CITY OF MONTEREY PARK

California

ADOPTED BUDGET 2019-2020

MONTEREY PARK CITY OFFICIALS

PETER CHAN
Mayor

HANS LIANG
Mayor Pro Tem

MITCHELL ING
Councilmember

TERESA REAL SEBASTIAN
Councilmember

STEPHEN LAM
Councilmember

JOSEPH LEON
City Treasurer
VINCENT D. CHANG
City Clerk

Executive Team

Ron Bow……*City Manager*
Hensley Law Group……*City Attorney*
Jim Smith……*Police Chief*
Scott Haberle……*Fire Chief*
Annie Yaung……*Director of Management Services*
Tom Cody……*Director of Human Resources/Risk Management*
Mark McAvoy…… *Director of Public Works*
Inez Alvarez…… *Director of Recreation/Community Services*
Diana Garcia……*City Librarian*

CITY OF MONTEREY PARK

ADOPTED BUDGET, 2019-2020
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INTRODUCTION

CITY OF MONTEREY PARK

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

City Clerk
Vincent D. Chang

City Treasurer
Joseph Leon

June 19, 2019

Honorable Mayor and Members of the City Council

It is my privilege to present the Adopted Budget for all operations of the City of Monterey Park for the fiscal year 2019-2020. The City's 2019-2020 spending plan, which funds public safety, community and economic development, transportation, parks and open space, recreation and library, infrastructure investments, and city facility upgrades, is developed in the most responsive manner toward achieving the goals and strategic programs following City Council's priorities and policy direction. This year is no exception that our focus clearly remains on how to best offer a myriad of services to our diverse community.

Economic Environment

The 2019-2020 will experience subdued economic growth both for the U.S. and California. The GDP growth rate is expected to remain between the 2% to 3.5% range. In the January-to-March period, the GDP grew at 3.2%. The nation's unemployment rate is now holding at 3.6%. The current fed funds rate is at 2.25% to 2.5% and Fed officials concluded in their June meeting to leave the rates unchanged for 2019. The Los Angeles area unemployment is steady at a record-low 4.2%. Still, companies are concerned about uncertainty resulting from the trade war.

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

From the public sector perspective, economic development is an integral component of the City's revenue generating activities. The Market Place, which is located along the Pomona Freeway, is the largest commercial shopping center ever developed in the community. Some of the well-known national and regional tenants in operation include Home Depot, Costco, Guitar Center, Chick-fil-A, In-N-Out, Starbucks, MOD Pizza, and America's Best Eyeglasses. Other tenants scheduled to open in 2019-2020 include Buffalo Wild Wings and Ono Hawaiian BBQ. Phase 1 of the Market Place is 90% completed. There are also two additional phases to the project that could allow up to an additional 140,000 square feet of commercial development.

There has also been interest by the hotel industry in establishing four new hotels along the North Atlantic Boulevard corridor to meet the growing demand for visitor accommodations in the greater San Gabriel Valley area. A new 288 room Courtyard by Marriott hotel is scheduled to

open in winter of 2019. A new 134 room Holiday Inn Suites on N. Atlantic including a mixed-use component is currently under construction. The other two hotels have been entitled by the City pending plan check.

The 2019-2020 Adopted Budget

The 2019-2020 Budget continues to stress the importance of financial stability to ensure efficient and effective core City services to meet our high-quality community standards. The spending plan is $110 million for all funds with the General Fund appropriations totaling $45.2 million. The budget continues reflecting the Successor Agency (SA) budget of $2.3 million for enforceable obligations and administrative costs for winding down procedures of the former Monterey Park redevelopment agency.

General Fund Revenue

General Fund is the main operating fund of the City and it pays for the majority of the police, fire, building, zoning, public works, park maintenance, recreation, and library services. It is our practice to conservatively estimate all revenues included in the budget to avoid over committing to future service expansions.

(Amounts in 000s)	*Approved 2018-19*	*Est. Actual 2018-19*	*Estimated 2019-20*
Property Tax	*$17,844*	*$17,986*	*$18,541*
Sales Tax	*7,100*	*7,200*	*7,690*
Utility Tax	*3,000*	*3,000*	*3,055*
Transient Tax	*1,500*	*1,065*	*1,700*
Other Taxes	*1,265*	*1,145*	*1,233*
Licenses & Permits	*2,602*	*2,885*	*2,641*
Service Charges	*6,172*	*5,856*	*6,212*
Other Revenue	*3,223*	*4,030*	*4,110*
Total	*$42,706*	*$43,167(*)*	*$45,182*

(*) Amount includes revenues generated from Market Place and excluded transfers of $3.6 million.

Property tax, sales tax, and the utility users' tax continue to be the largest revenue sources, representing 65 percent of the total General Fund's revenue. Each key revenue assumption for 2019-2020 is summarized as following:

Property Tax The property tax is an annual levy and is based on the value of land and structures. Property taxes constitute 41 percent of all City own-source revenue. Total gross assessed value for 2019 is $7.7 billion, up 5% for $382 million from last year. The median sales price for single family homes in the City continues to rise. The 2019-2020 amount continues reflecting an additional property tax receipt from the Phase 1 of the Market Place development.

Sales Tax The sales taxes represent the second-largest sources of local tax revenue. The sales tax is imposed on the retail sale of goods. For 2019-2020, it assumes a 6.8 percent increase over the 2018-19 estimated actual amount since several stores in the Market Place will start their operations.

Utility Tax The City's utility tax rates are 3% for residential and 5.5% for commercial users. The tax is applied to the consumption of electric, gas, and telephone services. The overall UUT revenue is projected to remain flat due to lesser collections from the telephone category.

Transient Occupancy Tax Transient occupancy tax (hotel tax) is imposed on the rent of hotels and motels in the City. The current hotel tax rate is 12%. The amount includes projected hotel tax receipts from the Marriott Hotel for six months. Transient Tax is projected to be $1.7 million.

Other Taxes This category consists of property transfer tax and franchise tax. The property transfer tax is the real estate transfer tax at a rate of $1.10 per $1,000 of value transferred. Cities and county share the tax equally. Franchise tax is imposed by the City on gas, electric, and cable television for the privilege of using City streets. Revenues in Other Taxes are projected to be $1.2 million.

Licenses and Permits Business licenses are expected to receive $1.3 million and construction permits are estimated at $1.3 million. The total revenue for this category is projected to be $2.6 million for 2019-2020.

Charge for Services This category includes charges for fee-supported City services. Total combined revenue for fees and charges is expected to be approximately $6.2 million.

Other Revenues This category includes investment earnings, rents, fines, and miscellaneous revenue accounts. The City's overall investment return continues to improve due to higher interest rates. Total other revenues are projected to be approximately $4.1 million.

General Fund Estimated Expenditures

The City continues additional General Fund funding of $120,000 to supplement the library operation. Below is the summary of the General Fund expenditures and transfers for FY 2019-2020.

General Fund Expenditures & Transfers

(Amounts in 000s)	*Est. Actual 2018-2019*	*Adopted 2019-2020*
Police	*$15,071*	*$15,778*
Fire	*10,240*	*11,006*
Public Works	*2,851*	*4,056*
Library	*2,188*	*2,184*
Community/Economic Development (*)	*1,322*	*0*
Recreation/Community Services	*2,359*	*2,476*
General Administration	*2,879*	*3,743*
Post Employment/General Liabilities	*4,821*	*5,848*
Capital Improvements	*3,769*	*66*
Total	*$45,500*	*$45,157*

(*) The City realigns the functions of Community/Economic Development Department to various departments, effective 2019-2020.

General Fund Balances

Fund Balances are often used to bridge economic cycles or weather emergency times so that community services can continue to be provided uninterrupted. Adequate fund balances are an indication of sound financial management. The City prudently used unanticipated revenue surpluses or the one-time revenues to replenish reserves, thus maintaining the reserve at the required level. Total General Fund reserve for 2019-2020 is projected to be $23.1 million, including $4.1 million as Unassigned. The unassigned portion can be used for any purpose.

General Fund Estimated Fund Balance
2019-2020
(Amounts in 000s)

	2018-19	2019-20
Beginning Balances	$21,800	$22,889
Revenues & Transfers	46,767	45,182
Expenditures & Transfers	(45,678)	(45,157)
Ending Balances	$22,889	$22,914

Restricted Funds Adopted Budget

Other City funds are classified as restricted funds. The restricted funds include Special Revenue Funds, Enterprise Funds, Internal Service Funds, and Successor Agency Funds. The funds are kept separately for specific expenditures authorized by laws or City policies. The 2019-2020 budget expenditures for the restricted funds are $64.9 million and total projected revenues and transfers are $59.6 million. Below is a discussion of the major restricted funds.

Special Revenue Funds

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

Retirement Fund Funding of the City's pension programs comes from a special property tax approved by the voters in 1946 and 1952. The City's retirement tax rate has remained at $0.091175 per $100 of the assessed valuation since 1983. For 2019-2020, the projected retirement revenue is $7.4 million, and the appropriations are $11.7 million. The difference comes from the General Fund supplemental $3.2 million and the remaining Retirement Fund reserve. The General Fund supplements are projected to grow much higher in the next five years due to changes in CalPERS discount rates.

Proposition A, C, Measure R and M Fund These funds continue to be used for the City's spirit bus, dial-a-ride, taxi coupons, bus pass programs, traffic signal upgrades, and various street and roadway improvements. For 2019-2020, total estimated revenue is $4.0 million and total budgeted expenditures are $5.1 million.

Road Maint and Rehabilitation Act (SB1) Fund The Road Repair and Accountability Act of 2017 provides substantial new and more stable funding for state and local streets and roads over a period of ten years. For 2019-2020, the City expects to receive over $1.1 million from the SB1 funds and will be used for various street resurfacing rehabilitations per the City's Pavement Management Study.

Asset Forfeiture Fund Federal and State laws allow law enforcement agencies to retain assets seized in the drug-related arrests. These funds can only be used to augment investigation and enforcement activities. Distributions through the justice system are irregular. For 2019-2020, the estimated revenue is $190,000 and budgeted expenditures total $298,000.

Maintenance District Fund The City formed a Maintenance District in 1993 to finance the maintenance and operation of streetlights, street trees, and medians in accordance with the Landscaping and Lighting Act of 1972. Rates have never been adjusted since 1996. The projected revenue is $985,000 million. This revenue combines with a General Fund supplemental payment of $780,000 to fund the total district maintenance expenditure of $1.8 million.

Development Impact Fee Fund Pursuant to Chapter 3.110 of the MPMC Ordinance No. 2134, the City establishes development impact fees for safety, circulation, water, sewer, library facilities and collection, public meeting facilities, and parks. The projected revenue is approximately $127,000, which will be used for improvements per Government Code Section 66006.

Grants Fund Revenue shared with local governments by the state or federal government has declined in years. The projected grants for 2019-2020 are $2.1 million, which includes $132,000 library grants for various library programs; $1.3 million HUD Community Development Block and Home grants; $61,000 park grants for the maintenance of parks and recreation facilities, $274,000 public safety grants for police and fire training and equipment; $32,000 transportation/engineering grants; and $294,000 various trust grants.

Enterprise Funds

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

Refuse Fund The refuse service includes trash collection, waste management, and recycling. The City refuse rates, which were last established on September 1, 2017, reflect calculated payments for the franchise contract with the disposal company and the City's administrative costs of the services. Annually, the trash service providers can adjust their charge rates based on the Consumer Price Index. The projected budget for 2019-2020 is $6.1 million for revenue and $6.8 million for expenses. The increased in expenses are mainly for contract costs. The City needs to adjust its refuse rates to remain a positive cash position.

Sewer Fund The sewer rate is charged based on a customer and meter sized fixed rate. The Sewer Master Plan provided the City with a comprehensive assessment of $12.8 million to address 35% of the City's sewer system. The projected budget for 2019-2020 is $3 million for revenue and $1.9 million for expenses and capital improvements.

Water Fund The City's water system serves approximately 95% of Monterey Park residents. The system has 12 wells, 13 reservoirs, 5 treatment plants, 11 pumping stations, and 134 miles of water mains. The projected water revenues for water operation and treatment funds for 2019-2020 total $15.7 million, and proposed expenses are $19.7 million. The water revenues are to cover the costs for the production, distribution, commercial, treatment, and capital improvements. Since the City's Water Utility produces all its water supply from an adjudicated basin, the Main San Gabriel Basin, and the City's annual production exceeds its production rights, the City must replace the amount of water over-pumped. The 2019-2020 assessment charge, including pumping rights, replacement water, production, and water purchase, of $2.0

million is included in the water proposed budget. The City's Centralized Groundwater Treatment System for Delta Plant is yet to be permitted for treatment operation. As a result, no budget for this system operation is included in this preliminary budget. Lastly, staff is currently working on the water rates study and will soon bring the report to Council for the updated information.

Internal Service Funds

The purpose of Internal Service (IS) funds is to centralize the services such as general liability claims, workers' compensation insurance, motor pool operations and replacement, technology development, employee separation benefits, and post-employment medical liability. These funds are a cost allocation toll and financed through charges to departments. The 2019-2020 IS fund charges are: workers' compensation $2.8 million, motor pool $2.1 million, separation benefits $1.4 million, technology $441,500, general liability $2.7 million and post-employment medical liability $1.0 million. There includes a one-time transfer from the separation benefits fund, $500,000, to the general liability fund to strengthen the fund's net position.

Debt Service and Outstanding Loans

Ongoing update and replacement of City's infrastructure and capital assets is important to ensure quality service delivery. The cost for improvement is capital intensive and often times, it would not be feasible for the City to bank funds until sufficient amount can be accumulated. To fund improvement needs in a timely manner, the City has secured loans to finance various major improvements. Table below is a summary of the debt service payments for 2019-2020 and loan maturity years.

Debt Services for 2019-2020

Department	*Activity*	*Annual Payment*	*Description*	*Loan Expiration*
Police	Computer Services	$165,869	CAD/RMS	2021
Public Works	Building/Water	763,732	Siemens Energy Retrofits	2030
	Water Production	113,319	Reservoirs	2030
	Wells 5 & 6	200,000	Treatment Plant	2019
	Motor Pool Shop	420,258	Fire Ladder Truck/Engines	2025
Non-Dept	Post-Employment	1,198,878	Pension Bonds	2034
Comm Dev	HCD Administration	489,868	Section 108 Loan	2022
SA	SA – Atlantic/Garvey	1,441,631	2013A Refunding Bonds	2027
	SA - Merged	664,831	2013B Refunding Bonds	2029

Compensation and Staffing Level

Staff affects the budget more than we often assume. As with most public agencies, personnel costs are the City's single largest operating expenditure. Total staffing for 2019-2020 is 367.18 full-time-equivalent (FTE) positions, adjusted down 0.96 FTEs from 2018-2019. The budget reflects labor contracts for police and fire units and set-aside amounts for all other units pending negotiations. The City continues evaluating its organizational structure for the most efficient core staffing mix. It has always been the City's goal to achieve the optimal service delivery within a given personnel budget.

Table below summaries position changes approved for 2019-2020.

Staffing Changes
2019-2020

Department	Position	Salary	Benefit	Total
City Manager	Establish Assistant City Manager *(GF portion: $212,250)*	190,000	98,000	288,000
Community and Economic Develop	Freeze funding for Director of Community & Economic Development *(GF portion: $192,700);*	(170,628)	(86,773)	(257,401)
	Move Code Enforcement Division (5 members) under Fire Department	(289,000)	(211,000)	(500,000)
Fire	Take over Code Enforcement Division (5 members, refer to above)	289,000	211,000	500,000
	Upgrade Deputy Fire Marshal to Fire Marshal to oversee Code Enforcement Division	4,500	1,500	6,000
Police	Add 0.5 FTE PT Animal Services Officer	17,040	680	17,720
Public Works				
. *Engineer Division*	Eliminate PWs Technician and PWs Inspector	(113,000)	(79,000)	(192,000)
	Add 1 Civil Engineering Assistant	67,000	43,000	110,000
	Add 1 Civil Engineering Technician	58,200	39,800	98,000
. *Water Division*	Eliminate Water Distribution Supervisor	(77,300)	(47,000)	(124,300)
	Eliminate Water Distribution Lead Worker	(54,600)	(38,400)	(93,000)
	Add 1 Cross Connection Control Inspector	66,500	43,000	109,500
	Add 1 Water Utility Maintenance Worker	48,500	36,100	84,600
	Add 0.40 FTE PT Water Utility Maint Workers	17,100	6,400	23,500
Recreation and Community Serv	Change Recreation Superintendent to Recreation Manager	9,700	3,600	13,300
	Change 1 Program Coordinator to Recreation Supervisor	5,800	2,200	8,000
	Eliminate Senior Clerk Typist	(53,000)	(36,000)	(89,000)
	Add 0.17 FTE PT Recreation Leaders for Langley Extended Service Hours	10,000	545	10,545
Management Services	Change PT Clerk Typist to PT Account Clerk	2,600	1,000	3,600
Total Staffing Funding Change		$28,412	($11,348)	$17,064

Pension Funding

The pension costs are projected to be $11.8 million for 2019-20, which will be funded by Retirement Fund and General Fund. The General Fund supplemental pension cost for 2019-2020

is $3.2 million, $600,000 more than last year's $2.6 million. The City's personnel costs represent 75% of the City's budget. Like many state and local governments, the City has experienced fiscal pressures in meeting its retirement plan obligations.

Public employee retirement systems command a significant portion of the public purse and the City Council has to weigh pension funding priorities against other programs of the City. Table below shows projected City contribution rates to 2023-24 based on CalPERS new discount rates.

Plan	Projected 2019-20	Projected 2020-21	Projected 2021-22	Projected 2022-23	Projected 2023-24
Safety	46.0%	50.4%	53.9%	56.5%	57.8%
Miscellaneous	36.3%	38.7%	40.7%	42.1%	42.7%

According to the actuarial valuation report, the City's unfunded accrued liabilities are $38.6 million for the Miscellaneous Plan and $57.0 million for the Safety Plan. The funded status is 70.3% and 72.0%, for the Miscellaneous and the Safety Plan, respectively. For years, the City has been eager to find ways to address the pension issues. In 2019-2020, the police and fire units start contributing no less than a total of 12 percent toward retirement. The City is currently negotiating with other bargaining units for additional employee contributions.

In 2019-2020, the City continues implementing the following three options in addressing the unfunded liability matter.

- *Annual Lump Sum Prepayment*: The City pre-pays the expected annual employer UAL contributions in a lump sum amount in July of each fiscal year to receive extra discount. The savings generated from the Lump Sum Prepayment is then used to further pay down the City's unfunded liability.

- *Annual Additional Unfunded Liability Paydown:* In the 2019-2020 budget proposals, the City budgets $500,000 in the non-departmental activity to demonstrate its commitment in paying down unfunded pension liability.

- *Cost-Sharing of the Employer Rate:* The City's police and fire units are contributing no less than a total of 12 percent toward their pension costs. The City continues negotiating with other labor units for cost-sharing contributions.

The City makes every effort to implement strategic options to reduce its unfunded liability and to position it to stay ahead of the liability curve.

Other Post-Employment Benefits (OPEB) Funding

Post-employment medical benefits are important because they are a form of promised deferred compensation and represent a significant and often growing element of employee-related costs. The net OPEB liability is reported on the annual financial report, which is approximately $30 million based on a 30-year amortization. The City started addressing the unfunded liabilities associated with retiree health care in 2012 and established a formal trust account with CalPERS CERBT Program to systematically accumulate resources in trust to fund the retiree health care liabilities. Through this advance funding method, the City is to ensure its sustainable promises over time and to systematically reduce the unfunded accrued liabilities, thus achieving the City's

goal in addressing the retiree medical liabilities. For 2019-2020, the City continues a $1.0 million OPEB trust contribution to proactively manage the retiree medical unfunded liability.

Infrastructure and Capital Improvements

Continued investment in the City's infrastructure and capital improvements is the key to a long-term economic success and better quality of life for our community. For 2019-2020, the centerpiece of the City's CIP improvements includes Phase II water main replacement in the northeast area, various street resurfacing and pavement rehabilitation, SCADA system radio replacement, Barnes Park fitness court installation, Police in-car camera, Fire Verdugo emergency system upgrade, and Langley restroom ADA door installation. A total of $8.7 million is included in the preliminary budget for our infrastructure and capital investments. Projects in 2019-2020 are reflective of the programs identified in the City's Pavement Management, Water, and Parks master plans. All project information is in the Capital Improvement Program of the document.

In Closing

Looking ahead to the 2019-2020, as City Manager, my goals are twofold: continue guiding the City through this period of economic and population growth and promote an "actively engaged workforce" to provide the best services for our community. The City is currently in the process of a new Enterprise Resources Planning (ERP) system implementation and my focus is to eliminate any duplication, overlap, and replication among departments to achieve greater service delivery outcomes.

One of the City's key financial principles has always been to ensure the revenues and expenses support the high-quality service levels and long-term goals. I am confident that the 2019-2020 fiscal responsible spending plan not only demonstrates the City's focus on maintaining, enhancing organizational efficiency, but funding much needed infrastructure and capital improvements for the benefits of our residents. I would like to take this opportunity to thank the City Council for your leadership and the citizens for their continued support in directing the financial affairs of our City in a most responsible and progressive manner. We also extend our appreciation to all City departments and Management Services staff for their hard work in completing the 2019-2020 adopted budget.

Respectfully,

Ron Bow
City Manager

RESOLUTION NO. 12089

A RESOLUTION ADOPTING THE FISCAL YEAR 2019-2020 FINAL OPERATING BUDGET FOR THE CITY OF MONTEREY PARK AND THE SUCCESSOR AGENCY TO THE MONTEREY PARK REDEVELOPMENT AGENCY; AND ADOPTING THE 2019-2020 CAPITAL IMPROVEMENT BUDGET.

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

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

A. The City Council reviewed the proposed final Operating Budget ("Budget") for the City and Capital Improvement Plan ("CIP") for fiscal years 2019-2020;

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

C. The City Council conducted public study sessions on May 28 and May 29, 2019;

D. The City Council is fully informed regarding the City's current finances, projected revenue, and financial obligations; and

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

SECTION 2: ADOPTION. The Budget and the Capital Improvement Projects as incorporated by reference to this Resolution are approved and adopted subject only to the authorizations set forth below. Such approval and adoption 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 2019-2020 at $91.2 million

SECTION 4: BUDGET APPROPRIATIONS. Based upon the Budget, the total General Fund operating budget, including transfers, is $45.2 million. The Overall City Budget is $110.0 million including Capital Improvement Projects. The City Manager, or designee, is authorized to implement the appropriations for City Departments.

SECTION 5: CIP APPROPRIATIONS. Based upon the CIP, a total of $8.7 million is appropriated for capital improvement projects for Fiscal Year 2019-2020. The City Manager, or designee, is authorized to implement the CIP.

SECTION 6: REAPPROPRIATION. The City Manager, or designee, is authorized to reappropriate any unused appropriations for capital projects, special projects, and grant programs at the close of Fiscal Year 2019-2020 for the Budget and CIP.

SECTION 7: FUND OPERATING RESERVES. The City Manager, or designee, may appropriate any remaining revenues at the close of Fiscal Year 2019-2020 into the applicable Fund operating reserve per Governmental Accounting Standards Board (GASB) Statement No. 54.

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

A. By majority vote of the City Council;

B. By the City Manager, or designee, for all appropriation transfers between programs and sections within a City department and between appropriation units (e.g., salaries and benefits, services and supplies, and capital outlay) within programs;

C. Objects code expenditures within appropriation units in a program are not restricted so long as funding is available in the appropriation unit as a whole.

SECTION 9: CONTRACTING AUTHORITY.

A. Pursuant to Monterey Park Municipal Code ("MPMC") Chapter 3.20, the City

Manager, or designee, is authorized to bid and award contracts for the equipment, supplies, and services approved in the Budget.

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

C. For all other services, equipment, and supplies, the City Manager or designee, is authorized to execute contracts in accordance with the MPMC.

SECTION 10: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City's original resolutions; and make a minute of the adoption of the Resolution in the City Council's records and the minutes of this meeting.

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

PASSED, APPROVED and ADOPTED this 19th day of June, 2019.

Peter Chan, Mayor
City of Monterey Park

ATTEST:

Vincent D. Chang, City Clerk

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

By:
Karl H. Berger
Assistant City Attorney

GFOA Distinguished Budget Presentation Award
FY 2018-19

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Monterey Park

California

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morrill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Monterey Park, CA for its annual budget for the fiscal year beginning July 1, 2018. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

CSMFO Excellence in Operational Budgeting
FY 2018-19

California Society of
Municipal Finance Officers

Certificate of Award

Excellence Award for
Fiscal Year 2018-2019 Operating Budget

Presented to the

City of Monterey Park

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

December 19, 2018

Margaret Moggia
CSMFO President

Sara Roush, Chair
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

The California Society of Municipal Finance Officers (CSMFO) presented an Excellence in Operational Budgeting Award to the City of Monterey Park, California for its annual budget for the FY 2018-19 beginning July 1, 2018. In order to receive this award, a governmental units must publish a budget document that meets the criteria for excellence established by CSMFO.

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

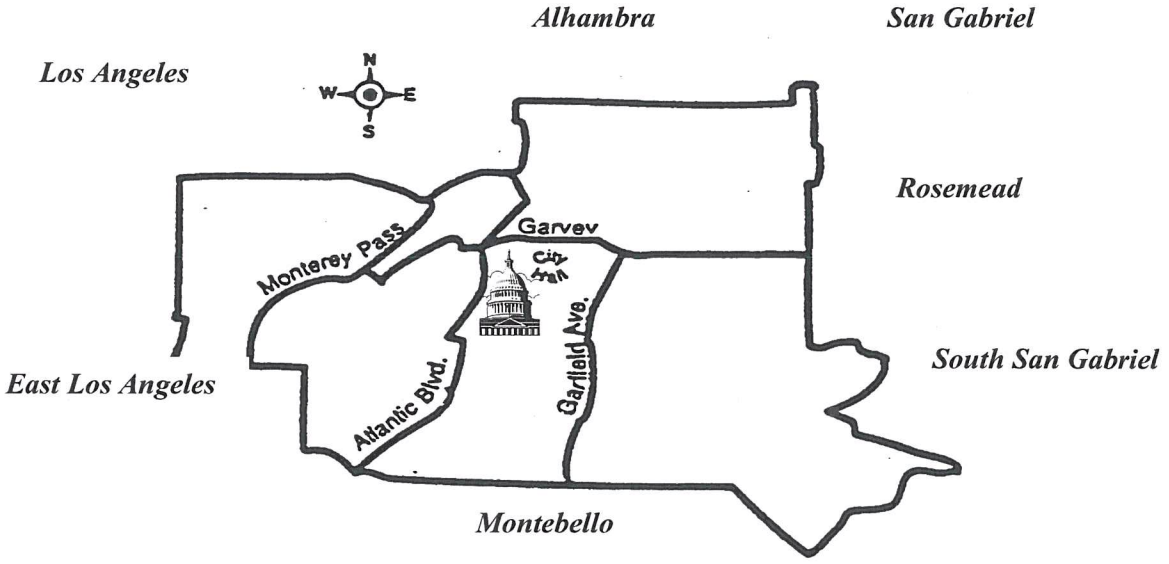
ABOUT THE CITY OF MONTEREY PARK

Monterey Park Government

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

City History

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



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

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

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

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

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

City's Economic Condition and Priority Development

Monterey Park covers an area of 7.73 square miles with a population of approximately 62,240. The City is located six miles east of Los Angeles and is primarily a residential community, with 78% of its land zoned for single and multiple family housing uses. The median home price in Monterey Park is $735,000. The net taxable property value during the FY 18-19 assessment period was $7.53 billion, representing a 5.5% increase over the previous year. Major businesses include food and drug, auto sales and service, banking, restaurants, hospitals and medical offices, printing and light manufacturing.

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

The development of the Monterey Park Market Place, which is the largest commercial shopping center ever developed in the community, has begun its opening to the public: Costco opened in May and Home Depot in June 2018. In addition, the City has approved entitlement applications for the development of a Courtyard by Marriott, a Double Tree, Best Western Plus and a boutique hotel along the North Atlantic Boulevard.

Local and Regional Transportation

- Transportation Services and Information

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

- Spirit Bus

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

- Regional Transportation Services

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

- Commuter Train Service

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

- Paratransit Service - Dial A Ride and Access Services

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

Annual Community Events

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

Monterey Park Birthday – The event is to celebrate the annual birthday of the City of Monterey Park. The event is held in May, featuring a home town parade and four days of carnival rides, game booths, food, and entertainment.

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

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

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

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

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

Geranium Festival and Artwalk – This annual event celebrating the City's flower takes place the second Saturday in October and includes entertainment, interactive booths, games and contests, ArtWalk, Dog Contest, Rock climbing wall, train ride, educational

exhibits, water balloon toss, sack races, pie eating, face painting, hula hoop contests and fun for the entire family.

Farmers' Market – Every Thursday night the Monterey Park Farmers Market features the freshest fruits and vegetables, delicious bread, and a number of hot food items, plus entertainment and surprises - a great way to start the weekend.

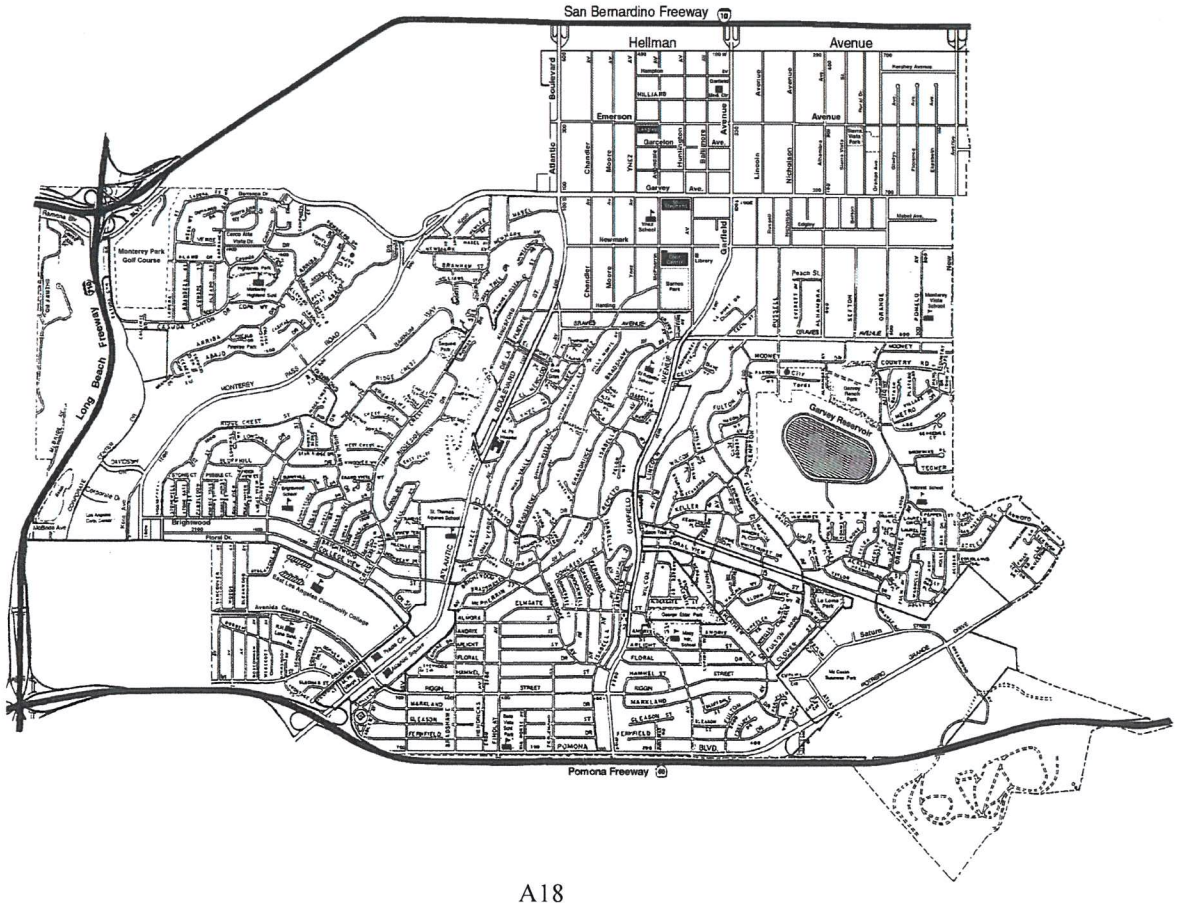
Holiday Snow Village – Held in early December, this event features over 20 tons of snow, including a play area and two snow sled rides. Bands and choirs from local schools provide entertainment to kickoff the holiday season.

Lunar New Year Festival – Each year the Business Advisory Committee hosts a Chinese New Year celebration by holding street festival along Garvey Avenue. Entertainment, vendors and community organizations are brought together for this two-day event that has attracted over 200,000 people to Monterey Park.

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

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

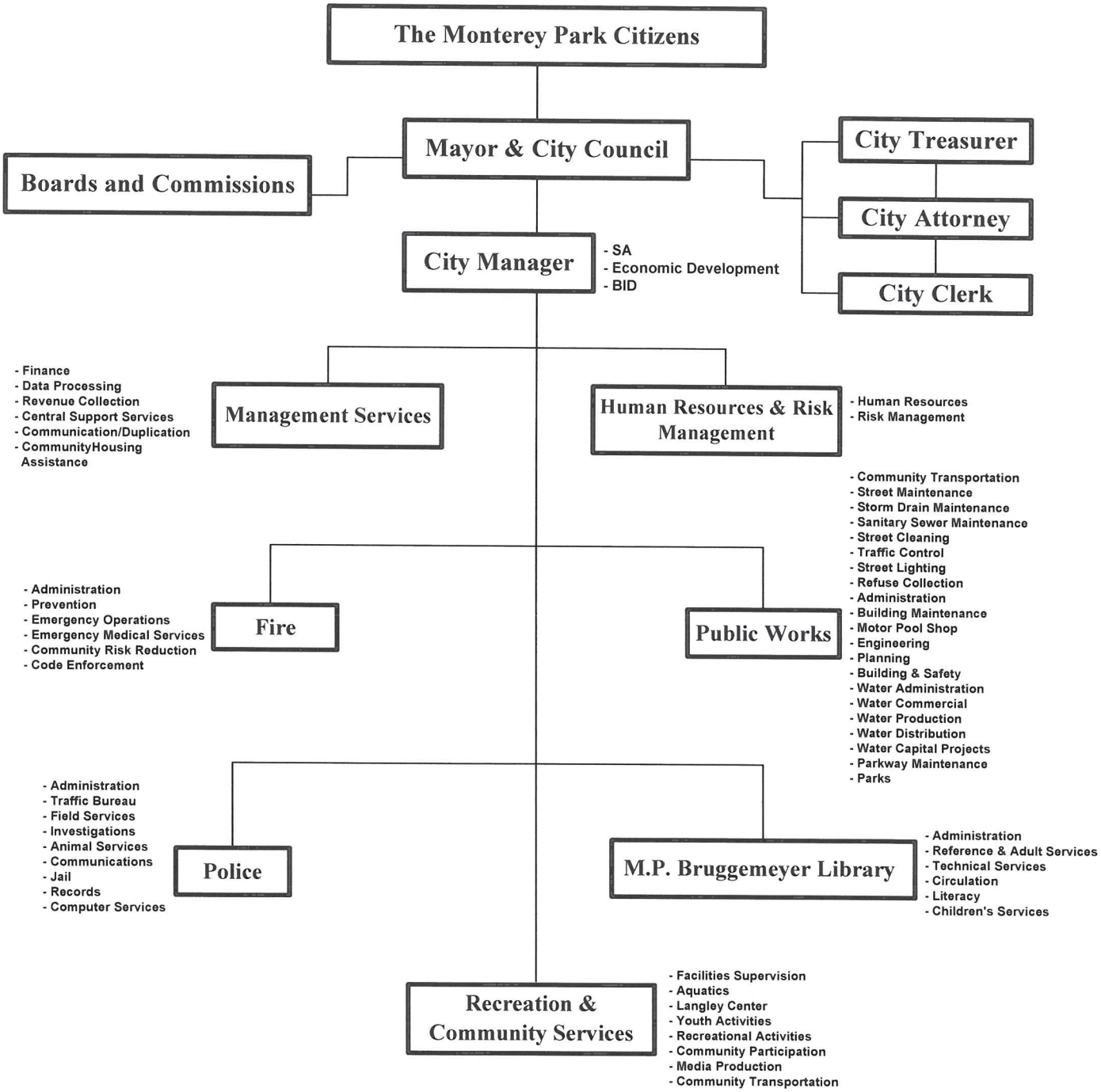
City Map



Miscellaneous Statistics

Date of Incorporation:	May 29, 1916
Form of Government:	Council / Manager
Area:	7.73 Square Miles
Miles of Streets:	119.27
Number of Street Lights:	3,359
Fire Protection:	
Number of Fire Stations:	3
Number of Sworn Firefighters and Non-Sworn Personnel:	62
Police Protection:	
Number of Stations:	1
Number of Sworn Police Officers and Non-Sworn Personnel:	108
Municipal Water Department:	
Number of Water Meters:	13,629
Average Daily Consumption:	7,540,000
Miles of Water Distribution Lines:	134
Number of Fire Hydrants:	1,063
Number of Gate Valves	2,073
Miles of Sewers:	
Sanitary Sewers:	126
Storm Drains:	12.43
Building Permits Issued:	1,249
Recreation and Culture:	
Number of Parks & Gardens:	14 (107.64 Acres)
Number of Pools:	2
Number of Libraries:	1
Number of Library Collection Volumes:	145,771
Number of Library Cardholders:	41,964
Number of Employees:	
Elected Officials:	7
Full-Time:	304
Part-Time:	56.18
Population:	61,828

City of Monterey Park
Organizational Chart



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

SUMMARY

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 City & Successor Agency Expenditures by Function)	
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Combined Changes in Fund Balance

Fund Description	2018-2019 Ending Balance	2019-2020 Estimated Revenues & Transfer-In	Expenditures & Transfer-Out	Ending Balance	Fund Balance % Change	
CITY FUNDS						
GENERAL FUND	22,889,000	45,182,009	45,156,693	22,914,316	0.1%	
SPECIAL REVENUE FUNDS						
Retirement	339,249	10,603,000	11,714,630	(772,381)	-327.7%	(1)
Gas Taxes	934,976	1,569,478	1,992,902	511,552	-45.3%	(2)
Bike Route	25,285	35,000		60,285	138.4%	
RMRA (SB1)	429,419	1,096,895	1,000,000	526,314	22.6%	
Circulation DIF	30,000	25,000		55,000	83.3%	
Parks/Facilities/Aquatics DIF	170,886	51,500	128,000	94,386	-44.8%	
Law Enforcement/Fire DIF	432,869	17,500	490,241	(39,872)	-109.2%	
Proposition A	3,065,973	1,446,500	1,631,163	2,881,310	-6.0%	
Proposition C	203,654	1,035,000	680,360	558,294	174.1%	
Measure R	1,134,609	737,000	1,336,893	534,716	-52.9%	(3)
Measure M	1,360,937	764,000	1,500,000	624,937	-54.1%	(3)
Asset Forfeiture	200,328	190,000	298,245	92,083	-54.0%	(3)
Business Improvement Area #1	120,693	74,000	89,539	105,154	-12.9%	
Air Quality Improvement	192,536	84,500	93,172	183,864	-4.5%	
Maintenance District 93-1		985,000	1,008,093	(23,093)		
Public Safety Augmentation		776,000	776,000			
CERCLA Liability	411,926	125,000	150,000	386,926	-6.1%	
Housing	2,530,677	152,342	60,000	2,623,019	3.6%	
Grants	2,407,904	2,172,731	1,614,809	2,965,826	23.2%	
ENTERPRISE FUNDS						
Sewer	2,776,723	3,006,000	1,920,142	3,862,581	39.1%	
Refuse	215,553	6,084,000	6,814,219	(514,666)	-338.8%	(4)
Water	12,774,022	15,686,000	19,670,713	8,789,309	-31.2%	(3)
INTERNAL SERVICE FUNDS						
Auto Shop	1,485,729	2,101,895	2,424,098	1,163,526	-21.7%	(3)
Separation Benefits	2,154,080	1,420,500	1,490,928	2,083,652	-3.3%	
Workers' Compensation	(5,354,184)	2,295,316	2,248,375	(5,307,243)	0.9%	
General Liability	(3,192,927)	3,169,000	3,346,197	(3,370,124)	-5.5%	(3)
Technology/Data Processing	129,403	441,500	137,915	432,988	234.6%	
Other Post-Employment Benefits		1,000,000	(5)			
TOTAL CITY FUNDS	47,869,319	102,326,666	107,773,327	41,422,658		
SUCCESSOR AGENCY (SA) FUNDS	-	2,439,456	2,270,713	168,743		
TOTAL CITY AND SA FUNDS	47,869,319	104,766,122	110,044,040	41,591,401		

Note:

(1) The City is currently negotiating with unions for cost-sharing contributions.
(2) Higher expenditures due to pension costs.
(3) Higher expenditures for CIPs and operations in 2019-2020.
(4) Expenses reflect trash providers annual CPI adjustment.
(5) CalPERS CERBT Trust funding for 2019-20.

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2017-2018	Estimated 2018-2019	Estimated Actual 2018-2019	Estimated 2019-2020
General Fund						
Property Taxes:						
Current Secured	0010-	01010	15,434,267	15,822,900	16,050,000	16,650,000
Residual Property Tax Dist.		01015	1,476,783	1,400,000	1,400,000	1,350,000
Current Unsecured		01020	289,492	310,000	310,000	310,000
Homeowner Exemption		01030	53,088	56,000	56,000	56,000
Prior Year Secured		01110	99,314	200,000	150,000	150,000
Prior Year Unsecured		01120	9,908	20,000	10,000	15,000
Interest & Penalties		01200	(6,521)	35,000	10,000	10,000
Total Property Taxes			17,356,333	17,843,900	17,986,000	18,541,000
Other Taxes:						
Admission Tax		01400	2,500	5,000	5,000	2,500
Sales Tax		01500	5,341,854	7,100,000	7,200,000	7,690,000
Transient Tax		01550	1,163,775	1,500,000	1,065,000	1,700,000
Franchise Tax		01600	966,346	990,000	990,000	990,000
Transfer Tax		01800	215,589	270,000	150,000	240,000
Utility Users Tax		01900	2,964,825	3,000,000	3,000,000	3,055,000
Vehicle In-lieu Tax		04410	32,428			
Total Other Taxes			10,687,318	12,865,000	12,410,000	13,677,500
Licenses & Permits:						
Licenses:						
Business Licenses		02010	1,146,838	1,200,000	1,200,000	1,250,000
Business Lic Processing Fees		02020	19,044	4,000	8,000	8,000
Tobacco Retailer Lic Fees		02025	1,220	1,800	1,300	1,300
Total Licenses			1,167,102	1,205,800	1,209,300	1,259,300
Construction Permits:						
Building Permits		02500	1,149,494	900,000	1,200,000	900,000
Electrical Permits		02600	163,337	200,000	180,000	180,000
Plumbing Permits		02700	83,963	150,000	150,000	150,000
Mechanical Permits		02900	80,682	100,000	85,000	90,000
Total Construction Permits			1,477,476	1,350,000	1,615,000	1,320,000
Other Permits:						
Firework Permits		03540	3,200	4,000	4,000	4,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2017-2018	Estimated 2018-2019	Estimated Actual 2018-2019	Estimated 2019-2020
Yard Sale Permits		03550	3,440	3,000	3,000	3,200
Misc Permits		03590	74,155	35,000	50,000	50,000
Parking Permits		03650	2,055	2,100	2,055	2,100
Banner Permits		06290	1,932	2,000	2,000	2,000
Total Other Permits			84,782	46,100	61,055	61,300
Total Licenses & Permits			2,729,359	2,601,900	2,885,355	2,640,600
Fines:						
Traffic Fines		03580	170,508	190,000	170,000	180,000
Parking Fines		03620/03630	442,002	510,000	500,000	500,000
Total Court and Traffic Fines			612,510	700,000	670,000	680,000
Use of Money & Property:						
Interest Income		03700/03750	963,860	800,000	1,200,000	1,400,000
Golf Course Rental		03800	165,398	137,000	165,000	167,000
MetroPCS (3500 Ramona)		03870	42,950	44,239	44,239	45,566
T-Mobile Rental (Fire Station 3)		03880	33,788	34,801	34,801	35,845
AT&T Rental (Fire Station 3)		03890	33,788	34,801	34,801	35,845
T-Mobile Rental (Sierra Vista)		03930	42,773	44,056	44,056	45,378
Specialty Restaurants		03970	202,290	232,000	200,000	205,000
Sublease Rent - SMSA (Pac Bell)		03980	11,778	12,162	12,162	12,527
Sublease Rent - Cox Communication		03990	7,845	7,860	7,860	8,412
Total Use of Money & Property			1,504,470	1,346,919	1,742,919	1,955,573
Charges for Services:						
Police Services:						
Witness Fees		03610	4,974	3,500	4,200	4,000
Prisoner Housing		03640	60,609	65,000	80,000	80,000
Vehicle Release		03670	53,885	58,000	55,000	58,000
DUI Recovery		03680	46,208	49,000	49,000	48,000
Fingerprint		06390/03710	8,171	14,000	8,000	8,500
Correction Notices		03720	6,381	6,100	6,300	6,500
Police Report		05990	4,248	4,000	4,000	4,100
Burglar Alarm		06400	10,880	10,000	15,000	15,000
Court Restitutions		06405	10,145	1,500	1,500	1,500
Total Police Services			205,501	211,100	223,000	225,600

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2017-2018	Estimated 2018-2019	Estimated Actual 2018-2019	Estimated 2019-2020
Fire Services:						
Fire Report Copy		06050	583	600	600	600
Fire Inspection		06320	164,332	136,000	168,000	173,000
Fire Plan Checks & Permits		06330/06340	256,858	148,000	250,000	257,000
Fire Response/Admin Citation		06350/06240	5,088	15,000	8,000	8,000
Business Fire Safety Inspection		06370	28,285	52,000	30,000	32,000
Ind Waste Permit/Inspection		06850	134,108	140,000	142,000	150,000
Ambulance Subscription		07950	81,641	94,000	94,000	95,000
Ambulance Transport		07960	1,279,182	1,200,000	1,300,000	1,337,000
Total Fire Services			1,950,075	1,785,600	1,992,600	2,052,600
Community Development:						
Plan Check		06100	1,527,028	1,100,000	700,000	900,000
Comm Prop Insp		06120	34,421	70,000	30,000	40,000
Home Occup Insp		06150/06160	16,267	175,000	17,500	17,500
Zoning		06200	102,143	85,000	85,000	85,000
Admin Citation - Code Compliance		06220/06130	32,500	33,000	40,000	35,000
Design Review		06250	16,953	22,000	17,000	17,000
Special Inspection		06450	9,004	6,000	10,000	8,000
Total Community Development Fees			1,738,317	1,491,000	899,500	1,102,500
Public Works Fees:						
Comm. Franchise in lieu fee		01610	118,982	120,000	120,000	120,000
Street Excavation		02910	18,731	15,000	20,000	16,000
Sewer Permits		02920		236	236	236
Driveway/Sidewalk		02930	1,909	3,000	3,000	3,000
Waste & Recycling Collection		02940	52			
Housemoving Permits		03520	11,280	4,500	5,500	5,000
Sale of Maps/Plans		06000/06010	695	1,500	2,000	1,500
Newsrack Permits		06710	4,352	1,000	1,000	1,000
Address Change		06140	4,030	4,030	4,030	4,030
Admin Citation - Public Works		06230	100	400	100	100
Engr Inspection		06210/06300	125,542	104,000	90,000	100,000
Engr Plan Check		06700	18,115	100,000	50,000	60,000
Soil Review		06910	11,148	20,000	20,000	20,000
CNG Fuel Sales		06940	93,272	33,000	135,000	140,000
EVGO Charging Services		06945	11,635		14,000	15,000
Total Public Works Fees			419,844	406,666	464,866	485,866

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2017-2018	Estimated 2018-2019	Estimated Actual 2018-2019	Estimated 2019-2020
Library Fees:						
Facility Rental Charges		04030	4			
Library Fines		07410	17,419	18,000	18,000	18,000
Audio Visual		07420	3,665	3,200	3,200	3,200
Lost Books		07430	1,517	2,000	1,500	1,600
Misc Library Revenue		07460	19	100	20	20
Card Replacement		07480	1,751	1,800	1,800	1,800
Damaged Items		07490	394	500	400	500
Total Library Fees			24,769	25,600	24,920	25,120
Recreation / Community Services Fees:						
Rec. Facilities / Service Clubhouse		04020	127,547	122,400	130,000	130,000
Rec Registration		06090	29,350	26,000	28,000	29,000
Picnic Reservation		07050/07030	42,961	35,000	40,000	45,000
Aquatics		07090	19,323	24,000	20,000	20,000
Child Care		07150	185,267	180,000	180,000	185,000
Barnes Pool Admission		07610	14,829	18,000	16,000	18,000
Elder Pool Admission		07620	7,508	7,000	7,500	7,500
Swim Lessons		07630	73,274	90,000	78,000	80,000
Barnes & Elder Pool Rental		07640	48,867	55,000	50,000	52,000
Langley Activity		08025	61,589	55,000	60,000	60,000
Rec Registration	0159-	06090	55,070	37,000	50,000	55,000
Summer Programs	0159-	07010	9,089	25,000	10,000	13,000
Fall Programs	0159-	07020	28,650	40,000	30,000	30,000
Winter Programs	0159-	07030	36,043	30,000	38,000	38,000
Spring Programs	0159-	07040	25,084	14,000	20,000	25,000
Adult Leagues	0159-	07100	16,881	13,000	13,000	15,000
Total Recreation / Community Services Fees			781,332	771,400	770,500	802,500
Administrative Charges:						
From City Funds		06020	1,268,000	1,475,000	1,475,000	1,512,000
Total Administrative Charges			1,268,000	1,475,000	1,475,000	1,512,000
Other Services:						
City Clerk Research/Public Record		06040	281	550	350	350
Returned Check Fee		08150	2,250	2,500	2,400	2,400
ELAC Special Event		09210	2,669	3,000	3,000	3,000
Total Other Services			5,200	6,050	5,750	5,750
Total Charges for Services			6,393,039	6,172,416	5,856,136	6,211,936

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2017-2018	Estimated 2018-2019	Estimated Actual 2018-2019	Estimated 2019-2020
Other Revenue:						
Surplus Property Sale		04000	21,287	25,000	25,000	25,000
Refunds/Rebates		08100	765,004	150,000	590,000	450,000
Misc Revenue		07500/09203/ 09200/09202	349	400	2,000	400
Street Maintenance - Water		08155	950,000	1,000,000	1,000,000	1,000,000
Total Other Revenue			1,736,640	1,175,400	1,617,000	1,475,400
Total General Fund			*41,019,668*	*42,705,535*	*43,167,410*	*45,182,009*
Special Revenue Funds						
Retirement - 0012						
Property Taxes:						
Current Secured	0012-	01010	5,330,989	5,330,000	5,463,000	5,682,000
Pension Override	0012-	01015	1,314,513	1,220,000	1,461,000	1,460,000
Current Unsecured	0012-	01020	85,308	75,000	75,000	80,000
Homeowner Exemption	0012-	01030	54,859	56,000	56,000	56,000
Prior Year Secured	0012-	01110	146,604	130,000	130,000	100,000
Prior Year Unsecured	0012-	01120	3,530	5,000	5,000	5,000
Interest & Penalties	0012-	01200/03750	21,662	15,000	15,000	20,000
General Fund Supplement for Pension	0012-	01300	2,100,000	2,600,000	2,600,000	3,200,000
Total Retirement			9,057,465	9,431,000	9,805,000	10,603,000
State Gas Tax - 0022						
Gas Tax:						
Section 2103 (Prop 42 Replacement)	0022-	04530	239,909	200,000	228,290	536,062
Section 2105	0022-	04540	334,316	356,000	345,694	345,663
Section 2106	0022-	04500	205,578	219,000	208,908	208,889
Section 2107	0022-	04510	435,091	460,000	451,000	451,464
Section 2107.5	0022-	04520	7,500	7,500	7,500	7,500
Interest Income	0022-	03700	18,250	12,500	18,500	18,500
Refunds & Rebates	0022-	08100	13,000		1,369	1,400
SB 821 Bikeway	0023-	05400	71,000	35,000	35,000	35,000
Total Gas Tax			1,324,643	1,290,000	1,296,261	1,604,478
Road Maintenance & Rehabilitation Act - 0024 (SB1)						

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2017-2018	Estimated 2018-2019	Estimated Actual 2018-2019	Estimated 2019-2020
Interest Income	0024-	03700	2,187		3,148	3,800
RMRA (SB1)	0024-	04550	283,982	1,023,032	984,483	1,022,907
Loan Repayment	0024-	04560	70,035	70,035	70,188	70,188
Total RMRA			356,205	1,093,067	1,057,819	1,096,895
Circulation DIF - 0069						
Circulation System	0069-	03560	65,514	50,000	30,000	25,000
Interest Income	0069-	03700				
Total Circulation/Water/Sewer DIF			65,514	50,000	30,000	25,000
Library/Public & Aquatics Facilities/Parks DIF						
Parks (Prior to Aug 17, 2016)	0070-	09000	538,861	150,000	141,138	
Parks	0070-	09001	21,693	40,000	60,000	30,000
Aquatics	0070-	09002	4,096	3,000	12,000	6,000
Public Meeting Facilities	0070-	09004	9,296	6,000	26,000	13,000
Library	0070-	09006	1,072	1,000	3,000	1,500
Interest Income	0070-	03700			1,500	1,000
Total Library/Public & Aquatics Facilities/Parks DIF			575,018	200,000	243,638	51,500
Law Enforcement & Fire Suppression/Medic DIF						
Safety DIF Fund (Prior to Aug 17, 2016)	0071-	08100				
Safety DIF Fund	0071-	03570	1,266,929	340,000	327,440	
Law Enforcement	0071-	03571	9,328	55,000	8,000	7,000
Fire Suppression/Medic	0071-	03572	9,623	55,000	10,000	9,000
Interest Income	0071-	03700			2,000	1,500
Total Law Enforcement & Fire Suppression/Medic DIF			1,285,880	450,000	347,440	17,500
Proposition A - 0109						
Proposition A Local Return	0109-	05400	1,144,303	1,160,000	1,200,000	1,240,000
Proposition A Incentive Program	0109-	05430	109,766	110,000	100,000	100,000
Bus Fares/Tap Card	0109-	07680	51,388	58,000	52,000	53,000
Langley Tap Card Sales	0109-	07685	28,537	28,000	28,500	28,500
Interest Income	0109-	03700	39,480	17,000	22,000	25,000
Total Proposition A			1,373,473	1,373,000	1,402,500	1,446,500
Measure R - 0110						
Measure R	0110-	05400	710,918	707,000	715,000	717,000
Interest Income	0110-	03700	20,091	12,500	20,000	20,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2017-2018	Estimated 2018-2019	Estimated Actual 2018-2019	Estimated 2019-2020
Total Measure R			731,008	719,500	735,000	737,000
Measure M - 0112						
Measure M	0112-	05400	644,254	756,000	756,000	758,000
Interest Income	0112-	03700	4,683		6,000	6,000
Total Measure M			648,937	756,000	762,000	764,000
Proposition C - 0166	0166-	05400	946,834	942,000	1,025,000	1,025,000
Interest Income	0166-	03700	13,215	8,300	9,500	10,000
Total Proposition C			960,049	950,300	1,034,500	1,035,000
Asset Forfeiture - Justice - 0160						
Asset Forfeiture-Justice	0160-	03690	11,421	25,000	50,000	60,000
Interest Income	0160-	03700	5,110	820	820	900
Asset Forfeiture-Treasury	0160-	03770	12,507			
Asset Forfeiture-State	0160-	03780	28,606			
Asset Forfeiture/Sales of Surplus	0160-	04000	4,375			
Total Asset Forfeiture - Justice			62,018	25,820	50,820	60,900
Asset Forfeiture - Treasury - 0362						
Asset Forfeiture-Treasury	0362-	03770		100,000	100,000	100,000
Interest Income	0362-	03700		3,200	3,200	3,600
Total Asset Forfeiture - Treasury			0	103,200	103,200	103,600
Asset Forfeiture - State/County - 0363						
Asset Forfeiture-State/County	0363-	03780		15,000	15,000	25,000
Interest Income	0363-	03700		480	480	500
Total Asset Forfeiture - State/County			0	15,480	15,480	25,500
Business Improvement - 0077						
Business Improvement Fees	0077-	02110	68,761	72,000	72,000	72,000
Interest Income	0077-	03700	2,005	1,000	1,000	2,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2017-2018	Estimated 2018-2019	Estimated Actual 2018-2019	Estimated 2019-2020
Total Business Improvement			70,766	73,000	73,000	74,000
Air Quality Improvement - 0165						
Air Quality Allocation	0165-	05400	78,604	80,000	80,000	82,000
Interest Income	0165-	03700	3,102	1,700	2,200	2,500
Total Air Quality Improvement			81,707	81,700	82,200	84,500
Maint. District -1972 Act - 0176						
Special Assessment	0176-	01060	980,356	983,000	983,000	985,000
Library Tax - 0131						
Library Tax	0131-	01060	504,874			
Interest Income	0131-	03700	127			
Total Library Tax			505,001	0	0	0
Public Safety Augmentation - 0182						
Sales Tax Public Safety Augmentation	0182-	01510	717,899	750,000	750,000	776,000
CERCLA Liability - 0203						
CERCLA Fees	0203-	06950	118,961	120,000	120,000	120,000
Interest Income	0203-	03700	5,546	4,500	4,500	5,000
Total CERCLA Liability			124,507	124,500	124,500	125,000
Housing Program - 0880						
SERAF Payment	0880-	01017		137,342	137,342	137,342
Interest Income	0880-	03700	10,294	14,000	14,000	15,000
Other Revenue (Loan Payment)	0880-	07530	7,586			
Total Housing Program			17,880	151,342	151,342	152,342
Grants						
Library Grants:						

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2017-2018	Estimated 2018-2019	Estimated Actual 2018-2019	Estimated 2019-2020
Literacy and Civics Ed. Grant	0142-	05400	58,256	47,759	47,759	47,759
Cal Literacy Grant	0163-	03700/05400	35,387	35,587	35,564	35,564
Literacy Trust Grant	0445-	05400	2,521	30,000	30,000	30,000
Library Passport Trust Grant	0454-	05400	18,500	18,500	18,500	18,500
Bilingual Books Grant	0530-	05400	7,473			
Libraries Illuminated Grant	0532-	05400	23,066			
Total Library Grants			145,203	131,846	131,823	131,823
Recreation Grants:						
Park Discretionary (Maint.)	0178-	05400		61,000	61,000	61,000
National Fitness Campaign	0504-	05400		30,000	30,000	
Total Parks & Rec Grants			0	91,000	91,000	61,000
Police Grants:						
STC Grant	0132-	05400	5,572	4,730	4,730	4,730
POST Grant	0136-	04500	49,534	30,000	30,000	30,000
State - COPS	0192-	05400	139,416	104,000	104,000	120,000
State - COPS - Interest Income	0192-	03700	2,283		2,300	2,500
Bullet Proof Vest Grant	0229-	05400	3,499	9,261	9,261	9,446
Selective Traffic Enforcement Prog (3)	0338-	05400	153,743			
Selective Traffic Enforcement Prog (4)	0360-	05400	104,168			
Selective Traffic Enforcement Prog (5)	0361-	05400		105,000	105,000	
AHMC Health Foundation Grant	0339-	05400	10,000			
Urban Area Security initiative - 2016	0470-	05400		707,486	707,486	
CalOES Customer Premise Equip	0472-	05400		287,000	287,000	
Homeland Security State Overtime Grant	0473-	05400		20,000	20,000	
Total Police Grants			468,214	1,267,477	1,269,777	166,676
Engineering/Parks Grants:						
Used Oil Recycling Grant	0184-	03700/05400	197	28,000	28,000	16,720
Beverage Container Recycling	0214-	03700/05400	33,225	15,000	15,000	15,000
Rubberized Pavement Grant	0421-	05400		65,000	65,000	
Total Engineering Grants			33,422	108,000	108,000	31,720
Transportation Grants:						
Surface Transportation Program (STP-L)	0175-	05400	1,091,558			
Air Quality Investment Program	0233-	03700/07680	786			
MTA Bike Lane Construction	0450-	05400	12,140	294,980	294,980	
HSIP Signal Grant	0456-	05400		312,160	312,160	
MSRC CNG Bus Grant	0458-	05400		25,000	25,000	

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2017-2018	Estimated 2018-2019	Estimated Actual 2018-2019	Estimated 2019-2020
MTA Monterey Pass Bike Grant	0459-	05400				
Total Transportation Grants			1,104,483	632,140	632,140	0
Fire Grants:						
ELAC Instructional Serv Program	0349-	05400	81,302	60,000	60,000	60,000
Disaster Management Area C	0436-	05400		2,500	2,500	2,500
Urban Area Security Initiative-2015	0464-	05400	25,028			
Ground Emergency Medical Transport	0465-	05400	41,941	80,000	80,000	45,000
Homeland Security (SHSP) 2015	0466-	05400	10,000			
Homeland Security (SHSP) 2016	0467-	05400				
Homeland Security (SHSP) 2017	0468-	05400		50,000	50,000	
Urban Area Security initiative - 2016	0470-	05400		12,000	12,000	
CALOES Vehicular Grant	0474-	05400		406,285	406,285	
Urban Area Security initiative - 2017	0476-	05400		5,000	5,000	
Total Fire Grants			158,270	615,785	615,785	107,500
HUD Grants:						
CDBG	0169-	05400/05460	511,499	580,258	580,258	671,312
HOME	0152-	05400	239,974	639,610	639,610	698,000
	0152-	03700	34,291	3,300	3,300	3,300
EDI Grant/Interest Income	0211-	03700	7,511	3,000	7,550	7,800
Total HUD Grants			793,276	1,226,168	1,230,718	1,380,412
Other Special Grants (Trust Funds):						
Maintenance Grant	0344-	05400	86,910	75,000	75,000	77,000
Video Serv Franchise Trust (0075)	0351-	05400	181,804			
Gen Plan Review Trust (0010-450)	0352-	05400	38,202	435,548	435,548	200,000
Passport Trust Grant (0075)	0415-	05400	2,078			
Records Management Fee Trust (0075)	0442-	05400	16,081	16,597	16,597	16,600
Total Other Special Grants (Trust Funds)			325,075	527,145	527,145	293,600
Total Grants Funds			3,027,944	4,599,561	4,606,388	2,172,731
Total Special Revenue Funds			*21,966,270*	*23,220,470*	*23,654,088*	*21,940,446*

Enterprise Funds

Sewer - 0042

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2017-2018	Estimated 2018-2019	Estimated Actual 2018-2019	Estimated 2019-2020
Sewer Reconstruction Fee	0042-	01000		1,000	1,000	1,000
Sewer Revenue	0042-	05200	3,164,108	3,000,000	3,000,000	3,000,000
Sewer Collection System DIF	0042-	03568	4,526	5,000	5,600	5,000
Interest Income	0042-	03700			23,705	
Total Sewer			3,168,634	3,006,000	3,030,305	3,006,000
Refuse - 0043						
Refuse Charges	0043-	05300	6,421,403	6,200,000	5,800,000	5,800,000
Waste Mgmt Surcharge	0043-	05360	338,909	260,000	280,000	280,000
Interest Income	0043-	03700			6,527	4,000
Total Refuse			6,760,312	6,460,000	6,086,527	6,084,000
Water Funds						
Water Operation:						
Sales of Surplus Property	0092-	04000		3,000	3,000	3,000
Water Sales	0092-	07510	10,232,445	9,880,000	10,000,000	10,500,000
Connection Fee	0092-	07550	333,750	60,000	200,000	200,000
Meter Installation	0092-	07520	176,466	150,000	150,000	150,000
Other Revenue	0092-	07530/7540	81,964	55,000	100,000	90,000
Interest Income	0092-	03700			29,182	20,000
Water System DIF	0092-	03565	28,860	25,000	40,800	28,000
Total Water Operation			10,853,485	10,173,000	10,522,982	10,991,000
Water Treatment:						
Water Treatment Surcharge	0093-	07590	3,804,487	3,700,000	3,700,000	3,800,000
WQA EPA Settlement	0093-	07575	971,279	1,200,000	850,000	850,000
Interest Income	0093-	03700			53,643	45,000
Total Water Treatment			4,775,766	4,900,000	4,603,643	4,695,000
Water Capital Grants:						
Integrated Regional Water Mgmt Grant	0510-	05400	2,008,031		2,369,298	
Total Enterprise Funds			*27,566,227*	*24,539,000*	*26,612,755*	*24,776,000*

Internal Services Funds

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2017-2018	Estimated 2018-2019	Estimated Actual 2018-2019	Estimated 2019-2020
Shop - 0060						
Refunds & Rebates	0060-	08100/04000		2,000	2,000	2,000
Vehicle Charges	0060-	08700	1,905,973	1,964,000	1,964,000	2,099,895
Total Shop			1,905,973	1,966,000	1,966,000	2,101,895
Separation Benefits - 0061						
Separation Charges	0061-	07900	1,332,454	1,375,005	1,375,005	1,420,500
General Liability - 0062						
Insurance Charges	0062-	06020	1,713,100	1,916,520	1,916,520	2,669,000
Transfer from Separation Benefits	0062-	08100	500,000	500,000	500,000	500,000
Total General Liability			2,213,100	2,416,520	2,416,520	3,169,000
Technology Fund - 0063						
Technology Charges	0063-	06020	189,582	239,241	239,241	441,500
OPEB Internal Service Fund - 0064						
OPEB set-aside	0064-	06020	950,000	950,000	950,000	1,000,000
Workers' Compensation - 0080						
Insurance Charges	0080-	07900	1,696,525	1,836,245	1,836,245	2,295,316
Transfer from General Fund	0080-	08100	524,655			
Total Workers' Compensation			2,221,180	1,836,245	1,836,245	2,295,316
Total Internal Services Funds			*8,812,289*	*8,783,011*	*8,783,011*	*10,428,211*
Total City Funds			99,364,454	99,248,016	102,217,264	102,326,666
Successor Agency (SA) Funds						
Atlantic/Garvey	0860-		1,625,154	1,516,957	1,516,957	1,610,753
Merged	0870-		772,990	751,030	751,030	828,703

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2017-2018	Estimated 2018-2019	Estimated Actual 2018-2019	Estimated 2019-2020
Total Successor Agency (SA) Fund			2,398,144	2,267,987	2,267,987	2,439,456
Total City and SA - All Funds			101,762,599	101,516,003	104,485,251	104,766,122

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

	GOVERNMENTAL FUND TYPES									
		SPECIAL REVENUE						ENTERPRISE		
Fiscal Year Ending	General Fund	Retirement Fund	Grants	Maintenance District	Proposition A & C	Gas Taxes	Other [4] Funds	Water Utility	Refuse [3] Fund	Sewer [3] Funds
2009	31,934,697	4,089,370	4,169,354	960,905	1,955,824	1,061,589	9,670,913	11,410,895		
2010	29,286,109	4,095,945	6,363,421	1,002,399	1,706,145	1,046,559	8,759,499	11,503,110		
2011	29,653,645	4,175,477	4,272,061	970,020	1,780,763	1,607,963	2,435,101	15,011,698	5,980,597	271,984
2012	31,724,025	4,834,951	3,190,253	977,552	1,899,157	1,677,938	2,276,386	15,151,146	6,001,640	273,496
2013	35,658,185	7,062,626	4,809,758	982,925	2,043,275	1,561,851	2,627,211	16,578,828	5,832,841	273,555
2014	33,385,551	5,893,387	2,147,325	987,761	2,121,169	1,989,508	2,751,046	12,819,304	6,028,436	287,548
2015	37,832,164	7,282,329	3,164,911	982,171	2,215,386	1,827,605	2,887,908	12,830,670	6,371,405	1,714,098
2016	38,649,603	8,984,204	3,306,186	970,994	2,285,662	1,487,226	3,335,359	14,021,928	6,954,602	2,673,585
2017	40,384,174	8,639,006	3,769,459	978,688	2,293,525	1,170,345	2,479,372	14,734,090	7,124,767	2,843,412
2018	41,019,669	9,057,465	5,035,975	980,356	2,333,522	1,324,643	5,275,725	15,600,391	6,760,312	3,164,108
2019 (1)	43,167,410	9,805,000	6,975,686	983,000	2,437,000	1,296,261	4,526,439	15,126,625	6,086,527	3,030,305
2020 (1)	45,182,009	10,603,000	2,172,731	985,000	2,481,500	1,604,478	4,093,737	15,686,000	6,084,000	3,006,000

Notes:

(1) Amounts for FYE 2019 display estimated actual and 2020 estimated revenues.

(2) Other Funds category includes Park Facilities, Business Improvement, Asset Forfeiture, Air Quality Improvement Funds, Public Safety Impact, Public Safety Augmentation, Circulation System DIF Fund, Measure R, Measure M, Library Tax, Environmental Liability, Housing Program, Road Maintenance & Rehabilitation (SB1), Refuse (from FYE 2002 to 2010), and Sewer (from FYE 2002 to 2010).

