and $14,000 for other office supplies.

3. Other Operating Supplies category (#22000) consists of $3,300 for uniform allowance and $100 for other operating office supplies.

4. Utilities category (#36000) consists of $55,000 for electricity and $1,500 for gas service.

5. Lease and Rentals category (#37000) consists of $10,050 for copier lease contract. This account reflects an increase of $5,050 due to usage trend.

6. 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 typewriter.

7. Miscellaneous category (#39000) consists of $5,083 for printing and duplicating and $175 for books and subscriptions.

8. Other Agency Services category (#41000) consists of $400 for a telephone line to the Los Angeles County Sheriff's Department for Live Scan fingerprint identification.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Records**

ACTIVITY NO.: **3114**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$513,908	$463,194	$434,148	$459,278	$459,278
11300 Part Time Salaries	45,971	0	38,726	0	0
11400 Overtime Salaries	9,310	5,150	6,400	5,150	5,150
TOTAL	$569,189	$468,344	$479,274	$464,428	$464,428
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,652	$1,564	$1,305	$1,539	$1,539
12300 Medical Insurance	59,842	57,893	46,689	61,919	61,919
12350 Medicare Insurance	8,329	6,747	6,641	6,690	6,690
12370 Part Time Retirement	1,839	1,900	1,549	0	0
12400 Dental Insurance	4,886	4,941	3,880	4,601	4,601
12500 Workers Compensation	6,143	4,275	4,275	4,703	4,703
12600 Retirement	75,926	69,162	56,591	86,270	86,270
12800 Uniform Allowance	150	260	0	0	0
12900 Long Term Disability	4,158	3,960	3,291	3,564	3,564
12950 Vision Plan	1,052	1,372	747	955	955
TOTAL	$163,977	$152,074	$124,968	$170,241	$170,241
SERVICES & SUPPLIES					
21000 Office Supplies	$15,856	$18,400	$16,600	$18,400	$18,400
22000 Operating Supplies	2,876	3,400	2,650	3,400	3,400
32000 Communications	2,583	2,200	2,173	2,400	2,400
36000 Utilities	53,951	59,500	57,595	56,500	56,500
37000 Leases & Rentals	9,157	5,000	10,000	10,050	10,050
38000 R/M Contractual	23,410	25,600	24,000	25,600	25,600
39000 Miscellaneous	5,533	5,258	5,100	5,258	5,258
41000 Other Agency Serv	232	400	250	400	400
TOTAL	$113,598	$119,758	$118,368	$122,008	$122,008
GRAND TOTAL	$846,764	$740,176	$722,610	$756,677	$756,677

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Records**

ACTIVITY NO.: **3114**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Captain*	0.20	0.00	0.00	$0	$0	$0
Sergeant**	0.00	0.50	0.50	0	47,688	47,688
Police Records Management Technician	1.00	1.00	1.00	51,257	46,704	46,704
Police Clerk***	9.00	8.00	8.00	404,137	354,836	354,836
Bilingual	0.00	0.00	0.00	4,800	4,800	4,800
Education Incentive	0.00	0.00	0.00	0	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	0	1,200	1,200
Total	10.20	9.50	9.50	$468,344	$464,428	$464,428

* One Captain position remains frozen per Budget Balacing Acts 2010-11.

** Position is allocated 50% from 3104.

*** One Police Clerk position is eliminated per Budget Balancing Acts 2010-11.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Police**

ACTIVITY: **Computer Services**

ACTIVITY NO.: **3115**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	409,879	574,989	567,189	584,415	584,415
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$409,879	$574,989	$567,189	$584,415	$584,415
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.

2011-2012 GOALS AND OBJECTIVES

1. In an effort to keep the Department's computer system up to date and in line with current and future usage demands, the Computer Services Bureau will replace networking equipment with faster bandwidth connections and update the server to allow for more storage of media files, high definition videos, and high resolution photos. This goal will be completed by June 30, 2012.

2. The mobile data computers in the patrol vehicles currently work on a cellular phone provider's 3G data network. With the advent of 4G data network, the possibility of transmitting information to officers more efficiently and faster is there. The Computer Services Bureau will research the feasibility of changing the system to a 4G network to better serve the officers and community. This goal will be completed by June 30, 2012.

2010-2011 MAJOR ACCOMPLISHMENTS

1. The Computer Services Bureau provided technical assistance and training to Police Department employees in GIS Aerial Mapping, COPLINK, and information sharing. This training coincided with the Department wide implementation of the New World Systems Computer Aided Dispatch/Records Management Systems and Mobile project.

2. Department personnel were trained to diagnose and service minor repair issues with Mobile Data Computers, In-Car Video Systems, and Police Radios. This prevented minor repair issues from keeping a particular piece of equipment out of service for a lengthy time.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) consists of contractual costs: $123,675 for hardware support for the Computer Aided Dispatch/Record Management System and computer system for the entire department, $4,285 for maintenance of the servers, and $8,642 for Finance Computer Services.

2. Communications category (#32000) consists of $26,219 for Data Processing/Technology Internal Service Fund.

3. R/M Contractual category (#38000) consists of $15,373 for maintenance, repair, replacement, and upgrade of computers, monitors, printers, $11,019 for the Police Computer Aided Dispatch/Record Management System (CAD/RMS) Network, $600 for computer printer and maintenance, $60,000 for costs related to the Mobile Data Computers in police vehicles, $134,762 for CAD/RMS maintenance contract, $1,210 for CAD/RMS escrow account, and $11,945 for CAD/RMS server maintenance, $2,600 for computer room janitorial services, $2,800 for computer mapping service, $8,700 for SMS server maintenance, $2,500 for backup battery maintenance, and $1,765 for Indentix maintenance.

4. Debt Service category (#42000) displays $165,870 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SERVICES & SUPPLIES					
21000 Office Supplies	$400	$400	$300	$400	$400
22000 Operating Supplies	175	200	150	200	200
24000 Small Tools	1,850	1,850	1,500	1,850	1,850
31000 Contracted Services	125,367	133,000	129,500	136,602	136,602
32000 Communications	24,970	24,970	24,970	26,219	26,219
38000 R/M Contractual	91,231	248,700	244,900	253,274	253,274
39000 Miscellaneous	19	0	0	0	0
42000 Debt Service	165,867	165,869	165,869	165,870	165,870
TOTAL	$409,879	$574,989	$567,189	$584,415	$584,415
GRAND TOTAL	$409,879	$574,989	$567,189	$584,415	$584,415

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$323,859	$232,634	$224,329	$472,178	$472,178
SERVICES & SUPPLIES	65,410	64,290	60,280	56,552	56,552
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$389,269	$296,924	$284,609	$528,730	$528,730
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.95	2.95	2.95	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 the Monterey Park Citizens' Patrol membership at 40 members to provide services to address the needs of the Community and the Police Department.
- Maintain a minimum membership of 40 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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Tour of City Facilities: (Number of persons)	778	355	400
Neighborhood Watch Groups:	187	195	200
Business Watch Groups:	100	105	112
Monterey Park Citizen Patrol (M.P.C.P.) Hours Volunteered:	3,776	3,896	4,016
Police Explorer Hours Volunteered:	4,392	3,930	4,200

2011-2012 GOALS AND OBJECTIVES

1. In order to enhance the safety of the community, Community Relations Bureau will offer "911 For Kids" to all local elementary schools. The program will teach 2nd and 3rd grade children the proper uses of the 911 system. This goal will be completed by June 30, 2012.

2. The Problem Oriented Policing Team will enhance communication with patrol personnel by attending briefing on a quarterly basis to discuss quality of life concerns and information sharing. The meetings will bring awareness to the Field Services Bureau to the concerns of the community to address during their patrol duties. This goal will be completed by June 30, 2012.

2010-2011 MAJOR ACCOMPLISHMENTS

1. The Community Relations Bureau held its 11th Annual Youth Activities Golf Tournament. With the sponsorship from numerous local businesses and community members, and the participation of over 70 golfers, the tournament raised over $10,400.

2. Community Relations Bureau continued to prepare the Neighborhood Watch Bulletin known as "The Blocker." The publication is published quarterly with information pertaining to crime prevention and safety awareness. This publication is distributed via e-mail, on the City's website, and at City Hall.

3. Community Relations Bureau staff offered the "Stranger Danger" presentation to all local elementary schools. Of the schools who accepted the invitation, presentations were made to over 900 children.

4. The Problem Oriented Policing Team (POP Team) developed a Municipal Curfew Ordinance. This ordinance was codified and all sworn personnel were trained on the ordinance. A Public Service Announcement was produced regarding the new Curfew Ordinance.

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.

2. Motor Pool category (#33000) consists of $41,937 for allocated vehicle operating costs and $75 for mileage and parking expenses.

3. Miscellaneous category (#39000) consists of $1,400 for printing and duplicating, $50 for dues and memberships, $30 for books and subscriptions, and $6,520 for public relations education materials.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Community Relations**

ACTIVITY NO.: **3120**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$182,246	$99,876	$98,852	$262,500	$262,500
11300 Part Time Salaries	59,777	75,490	67,458	65,490	65,490
11400 Overtime Salaries	4,903	7,000	2,200	7,000	7,000
11450 Court Time Salaries	0	773	200	773	773
TOTAL	$246,926	$183,139	$168,710	$335,763	$335,763
EMPLOYEE BENEFITS					
12200 Life Insurance	$288	$162	$162	$486	$486
12300 Medical Insurance	9,815	7,922	8,503	31,495	31,495
12350 Medicare Insurance	2,885	1,599	2,139	3,806	3,806
12370 Part Time Retirement	467	3,262	550	2,843	2,843
12400 Dental Insurance	630	600	600	1,790	1,790
12500 Workers Compensation	7,925	6,500	6,500	7,150	7,150
12600 Retirement	54,764	29,254	37,079	88,590	88,590
12800 Uniform Allowance	0	110	0	0	0
12950 Vision Plan	159	86	86	255	255
TOTAL	$76,933	$49,495	$55,619	$136,415	$136,415
SERVICES & SUPPLIES					
22000 Operating Supplies	$8,353	$5,790	$3,740	$5,790	$5,790
31000 Contracted Services	2,721	0	0	0	0
32000 Communications	567	400	650	650	650
33000 Motor Pool Charges	49,925	50,000	49,965	42,012	42,012
38000 R/M Contractual	35	100	50	100	100
39000 Miscellaneous	3,809	8,000	5,875	8,000	8,000
TOTAL	$65,410	$64,290	$60,280	$56,552	$56,552
GRAND TOTAL	$389,269	$296,924	$284,609	$528,730	$528,730

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Community Relations**

ACTIVITY NO.: **3120**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Captain*	0.20	0.00	0.00	$0	$0	$0
Sergeant	1.00	1.00	1.00	95,376	95,376	95,376
Agent**	0.00	1.00	1.00	0	80,940	80,940
Police Officer***	0.00	1.00	1.00	0	75,984	75,984
Court Time	0.00	0.00	0.00	773	773	773
Education Incentives	0.00	0.00	0.00	2,100	5,400	5,400
Overtime	0.00	0.00	0.00	7,000	7,000	7,000
Special Assignments	0.00	0.00	0.00	2,400	4,800	4,800
Part-Time						
Community Services Officer	1.75	1.75	1.75	75,490	65,490	65,490
Total	2.95	4.75	4.75	$183,139	$335,763	$335,763

* One Captain position is frozen per Budget Balancing Acts 2010-11.

** Position is transferred from 3103.

*** One Police Officer is eliminated per Budget Balancing Acts 2010-11 and one is transferred from 3103.

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SOURCE OF FUNDS:

General Fund $8,285,878
Retirement Fund $1,800,623
Shop Fund $70,000
Separation Benefits Fund $162,000
Public Safety Impact Fund $85,980
Public Safety Augmentation Fund $270,000
Homeland Security Grant- 2009 $29,456
Urban Area Initiative- 2009 $23,112
ELAC Instructional Service Program $40,000

REVENUES:

General Fund $1,385,800

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire

ACTIVITY NO.: 3200

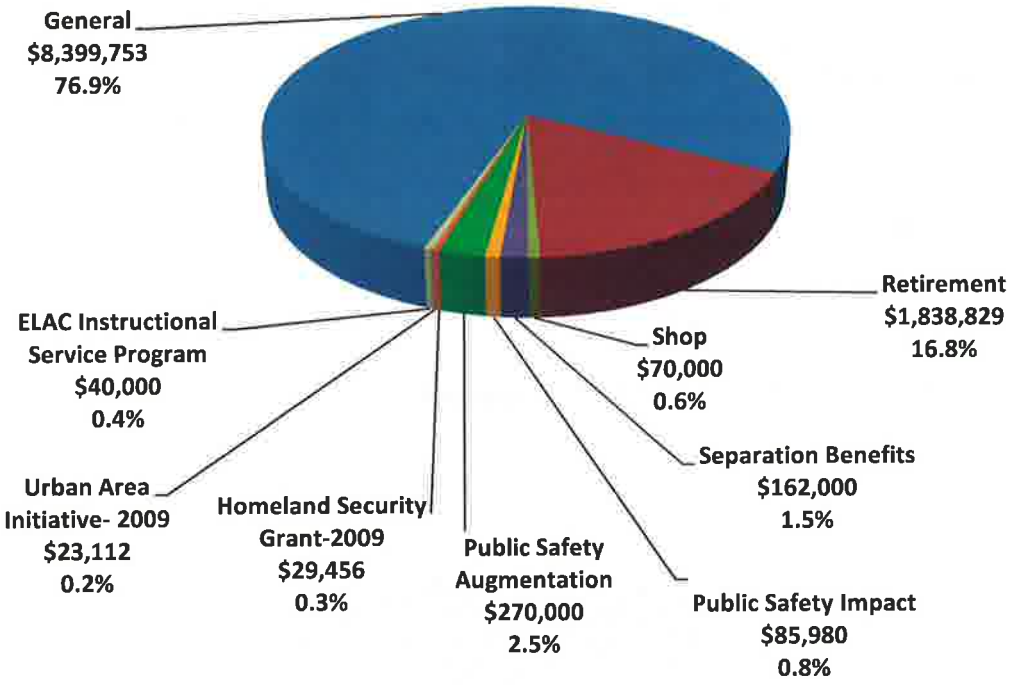
SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$9,576,818	$9,151,455	$9,258,087	$9,754,679	$9,754,679
SERVICES & SUPPLIES	1,027,119	1,171,509	1,150,364	1,164,451	1,164,451
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$10,603,937	$10,322,964	$10,408,451	$10,919,130	$10,919,130
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	63.00	62.00	62.00	59.00	59.00

Program Description

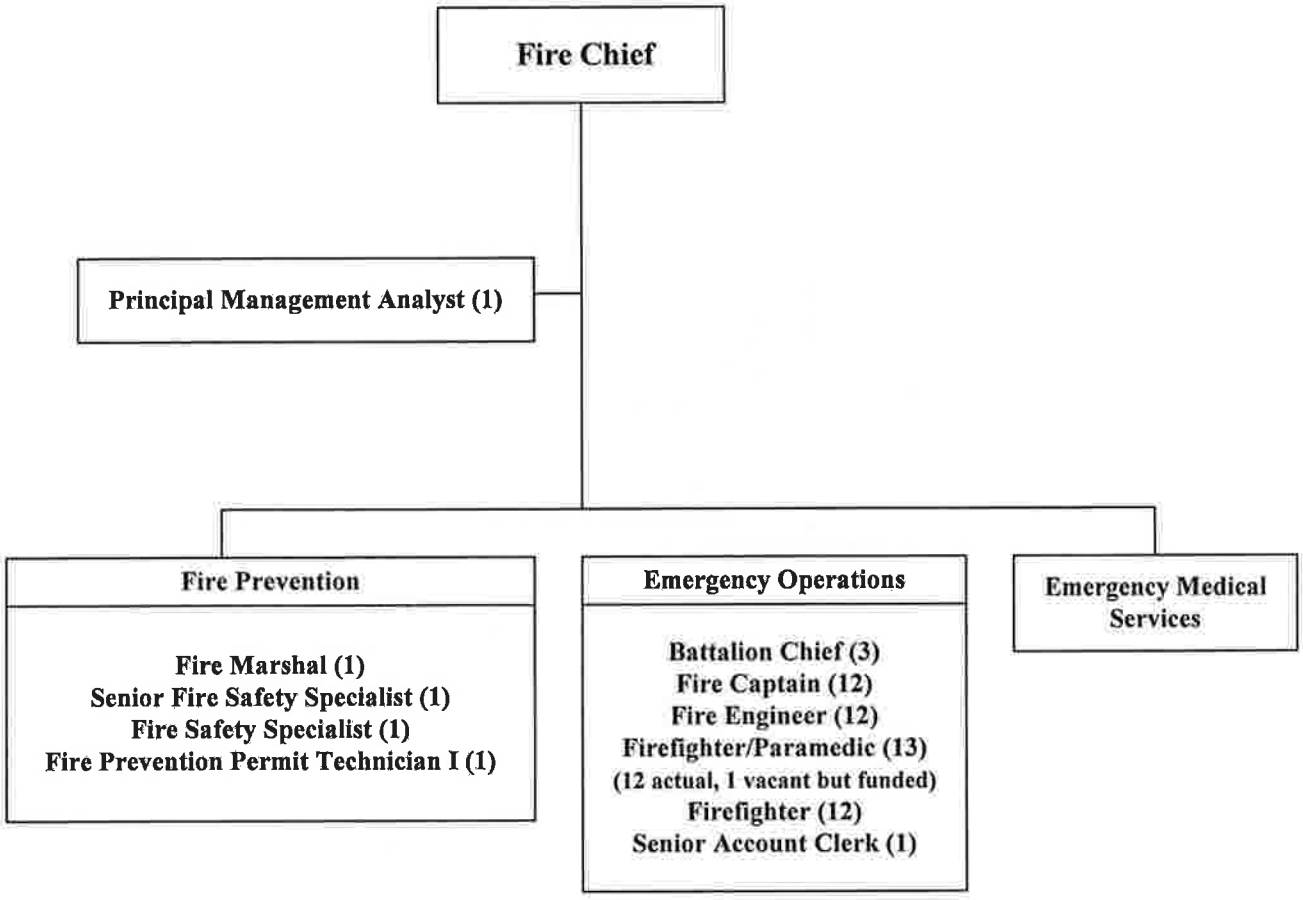
The Fire Department is entrusted with the responsibility of providing this community, its citizens and guests, with the highest level of standard care and emergency response in support of our organizational mission, the preservation of life, property, and the environment. Typical of most other Southern 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. This proximity results in numerous transportation accidents, which require specialized mitigation equipment, the treatment and transportation of the 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/Environmental Safety, 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



Fire Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$434,881	$354,242	$399,440	$348,075	$348,075
SERVICES & SUPPLIES	129,599	202,364	127,995	205,060	205,060
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$564,480	$556,606	$527,435	$553,135	$553,135
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.00	2.00	2.00	2.00	2.00

Program Description

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

The Fire Chief achieves these standards by employing a variety of modern management techniques and leadership. The Fire Chief recruits, selects, and provides continuous development to ensure a high level of competence and integrity in his/her staff. The service objectives of the Fire Department are currently achieved by maintaining three strategically located fire stations within the community, staffed by 52 dedicated personnel. Residents benefit from prompt response of emergency service units.

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

PROGRAM MEASUREMENTS

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Service Satisfaction Survey:			
Number of Surveys Mailed	400	400	400
Number of Surveys Returned	58	50	50
Surveys Rating Excellent in:			
Response Time/Promptness	98%	98%	100%
Professionalism & Courtesy	96%	96%	100%
Knowledge of Procedures	96%	98%	100%
Grant Awards: (SHSGP, UASI, Measure B)	$84,771	$763,365	$73,909

*2008 UASI Grant Award performance extends into the 2009-2010 Fiscal Year. 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).

2011-2012 GOALS AND OBJECTIVES

1. Develop an Emergency Operations Plan for the City of Monterey Park to ensure proper lines of authority and actions during man-made or natural disasters. This plan will encompass city-wide operational actions for all departments, staff, and the activation of the City's Emergency Operations Center (EOC). After completion, the plan will be submitted for review and approval to appropriate Federal and State agencies prior to implementation. This project has been made possible through grant funding from State Disaster Management Area C.

2. In collaboration with City Administration and Finance, continue to evaluate and implement strategies to increase efficiency and productivity while decreasing labor and costs. This is to include interfacing payroll processing with the Fire Department's staffing program or electronically transmitting data to Finance. Staff is to also continue reviewing alternatives for electronic patient care reporting, fire prevention inspection reports and other records management activities and reporting requirements.

2010-2011 MAJOR ACCOMPLISHMENTS

1. In an effort to stream-line activities and work processes conducted by staff, the Fire Department implemented direct deposit of medical bills with the billing contractor. This essentially eliminated time spent by fire personnel to receive, write up receipts, record payments and provide receipts for further processing and recording by the City's Cashier, Finance Department and the billing contractor – essentially eliminating the need for recordation by four divisions. Labor spent receiving and processing payments done manually on a daily basis has been reduced to recordation of four deposit receipts per month.

2. Staff installed a total of 10 Automatic External Defibrillators in City facilities and held two Citizen CPR/AED Training Classes. In addition, personnel completed their educational update and instructor re-certification requirements.

3. Staff continued to ensure compliance with National Incident Management System (NIMS) with a class held for all personnel in September 2010. In addition, Monterey Park was selected as one of 10 cities in the United States to participate in a Monterey Park, Community Specific Disaster Preparedness Training Program in Maryland, sponsored by the Federal Emergency Management Agency. Unfortunately, due to the City's existing staffing capabilities at this time, the program was cancelled.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) shows an overall increase of $3,823. The Telephone account has been increased by $3,500 to cover actual costs of telephone service for the Fire Department. The Technology Charges account was increased by $323 to cover anticipated cost increases per Finance Department.

2. Motor Pool Charges category (#33000) is to cover anticipated Motor Pool costs.

3. Utilities category (#36000) shows an increase of $2,900 for Gas Service to cover anticipated cost increases per Finance Department.

4. Miscellaneous (#39000) consists of Dues/Memberships $600, Elac Instructional Services Program $92,568, and Disaster Preparedness $10,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Fire Admin**

ACTIVITY NO.: **3201**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$310,790	$254,868	$300,066	$239,536	$239,536
11500 Separation Benefits	14,319	9,250	9,250	10,175	10,175
TOTAL	$325,109	$264,118	$309,316	$249,711	$249,711
EMPLOYEE BENEFITS					
12200 Life Insurance	$642	$486	$486	$324	$324
12300 Medical Insurance	22,379	14,721	14,721	19,032	19,032
12350 Medicare Insurance	3,868	2,303	2,303	2,303	2,303
12400 Dental Insurance	1,664	1,320	1,320	1,320	1,320
12500 Workers Compensation	9,629	7,500	7,500	8,250	8,250
12600 Retirement	68,091	60,931	60,931	65,468	65,468
12800 Uniform Allowance	550	550	550	550	550
12900 Long Term Disability	2,229	1,833	1,833	792	792
12950 Vision Plan	720	480	480	325	325
TOTAL	$109,772	$90,124	$90,124	$98,364	$98,364
SERVICES & SUPPLIES					
21000 Office Supplies	$1,112	$1,500	$1,479	$1,500	$1,500
22000 Operating Supplies	1,154	1,500	1,500	1,500	1,500
24000 Small Tools	75	700	700	700	700
31000 Contracted Services	4,577	2,400	2,400	2,400	2,400
32000 Communications	25,959	25,161	26,701	28,984	28,984
33000 Motor Pool Charges	18,000	18,000	18,000	15,261	15,261
36000 Utilities	35,222	41,300	41,300	44,200	44,200
38000 R/M Contractual	7,970	8,000	5,575	7,347	7,347
39000 Miscellaneous	35,530	103,803	30,340	103,168	103,168
TOTAL	$129,599	$202,364	$127,995	$205,060	$205,060
GRAND TOTAL	$564,480	$556,606	$527,435	$553,135	$553,135

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Fire Admin**

ACTIVITY NO.: **3201**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Fire Chief	1.00	1.00	1.00	$153,984	$146,056	$146,056
Principal Management Analyst	1.00	1.00	1.00	96,084	89,280	89,280
Chief Officer Certification	0.00	0.00	0.00	900	900	900
Education Incentives	0.00	0.00	0.00	3,900	3,300	3,300
Separation Benefits	0.00	0.00	0.00	9,250	10,175	10,175
Total	2.00	2.00	2.00	$264,118	$249,711	$249,711

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$577,626	$481,432	$395,151	$431,866	$431,866
SERVICES & SUPPLIES	69,748	68,800	69,519	59,285	59,285
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$647,374	$550,232	$464,670	$491,151	$491,151
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.00	4.00	4.00	4.00	4.00

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

Fiscal Year	ACTUAL 2009-2010	ESTIMATED 2010-2011	PROJECTED 2011-2012
Plans Checked	288	250	250
Turn-around time (plan check percent completed in # of days)	100% in 5 days or less	100% in 5 days or less	100% in 5 days or less
Inspections			
New Construction	372	350	350
Commercial	1397	1200	1400
Haz Mat	18	20	20
Industrial Waste	314	315	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 Fiscal Year	ACTUAL 2009-2010	ESTIMATED 2010-2011	PROJECTED 2011-2012
Fire Inspections (Including Annual Business Inspections) Started in 2007-2008	$184,125	$173,828	$175,000
Plan Checks	$69,301	$73,947	$75,000
Permits	$37,457	$45,014	$45,000
Industrial Waste	$100,203	$84,965	$85,000
Total Revenue Collected	$391,086	$377,754	$380,000

2011-2012 GOALS AND OBJECTIVES

1. Staff will update the customer oriented pamphlet which is given out to members of the public who will need interaction with the fire prevention division. This will help to stream-line the permit/plan check and compliance processes during their city based projects.

2. In conjunction with the mandated annual inspection of local schools, staff will conduct a workshop for educators which will address their roles as partners in the fire prevention mission.

3. Fire Prevention will host the State Fire Marshal's Arson Investigator level 2 courses for the department's arson investigators and shift cause and origin investigators to enhance and maintain a high level of investigative skills, thereby minimizing potential fire loss due to criminal activities.

2010-2011 MAJOR ACCOMPLISHMENTS

1. The 2010 California Fire Code with local amendments was adopted by Council and entered into the City's municipal code in January of 2011. This goal is completed.

2. As a component of fire prevention's public education efforts, staff has expanded the "Math on Fire" school program to include a local parochial school. This goal was completed in May.

3. A modification to the goal of producing three public education episodes of fire prevention oriented information had to be implemented due to staffing changes. Previously recorded fire prevention oriented public information programs have been reviewed and, where necessary, were updated for re-release on the City's cable access channel for airing. This goal is completed.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) reflects a decrease of $850 in the Clothing/Annual Uniforms account due to personnel reduction.

2. Contracted Services category (#31000) shows a reduction of $250 due to elimination of Santa Ana Wellness Program.

3. Communications category (#32000) shows an overall increase of $750 which is the result of a reduction of $250 in the Telephone account due to decreased need resulting from personnel layoff, as well as an increase of $1,000 in the Postage account to cover actual costs in this area.

4. Motor Pool category (#33000) displays $42,000 for Fire share of the City's Motor Pool charges.

5. Leases & Rentals category (#37000) was increased by $935 in the Duplicating Equipment Rental account to more accurately reflect the lease cost of duplication equipment.

6. R/M Contractual category (#38000) shows a decrease of $500 as this amount was transferred to the Postage account to cover the actual cost of annual mailings.

7. Miscellaneous category (#39000) reflects a decrease of $1,600 in the Public Education account to accommodate increases in other operating accounts.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Fire Prevention**

ACTIVITY NO.: **3205**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$394,040	$345,992	$259,711	$304,812	$304,812
11400 Overtime Salaries	29,477	0	0	0	0
11500 Separation Benefits	19,092	12,325	12,325	13,558	13,558
TOTAL	$442,609	$358,317	$272,036	$318,370	$318,370
EMPLOYEE BENEFITS					
12200 Life Insurance	$803	$648	$648	$648	$648
12300 Medical Insurance	32,659	31,582	31,582	21,891	21,891
12350 Medicare Insurance	1,822	967	967	903	903
12400 Dental Insurance	1,922	2,023	2,023	2,050	2,050
12500 Workers Compensation	20,474	14,000	14,000	15,400	15,400
12600 Retirement	74,891	71,930	71,930	70,639	70,639
12900 Long Term Disability	1,980	1,584	1,584	1,584	1,584
12950 Vision Plan	466	381	381	381	381
TOTAL	$135,017	$123,115	$123,115	$113,496	$113,496
SERVICES & SUPPLIES					
21000 Office Supplies	$2,060	$2,000	$2,000	$2,000	$2,000
22000 Operating Supplies	1,692	2,000	2,000	1,150	1,150
24000 Small Tools	2,800	800	800	800	800
31000 Contracted Services	0	500	0	250	250
32000 Communications	3,639	3,500	4,084	4,250	4,250
33000 Motor Pool Charges	50,000	50,000	50,000	42,000	42,000
37000 Leases & Rentals	2,201	2,000	2,935	2,935	2,935
38000 R/M Contractual	890	1,000	500	500	500
39000 Miscellaneous	6,466	7,000	7,200	5,400	5,400
TOTAL	$69,748	$68,800	$69,519	$59,285	$59,285
GRAND TOTAL	$647,374	$550,232	$464,670	$491,151	$491,151

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Fire Prevention**

ACTIVITY NO.: **3205**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Fire Marshal	1.00	1.00	1.00	$133,751	$107,532	$107,532
Fire Safety Specialist	2.00	2.00	2.00	144,435	133,104	133,104
Fire Prevention Permit Technician I	1.00	1.00	1.00	54,906	51,276	51,276
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentives	0.00	0.00	0.00	3,300	3,300	3,300
EMTD Premium	0.00	0.00	0.00	2,400	2,400	2,400
Safety Specialist Premium	0.00	0.00	0.00	6,000	6,000	6,000
Separation Benefits	0.00	0.00	0.00	12,325	13,558	13,558
Total	4.00	4.00	4.00	$358,317	$318,370	$318,370

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$8,564,311	$8,315,781	$8,463,496	$8,974,738	$8,974,738
SERVICES & SUPPLIES	589,503	660,965	704,220	669,426	669,426
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$9,153,814	$8,976,746	$9,167,716	$9,644,164	$9,644,164
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	56.00	56.00	56.00	53.00	53.00

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

Fiscal Year Types of Fire Incidents	ACTUAL 2009– 2010	ESTIMATED 2010 – 2011	PROJECTED 2011 – 2012
Residential	86	118	120
Commercial	1	1	1
Industrial	0	0	0
Brush/Grass	29	24	25
Trash/Other	23	49	50
Vehicle	28	24	25
Total Fire Incidents	167	215	221

Fiscal Year **All Emergency Incidents**	ACTUAL 2009–2010	ESTIMATED 2010 – 2011	PROJECTED 2011 – 2012
Fire	167	215	221
EMS	3,057	3,417	3,485
Public Assist	188	205	209
Smoke	7	11	12
Haz Mat	71	86	88
False Alarms, Good Intent, and Cancelled En Route	866	805	821
*Other Misc. Incidents	22	34	35
Total Emergency Incidents	4,378	4,773	4,871

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

Injuries/Deaths	ACTUAL 2009-2010	ESTIMATED 2010 – 2011	PROJECTED 2011 – 2012
Firefighter injuries	1	1	0
Civilian Fire Deaths	1	1	0

Automatic Aid/Mutual Aid*	ACTUAL 2009–2010	ESTIMATED 2010 – 2011	PROJECTED 2011 – 2012
Auto Aid/Mutual Aid Provided	747	664	724
Auto Aid/Mutual Aid Received	432	504	554
Total Automatic/Mutual Aid	1,179	1,168	1,278

Average Response Times*	ACTUAL 2009–2010	ESTIMATED 2010 – 2011	PROJECTED 2011 – 2012
EMS Calls	4:34	4:32	4:33
Fire Calls	5:03	5:02	5:02

*Data Source – Verdugo Communications
National Standard is 5 minutes or less.

Volunteer Hour	ACTUAL 2009-2010	ESTIMATED 2010-2011	PROJECTED 2011-2012
Hours Donated by Reserves	8,640	16,128	16,800
Hours Donated by Explorers	4,600	4,608	3,600

NON-EMERGENCY ACTIVITY SUMMARY

Training Hrs – Non-Medical	ACTUAL 2009–2010	ESTIMATED 2010 – 2011	PROJECTED 2011 – 2012
In-Service Training	21,530	21,601	21,500
Outside Officer Training	1,400	3,300	4,600
Specialty Courses/Seminars	2,905	1,000	2,600
Total Hours	25,835	25,901	28,700

2011-2012 GOALS AND OBJECTIVES

1. Facilitate the instruction of all ten mandatory California State Fire Marshal Company Officer courses to Department personnel. This instruction will assist in the Company Office career mentoring program within the Fire Department. A State Fire Marshal Company Officer Certification is awarded upon the completion of all ten courses. This certification is mandatory in order to be eligible to test for the position of Fire Captain.

2. Coordinate the administration of both Driver/Operator 1A and Driver/Operator 1B courses to foster a successful Engineer mentoring program. Completion of both of these courses is mandatory in order to be eligible for promotion to the rank of Engineer.

3. Develop a means of tracking all Fire Department equipment and supplies. This can be accomplished by a means of utilizing a bar code scanner system. The sufficient tracking of both equipment and supplies will enable the Department to adequately track Department assets.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Developed and implemented positional task books for department members to utilize in preparation for upcoming promotional opportunities. This tool has also been used for the monitoring of personnel in probationary positions.

2. Began research and development of an industry standard based Injury and Illness Prevention Program. This is in conjunction with the Firefighter Safety Program. This is a new risk management tool being adopted by Fire agencies nationwide to address the issues of Firefighter Safety, injuries, and illness prevention.

3. The Monterey Park Fire Department was successful in obtaining a 2010 individual assistance to firefighter grant through FEMA. This grant will enable our Department to purchase 18 portable radios and 10 mobile radios to upgrade our VHF radio platform. Additionally, the Fire Department also received a 2009 regional "Assistance to Firefighters" grant to upgrade the station alerting system at all three fire stations.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) reflects an increase of $300,000 to reflect actual expenditures. In addition, the overtime category is reorganized to delineate the categories of overtime compensation.

2. Operating Supplies category (#22000) reflects an overall decrease of $4,200. The Cleaning & Sanitation Supplies account was increased by $2,800 in order to accurately reflect costs of these supplies, including the cost of shop rags, which are longer purchased via the Auto Shop's budget. Meanwhile, we decreased the Clothing /Uniforms/Safety Equipment account by $7,000 as we will replace 3 fewer sets of turnout gear this year.

3. Communications category (#32000) shows an overall increase of $12,861. The Telephone account was increased by $1,450 to cover the cost of several department phones which require specific services that enable digitized medical information to be sent over phone lines as well as an increase of $11,411 in the Verdugo Dispatch Service account to cover contractual increases.

4. Motor Pool Charges category (#33000) reflects $142,800 for the Motor Pool City allocated costs.

5. R/M Contractual category (#38000) shows an increase of $20,000 in the R&M Machinery Repair & Maintenance account which is necessary to cover the actual costs associated with maintaining and repairing all fire fighting apparatus.

6. Miscellaneous category (#39000) shows an increase of $7,000 in the Training account to cover Regional Training Tower fees.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Emergency Operations**

ACTIVITY NO.: **3210**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$4,909,337	$4,984,396	$4,861,269	$5,052,908	$5,052,908
11400 Overtime Salaries	1,026,088	700,000	883,000	680,000	680,000
11410 Fire FLSA Mandate Overtime	0	0	77,000	80,000	80,000
11420 Fire Half Time Overtime	0	0	240,000	240,000	240,000
11470 Fire Holiday Payout	142,206	162,000	162,000	162,000	162,000
11500 Separation Benefits	267,295	240,000	240,000	264,000	264,000
TOTAL	$6,344,926	$6,086,396	$6,463,269	$6,478,908	$6,478,908
EMPLOYEE BENEFITS					
12200 Life Insurance	$8,492	$8,748	$8,384	$8,586	$8,586
12300 Medical Insurance	426,890	433,133	387,454	426,126	426,126
12350 Medicare Insurance	68,174	54,688	65,500	55,594	55,594
12400 Dental Insurance	23,511	23,144	21,392	21,078	21,078
12500 Workers Compensation	307,036	244,600	244,600	269,060	269,060
12600 Retirement	1,372,065	1,451,693	1,260,000	1,702,722	1,702,722
12900 Long Term Disability	8,664	8,784	8,472	8,244	8,244
12950 Vision Plan	4,553	4,595	4,425	4,420	4,420
TOTAL	$2,219,385	$2,229,385	$2,000,227	$2,495,830	$2,495,830
SERVICES & SUPPLIES					
21000 Office Supplies	$2,495	$3,000	$3,000	$3,000	$3,000
22000 Operating Supplies	88,876	123,649	125,649	119,449	119,449
23000 R/M Supplies	1,498	1,000	1,000	1,000	1,000
24000 Small Tools	23,399	30,000	30,000	30,000	30,000
31000 Contracted Services	7,306	10,000	9,830	10,000	10,000
32000 Communications	203,188	212,996	214,421	225,857	225,857
33000 Motor Pool Charges	170,000	170,000	170,000	142,800	142,800
37000 Leases & Rentals	3,921	5,300	5,300	5,300	5,300
38000 R/M Contractual	73,800	90,000	130,000	110,000	110,000
39000 Miscellaneous	15,020	15,020	15,020	22,020	22,020
TOTAL	$589,503	$660,965	$704,220	$669,426	$669,426
GRAND TOTAL	$9,153,814	$8,976,746	$9,167,716	$9,644,164	$9,644,164

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Emergency Operations**

ACTIVITY NO.: **3210**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Battalion Chief	3.00	3.00	3.00	$404,314	$403,198	$403,198
Captain	12.00	12.00	12.00	1,201,392	1,232,208	1,232,208
Engineer	12.00	12.00	12.00	1,031,184	1,057,680	1,057,680
Firefighter/Paramedic*	19.00	13.00	13.00	1,233,692	979,948	979,948
Firefighter**	9.00	12.00	12.00	652,746	908,616	908,616
Senior Account Clerk	1.00	1.00	1.00	59,088	53,832	53,832
Bilingual	0.00	0.00	0.00	16,200	14,400	14,400
Education Incentives	0.00	0.00	0.00	69,240	72,660	72,660
EMTD Premium	0.00	0.00	0.00	60,000	60,000	60,000
Holiday Payoff	0.00	0.00	0.00	162,000	162,000	162,000
Overtime	0.00	0.00	0.00	700,000	1,000,000	1,000,000
Paramedic Pay	0.00	0.00	0.00	227,740	240,366	240,366
Separation Benefits	0.00	0.00	0.00	240,000	264,000	264,000
Shift Investigator Pay	0.00	0.00	0.00	7,200	8,400	8,400
USAR Team Premium	0.00	0.00	0.00	21,600	21,600	21,600
Total	56.00	53.00	53.00	$6,086,396	$6,478,908	$6,478,908

* Two Firefighter/Paramedic positions remain frozen per 2009-2010 Budget Action.

** One vacant Firefighter position is frozen for 2011-2012.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Fire**

ACTIVITY: **Emergency Medical Services**

ACTIVITY NO.: **3220**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	238,269	239,380	248,630	230,680	230,680
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$238,269	$239,380	$248,630	$230,680	$230,680
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

	ACTUAL 2009– 2010	ESTIMATED 2010 – 2011	PROJECTED 2011 – 2012
Ambulance Membership			
Residential Subscribers	2,300	2,275	2,275
Medical Training/ Continuing Education Hours			
Paramedics	750	750	750
Emergency Medical Tech	700	700	700
Total Hours	1,450	1,450	1,450

2011-2012 GOALS AND OBJECTIVES

1. In conjunction with the UCLA Center for Pre-hospital Care, participate as one of six Fire Departments in Los Angeles County in a CPR effectiveness study scheduled for nationwide publication of the findings post completion of the study. The purpose of this study is to ensure current treatment practices and procedures are the most beneficial to the patient.

2. Continue participating in the "Best Practices" evaluation being conducted by Los Angeles County Department of Health Service and UCLA. The initial review was in the areas of pain management, which will be followed by a study to review documentation and pediatric medication dosages. This participation will determine the levels of service quality and appropriate pre-hospital care intervention as compared to other agencies in the area. Thereby ensuring high quality of patient care.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Personnel implemented Standard Field Treatment Protocols under L.A. County DHS policy. This program enables Monterey Park Paramedics to initiate advance patient treatments and initiate hospital transport without utilizing time to contact the base hospital for common treatment modalities or patient destination guidance.

2. Ensured compliance with AB 2917, a California statewide EMT registry program which includes mechanisms for certification and license monitoring and Federal level criminal offender record information searches for applicant background checks and existing employees.

3. In conjunction with the Los Angeles County Department of Health Services, implemented electronic imputing of EMS data from our agency. Prior to electronic submission, this task was performed manually and with submission through the mail services. This electronic submission is scheduled to be in place county-wide in late 2011.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) reflects an increase of $1,800 to cover costs in the Equipment Supplies account related to the Pad and AED programs.

2. Small Tools category (#24000) shows an increase of $2,200 in the Instruments & Minor Medical Equipment account to more accurately reflect expenditures in this area.

3. Contracted Services category (#31000) reflects an increase of $43 in the Data Processing account to cover anticipated increases in non-departmental charges as per Finance.

4. Motor Pool Charges category (#33000) shows $58,800 to cover anticipated Motor Pool charges.

5. R/M Contractual category (#38000) reflects an increase of $457 in the R&M Machinery & Equipment account which is needed to cover cost of renewal of EMS/AED warranties.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Emergency Medical Services**

ACTIVITY NO.: **3220**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SERVICES & SUPPLIES					
21000 Office Supplies	$227	$400	$400	$400	$400
22000 Operating Supplies	15,687	20,000	20,000	20,000	20,000
23000 R/M Supplies	200	200	200	2,000	2,000
24000 Small Tools	42,473	34,000	43,250	36,200	36,200
31000 Contracted Services	55,685	55,780	55,780	55,823	55,823
32000 Communications	1,668	3,000	3,000	3,000	3,000
33000 Motor Pool Charges	70,000	70,000	70,000	58,800	58,800
34000 Advertising	1,923	2,000	2,000	0	0
38000 R/M Contractual	9,306	9,000	9,000	9,457	9,457
39000 Miscellaneous	38,425	40,000	40,000	40,000	40,000
41000 Other Agency Serv	2,675	5,000	5,000	5,000	5,000
TOTAL	$238,269	$239,380	$248,630	$230,680	$230,680
GRAND TOTAL	$238,269	$239,380	$248,630	$230,680	$230,680

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Library

ACTIVITY NO.: 6000

SOURCE OF FUNDS:

General Fund $1,574,990
Retirement Fund $167,960
CFF Grant $14,935
Library Tax Fund $469,554
Literacy and Civics Ed. Grant $9,904
California Literacy SVC Grant $31,553
CDBG Grant $20,484
Past Digital Storytelling Program $438
Literacy Trust Grant $8,246

REVENUES:

General Fund $39,650

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$1,609,101	$1,642,861	$1,602,499	$1,580,809	$1,580,809
SERVICES & SUPPLIES	719,310	653,185	658,851	717,255	717,255
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$2,328,411	$2,296,046	$2,261,350	$2,298,064	$2,298,064
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	26.24	24.59	24.59	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.

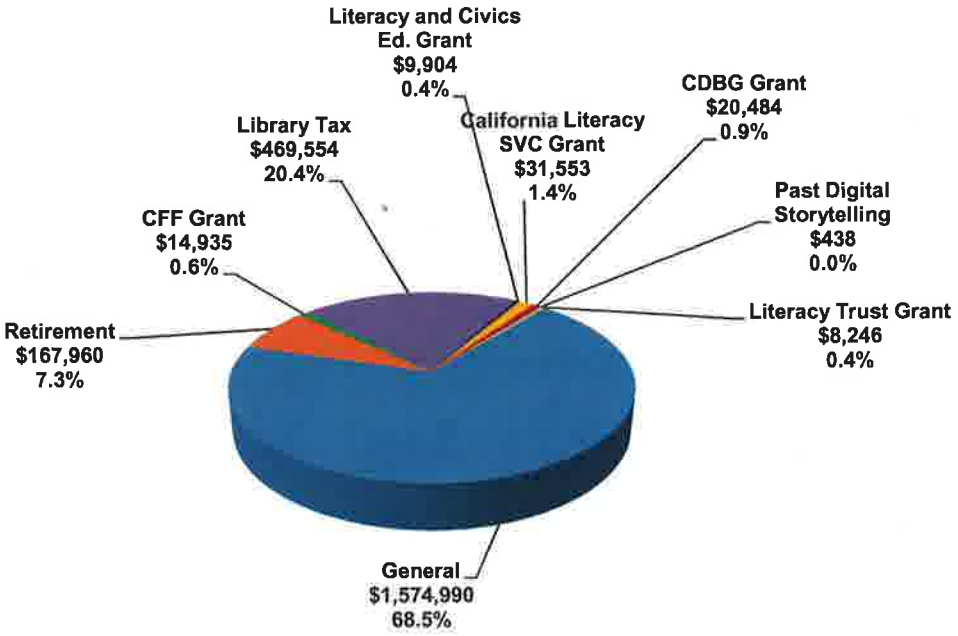
The library has a collection of approximately 160,737 volumes of books, 5,961 government publications, 4,573 audio items, 3,153 videocassettes, 3,010 DVDs, 4,420 maps, 422 pamphlets and 105 magazine and newspaper subscriptions.

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.

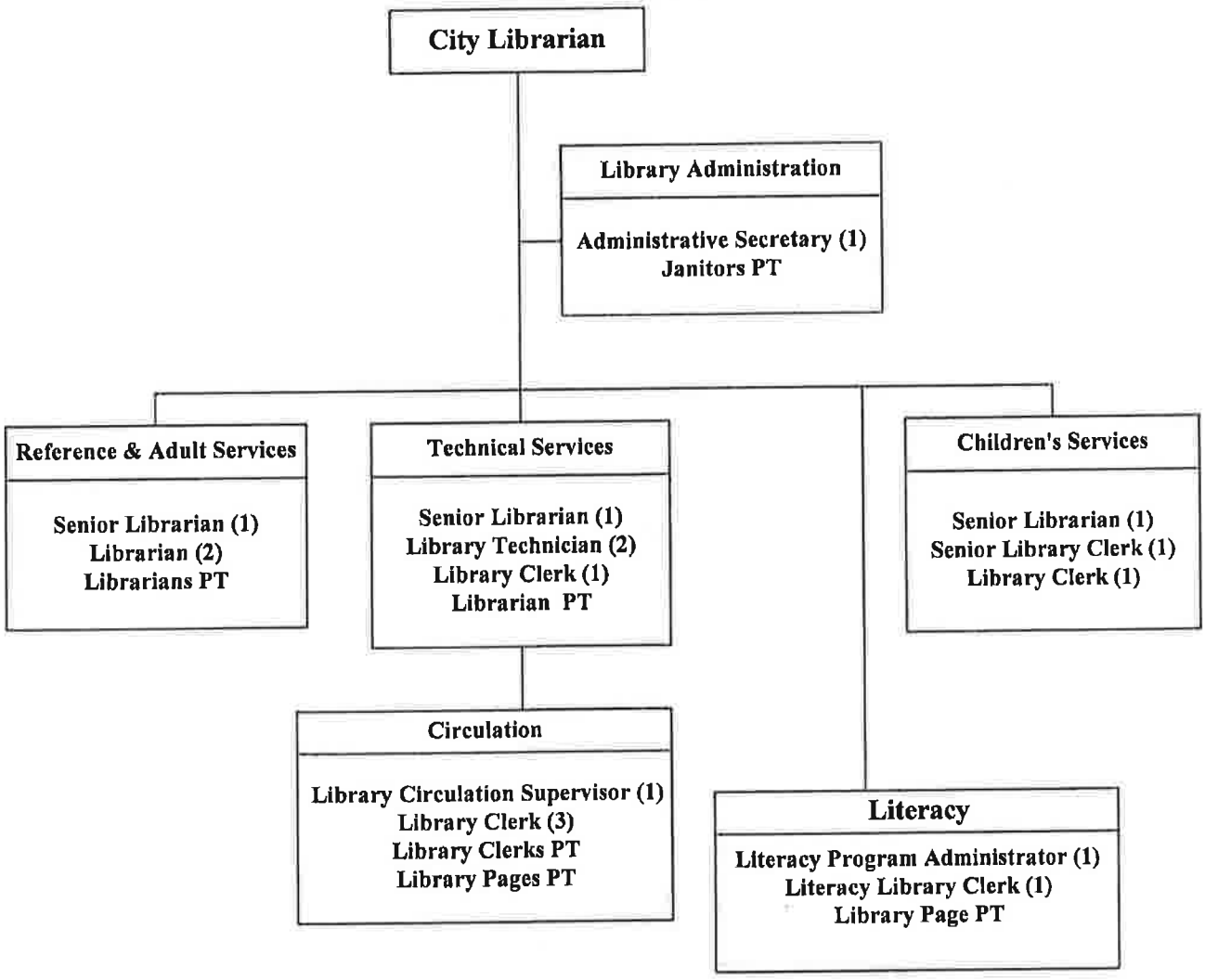
Personnel changes from last year include: Permanent Salaries category (#11200) reflects the continued freezing of the Library Clerk position in Circulation (Activity 6004).

Part-time Salaries category (#11300) reflects reduction of 0.14 full-time equivalent in Librarian positions in Technical Services (Activity 6003), elimination of 0.10 full-time equivalent in Library Clerk positions in Technical Services (Activity 6003), elimination of .09 full-time equivalent in Library Clerk positions in Literacy (Activity 6005) and increase of .47 full-time equivalent in Library Page positions in Literacy (Activity 6005).

Library
Source of Funds



Monterey Park Bruggemeyer Library



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Administration

ACTIVITY NO.: 6001

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$251,700	$245,980	$242,314	$246,921	$246,921
SERVICES & SUPPLIES	543,874	511,737	515,403	539,234	539,234
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$795,574	$757,717	$757,717	$786,155	$786,155
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.13	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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Library Volunteer Hours	11,367	9,500	10,000
Grants Awarded (Number)	0	5	7
Grants Awarded (Amount)	0	$30,500	$40,000
Fundraising (Foundation)	$15,000	$19,500	$25,000
Fundraising (Friends)	$10,576	$7,500	$8,000

2011-2012 GOALS AND OBJECTIVES

1. Assist the Library Board of Trustees to enable the Friends of the Library and the Library Foundation to work collaboratively to accomplish the operational goals of the library by supplementing library budget appropriations through entrepreneurial activities, gifts and other alternative sources of funding.

2. Fully employ current and emerging library technologies to enable library staff to anticipate and meet community needs for knowledge, information and entertainment.

3. Network and share resources with other state and local libraries, actively participate as an institutional member of library cooperatives including the Southern California Library Cooperative (SCLC), and support staff activities that encourage participation in library networks.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Completed most of the three-dimensional mosaic mural after several setbacks including inclement weather and the need to ensure that the mural components would meet earthquake standards. Final touches will be applied by the artist under the supervision of the City Public Works Director with final approval and acceptance by the Library Board of Trustees.

2. Recruited and engaged the services of consultants who led the Library Board and the City Librarian through a "strategic snapshot" process, resulting in the City Librarian's and the Board's goals and vision statement supporting leadership and change in the next 12 – 24 months. A Board Technology Workshop and a Board Development Workshop further

developed the capacity of the Library Board, Library Foundation and Friends of the Library to provide increased support and advocacy for the library.

3. Redesigned the first floor reading areas and the lobby to create new seating and display areas for library users, giving the library a less cluttered and more open and welcoming feel on the first floor and reducing noise levels.

4. The Library staff Public Relations (PR) Committee created a colorful new logo for the Library which was approved by the Library Board and which will be incorporated into the redesign of the Library brochure, capturing the essence of library collections, programs and services in the 21st Century.

5. The Library's relationship with the City's Art and Culture Commission and East Los Angeles College (ELAC) resulted in a monthly schedule of art exhibits in the Library's lobby and programs in the Friends Room featuring outstanding artists of Monterey Park and neighboring communities. The newly realized network between the library and the Monterey Park Historical Society is making historically important but rarely seen artifacts from the local area available to new audiences.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Office Supplies category (#21000) includes an increase in Office Paper Products and Other Office Supplies due to a greater need for such items. This amount is commensurate with the decrease in Operating Supplies category (#22000).

2. Operating Supplies category (#22000) includes a decrease in Cleaning and Sanitation Supplies due to a lower than expected need for restroom and cleaning supplies.

3. Contracted Services category (#31000) is the library's share of the City's data processing charges.

4. Communications category (#32000) reduction is due to lowered expenditures as a result of increased usage of e-mail notifications to patrons.

5. Utilities category (#36100) increase is an adjustment to last year's budget for Electricity and Gas usage. The amount is more than requested for fiscal year 2010-2011 but less than what was allocated in 2009-2010 due to increased control over air conditioning/heating systems and closures of two days per week.

6. R/M Contractual category (#38000) is for security and fire alarm monitoring costs, elevator maintenance, air conditioning/heating maintenance, security system, etc.

7. Miscellaneous category (#39000) consists of printing and duplicating for business cards, stationery, informational packets and other forms for Administration. The reduction is due to expenditures for other activities now being located within these activities. This category also includes Dues & Memberships for the library in groups that provide discounts on

purchases as well as outreach, networking, training opportunities and other benefits of belonging to cooperatives.

8. Other Agency Services category (#41000) is ongoing costs associated with the software maintenance for the collection of the community approved library tax.

9. Debt Service category (#42000) is the annual debt service payment for the library loan. This is the seventh year payment on a 13-year library financing program.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Administration**

ACTIVITY NO.: **6001**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$151,934	$146,919	$144,873	$148,704	$148,704
11300 Part Time Salaries	42,525	39,071	37,784	35,571	35,571
11500 Separation Benefits	9,546	9,000	9,000	9,900	9,900
TOTAL	$204,005	$194,990	$191,657	$194,175	$194,175
EMPLOYEE BENEFITS					
12200 Life Insurance	$416	$486	$486	$414	$414
12300 Medical Insurance	15,982	18,422	18,422	18,840	18,840
12350 Medicare Insurance	2,827	2,268	2,311	2,157	2,157
12370 Part Time Retirement	1,701	1,863	1,487	1,423	1,423
12400 Dental Insurance	858	821	821	821	821
12500 Workers Compensation	2,931	1,900	1,900	2,090	2,090
12600 Retirement	21,722	22,119	22,119	25,066	25,066
12900 Long Term Disability	825	2,715	2,715	1,497	1,497
12950 Vision Plan	433	396	396	438	438
TOTAL	$47,695	$50,990	$50,657	$52,746	$52,746
SERVICES & SUPPLIES					
21000 Office Supplies	$2,832	$2,300	$2,300	$3,000	$3,000
22000 Operating Supplies	7,408	7,200	7,200	6,500	6,500
24000 Small Tools	0	0	0	0	0
31000 Contracted Services	11,037	11,369	11,369	11,540	11,540
32000 Communications	10,418	12,613	12,613	12,389	12,389
33000 Motor Pool Charges	15	0	0	0	0
36000 Utilities	100,883	65,115	68,781	95,665	95,665
38000 R/M Contractual	20,063	16,800	16,800	16,146	16,146
39000 Miscellaneous	5,023	10,135	10,135	7,798	7,798
41000 Other Agency Serv	3,000	3,000	3,000	3,000	3,000
42000 Debt Service	383,195	383,205	383,205	383,196	383,196
TOTAL	$543,874	$511,737	$515,403	$539,234	$539,234
GRAND TOTAL	$795,574	$757,717	$757,717	$786,155	$786,155

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Administration**

ACTIVITY NO.: **6001**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
City Librarian	1.00	1.00	1.00	$95,952	$99,588	$99,588
Secretary	1.00	1.00	1.00	50,967	49,116	49,116
Separation Benefits	0.00	0.00	0.00	9,000	9,900	9,900
Part-Time						
Janitor	1.80	1.80	1.80	39,071	35,571	35,571
Total	3.80	3.80	3.80	$194,990	$194,175	$194,175

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$224,517	$295,541	$284,959	$286,358	$286,358
SERVICES & SUPPLIES	60,263	36,517	38,517	49,525	49,525
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$284,780	$332,058	$323,476	$335,883	$335,883
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.25	3.65	3.65	3.65	3.65

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.

- Maintain the library's Federal Depository documents collection.

PROGRAM MEASUREMENTS

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Reference Transactions	5,271	10,000	10,000
Adult/YA Programs Presented	2,072	1,650	1,750
Adult/YA Program Attendance	30,949	19,200	20,000

2011-2012 GOALS AND OBJECTIVES

1. Create new teen programs that support teen literacy by engaging youth in positive reading experiences; support critical thinking skills, academic achievement and school curriculum; and enhance college-going behavior and goals.

2. Support the reading needs of the community through library collection development:

   - Reduce the annual cost of acquisitions of the fiction collection by purchasing books through McNaughton's Adult Fiction plan.

   - Add at least 275 of the newest fiction titles to the library's shelves while the best sellers are at their highest popularity.

   - Continue the weeding of the Adult nonfiction collection and continue to add new nonfiction books that meet the informational needs of the community.

3. Develop genre sections for Mysteries, Science Fiction, Western, Fantasy and Classics and complete the weeding of the Adult Fiction collection.

- Improve merchandising of the collections through displays in the library and online that invite customers into the library.

4. Implement E Resources to the public by building and promoting the E Resources collection.

2010-2011 MAJOR ACCOMPLISHMENTS

1. With input from library users, staff created new and more functional reading, display and study spaces in the library for teens and adults by:

   - Creating a new Career Center on the first floor to accommodate the growing numbers of library users who use the library's resources to transition careers or to job search online, moving test preparation books and materials on careers to that area and by creating space for Adult New Readers and English language linguistic resources.

   - Creating a new Teen space by moving the teen collection to the former periodicals and newspapers space, a less disruptive and more attractive group study space for teens which doubles as small group presentation space for adults and teens.

   - Creating new art exhibit space in the lobby and moving newspaper racks to the copier room, along with a table, chairs and stand-up counter top for convenience of those using the copier.

2. Developed a Selectors' Group to direct the weeding and selection of new fiction and nonfiction collections in the library to meet the rapidly changing conditions in the information field.

3. Increased customer access to valuable resources by adding to the "virtual library", making online newspapers, test preparation resources and job search resources remotely accessible outside of the library.

4. Developed new monthly cultural programs, displays and exhibits that presented a variety of information that reflected the demographics of the Monterey Park community and its highly diverse tastes and interests. This new effort resulted in mutually beneficial networks with other City and cultural organizations.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Operating Supplies category (#22000) reflects reduction in supplies.

2. Miscellaneous category (#39000) includes Printing & Duplicating expenditures now charged to individual departments previously consolidated in Administration (activity 6001).

3. Books and Subscriptions category (#40000) increase 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$144,536	$198,214	$191,075	$185,234	$185,234
11300 Part Time Salaries	20,535	25,347	21,904	21,904	21,904
11500 Separation Benefits	14,319	12,500	12,500	13,750	13,750
TOTAL	$179,390	$236,061	$225,479	$220,888	$220,888
EMPLOYEE BENEFITS					
12200 Life Insurance	$348	$486	$486	$486	$486
12300 Medical Insurance	14,710	19,797	19,797	24,723	24,723
12350 Medicare Insurance	2,440	3,088	3,088	2,736	2,736
12370 Part Time Retirement	589	1,365	1,365	1,365	1,365
12400 Dental Insurance	898	1,393	1,393	1,209	1,209
12500 Workers Compensation	2,931	1,900	1,900	2,090	2,090
12600 Retirement	22,077	29,855	29,855	31,223	31,223
12900 Long Term Disability	891	1,188	1,188	1,188	1,188
12950 Vision Plan	243	408	408	450	450
TOTAL	$45,127	$59,480	$59,480	$65,470	$65,470
SERVICES & SUPPLIES					
22000 Operating Supplies	$0	$1,275	$1,275	$250	$250
31000 Contracted Services	0	5,094	7,094	0	0
33000 Motor Pool Charges	83	0	0	0	0
38000 R/M Contractual	2,830	1,500	1,500	1,500	1,500
39000 Miscellaneous	0	0	0	750	750
40000 Books & Subscriptions	57,350	28,648	28,648	47,025	47,025
TOTAL	$60,263	$36,517	$38,517	$49,525	$49,525
GRAND TOTAL	$284,780	$332,058	$323,476	$335,883	$335,883

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Reference and Adult Services**

ACTIVITY NO.: **6002**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Senior Librarian	1.00	1.00	1.00	$67,470	$63,012	$63,012
Librarian	2.00	2.00	2.00	128,944	120,422	120,422
Bilingual	0.00	0.00	0.00	1,800	1,800	1,800
Separation Benefits	0.00	0.00	0.00	12,500	13,750	13,750
Part-Time						
Librarian	0.65	0.65	0.65	30,674	21,904	21,904
Total	3.65	3.65	3.65	$241,388	$220,888	$220,888

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Library**

ACTIVITY: **Technical Services**

ACTIVITY NO.: **6003**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$334,772	$343,745	$335,077	$318,879	$318,879
SERVICES & SUPPLIES	53,508	68,488	68,488	94,621	94,621
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$388,280	$412,233	$403,565	$413,500	$413,500
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.30	4.30	4.30	4.06	4.06

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.

- Facilitate a selective inventory of portions of the collection and maintain appropriate statistical data on holdings and records.

- Borrow and lend materials via interlibrary loan and keep statistics.

PROGRAM MEASUREMENTS

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
NEW CATALOG TITLES ADDED			
Books	4,127	3,300	3,000
Audio-Visual	954	470	400
Total Cataloged Titles Added	5,081	3,770	3,400
NEW ITEMS ADDED			
Cataloged Books	5,376	4,700	4,000
Cataloged Audio-Visual	923	560	500
Government Documents	433	140	100
Total Cataloged Items Added	6,732	5,400	4,600
Total Uncataloged Items Added	0	0	0
Items Purged	6,518	8,600	8,000
Number of Materials Borrowed from Other Libraries	404	130	300
Number of Materials Other Libraries Borrowed from City	233	100	200

COLLECTION TOTALS

All Items	190,985	192,000	192,000
Cataloged Titles	156,072	160,000	160,000

2011-2012 GOALS AND OBJECTIVES

1. Apply for E-rate to take advantage of the 80% discount rate to speed up the library's Internet connection in order to meet the increasing use demands of the Monterey Park community.

2. Continue to work with Technology Committee to plan for implementing Radio Frequency Identification (RFID), self-check machines, automated services handling and bin/trolley sorters to better serve the public by increasing patron self-sufficiency and realigning staff assignments throughout the library.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Staff committees researched and interviewed leading vendors recommended for RFID, self-check machines automated services handling and sorters to increase customer service through staff efficiency. The Library Board of Trustees will receive recommendations for purchase by July 2011.

2. Coordinated with subject area selectors to weed and replace as appropriate a minimum of 20% of the total collection which was outdated and in poor condition.

3. Collaborated with the Monterey Park Historical Society to digitize 200 slides and photos for the LSTA Local History Digital Resources grant.

4. Finished recording, editing and broadcasting over ten digital stories through the LSTA California of the Past Digital Storytelling grant to Monterey Park community.

5. Redesigned the website to meet the information, knowledge and entertainment needs of the community.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-time Salaries category (#11300) decrease is due to anticipated reduction of hours needed with increased emphasis on vendor-supplied cataloging services.

2. Operating Supplies category (#22000) increase is due to required renewal of anti-virus licenses for maintaining public computers, increases in costs of supplies and expenditures for ink and toner cartridges previously located in activities 6002 and 6006.

3. R/M Contractual category (#38000) increase includes annual increase in the contract for maintenance of the Online Public Access catalog as well as upgrades to the system and replacement computers. It also includes M86 filtering software required to qualify for E-rate discount of 80% on Charter Communications upgraded internet service, Charter Communications internet upgrade installation and monthly charges at the 80% discount, installation for wireless access on second floor of library, Automated Invoicing and subscription to Authority Services.

4. Miscellaneous category (#39000) includes Printing & Duplicating expenditures within the department previously located in Administration (activity 6001).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Technical Services**

ACTIVITY NO.: **6003**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$222,754	$238,380	$229,712	$219,084	$219,084
11300 Part Time Salaries	17,290	9,408	9,408	2,845	2,845
11500 Separation Benefits	19,092	17,000	17,000	18,700	18,700
TOTAL	$259,136	$264,788	$256,120	$240,629	$240,629
EMPLOYEE BENEFITS					
12200 Life Insurance	$642	$648	$648	$648	$648
12300 Medical Insurance	29,859	31,270	31,270	33,581	33,581
12350 Medicare Insurance	3,625	3,457	3,457	41	41
12370 Part Time Retirement	692	494	494	114	114
12400 Dental Insurance	2,257	2,478	2,478	1,798	1,798
12500 Workers Compensation	3,908	2,650	2,650	2,915	2,915
12600 Retirement	32,616	35,923	35,923	37,116	37,116
12900 Long Term Disability	1,584	1,584	1,584	1,584	1,584
12950 Vision Plan	453	453	453	453	453
TOTAL	$75,636	$78,957	$78,957	$78,250	$78,250
SERVICES & SUPPLIES					
22000 Operating Supplies	$8,324	$8,511	$8,511	$9,659	$9,659
31000 Contracted Services	10,232	10,613	10,613	10,613	10,613
32000 Communications	102	0	0	0	0
33000 Motor Pool Charges	102	0	0	0	0
38000 R/M Contractual	32,448	48,064	48,064	73,299	73,299
39000 Miscellaneous	2,300	1,300	1,300	1,050	1,050
TOTAL	$53,508	$68,488	$68,488	$94,621	$94,621
GRAND TOTAL	$388,280	$412,233	$403,565	$413,500	$413,500

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Technical Services**

ACTIVITY NO.: **6003**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Senior Librarian	1.00	1.00	1.00	$86,316	$78,648	$78,648
Library Technician	2.00	2.00	2.00	109,095	100,284	100,284
Library Clerk	1.00	1.00	1.00	42,369	39,552	39,552
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	17,000	18,700	18,700
Part-Time						
Librarian	0.20	0.06	0.06	9,564	2,845	2,845
Library Clerk	0.10	0.00	0.00	2,775	0	0
Total	4.30	4.06	4.06	$267,719	$240,629	$240,629

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Circulation

ACTIVITY NO.: 6004

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$373,432	$354,262	$347,189	$340,525	$340,525
SERVICES & SUPPLIES	11,454	6,300	6,300	6,800	6,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$384,886	$360,562	$353,489	$347,325	$347,325
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	9.09	7.75	7.75	6.75	6.75

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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
ITEMS CIRCULATED			
Total	380,612	460,000	450,000
Items Per Capita	5.91	7.07[1]	6.92[1]
Weekly Hours of Opening	54	38[2]	38[2]
LIBRARY USERS			
User Visits Per Day	1,419	1,700	1,938
Total User Visits Per Year	428,510	430,000	475,000
New Cardholders Registered	4,285	6,000	6,000
Library Cardholders	66,228	56,000[3]	62,000[3]
Number of Requests for Items Checked-Out	3,601	4,200	4,000
Overdue Notices-Processed	8,219	8,500	7,000

[1] Population figure used for calculation: 65,027
[2] Reduced hours 3/10
[3] Cardholder numbers reduced due to 14,928 inactive cards deleted

COMPARISON TO OTHER LIBRARIES (Figures are 2008 - 2009)

LIBRARY	CIRCULATION	CIRC/CAPITA	CARDHOLDERS
Alhambra	550,203	5.97	70,907
Arcadia	712,482	13.43	58,916
Covina	32,000	.67	23,432
Los Angeles Public	17,000,000	4.41	1,650,000
Los Angeles County	14,139,359	3.85	2,948,353
Monterey Park	**389,000**	**6.02**	**60,678**
Redondo Beach	831,354	13.14	67,200
Whittier	99,127	1.18	191,000

2011-2012 GOALS AND OBJECTIVES

1. Research ways to use emerging library technologies to streamline the checking in and re-shelving of library materials to create a more efficient, expedient system allowing materials to be available to patrons more rapidly.

2. Continue to work with Technical Services and explore innovative technologies that will advance the existing computer circulation system and offer more personalized services to improve the patron experience.

3. Increase the number of volunteer shelvers in Circulation to help offset the loss of staffing while continuing to provide excellent service by fulfilling patron needs for available library materials.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Added enhancements to the current library computer circulation system so patrons can now perform more detailed searches in our catalog and select a language preference including Vietnamese.

2. Purged computer and paper records which freed over 15,000 slots creating savings in expense while keeping library catalog and patron information current.

In addition to meeting our planned goals and objectives, this year the Circulation department has also accomplished the following:

3. Increased revenue by adding courtesy charges applied if a patron wants to use library services and did not bring their library card or forgot to pick up library material on hold.

4. Cross-trained Circulation Clerks in Technical Services to expedite tasks taken on by all departments such as weeding out-of-date and unnecessary library materials from the collection.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) includes reduction due to continued freezing of full-time Library Clerk position.

2. Part-time Salaries category (#11300) includes all but one Part-Time Library Page positions for the library as well as all but one Part-Time Library Clerk positions.

3. Miscellaneous category (#39000) increase is due to Printing and Duplicating costs of each activity now located within the activity.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Circulation**

ACTIVITY NO.: **6004**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$214,038	$198,753	$191,680	$182,112	$182,112
11300 Part Time Salaries	61,331	69,618	69,618	69,618	69,618
11500 Separation Benefits	23,866	15,400	15,400	16,940	16,940
TOTAL	$299,235	$283,771	$276,698	$268,670	$268,670
EMPLOYEE BENEFITS					
12200 Life Insurance	$722	$648	$648	$648	$648
12300 Medical Insurance	27,083	25,701	25,701	26,647	26,647
12350 Medicare Insurance	4,075	3,326	3,326	2,671	2,671
12370 Part Time Retirement	2,384	3,636	3,636	3,636	3,636
12400 Dental Insurance	2,081	1,799	1,799	1,799	1,799
12500 Workers Compensation	4,883	3,350	3,350	3,685	3,685
12600 Retirement	30,691	29,983	29,983	30,697	30,697
12900 Long Term Disability	1,782	1,584	1,584	1,584	1,584
12950 Vision Plan	496	464	464	488	488
TOTAL	$74,197	$70,491	$70,491	$71,855	$71,855
SERVICES & SUPPLIES					
22000 Operating Supplies	$3,635	$3,700	$3,700	$3,700	$3,700
32000 Communications	1,692	0	0	0	0
33000 Motor Pool Charges	79	0	0	0	0
38000 R/M Contractual	4,038	2,600	2,600	2,600	2,600
39000 Miscellaneous	2,010	0	0	500	500
TOTAL	$11,454	$6,300	$6,300	$6,800	$6,800
GRAND TOTAL	$384,886	$360,562	$353,489	$347,325	$347,325

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Circulation**

ACTIVITY NO.: **6004**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Library Circulation Serv Supervisor	1.00	1.00	1.00	$56,376	$51,360	$51,360
Library Clerk*	4.00	3.00	3.00	141,177	129,552	129,552
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	15,400	16,940	16,940
Part-Time						
Library Clerk	1.35	1.35	1.35	45,000	45,000	45,000
Library Page	1.40	1.40	1.40	24,618	24,618	24,618
Total	7.75	6.75	6.75	$283,771	$268,670	$268,670

* One Library Clerk position is frozen for 2011-2012.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$161,420	$168,918	$165,772	$165,697	$165,697
SERVICES & SUPPLIES	16,975	1,020	1,020	3,075	3,075
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$178,395	$169,938	$166,792	$168,772	$168,772
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.47	2.09	2.09	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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Number of Students Participating	1358	1300	1350
Number of Student Hours	25,404	22,000	22,700
Number of Tutors	123	120	125
Number of Tutor Volunteer Hours	3,890	3,500	3,760
Number of Tutors Trained	67	70	75

2011-2012 GOALS AND OBJECTIVES

1. Create a guide for LAMP Teachers in the ESL Classroom with emphasis on the role of racial, social class and gender issues and how they play an active part in the formation of second language acquisition. This guide will empower current and future trainers on how to conduct trainings for new volunteers with or without teaching credentials.

2. Design curriculum for the ESL Workforce Literacy program that will align and transition to the Career Transitions Database program in Adult Reference to assist community patrons search for and prepare for employment.

3. Transform the One to One program to intermingle with ESL Long Distance Learning classes to expand knowledge to the library customer that will include services in use of technology.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Created additional partnerships with California State University Dominguez Hills, Department of Human Services to bring literacy services and intern students together to benefit the literacy program and community needs. LAMP now partners with schools including Pitzer College of the Claremont Colleges and California State University, Los Angeles, EPIC.

2. Developed a new innovative program "Big Worlds and Little Worlds" to create a specialized parenting series geared to target the challenges of second language parents and the dilemmas of language acquisition interruptions in the development of their children.

3. Collaborated with Claremont College Intercollegiate Department of Asian American Studies Professor Kathleen S. Yep and interdisciplinary artist, art producer and community organizer Traci Kato Kiriyama to create a project of poetic writing and telling of migration stories. A documentary film will depict anthologies of several Advanced ESL students in the LAMP program and will be presented to the Claremont College and Monterey Park community. This project was created and designed for use as model evidence for a Leadership Grant application.