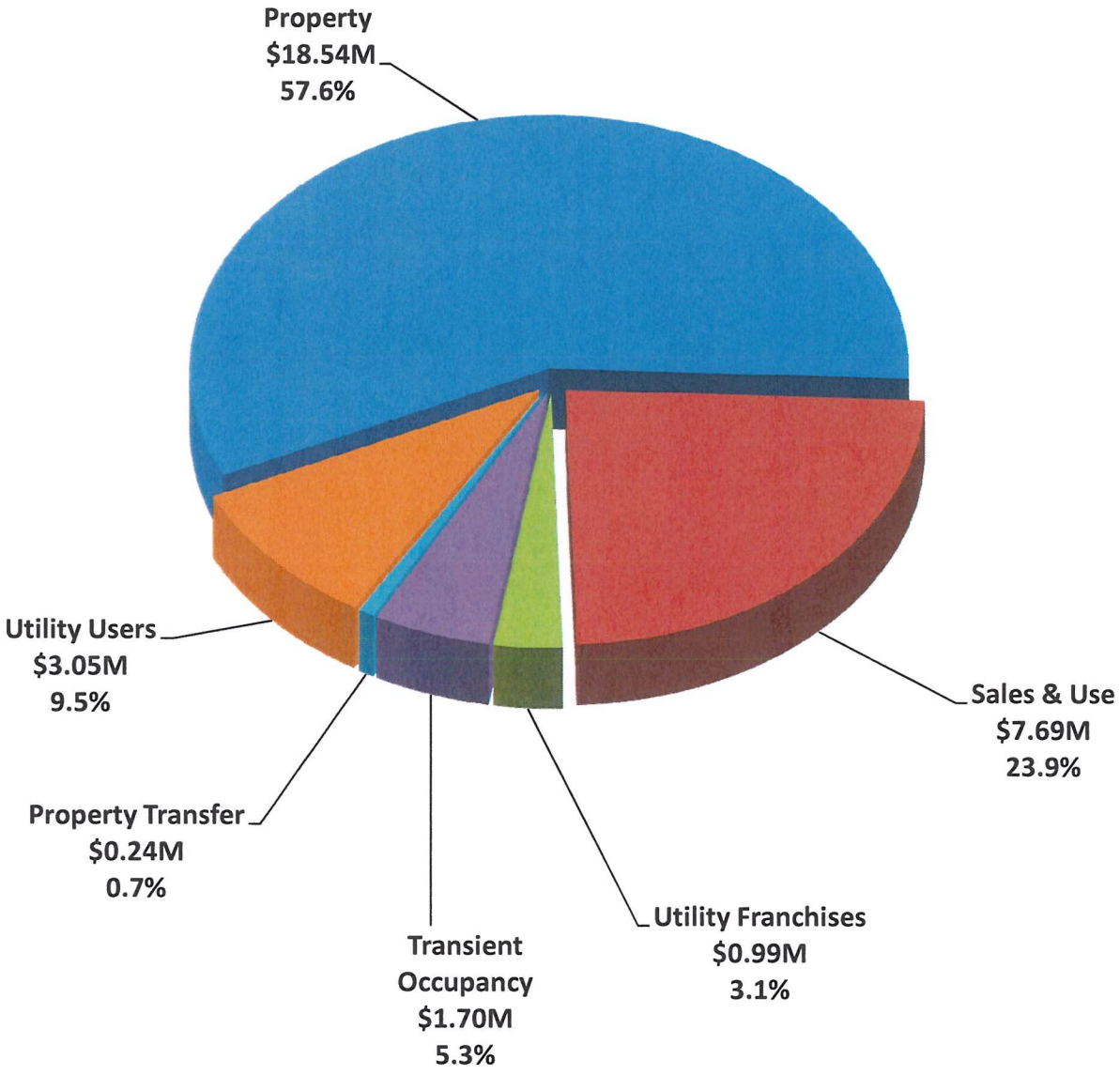
(3) Starting 2010-11, Sewer & Refuse Funds were reclassified as Enterprise Fund.

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

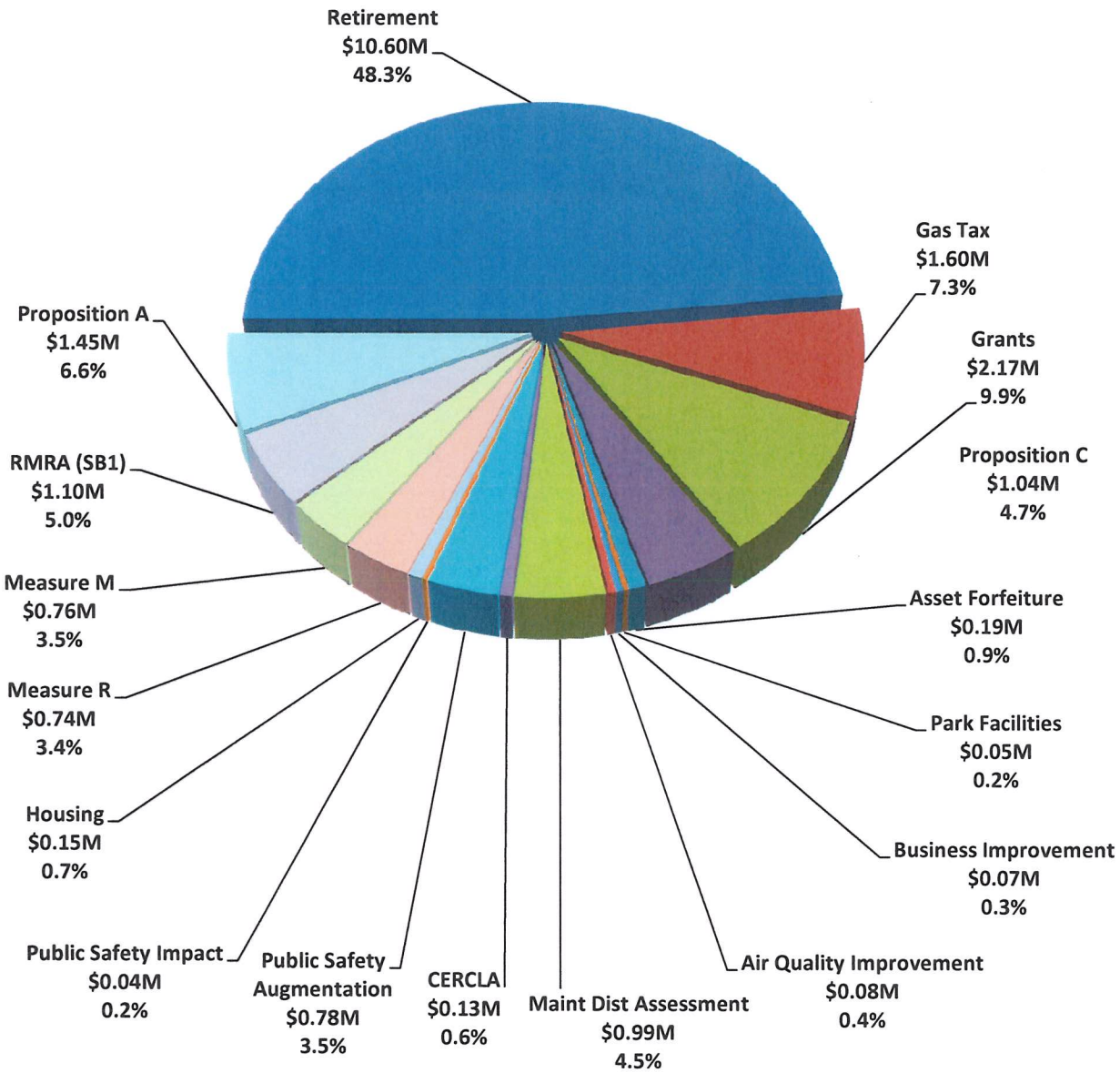
(5) Starting 2011-12, City establishes Other Post-Employment Benefits (OPEB) Fund.

INTERNAL SERVICE						(4) REDEVELOPMENT AGENCY	(4) SUCCESSOR AGENCY	ALL FUNDS
Auto Shop	Separation Benefits	General Liability	Technology / Comm.	Workers' Compensation	OPEB (5)	CRA	SA	GRAND TOTAL
1,849,165	1,512,159	790,000	122,098	1,249,231		10,932,020		81,708,220
1,895,141	1,658,598	1,151,171	141,727	1,327,106		10,811,342		80,748,272
1,913,746	1,392,691	790,000	141,727	1,062,093		10,856,346		82,315,912
1,735,280	1,530,142	792,000	141,746	1,167,545	500,000			73,873,255
1,724,993	1,239,697	903,550	132,040	1,267,446	500,000		4,031,009	87,229,790
1,707,431	1,269,697	1,175,000	138,643	1,396,997	500,000		2,082,849	76,681,652
1,758,495	1,270,497	2,059,442	151,658	1,463,721	850,000		2,530,086	87,192,546
1,803,851	1,279,717	2,053,333	171,250	1,550,445			2,900,417	92,428,362
1,854,892	1,294,341	2,410,215	175,796	2,675,318	950,000		2,494,197	96,271,598
1,905,973	1,332,454	2,213,100	189,582	2,221,180	950,000		2,398,144	101,762,599
1,966,000	1,375,005	2,416,520	239,241	1,836,245	950,000		2,267,987	104,485,251
2,101,895	1,420,500	3,169,000	441,500	2,295,316	1,000,000		2,439,456	104,766,122

General Fund
Tax Revenues by Category
Fiscal Year 2019-2020



Special Revenue Funds
Revenue by source
Fiscal Year 2019-2020



Five Years Summary of Expenditures

Fund Description	Actual 2015-16	Actual 2016-17	Actual 2017-18	Estimated Actual 2018-19	Budget 2019-20
MAJOR FUNDS					
General Fund	37,825,941	38,639,080	41,270,125	46,178,763	45,156,693
Retirement	8,245,499	8,709,042	9,334,254	10,617,163	11,714,630
Housing Fund	99,930	43,220	32,660	60,000	60,000
Grant Funds					
Library	164,902	125,010	121,773	98,997	114,935
HUD	969,105	832,024	791,949	1,319,868	925,192
Parks & Recreation	233,636	63,047	58,815	61,000	61,000
Police / Fire	527,777	506,791	488,209	368,743	323,699
Engineering / Transportation	1,283,460	1,266,051	30,780	32,240	32,817
Other Special Grant	108,842	135,605	893,090	1,673,501	157,166
NONMAJOR FUNDS					
Special Revenue Funds					
Gas Taxes	1,915,369	1,517,073	1,413,941	1,862,188	1,992,902
RMRA (SB1)				1,023,000	1,000,000
Library Tax	586,153	556,457	496,477		
Proposition A	1,149,757	1,090,915	885,434	1,467,205	1,631,163
Proposition C	878,186	755,840	1,149,523	1,119,718	680,360
Measure R	898,588	195,715	1,391,294	296,253	1,336,893
Measure M				50,000	1,500,000
Asset Forfeiture	266,231	562,631	296,928	302,580	298,245
Business Improv. District #1	77,995	117,033	76,524	105,651	89,539
Air Quality	92,134	87,046	89,883	93,172	93,172
Maint. District 1972 Act	1,076,013	938,602	1,019,433	1,018,567	1,008,093
Law Enforcement & Fire/Medic - DIF	243,680	414,824	487,654	239,092	490,241
Public Safety Augmentation	663,701	688,715	717,899	750,000	776,000
Library/Public & Aquatics Fac/Parks	59,170	46,518	600	295,000	128,000
CERCLA Liability	250,000	250,000	160,000	150,000	150,000
Total Governmental Funds	57,616,068	57,541,238	61,207,245	69,182,701	69,720,740
PROPRIETARY FUNDS					
Enterprise Fund					
Water Utility	12,572,688	12,223,445	11,158,522	17,492,570	19,670,713
Refuse	7,187,433	7,120,195	6,255,552	6,348,684	6,814,219
Sewer	1,167,677	1,332,186	2,120,014	3,173,525	1,920,142
Internal Service Funds					
Auto Shop	1,743,579	1,607,048	1,828,284	2,184,914	2,424,098
Separation Benefits	1,536,313	2,291,545	1,554,279	1,489,928	1,490,928
Workers' Compensation	1,749,162	2,663,428	4,054,107	2,048,883	2,248,375
General Liability	2,033,609	4,327,671	3,259,765	2,941,536	3,346,197
Technology/Data Processing	110,477	42,371	91,923	739,499	137,915
Total Proprietary Funds	28,100,938	31,607,888	30,322,446	36,419,539	38,052,587

Five Years Summary of Expenditures

Fund Description	Actual 2015-16	Actual 2016-17	Actual 2017-18	Estimated Actual 2018-19	Budget 2019-20
Successor Agency (SA) [1]					
Capital Projects Funds					
Atlantic/Garvey	1,278,740	1,279,890	1,284,975	1,516,957	1,516,456
Merged Project	5,137,414	3,498,823	3,694,460	751,030	754,257
Total Successor Agency	6,416,154	4,778,713	4,979,435	2,267,987	2,270,713
TOTAL CITY & SA	92,133,159	93,927,840	96,509,126	107,870,227	110,044,040

Notes:

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

City of Monterey Park
City Expenditures By Service Area
Fiscal Year 2017-18, 2018-19, & 2019-20

Service Area / Department	2017-18 Actual	2018-19 Revised Budget	2019-20 Adopted		$ Change over 18-19
Administration					
City Council / Regional Assoc	165,844	200,595	206,205		5,610
City Manager	440,777	433,958	577,726	(1)	143,768
City Treasurer	18,927	19,741	22,228		2,487
City Attorney	507,381	612,100	630,200		18,100
City Clerk	387,282	431,918	549,041	(2)	117,123
Management Services	2,408,221	2,939,438	3,060,116		120,678
HR & Risk Management	1,233,953	1,367,017	1,474,845		107,828
	5,162,385	**6,004,767**	**6,520,361**		**515,594**
Safety					
Police	19,143,496	20,152,111	21,217,178		1,065,067
Fire	12,730,827	13,598,898	14,235,574		636,676
	31,874,323	**33,751,009**	**35,452,752**		**1,701,743**
Community Services & Improvement					
Public Works	23,452,938	29,943,453	30,930,181		986,728
Community/Eco Development/BID	2,974,546	4,056,121	3,600,057	(3)	(456,064)
Recreation/Community Services	3,175,135	3,419,247	3,627,374		208,127
Library	2,957,574	2,683,692	2,727,161		43,469
Street/Community Imp/Water CIP	5,494,509	11,428,661	8,720,963	(4)	(2,707,698)
	38,054,701	**51,531,174**	**49,605,736**		**(1,925,438)**
Non-Departmental					
Workers Compensation	4,027,940	1,908,700	2,107,000		198,300
General Liability	3,654,434	3,116,570	3,490,000		373,430
Post-Employment Activity	8,755,907	9,290,020	10,597,478	(5)	1,307,458
	16,438,281	**14,315,290**	**16,194,478**		**1,879,188**
Successor Agency					
Atlantic/Garvey	1,284,976	1,516,957	1,516,456		(501)
Merged	3,694,460	751,030	754,257		3,227
	4,979,436	**2,267,987**	**2,270,713**		**2,726**
Total Expenditures:	**96,509,126**	**107,870,227**	**110,044,040**	(6)	**2,173,813**

Note:
(1) Establish Assistant City Manager Position.
(2) Election Year.
(3) Activity 1111, 1205, 1405, 3240, 4213, & 4214 are for Community / Economic Development / BID.
(4) 2018-19 included a $2.6 million financing for Fire ladder Truck & Engines.
(5) GF Supplemental pension costs are $600,000 higher; set-aside amount for labor negotiations.
(6) Pension costs are increased throughout all departments.

Twelve-Years Summary of Expenditures by Function

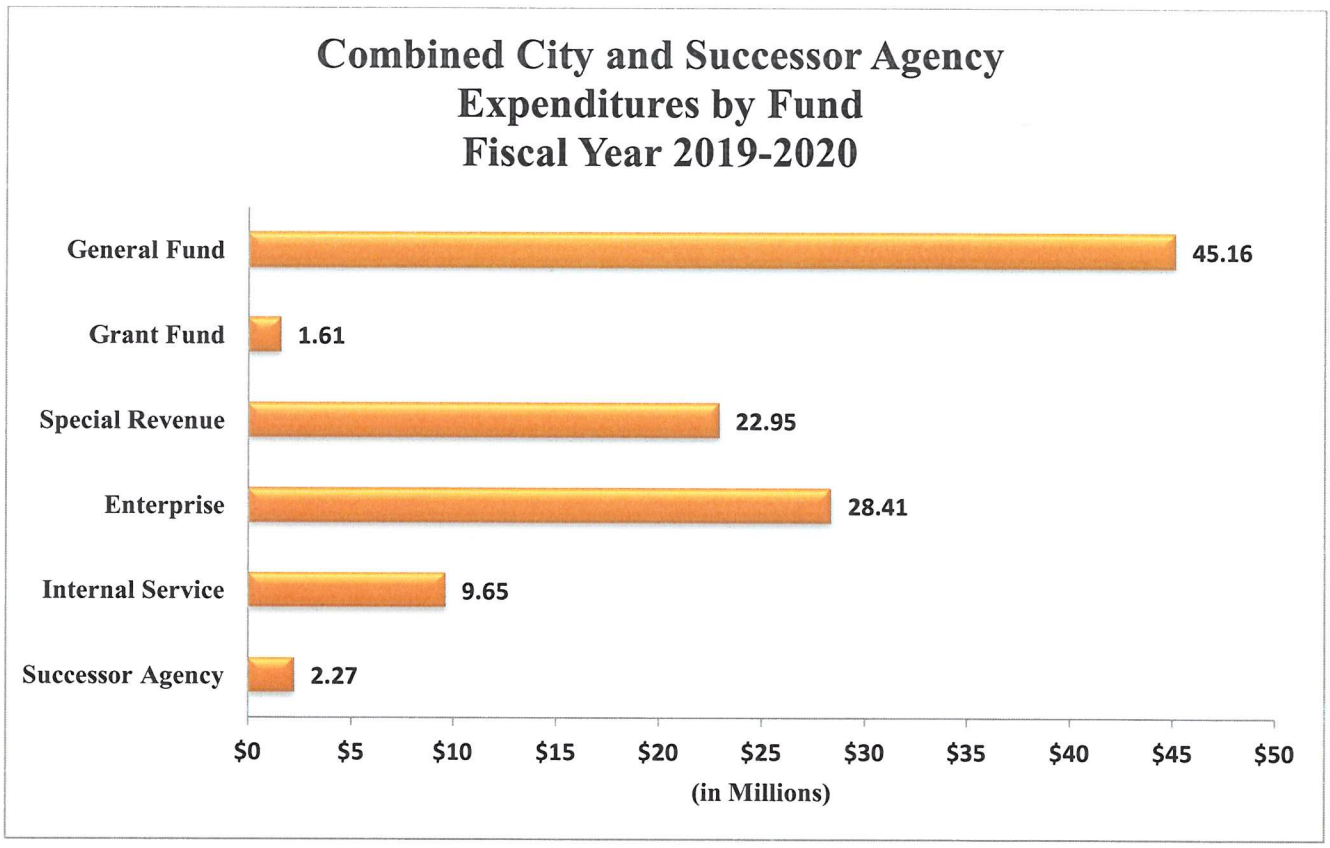
Fiscal Year Ending	General Administration	Police	Fire	Community & Economic Development	Public Works	Recreation / Community Services
2009	5,687,886	15,879,926	10,309,177	3,595,706	21,942,878	2,984,285
2010	5,475,856	16,176,164	10,612,787	3,587,479	21,653,235	2,689,895
2011	4,144,638	15,246,304	10,775,993	2,674,438	23,188,151	2,607,254
2012 (1)	3,578,562	14,933,182	11,000,283	2,591,199	23,036,507	2,603,007
2013	3,705,410	14,685,943	10,816,300	2,210,775	23,414,317	2,537,022
2014	3,958,475	15,211,109	10,708,214	2,405,705	23,202,123	2,703,980
2015	4,620,114	16,343,992	11,044,441	2,833,884	24,809,956	3,054,833
2016	4,770,915	17,069,645	11,485,747	2,620,797	25,875,398	3,099,626
2017	4,675,759	17,932,388	12,271,685	2,818,692	25,271,688	3,063,609
2018	5,162,385	19,143,496	12,730,827	2,974,547	24,404,622	3,175,135
2019 (2)	6,004,767	20,152,111	13,598,898	4,056,121	29,943,453	3,419,247
2020 (2)	6,520,361	21,217,178	14,235,574	3,600,057	30,930,181	3,627,374

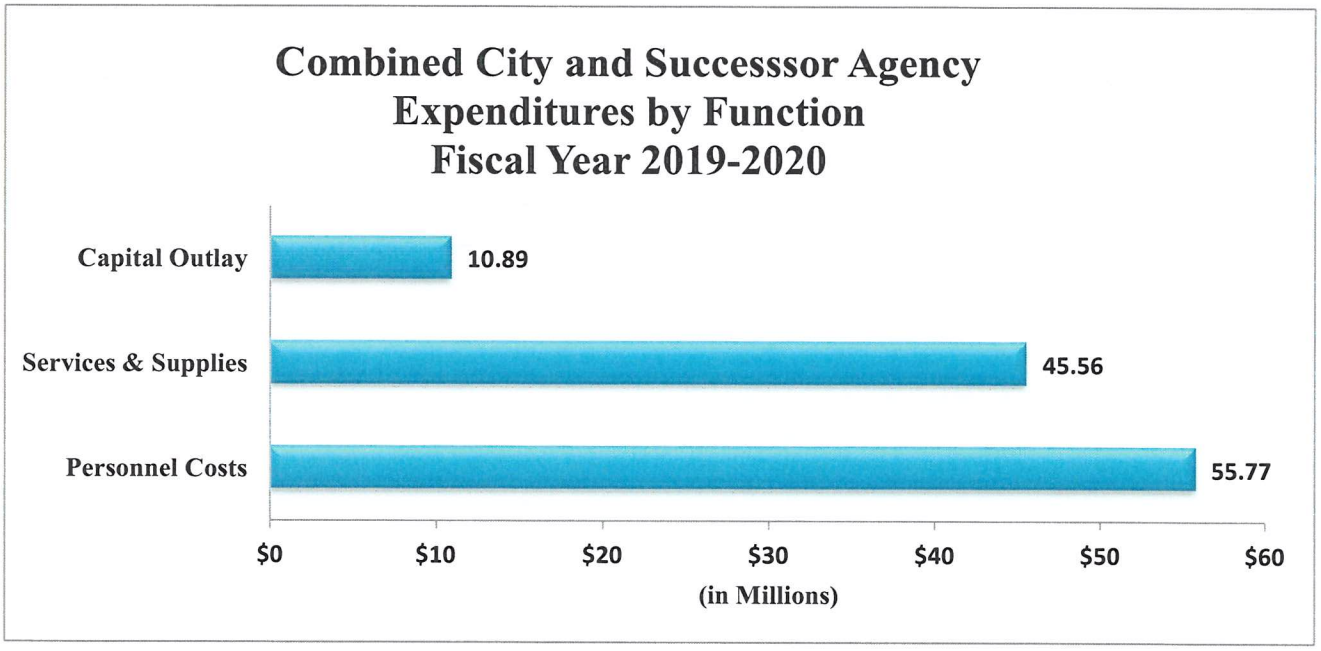
Notes:

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

(2) Amounts for 2019 display estimated actual and 2020 estimated expenditures.

Library	Capital Improvement Projects	Non-Department/ Internal Service	Debt Service	Capital Projects	Successor Agency	GRAND TOTAL
2,406,037	1,971,305	5,864,605	3,783,710	1,937,229		76,362,745
2,329,056	5,482,404	8,041,104	6,672,510	2,257,673		84,978,163
2,217,990	1,838,450	6,763,115	3,999,823	1,761,517		75,217,674
2,225,639	3,202,657	7,928,015	2,495,184	61,344,185	16,697,207	151,635,628
2,211,178	6,174,685	7,054,783			18,497,359	91,307,772
2,357,113	3,476,712	11,454,704			1,568,401	77,046,536
2,558,285	6,363,138	10,114,851			8,540,729	90,284,223
2,662,217	4,765,857	13,368,960			6,413,997	92,133,159
2,646,786	3,681,271	16,790,818			4,775,145	93,927,840
2,957,574	4,542,823	16,443,784			4,973,933	96,509,126
2,683,692	11,428,661	14,317,690			2,265,587	107,870,227
2,727,161	8,720,963	16,194,478			2,270,713	110,044,040


Combined City and Successor Agency
Expenditures by Fund
Fiscal Year 2019-2020
General Fund
45.16
Grant Fund
1.61
Special Revenue
22.95
Enterprise
28.41
Internal Service
9.65
Successor Agency
2.27
$0
$5
$10
$15
$20
$25
$30
$35
$40
$45
$50
(in Millions)


Combined City and Successsor Agency
Expenditures by Function
Fiscal Year 2019-2020
Capital Outlay
10.89
Services & Supplies
45.56
Personnel Costs
55.77
$0
$10
$20
$30
$40
$50
$60
(in Millions)

Citywide Personnel Summary - 2019-2020

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	
MONTEREY PARK CITY COUNCIL						
Mayor	1.00	1.00	1.00	1.00	1.00	
Mayor Pro Tem	1.00	1.00	1.00	1.00	1.00	
Council Members	3.00	3.00	3.00	3.00	3.00	
CITY COUNCIL TOTAL	5.00	5.00	5.00	5.00	5.00	
CITY MANAGER						
Full-Time						
City Manager	1.00	1.00	1.00	1.00	1.00	
Assistant City Manager					1.00	(1)
Economic Development Manager					1.00	(2)
Economic Development Specialist					1.00	(2)
Secretary to the City Manager	1.00	1.00	1.00	1.00	1.00	
Senior Clerk Typist					1.00	(2)
CITY MANAGER TOTAL	2.00	2.00	2.00	2.00	6.00	
CITY CLERK						
City Clerk	1.00	1.00	1.00	1.00	1.00	
Full-Time						
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	
Assistant Deputy City Clerk				1.00	1.00	
Secretary	1.00	1.00	1.00			
Total Full-Time	2.00	2.00	2.00	2.00	2.00	
Part-Time						
Clerk Typist	0.50	0.50	0.50	0.50	0.50	
Minutes Clerk	0.75	0.75	0.75	0.75	0.75	
Total Part-Time	1.25	1.25	1.25	1.25	1.25	
CITY CLERK TOTAL	4.25	4.25	4.25	4.25	4.25	
CITY TREASURER						
City Treasurer	1.00	1.00	1.00	1.00	1.00	
CITY TREASURER TOTAL	1.00	1.00	1.00	1.00	1.00	

Citywide Personnel Summary - 2019-2020

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	
MANAGEMENT SERVICES						
Full-Time						
Director of Management Services	1.00	1.00	1.00	1.00	1.00	
Account Clerk	2.00	2.00	2.00	2.00	2.00	
Accountant	1.00		1.00	1.00	1.00	
Controller	1.00	1.00	1.00			
Financial Services Manager				1.00	1.00	
IT System Analyst				1.00	1.00	
Payroll Technician	1.00	1.00	1.00	1.00	1.00	
Revenue Collection Specialist	1.00	1.00				
Senior Account Clerk	4.00	5.00	6.00	6.00	6.00	
Senior Accountant	1.00	1.00	1.00	1.00	1.00	
Support Services Manager	1.00	1.00	1.00	1.00	1.00	
Support Services Supervisor	1.00	1.00	1.00	1.00	1.00	
Total Full-Time	14.00	14.00	15.00	16.00	16.00	
Part-Time						
Account Clerk					0.45	(3)
Clerk Typist	0.45	0.45	0.45	0.45		(3)
Senior Account Clerk	0.50	0.50				
Total Part-Time	0.95	0.95	0.45	0.45	0.45	
MANAGEMENT SERVICES TOTAL	14.95	14.95	15.45	16.45	16.45	
COMMUNITY AND ECONOMIC DEVELOPMENT						
Full-Time						
Director of Community and Economic Development	1.00	1.00	1.00	1.00		(4)
Assistant Planner	1.00	1.00	1.00	1.00		(8)
Building Inspector	1.00	2.00	2.00	2.00		(8)
Building Official	1.00	1.00	1.00	1.00		(8)
Code Enforcement Officer	3.00	3.00	4.00	4.00		(5)
Economic Development Manager			1.00	1.00		(2)
Economic Development Specialist	1.00	1.00	1.00	1.00		(2)
Permit Technician I	1.00	1.00	1.00	1.00		(8)
Permit Technician II	1.00	1.00	1.00	1.00		(8)
Plan Checker	1.00	1.00	1.00	1.00		(8)
Senior Clerk Typist	2.00	2.00	2.00	2.00		(2)&(5)
Senior Planner	1.00	1.00	1.00	1.00		(8)
Total Full-Time	14.00	15.00	17.00	17.00	0.00	
COMMUNITY AND ECONOMIC DEVELOPMENT TOTAL	14.00	15.00	17.00	17.00	0.00	

Citywide Personnel Summary - 2019-2020

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
HUMAN RESOURCES AND RISK MANAGEMENT					
Full-Time					
Director of Human Resources/Risk Management	1.00	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00	1.00
Human Resources Assistant			1.00	1.00	1.00
Human Resources Technician	2.00	2.00	1.00	1.00	1.00
Senior Management Analyst				1.00	1.00
Total Full-Time	4.00	4.00	4.00	5.00	5.00
Part-Time					
Senior Clerk Typist	0.50	0.50	0.50	0.50	0.50
Clerk Typist		0.50	0.50	0.50	0.50
Total Part-Time	0.50	1.00	1.00	1.00	1.00
HR AND RISK MANAGEMENT TOTAL	4.50	5.00	5.00	6.00	6.00
POLICE					
Full-Time					
Police Chief	1.00	1.00	1.00	1.00	1.00
Animal Services Officer	1.00	1.00	1.00	1.00	1.00
Community Services Officer	2.00	2.00	2.00	2.00	2.00
Dispatcher	9.00	9.00	9.00	9.00	9.00
Evidence Officer	1.00	1.00	1.00	1.00	1.00
Jailer	5.00	5.00	5.00	5.00	5.00
Management Analyst		1.00	1.00	1.00	1.00
Police Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Police Corporal	14.00	14.00	14.00	14.00	14.00
Police Captain	1.00	2.00	2.00	2.00	2.00
Police Clerk	11.00	11.00	11.00	11.00	11.00
Police Lieutenant	6.00	6.00	6.00	6.00	6.00
Police Officer	40.00	42.00	42.00	43.00	43.00
Police Records Management System Technician	1.00	1.00	1.00	1.00	1.00
Police Sergeant	10.00	9.00	9.00	9.00	9.00
Secretary	1.00	1.00	1.00	1.00	1.00
Total Full-Time	104.00	107.00	107.00	108.00	108.00

Citywide Personnel Summary - 2019-2020

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	
Part-Time						
Animal Services Officer	0.50	0.50	0.50	0.50	1.00	(6)
Community Services Officer	3.35	3.35	3.35	3.35	3.35	
Crime Analyst	0.50	0.50	0.50	0.50	0.50	
Crossing Guard	4.37	4.37	4.37	4.37	4.37	
Dispatcher	0.24	0.24	0.24	0.24	0.24	
Evidence Officer	0.80	0.80	0.80	0.80	0.80	
Jailer	0.50	0.50	0.50	0.50	0.50	
Police Cadet				2.00	2.00	
Police Records Cadet	0.50	0.50	0.50	0.50	0.50	
Police Records Clerk	1.00	1.00	1.00	1.00	1.00	
Total Part-Time	11.76	11.76	11.76	13.76	14.26	
POLICE TOTAL	115.76	118.76	118.76	121.76	122.26	
FIRE						
Full-Time						
Fire Chief	1.00	1.00	1.00	1.00	1.00	
Division Chief	3.00	3.00	3.00	3.00	3.00	
Fire Marshal					1.00	(7)
Deputy Fire Marshal	1.00	1.00	1.00	1.00		(7)
Code Enforcement Officer					4.00	(5)
Fire Captain	12.00	12.00	12.00	12.00	12.00	
Fire Engineer	12.00	12.00	12.00	12.00	12.00	
Fire Fighter	11.00	12.00	12.00	11.00	11.00	
Fire Fighter/Paramedic	13.00	12.00	12.00	13.00	13.00	
Fire Prevention Permit Technician I	1.00	1.00	1.00	1.00	1.00	
Fire Safety Specialist	1.00	1.00	1.00	1.00	1.00	
Principal Management Analyst	1.00	1.00	1.00	1.00	1.00	
Senior Account Clerk	1.00	1.00	1.00	1.00	1.00	
Senior Clerk Typist					1.00	(5)
Total Full-Time	57.00	57.00	57.00	57.00	62.00	
Part-Time						
Fire Apprentice	0.50	0.50	0.50	0.50	0.50	
Fire Clerk Typist		1.00	1.00	1.00	1.00	
Fire Intern		0.50	0.50	0.50	0.50	
PT EMS			1.80	1.80	1.80	
Total Part-Time	0.50	2.00	3.80	3.80	3.80	
FIRE TOTAL	57.50	59.00	60.80	60.80	65.80	

Citywide Personnel Summary - 2019-2020

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	
PUBLIC WORKS						
Full-Time						
Director of Public Works	1.00	1.00	1.00	1.00	1.00	
Assistant City Engineer	1.00	1.00	1.00	1.00	1.00	
Associate Civil Engineer	2.00	2.00	2.00	2.00	2.00	
Assistant Planner					1.00	(8)
Auto Shop Technician	1.00	1.00	1.00	1.00	1.00	
Building Inspector					2.00	(8)
Building official					1.00	(8)
Building Trades Technician	1.00	1.00	1.00	1.00	1.00	
Cement Finisher	1.00					
Civil Engineering Technician	1.00	1.00	1.00	1.00	2.00	(9)
Civil Engineering Assistant					1.00	(9)
Consumer Services Representative	2.00	2.00	2.00	2.00	2.00	
Consumer Services Supervisor	1.00	1.00	1.00	1.00		(10)
Crew Leader	3.00	3.00	3.00	3.00	3.00	
Cross Connection Control Inspector	1.00	1.00	1.00	1.00	2.00	(9)
Electrician	2.00	1.00	1.00	1.00	1.00	
Lead Equipment Mechanic			1.00	1.00	1.00	
Equipment Mechanic	2.00	2.00	2.00	2.00	2.00	
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	
Fleet Maintenance Supervisor	1.00	1.00				
Maintenance Worker	11.00	12.00	12.00	12.00	12.00	
Park Maintenance Crew Leader	2.00	2.00	2.00	2.00	2.00	
Park Superintendent	1.00	1.00	1.00	1.00	1.00	
Park Supervisor	1.00	1.00	1.00	1.00	1.00	
Permit Technician I					1.00	(8)
Permit Technician II					1.00	(8)
Plan Checker					1.00	(8)
Principal Management Analyst	2.00	2.00	2.00	2.00	2.00	
Public Works Inspector	1.00	1.00	1.00	1.00		(9)
Public Works Maintenance Manager	1.00	1.00	1.00	1.00	1.00	
Public Works Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	
Public Works Technician	1.00	1.00	1.00	1.00		(9)
Secretary	1.00	1.00	1.00	1.00	1.00	
Senior Clerk Typist	1.00	1.00	1.00	1.00	1.00	
Senior Maintenance Worker	4.00	4.00	4.00	4.00	4.00	
Senior Planner					1.00	(8)
Senior Water Production System Operator	1.00	1.00	1.00	1.00	1.00	
Water Distribution Crew Supervisor	1.00	1.00	1.00	1.00	1.00	
Water Distribution Lead Worker	3.00	3.00	3.00	3.00	2.00	(9)
Water Distribution Supervisor	1.00	1.00	1.00	1.00		(9)
Water Operation Supervisor					1.00	(10)
Water Production Supervisor	1.00	1.00	1.00	1.00	1.00	
Water Production System Operator	4.00	4.00	4.00	4.00	4.00	
Water Utility Maintenance Worker	3.00	4.00	4.00	4.00	5.00	(9)
Water Utility Manager	1.00	1.00	1.00	1.00	1.00	
Total Full-Time	63.00	63.00	63.00	63.00	71.00	

Citywide Personnel Summary - 2019-2020

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	
Part-Time						
Clerk Typist	0.19	0.19	0.19	0.19	0.19	
Accountant	0.50	0.50	0.50	0.50	0.50	
Maintenance Worker	7.30	7.30	7.30	7.30	7.30	
Water Utility Maintenance Worker					0.40	(9)
Total Part-Time	7.99	7.99	7.99	7.99	8.39	
PUBLIC WORKS TOTAL	70.99	70.99	70.99	70.99	79.39	
MONTEREY PARK BRUGGEMEYER LIBRARY						
Full-Time						
City Librarian	1.00	1.00	1.00	1.00	1.00	
Adult Literacy Coordinator					1.00	(11)
Librarian	3.00	3.00	3.00	3.00	3.00	
Library Circulation Serv Supervisor	1.00	1.00	1.00	1.00	1.00	
Library Clerk	5.00	5.00	5.00	5.00	5.00	
Library Technician	2.00	2.00	2.00	2.00	2.00	
Literacy Program Administrator	1.00	1.00	1.00	1.00		(11)
Secretary	1.00	1.00	1.00	1.00	1.00	
Senior Librarian	3.00	3.00	3.00	3.00	3.00	
Senior Library Clerk	1.00	1.00	1.00	1.00	1.00	
Total Full-Time	18.00	18.00	18.00	18.00	18.00	
Part-Time						
Janitor	1.60	1.60	1.60	1.60	1.60	
Librarian	0.54	0.92	0.92	0.02	0.52	(12)
Library Clerk	2.81	2.71	3.43	3.73	2.62	(12)
Library Page	2.49	2.05	2.05	2.25	1.95	(12)
Library Technician	0.09	0.25	0.25	0.12		(12)
Total Part-Time	7.53	7.53	8.25	7.72	6.69	
LIBRARY TOTAL	25.53	25.53	26.25	25.72	24.69	
RECREATION / COMMUNITY SERVICES						
Full-Time						
Director of Recreation/Community Services	1.00	1.00	1.00	1.00	1.00	
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	
Bus/Child Care Driver	3.00	3.00	3.00	3.00	3.00	
Child Care Coordinator	1.00	1.00	1.00	1.00	1.00	
Community Communications Coordinator			1.00	1.00	1.00	

Citywide Personnel Summary - 2019-2020

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	
Community TV Producer	1.00	1.00				
Dial-A-Ride Dispatcher	1.00	1.00	1.00	1.00	1.00	
Janitor	1.00	1.00	1.00	1.00	1.00	
Pool Maintenance Worker	1.00	1.00	1.00	1.00	1.00	
Program Coordinator	3.00	3.00	3.00	3.00	2.00	(14)
Recreation Manager					1.00	(13)
Recreation Superintendent	1.00	1.00	1.00	1.00		(13)
Recreation Supervisor	1.00	1.00	1.00	1.00	2.00	(14)
Senior Clerk Typist	2.00	2.00	2.00	2.00	1.00	(15)
Total Full-Time	17.00	17.00	17.00	17.00	16.00	
Part-Time						
Assistant Manager	0.40	0.40	0.40	0.40	0.40	
Bus/Child Care Driver	2.00	2.00	2.00	2.00	2.00	
Cashier	0.30	0.30	0.30	0.30	0.30	
Child Care Teacher	3.40	3.40	3.40	3.40	3.40	
Clerk Typist	0.25	0.50	0.50	0.50	0.50	
Junior Lifeguard	0.24	0.24	0.24	0.24	0.24	
Lifeguard	0.48	0.48	0.48	0.48	0.48	
Locker Room Attendant	0.34	0.34	0.34	0.34	0.34	
Pool Manager	3.54	3.54	3.54	3.54	3.54	
Recreation Leader	7.64	8.04	8.04	8.04	8.21	(16)
Senior Lifeguard	0.67	0.67	0.67	0.67	0.67	
Video Technician	0.26	0.26	0.26	0.26	0.26	
Total Part-Time	19.52	20.17	20.17	20.17	20.34	
RECREATION / COMM. SERVICES TOTAL	36.52	37.17	37.17	37.17	36.34	
CITYWIDE TOTAL	352.00	358.65	363.67	368.14	367.18	

CITYWIDE STAFFING TOTALS					
Elected Officials	7.00	7.00	7.00	7.00	7.00
Full-Time Employees	295.00	299.00	302.00	305.00	304.00
Part-Time (FTE) Employees	50.00	52.65	54.67	56.14	56.18
GRAND TOTAL CITYWIDE FULL-TIME EQUIVALENT POSITIONS (1.00 Position = 2,080 Working Hours)	352.00	358.65	363.67	368.14	367.18

Citywide Personnel Summary - 2019-2020

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20

(1) Establish Assistant City Manager

(2) Move Economic Development Activity under City Manager Office

(3) Change PT Clerk Typist to PT Account Clerk

(4) Director of Community and Economic Development is eliminated

(5) Move Code Enforcement Division (4 Code Enforcement Officers & 1 Senior Clerk Typist) to Fire Department

(6) Add 1 PT Animal Services Officer

(7) Upgrade Deputy Fire Marshal to Fire Marshal to oversee Code Enforcement Operations

(8) Move Planning and Building & Safety Activities to Pubic Works

(9) Eliminate 1 PWs Inspector, 1 PWs Technician, 1 Water Distribution Lead Worker and 1 Water Distribution Supervisor; Add 1 Civil Engineering Technician, 1 Civil Engineering Assistant, 1 Cross Connection Control Inspector, and 1 Water Utility Maintenance Worker; ADD 2 PTs Water Utility Maintenance Workers

(10) Change Consumer Services Supervisor to Water Operations Supervisor

(11) Change Literacy Program Administrator to Adult Literacy Coordinator

(12) Shift PTs among various activities

(13) Upgrade Recreation Superintendent to Recreation Manager

(14) Upgrade Program Coordinator to Recreation Supervisor

(15) Eliminate 1 Senior Clerk Typist

(16) Increase PT Recreation Leaders to cover Langley extended Saturday and Sunday hours

Ten Year Citywide Personnel Summary

Fiscal Year	Total FTE	City Population	FTE per 1,000
2010-11	360.62	65,027	5.55
2011-12	351.57	60,435	5.82
2012-13	344.82	61,153	5.64
2013-14	347.10	61,445	5.65
2014-15	347.97	61,777	5.63
2015-16	352.00	62,063	5.67
2016-17	358.65	61,346	5.85
2017-18	363.67	62,154	5.85
2018-19	368.14	62,240	5.91
2019-20	367.18	61,828	5.94

Population Source: State of California's Department of Finance

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2019-2020

Classification	Salary Range		
Account Clerk	3,455	-	4,421
Accountant	4,985	-	6,377
Administrative Secretary	4,154	-	5,315
Animal Services Officer	3,769	-	4,822
Assistant City Engineer	9,499	-	12,152
Assistant Deputy City Clerk	4,547	-	5,818
Assistant Planner	5,132	-	6,566
Auto Shop Technician	3,778	-	4,833
Building Inspector	5,741	-	7,345
Building Official	8,373	-	10,711
Building Trades Technician	4,475	-	5,725
Child Care Coordinator	4,348	-	5,562
City Librarian	8,670	-	10,924
Civil Engineering Associate	6,857	-	8,773
Code Enforcement Officer	4,588	-	5,869
Community Communications Coordinator	4,565	-	5,840
Community Services Officer	3,763	-	4,814
Consumer Services Representative	4,232	-	5,414
Consumer Services Supervisor	6,440	-	8,238
Crew Leader	4,475	-	5,725
Cross Connection Control Inspector	5,272	-	6,745
Deputy City Clerk	6,558	-	8,389
Deputy Fire Marshal	6,147	-	7,863
Dial-A-Ride Dispatcher	3,763	-	4,814
Dial-A-Ride Driver	2,537	-	3,246
Director of Human Resources & Risk Mgmt	11,098	-	14,219
Director of Management Services	11,098	-	14,219
Director of Public Works	11,098	-	14,219
Director of Recreation & Community Services	9,450	-	12,138
Division Chief	10,407	-	12,671
Economic Development Project Manager	7,654	-	9,793
Economic Development Specialist	5,573	-	7,130
Electrician	4,844	-	6,197
Equipment Mechanic	4,475	-	5,725
Evidence Officer	4,063	-	5,198
Facility Maintenance Supervisor	6,039	-	7,725

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2019-2020

Classification	Salary Range		
Financial Services Manager	9,641	-	12,333
Fire Captain	7,955	-	9,670
Fire Chief	12,917	-	16,437
Fire Engineer	6,829	-	8,300
Fire Fighter	5,901	-	7,172
Fire Fighter Paramedic	5,901	-	7,172
Fire Prevention Permit Technician I	4,134	-	5,289
Fire Safety Specialist	5,439	-	6,958
Human Resources Analyst	6,085	-	7,785
Human Resources Assistant	5,171	-	6,615
Human Resources Technician	4,502	-	5,760
Jailer	3,978	-	5,089
Janitor	2,537	-	3,246
Lead Equipment Mechanic	5,146	-	6,583
Librarian	5,132	-	6,566
Library Clerk	3,455	-	4,421
Library Technician	3,944	-	5,046
Maintenance Worker	3,596	-	4,600
Park Maintenance Crew Leader	4,475	-	5,725
Park Maintenance Worker	3,596	-	4,600
Park Supervisor	6,039	-	7,725
Payroll Technician	4,590	-	5,872
Permit Technician I	4,134	-	5,289
Permit Technician II	4,588	-	5,869
Plan Checker	6,146	-	7,863
Police Administrative Assistant	3,945	-	5,046
Police Captain	11,474	-	13,972
Police Chief	13,872	-	17,253
Police Clerk	3,493	-	4,469
Police Corporal	7,088	-	8,616
Police Lieutenant	9,471	-	11,512
Police Officer	6,574	-	7,991
Police Records Management Systems Technician	4,588	-	5,869
Police Sergeant	7,778	-	9,454
Pool Maintenance Worker	3,596	-	4,600
Principal Management Analyst	6,856	-	8,770

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2019-2020

Classification	Salary Range		
Program Coordinator	4,348	-	5,562
Public Works Supervisor	6,039	-	7,725
Recreation Superintendent	6,558	-	8,389
Recreation Supervisor	6,039	-	7,725
Secretary to City Manager	5,171	-	6,615
Secretary to Police Chief	4,154	-	5,315
Senior Account Clerk (Non-Conf)	4,134	-	5,289
Senior Accountant	6,558	-	8,389
Senior Clerk Typist (Non-Conf)	3,455	-	4,421
Senior Librarian	6,039	-	7,725
Senior Maintenance Worker	3,914	-	5,007
Senior Management Analyst	5,826	-	7,454
Senior Planner	7,187	-	9,195
Senior Water Production System Operator	5,272	-	6,745
Support Services Manager	7,654	-	9,793
Support Services Supervisor	5,439	-	6,958
Water Distribution Crew Supervisor	5,272	-	6,745
Water Distribution Lead Worker	4,550	-	5,821
Water Production Supervisor	6,440	-	8,238
Water Production System Operator	4,550	-	5,821
Water Utility Maintenance Worker	3,841	-	4,913
Water Utility Manager	8,999	-	11,513

CITY OF MONTEREY PARK

PART-TIME CLASSIFICATION AND HOURLY RATES LIST
EFFECTIVE 1/1/2019, REFLECTING MANDATE MINIMUM WAGE LAWS

Classification	Hourly Rate		
Accountant	24.50	-	31.34
Animal Services Officer	17.54	-	22.44
Assistant Pool Manager	13.43	-	17.18
Cashier	12.00	-	15.35
Child Care Teacher	14.24	-	18.22
Clerk Typist	13.83	-	17.69
Community Media Specialist	13.00	-	16.63
Community Service Officer	16.87	-	21.58
Crime Analyst	17.34	-	22.18
Dispatcher	22.49	-	28.77
Equipment Service Specialist	20.94	-	26.79
Evidence Officer	16.87	-	21.58
Fire Intern I	12.50	-	15.99
Janitor	13.03	-	16.67
Librarian	20.32	-	26.00
Library Clerk	15.34	-	19.62
Library Page	12.00	-	15.35
Library Technician	15.85	-	20.28
Lifeguard	12.50	-	15.99
Maintenance Worker	16.87	-	21.58
Management Analyst	28.98	-	37.08
Planning Intern	12.50	-	15.99
Police Cadet	13.06	-	16.71
Police Records Cadet	13.06	-	16.71
Police Records Clerk	15.34	-	18.69
Pool Manager	14.75	-	18.87
Recreation Leader	12.50	-	15.99
School Crossing Guard	12.00	-	15.35
Senior Clerk Typist	16.55	-	21.17
Senior Lifeguard/Instructor	13.00	-	16.63
Senior Recreation Leader	13.83		17.69
Water Utility Maintenance Worker	21.39		27.36

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

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

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

City of Monterey Park
Five Years Financial Projection
General Fund

General Fund (0010/0159)

	5-Year Long-Term Projection					
	2019-20	2020-21	2021-22	2022-23	2022-23	Notes
Beginning Fund Balance						
Assigned - Capital Improvements	$13,449,000	$13,474,316	$11,501,906	$8,620,613	$4,931,537	
Committed - Catastrophic	2,340,000	2,340,000	2,340,000	2,340,000	2,340,000	
Committed - Stabilization	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	
Unassigned	4,100,000	4,100,000	4,100,000	4,100,000	4,100,000	
Total	22,889,000	22,914,316	20,941,906	18,060,613	14,371,537	
Recurring Revenues:						
Property Taxes	18,415,400	18,916,000	19,484,000	20,069,000	20,671,000	(1)
Sales Tax	6,490,000	6,620,000	6,752,000	6,887,000	7,025,000	(2)
Utility Tax	3,055,000	3,147,000	3,241,000	3,338,000	3,438,000	(3)
Hotel Tax	800,000	816,000	832,000	849,000	866,000	(4)
Other Taxes	1,232,500	1,257,000	1,282,000	1,308,000	1,334,000	(4)
Licenses & Permits	2,640,600	2,693,412	2,747,280	2,802,226	2,858,270	(5)
Charges for Services	6,211,936	6,336,000	6,463,000	6,592,000	6,724,000	(6)
Fines	680,000	694,000	708,000	722,000	736,000	(7)
Interest and Rental	1,955,573	2,014,000	2,074,000	2,136,000	2,200,000	(8)
Other Revenue	1,475,400	1,505,000	1,535,000	1,566,000	1,597,000	(9)
Projected Market Place Revenues:						(10)
Property Taxes						
Phase I	125,600	144,000	147,000	150,000	153,000	
Phase II		59,000	60,000	61,000	62,000	
Sales Tax						
Phase I	1,200,000	1,240,000	1,280,000	1,310,000	1,750,000	
Phase II		376,000	388,000	399,000	411,000	
Projected Marriott Revenue:						(11)
Hotel Tax	900,000	1,200,000	1,250,000	1,300,000	1,350,000	
Total Revenues	45,182,009	47,017,412	48,243,280	49,489,226	51,175,270	
Expenditures:						
Salaries & Benefits	31,878,083	32,993,816	34,148,599	35,343,800	36,580,833	(12)
Maintenance & Operation	4,202,580	4,328,657	4,458,517	4,592,273	4,730,041	(13)
Contracted Services	2,347,246	2,417,663	2,490,193	2,564,899	2,641,846	(14)
Utilities	876,436	903,000	930,000	958,000	987,000	(15)
Vehicle Operating	1,181,595	1,217,000	1,254,000	1,292,000	1,331,000	(16)
Insurance	116,800	119,000	121,000	123,000	125,000	(17)
Small Capitals	65,593	70,000	75,000	80,000	85,000	
Capital Projects		400,000	450,000	500,000	500,000	(18)
GF Supplements to Pension	3,200,000	5,200,000	5,800,000	6,250,000	6,300,000	(19)
OPEB - GF Contributions	767,400	770,000	770,000	790,000	810,000	
Pension Unfunded Liability	406,400	450,000	500,000	550,000	600,000	
Debt Service - Siemens	114,560	120,685	127,264	134,329	142,019	
Total Expenditures	45,156,693	48,989,822	51,124,574	53,178,301	54,832,739	
Ending Fund Balance	$22,914,316	$20,941,906	$18,060,613	$14,371,537	$10,714,068	
Future Capital Projects:						(18)

. *Pension increases are included in the Retirement Fund (0012). The impact to GF would be supplemental amount to Retirement Fund per Note 19.*

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

(1) 3% growth (2% from reassessment and 1% from ownership transfer/new construction).

(2) 2% growth on recurring current sales tax.

(3) 3% growth.

(4) 2% growth.

(5) 2% growth.

(6) 2% growth.

(7) 2% growth.

(8) 3% growth. Interest income increases based on projected market outlook.

(9) 2% growth for amounts which reflect various refunds and rebates and the State SB90 reimbursements.

(10) Market Place revenues are based on Keser Marston Associates Report. Amounts reflect net of sharing agreement between the City and Montebello, 50% for specified retailers for the first 5 years and 18% thereafter; 18% for non-specified stores.

(11) Marriott Transient Occupancy Tax (TOT) starts in 2019-2020 for a ten-month projection. The occupancy percentage is based on the hotel norm of 60% for the 1st year ($175 x 288 rooms x 60% x 365 days x 83%).

(12) Salaries and benefits are projected for a 3.5% adjustment, starting 2019-2020 to reflect additional 401(a) benefits for Safety members.

(13) 3% increase in maintenance, supplies, equipment, and other operating costs.

(14) 3% adjustments including street sweeping costs are shared by Gas Tax and General Funds.

(15) 3% increase in utilities.

(16) 3% increase in vehicle operating and replacement.

(17) 2% increase in insurance costs.

(18) Capital projects depend on availability of GF balance.

(19) General Fund retirement contributions for pension costs to close pension cost shortfall.

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

Special Revenue Funds [1]

	5-Year Long-Term Projection					
	2019-20	2020-21	2021-22	2022-23	2022-23	Notes
Beginning Fund Balance	$11,584,017	$8,402,494	$8,487,409	$8,671,359	$8,464,143	
Revenues: (4)						
Taxes	13,851,885	14,328,000	14,808,000	15,305,000	15,821,000	
Charges for Services	1,158,000	1,237,815	1,269,138	1,239,469	1,240,309	
Fines and Forfeitures	1,235,000	1,300,000	1,317,000	1,334,000	1,351,000	
Grants	2,172,731	2,172,731	2,172,731	2,172,731	2,172,731	(2)
Others	185,488	70,300	67,500	67,000	72,000	
SERAF Repayment	137,342	137,342	137,342	137,342	137,342	
GF Supplements to Pension	3,200,000	5,200,000	5,800,000	6,250,000	6,300,000	
Transfer from Measure M	0	477,655	581,500	602,400	750,000	
Total Revenues	21,940,446	24,923,843	26,153,211	27,107,942	27,844,382	
Expenditures: (4)						
Salaries & Benefits	13,532,264	14,958,722	16,000,410	16,921,862	17,030,762	
Maintenance & Operations	3,921,811	3,930,000	4,084,800	4,188,345	4,243,331	
Debt Services	1,249,793	1,029,820	979,820	879,820	879,820	(3)
Capital Outlay	4,245,370	2,100,000	1,600,000	2,000,000	1,500,000	
Grants	1,614,809	1,614,809	1,614,809	1,614,809	1,614,809	(2)
Transfer from Gas Tax Fund	0	477,655	581,500	602,400	750,000	
Total Expenditures	24,564,047	24,111,006	24,861,339	26,207,236	26,018,722	
Ending Fund Balance	$8,960,416	$9,215,331	$9,779,281	$9,572,065	$10,289,804	

Notes:

(1) Special Revenue Funds include: retirement, gas tax, bike route, road maintenance & rehabilitation act (SB1), circulation DIF, parks/facilities/aquatics DIF, law/enforcement DIF, business improvement area #1, AQMD, maintenance district 93-1, public safety augmentation, proposition A and C, measure R and M, asset forfeiture, CERCLA liability, housing program, and grant funds. All Special Revenue Funds are Non-major Funds, with the exception of the grants, housing, and retirement funds which are Major Funds.

(2) Grant Funds include library grants, HUD CDBG and Home grants, Recreation grants, Police grants, Engineering / Parks grants, Transportation grants, Fire grants, and other special trust grants.

(3) Amounts include debt service payments for Pension Obligation Bonds.

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

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

Enterprise Fund [1]

	5-Year Long-Term Projection					
	2019-20	2020-21	2021-22	2022-23	2022-23	Notes
Beginning Unrestricted Net Position	$15,766,298	$12,133,224	$11,284,589	$10,204,849	$8,069,859	
Revenues:						
Charges for Service	14,740,000	16,601,000	16,729,000	16,861,000	16,998,000	(2)
Settlement	850,000	900,000	900,000	900,000	900,000	
Sewer Fees	3,000,000	3,150,000	3,308,000	3,473,000	3,647,000	
Sewer Reconstruction Fee	1,000	1,000	1,000	1,000	1,000	
Refuse Fees	5,800,000	6,148,000	6,517,000	6,908,000	7,322,000	
Waste Management Fees	280,000	288,000	297,000	306,000	315,000	
Sales of Surplus Property	3,000	0	0	0	0	
Interest income	65,000	40,000	40,000	35,000	30,000	
Water / Sewer DIF	33,000	37,000	33,000	33,000	33,000	
Total Revenues	24,772,000	27,165,000	27,825,000	28,517,000	29,246,000	
Expenditures:						
Water Administration	3,601,049	3,709,000	3,820,000	3,935,000	4,053,000	
Water Commercial	3,246,596	3,447,800	3,663,400	3,894,500	4,142,200	
Water Production	1,912,805	1,970,200	2,029,300	2,090,200	2,152,900	
Water Distribution	1,562,584	1,609,000	1,657,000	1,707,000	1,758,000	
Well #5 VOC	1,150,746	1,208,300	1,268,700	1,332,100	1,398,700	(3)
Well #12 VOC	1,115,245	1,171,000	1,229,600	1,291,100	1,355,700	(3)
Wells #1,3,10 VOC	986,353	1,035,700	1,087,500	1,141,900	1,199,000	(3)
Well #12 Dual Barrier	725,172	761,400	799,500	839,500	881,500	(3)
Well #15	605,272	635,500	667,300	700,700	735,700	(3)
OPEB Set Aside	166,300	314,900	394,900	474,900	554,900	
Debt Services - Water Financing	313,319	113,053	112,778	112,491	112,491	(4)
Debt Service - Siemens	649,172	683,882	721,163	761,199	761,199	(4)
Capital Projects - Water Main	3,300,000	1,000,000	1,000,000	1,000,000	1,000,000	
Small Capital	0	8,500	8,500	8,500	8,500	
Salaries & Benefits	1,754,349	1,815,000	1,878,000	1,944,000	2,012,000	
Maintenance & Operation	262,519	270,400	278,200	286,100	295,100	
Contracted Services	62,000	64,000	66,000	68,000	70,000	
Waste Reduction-AB 939	800	800	800	800	800	
Refuse Pick-Up Contract	5,050,000	5,252,000	5,462,000	5,680,000	5,907,000	
Other Contracted Services	84,639	87,000	90,000	93,000	96,000	
Utilities	8,654	8,900	9,200	9,500	9,800	
Allocated Costs	550,000	572,000	595,000	619,000	644,000	
Vehicle Operating	10,000	10,300	10,600	10,900	11,200	
NPDES	200,000	206,000	212,000	218,000	225,000	
Reimburse to GF for Street Repairs	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	
Total Expenditures	28,405,074	28,013,635	28,904,741	30,651,990	31,711,790	
Ending Unrestricted Net Position	$12,133,224	$11,284,589	$10,204,849	$8,069,859	$5,604,069	

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

Notes

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

(2) Charges for Service include fees from water sales, water connection, meter installation, treatment surcharge, sewer fees, and trash services fees.

(3) Each activity provides for the costs associated with ground water remediation for VOC, perchlorate, or future contaminants that may be found in the system.

(4) Debt Service Payments for the I-Bank La Loma / Highland Reservoirs, Siemens Energy Retrofit, and treatment plants loans.

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

Internal Service Funds

	5-Year Long-Term Projection					
	2019-20	2020-21	2021-22	2022-23	2022-23	Notes
Beginning Unrestricted Net Assets	($4,777,899)	($4,997,201)	($5,090,446)	($5,100,035)	($4,972,856)	
Revenues: (3)						
Interfund Charges	9,928,211	10,881,000	11,662,000	12,654,000	12,974,000	(1)
Transfer from Separation Benefits	500,000	0	0	0	0	
Total Revenues	10,428,211	10,881,000	11,662,000	12,654,000	12,974,000	
Expenditures: (3)						
Salaries & Benefits	2,456,511	2,053,900	2,153,700	2,255,700	2,358,000	(2)
Maintenance & Operations	6,153,244	7,229,062	7,772,977	8,272,468	9,034,923	
Capital Projects	117,500	221,025	224,656	328,395	332,247	
Debt Services	420,258	420,257	420,257	420,257	420,257	
Transfer to CERBT Trust	1,000,000	1,050,000	1,100,000	1,150,000	1,200,000	
Transfer to General Liability	500,000	0	0	0	0	
Total Expenditures	10,647,513	10,974,245	11,671,590	12,426,821	13,345,428	
Ending Unrestricted Net Assets	($4,997,201)	($5,090,446)	($5,100,035)	($4,872,856)	($5,344,284)	

Notes:

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

(2) Amounts reflect MOU labor obligations and changes.

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

City of Monterey Park
Long-Term Goals and Priorities

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

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

CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2019-2020

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

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

CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2019-2020

1. LEGAL REQUIREMENTS REGARDING ANNUAL BUDGET

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

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

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

2. BUDGETARY/ACCOUNTING BASIS

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

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

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

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

3. DESCRIPTION OF REPORTING ENTITIES

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

The City of Monterey Park

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

The Monterey Park Public Financing Authority

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

The Monterey Park Housing Authority

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

4. BUDGETARY FUND STRUCTURE

- ***Governmental Fund Types***

  - General Fund – the general operating fund of the City. (Major Fund)
  - Special Revenue Funds – are utilized to account for revenues derived from specific sources, which are usually required, by law or administrative regulations to be accounted for in a separate fund. Special Revenue Funds include Retirement, Gas Taxes, Park Facilities, Proposition A, Proposition C, Measure R, Measure M, RMRA (SB1) Asset Forfeiture, Business Improvement District #1, Air Quality, Maintenance District 1972 Act, Developer Impact Fee, Public Safety Augmentation, CERCLA Liability, Housing, and Grants Funds.
  - Major Funds include General Fund, Grants Fund, Retirement Fund, and Housing Fund.

- ***Proprietary Fund Types***

  - Water Operation Fund – is used to account for water operations that are financed and operated in a manner similar to private business enterprises.
  - Water Treatment Fund – is used to account for water treatment activities that are financed and operated in a manner similar to private business enterprises.
  - Refuse Fund – is used to account for receipts and expenditures relating to waste management activities including refuse collection, disposal, and recycling.

- Sewer Fund – is used to account for construction and improvement to deficient sanitary sewer mains identified in the Sewer Master Plan, as established pursuant to Monterey Park Municipal Code Section 14.06.060.

- Internal Service Funds – are used to account for the financing of services provided by one department to the other departments of the City on a cost-reimbursement basis. Internal Service Funds include Auto Shop, Separation Benefits, Workers' Compensation, Technology/Communications, General Liability, and Other Post-Employment Benefits (OPEB) Funds.

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

5. GENERAL MANAGEMENT AND BUDGET POLICIES

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

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

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

- The City Council shall be presented a midyear fiscal (budget) review, which provides written analysis of the City's financial health. The Midyear Review document is an update for significant events and charges occurring since the last update in the previous year. All of the key assumptions are reviewed and revised as necessary.

- The City Manager will provide a financial impact analysis of all policy initiatives, service changes and new projects.

- The City's General Fund will be self-supporting, as will the various enterprise or special purpose funds. The objective is to maintain budgets, which do not borrow from one fund to support another. Where fund transfers are made, they are to be based on sound financial policy and will not be carried out for the sake of expedience.

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

6. REVENUE POLICY

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

7. PURCHASING POLICY

- MPMC Chapter 3.90, entitled "Execution of Contracts," establishes the means by which the City can generally become legally obligated under a contract. Persons authorized to sign contracts on the City's behalf include the mayor, the City Manager, and department directors for contracts less than $2,500.
- MPMC Chapter 3.20 and 3.90 generally establishes the procedures for obtaining supplies and services. The purchasing officer must approve purchases of supplies that either are not identified in the City's current budget or constitute special supplies.
- Departments will be responsible to inform to the Finance Division for the use of the City's credit card in accordance with the City's Credit Card Usage Policy.
- Purchase Orders must be complete and have supporting documentation attached i.e., agreement cover page, quotes/bids/justification memo, etc.
- MPMC Section 3.20.040 requires formal bidding for matters over $25,000. MPMC Section 3.20.060 allows informal bidding for matters under $25,000.
- Please refer to MPMC §3.90.050 Signature authority for approved signature authority thresholds.

- Please refer to Administrative Policy #50-09 for the disposal of surplus property.

- MPMC Chapter 3.90.010 requires that the City Attorney approve all contracts.

- Whenever Federal Award funds are used the following criteria must be followed in addition to the City's Purchasing Policy guidelines. The OMB issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule (aka Uniform Guidance) which applies to all non-federal entities receiving Federal awards, and to all new federal awards and existing awards that receive additional funding (or funding increments) after December 12, 2014.

8. FUND BALANCE POLICY

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

- Unrestricted General Fund fund balance, including Committed, Assigned, and Unassigned, will be maintained at a minimum level of two months, as recommended by the Government Finance Officers' Association (GFOA), of the General Fund regular revenues or operating expenditures. The City's maximum unrestricted fund balance shall not exceed 50% of General Fund operating expenditures.

- General Fund committed fund balance will include amounts for Potential Catastrophic Events and Economic Stabilization. The funding of this committed fund balance account will be reviewed each year during the midyear fiscal review.

- An Assigned Fund Balance for future Capital Projects account will be established to capture accumulated, nonrecurring or unanticipated revenues or expenditures savings, and will be carried forward from year to year to provide resources for the City Council to fund future infrastructure and other onetime expenditure needs of the City.

- The City will maintain adequate reserve to fund annual paid and committed claims in the General Liability Fund and Workers' Compensation Fund, scheduled vehicle maintenance and replacement in the Auto Shop Fund, accrued leave liability in the Separation Benefit Fund, technology and telephone replacement in the Technology/Data Processing Fund.

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

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

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

9. OTHER POSTEMPLOYMENT BENEFITS (OPEB) SUSTAINABILITY

- The City's post-employment medical benefits represent a significant employee-related compensation cost.

- The City adopted Resolution No. 11663 to prefund retiree health care benefits through the California Employers' Retiree Benefit Trust Program (CERBT).

- The CERBT program is an irrevocable trust and funds set aside in the Program cannot be used to meet any other City needs.

- The total annual contributions to the CERBT will be determined each year through the budget process and payments are shared by the City's various funds.

- The City will continue to search and implement healthcare cost containment measures to meet the OPEB funding challenge, including besting rules which are commensurate with years of service and a tiered system of benefits based on hiring dates.

10. CAPITAL IMPROVEMENT PROGRAM POLICY

- The City will utilize a Five-Year Capital Improvement Program to systematically plan, schedule, and finance capital projects as determined by the City Council. The Five-Year Program will include major ongoing maintenance and rehabilitation costs to existing infrastructure and facilities, as well as the cost of new facilities or capital improvements.

- The City's Capital Improvement Plan (CIP) identifies each proposed project, the year the project will start, and the proposed method of financing.

- The City will actively pursue grant and other outside funding sources for all capital improvements projects.

- The City will maintain all of its assets at a level adequate to protect the City's capital infrastructure and to minimize future maintenance and replacement costs.

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

11. INVESTMENT POLICY

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

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

12. DEBT ADMINISTRATION AND POLICIES

(A) COMPUTATION OF LEGAL DEBT MARGIN
(Fiscal Year 2018-2019)

Total Assessed Value of all Real and Personal Property	$	**7,651,050,516**
Debt Limit Percentage		**15%**
Total Debt Limit		**1,147,657,577**
Amount of Debt Applicable to Debt Limit		**-**
Legal Debt Margin	$	**1,147,657,577**

(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, 2019, the City had no general obligation bonds outstanding.**

(B) DEBT POLICY

The City's key debt management goal is to protect and enhance the viability of the General Fund and other associated operating funds to enable the City to continue to deliver top services to Monterey Park residents.

- The City uses debt financing only for capital improvements or projects that cannot be financed from current revenues.
- The project's useful life, or the estimated service life of the equipment (lease-purchase), will be equal to or exceed the term of the financing.
- Debt financing is not considered appropriate for any recurring purpose such as current operating and normal maintenance expenditures.
- The City will comply with a policy of full disclosure on every financial report and bond prospectus. The City will maintain good communications with bond rating agencies regarding the City's financial condition and other relevant data related to the debt.