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.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Literacy**

ACTIVITY NO.: **6005**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$109,387	$113,001	$109,855	$110,594	$110,594
11300 Part Time Salaries	3,261	6,235	6,235	3,477	3,477
11500 Separation Benefits	9,546	7,500	7,500	8,250	8,250
TOTAL	$122,194	$126,736	$123,590	$122,321	$122,321
EMPLOYEE BENEFITS					
12200 Life Insurance	$322	$325	$325	$325	$325
12300 Medical Insurance	17,269	18,301	18,301	18,780	18,780
12350 Medicare Insurance	1,631	1,810	1,810	1,603	1,603
12370 Part Time Retirement	131	250	250	104	104
12400 Dental Insurance	787	799	799	798	798
12500 Workers Compensation	2,600	1,700	1,700	1,870	1,870
12600 Retirement	15,329	17,837	17,837	18,736	18,736
12900 Long Term Disability	793	793	793	793	793
12950 Vision Plan	364	367	367	367	367
TOTAL	$39,226	$42,182	$42,182	$43,376	$43,376
SERVICES & SUPPLIES					
21000 Office Supplies	$171	$200	$200	$0	$0
22000 Operating Supplies	16,173	0	0	1,500	1,500
32000 Communications	49	50	50	50	50
38000 R/M Contractual	432	570	570	1,175	1,175
39000 Miscellaneous	150	200	200	350	350
TOTAL	$16,975	$1,020	$1,020	$3,075	$3,075
GRAND TOTAL	$178,395	$169,938	$166,792	$168,772	$168,772

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Literacy**

ACTIVITY NO.: **6005**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Literacy Program Administrator	1.00	1.00	1.00	$74,168	$69,270	$69,270
Literacy Library Clerk	1.00	1.00	1.00	42,980	40,124	40,124
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	7,500	8,250	8,250
Part-Time						
Library Clerk	0.09	0.00	0.00	2,561	0	0
Library Page	0.00	0.47	0.47	0	3,477	3,477
Total	2.09	2.47	2.47	$128,409	$122,321	$122,321

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Children's Services

ACTIVITY NO.: 6006

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$263,260	$234,415	$227,188	$222,429	$222,429
SERVICES & SUPPLIES	33,236	29,123	29,123	24,000	24,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$296,496	$263,538	$256,311	$246,429	$246,429
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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Reference Transactions	12,487	10,800	10,900
Children's Reading Programs	521	380	390
Children's Reading Programs' Attendance	13,442	7,700	7,800

2011-2012 GOALS AND OBJECTIVES

1. Create collections and programs that develop critical thinking skills, encourage academic achievement, and support school curriculum standards in a safe and nurturing environment for children who are infants to 12 years of age and for their parents and caregivers.

2. Continue reviewing and replacing the high-demand children's titles in the natural sciences, physical sciences, technology and biography sections to provide students and their parents with current information.

3. Acquire children's e-books of science and technology subjects for elementary school students and promote the online resources available at the library and at any location ("remote access") and at any time ("24/7").

4. Redesign the Children's Area to be more family and kid friendly to better serve their informational and recreational needs. Incorporate the fresh input from the newly formed Children's Advisory Committee composed of library and City staff, community educators and community volunteers.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Conducted monthly 'tween programs for students aged 8 to 12 years of age starting September 2010. Book discussions, craft programs, film showings, baking projects and yoga classes occur on a rotating monthly basis. The program has attracted an estimated total of 140 tweens and their accompanying parents.

2. Enhanced reader's advisory services to parents, students and teachers by providing recommended reading lists including the Caldecott/Newbery Award titles, Magic School Bus and Magic Tree House series, children's classic titles, children's science fiction, mystery and historical fiction titles as well as reading lists based on the California Department of Education recommended titles for infants, toddlers, and K-sixth grade students.

3. Expanded collection of primary readers to foster the benefit and enjoyment of reading. In addition, since January 2011, staff extracted Juvenile-Easy nonfiction titles from the Children's nonfiction collection and reclassified and reshelved them in the newly developed J-Easy collection shelves for parents and young readers' easy access to the primary reading books.

   In addition to the above Children's achievements, the Children's Department also accomplished:

4. The Children's collection set record-breaking circulating figures: in December 2010, 62.7% of the circulated materials were from the Children's collection and in March 2011, it was 63.2% with a total of 15,102 Children's titles checked out.

5. Installed the Children's online databases – Brainfuse, Bookflix and California Mission e-books -- which increased information availability to more children and their families, and successfully conducted Children's online databases workshops for children and their parents. During the December holidays, staff presented the library's first online storytelling on the library website to reach out to more library users in a non-traditional way.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Office Supplies category (#21000) reduction due to planned decreased expenditures.

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. –costs now assigned to this activity after formerly being located in Administration (activity 6001).

3. Books and Subscriptions category (#40000) decrease due to reduced funding as well as realignment of collection development to utilize online databases and other E-content.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Children's Services**

ACTIVITY NO.: **6006**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$159,647	$171,633	$164,406	$157,402	$157,402
11300 Part Time Salaries	36,582	0	0	0	0
11500 Separation Benefits	14,319	9,250	9,250	10,175	10,175
TOTAL	$210,548	$180,883	$173,656	$167,577	$167,577
EMPLOYEE BENEFITS					
12200 Life Insurance	$482	$486	$486	$486	$486
12300 Medical Insurance	19,265	19,977	19,977	21,367	21,367
12350 Medicare Insurance	2,887	2,489	2,489	2,282	2,282
12370 Part Time Retirement	1,464	0	0	0	0
12400 Dental Insurance	1,106	1,161	1,161	441	441
12500 Workers Compensation	2,931	1,950	1,950	2,145	2,145
12600 Retirement	22,979	25,870	25,870	26,532	26,532
12900 Long Term Disability	1,188	1,188	1,188	1,188	1,188
12950 Vision Plan	410	411	411	411	411
TOTAL	$52,712	$53,532	$53,532	$54,852	$54,852
SERVICES & SUPPLIES					
21000 Office Supplies	$90	$0	$0	$0	$0
22000 Operating Supplies	5,838	5,770	5,770	3,000	3,000
31000 Contracted Services	1,836	0	0	0	0
32000 Communications	18	0	0	0	0
33000 Motor Pool Charges	287	0	0	0	0
39000 Miscellaneous	4,314	0	0	1,000	1,000
40000 Books & Subscriptions	20,853	23,353	23,353	20,000	20,000
TOTAL	$33,236	$29,123	$29,123	$24,000	$24,000
GRAND TOTAL	$296,496	$263,538	$256,311	$246,429	$246,429

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Children's Services**

ACTIVITY NO.: **6006**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Senior Librarian	1.00	1.00	1.00	$86,316	$77,712	$77,712
Senior Library Clerk	1.00	1.00	1.00	43,716	40,818	40,818
Library Clerk	1.00	1.00	1.00	41,001	38,272	38,272
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	9,250	10,175	10,175
Total	3.00	3.00	3.00	$180,883	$167,577	$167,577

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CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreation and Community Services

ACTIVITY NO.: 6500

SOURCE OF FUNDS:

General Fund $1,428,006
Retirement Fund $113,900
Refuse Fund $35,000
Water Fund $15,850
Prop A Fund $520,806
Recreation Fund $587,726
CDBG $15,381
Prop A - Per Parcel Grant $60,000

REVENUES:

General Fund $210,800
Recreation Fund $525,000

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$1,888,013	$1,782,773	$1,706,928	$1,847,317	$1,847,317
SERVICES & SUPPLIES	801,882	936,393	924,515	929,352	929,352
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$2,689,895	$2,719,166	$2,631,443	$2,776,669	$2,776,669
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	36.29	35.48	35.48	36.49	36.49

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 and Community Development Block Grant Funds. 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:

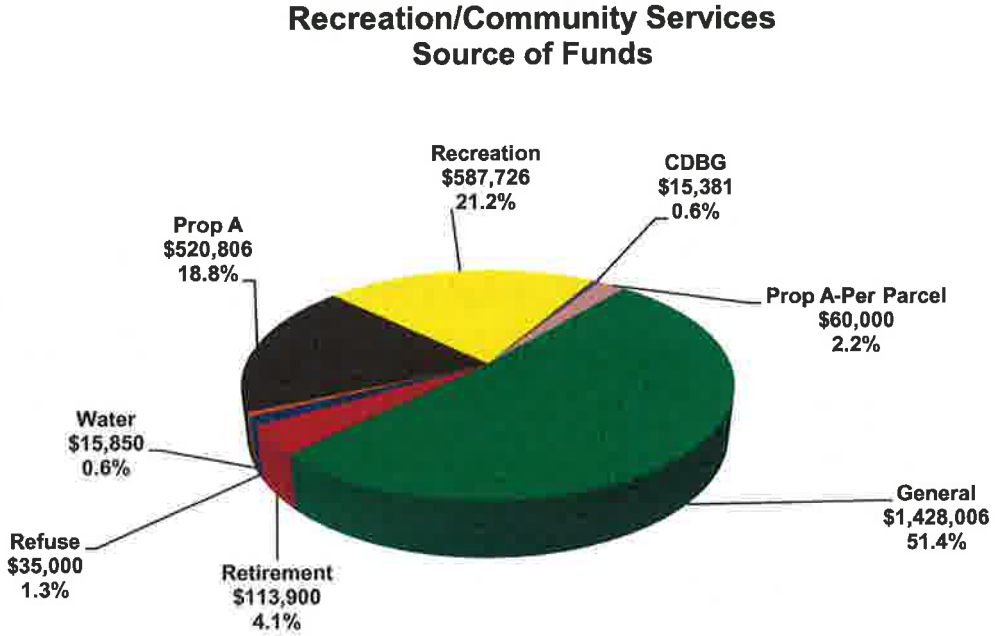
Department name has changed to Recreation & Community Services, because the Parks functions moved to Public Works Department; Community Services encompasses Dial-a-Ride and other Senior Services offered at Langley Center, plus volunteer programs.

Addition of Sister Cities Commission (from City Manager's Office), Youth Advisory Board and Community Relations Commission (both from Economic Development), and Crystal Youth Awards (from Economic Development).

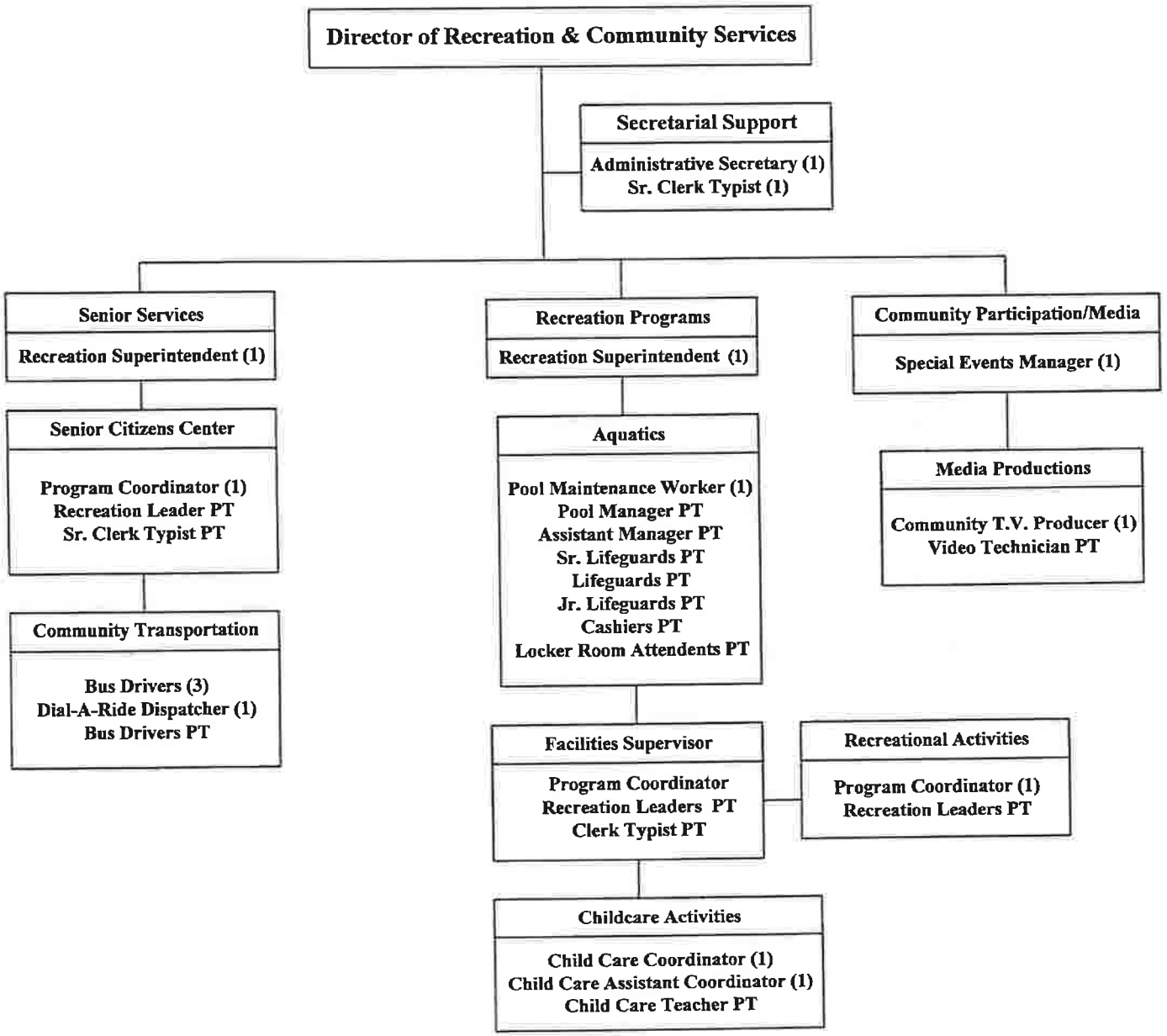
Personnel Changes for this year include:

Parkway Maintenance and Parks Division (6516 & 6517) moved to Public Works Department. All Full Time and Part Time staff moved to Public Works, except for Recreation & Community Services Director (.40 FTE), Administrative Secretary (.20 FTE), and Senior Clerk Typist (.20 FTE).

Full Time equivalencies (FTE) in Facilities Supervision and Aquatics, have been adjusted to more accurately reflect staff assignments.



Recreation / Community Services Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Facilities Supervision**

ACTIVITY NO.: **6502**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$402,362	$396,943	$389,493	$456,231	$456,231
SERVICES & SUPPLIES	174,751	207,267	197,767	195,691	195,691
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$577,113	$604,210	$587,260	$651,922	$651,922
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	8.96	8.96	8.96	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 Parks 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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Gymnasium (s) Visits (daily avg.)	112	109	105
Hours of Facilities Use by -			
Youth Groups	1,003	1,010	1,000
Private Groups	1,020	1,020	1000
Facility Reservations	141	177	175

2011-2012 GOALS AND OBJECTIVES

1. Add pictures of park facilities (rooms, gyms, picnic shelters, etc.) to the City website so that potential renters can see the facilities available for rent.

2. Work in conjunction with the Chamber of Commerce to provide programming in concert with the proposed Farmer's Market to take place at El Encanto.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Worked with gym reservation groups to have their reservations start earlier in the evenings during the spring and summer so that the amount of staff time was reduced.

2. A 3 on 3 basketball tournament for twelve teams was held at Barnes Park with the assistance of local volunteer high school students.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reflects an adjustment to full time equivalences (FTE) to more accurately reflect assignments: Recreation Coordinator is now split (0.5 FTE) between Facilities Supervision and Aquatics; Administrative Secretary and Senior Clerk typist have increased to 0.6 FTE in Facilities Supervision and decreased to 0.1 FTE in both Parkway Maintenance and Parks.

2. Motor Pool Charges category (#33000) consists of motor pool funding of $18,480.

3. Utilities category (#36000) reflects funding of $10,000 for gas and $60,000 for electricity.

4. R/M Contractual category (#38000) reflects funding of $900 for minor building repairs and $39,725 for contracted custodial services, floor care, and pest control for Parks, Community Centers and the Memorial Amphitheater, and landscaping services at El Encanto. This category also reflects $19,377 in funding for inspection and maintenance of fire alarms and extinguishers, computer network maintenance, computer and copy machine repairs, and lease payments for phones.

5. 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$199,753	$204,629	$196,440	$241,407	$241,407
11300 Part Time Salaries	106,993	104,300	104,300	104,300	104,300
11400 Overtime Salaries	3,171	3,000	3,739	3,000	3,000
11500 Separation Benefits	13,604	8,775	8,775	9,653	9,653
TOTAL	$323,521	$320,704	$313,254	$358,360	$358,360
EMPLOYEE BENEFITS					
12200 Life Insurance	$482	$486	$486	$664	$664
12300 Medical Insurance	23,102	24,020	24,020	33,069	33,069
12350 Medicare Insurance	4,376	3,261	3,261	4,022	4,022
12370 Part Time Retirement	4,007	4,570	4,570	4,570	4,570
12400 Dental Insurance	1,666	1,673	1,673	1,956	1,956
12500 Workers Compensation	13,943	9,675	9,675	10,643	10,643
12600 Retirement	29,525	30,810	30,810	40,858	40,858
12900 Long Term Disability	1,250	1,250	1,250	1,406	1,406
12950 Vision Plan	490	494	494	683	683
TOTAL	$78,841	$76,239	$76,239	$97,871	$97,871
SERVICES & SUPPLIES					
21000 Office Supplies	$2,905	$3,000	$2,800	$2,800	$2,800
22000 Operating Supplies	4,251	6,648	6,648	6,648	6,648
23000 R/M Supplies	804	1,515	1,315	1,315	1,315
31000 Contracted Services	3,877	10,600	5,000	5,000	5,000
32000 Communications	24,693	24,002	24,002	24,446	24,446
33000 Motor Pool Charges	22,000	22,000	22,000	18,480	18,480
36000 Utilities	61,732	70,000	69,000	70,000	70,000
37000 Leases & Rentals	666	2,500	0	0	0
38000 R/M Contractual	52,040	60,002	60,002	60,002	60,002
39000 Miscellaneous	1,783	7,000	7,000	7,000	7,000
TOTAL	$174,751	$207,267	$197,767	$195,691	$195,691
GRAND TOTAL	$577,113	$604,210	$587,260	$651,922	$651,922

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Facilities Supervision**

ACTIVITY NO.: **6502**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Recreation & Community Services	0.15	0.55	0.55	$15,776	$55,618	$55,618
Recreation Superintendent	0.90	0.90	0.90	84,364	76,864	76,864
Program Coordinator*	1.00	0.50	0.50	62,148	28,314	28,314
Administrative Secretary**	0.40	0.80	0.80	22,723	43,171	43,171
Senior Clerk Typist***	0.40	0.80	0.80	18,898	36,000	36,000
Bilingual	0.00	0.00	0.00	720	1,440	1,440
Overtime	0.00	0.00	0.00	3,000	3,000	3,000
Separation Benefits	0.00	0.00	0.00	8,775	9,653	9,653
Part-Time						
Recreation Leaders	5.86	5.86	5.86	97,790	97,790	97,790
Clerk Typist	0.25	0.25	0.25	6,510	6,510	6,510
Total	8.96	9.66	9.66	$320,704	$358,360	$358,360

* Recreation Coordinator split betwen 6502 (Facility Supervision) and 6503 (Aquatics)

** Position FTE redistributed in 6502, 6508, 6516, and 6517

*** Position FTE redistributed in 6502, 6509 6516, and 6517

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Aquatics**

ACTIVITY NO.: **6503**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$354,589	$278,784	$272,266	$320,697	$320,697
SERVICES & SUPPLIES	136,746	182,900	165,850	171,850	171,850
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$491,335	$461,684	$438,116	$492,547	$492,547
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	7.99	6.99	6.99	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 Parks 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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Total Number of Users	55,505	63,500	64,000
Instructional Class Attendance	2,463	2,500	2,150
Hours of Use by:			
Instructional Classes	700	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%

2011-2012 GOALS AND OJECTIVES

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 ultimate generate a savings of approximately $20,000 in staffing expenses associated with swim coaches.

2. Incorporate student discounts for lap swim and promote to the coaches at East Los Angeles College, Mark Keppel High School and Schurr High School to increase lap swim participation and revenue.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Installed automated chemical feeder and new filtration system at Cascades Waterfall ultimately creating a 40% savings in chemicals and 50% savings with physical maintenance.

2. Incorporated City Sponsored Year Round Water Aerobics program that had previously been conducted by the Alhambra Adult School. These classes are among the most popular offered by the department.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reflects a FTE adjustment – Program Coordinator position is now split equally between Aquatics and Facility Supervision.

2. Operating supplies category (#22000) reflects sanitation and cleaning supplies $5,500 and staff uniforms and safety equipment $3,500.

3. R/M Supplies category (#23000) reflects $32,000 for pool chemicals.

4. Utilities category (#36000) reflects costs of $80,000 for gas and $43,000 for electrical utilities.

5. R/M category (#38000) reflects $5,000 for pool repairs, and $1,000 for building maintenance.

6. 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$115,414	$63,669	$61,122	$97,398	$97,398
11300 Part Time Salaries	170,469	169,200	166,000	166,000	166,000
11400 Overtime Salaries	3,402	1,000	1,000	1,000	1,000
11500 Separation Benefits	10,978	10,978	10,978	12,076	12,076
TOTAL	$300,263	$244,847	$239,100	$276,474	$276,474
EMPLOYEE BENEFITS					
12200 Life Insurance	$385	$227	$227	$308	$308
12300 Medical Insurance	18,464	11,349	11,349	13,411	13,411
12350 Medicare Insurance	4,065	1,071	300	1,412	1,412
12370 Part Time Retirement	6,720	6,780	6,780	6,780	6,780
12400 Dental Insurance	1,428	897	897	1,129	1,129
12500 Workers Compensation	4,766	3,225	3,225	3,548	3,548
12600 Retirement	17,236	9,606	9,606	16,680	16,680
12900 Long Term Disability	992	596	596	713	713
12950 Vision Plan	270	186	186	242	242
TOTAL	$54,326	$33,937	$33,166	$44,223	$44,223
SERVICES & SUPPLIES					
22000 Operating Supplies	$5,807	$9,000	$9,000	$9,000	$9,000
23000 R/M Supplies	29,965	32,000	32,000	32,000	32,000
31000 Contracted Services	1,636	1,800	1,800	1,800	1,800
36000 Utilities	92,632	135,000	118,000	123,000	123,000
38000 R/M Contractual	6,686	5,000	5,000	6,000	6,000
39000 Miscellaneous	20	100	50	50	50
TOTAL	$136,746	$182,900	$165,850	$171,850	$171,850
GRAND TOTAL	$491,335	$461,684	$438,116	$492,547	$492,547

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Aquatics**

ACTIVITY NO.: **6503**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Recreation & Community Services	0.10	0.10	0.10	$10,517	$11,584	$11,584
Program Coordinator*	0.00	0.50	0.50	0	28,314	28,314
Pool Maintenance Worker	1.00	1.00	1.00	42,566	46,824	46,824
Administrative Secretary	0.10	0.10	0.10	5,681	5,396	5,396
Senior Clerk Typist	0.10	0.10	0.10	4,725	4,500	4,500
Bilingual	0.00	0.00	0.00	180	780	780
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Separation Benefits	0.00	0.00	0.00	10,978	12,076	12,076
Part-Time						
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	13,291	10,091	10,091
Locker Room Attendant	0.34	0.34	0.34	10,687	10,687	10,687
Total	6.99	7.49	7.49	$244,847	$276,474	$276,474

* Program Coordinator split between 6503 (Aquatics) and 6502 (Facility Supervision)

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Langley Center**

ACTIVITY NO.: **6505**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$172,719	$171,197	$174,255	$179,185	$179,185
SERVICES & SUPPLIES	104,879	117,556	112,656	114,156	114,156
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$277,598	$288,753	$286,911	$293,341	$293,341
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.65	2.65	2.65	2.65	2.65

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

	Actual 2009-10	Estimated 2010-11	Projected 2011-2012
Sr. Citizen Lunches served	19,366	20,000	22,000
Home Delivered Lunches	15,600	15,600	15,600
Volunteer Hours	37,500	37,500	37,600
Education & Recreational Classes Attendance	100,450	100,500	100,000
Health Care Screenings	4,525	4,200	4,500
In Home Care Contacts	2,600	2,800	2,800
Trips & Tours	2,800	2,800	2,800
Billiards, Table Tennis, Exercise Machines	89,500	93,000	93,000

2011-2012 GOALS AND OBJECTIVES

1. Seek grant and other funding opportunities to increase the size of the large dining room – currently, many people are turned away for the special luncheons that are held several times per year.

2. Develop a checklist for the part time janitor to complete quickly to report problems with lights, restrooms, and other facility amenities.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Found a qualified instructor who has developed an affordable series of Computer classes for seniors, which had been a popular program offered by Alhambra Adult Education before it was cut by the school district. The classes offered include beginning, intermediate, and advanced intermediate.

2. Provided input on the design of the Langley Pocket Park so that seniors would have a comfortable place to sit, and a turf area for children to enjoy.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Utilities category (#36000) reflects $46,000 for electricity and $3,600 for gas.

2. 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 $5,000 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$96,604	$102,924	$100,000	$99,423	$99,423
11300 Part Time Salaries	42,239	36,400	36,400	36,400	36,400
11400 Overtime Salaries	194	0	0	0	0
11500 Separation Benefits	6,683	6,075	6,075	6,683	6,683
TOTAL	$145,720	$145,399	$142,475	$142,506	$142,506
EMPLOYEE BENEFITS					
12200 Life Insurance	$112	$114	$114	$111	$111
12300 Medical Insurance	6,864	7,015	11,863	13,141	13,141
12350 Medicare Insurance	1,142	563	1,350	1,970	1,970
12370 Part Time Retirement	994	1,450	900	900	900
12400 Dental Insurance	408	408	800	854	854
12600 Retirement	16,727	15,495	16,000	18,951	18,951
12900 Long Term Disability	554	555	555	554	554
12950 Vision Plan	198	198	198	198	198
TOTAL	$26,999	$25,798	$31,780	$36,679	$36,679
SERVICES & SUPPLIES					
21000 Office Supplies	$1,048	$850	$900	$900	$900
22000 Operating Supplies	11,570	9,900	9,900	9,900	9,900
23000 R/M Supplies	1,153	2,000	2,000	2,000	2,000
32000 Communications	34	200	150	150	150
33000 Motor Pool Charges	426	500	400	500	500
36000 Utilities	43,862	53,000	48,200	49,600	49,600
38000 R/M Contractual	40,531	46,106	46,106	46,106	46,106
39000 Miscellaneous	6,255	5,000	5,000	5,000	5,000
TOTAL	$104,879	$117,556	$112,656	$114,156	$114,156
GRAND TOTAL	$277,598	$288,753	$286,911	$293,341	$293,341

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Langley Center**

ACTIVITY NO.: **6505**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Recreation Superintendent	0.70	0.70	0.70	$65,617	$59,783	$59,783
Program Coordinator	0.70	0.70	0.70	37,307	39,640	39,640
Separation Benefits	0.00	0.00	0.00	6,075	6,683	6,683
Part-Time						
Recreation Leader	0.75	0.75	0.75	21,765	21,765	21,765
Sr. Clerk Typist	0.50	0.50	0.50	14,635	14,635	14,635
Total	2.65	2.65	2.65	$145,399	$142,506	$142,506

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Childcare Activities**

ACTIVITY NO.: **6506**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$197,121	$224,713	$194,688	$207,627	$207,627
SERVICES & SUPPLIES	11,218	15,800	10,500	9,825	9,825
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$208,339	$240,513	$205,188	$217,452	$217,452
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. Eligible low and moderate income families receive financial assistance through Community Development Block Grant (C.D.B.G.) funding. Currently fifty percent of the participants are of low or moderate income status.

Specific service targets are:

- Provide an after-school childcare program for 40 children at Barnes Park Community Center. The program operates during the school year from 11:00 a.m. to 6:30 p.m., and 7:00 a.m. to 6:30 p.m. when schools are closed for vacation or staff development days.

- Provide a quality, low-cost childcare program with the goal of 50% of the program enrollment meeting low to moderate income level requirements in accordance with the C.D.B.G. funding stipulation.

- Program is funded through user fees, C.D.B.G. funds, and General Fund.

PROGRAM MEASUREMENTS

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Barnes Child Care Center Average Daily Attendance	26	35	40
% of Operating Expenses Defrayed by C.D.B.G. Grant	29%	15%	20%
% of Operating Expenses Defrayed by User Fees	72%	70%	70%
Enrollment – School Year			
Subsidized	15	18	20
Non Subsidized	11	17	20
% of Children Receiving H.U.D. Subsidy	58%	51%	50%
Enrollment - Summer	73	75	85
Enrollment- Tiny Tots	78	80	80

2011-2012 GOALS AND OBJECTIVES

1. Through the combined efforts of our staff and volunteers, we will implement a Reading Club for Children. During the school year children read for assignments. The reading club is a quintessential time to show them that reading can be fun. By creating a welcoming atmosphere with a variety of books, it will invite children to participate in a group setting that will encourage them to learn social skills, with the habit of reading daily.

2. Introduce young children to the wonderful challenging game of chess. Children will learn the name and jobs of the various pieces and get to familiarize themselves to a chess board. Children will also watch tutorial videos on beginning level of chess. Chess is an exercise of infinite possibilities for the mind, one which develops mental abilities used throughout their life.

2010-2011 MAJOR ACCOMPLISHMENTS

1. During the school year children were introduce to the basic fundamental sport skills of basketball, and baseball. Children enjoyed having one of our parents who is a basketball coach come in once a week to play a game of basketball. It gave our children an opportunity to learn the rules and strategies hands on.

2. Our earthquake supply inventory will be an ongoing procedure throughout the year every year. This means checking expiration dates on water and food. Also, updating each child's emergency information each year.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects $4,700 for games, materials, and summer field trip admissions.

2. Miscellaneous category (#39000) reflects $100 for membership in California School Age Consortium.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Childcare Activities**

ACTIVITY NO.: **6506**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$107,826	$113,546	$97,000	$106,990	$106,990
11300 Part Time Salaries	32,666	38,000	33,200	38,000	38,000
11400 Overtime Salaries	654	500	500	500	500
11500 Separation Benefits	10,024	10,050	10,050	11,055	11,055
TOTAL	$151,170	$162,096	$140,750	$156,545	$156,545
EMPLOYEE BENEFITS					
12200 Life Insurance	$337	$341	$341	$340	$340
12300 Medical Insurance	14,687	15,353	15,353	16,191	16,191
12350 Medicare Insurance	2,079	1,647	1,647	1,551	1,551
12370 Part Time Retirement	-2,782	1,680	1,680	1,680	1,680
12400 Dental Insurance	671	678	720	999	999
12500 Workers Compensation	10,153	10,050	10,050	11,055	11,055
12600 Retirement	19,780	31,841	23,120	18,133	18,133
12900 Long Term Disability	832	832	832	832	832
12950 Vision Plan	194	195	195	301	301
TOTAL	$45,951	$62,617	$53,938	$51,082	$51,082
SERVICES & SUPPLIES					
22000 Operating Supplies	$4,939	$6,500	$5,700	$5,025	$5,025
31000 Contracted Services	6,279	9,200	4,700	4,700	4,700
39000 Miscellaneous	0	100	100	100	100
TOTAL	$11,218	$15,800	$10,500	$9,825	$9,825
GRAND TOTAL	$208,339	$240,513	$205,188	$217,452	$217,452

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Childcare Activities**

ACTIVITY NO.: **6506**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Recreation Superintendent	0.10	0.10	0.10	$9,374	$8,540	$8,540
Child Care Coordinator	1.00	1.00	1.00	62,148	56,628	56,628
Child Care Asst. Coordinator	1.00	1.00	1.00	41,424	40,622	40,622
Bilingual	0.00	0.00	0.00	600	1,200	1,200
Overtime	0.00	0.00	0.00	500	500	500
Separation Benefits	0.00	0.00	0.00	10,050	11,055	11,055
Part-Time						
Child Care Teacher	2.40	2.40	2.40	38,000	38,000	38,000
Total	4.50	4.50	4.50	$162,096	$156,545	$156,545

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Recreational Activities**

ACTIVITY NO.: **6507**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$105,934	$118,115	$103,520	$105,674	$105,674
SERVICES & SUPPLIES	227,708	168,900	210,462	200,700	200,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$333,642	$287,015	$313,982	$306,374	$306,374
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

		Actual 2009-10	Estimated 2010-11	Projected 2011-12
Adult Sports Teams		360	360	330
Specialized Recreation - Activities Enrollment:	Youth	3,040	3,700	3,900
	Adult	1,641	1,750	1,800
Total Activity Revenue Collected		$287,694	$300,000	$300,600
Number of Free Summer Lunches Served		47,685	18,500	17,000

2011-2012 GOALS AND OBJECTIVES

1. Work with instructors to make sure that the rates charged are sufficient to cover all the actual and administrative costs incurred in offering the program. Eliminate programs that are not covering costs.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Contacted over 20 Leisure Services providers in the immediate area to expand the offerings to the entire community.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects $4,800 for maintenance and operational cost for the Service Clubhouse, $185,000 for revenue generating adult sports leagues and seasonal classes, and $100 for Picnic Reservations. The Free Summer Lunch Program is now being run directly by the San Gabriel School District.

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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$58,874	$62,148	$56,600	$56,628	$56,628
11300 Part Time Salaries	16,200	16,200	16,200	16,200	16,200
11400 Overtime Salaries	2,500	2,500	1,500	2,500	2,500
11500 Separation Benefits	4,773	4,325	4,325	4,758	4,758
TOTAL	$82,347	$85,173	$78,625	$80,086	$80,086
EMPLOYEE BENEFITS					
12200 Life Insurance	$160	$162	$162	$162	$162
12300 Medical Insurance	8,545	9,060	9,060	9,300	9,300
12350 Medicare Insurance	885	902	902	821	821
12370 Part Time Retirement	648	648	648	648	648
12400 Dental Insurance	670	720	720	665	665
12500 Workers Compensation	3,508	3,475	3,475	3,823	3,823
12600 Retirement	8,617	17,411	9,364	9,592	9,592
12900 Long Term Disability	396	396	396	396	396
12950 Vision Plan	158	168	168	181	181
TOTAL	$23,587	$32,942	$24,895	$25,588	$25,588
SERVICES & SUPPLIES					
31000 Contracted Services	$217,592	$157,900	$199,562	$189,900	$189,900
36000 Utilities	10,116	11,000	10,900	10,800	10,800
TOTAL	$227,708	$168,900	$210,462	$200,700	$200,700
GRAND TOTAL	$333,642	$287,015	$313,982	$306,374	$306,374

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Recreational Activities**

ACTIVITY NO.: **6507**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Program Coordinator	1.00	1.00	1.00	$62,148	$56,628	$56,628
Overtime	0.00	0.00	0.00	2,500	2,500	2,500
Separation Benefits	0.00	0.00	0.00	4,325	4,758	4,758
Part-Time						
Recreation Leader	1.13	1.13	1.13	16,200	16,200	16,200
Total	2.13	2.13	2.13	$85,173	$80,086	$80,086

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Community Participation**

ACTIVITY NO.: **6508**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$134,901	$94,023	$94,107	$84,432	$84,432
SERVICES & SUPPLIES	18,699	18,740	12,550	12,750	12,750
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$153,600	$112,763	$106,657	$97,182	$97,182
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.85	1.04	1.04	.85	.85

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 Special Events Manager acts as the administrator, liaison or aide to City Administration and Staff, Commissioners, Special Contractor and/or Community Organizations in the promotion, fund raising, planning, coordination and administration of community events and cultural activities.

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 Volunteens 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.

- Oversee the Summer Employment Program in coordination with the Alhambra School District, in the screening and placement of Summer Workers in City Departments.

- 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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Total Number of Volunteer Hours	28,269	30,500	31,000
Number of Community Service Court Allocated/Referral Volunteers	70	75	75
Number of Regular Volunteers	462	500	500
Estimated Savings to City for Volunteer Hours Based on National Standard Rate ($18.01 per hour)	$509,124	$549,305	$558,310
Total Number of Special Events	25	25	25
Number of Clubs, Groups and Organizations Participating in Special Events	47	45	45

2011-2012 GOALS AND OBJECTIVES

1. Explore new fundraising avenues with all event committees in order to further enhance sponsorships and fundraising efforts.

2. In an effort to maximize attendance and utilize staff time effectively, event committees will partner with other events, outside organizations, and city departments to cooperate on publicity and fundraising efforts.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Worked with local organizations such as the Historical Society and the Chamber of Commerce to help them promote their community events through the use of the Cascades newspaper and MPk-TV.

2. Coordinated with other city departments to better utilize volunteers.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Reduction of .19 FTE Part Time Clerk Typist position – position to be moved to Parks Division (6517) to provide better service to the public.

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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$95,806	$63,608	$63,608	$59,500	$59,500
11300 Part Time Salaries	3,876	6,500	6,500	0	0
11400 Overtime Salaries	51	0	84	0	0
11500 Separation Benefits	6,444	4,175	4,175	4,593	4,593
TOTAL	$106,177	$74,283	$74,367	$64,093	$64,093
EMPLOYEE BENEFITS					
12200 Life Insurance	$212	$138	$138	$138	$138
12300 Medical Insurance	11,227	7,764	7,764	7,944	7,944
12350 Medicare Insurance	1,509	923	923	863	863
12370 Part Time Retirement	11	275	275	0	0
12400 Dental Insurance	646	358	358	599	599
12500 Workers Compensation	393	200	200	220	220
12600 Retirement	13,944	9,541	9,541	10,034	10,034
12900 Long Term Disability	535	337	337	337	337
12950 Vision Plan	247	204	204	204	204
TOTAL	$28,724	$19,740	$19,740	$20,339	$20,339
SERVICES & SUPPLIES					
21000 Office Supplies	$530	$800	$800	$800	$800
22000 Operating Supplies	1,649	5,900	1,900	1,900	1,900
23000 R/M Supplies	358	500	500	500	500
24000 Small Tools	0	500	250	250	250
31000 Contracted Services	3,028	2,500	2,300	2,300	2,300
32000 Communications	190	500	500	500	500
38000 R/M Contractual	730	2,200	800	1,000	1,000
39000 Miscellaneous	12,214	5,840	5,500	5,500	5,500
TOTAL	$18,699	$18,740	$12,550	$12,750	$12,750
GRAND TOTAL	$153,600	$112,763	$106,657	$97,182	$97,182

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Community Participation**

ACTIVITY NO.: **6508**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Special Events Manager	0.75	0.75	0.75	$57,807	$53,984	$53,984
Administrative Secretary	0.10	0.10	0.10	5,681	5,396	5,396
Bilingual	0.00	0.00	0.00	120	120	120
Separation Benefits	0.00	0.00	0.00	4,175	4,593	4,593
Part-Time						
Clerk Typist	0.19	0.00	0.00	6,500	0	0
Total	1.04	0.85	0.85	$74,283	$64,093	$64,093

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Media Production**

ACTIVITY NO.: **6509**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$165,590	$122,068	$116,636	$115,995	$115,995
SERVICES & SUPPLIES	967	93,530	92,680	92,680	92,680
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$166,557	$215,598	$209,316	$208,675	$208,675
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.61	1.61	1.61	1.61	1.61

Program Description

The Media Production Division coordinates the City's Cable Television, general and community based programming, and original productions. The Division administers the State's Cable Television franchise agreement and keeps up to date with information regarding new technology, rules, laws and regulations regarding the operation of government access television. 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

	Actual 2009-10	Estimated 2010-10	Projected 2011-12
Internet webcast total views*	N/A	3,442	4,100
Number of Programs Shown on MPK-TV (including repeats)	1769	2,500	2,500
MPk-TV YouTube Channel Views*	N/A	4,974	5,200

* New Program Measurements

2011-2012 GOALS AND OBJECTIVES

1. Complete the design, purchase, installation and staff training for new Council Chamber cameras and video switching equipment.