(C) ANNUAL DEBT SERVICES BY PROJECT

Fund City	Type of Debt	Description	Fiscal Year 2018-19	Fiscal Year 2019-20
0071	Lease Purchase	**Police CAD/RMS System**		30,000
0160		(Final date: 6/2021)	55,870	10,458
0192			110,000	114,953
0362				10,457
		Sub-Total	165,870	165,868
0010	Lease Purchase	**SIEMENS Energy Efficiency Project**	106,544	114,560
0092		(Final date: 6/2030)	603,738	649,172
		Sub-Total	710,282	763,732
0092	Loan	**I-Bank La Loma/Highland Reservoirs** (Final date: 8/2030)	113,573	113,319
0093	Lease Purchase	**SGVMWD Treatment Plant Financing** (Final date: 9/2018)	170,000	
0093	Lease Purchase	**SGVMWD Air Stripper Treatment System** (Final date: 9/2019)	200,000	200,000
0169	Note	**HUD Section 108** (Final date: 8/2022)	471,941	489,868
0012	Bonds	**Pension Obligation Bonds** (Final date: 6/2034)	1,229,820	1,198,878
0060	Lease Purchase	**Fire Ladder & Engine Trucks** (Final date: 9/2025)		420,258
		Sub-Total	2,185,334	2,422,323
		Total	$3,061,486	$3,351,923

13. GRANT ADMINISTRATION POLICY

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

Grant Application:

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

Expending the Grant Funds:

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

Grant Compliance:

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

14. COST ACCOUNTING APPLICATION

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

Indirect Cost Allocation Plan

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

Internal Services Charges

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

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

15. ARTICLE XIIIB APPROPRIATIONS LIMIT (GANN APPROPRIATIONS LIMIT)

I. Background and Calculations

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

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

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

Derivation of the 2019-2020 Gann Appropriations Limit follows:

FISCAL YEAR 2019-2020 ARTICLE XIIIB APPROPRIATIONS LIMIT

A.	Appropriations Limit:		
	2018-19 Adopted Limit		$87,800,263
	Annual Adjustment Factors:		
	Change in CA Personal Income	1.0385	
	Change in Population	0.9999	1.038396
	2019-20 Appropriation Limit		$91,171,455
B.	Appropriations Subject to Limit and Amount Under Legal Limit:		
	2019-20 Preliminary Budget Total		$98,165,495
	Less Exclusions:		
	Non-Proceeds of Taxes	(46,898,655)	
	Appropriations from Reserves	(5,445,352)	(52,344,007)
	Budget Appropriations Subject to Limit		$45,821,488
	Amount Under Legal Limit		$45,349,967

II. Implications and Future Trends of GANN Limit

The margin between the City's appropriations limit and its appropriations subject to limit remains comfortable. As it has been the case in many years, the City's budget appropriations subject to limit are on average 54% below the legal limit.

Based on the past trend and projected future growth, the City believes its appropriations will continue remaining within the legal limit.

City of Monterey Park
California
Fiscal Year 2019 - 2020

SOURCE OF FUNDS BY DEPARTMENTS

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

Fund Codes: (Excluding Successor Agency)

General: G-General.

Special Revenues: RE-Retirement, GT-Gas Tax, Prop A-Proposition A, Prop C-Proposition C, MD-Maintenance District 93-1, O-Others (Pension Liability, Park Facilities, Asset Forfeiture, Business Improvement Area #1, Air Quality Improvement, Public Safety Augmentation, Public Safety Impact Fee, CERCLA Liability, Measure R, Measure M, Housing Fund, General Plan Review Trust, Record Management Fee Trust, and Grant Funds).

Proprietary:

Enterprise: W-Water, S-Sewer, R-Refuse.

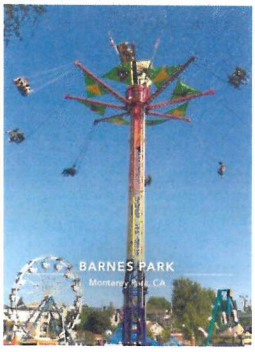
Internal Service: I-Workers Compensation, Separation Benefits, Shop, Technology, General Liability, and Other Post-Employment Benefits.

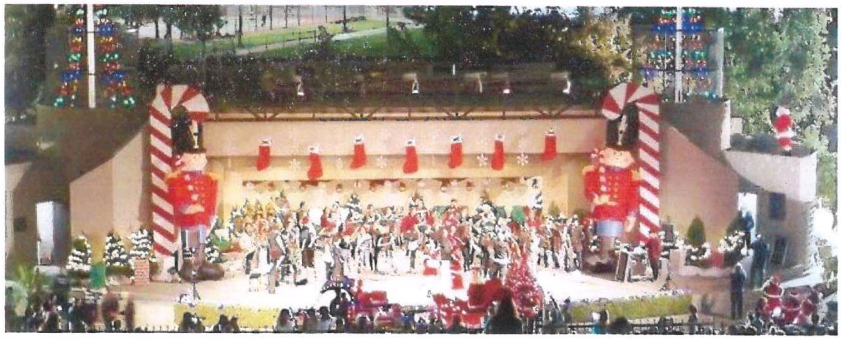
CITY OF MONTEREY PARK
BUDGET PREPARATION PROCESS AND CALENDAR
FISCAL YEAR 2019-2020

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 2019-2020 budget follows.

October /January	Work began on the 2018-2019 Midyear Budget Review Report. The Midyear Report, including a comprehensive Long Term Financial Plan, established preparatory guidelines for the 2019-20 Budget. It contains estimations of budgetary outcomes as well as discussion of important financial issues facing the City, many of which are reproduced in the Budget document. Also included are current and future year revenue estimations as developed in cooperation with City Departments, the updated Five-Year Financial Forecast, and the planned Five-Year Capital Improvement Program.
January /February	The completed 2018-2019 Midyear Review Report with long-range planning forecasts was distributed to the City Council, Staff, and the general public for consideration. Jointly, the critical issues were identified; specific goals and objectives were developed to meet the overall goal of the community. Based on community priorities, the Finance Department developed and allocated resources for each activity. Budget targets, together with other materials requisite to the budgeting process, were distributed to departments for assembly of budget proposals to fund their activity Action Plans. Budget Kick-Off meeting was held on February 12, 2019.
March / April	It's the Budget preparation month and proposal submission deadline was scheduled on March 20, 2019. City Manager's proposal review meetings with department representatives.
May	Following department proposal revisions, the City Manager's proposed budget, reflected both external and internal expectations, was assembled and published for City Council consideration on May 17, 2019. City Council public hearing meetings were conducted on May 28 & May 29, 2019.
June	Staff revises the preliminary budget by incorporating all Council directions and policies into the final budget. City Council formally approved the Final Budget by Resolution on June 19, 2019.





CITY COUNCIL

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General $99,763
Retirement $8,962
Refuse $8,240
Water $8,240

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$74,710	$71,327	$71,327	$77,380	$77,380
SERVICES & SUPPLIES	37,671	48,605	47,000	47,825	47,825
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$112,381	$119,932	$118,327	$125,205	$125,205
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.00	5.00	5.00	5.00	5.00

Program Description

The City Council is the legislative and policy-making body for the City of Monterey Park. The Council Members are elected at-large for four-year, overlapping terms of office. Per City Ordinance No. 2096, each public official can only serve no more than two consecutive terms or a full eight year term. The Mayor presides over all Council meetings and is the ceremonial head of the City for official functions. The City Council reorganizes every $9^{1/2}$ months allowing rotation of the Mayor.

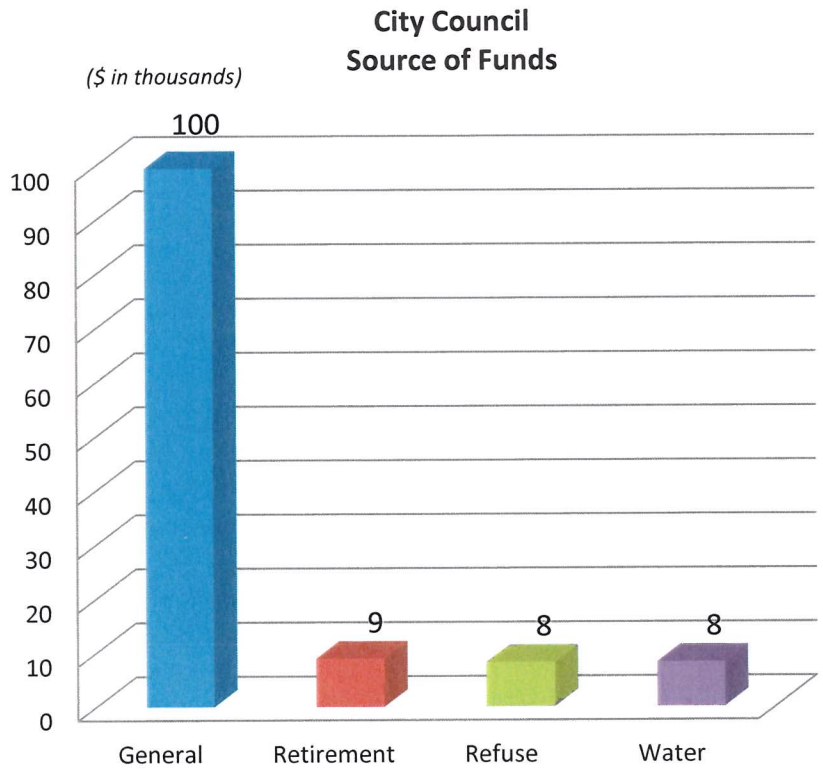
The City Council is responsible to the electorate for keeping pace with changing community needs; for establishing the quality of municipal services and the community environment; for promoting accountability and confidence in local government through open conduct of public affairs; and for encouraging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

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) reflects refreshments for meetings, special recognition and appreciation plaques, Council gifts, including City pins.

2. Miscellaneous category (#39000) reflects costs associated with printing, $4,000, and training and conferences, $35,000 (up to $7,000 per council member).



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Council**

ACTIVITY: **City Council**

ACTIVITY NO.: **1101**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11100 Elective Salaries	$32,401	$32,400	$32,400	$32,400	$32,400
TOTAL	$32,401	$32,400	$32,400	$32,400	$32,400
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,451	$1,453	$1,453	$1,453	$1,453
12300 Medical Insurance	24,266	23,759	23,759	28,249	28,249
12350 Medicare Insurance	415	436	436	436	436
12400 Dental Insurance	2,399	2,400	2,400	2,400	2,400
12600 Retirement	12,863	9,962	9,962	11,204	11,204
12950 Vision Plan	915	917	917	1,238	1,238
TOTAL	$42,309	$38,927	$38,927	$44,980	$44,980
SERVICES & SUPPLIES					
21000 Office Supplies	$2,274	$3,605	$3,000	$3,605	$3,605
22000 Operating Supplies	2,852	4,500	4,300	4,500	4,500
32000 Communications	716	500	700	720	720
39000 Miscellaneous	31,829	40,000	39,000	39,000	39,000
TOTAL	$37,671	$48,605	$47,000	$47,825	$47,825
GRAND TOTAL	$112,381	$119,932	$118,327	$125,205	$125,205

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **City Council**

ACTIVITY: **City Council**

ACTIVITY NO.: **1101**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
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 $35,000
Refuse $7,000
Water $12,000
Proposition C $27,000

DEPARTMENT: City Council

ACTIVITY: Regional Associations

ACTIVITY NO.: 1110

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	53,460	80,663	75,000	81,000	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$53,460	$80,663	$75,000	$81,000	$0
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

This activity provides financial support memberships in outside agencies and organizations, interested in achieving regional, state, and federal action and programming consistent with the articulated needs of the community.

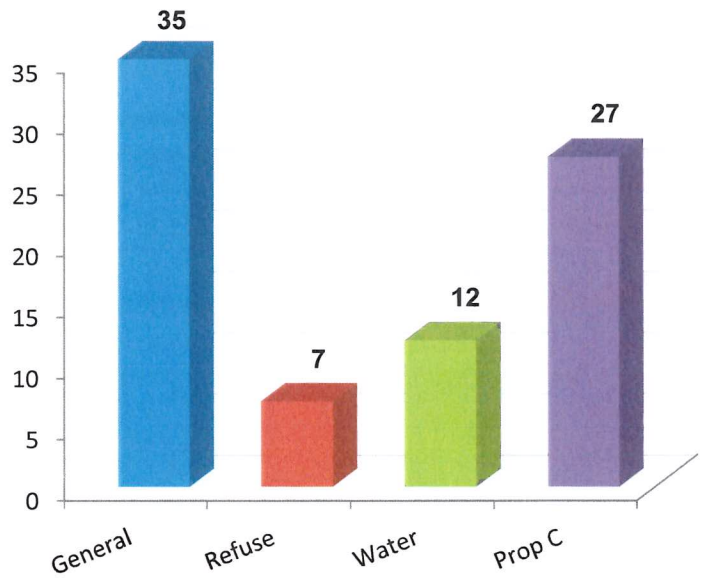
Organizations	*Amount*
Independent Cities Association	$ 6,000
League of California Cities	22,825
League of California Cities – Los Angeles County Division	2,500
Southern California Association of Governments	6,200
San Gabriel Valley Council of Governments	27,000
California Contract Cities Association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

PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

Regional Associations
Source of Funds

($ in thousands)



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Council**

ACTIVITY: **Regional Associations**

ACTIVITY NO.: **1110**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SERVICES & SUPPLIES					
39000 Miscellaneous	$53,460	$80,663	$75,000	$81,000	$81,000
TOTAL	$53,460	$80,663	$75,000	$81,000	$81,000
GRAND TOTAL	$53,460	$80,663	$75,000	$81,000	$81,000

CITY MANAGER

SOURCE OF FUNDS:

General Fund $747,075
Retirement Fund $137,783
Sewer Fund $33,643
Refuse Fund $55,795
Business Improvement $89,539
Water Fund $108,639
SA-Atlantic/Garvey $1,515,256
SA -Merged $753,057

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1200 &1111

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$593,891	$500,109	$500,867	$1,061,034	$1,061,034
SERVICES & SUPPLIES	4,990,761	2,305,087	2,257,063	2,379,753	2,379,753
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$5,584,652	$2,805,196	$2,757,930	$3,440,787	$3,440,787
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.20	2.30	2.30	6.20	6.20

Program Description

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

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

Specific objectives are:

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

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

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

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

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

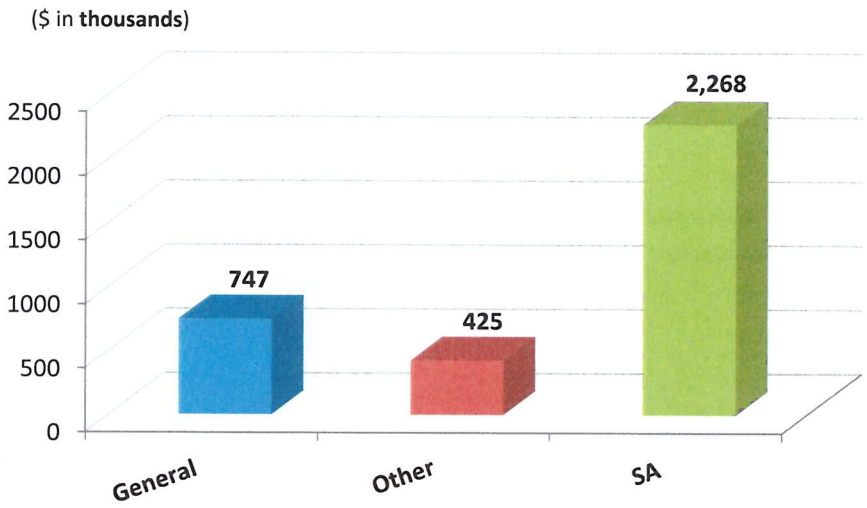
- Produce programs in compliance with the Economic Development Strategy Plan and the City's Focus General Plan Update 2040.

- Promote public annual events to businesses including decorations, music and activities within the Business Improvement District (BID) area.

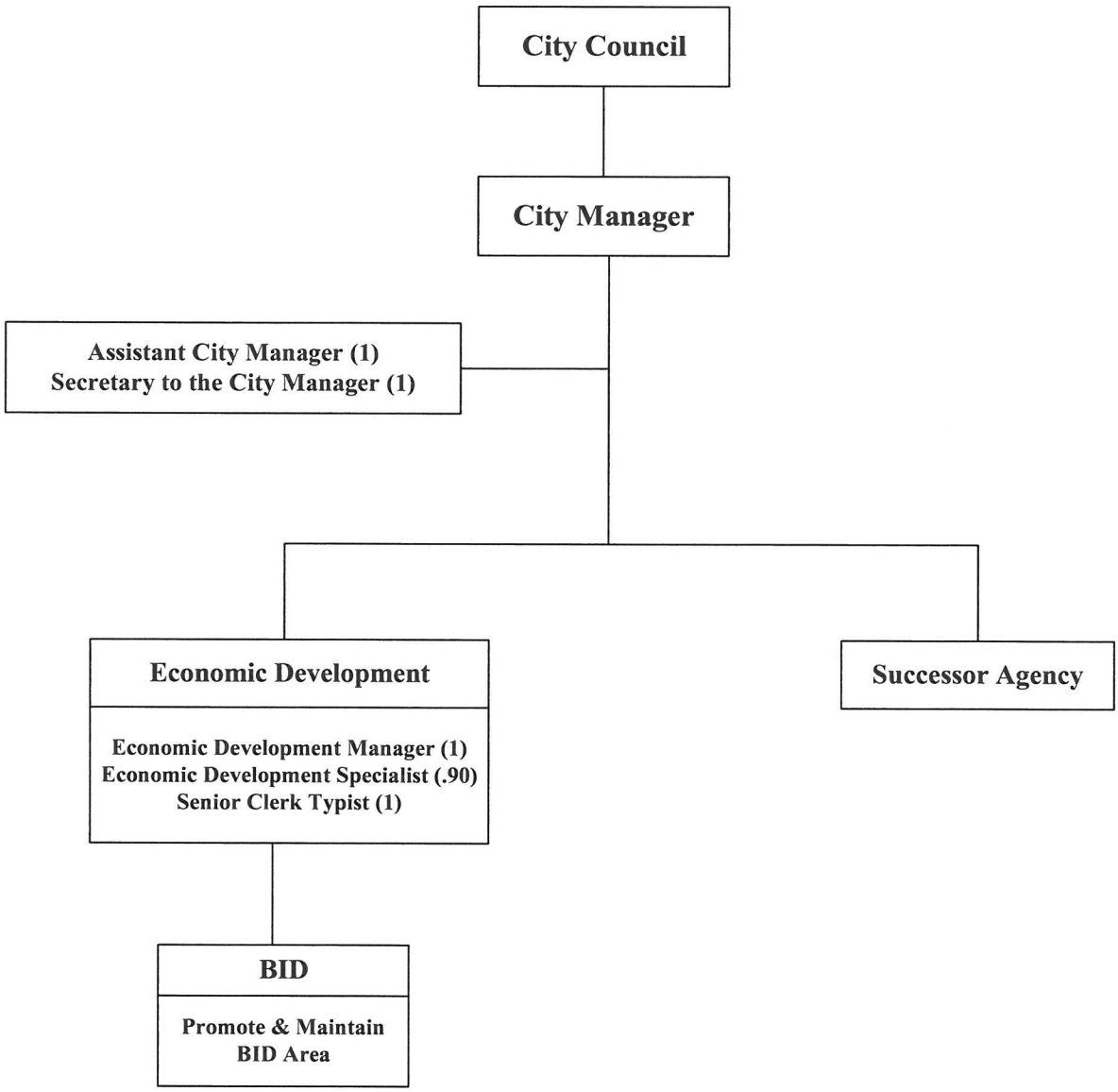
- Continues preparing the Recognized Obligation Payment Schedule (ROPS) to the Department of Finance (DOF) and secure administrative costs to reduce General Fund expenditures.

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

City Manager's Office
Source of Funds



City Manager's Office / Successor Agency



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$386,964	$364,598	$365,374	$523,766	$523,766
SERVICES & SUPPLIES	53,815	69,360	57,460	53,960	53,960
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$440,779	$433,958	$422,834	$577,726	$577,726
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.80	1.80	1.80	2.65	2.65

Program Description

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

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

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

2019-2020 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency*: Establish a Task force utilizing the community leaders, educational institutions, faith groups, businesses, residents and experts to assist in developing a Homeless Plan for the City of Monterey Park.

2. *Achieve Financial Stability*: Proactively seek options to reduce pension unfunded liability, including a possible higher employee contribution for Miscellaneous units through negotiations.

3. *Achieve Financial Stability:* Identify new revenue opportunities such as a safety ballot measure to increase the organizations reserves and safety program services.

4. *Achieve Financial Stability*: Pursue financing opportunities for major street rehabilitations.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Completed Marketplace establishment with stores opening, including Costco, Home Depot, Guitar Center, In-N-Out Burger, and Chick-fil-A.

2. Distributed, educated, and implemented the newly created Emergency Preparedness Plan out to our community.

3. Completed Fire ladder/engine trucks financing with Banc of America.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salary & Benefits category (#11200 & #12…) amount increased for an Assistant City Manager position.

2. Contracted Services category (#31000) $25,000 is for professional services when warranted.

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **City Manager**

ACTIVITY NO.: **1201**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$241,300	$254,288	$254,288	$413,376	$413,376
11400 Overtime Salaries	0	460	100	460	460
11500 Separation Benefits	17,682	7,696	7,696	8,400	8,400
TOTAL	$258,982	$262,444	$262,084	$422,236	$422,236
EMPLOYEE BENEFITS					
12200 Life Insurance	$525	$563	$639	$617	$617
12300 Medical Insurance	16,503	15,173	15,173	12,182	12,182
12350 Medicare Insurance	3,773	3,745	3,745	3,260	3,260
12400 Dental Insurance	1,037	960	960	1,063	1,063
12500 Workers Compensation	2,103	2,271	2,271	4,259	4,259
12600 Retirement	101,561	77,297	77,297	77,236	77,236
12750 City 401 Plan	280	0	1,040	845	845
12900 Long Term Disability	1,759	1,734	1,710	1,483	1,483
12950 Vision Plan	441	411	455	585	585
TOTAL	$127,982	$102,154	$103,290	$101,530	$101,530
SERVICES & SUPPLIES					
21000 Office Supplies	$1,991	$2,500	$1,300	$2,500	$2,500
31000 Contracted Services	16,855	30,000	20,000	25,000	25,000
32000 Communications	13,297	13,360	13,260	3,460	3,460
37000 Leases & Rentals	3,121	4,000	3,500	3,500	3,500
38000 R/M Contractual	2,608	2,500	2,500	2,500	2,500
39000 Miscellaneous	15,943	17,000	16,900	17,000	17,000
TOTAL	$53,815	$69,360	$57,460	$53,960	$53,960
GRAND TOTAL	$440,779	$433,958	$422,834	$577,726	$577,726

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **City Manager**

ACTIVITY NO.: **1201**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
City Manager	0.80	0.65	0.65	$174,405	$141,703	$141,703
Assistant City Manager*	0.00	1.00	1.00	0	190,000	190,000
Secretary to the City Manager	1.00	1.00	1.00	65,859	67,499	67,499
Auto Allowance	0.00	0.00	0.00	10,400	8,450	8,450
Bilingual Pay	0.00	0.00	0.00	600	600	600
CMO Assignment Pay	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentives	0.00	0.00	0.00	1,824	3,924	3,924
Overtime	0.00	0.00	0.00	460	460	460
Separation Benefits	0.00	0.00	0.00	7,696	8,400	8,400
Total	1.80	2.65	2.65	$262,444	$422,236	$422,236

* Established Assistant City Manager effective 2019-2020

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Manager

ACTIVITY: SA For The Former RDA

ACTIVITY NO.: 1203

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$206,927	$135,511	$135,493	$133,947	$133,947
SERVICES & SUPPLIES	4,860,422	2,130,076	2,130,225	2,134,366	2,134,366
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$5,067,349	$2,265,587	$2,265,718	$2,268,313	$2,268,313
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.40	.50	.50	.50	.50

Program Description

Under AB1X 26 redevelopment agencies were dissolved and replaced with Successor Agencies responsible for winding down the affairs of the redevelopment agencies including disposing of their assets. Under Resolution No. 11455 City of Monterey Park became the Successor Agency for its former redevelopment agency as well as retained housing assets and functions. The Successor Agency became operative on February 1, 2012. The Successor Agency continues preparing the Recognized Obligation Payment Schedule (ROPS) to the Department of Finance (DOF).

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (#11... & #12...) SA Administrative Cost remains at $190,000 for ROPS 19-20A&B.

2. Contracted Services category (#31000) includes legal services $19,016, and consulting & annual audits services $31,848.

3. Debt Service category (#42000) consists of payments for TI Bonds, $2,070,712.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **SA For The Former RDA**

ACTIVITY NO.: **1203**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$159,157	$90,349	$90,349	$91,019	$91,019
11400 Overtime Salaries	540	800	124	540	540
11500 Separation Benefits	7,354	7,000	7,000	1,200	1,200
TOTAL	$167,051	$98,149	$97,473	$92,759	$92,759
EMPLOYEE BENEFITS					
12200 Life Insurance	$164	$156	$164	$186	$186
12300 Medical Insurance	7,420	6,546	6,698	5,408	5,408
12350 Medicare Insurance	1,484	1,296	1,296	1,322	1,322
12400 Dental Insurance	522	500	500	612	612
12600 Retirement	29,128	27,802	27,802	32,128	32,128
12750 City 401 Plan	260	196	676	586	586
12900 Long Term Disability	762	748	748	748	748
12950 Vision Plan	136	118	136	198	198
TOTAL	$39,876	$37,362	$38,020	$41,188	$41,188
SERVICES & SUPPLIES					
21000 Office Supplies	$4,000	$4,000	$4,000	$4,000	$4,000
31000 Contracted Services	24,664	41,849	41,848	50,864	50,864
32000 Communications	750	640	790	790	790
37000 Leases & Rentals	11,000	8,000	8,000	8,000	8,000
42000 Debt Service	4,820,008	2,075,587	2,075,587	2,070,712	2,070,712
TOTAL	$4,860,422	$2,130,076	$2,130,225	$2,134,366	$2,134,366
GRAND TOTAL	$5,067,349	$2,265,587	$2,265,718	$2,268,313	$2,268,313

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **SA For The Former RDA**

ACTIVITY NO.: **1203**

	Full-Time Equivalent Positions					
Class Title	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
City Manager	0.20	0.20	0.20	$43,601	$43,601	$43,601
Director of Mgmt Services	0.20	0.20	0.20	33,455	34,126	34,126
Economic Development Specialist	0.10	0.10	0.10	8,557	8,556	8,556
Auto Allowance	0.00	0.00	0.00	2,600	2,600	2,600
Eduction Incentives	0.00	0.00	0.00	876	420	420
DHS Certification Pay	0.00	0.00	0.00	0	456	456
Longevity Pay	0.00	0.00	0.00	1,260	1,260	1,260
Overtime	0.00	0.00	0.00	800	540	540
Separation Benefits	0.00	0.00	0.00	7,000	1,200	1,200
Total	0.50	0.50	0.50	$98,149	$92,759	$92,759

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Manager

ACTIVITY: Economic Development

ACTIVITY NO.: 1205

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$247,374	$373,580	$325,925	$403,321	$403,321
SERVICES & SUPPLIES	46,466	234,635	77,073	101,888	101,888
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$293,840	$608,215	$402,998	$505,209	$505,209
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.80	2.90	2.90	3.05	3.05

Program Description

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

The Division's specific service objectives include:

- Provide a City-to-Business network that will continue to improve communication between the two entities improving business retention.

- Attract a variety of needed services, commercial/retail, and restaurant uses minimizing sales tax and revenue leakage to the surrounding communities enabling the city to provide the essential services to the community.

- Develop and maintain a marketing program promoting the City through various media.

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

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Create a new economic development strategy that is focused on attraction of small to medium size businesses that meet our available vacancies.

2. *Improve communitywide beautification*: Work with business owners to educate them on the importance of keeping shops and shopping centers clean & painted.

3. *Improve communitywide beautification:* Identify projects and programs designed to enhance Monterey Park, by improving the financial base and aesthetics of our three main business corridors on Atlantic Boulevard, Garfield Avenue and Garvey Avenue.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Continued working with ECON Solutions HdL to provide staff local and regional statistics and targeted business economic projections, to better assist the City in marketing the City to retailers and developers.

2. Completed improvements to the South Garfield Village currently marketing to popular retailers. Staff visited merchants to keep them up to speed on current projects and trends in Monterey Park.

3. Focused on the attraction of quality and successful businesses, retention of the existing businesses and prevention of sales tax leakage to neighboring cities.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) $60,000 reflects contract services for marketing programs and business retention.

2. Advertising category (#34000) $20,000 reflects advertising costs to promote City businesses.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **Economic Development**

ACTIVITY NO.: **1205**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$138,468	$243,521	$235,751	$263,011	$263,011
11300 Part Time Salaries	12,644	0	0	0	0
11400 Overtime Salaries	2,163	2,500	2,500	6,000	6,000
TOTAL	$153,275	$246,021	$238,251	$269,011	$269,011
EMPLOYEE BENEFITS					
12200 Life Insurance	$463	$952	$904	$975	$975
12300 Medical Insurance	15,886	39,189	3,723	27,339	27,339
12350 Medicare Insurance	2,245	3,532	3,356	3,872	3,872
12370 Part Time Retirement	506	0	0	0	0
12400 Dental Insurance	1,115	2,417	2,296	2,609	2,609
12600 Retirement	71,858	77,258	73,395	95,080	95,080
12750 City 401 Plan	780	1,885	1,791	2,080	2,080
12900 Long Term Disability	837	1,373	1,304	1,399	1,399
12950 Vision Plan	409	953	905	956	956
TOTAL	$94,099	$127,559	$87,674	$134,310	$134,310
SERVICES & SUPPLIES					
21000 Office Supplies	$571	$1,000	$900	$1,000	$1,000
24000 Small Tools	1,058	2,000	2,000	1,500	1,500
31000 Contracted Services	33,925	182,300	60,000	60,000	60,000
32000 Communications	742	1,135	823	1,188	1,188
33000 Motor Pool Charges	6,408	10,500	5,200	10,500	10,500
34000 Advertising	752	30,000	5,000	20,000	20,000
38000 R/M Contractual	0	500	0	0	0
39000 Miscellaneous	3,010	7,200	3,150	7,700	7,700
TOTAL	$46,466	$234,635	$77,073	$101,888	$101,888
GRAND TOTAL	$293,840	$608,215	$402,998	$505,209	$505,209

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **City Manager**

ACTIVITY: **Economic Development**

ACTIVITY NO.: **1205**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
City Manager	0.00	0.15	0.15	$0	$32,701	$32,701
Economic Development Manager	1.00	1.00	1.00	91,848	104,796	104,796
Economic Development Specialist	0.90	0.90	0.90	77,015	77,004	77,004
Senior Clerk Typist	1.00	1.00	1.00	46,152	41,460	41,460
Auto Allowance	0.00	0.00	0.00	0	1,950	1,950
Education Incentive	0.00	0.00	0.00	0	1,320	1,320
Longevity Pay	0.00	0.00	0.00	3,780	3,780	3,780
Overtime	0.00	0.00	0.00	2,500	6,000	6,000
Total	2.90	3.05	3.05	$221,295	$269,011	$269,011

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Community and Economic Development**

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

ACTIVITY NO.: **1111**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	76,524	105,651	69,378	89,539	89,539
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$76,524	$105,651	$69,378	$89,539	$89,539
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

Pursuant to California Streets and Highway Code Section 36500 et seq, the Business Improvement District (BID) is allowed to impose an assessment on businesses within self-designated downtown areas, beyond the general business license tax. The revenue can be used for the following purposes:

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

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

2019-20 GOALS AND OBJECTIVES

The goals for 2019-20 reflect the City Council's approval of the BID's Annual Report and programs and goals set forth in that document.

1. *Improve communitywide beautification:* Increase the assessment fees to cover the annual program cost for 2019.

2. *Improve communitywide beautification:* Continue providing janitorial services.

3. *Improve communitywide beautification:* Purchase new holiday decorations for the Business Improvement District area.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Purchased new Christmas decorations for Garvey Ave.

2. Continued janitorial services for the Business Improvement District area with Chrysalis Enterprises on a month-to-month basis.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Community and Economic Development**

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

ACTIVITY NO.: **1111**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SERVICES & SUPPLIES					
31000 Contracted Services	$76,524	$105,651	$69,378	$89,539	$89,539
TOTAL	$76,524	$105,651	$69,378	$89,539	$89,539
GRAND TOTAL	$76,524	$105,651	$69,378	$89,539	$89,539

CITY CLERK

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General $455,000
Retirement $66,391
Refuse $4,000
Water $8,000
Passport Trust $15,650

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$315,873	$329,418	$330,544	$347,841	$347,841
SERVICES & SUPPLIES	71,410	87,500	87,500	201,200	201,200
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$387,283	$416,918	$418,044	$549,041	$549,041
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.25	4.25	4.25	4.25	4.25

Program Description

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

- Ensure that legal requirements regarding public meetings, hearings, attestations and petitions are handled properly and according to applicable rules and laws.
- Accurately record the proceedings and actions of the City Council for legal references, historic information and continuity of government.
- Understand and administer the provisions of the Political Reform Act.
- Provide accurate technical and procedural support to the City Council.
- Maintain safe, efficient storage and use of official city documents and records.

- Ensure that municipal elections are conducted in an economical and error-free manner with maximum convenience to the voter, while complying with the Federal Voting Rights Act.

- Understand and administer the provisions of the Political Reform Act so that all related reports are filed in a timely manner according to law.

- Provide convenient voter registration services to citizens.

- Serve as a source of public information and referral.

- Maintain accurate records of all City Commissioner terms of office and posting of vacancies in accordance with state regulations; accept applications for commissions and arrangements for City Council interviews.

PROGRAM MEASUREMENTS

	Actual 2017-2018	Estimated 2018-2019	Projected 2019-2020
General Municipal Election Voter Turnout	March, 2017 19.08%	Not an Election Year	March, 2019 19.08%
Passports	656	564	600
Public Records Act Requests	196	140	170
Certificate Requests	928	1,155	1,100

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency*: Secure a records management consultant to assist with inventory of citywide records, planning and recommending a permanent enterprise content management (ECM) solution, and to prepare a request for proposal to purchase and implementation of a ECM system.

2. *Improve Organizational Effectiveness and Efficiency*: Working in coordination with the Los Angeles County, conduct the first district based electoral election to fill three district seats scheduled for March 3, 2020.

3. *Improve Organizational Effectiveness and Efficiency*: Conduct several outreach efforts regarding the changes in the electoral voting process.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency*: Worked in coordination with the Los Angeles County and National Demographics Corporation, NDC, in indentifying and solidifying districts boundaries as directed by the City Council for the March 3, 2020 election.

2. *Improve Citywide Beautification:* In collaboration with the Public Works department, hosted a Spring Cleaning event to provide the community the opportunity to properly disposal of bulky items and sensitive documents.

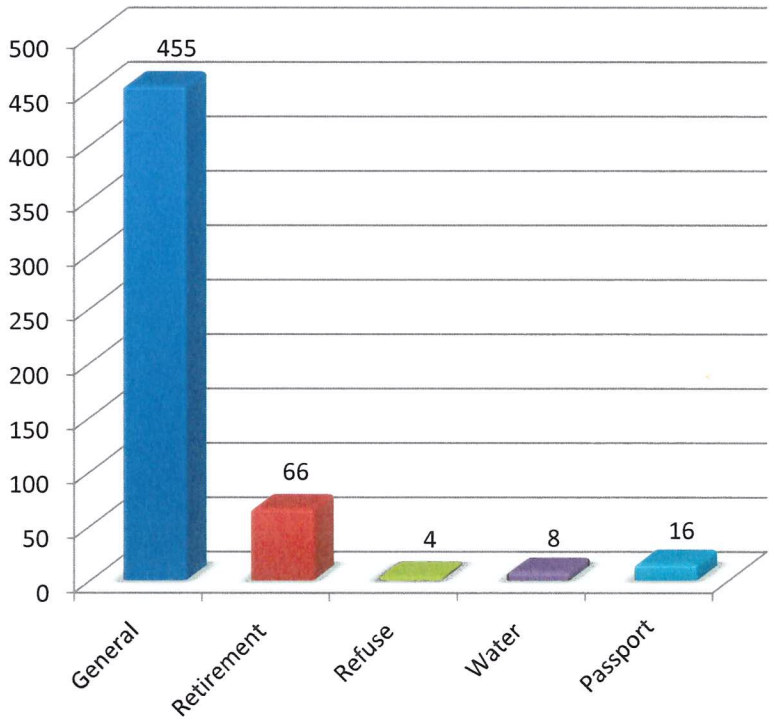
PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) increases by $110,000 for costs associated with the March 3, 2020 elections.

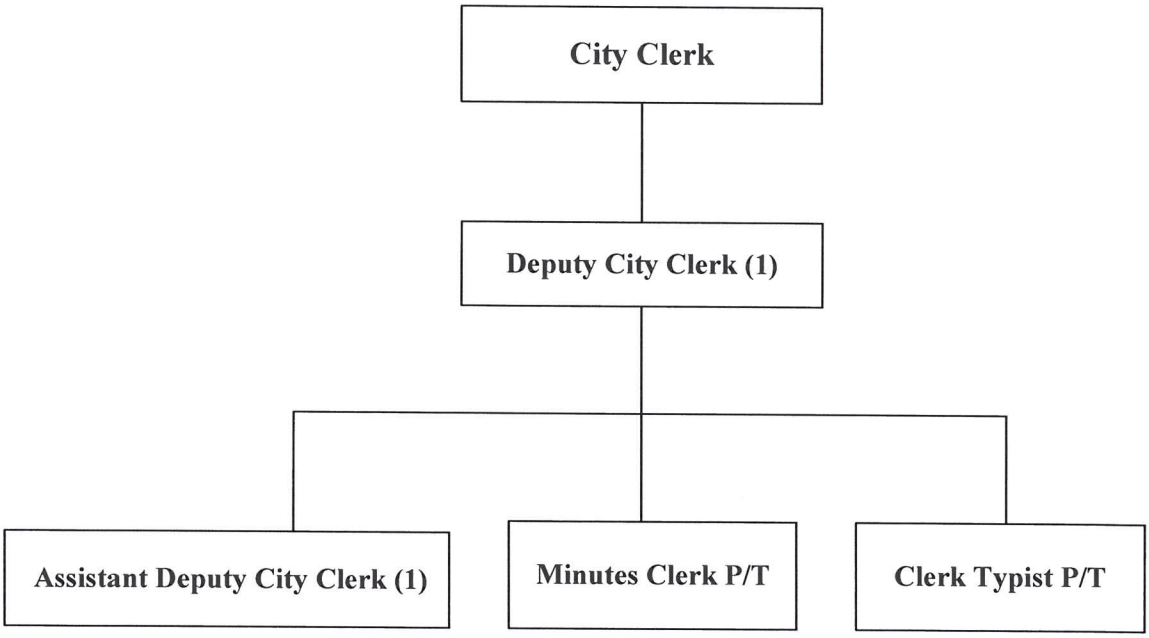
2. Leases & Rentals category (#37000) $10,000 consists of copier rental and copy costs.

City Clerk
Source of Funds

($ in thousands)



City Clerk's Office



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Clerk**

ACTIVITY: **City Clerk**

ACTIVITY NO.: **1301**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11100 Elective Salaries	$6,000	$6,000	$6,000	$6,000	$6,000
11200 Permanent Salaries	160,771	168,870	168,870	172,044	172,044
11300 Part Time Salaries	29,342	39,340	39,340	41,580	41,580
11400 Overtime Salaries	3,093	0	1,126	2,000	2,000
11500 Separation Benefits	7,107	16,354	16,354	16,900	16,900
TOTAL	$206,313	$230,564	$231,690	$238,524	$238,524
EMPLOYEE BENEFITS					
12200 Life Insurance	$780	$936	$936	$936	$936
12300 Medical Insurance	29,200	30,884	30,884	32,636	32,636
12350 Medicare Insurance	2,822	2,494	2,494	2,586	2,586
12370 Part Time Retirement	1,174	1,574	1,574	1,573	1,573
12400 Dental Insurance	2,150	2,171	2,171	2,350	2,350
12500 Workers Compensation	1,133	1,224	1,224	1,530	1,530
12600 Retirement	70,095	56,683	56,683	64,818	64,818
12750 City 401 Plan	700	1,300	1,300	1,300	1,300
12900 Long Term Disability	792	792	792	792	792
12950 Vision Plan	714	796	796	796	796
TOTAL	$109,560	$98,854	$98,854	$109,317	$109,317
SERVICES & SUPPLIES					
21000 Office Supplies	$2,561	$3,700	$3,700	$3,700	$3,700
22000 Operating Supplies	2,701	6,000	6,000	6,000	6,000
31000 Contracted Services	12,281	21,000	21,000	131,000	131,000
32000 Communications	20,506	13,700	13,700	15,700	15,700
33000 Motor Pool Charges	88	300	300	300	300
34000 Advertising	9,003	17,000	17,000	15,000	15,000
37000 Leases & Rentals	5,972	6,000	6,000	10,000	10,000
38000 R/M Contractual	7,882	8,000	8,000	7,500	7,500
39000 Miscellaneous	10,416	11,800	11,800	12,000	12,000
TOTAL	$71,410	$87,500	$87,500	$201,200	$201,200
GRAND TOTAL	$387,283	$416,918	$418,044	$549,041	$549,041

CITY OF MONTEREY PARK

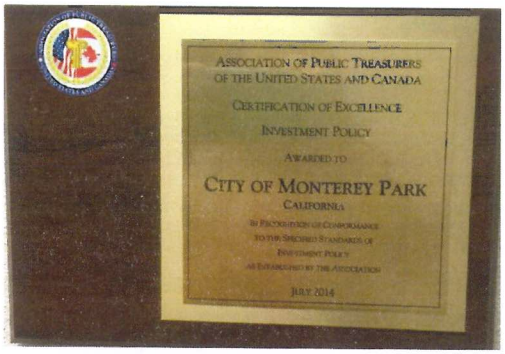
PERSONNEL DETAIL

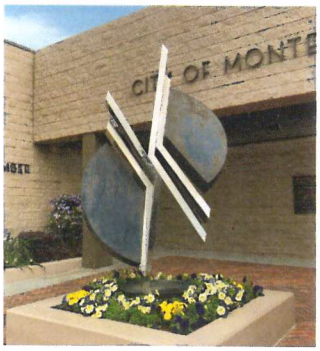
DEPARTMENT: **City Clerk**

ACTIVITY: **City Clerk**

ACTIVITY NO.: **1301**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
City Clerk	1.00	1.00	1.00	$6,000	$6,000	$6,000
Deputy City Clerk	1.00	1.00	1.00	100,668	100,668	100,668
Assistant Deputy City Clerk	1.00	1.00	1.00	66,642	69,816	69,816
Education Incentive	0.00	0.00	0.00	1,560	1,560	1,560
Overtime	0.00	0.00	0.00	0	2,000	2,000
Separation Benefits	0.00	0.00	0.00	16,354	16,900	16,900
Part-Time						
Minutes Clerk	0.75	0.75	0.75	25,170	25,930	25,930
Clerk Typist	0.50	0.50	0.50	14,170	15,650	15,650
Total	4.25	4.25	4.25	$230,564	$238,524	$238,524





CITY TREASURER

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General $19,987
Retirement $2,241

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$17,316	$17,131	$17,131	$19,613	$19,613
SERVICES & SUPPLIES	810	2,610	1,815	2,615	2,615
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$18,126	$19,741	$18,946	$22,228	$22,228
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.00	1.00	1.00	1.00	1.00

Program Description

The City Treasurer is an elected position and is responsible for overseeing the custody and investment of the City monies. Specific service objectives include:

- Receive and safely keep the City Funds and schedule their availability to meet cash disbursement requirements.
- Provide overall investment management and strategy in the order of safety, liquidity, and yield in order to safeguard public funds in accordance with the City's investment policy and State laws.
- Provide monthly and annual investment reporting to the City Council.
- Update and submit the City's investment policy reflecting current law changes to the City Council on an annual basis.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Average Investment Balance	$82 million	$83 million	$85 million
Investment Earnings (General Fund)	$1,130,613	1,200,000	1,300,000

2019-2020 GOALS AND OBJECTIVES

1. *Achieve Financial Stability:* Continue evaluating investment options and investing City funds using the criteria of safety, liquidity, and yields

2. *Achieve Financial Stability:* Continue reviewing City's investment policy and internal controls over investment and treasury functions to ensure the proper segregation of duties and asset safeguarding.

3. *Improve Effectiveness and Efficiency:* Submit monthly and annual investment reports.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Achieve Financial Stability:* Presented Annual City Investment Policy to the City Council in August 1, 2018.

2. *Achieve Financial Stability:* Managed the City's investment portfolio prudently and conservatively in maximizing interest earnings during the 2018-2019 fiscal year

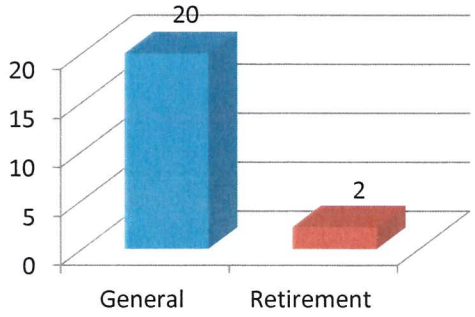
3. *Improve Effectiveness and Efficiency:* Continued receiving the Investment Policy Certificate of Excellence Award from the Association of Public Treasurers of the United States and Canada.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Training & Conference category (#39000) $1,955 is for attending conferences and meetings to understand revenue and investment environments.

City Treasurer
Source of Funds

($ in thousands)



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **City Treasurer**

ACTIVITY: **City Treasurer**

ACTIVITY NO.: **1501**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11100 Elective Salaries	$6,000	$6,000	$6,000	$6,000	$6,000
TOTAL	$6,000	$6,000	$6,000	$6,000	$6,000
EMPLOYEE BENEFITS					
12200 Life Insurance	$312	$312	$312	$312	$312
12300 Medical Insurance	8,324	8,114	8,114	10,155	10,155
12350 Medicare Insurance	88	87	87	87	87
12400 Dental Insurance	600	600	600	600	600
12600 Retirement	1,774	1,800	1,800	2,241	2,241
12950 Vision Plan	218	218	218	218	218
TOTAL	$11,316	$11,131	$11,131	$13,613	$13,613
SERVICES & SUPPLIES					
21000 Office Supplies	$360	$360	$360	$360	$360
35000 Insurance	300	300	300	300	300
39000 Miscellaneous	150	1,950	1,155	1,955	1,955
TOTAL	$810	$2,610	$1,815	$2,615	$2,615
GRAND TOTAL	$18,126	$19,741	$18,946	$22,228	$22,228

CITY OF MONTEREY PARK

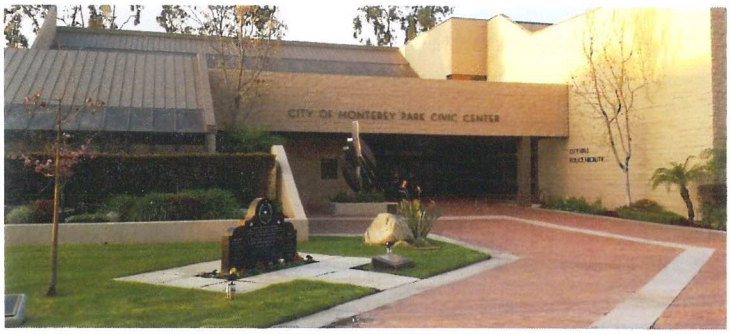
PERSONNEL DETAIL

DEPARTMENT: **City Treasurer**

ACTIVITY: **City Treasurer**

ACTIVITY NO.: **1501**

	Full-Time Equivalent Positions					
Class Title	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
City Treasurer	1.00	1.00	1.00	$6,000	$6,000	$6,000
Total	1.00	1.00	1.00	$6,000	$6,000	$6,000



CITY ATTORNEY

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

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

DEPARTMENT: City Attorney

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	507,382	612,100	612,100	630,200	630,200
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$507,382	$612,100	$612,100	$630,200	$630,200
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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

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

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

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

- Ensure that all City ordinances, resolutions, agreements and contracts are correct as to form.

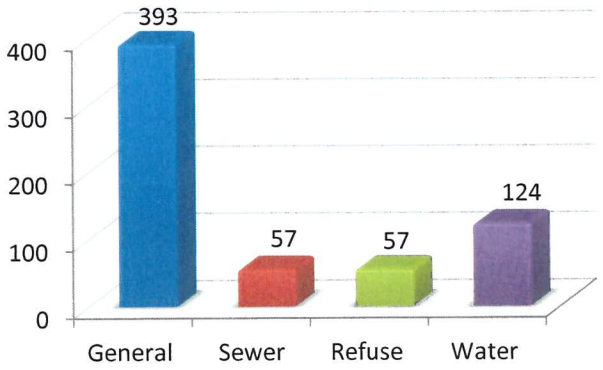
PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

	Adopted 2018-2019	Year-end Estimated 2018-2019	Proposed 2019-2020
General Services – Hensley Law Group	$ 287,000	$ 287,000	$ 295,000
Labor Relations/Personnel: Liebert, Cassidy Whitmore	71,500	71,500	74,200
Special Services/General Litigation/Personnel Matters/Municipal Code Prosecutions – Hensley Law Group and Dapeer, Rosenbilt, Litvak	253,600	253,600	261,000
Total	$ 612,100	$612,100	$630,200

City Attorney
Source of Funds

($ in thousands)



CITY OF MONTEREY PARK

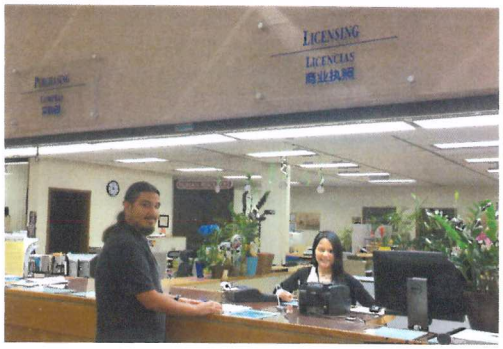
PROGRAM DETAIL

DEPARTMENT: **City Attorney**

ACTIVITY: **City Attorney**

ACTIVITY NO.: **1601**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SERVICES & SUPPLIES					
31000 Contracted Services	$507,382	$612,100	$612,100	$630,200	$630,200
TOTAL	$507,382	$612,100	$612,100	$630,200	$630,200
GRAND TOTAL	$507,382	$612,100	$612,100	$630,200	$630,200



MANAGEMENT SERVICES

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Management Services

ACTIVITY NO.: 1400

SOURCE OF FUNDS:

General $1,086,215
Retirement $181,278
Sewer $111,262
Refuse $499,763
City Shop Fund $24,792
Technology Internal Service $108,415
Water $975,824
Water Treatment $72,567
HUD Home $293,518
CDBG $631,674
City/Housing $60,000

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$1,605,413	$1,983,617	$1,858,469	$2,078,137	$2,061,075
SERVICES & SUPPLIES	1,510,110	2,235,689	1,812,959	1,984,233	1,984,233
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$3,115,523	$4,219,306	$3,671,428	$4,062,370	$4,045,308
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	14.45	16.18	16.18	16.12	16.12

Program Description

The goals of Management Services Department are: to employ best practices and be transparent in financial management, to strengthen and make judicious use of financial resources to achieve and build City financial resilience, and to focus on internal and external customer services in various support services. The Department works to preserve a strong financial condition by creating responsible financial strategies, effectively managing the City's resources, and providing analysis and recommendations that ensure optimal economic outcomes.

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

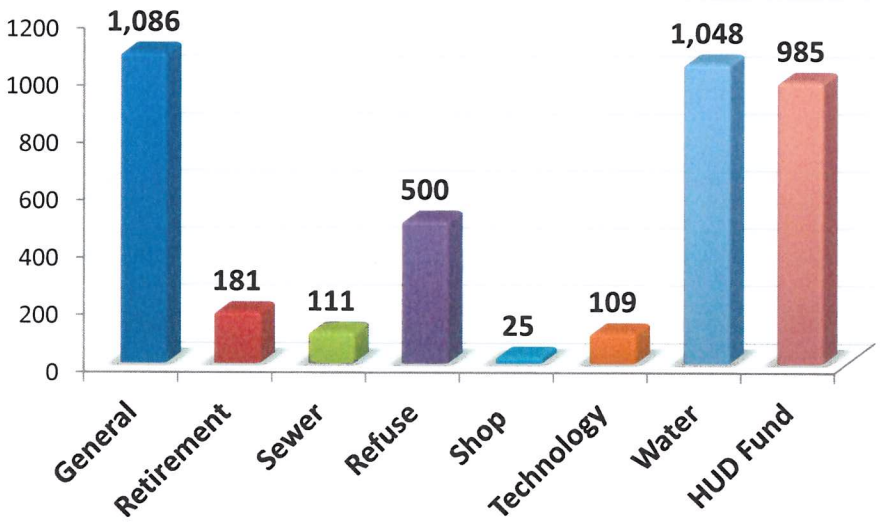
The Management Services Department oversees and maintains the City's information systems and communication systems. The Department maintains a customer service counter and serves as the central cashiering point for the City. It prepares utility billing and administers laws related to business license,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

Starting 2019-2020, the City's HUD CDBG, Home, and Housing programs are managed by the Management Services Department, under Activity 1405, Community Assistance Housing.

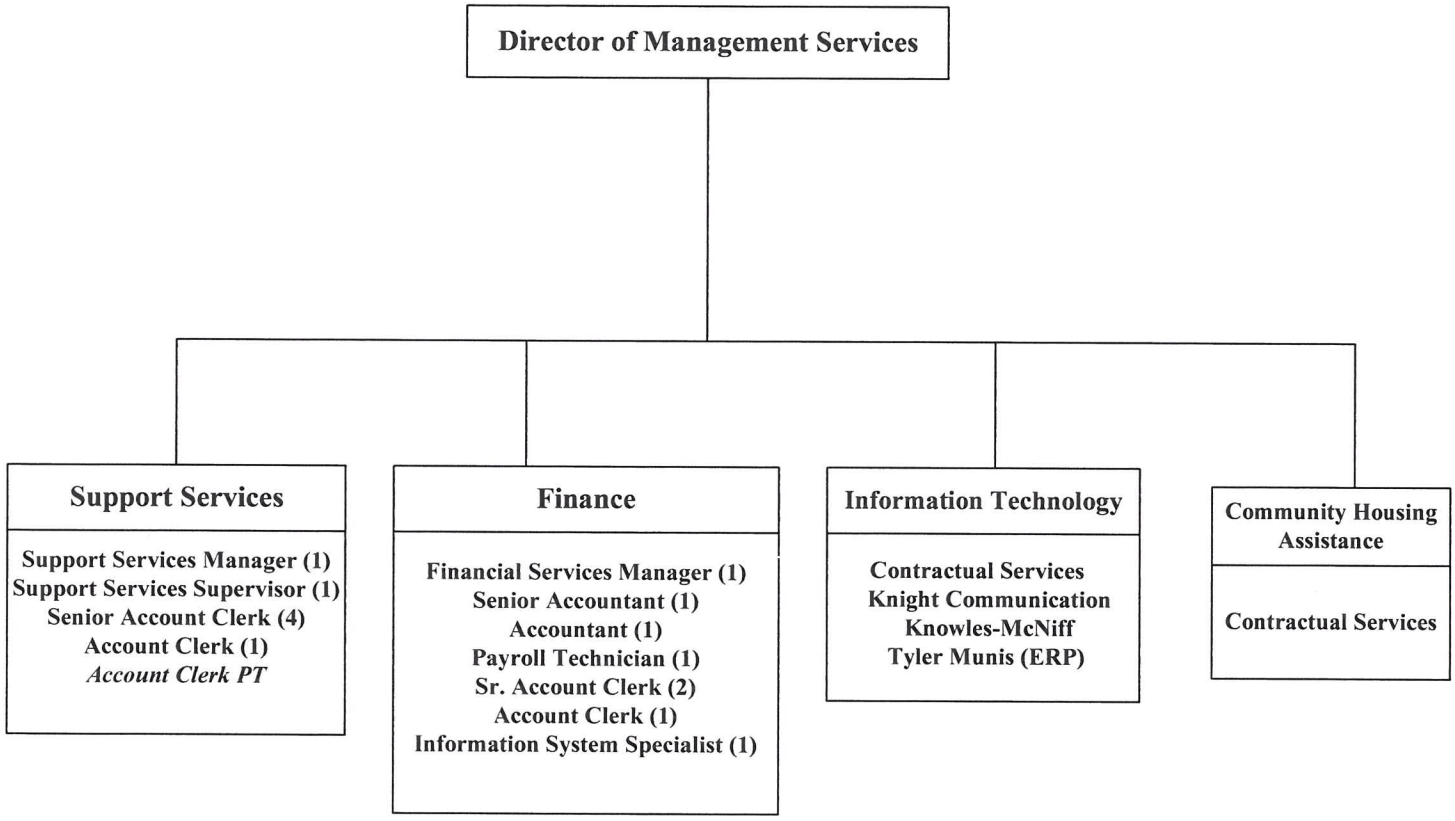
Personnel changes from last year: Change the PT Clerk Typist to the PT Account Clerk to match the functions of the job specification. Move Accountant's position from Water Division back to Finance.

Management Services
Source of Funds

($ in thousands)



Management Services Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Management Services**

ACTIVITY: **Finance**

ACTIVITY NO.: **1403**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$741,400	$880,523	$873,523	$928,022	$910,960
SERVICES & SUPPLIES	128,924	228,059	218,059	246,727	246,727
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$870,324	$1,108,582	$1,091,582	$1,174,749	$1,157,687
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	6.50	7.13	7.13	7.23	7.13

Program Description

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

Finance prepares various financial reports to City Council, City management and departments for fiscal monitoring. Each year Finance prepares a Midyear Budget Review report, which includes a five-year financial projection for all funds and a five-year capital improvement program. The Midyear Review Report serves as a base for the City's budget and future financial planning, which the report is formally presented to City Council each year at the first meeting in February. Finance also publishes the City's Comprehensive Annual Financial Report, Single Audit Report, Master Schedule of Fees and Charges, Cost Allocation Plan, Investment Report, and Budget Manual, and prepares the citywide lighting and landscaping assessment district and library tax submittals.

Finance maintains the City's financial records and prepares financial reports to various State and Federal agencies. Finance works with City Treasurer in monitoring the City's cash flow and investing idle funds in accordance with the City's investment policy.

PROGRAM MEASUREMENTS

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

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Number of years received awards from Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officers Association (CSMFO) for excellence in budgeting.	27	28	29
Number of years received awards from GFOA for excellence in financing reporting.	29	30	31
Number of audits performed.	9	12	13

2019-2020 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency*: Continue the task of implementing the new Enterprise Resource Planning (ERP) System and the migration of the database.

2. *Achieve Financial Stability*: Analyze and monitor sales tax and property tax revenues generated from the Monterey Park Market Place projects.

3. *Achieve Financial Stability*: Implement new utility rates to improve and enhance City Water and Sewer infrastructure.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency*: Finalized the Enterprise Resource Planning (ERP) System vendor selection and the ERP contract.

2. *Achieve Financial Stability*: Discontinued the ePayables and implemented the ACH payment process for City payables.

3. *Achieve Financial Stability:* Implemented firefighter and police MOUs, including items such as HRA (Health Reimbursement Account) and additional employee pension contributions.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Contracted Services category (#31000) $197,650 consists of City Annual and Single audits, Data Processing and other accounting professional services. Cost increases are for additional resources due to the new financial system ERP implementation.

2. Miscellaneous category (#39000) $25,000 consists of printing and duplicating, membership, subscriptions and training.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Finance**

ACTIVITY NO.: **1403**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$432,760	$545,126	$545,126	$572,866	$555,804
11400 Overtime Salaries	523	15,200	8,200	15,200	15,200
11500 Separation Benefits	16,480	25,091	25,091	29,200	29,200
TOTAL	$449,763	$585,417	$578,417	$617,266	$600,204
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,545	$2,231	$2,231	$2,227	$2,227
12300 Medical Insurance	67,016	86,242	86,242	74,376	74,376
12350 Medicare Insurance	6,988	7,957	7,957	8,116	8,116
12400 Dental Insurance	5,582	6,698	6,698	8,587	8,587
12500 Workers Compensation	3,675	3,969	3,969	4,961	4,961
12600 Retirement	199,538	178,104	178,104	202,203	202,203
12750 City 401 Plan	2,424	4,758	4,758	4,721	4,721
12900 Long Term Disability	3,317	3,079	3,079	2,890	2,890
12950 Vision Plan	1,552	2,068	2,068	2,675	2,675
TOTAL	$291,637	$295,106	$295,106	$310,756	$310,756
SERVICES & SUPPLIES					
22000 Operating Supplies	$10,049	$12,000	$12,000	$12,500	$12,500
31000 Contracted Services	101,000	180,000	170,000	197,650	197,650
32000 Communications	2,997	4,159	4,159	3,677	3,677
37000 Leases & Rentals	-61	4,000	4,000	4,200	4,200
38000 R/M Contractual	3,151	3,500	3,500	3,700	3,700
39000 Miscellaneous	11,788	24,400	24,400	25,000	25,000
TOTAL	$128,924	$228,059	$218,059	$246,727	$246,727
GRAND TOTAL	$870,324	$1,108,582	$1,091,582	$1,174,749	$1,157,687

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Finance**

ACTIVITY NO.: **1403**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Mgmt Services*	0.18	0.23	0.13	$28,701	$39,245	$22,183
Financial Services Manager	1.00	1.00	1.00	124,572	128,752	128,752
Senior Accountant	1.00	1.00	1.00	87,592	89,784	89,784
Accountant**	0.95	1.00	1.00	63,897	68,949	68,949
Payroll Technician	1.00	1.00	1.00	61,300	62,836	62,836
Senior Account Clerk	2.00	2.00	2.00	116,359	117,669	117,669
Account Clerk	1.00	1.00	1.00	53,052	53,052	53,052
Bilingual	0.00	0.00	0.00	3,570	4,200	4,200
Education Incentive	0.00	0.00	0.00	4,148	6,633	6,633
Longevity Pay	0.00	0.00	0.00	1,935	1,746	1,746
Overtime	0.00	0.00	0.00	15,200	15,200	15,200
Separation Benefits	0.00	0.00	0.00	25,091	29,200	29,200
Total	7.13	7.23	7.13	$585,417	$617,266	$600,204

* Move 10% to Activity 1405, Community Housing Assistance.

** Move Accountant from Water Division back to Finance.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Management Services**

ACTIVITY: **Data Processing**

ACTIVITY NO.: **1404**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$0	$135,018	$24,553	$140,011	$140,011
SERVICES & SUPPLIES	227,654	260,750	247,500	255,750	255,750
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$227,654	$395,768	$272,053	$395,761	$395,761
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	1.00	1.00	1.00	1.00

Program Description

The Data Processing Division is responsible for maintaining the City's computer equipment, Citywide Network/Email/Internet/Intranet system, and operating program software through contracted services. The Division is under the supervision of Management Services Director for IT services provided by contractual arrangements. FY2018-19, one Information Systems Specialist was established to assist in the Enterprise Resource Planning (ERP) system implementation project. This Division is also responsible for evaluating new computer equipment, software, and technologies to enhance the City's data processing automation. The Division adopts a consolidated approach to set and enforce technological consistency and interdepartmental cooperation.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Number of new computers replaced/number of computers maintained	36/305	50/320	90/330
Number of applications being modified	30	34	35

2019-2020 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency*: Implement the Phase I of the new Enterprise Resource Planning (ERP) system.

2. *Improve Effectiveness and Efficiency*: Upgrade computers to the current version of Windows 10.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency:* Completed vendor information clean-up to be ready for the new ERP data migration.

2. *Improve Effectiveness and Efficiency:* Completed the rewrite of the direct assessment module to conform to the new process environment and to take advantage of new database features.

3. *Improve Effectiveness and Efficiency:* Conducted IT security audit and training for City employees.

PRIMARY PROGRAM/EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) $133,000 is the allocated costs for the finance system and IT contractual services.

2. Communications category (#32000) $35,500 reflects the costs for citywide high speed network lines, including costs for offsite City Yard and Langley Senior Center.

3. R/M Contractual category (#38000) $75,000 reflects costs for network maintenance, server hardware and software maintenance, and printer/copier maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Data Processing**

ACTIVITY NO.: **1404**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$0	$86,244	$14,374	$86,868	$86,868
11500 Separation Benefits	0	2,460	2,460	2,460	2,460
TOTAL	$0	$88,704	$16,834	$89,328	$89,328
EMPLOYEE BENEFITS					
12200 Life Insurance	$0	$312	$52	$312	$312
12300 Medical Insurance	0	15,029	2,505	15,029	15,029
12350 Medicare Insurance	0	1,251	209	1,260	1,260
12400 Dental Insurance	0	960	160	1,080	1,080
12600 Retirement	0	27,356	4,559	31,596	31,596
12750 City 401 Plan	0	650	108	650	650
12900 Long Term Disability	0	396	66	396	396
12950 Vision Plan	0	360	60	360	360
TOTAL	$0	$46,314	$7,719	$50,683	$50,683
SERVICES & SUPPLIES					
22000 Operating Supplies	$4,279	$6,000	$6,000	$6,000	$6,000
24000 Small Tools	3,974	6,000	6,000	6,000	6,000
31000 Contracted Services	99,492	133,000	125,000	133,000	133,000
32000 Communications	49,108	35,500	35,500	35,500	35,500
38000 R/M Contractual	70,801	80,000	75,000	75,000	75,000
39000 Miscellaneous	0	250	0	250	250
TOTAL	$227,654	$260,750	$247,500	$255,750	$255,750
GRAND TOTAL	$227,654	$395,768	$272,053	$395,761	$395,761

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Data Processing**

ACTIVITY NO.: **1404**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Information System Specialist	1.00	1.00	1.00	$86,244	$86,868	$86,868
Separation Benefits	0.00	0.00	0.00	2,460	2,460	2,460
Total	1.00	1.00	1.00	$88,704	$89,328	$89,328

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Management Services**

ACTIVITY: **Community Housing Assistance**

ACTIVITY NO.: **1405**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$22,236	$22,652	$18,756	$25,812	$25,812
SERVICES & SUPPLIES	786,443	1,257,216	856,351	959,380	959,380
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$808,679	$1,279,868	$875,107	$985,192	$985,192
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	.10	.10	0	.10

Program Description

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

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

The HOME program, distinct from the CDBG program, provides funds only for affordable housing activities. Acquisition, rehabilitation, rental assistance, and new construction are all eligible uses for the program monies. The City is allowed two years to commit and five years to exhaust its annual HOME entitlement. The City continues to use its HOME funds to provide loans and lead-based paint abatement grants to income qualified homeowners through its Residential Rehabilitation Program.

Under AB 1x26 redevelopment agencies are dissolved and replaced with Successor Agencies responsible for winding down the affairs of the former redevelopment agency including disposing of their assets. The City continues receiving repayment of SERAF and Housing Deferral funds from the State Department of Finance once the State approves the repayment schedule. The City will continue evaluating various affordable housing projects and programs.

PROGRAM MEASUREMENTS

CDBG

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Agencies assisted from Community Fund	1	1	1
Number of Housing Rights Center clients assisted	130	120	100

HOME

Residential Rehab Participants	3	4	5

2019-2020 GOALS AND OBJECTIVES

1. *Enhance Community and Neighborhood Development:* Proactively identify recipients and provide community fund assistance to local organizations.

2. *Improve Organizational Effectiveness:* Continue implementing all goals as identified in the City of Monterey Park 2015-2020 Five-Year Consolidated Plan.

2018-2019 MAJOR ACCOMPLISHMENTS

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

2. Promoted fair housing through the Housing Rights Center by assisting over 100 residents.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes $8,000 for Single Audit, $30,000 management consulting services for administrative services and housing activities, and $10,000 for legal fees.

2. R&M Contractual category (#38000) $270,000 is to fund the City's residential rehabilitation projects.

3. Other Agency Services category (#41000) $90,000 reflects aids to Housing Rights Center and other community needs.

4. Debt Service category (#42000) $489,868 represents payment to HUD for Section 108 Loan. The loan ends on 8/1/2022.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Community Housing Assistance**

ACTIVITY NO.: **1405**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$15,852	$15,684	$13,000	$17,692	$17,692
TOTAL	$15,852	$15,684	$13,000	$17,692	$17,692
EMPLOYEE BENEFITS					
12200 Life Insurance	$36	$32	$24	$32	$32
12300 Medical Insurance	1,460	1,444	1,200	1,016	1,016
12350 Medicare Insurance	246	228	160	258	258
12400 Dental Insurance	118	120	110	132	132
12600 Retirement	4,348	4,970	4,120	6,430	6,430
12750 City 401 Plan	0	0	0	130	130
12900 Long Term Disability	150	150	120	90	90
12950 Vision Plan	26	24	22	32	32
TOTAL	$6,384	$6,968	$5,756	$8,120	$8,120
SERVICES & SUPPLIES					
21000 Office Supplies	$0	$567	$567	$567	$567
31000 Contracted Services	65,213	156,946	108,000	108,000	108,000
32000 Communications	1,211	90	845	945	945
38000 R/M Contractual	258,382	617,672	265,000	270,000	270,000
41000 Other Agency Serv	10,000	10,000	10,000	90,000	90,000
42000 Debt Service	451,637	471,941	471,939	489,868	489,868
TOTAL	$786,443	$1,257,216	$856,351	$959,380	$959,380
GRAND TOTAL	$808,679	$1,279,868	$875,107	$985,192	$985,192

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Community Housing Assistance**

ACTIVITY NO.: **1405**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Management Services	0.00	0.00	0.10	$0	$0	$17,062
Director of Community / Economic Development*	0.10	0.00	0.00	15,540	0	0
Education Incentive	0.00	0.00	0.00	144	0	210
Longevity Pay	0.00	0.00	0.00	0	0	420
Total	0.10	0.00	0.10	$15,684	$0	$17,692

* The City realigns the functions of the Community & Economic Development Department to various departments.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Management Services**

ACTIVITY: **Revenue Collection**

ACTIVITY NO.: **1406**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$484,185	$557,595	$553,953	$586,784	$586,784
SERVICES & SUPPLIES	64,570	67,946	69,331	69,292	69,292
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$548,755	$625,541	$623,284	$656,076	$656,076
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.35	5.35	5.35	5.33	5.33

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 2017-18	Estimated 2018-19	Projected 2019-20
Business Licenses Issued	5,062	5,250	5,400
Utility Bills Mailed (Original and Delinquent)	86,750	87,500	88,000

2019-20 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency*: Work with water department staff to utilize new route manager software to improve efficiency and streamline daily processes.