2. Research options for making the online version of the Cascades newspaper easier to read and navigate.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Implemented Internet webcasts of City Council meetings.

2. Developed additional Library programming in partnership with library staff and volunteers.

3. Upgraded MPK-TV broadcast facilities to an electronic file based system that eliminates the need for video tape, thereby increasing video quality and reducing equipment downtime. Upgraded the MPK-TV electronic bulletin board system.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Office Supplies category (#21000) reflects costs for video hardware and taping supplies.

2. Contracted Services category (#31000) reflects $100 for Other Professional Services and $87,730 for the publication of the Cascades newspaper; previously the funding for the Cascades was in various departments' budgets.

3. R/M Contractual category (#38000) reflects $4,000 for webcasting of City Council meetings.

4. Miscellaneous category (#39000) includes $50 for Dues/Memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Media Production**

ACTIVITY NO.: **6509**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$117,915	$86,202	$82,100	$79,183	$79,183
11300 Part Time Salaries	3,717	4,000	3,100	3,800	3,800
11400 Overtime Salaries	958	1,000	600	500	500
11500 Separation Benefits	8,831	5,700	5,700	6,270	6,270
TOTAL	$131,421	$96,902	$91,500	$89,753	$89,753
EMPLOYEE BENEFITS					
12200 Life Insurance	$292	$219	$219	$219	$219
12300 Medical Insurance	12,155	8,585	8,585	9,243	9,243
12350 Medicare Insurance	1,809	1,250	1,250	1,148	1,148
12370 Part Time Retirement	149	200	170	160	160
12400 Dental Insurance	1,030	741	741	830	830
12500 Workers Compensation	727	500	500	550	550
12600 Retirement	17,071	12,974	12,974	13,399	13,399
12900 Long Term Disability	733	535	535	535	535
12950 Vision Plan	203	162	162	158	158
TOTAL	$34,169	$25,166	$25,136	$26,242	$26,242
SERVICES & SUPPLIES					
21000 Office Supplies	$621	$700	$700	$700	$700
22000 Operating Supplies	0	200	100	100	100
24000 Small Tools	0	0	0	0	0
31000 Contracted Services	66	87,930	87,830	87,830	87,830
38000 R/M Contractual	50	4,500	4,000	4,000	4,000
39000 Miscellaneous	230	200	50	50	50
TOTAL	$967	$93,530	$92,680	$92,680	$92,680
GRAND TOTAL	$166,557	$215,598	$209,316	$208,675	$208,675

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Media Production**

ACTIVITY NO.: **6509**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Special Events Manager	0.25	0.25	0.25	$19,269	$17,995	$17,995
Community TV Producer	1.00	1.00	1.00	62,148	56,628	56,628
Senior Clerk Typist	0.10	0.10	0.10	4,725	4,500	4,500
Bilingual	0.00	0.00	0.00	60	60	60
Overtime	0.00	0.00	0.00	1,000	500	500
Separation Benefits	0.00	0.00	0.00	5,700	6,270	6,270
Part-Time						
Video Technician	0.26	0.26	0.26	4,000	3,800	3,800
Total	1.61	1.61	1.61	$96,902	$89,753	$89,753

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Community Transportation**

ACTIVITY NO.: **6511**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$354,797	$376,930	$361,963	$377,476	$377,476
SERVICES & SUPPLIES	126,914	131,700	122,050	131,700	131,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$481,711	$508,630	$484,013	$509,176	$509,176
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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Dial-A-Ride:			
Senior Passengers	14,031	15,535	16,300
Handicapped Passengers	4,488	4,900	5,200
Transit Miles	46,298	51,200	53,000
M.T.A. Passes / Stamps & Parking Tokens	19,250	14,500	17,000
Taxi Coupons	432	350*	350*

*New eligibility requirements have reduced the number of people eligible for this program.

2011-2012 GOALS AND OBJECTIVES

1. Develop a brochure that outlines the various programs available to seniors and handicapped passengers (Dial A Ride, M.T.A. and Taxi Coupons).

2010-2011 MAJOR ACCOMPLISHMENTS

1. Developed a list of other local TAP providers who can provide service in the unlikely situation when the card reader is inoperable.

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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$237,668	$237,296	$226,000	$226,946	$226,946
11300 Part Time Salaries	23,244	47,225	44,000	47,225	47,225
11400 Overtime Salaries	0	0	944	0	0
11500 Separation Benefits	18,854	17,075	17,075	18,783	18,783
TOTAL	$279,766	$301,596	$288,019	$292,954	$292,954
EMPLOYEE BENEFITS					
12200 Life Insurance	$802	$810	$810	$817	$817
12300 Medical Insurance	28,762	28,755	28,755	35,553	35,553
12350 Medicare Insurance	2,735	2,509	2,509	2,919	2,919
12370 Part Time Retirement	202	1,890	500	750	750
12400 Dental Insurance	2,191	2,353	2,353	2,996	2,996
12500 Workers Compensation	0	350	350	385	385
12600 Retirement	37,488	35,805	35,805	38,486	38,486
12900 Long Term Disability	2,243	2,244	2,244	1,960	1,960
12950 Vision Plan	608	618	618	656	656
TOTAL	$75,031	$75,334	$73,944	$84,522	$84,522
SERVICES & SUPPLIES					
22000 Operating Supplies	$865	$1,200	$600	$1,000	$1,000
31000 Contracted Services	1,604	3,600	1,700	1,800	1,800
32000 Communications	730	900	750	900	900
33000 Motor Pool Charges	100,000	100,000	100,000	105,000	105,000
38000 R/M Contractual	6,000	6,000	6,000	6,000	6,000
41000 Other Agency Serv	17,715	20,000	13,000	17,000	17,000
TOTAL	$126,914	$131,700	$122,050	$131,700	$131,700
GRAND TOTAL	$481,711	$508,630	$484,013	$509,176	$509,176

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Community Transportation**

ACTIVITY NO.: **6511**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Recreation & Community Services	0.35	0.35	0.35	$36,810	$40,543	$40,543
Recreation Superintendent	0.30	0.30	0.30	28,121	25,621	25,621
Program Coordinator	0.30	0.30	0.30	15,989	16,988	16,988
Bus/Child Care Driver	3.00	3.00	3.00	105,624	96,264	96,264
Dial-A-Ride Dispatcher	1.00	1.00	1.00	48,952	45,730	45,730
Bilingual	0.00	0.00	0.00	1,800	1,800	1,800
Separation Benefits	0.00	0.00	0.00	17,075	18,783	18,783
Part-Time						
Bus/Child Care Driver	2.65	2.65	2.65	47,225	47,225	47,225
Total	7.60	7.60	7.60	$301,596	$292,954	$292,954

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SOURCE OF FUNDS:

General Fund $2,580,923
Retirement Fund $175,066
State Gas Tax Fund $1,055,029
Sewer Fund $182,887
Refuse Fund $5,116,991
Shop Fund $1,345,452
Water Fund $5,915,653
Water Treatment Projects Fund $2,653,888
Prop A Fund $437,255
Measure R Fund $85,000
CRA Fund $327,930
Asset Forfeiture $40,000
Air Quality Improvement Fund $34,500
Prop C Fund $882,700
Maintenance District Fund $986,026
Used Oil Recycling Grant $8,757
Beverage Container Recycle Grant $16,744

REVENUES:
General Fund $219,640

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Public Works

ACTIVITY NO.: 4200, 6516 & 6517

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$6,971,441	$6,478,713	$6,110,962	$5,976,055	$5,976,055
SERVICES & SUPPLIES	13,742,877	14,737,941	14,382,351	14,703,746	14,703,746
CAPITAL OUTLAY	300,424	2,099,541	1,762,772	1,165,000	1,165,000
TOTAL COSTS	$21,014,742	$23,316,195	$22,256,085	$21,844,801	$21,844,801
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	77.24	71.69	71.69	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 three divisions, the Public Works Maintenance Services Division, the Engineering Division, and the Water Utility Division.

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 has been transferred from the Department of Recreation and Parks and consolidated with the Department of Public Works. The responsibilities include the development and maintenance of public parks and facilities, landscaped areas, and street medians and trees. Staffing and organization of the two divisions – Parkway Maintenance (Activity 6516) and Parks (Activity 6517) – have not changed; The divisions will be under the direction of the Director of Public Works.

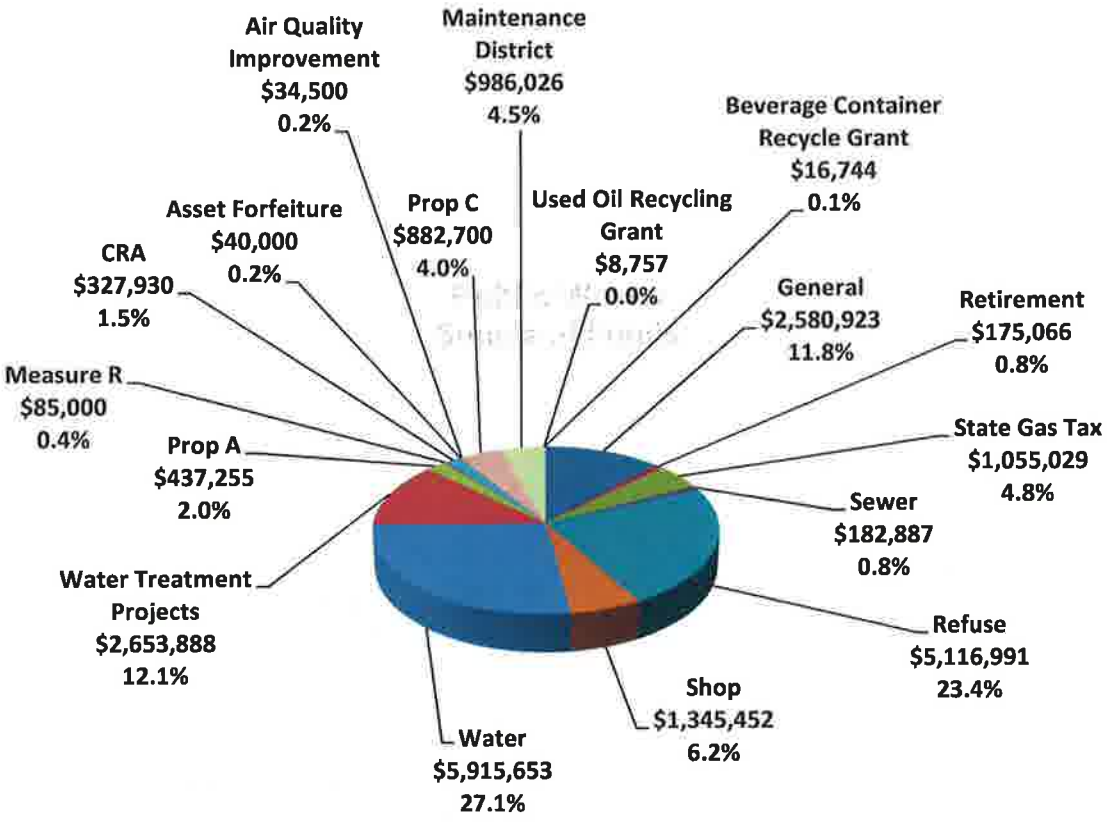
Personnel changes for this fiscal year include:

Personnel in Parks have been transferred from Recreation and Parks to Public Works.

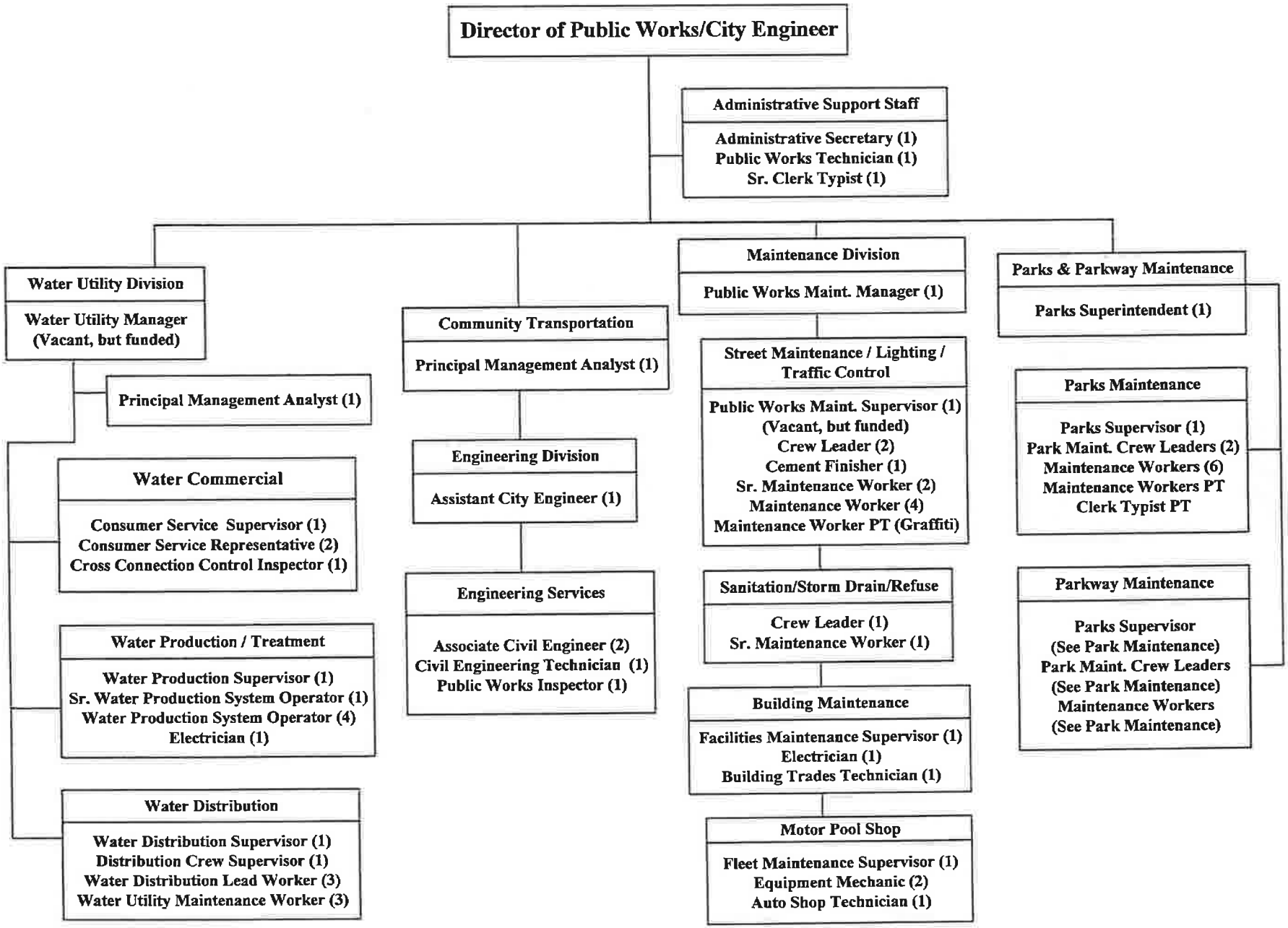
Graffiti contract in Community Services and Redevelopment has been terminated and cost has been transferred to Public Works in the Street Maintenance Division to hire part-time staff to perform graffiti removal and clean team work. Part-time Building Trades Technician (0.75 FTE) in Water Production Division (4222) has been converted to one full-time Water Production System Operator (1.0 FTE).

Four positions, Senior Accountant, Accountant, Senior Account Clerk, Account Clerk, have been transferred back to Management Services for a better personnel realignment.

Public Works
Source of Funds



Public Works Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Community Transportation**

ACTIVITY NO.: **4201**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$56,189	$55,316	$54,802	$54,802
SERVICES & SUPPLIES	0	1,199,452	1,217,189	1,163,700	1,163,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$0	$1,255,641	$1,272,505	$1,218,502	$1,218,502
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	.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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Grant Funding			
MTA National Transit Data Reporting Funds	$118,270	$111,117	$103,944*
Fixed-Route Transit:			
Total Passengers	429,938	387,000	400,000
Passenger per Revenue Service Hour**	22.89	20.60	21.29
Cost per Passenger	$2.49	$2.77	$2.68
Specialized Recreational Trip Passengers:			
Youth Summer	240	180	180
School Year	150	100	150
Hollywood Bowl	100	100	100
Senior Citizen	300	300	300
Employee Transportation Program:			
Average Vehicle Ridership	1.25	1.20***	1.25
% of Employees Ridesharing	28%	22%	28%

*FY 2011-12 projected NTD reporting funds are reduced due to changes in auditor's requirements.

**Audited FY 2009/10 data of similar local, fixed-route bus services is provided for comparison purposes.

Alhambra	33.11 passengers per revenue service hour
Baldwin Park Transit	8.71
Downey	23.28
El Monte	28.75
East LA Shuttle (El Sol)	36.53
West Covina	8.82

***AVR submitted to SCAQMD for 2011 is based on a three year average – 2008, 2009 and 2010 – as allowed under Rule 2202.

2011-2012 GOALS AND OBJECTIVES

1. Continue to work with FY 2010-2011 new Spirit Bus contractor to improve service reliability. Contractor is challenged with maintenance issues.

2. Implement the 2010 Transit Restructuring Plan for the Spirit Bus System and replace 4 of the oldest transit buses. Restructuring plan was deferred due to management changes.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Secured grant funding from Montebello Bus Lines to install new bus shelters and seating at bus stops on Garfield Avenue.

2. Implemented the Wayfinding Program that provides signage at major corridors for direction to major attractions such as Civic Center, parks and shopping centers.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Personnel costs include $31,500 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. Start-up costs in Contract that was initiated in FY 2010-11 increased the first year costs; FY 2011-12 costs are lower.

3. Advertising category (#34000) includes $7,500 for the July 4th fireworks.

4. Miscellaneous category (#39000) includes $2,000 for Printing/Duplicating and $30,000 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$0	$19,601	$18,728	$17,856	$17,856
11700 Rideshare Incentives	0	31,500	31,500	31,500	31,500
TOTAL	$0	$51,101	$50,228	$49,356	$49,356
EMPLOYEE BENEFITS					
12200 Life Insurance	$0	$33	$33	$32	$32
12300 Medical Insurance	0	1,585	1,585	1,895	1,895
12350 Medicare Insurance	0	285	285	259	259
12400 Dental Insurance	0	117	117	122	122
12600 Retirement	0	2,948	2,948	3,019	3,019
12900 Long Term Disability	0	80	80	79	79
12950 Vision Plan	0	40	40	40	40
TOTAL	$0	$5,088	$5,088	$5,446	$5,446
SERVICES & SUPPLIES					
22000 Operating Supplies	$0	$200	$200	$200	$200
31000 Contracted Services	0	945,670	968,291	912,000	912,000
34000 Advertising	0	7,500	7,500	7,500	7,500
39000 Miscellaneous	0	35,000	30,116	32,000	32,000
41000 Other Agency Serv	0	28,082	28,082	29,000	29,000
44000 Misc Financial Serv	0	183,000	183,000	183,000	183,000
TOTAL	$0	$1,199,452	$1,217,189	$1,163,700	$1,163,700
GRAND TOTAL	$0	$1,255,641	$1,272,505	$1,218,502	$1,218,502

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Community Transportation**

ACTIVITY NO.: **4201**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Rideshare Incentives	0.00	0.00	0.00	$31,500	$31,500	$31,500
Principal Management Analyst	0.20	0.20	0.20	19,601	17,856	17,856
Total	0.20	0.20	0.20	$51,101	$49,356	$49,356

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Street Maintenance**

ACTIVITY NO.: **4202**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$846,595	$702,526	$700,234	$753,322	$753,322
SERVICES & SUPPLIES	342,547	393,450	393,420	436,105	436,105
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,189,142	$1,095,976	$1,093,654	$1,189,427	$1,189,427
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	11.90	9.90	9.90	12.83	12.83

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

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Roadway Maintenance:			
Slurry Seal (Sq. Ft.) Preventive Maintenance (14-year cycle)	2,485,863	2,300,000	2,300,000
This program prolongs the life of the roadway and provides a smooth riding surface.			
Potholes Repaired	4,970	5,000	5,000
Utility Cuts Repaired (new)	69	36	35
This program makes permanent repairs to the roadway after water services are installed.			
Service Requests			
Received	262	250	250
Completed	180	210	200

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Sidewalk Maintenance:			
Sidewalk Repair (Sq. Ft.)	10,936	6,500	7,000
This program eliminates trip hazards in the right-of-way by cutting tree roots and constructing new sidewalk sections.			
Sidewalk Grinds	631	500	400
This program eliminates trip hazards in the right-of-way by grinding down hazardous areas on sidewalks that are ½ inch or less.			
Percentage of raised sidewalk ramped with temporary asphalt within two days	100%	100%	100%
Number of trip hazards ramped With temporary asphalt	26	15	15
Service Requests			
Received	71	75	75
Completed	65	70	70
Curb and Gutter Maintenance:			
Curb and Gutter Repair (Ln. Ft.)	112	300	100
This program repairs curb and gutter that impede the flow of water or causes pooling.			

Misc. Maintenance	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Bus Shelters Pressure Washed	233	400	400
Shopping Carts Picked Up	1,011	2,300	2,300
Tree Wells Cleaned	171	500	500
Signs Removed from Right of Way	1,394	1,800	1,800

2011-2012 GOALS AND OBJECTIVES

1. Complete slurry seal and street repairs that are prescribed by the Pavement Management Study to improve condition of city streets to industry standards.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Crew identified and repaired two culverts.

2. Letter sent out to property owners to notify them that their private trees are raising sidewalks and creating trip hazards.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries (11200) and Employee Benefits reflect the elimination of 2 full-time positions and the addition part-time positions to take on graffiti removal and clean team tasks.

2. Operating Supplies category (#22000) covers the costs of miscellaneous maintenance supplies such as cleaning agents and equipment and uniforms.

3. R/M Supplies category (#23000) covers construction activities including annual slurry seal, purchase of barricades, lights, signs, and graffiti/clean team supplies.

4. Contracted Services category (#31000) is for weed abatement services and the preparation of the City's annual street report.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Street Maintenance**

ACTIVITY NO.: **4202**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$592,023	$469,291	$484,884	$374,247	$374,247
11300 Part Time Salaries	0	21,244	21,244	176,244	176,244
11400 Overtime Salaries	6,038	4,000	3,800	1,000	1,000
11500 Separation Benefits	53,220	44,000	44,000	48,400	48,400
TOTAL	$651,281	$538,535	$553,928	$599,891	$599,891
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,792	$1,501	$1,248	$1,158	$1,158
12300 Medical Insurance	65,159	57,137	46,505	44,299	44,299
12350 Medicare Insurance	4,807	3,442	3,858	5,667	5,667
12370 Part Time Retirement	0	0	0	9,250	9,250
12400 Dental Insurance	5,734	5,070	3,548	3,179	3,179
12500 Workers Compensation	21,976	21,300	21,300	23,430	23,430
12600 Retirement	90,127	70,782	65,803	62,725	62,725
12800 Uniform Allowance	0	0	11	0	0
12900 Long Term Disability	4,519	3,728	3,154	2,895	2,895
12950 Vision Plan	1,200	1,031	879	828	828
TOTAL	$195,314	$163,991	$146,306	$153,431	$153,431
SERVICES & SUPPLIES					
22000 Operating Supplies	$19,278	$17,600	$17,570	$17,600	$17,600
23000 R/M Supplies	120,433	173,300	173,300	203,300	203,300
24000 Small Tools	624	1,000	1,000	1,000	1,000
31000 Contracted Services	5,959	6,000	6,000	9,000	9,000
32000 Communications	2,500	2,500	2,500	2,625	2,625
33000 Motor Pool Charges	190,000	190,000	190,000	199,500	199,500
38000 R/M Contractual	3,653	3,000	3,000	3,030	3,030
39000 Miscellaneous	100	50	50	50	50
TOTAL	$342,547	$393,450	$393,420	$436,105	$436,105
GRAND TOTAL	$1,189,142	$1,095,976	$1,093,654	$1,189,427	$1,189,427

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Street Maintenance**

ACTIVITY NO.: **4202**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Public Works/City Engineer	0.10	0.10	0.10	$13,589	$13,929	$13,929
Public Works Maintenance Manager	0.15	0.13	0.13	17,018	12,119	12,119
Principal Management Analyst	0.20	0.20	0.20	19,601	17,856	17,856
Public Works Maintenance Supervisor	0.70	0.60	0.60	60,421	36,886	36,886
Crew Leader*	2.00	1.00	1.00	85,016	58,272	58,272
Cement Finisher	1.00	1.00	1.00	58,038	52,884	52,884
Sr. Maintenance Worker	1.00	1.00	1.00	55,950	50,964	50,964
Maintenance Worker**	4.00	3.00	3.00	156,778	129,417	129,417
Bilingual	0.00	0.00	0.00	1,800	1,200	1,200
Overtime	0.00	0.00	0.00	4,000	1,000	1,000
Pesticide/Herbicide Premiums	0.00	0.00	0.00	1,080	720	720
Separation Benefits	0.00	0.00	0.00	44,000	48,400	48,400
Part-Time						
Maintenance Worker ***	0.75	5.80	5.80	21,244	176,244	176,244
Total	9.90	12.83	12.83	$538,535	$599,891	$599,891

* One Crew Leader is eliminated per Budget Balancing Acts 2010-11.

** One Maintenance Worker is eliminated per Budget Balancing Acts 2010-11.

*** Use in-house part time staffing for the Graffiti Removal and clean team tasks.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Storm Drain Maintenance**

ACTIVITY NO.: **4203**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$95,682	$92,009	$85,931	$86,040	$86,040
SERVICES & SUPPLIES	79,799	76,800	76,800	76,800	76,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$175,481	$168,809	$162,731	$162,840	$162,840
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.05	1.05	1.05	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

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Storm Drain Maintenance:			
Number of catch basins and grates cleaned annually *Catch basins are cleaned to insure unrestricted flow of storm water.*	3,091	1,800	2,000
Miles of lines cleaned annually *Lines are cleaned to remove any possible restrictions*	8.7	14.5	14.5
Slope Drain Inspection Program:			
Number of slope drains inspected* (this includes re-inspections) *Slope drains are inspected annually to insure unrestricted flow of storm water from properties.*	11	11	11

*In FY 2009-2010, City Attorney advised against entering private property for inspections. Inspections completed reflect those on City property.

2011-2012 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.

2010-2012 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 National PDES permit to include inspections, annual report, public education, and mandatory training and $10,000 for share of costs for the consortium of LA County cities for Coalition for Practical Regulation (CPR).

2. Miscellaneous category (#39000) includes printing of slope drain inspection notices and storm-preparedness and confined space entry training.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Storm Drain Maintenance**

ACTIVITY NO.: **4203**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$63,941	$61,736	$56,569	$54,978	$54,978
11400 Overtime Salaries	1,702	1,500	1,600	1,500	1,500
11500 Separation Benefits	5,012	4,125	4,125	4,538	4,538
TOTAL	$70,655	$67,361	$62,294	$61,016	$61,016
EMPLOYEE BENEFITS					
12200 Life Insurance	$168	$171	$164	$162	$162
12300 Medical Insurance	7,154	7,517	7,318	7,401	7,401
12350 Medicare Insurance	419	409	389	372	372
12400 Dental Insurance	703	756	729	720	720
12500 Workers Compensation	6,674	5,975	5,975	6,573	6,573
12600 Retirement	9,396	9,305	8,572	9,314	9,314
12900 Long Term Disability	415	417	401	396	396
12950 Vision Plan	98	98	89	86	86
TOTAL	$25,027	$24,648	$23,637	$25,024	$25,024
SERVICES & SUPPLIES					
22000 Operating Supplies	$448	$500	$500	$500	$500
23000 R/M Supplies	1,195	1,200	1,200	1,200	1,200
31000 Contracted Services	78,056	75,000	75,000	75,000	75,000
32000 Communications	0	0	0	0	0
39000 Miscellaneous	100	100	100	100	100
TOTAL	$79,799	$76,800	$76,800	$76,800	$76,800
GRAND TOTAL	$175,481	$168,809	$162,731	$162,840	$162,840

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Storm Drain Maintenance**

ACTIVITY NO.: **4203**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Public Works Maintenance Supervisor*	0.05	0.00	0.00	$1,421	$0	$0
Crew Leader	0.50	0.50	0.50	31,980	29,136	29,136
Sr. Maintenance Worker	0.50	0.50	0.50	27,975	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	4,125	4,538	4,538
Total	1.05	1.00	1.00	$67,361	$61,016	$61,016

* Public Works Maintenance Supervisor took the 2-year service credit for early retirement.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Sanitary Sewer Mtce**

ACTIVITY NO.: **4204**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$120,316	$110,748	$106,573	$97,287	$97,287
SERVICES & SUPPLIES	38,289	85,300	85,300	85,600	85,600
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$158,605	$196,048	$191,873	$182,887	$182,887
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.25	1.25	1.25	1.09	1.09

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

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Main Line Cleaning:			
Miles of main lines cleaned	101	150	100
Sewer lines are cleaned annually to remove any restrictions to flow.			
Miles of Problem Lines Cleaned	27	60	30
These lines have been determined to have a frequent build-up of debris that may cause possible restrictions.			
Sewer Stoppages:			
Number of sewer stoppages	8	8	8
Percentage of stoppages responded to within 30 min. during working hours.	100%	100%	100%
Percentage of stoppages responded to within one hour after normal working hours.	100%	100%	100%

	Actual 2009-2010	Estimated 2010-2011	Projected 2010-2011
Video Taping:			
Number of linear feet of video taped	0	45,000	45,000
This program is designed to check the sewer system for current and potential problems and assist in future maintenance planning.			
Service Requests:			
Received	3	2	3
Completed	3	2	3

2011-2012 GOALS AND OBJECTIVES

1. Complete installation 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.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Completed first 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.

3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of $6,300.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Sanitary Sewer Mtce**

ACTIVITY NO.: **4204**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$82,866	$75,922	$72,954	$63,058	$63,058
11400 Overtime Salaries	1,702	0	1,700	0	0
11500 Separation Benefits	5,966	5,400	5,400	5,940	5,940
TOTAL	$90,534	$81,322	$80,054	$68,998	$68,998
EMPLOYEE BENEFITS					
12200 Life Insurance	$201	$203	$177	$178	$178
12300 Medical Insurance	8,796	9,233	8,097	8,349	8,349
12350 Medicare Insurance	419	409	449	489	489
12400 Dental Insurance	838	900	789	792	792
12500 Workers Compensation	6,676	6,600	6,600	7,260	7,260
12600 Retirement	12,212	11,440	9,854	10,680	10,680
12800 Uniform Allowance	0	0	8	0	0
12900 Long Term Disability	495	495	437	436	436
12950 Vision Plan	145	146	108	105	105
TOTAL	$29,782	$29,426	$26,519	$28,289	$28,289
SERVICES & SUPPLIES					
22000 Operating Supplies	$3,310	$3,500	$3,500	$3,500	$3,500
23000 R/M Supplies	9,732	10,000	10,000	10,000	10,000
31000 Contracted Services	19,239	65,000	65,000	65,000	65,000
33000 Motor Pool Charges	6,000	6,000	6,000	6,300	6,300
38000 R/M Contractual	8	800	800	800	800
TOTAL	$38,289	$85,300	$85,300	$85,600	$85,600
GRAND TOTAL	$158,605	$196,048	$191,873	$182,887	$182,887

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Sanitary Sewer Mtce**

ACTIVITY NO.: **4204**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Public Work Maintenance Manager	0.10	0.09	0.09	$11,344	$8,080	$8,080
Public Works Maintenance Supervisor*	0.15	0.00	0.00	4,263	0	0
Crew Leader	0.50	0.50	0.50	31,980	29,136	29,136
Sr. Maintenance Worker	0.50	0.50	0.50	27,975	25,482	25,482
Pesticide/Herbicide Premiums	0.00	0.00	0.00	360	360	360
Separation Benefits	0.00	0.00	0.00	5,400	5,940	5,940
Total	1.25	1.09	1.09	$81,322	$68,998	$68,998

* Public Works Maintenance Supervisor took the 2-year service credit for early retirement.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Street Cleaning**

ACTIVITY NO.: **4205**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$24,226	$15,447	$12,559	$12,778	$12,778
SERVICES & SUPPLIES	327,000	336,270	327,000	337,170	337,170
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$351,226	$351,717	$339,559	$349,948	$349,948
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.20	.20	.20	.09	.09

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

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Number of Complaints:	18	5	5

Reflects the number of problems reported by residents.

2011-2012 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.

2010-2011 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$17,639	$9,935	$8,961	$8,080	$8,080
11400 Overtime Salaries	0	0	50	0	0
11500 Separation Benefits	954	875	875	963	963
TOTAL	$18,593	$10,810	$9,886	$9,043	$9,043
EMPLOYEE BENEFITS					
12200 Life Insurance	$32	$33	$11	$16	$16
12300 Medical Insurance	1,694	1,783	614	948	948
12350 Medicare Insurance	0	0	30	117	117
12400 Dental Insurance	134	144	48	72	72
12500 Workers Compensation	1,067	1,050	1,050	1,155	1,155
12600 Retirement	2,579	1,499	872	1,367	1,367
12800 Uniform Allowance	0	0	4	0	0
12900 Long Term Disability	79	80	28	40	40
12950 Vision Plan	48	48	16	20	20
TOTAL	$5,633	$4,637	$2,673	$3,735	$3,735
SERVICES & SUPPLIES					
33000 Motor Pool Charges	$18,000	$18,000	$18,000	$18,900	$18,900
41000 Other Agency Serv	309,000	318,270	309,000	318,270	318,270
TOTAL	$327,000	$336,270	$327,000	$337,170	$337,170
GRAND TOTAL	$351,226	$351,717	$339,559	$349,948	$349,948

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Street Cleaning**

ACTIVITY NO.: **4205**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Public Works Maintenance Manager	0.05	0.09	0.09	$5,672	$8,080	$8,080
Public Works Maintenance Supervisor*	0.15	0.00	0.00	4,263	0	0
Separation Benefits	0.00	0.00	0.00	875	963	963
Total	0.20	0.09	0.09	$10,810	$9,043	$9,043

* Public Works Maintenance Supervisor took the 2-year service credit for early retirement.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Traffic Control**

ACTIVITY NO.: **4206**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$260,134	$266,633	$246,525	$247,118	$247,118
SERVICES & SUPPLIES	289,705	287,200	287,200	292,500	292,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$549,839	$553,833	$533,725	$539,618	$539,618
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.10	3.10	3.10	3.09	3.09

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

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Street Painting:			
Miles striped *This measurement includes lane lines and centerlines.*	47	257	250
Crosswalks repainted	275	300	300
Sign Maintenance: *Sign replacement is done on an as needed basis. Projected numbers are obtained from historical data.*			
Stop signs replaced	162	120	150
Regulatory and warning signs replaced	1,463	1,000	1,200
Number of new stop sign installations	3	3	3

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Regulatory and warning signs maintained	1,622	1,800	1,800
Required due to vandalism, graffiti and damage.			
Percentage of safety related regulatory signs replaced with either temporary or permanent signs within 1 hour of notification	100%	100%	100%
Safety signs include "Stop" signs, "Do Not Enter" signs, "Yield" and "Wrong Way" signs.			
Service Requests			
Received	32	40	40
Completed	32	40	40
Traffic Work Orders	30	30	30
New projects or changes to existing traffic control measures.			

2011-2012 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.