2. *Improve Effectiveness and Efficiency*: Study the feasibility of converting from bi-monthly to monthly utility billing to ascertain if the cost and impact on staff is outweighed by the shorter billing cycles.

3. *Improve Effectiveness and Efficiency:* Implement a lockbox program to facility collection process.

2018-19 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency*: Implemented online business license application process to streamline new businesses working in Monterey Park.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) $17,000 consists of cash register system maintenance, business license system maintenance, online utility bill presentment maintenance, and check scanning software maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Revenue Collection**

ACTIVITY NO.: **1406**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$262,525	$327,908	$327,908	$340,038	$340,038
11300 Part Time Salaries	25,946	20,394	20,394	23,821	23,821
11400 Overtime Salaries	3,560	6,500	6,500	6,500	6,500
11500 Separation Benefits	8,404	20,626	20,626	21,400	21,400
TOTAL	$300,435	$375,428	$375,428	$391,759	$391,759
EMPLOYEE BENEFITS					
12200 Life Insurance	$951	$1,528	$1,528	$1,523	$1,523
12300 Medical Insurance	42,466	59,673	59,673	52,535	52,535
12350 Medicare Insurance	3,765	4,229	4,229	4,487	4,487
12370 Part Time Retirement	0	0	0	0	0
12400 Dental Insurance	3,069	4,401	4,401	4,078	4,078
12500 Workers Compensation	1,456	1,572	1,572	1,965	1,965
12600 Retirement	127,960	104,079	104,079	123,739	123,739
12750 City 401 Plan	1,504	3,043	3,043	3,278	3,278
12900 Long Term Disability	1,685	2,207	0	2,012	2,012
12950 Vision Plan	894	1,435	0	1,408	1,408
TOTAL	$183,750	$182,167	$178,525	$195,025	$195,025
SERVICES & SUPPLIES					
21000 Office Supplies	$1,692	$2,000	$2,000	$2,000	$2,000
22000 Operating Supplies	290	500	500	500	500
24000 Small Tools	985	1,050	1,050	1,050	1,050
31000 Contracted Services	45,286	35,000	35,000	35,000	35,000
32000 Communications	7,880	7,446	8,831	8,792	8,792
38000 R/M Contractual	4,785	17,000	17,000	17,000	17,000
39000 Miscellaneous	3,652	4,950	4,950	4,950	4,950
TOTAL	$64,570	$67,946	$69,331	$69,292	$69,292
GRAND TOTAL	$548,755	$625,541	$623,284	$656,076	$656,076

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Revenue Collection**

ACTIVITY NO.: **1406**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Mgmt Services	0.20	0.16	0.16	$32,145	$27,301	$27,301
Support Services Manager	0.35	0.37	0.37	41,131	43,481	43,481
Support Services Supervisor	0.35	0.35	0.35	29,228	29,224	29,224
Senior Account Clerk	3.00	3.00	3.00	171,568	179,904	179,904
Account Clerk	1.00	1.00	1.00	46,440	47,594	47,594
Bilingual	0.00	0.00	0.00	1,410	3,810	3,810
Education Incentive	0.00	0.00	0.00	3,274	5,025	5,025
Longevity Pay	0.00	0.00	0.00	2,713	3,696	3,696
Overtime	0.00	0.00	0.00	6,499	0	0
Separation Benefits	0.00	0.00	0.00	20,626	21,400	21,400
Part-Time						
Account Clerk*	0.00	0.45	0.45	0	30,324	30,324
Clerk Typist	0.45	0.00	0.00	20,394	0	0
Total	5.35	5.33	5.33	$375,428	$391,759	$391,759

* Changed Clerk Typist to Account Clerk to match with job functions.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Management Services**

ACTIVITY: **Central Support Services**

ACTIVITY NO.: **1407**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$232,452	$247,612	$247,467	$258,209	$258,209
SERVICES & SUPPLIES	117,992	152,558	152,558	161,424	161,424
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$350,444	$400,170	$400,025	$419,633	$419,633
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.82	1.82	1.82	1.82	1.82

Program Description

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

- Purchase of supplies and services at best value for use by the City departments.
- Assist City departments in evaluation of most cost effective services and supplies.
- Assist City departments in setting up the best specifications for the acquisition of needed supplies and services needed.
- Ensure that supplies and equipment requiring central storage are maintained in a safe, readily accessible and economical manner.
- Review and evaluate office automation technology.
- Report ICR (Independent Contractor Reporting) to the State
- Monitor & maintain the City's GoMPK Service Request System
- Manage the City's agreement process to ensure all agreements are properly executed and contain the proper insurance requirements

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Purchase Orders Issued	564	600	650
GoMPK Submissions from residents and staff	7,447	8,200	8,800

2019-20 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Begin the implementation of the Citywide Enterprise Resource Planning (ERP) System, including decentralizing the purchase order process.

2. *Improve Effectiveness and Efficiency:* Conduct training for all PO liaisons in regards to the new ERP purchase order process.

2018-19 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency*: Took over the monitoring and routing of City agreements to ensure they are done in a timely manner consisting of all necessary insurance requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Central Support Services**

ACTIVITY NO.: **1407**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$141,278	$160,319	$160,319	$161,197	$161,197
11400 Overtime Salaries	260	700	555	720	720
11500 Separation Benefits	5,253	7,003	7,003	7,300	7,300
TOTAL	$146,791	$168,022	$167,877	$169,217	$169,217
EMPLOYEE BENEFITS					
12200 Life Insurance	$405	$565	$565	$569	$569
12300 Medical Insurance	18,141	20,678	20,678	21,798	21,798
12350 Medicare Insurance	1,633	1,825	1,825	1,880	1,880
12400 Dental Insurance	1,317	1,538	1,538	1,590	1,590
12500 Workers Compensation	1,456	1,572	1,572	1,965	1,965
12600 Retirement	60,923	50,850	50,850	58,631	58,631
12750 City 401 Plan	627	1,093	1,093	1,274	1,274
12900 Long Term Disability	782	956	956	791	791
12950 Vision Plan	377	513	513	494	494
TOTAL	$85,661	$79,590	$79,590	$88,992	$88,992
SERVICES & SUPPLIES					
21000 Office Supplies	$2,237	$3,200	$3,200	$3,200	$3,200
22000 Operating Supplies	475	400	400	400	400
24000 Small Tools	0	300	300	300	300
32000 Communications	2,605	3,153	3,153	3,153	3,153
33000 Motor Pool Charges	6,365	6,556	6,556	10,000	10,000
38000 R/M Contractual	106,190	138,125	138,125	143,547	143,547
39000 Miscellaneous	120	824	824	824	824
TOTAL	$117,992	$152,558	$152,558	$161,424	$161,424
GRAND TOTAL	$350,444	$400,170	$400,025	$419,633	$419,633

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Central Support Services**

ACTIVITY NO.: **1407**

Class Title	Full-Time Equivalent Positions					
	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Mgmt Services	0.16	0.14	0.14	$26,241	$23,888	$23,888
Support Services Manager	0.30	0.32	0.32	35,255	37,605	37,605
Support Services Supervisor	0.36	0.36	0.36	30,063	30,059	30,059
Senior Account Clerk	1.00	1.00	1.00	63,468	63,468	63,468
Bilingual	0.00	0.00	0.00	816	816	816
Education Incentive	0.00	0.00	0.00	1,932	1,917	1,917
Longevity Pay	0.00	0.00	0.00	2,544	3,444	3,444
Separation Benefits	0.00	0.00	0.00	7,003	7,300	7,300
Overtime	0.00	0.00	0.00	700	720	720
Total	1.82	1.82	1.82	$168,022	$169,217	$169,217

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Management Services**

ACTIVITY: **Communication/Duplication**

ACTIVITY NO.: **1408**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$125,140	$140,217	$140,217	$139,299	$139,299
SERVICES & SUPPLIES	184,527	269,160	269,160	291,660	291,660
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$309,667	$409,377	$409,377	$430,959	$430,959
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.78	.78	.78	.74	.74

Program Description

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

- Coordinate maintenance services to City departments for their satellite copiers
- Maintain the City's telephone and voicemail systems to ensure reliable communications for all City and emergency staff.
- Maintain and coordinate the installation of new voice and data cables lines to all departments to ensure consistent operability.
- Maintain the City's cellular phones to ensure good communications throughout all departments
- Maintain the City's postage equipment and coordinate mailroom pickup and sorting of departmental and US Mail
- Oversee the City's custodial contract for City Hall and various City facility cleaning

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Mail Handled	378,000	370,000	390,000

2019-2020 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Coordinate with Knight Communications to have City hardware and software ready for the new City wide Enterprise Resource Planning (ERP) system.

2. *Improve Effectiveness and Efficiency:* Explore the most suitable options for the replacement of the City's in-house phone system that is reaching the end of its useful life.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency:* Completed process to obtain a new contract for citywide IT Support Services with Knight Communications.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) $145,934, includes $25,284 for City Hall telephone services, $3,150 for postage and $117,500 contributions to City's Data Processing/ Technology Internal Services Charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Communication/Duplication**

ACTIVITY NO.: **1408**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$76,897	$92,147	$92,147	$89,403	$89,403
11400 Overtime Salaries	213	600	600	600	600
11500 Separation Benefits	2,575	3,001	3,001	3,100	3,100
TOTAL	$79,685	$95,748	$95,748	$93,103	$93,103
EMPLOYEE BENEFITS					
12200 Life Insurance	$166	$246	$246	$235	$235
12300 Medical Insurance	9,425	11,999	11,999	10,492	10,492
12350 Medicare Insurance	782	956	956	928	928
12400 Dental Insurance	683	875	875	840	840
12600 Retirement	33,555	29,211	29,211	32,502	32,502
12750 City 401 Plan	255	377	377	579	579
12900 Long Term Disability	372	522	522	368	368
12950 Vision Plan	217	283	283	252	252
TOTAL	$45,455	$44,469	$44,469	$46,196	$46,196
SERVICES & SUPPLIES					
21000 Office Supplies	$1,929	$2,060	$2,060	$2,060	$2,060
22000 Operating Supplies	474	515	515	515	515
32000 Communications	95,850	138,434	138,434	145,934	145,934
36000 Utilities	72,157	80,000	80,000	95,000	95,000
37000 Leases & Rentals	9,369	25,900	25,900	25,900	25,900
38000 R/M Contractual	4,748	22,001	22,001	22,001	22,001
39000 Miscellaneous	0	250	250	250	250
TOTAL	$184,527	$269,160	$269,160	$291,660	$291,660
GRAND TOTAL	$309,667	$409,377	$409,377	$430,959	$430,959

CITY OF MONTEREY PARK

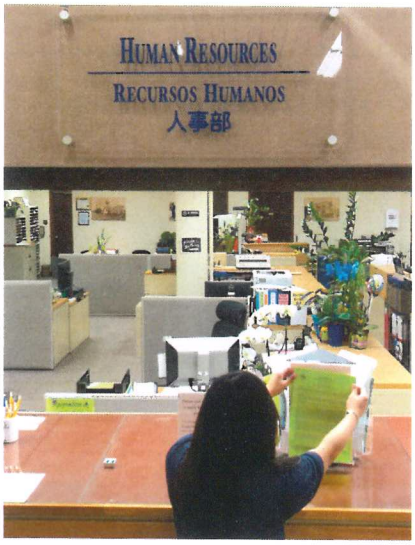
PERSONNEL DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Communication/Duplication**

ACTIVITY NO.: **1408**

Class Title	Full-Time Equivalent Positions					
	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Mgmt Services	0.14	0.14	0.14	$23,617	$24,742	$24,742
Support Services Manager	0.35	0.31	0.31	41,131	36,430	36,430
Support Services Supervisor	0.29	0.29	0.29	24,217	24,214	24,214
Bilingual	0.00	0.00	0.00	174	174	174
Education Incentive	0.00	0.00	0.00	765	714	714
Longevity Pay	0.00	0.00	0.00	2,243	3,129	3,129
Separation Benefits	0.00	0.00	0.00	3,001	3,100	3,100
Overtime	0.00	0.00	0.00	600	600	600
Total	0.78	0.74	0.74	$95,748	$93,103	$93,103



HUMAN RESOURCES & RISK MANAGEMENT

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General $756,351
Retirement $148,795
Refuse $43,500
General Liability $137,397
Technology $17,500
Workers' Compensation $125,975
Water $225,217
Water Treatment $20,110

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources & Risk Mgmt

ACTIVITY NO.: 1800

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$650,731	$746,413	$748,189	$794,887	$794,887
SERVICES & SUPPLIES	583,223	620,604	616,982	679,958	679,958
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,233,954	$1,367,017	$1,365,171	$1,474,845	$1,474,845
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.00	6.00	6.00	6.00	6.00

Program Description

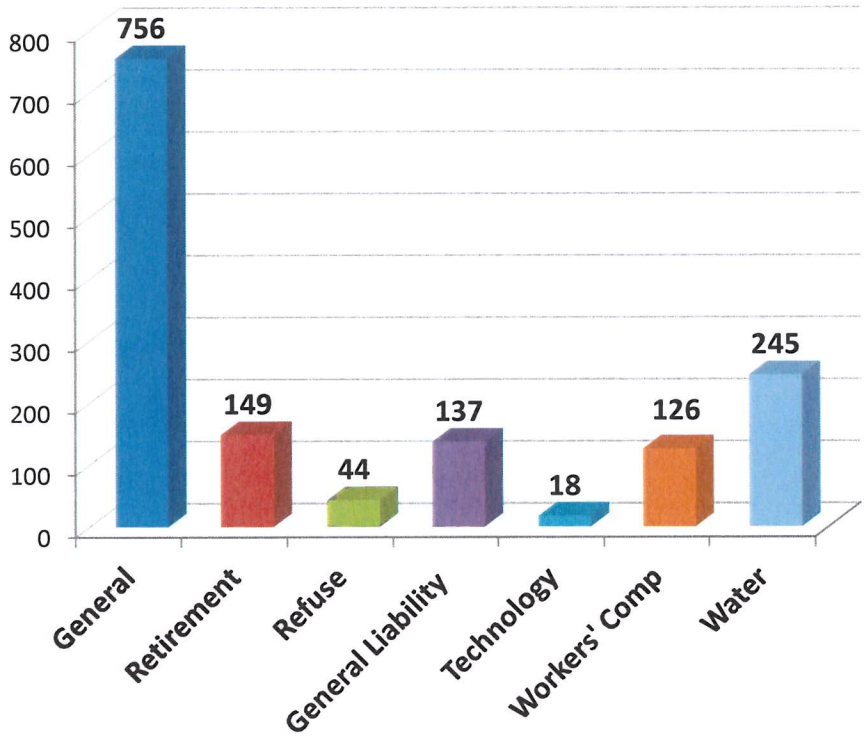
The Human Resources & Risk Management Department is responsible for the administration of a comprehensive personnel system based on merit principles and the City's risk management program. Its primary function is to provide recruitment, employment, employee relations and training services to other City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

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

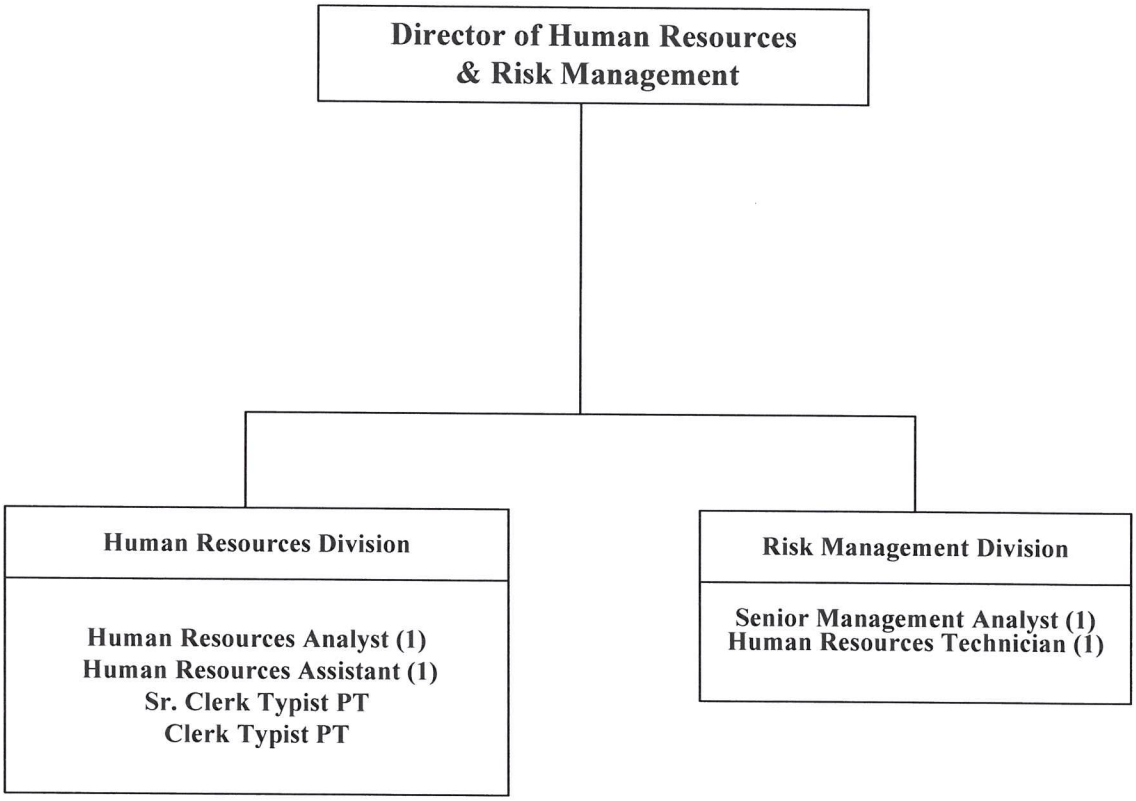
The Risk Management Division provides loss prevention control services, which includes insurance procurement, claims process management for property, workers compensation, general liability losses, and oversight of the City's safety management and training programs.

Human Resources & Risk Management
Source of Funds

($ in thousands)



Human Resources & Risk Management Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Human Resources & Risk Mgmt**

ACTIVITY: **Human Resources**

ACTIVITY NO.: **1801**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$387,719	$408,416	$410,852	$439,013	$439,013
SERVICES & SUPPLIES	297,717	304,604	274,861	326,481	326,481
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$685,436	$713,020	$685,713	$765,494	$765,494
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.40	3.50	3.50	3.50	3.50

Program Description

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

Employee Development: Training and development programs to enhance employees' job skills and abilities as well as assist them in achieving career development opportunities. Supervisory training, tuition reimbursement for approved formal education, and in-house workshops are coordinated by and funded through the Human Resources Division. During the upcoming 2019-20 fiscal year employee training will focus on developing employee skills and loss prevention programs. The department provides a comprehensive training program by utilizing the City's membership in professional organizations such as ICRMA, the San Gabriel Valley - Employment Relations Consortium, SCPMA-HR, as well as training provided by contract and in-house Human Resources staff.

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

2019-2020 GOALS AND OBJECTIVES

1. Complete MOU negotiations with three (3) general employee labor associations.
2. Conduct a comprehensive classification and compensation study for the city's 97 full-time classifications and part-time safety classifications.
3. Complete the revision to the City's 2009 Rules and Regulation.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Recruited and filled an anticipated 54 city positions. Received and reviewed over 5,000 applications.
2. Completed negotiations with 5 sworn safety associations units and implemented their contracts.
3. Completed implementation of the medical retirement accounts benefit for the firefighters Association.
4. Completed implementation of the NeoGOV Perform software component and all city performance evaluations are now completed online which has greatly increased the efficiency, timeliness and effectiveness of their routing and completion.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) $191,341 includes data processing, physical exams fees, the City's Employee Assistance Program (EAP), comprehensive classification and compensation study and funds for personnel investigations.
2. R/M Contractual category (#38000) $52,000 includes annual NEOGOV software cost; maintenance for office hardware and equipments; and 60% annual GRM fee.
3. Miscellaneous category (#39000) $43,000 consists primarily of employee tuition reimbursement per MOU's and pre-employment testing and training costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Human Resources & Risk Mgmt**

ACTIVITY: **Human Resources**

ACTIVITY NO.: **1801**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$213,614	$239,019	$239,019	$248,685	$248,685
11300 Part Time Salaries	35,815	38,000	38,000	39,975	39,975
11400 Overtime Salaries	683	0	2,389	0	0
11500 Separation Benefits	10,506	13,083	13,083	13,500	13,500
TOTAL	$260,618	$290,102	$292,491	$302,160	$302,160
EMPLOYEE BENEFITS					
12200 Life Insurance	$614	$780	$827	$726	$726
12300 Medical Insurance	26,148	29,199	29,199	31,362	31,362
12350 Medicare Insurance	3,616	3,469	3,469	3,610	3,610
12370 Part Time Retirement	1,327	1,480	1,480	1,540	1,540
12400 Dental Insurance	2,148	2,290	2,290	2,531	2,531
12500 Workers Compensation	1,705	1,841	1,841	2,530	2,530
12600 Retirement	88,690	75,798	75,798	90,429	90,429
12750 City 401 Plan	880	1,301	1,301	1,950	1,950
12900 Long Term Disability	1,325	1,458	1,458	1,460	1,460
12950 Vision Plan	648	698	698	715	715
TOTAL	$127,101	$118,314	$118,361	$136,853	$136,853
SERVICES & SUPPLIES					
21000 Office Supplies	$7,147	$8,400	$7,400	$7,300	$7,300
22000 Operating Supplies	16,860	27,013	27,000	27,000	27,000
31000 Contracted Services	153,576	166,741	138,741	185,341	185,341
32000 Communications	9,859	5,800	5,970	6,090	6,090
33000 Motor Pool Charges	3,419	3,050	3,050	3,550	3,550
34000 Advertising	2,118	2,900	2,000	2,200	2,200
38000 R/M Contractual	37,694	48,000	48,000	52,000	52,000
39000 Miscellaneous	67,044	42,700	42,700	43,000	43,000
TOTAL	$297,717	$304,604	$274,861	$326,481	$326,481
GRAND TOTAL	$685,436	$713,020	$685,713	$765,494	$765,494

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Human Resources & Risk Mgmt**

ACTIVITY: **Human Resources**

ACTIVITY NO.: **1801**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Human Resources/Risk Management	0.50	0.50	0.50	$75,960	$83,779	$83,779
Human Resources Analyst	1.00	1.00	1.00	93,420	93,420	93,420
Human Resources Assistant	1.00	1.00	1.00	66,399	67,916	67,916
Education Incentive	0.00	0.00	0.00	2,040	2,370	2,370
Longevity Pay	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefit	0.00	0.00	0.00	13,083	13,500	13,500
Part-Time						
Sr. Clerk Typist	0.50	0.50	0.50	24,570	25,800	25,800
Clerk Typist	0.50	0.50	0.50	13,430	14,175	14,175
Total	3.50	3.50	3.50	$290,102	$302,160	$302,160

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Human Resources & Risk Mgmt**

ACTIVITY: **Risk Management**

ACTIVITY NO.: **1802**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$263,012	$337,997	$337,337	$355,874	$355,874
SERVICES & SUPPLIES	285,506	316,000	342,121	353,477	353,477
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$548,518	$653,997	$679,458	$709,351	$709,351
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.60	2.50	2.50	2.50	2.50

Program Description

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

The City currently maintains General Liability and Auto Liability insurance coverage of $30 million per occurrence, with a self-insured retention of $500,000 through the City's participation in the Independent Cities Risk Management Authority (I.C.R.M.A.). Starting in the 2018/19 fiscal year ICRMA has reduced the pools self insured retention down from $5 million to $3 million per incident, thus reducing the entire pools liability exposure. A third party administrator, Carl Warren, provides liability claims administration services. The Risk Management Division seeks to minimize the City's financial exposure by ensuring that tort liability claims are processed and brought to closure as expeditiously as possible, fully

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

The City maintains W/C insurance coverage of statutory limits per occurrence (policy will pay out per W/C statute with no coverage limit) with a self-insured retention of $500,000 through the City's participation in the Independent Cities Risk Management Authority (I.C.R.M.A.). Workers' compensation claims administration services are provided by a third party administrator, AdminSure. The Risk Management Division seeks to minimize the City's W/C financial exposure by risk exposure analysis and loss control programs, and by thorough claim investigation, evaluation and processing.

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

PROGRAM MEASUREMENTS

LIABILITY CLAIMS FILED

	Actual 2016-17	Actual 2017-18	Actual as of 3/15/19 2018-2019
COMMUNITY DEVELOPMENT	0	0	2
FIRE	4	2	2
GENERAL GOVERNMENT	0	1	1
MANAGEMENT SERVICES	0	1	1
POLICE	4	7	6
PUBLIC WORKS (Street, Water, Parks)	13	14	9
RECREATION & COMM. SERVICES	0	0	1
TOTAL	**21**	**25**	**22**

WORKERS' COMPENSATION CLAIMS FILED

	Actual 2016-17	Actual 2017-18	Actual as of 3/15/19 2018-19
FIRE	12	11	6
GENERAL EMPLOYEES	1	1	0
LIBRARY	0	0	0
POLICE	14	20	13
PUBLIC WORKS (Street, Water, Parks)	9	7	5
RECREATION & COMM. SERVICES	0	2	0
TOTAL*	**36***	**41***	**24***

*Includes all claims that are OSHA recordable.

2019-2020 GOALS & OBJECTIVES

1. Maintain focus on the Ergonomic Program by providing ergonomic training to sworn and regular employees in order to combat workers compensation cases.

2. Comply with SB 1343 and provide harassment, discrimination and retaliation prevention training for all employees in the fall of 2019.

3. Provide CalOSHA Public Works trainings and in-house quarterly employee training including workplace safety training and accident Investigation.

4. Revive the City's safety committee in order to provide cross departmental sharing and learning for safety related issues and reduce liability exposure by incidents analysis and review.

2018-2019 MAJOR ACCOMPLISHMENTS

1. To-date, conducted employee training for 193 employees.

2. Facilitated pre-employment medical exams and fingerprints for 152 new full time/part time employees & volunteers. Provided flu shots for 69 employees (Sworn/Non-sworn).

3. Hired a new Senior Risk Management Analyst to focus on reduced liability and workers comp exposure and associated cost reductions.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Insurance category (#35000) $309,007 is for the City's property, auto, crime, cyber, and earthquake programs premiums.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Human Resources & Risk Mgmt**

ACTIVITY: **Risk Management**

ACTIVITY NO.: **1802**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$161,942	$219,420	$218,420	$223,910	$223,910
11400 Overtime Salaries	0	0	228	0	0
11500 Separation Benefits	10,506	6,157	6,157	6,400	6,400
TOTAL	$172,448	$225,577	$224,805	$230,310	$230,310
EMPLOYEE BENEFITS					
12200 Life Insurance	$453	$781	$781	$859	$859
12300 Medical Insurance	18,328	31,691	31,691	31,361	31,361
12350 Medicare Insurance	2,555	3,186	3,186	3,251	3,251
12400 Dental Insurance	997	1,903	1,903	2,088	2,088
12500 Workers Compensation	1,705	1,705	1,705	2,301	2,301
12600 Retirement	64,247	69,597	69,597	81,436	81,436
12750 City 401 Plan	620	1,300	1,412	1,950	1,950
12900 Long Term Disability	1,194	1,459	1,459	1,460	1,460
12950 Vision Plan	465	798	798	858	858
TOTAL	$90,564	$112,420	$112,532	$125,564	$125,564
SERVICES & SUPPLIES					
21000 Office Supplies	$340	$550	$550	$450	$450
22000 Operating Supplies	451	300	300	300	300
31000 Contracted Services	2,379	4,500	4,500	4,500	4,500
32000 Communications	747	1,010	1,110	1,110	1,110
33000 Motor Pool Charges	161	700	700	1,500	1,500
35000 Insurance	272,474	283,430	309,551	309,007	309,007
38000 R/M Contractual	3,321	5,210	5,210	5,210	5,210
39000 Miscellaneous	5,633	20,300	20,200	31,400	31,400
TOTAL	$285,506	$316,000	$342,121	$353,477	$353,477
GRAND TOTAL	$548,518	$653,997	$679,458	$709,351	$709,351

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Human Resources & Risk Mgmt**

ACTIVITY: **Risk Management**

ACTIVITY NO.: **1802**

Class Title	Full-Time Equivalent Positions					
	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Human Resources/Risk Management	0.50	0.50	0.50	$75,960	$83,778	$83,778
Senior Management Analyst	1.00	1.00	1.00	73,020	69,912	69,912
Human Resources Technician	1.00	1.00	1.00	69,120	68,570	68,570
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	720	1,050	1,050
Separation Benefits	0.00	0.00	0.00	6,157	6,400	6,400
Total	2.50	2.50	2.50	$225,577	$230,310	$230,310

the 2019-2020 fiscal year negotiations will conclude with the three (3) general employee labor associations. This also includes employee and supervisory counseling on personnel policies and practices, providing assistance in handling employee grievances and disciplinary actions, negotiation and implementation of new labor contract provisions, communication meetings with labor representatives, and promoting new programs to enhance the quality, efficiency and responsiveness of municipal services.

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

Employee Benefits: The group benefits program includes medical (CalPERS), dental, long-term disability, life insurance, vision, deferred compensation, employee assistance program (EAP), Flexible Spending Account (which includes the Dependent Care Account) (FSA), retired medical savings plans (HRA) and retirement plans.

Personnel Management: Maintenance of the City's position classification plan, administration of the employee performance evaluation process, and development of administrative policies and procedures relating to personnel issues. In 2019/20 Human Resources will continue to fine tune the NEOGOV Human Resources Information System (HRIS) system and also continue to digitize and modernize Monterey Park HR with the GRM document management system.

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

PROGRAM MEASUREMENTS

City Wide Employment Data

	2016-17	2017-18	As of 3/15/19 2018-19	Projected 2019-20
Budgeted FT Position	299	302	305	304
Budgeted Part-time FTE	52.65	54.67	56.14	56.18
Total Citywide FTE	358.65	363.67	368.14	367.18
Competitive Positions Filled	84*	63*	41*	50*
Examinations Administered	60*	52*	36*	50*
Applications Processed	5,225	4,965	3,515	5,000

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

POLICE

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Police

ACTIVITY NO.: 3100

SOURCE OF FUNDS:

General $15,778,049
Retirement $4,519,050
Public Safety Impact Fee $30,000
STC Grant $4,620
POST Grant $35,000
Asset Forfeiture $230,745
Public Safety Augmentation $388,000
State COPS Grant $114,953
Bulletproof Vest Grant $9,261
AB109 Task Force Grant $73,000
Selective Traffic Enforce (5) $34,500

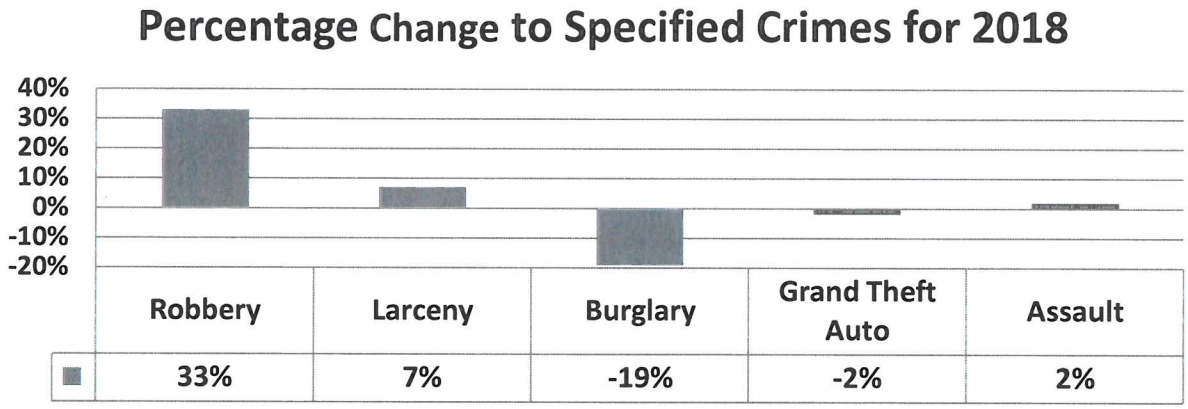
SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$16,974,678	$17,629,245	$17,451,480	$18,742,242	$18,759,962
SERVICES & SUPPLIES	2,158,813	2,502,866	2,424,367	2,457,216	2,457,216
CAPITAL OUTLAY	10,000	0	0	0	0
TOTAL COSTS	$19,143,491	$20,132,111	$19,875,847	$21,199,458	$21,217,178
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	118.76	121.76	121.76	121.76	122.26

Program Description

Members of the Monterey Park Police Department recognize that in order to deliver the highest level of police services, contemporary issues in our community and challenges facing the Police Department must be studied on a continuous basis. Identifying the best solutions to address community safety and quality of life issues is a core responsibility of the Police Department. To strengthen our community partnership, we maintain a high level of attention to significant issues that make an impact on the community's safety and quality of life.

We strive to promote the Police Department as a source of pride for our many employees and volunteers, many of whom live in Monterey Park. Police Reserves, Monterey Park Emergency Communications, Citizen's Patrol, Police Explorers, Chaplains and interns volunteered over 10,169 hours in 2018. The Police Department continues to maintain a strong partnership with the community to address crime and quality of life issues. The Monterey Park Police Department will meet the challenges of the future through proper planning, strategic implementation, and commitment in delivering the highest level of police services to our community.

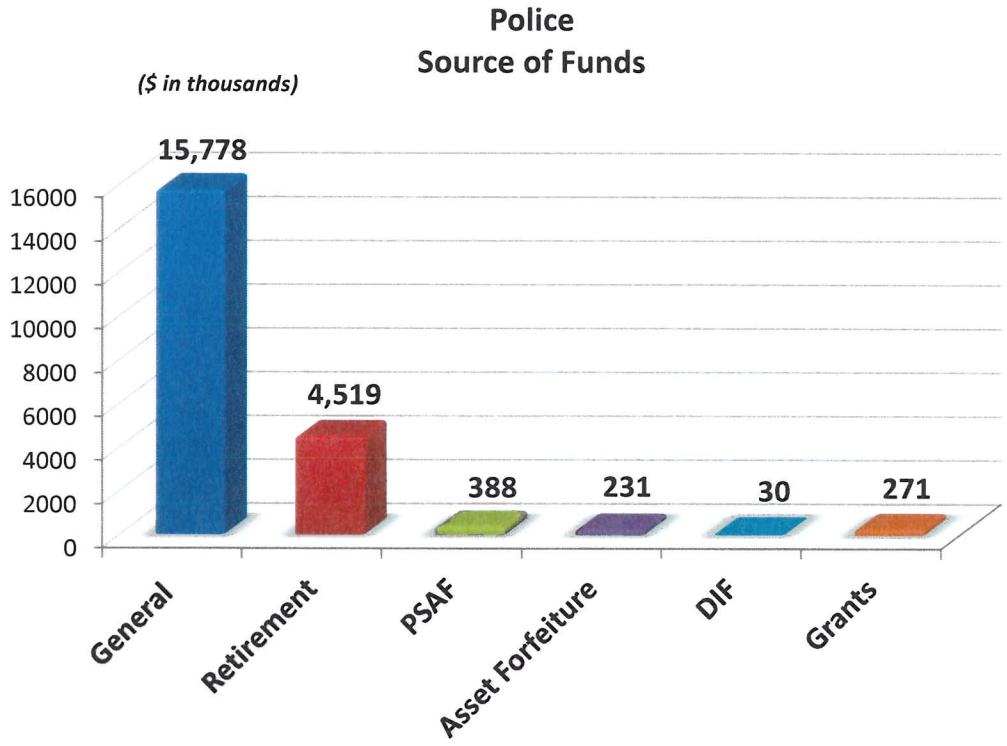
An analysis of the crime statistics in Monterey Park reflects that for the year 2018, there was no increase in Part I crimes as compared to the previous year. In 2018, the categories of robbery, larceny, and assaults increased. The categories of burglary and grand theft auto decreased.



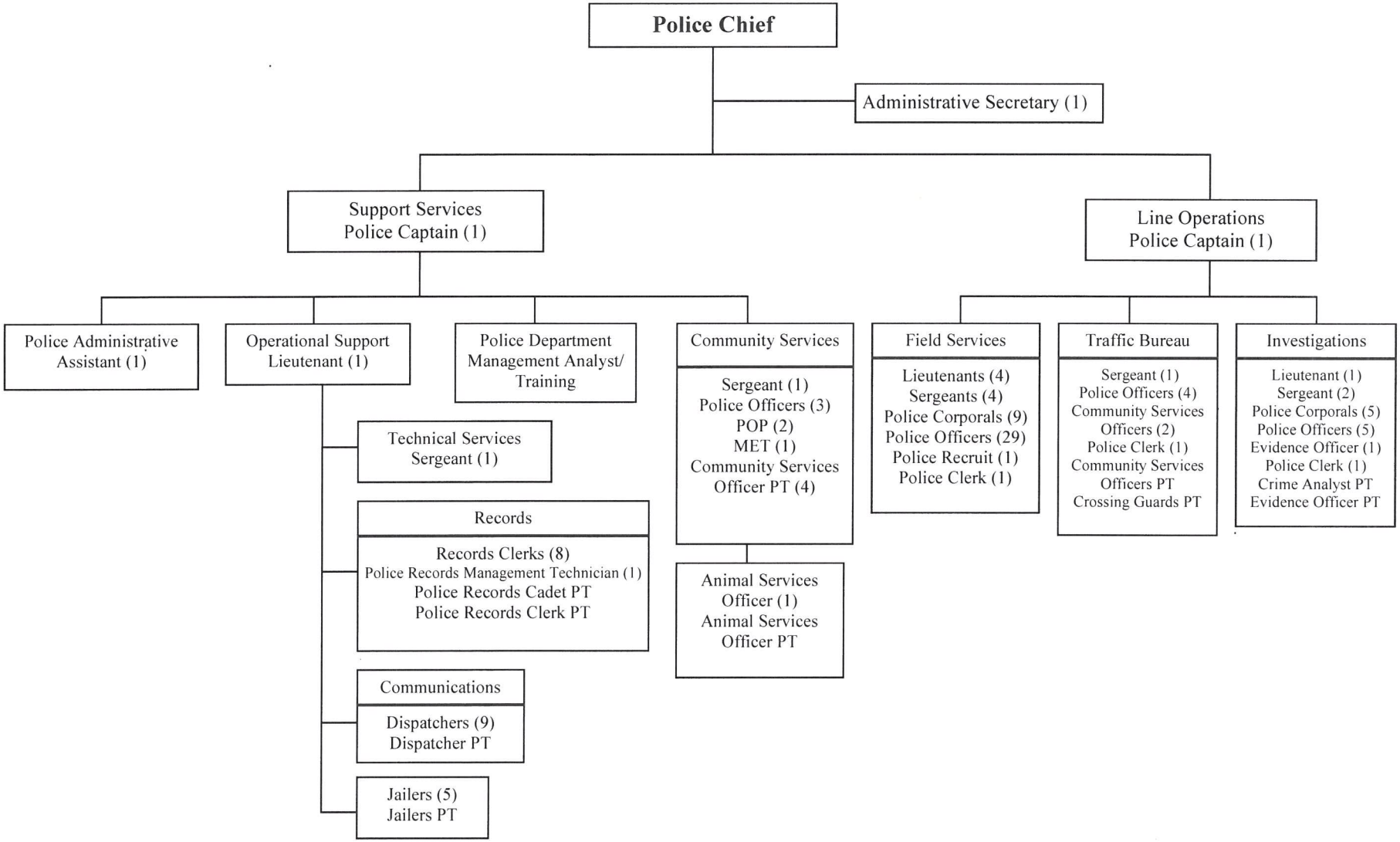
An annual account of Monterey Park's Part I crime trends and traffic fatalities are listed below:

Calendar Year	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
% Change in Part I Crime	-6%	-6%	-16%	-7%	14%	-3%	16%	-10%	26%	23%	-14%	0%
# Traffic Fatalities	2	2	1	2	2	2	3	5	4	4	0	2

Personal changes: add one PT Animal Services Officer



MONTEREY PARK POLICE DEPARTMENT
ORGANIZATIONAL CHART



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Police**

ACTIVITY: **Police Admin**

ACTIVITY NO.: **3101**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$1,035,893	$647,381	$643,936	$703,096	$703,096
SERVICES & SUPPLIES	117,928	131,528	129,566	137,295	137,295
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,153,821	$778,909	$773,502	$840,391	$840,391
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.00	4.00	4.00	4.00	4.00

Program Description

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

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

The specific service objectives are as follows:

- Achieve a 100% compliance rate of all POST and STC mandated training.
- Achieve the projected volunteer hours from all police volunteer programs.
- Process all requests for permits and variances within five business days.
- Identify possible external funding sources to augment current budget allowances.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Total Volunteer Hours:	10,113	10,169	10,410
Total # of Volunteers:			
Reserves Officers	18	20	22
Explorers	9	12	15
Records	1	1	1
MPEC	16	13	13
MPCP	14	14	16
Investigations	0	0	0
Animal Control	0	1	0
Chaplains	5	4	5

Formal Training Hours for all Personnel: 5,469 Hours (YTD)

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* The Training Bureau will schedule all Sergeants and Corporals to attend training pertaining to Use of Force Investigations.

2. *Improve organizational effectiveness and efficiency:* The Training Bureau will schedule all Corporals and Officers to attend a domestic violence update course which will ensure they are current with laws, policies, and procedures regarding domestic violence.

2018-2019 MAJOR ACCOMPLISHMENTS

1. All sworn personnel attended First Aid/C.P.R./A.E.D. training and are current with their certification for the next two years.

2. The Training Bureau scheduled all sworn personnel below the rank of Sergeant to attend driver's training and force options courses, keeping personnel in compliance with P.O.S.T. standards.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) $23,950 consists of uniform allowance, office supplies, and other operating supplies.

2. Motor Pool Charges category (#33000) $49,870 consists of POST training, STC training and conference, and City's motor pool charges.

3. Miscellaneous category (#39000) $60,275 consists of training expenses, dues and memberships, books and subscriptions, and printing and duplicating costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Police Admin**

ACTIVITY NO.: **3101**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$348,885	$392,772	$376,986	$423,369	$423,369
11400 Overtime Salaries	12,163	5,000	17,341	5,000	5,000
11500 Separation Benefits	488,529	15,392	15,392	15,900	15,900
TOTAL	$849,577	$413,164	$409,719	$444,269	$444,269
EMPLOYEE BENEFITS					
12200 Life Insurance	$884	$1,248	$1,248	$1,404	$1,404
12300 Medical Insurance	38,629	53,728	53,728	46,463	46,463
12350 Medicare Insurance	4,085	4,670	4,670	5,114	5,114
12400 Dental Insurance	3,064	3,971	3,971	3,980	3,980
12500 Workers Compensation	14,560	15,725	15,725	19,656	19,656
12600 Retirement	120,274	148,144	148,144	174,776	174,776
12750 City 401 Plan	1,300	2,600	2,600	2,600	2,600
12800 Uniform Allowance	0	0	0	725	725
12900 Long Term Disability	2,656	2,953	2,953	2,953	2,953
12950 Vision Plan	864	1,178	1,178	1,156	1,156
TOTAL	$186,316	$234,217	$234,217	$258,827	$258,827
SERVICES & SUPPLIES					
21000 Office Supplies	$0	$200	$125	$200	$200
22000 Operating Supplies	18,570	25,400	24,100	23,950	23,950
24000 Small Tools	17	100	75	100	100
32000 Communications	484	1,400	1,400	1,400	1,400
33000 Motor Pool Charges	49,919	48,528	48,416	49,870	49,870
38000 R/M Contractual	1,406	1,500	1,250	1,500	1,500
39000 Miscellaneous	47,532	54,400	54,200	60,275	60,275
TOTAL	$117,928	$131,528	$129,566	$137,295	$137,295
GRAND TOTAL	$1,153,821	$778,909	$773,502	$840,391	$840,391

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Police Admin**

ACTIVITY NO.: **3101**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Police Chief	1.00	1.00	1.00	$194,244	$207,048	$207,048
Administrative Secretary	1.00	1.00	1.00	63,780	63,780	63,780
Management Analyst	1.00	1.00	1.00	59,436	74,829	74,829
Police Administrative Assistant	1.00	1.00	1.00	60,552	60,552	60,552
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentives	0.00	0.00	0.00	7,560	8,760	8,760
Longevity Pay	0.00	0.00	0.00	4,200	5,400	5,400
Notary Bonus Pay	0.00	0.00	0.00	2,400	2,400	2,400
Overtime	0.00	0.00	0.00	5,000	5,000	5,000
Separation Benefits	0.00	0.00	0.00	15,392	15,900	15,900
Total	4.00	4.00	4.00	$413,164	$444,269	$444,269

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Traffic Bureau

ACTIVITY NO.: 3102

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$1,375,215	$1,506,663	$1,454,295	$1,482,987	$1,482,987
SERVICES & SUPPLIES	132,373	145,680	140,877	138,710	138,710
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,507,588	$1,652,343	$1,595,172	$1,621,697	$1,621,697
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	14.22	14.22	14.22	14.22	14.22

Program Description

The Traffic Bureau addresses traffic safety issues within the City of Monterey Park. The Bureau places particular emphasis on reducing and preventing traffic collisions, enforcing parking laws, and educating the community on traffic safety and pertinent laws.

Traffic Bureau personnel provides the City with five-day-a-week Motorcycle Officer coverage and seven-day-a-week Parking Enforcement Officer coverage. The Traffic Bureau also includes a Traffic Investigator who is assigned to handle all post-collision investigations and related arrests. In providing a full range of services, the Traffic Investigator's skill and expertise in accident reconstruction assists them in the identification of accident patterns and trends so that specific education and enforcement efforts can be implemented in problem areas.

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

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

The specific operational objectives are as follows:

- Follow-up on traffic investigations within three business days of receipt of the report.
- On a monthly basis, identify the five highest traffic collision intersections and non-intersections to provide selective enforcement, targeting primary collision factor violations.
- Ensure response to all parking citation complaints and appeals within five business days.
- Conduct weekly radar enforcement in areas where speed has been identified as the primary collision factor.
- Conduct 11 Mature Driver classes at Langley Center.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Number of Citations:			
Traffic	6,458	5,689	6,000
Parking	11,322	12,188	12,200
Traffic Collision Incidents:			
Fatal	1	1(YTD)	***
Injury	256	250	***
Non-injury	689	528	***
Fatalities (actual)	1	1(Actual)	***
Persons Injured	360	329	***
Number of Arrests: Drunk Drivers	94	100	100
% of Traffic Investigations Commenced within 3 Days	98%	98%	98%
% Response on Citation Appeals/Complaints within 5 Days	100%	100%	100%

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Provide training to patrol officers on the investigation of traffic collisions utilizing the Crossroads electronic collision reporting software and the traffic investigation manual. This will ensure that traffic collisions are investigated thoroughly and that the primary collision factor is identified accurately.

2. *Improve organizational effectiveness and efficiency:* Provide training to patrol officers on the enforcement of parking violations in residential and commercial areas including specific areas of enforcement in truck routes.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Received a $105,000 grant from the California Office of Traffic Safety to enhance traffic safety in DUI, Distracted Driving, and Pedestrian and Bike Enforcement operations. The overall goal was to lower the number of both injury and fatal collisions.

2. Transitioned from Duncan Solutions to Data Ticket Inc. for parking citation processing. This included more efficient software for the processing of parking citations and new hand held ticket writers for the parking enforcement staff. This system has decreased the time spent by staff, decreased processing costs, and improved customer service.

3. Investigated a hit and run traffic collision involving a pedestrian. The pedestrian was critically injured. With the assistance of the Detective Bureau, investigators identified and arrested the suspects.

4. Completed the $130,000 grant from the California Office of Traffic Safety. This grant funded several selective enforcement programs including: DUI, Distracted Driving, Primary Collision Factors, and Pedestrian and Bike Enforcement operations. The grant also provided funding for six hand held lasers used to measure speed for enforcement.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) will decrease in funding of $84,250 in FY 19/20 due to the completion of the Office of Traffic Safety Grant.

2. Motor Pool Charges category (#33000) $102,550 includes the city allocated motor pool charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Traffic Bureau**

ACTIVITY NO.: **3102**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$707,495	$719,671	$707,105	$742,938	$742,938
11300 Part Time Salaries	140,150	144,200	138,576	144,200	144,200
11400 Overtime Salaries	120,422	140,040	110,812	55,790	55,790
11450 Court Time Salaries	1,791	8,000	2,583	8,000	8,000
11500 Separation Benefits	0	54,719	54,719	56,400	56,400
TOTAL	$969,858	$1,066,630	$1,013,795	$1,007,328	$1,007,328
EMPLOYEE BENEFITS					
12200 Life Insurance	$2,340	$2,574	$2,574	$2,574	$2,574
12300 Medical Insurance	101,748	105,626	105,626	104,739	104,739
12350 Medicare Insurance	13,969	10,978	11,445	10,825	10,825
12370 Part Time Retirement	4,503	5,440	5,440	5,440	5,440
12400 Dental Insurance	7,200	7,355	7,355	8,303	8,303
12500 Workers Compensation	8,899	9,611	9,611	12,014	12,014
12600 Retirement	262,441	293,741	293,741	326,403	326,403
12750 City 401 Plan	1,025	1,300	1,300	1,950	1,950
12900 Long Term Disability	1,188	1,188	1,188	1,188	1,188
12950 Vision Plan	2,044	2,220	2,220	2,223	2,223
TOTAL	$405,357	$440,033	$440,500	$475,659	$475,659
SERVICES & SUPPLIES					
21000 Office Supplies	$400	$400	$276	$400	$400
22000 Operating Supplies	6,028	9,550	9,550	10,060	10,060
24000 Small Tools	23,038	7,150	7,150	500	500
31000 Contracted Services	1,850	4,600	1,929	4,600	4,600
32000 Communications	785	750	750	750	750
33000 Motor Pool Charges	94,495	103,380	101,850	102,550	102,550
38000 R/M Contractual	1,476	6,200	4,629	6,200	6,200
39000 Miscellaneous	4,301	13,650	14,743	13,650	13,650
TOTAL	$132,373	$145,680	$140,877	$138,710	$138,710
GRAND TOTAL	$1,507,588	$1,652,343	$1,595,172	$1,621,697	$1,621,697

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Traffic Bureau**

ACTIVITY NO.: **3102**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Captain	0.25	0.25	0.25	$38,158	$40,919	$40,919
Sergeant	1.00	1.00	1.00	113,448	113,448	113,448
Police Officer	4.00	4.00	4.00	361,488	379,584	379,584
Community Services Officer	2.00	2.00	2.00	105,711	106,909	106,909
Police Clerk	1.00	1.00	1.00	53,616	53,628	53,628
Bilingual	0.00	0.00	0.00	2,400	2,400	2,400
Court Time	0.00	0.00	0.00	8,000	8,000	8,000
Education Incentives	0.00	0.00	0.00	26,250	26,250	26,250
Field Training Officer Pay	0.00	0.00	0.00	2,400	2,400	2,400
Longevity Pay	0.00	0.00	0.00	6,600	7,800	7,800
Overtime	0.00	0.00	0.00	44,190	55,790	55,790
Special Assignments	0.00	0.00	0.00	9,600	9,600	9,600
Separation Benefit	0.00	0.00	0.00	54,719	56,400	56,400
Part-Time						
Crossing Guard	4.37	4.37	4.37	85,210	85,210	85,210
Community Services Officer	1.60	1.60	1.60	58,990	58,990	58,990
Total	14.22	14.22	14.22	$970,780	$1,007,328	$1,007,328

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$8,295,216	$8,960,184	$8,849,836	$9,526,001	$9,526,001
SERVICES & SUPPLIES	451,783	490,170	457,629	500,266	500,266
CAPITAL OUTLAY	10,000	0	0	0	0
TOTAL COSTS	$8,756,999	$9,450,354	$9,307,465	$10,026,267	$10,026,267
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	49.50	52.50	52.50	51.50	51.50

Program Description

Field Services Bureau personnel are the first responders to calls for service. The majority of the departments' officer-citizen contacts occur within this Bureau. As first responders, these officers handle all emergencies, alarms, crime report requests, disputes, hazards, traffic enforcement/traffic accident investigations and various other calls for service. As time permits these officers also address problem oriented policing concerns in an effort to enhance the quality of life in the community. Services are provided twenty-four hours a day, seven-days a week, ranging from low priority (parking complaints, keep the peace, etc.) to high priority (preliminary investigations of serious crimes like homicides and felony assaults) calls for service.

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

dealers. Canine officers provide demonstrations and education programs to community groups and students.

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

- 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 and thirty seconds or less for Priority I calls.

PROGRAM MEASUREMENTS

		Actual 2017-18	Estimated 2018-19	Projected 2019-20
Calls for Service				
Citizen Requests:		35,708	34,323	35,225
Officer Observed:		18,988	18,274	18,371
Total Calls for Service:		54,696	52,597	53,596
Priority I (Emergency) Response Time (minutes/seconds):	8,342 calls	4:22	4:09	4:10
Priority II Response Time:	10,184 calls	6:28	5:24	5:32
Priority III Response Time:	9,820 calls	10:16	8:39	9:10
Priority IV Response Time:	2,041 calls	5:58	6:07	5:59

Priority I: Where danger to life and/or property is imminent, or a crime of a serious nature is in progress.
Examples: (1) An armed robbery (2) A person shot

Priority II: Where a threat to a person or property is possible, or a breach of the peace is occurring.
Examples: (1) A trespass in progress (2) Disturbances caused by juveniles

Priority III: Where there is no threat to life or property, and a delay would not cause undue harm to a citizen or property.
Examples: (1) Theft with no suspect information (2) A lost property report

Priority IV: Other routine calls for service.
Examples: (1) Station details (2) Prisoner transport

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* In an effort to reduce/prevent crimes in the City, patrol personnel will research and explore the feasibility of a bicycle patrol program. A cost benefit analysis will be performed and if found to be beneficial, the program will be implemented.

2. *Improve organizational effectiveness and efficiency:* Patrol personnel will gather information regarding the location of privately owned exterior surveillance cameras in order to leverage the increasing number of residential and business systems in our community. A database will be created that can be viewed as a map allowing officers to locate the presence of potential evidentiary video in a quick and efficient manner, increasing our ability to identify and apprehend suspects and make our community safer.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Patrol officers were assigned to the Detective Bureau to assist with burglary suppression and to gain experience as well as enhance their ability to investigate crimes.

2. All schools in Monterey Park were contacted and their emergency contact information and response plans were updated.

3. All officers attended CPR/First Aid training and are certified to carry and utilize the AED (Automated External Defibrillator). AED's have been assigned to the Patrol Bureau and are deployed in the field.

4. Detectives identified two suspects responsible for a series of approximately 70 commercial burglaries of restaurants in the Los Angeles area. Patrol officers were able to locate and apprehend the suspect casing a location in preparation to commit another burglary.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) over expended in 2018 - 2019 due to vacancies, backfill for officers on long-term injured on duty status, and various investigations.

2. Operating Supplies category (#22000) $136,561 consists of other operating & equipment supplies, uniform allowance, and training.

3. Motor Pool Charges category (#33000) $313,105 primarily consists of the city allocated motor pool charges.

4. Miscellaneous category (#39000) $27,500 reflects the City Law Enforcement grant and funding for training, printing, and dues/memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Field Services**

ACTIVITY NO.: **3103**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$4,587,918	$4,956,555	$4,313,966	$5,138,765	$5,138,765
11300 Part Time Salaries	0	48,192	12,048	48,192	48,192
11400 Overtime Salaries	672,877	173,778	807,930	154,000	154,000
11450 Court Time Salaries	28,070	92,000	26,233	92,000	92,000
11500 Separation Benefits	0	190,476	190,476	196,200	196,200
TOTAL	$5,288,865	$5,461,001	$5,350,653	$5,629,157	$5,629,157
EMPLOYEE BENEFITS					
12200 Life Insurance	$14,456	$15,756	$15,756	$15,132	$15,132
12300 Medical Insurance	549,005	594,900	594,900	624,372	624,372
12350 Medicare Insurance	72,327	70,787	70,787	73,259	73,259
12370 Part Time Retirement	0	7,711	7,711	7,711	7,711
12400 Dental Insurance	34,927	38,456	38,456	44,805	44,805
12500 Workers Compensation	598,601	646,489	646,489	808,111	808,111
12600 Retirement	1,726,685	2,111,269	2,111,269	2,313,447	2,313,447
12750 City 401 Plan	550	1,950	1,950	650	650
12900 Long Term Disability	1,881	2,772	2,772	396	396
12950 Vision Plan	7,919	9,093	9,093	8,961	8,961
TOTAL	$3,006,351	$3,499,183	$3,499,183	$3,896,844	$3,896,844
SERVICES & SUPPLIES					
21000 Office Supplies	$1,609	$2,500	$500	$2,500	$2,500
22000 Operating Supplies	123,739	136,573	136,573	136,561	136,561
23000 R/M Supplies	0	300	186	300	300
24000 Small Tools	37	100	97	100	100
31000 Contracted Services	4,041	5,000	2,575	5,000	5,000
32000 Communications	133	200	127	200	200
33000 Motor Pool Charges	295,261	303,997	303,858	313,105	313,105
38000 R/M Contractual	15,810	15,000	13,099	15,000	15,000
39000 Miscellaneous	11,153	26,500	614	27,500	27,500
TOTAL	$451,783	$490,170	$457,629	$500,266	$500,266
CAPITAL OUTLAY					
54000 Vehicles/Equipment	$10,000	$0	$0	$0	$0
TOTAL	$10,000	$0	$0	$0	$0
GRAND TOTAL	$8,756,999	$9,450,354	$9,307,465	$10,026,267	$10,026,267

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Field Services**

ACTIVITY NO.: **3103**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Captain	0.50	0.50	0.50	$76,317	$81,837	$81,837
Lieutenant	4.00	4.00	4.00	535,232	548,184	548,184
Sergeant	4.00	4.00	4.00	449,742	453,792	453,792
Corporal	10.00	9.00	9.00	962,880	912,492	912,492
Police Officers	29.00	29.00	29.00	2,526,844	2,732,048	2,732,048
Police Recruit	2.00	2.00	2.00	109,224	109,224	109,224
Police Clerk	1.00	1.00	1.00	53,616	53,628	53,628
Bilingual	0.00	0.00	0.00	29,400	25,800	25,800
Court Time	0.00	0.00	0.00	92,000	92,000	92,000
Education Incentives	0.00	0.00	0.00	160,500	170,160	170,160
Field Training Officer Pay	0.00	0.00	0.00	7,200	7,200	7,200
Longevity Pay	0.00	0.00	0.00	19,200	25,200	25,200
Overtime	0.00	0.00	0.00	173,778	154,000	154,000
Special Assignments	0.00	0.00	0.00	26,400	19,200	19,200
Separation Benefit	0.00	0.00	0.00	190,476	196,200	196,200
Part-Time						
Police Cadet	2.00	2.00	2.00	48,192	48,192	48,192
Total	52.50	51.50	51.50	$5,461,001	$5,629,157	$5,629,157

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Investigations

ACTIVITY NO.: 3104

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$2,701,186	$2,765,150	$2,754,573	$3,113,848	$3,113,848
SERVICES & SUPPLIES	248,069	282,968	281,766	293,047	293,047
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$2,949,255	$3,048,118	$3,036,339	$3,406,895	$3,406,895
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	16.55	16.55	16.55	17.55	17.55

Program Description

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

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

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

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Part I Crimes Investigated	2,033	2,025	2,095
Part I Clearance Rate	14%	20%	20%
Suspected Child Abuse Reports Followed Up within One Business Day	100%	100%	100%

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Implement a digital evidence booking system to integrate with the inventory system. This will ensure all evidence is entered, inventoried, and maintained using a digital system allowing integration with the upcoming court mandated digital evidence system.

2. *Improve organizational effectiveness and efficiency:* Detective Bureau personnel, in conjunction with the Task Force for Regional Auto Theft Prevention (TRAP), will conduct two paper-plate enforcement operations. Crime analysis has shown these types of vehicle are widely used to commit crimes in and around Monterey Park.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Detective personnel worked in conjunction with law enforcement in Illinois investigating the kidnapping of a 6 year old boy. M.P.P.D. detectives located a possible suspect, conducted a surveillance operation, and subsequently rescued the boy. The suspect was extradited to Illinois to stand trial. The child was reunited with his mother.

2. Detective personnel worked in conjunction with patrol officers to apprehend a robbery crew responsible for a series of jewelry store robberies, which occurred in Los Angeles County and San Bernardino County. During the investigation, three suspects were arrested

and charges were filed with the Los Angeles District Attorney's Office. Detectives were able to connect the suspects to three jewelry store robberies and the apprehension prevented the loss of $300,000 from the Monterey Park location.

3. Detective personnel conducted several robbery investigations this year. Through the use of various digital systems, physical evidence, statements, and surveillance several suspects were identified and arrested. Detectives were able to serve multiple search warrants, which lead to the recovery of guns, jewelry, and cash. Through teamwork and perseverance, all of the suspects were successfully prosecuted.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Contracted Services category (#31000) $50,000 consists of investigative professional services.

2. Motor Pool Charges category (#33000) $200,850 includes the City's motor pool charges, mileage & parking, travel expenses and extradition expenses.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Investigations**

ACTIVITY NO.: **3104**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$1,539,689	$1,560,394	$1,430,755	$1,684,517	$1,684,517
11300 Part Time Salaries	49,314	52,960	33,609	52,960	52,960
11400 Overtime Salaries	179,591	51,000	192,100	51,000	51,000
11450 Court Time Salaries	8,307	15,000	10,193	15,000	15,000
11500 Separation Benefits	0	63,684	63,684	65,600	65,600
TOTAL	$1,776,901	$1,743,038	$1,730,341	$1,869,077	$1,869,077
EMPLOYEE BENEFITS					
12200 Life Insurance	$4,615	$4,758	$4,758	$5,382	$5,382
12300 Medical Insurance	182,819	190,750	190,750	221,752	221,752
12350 Medicare Insurance	26,403	22,731	22,731	25,906	25,906
12370 Part Time Retirement	917	2,120	2,120	2,120	2,120
12400 Dental Insurance	10,396	10,512	10,512	13,924	13,924
12500 Workers Compensation	113,249	122,309	122,309	152,886	152,886
12600 Retirement	582,341	664,233	666,353	810,300	810,300
12750 City 401 Plan	325	600	600	1,300	1,300
12800 Uniform Allowance	0	725	725	7,350	7,350
12900 Long Term Disability	759	792	792	792	792
12950 Vision Plan	2,461	2,582	2,582	3,059	3,059
TOTAL	$924,285	$1,022,112	$1,024,232	$1,244,771	$1,244,771
SERVICES & SUPPLIES					
21000 Office Supplies	$170	$1,200	$800	$1,200	$1,200
22000 Operating Supplies	8,804	11,175	11,175	7,307	7,307
23000 R/M Supplies	0	100	75	100	100
31000 Contracted Services	26,749	45,000	45,000	50,000	50,000
32000 Communications	499	650	351	650	650
33000 Motor Pool Charges	188,657	195,023	194,741	200,850	200,850
37000 Leases & Rentals	4,211	8,400	8,400	8,820	8,820
38000 R/M Contractual	8,904	9,000	9,000	9,000	9,000
39000 Miscellaneous	10,075	12,420	12,224	15,120	15,120
TOTAL	$248,069	$282,968	$281,766	$293,047	$293,047
GRAND TOTAL	$2,949,255	$3,048,118	$3,036,339	$3,406,895	$3,406,895

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Investigations**

ACTIVITY NO.: **3104**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Captain	0.25	0.25	0.25	$38,158	$40,919	$40,919
Lieutenant	1.00	1.00	1.00	138,144	138,144	138,144
Sergeant	2.00	2.00	2.00	224,646	226,896	226,896
Corporal	4.00	5.00	5.00	385,152	470,988	470,988
Police Officer	6.00	6.00	6.00	542,232	569,376	569,376
Evidence Officer	1.00	1.00	1.00	62,376	62,376	62,376
Police Clerk	1.00	1.00	1.00	53,616	53,628	53,628
Bilingual	0.00	0.00	0.00	13,200	11,400	11,400
Court Time	0.00	0.00	0.00	15,000	15,000	15,000
Education Incentives	0.00	0.00	0.00	61,470	62,190	62,190
Field Training Officer Pay	0.00	0.00	0.00	0	2,400	2,400
Longevity Pay	0.00	0.00	0.00	10,200	17,400	17,400
Overtime	0.00	0.00	0.00	51,000	51,000	51,000
Special Assignments	0.00	0.00	0.00	31,200	28,800	28,800
Separation Benefit	0.00	0.00	0.00	63,684	65,600	65,600
Part-Time						
Crime Analyst	0.50	0.50	0.50	19,960	19,960	19,960
Evidence Officer	0.80	0.80	0.80	33,000	33,000	33,000
Total	16.55	17.55	17.55	$1,743,038	$1,869,077	$1,869,077

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Animal Services

ACTIVITY NO.: 3111

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$150,729	$164,624	$163,498	$172,829	$190,549
SERVICES & SUPPLIES	91,616	159,004	158,776	160,260	160,260
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$242,345	$323,628	$322,274	$333,089	$350,809
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.70	1.70	1.70	1.70	2.20

Program Description

The Animal Services Bureau is responsible for the enforcement of all Municipal, County, and State codes, which pertain to the care, welfare, and protection of all animals. The Animal Services Bureau investigates reports of animal neglect, animal abuse, animal bites, and complaints on pet shops or anywhere animals are sold. Animal Services is also responsible for the enforcement of leash laws and stray animal services.

Through an agreement with the Los Angeles County Department of Animal Care & Control, licensing and shelter services are provided in compliance with State and local laws.

The specific operational objectives are as follows:

- Respond to all sick and injured animal calls within nine minutes of receiving the call when Animal Services personnel are on duty.
- Respond to all dead animal calls within ten minutes of receiving the call when Animal Services personnel are on duty.
- Enforce and educate the public on animal ordinances.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Number of Dog Bites Reported	14	18	14
Stray Animals Picked-Up	1,278	1,009	1,050
Warnings/Citations	118	130	140
Injured Animals	205	186	200
Dead Animals Picked-Up	502	446	500
Students in Educational Programs	150	102	110
Response Time: Dead Animals (minutes/seconds)	6:10	9:06	7:45
Response Time: Injured / Sick Animals (minutes/seconds)	9:12	9:32	7:15
Calls for service:			
Citizen Initiated	2,015	1,712	1,800
Calls Handled by L.A.C.D.A.C.C. *	54	56	60
Officer Observed	585	569	575
Total calls for service:	2,654	2,337	2,435

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

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Distribute an informational flyer and pet license applications to local veterinary hospitals and pet shops. The flyer will include information regarding mandatory dog and cat licensing, microchipping, spay/neutering requirements, and the number of pets that are permitted per a single family household.

2. *Improve organizational effectiveness and efficiency:* Provide training to Records Clerks, and Community Service Officers pertaining to Animal Services and Monterey Park's adoption of animal laws under LA County Title 10. This will allow clerks to address questions or concerns about animal services such as the requirements for pet licensing.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Hosted two low cost pet licensing, vaccination, and microchip clinics.

2. Attended a block captains meeting where coyote hazing awareness was presented for approximately 100 residents. Additionally, bureau personnel participated in Coffee with a Cop and National Night Out.

3. Attended patrol briefings to provide updated training regarding the importance of report taking for animal related incidents.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) $115,450 primarily consists of contract services with LA County Department of Animal Care and Control.

2. Motor Pool Charges category (#33000) $43,130 represents the city allocated motor pool charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Animal Services**

ACTIVITY NO.: **3111**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$87,215	$88,379	$88,916	$90,732	$90,732
11300 Part Time Salaries	16,681	17,040	15,876	17,040	34,080
11400 Overtime Salaries	405	1,000	501	1,000	1,000
11500 Separation Benefits	0	6,542	6,542	6,800	6,800
TOTAL	$104,301	$112,961	$111,835	$115,572	$132,612
EMPLOYEE BENEFITS					
12200 Life Insurance	$296	$375	$375	$375	$375
12300 Medical Insurance	10,456	10,867	10,867	10,579	10,579
12350 Medicare Insurance	1,532	1,301	1,301	1,335	1,335
12370 Part Time Retirement	667	680	680	680	1,360
12400 Dental Insurance	1,224	1,308	1,308	1,534	1,534
12500 Workers Compensation	3,236	3,495	3,495	4,369	4,369
12600 Retirement	27,976	32,203	32,203	36,806	36,806
12750 City 401 Plan	350	650	650	650	650
12800 Uniform Allowance	0	0	0	145	145
12900 Long Term Disability	396	396	396	396	396
12950 Vision Plan	295	388	388	388	388
TOTAL	$46,428	$51,663	$51,663	$57,257	$57,937
SERVICES & SUPPLIES					
22000 Operating Supplies	$667	$1,000	$963	$1,000	$1,000
31000 Contracted Services	50,295	115,450	115,450	115,450	115,450
32000 Communications	0	130	76	130	130
33000 Motor Pool Charges	40,654	41,874	41,874	43,130	43,130
39000 Miscellaneous	0	550	413	550	550
TOTAL	$91,616	$159,004	$158,776	$160,260	$160,260
GRAND TOTAL	$242,345	$323,628	$322,274	$333,089	$350,809

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Animal Services**

ACTIVITY NO.: **3111**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Police Captain	0.20	0.20	0.20	$30,527	$32,868	$32,868
Animal Services Officer	1.00	1.00	1.00	57,852	57,864	57,864
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Separation Benefit	0.00	0.00	0.00	6,542	6,800	6,800
Part-Time						
Animal Services Officer*	0.50	0.50	1.00	17,040	17,040	34,080
Total	1.70	1.70	2.20	$112,961	$115,572	$132,612

* Add one PT Animal Services Officer

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$1,188,272	$1,160,860	$1,212,194	$1,294,058	$1,294,058
SERVICES & SUPPLIES	219,214	252,620	242,889	237,420	237,420
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,407,486	$1,413,480	$1,455,083	$1,531,478	$1,531,478
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	9.94	9.94	9.94	9.94	9.94

Program Description

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

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

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

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Police Service Calls:	35,708	34,323	35,225
Officer Observations:	18,988	18,274	18,371
Total Police Service Calls:	54,696	52,597	53,596
Animal Services Bureau Calls:	2,654	2,337	2,435
Priority I Dispatch Time Emergency (min/sec):	0:55	0:53	0:52
Priority II Dispatch Times Non-Emergency (min/sec):	4:02	4:04	4:01
Priority III Dispatch Times Non-Emergency (min/sec):	10:20	9:53	9:30
Priority IV Dispatch Times Non-Emergency (min/sec):	7:01	7:09	6:59

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Communications personnel will be trained on the Vigilant ALPR system to be able to access the ALPR database. This will allow dispatchers to assist units responding to calls that just occurred in researching partial license plates given by a witness or victim.

2. *Improve organizational effectiveness and efficiency:* Due to an increase of homeless persons in the city, Communications personnel will participate in a ride along with the Problem Oriented Policing Team. This will allow them to have a better understanding of the city's homeless population and how services are provided to them.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Updated all contact information and telephone numbers in the Vesta system. This allowed for all speed dials programmed in to the new Viper system database to be accurate and up to date.

2. Attended quarterly Neighborhood Watch Meetings. At the meetings, residents were given an overview on what to expect when they dial 9-1-1 and how to report a crime or emergency. They were also explained the process of dialing 9-1-1 from a wireless phone.

3. Funding was acquired through the State of California 9-1-1 Emergency Communications Office for upgrading the Communications Bureau's 9-1-1 equipment. This included a new Viper 9-1-1 telephone system that will include integrated SMS texting, and a new 24-hour logging recorder.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

1. Communications category (#32000) $80,000 consists of telephone services.

2. R/M Contractual category (#38000) $154,000 consists of communications system hardware, fire alarm monitoring, police communication devices, and equipment maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Communications**

ACTIVITY NO.: **3112**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$654,916	$693,276	$639,450	$725,084	$725,084
11300 Part Time Salaries	47,239	12,000	45,237	12,000	12,000
11400 Overtime Salaries	158,435	60,000	131,923	60,000	60,000
11450 Court Time Salaries	365	0	0	0	0
11500 Separation Benefits	0	38,249	38,249	39,400	39,400
TOTAL	$860,955	$803,525	$854,859	$836,484	$836,484
EMPLOYEE BENEFITS					
12200 Life Insurance	$2,246	$3,027	$3,027	$3,339	$3,339
12300 Medical Insurance	77,513	83,581	83,581	115,696	115,696
12350 Medicare Insurance	12,537	10,210	10,210	11,341	11,341
12370 Part Time Retirement	14	480	480	480	480
12400 Dental Insurance	6,036	6,429	6,429	8,489	8,489
12500 Workers Compensation	11,325	12,231	12,231	15,289	15,289
12600 Retirement	210,107	231,982	231,982	290,454	290,454
12750 City 401 Plan	2,175	3,250	3,250	5,200	5,200
12800 Uniform Allowance	0	0	0	145	145
12900 Long Term Disability	3,465	3,564	3,564	3,960	3,960
12950 Vision Plan	1,899	2,581	2,581	3,181	3,181
TOTAL	$327,317	$357,335	$357,335	$457,574	$457,574
SERVICES & SUPPLIES					
22000 Operating Supplies	$2,504	$3,500	$3,500	$3,300	$3,300
32000 Communications	78,865	80,000	70,269	80,000	80,000
38000 R/M Contractual	137,845	169,000	169,000	154,000	154,000
39000 Miscellaneous	0	120	120	120	120
TOTAL	$219,214	$252,620	$242,889	$237,420	$237,420
GRAND TOTAL	$1,407,486	$1,413,480	$1,455,083	$1,531,478	$1,531,478

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Communications**

ACTIVITY NO.: **3112**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Police Captain	0.20	0.20	0.20	$30,527	$32,868	$32,868
Lieutenant	0.50	0.50	0.50	64,997	68,249	68,249
Dispatcher	9.00	9.00	9.00	573,332	596,247	596,247
Bilingual	0.00	0.00	0.00	5,400	5,100	5,100
Education Incentive	0.00	0.00	0.00	8,820	13,020	13,020
Lead Communications Dispatcher Premium	0.00	0.00	0.00	3,000	3,000	3,000
Longevity Pay	0.00	0.00	0.00	6,000	5,400	5,400
Overtime	0.00	0.00	0.00	60,000	60,000	60,000
Special Assignment	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefit	0.00	0.00	0.00	38,249	39,400	39,400
Part-Time						
Dispatcher	0.24	0.24	0.24	12,000	12,000	12,000
Total	9.94	9.94	9.94	$803,525	$836,484	$836,484

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$725,522	$803,374	$770,716	$800,078	$800,078
SERVICES & SUPPLIES	61,829	84,395	69,756	84,900	84,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$787,351	$887,769	$840,472	$884,978	$884,978
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	6.70	6.70	6.70	6.70	6.70

Program Description

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

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Prisoners Booked: (Excluding fee-paying)	890	1,186	1,221
Fee-Paying Prisoners Booked	182	336	340
Total Prisoners Booked	1,072	1,522	1,567
Jail Revenue: Fee Paying	$60,521	$82,000	$83,500
Prisoner Satisfaction Rating:	97%	97%	97%

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* The Mental Evaluation Team and Lead Jailer will design and present a training class on how to identify arrestees with mental health issues at the time of intake. This will allow Jail personnel to be able to quickly evaluate a person's mental health condition and find suitable housing for them if needed.

2. *Improve organizational effectiveness and efficiency:* Jail personnel will develop a quick reference guide to assist persons brought into the Monterey Park Jail facility who are in need of services such as a homeless shelter, food and other services upon release from the jail facility.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Held quarterly meetings to ensure that they are kept current on policies and procedures. The meetings were used to provide updated training and current case law pertaining to jails.

2. Jail personnel participated in one patrol ride along. This provided jail personnel a better understanding on how officers in the field perform their duties as well as familiarizing them with the city's new development projects.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) $33,800 consists of cleaning supplies, uniforms and prisoner supplies.

2. R/M Contractual category (#38000) $36,100 consists of Jail janitorial services, pest control services and office maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Jail**

ACTIVITY NO.: **3113**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$426,971	$460,391	$400,000	$445,905	$445,905
11300 Part Time Salaries	31,835	26,337	3,983	26,337	26,337
11400 Overtime Salaries	37,000	25,000	75,087	25,000	25,000
11450 Court Time Salaries	130	0	0	0	0
11500 Separation Benefits	0	25,782	25,782	26,600	26,600
TOTAL	$495,936	$537,510	$504,852	$523,842	$523,842
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,440	$1,935	$1,935	$1,935	$1,935
12300 Medical Insurance	67,027	76,620	76,620	73,466	73,466
12350 Medicare Insurance	7,286	6,728	6,728	6,518	6,518
12370 Part Time Retirement	755	700	700	700	700
12400 Dental Insurance	4,461	5,198	5,198	4,273	4,273
12500 Workers Compensation	5,178	5,592	5,592	6,990	6,990
12600 Retirement	140,049	164,706	164,706	177,241	177,241
12750 City 401 Plan	250	650	650	650	650
12800 Uniform Allowance	0	0	0	870	870
12900 Long Term Disability	1,782	1,980	1,980	1,980	1,980
12950 Vision Plan	1,358	1,755	1,755	1,613	1,613
TOTAL	$229,586	$265,864	$265,864	$276,236	$276,236
SERVICES & SUPPLIES					
21000 Office Supplies	$0	$800	$750	$800	$800
22000 Operating Supplies	25,980	34,965	27,665	33,800	33,800
32000 Communications	1,352	1,550	1,226	1,550	1,550
33000 Motor Pool Charges	3,309	3,408	3,408	5,000	5,000
38000 R/M Contractual	30,357	36,022	33,607	36,100	36,100
39000 Miscellaneous	195	650	400	650	650
41000 Other Agency Serv	636	7,000	2,700	7,000	7,000
TOTAL	$61,829	$84,395	$69,756	$84,900	$84,900
GRAND TOTAL	$787,351	$887,769	$840,472	$884,978	$884,978

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Jail**

ACTIVITY NO.: **3113**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Police Captain	0.20	0.20	0.20	$30,527	$32,868	$32,868
Sergeant	1.00	1.00	1.00	113,448	113,448	113,448
Jailer	5.00	5.00	5.00	292,896	281,769	281,769
Bilingual	0.00	0.00	0.00	1,200	1,800	1,800
Education Incentives	0.00	0.00	0.00	8,520	5,220	5,220
Lead Jailer Premium	0.00	0.00	0.00	3,000	3,000	3,000
Longevity Pay	0.00	0.00	0.00	8,400	5,400	5,400
Overtime	0.00	0.00	0.00	25,000	25,000	25,000
Special Assignments	0.00	0.00	0.00	2,400	2,400	2,400
Separation Benefit	0.00	0.00	0.00	25,782	26,600	26,600
Part-Time						
Jailer	0.50	0.50	0.50	26,337	26,337	26,337
Total	6.70	6.70	6.70	$537,510	$523,842	$523,842

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$867,004	$979,156	$905,274	$987,136	$0
SERVICES & SUPPLIES	97,002	121,921	115,320	124,305	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$964,006	$1,101,077	$1,020,594	$1,111,441	$0
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	11.20	11.20	11.20	11.20	0

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 2017-18	Estimated 2018-19	Projected 2019-20
Reports Processed:	5,777	5,400	5,600
Traffic Citations Processed:	6,458	5,689	6,000
Data Entry Completion (within 7 days)	96%	98%	100%
Complaints Processed for Court: (within 21 days)	100%	100%	100%

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Participate in quarterly "sit along" sessions with other bureaus within the department in order to coordinate and improve various processes. Specific bureaus involved will be Investigations, Animal Services, Evidence, and Traffic. This will improve efficiency and accuracy in mutual areas of concern.

2. *Improve organizational effectiveness and efficiency:* Develop and implement a process for the routine storage of archived reports and the scanning of booking files. This will enhance the organization of the Bureau and improve the efficiency of accessing these documents.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Updated the bureau's manuals by creating help documents such as flow charts and check-off lists to use for processing various reports and introducing new mandates.
2. Participated in quarterly training sessions which covered contemporaneous issues and new mandates, as well as various tasks performed in the bureau.
3. Upgraded Live Scan system.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Records**

ACTIVITY NO.: **3114**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$473,308	$563,010	$476,583	$576,285	$576,285
11300 Part Time Salaries	33,742	37,955	35,979	37,955	37,955
11400 Overtime Salaries	30,230	6,000	20,521	6,000	6,000
11450 Court Time Salaries	365	0	0	0	0
11500 Separation Benefits	0	43,098	43,098	44,400	44,400
TOTAL	$537,645	$650,063	$576,181	$664,640	$664,640
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,986	$3,027	$3,027	$2,715	$2,715
12300 Medical Insurance	71,353	99,863	99,863	79,621	79,621
12350 Medicare Insurance	7,789	8,216	8,216	7,791	7,791
12370 Part Time Retirement	485	1,470	1,470	1,470	1,470
12400 Dental Insurance	5,738	7,759	7,759	7,348	7,348
12500 Workers Compensation	6,917	7,470	7,470	9,338	9,338
12600 Retirement	228,552	190,757	190,757	204,075	204,075
12750 City 401 Plan	2,175	4,550	4,550	4,550	4,550
12800 Uniform Allowance	0	0	0	145	145
12900 Long Term Disability	3,003	3,564	3,564	3,168	3,168
12950 Vision Plan	1,361	2,417	2,417	2,275	2,275
TOTAL	$329,359	$329,093	$329,093	$322,496	$322,496
SERVICES & SUPPLIES					
21000 Office Supplies	$23,367	$18,900	$18,625	$18,900	$18,900
22000 Operating Supplies	2,081	2,950	2,930	2,950	2,950
32000 Communications	1,671	2,250	1,724	2,250	2,250
36000 Utilities	52,355	72,141	72,141	68,900	68,900
37000 Leases & Rentals	7,353	12,500	12,500	13,125	13,125
38000 R/M Contractual	5,952	7,600	5,230	12,600	12,600
39000 Miscellaneous	3,843	5,180	1,920	5,180	5,180
41000 Other Agency Serv	380	400	250	400	400
TOTAL	$97,002	$121,921	$115,320	$124,305	$124,305
GRAND TOTAL	$964,006	$1,101,077	$1,020,594	$1,111,441	$1,111,441

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Records**

ACTIVITY NO.: **3114**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Police Captain	0.20	0.20	0.20	$30,527	$32,868	$32,868
Lieutenant	0.50	0.50	0.50	64,997	68,249	68,249
Police Records Management Technician	1.00	1.00	1.00	64,372	65,980	65,980
Police Clerk	8.00	8.00	8.00	378,094	383,868	383,868
Bilingual	0.00	0.00	0.00	5,400	6,300	6,300
Education Incentive	0.00	0.00	0.00	10,620	10,620	10,620
Lead Police Records Clerk Premium	0.00	0.00	0.00	3,000	3,000	3,000
Longevity Pay	0.00	0.00	0.00	4,800	4,200	4,200
Overtime	0.00	0.00	0.00	6,000	6,000	6,000
Special Asssignment	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefit	0.00	0.00	0.00	43,098	44,400	44,400
Part-Time						
Police Records Clerk	1.00	1.00	1.00	26,680	26,680	26,680
Police Records Cadet	0.50	0.50	0.50	11,275	11,275	11,275
Total	11.20	11.20	11.20	$650,063	$664,640	$664,640

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Computer Services

ACTIVITY NO.: 3115

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	677,012	760,370	759,796	715,318	715,318
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$677,012	$760,370	$759,796	$715,318	$715,318
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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

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

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Assist the Traffic Bureau with providing training to patrol officers on the investigation of traffic collisions utilizing the Crossroads electronic collision reporting software.

2. *Improve organizational effectiveness and efficiency:* Assist the Investigations Bureau with implementing a digital evidence booking system to integrate with the current inventory system.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Continued to work with detectives and the Los Angeles County Sheriff's Department with assessing the requirements for implementing the Prelims (E-Evidence) computer system.

2. Continued to evaluate the police department's current IT systems and made recommendations on improving police department processes.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) $146,000 is for Police data processing.

2. Communications category (#32000) $50,000 consists of City's Technology charges.

3. R/M Contractual category (#38000) $351,000 consists of CAD/RMS system maintenance, mobile data computer and connection support, and other system maintenance & support services.

4. Debt Service category (#42000) $165,868 consists of loan payment for the Computer Aided Dispatch/Records Management System.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Computer Services**

ACTIVITY NO.: **3115**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$0	$0	$0	$0	$0
TOTAL	$0	$0	$0	$0	$0
EMPLOYEE BENEFITS					
12200 Life Insurance	$0	$0	$0	$0	$0
12300 Medical Insurance	0	0	0	0	0
12350 Medicare Insurance	0	0	0	0	0
12400 Dental Insurance	0	0	0	0	0
12600 Retirement	0	0	0	0	0
12950 Vision Plan	0	0	0	0	0
TOTAL	$0	$0	$0	$0	$0
SERVICES & SUPPLIES					
21000 Office Supplies	$300	$400	$400	$400	$400
22000 Operating Supplies	31	200	200	200	200
24000 Small Tools	1,767	1,850	1,276	1,850	1,850
31000 Contracted Services	141,848	158,050	158,050	146,000	146,000
32000 Communications	32,945	40,000	40,000	50,000	50,000
38000 R/M Contractual	334,253	394,000	394,000	351,000	351,000
42000 Debt Service	165,868	165,870	165,870	165,868	165,868
TOTAL	$677,012	$760,370	$759,796	$715,318	$715,318
GRAND TOTAL	$677,012	$760,370	$759,796	$715,318	$715,318

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Community Services

ACTIVITY NO.: 3120

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$635,641	$641,853	$697,158	$662,209	$662,209
SERVICES & SUPPLIES	61,987	74,210	67,992	65,695	65,695
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$697,628	$716,063	$765,150	$727,904	$727,904
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.95	4.95	4.95	4.95	4.95

Program Description

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

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

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

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

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

The specific operational objectives are as follows:

- Solicit and encourage active involvement in the Neighborhood Watch Seven Step Program, conduct quarterly Block Captain Meetings, and continue to submit monthly crime prevention articles to the Cascade Newspaper.

- Conduct monthly Business Watch meetings in the business community sectors.

- Maintain the Monterey Park Citizen's Patrol membership to provide services to address the needs of the community and the Police Department.

- Maintain the Police Explorer Scouts membership to meet the needs of the Explorer Scouts, Community, and the Police Department.

- Provide members of the community and local schools with tours of the Police Department and City Hall Facility.

- Offer the Citizens' Academy to the Community on an annual basis.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Tour of City Facilities: (Number of persons)	541	560	580
Neighborhood Watch Groups:	73	80	82
Business Watch Groups:	48	55	58

Monterey Park Citizen Patrol (M.P.C.P.) Hours Volunteered:	3,699	3,800	3,900
Police Explorer Hours Volunteered:	1,890	2,000	2,100
Police Chaplain Hours Volunteered:	115	125	130

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* The Mental Evaluation Team (MET) will provide updated training for all Field Training Officers. The training will focus on how to handle persons with mental health issues with an emphasis in de-escalation, updated mental health case laws, policies, and reporting procedures.

2. *Improve organizational effectiveness and efficiency:* The Problem Oriented Policing (P.O.P.) Team will contact all motels/hotels in the city, provide the rules and regulations for the extended stay ordinances. The P.O.P. Team will then monitor the locations on a quarterly basis to ensure compliance.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Held its 19th Annual Youth Activities Golf Tournament. With the sponsorship from numerous local businesses and community members, and the participation of over 144 golfers, the tournament raised approximately $38,000.

2. Held two city-wide Ring events. The events provided over 200 Ring security products to Monterey Park residents at a discount rate to better secure their residences.

3. POP & MET participated in the annual Los Angeles County homeless count.

4. Held the annual Toy Drive during the Christmas holiday and provided toys for needy families in the city.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) $50,180 primarily consists of city allocated motor pool charges but also includes travel expenses.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Community Services**

ACTIVITY NO.: **3120**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$345,138	$348,959	$328,327	$362,328	$362,328
11300 Part Time Salaries	76,149	45,440	67,610	45,440	45,440
11400 Overtime Salaries	8,370	4,000	58,657	4,000	4,000
11450 Court Time Salaries	0	773	773	773	773
11500 Separation Benefits	0	19,048	19,048	19,700	19,700
TOTAL	$429,657	$418,220	$474,415	$432,241	$432,241
EMPLOYEE BENEFITS					
12200 Life Insurance	$972	$999	$999	$999	$999
12300 Medical Insurance	46,431	49,113	49,113	36,660	36,660
12350 Medicare Insurance	6,850	5,060	4,170	5,315	5,315
12370 Part Time Retirement	2,223	2,040	2,040	2,040	2,040
12400 Dental Insurance	2,472	2,787	2,787	2,919	2,919
12500 Workers Compensation	10,517	11,358	11,358	14,198	14,198
12600 Retirement	135,894	151,627	151,627	167,147	167,147
12800 Uniform Allowance	0	0	0	145	145
12950 Vision Plan	625	649	649	545	545
TOTAL	$205,984	$223,633	$222,743	$229,968	$229,968
SERVICES & SUPPLIES					
22000 Operating Supplies	$6,457	$6,765	$6,765	$6,765	$6,765
32000 Communications	598	650	650	650	650
33000 Motor Pool Charges	47,214	48,695	48,682	50,180	50,180
38000 R/M Contractual	35	100	100	100	100
39000 Miscellaneous	7,683	18,000	11,795	8,000	8,000
TOTAL	$61,987	$74,210	$67,992	$65,695	$65,695
GRAND TOTAL	$697,628	$716,063	$765,150	$727,904	$727,904

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Police**

ACTIVITY: **Community Services**

ACTIVITY NO.: **3120**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Police Captain	0.20	0.20	0.20	$30,527	$32,868	$32,868
Sergeant	1.00	1.00	1.00	113,448	113,448	113,448
Police Officer	2.00	2.00	2.00	180,744	189,792	189,792
Court Time	0.00	0.00	0.00	773	773	773
Education Incentives	0.00	0.00	0.00	15,840	17,820	17,820
Overtime	0.00	0.00	0.00	4,000	4,000	4,000
Special Assignments	0.00	0.00	0.00	7,200	7,200	7,200
Longevity Pay	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefit	0.00	0.00	0.00	19,048	19,700	19,700
Part-Time						
Community Services Officer	1.75	1.75	1.75	45,440	45,440	45,440
Total	4.95	4.95	4.95	$418,220	$432,241	$432,241

FIRE

SOURCE OF FUNDS:

General $11,006,070
Retirement $2,877,013
Refuse Fund $70,257
Shop $108,243
Separation Benefits $190,928
Public Safety Impact Fee $85,799
Water Fund $70,693
Public Safety Augmentation $388,000
ELAC Grant $49,365
Disaster Management Area C $2,500
GEMT Grant $35,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire

ACTIVITY NO.: 3200

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$11,719,735	$12,327,876	$12,187,474	$13,058,510	$13,058,510
SERVICES & SUPPLIES	1,529,331	1,875,881	1,929,258	1,825,358	1,825,358
CAPITAL OUTLAY	99,427	0	0	0	0
TOTAL COSTS	$13,348,493	$14,203,757	$14,116,732	$14,883,868	$14,883,868
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	63.80	66.10	66.10	65.80	65.80

Program Description

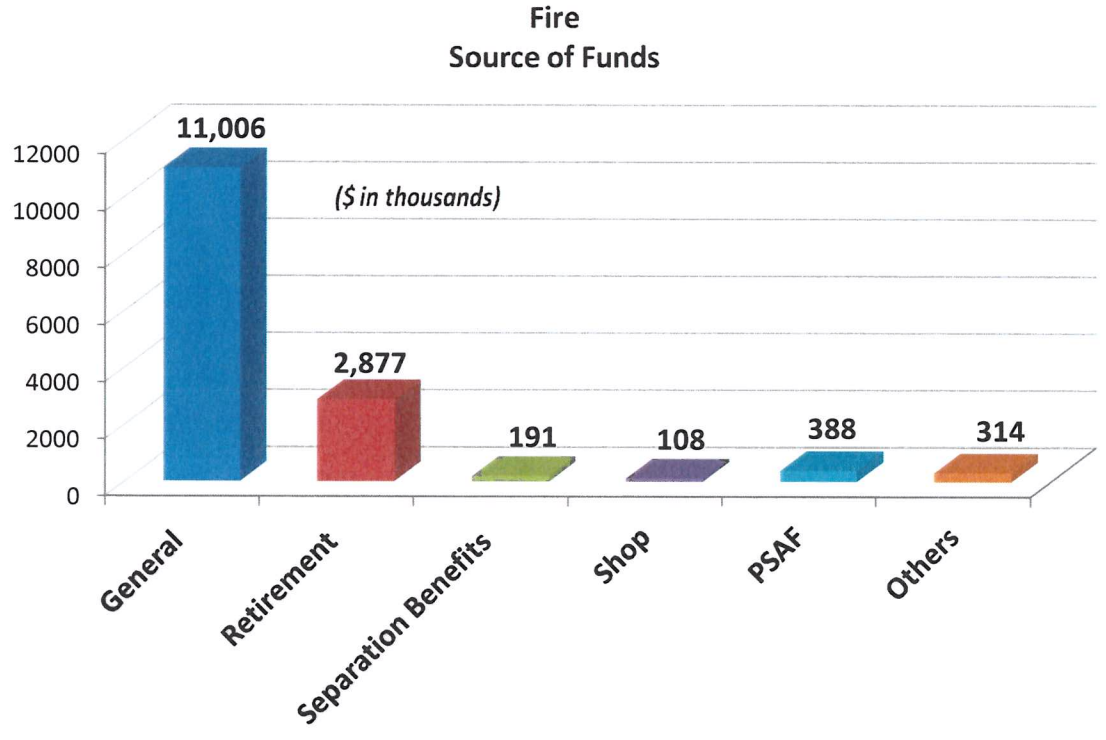
The Fire Department is entrusted with the responsibility of providing this community, its citizens and guests, with the highest level of standard care and emergency response in support of our organizational mission; the preservation of life, property, and the environment. Typical of most other Southern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

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

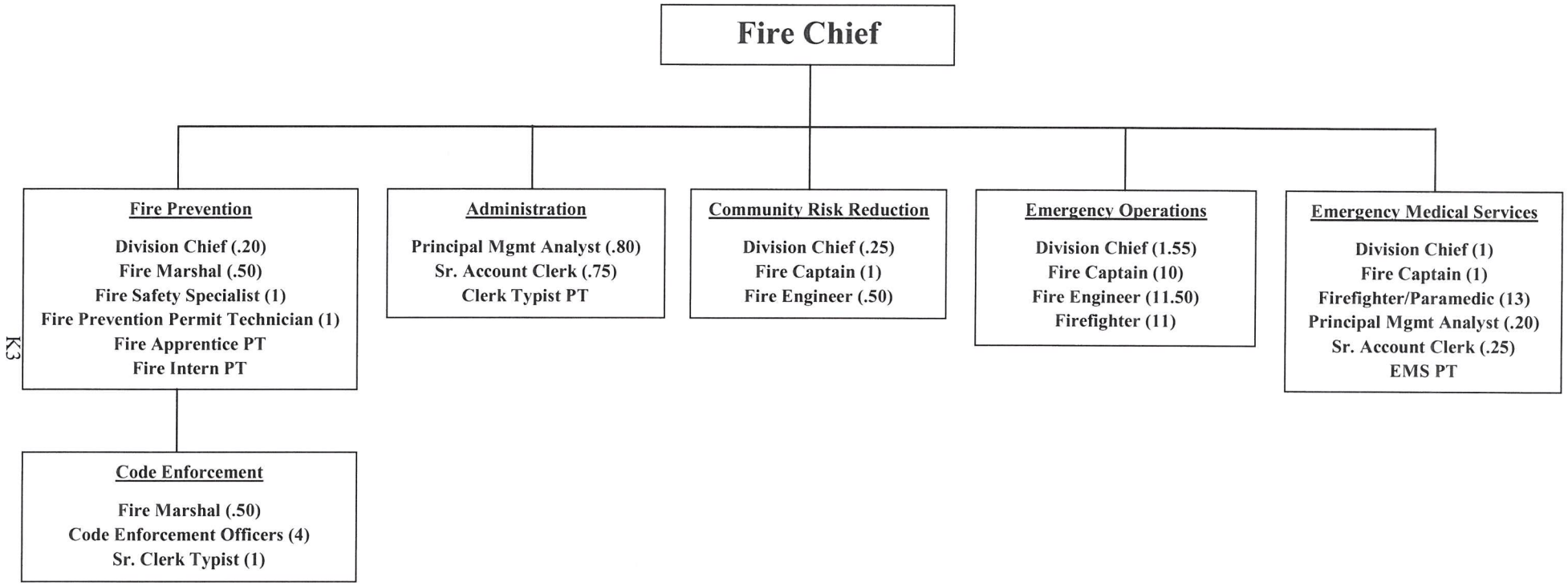
Enforcement. The Fire Chief is the administrative manager of the Department with the Emergency Operation Division being divided into three platoons with each managed by a Division Chief.

The Operations Division is primarily responsible for emergency response, training, and fleet and facilities maintenance. The Emergency Medical Services Division is responsible for operating life support ambulances and overseeing our paramedic program. The Community Risk Reduction and Fire Prevention Divisions are responsible for the development and operation of the Monterey Park Emergency Operations Center, disaster preparedness; identifying community risks, arson investigations, life safety code enforcement, and community education. Starting 2019-2020, Code Enforcement Division is moved from the Community and Economic Development to the Fire Department, which is supervised by the Fire Marshal. The Code Enforcement Division enforces Section 4.30 of the Monterey Park Municipal Code (i.e., Property Maintenance Ordinance), but also enforce portions of Chapter 21 (Zoning Code) along with other related sections of the Monterey Park Municipal Code. The Division is responsible for the City's coordination of the annual L.A. County "Weed Abatement" program. The men and women of the Fire Department take great pride in providing service to the community with character, commitment, and competency.

Personnel changes from last year include: Move the entire personnel (5 FTEs) in Code Enforcement to the Fire Department. Upgrade the Deputy Fire Marshal to Fire Marshal to oversee the Code Enforcement operation.



Fire Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$242,924	$332,701	$332,701	$353,618	$353,618
SERVICES & SUPPLIES	152,146	361,264	358,085	227,162	227,162
CAPITAL OUTLAY	10,000	0	0	0	0
TOTAL COSTS	$405,070	$693,965	$690,786	$580,780	$580,780
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.85	2.85	2.85	2.85	2.85

Program Description

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

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

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

Fire Department Accreditation Objectives

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

Grant Awards:

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Projected
(SHSGP, UASI, ELAC, GEMT)	$211,499	$353,503	$154,459

FY 2017-2018: 2015 SHSGP $10,000, 2015 UASI $114,454, ELAC $48,000, GEMT $39,045
FY 2018-2019: 2016 SHSGP $50,000, 2016 UASI $216,458, ELAC $48,000, GEMT $39,045
FY 2019-2020: 2017 SHSGP $10,000, 2019 SHSGP $55,094, 2017 UASI $5,000, ELAC $49,365, GEMT 35,000

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Upgrade Dispatch communication software and apparatus communication equipment to enhance compliance with new Computer Aided Dispatch (CAD) systems.

2. *Improve Organizational Effectiveness and Efficiency:* Evaluate the fire department accreditation process under the Commission on Fire Accreditation International (CFAI) program.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Completed the agreement and delivery of the new Cal OES Fire Engine from the Governor's Office of Emergency Services for disaster management, such emergency incidents and striketeam.

2. *Improve Organizational Effectiveness and Efficiency:* Completed accomplishments such as the facilitation of multiple green cell trainings for battalion chiefs in the Los Angeles area, upgrade of TeleStaff system for timekeeping and payroll, and award additional grant funding in the Los Angeles-Long Beach area.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) shows $41,250 for telephone and technology charges.

2. Contracted Services category (#31000) shows $18,175 for annual fees for the Policy Management System Program (Lexipol), physical exams, and professional services.

3. Miscellaneous category (#39000) shows $44,053 dues/membership and education/training costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Fire Admin**

ACTIVITY NO.: **3201**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$130,693	$170,551	$170,551	$186,213	$186,213
11300 Part Time Salaries	19,609	33,038	33,038	33,038	33,038
11400 Overtime Salaries	157	0	0	0	0
11500 Separation Benefits	10,690	10,967	10,967	11,300	11,300
TOTAL	$161,149	$214,556	$214,556	$230,551	$230,551
EMPLOYEE BENEFITS					
12200 Life Insurance	$373	$578	$578	$624	$624
12300 Medical Insurance	10,518	19,074	19,074	12,631	12,631
12350 Medicare Insurance	1,479	1,726	1,726	1,953	1,953
12370 Part Time Retirement	671	7,725	7,725	0	0
12400 Dental Insurance	1,317	1,938	1,938	1,836	1,836
12500 Workers Compensation	21,525	23,247	23,247	29,059	29,059
12600 Retirement	44,083	60,326	60,326	73,255	73,255
12750 City 401 Plan	642	1,203	1,203	1,398	1,398
12800 Uniform Allowance	0	700	700	700	700
12900 Long Term Disability	806	998	998	998	998
12950 Vision Plan	361	630	630	613	613
TOTAL	$81,775	$118,145	$118,145	$123,067	$123,067
SERVICES & SUPPLIES					
21000 Office Supplies	$758	$1,550	$1,550	$1,250	$1,250
22000 Operating Supplies	1,135	40,395	40,395	36,350	36,350
24000 Small Tools	857	1,800	1,800	1,800	1,800
31000 Contracted Services	6,105	106,026	106,026	18,175	18,175
32000 Communications	25,863	32,740	32,740	41,250	41,250
33000 Motor Pool Charges	17,684	18,170	18,170	18,670	18,670
36000 Utilities	34,621	55,954	52,775	54,188	54,188
38000 R/M Contractual	14,516	11,426	11,426	11,426	11,426
39000 Miscellaneous	50,607	93,203	93,203	44,053	44,053
TOTAL	$152,146	$361,264	$358,085	$227,162	$227,162
CAPITAL OUTLAY					
54000 Vehicles/Equipment	$10,000	$0	$0	$0	$0
TOTAL	$10,000	$0	$0	$0	$0
GRAND TOTAL	$405,070	$693,965	$690,786	$580,780	$580,780

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Fire Admin**

ACTIVITY NO.: **3201**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Fire Chief	0.30	0.30	0.30	$51,912	$57,254	$57,254
Principal Management Analyst	0.80	0.80	0.80	65,818	75,082	75,082
Senior Account Clerk	0.75	0.75	0.75	47,601	47,601	47,601
Education Incentive	0.00	0.00	0.00	2,070	3,126	3,126
Longevity Pay	0.00	0.00	0.00	3,150	3,150	3,150
Separation Benefits	0.00	0.00	0.00	10,967	11,300	11,300
Part-Time						
PT Clerk Typist	1.00	1.00	1.00	33,038	33,038	33,038
Total	2.85	2.85	2.85	$214,556	$230,551	$230,551

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$537,567	$534,999	$528,427	$491,924	$491,924
SERVICES & SUPPLIES	81,787	74,273	139,273	147,133	147,133
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$619,354	$609,272	$667,700	$639,057	$639,057
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.30	4.30	4.30	3.80	3.80

Program Description

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

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

PROGRAM MEASUREMENTS

Program	Actual 2017-2018	Estimated 2018-2019	Projected 2019-2020
Permits	1,696	1,696	1,446
Plan Checks	966	1,298	1,350
Inspections			
Construction	324	176	180
Fire Protection Systems	425	450	450
Commercial (includes Occupancy)	242	156	175
Industrial Waste	199	199	199
State Regulated/Mandated Facilities (Schools, Hospitals, Assemblies, Apartments)	1,076	1,076	1,076
Re-inspections	750	830	825
Compliance and Investigation Inspections (includes Firewatch)	47	81	50
Fire Permits/Miscellaneous	195	225	225
Total Inspections	3,523	3,193	2,981
Cost Recovery Programs			
Fire Inspections (06320)	$164,332	$168,000	$173,000
Fire Plan Checks & Permits (06330)	$210,600	$250,000	$257,000
Business Fire Inspections (06370)	$28,285	$30,000	$32,000
Industrial Waste Permits (06850)	$134,108	$142,000	$150,000
Firework Citation (06240)	$5,088	$7,000	$7,200
Total Revenue Collected	$542,413	$597,000	$619,200

Performance Measurements:

Fiscal Year 2019-2020

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

2019-2020 GOAL AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* In a joint collaborative effort with the Building Division, adopt the 2019 California Codes of Regulations, Title 24, to include the California Fire Code with local amendments, as part of the three-year cycle as required by the State mandate.

2. *Improve Organizational Effectiveness and Efficiency:* Establish quarterly workshops aimed at augmenting the education of suppression staff in the operation of fire protections systems and code compliance to support the Business Inspection Program and Major Development Projects.

3. *Complete Market Place and other Major Projects:* Continue to provide personalized assistance to the Market Place Development and the Courtyard by Marriot with fire permits for their dynamic fire protection systems, vapor mitigation systems, industrial waste grease interceptors. Work in collaboration with Building, Planning, and Public Works to complete the Market Place project.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Complete Market Place:* Provided personalized attention and coordination between the developer, design professionals, and contractor with the Costco Wholesale, Costco Gas, Home Depot, Chick-Fil-A, In-N-Out, and the Guitar Center to move their projects forward to obtain a fire clearance for Occupancy and meet their targeted grand opening timelines with a 30-day task list notification.

2. *Major Development Projects:* Provided customized attention for the installation of the fire protection systems at the Market Place, Able Storage, and Courtyard by Marriot. Personalized attention was provided for the dynamic vapor mitigation systems permits to ensure they are properly recorded with the Declaration of Covenant and Agreement with the City.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies (#22000) shows $2,600 for clothing, uniforms, safety equipment, and other operating supplies.

2. Contract Services category (#31000) reflects service payments of $70,000 to 3rd party contractual companies.

3. Motor Pool Charges category (#33000) shows $52,000 to cover mandated fleet charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Fire Prevention**

ACTIVITY NO.: **3205**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$283,737	$296,325	$296,325	$251,988	$251,988
11300 Part Time Salaries	32,244	29,700	29,700	29,700	29,700
11400 Overtime Salaries	6,367	5,000	5,000	5,000	5,000
11470 Fire Holiday Payout	1,607	1,000	1,000	2,000	2,000
11500 Separation Benefits	14,244	16,546	16,546	17,100	17,100
TOTAL	$338,199	$348,571	$348,571	$305,788	$305,788
EMPLOYEE BENEFITS					
12200 Life Insurance	$770	$1,030	$1,030	$890	$890
12300 Medical Insurance	31,345	35,542	35,542	37,019	37,019
12350 Medicare Insurance	2,604	2,367	2,367	2,421	2,421
12370 Part Time Retirement	1,293	7,725	1,153	1,188	1,188
12400 Dental Insurance	2,668	3,013	3,013	3,223	3,223
12500 Workers Compensation	30,136	32,547	32,547	40,684	40,684
12600 Retirement	127,425	99,901	99,901	96,894	96,894
12750 City 401 Plan	1,110	2,015	2,015	1,755	1,755
12900 Long Term Disability	1,323	1,396	1,396	1,198	1,198
12950 Vision Plan	694	892	892	864	864
TOTAL	$199,368	$186,428	$179,856	$186,136	$186,136
SERVICES & SUPPLIES					
21000 Office Supplies	$1,955	$2,100	$2,100	$1,900	$1,900
22000 Operating Supplies	1,951	2,400	2,400	2,600	2,600
24000 Small Tools	2,074	3,000	3,000	3,000	3,000
31000 Contracted Services	14,875	0	65,000	70,000	70,000
32000 Communications	4,676	4,983	4,983	4,533	4,533
33000 Motor Pool Charges	47,272	48,690	48,690	52,000	52,000
37000 Leases & Rentals	3,752	5,300	5,300	5,300	5,300
38000 R/M Contractual	35	500	500	500	500
39000 Miscellaneous	5,197	7,300	7,300	7,300	7,300
TOTAL	$81,787	$74,273	$139,273	$147,133	$147,133
GRAND TOTAL	$619,354	$609,272	$667,700	$639,057	$639,057

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Fire Prevention**

ACTIVITY NO.: **3205**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Fire Chief	0.10	0.10	0.10	$17,304	$19,085	$19,085
Division Chief	0.20	0.20	0.20	30,411	30,411	30,411
Fire Marshal*	0.00	0.50	0.50	0	49,357	49,357
Deputy Fire Marshal	1.00	0.00	0.00	94,356	0	0
Fire Safety Specialist	1.00	1.00	1.00	83,508	83,496	83,496
Fire Prevention Permit Technician I	1.00	1.00	1.00	58,968	60,321	60,321
Bilingual	0.00	0.00	0.00	2,400	2,100	2,100
Education Incentive	0.00	0.00	0.00	3,570	3,510	3,510
Emergency Medical Tech	0.00	0.00	0.00	480	480	480
Fire Chief Officer	0.00	0.00	0.00	288	288	288
Holiday Payoff	0.00	0.00	0.00	1,000	2,000	2,000
Longevity Pay	0.00	0.00	0.00	5,040	2,940	2,940
Overtime	0.00	0.00	0.00	5,000	5,000	5,000
Separation Benefits	0.00	0.00	0.00	16,546	17,100	17,100
Part-Time						
Fire Apprentice	0.50	0.50	0.50	15,000	15,000	15,000
Fire Intern	0.50	0.50	0.50	14,700	14,700	14,700
Total	4.30	3.80	3.80	$348,571	$305,788	$305,788

* Upgraded Deputy Fire Marshal to Fire Marshal to oversee Code Enforcement Activity

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$6,920,442	$7,302,211	$7,230,183	$7,812,785	$7,812,785
SERVICES & SUPPLIES	682,257	723,924	721,275	729,912	729,912
CAPITAL OUTLAY	89,427	0	0	0	0
TOTAL COSTS	$7,692,126	$8,026,135	$7,951,458	$8,542,697	$8,542,697
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	33.25	34.25	34.25	34.25	34.25

Program Description

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

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

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

Specific Service Objectives are:

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

PROGRAM MEASUREMENTS

EMERGENCY ACTIVITY SUMMARY

All Emergency Incidents	Actual 2017– 2018	Estimated 2018 –2019	Projected 2019-2020
Fire	805	800	800
EMS	4,079	4,161	4,161
Service	237	242	242
Total Emergency Incidents	5,121	5,203	5,203
Automatic Aid/Mutual Aid			
Auto Aid/Mutual Aid Provided	841	858	815
Auto Aid/Mutual Aid Received	433	442	420
Total Automatic/Mutual Aid	1,275	1,280	1,235

Average Response Times *A measurement from dispatch until arrival on scene*	Actual 2017– 2018	Estimated 2018 –2019	Projected 2019-2020
Fire, EMS, Service	5:33	5:30	5:30
Average Turn-out Time *A measurement of time from dispatch to enroute to call*			
Fire, EMS, Service	1:23	1:25	1:25
Volunteer Hours			
Total Hours Donated by Reserves and Explorers	11,363	11,657	11,657

NON-EMERGENCY ACTIVITY SUMMARY

Training Hrs – Non-Medical

In-Service Training	26,359	26,886	26,886
Specialty Courses (Grant-funded)	240	50	50
Total Hours	26,082	26,936	26,936

2019-2020 GOALS AND OBJECTIVES

1. *Attract and Retain Quality Employees:* Develop and implement a Truck Academy to enhance firefighting operations with an emphasis on High Rise tactics and strategies.

2. *Improve Organizational Effectiveness and Efficiency:* Upgrade USAR to meet Type 1 criteria as mandated by federal guidelines, including a monthly training performance standard.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* USAR responded as part of Regional Task Force 4 to Paradise Fire area for conducted survivor search and recovery operations

2. *Improve Organizational Effectiveness and Efficiency:* Developed video based training materials to enhance in-service training the department.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) shows $170,000 for mandated fleet charges.

2. R/M Contractual category (#38000) shows $163,144 for annual repair and maintenance for apparatus, small vehicles, and equipment.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Emergency Operations**

ACTIVITY NO.: **3210**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$3,704,072	$3,750,360	$3,750,360	$3,791,668	$3,791,668
11400 Overtime Salaries	282,183	539,946	467,918	607,787	607,787
11405 Overtime Fire Half Time	398,805	181,495	181,495	181,495	181,495
11410 Fire FLSA Mandate	67,728	56,400	56,400	56,400	56,400
11470 Fire Holiday Payout	72,776	115,000	115,000	115,000	115,000
11500 Separation Benefits	119,717	127,946	127,946	131,800	131,800
TOTAL	$4,645,281	$4,771,147	$4,699,119	$4,884,150	$4,884,150
EMPLOYEE BENEFITS					
12200 Life Insurance	$5,779	$5,876	$5,876	$5,908	$5,908
12300 Medical Insurance	465,896	482,473	482,473	518,257	518,257
12350 Medicare Insurance	68,963	53,864	53,864	54,885	54,885
12400 Dental Insurance	28,767	29,350	29,350	33,431	33,431
12500 Workers Compensation	236,779	255,721	255,721	319,651	319,651
12600 Retirement	1,457,273	1,691,828	1,691,828	1,825,696	1,825,696
12750 City 401 Plan	120	130	130	98,478	98,478
12760 Health Retirement	0	0	0	60,440	60,440
12900 Long Term Disability	5,713	5,790	5,790	5,790	5,790
12950 Vision Plan	5,871	6,032	6,032	6,099	6,099
TOTAL	$2,275,161	$2,531,064	$2,531,064	$2,928,635	$2,928,635
SERVICES & SUPPLIES					
21000 Office Supplies	$2,952	$5,550	$5,550	$5,550	$5,550
22000 Operating Supplies	198,080	186,826	186,826	186,826	186,826
24000 Small Tools	43,891	22,550	22,550	22,550	22,550
31000 Contracted Services	22,940	40,075	40,075	40,075	40,075
32000 Communications	69,834	115,867	115,867	115,867	115,867
33000 Motor Pool Charges	160,723	163,724	163,724	170,000	170,000
37000 Leases & Rentals	7,327	8,000	8,000	8,000	8,000
38000 R/M Contractual	164,706	160,783	160,783	163,144	163,144
39000 Miscellaneous	11,804	20,549	17,900	17,900	17,900
TOTAL	$682,257	$723,924	$721,275	$729,912	$729,912
CAPITAL OUTLAY					
54000 Vehicles/Equipment	$89,427	$0	$0	$0	$0
TOTAL	$89,427	$0	$0	$0	$0

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Emergency Operations**

ACTIVITY NO.: **3210**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
GRAND TOTAL	$7,692,126	$8,026,135	$7,951,458	$8,542,697	$8,542,697

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Emergency Operations**

ACTIVITY NO.: **3210**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Fire Chief	0.20	0.20	0.20	$34,608	$38,170	$38,170
Division Chief	1.55	1.55	1.55	217,916	225,507	225,507
Captain	10.00	10.00	10.00	1,176,064	1,160,400	1,160,400
Engineer	11.50	11.50	11.50	1,143,425	1,145,400	1,145,400
Firefighter	11.00	11.00	11.00	888,143	910,674	910,674
Bilingual	0.00	0.00	0.00	2,700	6,300	6,300
Company Officer Pay	0.00	0.00	0.00	0	1,320	1,320
Education Incentives	0.00	0.00	0.00	85,113	88,003	88,003
EMTD Premium	0.00	0.00	0.00	52,320	52,320	52,320
Fire Chief Officer Pay	0.00	0.00	0.00	1,968	648	648
Fire Investigator Premium Pay	0.00	0.00	0.00	2,200	2,800	2,800
Holiday Payoff	0.00	0.00	0.00	115,000	115,000	115,000
Longevity Pay	0.00	0.00	0.00	25,130	37,830	37,830
Overtime	0.00	0.00	0.00	777,841	845,682	845,682
Paramedic Pay	0.00	0.00	0.00	101,473	101,896	101,896
Separation Benefits	0.00	0.00	0.00	127,946	131,800	131,800
Special Assignment Pay	0.00	0.00	0.00	1,200	1,200	1,200
USAR Team Premium	0.00	0.00	0.00	18,100	19,200	19,200
Total	34.25	34.25	34.25	$4,771,147	$4,884,150	$4,884,150

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$3,247,413	$3,146,953	$3,169,927	$3,395,740	$3,395,740
SERVICES & SUPPLIES	496,307	555,042	555,042	554,553	554,553
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$3,743,720	$3,701,995	$3,724,969	$3,950,293	$3,950,293
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	16.45	17.45	17.45	17.45	17.45

Program Description

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

Specific Service Objectives are:

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

- Maintain the highest level of emergency medical services to the community using training, education, and re-evaluation of these skills through our UCLA contracted Quality Improvement Program.

PROGRAM MEASUREMENTS

EMS Transports	Actual 2017– 2018	Estimated 2018 –2019	Projected 2019-2020
No. Patient Transports	2,563	2,318	2,387
No. Patient Assessments (Aid On scene/Non-Transport)	590	507	523
No. Subscription Members Using Service	38	40	41

Performance Measurements:

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

Fiscal Year 2019-2020

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

Fiscal Year 2018-2019

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

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

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

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Develop quality improvement and audit guideline to evaluate the county wide Provider Impression guidelines for Emergency Paramedicine.

2. *Improve Organizational Effectiveness and Efficiency:* Implement and measure AutoPulse system including sidewalk CPR community awareness training.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Successfully transitioned pain management protocol improving patient care and treatment.

2. *Improve Organizational Effectiveness and Efficiency:* Implemented mental health awareness program.

3. *Improve Organizational Effectiveness and Efficiency:* Implemented Provider Impressions training and patient care protocol.

4. *Improve Organizational Effectiveness and Efficiency:* For the third year in a row, received no action items from the Department of Health annual Paramedic program audit.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) shows $216,710 for of telephone and technology charges.

2. Contracted Services category (#31000) shows $122,019 for 3rd party contractual partners for Collections, Data Processing Services, and Other Professional Services.

3. Motor Pool Charges category (#33000) shows $70,040 for mandated fleet charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Emergency Medical Services**

ACTIVITY NO.: **3220**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$1,560,284	$1,551,666	$1,551,666	$1,628,397	$1,628,397
11300 Part Time Salaries	0	54,500	54,500	54,500	54,500
11400 Overtime Salaries	371,117	238,930	238,930	238,930	238,930
11405 Overtime Fire Half Time	170,704	80,312	80,312	80,312	80,312
11410 Fire FLSA Mandate	27,194	24,955	24,955	24,955	24,955
11470 Fire Holiday Payout	42,492	60,228	60,228	60,228	60,228
11500 Separation Benefits	90,352	70,996	70,996	73,200	73,200
TOTAL	$2,262,143	$2,081,587	$2,081,587	$2,160,522	$2,160,522
EMPLOYEE BENEFITS					
12200 Life Insurance	$2,619	$2,673	$2,673	$2,705	$2,705
12300 Medical Insurance	193,078	197,547	197,547	199,122	199,122
12350 Medicare Insurance	31,162	22,431	22,431	23,277	23,277
12370 Part Time Retirement	0	2,180	2,180	2,180	2,180
12400 Dental Insurance	12,387	12,458	12,458	14,972	14,972
12500 Workers Compensation	129,153	139,485	139,485	174,356	174,356
12600 Retirement	611,441	682,822	682,822	751,277	751,277
12750 City 401 Plan	208	423	423	38,969	38,969
12760 Health Retirement	0	0	22,974	22,974	22,974
12900 Long Term Disability	2,776	2,823	2,823	2,823	2,823
12950 Vision Plan	2,446	2,524	2,524	2,563	2,563
TOTAL	$985,270	$1,065,366	$1,088,340	$1,235,218	$1,235,218
SERVICES & SUPPLIES					
21000 Office Supplies	$423	$400	$400	$450	$450
22000 Operating Supplies	22,215	35,500	35,500	35,500	35,500
23000 R/M Supplies	1,341	3,000	3,000	3,000	3,000
24000 Small Tools	49,102	48,000	48,000	48,000	48,000
31000 Contracted Services	86,885	122,019	122,019	122,019	122,019
32000 Communications	215,710	216,639	216,639	216,710	216,710
33000 Motor Pool Charges	64,252	68,000	68,000	70,040	70,040
38000 R/M Contractual	3,638	12,860	12,860	12,860	12,860
39000 Miscellaneous	45,058	42,574	42,574	42,574	42,574
41000 Other Agency Serv	7,683	6,050	6,050	3,400	3,400
TOTAL	$496,307	$555,042	$555,042	$554,553	$554,553
GRAND TOTAL	$3,743,720	$3,701,995	$3,724,969	$3,950,293	$3,950,293

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Emergency Medical Services**

ACTIVITY NO.: **3220**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Fire Chief	0.20	0.20	0.20	$34,608	$38,170	$38,170
Division Chief	1.00	1.00	1.00	150,078	150,922	150,922
Captain	1.00	1.00	1.00	96,696	116,040	116,040
Principal Mgmt Analyst	0.20	0.20	0.20	16,454	18,771	18,771
Firefighter/Paramedic	13.00	13.00	13.00	1,067,121	1,089,984	1,089,984
Senior Account Clerk	0.25	0.25	0.25	15,867	15,867	15,867
Bilingual Pay	0.00	0.00	0.00	5,400	5,400	5,400
Education Incentive	0.00	0.00	0.00	32,112	32,425	32,425
EMTD Premium	0.00	0.00	0.00	5,400	3,000	3,000
Fire Chief Officer Pay	0.00	0.00	0.00	264	264	264
Fire Investigator Premium Pay	0.00	0.00	0.00	2,600	2,600	2,600
Holiday Payoff	0.00	0.00	0.00	60,228	60,228	60,228
Longevity Pay	0.00	0.00	0.00	4,630	8,130	8,130
Overtime	0.00	0.00	0.00	344,197	344,197	344,197
Paramedic Pay	0.00	0.00	0.00	117,536	143,824	143,824
Separation Benefits	0.00	0.00	0.00	70,996	73,200	73,200
USAR Team Premium Pay	0.00	0.00	0.00	2,900	3,000	3,000
Part-Time						
PT EMS	1.80	1.80	1.80	54,500	54,500	54,500
Total	17.45	17.45	17.45	$2,081,587	$2,160,522	$2,160,522

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Community Risk Reduction

ACTIVITY NO.: 3230

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$179,925	$407,018	$407,018	$424,534	$424,534
SERVICES & SUPPLIES	64,985	93,513	93,513	98,213	98,213
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$244,910	$500,531	$500,531	$522,747	$522,747
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.95	1.95	1.95	1.95	1.95

Program Description

The Community Risk Reduction Division of the Fire Department has several key responsibilities that fall under two categories. The first is the development and operation of the Monterey Park Emergency Operations Center. This includes maintaining the readiness of the EOC as well as training City personnel to assume their roles during planned and unplanned events and disasters. The second category of this Division is Emergency Preparedness Services, which is the public interface for disaster planning and response. It also includes the CERT Program and community education events and services.

Through this Division, the City provides a comprehensive Emergency Preparedness program that includes an Emergency Operations Plan and Local Hazards Mitigation Plan, both of which are reviewed and approved by Cal OES and FEMA. This activity also oversees the Fire Prevention Division and the Arson Investigation Team.

The following are the specific service objectives:

EOC Development and Operations

- Develop hardware and program elements using "best practices" whenever practical to ensure that the City of Monterey Park is ready and able to respond to all hazards natural and man-made.

- Coordinate with all City departments to produce a cohesive emergency response framework.

- Follow the National Response Framework and comply with the requirements of the National Incident Management System.

- Prepare for, and participate in planned events that require a unified command for efficiency and success.

- Highest level of readiness, utilize all resources made available to the City to further readiness and training of City personnel to function before, during, and after a disaster.

Emergency Preparedness Services

- Maintain the CERT Program, lines of communication with CERT members, exchange of information, etc.

- Conduct classes for new CERT members to increase community preparedness and the City's volunteer corps.

- Work with community groups interested in emergency preparedness, trailer presentations, Neighborhood Watch, business watch, and local organizations.

Community Risk Reduction

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

Fire Prevention & Arson

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

PROGRAM MEASUREMENTS

	Actual 2017-2018	Estimated 2018-2019	Projected 2019-2020
Community Emergency Response Team "CERT"	40	70	74
Disaster Service Worker Training	46	75	100
Community Risk Locations identified and pre-planned	12	12	12

Performance Measurement:

Fiscal Year 2019-2020

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

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Plan and implement an all-city Emergency Operations Center (EOC) disaster drill on the same day as the Great Shake Out.

2. *Improve Organizational Effectiveness and Efficiency:* Audit the EOC sustainability with an emphasis on communication, technology, security, and infrastructure storage to ensure self reliance.

3. *Attract and Retain Quality Employees:* Develop and implement an Employee CERT Program to educate and train employees about disaster preparedness and community emergency response.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Facilitated internal and grant funded EOC position training for Department Directors and city staff.

2. *Improve Organizational Effectiveness and Efficiency:* Conducted 3 Emergency Preparedness clinics for residents of Monterey Park training to over 100 residents, including two CERT training programs.

3. *Improve Organizational Effectiveness and Efficiency:* Expanded Vial of Life Training to include senior centers and living facilities.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Miscellaneous category (#39000) shows $32,000 for Public Relations/Safety Education which will cover the cost of Vial of Life acquisition as well as other Disaster Preparation materials.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Community Risk Reduction**

ACTIVITY NO.: **3230**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$92,069	$252,535	$252,535	$262,519	$262,519
11400 Overtime Salaries	7,067	54,125	54,125	54,125	54,125
11405 Overtime Fire Half Time	1,949	18,193	18,193	18,193	18,193
11410 Fire FLSA Mandate	290	5,655	5,655	5,655	5,655
11470 Fire Holiday Payout	2,009	13,700	13,700	13,700	13,700
11500 Separation Benefits	15,810	7,504	7,504	7,800	7,800
TOTAL	$119,194	$351,712	$351,712	$361,992	$361,992
EMPLOYEE BENEFITS					
12200 Life Insurance	$170	$141	$141	$172	$172
12300 Medical Insurance	9,434	6,643	6,643	6,389	6,389
12350 Medicare Insurance	802	514	514	566	566
12400 Dental Insurance	611	393	393	494	494
12500 Workers Compensation	12,915	13,948	13,948	17,435	17,435
12600 Retirement	36,197	33,110	33,110	36,735	36,735
12750 City 401 Plan	120	130	130	260	260
12900 Long Term Disability	377	355	355	355	355
12950 Vision Plan	105	72	72	136	136
TOTAL	$60,731	$55,306	$55,306	$62,542	$62,542
SERVICES & SUPPLIES					
21000 Office Supplies	$340	$1,600	$1,600	$1,200	$1,200
22000 Operating Supplies	4,857	7,050	7,050	7,050	7,050
24000 Small Tools	8,612	20,900	20,900	20,900	20,900
31000 Contracted Services	2,800	4,000	4,000	4,000	4,000
32000 Communications	13,237	15,763	15,763	15,763	15,763
33000 Motor Pool Charges	0	300	300	300	300
36000 Utilities	7,031	5,900	5,900	11,000	11,000
38000 R/M Contractual	2,298	4,000	4,000	4,000	4,000
39000 Miscellaneous	25,176	32,000	32,000	32,000	32,000
41000 Other Agency Serv	634	2,000	2,000	2,000	2,000
TOTAL	$64,985	$93,513	$93,513	$98,213	$98,213
GRAND TOTAL	$244,910	$500,531	$500,531	$522,747	$522,747

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Community Risk Reduction**

ACTIVITY NO.: **3230**

Class Title	Full-Time Equivalent Positions					
	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Fire Chief	0.20	0.20	0.20	$34,608	$38,170	$38,170
Divison Chief	0.25	0.25	0.25	38,013	38,013	38,013
Captain	1.00	1.00	1.00	116,449	122,271	122,271
Engineer	0.50	0.50	0.50	49,800	49,800	49,800
Bilingual Pay	0.00	0.00	0.00	2,700	2,700	2,700
Education Incentive	0.00	0.00	0.00	5,955	5,955	5,955
EMTD Premium	0.00	0.00	0.00	1,800	1,800	1,800
Fire Chief Officer Pay	0.00	0.00	0.00	360	360	360
Holiday Payoff	0.00	0.00	0.00	13,700	13,700	13,700
Longevity Pay	0.00	0.00	0.00	2,250	2,250	2,250
Overtime	0.00	0.00	0.00	77,973	77,973	77,973
Separation Benefits	0.00	0.00	0.00	7,504	7,800	7,800
Special Assignment Pay	0.00	0.00	0.00	0	600	600
USAR Team Premium Pay	0.00	0.00	0.00	600	600	600
Total	1.95	1.95	1.95	$351,712	$361,992	$361,992

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Code Enforcement

ACTIVITY NO.: 3240

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$591,464	$603,994	$519,218	$579,909	$579,909
SERVICES & SUPPLIES	51,849	67,865	62,070	68,385	68,385
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$643,313	$671,859	$581,288	$648,294	$648,294
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.00	5.30	5.30	5.50	5.50

Program Description

The Code Enforcement Division enforces a variety of code provisions including Titles 4, 5, 6, 9, 13, 14, 16, 20 and 21 of the Monterey Park Municipal Code. Division personnel are also involved in the enforcement of certain aspects of the Uniform codes which include: UAC, UBC, UHC, UPC, NEC and UMC as well as other Federal, State and County Codes.

The Code Enforcement Division is responsible for maintaining high neighborhood standards through code enforcement techniques which utilize zoning/land use, property maintenance, housing codes as well as business license enforcement. The division coordinates with internal city departments and external agencies ensuring compliance. The program is intended to promote voluntary compliance but is design to effectuate the appropriate corrective action.

The Division's specific service objectives include:

- Continue the Division's policy of investigating all Council, citizen or staff complaints concerning residential or commercial property maintenance violations within 48 hours and make contact with complainants after initial inspection with their findings and suggested course of action within 72 hours.
- Proactively identify violations of the municipal code relating to zoning/land use, property maintenance, yard sales, banners, business license, signage, inoperable vehicles (private property), and substandard housing/buildings etc.
- Monitor residential businesses to comply with City Home Occupation requirements.
- Monitor and evaluate complaints concerning the National Pollution Discharge Elimination System (NPDES) on private property.
- Provide follow-up to discretionary permits, when requested by Planning Division (Conditional Use and Temporary Use Permits, etc.).
- Promote voluntary compliance through public education/awareness programs such as community access channel, attendance at City sponsored events, distribution of handouts/brochures, Code Enforcement Volunteer Program, Citizen Academy, etc.
- Supervise the Code Enforcement Volunteer program on the weekends.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
INSPECTIONS (*)			
Residential Inspections	3,936	4,187	4,116
Home Occupation	275	270	270
Commercial Inspections	122	126	128
Industrial Inspections	63	63	73
* ***Numbers include all follow-up site inspections***	4,508	4,646	4,587
Complaints received and Investigated	2,000	2,200	2,000
Cases Clearance Rate	95%	95%	95%
Volunteer Hours Donated	570	480	540
Administrative Citations	300	360	400

Performance Measurement:

Fiscal Year 2019-2020

1. Achieve response to complaints concerning residential or commercial property maintenance violations within 48 hours. 90%

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Develop and implement a comprehensive program to proactively identify and educate the public on codes, public safety and penalties associated with unpermitted construction and building modifications.

2. *Improve Organizational Effectiveness and Efficiency:* Develop and implement a performance standard centered on tracking compliance and outcomes related to complaints, inspections and mandates.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Implemented a Manual of Responsibility and Standard Operating Procedures for Code Enforcement education, inspection and enforcement.

2. Integrated the NICE program into operations while facilitating enforcement actions and mitigation.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) shows $5,640 for telephone and technology charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Code Enforcement**

ACTIVITY NO.: **3240**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$358,872	$363,940	$298,000	$340,089	$340,089
11400 Overtime Salaries	733	1,000	2,000	1,000	1,000
11500 Separation Benefits	17,508	20,394	20,394	21,100	21,100
TOTAL	$377,113	$385,334	$320,394	$362,189	$362,189
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,226	$1,812	$1,707	$1,716	$1,716
12300 Medical Insurance	49,090	52,390	49,679	67,938	67,938
12350 Medicare Insurance	4,466	5,389	4,405	3,082	3,082
12400 Dental Insurance	3,864	4,720	4,219	5,121	5,121
12500 Workers Compensation	6,472	6,990	6,990	8,738	8,738
12600 Retirement	144,218	140,535	125,000	123,698	123,698
12750 City 401 Plan	1,726	2,600	2,600	3,575	3,575
12900 Long Term Disability	2,328	2,825	2,825	2,178	2,178
12950 Vision Plan	961	1,399	1,399	1,674	1,674
TOTAL	$214,351	$218,660	$198,824	$217,720	$217,720
SERVICES & SUPPLIES					
21000 Office Supplies	$1,250	$1,450	$1,450	$1,450	$1,450
22000 Operating Supplies	2,731	3,500	2,900	3,500	3,500
24000 Small Tools	250	500	500	500	500
31000 Contracted Services	28,432	40,395	35,600	35,600	35,600
32000 Communications	3,093	3,480	3,480	5,640	5,640
33000 Motor Pool Charges	11,044	12,805	12,405	16,000	16,000
38000 R/M Contractual	4,520	4,835	4,835	4,795	4,795
39000 Miscellaneous	529	900	900	900	900
TOTAL	$51,849	$67,865	$62,070	$68,385	$68,385
GRAND TOTAL	$643,313	$671,859	$581,288	$648,294	$648,294

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Fire**

ACTIVITY: **Code Enforcement**

ACTIVITY NO.: **3240**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Fire Marshal	0.00	0.50	0.50	$0	$49,357	$49,357
Director of Community / Economic Development*	0.30	0.00	0.00	46,620	0	0
Code Enforcement Officers	4.00	4.00	4.00	258,586	240,812	240,812
Senior Clerk Typist	1.00	1.00	1.00	43,302	41,460	41,460
Bilingual	0.00	0.00	0.00	600	1,500	1,500
Education Incentive	0.00	0.00	0.00	432	660	660
Longevity Pay	0.00	0.00	0.00	8,400	6,300	6,300
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Separation Benefits	0.00	0.00	0.00	20,394	21,100	21,100
Sr. Code Enforcement Officer Premium Pay	0.00	0.00	0.00	6,000	0	0
Total	5.30	5.50	5.50	$385,334	$362,189	$362,189

* The City realigns the functions of the Community and Economic Development Department to various departments

LIBRARY

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General $2,184,396
Retirement $428,830
Literacy & Civics Education Grant $45,440
CA Library Literacy Services Grant $35,605
Literacy Trust Account $15,116
Library Passport Trust Grant $17,774

DEPARTMENT: Library

ACTIVITY: Library

ACTIVITY NO.: 6000

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$2,181,994	$2,244,894	$2,083,211	$2,271,471	$2,271,471
SERVICES & SUPPLIES	775,582	436,058	444,182	455,690	455,690
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$2,957,576	$2,680,952	$2,527,393	$2,727,161	$2,727,161
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	26.25	25.72	25.72	24.69	24.69

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.

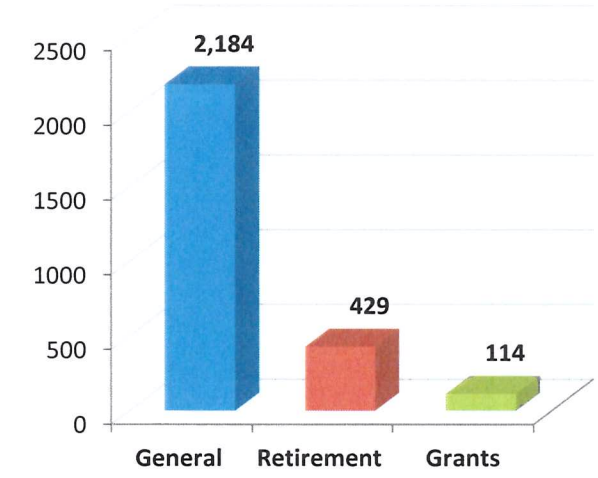
The library has a collection of approximately 125,344 volumes of books, 6,937 government publications, 4,517 audio items, 5,699 DVDs, 4,502 maps, 422 pamphlets and 103 magazine and newspaper subscriptions.

Special activities and strengths of the library include an international collection of 30,304 non-English language items with an emphasis on Asian materials housed in the International Room, a Computer Lab with 17 public computers and 16 Chromebooks available for classroom instruction and training and a literacy program (LAMP) which offers English as a Second Language and several citizenship classes.