2010-2011 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$181,270	$189,349	$172,658	$166,885	$166,885
11400 Overtime Salaries	1,715	1,000	1,300	1,000	1,000
11500 Separation Benefits	14,797	11,400	11,400	12,540	12,540
TOTAL	$197,782	$201,749	$185,358	$180,425	$180,425
EMPLOYEE BENEFITS					
12200 Life Insurance	$498	$503	$492	$502	$502
12300 Medical Insurance	17,054	17,726	17,468	18,663	18,663
12350 Medicare Insurance	1,462	1,527	1,462	1,512	1,512
12400 Dental Insurance	1,209	1,283	1,241	1,283	1,283
12500 Workers Compensation	13,891	13,775	13,775	15,153	15,153
12600 Retirement	26,700	28,531	25,217	28,046	28,046
12800 Uniform Allowance	0	0	8	0	0
12900 Long Term Disability	1,228	1,228	1,208	1,228	1,228
12950 Vision Plan	310	311	296	306	306
TOTAL	$62,352	$64,884	$61,167	$66,693	$66,693
SERVICES & SUPPLIES					
23000 R/M Supplies	$50,071	$55,000	$55,000	$55,000	$55,000
24000 Small Tools	994	1,000	1,000	1,000	1,000
32000 Communications	10,953	12,000	12,000	12,000	12,000
33000 Motor Pool Charges	46,000	46,000	46,000	48,300	48,300
36000 Utilities	40,803	45,000	45,000	48,000	48,000
38000 R/M Contractual	108,521	107,000	107,000	107,000	107,000
39000 Miscellaneous	100	200	200	200	200
41000 Other Agency Serv	32,263	21,000	21,000	21,000	21,000
TOTAL	$289,705	$287,200	$287,200	$292,500	$292,500
GRAND TOTAL	$549,839	$553,833	$533,725	$539,618	$539,618

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Traffic Control**

ACTIVITY NO.: **4206**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Public Works Maintenance Manager	0.10	0.09	0.09	$11,344	$8,080	$8,080
Public Works Maintenance Supervisor	0.20	0.20	0.20	17,264	12,295	12,295
Crew Leader	0.90	0.90	0.90	57,564	52,445	52,445
Sr. Maintenance Worker	1.00	1.00	1.00	55,950	50,964	50,964
Maintenance Worker	0.90	0.90	0.90	46,267	42,141	42,141
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	11,400	12,540	12,540
Total	3.10	3.09	3.09	$201,749	$180,425	$180,425

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Street Lighting**

ACTIVITY NO.: **4207**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$53,935	$57,313	$57,225	$60,665	$60,665
SERVICES & SUPPLIES	527,087	524,700	524,700	559,700	559,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$581,022	$582,013	$581,925	$620,365	$620,365
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.55	.55	.55	.70	.70

Program Description

Monterey Park's street lighting system consists of 3,359 streetlights, including 376 City-owned lights. Generally, the lighting system minimizes nighttime vehicular accidents, reduces nighttime crime while aiding police patrols, facilitates evening traffic flow, and promotes local business and industry during the evening hours.

Specific Service objectives are:

- Replace burned out City-owned lamps within two days after outage has been reported.
- Repair City-owned faulty circuits within seven days after failure has been detected.
- Replace City-owned light poles that are damaged in traffic accidents within 14 days of notification.

- Inspect streetlights once a year.
- Inspect bus shelter lighting once a month and perform necessary maintenance.

PROGRAM MEASUREMENTS

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Street Light Maintenance:			
Number of Street Lights Re-lamped	113	115	100
Service Requests			
Received	6	8	8
Completed	6	8	8

2011-2012 GOALS AND OBJECTIVES

1. Study the feasibility of upgrading the second and third level electrical panels at the City Yard. The existing panel may not be sufficient to handle the upcoming upgrades that include additional circuits for diesel regenerating equipment and improvements to the traffic and animal control buildings.

2010-2011 MAJOR ACCOMPLISMENTS

1. Installed photocells and timers in tree wells in downtown
2. Segregated electrical outlets and installed timers in the downtown area to allow for separate control of Christmas lights from street lights in order to save electricity. Timers were also installed on lighting in the City Hall parking.

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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$37,028	$40,332	$41,543	$41,293	$41,293
11400 Overtime Salaries	1,297	1,000	500	500	500
11500 Separation Benefits	3,580	3,500	3,500	3,850	3,850
TOTAL	$41,905	$44,832	$45,543	$45,643	$45,643
EMPLOYEE BENEFITS					
12200 Life Insurance	$109	$78	$76	$94	$94
12300 Medical Insurance	-130	3,117	3,101	4,314	4,314
12350 Medicare Insurance	555	272	336	431	431
12400 Dental Insurance	305	203	188	274	274
12500 Workers Compensation	2,470	2,450	2,450	2,695	2,695
12600 Retirement	8,314	6,072	5,241	6,876	6,876
12800 Uniform Allowance	0	0	8	0	0
12900 Long Term Disability	297	218	217	257	257
12950 Vision Plan	110	71	65	81	81
TOTAL	$12,030	$12,481	$11,682	$15,022	$15,022
SERVICES & SUPPLIES					
23000 R/M Supplies	$1,730	$4,700	$4,700	$4,700	$4,700
36000 Utilities	525,357	520,000	520,000	555,000	555,000
TOTAL	$527,087	$524,700	$524,700	$559,700	$559,700
GRAND TOTAL	$581,022	$582,013	$581,925	$620,365	$620,365

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Street Lighting**

ACTIVITY NO.: **4207**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Public Works Maintenance Manager	0.10	0.20	0.20	$11,344	$12,119	$12,119
Public Works Maintenance Supervisor	0.05	0.10	0.10	4,316	6,148	6,148
Electrician	0.20	0.20	0.20	13,135	12,517	12,517
Crew Leader	0.10	0.10	0.10	6,396	5,827	5,827
Maintenance Worker	0.10	0.10	0.10	5,141	4,682	4,682
Overtime	0.00	0.00	0.00	1,000	500	500
Separation Benefits	0.00	0.00	0.00	3,500	3,850	3,850
Total	0.55	0.70	0.70	$44,832	$45,643	$45,643

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Refuse Collection**

ACTIVITY NO.: **4208**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$167,082	$131,527	$120,223	$81,340	$81,340
SERVICES & SUPPLIES	4,822,833	4,861,329	4,798,154	4,947,301	4,947,301
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$4,989,915	$4,992,856	$4,918,377	$5,028,641	$5,028,641
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.20	1.30	1.30	.54	.54

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

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Curbside service accounts	14,278	14,278	14,280
Bin service accounts	1,086	1,081	1,080
City hauler tons collected (Self-hauled tons not included)	52,266	51,685	51,100
AB 939 diversion rate (year reported) Tons per capita. Target is 5.0 tons per person.	4.4 (2008)	3.6 (2009)	3.6 (2010)

2011-2012 GOALS AND OBJECTIVES

1. Explore new technology in trash containers for Downtown that can better manage the large volume of trash that is generated in the high traffic corridor.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Assisted Development Services in establishing the greenhouse gas (GHG) emissions inventory for the Climate Action Plan.

2. Through the Environmental Commission, hosted the 2nd Annual Earth Day event that included workshops on energy conservation and composting and exhibits on environmental awareness.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries category (#11200) reflects the elimination of Public Works Supervisor who was partially paid out of this division and a reduction in the proportion of the salary of the Public Works Manager to be paid out of this division, from 0.20 FTE to 0.04 FTE.

2. Operating Supplies category (#22000) reflects costs for public trash receptacle replacement, clean-up materials, computer expenses, and items related to ordinance and contract enforcement.

3. Contracted Services category (#31000) includes $8,757 in used oil recycling grant funds and $16,744 of beverage recycling grant funds. Beverage grant was reduced by one-half in FY 2010-11 due to the State's budget crisis.

4. Motor Pool Charges category (#33000) covers travel reimbursement costs to meetings, workshops and seminars.

5. Miscellaneous category (#39000) covers printing and duplicating costs and AB 939 required public education programs.

6. Other Agency Services category (#41000) covers annual residential waste collection contract costs that increase by an anticipated annual CPI of 3%.

7. Miscellaneous Financial Services category (#44000) has $70,000 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$118,260	$96,317	$91,499	$58,682	$58,682
11300 Part Time Salaries	10,197	0	1,887	0	0
11400 Overtime Salaries	0	0	129	0	0
11500 Separation Benefits	5,251	4,750	4,750	5,225	5,225
TOTAL	$133,708	$101,067	$98,265	$63,907	$63,907
EMPLOYEE BENEFITS					
12200 Life Insurance	$225	$243	$154	$113	$113
12300 Medical Insurance	10,415	11,605	7,072	4,942	4,942
12350 Medicare Insurance	899	821	967	792	792
12370 Part Time Retirement	0	0	0	0	0
12400 Dental Insurance	772	871	482	303	303
12500 Workers Compensation	1,429	1,400	1,400	1,540	1,540
12600 Retirement	18,676	14,500	11,193	9,234	9,234
12800 Uniform Allowance	0	0	15	0	0
12900 Long Term Disability	679	720	507	402	402
12950 Vision Plan	279	300	168	107	107
TOTAL	$33,374	$30,460	$21,958	$17,433	$17,433
SERVICES & SUPPLIES					
22000 Operating Supplies	$7,720	$6,000	$4,000	$4,000	$4,000
31000 Contracted Services	119,499	23,454	16,754	25,501	25,501
32000 Communications	0	1,000	0	500	500
33000 Motor Pool Charges	234	300	325	225	225
39000 Miscellaneous	4,202	5,575	2,075	2,575	2,575
41000 Other Agency Serv	4,566,178	4,700,000	4,650,000	4,789,500	4,789,500
44000 Misc Financial Serv	125,000	125,000	125,000	125,000	125,000
TOTAL	$4,822,833	$4,861,329	$4,798,154	$4,947,301	$4,947,301
GRAND TOTAL	$4,989,915	$4,992,856	$4,918,377	$5,028,641	$5,028,641

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Refuse Collection**

ACTIVITY NO.: **4208**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Public Works/City Engineer	0.20	0.20	0.20	$27,178	$27,858	$27,858
Public Works Maintenance Manager	0.20	0.04	0.04	22,688	4,040	4,040
Principal Management Analyst	0.30	0.30	0.30	29,401	26,784	26,784
Public Works Maintenance Supervisor*	0.60	0.00	0.00	17,050	0	0
Separation Benefits	0.00	0.00	0.00	4,750	5,225	5,225
Total	1.30	0.54	0.54	$101,067	$63,907	$63,907

* Public Works Maintenance Supervisor took the 2-year service credit for early retirement.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Administration**

ACTIVITY NO.: **4209**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$99,009	$99,002	$91,548	$101,341	$101,341
SERVICES & SUPPLIES	21,176	23,850	23,850	23,850	23,850
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$120,185	$122,852	$115,398	$125,191	$125,191
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.20	1.20	1.20	1.24	1.24

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

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Bulky Items			
Service Requests			
Received	26	10	15
Completed	26	10	15
Notice of Violations Issued	371	425	450
Citations Issued	13	50	50

2011-2012 GOALS AND OBJECTIVES

1. Develop a three-year work program to stencil address numbers on the public right-of-way in alleys that would allow public safety and street maintenance staff to identify properties from the rear of property.

2. Re-assess the record maintenance system to streamline data collection efforts and allow for easier access to data logs. Furlough and staff reductions require staff to be able to share information when employees are absent.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Increased the number of notices of violations and citations to previous levels despite reduction in staffing.

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.

3. Leases and Rentals category (#37000) covers copy machine leasing costs.

4. R/M Contractual category (#38000) covers copy machine maintenance costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Administration**

ACTIVITY NO.: **4209**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$71,076	$72,857	$68,206	$73,121	$73,121
11400 Overtime Salaries	23	100	68	0	0
11500 Separation Benefits	5,727	3,700	3,700	4,070	4,070
TOTAL	$76,826	$76,657	$71,974	$77,191	$77,191
EMPLOYEE BENEFITS					
12200 Life Insurance	$193	$195	$195	$203	$203
12300 Medical Insurance	6,968	7,297	6,412	8,070	8,070
12350 Medicare Insurance	333	359	359	502	502
12400 Dental Insurance	804	864	804	900	900
12500 Workers Compensation	2,834	2,000	2,000	2,200	2,200
12600 Retirement	10,406	10,979	9,189	11,588	11,588
12800 Uniform Allowance	0	0	8	0	0
12900 Long Term Disability	475	476	446	495	495
12950 Vision Plan	170	175	161	192	192
TOTAL	$22,183	$22,345	$19,574	$24,150	$24,150
SERVICES & SUPPLIES					
21000 Office Supplies	$902	$1,600	$1,600	$1,600	$1,600
22000 Operating Supplies	9,304	10,500	10,500	10,500	10,500
32000 Communications	7,282	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	1,000	1,000	1,000	1,000	1,000
39000 Miscellaneous	188	200	200	200	200
TOTAL	$21,176	$23,850	$23,850	$23,850	$23,850
GRAND TOTAL	$120,185	$122,852	$115,398	$125,191	$125,191

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Administration**

ACTIVITY NO.: **4209**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Public Works Maintenance Manager	0.10	0.14	0.14	$11,344	$16,159	$16,159
Public Works Maintenance Supervisor	0.10	0.10	0.10	5,737	6,148	6,148
Public Works Technician	0.50	0.50	0.50	31,074	28,314	28,314
Senior Clerk Typist	0.50	0.50	0.50	24,702	22,500	22,500
Overtime	0.00	0.00	0.00	100	0	0
Separation Benefits	0.00	0.00	0.00	3,700	4,070	4,070
Total	1.20	1.24	1.24	$76,657	$77,191	$77,191

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Building Maintenance**

ACTIVITY NO.: **4210**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$300,199	$308,947	$266,068	$297,191	$297,191
SERVICES & SUPPLIES	246,765	258,250	258,250	257,485	257,485
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$546,964	$567,197	$524,318	$554,676	$554,676
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.90	2.90	2.90	2.93	2.93

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.
- Assist the Engineering Division with major building-related projects.
- Inspect facilities quarterly for any needed repairs or improvements.
- Perform preventive maintenance on all heating, ventilating and air conditioning units.

PROGRAM MEASUREMENTS

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Number of Service Requests:			
Service requests originate from City departments.			
Received	549	553	550
Completed	538	530	530
Number of Special Work Orders:	2	2	2
Special work orders are for services that go beyond the scope of normal maintenance.			

2011-2012 GOALS AND OBJECTIVES

1. Study the feasibility of installing an energy management control panel at the Library and City Hall. The automated systems will allow the City to better manage energy consumption.
2. Study the feasibility of installing waterless urinals at City facilities that have the potential to save 15,000 to 27,000 gallons of water each year.

3. Study the feasibility of adding security alarms to La Loma Park and the Scout House where several break-ins have occurred.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Photocells were installed on outside lighting so that lights will only come on during night time hours.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating supplies category (#22000) covers cleaning and sanitation supplies and miscellaneous construction and safety supplies.

2. R/M Supplies (#23000) covers construction, maintenance, paint, plumbing, electrical, and equipment supplies necessary for the maintenance of City facilities.

3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of $33,075.

4. 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$198,976	$215,361	$190,128	$200,307	$200,307
11400 Overtime Salaries	16,173	10,600	9,000	9,000	9,000
11500 Separation Benefits	13,842	10,000	10,000	11,000	11,000
TOTAL	$228,991	$235,961	$209,128	$220,307	$220,307
EMPLOYEE BENEFITS					
12200 Life Insurance	$420	$426	$337	$434	$434
12300 Medical Insurance	19,724	20,773	15,733	21,882	21,882
12350 Medicare Insurance	3,039	2,985	2,323	2,928	2,928
12400 Dental Insurance	1,408	1,512	1,122	1,548	1,548
12500 Workers Compensation	15,505	13,000	13,000	14,300	14,300
12600 Retirement	29,264	32,423	22,688	33,902	33,902
12800 Uniform Allowance	300	300	300	300	300
12900 Long Term Disability	1,148	1,149	1,149	1,168	1,168
12950 Vision Plan	400	418	288	422	422
TOTAL	$71,208	$72,986	$56,940	$76,884	$76,884
SERVICES & SUPPLIES					
22000 Operating Supplies	$8,393	$10,000	$10,000	$10,000	$10,000
23000 R/M Supplies	29,157	30,750	30,750	31,750	31,750
24000 Small Tools	100	1,000	1,000	1,000	1,000
32000 Communications	2,500	2,500	2,500	2,625	2,625
33000 Motor Pool Charges	35,000	35,000	35,000	33,075	33,075
37000 Leases & Rentals	0	500	500	500	500
38000 R/M Contractual	171,615	178,500	178,500	178,535	178,535
TOTAL	$246,765	$258,250	$258,250	$257,485	$257,485
GRAND TOTAL	$546,964	$567,197	$524,318	$554,676	$554,676

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Building Maintenance**

ACTIVITY NO.: **4210**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Public Works Maintenance Manager	0.10	0.13	0.13	$11,344	$12,120	$12,120
Facilities Maintenance Supervisor	1.00	1.00	1.00	86,316	78,648	78,648
Building Trades Technician	1.00	1.00	1.00	63,960	58,272	58,272
Electrician	0.80	0.80	0.80	52,541	50,067	50,067
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Overtime	0.00	0.00	0.00	10,600	9,000	9,000
Separation Benefits	0.00	0.00	0.00	10,000	11,000	11,000
Total	2.90	2.93	2.93	$235,961	$220,307	$220,307

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Motor Pool Shop**

ACTIVITY NO.: **4211**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$364,728	$382,392	$366,262	$365,579	$365,579
SERVICES & SUPPLIES	1,388,302	882,800	943,250	979,873	979,873
CAPITAL OUTLAY	300,424	542,200	432,382	40,000	40,000
TOTAL COSTS	$2,053,454	$1,807,392	$1,741,894	$1,385,452	$1,385,452
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.20	4.20	4.20	4.19	4.19

Program Description

Monterey Park's motorized fleet consists of 183 driver-operated vehicles (sedans, trucks, tractors, rollers, etc.) and 195 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.

- Complete mandated reports and maintain City fleet vehicles and equipment to be in compliance with BAR, AQMD, CUPA and DOSH regulations.

- Maintain accurate schedule of City-owned vehicles and equipment and update information quarterly.

- 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.

- Conduct thorough safety inspections (such as brakes, suspension systems, fluid levels, etc.) on all vehicles during preventive maintenance service.

- Purchase fuel for joint consumption by the City and Monterey Park Spirit buses.

PROGRAM MEASUREMENTS

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Number of preventive maintenance services	335	340	360
Number of smog checks completed	31	33	35
Compressed natural gas (CNG) purchased (in 100 cubic feet)	7,400	8,000	8,000
Average price per gallon of unleaded fuel	$2.73	$3.19	$3.95
Average price per gallon of diesel fuel	$2.69	$2.90	$3.75

2011-2012 GOALS AND OBJECTIVES

1. Identify courses and enroll in Original Equipment Manufacturer (OEM) vehicle advanced systems training.

2. Create an online reservation system for department's various vehicle needs.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Performed installation of specialized equipment and lighting of fleet vehicles in-house. Historically, completion times by vendors have been lengthy due to their workload. This will reduce turn-around time and save money.

2. Refurbished two retired vehicles (#970 and #865) and returned them into the fleet. Cost to replace would have been $60,000 and resulted in a savings of $50,000.

3. Acquired certification from the State of California as a Green Fleet. All City vehicles now utilize re-fined oil/lubricants saving our planet's resources.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers anticipated fuel costs.

2. R/M Supplies category (#23000) is budgeted for materials and supplies used for the repair and maintenance of vehicles and city equipment.

3. Contracted Services category (#31000) includes the cost of AQMD annual inspection/certification and underground storage tank (UST) operator fee.

4. R/M Contractual category (#38000) includes vehicle conversions, repair of fire engines, and repair of vehicles involved in traffic collisions and maintenance of the CNG fuel station.

5. Miscellaneous category (#39000) includes printing and duplicating and training and certification of mechanics.

6. Miscellaneous Financial Services category (#44000) consists of allocated overhead costs of central service departments and liability insurance.

7. Vehicles/Equipment category (#54000) reflects conversion costs for police patrol vehicles.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Motor Pool Shop**

ACTIVITY NO.: **4211**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$260,241	$273,471	$257,572	$251,629	$251,629
11400 Overtime Salaries	23	100	100	100	100
11500 Separation Benefits	20,047	18,150	18,150	19,965	19,965
TOTAL	$280,311	$291,721	$275,822	$271,694	$271,694
EMPLOYEE BENEFITS					
12200 Life Insurance	$690	$697	$458	$697	$697
12300 Medical Insurance	32,768	34,503	34,503	35,845	35,845
12350 Medicare Insurance	3,607	3,801	3,801	3,649	3,649
12400 Dental Insurance	2,182	2,252	2,252	2,252	2,252
12500 Workers Compensation	5,932	5,875	5,875	6,463	6,463
12600 Retirement	36,899	41,193	41,193	42,611	42,611
12800 Uniform Allowance	0	0	8	0	0
12900 Long Term Disability	1,765	1,766	1,766	1,765	1,765
12950 Vision Plan	574	584	584	603	603
TOTAL	$84,417	$90,671	$90,440	$93,885	$93,885
SERVICES & SUPPLIES					
21000 Office Supplies	$984	$800	$800	$800	$800
22000 Operating Supplies	368,367	382,000	454,450	484,450	484,450
23000 R/M Supplies	93,322	80,000	80,000	80,000	80,000
24000 Small Tools	5,595	5,500	5,500	5,500	5,500
31000 Contracted Services	8,735	19,000	19,000	19,000	19,000
32000 Communications	2,558	2,500	2,500	2,923	2,923
33000 Motor Pool Charges	8,000	8,000	8,000	8,400	8,400
36000 Utilities	18,761	20,000	20,000	20,800	20,800
37000 Leases & Rentals	981	10,000	2,000	3,000	3,000
38000 R/M Contractual	133,992	149,000	145,000	149,000	149,000
39000 Miscellaneous	1,453	1,000	1,000	1,000	1,000
41000 Other Agency Serv	3,395	5,000	5,000	5,000	5,000
44000 Misc Financial Serv	742,159	200,000	200,000	200,000	200,000
TOTAL	$1,388,302	$882,800	$943,250	$979,873	$979,873
CAPITAL OUTLAY					
54000 Vehicles/Equipment	$300,424	$542,200	$432,382	$40,000	$40,000
TOTAL	$300,424	$542,200	$432,382	$40,000	$40,000

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Motor Pool Shop**

ACTIVITY NO.: **4211**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
GRAND TOTAL	$2,053,454	$1,807,392	$1,741,894	$1,385,452	$1,385,452

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Motor Pool Shop**

ACTIVITY NO.: **4211**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Public Works/City Engineer	0.10	0.10	0.10	$13,589	$13,929	$13,929
Public Works Maintenance Manager	0.10	0.09	0.09	11,344	8,080	8,080
Fleet Maintenance Supervisor	1.00	1.00	1.00	70,884	66,204	66,204
Equipment Mechanic	2.00	2.00	2.00	120,528	111,096	111,096
Auto Shop Technician	1.00	1.00	1.00	54,006	49,200	49,200
Auto Mechanic Certificate	0.00	0.00	0.00	1,920	1,920	1,920
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Overtime	0.00	0.00	0.00	100	100	100
Separation Benefits	0.00	0.00	0.00	18,150	19,965	19,965
Total	4.20	4.19	4.19	$291,721	$271,694	$271,694

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Engineering**

ACTIVITY NO.: **4212**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$888,307	$786,256	$731,350	$723,958	$723,958
SERVICES & SUPPLIES	52,782	61,200	50,000	50,513	50,513
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$941,089	$847,456	$781,350	$774,471	$774,471
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	7.70	7.60	7.60	6.60	6.60

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

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Capital Improvement Projects (CIP) commenced and/or completed	9	15	10
Dollar value of CIP projects completed ($ millions)	4.0	3.6	2.5
Subdivisions Processed:			
Tentative Tract Maps	1	1	1
Tentative Parcels Maps	0	1	1
Final Tract Maps	1	1	1
Final Parcel Maps	1	1	1
Lot Line Adjustments Reviewed	0	0	0
Conditional Use Permits Reviewed	10	6	8
Variances Reviewed	0	0	0
Site and Plan Checks for Building Permits	127	118	120
Concrete, Excavation, Utilities, Transportation, Sewer, Water, Undergrounding Permits Issued	181	175	180
Grading Permits Issued	18	19	15

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Traffic Engineering Issues Investigated	50	50	50

2011-2012 GOALS AND OBJECTIVES

1. Construct Transit Center on Collegian Avenue at East Los Angeles College.
2. Complete Water Master Plan Update and perform Water Rate Study utilizing consultant services to address water system improvement needs.
3. Complete water system SCADA upgrade necessitated by connection of new East Los Angeles College fire line.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Completed control valve upgrades at Delta and La Loma Booster Pump Stations; water main replacements on Lincoln Avenue, Garvey Avenue, and Atlantic Boulevard; and facility improvements at the Delta Plant.
2. Worked with consultant to gather and compile data for greenhouse gas emissions inventory to prepare City's Climate Action Plan.
3. Completed new *pocket* park that is adjacent to Langley Senior Center.
4. Installed connector pipe screens and automatic retractable curb screens at 300 City- or County-owned catch basin locations to achieve 99 percent compliance with the Trash Total Maximum Daily Load (TMDL).

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. Communications category (#32000) covers costs for telephone, postage, and data processing and communications requirements.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of $8,348 and $50 in travel reimbursement.
4. R/M Contractual category (#38000) provides for the maintenance of copier and plotter equipment.
5. 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$660,922	$597,718	$551,641	$538,045	$538,045
11300 Part Time Salaries	14,991	0	2,358	0	0
11400 Overtime Salaries	132	0	9	0	0
11500 Separation Benefits	36,753	23,700	23,700	26,070	26,070
TOTAL	$712,798	$621,418	$577,708	$564,115	$564,115
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,284	$1,282	$1,282	$1,118	$1,118
12300 Medical Insurance	60,045	51,672	51,672	47,625	47,625
12350 Medicare Insurance	9,482	8,728	8,728	7,860	7,860
12370 Part Time Retirement	600	355	38	0	0
12400 Dental Insurance	3,517	3,562	3,562	3,013	3,013
12500 Workers Compensation	6,962	4,700	4,700	5,170	5,170
12600 Retirement	88,983	89,961	79,526	91,002	91,002
12900 Long Term Disability	3,356	3,317	2,987	2,920	2,920
12950 Vision Plan	1,280	1,261	1,147	1,135	1,135
TOTAL	$175,509	$164,838	$153,642	$159,843	$159,843
SERVICES & SUPPLIES					
21000 Office Supplies	$6,217	$7,400	$2,350	$2,350	$2,350
22000 Operating Supplies	165	1,300	700	700	700
24000 Small Tools	22	2,000	1,700	1,700	1,700
31000 Contracted Services	6,955	14,000	11,200	11,200	11,200
32000 Communications	6,889	6,900	6,500	6,615	6,615
33000 Motor Pool Charges	7,999	8,000	8,000	8,398	8,398
37000 Leases & Rentals	12,027	12,500	12,500	12,500	12,500
38000 R/M Contractual	9,513	5,000	3,150	3,150	3,150
39000 Miscellaneous	2,995	4,100	3,900	3,900	3,900
TOTAL	$52,782	$61,200	$50,000	$50,513	$50,513
GRAND TOTAL	$941,089	$847,456	$781,350	$774,471	$774,471

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Engineering**

ACTIVITY NO.: **4212**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Public Works/City Engineer	0.30	0.30	0.30	$40,767	$41,787	$41,787
Assistant City Engineer	1.00	1.00	1.00	126,156	117,565	117,565
Principal Management Analyst	0.30	0.30	0.30	29,402	26,784	26,784
Associate Civil Engineer	2.00	2.00	2.00	182,202	172,284	172,284
Assistant Civil Engineer*	1.00	0.00	0.00	26,225	0	0
Civil Engineering Technician	1.00	1.00	1.00	60,360	56,373	56,373
Public Works Inspector	1.00	1.00	1.00	73,398	66,888	66,888
Administrative Secretary	1.00	1.00	1.00	56,808	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	23,700	26,070	26,070
Total	7.60	6.60	6.60	$621,418	$564,115	$564,115

* Assistant Civil Engineer took the 2-year service credit for early retirement.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Water Administration**

ACTIVITY NO.: **4220**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$399,927	$280,314	$261,789	$269,695	$269,695
SERVICES & SUPPLIES	786,263	766,988	766,182	765,749	765,749
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,186,190	$1,047,302	$1,027,971	$1,035,444	$1,035,444
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.40	2.40	2.40	2.40	2.40

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).

- Attend scheduled meetings with Federal, State, and American Water Works Association (AWWA) regulatory boards to review proposed water quality standards.

- 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

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Water Rates:			
Surrounding agencies – average monthly (350 gallons/day, with ¾" meter)	$46.32	$52.71	$55.35
Monterey Park – average monthly (350 gallons/day, with ¾" meter)*	$33.08	$33.08	$33.08
Customer savings	40.02%	57.71%	67.32%

* Includes water treatment surcharge.

2011-2012 GOALS AND OBJECTIVES

1. Apply and track reimbursement funding from various outside sources.

2. Continue to improve water operations through the use of technology (AMR, GIS, etc.) while promoting conservation.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Tracked and secured approximately $3 million in outside operations & maintenance and capital reimbursement monies from the Water Quality Authority (WQA), the San Gabriel Valley Municipal Water District (SGVMWD) and 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.

2. Contracted Services category (#31000) includes $6,188 for hazardous materials disposal, engineering services, and website maintenance.

3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of $3,675, and conferences and seminars costs of $500.

4. R/M Contractual category (#38000) consists of $3,250 for janitorial maintenance and $15,336 for alarm system, computer, copier, and other office equipment maintenance.

5. Miscellaneous category (#39000) includes printing, $500; membership fees for associations, $6,000; books and education, $5,500; and preparation of water quality reports and public awareness campaign, $10,000.

6. Miscellaneous Financial Services category (#44000) consists of $365,000 for allocated administrative support services and $280,000 for general liability.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Administration**

ACTIVITY NO.: **4220**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$179,878	$206,425	$187,000	$191,839	$191,839
11300 Part Time Salaries	125	0	4,558	0	0
11500 Separation Benefits	11,455	11,000	11,000	12,100	12,100
TOTAL	$191,458	$217,425	$202,558	$203,939	$203,939
EMPLOYEE BENEFITS					
12200 Life Insurance	$402	$405	$405	$405	$405
12300 Medical Insurance	164,526	16,126	16,126	16,775	16,775
12350 Medicare Insurance	2,464	2,543	2,543	2,371	2,371
12400 Dental Insurance	1,544	1,627	1,627	1,645	1,645
12500 Workers Compensation	9,795	9,700	9,700	10,670	10,670
12600 Retirement	28,283	31,027	27,369	32,418	32,418
12900 Long Term Disability	1,053	1,053	1,053	1,053	1,053
12950 Vision Plan	402	408	408	419	419
TOTAL	$208,469	$62,889	$59,231	$65,756	$65,756
SERVICES & SUPPLIES					
21000 Office Supplies	$3,830	$4,000	$3,600	$4,000	$4,000
22000 Operating Supplies	53,727	55,000	54,541	55,000	55,000
24000 Small Tools	385	1,800	1,300	1,800	1,800
31000 Contracted Services	19,912	6,188	6,188	6,188	6,188
32000 Communications	4,981	5,000	5,000	5,000	5,000
33000 Motor Pool Charges	3,564	4,000	3,700	4,175	4,175
37000 Leases & Rentals	2,499	4,000	5,103	4,000	4,000
38000 R/M Contractual	20,872	20,000	19,750	18,586	18,586
39000 Miscellaneous	31,493	22,000	22,000	22,000	22,000
44000 Misc Financial Serv	645,000	645,000	645,000	645,000	645,000
TOTAL	$786,263	$766,988	$766,182	$765,749	$765,749
GRAND TOTAL	$1,186,190	$1,047,302	$1,027,971	$1,035,444	$1,035,444

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Administration**

ACTIVITY NO.: **4220**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Public Works Director/City Engineer	0.10	0.10	0.10	$13,589	$13,929	$13,929
Water Utility Manager	0.65	0.65	0.65	77,851	72,858	72,858
Principal Management Analyst	0.65	0.65	0.65	58,351	53,380	53,380
Public Works Technician	0.50	0.50	0.50	31,074	28,314	28,314
Senior Clerk Typist	0.50	0.50	0.50	24,702	22,500	22,500
Bilingual	0.00	0.00	0.00	390	390	390
DHS Certification	0.00	0.00	0.00	468	468	468
Separation Benefits	0.00	0.00	0.00	11,000	12,100	12,100
Total	2.40	2.40	2.40	$217,425	$203,939	$203,939

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Water Commercial**

ACTIVITY NO.: **4221**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$552,428	$620,407	$506,113	$387,154	$387,154
SERVICES & SUPPLIES	149,564	152,300	150,985	154,410	154,410
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$701,992	$772,707	$657,098	$541,564	$541,564
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	6.50	6.50	6.50	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 13,261 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 1,012 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

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Meter Exchange Program:			
Meters changed ¾" – 2"	423	500	800
Large Water Meter Installation/ Upgrades: 3" – 8" meters			
Meter installation upgrades	6	3	3
Total meters installed to field-testable and/or field-repairable standards *	84	87	90
Water Turn-ons and Turn-offs:	2,521	2,873	2,700
Work orders completed:	6,315	6,876	6,600

- Note : Total number of large meters has increased in 2009-2010 to 97 large meters.

2011-2012 GOALS AND OBJECTIVES

1. Upgrade Meter Routes 41 and 42 to Automated Meter Read Routes (AMR) in order to more quickly identify leaks and meter problems.

2. Replace 4-inch backflow devices at La Loma and Sunnyslope Parks.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Meter Route 44 was upgraded to AMR.

2. Tested 10 large water meters (3" and larger) for accuracy and proper billing.

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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$386,731	$438,562	$351,289	$247,869	$247,869
11400 Overtime Salaries	8,446	8,000	8,000	8,000	8,000
11500 Separation Benefits	31,025	30,000	30,000	33,000	33,000
TOTAL	$426,202	$476,562	$389,289	$288,869	$288,869
EMPLOYEE BENEFITS					
12200 Life Insurance	$962	$1,053	$911	$648	$648
12300 Medical Insurance	38,031	44,347	35,917	26,382	26,382
12350 Medicare Insurance	5,361	5,884	4,546	3,625	3,625
12400 Dental Insurance	3,457	3,953	3,385	2,429	2,429
12500 Workers Compensation	19,237	19,075	19,075	20,983	20,983
12600 Retirement	55,964	66,050	50,010	41,968	41,968
12900 Long Term Disability	2,409	2,574	2,211	1,584	1,584
12950 Vision Plan	805	909	769	666	666
TOTAL	$126,226	$143,845	$116,824	$98,285	$98,285
SERVICES & SUPPLIES					
21000 Office Supplies	$499	$600	$600	$600	$600
22000 Operating Supplies	3,462	3,000	2,685	3,000	3,000
23000 R/M Supplies	27,406	30,000	29,950	30,000	30,000
24000 Small Tools	3,737	4,000	3,700	4,000	4,000
31000 Contracted Services	14,053	14,000	14,000	14,210	14,210
32000 Communications	43,962	43,000	42,750	43,000	43,000
33000 Motor Pool Charges	38,000	38,000	38,000	39,900	39,900
37000 Leases & Rentals	675	700	500	700	700
38000 R/M Contractual	8,778	10,000	10,000	10,000	10,000
39000 Miscellaneous	8,992	9,000	8,800	9,000	9,000
TOTAL	$149,564	$152,300	$150,985	$154,410	$154,410
CAPITAL OUTLAY					
54000 Vehicles/Equipment	$0	$0	$0	$0	$0
TOTAL	$0	$0	$0	$0	$0
GRAND TOTAL	$701,992	$772,707	$657,098	$541,564	$541,564

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Commercial**

ACTIVITY NO.: **4221**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Consumer Services Supervisor	1.00	1.00	1.00	$88,030	$83,856	$83,856
Cross Connection Control Inspector	1.00	1.00	1.00	75,366	53,676	53,676
Consumer Services Representative	2.00	2.00	2.00	116,361	106,017	106,017
Senior Accountant*	0.50	0.00	0.00	46,869	0	0
Accountant**	0.50	0.00	0.00	35,631	0	0
Senior Account Clerk***	0.50	0.00	0.00	26,185	0	0
Account Clerk****	1.00	0.00	0.00	42,980	0	0
Bilingual	0.00	0.00	0.00	2,100	0	0
DHS Certification	0.00	0.00	0.00	5,040	4,320	4,320
Overtime	0.00	0.00	0.00	8,000	8,000	8,000
Separation Benefits	0.00	0.00	0.00	30,000	33,000	33,000
Total	6.50	4.00	4.00	$476,562	$288,869	$288,869

* Position is included in the 1403 budget.

** Position is included in the 1403 budget.

*** Position is included in the 1406 budget.

**** Position is included in the 1406 budget.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$293,389	$291,144	$284,232	$257,166	$257,166
SERVICES & SUPPLIES	1,296,188	1,436,400	1,412,370	1,435,397	1,435,397
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,589,577	$1,727,544	$1,696,602	$1,692,563	$1,692,563
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.95	3.20	3.20	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

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Water Production:			
(Acre-feet/year)	8,686	9,227	9,688
(Million gallons/year)	2,830	3,006	3,156
(Million gallons/day)	7.75	8.22	8.64
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

2011-2012 GOALS AND OBJECTIVES

1. Install 160 lb./day on-site chlorine generation system at the Delta Booster Station.

2. Install chlorine analyzer at the La Loma Reservoir and integrate it onto the Supervisory Control and Data Acquisition System (SCADA) for remote monitoring.

3. Upgrade programming on the SCADA system citywide for more efficient monitoring and control of our water operations.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Replaced existing Delta Booster discharge piping with new water meters, check valves and plug valves.

2. Redeveloped and increase production capacity of Well 1 with new pump, motor, motor control starter and emergency generator transfer switch.

3. Integrated seismic control valve operation status onto the SCADA System for remote monitoring in the event of an emergency.

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.

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 ten of a thirty-year lease.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Production**

ACTIVITY NO.: **4222**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$170,448	$177,120	$159,011	$175,989	$175,989
11300 Part Time Salaries	41,122	40,000	40,000	0	0
11400 Overtime Salaries	15,684	10,000	22,700	10,000	10,000
11500 Separation Benefits	11,694	11,694	11,694	12,863	12,863
TOTAL	$238,948	$238,814	$233,405	$198,852	$198,852
EMPLOYEE BENEFITS					
12200 Life Insurance	$393	$397	$397	$446	$446
12300 Medical Insurance	13,846	14,291	14,008	17,311	17,311
12350 Medicare Insurance	3,312	2,581	2,581	2,564	2,564
12370 Part Time Retirement	0	1,200	0	0	0
12400 Dental Insurance	1,283	1,327	1,307	1,720	1,720
12500 Workers Compensation	4,650	4,600	4,600	5,060	5,060
12600 Retirement	29,693	26,665	26,665	29,791	29,791
12900 Long Term Disability	970	971	971	1,089	1,089
12950 Vision Plan	294	298	298	333	333
TOTAL	$54,441	$52,330	$50,827	$58,314	$58,314
SERVICES & SUPPLIES					
21000 Office Supplies	$956	$1,500	$1,500	$1,500	$1,500
22000 Operating Supplies	404,496	440,000	440,000	440,000	440,000
23000 R/M Supplies	78,767	75,000	75,000	75,000	75,000
24000 Small Tools	6,916	6,500	6,500	6,500	6,500
31000 Contracted Services	34,199	35,000	35,000	35,000	35,000
32000 Communications	11,763	14,000	12,000	14,000	14,000
33000 Motor Pool Charges	60,000	60,000	60,000	63,000	63,000
36000 Utilities	499,754	568,000	549,200	564,200	564,200
37000 Leases & Rentals	8,035	7,500	7,500	7,500	7,500
38000 R/M Contractual	114,964	106,000	103,000	106,000	106,000
39000 Miscellaneous	453	600	600	600	600
41000 Other Agency Serv	6,824	7,000	6,790	7,000	7,000
42000 Debt Service	69,061	115,300	115,280	115,097	115,097
TOTAL	$1,296,188	$1,436,400	$1,412,370	$1,435,397	$1,435,397
GRAND TOTAL	$1,589,577	$1,727,544	$1,696,602	$1,692,563	$1,692,563

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Production**

ACTIVITY NO.: **4222**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Water Utility Manager	0.05	0.05	0.05	$5,989	$5,604	$5,604
Principal Management Analyst	0.05	0.05	0.05	4,489	4,106	4,106
Water Production Supervisor	0.40	0.40	0.40	36,818	33,542	33,542
Senior Water Production System Operator	0.40	0.40	0.40	30,146	27,466	27,466
Water Production System Operator*	0.90	1.20	1.20	50,294	59,204	59,204
Electrician	0.65	0.65	0.65	40,381	37,712	37,712
Bilingual	0.00	0.00	0.00	390	390	390
DHS Certification	0.00	0.00	0.00	6,663	6,015	6,015
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	11,694	12,863	12,863
Part-Time						
Building Trades Technician**	0.75	0.00	0.00	40,000	0	0
Total	3.20	2.75	2.75	$238,814	$198,852	$198,852

* Converted Building Trades Technician to this full time position.

** Convert into a full-time Water Production System Operator.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Water Distribution**

ACTIVITY NO.: **4223**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$686,169	$706,995	$674,077	$690,781	$690,781
SERVICES & SUPPLIES	1,109,566	589,393	494,842	525,880	525,880
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,795,735	$1,296,388	$1,168,919	$1,216,661	$1,216,661
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	9.00	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

	Actual 2009-2010	Estimated 2010-2011	Projected 2011-2012
Water Valve Exercising:			
Valves exercised[1]	790	600	800
2,064 valves should be exercised annually[2]	38%	29%	39%
New Water Services Installed:	30	40	42
Water Services Repaired:	58	61	54
Water Mains Repaired:	27	17	27
Gate Valves Repaired:	11	11	10

2011-2012 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 (132 total remaining) to help ensure good water quality within the distribution system.
3. Complete the tie-in of the 8" Florence Avenue main, abandon old 4" main, eliminate a dead end to improve fire protection and water quality.

1) Unable to fully implement program in current and previous years due to personnel shortage.
2) In FY 10-11, 10 valves were added to the system.

2009-2010 MAJOR ACCOMPLISHMENTS

1. Installed a new fire hydrant tie-in at Russell Reservoir to allow for improved fire protection and for emergency generator operations.

2. Repaired or replaced 9 plug valves in the system. These valves allow for the isolation of sections of the distribution system in order to repair or improve them without impacting a larger area.

3. Repaired piping at the static mixing point at the Delta Treatment Plant to ensure our ability to deliver water to residents through the distribution system.

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 $187,130 is the fifth 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$458,886	$475,976	$426,058	$441,401	$441,401
11400 Overtime Salaries	25,543	25,000	42,000	25,000	25,000
11500 Separation Benefits	42,958	42,958	42,958	47,254	47,254
TOTAL	$527,387	$543,934	$511,016	$513,655	$513,655
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,310	$1,134	$1,134	$1,296	$1,296
12300 Medical Insurance	54,118	52,345	52,345	60,531	60,531
12350 Medicare Insurance	6,991	6,902	6,902	6,400	6,400
12400 Dental Insurance	4,051	3,944	3,944	4,219	4,219
12500 Workers Compensation	23,676	23,450	23,450	25,795	25,795
12600 Retirement	64,418	71,682	71,682	74,777	74,777
12900 Long Term Disability	3,300	2,772	2,772	3,168	3,168
12950 Vision Plan	918	832	832	940	940
TOTAL	$158,782	$163,061	$163,061	$177,126	$177,126
SERVICES & SUPPLIES					
21000 Office Supplies	$800	$1,800	$1,800	$1,800	$1,800
22000 Operating Supplies	13,236	14,000	13,800	14,000	14,000
23000 R/M Supplies	145,954	275,000	185,300	209,200	209,200
24000 Small Tools	6,433	10,000	7,500	10,000	10,000
32000 Communications	2,280	3,500	2,600	3,500	3,500
33000 Motor Pool Charges	75,000	75,000	75,000	78,750	78,750
36000 Utilities	5,352	7,000	7,000	6,000	6,000
37000 Leases & Rentals	1,516	3,000	1,750	3,000	3,000
38000 R/M Contractual	6,839	10,000	10,000	10,000	10,000
39000 Miscellaneous	2,159	2,500	2,500	2,500	2,500
42000 Debt Service	53,801	187,593	187,592	187,130	187,130
44000 Misc Financial Serv	796,196	0	0	0	0
TOTAL	$1,109,566	$589,393	$494,842	$525,880	$525,880
GRAND TOTAL	$1,795,735	$1,296,388	$1,168,919	$1,216,661	$1,216,661

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Distribution**

ACTIVITY NO.: **4223**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Water Distribution Supervisor	1.00	1.00	1.00	$79,422	$74,160	$74,160
Water Distribution Crew Supervisor	1.00	1.00	1.00	67,911	63,414	63,414
Water Distribution Lead Worker	3.00	3.00	3.00	169,027	157,857	157,857
Water Utility Maintenance Worker	3.00	3.00	3.00	143,776	130,730	130,730
Bilingual	0.00	0.00	0.00	3,600	3,000	3,000
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	42,958	47,254	47,254
Total	8.00	8.00	8.00	$543,934	$513,655	$513,655

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Capital Projects

ACTIVITY NO.: 4224

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	0	1,557,341	1,330,390	1,125,000	1,125,000
TOTAL COSTS	$0	$1,557,341	$1,330,390	$1,125,000	$1,125,000
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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

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) **$30,000**

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 Telemetering System (81990) **$25,000**

This ongoing program is to improve the City's water telemetering system, including software upgrades and radio replacements.

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

5. Street Maintenance (81580) **$350,000**

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) 400,000

This project is an ongoing program 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. In addition, the larger water mainlines will improve the water supply and fire protection to residences and businesses. 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.

2010-2011 Water Capital Projects

Meter Exchange Program (81070)	$ 141,514	*
Well Redevelopment Program (81240)	120,000	*
Street Maintenance (81580)	281,400	
Well Electrical and Pump Station Upgrades (81860)	30,000	*
Well Telemetering System (81990)	25,000	*
Discharge Pipeline – Delta Treatment (82239)	171,200	
Water Main Replacement (City) (82246)	536,700	*
Perchlorate Contingency Plan (82251)	227,000	*
La Loma Pump Station Retrofit (91850)	24,527	*
Total	***$ 1,557,341***	

(*) Projects in progress

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Capital Projects**

ACTIVITY NO.: **4224**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
CAPITAL OUTLAY					
81000 Capital Improvements	$0	$597,914	$597,964	$725,000	$725,000
82000 Capital Improvements	0	934,900	707,900	400,000	400,000
91000 Capital Improvements	0	24,527	24,526	0	0
TOTAL	$0	$1,557,341	$1,330,390	$1,125,000	$1,125,000
GRAND TOTAL	$0	$1,557,341	$1,330,390	$1,125,000	$1,125,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Well No. 5 Voc TreatmentPlant**

ACTIVITY NO.: **4226**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$89,605	$79,235	$81,749	$82,902	$82,902
SERVICES & SUPPLIES	546,827	557,000	521,400	532,395	532,395
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$636,432	$636,235	$603,149	$615,297	$615,297
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.79	.79	.79	.89	.89

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.

2011-2012 GOALS AND OBJECTIVES

1. Add piping and an air stripping tower to remove VOCs to accommodate Well No. 6 tie-in. This will increase water production capacity and provide greater operational flexibility.

2. In order to remove future and more varied contaminants from our water, staff will investigate the feasibility of using ultraviolet treatment at the Well 5 VOC Treatment Plant.

2010-2011 MAJOR ACCOMPLISHMENTS

1. By evaluating our water chemistry and the available carbon, we were able to maximize the life of the GAC used in the Well 5 vessels.

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 two 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$63,242	$55,627	$50,714	$56,090	$56,090
11300 Part Time Salaries	2,904	3,500	5,862	4,050	4,050
11400 Overtime Salaries	3,688	0	5,195	0	0
11500 Separation Benefits	3,341	3,341	3,341	3,675	3,675
TOTAL	$73,175	$62,468	$65,112	$63,815	$63,815
EMPLOYEE BENEFITS					
12200 Life Insurance	$120	$122	$122	$138	$138
12300 Medical Insurance	4,376	4,511	4,511	5,441	5,441
12350 Medicare Insurance	903	810	810	816	816
12370 Part Time Retirement	0	130	0	0	0
12400 Dental Insurance	358	371	371	498	498
12500 Workers Compensation	2,043	2,025	2,025	2,228	2,228
12600 Retirement	8,205	8,370	8,370	9,489	9,489
12900 Long Term Disability	328	329	329	368	368
12950 Vision Plan	97	99	99	109	109
TOTAL	$16,430	$16,767	$16,637	$19,087	$19,087
SERVICES & SUPPLIES					
23000 R/M Supplies	$9,348	$126,000	$100,800	$101,000	$101,000
31000 Contracted Services	72,637	80,000	71,500	80,045	80,045
33000 Motor Pool Charges	7,000	7,000	7,000	7,350	7,350
36000 Utilities	101,702	128,000	128,000	128,000	128,000
38000 R/M Contractual	1,758	1,000	600	1,000	1,000
41000 Other Agency Serv	12,392	15,000	13,500	15,000	15,000
42000 Debt Service	2,137	200,000	200,000	200,000	200,000
44000 Misc Financial Serv	339,853	0	0	0	0
TOTAL	$546,827	$557,000	$521,400	$532,395	$532,395
GRAND TOTAL	$636,432	$636,235	$603,149	$615,297	$615,297

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well No. 5 Voc Treatment**

ACTIVITY NO.: **4226**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Public Works Director/City Engineer	0.05	0.05	0.05	$6,794	$6,965	$6,965
Water Utility Manager	0.05	0.05	0.05	5,989	5,604	5,604
Principal Management Analyst	0.05	0.05	0.05	4,489	4,106	4,106
Water Production Supervisor	0.10	0.10	0.10	9,204	8,386	8,386
Senior Water Production System Operator	0.10	0.10	0.10	7,537	6,866	6,866
Water Production System Operator*	0.30	0.40	0.40	16,765	19,735	19,735
Electrician	0.05	0.05	0.05	3,106	2,901	2,901
Bilingual	0.00	0.00	0.00	150	150	150
DHS Certification	0.00	0.00	0.00	1,443	1,227	1,227
Electrician Premium	0.00	0.00	0.00	150	150	150
Separation Benefits	0.00	0.00	0.00	3,341	3,675	3,675
Part-Time						
Senior Account Clerk	0.09	0.09	0.09	3,500	4,050	4,050
Total	0.79	0.89	0.89	$62,468	$63,815	$63,815

* Converting P/T Building Trades Technician in Activity 4222 into a full-time Water Production System Operator.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Well No.12 Treatment Plant**

ACTIVITY NO.: **4227**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$80,752	$82,905	$81,749	$86,402	$86,402
SERVICES & SUPPLIES	622,663	710,800	651,300	632,178	632,178
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$703,415	$793,705	$733,049	$718,580	$718,580
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.79	.79	.79	.89	.89

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.

2011-2012 GOALS AND OBJECTIVES

1. Improve efficiency of air stripping tower by using new packing material for VOC removal.

2. If needed, change out 22,000 pounds of vapor off-gas activated carbon to ensure compliance with AQMD standards.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Replaced the air diffusing balls in the air stripper tower. These balls aerate the water and facilitate the removal of VOC contaminants.

2. Replaced the cooling unit of Tower Pump 2 with a more energy efficient version, ensuring continued operation of the air stripping tower.

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) $260,000 reflects anticipated Edison costs necessary to run the full operation of Well No. 12 VOC Treatment Plant.

6. Other Agency Services category (#41000) is for expenditures related to other governmental agencies for the operating permit (California Department of Public Health), Quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and others.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well No.12 Treatment Plant**

ACTIVITY NO.: **4227**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$54,389	$55,627	$50,714	$56,090	$56,090
11300 Part Time Salaries	2,904	3,800	5,862	4,050	4,050
11400 Overtime Salaries	3,688	3,500	5,195	3,500	3,500
11500 Separation Benefits	3,341	3,341	3,341	3,675	3,675
TOTAL	$64,322	$66,268	$65,112	$67,315	$67,315
EMPLOYEE BENEFITS					
12200 Life Insurance	$120	$122	$122	$138	$138
12300 Medical Insurance	4,376	4,511	4,511	5,441	5,441
12350 Medicare Insurance	903	810	810	816	816
12370 Part Time Retirement	0	0	0	0	0
12400 Dental Insurance	358	371	371	498	498
12500 Workers Compensation	2,043	2,025	2,025	2,228	2,228
12600 Retirement	8,205	8,370	8,370	9,489	9,489
12900 Long Term Disability	328	329	329	368	368
12950 Vision Plan	97	99	99	109	109
TOTAL	$16,430	$16,637	$16,637	$19,087	$19,087
SERVICES & SUPPLIES					
22000 Operating Supplies	$0	$4,000	$4,000	$4,000	$4,000
23000 R/M Supplies	279,211	279,800	279,800	279,800	279,800
31000 Contracted Services	85,167	151,000	67,000	71,053	71,053
33000 Motor Pool Charges	6,500	6,500	6,500	6,825	6,825
36000 Utilities	242,954	260,000	285,000	260,000	260,000
37000 Leases & Rentals	0	500	300	500	500
38000 R/M Contractual	2,438	2,500	1,500	2,500	2,500
41000 Other Agency Serv	6,393	6,500	7,200	7,500	7,500
TOTAL	$622,663	$710,800	$651,300	$632,178	$632,178
GRAND TOTAL	$703,415	$793,705	$733,049	$718,580	$718,580

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well No.12 Treatment Plant**

ACTIVITY NO.: **4227**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Public Works Director/City Engineer	0.05	0.05	0.05	$6,794	$6,965	$6,965
Water Utility Manager	0.05	0.05	0.05	5,989	5,604	5,604
Principal Management Analyst	0.05	0.05	0.05	4,489	4,106	4,106
Water Production Supervisor	0.10	0.10	0.10	9,204	8,386	8,386
Senior Water Production System Operator	0.10	0.10	0.10	7,537	6,866	6,866
Water Production System Operator*	0.30	0.40	0.40	16,765	19,735	19,735
Electrician	0.05	0.05	0.05	3,106	2,901	2,901
Bilingual	0.00	0.00	0.00	150	150	150
DHS Certification	0.00	0.00	0.00	1,443	1,227	1,227
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	3,341	3,675	3,675
Part-Time						
Senior Account Clerk	0.09	0.09	0.09	3,800	4,050	4,050
Total	0.79	0.89	0.89	$66,268	$67,315	$67,315

* Converting P/T Building Trades Technician in Activity 4222 into a full-time Water Production System Operator.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Delta Perchlorate TreatmentPlant**

ACTIVITY NO.: **4228**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$87,950	$91,196	$88,536	$93,756	$93,756
SERVICES & SUPPLIES	189,486	183,700	193,500	214,070	214,070
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$277,436	$274,896	$282,036	$307,826	$307,826
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.84	.84	.84	.94	.94

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.

2011-2012 GOALS AND OBJECTIVES

1. Improve reliability of the Delta Perchlorate Treatment plant by installing additional valves at the acid injecting tank.

2010-2011 MAJOR ACCOMPLISHMENTS

1. Replaced 420 water filter cartridges in order to promote efficient and continuous operation.

2. Replaced 6" magnetic meter in order to accurately report water production and treatment to the EPA and Watermaster.

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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$60,229	$61,953	$56,201	$61,955	$61,955
11300 Part Time Salaries	2,584	3,800	5,312	3,600	3,600
11400 Overtime Salaries	3,688	3,500	5,195	3,500	3,500
11500 Separation Benefits	3,627	3,627	3,627	3,990	3,990
TOTAL	$70,128	$72,880	$70,335	$73,045	$73,045
EMPLOYEE BENEFITS					
12200 Life Insurance	$130	$132	$132	$147	$147
12300 Medical Insurance	4,795	4,949	4,949	5,904	5,904
12350 Medicare Insurance	986	902	902	901	901
12370 Part Time Retirement	0	115	0	0	0
12400 Dental Insurance	395	410	410	538	538
12500 Workers Compensation	2,043	2,025	2,025	2,228	2,228
12600 Retirement	9,012	9,320	9,320	10,480	10,480
12900 Long Term Disability	352	353	353	392	392
12950 Vision Plan	109	110	110	121	121
TOTAL	$17,822	$18,316	$18,201	$20,711	$20,711
SERVICES & SUPPLIES					
22000 Operating Supplies	$1,000	$0	$0	$0	$0
23000 R/M Supplies	83,953	82,200	67,500	82,200	82,200
31000 Contracted Services	42,851	39,000	31,500	33,045	33,045
33000 Motor Pool Charges	6,500	6,500	6,500	6,825	6,825
36000 Utilities	28,317	30,000	67,000	68,000	68,000
37000 Leases & Rentals	5,000	5,000	2,500	3,000	3,000
38000 R/M Contractual	6,000	6,000	3,500	6,000	6,000
41000 Other Agency Serv	15,865	15,000	15,000	15,000	15,000
TOTAL	$189,486	$183,700	$193,500	$214,070	$214,070
GRAND TOTAL	$277,436	$274,896	$282,036	$307,826	$307,826

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Delta Perchlorate Treatment**

ACTIVITY NO.: **4228**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Public Works Director/City Engineer	0.05	0.05	0.05	$6,794	$6,965	$6,965
Water Utility Manager	0.08	0.08	0.08	9,582	8,967	8,967
Principal Management Analyst	0.08	0.08	0.08	7,182	6,570	6,570
Water Production Supervisor	0.10	0.10	0.10	9,204	8,386	8,386
Senior Water Production System Operator	0.10	0.10	0.10	7,537	6,866	6,866
Water Production System Operator*	0.30	0.40	0.40	16,765	19,734	19,734
Electrician	0.05	0.05	0.05	3,106	2,901	2,901
Bilingual	0.00	0.00	0.00	168	168	168
DHS Certification	0.00	0.00	0.00	1,465	1,248	1,248
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	3,627	3,990	3,990
Part-Time						
Senior Account Clerk	0.08	0.08	0.08	3,800	3,600	3,600
Total	0.84	0.94	0.94	$72,880	$73,045	$73,045

* Converting P/T Building Trades Technician in Activity 4222 into a full-time Water Production System Operator.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Well 1, 3, 10 & Fern Voc**

ACTIVITY NO.: **4229**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$74,698	$74,164	$76,328	$76,875	$76,875
SERVICES & SUPPLIES	222,022	504,900	343,400	369,227	369,227
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$296,720	$579,064	$419,728	$446,102	$446,102
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.75	.75	.75	.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 $15,000 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 four 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$50,018	$51,550	$47,127	$51,911	$51,911
11300 Part Time Salaries	2,584	3,800	5,312	3,600	3,600
11400 Overtime Salaries	3,688	0	5,195	0	0
11500 Separation Benefits	3,198	3,198	3,198	3,518	3,518
TOTAL	$59,488	$58,548	$60,832	$59,029	$59,029
EMPLOYEE BENEFITS					
12200 Life Insurance	$111	$112	$112	$128	$128
12300 Medical Insurance	4,061	4,196	4,196	5,126	5,126
12350 Medicare Insurance	828	751	751	756	756
12370 Part Time Retirement	0	120	0	0	0
12400 Dental Insurance	340	353	353	480	480
12500 Workers Compensation	1,974	1,950	1,950	2,145	2,145
12600 Retirement	7,520	7,757	7,757	8,784	8,784
12900 Long Term Disability	286	286	286	325	325
12950 Vision Plan	90	91	91	102	102
TOTAL	$15,210	$15,616	$15,496	$17,846	$17,846
SERVICES & SUPPLIES					
23000 R/M Supplies	$16,162	$143,000	$16,000	$16,000	$16,000
31000 Contracted Services	133,056	137,800	106,300	134,842	134,842
33000 Motor Pool Charges	7,000	7,000	7,000	7,350	7,350
36000 Utilities	56,012	68,000	68,000	62,000	62,000
37000 Leases & Rentals	1,367	2,000	1,500	2,000	2,000
38000 R/M Contractual	0	5,000	2,500	5,000	5,000
41000 Other Agency Serv	8,425	10,000	10,000	10,000	10,000
42000 Debt Service	0	132,100	132,100	132,035	132,035
TOTAL	$222,022	$504,900	$343,400	$369,227	$369,227
GRAND TOTAL	$296,720	$579,064	$419,728	$446,102	$446,102

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 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Pulblic Works Director/City Engineer	0.02	0.02	0.02	$2,718	$2,786	$2,786
Water Utility Manager	0.05	0.05	0.05	5,989	5,604	5,604
Principal Management Analyst	0.05	0.05	0.05	4,489	4,106	4,106
Water Production Supervisor	0.10	0.10	0.10	9,205	8,386	8,386
Senior Water Production System Operator	0.10	0.10	0.10	7,537	6,866	6,866
Water Production System Operator*	0.30	0.40	0.40	16,765	19,735	19,735
Electrician	0.05	0.05	0.05	3,104	2,901	2,901
Bilingual	0.00	0.00	0.00	150	150	150
DHS Certification	0.00	0.00	0.00	1,443	1,227	1,227
Electrician Premium	0.00	0.00	0.00	150	150	150
Separation Benefits	0.00	0.00	0.00	3,198	3,518	3,518
Part-Time						
Senior Account Clerk	0.08	0.08	0.08	3,800	3,600	3,600
Total	0.75	0.85	0.85	$58,548	$59,029	$59,029

* Converting P/T Building Trades Technician in Activity 4222 into a full-time Water Production System Operator.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Well 12 Dual Barrier**

ACTIVITY NO.: **4230**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$59,822	$61,702	$59,351	$65,570	$65,570
SERVICES & SUPPLIES	84,120	222,000	249,500	255,315	255,315
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$143,942	$283,702	$308,851	$320,885	$320,885
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.61	.61	.61	.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 four 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$38,969	$39,762	$35,342	$41,284	$41,284
11300 Part Time Salaries	2,563	3,800	4,400	3,600	3,600
11400 Overtime Salaries	3,251	3,000	4,469	3,000	3,000
11500 Separation Benefits	2,768	2,768	2,768	3,045	3,045
TOTAL	$47,551	$49,330	$46,979	$50,929	$50,929
EMPLOYEE BENEFITS					
12200 Life Insurance	$90	$91	$91	$107	$107
12300 Medical Insurance	3,372	3,478	3,478	4,367	4,367
12350 Medicare Insurance	662	579	579	600	600
12370 Part Time Retirement	0	0	0	0	0
12400 Dental Insurance	250	258	258	383	383
12500 Workers Compensation	1,691	1,675	1,675	1,843	1,843
12600 Retirement	5,900	5,984	5,984	6,986	6,986
12900 Long Term Disability	241	241	241	280	280
12950 Vision Plan	65	66	66	75	75
TOTAL	$12,271	$12,372	$12,372	$14,641	$14,641
SERVICES & SUPPLIES					
23000 R/M Supplies	$18,248	$152,000	$152,000	$152,000	$152,000
31000 Contracted Services	54,515	19,000	48,500	52,000	52,000
33000 Motor Pool Charges	7,000	7,000	7,000	7,350	7,350
37000 Leases & Rentals	683	0	0	0	0
38000 R/M Contractual	43	1,000	500	1,000	1,000
41000 Other Agency Serv	3,631	5,000	3,500	5,000	5,000
42000 Debt Service	0	38,000	38,000	37,965	37,965
TOTAL	$84,120	$222,000	$249,500	$255,315	$255,315
GRAND TOTAL	$143,942	$283,702	$308,851	$320,885	$320,885

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well 12 Dual Barrier**

ACTIVITY NO.: **4230**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Public Works Director/City Engineer	0.03	0.03	0.03	$4,077	$4,179	$4,179
Water Utility Manager	0.05	0.05	0.05	5,989	5,604	5,604
Water Production Supervisor	0.05	0.05	0.05	4,602	4,193	4,193
Senior Water Production System Operator	0.05	0.05	0.05	3,768	3,433	3,433
Water Production System Operator*	0.30	0.40	0.40	16,765	19,735	19,735
Electrician	0.05	0.05	0.05	3,106	2,901	2,901
Bilingual	0.00	0.00	0.00	150	150	150
DHS Certification	0.00	0.00	0.00	1,155	939	939
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	2,768	3,045	3,045
Part-Time						
Senior Account Clerk	0.08	0.08	0.08	3,800	3,600	3,600
Total	0.61	0.71	0.71	$49,330	$50,929	$50,929

* Converting P/T Building Trades Technician in Activity 4222 into a full-time Water Production System Operator.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Well 15**

ACTIVITY NO.: **4231**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$51,515	$52,267	$52,599	$56,635	$56,635
SERVICES & SUPPLIES	91,951	89,000	94,450	87,004	87,004
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$143,466	$141,267	$147,049	$143,639	$143,639
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.58	.58	.58	.68	.68

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. Leases and Rentals category (#37000) is for the costs expended renting equipment for the inspection of the treatment facility.

6. R/M Contractual category (#38000) covers the costs of repairing and maintenance of the treatment facility.

7. 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$33,151	$34,119	$30,899	$35,541	$35,541
11300 Part Time Salaries	2,563	3,000	4,856	3,600	3,600
11400 Overtime Salaries	3,251	2,500	4,469	2,500	2,500
11500 Separation Benefits	2,148	2,148	2,148	2,363	2,363
TOTAL	$41,113	$41,767	$42,372	$44,004	$44,004
EMPLOYEE BENEFITS					
12200 Life Insurance	$80	$81	$81	$97	$97
12300 Medical Insurance	2,885	2,969	2,696	3,875	3,875
12350 Medicare Insurance	566	497	497	517	517
12370 Part Time Retirement	0	0	0	0	0
12400 Dental Insurance	227	233	233	360	360
12500 Workers Compensation	1,338	1,325	1,325	1,458	1,458
12600 Retirement	5,051	5,139	5,139	6,019	6,019
12900 Long Term Disability	198	198	198	237	237
12950 Vision Plan	57	58	58	68	68
TOTAL	$10,402	$10,500	$10,227	$12,631	$12,631
SERVICES & SUPPLIES					
23000 R/M Supplies	$2,045	$1,500	$950	$1,500	$1,500
31000 Contracted Services	21,369	21,000	14,100	17,654	17,654
33000 Motor Pool Charges	7,000	7,000	7,000	7,350	7,350
36000 Utilities	59,551	55,000	65,000	56,000	56,000
37000 Leases & Rentals	0	0	0	0	0
38000 R/M Contractual	934	1,000	3,900	1,000	1,000
41000 Other Agency Serv	1,052	3,500	3,500	3,500	3,500
TOTAL	$91,951	$89,000	$94,450	$87,004	$87,004
GRAND TOTAL	$143,466	$141,267	$147,049	$143,639	$143,639

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well 15**

ACTIVITY NO.: **4231**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Principal Management Analyst	0.05	0.05	0.05	$4,489	$4,106	$4,106
Water Production Supervisor	0.05	0.05	0.05	4,602	4,193	4,193
Senior Water Production System Operator	0.05	0.05	0.05	3,768	3,433	3,433
Water Production System Operator*	0.30	0.40	0.40	16,765	19,735	19,735
Electrician	0.05	0.05	0.05	3,106	2,901	2,901
Bilingual	0.00	0.00	0.00	120	120	120
DHS Certification	0.00	0.00	0.00	1,119	903	903
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	2,148	2,363	2,363
Part-Time						
Senior Account Clerk	0.08	0.08	0.08	3,000	3,600	3,600
Total	0.58	0.68	0.68	$41,767	$44,004	$44,004

* Converting P/T Building Trades Technician in Activity 4222 into a full-time Water Production System Operator.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Well 5 Perch Blending Plant**

ACTIVITY NO.: **4232**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$60,379	$61,281	$58,914	$64,514	$64,514
SERVICES & SUPPLIES	29,072	41,500	26,700	37,045	37,045
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$89,451	$102,781	$85,614	$101,559	$101,559
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.59	.59	.59	.69	.69

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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$41,265	$42,507	$37,945	$43,259	$43,259
11400 Overtime Salaries	3,689	3,000	5,195	3,000	3,000
11500 Separation Benefits	2,816	2,550	2,550	2,805	2,805
TOTAL	$47,770	$48,057	$45,690	$49,064	$49,064
EMPLOYEE BENEFITS					
12200 Life Insurance	$95	$96	$96	$112	$112
12300 Medical Insurance	3,431	3,548	3,548	4,454	4,454
12350 Medicare Insurance	657	620	620	630	630
12400 Dental Insurance	289	302	302	428	428
12500 Workers Compensation	1,974	1,950	1,950	2,145	2,145
12600 Retirement	5,856	6,399	6,399	7,323	7,323
12900 Long Term Disability	234	234	234	273	273
12950 Vision Plan	73	75	75	85	85
TOTAL	$12,609	$13,224	$13,224	$15,450	$15,450
SERVICES & SUPPLIES					
23000 R/M Supplies	$0	$11,000	$3,850	$11,000	$11,000
31000 Contracted Services	27,680	26,500	19,500	22,045	22,045
37000 Leases & Rentals	0	0	0	0	0
38000 R/M Contractual	0	1,000	350	1,000	1,000
41000 Other Agency Serv	1,392	3,000	3,000	3,000	3,000
TOTAL	$29,072	$41,500	$26,700	$37,045	$37,045
GRAND TOTAL	$89,451	$102,781	$85,614	$101,559	$101,559

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well 5 Perch Blending Plant**

ACTIVITY NO.: **4232**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Water Utility Manager	0.02	0.02	0.02	$2,395	$2,242	$2,242
Principal Management Analyst	0.02	0.02	0.02	1,795	1,643	1,643
Water Production Supervisor	0.10	0.10	0.10	9,206	8,386	8,386
Senior Water Production System Operator	0.10	0.10	0.10	7,537	6,866	6,866
Water Production System Operator*	0.30	0.40	0.40	16,765	19,734	19,734
Electrician	0.05	0.05	0.05	3,106	2,901	2,901
Bilingual	0.00	0.00	0.00	132	132	132
DHS Certification	0.00	0.00	0.00	1,421	1,205	1,205
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	2,550	2,805	2,805
Total	0.59	0.69	0.69	$48,057	$49,064	$49,064

* Converting P/T Building Trades Technician in Activity 4222 into a full-time Water Production System Operator.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$473,124	$378,977	$377,955	$299,167	$299,167
SERVICES & SUPPLIES	232,592	232,707	232,407	234,867	234,867
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$705,716	$611,684	$610,362	$534,034	$534,034
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.60	3.60	3.60	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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Street Tree Trimmed	3,357	3,000	3,000
Street Trees Planted	67	70	60
Street Trees Removed	56	50	50
Service Requests	267	230	230

2011-2012 GOALS AND OBJECTIVES

1. In conjunction with our tree contractor, work on creating a new GIS inventory system. This will not only update our inventory, which hasn't been done in about 10 years, but would create a more accurate and GPS type layout of the inventory.

2010-2011 MAJOR ACCOMPLISHMENTS

1. After discussions with the City Council and the Recreation and Parks Commission, the Division developed new trimming styles for the trees on the major boulevards. One style was done in front of residential areas, and a different style was done in the business areas. This new style seems to have met the concerns of both groups.

2. Completed the annual renovation of the median on E. Garvey, at Gladys. This program provides better aesthetics and was consistent with the design used on previous projects, using new water efficient irrigation products and drought tolerant plant material.

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 $168,257 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 $2,000 for electricity in street medians.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Parkway Maintenance**

ACTIVITY NO.: **6516**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$313,472	$248,867	$248,867	$182,016	$182,016
11400 Overtime Salaries	2,152	2,000	1,100	2,000	2,000
11500 Separation Benefits	26,730	15,000	15,000	16,500	16,500
TOTAL	$342,354	$265,867	$264,967	$200,516	$200,516
EMPLOYEE BENEFITS					
12200 Life Insurance	$938	$779	$779	$486	$486
12300 Medical Insurance	27,037	22,946	22,946	13,560	13,560
12350 Medicare Insurance	3,717	2,685	2,685	2,082	2,082
12400 Dental Insurance	2,631	2,077	2,077	1,169	1,169
12500 Workers Compensation	48,471	44,350	44,350	48,785	48,785
12600 Retirement	45,145	37,523	37,523	30,822	30,822
12800 Uniform Allowance	150	150	150	150	150
12900 Long Term Disability	1,983	1,984	1,984	1,188	1,188
12950 Vision Plan	698	616	494	409	409
TOTAL	$130,770	$113,110	$112,988	$98,651	$98,651
SERVICES & SUPPLIES					
21000 Office Supplies	$368	$500	$500	$500	$500
22000 Operating Supplies	3,833	4,000	3,600	2,950	2,950
23000 R/M Supplies	1,324	1,300	1,300	1,310	1,310
24000 Small Tools	682	700	700	700	700
31000 Contracted Services	168,295	168,257	168,257	168,257	168,257
33000 Motor Pool Charges	54,000	54,000	54,000	56,700	56,700
36000 Utilities	1,748	1,500	1,800	2,000	2,000
38000 R/M Contractual	2,342	2,450	2,250	2,450	2,450
TOTAL	$232,592	$232,707	$232,407	$234,867	$234,867
GRAND TOTAL	$705,716	$611,684	$610,362	$534,034	$534,034

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Parkway Maintenance**

ACTIVITY NO.: **6516**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Recreation & Parks*	0.20	0.00	0.00	$21,034	$0	$0
Park Superintendent	0.50	0.50	0.50	46,869	42,702	42,702
Park Supervisor	0.50	0.50	0.50	43,158	39,324	39,324
Park Maintenance Crew Leader	0.50	0.50	0.50	31,074	28,314	28,314
Maintenance Worker	1.50	1.50	1.50	83,760	70,236	70,236
Administrative Secretary**	0.20	0.00	0.00	11,362	0	0
Senior Clerk Typist***	0.20	0.00	0.00	9,450	0	0
Bilingual	0.00	0.00	0.00	660	300	300
Overtime	0.00	0.00	0.00	2,000	2,000	2,000
Pest Control Special Pay	0.00	0.00	0.00	0	600	600
Pesticide/Herbicide Pay	0.00	0.00	0.00	1,500	540	540
Separation Benefits	0.00	0.00	0.00	15,000	16,500	16,500
Total	3.60	3.00	3.00	$265,867	$200,516	$200,516

* Parks (6516 & 6517) moved under the Public Works Department.

** Parks (6516 & 6517) moved under the Public Works Department.

*** Parks (6516 & 6517) moved under the Public Works Department.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$841,470	$689,137	$667,756	$664,017	$664,017
SERVICES & SUPPLIES	246,278	260,652	260,202	249,612	249,612
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,087,748	$949,789	$927,958	$913,629	$913,629
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	10.59	9.59	9.59	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 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

	Actual 2009-10	Estimated 2010-11	Projected 2011-12
Park Service Requests*	0.0	0.0(*)	20.0 (*)
Acres of Park Maintained Under Adopt A Park	2.0	2.0	2.0
Number of Special Projects*	0	0.0(*)	12(*)

(*) New Program Measurements.