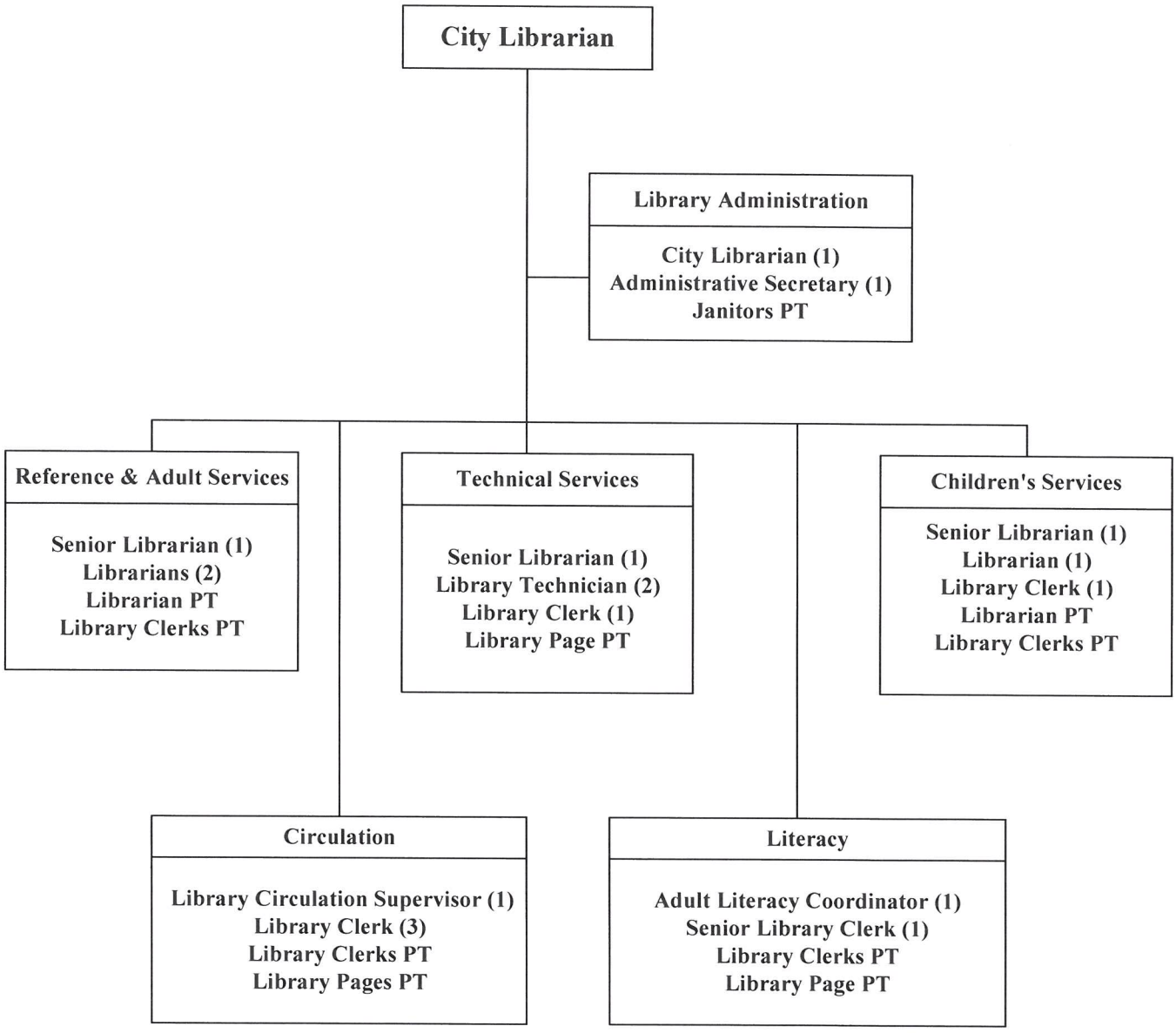
Personnel Changes: The Literacy Program Administrator title in Activity 6005 is changed to Adult Literacy Coordinator; part-time positions are shifted among various activities.

Library
Source of Funds

($ in thousands)



Monterey Park Bruggemeyer Library



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Administration

ACTIVITY NO.: 6001

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$340,601	$320,050	$320,700	$315,692	$315,692
SERVICES & SUPPLIES	577,555	191,537	193,422	232,724	232,724
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$918,156	$511,587	$514,122	$548,416	$548,416
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.60	3.60	3.60	3.60	3.60

Program Description

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

- Assist the Library Board of Trustees to develop policies that reflect sound administrative management and provide free and open access to library services for all.

- Coordinate with outside non-profit organizations, such as the Friends of the Monterey Park Library and Monterey Park Library Foundation, as well as other community agencies and organizations, which support and enrich library programs through library fundraisings.

- Supplement library budget appropriations through entrepreneurial activities and the development of gifts and other alternative sources of funding to finance non-traditional services and programs.

- Analyze library collections and usage as well as changes in community needs for information services and develop and implement plans which best fulfill the identified needs.

- Network and share resources with other state and local libraries, actively participate as a member of the Southern California Library Cooperative (SCLC).

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Library Volunteer Hours	7,441	7,000	6,000
Grants Awarded (Number)	3	4	3[1]
Grants Awarded (Amount)	$164,000	$88,106	$70,519[2]
*Fundraising (Foundation)	$57,000	$40,000[3]	$60,000
*Fundraising (Friends)	$10,000	$9,000	$8,500[4]

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

[1] Includes California State Library Literacy Services grant, Literacy and Civics Education grant, and California State Library Initiative grant for books

[2] Grant award amounts per award letters received to date

[3] Includes donations to the library and copier and DVD revenue (Library Foundation tea party fundraiser will be held in April 2019 but annual Gala has been rescheduled for September 2019, so it will not be held during fiscal year 2018-2019)

[4] Includes Friends Bookstore revenue

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Investigate options for updating the library's software system and select a hosted system that provides increased functionality and services to the public.

2. *Attract and retain quality employees:* Increase staff development and team building by holding regular all-staff meetings, offering additional training opportunities to all staff members, and investigating the possibility of holding an All Staff Development Day.

3. *Improve organizational effectiveness and efficiency:* Work with the Library Board of Trustees to select and hire a consultant to create a new five-year Library Strategic Plan which will guide library development in accordance with community input and city priorities.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Created a survey soliciting input from staff as to how they can improve their customer service behaviors and practices and developed a set of customer service standards to follow to ensure that patrons have a positive experience when they visit the library.

2. Received and implemented Lingo translation devices into service, enabling staff to bridge linguistic gaps and better communicate and thus serve all members of the community.

3. Installed overhead projectors in the Friends Room, Computer Lab and Classrooms and purchased a wireless microphone and receiver, increasing efficiency and effectiveness during program presentations.

4. Awarded a California State Library Initiative grant for $7,500, providing funding for adding books about Immigrants, Refugees, and Diversity; Mental Health, Workforce Development, Life Over 50; STEM (Science, Technology, Engineering, Math), Maker Spaces, Virtual Reality and Coding.

5. Revamped and refurbished the Teen Area with new furnishings, displays and signage utilizing a donation from the Monterey Park Library Foundation, creating a space that was more vivid and welcoming to youth and utilized the area to its maximum.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) $10,531 includes cost to the library for its share of the City's data processing/payroll system.

2. Communication category (#32000) $17,500 includes an increase in Technology Charges (#32150).

3. Motor Pool Charges category (#33000) $10,293 includes an increase in Conferences and Seminars (#33200).

4. Utilities category (#36000) $143,600 includes an increase of $33,800 to Electricity (#36100).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Administration**

ACTIVITY NO.: **6001**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$180,732	$181,356	$181,356	$170,196	$170,196
11300 Part Time Salaries	43,034	39,240	39,240	40,221	40,221
11500 Separation Benefits	10,401	13,853	13,853	14,300	14,300
TOTAL	$234,167	$234,449	$234,449	$224,717	$224,717
EMPLOYEE BENEFITS					
12200 Life Insurance	$410	$515	$515	$624	$624
12300 Medical Insurance	16,849	16,228	16,228	17,607	17,607
12350 Medicare Insurance	3,312	2,635	2,635	2,468	2,468
12370 Part Time Retirement	1,325	2,936	2,936	1,570	1,570
12400 Dental Insurance	1,220	1,221	1,221	897	897
12500 Workers Compensation	3,073	3,319	3,319	4,149	4,149
12600 Retirement	79,017	57,519	57,519	61,782	61,782
12750 City 401 Plan	0	0	650	650	650
12900 Long Term Disability	792	792	792	792	792
12950 Vision Plan	436	436	436	436	436
TOTAL	$106,434	$85,601	$86,251	$90,975	$90,975
SERVICES & SUPPLIES					
21000 Office Supplies	$4,028	$5,306	$5,306	$4,200	$4,200
22000 Operating Supplies	9,850	12,000	12,000	12,000	12,000
31000 Contracted Services	9,738	13,031	13,031	10,531	10,531
32000 Communications	15,468	11,900	14,900	17,500	17,500
33000 Motor Pool Charges	1,376	3,500	2,300	10,293	10,293
36000 Utilities	108,192	109,800	109,800	143,600	143,600
38000 R/M Contractual	42,472	30,000	30,000	30,000	30,000
39000 Miscellaneous	237	6,000	6,085	4,600	4,600
41000 Other Agency Serv	3,000	0	0	0	0
42000 Debt Service	383,194	0	0	0	0
TOTAL	$577,555	$191,537	$193,422	$232,724	$232,724
GRAND TOTAL	$918,156	$511,587	$514,122	$548,416	$548,416

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Administration**

ACTIVITY NO.: **6001**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
City Librarian	1.00	1.00	1.00	$114,816	$110,004	$110,004
Secretary	1.00	1.00	1.00	63,780	63,780	63,780
Education Incentive	0.00	0.00	0.00	2,760	3,420	3,420
Separation Benefits	0.00	0.00	0.00	13,853	14,300	14,300
Part-Time						
Janitor	1.60	1.60	1.60	39,240	40,221	40,221
Total	3.60	3.60	3.60	$234,449	$231,725	$231,725

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$413,329	$417,257	$413,362	$422,901	$422,901
SERVICES & SUPPLIES	37,544	56,191	51,772	39,200	39,200
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$450,873	$473,448	$465,134	$462,101	$462,101
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.75	3.55	3.55	3.65	3.65

Program Description

This activity assists users (adults and teens) in finding information through the library collection, online and through other research resources. This activity is responsible for organizing, selecting and maintaining the adult and young adult (YA) book collections, media, International book collection, Reference collection and Special Collection materials in a system that is easy for the public to access. Plans and facilitates exhibits and educational and cultural programs for adults and teens on a monthly basis throughout the year. Specific service objectives are:

- Assist at Reference Desk by answering in-person, telephone, E-mail and Internet requests for information and provide Reader's Advisory to adults and teens seeking information about authors and books.
- Show and train community members on how to locate materials and information using the Online Public Access Catalog (OPAC), electronic databases and the Internet.
- Assist adults and teens with computer help at the library with resumes, job searches, school reports, printing and other computer/online needs.

- Conduct computer classes in four languages (English, Spanish, Mandarin and Cantonese) for adults to learn modern skills and gain confidence using computers at the library, in their homes and in the workplace.

- Schedule cultural and educational programs that include Artists of the Month programs, history programs, author talks and cultural programs for diverse community audiences.

- Work in partnership with schools and community organizations to meet the educational, informational and recreational needs of the community.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Reference Transactions	14,609	11,607	10,500
Adult/YA Programs Presented	309	240	225
Adult/YA Program Attendance	6,639	4,500	4,250

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Establish seasonal book clubs to engage adults with reading in spring, summer, fall and winter.

2. *Improve organizational effectiveness and efficiency:* Develop five new recommended booklist brochures to engage teens with reading historical fiction, biography, award-winning books, fiction for 7th graders, and 8th graders.

3. *Improve organizational effectiveness and efficiency:* Develop a new space in the Teen Room to display information for teens and parents that will include recommended booklists, teen programs, book displays, teen art, library information and other teen related information.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Promoted the summer reading program to adults attending Wednesday morning computer classes. Incorporated the summer theme, "Reading Takes You Everywhere" into class instruction with adults practicing internet searching skills and basic Microsoft Word skills.

2. Promoted reading and technology skills with teens during Teen Read Week and Teen Tech Week. Teens played board games and digital puzzles to solve mysteries during Teen Tech Week. Guest speakers from the Around the Writing Block group talked to teens and encouraged them to write during Teen Read Week.

3. Promoted professional growth as a team through the sharing of staff development training information at monthly Reference staff meetings. Staff gained knowledge about the changing populations the library serves including the homeless, older adults, baby boomers and the issues of care providers, job seekers, careers, coping with change, stress, aging, and drug addiction.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Contracted Services category (#31000) $5,000 includes funding for temporary service workers until permanent position is filled.

2. Books and Subscriptions category (#40000) $32,000 includes a decrease of $21,983 in the purchase of new books, subscriptions and databases or renewed subscriptions and databases.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$234,041	$251,568	$251,568	$235,752	$235,752
11300 Part Time Salaries	19,590	19,545	15,000	26,376	26,376
11500 Separation Benefits	14,446	14,430	14,430	14,900	14,900
TOTAL	$268,077	$285,543	$280,998	$277,028	$277,028
EMPLOYEE BENEFITS					
12200 Life Insurance	$702	$936	$936	$936	$936
12300 Medical Insurance	33,880	37,799	37,799	37,205	37,205
12350 Medicare Insurance	3,571	3,990	3,990	3,712	3,712
12370 Part Time Retirement	731	977	977	1,056	1,056
12400 Dental Insurance	2,140	2,160	2,160	2,510	2,510
12500 Workers Compensation	3,073	3,319	3,319	4,149	4,149
12600 Retirement	98,557	79,801	79,801	92,923	92,923
12750 City 401 Plan	675	650	1,300	1,300	1,300
12900 Long Term Disability	1,188	1,188	1,188	1,188	1,188
12950 Vision Plan	735	894	894	894	894
TOTAL	$145,252	$131,714	$132,364	$145,873	$145,873
SERVICES & SUPPLIES					
21000 Office Supplies	$1,431	$2,208	$2,208	$2,200	$2,200
22000 Operating Supplies	214	0	0	0	0
31000 Contracted Services	6,170	0	3,064	5,000	5,000
40000 Books & Subscriptions	29,729	53,983	46,500	32,000	32,000
TOTAL	$37,544	$56,191	$51,772	$39,200	$39,200
GRAND TOTAL	$450,873	$473,448	$465,134	$462,101	$462,101

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Reference and Adult Services**

ACTIVITY NO.: **6002**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Senior Librarian	1.00	1.00	1.00	$88,284	$72,468	$72,468
Librarian	2.00	2.00	2.00	157,584	157,584	157,584
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentive	0.00	0.00	0.00	4,500	4,500	4,500
Separation Benefits	0.00	0.00	0.00	14,430	14,900	14,900
Part-Time						
Librarian*	0.00	0.25	0.25	0	11,144	11,144
Library Clerk**	0.55	0.40	0.40	19,545	15,232	15,232
Total	3.55	3.65	3.65	$285,543	$277,028	$277,028

* Librarian part-time is added at 0.25 FTE to address need for additional professional public services.

** Library Clerk part-time is reduced by 0.15 FTE to reallocate part-time funds.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Library**

ACTIVITY: **Technical Services**

ACTIVITY NO.: **6003**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$447,770	$456,542	$431,147	$448,286	$448,286
SERVICES & SUPPLIES	112,950	111,350	120,109	105,155	105,155
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$560,720	$567,892	$551,256	$553,441	$553,441
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.55	4.34	4.34	4.22	4.22

Program Description

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

- Order and receive all library materials; process invoices for print and nonprint items selected for purchase by public services librarians and by the LAMP Program utilizing the acquisitions module of Innovative Interfaces. Coordinate and monitor budget allocations and expenditures.

- Catalog all new purchases and gift materials (including Chinese, Japanese, Vietnamese and Spanish language titles) either by OCLC or by original cataloging.

- Manage and administer, in conjunction with the City Librarian, the library's integrated automation system and assist as a liaison with the vendor which is Innovative Interfaces, Inc. Coordinate and monitor budget allocations and expenditures utilizing the acquisitions module of Innovative Interfaces.

- Troubleshoot Gates and other Internet and word processing computers, printers, peripherals, network software and telecommunications connections.

- Maintain the physical condition of the collection by managing the processing of all new print, nonprint and gift items for public and staff use, repairing damaged items, relabeling and reprocessing some and sending appropriate materials to the bindery.

- Borrow and lend materials via interlibrary loan and keep statistics.

PROGRAM MEASUREMENTS

	Actual 2017-2018	Estimated 2018-19	Projected 2019-20
NEW CATALOG TITLES ADDED			
Books	5,254	3,600	3,600
Audio-Visual	708	500	500
Total Cataloged Titles Added	5,962	4,100	4,100
NEW ITEMS ADDED			
Cataloged Books	4,437	3,600	3,600
Cataloged Audio-Visual	721	530	530
Government Documents	1,312	770	780
Total Cataloged Items Added	6,470	4,900	4,910
ITEMS PURGED	11,966	11,000	10,000
Number of materials borrowed from other libraries	7	10	10
Number of materials other libraries borrowed from City	9	10	10
COLLECTION TOTALS			
All Items	149,043	148,000	148,000
Cataloged Titles	131,675	136,000	136,000

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Upgrade web filtering and mobile security to meet the Federal standard of library's Internet access and to ensure future funding.

2. *Improve organizational effectiveness and efficiency:* Develop new coding and robotics classes to build 21st Century technology skills for tweens and teens.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Implemented wireless printing to meet the increasing demand of the public by upgrading to the latest print management software via the *Libraries Illuminated* grant.

2. Upgraded ten staff computers and repurposed seven as the library catalog computers used by patrons.

3. Presented robotics coding classes for 253 tweens and teens via Edison International's *Build 21st Century Robotics Skills* grant.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) $13,500 is the cost for data processing.

2. R/M Contractual category (#38000) $84,655 includes maintenance of Innovative Interfaces and Dell servers and public computers (62), copiers, printers, iPads and Chromebooks.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Technical Services**

ACTIVITY NO.: **6003**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$258,896	$276,156	$250,926	$260,532	$260,532
11300 Part Time Salaries	9,650	10,319	10,319	6,341	6,341
11400 Overtime Salaries	136	0	0	0	0
11500 Separation Benefits	19,646	17,508	17,508	18,100	18,100
TOTAL	$288,328	$303,983	$278,753	$284,973	$284,973
EMPLOYEE BENEFITS					
12200 Life Insurance	$910	$1,248	$1,248	$1,248	$1,248
12300 Medical Insurance	43,780	47,615	47,615	49,805	49,805
12350 Medicare Insurance	3,924	4,185	4,185	3,778	3,778
12370 Part Time Retirement	198	515	350	400	400
12400 Dental Insurance	2,701	2,770	2,770	3,726	3,726
12500 Workers Compensation	4,286	4,629	4,629	5,786	5,786
12600 Retirement	100,627	87,645	87,645	94,574	94,574
12750 City 401 Plan	650	1,300	1,300	1,300	1,300
12900 Long Term Disability	1,551	1,584	1,584	1,584	1,584
12950 Vision Plan	815	1,068	1,068	1,112	1,112
TOTAL	$159,442	$152,559	$152,394	$163,313	$163,313
SERVICES & SUPPLIES					
22000 Operating Supplies	$5,913	$8,000	$8,000	$7,000	$7,000
31000 Contracted Services	11,608	13,500	22,259	13,500	13,500
38000 R/M Contractual	94,479	89,850	89,850	84,655	84,655
39000 Miscellaneous	950	0	0	0	0
TOTAL	$112,950	$111,350	$120,109	$105,155	$105,155
GRAND TOTAL	$560,720	$567,892	$551,256	$553,441	$553,441

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Technical Services**

ACTIVITY NO.: **6003**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Senior Librarian	1.00	1.00	1.00	$92,700	$92,700	$92,700
Library Technician	2.00	2.00	2.00	121,104	107,880	107,880
Library Clerk	1.00	1.00	1.00	53,052	53,052	53,052
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	3,300	2,100	2,100
Longevity Pay	0.00	0.00	0.00	5,400	4,200	4,200
Separation Benefits	0.00	0.00	0.00	17,508	18,100	18,100
Part-Time						
Librarian	0.02	0.02	0.02	1,426	1,152	1,152
Library Technician*	0.12	0.00	0.00	4,093	0	0
Library Page	0.20	0.20	0.20	4,800	5,189	5,189
Total	4.34	4.22	4.22	$303,983	$284,973	$284,973

* Library Technician part-time is no longer needed since both full-time Library Technician positions are filled.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Circulation

ACTIVITY NO.: 6004

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$476,170	$455,113	$458,543	$461,374	$461,374
SERVICES & SUPPLIES	-2,271	10,300	10,300	10,300	10,300
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$473,899	$465,413	$468,843	$471,674	$471,674
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	7.05	6.84	6.84	6.22	6.22

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 2017-18	Estimated 2018-19	Projected 2019-20
ITEMS CIRCULATED			
Total	206,763	215,000	210,000
Items Per Capita	3.39*	3.52*	3.44*
Weekly Hours of Operation	44	41	41
LIBRARY USERS			
User Visits Per Day	899	925	997
Total User Visits Per Year	301,135	300,000	320,000
New Cardholders Registered	3,157	3,000	3,000
Library Cardholders	43,722	47,000	49,000
Number of Requests for Items Checked-Out	976	950	900
Overdue Notices-Processed	4,689	4,500	4,000

* Population figure used for calculation: 61,075

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Examine state of the art, user friendly library systems that will accommodate the needs of our library by automating daily functions to enhance productivity of Circulation staff and free staff to be more available to serve patrons.

2. *Improve organizational effectiveness and efficiency:* Develop a refined customer service approach by implementing the expanded knowledge and skills acquired from the trainings and information obtained from the Library's customer service committee.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Updated the catalog and reconciled its contents to the actual library collection by completing a detailed search of items marked unavailable.

2. Upon completion of weeding of the DVD collection, staff shifted the Non-Fiction DVDs and the International language DVDs, which allowed for expansion of the BluRay DVD collection.

3. Successfully publicized and implemented new fees and a change in library hours through advance notice with plentiful signage and personal interaction notifying patrons of the upcoming changes.

4. Reduced the wait time for checkout by patrons with an extended promotion of the new mobile self-checkout app in addition to established usage of the self-checkout machine.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) $8,100 shows an increase of $1,300 for service contracts for library security gates and book check out equipment.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Circulation**

ACTIVITY NO.: **6004**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$217,947	$213,378	$213,378	$214,453	$214,453
11300 Part Time Salaries	86,081	71,382	71,382	68,873	68,873
11400 Overtime Salaries	284	0	0	0	0
11500 Separation Benefits	17,797	27,128	27,128	28,000	28,000
TOTAL	$322,109	$311,888	$311,888	$311,326	$311,326
EMPLOYEE BENEFITS					
12200 Life Insurance	$936	$1,248	$1,248	$1,248	$1,248
12300 Medical Insurance	44,388	54,532	54,532	51,047	51,047
12350 Medicare Insurance	4,352	3,094	3,094	3,110	3,110
12370 Part Time Retirement	3,443	3,430	6,860	2,657	2,657
12400 Dental Insurance	2,030	2,501	2,501	2,175	2,175
12500 Workers Compensation	5,420	5,854	5,854	7,318	7,318
12600 Retirement	90,054	67,778	67,778	77,847	77,847
12750 City 401 Plan	1,050	1,950	1,950	1,950	1,950
12900 Long Term Disability	1,584	1,584	1,584	1,584	1,584
12950 Vision Plan	804	1,254	1,254	1,112	1,112
TOTAL	$154,061	$143,225	$146,655	$150,048	$150,048
SERVICES & SUPPLIES					
22000 Operating Supplies	$3,009	$3,500	$3,500	$2,200	$2,200
38000 R/M Contractual	-5,340	6,800	6,800	8,100	8,100
39000 Miscellaneous	60	0	0	0	0
TOTAL	($2,271)	$10,300	$10,300	$10,300	$10,300
GRAND TOTAL	$473,899	$465,413	$468,843	$471,674	$471,674

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Circulation**

ACTIVITY NO.: **6004**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Library Circulation Serv Supervisor	1.00	1.00	1.00	$60,552	$60,552	$60,552
Library Clerk	3.00	3.00	3.00	149,226	150,301	150,301
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentive	0.00	0.00	0.00	2,400	2,400	2,400
Separation Benefits	0.00	0.00	0.00	27,128	28,000	28,000
Part-Time						
Library Clerk*	1.04	0.72	0.72	30,970	27,600	27,600
Library Page**	1.80	1.50	1.50	40,412	41,273	41,273
Total	6.84	6.22	6.22	$311,888	$311,326	$311,326

* Library Clerk part-time is reduced by 0.32 FTE to reallocate part-time funds,

** Library Page part-time is reduced by 0.3 FTE to reallocate part-time funds.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$199,976	$269,918	$253,531	$258,550	$258,550
SERVICES & SUPPLIES	9,913	29,480	23,480	33,253	33,253
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$209,889	$299,398	$277,011	$291,803	$291,803
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.68	3.93	3.93	3.25	3.25

Program Description

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

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

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

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Number of Students Participating	728	700	750
Number of Student Hours	26,421	25,000	25,000
Number of Tutors	46	40	45
Number of Tutor Volunteer Hours	2,381	2,000	2,500
Number of Tutors Trained	23	15	25
Number of Students who became U.S. Citizens	78	75	75
Number of Passports Executed	1,789	1,500	1,500

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Improve on the method used to assess learners in the One-to-One tutoring program to assist volunteer tutors in creating lessons centered around each student's individual goals.

2. *Improve organizational effectiveness and efficiency:* Develop an online tutor training course for potential volunteers to complete if they are unable to attend the scheduled trainings at the library.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Revamped ESL and Citizenship webpage to include a clearer description of services offered and interactive links to useful online resources.

2. Expanded passport service hours to include Sundays and increased passport application acceptance by 18.5% over the previous year.

3. Implemented an online appointment scheduling system granting patrons 24/7 access to schedule their own appointments to submit an application for a U.S. passport.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) $7,300 is for replacement of old office computers, copier and printer and upgrade of AppleTV equipment used in literacy and citizenship classes and is funded via grants.

2. Miscellaneous category (#39000) $1,150 includes dues and memberships.

3. Books & Subscriptions category (#40000) $15,113 is for the purchase of new, replacement or upgraded books, subscriptions and databases or renewed subscriptions and databases.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$84,187	$121,348	$110,000	$121,776	$121,776
11300 Part Time Salaries	50,471	54,628	55,061	43,398	43,398
11400 Overtime Salaries	20	0	0	0	0
11500 Separation Benefits	7,830	6,465	6,465	14,700	14,700
TOTAL	$142,508	$182,441	$171,526	$179,874	$179,874
EMPLOYEE BENEFITS					
12200 Life Insurance	$286	$624	$624	$625	$625
12300 Medical Insurance	14,294	30,058	30,058	22,483	22,483
12350 Medicare Insurance	1,903	2,552	2,120	2,395	2,395
12370 Part Time Retirement	1,289	2,185	2,065	1,765	1,765
12400 Dental Insurance	626	1,670	1,670	1,308	1,308
12500 Workers Compensation	1,618	1,747	1,747	2,184	2,184
12600 Retirement	36,616	46,700	41,780	45,288	45,288
12750 City 401 Plan	125	650	650	1,300	1,300
12900 Long Term Disability	462	792	792	793	793
12950 Vision Plan	249	499	499	535	535
TOTAL	$57,468	$87,477	$82,005	$78,676	$78,676
SERVICES & SUPPLIES					
21000 Office Supplies	$3,872	$4,977	$2,977	$7,440	$7,440
31000 Contracted Services	262	1,000	0	0	0
32000 Communications	1,711	2,000	2,000	2,000	2,000
33000 Motor Pool Charges	0	237	237	250	250
38000 R/M Contractual	1,001	5,116	5,116	7,300	7,300
39000 Miscellaneous	219	1,150	1,150	1,150	1,150
40000 Books & Subscriptions	2,848	15,000	12,000	15,113	15,113
TOTAL	$9,913	$29,480	$23,480	$33,253	$33,253
GRAND TOTAL	$209,889	$299,398	$277,011	$291,803	$291,803

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Literacy**

ACTIVITY NO.: **6005**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Literacy Program Administrator*	1.00	0.00	0.00	$75,508	$0	$0
Adult Literacy Coordinator**	0.00	1.00	1.00	0	72,468	72,468
Senior Library Clerk	1.00	1.00	1.00	45,240	48,708	48,708
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	6,465	14,700	14,700
Part-Time						
Library Clerk***	1.68	1.00	1.00	57,120	36,653	36,653
Library Page	0.25	0.25	0.25	5,866	6,745	6,745
Total	3.93	3.25	3.25	$190,799	$179,874	$179,874

* Administrator is replaced by Coordinator.

** This position replaced Literacy Program Administrator.

*** Library Clerk part-time is reduced by 0.68 FTE due to the filling of the vacant Literacy Coordinator position.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Library**

ACTIVITY: **Children's Services**

ACTIVITY NO.: **6006**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$304,148	$326,014	$205,928	$364,668	$364,668
SERVICES & SUPPLIES	39,891	37,200	45,099	35,058	35,058
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$344,039	$363,214	$251,027	$399,726	$399,726
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.62	3.46	3.46	3.75	3.75

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.

- 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 2017-18	Estimated 2018-19	Projected 2019-20
Reference Transactions	7.830	7,500	7,500
Children's Reading Programs	508	435	450
Children's Reading Programs' Attendance	25,096	28,000	28,000
Children's Outreach Attendance	2,227	2,400	2,200

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Add a new Parenting Collection consisting of new and popular books for caregivers on promoting and supporting the physical, emotional, social and intellectual development of children from infancy to young adulthood.

2. *Improve organizational effectiveness and efficiency:* Continue to build connections and enhance the library's presence in the community through staff outreach to public and

private schools and host field trips which educate children, parents and teachers on the services of the library.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve organizational effectiveness and efficiency:* Added circulating Starling devices - a new consumer technology which helps caregivers track how much they communicate with their children - to encourage effective early literacy practices.

2. *Improve organizational effectiveness and efficiency:* Held the library's first Preschool Fair, an event where parents and caregivers visited with representatives from local preschools and daycare centers to learn about the early education options available in Monterey Park and the surrounding areas.

3. *Improve organizational effectiveness and efficiency:* Added a Spanish storytime and a Cantonese Parents Support Group to support the use of home languages and encourage bilingual literacy.

4. *Improve organizational effectiveness and efficiency:* Added two new monthly early learning and sensory play programs for children 0-2 and their caregivers.

5. *Improve organizational effectiveness and efficiency:* Presented the first annual Halloween Monster Mash and Movie Bash, a highly successful family-oriented event, collaborating with the City's Recreation and Community Services Department, thereby reinforcing an interdepartmental partnership and extending the traditional reach of the library.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Books and Subscriptions category (#40000) $24,058 shows a decrease of $6,642 in overall amount allocated for the purchase of books, subscriptions and databases.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Children's Services**

ACTIVITY NO.: **6006**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$175,291	$198,178	$100,900	$197,175	$197,175
11300 Part Time Salaries	17,073	15,056	15,056	29,712	29,712
11500 Separation Benefits	10,690	13,930	13,930	14,400	14,400
TOTAL	$203,054	$227,164	$129,886	$241,287	$241,287
EMPLOYEE BENEFITS					
12200 Life Insurance	$650	$936	$936	$792	$792
12300 Medical Insurance	21,506	22,871	22,871	38,124	38,124
12350 Medicare Insurance	2,794	3,137	3,137	2,568	2,568
12370 Part Time Retirement	667	752	849	1,127	1,127
12400 Dental Insurance	1,014	1,051	1,051	2,830	2,830
12500 Workers Compensation	3,154	3,406	3,406	4,258	4,258
12600 Retirement	68,769	62,905	40,000	69,606	69,606
12750 City 401 Plan	925	1,950	1,950	1,950	1,950
12900 Long Term Disability	1,122	1,188	1,188	1,188	1,188
12950 Vision Plan	493	654	654	938	938
TOTAL	$101,094	$98,850	$76,042	$123,381	$123,381
SERVICES & SUPPLIES					
22000 Operating Supplies	$6,379	$6,500	$6,500	$6,000	$6,000
31000 Contracted Services	0	0	8,000	5,000	5,000
39000 Miscellaneous	249	0	0	0	0
40000 Books & Subscriptions	33,263	30,700	30,599	24,058	24,058
TOTAL	$39,891	$37,200	$45,099	$35,058	$35,058
GRAND TOTAL	$344,039	$363,214	$251,027	$399,726	$399,726

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Children's Services**

ACTIVITY NO.: **6006**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Senior Librarian	1.00	1.00	1.00	$76,446	$72,468	$72,468
Librarian	1.00	1.00	1.00	64,180	65,784	65,784
Library Clerk	1.00	1.00	1.00	53,052	49,284	49,284
Education Incentive	0.00	0.00	0.00	4,500	3,600	3,600
Separation Benefits	0.00	0.00	0.00	13,930	14,400	14,400
Part-Time						
Librarian*	0.00	0.25	0.25	0	11,144	11,144
Library Clerk**	0.46	0.50	0.50	15,056	18,568	18,568
Total	3.46	3.75	3.75	$227,164	$235,248	$235,248

* Librarian part-time is added at 0.25 FTE to address need for additional professional public services.

** Library Clerk part-time is increased by 0.04 FTE.

RECREATION / COMMUNITY SERVICES

CITY OF MONTEREY PARK
PROGRAM SUMMARY

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Recreation and Community Services**

ACTIVITY NO.: **6500**

SOURCE OF FUNDS:

General $2,216,729
Retirement $317,126
Refuse $25,210
Water $48,720
Proposition A $699,614
Recreation $258,975
Prop A - Per Parcel Grant $61,000

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$2,261,088	$2,348,048	$2,341,249	$2,414,968	$2,425,513
SERVICES & SUPPLIES	914,048	1,071,199	1,071,904	1,192,406	1,201,861
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$3,175,136	$3,419,247	$3,413,153	$3,607,374	$3,627,374
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	36.27	37.17	37.17	36.17	36.34

Program Description

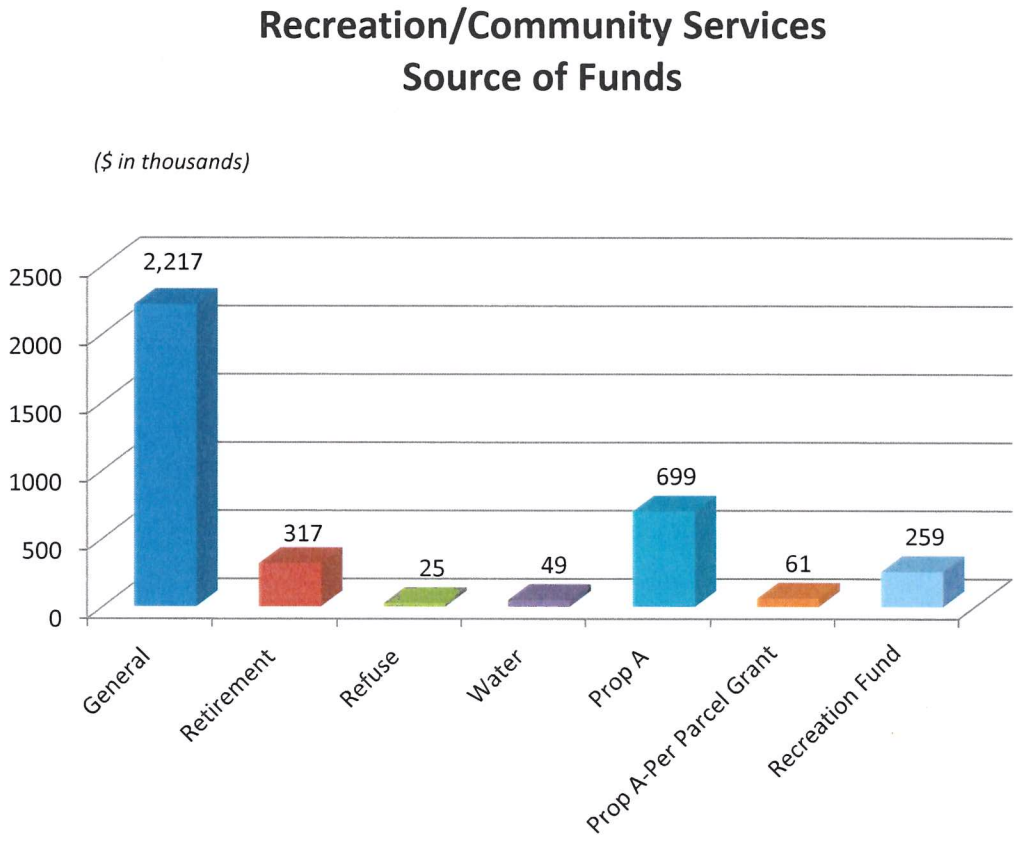
The Recreation and Community Services Department is responsible for the development, implementation, coordination, and delivery of a variety of recreational and leisure time activities and programs to promote the well-being and enjoyment of life of the City's residents through the fulfillment of their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

In addition to traditional programs, the Recreation and Community Services Department operates Community Dial-A-Ride, volunteer program, video/public access television and state licensed Child Care programs; oversees the publication of the CASCADES newspaper; and schedules facility and Picnic Reservations. The department is also liaison to four City Commissions: Recreation and Parks Commission, Commission on Aging, Sister Cities Commission, and Community Participation Commission.

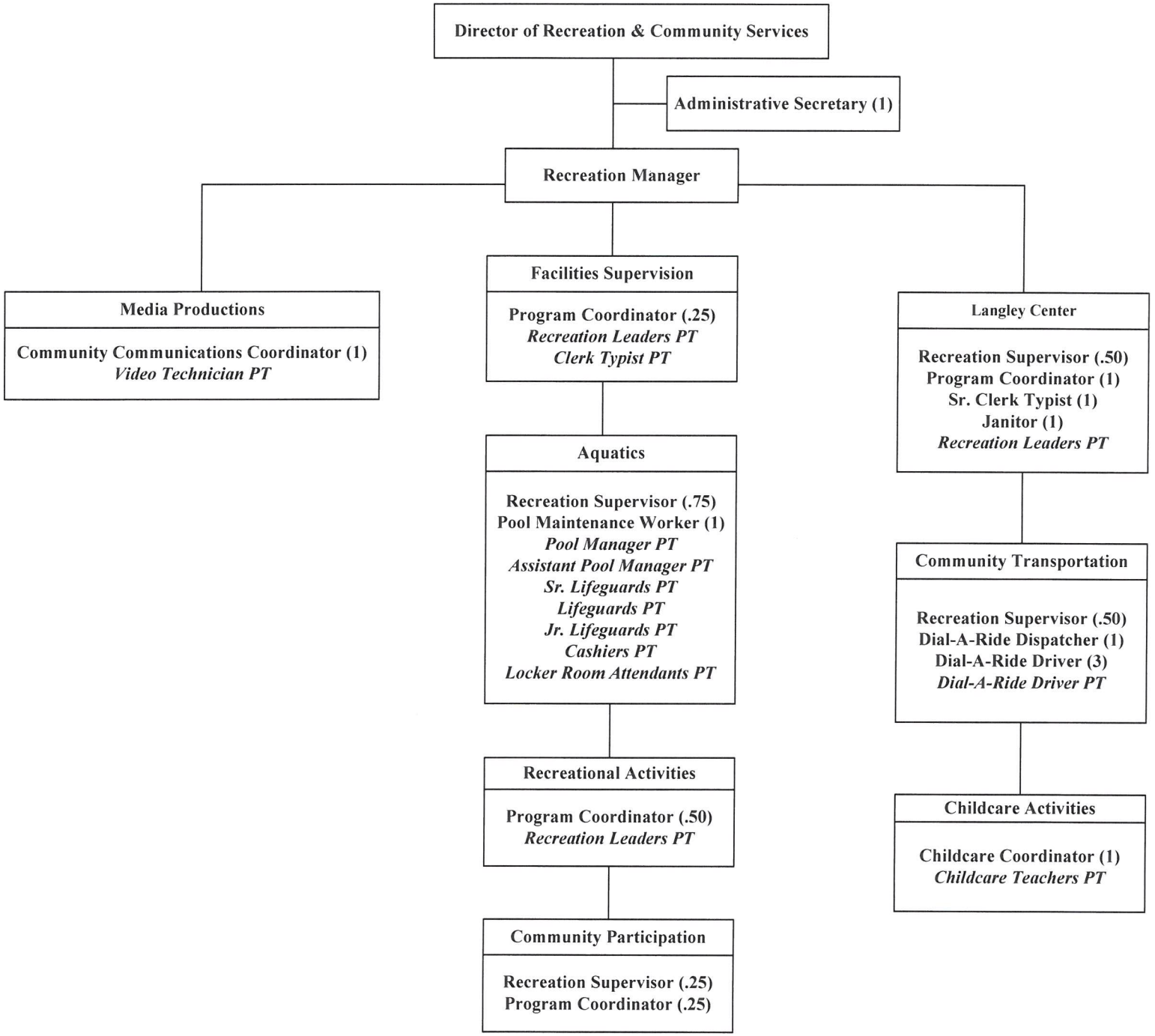
In addition to expending general funds, the Recreation and Community Services Department operates many of their programs through alternative revenue sources. Specialized Recreation classes, Aquatics, and Adult Athletic Leagues are partially self-supported through the levy of fees and charges. The Dial-A-Ride Program is financed by Los Angeles County voter approved one-quarter percent sales tax revenue. Child Care receives funding from user fees.

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

Personnel changes: Changed Recreation Superintendent to Recreation Manager, changed one Program Coordinator to Recreation Supervisor, and eliminated one Senior Clerk Typist. The Recreation Manager has absorbed additional duties to oversee the operations of Langley and would act in the absence of the Director. The upgraded Recreation Supervisor monitors safety standards and trains staff in CPR & First Aid, coordinates additional events, and oversee additional staff.



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 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$537,151	$534,569	$532,069	$526,690	$526,690
SERVICES & SUPPLIES	159,231	180,012	168,688	185,567	185,567
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$696,382	$714,581	$700,757	$712,257	$712,257
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	8.11	8.91	8.91	8.11	8.11

Program Description

This activity provides for the supervised operation, maintenance, programming and scheduling of the City's gymnasiums, meeting rooms, and buildings, ball fields and sports fields that are used by the public, civic organizations, youth and senior citizen groups, schools, and adult education classes. Specific service objectives are:

- Provide opportunities for community residents of all ages to learn, utilize, improve and enjoy new skills; and to experience social and cultural relationships through expanded programs, activities and events.
- Provide positive reinforcement and build self-esteem in the youth of our community through their participation in the programs and activities offered by the Recreation and Community Services Department.
- Provide for safe use of parks, facilities and playgrounds in the participation of activities, programs and events.
- Provide sufficient diversified facilities, conveniently accessible, so that residents of all ages may participate in various leisure, community and athletic activities, and so that the

various local youth and/or adult serving groups can carry out their athletic, social and cultural programs.

- Provide facilities for non-profit groups, community based organizations and the public to utilize for parties, receptions, meetings, concerts, and athletic events.

- Continue to seek grants and other funds to upgrade City's parks and facilities.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Gymnasium (s) Visits (daily avg.)	115	115	125
Hours of Facilities Use by -			
Youth Groups	1,460	1,500	1,500
Private Groups	1,230	1,250	1,250
Hours of Facility Reservations	1,230	1,500	1,550

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organization Effectiveness:* Increase reservations by working with the Media Productions division to produce videos that highlight and market City facilities available for rental.

2. *Improve Community Beautification:* Work with Building Maintenance to further enhance the interior of recreation facilities by updating and upgrading existing amenities (lighting, décor, etc.).

2018-2019 MAJOR ACCOMPLISHMENTS

1. Developed and implemented free drop-in pickle ball and badminton programs, offered at Sierra Vista Park, Monday – Friday from 8:00am – 12:00pm.
2. Worked with Building Maintenance to update the main room, lobby, meeting room, and restrooms in the Barnes Park Service Club House.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes $26,500 for data processing, sporting goods, facility equipment, games and recreation equipment.

2. Communications category (#32000) includes cost $30,250 for telephone, postage, and internal technology charge.

3. R/M Contractual category (#38000) includes $22,500 for minor building repairs, alarms, pest control for parks and landscaping services at El Encanto.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Facilities Supervision**

ACTIVITY NO.: **6502**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$202,377	$226,558	$226,558	$188,340	$188,340
11300 Part Time Salaries	162,525	144,518	144,518	148,131	148,131
11400 Overtime Salaries	1,186	1,000	1,000	1,000	1,000
11500 Separation Benefits	9,455	34,286	34,286	35,400	35,400
TOTAL	$375,543	$406,362	$406,362	$372,871	$372,871
EMPLOYEE BENEFITS					
12200 Life Insurance	$672	$894	$894	$999	$999
12300 Medical Insurance	24,135	30,892	30,892	31,779	31,779
12350 Medicare Insurance	5,349	3,327	3,327	3,527	3,527
12370 Part Time Retirement	5,503	10,309	7,809	6,011	6,011
12400 Dental Insurance	1,964	2,488	2,488	2,705	2,705
12500 Workers Compensation	15,050	12,827	12,827	16,034	16,034
12600 Retirement	106,198	64,252	64,252	88,132	88,132
12750 City 401 Plan	1,009	1,203	1,203	2,275	2,275
12900 Long Term Disability	1,028	1,149	1,149	1,492	1,492
12950 Vision Plan	700	866	866	865	865
TOTAL	$161,608	$128,207	$125,707	$153,819	$153,819
SERVICES & SUPPLIES					
21000 Office Supplies	$3,341	$4,000	$4,000	$5,000	$5,000
22000 Operating Supplies	7,700	6,700	6,700	6,700	6,700
23000 R/M Supplies	1,096	1,315	1,315	1,315	1,315
31000 Contracted Services	20,497	27,539	26,539	26,500	26,500
32000 Communications	20,269	26,500	27,211	30,250	30,250
33000 Motor Pool Charges	20,799	21,423	21,423	22,100	22,100
36000 Utilities	45,340	66,000	56,000	68,202	68,202
38000 R/M Contractual	33,086	23,535	22,500	22,500	22,500
39000 Miscellaneous	7,103	3,000	3,000	3,000	3,000
TOTAL	$159,231	$180,012	$168,688	$185,567	$185,567
GRAND TOTAL	$696,382	$714,581	$700,757	$712,257	$712,257

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Facilities Supervision**

ACTIVITY NO.: **6502**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Recreation & Community Services	0.60	0.60	0.60	$65,398	$79,913	$79,913
Recreation Manager*	0.00	0.45	0.45	0	49,646	49,646
Recreation Superintendent	0.45	0.00	0.00	45,300	0	0
Program Coordinator	0.25	0.25	0.25	13,874	14,222	14,222
Administrative Secretary	0.80	0.80	0.80	51,024	42,951	42,951
Senior Clerk Typist**	0.80	0.00	0.00	42,442	0	0
Bilingual	0.00	0.00	0.00	3,030	150	150
Eduation Incentive	0.00	0.00	0.00	2,130	1,458	1,458
Longevity Pay	0.00	0.00	0.00	3,360	0	0
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Separation Benefits	0.00	0.00	0.00	34,286	35,400	35,400
Part-Time						
Recreation Leaders	5.51	5.51	5.51	130,518	133,781	133,781
Clerk Typist	0.50	0.50	0.50	14,000	14,350	14,350
Total	8.91	8.11	8.11	$406,362	$372,871	$372,871

* Changed Recreation Superintendent to Recreation Manager

** Eliminated Senior Clerk Typist

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Aquatics**

ACTIVITY NO.: **6503**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$583,134	$475,271	$475,719	$495,108	$495,108
SERVICES & SUPPLIES	171,113	209,366	214,483	245,246	245,246
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$754,247	$684,637	$690,202	$740,354	$740,354
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	8.02	8.12	8.12	8.02	8.02

Program Description

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

Specific service targets are:

- Provide an Aquatics instructional program for all levels to ensure that all residents have an opportunity to learn to swim.

- Provide a variety of aquatic programs that include social, recreational, education, safety, fitness, and competitive activities for public enjoyment.

- Maintain water temperature of 78 to 80 degrees and provide optimum water and facility conditions to meet accepted health standards for the overall enjoyment of patrons.

- Provide highly trained and customer service friendly aquatics personnel to ensure safe and efficient operations, and for quality programming at the two swimming pools.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Total Number of Users	71,152	72,200	72,200
Instructional Class Attendance	4,825	5,100	5,100
Hours of Use by:			
Instructional Classes	922	950	950
Private Groups	1,250	1,250	1,250
School Groups	1,340	1,400	1,400
Public Swim	1,972	1,975	1,975

2019-2020 GOALS AND OJECTIVES

1. *Improve Safety At City Facilities:* Develop "Quick Reference" guide to help aquatics staff trouble shoot and address simple error messages with digital filtration and heaters system. Guide will also include reminders for logging chemical and equipment readings.

2. *Improve Organizational Effectiveness:* Develop and implement a Junior Lifeguard program that will allow youth ages 9 to 14 an opportunity to work closely with current Lifeguards to learn water safety and life-saving skills.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Completed the installation of a new pool filtration system at Barnes Park Pool. The new more efficient system will improve clarity, water conversation and help maintain health code standards.

2. Implemented new Shark Fin "Learn to Swim" class. During this class students get to wear a shark fin, encouraging them to get in the water and learn to swim while focusing on strengthening their kicks and improving their endurance.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Aquatics**

ACTIVITY NO.: **6503**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$149,628	$134,283	$134,283	$137,656	$137,656
11300 Part Time Salaries	297,631	215,014	215,014	220,391	220,391
11400 Overtime Salaries	1,880	1,000	1,147	1,000	1,000
11500 Separation Benefits	6,304	31,246	31,246	32,200	32,200
TOTAL	$455,443	$381,543	$381,690	$391,247	$391,247
EMPLOYEE BENEFITS					
12200 Life Insurance	$558	$671	$671	$702	$702
12300 Medical Insurance	26,531	26,865	26,855	26,855	26,855
12350 Medicare Insurance	6,601	1,953	1,953	2,040	2,040
12370 Part Time Retirement	10,691	11,719	11,719	10,719	10,719
12400 Dental Insurance	1,910	1,926	1,926	2,045	2,045
12500 Workers Compensation	5,789	6,252	6,252	7,815	7,815
12600 Retirement	73,691	42,631	42,631	51,191	51,191
12750 City 401 Plan	419	195	506	878	878
12900 Long Term Disability	926	852	852	966	966
12950 Vision Plan	575	664	664	650	650
TOTAL	$127,691	$93,728	$94,029	$103,861	$103,861
SERVICES & SUPPLIES					
22000 Operating Supplies	$11,501	$10,500	$10,500	$10,600	$10,600
23000 R/M Supplies	46,757	52,860	52,860	54,860	54,860
31000 Contracted Services	3,654	3,330	3,330	3,330	3,330
32000 Communications	441	315	315	315	315
36000 Utilities	91,630	117,561	122,678	151,341	151,341
38000 R/M Contractual	16,640	24,000	24,000	24,000	24,000
39000 Miscellaneous	490	800	800	800	800
TOTAL	$171,113	$209,366	$214,483	$245,246	$245,246
GRAND TOTAL	$754,247	$684,637	$690,202	$740,354	$740,354

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Aquatics**

ACTIVITY NO.: **6503**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Recreation & Community Services	0.20	0.20	0.20	$21,799	$26,638	$26,638
Recreation Supervisor*	0.00	0.75	0.75	0	54,351	54,351
Program Coordinator	0.75	0.00	0.00	50,058	0	0
Pool Maintenance Worker	1.00	1.00	1.00	49,321	50,560	50,560
Administrative Secretary	0.10	0.10	0.10	6,378	5,369	5,369
Senior Clerk Typist**	0.10	0.00	0.00	5,305	0	0
Bilingual	0.00	0.00	0.00	810	450	450
Education Incentive	0.00	0.00	0.00	192	288	288
Longevity Pay	0.00	0.00	0.00	420	0	0
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Separation Benefits	0.00	0.00	0.00	31,246	32,200	32,200
Part-Time						
Pool Manager	3.54	3.54	3.54	81,000	83,025	83,025
Assistant Manager	0.40	0.40	0.40	15,500	15,888	15,888
Senior Lifeguard	0.67	0.67	0.67	49,000	50,225	50,225
Lifeguard	0.48	0.48	0.48	29,514	30,252	30,252
Jr. Lifeguard	0.24	0.24	0.24	9,500	9,738	9,738
Cashier	0.30	0.30	0.30	13,350	13,684	13,684
Locker Room Attendant	0.34	0.34	0.34	17,150	17,579	17,579
Total	8.12	8.02	8.02	$381,543	$391,247	$391,247

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Aquatics**

ACTIVITY NO.: **6503**

Class Title	Full-Time Equivalent Positions					
	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20

* Changed Program Coordinator to Recreation Supervisor

** Eliminated Senior Clerk Typist

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO: 6505

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$351,615	$347,216	$352,678	$360,463	$371,008
SERVICES & SUPPLIES	80,848	112,487	112,509	130,497	139,952
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$432,463	$459,703	$465,187	$490,960	$510,960
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.90	4.90	4.90	4.90	5.07

Program Description

This activity provides for the operation of Langley Center, the City's Senior Citizen Center. Langley Center provides activities for the local seniors and active old adults, including specialized classes, trips and tours, health screening, tax services, and a range of other free services. Other activities include dances, lunch program, billiards, table tennis, fitness classes, computer and technology classes, mature driver training course, In Home Care Management, social clubs, bazaar and health fair expo, and special events.

Langley Center offers a comprehensive community-wide program that promotes good health, independence, recreation, education and social fulfillment for all older adults residing in Monterey Park.

Special service objectives are:

- Continue to provide needed services and programs for senior citizens at Langley Center.

- Provide free health screenings, including eye exams, blood pressure checks and periodic heart disease and stroke screenings and flu shots through the assistance of local agencies and non-profit organizations.

- Provide a variety of senior programs to include social, recreational, educational, and fitness activities for the seniors' enjoyment.

- Work with local senior citizen clubs and organizations to further cultural goodwill among the growing ethnic community.

- Provide hot lunches for seniors at Langley Center. The City currently works in conjunction with YWCA Intervale Senior Services of San Gabriel Valley to provide meals at Langley Center.

- Provide a "heat emergency" relief center on days when the outside temperature is over 95 degrees, or when designated by Los Angeles County Area on Aging.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-2020
Sr. Citizen Lunches served	40,875	41,000	41,000
Volunteer Hours	34,250	17,000	17,500
Education & Recreational Classes Attendance	86,250	96,000	98,000
Health Care Screenings	3,600	4,600	5,000
Trips & Tours	900	830	900
Billiards, Table Tennis, Exercise Participants	60,250	74,000	75,000

2019-2020 GOALS AND OBJECTIVES

1. *Improve Community Participation* – Increase afternoon and evening participation through free digital media drop-in fitness programs for active older adults.

2. *Improve Organizational Effectiveness* – Collaborate with City's daycare program, local schools and colleges to develop a "Silver Buddies" intergenerational program that will foster and promote better community relationships between older adults and the youth in the community.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Expanded evening and weekend activities with the additions of leisure classes like zumba, low impact aerobics, craft classes and drop-in maj jong and embroidery club.

2. Expanded annual Fall Bazaar and Spring Wellness Expo by collaborating with over 40 non profits vendors to provide free educational workshops, health screenings, active aging seminars, and smart phone applications to promote a healthy and active aging lifestyle.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes $27,000 for cleaning and sanitation supplies.

2. Utilities category (#36000) $77,637 increases of $13,535 reflect high consumption usage due to extended operation hours.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Langley Center**

ACTIVITY NO.: **6505**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$151,472	$173,584	$173,584	$181,948	$181,948
11300 Part Time Salaries	83,032	51,361	56,823	52,645	62,645
11500 Separation Benefits	7,021	18,855	18,855	19,500	19,500
TOTAL	$241,525	$243,800	$249,262	$254,093	$264,093
EMPLOYEE BENEFITS					
12200 Life Insurance	$767	$1,092	$1,092	$1,092	$1,092
12300 Medical Insurance	29,028	33,913	33,913	26,660	26,660
12350 Medicare Insurance	3,408	2,596	2,596	2,691	2,836
12370 Part Time Retirement	2,794	5,063	5,063	4,500	4,900
12400 Dental Insurance	2,235	2,569	2,569	2,701	2,701
12600 Retirement	69,806	55,723	55,723	66,266	66,266
12900 Long Term Disability	1,254	1,386	1,386	1,386	1,386
12950 Vision Plan	798	1,074	1,074	1,074	1,074
TOTAL	$110,090	$103,416	$103,416	$106,370	$106,915
SERVICES & SUPPLIES					
21000 Office Supplies	$4,063	$4,000	$4,000	$5,000	$5,000
22000 Operating Supplies	15,784	25,000	25,000	27,000	27,000
23000 R/M Supplies	4,138	8,500	8,500	9,000	9,000
32000 Communications	600	360	360	310	310
33000 Motor Pool Charges	8	25	47	50	50
36000 Utilities	49,894	64,102	64,102	77,637	87,092
38000 R/M Contractual	2,762	6,500	6,500	6,500	6,500
39000 Miscellaneous	3,599	4,000	4,000	5,000	5,000
TOTAL	$80,848	$112,487	$112,509	$130,497	$139,952
GRAND TOTAL	$432,463	$459,703	$465,187	$490,960	$510,960

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Langley Center**

ACTIVITY NO.: **6505**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Recreation Supervisor	0.50	0.50	0.50	$43,426	$44,878	$44,878
Program Coordinator	1.00	1.00	1.00	53,157	54,480	54,480
Sr. Clerk Typist	1.00	1.00	1.00	44,373	46,338	46,338
Janitor	1.00	1.00	1.00	32,628	34,452	34,452
Education Incentive	0.00	0.00	0.00	0	1,200	1,200
Longevity Pay	0.00	0.00	0.00	0	600	600
Separation Benefits	0.00	0.00	0.00	18,855	19,500	19,500
Part-Time						
Recreation Leader*	1.40	1.40	1.57	51,361	52,645	62,645
Total	4.90	4.90	5.07	$243,800	$254,093	$264,093

* PT Staff increased to cover Langley extended Saturday and Sunday hours

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Childcare Activities**

ACTIVITY NO.: **6506**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$197,023	$209,060	$209,289	$219,596	$219,596
SERVICES & SUPPLIES	12,813	15,992	15,992	17,192	17,192
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$209,836	$225,052	$225,281	$236,788	$236,788
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.50	4.50	4.50	4.50	4.50

Program Description

There continues to be a shortage of quality affordable childcare in City of Monterey Park. According to 2010 Census, there are 8,851 children under the age of 14. This reflects 14.6% of the city's population. The Monterey Park Child Care Task Force was able to determine that there are only 1,600 licensed childcare spaces available in Monterey Park. This activity provides after-school recreational programs and care to 40 elementary age residents (K-8th grade) during the school year and up to 60 youth during the summer. This state licensed program provides accountability, safety and a high quality, low cost program to the participating families.

Specific service targets are:

- Provide an after-school childcare program for 40 children at Barnes Park Community Center. The program operates during the school year from 11:00 a.m. to 7:00 p.m., and 6:30 a.m. to 7:00 p.m. when schools are closed for vacation or staff development days.

- Provide a Tiny Tots program that gives children 3 to 5 years old an introduction to reading, social skills, math, science, and large & fine motor skills in a fun environment.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Barnes After School Center			
Average Daily Attendance	21	28	32
Enrollment- Tiny Tots	34	36	36
Enrollment – Summer			
Day Care	55	60	60
Tiny Tots	36	36	36

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organizational Participation:* Update science, exploration and discovery center by adding an aquarium, world globe, microscopes and additional interactive materials.

2. *Improve Organizational Effectiveness:* Install video doorbell system enabling staff to safely see and communicate with anyone prior to granting access into the Day Care facility.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Upgraded homework center by adding five (5) new laptops, increasing access to more resources and technology that continues assist the youth with their daily homework activities.

2. Introduced the usage of American Sign Language to participants. Currently the youth learn 2 new words per day. Learning sign language helps with children cognitive development and cultural understanding.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) $8,000, reflects games, materials and summer field trip admissions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Childcare Activities**

ACTIVITY NO.: **6506**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$69,569	$77,543	$77,543	$79,709	$79,709
11300 Part Time Salaries	56,335	58,140	58,140	59,594	59,594
11400 Overtime Salaries	73	0	0	0	0
11500 Separation Benefits	6,304	17,316	17,316	17,900	17,900
TOTAL	$132,281	$152,999	$152,999	$157,203	$157,203
EMPLOYEE BENEFITS					
12200 Life Insurance	$242	$341	$341	$344	$344
12300 Medical Insurance	7,835	9,095	9,095	8,769	8,769
12350 Medicare Insurance	1,907	1,142	1,371	1,142	1,142
12370 Part Time Retirement	1,549	3,168	3,168	2,000	2,000
12400 Dental Insurance	244	317	317	391	391
12500 Workers Compensation	15,050	16,254	16,254	20,318	20,318
12600 Retirement	37,322	24,989	24,989	28,653	28,653
12750 City 401 Plan	22	65	65	65	65
12900 Long Term Disability	406	436	436	436	436
12950 Vision Plan	165	254	254	275	275
TOTAL	$64,742	$56,061	$56,290	$62,393	$62,393
SERVICES & SUPPLIES					
22000 Operating Supplies	$6,730	$8,000	$8,000	$8,500	$8,500
31000 Contracted Services	5,812	7,300	7,300	8,000	8,000
32000 Communications	14	42	42	42	42
39000 Miscellaneous	257	650	650	650	650
TOTAL	$12,813	$15,992	$15,992	$17,192	$17,192
GRAND TOTAL	$209,836	$225,052	$225,281	$236,788	$236,788

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Childcare Activities**

ACTIVITY NO.: **6506**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Recreation Manager*	0.00	0.10	0.10	$0	$11,033	$11,033
Recreation Superintendent	0.10	0.00	0.00	10,067	0	0
Child Care Coordinator	1.00	1.00	1.00	66,744	66,744	66,744
Bilingual Pay	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	132	132	132
Longevity Pay	0.00	0.00	0.00	0	1,200	1,200
Separation Benefits	0.00	0.00	0.00	17,316	17,900	17,900
Part-Time						
Child Care Teacher	3.40	3.40	3.40	58,140	59,594	59,594
Total	4.50	4.50	4.50	$152,999	$157,203	$157,203

* Change Recreation Superintendent to Recreation Manager

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$64,732	$75,677	$76,117	$79,159	$79,159
SERVICES & SUPPLIES	181,592	174,803	182,193	186,969	186,969
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$246,324	$250,480	$258,310	$266,128	$266,128
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.63	1.63	1.63	1.63	1.63

Program Description

This activity provides the public with special interest recreation and leisure time programs and activities. Programs include Specialized Recreation Activity Classes, Picnic Facility Rentals, U.S.D.A. Summer Youth Lunch Program, Adult Athletic Leagues and Service Clubhouse operations. The programs represented in this activity category are self-sustaining (fees must equal costs) programs and requires either a registration or league fee, grant funds or sponsor donations to cover the cost.

Specific service objectives are:

- To offer a variety of specialized programs, adult athletic leagues, and special events to allow residents the opportunity to participate and identify with the community, to expand their skills and interests, and social, cultural and educational horizons.

- Provide recreational, educational, social and cultural classes and activities that are of interest to many of the City's residents.

- Continue to provide opportunities for individuals to initiate and/or maintain physical and mental fitness through a variety of sports, social and cultural activities.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Adult Sports Teams	50	50	50
Specialized Recreation - Activities Enrollment:	8,326	8,400	8,500
Recreation trips	95	100	200
Total Activity Revenue Collected	353,107	380,000	390,000

2019-2020 GOALS AND OBJECTIVES

1. *Improve Community Participation:* Research and develop additional adult sports leagues and activities.

2. *Improve Community Participation:* Research and offer additional specialized community trips enabling residents to visit southern California events, activities or sites.

3. *Improve Community Participation:* Collaborate with Langley Center to provide drop in "Walking Soccer" program at Sierra Vista Park.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Increased number of recreation class contractor instructors by 20%. New instructors will help continue to increase the number of leisure classes available to the community.

2. Collaborated with East Los Angeles College Veterans Resources center to produce annual Armed Forces Day that provided veterans with service and resource information.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects $168,746 for seasonal contract classes, adult sports leagues, maintenance and operational cost for the Services Clubhouse.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Recreational Activities**

ACTIVITY NO.: **6507**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$16,536	$28,047	$28,047	$28,743	$28,743
11300 Part Time Salaries	25,509	21,712	21,712	22,255	22,255
11400 Overtime Salaries	152	0	440	0	0
11500 Separation Benefits	4,999	6,272	6,272	6,500	6,500
TOTAL	$47,196	$56,031	$56,471	$57,498	$57,498
EMPLOYEE BENEFITS					
12200 Life Insurance	$117	$156	$156	$156	$156
12300 Medical Insurance	2,516	2,441	2,441	1,815	1,815
12350 Medicare Insurance	624	407	407	443	443
12370 Part Time Retirement	620	869	869	0	0
12400 Dental Insurance	305	306	306	335	335
12500 Workers Compensation	5,789	6,252	6,252	7,815	7,815
12600 Retirement	7,289	8,908	8,908	10,465	10,465
12750 City 401 Plan	0	0	0	325	325
12900 Long Term Disability	198	198	198	198	198
12950 Vision Plan	78	109	109	109	109
TOTAL	$17,536	$19,646	$19,646	$21,661	$21,661
SERVICES & SUPPLIES					
31000 Contracted Services	$170,138	$161,200	$168,590	$168,746	$168,746
32000 Communications	210	210	210	210	210
36000 Utilities	11,244	13,393	13,393	18,013	18,013
TOTAL	$181,592	$174,803	$182,193	$186,969	$186,969
GRAND TOTAL	$246,324	$250,480	$258,310	$266,128	$266,128

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Recreational Activities**

ACTIVITY NO.: **6507**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Program Coordinator	0.50	0.50	0.50	$27,747	$28,443	$28,443
Bilingual Pay	0.00	0.00	0.00	300	300	300
Separation Benefits	0.00	0.00	0.00	6,272	6,500	6,500
Part-Time						
Recreation Leader	1.13	1.13	1.13	21,712	22,255	22,255
Total	1.63	1.63	1.63	$56,031	$57,498	$57,498

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Community Participation**

ACTIVITY NO.: **6508**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$63,359	$129,575	$129,657	$138,910	$138,910
SERVICES & SUPPLIES	82,775	106,289	105,789	113,849	113,849
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$146,134	$235,864	$235,446	$252,759	$252,759
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.05	1.05	1.05	1.05	1.05

Program Description

The Community Participation Division coordinates all Citywide Special Events. Traditional events conducted annually include, but are not limited to: Lunar New Year Celebration, Cherry Blossom Festival, Cinco de Mayo, MP Birthday, Geranium Festival, Holiday Snow Village and Fourth of July. Special functions include Council Reorganization Functions, Farmers' Market, Electrical Box Works of Art and Community Beautification Days. This Division functions as required by the nature of each particular event. The Recreation Manager acts as the administrator, liaison or aide to City Administration and Staff, Commissioners, Special Contractor and/or Community Organizations in the promotion, fund raising, planning, coordination and administration of community events and cultural activities; Recreation Supervisor and Program Coordinator assist with planning, logistics, and day of event implementation. In addition, this division organizes a special recognition program for the volunteers who supplement the City's work force.

Specific service objectives are:

- Assist with the recruitment and recognition of volunteers for special programs and events.