2011-2012 GOALS AND OBJECTIVES

1. Create a list of special projects to be completed during the year, which will enhance the overall appearance of the parks, and schedule one project per month to be completed. Projects will address landscaping and repairs.
2. In conjunction with the City Manager's Office and a Landscape architect, renovate the west portion of Cascades Park (off of Atlantic). The goal is to open up the view and make the City landmark more visible and inviting to the public.

2010-2011 MAJOR ACCOMPLISHMENTS

1. In conjunction with Public Works- Engineering, monitored the demolition and installation of the new landscaped area, next to Langley Center. This will create a new passive area for local residents.

2. Removed the old deteriorating wall around the play area at Pine Tree Park and graded the area to open up the park. With the grading and renovations, this will increase the security and increase the amount of useable park space.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries and Benefits reflect salary and benefit adjustments due to realignment of full time equivalencies to more accurately reflect the new reorganization under Public Works.

2. Part Time Salaries category (#11300) reflects an increase of $35,212 due to the hiring of two janitors to clean and lock all park restrooms each night. An additional $6500 was transferred over from Community Participation Division (6508) to provide part time clerical assistance to maintenance operations.

3. Operating Supplies category (#22000) reflects an additional $10,000 for landscaping materials to improve the aesthetics of the City Parks. Other supplies in this category include $13,400 for cleaning and sanitary supplies for the park restrooms, $2,000 for clothing and safety equipment, $2,000 for staff uniforms, and $3400 for other supplies.

4. Contracted Services category (#31000) reflects $5,500 for weed control service at Edison Trails and Garvey Ranch Park.

5. Motor Pool Charges category (#33000) reflects $94,712 for City Motor Pool charges.

6. Utilities category (#36000) reflects the $63,000 for electricity at city parks.

7. 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.

8. Miscellaneous category (#39000) reflects $800 for staff training.

9. Other Agency Services category (#40000) reflects $2,800 for gopher eradication.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Parks**

ACTIVITY NO.: **6517**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11200 Permanent Salaries	$527,915	$443,484	$425,800	$371,657	$371,657
11300 Part Time Salaries	27,428	23,250	23,250	64,962	64,962
11400 Overtime Salaries	5,607	6,000	1,100	6,000	6,000
11500 Separation Benefits	50,596	38,000	38,000	41,800	41,800
TOTAL	$611,546	$510,734	$488,150	$484,419	$484,419
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,606	$1,102	$1,102	$1,134	$1,134
12300 Medical Insurance	59,375	46,753	46,753	46,191	46,191
12350 Medicare Insurance	6,682	5,507	5,507	4,831	4,831
12370 Part Time Retirement	534	950	950	1,225	1,225
12400 Dental Insurance	4,078	2,797	4,000	3,830	3,830
12500 Workers Compensation	74,622	50,575	50,575	55,633	55,633
12600 Retirement	77,654	66,839	66,839	62,975	62,975
12800 Uniform Allowance	150	150	150	150	150
12900 Long Term Disability	4,029	2,776	2,776	2,772	2,772
12950 Vision Plan	1,194	954	954	857	857
TOTAL	$229,924	$178,403	$179,606	$179,598	$179,598
SERVICES & SUPPLIES					
21000 Office Supplies	$645	$800	$800	$800	$800
22000 Operating Supplies	26,790	28,000	27,200	37,200	37,200
23000 R/M Supplies	20,038	23,000	23,000	23,000	23,000
24000 Small Tools	2,265	5,000	5,000	5,000	5,000
31000 Contracted Services	5,000	5,000	5,500	5,500	5,500
32000 Communications	1,929	3,000	2,600	3,000	3,000
33000 Motor Pool Charges	112,752	112,752	112,752	94,712	94,712
36000 Utilities	62,260	66,000	66,000	63,000	63,000
37000 Leases & Rentals	0	1,500	1,800	1,800	1,800
38000 R/M Contractual	13,603	12,000	12,000	12,000	12,000
39000 Miscellaneous	735	800	750	800	800
41000 Other Agency Serv	261	2,800	2,800	2,800	2,800
TOTAL	$246,278	$260,652	$260,202	$249,612	$249,612
GRAND TOTAL	$1,087,748	$949,789	$927,958	$913,629	$913,629

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Parks**

ACTIVITY NO.: **6517**

Class Title	Full-Time Equivalent Positions 2010-11 Adopted	2011-12 Proposed	2011-12 Adopted	Adopted 2010-11	Proposed 2011-12	Adopted 2011-12
Director of Recreation & Parks*	0.20	0.00	0.00	$21,034	$0	$0
Park Superintendent	0.50	0.50	0.50	46,869	42,702	42,702
Park Supervisor	0.50	0.50	0.50	43,158	39,324	39,324
Park Maintenance Crew Leader	1.50	1.50	1.50	86,950	80,498	80,498
Maintenance Worker**	5.50	4.50	4.50	221,182	205,053	205,053
Administrative Secretary***	0.20	0.00	0.00	11,362	0	0
Senior Clerk Typist****	0.20	0.00	0.00	9,449	0	0
Bilingual	0.00	0.00	0.00	1,260	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	2,220	2,580	2,580
Separation Benefits	0.00	0.00	0.00	38,000	41,800	41,800
Part-Time						
Maintenance Worker	0.99	2.50	2.50	23,250	58,462	58,462
Clerk Typist*****	0.00	0.19	0.19	0	6,500	6,500
Total	9.59	9.69	9.69	$510,734	$484,419	$484,419

* Parks (6516 & 6517) moved under the Public Works Department.

** Converted 1 FTE to Part Time positions.

*** Parks (6516 & 6517) moved under the Public Works Department.

**** Parks (6516 & 6517) moved under the Public Works Department.

***** Transferred from Activity 6508.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Capital Improvement

ACTIVITY NO.: 5000

SOURCE OF FUNDS:

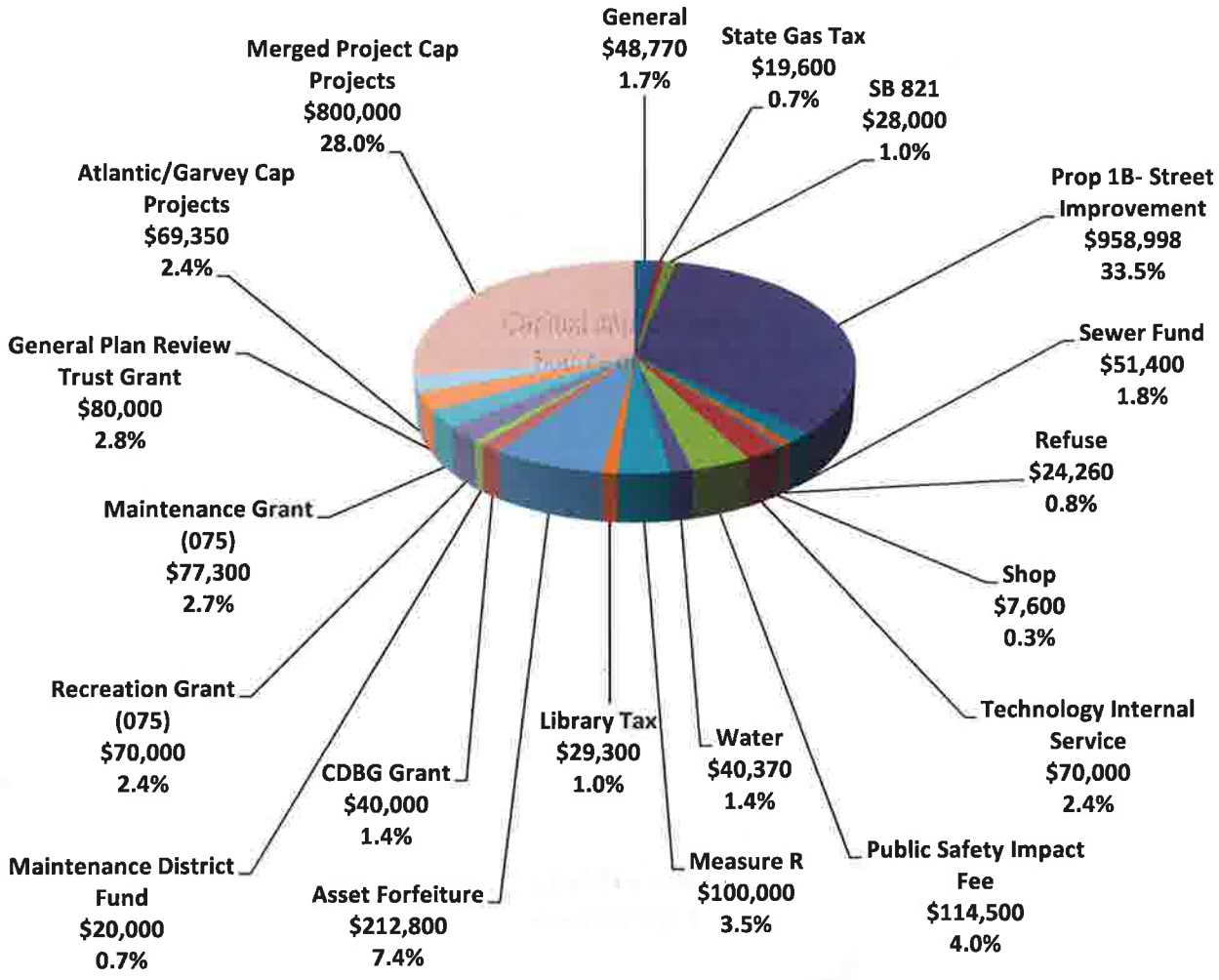
General Fund $48,770
State Gas Tax Fund $19,600
SB 821 Fund $28,000
Prop 1B- Street Improvement Fund $958,998
Sewer Fund $51,400
Refuse Fund $24,260
Shop Fund $7,600
Technology Internal Service Fund $70,000
Public Safety Impact Fee Fund $114,500
Water Fund $40,370
Measure R Fund $100,000
Library Tax Fund $29,300
Asset Forfeiture $212,800
CDBG Grant $40,000
Maintenance District Fund $20,000
Recreation Grant (075) $70,000
Maintenance Grant (075) $77,300
General Plan Review Trust $80,000
Atlantic/Garvey Cap Projects $69,350
Merged Project Cap Projects $800,000

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	3,247,495	4,449,513	3,113,828	2,862,248	2,862,248
TOTAL COSTS	$3,247,495	$4,449,513	$3,113,828	$2,862,248	$2,862,248
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.

Capitial Improvement
Source of Funds



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Capital Improvement**

ACTIVITY: **Street Construction**

ACTIVITY NO.: **5001**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	1,930,833	2,398,498	2,279,485	2,015,998	2,015,998
TOTAL COSTS	$1,930,833	$2,398,498	$2,279,485	$2,015,998	$2,015,998
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 2010-2011 street improvements include the following projects:

1. Sidewalk Reconstruction (89340) **$28,000**

Continuation of the City's Sidewalk Construction program. The SB-821 State fund can be used for sidewalk related projects.

Funding Source:

Bike Route Fund (0023)	$ 28,000

Impact on Operating Budget: This project has no effect on the operating budget as the required on-going maintenance costs are budgeted in the Street Maintenance Activity (#4202).

2. Wheelchair Access Ramps (89850) **$40,000**

The City is required to construct wheelchair ramps at intersections to comply with the American Disability Act (ADA).

Funding Source:

CDBG Fund (0169)	$40,000

Impact on Operating Budget: This project will have no effect on the operating budget.

3. Signage / Wayfinding Plan – Phase II (91909) **$100,000**

This project would enhance the Public Works Wayfinding project developed using grant funds during 2010-11. Signage is important structures and points of interest such as City Hall, library, hospitals, parks, observatory etc.

Funding Source:

Atlantic/Garvey Capital Project (0810)	$50,000
Merged Capital Project (0820)	$50,000

Impact on Operating Budget: This project will have no effect on the operating budget.

4. Various Street Resurfacing (91915) **$958,998**

Resurface various residential streets as identified in the City's Pavement Management System report.

Funding Source:

Prop 1B Fund (0028)	$958,998

Impact on Operating Budget: This project will have no effect on the operating budget.

5. Slurry Seal of Various Streets (91917) **$100,000**

This is an ongoing program to slurry seal the City's streets on a rotating area-to-area basis, and extends the life of the pavement by several years.

Funding Source:

Measure R Fund (0110)	$100,000

Impact on Operating Budget: This project will have no effect on the operating budget.

6. Sewer Videotaping (91919) **$39,000**

This is an ongoing program to videotape various segments of mainline sewer and problem areas.

Funding Source:
Sewer Fund (0042) $39,000

Impact on Operating Budget: This project will have no effect on the operating budget.

7. Downtown Phase of Pedestrian Linkage Plan (91920) **$750,000**

This project would be a three-year project, taking elements from the Pedestrian Linkages Plan that are to occur in the public realm, such as sidewalk landscaping, bump-outs, bicycle parking, and kiosks; creating a pedestrian friendly and safe environment in the downtown.

Funding Source:
Merged Capital Projects (0820) $750,000

Impact on Operating Budget: This project will have no effect on the operating budget.

2010-2011 Street Construction Projects

Water Main Replacement (82246)	$ 273,169	*
Sidewalk Reconstruction (89340)	108,000	*
Catch Basin Structural Control (91740)	305,912	*
Street Resurfacing Projects (91900)	235,912	*
Localized Pavement Repairs (91914)	250,000	*
Various Street Resurfacing I (91915)	370,280	*
Various Street Resurfacing II (91916)	730,226	*
Slurry Seal of Various Street (91917)	100,000	*
Overhead Street Name Signs (91918)	25,000	*
Total	***$ 2,398,499***	

(*) Projects in Progress

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Capital Improvement**

ACTIVITY: **Street Construction**

ACTIVITY NO.: **5001**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
CAPITAL OUTLAY					
82000 Capital Improvements	$0	$273,169	$273,169	$0	$0
89000 Capital Improvements	17,336	108,000	39,000	68,000	68,000
91000 Capital Improvements	1,913,497	2,017,329	1,967,316	1,947,998	1,947,998
TOTAL	$1,930,833	$2,398,498	$2,279,485	$2,015,998	$2,015,998
GRAND TOTAL	$1,930,833	$2,398,498	$2,279,485	$2,015,998	$2,015,998

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Capital Improvement**

ACTIVITY: **Community Capital Improvement**

ACTIVITY NO.: **5002**

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	1,316,662	2,051,015	834,343	846,250	846,250
TOTAL COSTS	$1,316,662	$2,051,015	$834,343	$846,250	$846,250
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) **$15,000**

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) $15,000

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

2. 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.

3. Zoning Ordinance Updates (99004) **$80,000**

Overhaul the entire Zoning Ordinance and provide a more flexible and user friendly document. Modify and adopt local CEQA guidelines per SB 97, and modify land use standards to address Greenhouse Gas emissions per SB 375 and AB 32.

Funding Source:

General Plan Trust Fund (0352)	$80,000

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

4. Network Equipment and Server Upgrades (99055) **$50,000**

Upgrade the current network equipment and server, including higher speed cabling, network hardware, network switchers, and a new server.

Funding Source:

Technology Fund (0063)	$50,000

Impact on Operating Budget: Upgrades help improve overall network performance.

5. Online Payment Process System (99057) **$60,000**

This is a one-time expense for setting up the online payment process for the City.

Funding Source:

Water Fund (0092)	$20,000
Refuse Fund (0043)	20,000
Technology (0063)	20,000

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

6. Specialty Restaurant/Golf Course Maintenance (99290) **$77,300**

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) $77,300

Impact on Operating Budget: No impact to operating budget. Specialty Restaurant and Golf Course pay for ongoing maintenance of slopes and common areas.

7. Fire Station 61 Exterior Painting (99715) **$20,000**

The exterior of Station 61 has not been repainted since 1990. Re-painting the station will help ensure the maintenance and longevity of the structure.

Funding Source:
Public Safety Impact Fee (0071) $20,000

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

8. Fire Station 63 Roof Replacement (99716) **$30,000**

The roof at Fire Station 63 was replaced more than 10 years ago and has been experiencing water leaks causing the roof materials to deteriorate faster than normal. This roof needs replacement and re-sloping or reconstruction.

Funding Source:
Public Safety Impact Fee (0071) $30,000

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

9. Fire Station 62 & 63 Carpet Replacement (99717) **$7,000**

Fire Station 62 and Station 63 were built in 1949 and 1957. The stations house personnel and fire department emergency operations 24/7 the entire year and it has been several years since the carpet was replaced.

Funding Source:
Public Safety Impact Fee (0071) $7,000

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

10. Fire Station 62 Exterior Painting (99718) **$17,500**

Fire Station 62 was built in 1949. It has been several years since the exterior of the station was painted, which is necessary for the maintenance and longevity of the station and the aesthetics of the neighborhood.

Funding Source:
Public Safety Impact Fee (0071) $17,500

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

11. Fire Station 62 Roof Replacement (99719) $40,000

Since 1966, the roof has been experiencing water leaks. Building records show numerous repairs made in 1966, 1976, 1984, 1991 and 1992. This roof needs replacement and re-sloping or reconstruction.

Funding Source:
Public Safety Impact Fee (0071) $40,000

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

12. Evidence Room Storage System (99314) $125,000

This project will install a new shelving/storage system that will maximize the storage space and allow for more storage and ease of evidence retrieval.

Funding Source:
Asset Forfeiture (0160) $125,000

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

13. New Computer Server and Switcher (99315) $30,000

This project will increase the storage space of data files, video media, audio media, digital pictures, etc and increase data bandwidth so that the information may be accessed quicker.

Funding Source:
Asset Forfeiture (0160) $30,000

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

14. Mobile Data Computer Equipment (99316) $15,000

The MDC project is in its theird year of implementation and has proven to be an invaluable tool in information gathering and sharing, networking, crime mapping, Computer Aided Dispatch, and crime fighting. This project will purchase additional MDC equipment so that the other bureaus can have dedicated equipment for their use.

Funding Source:
Asset Forfeiture (0160) $15,000

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

15. Library Emergency Power and Energy Management System (96031) $29,300

The Library emergency power system needs to be upgraded. The system would provide back-up power to the Library in case we lose power from Edison. The emergency power is necessary to allow patrons to safely exit the Library. In addition, install an Energy management system to control Air Conditioners energy usage.

Funding Source:

Library Tax (0131)	$29,300

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

16. City Yard Building Improvement (96032) $7,900

The City Yard Corporate building has not been painted in over 20 years. The fascia needs repairs, the rain gutter needs replacing and the building needs to be repainted to improve the appearance of the City Yard building.

Funding Source:

Water Fund (0092)	$7,900

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

17. El Encanto Entrance Doors (96033) $19,350

The doors to the historical building have water damage and dry rod. They are deteriorating and in need of repairs.

Funding Source:

Atlantic/Garvey Capital Projects (0810)	$19,350

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

18. City Hall A/C Control Panel (96034) $12,800

The current panel is own and maintain by Honeywell. By installing and maintaining our own panel, we could get a payback in approximately 2.5 years.

Funding Source:

General Fund (0010)	$4,270
Refuse Fund (0043)	4,260
Water Fund (0092)	4,270

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

19. Garvey Ranch Museum Wall (91517) $7,000

Repair Museum wall to avoid rain water from flooding after a storm.

Funding Source:

General Fund (0010)	$7,000

Impact on Operating Budget: Eliminate possible cost associated with fixing leaks and repairing the museum floor.

20. Youth Hut Doors (91518) **$6,000**

The Youth Hut doors at Elder Park have been vandalized. Replacement of new metal doors will eliminate the need for repairs and make the park safer.

Funding Source:
General Fund (0010) $6,000

Impact on Operating Budget: Eliminate the need for repairs.

21. Langley Center Restroom Partitions (91516) **$10,000**

The restroom closet at the Langley Center have been damaged and don't close properly after extended heavy use. Replacement with stainless steel will solve the problem and last for many years.

Funding Source:
Recreation Grant (0343) $10,000

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

22. Monument Signs Replacement (91515) **$60,000**

Replace 14 Park new Signs with Monument Signs at Barnes Park, Cascades, Edison Trails, George Elder, Garvey Ranch (2), Sunny Slopes, Highland Park, Sierra Vista Park, Langley Center, La Loma Park, Pine Tree Park, Conservation Gardens and Bella Vista. Current wooden signs are very worn and unattractive.

Funding Source:
Recreation Grant (0343) $60,000

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

23. Small Capital Projects for Police (88550) **$42,800**

Fire small capital purchases include Rain Gears ($17,000), a 200 hour K-9 Narcotic Detection Training ($4,800), 20 Radio Headsets ($10,000), and 25 Shotgun Slings and Flashlights ($11,000).

Funding Source:
Asset Forfeiture (0160) $42,800

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

24. Small Capital Projects for Fire (88560) **$31,500**

Fire small capital purchases include a Fire Hose ($30,000), and 1 Turnout locker for use by paramedics ($1,500).

Funding Source:

General Fund (0010)	$31,500

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

25. Small Capital Projects for Public Works (88500) **$47,800**

Public Works small capital purchases include 1 Pipe Wolf Jeter Nozzle W/M-6 replacement inserts ($2,500), 2 Paint Transfer Pumps ($7,000), 1 Concrete Saw ($3,400), 1 Concrete Grinder ($3,700), 2 Pneumatic Jammers (Air Hammers) 90 lbs, ($3,200), 1 Metal Lumber Rack ($2,300), Repair Auto Shop Leaking Wall ($4,800), Replace 1 Electrical Panel ($2,800), Replace Water Pump in Cascade Park ($8,200), and Replace Telephone Room Sewer Line ($9,900).

Funding Source:

State Gas Tax Fund (0022)	19,600
Sewer Fund (0042)	12,400
City Shop Fund (0060)	7,600
Water Fund (0092)	8,200

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

2010-2011 Community Capital Projects

Median Maintenance (82520)	$ 5,500	*
Capital Purchases for Public Works (88500)	28,200	
Capital Purchases for Parks (88510)	19,150	
Capital Purchases for Police (88550)	30,993	
Capital Purchases for Fire (88560)	14,000	
Butler Building (91270)	15,000	
Langley Center – 313 McPherrin (91495)	21,500	**
Park Restroom Improvements (91513)	150,000	*
Tree Well Maintenance (91590)	5,000	*
Energy Use and Sustainability Plan (96022)	100,000	*
Fire Station Air Duct Cleaning (96025)	27,000	*
City Hall Skylights Repairs (96026)	90,000	*
City Informational Signs Replacement (96027)	19,000	
Auto Shop Roof Repair/painting (96028)	80,000	*
Library Landscaping Design (96029)	2,500	*
Bus Stop Improvement (96030)	140,000	**
Zoning Ordinance Updates (99004)	335,000	*
Network Equipment Upgrade (99055)	90,000	*
Special Restaurant/Golf Course (99290)	75,000	*
Traffic Collision/Taser Equipment (99312)	17,210	
Fire Apparatus Door Replacement (99707)	8,000	
Phone System Replacement (99708)	10,000	
Emergency Alerting System (99710)	150,000	*
VHF Portable/Mobile Radios (99712)	115,462	*
Emergency Operations Center (99714)	502,500	*
Total	***$ 2,051,015***	

(*) Projects in progress
(**) Projects in Construction

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Capital Improvement**

ACTIVITY: **Community Capital Improvement**

ACTIVITY NO.: **5002**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
CAPITAL OUTLAY					
82000 Capital Improvements	$0	$5,500	$5,500	$15,000	$15,000
88000 Capital Improvements	57,183	92,343	92,343	122,100	122,100
89000 Capital Improvements	0	0	0	0	0
91000 Capital Improvements	242,130	191,500	191,500	88,000	88,000
96000 Capital Improvements	367,833	458,500	307,000	69,350	69,350
99000 Capital Improvements	649,516	1,303,172	238,000	551,800	551,800
TOTAL	$1,316,662	$2,051,015	$834,343	$846,250	$846,250
GRAND TOTAL	$1,316,662	$2,051,015	$834,343	$846,250	$846,250

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund $10,000
General Liability Fund $736,800
Water Fund $50,000
CERCLA Liability Fund $120,000

DEPARTMENT: Non-Department

ACTIVITY: General Liabilities Program

ACTIVITY NO.: 5101

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	843,023	918,800	885,970	916,800	916,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$843,023	$918,800	$885,970	$916,800	$916,800
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:

2010-11	Estimated	$788,000
2011-12	Projected	$830,000

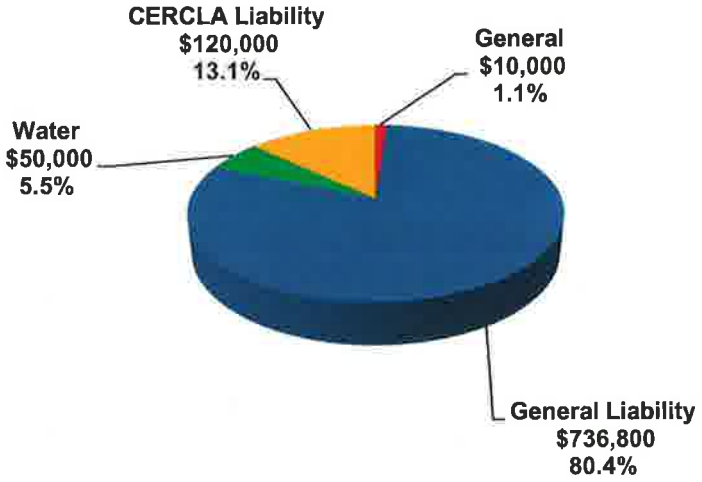
PRIMARY PROGRAM/EXPENDITURE EXPLANATIONS

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 $478,000 premium to ICRMA, $28,800 for third-party claims administration, and $150,000 for the payment of claims to resolve liability issues.

3. Miscellaneous Financial Services category (#44000) consists of $10,000 contribution of the General Fund, $50,000 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.

General Liability
Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Non-Department**

ACTIVITY: **General Liabilities Program**

ACTIVITY NO.: **5101**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SERVICES & SUPPLIES					
31000 Contracted Services	$78,359	$80,000	$80,000	$80,000	$80,000
35000 Insurance	584,664	658,800	625,970	656,800	656,800
44000 Misc Financial Serv	180,000	180,000	180,000	180,000	180,000
TOTAL	$843,023	$918,800	$885,970	$916,800	$916,800
GRAND TOTAL	$843,023	$918,800	$885,970	$916,800	$916,800

SOURCE OF FUNDS:

General Fund $691,000
Retirement Fund $2,286,927
State Gas Tax Fund $8,000
Sewer Fund $4,000
Refuse Fund $535,000
Shop Fund $3,500
Separation Benefits Fund $900,000
General Liability Fund $1,500
Workers' Compensation Fund $2,000
Water Fund $956,000
Water Treatment Fund $5,000
Prop A Fund $10,000
CRA Fund $280,000
Home Housing Program Fund $600
CDBG Fund $2,000
Maintenance District Fund $22,000
Atlantic/Garvey Capital Project Fund $2,000
Housing Fund $2,000
Merged Project Capital Project Fund $2,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Non-Department

ACTIVITY: Post Employment

ACTIVITY NO.: 5102

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$2,963,505	$3,616,585	$3,233,120	$3,871,720	$3,871,720
SERVICES & SUPPLIES	1,694,245	2,237,409	1,832,409	1,841,807	1,841,807
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$4,657,750	$5,853,994	$5,065,529	$5,713,527	$5,713,527
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:

		Fund Liability
2010-11	Estimated	$5,407,000
2011-12	Projected	$5,140,000

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 will set aside $600,000 into a Trust Fund to fund the OPEB Plan's Liabilities. The Annual Required Contributions (ARC) for the fiscal year ending June 30, 2010 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 228 vested retirees eligible for City-paid medical benefits and 76 vested members in the Massachusetts Mutual Retirement Plan.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

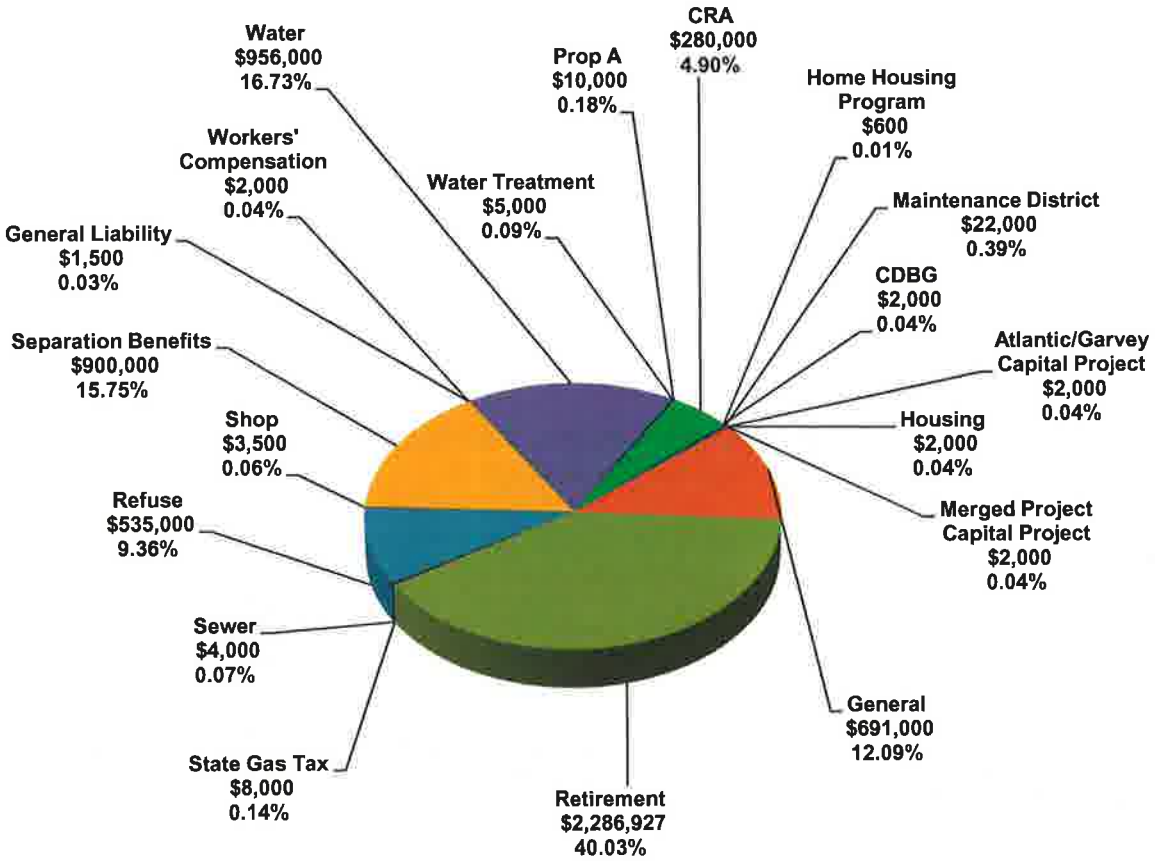
1. Benefits category (#12330/12700) contains funding of $1,570,000 for payment of retirees' medical premiums, funding of $500,000 for post-retirement medical accrued liabilities and $801,120 for Massachusetts Mutual retirement plan.

2. Contracted Services category (#31000) contains $26,000 for actuarial services pertaining to retirement program administration and annual fiscal agent trustee fee for the Pension Obligation Bonds.

3. Insurance category (#35000) displays $350,000 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 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SALARIES					
11600 Salary Set-Aside	$0	$0	$0	$0	$0
11650 Separation Benefits	1,402,378	1,318,465	1,025,000	1,000,600	1,000,600
TOTAL	$1,402,378	$1,318,465	$1,025,000	$1,000,600	$1,000,600
EMPLOYEE BENEFITS					
12330 Medical Ins - Retirees	$1,172,679	$1,497,000	$1,407,000	$1,570,000	$1,570,000
12331 Medical Ins - Opeb	0	0	0	500,000	500,000
12700 Mass Mutual Retirement	388,448	801,120	801,120	801,120	801,120
TOTAL	$1,561,127	$2,298,120	$2,208,120	$2,871,120	$2,871,120
SERVICES & SUPPLIES					
31000 Contracted Services	$27,465	$31,000	$26,000	$26,000	$26,000
35000 Insurance	120,067	700,000	300,000	350,000	350,000
42000 Debt Service	1,546,713	1,506,409	1,506,409	1,465,807	1,465,807
TOTAL	$1,694,245	$2,237,409	$1,832,409	$1,841,807	$1,841,807
GRAND TOTAL	$4,657,750	$5,853,994	$5,065,529	$5,713,527	$5,713,527

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Workers' Compensation

ACTIVITY: Workers' Compensation

ACTIVITY NO.: 8301

SOURCE OF FUNDS:

Workers' Compensation Fund $1,417,000

SUMMARY OF COST	Actual 2009-10	Adopted 2010-11	Year-End Estimated 2010-11	Proposed 2011-12	Adopted 2011-12
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	2,540,332	1,403,500	1,373,724	1,417,000	1,417,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$2,540,332	$1,403,500	$1,373,724	$1,417,000	$1,417,000
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:

2010-11	Estimated	$2,797,000
2011-12	Projected	$2,937,000

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 2011-12 premium is projected to be $300,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Workers' Compensation**

ACTIVITY: **Workers' Compensation**

ACTIVITY NO.: **8301**

Classification	Actual 2009/2010	Adopted 2010/2011	Year-End Estimated 2010/2011	Proposed 2011/2012	Adopted 2011/2012
SERVICES & SUPPLIES					
20000 Workers' Compensation	$79,037	$75,000	$75,000	$80,000	$80,000
31000 Permanent Disability	364,688	303,000	303,000	300,000	300,000
32000 Temporary Disability	14,005	32,000	32,000	32,000	32,000
33000 Medical	1,663,641	550,000	550,000	550,000	550,000
34000 Legal Fees	128,349	138,000	138,000	140,000	140,000
35000 Insurance Premiums	284,000	302,000	260,724	300,000	300,000
36000 Rehabilitation	6,612	3,500	15,000	15,000	15,000
TOTAL	$2,540,332	$1,403,500	$1,373,724	$1,417,000	$1,417,000
GRAND TOTAL	$2,540,332	$1,403,500	$1,373,724	$1,417,000	$1,417,000

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, 2010

City Assessed Valuation	$ 4,467,164,719
Redevelopment Agency Incremental Valuation	929,182,021
Total Assessed Valuation	$ 5,396,346,740

	Percentage Applicable(%)	Net Bonded Debt Debt 6/30/10	Estimated Share of Overlapping Debt
Overlapping Debt Repaid with Property Taxes:			
Metropolitan Water District	0.031	$ 12,475,156	$ 3,867
Garvey School District DS	28.483	41,246,300	11,748,184
LA CCD DS	0.919	2,365,515,000	21,739,083
Los Angeles Unified DS	0.040	13,389,185,000	5,355,674
Montebello Unified DS	8.034	109,630,343	8,807,702
Alhambra Unified DS	32.703	128,513,883	42,027,895
Total overlapping debt repaid with property taxes		$ 16,046,565,682	$ 89,682,405

Source: HDL Coren & Cone

CITY OF MONTEREY PARK
MAJOR EMPLOYERS

COMPANY	PRODUCT/SERVICES	EMPLOYEES
Garfield Medical Center	Hospital & Medical Services	972
City of Monterey Park	Government	407
Monterey Park Hospital	Hospital & Medical Services	362
Care 1st Health Plan	Insurance	353
Southern California Gas Company	Utility	298
SynerMed Inc.	Administration/Office	227
Remitco LLC	Miscellaneous Services	136
Chinese Daily News	Printing/Publishing	128
Southern California Edison Company	Utility	126
Camino Real Chevrolet	Automobile Dealer	119
24 Hour Fitness #867	Health/Spa/Fitness	95
TEAC Aerospace Technologies	Wholesale/Distributor	94
Monterey Park Convalescent Hospital	Convalescent Hospital	93
Heritage Manor Healthcare	Convalescent Hospital	90
Ralph's Grocery Store (2 Locations)	Retail (Supermarket)	165
A T & T Communications	Communications Services	80
99 Ranch Market	Retail	77
Collection Technology Inc.	Collection Agency	65
Shun Fat Supermarket	Retail (Supermarket)	65
T.S. Emporium	Retail	57
J C Foodservice Inc. dba Action Sales	Retail	56
Continental Colorcraft	Business Services	52
Hong Kong Supermarket	Retail(Supermarket)	51
Kotura Inc.	Manufacturing	50
La Colonial Tortilla Products, Inc. (2 Loc)	Manufacturing	50

Source: City of Monterey Park, Support Services Division

2010-11 Top Ten Property Taxpayers

Taxpayer	2010-11 Assessed Valuation	Percent of Total Assessed Valuation
1977 Saturn LLC (1)	$ 50,370,000	0.95%
Hak M. Lam	64,201,590	1.21%
Union Bank	48,847,441	0.92%
Garfield Calmed Investment LP (10)	39,091,713	0.73%
Los Angeles Corporate Center LLC	82,903,050	1.56%
MPM Partners LLC (1)	25,236,138	0.47%
GMS Five LLC	33,699,180	0.63%
Atlantic Shopping Center Limited Partnership (1)	22,004,205	0.41%
Care 1st Health Plan Inc (2)	16,197,997	0.30%
Mar Center LLC	13,101,815	0.25%
	$ 395,653,129	7.43%

CITY OF MONTEREY PARK
Demographic and Economic Statistics
Last Ten Calendar Years

Calendar Year	Population	Personal Income	Per Capita Personal Income	Unemployment Rate
2001	62,181	294,508,314	30,503	4.0%
2002	62,629	301,002,945	30,828	4.8%
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	N/A	N/A	9.4%
2011	60,435	N/A	N/A	9.3%

Note: Personal income and Per capita personal income are the data shown for Los Angeles County from Bureau of Economic Analysis

Sources: Bureau of Economic Analysis
State of California Employment Development Department (data shown is for the

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 2015. Sales taxes are expected to increase at a rate of 2% annually, plus additional sales tax amounts estimated beginning in 2011-12 pertaining to development projects.

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 2011-12, even in the face of diminishing revenue collections; expenditures for all other General Fund-supported services (general administration, community development, recreation & community services, public works and library) for FY 2011-12 have shown reductions to overcome the financial challenges brought on by the recession.

Full-Time Equivalent Employees Per 1,000 Monterey Park Residents

City staffing trends are depicted by this line graph. The staffing for 2011-12 is down to a total of 352.57 FTEs. Since 2009, the City has eliminated 63 (from 415 to 352) full time equivalent positions, trying whenever possible to freeze vacant positions to save personnel costs.

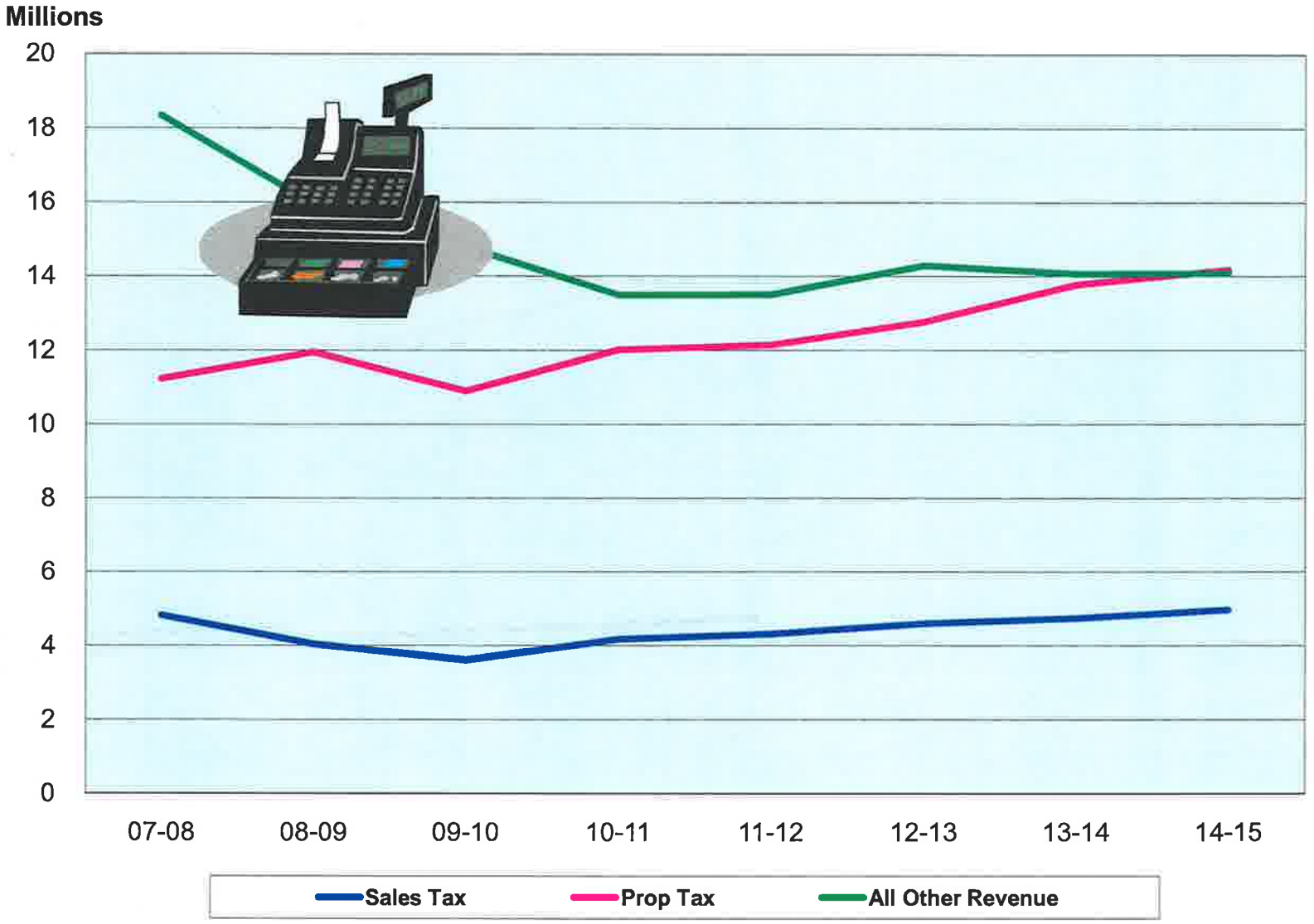
GANN Limit Analysis

Article XIIIB of the California State Constitution, more commonly known as the GANN or "Prop 4" Appropriations Limit, is based on actual appropriations during the 1978-79 Fiscal Year, and is adjusted each year using the growth in population and inflation.

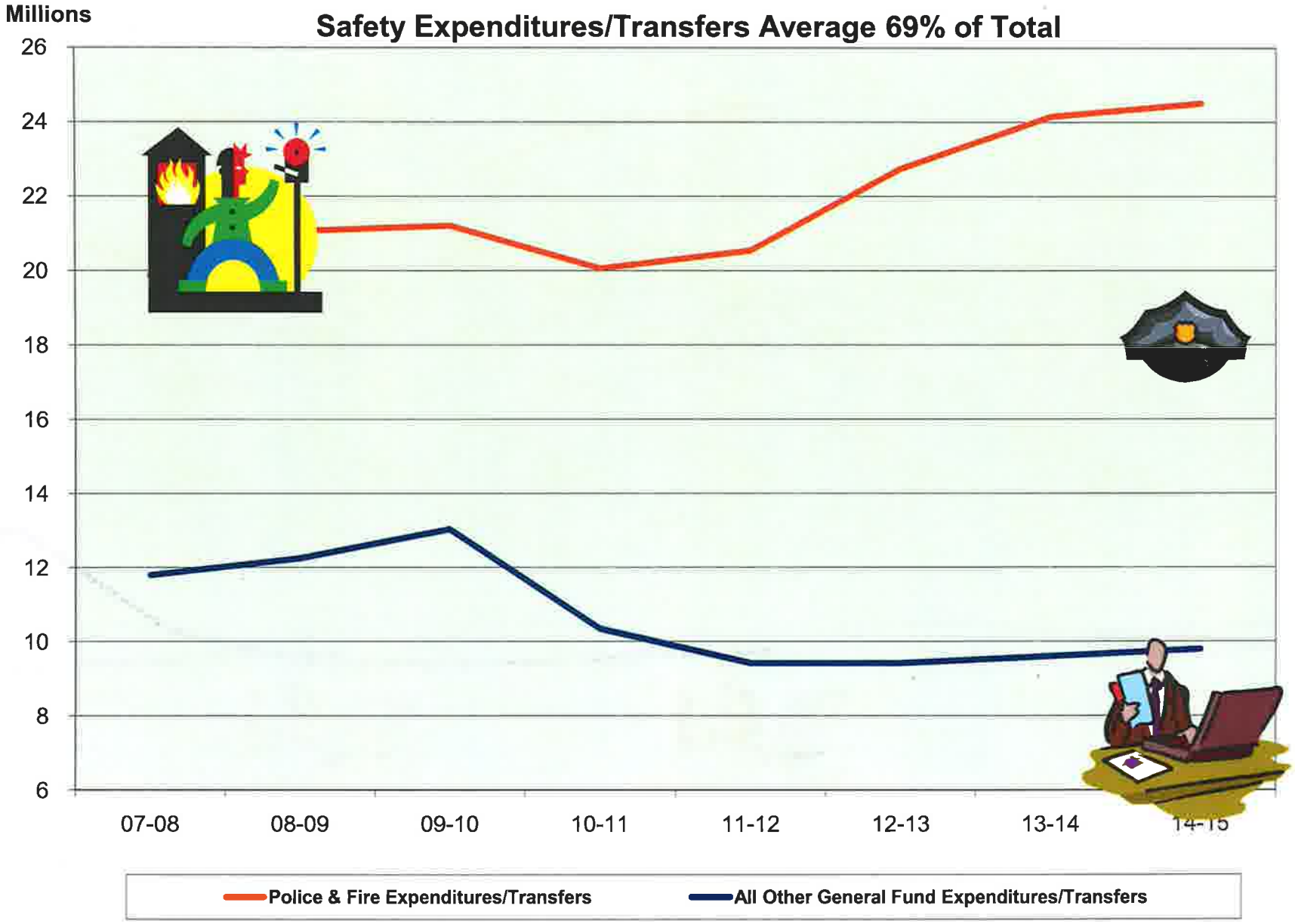
This line graph depicts that the City does not exceed its appropriation limit. The City's budget appropriations subject to limitation are on average 58% below the legal limit. It is a positive indication of the City's prudent fiscal control of its expenditures, and the consistency of the City's performance within a dynamic environment.

General Fund Revenue Trend

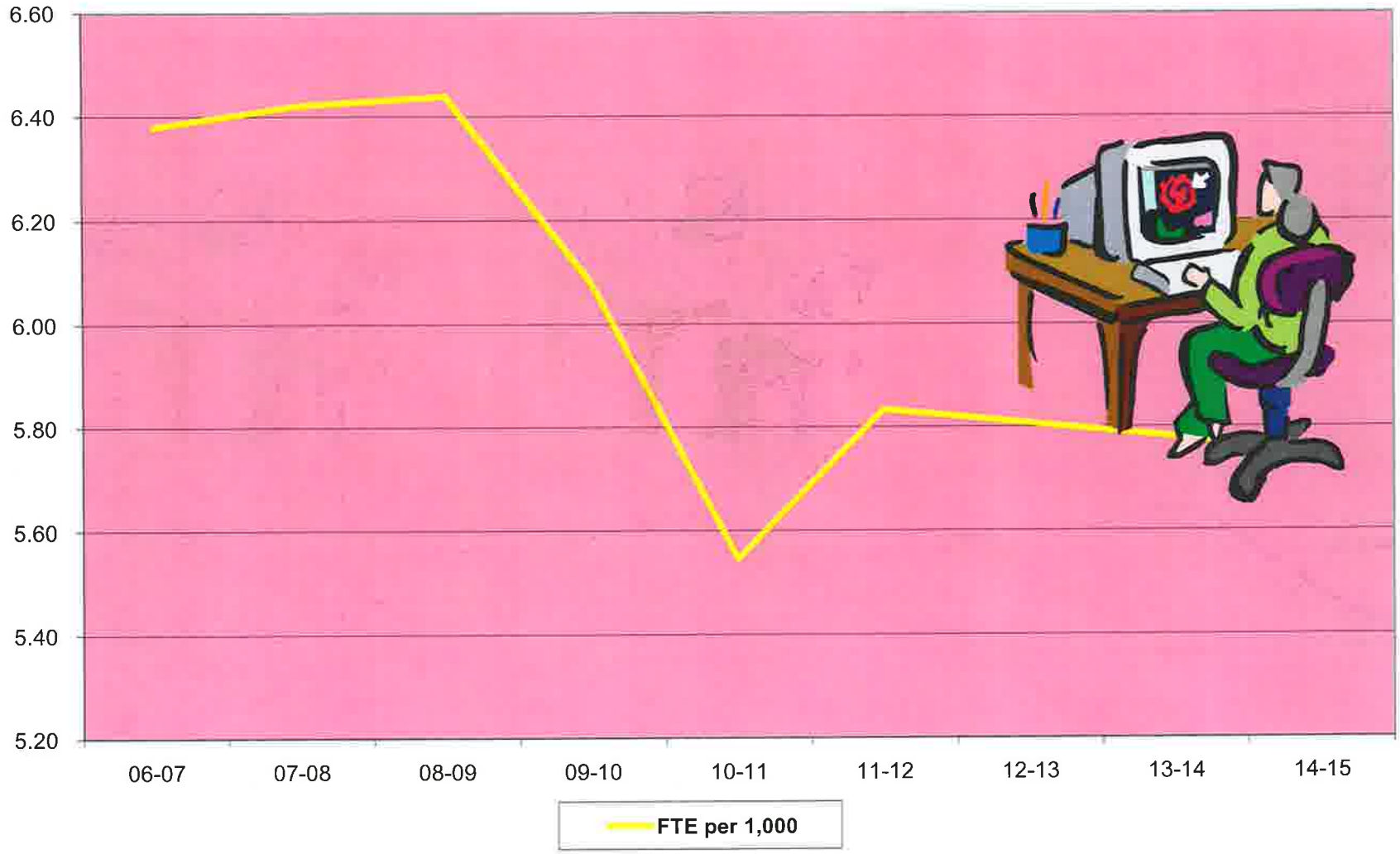
Sales Tax and Poperty Tax as Portion of all Revenue



General Fund Police & Fire Safety Expenditures/Transfers Trend

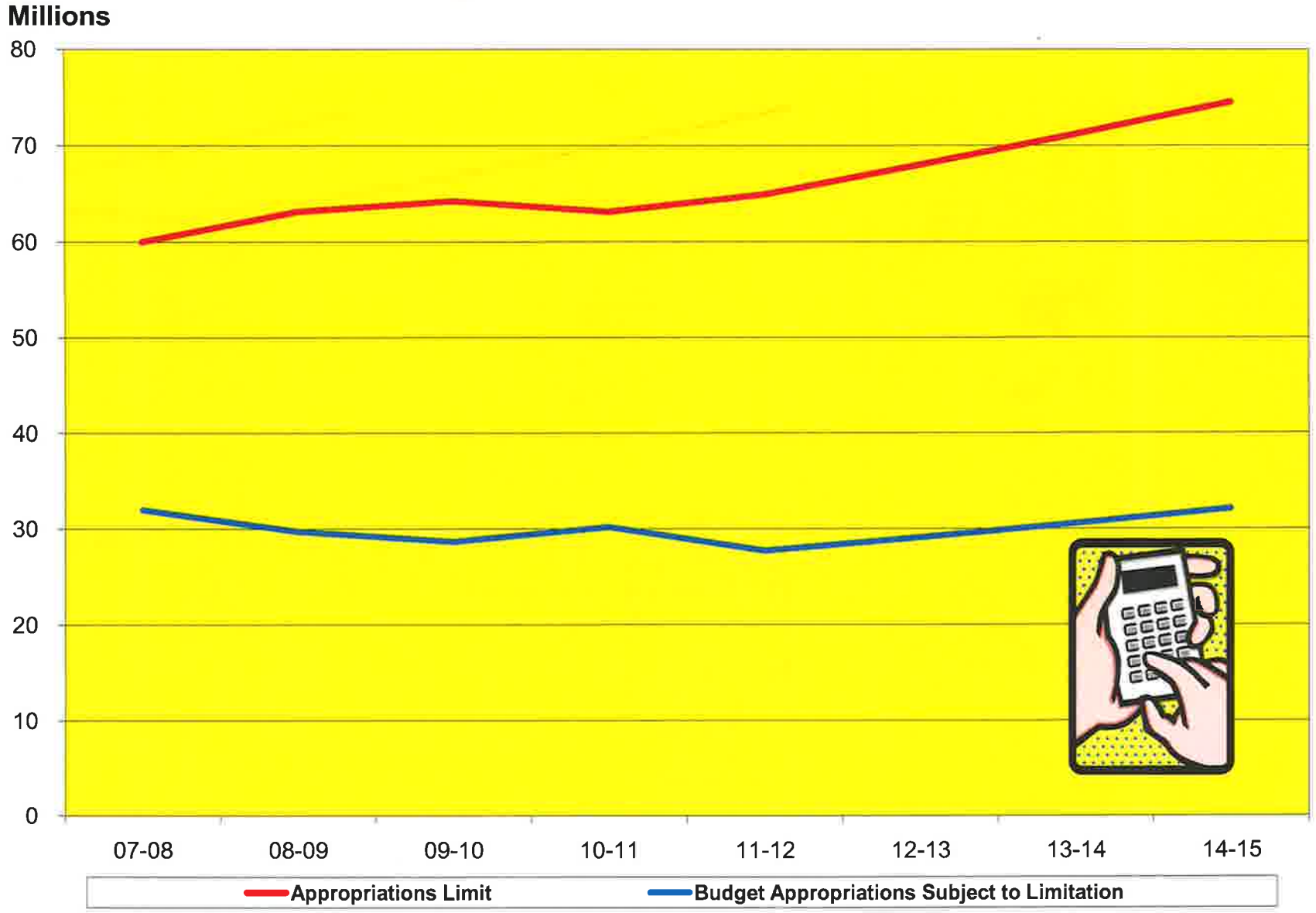


All Full-Time Equivalent Employees Per 1,000 Monterey Park Residents



(Note: Staffing for 2010-11 is down by 31.74 FTEs due to per Budget Balancing Act for 2010-11.)

GANN Limit Analysis



Neighboring Cities Comparison Per Resident

City	Population	Square Miles	Sales Tax	Property Tax	General Fund Budget	Police/Fire per 1,000 Residents
ALHAMBRA	83,450	8	126	103	609	1.4 / 0.9
ARCADIA	56,548	11	181	272	854	1.7 / 1
DOWNEY	112,103	13	80	231	583	1.1 / 0.8
MONTEBELLO	62,792	8	134	52	748	1.9 / 1.2
MONROVIA	36,686	14	175	614	798	2.3/1.1
Average	70,316	11	139	255	718	1.7/1
Monterey Park	60,435	8	60	180	485	2.0/1.0

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.

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.

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.

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.

Capital Projects Fund:

Capital Projects Fund accounts for the capital improvement projects of the Community Redevelopment Agency as supported by Agency contributions.

Debt Service Fund

Debt Service Fund accounts for the accumulation of resources for and the payment of general long-term debt principal and interest.

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.

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.

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.

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.

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.

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

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	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
Economic Development		CRA		60,000				60,000
Licensing		General		10,000				10,000
Public Works/Maintenance		General		60,000				60,000
City Telephone System Upgrade	0063-5002-99708	Technology		200,000		50,000		250,000
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	50,000	250,000
Upgrade Workstations to Microsoft Office		Technology			200,000			200,000
Online Payment Process for City Fees, Fines, and	0092-5002-99057	Water Operation	20,000					20,000
Permits (Strategic Goal)	0043-5002-99057	Refuse	20,000					20,000
	0063-5002-99057	Technology	20,000					20,000
TOTAL GENERAL ADMINISTRATION			110,000	450,000	290,000	400,000	50,000	1,300,000
GENERAL ADMINISTRATION								
FUNDING RECAP :								
CRA			0	60,000	0	0	0	60,000
General			0	70,000	0	0	0	70,000
Public Safety Impact Fee			0	0	0	300,000	0	300,000
Refuse			20,000	0	0	0	0	20,000
Technology			70,000	290,000	290,000	100,000	50,000	800,000
Water Operation			20,000	30,000	0	0	0	50,000
TOTAL GENERAL ADMINISTRATION			110,000	450,000	290,000	400,000	50,000	1,300,000

CITY OF MONTEREY PARK

PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	PROJECT TOTAL
DEVELOPMENT SERVICES DEPARTMENT								
Zoning Ordinance Completion/Health and Sustainability Elements/CEQA Greenhouse Gas	0352-5002-99004	General Plan Trust	80,000					80,000
TOTAL DEVELOPMENT SERVICES DEPARTMENT			80,000	0	0	0	0	80,000
FUNDING RECAP :								
General Plan Trust			80,000	0	0	0	0	80,000
TOTAL DEVELOPMENT SERVICES DEPARTMENT			80,000	0	0	0	0	80,000

T3

CITY OF MONTEREY PARK

PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	PROJECT TOTAL
FIRE DEPARTMENT								
Station 61 - Exterior Painting	0071-5002-99715	Public Safety Impact Fee	20,000					20,000
Station 61 - Apparatus Floor Repair & Resurfacing		Public Safety Impact Fee		49,800				49,800
Station 61 - Paint Interior Walls and Trim		Public Safety Impact Fee		30,800				30,800
Station 61 - Shower Remodel		Public Safety Impact Fee		45,000				45,000
Station 61 - Replace Asphalt Parking Lot w/Concrete		Public Safety Impact Fee		50,000				50,000
Station 61 - Dorm/Bathroom Major Remodel		Public Safety Impact Fee		425,000				425,000
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	0060-4211-54130	Shop				225,000		225,000
Station 62 - Exterior Painting	0071-5002-99718	Public Safety Impact Fee	17,500					17,500
Station 62 - Replacement		Fire Financing		4,000,000				4,000,000
Station 62 - Roof Replacement	0071-5002-99719	Public Safety Impact Fee	40,000					40,000
Station 62, 63 - Carpet Replacement	0071-5002-99717	Public Safety Impact Fee	7,000					7,000
Station 63 - Retaining Wall		Public Safety Impact Fee		80,000				80,000
Station 63 - Locker Replacement		General		9,400				9,400
Station 63 - Roof Replacement	0071-5002-99716	Public Safety Impact Fee	30,000					30,000
Station 63 - Study		General		40,000				40,000
TOTAL FIRE DEPARTMENT			114,500	5,793,000	1,025,000	225,000	0	7,157,500

CITY OF MONTEREY PARK

PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION Account #	FUNDING SOURCE	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	PROJECT TOTAL
FUNDING RECAP :							
Fire Financing		0	4,000,000	0	0	0	4,000,000
General		0	49,400	0	0	0	49,400
Public Safety Impact Fee		114,500	680,600	500,000	0	0	1,295,100
Shop		0	1,063,000	525,000	225,000	0	1,813,000
TOTAL FIRE DEPARTMENT		114,500	5,793,000	1,025,000	225,000	0	7,157,500

CITY OF MONTEREY PARK

PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	PROJECT TOTAL
POLICE DEPARTMENT								
Evidence Room Storage System Upgrade	0160-5002-99314	Asset Forfeiture	125,000					125,000
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
New Computer Server and Switches	0160-5002-99315	Asset Forfeiture	30,000					30,000
Mobile Data Computer Equipment	0160-5002-99316	Asset Forfeiture	15,000					15,000
TOTAL POLICE			170,000	200,000	100,000	200,000	100,000	770,000
FUNDING RECAP :								
Asset Forfeiture			170,000	200,000	100,000	200,000	100,000	770,000
TOTAL POLICE			170,000	200,000	100,000	200,000	100,000	770,000

CITY OF MONTEREY PARK

PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	PROJECT TOTAL
RECREATION AND PARKS DEPARTMENT								
Barnes Park:								
Tennis Court Lighting		Park Facilities					85,000	85,000
Misc Improv - Gym/Daycare Ctr Roof Drain Line Replacement		Park Facilities		4,600				4,600
Concession Stand Rehabilitation		Park Facilities				75,000		75,000
Service Club Kitchen Rehabilitation		Park Facilities					75,000	75,000
Park Entry Sign Replacement		Park Facilities		4,600				4,600
Service Club Painting		Park Facilities		25,000				25,000
Pool house Painting		Park Facilities		10,000				10,000
Playground Equipment Replacement		Park Facilities				50,000		50,000
Park Storage Building		Park Facilities		60,000				60,000
Bella Vista Park:								
RR/Drinking Fountain ADA Rehab		Park Facilities		40,000				40,000
Drinking Fountain Rehab		Park Facilities		4,000				4,000
Cascades Park/Heritage Waterfalls:								
Cascades Waterfall Lighting		Park Facilities		12,000				12,000
Park Entry Sign Replacement		Park Facilities		4,600				4,600
Walkway Replacement		Park Facilities					125,000	125,000
New Landscaping		Park Facilities		35,000				35,000
Edison Trails Park:								
Park Entry Sign Replacement		Park Facilities		4,600				4,600
Restroom / ADA Rehabilitation		Park Facilities		50,000				50,000
Garvey Ranch Park :								
Gym Door Replacement for Garvey Ranch & Barnes		Park Facilities			15,000			15,000
East End Future Development		Park Facilities				250,000		250,000
Park Entry Sign Replacement		Park Facilities		9,200				9,200
Museum Wall Repair	0010-5002-91517	General	7,000					7,000

CITY OF MONTEREY PARK

PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	PROJECT TOTAL
George Elder Park:								
Misc Improv - Restroom Valves & Urinal Replacements		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
Park Entry Sign Replacement		Park Facilities		4,600				4,600
Youth Hut - Door Replacement	0010-5002-91518	General	6,000					6,000
Highland Park :								
Park Entry Sign Replacement		Park Facilities		4,600				4,600
Walkways Construction		Park Facilities		5,000				5,000
La Loma Park :								
Misc Improv - 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
Park Entry Sign Replacement		Park Facilities		4,600				4,600
Langley Center:								
Restroom Rehabilitation-Tile Floors for 2 Restrooms		Park Facilities		60,000				60,000
Park Entry Sign Replacement		Park Facilities		4,600				4,600
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
Restroom Rehabilitation-New Partitions	0343-5002-91516	Pepsi Grant (0343 Trust)	10,000					10,000
Pine Tree Park :								
Park Entry Sign Replacement		Park Facilities		4,600				4,600
Drinking Fountain		Park Facilities			4,600			4,600
Irrigation System Improvement		Park Facilities			11,000			11,000

CITY OF MONTEREY PARK

PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	PROJECT TOTAL
Sequoia Park :								
Misc Improv - Restroom Vales		General		2,100				2,100
Slope Drains		Park Facilities					50,000	50,000
Park Entry Sign Replacement		Park Facilities		4,600				4,600
Playground Equip. / Surfacing		Park Facilities				75,000		75,000
Ballfield / Park Fencing		Park Facilities		10,000				10,000
Sierra Vista Park :								
Park Entry Sign Replacement		Park Facilities		4,600				4,600
Sunnyslope Park :								
Picnic Shelter		Park Facilities				50,000		50,000
Perimeter Fencing		Park Facilities				25,000		25,000
Park Entry Sign Replacement		Park Facilities		4,600				4,600
Concrete Drainage		Park Facilities				15,000		15,000
Others:								
Various Playground Improvement		Park Facilities		20,000				20,000
Monument Signs Replacement at 14 Parks	0343-5002-91515	Pepsi Grant (0343 Trust)	60,000					60,000
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)	77,300	79,600	82,000	84,500	87,000	410,400
TOTAL RECREATION AND PARKS			165,300	599,000	657,600	734,500	487,000	2,643,400
FUNDING RECAP :								
General			13,000	14,500	0	0	0	27,500
Maintenance District			5,000	5,000	5,000	5,000	5,000	25,000
Park Facilities			0	499,900	570,600	645,000	395,000	2,110,500
Maintenance Grant (0344 Trust)			77,300	79,600	82,000	84,500	87,000	410,400
Pepsi Grant (0343 Trust)			70,000	0	0	0	0	70,000
TOTAL RECREATION AND PARKS			165,300	599,000	657,600	734,500	487,000	2,643,400

CITY OF MONTEREY PARK

PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT								
Building Maintenance								
City Facility ADA Compliance Improvements	0169-5002-89390	CDBG		12,000	12,000	12,000	12,000	48,000
City Yard Fence		AQMD		12,000				12,000
		Park Facilities		12,000				12,000
		Water Operation		12,000				12,000
		Sewer		12,000				12,000
City Hall 2nd Level Parking Structure Repair		General		270,000				270,000
City Hall , Police Dept, and Fire HQ Interior Painting		General		80,000				80,000
Fire Stations Air Duct Cleaning	0062-5002-96025	Liability					40,000	40,000
City Hall Air Duct Cleaning		Liability				80,000		80,000
Service Club Roof Replacement		Park Facilities		90,000				90,000
Sequoia, Edison Trails, Bella Vista, and Lower La Loma Parks - Restroom Roof Replacement		Park Facilities		80,000				80,000
Library Landscaping	0010-5002-96029	General		8,500				8,500
Upgrade the Emergency Power System to the Library	0131-5002-96031	Library Tax	29,300					29,300
City Yard Building	0092-5002-96032	Water Operation	7,900					7,900
Repair Entrance Doors to EL Encanto Historical Building	0810-5002-96033	CRA - Atlantic/Garvey	19,350					19,350

CITY OF MONTEREY PARK

PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	PROJECT TOTAL
Replace City Halls Air Conditioner Control Panel	0010-5002-96034	General	4,270					4,270
	0092-5002-96034	Water Operation	4,270					4,270
	0043-5002-96034	Refuse	4,260					4,260
On Going Projects :								
Median Maintenance	0176-5002-82520	Maintenance District	15,000	15,000	15,000	15,000	18,000	78,000
TOTAL BUILDING MAINTENANCE			84,350	603,500	27,000	107,000	70,000	891,850
FUNDING RECAP :								
AQMD			0	12,000	0	0	0	12,000
CRA - Atlantic/Garvey			19,350	0	0	0	0	19,350
Refuse			4,260	0	0	0	0	4,260
Sewer			0	12,000	0	0	0	12,000
Park Facilities			0	182,000	0	0	0	182,000
Water Operation			12,170	12,000	0	0	0	24,170
CDBG			0	12,000	12,000	12,000	12,000	48,000
General			4,270	358,500	0	0	0	362,770
Maintenacne District			15,000	15,000	15,000	15,000	18,000	78,000
Liability			0	0	0	80,000	40,000	120,000
Library Tax			29,300	0	0	0	0	29,300
TOTAL BUILDING MAINTENANCE			84,350	603,500	27,000	107,000	70,000	891,850

CITY OF MONTEREY PARK

PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT								
Sanitary Sewer (per the Sewer Master Plan adopted by the City Council 11/6/96)								
Sanitary Sewer Rehabilitation		Sewer		230,000				230,000
Harding (Ynez - Chandler)		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	39,000					39,000
TOTAL SANITARY SEWER			39,000	805,000	28,000	120,000	90,000	1,082,000
FUNDING RECAP :								
Sewer			39,000	805,000	28,000	120,000	90,000	1,082,000
TOTAL SANITARY SEWER			39,000	805,000	28,000	120,000	90,000	1,082,000

CITY OF MONTEREY PARK

PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT								
Engineering Division								
Wheelchair Ramps ADA Eligible	0169-5001-89850	CDBG	40,000	10,000	10,000	10,000	10,000	80,000
Alley Reconstruction	0169-5001-89520	CDBG		30,000	30,000	30,000	30,000	120,000
Sidewalk Construction	0023-5001-89340	SB821	28,000	30,000	31,000	32,000	32,000	153,000
	0110-5001-89340	Measure R		100,000				100,000
Localized Pavement Repairs	0110-5001-91914	Measure R		50,000				50,000
	0092-5001-91914	Water Operation		50,000				50,000
Corporate Yard General Plan		Water Operation		10,000	10,000			20,000
		Sewer		20,000	20,000			40,000
		Refuse		10,000	10,000			20,000
		Parks Facilities		10,000	10,000			20,000
Landscape Median Islands Project,	0820-5001-96014	CRA- Merged		250,000	290,000			540,000
Atlantic/Garfield/Potrero Grande	0810-5001-96014	CRA - Atlantic/Garvey		15,000	10,000			25,000
Traffic Calming Measures - Citywide		Gas Tax		25,000	25,000	25,000	25,000	100,000
Traffic Signal Upgrade I		Proposition C		25,000	25,000	25,000	25,000	100,000
Traffic Signal Upgrade II		CRA- Merged		25,000		25,000		50,000
Slurry Seal of Various Streets	0110-5001-91917	Measure R	100,000					100,000

CITY OF MONTEREY PARK

PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	PROJECT TOTAL
Pavement Management Program Update Biennial Update Required for Prop C Fund Eligibility		Proposition C		40,000		50,000		90,000
Street Resurfacing (various)	0028-5001-91915	Proposition 1B	958,998					958,998
Downtown Pedestrian Linkage Plan	0820-5001-91920	CRA- Merged	750,000					750,000
Signage / Wayfinding Plan - Phase II	0810-5001-91909	CRA - Atlantic/Garvey	50,000					50,000
	0820-5001-91909	CRA- Merged	50,000					50,000
TOTAL ENGINEERING			1,976,998	700,000	471,000	197,000	122,000	3,466,998
FUNDING RECAP :								
Gas Tax			0	25,000	25,000	25,000	25,000	100,000
CDBG			40,000	40,000	40,000	40,000	40,000	200,000
Parks Facilities			0	10,000	10,000	0	0	20,000
Proposition C			0	65,000	25,000	75,000	25,000	190,000
Refuse			0	10,000	10,000	0	0	20,000
SB821			28,000	30,000	31,000	32,000	32,000	153,000
Sewer			0	20,000	20,000	0	0	40,000
Water Operation			0	60,000	10,000	0	0	70,000
Measure R			100,000	150,000	0	0	0	250,000
CRA - Atlantic/Garvey			50,000	15,000	10,000	0	0	75,000
CRA- Merged			800,000	275,000	290,000	25,000	0	1,390,000
Proposition 1B			958,998	0	0	0	0	958,998
TOTAL ENGINEERING			1,976,998	700,000	471,000	197,000	122,000	3,466,998

CITY OF MONTEREY PARK

PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT								
Water Division (per the Water Master Plan adopted by the City Council 11/6/96)								
On-Going Projects:								
Meter Exchange Program An Ongoing Program to Replace Old and Inefficient Meters	0092-4224-81070	Water Operation	200,000	100,000	100,000	120,000	140,000	660,000
Well Electrical and Pump Station Upgrades	0092-4224-81860	Water Operation	30,000	103,000	40,000	45,000	50,000	268,000
Well Redevelopment Program An Ongoing Program to Maintain Efficiency of All City Owned Water Wells	0092-4224-81240	Water Operation	120,000	140,000	150,000	200,000	250,000	860,000
Well Telemetery	0092-4224-81990	Water Operation	25,000	27,000	28,000	29,000	30,000	139,000
Street Maintenance	0092-4224-81580	Water Operation	350,000	400,000	450,000	500,000	550,000	2,250,000
Water Main Replacement Projects:								
Water Main Replacement	0092-4224-82246	Water Operation	400,000	1,000,000	1,276,000	1,750,000	2,100,000	6,526,000
Water Operational Projects:								
Reservoir & Well Landscaping		Water Operation			30,000			30,000
Bradshawe Reservoir Replacement		Water Operation			6,000,000			6,000,000
Replace Surge Tank with VFD at Bradshawe Booster		Water Operation			400,000			400,000
Refurbish Pine Tree Reservoir		Water Operation			300,000			300,000
Replace ClaVal at Grangridge/Pavo Real		Water Operation			100,000			100,000
Seismic Retrofit Main Lines that cross Alhambra Wash		Water Operation				120,000		120,000

CITY OF MONTEREY PARK

PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION Account #	FUNDING SOURCE	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	PROJECT TOTAL
Water Treatment Plant Projects:							
Ultraviolet Treatment Facility	Water Financing			1,500,000			1,500,000
Ion Exchange Treatment Facility	Water Treatment					2,000,000	2,000,000
TOTAL WATER		1,125,000	1,770,000	10,374,000	2,764,000	5,120,000	21,153,000
FUNDING RECAP:							
Water Financing		0	0	1,500,000	0	0	1,500,000
Water Operation		1,125,000	1,770,000	8,874,000	2,764,000	3,120,000	17,653,000
Water Treatment		0	0	0	0	2,000,000	2,000,000
TOTAL WATER		1,125,000	1,770,000	10,374,000	2,764,000	5,120,000	21,153,000

CITY OF MONTEREY PARK

PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION / Account #	FUNDING SOURCE	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	PROJECT TOTAL
	Asset Forfeiture	170,000	200,000	100,000	200,000	100,000	770,000
	AQMD	0	12,000	0	0	0	12,000
	CDBG	40,000	52,000	52,000	52,000	52,000	248,000
	CRA	0	60,000	0	0	0	60,000
	CRA - Atlantic/Garvey	69,350	15,000	10,000	0	0	94,350
	CRA - Merged	800,000	275,000	290,000	25,000	0	1,390,000
	Fire Financing	0	4,000,000	0	0	0	4,000,000
	Gas Tax	0	25,000	25,000	25,000	25,000	100,000
	General	17,270	492,400	0	0	0	509,670
	General Plan Trust	80,000	0	0	0	0	80,000
	Liability	0	0	0	80,000	40,000	120,000
	Library Tax	29,300	0	0	0	0	29,300
	Maintenance District	20,000	20,000	20,000	20,000	23,000	103,000
	Maintenance Grant (0344 Trust)	77,300	79,600	82,000	84,500	87,000	410,400
	Measure R	100,000	150,000	0	0	0	250,000
	Park Facilities	0	691,900	580,600	645,000	395,000	2,312,500
	Pepsi Grant	70,000	0	0	0	0	70,000
	Proposition 1B	958,998	0	0	0	0	958,998
	Proposition C	0	65,000	25,000	75,000	25,000	190,000
	Public Safety Impact Fee	114,500	680,600	500,000	300,000	0	1,595,100
	Refuse	24,260	10,000	10,000	0	0	44,260
	Sewer	39,000	837,000	48,000	120,000	90,000	1,134,000
	Shop	0	1,063,000	525,000	225,000	0	1,813,000
	SB821	28,000	30,000	31,000	32,000	32,000	153,000
	Technology	70,000	290,000	290,000	100,000	50,000	800,000
	Water Financing	0	0	1,500,000	0	0	1,500,000
	Water Operation	1,157,170	1,872,000	8,884,000	2,764,000	3,120,000	17,797,170
	Water Treatment	0	0	0	0	2,000,000	2,000,000
CITYWIDE TOTAL		**3,865,148**	**10,920,500**	**12,972,600**	**4,747,500**	**6,039,000**	**38,544,748**

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