- Provide a meaningful experience and recognition for the volunteers who are active in our City's programs.
- Maintain overall success of the Special Event Programs through continuous coordination with the individuals and groups traditionally involved, as well as the ongoing recruitment of new members, businesses, clubs and organizations.
- Consult, communicate and coordinate with city departments, private contractors, vendors and businesses to enhance the activities, programs and support of the special events.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Total Number of Volunteer Hours	26,153	28,000	28,000
Number of Regular Volunteers	426	450	450
Estimated Savings to City for Volunteer Hours Based on National Standard Rate ($24.69 per hour)	645,718	691,320	691,320
Total Number of Special Events	38	39	39

2019-2020 GOALS AND OBJECTIVES

1. *Improve Community Participation:* Work closely with volunteers, City Commissions and event committees to increase community involvement and attendance at all city events through increased outreach and creative marketing.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Collaborated with the Fire department to offer three (3) disaster preparedness workshops at three (3) different locations in the city.
2. Collaborated with the Library to host the first annual Monster Mash and Movie Bash, which allowed youth to dress in costumes and to enjoy games and activities as well as a free movie in the park at the Barnes Park Amphitheater.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects $43,010 for contracted services to conduct events, such as the Holiday Snow Village, Cherry Blossom, Cinco de Mayo, Geranium Festival, Memorial Day, Patriot Day and Veteran's Day.
2. Miscellaneous category (#39000) reflects $62,840 for playground repairs, park infrastructure, equipment and materials for volunteer projects and community beautification projects.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Community Participation**

ACTIVITY NO.: **6508**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$36,403	$83,864	$83,864	$88,248	$88,248
11400 Overtime Salaries	533	0	0	0	0
11500 Separation Benefits	4,825	4,040	4,040	4,200	4,200
TOTAL	$41,761	$87,904	$87,904	$92,448	$92,448
EMPLOYEE BENEFITS					
12200 Life Insurance	$134	$317	$317	$328	$328
12300 Medical Insurance	4,591	11,173	11,173	10,974	10,974
12350 Medicare Insurance	557	1,217	1,217	1,235	1,235
12400 Dental Insurance	382	846	846	1,178	1,178
12500 Workers Compensation	441	476	476	595	595
12600 Retirement	15,043	26,606	26,606	30,635	30,635
12750 City 401 Plan	108	293	375	683	683
12900 Long Term Disability	221	416	416	416	416
12950 Vision Plan	121	327	327	418	418
TOTAL	$21,598	$41,671	$41,753	$46,462	$46,462
SERVICES & SUPPLIES					
21000 Office Supplies	$837	$800	$800	$800	$800
22000 Operating Supplies	1,343	2,900	2,900	4,800	4,800
23000 R/M Supplies	482	500	500	500	500
24000 Small Tools	246	800	300	500	500
31000 Contracted Services	23,332	28,050	28,050	43,010	43,010
32000 Communications	210	399	399	399	399
38000 R/M Contractual	334	1,000	1,000	1,000	1,000
39000 Miscellaneous	55,991	71,840	71,840	62,840	62,840
TOTAL	$82,775	$106,289	$105,789	$113,849	$113,849
GRAND TOTAL	$146,134	$235,864	$235,446	$252,759	$252,759

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Community Participation**

ACTIVITY NO.: **6508**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Recreation Superintendent	0.45	0.00	0.00	$45,301	$0	$0
Recreation Manager*	0.00	0.45	0.45	0	49,646	49,646
Recreation Supervisor**	0.00	0.25	0.25	0	18,117	18,117
Program Coordinator	0.50	0.25	0.25	30,559	14,222	14,222
Administrative Secretary	0.10	0.10	0.10	6,378	5,369	5,369
Bilingual	0.00	0.00	0.00	480	300	300
Education Incentive	0.00	0.00	0.00	726	594	594
Longevity Pay	0.00	0.00	0.00	420	0	0
Separation Benefits	0.00	0.00	0.00	4,040	4,200	4,200
Total	1.05	1.05	1.05	$87,904	$92,448	$92,448

* Changed Recreation Superintendent to Recreation Manager

** Changed one Program Coordinator to Recreation Supervisor

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Media Production**

ACTIVITY NO.: **6509**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$136,051	$128,920	$128,786	$127,971	$127,971
SERVICES & SUPPLIES	72,992	79,032	79,032	99,998	99,998
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$209,043	$207,952	$207,818	$227,969	$227,969
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.36	1.36	1.36	1.26	1.26

Program Description

The Media Production Division coordinates the City's Cable Television, general and community based programming, and original productions. Additionally, the division also oversees the City's website and Twitter account. The Division also coordinates and assists the City Contractor with the publication of the Monterey Park CASCADES newspaper.

Specific service objectives are:

- Through a variety of media sources, provide communication and dissemination of information for events, projects, and cultural and recreational activities to residents and businesses in the City.

- Oversee the State's Cable Television Franchise Agreement and keep the City updated as to the latest changes in local, State and Federal regulations pertaining to cable television.
- Assist City Departments through the creation of brochures, cable programs, public service announcements and/or graphic design, to allow them to enhance, promote and inform residents of the various City programs, services, activities and events.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Internet webcast media stream views	4,719	4,000	4,555
Number of Programs Shown on MPK-TV (including repeats)	1,700	1,708	1,725
MPk-TV YouTube Channel Views	17,018	18,607	17,500

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness*: Update MPK-TV editing workstation to manage and increase hi-def video productivity; and provide additional part time staff training to continue to improve programming quality and consistency.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Worked closely with contracted vendors to update the look and layout of the City's website and monthly CASCADES publication.

2. Created programming for unique events such as South Garfield ribbon cutting, Guitar Center opening, Chick-fil-A opening, LAX noise roundtable meeting, Mayoral installation and the new Monster Mash and Movie Bash event.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects $95,618 for the publication of the Cascades newspaper, Cascades postage and website maintenance contract. Cost increases reflect contracted cost increases for City website maintenance and Cascades publication.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Media Production**

ACTIVITY NO.: **6509**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$77,781	$81,025	$81,025	$75,480	$75,480
11300 Part Time Salaries	2,328	4,207	4,207	4,312	4,312
11400 Overtime Salaries	4,708	0	0	0	0
11500 Separation Benefits	6,587	5,233	5,233	5,400	5,400
TOTAL	$91,404	$90,465	$90,465	$85,192	$85,192
EMPLOYEE BENEFITS					
12200 Life Insurance	$257	$344	$344	$344	$344
12300 Medical Insurance	7,870	8,105	8,105	8,510	8,510
12350 Medicare Insurance	1,237	1,181	1,181	1,175	1,175
12370 Part Time Retirement	93	230	96	100	100
12400 Dental Insurance	650	650	650	737	737
12500 Workers Compensation	772	833	833	1,041	1,041
12600 Retirement	32,768	25,711	25,711	29,481	29,481
12750 City 401 Plan	385	715	715	715	715
12900 Long Term Disability	436	436	436	436	436
12950 Vision Plan	179	250	250	240	240
TOTAL	$44,647	$38,455	$38,321	$42,779	$42,779
SERVICES & SUPPLIES					
21000 Office Supplies	$0	$100	$100	$100	$100
22000 Operating Supplies	0	100	100	100	100
31000 Contracted Services	70,232	74,652	74,652	95,618	95,618
38000 R/M Contractual	2,680	3,500	3,500	3,500	3,500
39000 Miscellaneous	80	680	680	680	680
TOTAL	$72,992	$79,032	$79,032	$99,998	$99,998
GRAND TOTAL	$209,043	$207,952	$207,818	$227,969	$227,969

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Media Production**

ACTIVITY NO.: **6509**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Community Communications Coordinator	1.00	1.00	1.00	$70,080	$70,080	$70,080
Senior Clerk Typist*	0.10	0.00	0.00	5,305	0	0
Education Incentive	0.00	0.00	0.00	1,260	1,200	1,200
Longevity Pay	0.00	0.00	0.00	4,200	4,200	4,200
Separation Benefits	0.00	0.00	0.00	5,233	5,400	5,400
Part-Time						
Video Technician	0.26	0.26	0.26	4,207	4,312	4,312
Total	1.36	1.26	1.26	$90,285	$85,192	$85,192

* Eliminated Senior Clerk Typist

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Community Transportation**

ACTIVITY NO.: **6511**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$328,023	$447,760	$436,934	$467,071	$467,071
SERVICES & SUPPLIES	152,684	193,218	193,218	213,088	213,088
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$480,707	$640,978	$630,152	$680,159	$680,159
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	6.70	6.70	6.70	6.70	6.70

Program Description

This activity provides for the City's Dial-A-Ride transportation services for Senior Citizens and the handicapped. The transit program allows senior citizens to be mobile and independent so they may meet their medical, shopping, recreational, cultural, social and nutritional needs.

Specific service objectives are to:

- Provide for the mobility of the City's senior citizen population and handicapped residents to accommodate their medical, shopping, social, recreation and welfare needs in the safe, reliable, and courteous operation of the City's Dial-A-Ride transportation service.

- Subsidize M.T.A. bus fares through the sale of TAP cards, to encourage residents, especially seniors and students, to utilize public transit facilities.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Dial-A-Ride:			
Senior Passengers	5,750	6,000	6,000
Handicapped Passengers	1,500	1,500	2,000
Transit Miles	22,800	26,400	30,000
Dial-A-Ride Supplemental Taxi	1,975	2,400	2,500
MTA Passes	1,525	1,680	1,700
Senior Citizen Specialized Trips	50	52	52

2019-2020 GOALS AND OBJECTIVES

1. *Improve Community Participation:* Collaborate with local Senior Housing facilities to expand and improve weekly market trip transportation.
2. *Improve Organizational Effectiveness:* Collaborate with LA County Senior health and nutrition program to provide Farmers Market vouchers and incentives, and establish transportation for seniors to the City's weekly Farmers Market.
3. *Improve Community Participation:* Expand and implement Dial-A-Ride services to include earlier start times during the week days to further accommodate early medical appointments.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Expanded medical "Geo-Fence" boundaries to meet additional medical appointment needs for senior residents that resulted in an increase of medical appointments by 25%.
2. Incorporated new "Chip Read" cards to all registered Dial-A-Ride participants increasing weekend and after hour participation by 75% through the supplemental taxi service.
3. Implemented new Teletrak GPS system to provide more accurate reports and improve overall efficiency in the Dial-A-Service.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) reflects $127,000 for Motor Pool charges.
2. Other Agency Services category (#41000) reflects $72,678 for TAP cards and supplemental taxi service. Cost increases are to cover more usage of Supplemental taxi services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Community Transportation**

ACTIVITY NO.: **6511**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$183,234	$224,361	$224,361	$235,537	$235,537
11300 Part Time Salaries	18,001	43,588	43,588	44,677	44,677
11400 Overtime Salaries	187	1,000	1,000	1,000	1,000
11500 Separation Benefits	21,012	25,782	25,782	26,600	26,600
TOTAL	$222,434	$294,731	$294,731	$307,814	$307,814
EMPLOYEE BENEFITS					
12200 Life Insurance	$785	$1,358	$1,358	$1,389	$1,389
12300 Medical Insurance	37,941	59,116	49,778	49,778	49,778
12350 Medicare Insurance	2,959	3,306	3,306	3,468	3,468
12400 Dental Insurance	2,747	4,080	3,259	3,259	3,259
12500 Workers Compensation	3,308	9,000	9,000	11,250	11,250
12600 Retirement	55,037	71,297	71,297	85,794	85,794
12750 City 401 Plan	432	1,430	910	910	910
12900 Long Term Disability	1,439	1,862	1,862	1,976	1,976
12950 Vision Plan	941	1,580	1,433	1,433	1,433
TOTAL	$105,589	$153,029	$142,203	$159,257	$159,257
SERVICES & SUPPLIES					
22000 Operating Supplies	$6,089	$9,000	$9,000	$11,000	$11,000
31000 Contracted Services	260	2,200	2,200	2,200	2,200
32000 Communications	829	210	210	210	210
33000 Motor Pool Charges	119,273	122,851	122,851	127,000	127,000
41000 Other Agency Serv	26,233	58,957	58,957	72,678	72,678
TOTAL	$152,684	$193,218	$193,218	$213,088	$213,088
GRAND TOTAL	$480,707	$640,978	$630,152	$680,159	$680,159

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Recreation and Community Services**

ACTIVITY: **Community Transportation**

ACTIVITY NO.: **6511**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Recreation & Community Services	0.20	0.20	0.20	$21,799	$26,638	$26,638
Recreation Supervisor	0.50	0.50	0.50	43,426	44,878	44,878
Bus/Child Care Driver	3.00	3.00	3.00	98,968	103,565	103,565
Dial-A-Ride Dispatcher	1.00	1.00	1.00	57,768	57,768	57,768
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	0	288	288
Longevity	0.00	0.00	0.00	1,800	1,800	1,800
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Separation Benefits	0.00	0.00	0.00	25,782	26,600	26,600
Part-Time						
Bus/Child Care Driver	2.00	2.00	2.00	43,588	44,677	44,677
Total	6.70	6.70	6.70	$294,731	$307,814	$307,814

PUBLIC WORKS

SOURCE OF FUNDS:

General $4,056,190
Retirement $563,283
State Gas Tax $1,900,102
Sewer $1,620,237
Refuse $5,967,254
Shop $2,232,963
Water $12,645,465
Water Treatment $4,826,538
Proposition A $769,093
Measure R $327,593
Air Quality Improvement $22,000
Proposition C $645,860
Maintenance District 93-1 $995,593
Used Oil Recycling Block Grant $17,147
Beverage Container Recycling Grant $15,670
Asset Forfeiture – Treasury $67,500
Records Mgmt Fee Trust $17,016

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Public Works

ACTIVITY NO.: 4200, 6516 & 6517

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$7,951,146	$8,935,496	$8,353,292	$9,277,088	$9,276,988
SERVICES & SUPPLIES	17,975,777	21,999,726	20,625,615	22,835,016	22,840,016
CAPITAL OUTLAY	665,204	2,403,000	1,512,052	4,572,500	4,572,500
TOTAL COSTS	$26,592,127	$33,338,222	$30,490,959	$36,684,604	$36,689,504
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	77.34	79.61	79.61	79.52	79.52

Program Description

The Public Works Department is responsible for providing and maintaining the City's infrastructure in a manner that ensures the health, safety and welfare of the City's residents and visitors. This includes the design, construction, repair and maintenance of public land, roadways, sidewalks, sewers, and storm drains; public buildings and structures; water production, storage and delivery facilities; the repair and maintenance of City vehicles and equipment; and transportation services. The Department is made up of seven divisions: Public Works Maintenance Services, Engineering, Community Transportation, Water Utility, Parks, Building and Safety, and Planning.

Maintenance Services Division:

The Public Works Maintenance Services Division is responsible for the maintenance and repair of Monterey Park's streets, alleys, sidewalks, curbs, and gutters. Maintenance activities include street striping, 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.

Engineering Division:

The Engineering Division is responsible for providing all engineering services to the City, including the design and construction of all public streets, sewers, storm drains, traffic signals, parks, recreational facilities, and public buildings that are authorized by the City Council. Additionally, the Division reviews and makes recommendations on development and zoning matters such as tracts, parcel maps, variances, conditional use permits, and building permits. The Division also issues grading permits, public works construction permits, encroachment permits, etc. Another function of the division is traffic engineering. All traffic issues, including signal timing, traffic related improvements, and citizen complaints are handled by the Division. The Division coordinates retrofits to City facilities necessary under the "Americans With Disabilities Act" and also administers the City's contract for refuse collection.

Community Transportation Division:

The Community Transportation Division is responsible for providing the local, fixed-route bus system, and coordinating regional transit service including the Transportation Program, recreational transit for the youth, and Dial-A-Ride services for senior citizens and residents.

Water Utility Division:

The Water Utility Division is responsible for supplying water to 95% of Monterey Park's residents. Private water companies service the remaining portions of the City, which include the southwesterly corner, a small neighborhood in the southeasterly corner, and a few properties on North New Avenue.

The City's water system is composed of 12 deep wells in the vicinity of the Rio Hondo River outside the City limits, 134 miles of 2" to 24" mains, approximately 2,064 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 the State and Federal standards. Since the Water Utility Division produces all its water supply from an adjudicated basin, the Main San Gabriel Basin, and the City's annual production exceeds its production rights, the City must replace the amount of water it over-pumps.

Parks Division:

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

Building & Safety Division

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

Planning Division

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

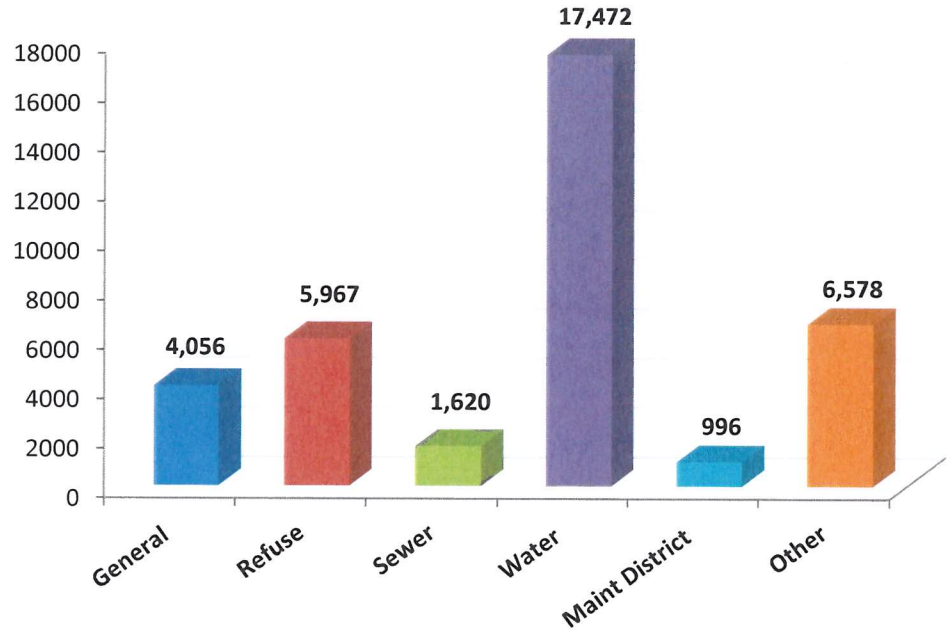
Personnel Changes:
In Engineering Division, eliminated the Public Works Inspector and the Public Works Technician; added one Civil Engineering Assistant and one additional Civil Engineering Technician. The changes in the Engineering Activity are to ensure more capacity for the Engineering Division to successfully and efficiently deliver capital projects, development projects, and NPDES permit compliance.

In Water Division, eliminated the Water Distribution Supervisor; changed the Consumer Services Supervisor to the Water Operations Supervisor; added one additional Cross Connection Control Inspector; changed one Water Distribution Lead Worker to one Water Utility Maintenance Worker; and added 0.40 FTE part-time Water Utility Maintenance Workers. Changes are to provide operational flexibility and efficiency, and further streamline the management structure.

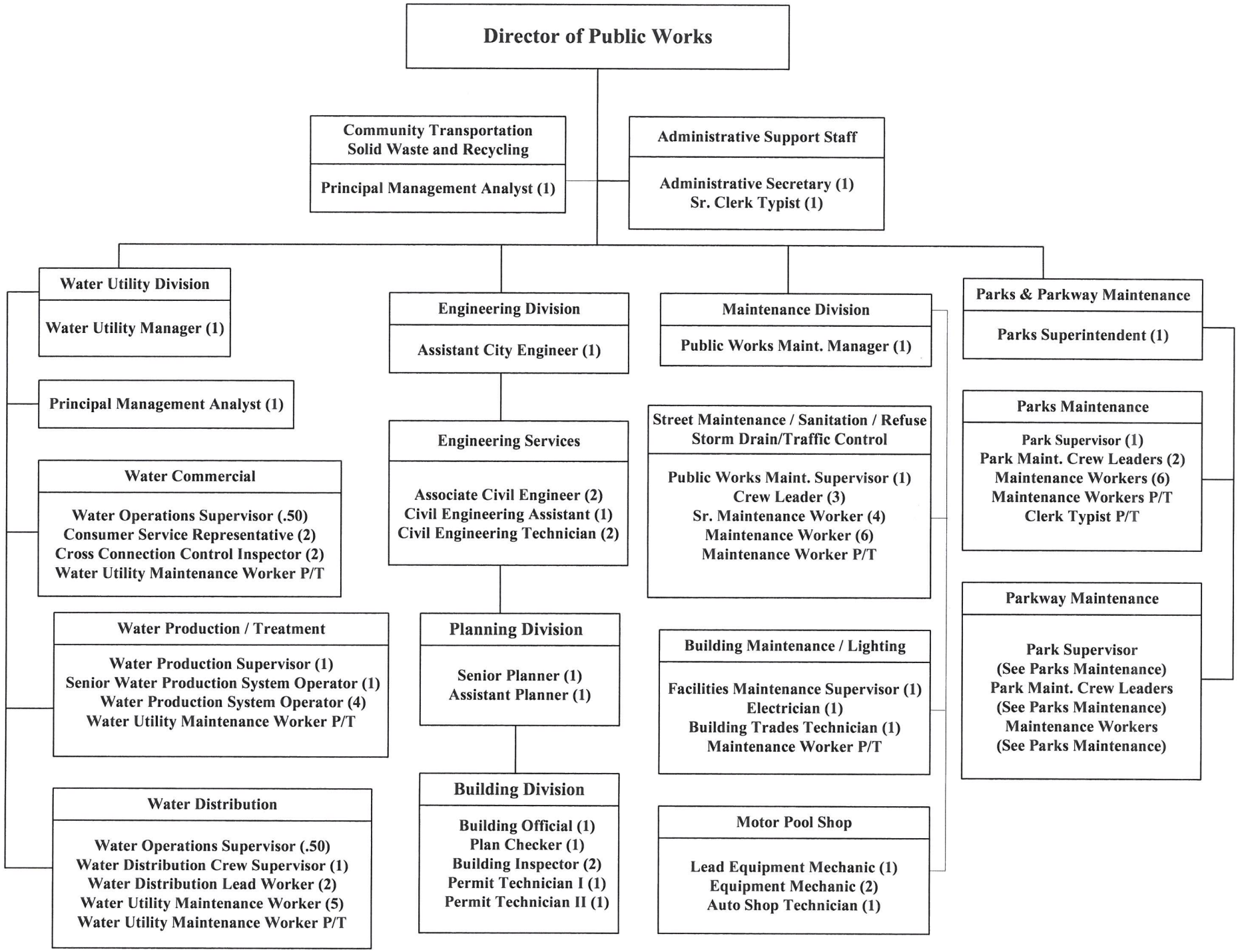
Beginning Fiscal Year 2019-2020, the Building and Safety, and Planning Activity are moved to Public Works.

Public Works
Source of Funds

($ in thousands)



Public Works Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Community Transportation**

ACTIVITY NO.: **4201**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$49,272	$67,481	$75,048	$80,300	$80,300
SERVICES & SUPPLIES	1,107,343	1,407,961	1,206,371	1,263,392	1,263,392
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,156,615	$1,475,442	$1,281,419	$1,343,692	$1,343,692
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.25	.35	.35	.40	.40

Program Description

The objectives of the transportation division are to accomplish the following:

- Provide for a transit system that is safe, convenient and reliable through the operation of the local, fixed-route bus – Spirit – and the support of the Dial-A-Ride service.
- Work with outside agencies to improve regional transportation services.
- Establish and maintain a transportation infrastructure that encourages the use of public transit, affords mobility and supports the City's goals of economic vitality and community beautification.
- Implement a commute program for City employees to comply with air quality requirements and reduce mobile emissions.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Proposition A Funding Incentive Program:			
*MTA National Transit Data Reporting Fund	$109,766	$109,000	$110,000
Fixed-Route Transit:			
Total Passengers	259,064	242,302	222,918
Passenger per Revenue Service Hour	13.84	12.94	11.91
Cost per Passenger	$4.10	$4.38	$4.76

* Funds received in FY 2017-18 are based on passenger trips and service miles that were provided in FY 2014-15 and those received in FY 2018-19 are based on FY 2015-16 data. FY 2019-20 funds are based on FY 2016-17 data.

2019-2020 GOALS AND OBJECTIVES

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

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency*: Submitted Mobile Source Air Pollution Reduction Review Committee (MSRC) grant application and the City was awarded $25,000 Clean Transportation Funding to fund one new CNG bus for the proposed new MarketPlace route.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Rideshare Incentives category (#11700) includes $16,000 to operate a commute program for City employees to comply with air quality requirements and reduce mobile emissions.

2. Contracted Services category (#31000) includes $890,000 to operate the City's Spirit Bus system and other transit related services.

3. Other Agency Services category (#41000) includes the City's contribution to the California State University, Los Angeles (CSULA) Metrolink Joint Powers Authority (JPA), $53,000, in the Prop C Fund.

4. Miscellaneous Financial Services category (#44000) $304,000 is Prop A and Prop C Local Returns contribution to the General Liability Fund.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Community Transportation**

ACTIVITY NO.: **4201**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$26,127	$36,860	$44,427	$44,370	$44,370
11700 Rideshare Incentives	14,013	16,000	16,000	16,000	16,000
TOTAL	$40,140	$52,860	$60,427	$60,370	$60,370
EMPLOYEE BENEFITS					
12200 Life Insurance	$64	$101	$101	$133	$133
12300 Medical Insurance	1,139	1,765	1,765	2,097	2,097
12350 Medicare Insurance	392	550	550	662	662
12400 Dental Insurance	166	197	197	291	291
12600 Retirement	7,095	11,687	11,687	16,131	16,131
12750 City 401 Plan	99	72	72	293	293
12900 Long Term Disability	104	139	139	194	194
12950 Vision Plan	73	110	110	129	129
TOTAL	$9,132	$14,621	$14,621	$19,930	$19,930
SERVICES & SUPPLIES					
22000 Operating Supplies	$0	$200	$200	$200	$200
31000 Contracted Services	870,290	1,073,590	873,000	890,000	890,000
32000 Communications	120	171	171	192	192
34000 Advertising	500	7,500	7,500	7,500	7,500
39000 Miscellaneous	7,145	8,500	7,500	8,500	8,500
41000 Other Agency Serv	28,000	28,000	28,000	53,000	53,000
44000 Misc Financial Serv	201,288	290,000	290,000	304,000	304,000
TOTAL	$1,107,343	$1,407,961	$1,206,371	$1,263,392	$1,263,392
GRAND TOTAL	$1,156,615	$1,475,442	$1,281,419	$1,343,692	$1,343,692

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Community Transportation**

ACTIVITY NO.: **4201**

Class Title	Full-Time Equivalent Positions					
	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Public Works	0.05	0.05	0.05	$6,400	$7,960	$7,960
Principal Management Analyst	0.30	0.35	0.35	29,218	34,940	34,940
Bilingual Pay	0.00	0.00	0.00	540	630	630
Education Incentive	0.00	0.00	0.00	702	840	840
Rideshare Incentives	0.00	0.00	0.00	16,000	16,000	16,000
Total	0.35	0.40	0.40	$52,860	$60,370	$60,370

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Street Maintenance**

ACTIVITY NO.: **4202**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$364,846	$657,040	$570,865	$742,843	$732,843
SERVICES & SUPPLIES	442,475	592,102	633,430	660,089	660,089
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$807,321	$1,249,142	$1,204,295	$1,402,932	$1,392,932
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	9.90	11.02	11.02	11.71	11.71

Program Description

Monterey Park has 119.27 miles of improved streets, 10 miles of alleys and 225.22 miles of sidewalks, curbs and gutters. In addition, the City has within its 7.7 square miles two public parking districts, three Civic Center parking lots, one police and fire parking lot, 10 parking lots serving City parks, and 5 parking lots at various other City facilities. To ensure the City maintains the integrity of a sound structural road system, Street Maintenance crews inspect all streets to detect pavement failures. The need for street repair is mainly caused by pavement stresses, base failures, increased traffic volume, pavement oxidation due to age, wear and/or weather conditions. Maintenance of sidewalks, curbs and gutters is also imperative to both safe movement of pedestrian traffic and free flow of runoff nuisance water. Street Maintenance also provides weed abatement services on public rights-of-way throughout the City. Citywide graffiti removal and clean team task are also included in this activity.

Specific Service objectives are:

- Inspect the areas scheduled to be slurry sealed to locate pavement failures, assess the extent of these failures, prioritize the need for their repair, and schedule repairs according to project schedule.

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

- Within two days of notification, ramp sidewalks that are raised ½ inch or more with temporary asphalt, grind down sidewalks that are raised ½ inch or less, and cut problem tree roots to eliminate future uplifts.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Roadway Maintenance:			
Potholes Repaired (Total No.)	10,527	10,545	10,500
Utility Cuts Repaired (Total No.)	137	27	75
Sidewalk Maintenance:			
Sidewalk Repair (Sq. Ft.)	2,488	580	414
Sidewalk Grinds (Total No.)	276	487	1250
Curb and Gutter Maintenance:			
Curb and Gutter Repair (Ln. Ft.)	225	348	425
Other Maintenance Items			
Bus Shelters Pressure Washed	177	109	125
Shopping Carts Picked Up by Public Works	186	110	207

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency*: Continue the implementation of a rotation of divisional employees between asphalt/concrete operations, sanitary sewer operations, traffic painting/sign operations, and graffiti/clean team operations.

2. *Improve Organizational Effectiveness and Efficiency*: Explore more efficient ways to fix potholes throughout the community through work methods, equipment, and improved technology via the City GoMPK system.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Community-wide Beautification*: Assisted Parks Dept. in the construction of a new DG walking path at Garvey Ranch Park.

2. *Improve Organizational Effectiveness and Efficiency*: Implementation of a regular rotation of F/T employees between asphalt/concrete, sanitary sewer, traffic painting/sign, and graffiti/clean team operations to develop broad skill abilities of employees.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) $36,750 covers supplies, herbicides, and uniforms.

2. R/M Supplies category (#23000) $267,300 covers construction activities, including concrete, asphalt and base materials, barricades, lights, and graffiti/clean team supplies.

3. Contracted Services category (#31000) $52,520 is for weed abatement services and graffiti tracker services.

4. Miscellaneous Financial Services category (#44000) $45,000 is for City required shared charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Street Maintenance**

ACTIVITY NO.: **4202**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$133,386	$295,931	$230,789	$332,167	$332,167
11300 Part Time Salaries	77,557	117,400	94,117	117,400	117,400
11400 Overtime Salaries	4,076	5,100	7,350	10,350	10,350
11500 Separation Benefits	38,032	38,095	38,095	39,300	29,300
TOTAL	$253,051	$456,526	$370,351	$499,217	$489,217
EMPLOYEE BENEFITS					
12200 Life Insurance	$671	$1,620	$1,620	$1,763	$1,763
12300 Medical Insurance	21,620	49,600	49,600	58,934	58,934
12350 Medicare Insurance	2,982	4,361	4,361	4,686	4,686
12370 Part Time Retirement	2,379	4,788	4,788	4,788	4,788
12400 Dental Insurance	1,770	3,756	3,756	5,372	5,372
12500 Workers Compensation	35,651	36,503	36,503	45,629	45,629
12600 Retirement	44,409	93,978	93,978	116,259	116,259
12750 City 401 Plan	540	2,340	2,340	2,295	2,295
12900 Long Term Disability	1,155	2,057	2,057	2,237	2,237
12950 Vision Plan	618	1,511	1,511	1,663	1,663
TOTAL	$111,795	$200,514	$200,514	$243,626	$243,626
SERVICES & SUPPLIES					
22000 Operating Supplies	$28,823	$33,750	$36,750	$36,750	$36,750
23000 R/M Supplies	115,787	233,300	267,300	267,300	267,300
24000 Small Tools	1,010	1,000	1,000	1,000	1,000
31000 Contracted Services	40,178	49,520	52,520	52,520	52,520
32000 Communications	4,671	8,584	8,584	10,219	10,219
33000 Motor Pool Charges	224,540	231,276	231,276	238,300	238,300
38000 R/M Contractual	6,289	6,672	8,000	8,000	8,000
39000 Miscellaneous	1,065	1,000	1,000	1,000	1,000
44000 Misc Financial Serv	20,112	27,000	27,000	45,000	45,000
TOTAL	$442,475	$592,102	$633,430	$660,089	$660,089
GRAND TOTAL	$807,321	$1,249,142	$1,204,295	$1,402,932	$1,392,932

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Street Maintenance**

ACTIVITY NO.: **4202**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Public Works Maintenance Manager	0.15	0.15	0.15	$16,198	$17,444	$17,444
Public Works Maintenance Supervisor	0.50	0.50	0.50	37,599	38,462	38,462
Principal Management Analyst	0.20	0.20	0.20	19,479	19,966	19,966
Crew Leader	0.56	0.84	0.84	30,824	49,253	49,253
Sr. Maintenance Worker	1.10	1.10	1.10	56,671	54,259	54,259
Maintenance Worker	2.71	3.12	3.12	130,965	148,928	148,928
Bilingual	0.00	0.00	0.00	1,164	1,164	1,164
Education Incentive	0.00	0.00	0.00	420	636	636
Longevity Pay	0.00	0.00	0.00	2,331	1,776	1,776
Overtime	0.00	0.00	0.00	5,100	10,350	10,350
Pesticide/Herbicide Premiums	0.00	0.00	0.00	280	279	279
Separation Benefits	0.00	0.00	0.00	38,095	39,300	29,300
Part-Time						
Maintenance Worker	5.80	5.80	5.80	117,400	117,400	117,400
Total	11.02	11.71	11.71	$456,526	$499,217	$489,217

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Storm Drain Maintenance**

ACTIVITY NO.: **4203**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$78,201	$115,571	$88,863	$115,317	$115,317
SERVICES & SUPPLIES	166,711	202,900	202,900	202,900	202,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$244,912	$318,471	$291,763	$318,217	$318,217
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.33	1.18	1.18	1.12	1.12

Program Description

Monterey Park's storm sewer system is maintained to ensure that all storm water runoff is carried out of the City to prevent and minimize flooding and soil erosion in the community. This system is comprised of 12.43 miles of main lines and 298 catch basins, and 25 miles of open slope drains that are located on 1,096 private properties.

Specific Service objectives are:

- Routinely inspect and clean catch basins and grates prior to the rainy season. During the rainy season, crews supplemented by other Public Works Division personnel, substantially increase the number of catch basins and grates inspected and cleaned to ensure that all drains function properly.

- Inspect and maintain in clean order all 298 City-owned catch basins at a minimum of once a year. Clean priority A & B catch basins quarterly.

- Inspect and clean the 11 City-owned slope drains located on city property.

- Implement the City's National Pollution Discharge Elimination System (NPDES) program and comply with the Los Angeles County municipal storm water permit requirements.
- The City is committed through the MS4 NPDES Permit to implementing its Enhanced Watershed Management Program (EWMP).

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Storm Drain Maintenance:			
Number of catch basins grates cleaned annually	1,200	1,096	1,200
City-Owned Slope Drain Inspection Program:			
Number of slope drains inspected (this includes re-inspections)	11	11	11

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency*: Continue to identify new locations that require additional and recurring cleaning to provide the most efficient follow-up in removing restricting debris from roadway gutters.

2. *Maintain Consistent Funding Stability*: To comply with the Total Maximum Daily Load (TMDL) requirements in the absence of dedicated funding, the City will continue to actively seek grants to assist in funding stormwater capture projects.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency*: Completed 3rd phase of stenciling storm drain locations to comply with Los Angeles County storm water permit requirements, satisfying the regulatory requirements of the City.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) $200,000 covers the MS4 NPDES Permit that also includes costs for the EWMP Agreement with the City of Los Angeles and the Rio Hondo Load Reduction Strategy Agreement with the San Gabriel Valley Council of Governments (SGVCOG).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Storm Drain Maintenance**

ACTIVITY NO.: **4203**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$39,562	$61,209	$34,501	$58,133	$58,133
11400 Overtime Salaries	1,774	2,200	2,200	2,200	2,200
11500 Separation Benefits	4,768	5,118	5,118	5,300	5,300
TOTAL	$46,104	$68,527	$41,819	$65,633	$65,633
EMPLOYEE BENEFITS					
12200 Life Insurance	$212	$376	$376	$351	$351
12300 Medical Insurance	7,121	12,133	12,133	9,910	9,910
12350 Medicare Insurance	614	906	906	857	857
12400 Dental Insurance	558	928	928	1,140	1,140
12500 Workers Compensation	11,025	11,907	11,907	14,884	14,884
12600 Retirement	11,845	19,446	19,446	21,196	21,196
12750 City 401 Plan	175	501	501	501	501
12900 Long Term Disability	358	478	478	445	445
12950 Vision Plan	189	369	369	400	400
TOTAL	$32,097	$47,044	$47,044	$49,684	$49,684
SERVICES & SUPPLIES					
22000 Operating Supplies	$507	$500	$500	$500	$500
23000 R/M Supplies	0	2,400	2,400	2,400	2,400
31000 Contracted Services	166,204	200,000	200,000	200,000	200,000
TOTAL	$166,711	$202,900	$202,900	$202,900	$202,900
GRAND TOTAL	$244,912	$318,471	$291,763	$318,217	$318,217

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Storm Drain Maintenance**

ACTIVITY NO.: **4203**

Class Title	Full-Time Equivalent Positions					
	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Crew Leader	0.18	0.27	0.27	$9,908	$15,832	$15,832
Senior Maintenance Worker	0.50	0.50	0.50	25,576	24,896	24,896
Maintenance Worker	0.50	0.35	0.35	24,807	16,835	16,835
Bilingual	0.00	0.00	0.00	162	162	162
Longevity Pay	0.00	0.00	0.00	726	378	378
Overtime	0.00	0.00	0.00	2,200	2,200	2,200
Pesticide/Herbicide Premiums	0.00	0.00	0.00	30	30	30
Separation Benefits	0.00	0.00	0.00	5,118	5,300	5,300
Total	1.18	1.12	1.12	$68,527	$65,633	$65,633

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Sanitary Sewer Maintenance Maintenance**

ACTIVITY NO.: **4204**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$972,410	$676,694	$569,630	$594,228	$582,045
SERVICES & SUPPLIES	910,373	720,263	726,883	830,865	830,820
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,882,783	$1,396,957	$1,296,513	$1,425,093	$1,412,865
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	7.15	7.12	7.12	5.94	5.89

Program Description

The City's sanitary sewer system is a gravity-flow system connecting to seven county sanitation district trunk lines. These lines collect more than two billion gallons of raw sewage annually and convey it out of the City. While these lines are cleaned annually, these lines are monitored and evaluated to determine if repairs or additional lines are warranted as the City residential and business footprint grows. The sewer system is comprised of 126 miles of main line sewers ranging in size from 8" to 15" pipe and approximately 2,498 sewer manholes.

Specific Service objectives are:

- Inspect and clean all main lines annually to insure proper functioning of the system.
- Minimize stoppages by cleaning main line sewers that have restricted flow velocity. Clean selected lines that are known for accumulation of grease deposits. These lines are cleaned on 2-week, 6-week, 3-month, or 6-month intervals depending upon either a history of stoppages or position in the conveyance tract.
- Respond to all sewer problems within 15 minutes during working hours and within 30-45 minutes upon being dispatched after-hours.

- Oversee the construction of infrastructure improvements that are identified in the Sewer Master Plan.

- Spray one half of the city manholes each year for insect and rodent control.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Main Line Cleaning:			
Miles of main lines cleaned	100	85	98
Sewer Stoppages:			
Number of sewer stoppages	4	4	4
Percentage of stoppages responded to within one hour after normal working hours.	100%	100%	100%
Video Taping:			
Number of linear feet of video taped	155,017	35,000	160,000

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency*: Increase the Sewer Crew from 2 men to 3 by April 1, 2019.

2. *Improve Organizational Effectiveness and Efficiency*: Continue the development and complete the manhole labeling and GPS locating system for the 2,498 sewer manhole lids and provide improved efficiency when responding to SSO incidents.

2018-2019 MAJOR ACCOMPLISHMENTS

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) covers costs of $62,000 for professional services for CCTV sewer inspection, pesticide control services, and disposal agreement.

2. Misc Financial Services category (#44000) $710,000 includes the share of Sewer Fund to the General Liability Fund.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Sanitary Sewer Maintenance**

ACTIVITY NO.: **4204**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$350,953	$404,677	$290,156	$348,795	$340,730
11300 Part Time Salaries	5,529	0	7,185	0	0
11400 Overtime Salaries	16,426	10,000	10,272	10,000	10,000
11500 Separation Benefits	6,304	27,513	27,513	28,400	28,400
TOTAL	$379,212	$442,190	$335,126	$387,195	$379,130
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,534	$2,190	$2,190	$1,724	$1,700
12300 Medical Insurance	63,255	70,254	70,254	54,414	53,587
12350 Medicare Insurance	5,381	5,969	5,969	4,769	4,651
12370 Part Time Retirement	224	370	370	0	0
12400 Dental Insurance	4,560	5,430	5,430	4,709	4,631
12500 Workers Compensation	10,940	13,815	13,815	17,269	17,269
12600 Retirement	176,915	128,512	128,512	117,787	114,855
12650 Pension Gasb68 Expense	324,720	0	0	0	0
12750 City 401 Plan	1,532	2,945	2,945	2,412	2,347
12900 Long Term Disability	2,561	2,820	2,820	2,290	2,234
12950 Vision Plan	1,576	2,199	2,199	1,659	1,641
TOTAL	$593,198	$234,504	$234,504	$207,033	$202,915
SERVICES & SUPPLIES					
22000 Operating Supplies	$1,000	$1,200	$0	$0	$0
23000 R/M Supplies	18,617	21,000	21,000	21,000	21,000
31000 Contracted Services	124,441	54,000	62,000	62,000	62,000
32000 Communications	5,274	5,180	5,000	12,815	12,770
33000 Motor Pool Charges	13,113	13,113	13,113	20,000	20,000
38000 R/M Contractual	0	800	800	4,300	4,300
39000 Miscellaneous	0	750	750	750	750
44000 Misc Financial Serv	747,928	624,220	624,220	710,000	710,000
TOTAL	$910,373	$720,263	$726,883	$830,865	$830,820
GRAND TOTAL	$1,882,783	$1,396,957	$1,296,513	$1,425,093	$1,412,865

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Sanitary Sewer Maintenance**

ACTIVITY NO.: **4204**

Class Title	Full-Time Equivalent Positions					
	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Public Works	0.20	0.20	0.15	$25,601	$31,838	$23,879
Public Work Maintenance Manager	0.25	0.15	0.15	26,997	17,444	17,444
Public Works Maintenance Supervisor	0.30	0.30	0.30	22,559	23,077	23,077
Crew Leader	1.56	1.44	1.44	85,801	84,434	84,434
Sr. Maintenance Worker	1.95	1.95	1.95	100,235	96,388	96,388
Maintenance Worker	2.86	1.90	1.90	137,862	91,279	91,279
Bilingual	0.00	0.00	0.00	1,044	1,044	1,044
Education Incentive	0.00	0.00	0.00	288	636	530
Longevity Pay	0.00	0.00	0.00	4,011	2,376	2,376
Overtime	0.00	0.00	0.00	10,000	10,000	10,000
Pesticide/Herbicide Premiums	0.00	0.00	0.00	279	279	279
Separation Benefits	0.00	0.00	0.00	27,513	28,400	28,400
Total	7.12	5.94	5.89	$442,190	$387,195	$379,130

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Street Cleaning**

ACTIVITY NO.: **4205**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$7,679	$10,275	$7,050	$11,507	$11,507
SERVICES & SUPPLIES	367,413	347,821	347,821	355,453	355,453
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$375,092	$358,096	$354,871	$366,960	$366,960
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.05	.05	.05	.05	.05

Program Description

Monterey Park has 119.27 miles of streets, 10.7 miles of alleys, and 22 City-owned parking lots, each of which accumulate several thousand cubic yards of litter and debris annually. An effective street cleaning program is necessary to maintain the sanitation and aesthetic requirements of the City's rights-of-way. This program keeps gutters and storm drains clear, and helps protect the value of private properties within the community. In addition, street cleaning is major component of complying with the Los Angeles County municipal storm water permit requirements. The City has an outlay of a.m. / p.m. restricted parking for street sweeping throughout the City. A private contractor provides the City with sweeping services. Approximately 20,576 curb miles are swept annually.

Specific Service objectives are:

- Sweep all residential streets and alleys once every week, and all boulevards four times a week.

- Sweep center medians and parking lots once a week, and commercial Parking Districts No. 1 and No. 2 twice a week.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Number of Complaints: *Reflects the number of problems reported by residents.*	12	15	15

2019–2020 GOALS AND OBJECTIVES

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

2018-2019 MAJOR ACCOMPLISHMENTS

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Other Agency Services category (#41000) $332,408 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 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$2,129	$5,400	$2,200	$5,887	$5,887
11300 Part Time Salaries	1,843	0	0	0	0
11400 Overtime Salaries	26	50	25	50	50
11500 Separation Benefits	1,012	192	192	200	200
TOTAL	$5,010	$5,642	$2,417	$6,137	$6,137
EMPLOYEE BENEFITS					
12200 Life Insurance	$4	$16	$16	$16	$16
12300 Medical Insurance	169	752	752	744	744
12350 Medicare Insurance	58	79	79	86	86
12370 Part Time Retirement	75	120	120	0	0
12400 Dental Insurance	5	48	48	21	21
12500 Workers Compensation	1,699	1,835	1,835	2,294	2,294
12600 Retirement	641	1,712	1,712	2,140	2,140
12750 City 401 Plan	9	33	33	33	33
12900 Long Term Disability	5	20	20	20	20
12950 Vision Plan	4	18	18	16	16
TOTAL	$2,669	$4,633	$4,633	$5,370	$5,370
SERVICES & SUPPLIES					
32000 Communications	$15	$20	$20	$45	$45
33000 Motor Pool Charges	21,273	21,911	21,911	23,000	23,000
41000 Other Agency Serv	346,125	325,890	325,890	332,408	332,408
TOTAL	$367,413	$347,821	$347,821	$355,453	$355,453
GRAND TOTAL	$375,092	$358,096	$354,871	$366,960	$366,960

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Street Cleaning**

ACTIVITY NO.: **4205**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Public Works Maintenance Manager	0.05	0.05	0.05	$5,400	$5,815	$5,815
Overtime	0.00	0.00	0.00	50	50	50
Separation Benefits	0.00	0.00	0.00	192	200	200
Education Incentive	0.00	0.00	0.00	0	72	72
Total	0.05	0.05	0.05	$5,642	$6,137	$6,137

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Traffic Control**

ACTIVITY NO.: **4206**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$170,400	$227,097	$190,377	$197,478	$197,478
SERVICES & SUPPLIES	399,609	332,721	377,622	414,130	414,130
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$570,009	$559,818	$567,999	$611,608	$611,608
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.15	2.20	2.20	1.66	1.66

Program Description

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

Specific Service objectives are:

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

- Repaint pavement markings on streets that are resurfaced or slurry sealed as soon as the projects are completed.

- Annually replace stop signs that have lost legibility or reflectivity.

- Replace missing or damaged regulatory signs within eight hours after notification, and missing or damaged warning signs within 24 working hours after notification.

- Maintain 62 City-owned traffic signals to ensure that all emergency repairs are made within 24 hours of notification.

- Replace regulatory signs to meet new standards according to the Manual on Uniform Traffic Control Devices (MUTCD) yearly.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Street Painting:			
Miles striped *This measurement includes lane lines and centerlines.*	55	86	75
Crosswalks repainted	40	100	100
Sign Maintenance:			
Stop signs replaced	45	50	55
Regulatory and warning signs replaced	128	125	115
Number of new stop sign installations	8	10	12
Traffic Work Orders *New projects or changes to existing traffic control measures.*	25	40	30

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency*: Continue to work through the remaining phase that replaces round sign post on the blue street name signs to the square breakaway style post.

2. *Improve Organizational Effectiveness and Efficiency*: Utilize the ESRI/GIS program to create a mapping system of all city regulatory and traffic warning signs. The data collected would be used to create a five-year program to bring all the city regulatory and traffic warning signs up to current MUTCD reflectivity standards.

2018-2019 MAJOR ACCOMPLISHMENTS

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) $81,500 covers the costs for replacement of traffic and street signs and paint and equipment supplies.

2. R/M Contractual category (#38000) $185,000 covers maintenance contract for City-owned traffic signals and safety lighting.

3. Other Agency Services category (#41000) $21,000 covers maintenance contract for Los Angeles County traffic signals.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Traffic Control**

ACTIVITY NO.: **4206**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$83,948	$124,497	$82,235	$97,857	$97,857
11300 Part Time Salaries	3,686	0	4,789	0	0
11400 Overtime Salaries	3,831	3,000	3,753	3,000	3,000
11500 Separation Benefits	13,175	8,273	8,273	8,600	8,600
TOTAL	$104,640	$135,770	$99,050	$109,457	$109,457
EMPLOYEE BENEFITS					
12200 Life Insurance	$434	$687	$687	$521	$521
12300 Medical Insurance	14,102	20,706	20,706	17,069	17,069
12350 Medicare Insurance	1,352	1,835	1,835	1,442	1,442
12370 Part Time Retirement	150	250	250	0	0
12400 Dental Insurance	1,296	1,723	1,723	1,385	1,385
12500 Workers Compensation	22,287	24,070	24,070	30,088	30,088
12600 Retirement	24,568	39,537	39,537	35,627	35,627
12750 City 401 Plan	416	962	962	715	715
12900 Long Term Disability	719	872	872	662	662
12950 Vision Plan	436	685	685	512	512
TOTAL	$65,760	$91,327	$91,327	$88,021	$88,021
SERVICES & SUPPLIES					
23000 R/M Supplies	$52,990	$72,500	$72,500	$81,500	$81,500
24000 Small Tools	938	1,000	3,750	3,750	3,750
32000 Communications	13,114	12,830	12,830	12,830	12,830
33000 Motor Pool Charges	54,361	55,992	55,992	58,000	58,000
36000 Utilities	49,329	61,349	50,500	51,000	51,000
38000 R/M Contractual	200,384	107,000	160,000	185,000	185,000
39000 Miscellaneous	800	1,050	1,050	1,050	1,050
41000 Other Agency Serv	27,693	21,000	21,000	21,000	21,000
TOTAL	$399,609	$332,721	$377,622	$414,130	$414,130
GRAND TOTAL	$570,009	$559,818	$567,999	$611,608	$611,608

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Traffic Control**

ACTIVITY NO.: **4206**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Public Works Maintenance Manager	0.10	0.10	0.10	$10,799	$11,630	$11,630
Public Works Maintenance Supervisor	0.15	0.15	0.15	11,280	11,538	11,538
Crew Leader	0.68	0.42	0.42	37,385	24,627	24,627
Sr. Maintenance Worker	0.42	0.42	0.42	22,457	21,361	21,361
Maintenance Worker	0.85	0.57	0.57	40,908	27,339	27,339
Bilingual	0.00	0.00	0.00	342	342	342
Education Incentive	0.00	0.00	0.00	0	144	144
Longevity Pay	0.00	0.00	0.00	1,218	768	768
Overtime	0.00	0.00	0.00	3,000	3,000	3,000
Pesticide/Herbicide Premiums	0.00	0.00	0.00	108	108	108
Separation Benefits	0.00	0.00	0.00	8,273	8,600	8,600
Total	2.20	1.66	1.66	$135,770	$109,457	$109,457

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Street Lighting**

ACTIVITY NO.: **4207**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$55,237	$118,727	$90,041	$134,643	$134,643
SERVICES & SUPPLIES	522,281	603,250	443,750	463,435	463,435
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$577,518	$721,977	$533,791	$598,078	$598,078
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.42	.88	.88	.97	.97

Program Description

Monterey Park's street lighting system consists of 3,359 streetlights, including 376 City-owned lights. Generally, the lighting system assists nighttime driving, reduces nighttime crime while aiding police patrols, facilitates evening traffic flow, and promotes local business and industry during the evening hours.

Specific Service objectives are:

- Replace burned out City-owned lamps within two days after outage has been reported.
- Repair City-owned faulty circuits within seven days after a failure has been detected.
- Replace City-owned light poles that are damaged in traffic accidents within 14 days of notification.

- Inspect streetlights once a year.
- Inspect bus shelter lighting once a month and perform necessary maintenance.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Street Light Maintenance:			
Number of Street Lights Re-lamped	43	65	55
Service Requests			
Received	125	126	125
Completed	119	126	125

2019-2020 GOALS AND OBJECTIVES

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

2018-2019 MAJOR ACCOMPLISHMENTS

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Street Lighting**

ACTIVITY NO.: **4207**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$28,147	$63,347	$47,609	$80,011	$80,011
11300 Part Time Salaries	5,529	0	7,185	0	0
11400 Overtime Salaries	1,317	2,000	3,443	2,000	2,000
11500 Separation Benefits	4,045	1,616	1,616	1,700	1,700
TOTAL	$39,038	$66,963	$59,853	$83,711	$83,711
EMPLOYEE BENEFITS					
12200 Life Insurance	$97	$276	$156	$305	$305
12300 Medical Insurance	3,494	8,752	4,867	13,905	13,905
12350 Medicare Insurance	508	922	529	1,164	1,164
12370 Part Time Retirement	224	400	400	0	0
12400 Dental Insurance	296	886	886	1,023	1,023
12500 Workers Compensation	3,964	4,281	4,281	5,351	5,351
12600 Retirement	7,244	35,087	17,909	27,886	27,886
12750 City 401 Plan	125	533	533	605	605
12900 Long Term Disability	159	350	350	387	387
12950 Vision Plan	88	277	277	306	306
TOTAL	$16,199	$51,764	$30,188	$50,932	$50,932
SERVICES & SUPPLIES					
23000 R/M Supplies	$3,741	$2,800	$3,300	$3,300	$3,300
32000 Communications	45	450	450	135	135
36000 Utilities	518,495	600,000	440,000	460,000	460,000
TOTAL	$522,281	$603,250	$443,750	$463,435	$463,435
GRAND TOTAL	$577,518	$721,977	$533,791	$598,078	$598,078

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Street Lighting**

ACTIVITY NO.: **4207**

Class Title	Full-Time Equivalent Positions					
	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Public Works Maintenance Manager	0.05	0.15	0.15	$5,399	$17,444	$17,444
Electrician	0.70	0.70	0.70	50,606	52,055	52,055
Senior Maintenance Worker	0.03	0.03	0.03	1,906	1,861	1,861
Crew Leader	0.02	0.03	0.03	1,101	1,759	1,759
Maintenance Worker	0.08	0.06	0.06	3,777	2,829	2,829
Bilingual	0.00	0.00	0.00	438	438	438
Education Incentive	0.00	0.00	0.00	0	216	216
Electrician Premium	0.00	0.00	0.00	0	3,360	3,360
Longevity Pay	0.00	0.00	0.00	114	42	42
Pesticide/Herbicide Premium	0.00	0.00	0.00	6	7	7
Separation Benefits	0.00	0.00	0.00	1,616	1,700	1,700
Overtime	0.00	0.00	0.00	2,000	2,000	2,000
Total	0.88	0.97	0.97	$66,963	$83,711	$83,711

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Refuse Collection**

ACTIVITY NO.: **4208**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$90,613	$101,389	$105,060	$107,217	$107,217
SERVICES & SUPPLIES	5,186,518	4,986,081	5,299,156	5,639,311	5,639,311
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$5,277,131	$5,087,470	$5,404,216	$5,746,528	$5,746,528
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.65	.60	.60	.57	.57

Program Description

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

The City's residential and commercial waste streams are processed through a Materials Recovery Facility (MRF) to allow for the recovery of recyclables prior to waste being sent to the landfill. Solid waste collection for single-family residential properties is a two-container program: one container for refuse and recyclables and a second for yard waste. Multiple-family dwellings and commercial properties are provided roll-off bin service. Residents are also provided with year-round bulky item pickup (pre-scheduled) to allow for disposal of large items not classified as normal household refuse.

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

Specific service objectives are:

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

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
City hauler tons collected (Self-hauled tons not included)	49,883	54,847	55,000
AB 939 diversion rate (tons per capita)	3.4	3.4	3.4

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Ensure solid waste haulers to maintain the waste diversion rates specified in the franchise agreements so that the City's overall per capita diversion rate does not exceed the State's target of five (5) pounds per person per day.

2018-2019 MAJOR ACCOMPLISHMENTS

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) $32,817 is the City's allocation of the California Department of Resources Recycling and Recovery (CalRecycle) Used Oil and Beverage Container Recycling grants.
2. Other Agency Services category (#41000) $5,050,000 covers the annual residential solid waste collection and recycling contract costs. Costs are adjusted per CPI increase.
3. Miscellaneous Financial Services category (#44000) $550,000 includes the allocation to the General Liability Fund and other City's required shared costs, including facility insurance, repair and maintenance costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Refuse Collection**

ACTIVITY NO.: **4208**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$31,901	$64,930	$58,901	$65,956	$65,956
11300 Part Time Salaries	7,372	0	10,000	0	0
11400 Overtime Salaries	104	0	0	0	0
11500 Separation Benefits	6,304	2,501	2,501	2,600	2,600
TOTAL	$45,681	$67,431	$71,402	$68,556	$68,556
EMPLOYEE BENEFITS					
12200 Life Insurance	$125	$172	$172	$189	$189
12300 Medical Insurance	9,437	5,447	5,447	5,221	5,221
12350 Medicare Insurance	953	958	958	974	974
12370 Part Time Retirement	299	800	500	800	800
12400 Dental Insurance	287	429	429	374	374
12500 Workers Compensation	3,039	5,000	5,000	6,250	6,250
12600 Retirement	30,260	20,586	20,586	23,978	23,978
12750 City 401 Plan	190	130	130	416	416
12900 Long Term Disability	200	238	238	276	276
12950 Vision Plan	142	198	198	183	183
TOTAL	$44,932	$33,958	$33,658	$38,661	$38,661
SERVICES & SUPPLIES					
22000 Operating Supplies	$1,240	$4,000	$4,000	$4,000	$4,000
31000 Contracted Services	17,865	32,240	32,240	32,817	32,817
32000 Communications	317	716	716	869	869
33000 Motor Pool Charges	0	225	0	225	225
39000 Miscellaneous	485	1,400	700	1,400	1,400
41000 Other Agency Serv	4,721,611	4,488,000	4,802,000	5,050,000	5,050,000
44000 Misc Financial Serv	445,000	459,500	459,500	550,000	550,000
TOTAL	$5,186,518	$4,986,081	$5,299,156	$5,639,311	$5,639,311
GRAND TOTAL	$5,277,131	$5,087,470	$5,404,216	$5,746,528	$5,746,528

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Refuse Collection**

ACTIVITY NO.: **4208**

Class Title	Full-Time Equivalent Positions					
	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Public Works	0.10	0.07	0.07	$12,800	$11,143	$11,143
Public Works Maintenance Manager	0.20	0.20	0.20	21,598	23,259	23,259
Principal Management Analyst	0.30	0.30	0.30	29,218	29,948	29,948
Bilingual	0.00	0.00	0.00	540	540	540
Education Incentive	0.00	0.00	0.00	774	1,066	1,066
Separation Benefits	0.00	0.00	0.00	2,501	2,600	2,600
Total	0.60	0.57	0.57	$67,431	$68,556	$68,556

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Administration**

ACTIVITY NO.: **4209**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$81,921	$86,391	$53,140	$46,187	$46,187
SERVICES & SUPPLIES	19,544	21,500	21,500	21,500	21,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$101,465	$107,891	$74,640	$67,687	$67,687
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.10	.89	.89	.39	.39

Program Description

This Activity represents the operations base for Maintenance Services and Water Utility Division field crews at the City Yard that houses City-owned construction and service vehicles and equipment, provides storage for all maintenance materials, and dispenses fuel to operate City-owned vehicles and equipment. The City Yard Office provides field crews a central radio communication contact. The Technician receives and responds to telephone inquiries regarding schedules, levels of service, service requests, and forwards information to the proper supervisor for resolution.

Specific Service objectives are:

- Maintain accurate, up-to-date and readily available records for support of all divisions.
- Prepare purchase requisitions, process bills for payment, handle requests for meter service, invoice for City property damage, etc., as required.
- Maintain and submit data required for monthly, quarterly, and annual reports for Maintenance.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) $9,650 covers cost for uniforms and other operating supplies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Administration**

ACTIVITY NO.: **4209**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$45,680	$49,705	$20,000	$24,601	$24,601
11300 Part Time Salaries	1,843	0	2,395	0	0
11400 Overtime Salaries	108	0	129	0	0
11500 Separation Benefits	4,276	4,233	4,233	4,400	4,400
TOTAL	$51,907	$53,938	$26,757	$29,001	$29,001
EMPLOYEE BENEFITS					
12200 Life Insurance	$216	$278	$278	$122	$122
12300 Medical Insurance	5,559	10,070	4,000	2,548	2,548
12350 Medicare Insurance	710	736	736	372	372
12370 Part Time Retirement	75	0	0	0	0
12400 Dental Insurance	711	950	950	388	388
12500 Workers Compensation	3,236	3,495	3,495	4,369	4,369
12600 Retirement	18,799	15,786	15,786	8,955	8,955
12750 City 401 Plan	322	579	579	254	254
12900 Long Term Disability	188	238	238	40	40
12950 Vision Plan	198	321	321	138	138
TOTAL	$30,014	$32,453	$26,383	$17,186	$17,186
SERVICES & SUPPLIES					
21000 Office Supplies	$2,282	$1,500	$1,500	$1,500	$1,500
22000 Operating Supplies	9,941	9,650	9,650	9,650	9,650
32000 Communications	4,089	5,050	5,050	5,050	5,050
37000 Leases & Rentals	3,137	5,000	5,000	5,000	5,000
38000 R/M Contractual	35	100	100	100	100
39000 Miscellaneous	60	200	200	200	200
TOTAL	$19,544	$21,500	$21,500	$21,500	$21,500
GRAND TOTAL	$101,465	$107,891	$74,640	$67,687	$67,687

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Administration**

ACTIVITY NO.: **4209**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Public Works Maintenance Manager	0.05	0.05	0.05	$5,399	$5,815	$5,815
Public Works Maintenance Supervisor	0.05	0.05	0.05	3,760	3,846	3,846
Public Works Technician*	0.50	0.00	0.00	26,088	0	0
Senior Clerk Typist	0.29	0.29	0.29	14,062	14,412	14,412
Bilingual Pay	0.00	0.00	0.00	204	204	204
Education Incentive	0.00	0.00	0.00	174	246	246
Longevity Pay	0.00	0.00	0.00	0	60	60
Pesticide/Herbicide	0.00	0.00	0.00	18	18	18
Separation Benefits	0.00	0.00	0.00	4,233	4,400	4,400
Total	0.89	0.39	0.39	$53,938	$29,001	$29,001

* Eliminated Public Works Technician

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Building Maintenance**

ACTIVITY NO.: **4210**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$371,860	$317,562	$229,386	$304,067	$304,067
SERVICES & SUPPLIES	497,366	382,455	443,955	450,055	450,055
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$869,226	$700,017	$673,341	$754,122	$754,122
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.85	2.35	2.35	2.35	2.35

Program Description

Building Maintenance is responsible for the upkeep of City-owned structures. Monterey Park presently owns 16 major structures and numerous smaller structures that require varying degrees of maintenance, upkeep, rehabilitation, and remodeling. Regular structural, plumbing, electrical, janitorial, and heating and air-conditioning maintenance must be performed to ensure operable working conditions, and encourage the public use of all facilities.

Specific Service objectives are:

- Complete minor repairs (leaky faucets, vandalism, light outages, broken windows, etc.) within three days after requests are received.
- Complete major repairs (painting, cabinet work, structural alterations, etc.) within 30 days after work order requests are received.
- Respond to emergency building maintenance repairs such as sewer stoppages, leaking pipes, etc.

- Monitor heating and air-conditioning maintenance contract for City facilities to ensure contractor is performing all required services.

- Perform preventive maintenance on all heating, ventilating and air conditioning units.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Number of Service Requests:			
Originating from City departments	604	825	750
Number of Special Work Orders:			
Special work orders that are beyond routine maintenance.	16	11	15

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency*: Research and procure a facilities maintenance tracking software program to help schedule preventative maintenance tasks for all 16 City buildings. This would create a proactive maintenance system to help reduce service requests and extend the life of building systems.

2. *Improve Organizational Effectiveness and Efficiency*: Create a comprehensive Facilities Master Plan for all 16 City buildings. This would help schedule and budget necessary improvements to the City's facilities.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency*: Completed a remodel from floor to ceiling of the Service Club. This project included full painting and wall treatment, flooring, west and north walls remodeling and closing off, lighting, kitchen area retasking, toilets urinals, and replacement of the stage fascia. This project was accomplished in-house.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) $85,500 consists of plumbing, electrical, and equipment supplies.

2. R/M Contractual category (#38000) $217,000 covers costs for City building repairs and maintenance.

3. Debt Service category (#42000) includes the debt service payment for Siemens Lease-Purchase Energy Efficiency and Modernization Program, $114,560.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Building Maintenance**

ACTIVITY NO.: **4210**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$212,859	$185,676	$99,071	$168,976	$168,976
11300 Part Time Salaries	1,843	0	2,395	0	0
11400 Overtime Salaries	7,550	10,000	6,034	10,000	10,000
11500 Separation Benefits	11,557	10,966	10,966	11,400	11,400
TOTAL	$233,809	$206,642	$118,466	$190,376	$190,376
EMPLOYEE BENEFITS					
12200 Life Insurance	$659	$733	$733	$734	$734
12300 Medical Insurance	24,204	22,329	22,329	16,289	16,289
12350 Medicare Insurance	3,160	2,749	2,749	2,503	2,503
12370 Part Time Retirement	75	150	150	0	0
12400 Dental Insurance	2,625	2,412	2,412	3,104	3,104
12500 Workers Compensation	21,032	20,997	20,997	26,246	26,246
12600 Retirement	83,756	58,908	58,908	60,963	60,963
12750 City 401 Plan	639	878	878	1,528	1,528
12900 Long Term Disability	1,114	931	931	931	931
12950 Vision Plan	787	833	833	1,393	1,393
TOTAL	$138,051	$110,920	$110,920	$113,691	$113,691
SERVICES & SUPPLIES					
22000 Operating Supplies	$2,979	$5,000	$5,000	$5,000	$5,000
23000 R/M Supplies	79,828	70,500	85,500	85,500	85,500
24000 Small Tools	2,757	1,000	1,500	1,500	1,500
32000 Communications	5,457	5,900	5,900	3,495	3,495
33000 Motor Pool Charges	21,855	22,511	22,511	23,000	23,000
38000 R/M Contractual	285,324	171,000	217,000	217,000	217,000
42000 Debt Service	99,166	106,544	106,544	114,560	114,560
TOTAL	$497,366	$382,455	$443,955	$450,055	$450,055
GRAND TOTAL	$869,226	$700,017	$673,341	$754,122	$754,122

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Building Maintenance**

ACTIVITY NO.: **4210**

Class Title	Full-Time Equivalent Positions					
	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Public Works Maintenance Manager	0.05	0.05	0.05	$5,399	$5,815	$5,815
Facilities Maintenance Supervisor	1.00	1.00	1.00	92,700	73,668	73,668
Electrician	0.30	0.30	0.30	21,689	22,309	22,309
Building Trades Technician	1.00	1.00	1.00	63,308	64,892	64,892
Bilingual	0.00	0.00	0.00	1,379	780	780
Electrician Premium	0.00	0.00	0.00	0	1,440	1,440
Separation Benefits	0.00	0.00	0.00	10,967	11,400	11,400
Overtime	0.00	0.00	0.00	10,000	10,000	10,000
Education Incentive	0.00	0.00	0.00	0	72	72
Total	2.35	2.35	2.35	$205,442	$190,376	$190,376

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Motor Pool Shop**

ACTIVITY NO.: **4211**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$410,629	$453,576	$474,282	$472,755	$470,574
SERVICES & SUPPLIES	1,225,847	1,310,217	1,312,817	1,644,934	1,644,889
CAPITAL OUTLAY	18,539	303,000	302,052	185,000	185,000
TOTAL COSTS	$1,655,015	$2,066,793	$2,089,151	$2,302,689	$2,300,463
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.20	4.20	4.20	4.20	4.15

Program Description

Monterey Park's motorized fleet consists of 194 driver-operated vehicles (sedans, trucks, tractors, rollers, etc.) and 454 non-driver type units (air compressors, pumps, lawn mowers, chain saws, etc.). Effective and timely maintenance and repairs are required to ensure all vehicles and equipment are operating in a safe and efficient manner, thus maximizing life expectancy. The shop is operated on a revolving fund basis with vehicle operational costs and depreciation charged to the appropriate department.

Specific Service objectives are:

- Annually identify and replace vehicles that have exceeded their useful life expectancy through an annual appropriation, lease-purchase financing arrangement, or lease.
- Perform preventive maintenance service on vehicles and equipment at regularly required intervals.

- Conduct safety inspections on vital items such as brakes, suspension systems, and fluid levels, etc. on all vehicles during preventive maintenance service.

- Complete mandated reports and maintain City fleet vehicles and equipment to be in compliance with BAR (Bureau of Automotive Repair), AQMD (South Coast Air Quality Management District), CARB (California Air Resources Board), CUPA (Certified Unified Program Agencies) and DOSH (Division of Occupational Safety and Health) regulations.

- Purchase fuel for the operation of City vehicles and Monterey Park Spirit buses.

- Complete smog checks of fleet vehicles to meet State requirements. This is a bi-annual program using an odd-even year system that corresponds with the last digit of a vehicle's identification number.

- Maintain City-owned vehicles and equipment per manufacturer's specifications. Maintain records of preventive maintenance and repairs to track the cost for each vehicle to create a cost based potential schedule for vehicle replacement.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Number of preventive maintenance services	226	220	230
Number of smog checks completed	67	46	70
Compressed Natural Gas (CNG) in gallons*	111,316	114,000	116,000
Propane			
Gallons purchased	2435	2,600	2,700
Gasoline Fuel - Unleaded 87 Octane			
Gallons purchased	19,986	37,000	37,000
Average price per gallon	$2.62	$2.60	$2.75
Gasoline Fuel - Unleaded 89 Octane			
Gallons purchased	75,310	50,000	55,000
Average price per gallon	$2.91	$3.00	$3.40
Diesel Fuel			
Gallons purchased	8,077	14,000	14,000
Average price per gallon	$2.23	$2.43	$2.50

*Generated from CNG Station at City Yard.

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Redesign vehicle parts storage room with improved organization with efficient access to stocked auto parts.

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

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Facilitated the replacement of the Compressed Natural Gas (CNG) fuel tanks on five vehicles due for replacement tanks.

2. *Improve Organizational Effectiveness and Efficiency:* Replaced a vehicle/equipment hoist with a new, safer, double break, two-post vehicle equipment hoist.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) $405,800 includes fuel and oil costs, uniforms and supplies.

2. Leases & Rentals category (#37000) $81,500 reflects leasing costs for unmarked police vehicles.

3. R/M Contractual category (#38000) $165,000 includes contracted repairs, maintenance and vehicle upgrades/conversions.

4. Debt Service category (#42000) $420,258 reflects annual lease-purchase payments for Fire Ladder/Engines financing.

5. Miscellaneous Financial Services category (#44000) $343,000 includes the allocation to the General Liability Fund.

6. Vehicles/Equipment category (#54000) $185,000 includes two Police Ford Crown Victoria ($135,000) and one Police Parking Enforcement Honda CRV ($50,000).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Motor Pool Shop**

ACTIVITY NO.: **4211**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$220,960	$276,202	$272,110	$286,325	$278,261
11300 Part Time Salaries	54,413	0	22,832	0	0
11400 Overtime Salaries	3,821	0	1,966	0	0
11500 Separation Benefits	20,975	16,162	16,162	16,700	26,700
TOTAL	$300,169	$292,364	$313,070	$303,025	$304,961
EMPLOYEE BENEFITS					
12200 Life Insurance	$712	$1,295	$1,295	$1,217	$1,193
12300 Medical Insurance	29,286	47,917	47,917	41,139	40,312
12350 Medicare Insurance	3,905	4,006	4,006	4,153	4,035
12370 Part Time Retirement	2,179	2,500	2,500	0	0
12400 Dental Insurance	1,661	2,915	2,915	2,142	2,064
12500 Workers Compensation	9,506	10,266	10,266	12,833	12,833
12600 Retirement	60,780	87,672	87,672	104,198	101,267
12750 City 401 Plan	768	2,015	2,015	1,495	1,430
12900 Long Term Disability	1,241	1,664	1,664	1,734	1,678
12950 Vision Plan	422	962	962	819	801
TOTAL	$110,460	$161,212	$161,212	$169,730	$165,613
SERVICES & SUPPLIES					
21000 Office Supplies	$1,474	$1,000	$1,000	$1,000	$1,000
22000 Operating Supplies	362,837	405,800	405,800	405,800	405,800
23000 R/M Supplies	84,879	100,000	100,000	100,000	100,000
24000 Small Tools	8,642	10,000	10,000	10,000	10,000
31000 Contracted Services	21,650	26,000	26,000	26,000	26,000
32000 Communications	3,626	6,290	6,290	10,380	10,335
33000 Motor Pool Charges	9,454	9,738	9,738	11,000	11,000
36000 Utilities	40,002	27,759	27,759	59,896	59,896
37000 Leases & Rentals	70,707	81,500	81,500	81,500	81,500
38000 R/M Contractual	135,381	165,000	165,000	165,000	165,000
39000 Miscellaneous	920	500	1,100	1,100	1,100
41000 Other Agency Serv	8,437	8,000	10,000	10,000	10,000
42000 Debt Service	0	210,130	210,130	420,258	420,258
44000 Misc Financial Serv	477,838	258,500	258,500	343,000	343,000
TOTAL	$1,225,847	$1,310,217	$1,312,817	$1,644,934	$1,644,889

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Motor Pool Shop**

ACTIVITY NO.: **4211**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
CAPITAL OUTLAY					
54000 Vehicles/Equipment	$18,539	$303,000	$302,052	$185,000	$185,000
TOTAL	$18,539	$303,000	$302,052	$185,000	$185,000
GRAND TOTAL	$1,655,015	$2,066,793	$2,089,151	$2,302,689	$2,300,463

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Motor Pool Shop**

ACTIVITY NO.: **4211**

Class Title	Full-Time Equivalent Positions					
	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Public Works	0.10	0.10	0.05	$12,800	$15,919	$7,960
Public Works Maintenance Manager	0.10	0.10	0.10	10,799	11,630	11,630
Lead Equipment Mechanic	1.00	1.00	1.00	74,628	77,744	77,744
Equipment Mechanic	2.00	2.00	2.00	113,834	116,682	116,682
Auto Shop Technician	1.00	1.00	1.00	57,996	57,996	57,996
Auto Mechanic Certificate	0.00	0.00	0.00	1,200	1,200	1,200
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	145	354	249
Longevity Pay	0.00	0.00	0.00	4,200	4,200	4,200
Separation Benefits	0.00	0.00	0.00	16,162	16,700	26,700
Total	4.20	4.20	4.15	$292,364	$303,025	$304,961

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Engineering**

ACTIVITY NO.: **4212**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$838,372	$883,876	$869,676	$1,026,840	$1,026,840
SERVICES & SUPPLIES	216,994	127,360	190,360	201,615	201,615
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$1,055,366	$1,011,236	$1,060,036	$1,228,455	$1,228,455
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	6.30	6.25	6.25	7.23	7.23

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 2017-18	Estimated 2018-19	Projected 2019-20
Capital Improvement Projects (CIP) commenced and/or completed	11	10	10
Dollar value of CIP projects completed ($ millions)	$2.5	$5.4	$6.5
Subdivisions Processed:			
Tentative Tract Maps	2	2	2
Tentative Parcels Maps	2	2	2
Final Tract Maps	2	2	2
Final Parcel Maps	2	2	2
Lot Line Adjustments Reviewed	0	1	2
Conditional Use Permits Reviewed	3	3	3
Variances Reviewed	0	0	0
Site and Plan Checks for Building Permits	70	77	85
Concrete, Excavation, Utilities, Transportation, Sewer, Water, Undergrounding Permits Issued	638	450	500
Grading Permits Issued	15	6	4
Traffic Engineering Issues Investigated	30	35	35

2019-2020 GOALS AND OBJECTIVES

1. *Improve Community-wide Beautification*: Construct the Potrero Grande Beautification project that includes new landscaped median islands, pavement rehabilitation, curb and gutter, and sidewalk repairs on Potrero Grande Drive between Markland Drive and Arroyo Drive.

2. *Improve Organizational Effectiveness and Efficiency*: Construct the second phase of water main replacements in the northeast quadrant of the City east of Garfield Avenue and north of Garvey Avenue.

3. *Achieve Financial Stability:* Update the City's Pavement Management Program and set aside funds for street resurfacing projects.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Community-wide Beautification*: Facilitated the permitting, inspection, and general oversight of the Market Place and Courtyard Marriott Hotel projects that are currently under construction and nearing completion.

2. *Improve Organizational Effectiveness and Efficiency*: Constructed traffic signal improvements and implemented new synchronized signal timing on North Atlantic Boulevard from Hellman Avenue to Newmark Avenue to improve the overall flow of traffic, in anticipation of several proposed mixed-use projects along the corridor.

3. *Improve Community-wide Beautification*: Constructed the South Garfield Village Street Improvements project that included new landscape median islands, sidewalk repairs, replacement of the street trees, and a new mid-block cross-walk featuring landscaped bio-filtration planters and a pedestrian hybrid beacon.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) is cost for engineering consultant services and miscellaneous professional services, $137,039.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Engineering**

ACTIVITY NO.: **4212**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$525,207	$588,746	$561,315	$637,354	$637,354
11300 Part Time Salaries	12,288	0	12,596	0	0
11400 Overtime Salaries	1,531	0	385	0	0
11500 Separation Benefits	28,367	24,242	24,242	25,100	25,100
TOTAL	$567,393	$612,988	$598,538	$662,454	$662,454
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,305	$1,945	$1,945	$2,271	$2,271
12300 Medical Insurance	37,399	50,463	50,463	90,796	90,796
12350 Medicare Insurance	7,854	8,713	8,713	9,304	9,304
12370 Part Time Retirement	492	250	500	0	0
12400 Dental Insurance	4,350	5,300	5,300	7,777	7,777
12500 Workers Compensation	8,820	9,526	9,526	11,908	11,908
12600 Retirement	205,369	186,712	186,712	231,813	231,813
12750 City 401 Plan	1,981	3,902	3,902	5,182	5,182
12900 Long Term Disability	2,212	2,479	2,479	2,922	2,922
12950 Vision Plan	1,197	1,598	1,598	2,413	2,413
TOTAL	$270,979	$270,888	$271,138	$364,386	$364,386
SERVICES & SUPPLIES					
21000 Office Supplies	$996	$4,450	$2,950	$3,350	$3,350
22000 Operating Supplies	850	1,350	1,350	1,350	1,350
24000 Small Tools	2,364	2,300	2,300	2,300	2,300
31000 Contracted Services	166,937	72,039	137,039	137,039	137,039
32000 Communications	10,997	12,529	12,029	14,376	14,376
33000 Motor Pool Charges	11,374	11,792	11,692	16,200	16,200
37000 Leases & Rentals	14,530	14,000	14,000	14,000	14,000
38000 R/M Contractual	7,868	5,000	5,000	9,000	9,000
39000 Miscellaneous	1,078	3,900	4,000	4,000	4,000
TOTAL	$216,994	$127,360	$190,360	$201,615	$201,615
GRAND TOTAL	$1,055,366	$1,011,236	$1,060,036	$1,228,455	$1,228,455

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Engineering**

ACTIVITY NO.: **4212**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Public Works	0.05	0.08	0.08	$6,400	$12,735	$12,735
Assistant City Engineer	1.00	1.00	1.00	145,824	128,952	128,952
Principal Management Analyst	0.20	0.15	0.15	19,478	14,974	14,974
Associate Civil Engineer	2.00	2.00	2.00	208,876	210,552	210,552
Civil Engineering Assistant*	0.00	1.00	1.00	0	66,876	66,876
Civil Engineering Technician**	1.00	2.00	2.00	74,352	132,492	132,492
Public Works Inspector***	1.00	0.00	0.00	61,620	0	0
Administrative Secretary	1.00	1.00	1.00	63,780	63,780	63,780
Bilingual	0.00	0.00	0.00	2,760	2,670	2,670
Education Incentive	0.00	0.00	0.00	4,456	3,123	3,123
Notary Bonus Pay	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	24,242	25,100	25,100
Total	6.25	7.23	7.23	$612,988	$662,454	$662,454

* Added one Civil Engineering Assistant

** Added one additional Civil Engineering Technician

*** Eliminated Public Works Inspector

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Planning**

ACTIVITY NO.: **4213**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$284,054	$315,675	$315,675	$287,734	$299,917
SERVICES & SUPPLIES	40,682	60,755	55,960	60,245	60,290
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$324,736	$376,430	$371,635	$347,979	$360,207
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.15	2.15	2.15	2.00	2.05

Program Description

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

The Division's specific service objectives include:

- In accordance with State Law, maintaining a comprehensive and defensible General Plan, which is adopted by City Council and accurately reflects long and short-range community goals and environmental issues.

- Administers and coordinates City, State and regional land use policies, regulations and other legislation to ensure developments that be consistent with the City's standards, policies and plans and enhance the quality of the community.

- Provides technical assistance to developers and citizens in a manner, which facilitates their compliance with development standards and regulations with a minimum of inconvenience. Planning application records have been digitally scanned to be read with computer use. Record maintenance and permit processing will be expedited by the expanded use of this system. Staff continues to process 93% of all plan checks for construction projects of developers (normally within a 72-hour period), and assist the general public in a timely manner.

- Provides the City Manager, City Council, Planning Commission, and Design Review Board accurate, timely and complete information and recommendations relative to land use and zoning applications (i.e., variances and conditional use permits, specific plans, and subdivisions), legislation, environmental review and other matters affecting land development within and in proximity to the City. Development projects are reviewed for environmental compliance pursuant to the California Environmental Quality Act (CEQA) and the City's guidelines.

PROGRAM MEASUREMENTS

DISCRETIONARY APPLICATIONS: These types of applications require, as necessary, Planning Commission, Design Review Board and City Council review. The Planning entitlements listed below will take from 2 to 6 months to process depending on the complexity of the project.

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Code Amendments	0	1	1
Conditional Use Permits	7	5	8
General Plan Amendments	0	2	1
Specific Plan	1	0	1
Parcel Maps	1	2	2
Radius Map/Mailing	15	20	22
Tentative Tract Maps	4	2	4
Time Extensions	2	0	2
Variances	0	0	1
Zone Changes	0	2	1
CEQA			
Environmental Impact Reports	0	1	0
Negative Declarations	4	10	10
Categorical Exemptions	8	10	10
DESIGN REVIEW			
Signs	5	5	5
Remodels, No increase of floor area	0	0	3
Remodels, Increase of floor area	0	1	1
New Construction < 10,000 SF	3	3	3
New Construction > 10,000 SF	2	3	3
Landscaping	2	3	1
Single-Family Residential	13	10	10

ADMINISTRATIVE APPLICATIONS:			
Banners	35	20	35
Minor Departure	0	0	1
Accessory Dwelling Units	5	6	5
Site Plan Review	1	1	3
Temporary Use Permits	10	5	5
Traffic/Parking Study	0	1	1
Yard Sales	197	30	30

2019-2020 GOALS AND OBJECTIVES

1. *Complete Market Place and other Major Projects:* Continue to provide assistance to the Market Place Development with plan checks for the construction of the tenant buildings and interior remodels. Complete the General Plan Update (Land Use, Circulation, and Economic Development Elements), Environmental Impact Report, and subsequent Zoning Code Amendment.

2. *Improve communitywide beautification*: Report on the adequacy of the Comprehensive General Plan to the Planning Commission and City Council. Budget permitting, commence with an update to the General Plan followed by a zoning code update the subsequent year.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Completed construction for Costco, Home Depot, Guitar Center, Chick-fil-A, In-N-Out, MOD Pizza, America's Best Contacts & Eyeglasses, and Starbucks. Continued construction for Courtyard by Marriott, Buffalo Wild Wings, Chase Bank, and Holiday Inn Suites.

2. Completed the South Garfield Village Specific Plan street improvement project, including median and landscape improvements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Planning**

ACTIVITY NO.: **4213**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$172,067	$206,376	$206,376	$176,123	$184,188
11400 Overtime Salaries	676	1,500	1,500	1,500	1,500
11500 Separation Benefits	8,405	8,273	8,273	8,600	8,600
TOTAL	$181,148	$216,149	$216,149	$186,223	$194,288
EMPLOYEE BENEFITS					
12200 Life Insurance	$393	$671	$671	$625	$649
12300 Medical Insurance	17,687	20,822	20,822	22,480	23,307
12350 Medicare Insurance	2,574	3,046	3,046	2,554	2,672
12400 Dental Insurance	1,118	1,139	1,139	1,750	1,828
12500 Workers Compensation	6,472	6,990	6,990	8,738	8,738
12600 Retirement	73,431	65,446	65,446	63,995	66,927
12750 City 401 Plan	0	0	0	0	65
12900 Long Term Disability	851	1,016	1,016	791	847
12950 Vision Plan	380	396	396	578	596
TOTAL	$102,906	$99,526	$99,526	$101,511	$105,629
SERVICES & SUPPLIES					
21000 Office Supplies	$1,257	$1,800	$1,800	$1,800	$1,800
22000 Operating Supplies	60	500	500	500	500
24000 Small Tools	37	350	350	350	350
31000 Contracted Services	20,835	33,660	28,865	28,000	28,000
32000 Communications	5,109	4,510	4,510	9,100	9,145
33000 Motor Pool Charges	402	1,900	1,900	2,500	2,500
37000 Leases & Rentals	7,400	11,500	11,500	11,500	11,500
38000 R/M Contractual	4,520	4,835	4,835	4,795	4,795
39000 Miscellaneous	1,062	1,700	1,700	1,700	1,700
TOTAL	$40,682	$60,755	$55,960	$60,245	$60,290
GRAND TOTAL	$324,736	$376,430	$371,635	$347,979	$360,207

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Planning**

ACTIVITY NO.: **4213**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Public Works	0.00	0.00	0.05	$0	$0	$7,960
Director of Community / Economic Development*	0.15	0.00	0.00	23,310	0	0
Senior Planner	1.00	1.00	1.00	110,340	110,340	110,340
Assistant Planner	1.00	1.00	1.00	69,390	63,263	63,263
Bilingual	0.00	0.00	0.00	600	0	0
Education Incentive	0.00	0.00	0.00	2,736	2,520	2,625
Overtime	0.00	0.00	0.00	1,500	1,500	1,500
Separation Benefits	0.00	0.00	0.00	8,273	8,600	8,600
Total	2.15	2.00	2.05	$216,149	$186,223	$194,288

* Realigned the function of the Community and Economic Development Department to various departments

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Building and Safety**

ACTIVITY NO.: **4214**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$732,406	$847,862	$805,605	$817,395	$829,476
SERVICES & SUPPLIES	80,239	166,236	186,226	182,095	182,140
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$812,645	$1,014,098	$991,831	$999,490	$1,011,616
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	6.30	6.30	6.30	6.00	6.05

Program Description

The Building Division is established per the mandate of California Health and Safety Code to facilitate compliance with State and local building standards concerning structural integrity, fire and life safety, sanitation, security, accessibility, and energy efficiency of constructions within the local jurisdiction. It provides staff support to the City Council, Modification Committee and other City departments in analyzing issues relating to safety of buildings.

The Division's specific service objectives include:

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

- Provide code interpretation, reference resources and other technical assistance to the public in a manner that facilitates compliance of design and construction with applicable building standards.

- Coordinate with various departments and outside agencies in the plan review process, and serve as the contact point for permit applications.

- Monitor property maintenance and abate life safety hazards through Certificate of Occupancy inspections and special abatement programs such as the un-reinforced masonry (URM) buildings retrofit program.

- Maintains building plans and permit records, and make the information readily available to the public.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
PERMITS			
Building Permits:			
a. Residential, New	*17*	*10*	*10*
b. Residential, Add/Alter	*482*	*280*	*260*
c. Non-Residential, New	*10*	*3*	*10*
d. Non-Residential, Add/Alter	*121*	*90*	*90*
e. Miscellaneous	*129*	*75*	*90*
Building Permits Total	**759**	**458**	**460**
Electrical Permits	154	90	110
Mechanical Permits	85	75	80
Plumbing Permits	112	110	100
All Permits Total	**1,110**	**733**	**750**
ANNUAL PERMIT VALUATION	**164 mil.**	**36 mil.**	**30 mil.**
PLAN CHECKS			
Total Number Processed	**474**	**350**	**250**
Processed In-House	97%	90%	90%
Contracted Out	3%	10%	10%

INSPECTIONS			
Construction Inspections	6,644	6,000	5,000
Certificate of Occupancy	7	3	5
All Inspections Total	**6,651**	**6,003**	**5,005**

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Support the growth and development of existing staff towards enhancing customer interaction at the public counter and public interaction in the field promoting consistency and exemplary customer service.

2018-2019 MAJOR ACCOMPLISHMENTS

1. Inspected major retail box stores and several retail spaces at the Market Place, establishing occupancy of those spaces. Along the same corridor, the inspection of the self-storage facility was completed as well.

2. Issued the construction permit for SCE for the construction of the electrical substation control building on the south end of the City with inspection activities on-going.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) $41,000 reflects the annual cost of computer licensing, repairs and maintenance.

2. Contracted Services category (#31000) $104,795 reflects the consulting services for anticipated developments.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Building and Safety**

ACTIVITY NO.: **4214**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$458,671	$564,302	$537,000	$499,876	$507,940
11400 Overtime Salaries	197	1,000	1,000	1,000	1,000
11500 Separation Benefits	8,405	35,978	35,978	37,100	37,100
TOTAL	$467,273	$601,280	$573,978	$537,976	$546,040
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,148	$1,547	$1,547	$1,872	$1,896
12300 Medical Insurance	59,662	65,271	60,650	64,967	65,794
12350 Medicare Insurance	7,290	7,065	6,692	7,301	7,319
12400 Dental Insurance	4,388	4,698	4,458	7,000	7,078
12500 Workers Compensation	6,472	6,990	6,990	8,738	8,738
12600 Retirement	181,333	154,481	145,000	181,829	184,760
12750 City 401 Plan	1,300	2,600	2,360	3,250	3,315
12900 Long Term Disability	2,361	2,430	2,430	2,376	2,432
12950 Vision Plan	1,179	1,500	1,500	2,086	2,104
TOTAL	$265,133	$246,582	$231,627	$279,419	$283,436
SERVICES & SUPPLIES					
21000 Office Supplies	$850	$900	$900	$1,400	$1,400
22000 Operating Supplies	2,088	4,400	4,400	4,400	4,400
24000 Small Tools	1,100	1,100	1,100	3,100	3,100
31000 Contracted Services	21,838	104,795	124,795	104,795	104,795
32000 Communications	3,788	2,954	2,944	12,900	12,945
33000 Motor Pool Charges	7,574	6,607	6,607	9,000	9,000
38000 R/M Contractual	39,665	39,980	39,980	41,000	41,000
39000 Miscellaneous	3,336	5,500	5,500	5,500	5,500
TOTAL	$80,239	$166,236	$186,226	$182,095	$182,140
GRAND TOTAL	$812,645	$1,014,098	$991,831	$999,490	$1,011,616

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Building and Safety**

ACTIVITY NO.: **4214**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Public Works	0.00	0.00	0.05	$0	$0	$7,960
Director of Community / Economic Development*	0.30	0.00	0.00	46,620	0	0
Building Official	1.00	1.00	1.00	124,444	128,532	128,532
Plan Checker	1.00	1.00	1.00	94,356	83,279	83,279
Building Inspector	2.00	2.00	2.00	162,952	162,789	162,789
Permit Technician II	1.00	1.00	1.00	70,428	70,428	70,428
Permit Technician I	1.00	1.00	1.00	54,870	50,648	50,648
Bilingual	0.00	0.00	0.00	1,200	600	600
Education Incentive	0.00	0.00	0.00	4,032	3,600	3,704
Longevity Pay	0.00	0.00	0.00	5,400	0	0
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Separation Benefits	0.00	0.00	0.00	35,978	37,100	37,100
Total	6.30	6.00	6.05	$601,280	$537,976	$546,040

* Realigned the function of the Community and Economic Development Department to various departments

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Water Administration**

ACTIVITY NO.: **4220**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$160,442	$179,540	$179,540	$154,861	$154,861
SERVICES & SUPPLIES	53,938	58,823	58,823	110,464	110,464
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$214,380	$238,363	$238,363	$265,325	$265,325
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.20	1.35	1.35	.85	.85

Program Description

This activity provides the overall direction and administrative guidance for the Water Utility Division, including preparation of all required water quality and production reports. Funds are also provided in this activity to cover pump assessment costs and water replacement costs related to the adjudicated settlement between the Main San Gabriel Valley Water Basin and the City of Long Beach.

Specific Service objectives are:

- Represent the City in the management of the Main San Gabriel Basin by attending monthly meetings.
- Develop long range planning alternatives and strategies to enable the utility to maintain water usage, including the development and construction of water treatment facilities and alternatives, to conform to State and Federal potable water quality requirements.

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

- Prepare numerous operation, production, and water quality reports to meet Watermaster, Federal, State, County, and City requirements.

- Identify and track proposed Federal and State regulations that could have large capital requirements for treatment of specific substances (e.g. arsenic, volatile organic chemicals, Perchlorate, 1,4-Dioxane, 1,1-DCA, MTBE, Chromium 6, etc).

- Continue involvement with the San Gabriel Valley Groundwater clean-up projects with special emphasis on the South El Monte Operable Unit (SEMOU) to recover costs and the possibility of obtaining Title 16 and/or Federal Restoration Funds.

PROGRAM MEASUREMENTS

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

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency*: Work closely with the Department of Drinking Water to complete and permit the Centralized Groundwater Treatment System.

2. *Improve Organizational Effectiveness and Efficiency*: Continue the rehabilitation of wells and well motors to ensure optimal efficiency and the production of safe drinking water for the community.

3. *Achieve Financial Stability*: Complete Water Master Plan Capital Improvement Projects to include the installation of new water mainline.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency*: Submitted to the State Water Resource Controls Board Division of Drinking Water the Centralized Groundwater Treatment System's performance test report for review and approval.

2. *Improve Organizational Effectiveness and Efficiency*: Submitted to the State Water Resource Controls Board Division of Drinking Water an application for Well No. 3 Domestic Water Supply Permit Amendment to change status of Well No. 3 from "Inactive" to "Active."

3. *Improve Organizational Effectiveness and Efficiency*: Submitted to the Los Angeles Regional Water Quality Control Board a "Notice of Intent" NPDES application for the Delta Plant and Well No. 5 site.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) $6,000 includes costs for CCR development.

2. Communications category (#32000) $7,264 Includes budget to cover full postage for CCR report.

3. Motor Pool Charges category (#33000) $7,000 includes costs of conferences and seminars.

4. R/M Contractual category (#38000) 55,750 includes the annual subscription cost for the workforce management program that was initiated in FY2019 as a demonstration project.

5. Miscellaneous category (#39000) $19,000 includes costs of printing cost for CCR report.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Administration**

ACTIVITY NO.: **4220**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$53,904	$104,790	$104,790	$85,943	$85,943
11300 Part Time Salaries	6,073	0	0	0	0
11400 Overtime Salaries	83	0	0	0	0
11500 Separation Benefits	12,712	4,618	4,618	4,800	4,800
TOTAL	$72,772	$109,408	$109,408	$90,743	$90,743
EMPLOYEE BENEFITS					
12200 Life Insurance	$282	$390	$390	$297	$297
12300 Medical Insurance	35,180	15,186	15,186	7,949	7,949
12350 Medicare Insurance	1,361	1,536	1,536	1,263	1,263
12370 Part Time Retirement	241	0	0	0	0
12400 Dental Insurance	819	1,210	1,210	871	871
12500 Workers Compensation	15,694	16,950	16,950	21,188	21,188
12600 Retirement	33,036	33,247	33,247	31,251	31,251
12750 City 401 Plan	452	748	748	683	683
12900 Long Term Disability	350	416	416	359	359
12950 Vision Plan	255	449	449	257	257
TOTAL	$87,670	$70,132	$70,132	$64,118	$64,118
SERVICES & SUPPLIES					
21000 Office Supplies	$4,857	$3,700	$3,700	$3,700	$3,700
22000 Operating Supplies	11,291	2,300	2,300	3,500	3,500
23000 R/M Supplies	47	0	0	0	0
24000 Small Tools	1,648	2,250	2,250	2,250	2,250
31000 Contracted Services	4,764	5,000	5,000	6,000	6,000
32000 Communications	-3,527	2,264	2,264	7,264	7,264
33000 Motor Pool Charges	4,481	4,760	4,760	7,000	7,000
37000 Leases & Rentals	4,167	6,000	6,000	6,000	6,000
38000 R/M Contractual	20,472	16,999	16,999	55,750	55,750
39000 Miscellaneous	5,738	15,550	15,550	19,000	19,000
TOTAL	$53,938	$58,823	$58,823	$110,464	$110,464
GRAND TOTAL	$214,380	$238,363	$238,363	$265,325	$265,325

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Administration**

ACTIVITY NO.: **4220**

Class Title	Full-Time Equivalent Positions					
	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Public Works	0.20	0.20	0.20	$25,601	$31,838	$31,838
Water Utility Manager	0.15	0.15	0.15	16,198	16,708	16,708
Principal Management Analyst	0.20	0.20	0.20	21,048	21,048	21,048
Public Works Technician*	0.50	0.00	0.00	26,088	0	0
Senior Clerk Typist	0.30	0.30	0.30	14,546	14,909	14,909
Bilingual	0.00	0.00	0.00	180	180	180
Education Incentive	0.00	0.00	0.00	889	1,020	1,020
Longevity	0.00	0.00	0.00	240	240	240
Separation Benefits	0.00	0.00	0.00	4,618	4,800	4,800
Total	1.35	0.85	0.85	$109,408	$90,743	$90,743

* Eliminated Public Works Technician

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Water Commercial**

ACTIVITY NO.: **4221**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$576,390	$599,718	$597,218	$716,159	$716,159
SERVICES & SUPPLIES	150,863	316,315	317,315	439,917	439,917
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$727,253	$916,033	$914,533	$1,156,076	$1,156,076
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.05	4.97	4.97	5.81	5.81

Program Description

This program, in coordination with the Management Services Department, provides for approximately 80,249 meter readings, billing, and collection of revenue from approximately 13,643 water meters. The City's consumers average 656 requests for service per month for routine problems including billing, leaks, water quality, general water service inquiries, backflow/cross-connection and water conservation education.

Specific Service objectives are:

- Provide all City served water accounts with a water meter calibrated to American Water Works Association (AWWA) standards for accuracy to be read, billed, and maintained on a bi-monthly schedule.

- Notify consumers of high consumption when readings appear to be significantly higher than normal.

- Perform annual tests on 101 City-owned backflow devices and report results to the Los Angeles County Department of Health Services.

- Track and maintain 1,330 private backflow prevention assemblies for water system protection as required by the State Water Resources Control Board Division of Drinking Water (DDW) standards.

- On a bimonthly reading cycle, report any safety hazards or code violations to the proper department.

- In conjunction with the Water Distribution section continue to evaluate and upgrade large meter installations to replace older water meters to ensure meter accuracy.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Large Water Meter Installation/Upgrades (3″– 8″ meters)			
Meter installation upgrades	8	3	8
Water Turn-ons and Turn-offs:	2,440	2,000	2,000
Work orders completed:	6,196	7,200	7,500

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Convert and change out all DCDA (firelines) to AMR standard meters.

2. *Improve Organizational Effectiveness and Efficiency*: Establish Cross Connection onsite inspections partnership with LA County Health Department for commercial accounts.

3. *Improve Organizational Effectiveness and Efficiency*: Implement an educational program for the residents of Monterey Park that includes water smart fixtures and educational awareness material.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency*: The Water Commercial division has integrated and adopted a workforce management system that more accurately tracks work flow assignments and project completion. The automated system allows the division to go paperless and improves the efficiency of record collection and retrieval.

2. *Improve Organizational Effectiveness and Efficiency*: The Consumer Services division has continued to address and update all parcels that require backflow upgrades to maintain the City customers' compliance with the California Department of Health Services.

3. *Improve Organizational Effectiveness and Efficiency*: The Consumer Services division has repaired or changed out over 1,000 water meters that were impaired. The meters were under warranty and the change out was at no cost to the City.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies Category (#23000) $34,500 includes costs for meters and other supplies.

2. Miscellaneous category (#39000) $12,000 includes costs for membership dues and certification classes.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Commercial**

ACTIVITY NO.: **4221**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$320,202	$348,054	$348,054	$396,646	$396,646
11300 Part Time Salaries	0	0	0	8,251	8,251
11400 Overtime Salaries	16,135	25,000	22,500	22,500	22,500
11500 Separation Benefits	34,670	11,736	11,736	12,100	12,100
TOTAL	$371,007	$384,790	$382,290	$439,497	$439,497
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,058	$1,551	$1,551	$1,769	$1,769
12300 Medical Insurance	41,912	53,896	53,896	70,204	70,204
12350 Medicare Insurance	4,862	5,110	5,110	5,786	5,786
12400 Dental Insurance	3,167	3,972	3,972	5,233	5,233
12500 Workers Compensation	30,861	33,330	33,330	41,663	41,663
12600 Retirement	119,063	110,459	110,459	144,337	144,337
12750 City 401 Plan	1,691	3,231	3,231	3,686	3,686
12900 Long Term Disability	1,718	1,921	1,921	2,198	2,198
12950 Vision Plan	1,051	1,458	1,458	1,786	1,786
TOTAL	$205,383	$214,928	$214,928	$276,662	$276,662
SERVICES & SUPPLIES					
21000 Office Supplies	$1,606	$1,050	$1,550	$1,750	$1,750
22000 Operating Supplies	3,624	5,500	6,000	6,000	6,000
23000 R/M Supplies	4,685	34,000	34,000	34,500	34,500
24000 Small Tools	5,932	6,500	6,500	6,500	6,500
31000 Contracted Services	12,078	12,967	12,967	12,967	12,967
32000 Communications	57,856	65,900	65,900	65,450	65,450
33000 Motor Pool Charges	49,173	50,648	50,648	60,000	60,000
37000 Leases & Rentals	0	750	750	750	750
38000 R/M Contractual	14,007	10,000	10,000	10,000	10,000
39000 Miscellaneous	1,902	11,000	11,000	12,000	12,000
44000 Misc Financial Serv	0	118,000	118,000	230,000	230,000
TOTAL	$150,863	$316,315	$317,315	$439,917	$439,917
GRAND TOTAL	$727,253	$916,033	$914,533	$1,156,076	$1,156,076

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Commercial**

ACTIVITY NO.: **4221**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Consumer Services Supervisor*	1.00	0.00	0.00	$85,474	$0	$0
Water Operation Supervisor	0.00	0.50	0.50	0	43,710	43,710
Cross Connection Control Inspector**	1.00	2.00	2.00	79,335	147,408	147,408
Consumer Services Representative	2.00	2.00	2.00	117,242	129,936	129,936
Water Production System Operator	0.10	0.10	0.10	6,986	6,985	6,985
Water Utility Maintenance Worker***	0.75	0.95	0.95	44,217	53,901	53,901
Senior Clerk Typist	0.12	0.12	0.12	5,819	5,964	5,964
DHS Certification	0.00	0.00	0.00	8,148	7,908	7,908
Bilingual	0.00	0.00	0.00	732	732	732
Education Incentive	0.00	0.00	0.00	101	102	102
Overtime	0.00	0.00	0.00	25,000	22,500	22,500
Separation Benefits	0.00	0.00	0.00	11,736	12,100	12,100
Part-Time						
Water Utility Maintenance Worker****	0.00	0.14	0.14	0	8,251	8,251
Total	4.97	5.81	5.81	$384,790	$439,497	$439,497

* Changed Consumer Services Supervisor to Water Operations Supervisor for Activity 4221 & 4223.

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Commercial**

ACTIVITY NO.: **4221**

Class Title	Full-Time Equivalent Positions					
	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20

** Added one additional Cross Connection Control Inspector.

*** Added one Water Utility Maintenance Worker in Activity 4221, 4223, 4226, 4227, 4229, 4230 & 4231 and eliminated one Water Distribution Lead Worker

**** Added 0.14 FTE Part-Time Water Utility Maintenance Workers

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Water Production**

ACTIVITY NO.: **4222**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$106,962	$83,545	$84,045	$97,408	$97,408
SERVICES & SUPPLIES	2,153,344	3,787,937	3,432,745	4,019,236	4,019,236
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$2,260,306	$3,871,482	$3,516,790	$4,116,644	$4,116,644
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.40	.60	.60	.73	.73

Program Description

This program provides for producing, treating, and delivering to the City's customers, potable water that meets or exceeds all water quality standards established by Federal and State regulatory agencies. The operation and inspection of 12 wells, 11 pumping stations, and 13 reservoirs are provided by California Department of Public Health certified water treatment personnel to meet an average daily demand of approximately 8 million gallons of water.

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

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

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Water Production:			
(Acre-feet/year)	7,782	7,671	8,054
(Million gallons/year)	2,535	2,499	2,624
(Million gallons/day)	6.95	6.83	7.19
Well Water Electrical Efficiency Operational Testing Program:			
Number tested (12 total sites, 9 operable wells)	8	8	8
Cathodic Protection System Testing Program:			
Number tested (5 sites total, 8 reservoirs)	0	8	8

2019-2020 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency*: Rehabilitate Well No. 10 to increase pumping reliability and efficiency.

2. *Improve Organizational Effectiveness and Efficiency*: Rehabilitate Air Stripping Treatment Plant Tower Pump No. 1 & No. 2 to increase pumping reliability and efficiency.

3. *Improve Organizational Effectiveness and Efficiency*: Rehabilitate Delta No. 4 booster pumps to increase pumping reliability and efficiency.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency*: Assisted with the Centralized Groundwater Treatment System performance test.

2. *Improve Organizational Effectiveness and Efficiency*: Rehabilitated Well No. 12 for increased pumping reliability and efficiency.

3. *Improve Organizational Effectiveness and Efficiency*: Redeveloped Well No. 3 and took Title 22 samples for Domestic Water Supply Permit Amendment – change "Inactive" status of Well 3 to "Active" for increased pumping reliability and efficiency.

4. *Improve Organizational Effectiveness and Efficiency*: Completed State Water Resources Controls Board - Division of Drinking Water Triennial Lead & Copper sampling.

5. *Improve Organizational Effectiveness and Efficiency*: Installed new Well No. 5 motor variable frequency drive for increased pumping reliability and efficiency.

6. *Improve Organizational Effectiveness and Efficiency*: Replaced Air Stripping Treatment Plant Tower Pump No. 2 motor variable frequency drive for increased pumping reliability and efficiency.

7. *Improve Organizational Effectiveness and Efficiency*: Installed new online chlorine analyzer at La Loma reservoir for increased water quality reliability.

8. *Improve Organizational Effectiveness and Efficiency*: Inspected concrete and steel water storage reservoirs for increased infrastructure reliability.

9. *Improve Organizational Effectiveness and Efficiency*: Installed new Air Stripping Treatment Plant acid pump system for increased pumping reliability and efficiency.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) $2,097,520 includes water assessment charges. The FY2020 rates are $160 per acre feet for an estimated 8,054 acre feet of water produced for production assessment; $220 per acre feet for an estimated 3,054 acre feet for replacement water assessment; $70K for prescriptive pumping rights assessment; and $17K for membership dues and operating supplies. This category also includes the cost to purchase water ($50K) that was previously identified in Activity 4233.

2. R/M Supplies category (#23000) $142,200 includes cost for plumbing and electrical supplies.

3. Contracted Services category (#31000) $150,000 includes professional services for water quality analyses.

4. R/M Contractual category (#38000) $81,000 includes costs for maintenance and repairs. The budget has been increased to pay for Booster Pump repairs and landscape maintenance contracts.

5. Debt Service category (#42000) $113,319 is the debt service payment for the La Loma and Highland water storage reservoirs. The thirty-year lease will retire in 2032.

6. Miscellaneous Financial Service category (#44000) $671,000 is this activity's contribution to the City required shared costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Production**

ACTIVITY NO.: **4222**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$49,333	$46,149	$46,149	$46,851	$46,851
11300 Part Time Salaries	3,037	0	0	7,661	7,661
11400 Overtime Salaries	6,270	3,000	3,500	3,500	3,500
11500 Separation Benefits	13,514	1,732	1,732	1,800	1,800
TOTAL	$72,154	$50,881	$51,381	$59,812	$59,812
EMPLOYEE BENEFITS					
12200 Life Insurance	$151	$188	$188	$188	$188
12300 Medical Insurance	6,023	6,164	6,164	5,900	5,900
12350 Medicare Insurance	846	670	670	680	680
12370 Part Time Retirement	121	0	0	307	307
12400 Dental Insurance	319	322	322	312	312
12500 Workers Compensation	9,261	10,002	10,002	12,503	12,503
12600 Retirement	17,557	14,643	14,643	17,045	17,045
12750 City 401 Plan	135	260	260	260	260
12900 Long Term Disability	259	238	238	238	238
12950 Vision Plan	136	177	177	163	163
TOTAL	$34,808	$32,664	$32,664	$37,596	$37,596
SERVICES & SUPPLIES					
21000 Office Supplies	$2,667	$2,000	$2,000	$2,000	$2,000
22000 Operating Supplies	1,217,859	1,906,850	1,606,850	2,097,520	2,097,520
23000 R/M Supplies	126,837	142,200	142,200	142,200	142,200
24000 Small Tools	4,354	5,000	5,000	5,000	5,000
31000 Contracted Services	65,530	145,000	145,000	150,000	150,000
32000 Communications	10,864	12,000	12,000	12,000	12,000
33000 Motor Pool Charges	76,491	78,786	78,786	85,000	85,000
36000 Utilities	557,573	672,128	616,128	632,297	632,297
37000 Leases & Rentals	0	800	1,500	2,000	2,000
38000 R/M Contractual	33,934	71,500	71,500	81,000	81,000
39000 Miscellaneous	956	800	908	900	900
41000 Other Agency Serv	6,302	20,000	20,000	25,000	25,000
42000 Debt Service	49,977	113,573	113,573	113,319	113,319
44000 Misc Financial Serv	0	617,300	617,300	671,000	671,000
TOTAL	$2,153,344	$3,787,937	$3,432,745	$4,019,236	$4,019,236
GRAND TOTAL	$2,260,306	$3,871,482	$3,516,790	$4,116,644	$4,116,644

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Production**

ACTIVITY NO.: **4222**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Water Utility Manager	0.10	0.10	0.10	$10,799	$11,139	$11,139
Water Production Supervisor	0.05	0.05	0.05	4,943	4,943	4,943
Water Production System Operator	0.45	0.45	0.45	28,613	28,975	28,975
DHS Certification	0.00	0.00	0.00	744	744	744
Bilingual	0.00	0.00	0.00	120	120	120
Education Incentive	0.00	0.00	0.00	720	720	720
Longevity Pay	0.00	0.00	0.00	210	210	210
Overtime	0.00	0.00	0.00	3,000	3,500	3,500
Separation Benefits	0.00	0.00	0.00	1,732	1,800	1,800
Part-Time						
Water Utility Maintenance Worker*	0.00	0.13	0.13	0	7,661	7,661
Total	0.60	0.73	0.73	$50,881	$59,812	$59,812

* Added 0.13 FTE Part-Time Water Utility Maintenance Workers

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Water Distribution**

ACTIVITY NO.: **4223**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$798,564	$865,579	$678,948	$801,804	$801,804
SERVICES & SUPPLIES	2,225,143	1,290,614	1,245,527	1,409,952	1,409,952
CAPITAL OUTLAY	65,413	0	0	0	0
TOTAL COSTS	$3,089,120	$2,156,193	$1,924,475	$2,211,756	$2,211,756
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	6.74	6.99	6.99	6.58	6.58

Program Description

This program provides for the installation of new service taps, renewed water service taps, repair of water mains and services as necessary, and the maintenance of water facilities. Within the distribution system there are 13,456 water accounts, 134 miles of distribution mains, approximately 1,063 fire hydrants, and 2,073 gate valves.

This program also provides maintenance and new installations of piping for the entire system. Water Distribution personnel are California Department of Health Services certified, licensed and prepared to perform expedient and professional services under emergency conditions.

Specific service objectives are:

- Ensure water section personnel productivity and safety through adherences to annual training objectives.
- Operate annual valve exercise program for 2,073 distribution system valves.

- Maintain water service standards by repairing City water distribution facilities to ensure that residents and commercial accounts will have reliable water service.
- Continue to upgrade service and meter installation to current standards.
- Help maintain water quality with an active flushing program.
- Maintain all pressure relief stations, pressure-sustaining stations, and check valve stations in the distribution system to increase reliability.
- Identify needs to improve distribution system reliability.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Water Valve Exercising:			
Valves exercised	482	500	1,040
Percent of valves exercised (2,073 total)	21%	24%	50%
New Water Services Installed:	32	54	34
Water Services Repaired:	55	50	40
Water Mains Repaired:	22	35	30
Gate Valves Repaired:	12	8	10

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency*. Review, update, and approve Water Standards with the Engineering Division. The standards have not been updated since 2009.
2. *Improve organizational effectiveness and efficiency*. Install three new water main blow offs on the dead ends to meet water quality standards.
3. *Improve organizational effectiveness and efficiency*. Detect and replace or repair inoperative gate and plug valves to ensure that the distribution system is operating efficiently.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve organizational effectiveness and efficiency*. While administering leak detection throughout the City, identified and repaired three customer line service leaks and three City water distribution system leaks (2 transmission mains and 1 distribution main line leak).

2. *Improve organizational effectiveness and efficiency*. Integrated and implemented the workforce management system to more accurately track work.

3. *Improve organizational effectiveness and efficiency*. Created and implemented a plan for cross training within the department. Cross training has allowed the division to continue to operate seamlessly despite vacant positions.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies Category (#22000) $23,100 includes parts and material for the Water Division building irrigation system and safety equipment.

2. R/M Supplies Category (#23000) $185,800 includes costs for the maintenance and repair of equipment including the new Vactor Hydro-Excavator.

3. Contracted Service Category (#31000) $15,000 includes professional services such as underground service, vault, and asphalt repairs.

4. Debt Service category (#42000) $649,172 is the cost for City-wide installation of Automatic Meter Reading (AMR) meters that was part of the Siemens Lease-Purchase Energy Efficiency Program. Lease ends on 2031.

5. Misc Financial Service category (#44000) $405,000 is the shared contribution for the City's General Liability insurance, required repair and maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Distribution**

ACTIVITY NO.: **4223**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$416,620	$493,801	$357,322	$430,969	$430,969
11300 Part Time Salaries	27,515	0	9,553	7,661	7,661
11400 Overtime Salaries	36,173	35,000	35,000	35,000	35,000
11500 Separation Benefits	49,645	33,632	33,632	34,700	34,700
TOTAL	$529,953	$562,433	$435,507	$508,330	$508,330
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,320	$2,025	$1,919	$2,013	$2,013
12300 Medical Insurance	62,896	82,663	61,072	62,169	62,169
12350 Medicare Insurance	7,112	7,213	6,221	6,330	6,330
12370 Part Time Retirement	1,900	0	383	385	385
12400 Dental Insurance	4,555	5,764	5,640	5,865	5,865
12500 Workers Compensation	37,940	40,975	40,975	51,219	51,219
12600 Retirement	147,507	156,710	119,435	156,844	156,844
12750 City 401 Plan	1,545	2,854	2,854	3,803	3,803
12900 Long Term Disability	2,331	2,721	2,721	2,507	2,507
12950 Vision Plan	1,505	2,221	2,221	2,339	2,339
TOTAL	$268,611	$303,146	$243,441	$293,474	$293,474
SERVICES & SUPPLIES					
21000 Office Supplies	$1,725	$1,350	$1,350	$1,350	$1,350
22000 Operating Supplies	10,945	15,200	15,200	23,100	23,100
23000 R/M Supplies	180,063	179,200	134,200	185,800	185,800
24000 Small Tools	8,688	9,000	9,000	10,000	10,000
31000 Contracted Services	63,527	10,000	10,000	15,000	15,000
32000 Communications	918	630	1,543	580	580
33000 Motor Pool Charges	89,604	92,292	92,292	96,000	96,000
36000 Utilities	3,894	9,004	9,004	5,000	5,000
37000 Leases & Rentals	2,648	3,000	2,000	2,000	2,000
38000 R/M Contractual	4,699	7,450	7,450	11,450	11,450
39000 Miscellaneous	3,488	2,750	2,750	5,500	5,500
42000 Debt Service	238,073	603,738	603,738	649,172	649,172
44000 Misc Financial Serv	1,616,871	357,000	357,000	405,000	405,000
TOTAL	$2,225,143	$1,290,614	$1,245,527	$1,409,952	$1,409,952

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Distribution**

ACTIVITY NO.: **4223**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
CAPITAL OUTLAY					
54000 Vehicles/Equipment	$65,413	$0	$0	$0	$0
TOTAL	$65,413	$0	$0	$0	$0
GRAND TOTAL	$3,089,120	$2,156,193	$1,924,475	$2,211,756	$2,211,756

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Distribution**

ACTIVITY NO.: **4223**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Water Utility Manager	0.10	0.10	0.10	$10,799	$11,139	$11,139
Water Distribution Supervisor	1.00	0.00	0.00	98,856	0	0
Water Operation Supervisor*	0.00	0.50	0.50	0	43,710	43,710
Water Distribution Crew Supervisor	1.00	1.00	1.00	80,940	80,940	80,940
Water Distribution Lead Worker	2.67	1.78	1.78	172,963	124,337	124,337
Water Utility Maintenance Worker**	2.10	2.95	2.95	105,280	149,274	149,274
Senior Clerk Typist	0.12	0.12	0.12	5,819	5,964	5,964
Bilingual	0.00	0.00	0.00	2,190	2,190	2,190
Education Incentive	0.00	0.00	0.00	521	522	522
DHS Certification	0.00	0.00	0.00	11,165	11,825	11,825
Longevity Pay	0.00	0.00	0.00	5,268	1,068	1,068
Overtime	0.00	0.00	0.00	35,000	35,000	35,000
Separation Benefits	0.00	0.00	0.00	33,632	34,700	34,700
Part-Time						
Water Utility Maintenance Worker***	0.00	0.13	0.13	0	7,661	7,661
Total	6.99	6.58	6.58	$562,433	$508,330	$508,330

* Refer to Water Activity 4221 for details.

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Distribution**

ACTIVITY NO.: **4223**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20

** Added one Water Utility Maintenance Worker in Activity 4221, 4223, 4226, 4227, 4229, 4230, & 4231 and eliminated one Water Distribution Lead Worker

*** Added 0.13 FTE Part-Time Water Utility Maintenance Workers

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Capital Projects

ACTIVITY NO.: 4224

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	581,252	2,100,000	1,210,000	4,387,500	4,387,500
TOTAL COSTS	$581,252	$2,100,000	$1,210,000	$4,387,500	$4,387,500
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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

1. Water Main Replacement - Northeast Area Phase II (82268) **$3,300,000**

This project involves the completion of design and construction of the second phase of water system improvements in the northeast area of the City to reduce the water main breaks, and improve water system reliability and fire protection capability as identified in the Water Master Plan. The streets include Lincoln Avenue & Nicholson Avenue, Alhambra Avenue, Sierra Vista Street, Rural Drive, Orange Avenue, Gladys Avenue, Florence Avenue, Elizabeth Avenue and Hellman Avenue and Emerson Avenue.

Impact on Operating Budget: Staff time is required to manage consultant design engineering Services and administer the construction contract.

2. SCADA System Radio Replacement - (82269) **$87,500**

The SCADA system radios are used to communicate control functions and monitoring of all treatment plants, wells, pumps, and reservoirs. The current SCADA system radios are 15 year old, have limited line-of-site communications and are no longer are manufactured, supported, or available for purchase.

Impact on Operating Budget: This project will be funded through the water fund for upgrade of obsolete equipment.

3. Street Maintenance (81580) **$1,000,000**

This is Water System's share for street maintenance and reconstruction. This annual contribution will be transferred to the City's General Fund to pay for street repairs and maintenance.

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

2018-2019 Water Capital Projects

Street Maintenance (81580)	$ 1,000,000	*
North Atlantic Water / Sewer Improvement (82266)	1,100,000	*
Total	***$ 2,100,000***	

(*) Projects in Progress
(**) Projects completed

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Capital Projects**

ACTIVITY NO.: **4224**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
CAPITAL OUTLAY					
81000 Capital Improvements	$950,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000
82000 Capital Improvements	-368,748	1,100,000	210,000	3,387,500	3,387,500
TOTAL	$581,252	$2,100,000	$1,210,000	$4,387,500	$4,387,500
GRAND TOTAL	$581,252	$2,100,000	$1,210,000	$4,387,500	$4,387,500

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Well No. 5 Voc Treatment Plant**

ACTIVITY NO.: **4226**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$-103,350	$281,140	$296,931	$298,866	$298,866
SERVICES & SUPPLIES	335,859	2,110,705	883,252	1,051,880	1,051,880
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$232,509	$2,391,845	$1,180,183	$1,350,746	$1,350,746
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.39	2.13	2.13	2.10	2.10

Program Description

This activity provides for the costs associated with ground water remediation for Well No. 5 for volatile organic compounds that may be found in the groundwater. This includes the operation and maintenance of the Granular Activated Carbon (GAC) treatment plant portion of Well No. 5 put into service on September 22, 1999. This well has a current capacity of 1,600 gallons per minute.

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

Specific Service objectives are:

- Continue to seek outside funding for operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.

- Continue to operate and maintain plant per State Water Resources Control Board Division of Drinking Water (DDW) requirements.

2019-2020 GOALS AND OBJECTIVES

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

2018-2019 MAJOR ACCOMPLISHMENTS

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

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) $300,100 includes chemicals and materials costs.

2. Contractual Services (#31000) $254,281 includes professional services for lab analyses, engineering consultation and well inspection. Additional costs have been included in FY2020 for lab sampling that is requested by the Department of Drinking Water and landscape maintenance at the Delta Treatment Plant and Well 12.

3. Utilities category (#36000) $88,120 includes electricity costs.

4. Other Agency Services category (#41000) includes $24,500 for permit costs and fees required by government agencies.

5. Debt Service category (#42000) includes $200,000 for debt service payment for Well No. 5/6 Air Stripper.

6. Miscellaneous Financial Services (#44000) $154,000 includes the shared contribution from Water Treatment funds to the City required shared costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well No. 5 Voc Treatment**

ACTIVITY NO.: **4226**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$123,128	$166,610	$177,501	$168,094	$168,094
11300 Part Time Salaries	19,241	6,190	6,190	6,190	6,190
11400 Overtime Salaries	15,683	9,500	14,400	14,400	14,400
11500 Separation Benefits	6,293	9,197	9,197	9,600	9,600
TOTAL	$164,345	$191,497	$207,288	$198,284	$198,284
EMPLOYEE BENEFITS					
12200 Life Insurance	$437	$620	$620	$633	$633
12300 Medical Insurance	27,346	22,532	22,532	23,079	23,079
12350 Medicare Insurance	2,802	2,419	2,419	2,441	2,441
12370 Part Time Retirement	483	0	0	0	0
12400 Dental Insurance	1,193	1,429	1,429	1,570	1,570
12500 Workers Compensation	5,468	7,289	7,289	9,111	9,111
12600 Retirement	47,401	52,853	52,853	61,142	61,142
12650 Pension Gasb68 Expense	-354,571	0	0	0	0
12750 City 401 Plan	577	1,092	1,092	1,170	1,170
12900 Long Term Disability	735	812	812	839	839
12950 Vision Plan	434	597	597	597	597
TOTAL	($267,695)	$89,643	$89,643	$100,582	$100,582
SERVICES & SUPPLIES					
23000 R/M Supplies	$141,048	$1,029,500	$280,100	$300,100	$300,100
31000 Contracted Services	117,409	156,193	153,193	254,281	254,281
32000 Communications	212	6,127	6,127	8,879	8,879
33000 Motor Pool Charges	8,826	17,332	17,332	18,000	18,000
36000 Utilities	44,021	561,053	86,000	88,120	88,120
38000 R/M Contractual	0	4,000	4,000	4,000	4,000
41000 Other Agency Serv	24,343	24,500	24,500	24,500	24,500
42000 Debt Service	0	200,000	200,000	200,000	200,000
44000 Misc Financial Serv	0	112,000	112,000	154,000	154,000
TOTAL	$335,859	$2,110,705	$883,252	$1,051,880	$1,051,880
GRAND TOTAL	$232,509	$2,391,845	$1,180,183	$1,350,746	$1,350,746

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well No. 5 Voc Treatment**

ACTIVITY NO.: **4226**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Public Works	0.08	0.08	0.08	$10,240	$12,735	$12,735
Director of Managment Services	0.01	0.02	0.02	2,460	2,559	2,559
Water Utility Manager	0.15	0.15	0.15	16,198	16,708	16,708
Water Production Supervisor	0.25	0.25	0.25	24,714	24,714	24,714
Principal Mgmt Analyst	0.10	0.10	0.10	10,524	10,524	10,524
Accountant	0.01	0.00	0.00	673	0	0
Sr. Water Production System Operator	0.25	0.25	0.25	20,235	20,235	20,235
Water Distribution Lead Worker	0.09	0.06	0.06	5,830	4,192	4,192
Water Production System Operator	0.80	0.80	0.80	53,630	53,915	53,915
Water Utility Maintenance Worker	0.25	0.25	0.25	13,123	13,415	13,415
Senior Clerk Typist	0.03	0.03	0.03	1,455	1,491	1,491
Bilingual	0.00	0.00	0.00	456	450	450
DHS Certification	0.00	0.00	0.00	3,634	3,677	3,677
Education Incentive	0.00	0.00	0.00	1,119	1,160	1,160
Longevity Pay	0.00	0.00	0.00	2,319	2,319	2,319
Overtime	0.00	0.00	0.00	9,500	14,400	14,400
Separation Benefits	0.00	0.00	0.00	9,197	9,600	9,600

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well No. 5 Voc Treatment**

ACTIVITY NO.: **4226**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Part-Time						
Accountant	0.11	0.11	0.11	$6,190	$6,190	$6,190
Total	2.13	2.10	2.10	$191,497	$198,284	$198,284

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well No.12 Treatment Plant

ACTIVITY NO.: 4227

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$285,899	$298,033	$302,673	$316,392	$316,392
SERVICES & SUPPLIES	460,677	866,750	736,702	798,853	798,853
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$746,576	$1,164,783	$1,039,375	$1,115,245	$1,115,245
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.45	2.21	2.21	2.18	2.18

Program Description

This activity provides for the costs associated with water remediation activities for Wells No. 9, No. 12, and No. 15 for the removal of volatile organic compounds and future contaminants that may be found in the system. This includes the operation and maintenance of the Air Stripper treatment plant.

Costs for this activity include personnel, electricity, water treatment chemicals, laboratory analyses, equipment maintenance and legal fees.

Specific Service objectives are:

- Continue to seek outside funding for the operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.
- Continue to operate and maintain as required by the State Water Resources Control Board Division of Drinking Water (DDW) regulations.

2019-2020 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency*. Work closely with the Department of Drinking Water to complete and permit the Centralized Groundwater Treatment System, to include Well No. 12 as part of the CGTS.

2018-2019 MAJOR ACCOMPLISHMENTS

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) $200,000 provides for the costs of equipment and supplies for the redevelopment of Well 12.

2. Contracted Services category (#31000) $144,890 includes legal fees, data processing, professional services for water quality analysis and SCADA maintenance, and well maintenance and redevelopment.

3. Miscellaneous Financial Services category (#44000) $144,000 includes this activity's contribution from Water Treatment funds to the City required shared costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well No.12 Treatment Plant**

ACTIVITY NO.: **4227**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$165,203	$179,305	$179,305	$181,187	$181,187
11300 Part Time Salaries	19,241	7,310	7,310	7,310	7,310
11400 Overtime Salaries	15,344	8,500	13,300	13,300	13,300
11500 Separation Benefits	5,612	9,428	9,428	9,800	9,800
TOTAL	$205,400	$204,543	$209,343	$211,597	$211,597
EMPLOYEE BENEFITS					
12200 Life Insurance	$446	$638	$638	$651	$651
12300 Medical Insurance	18,738	23,086	23,086	23,805	23,805
12350 Medicare Insurance	2,888	2,603	2,603	2,631	2,631
12370 Part Time Retirement	483	160	0	0	0
12400 Dental Insurance	1,249	1,523	1,523	1,660	1,660
12500 Workers Compensation	5,153	5,926	5,926	7,408	7,408
12600 Retirement	49,722	56,874	56,874	65,899	65,899
12750 City 401 Plan	613	1,190	1,190	1,261	1,261
12900 Long Term Disability	762	882	882	871	871
12950 Vision Plan	445	608	608	609	609
TOTAL	$80,499	$93,490	$93,330	$104,795	$104,795
SERVICES & SUPPLIES					
23000 R/M Supplies	$171,783	$202,000	$200,000	$200,000	$200,000
31000 Contracted Services	34,488	146,892	143,892	144,890	144,890
32000 Communications	241	6,213	6,213	8,963	8,963
33000 Motor Pool Charges	8,599	17,332	17,332	18,000	18,000
36000 Utilities	233,089	375,763	251,265	271,000	271,000
37000 Leases & Rentals	0	550	0	0	0
38000 R/M Contractual	0	4,000	4,000	4,000	4,000
41000 Other Agency Serv	12,477	8,000	8,000	8,000	8,000
44000 Misc Financial Serv	0	106,000	106,000	144,000	144,000
TOTAL	$460,677	$866,750	$736,702	$798,853	$798,853
GRAND TOTAL	$746,576	$1,164,783	$1,039,375	$1,115,245	$1,115,245

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well No.12 Treatment Plant**

ACTIVITY NO.: **4227**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Public Works	0.07	0.07	0.07	$8,960	$11,143	$11,143
Director of Management Services	0.05	0.05	0.05	8,200	8,531	8,531
Water Utility Manager	0.15	0.15	0.15	16,198	16,708	16,708
Water Production Supervisor	0.25	0.25	0.25	24,714	24,714	24,714
Principal Management Analyst	0.25	0.25	0.25	26,310	26,310	26,310
Accountant	0.01	0.00	0.00	673	0	0
Sr. Water Production System Operator	0.25	0.25	0.25	20,235	20,235	20,235
Water Production System Operator	0.70	0.70	0.70	47,210	47,422	47,422
Water Utility Maintenance Worker	0.25	0.25	0.25	13,123	13,415	13,415
Water Distribution Lead Worker	0.06	0.04	0.04	3,887	2,794	2,794
Senior Clerk Typist	0.04	0.04	0.04	1,940	1,988	1,988
Bilingual	0.00	0.00	0.00	420	414	414
DHS Certification	0.00	0.00	0.00	3,446	3,490	3,490
Education Incentive	0.00	0.00	0.00	1,355	1,389	1,389
Longevity Pay	0.00	0.00	0.00	2,634	2,634	2,634
Overtime	0.00	0.00	0.00	8,500	13,300	13,300
Separation Benefits	0.00	0.00	0.00	9,428	9,800	9,800

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well No.12 Treatment Plant**

ACTIVITY NO.: **4227**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Part-Time						
Accountant	0.13	0.13	0.13	$7,310	$7,310	$7,310
Total	2.21	2.18	2.18	$204,543	$211,597	$211,597

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 1, 3, 10 & Fern Voc

ACTIVITY NO.: 4229

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$221,275	$237,928	$241,288	$252,351	$252,351
SERVICES & SUPPLIES	439,258	676,111	717,435	734,002	734,002
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$660,533	$914,039	$958,723	$986,353	$986,353
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.96	1.82	1.82	1.79	1.79

Program Description

This activity provides for the costs associated with ground water remediation for Wells No. 1, No. 3, No. 10 and Fern Well for volatile organic compounds (VOC) and future contaminants that may be found in the system. This includes the operation and maintenance of the Granular Activated Carbon (GAC) treatment system for these wells. This treatment plant has a capacity of 4,500 gallons per minute and requires continual scheduled maintenance and monitoring.

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes $320,000 for GAC replacement and equipment supplies and maintenance for well redevelopment.

2. Contracted Services category (#31000) includes $164,107 for legal fees, data processing, water analyses, compliance reports, professional services for SCADA maintenance, and well maintenance and redevelopment.

3. Miscellaneous Financial Service (#44000) $109,000 is this activity's contribution to the City required shared costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well 1, 3, 10 & Fern Voc**

ACTIVITY NO.: **4229**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$125,015	$140,438	$140,438	$142,111	$142,111
11300 Part Time Salaries	15,814	7,310	7,310	7,310	7,310
11400 Overtime Salaries	12,565	7,500	11,000	11,000	11,000
11500 Separation Benefits	5,395	7,734	7,734	8,000	8,000
TOTAL	$158,789	$162,982	$166,482	$168,421	$168,421
EMPLOYEE BENEFITS					
12200 Life Insurance	$344	$517	$517	$530	$530
12300 Medical Insurance	14,427	18,727	18,727	19,056	19,056
12350 Medicare Insurance	2,212	2,039	2,039	2,064	2,064
12370 Part Time Retirement	362	140	0	0	0
12400 Dental Insurance	961	1,214	1,214	1,328	1,328
12500 Workers Compensation	4,921	5,659	5,659	7,074	7,074
12600 Retirement	37,874	44,550	44,550	51,690	51,690
12750 City 401 Plan	466	917	917	989	989
12900 Long Term Disability	582	687	687	705	705
12950 Vision Plan	337	496	496	494	494
TOTAL	$62,486	$74,946	$74,806	$83,930	$83,930
SERVICES & SUPPLIES					
23000 R/M Supplies	$238,258	$320,500	$320,000	$320,000	$320,000
31000 Contracted Services	77,586	166,992	162,992	164,107	164,107
32000 Communications	157	6,144	6,144	8,895	8,895
33000 Motor Pool Charges	8,826	17,332	17,332	18,000	18,000
36000 Utilities	106,734	79,243	127,967	110,000	110,000
37000 Leases & Rentals	0	1,000	0	0	0
38000 R/M Contractual	0	4,000	4,000	4,000	4,000
41000 Other Agency Serv	7,697	1,900	0	0	0
44000 Misc Financial Serv	0	79,000	79,000	109,000	109,000
TOTAL	$439,258	$676,111	$717,435	$734,002	$734,002
GRAND TOTAL	$660,533	$914,039	$958,723	$986,353	$986,353

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 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Public Works	0.07	0.07	0.07	$8,960	$11,143	$11,143
Director of Managment Services	0.02	0.02	0.02	3,280	3,413	3,413
Water Utility Manager	0.15	0.15	0.15	16,198	16,708	16,708
Water Production Supervisor	0.15	0.15	0.15	14,829	14,828	14,828
Principal Management Analyst	0.15	0.15	0.15	15,786	15,786	15,786
Accountant	0.01	0.00	0.00	673	0	0
Senior Water Production System Operator	0.20	0.20	0.20	16,188	16,188	16,188
Water Production System Operator	0.60	0.60	0.60	40,223	40,436	40,436
Water Utility Maintenance Worker	0.25	0.25	0.25	13,123	13,415	13,415
Water Distribution Lead Worker	0.06	0.04	0.04	3,887	2,794	2,794
Senior Clerk Typist	0.03	0.03	0.03	1,455	1,491	1,491
Bilingual	0.00	0.00	0.00	354	348	348
DHS Certification	0.00	0.00	0.00	2,679	2,722	2,722
Education Incentive	0.00	0.00	0.00	1,046	1,081	1,081
Longevity Pay	0.00	0.00	0.00	1,757	1,758	1,758
Overtime	0.00	0.00	0.00	7,500	11,000	11,000
Separation Benefits	0.00	0.00	0.00	7,734	8,000	8,000

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 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Part-Time						
Accountant	0.13	0.13	0.13	$7,310	$7,310	$7,310
Total	1.82	1.79	1.79	$162,982	$168,421	$168,421

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$227,859	$227,699	$232,399	$240,023	$240,023
SERVICES & SUPPLIES	97,194	384,842	400,642	485,149	485,149
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$325,053	$612,541	$633,041	$725,172	$725,172
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.01	1.77	1.77	1.72	1.72

Program Description

This activity provides for the costs associated with water remediation activities for the Dual Barrier treatment facility, which is operated for use by Well Nos. 9, 12, and 15 for removal of volatile organic compounds not removed by the Well No. 12 Air Stripper. These costs include personnel, laboratory analyses, and equipment maintenance.

Costs for this activity include personnel costs, Granular Activated Carbon replacement, equipment maintenance, and laboratory analyses.

Specific Service objectives are:

- Seek outside funding for the operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.
- Operate and maintain the system per the State Water Resources Control Board.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes $175,000 for carbon replacements (GAC) and equipment supplies. Costs have increased for FY2020 due to higher costs for GAC media.

2. Contracted Services category (#31000) includes $204,781 for legal fees, water analyses, compliance and consultant services for SCADA maintenance, and well maintenance and redevelopment. Additional lab work is required per Department of Drinking Water requirements.

3. Miscellaneous Financial Service (#44000) $75,000 is this activity's contribution to the City required shared costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well 12 Dual Barrier**

ACTIVITY NO.: **4230**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$129,197	$135,317	$135,317	$135,000	$135,000
11300 Part Time Salaries	19,241	7,310	7,310	7,310	7,310
11400 Overtime Salaries	12,146	6,500	11,200	11,200	11,200
11500 Separation Benefits	3,941	7,734	7,734	8,000	8,000
TOTAL	$164,525	$156,861	$161,561	$161,510	$161,510
EMPLOYEE BENEFITS					
12200 Life Insurance	$346	$506	$506	$503	$503
12300 Medical Insurance	14,430	17,260	17,260	17,636	17,636
12350 Medicare Insurance	2,323	1,966	1,966	1,962	1,962
12370 Part Time Retirement	483	140	140	0	0
12400 Dental Insurance	946	1,113	1,113	1,162	1,162
12500 Workers Compensation	4,254	4,892	4,892	6,115	6,115
12600 Retirement	39,177	42,927	42,927	49,105	49,105
12750 City 401 Plan	447	904	904	924	924
12900 Long Term Disability	583	663	663	653	653
12950 Vision Plan	345	467	467	453	453
TOTAL	$63,334	$70,838	$70,838	$78,513	$78,513
SERVICES & SUPPLIES					
23000 R/M Supplies	$19,636	$120,700	$150,000	$175,000	$175,000
31000 Contracted Services	55,019	167,193	163,193	204,281	204,281
32000 Communications	193	6,117	6,117	8,868	8,868
33000 Motor Pool Charges	8,826	17,332	17,332	18,000	18,000
38000 R/M Contractual	0	4,000	4,000	4,000	4,000
41000 Other Agency Serv	13,520	9,500	0	0	0
42000 Debt Service	0	0	0	0	0
44000 Misc Financial Serv	0	60,000	60,000	75,000	75,000
TOTAL	$97,194	$384,842	$400,642	$485,149	$485,149
GRAND TOTAL	$325,053	$612,541	$633,041	$725,172	$725,172

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well 12 Dual Barrier**

ACTIVITY NO.: **4230**

Class Title	Full-Time Equivalent Positions					
	2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Public Works	0.04	0.04	0.04	$5,120	$6,368	$6,368
Director of Mangement Services	0.02	0.02	0.02	3,280	3,413	3,413
Water Utility Manager	0.15	0.15	0.15	16,198	16,708	16,708
Water Production Supervisor	0.15	0.15	0.15	14,829	14,828	14,828
Principal Management Analyst	0.15	0.15	0.15	15,786	15,786	15,786
Accountant	0.01	0.00	0.00	673	0	0
Senior Water Production System Operator	0.15	0.15	0.15	12,141	12,141	12,141
Water Production System Operator	0.70	0.70	0.70	47,210	47,422	47,422
Water Distribution Lead Worker	0.06	0.04	0.04	3,887	2,794	2,794
Water Utility Maintenance Worker	0.17	0.15	0.15	8,618	7,893	7,893
Senior Clerk Typist	0.04	0.04	0.04	1,940	1,988	1,988
Bilingual	0.00	0.00	0.00	396	390	390
DHS Certification	0.00	0.00	0.00	2,678	2,693	2,693
Education Incentive	0.00	0.00	0.00	1,015	1,028	1,028
Longevity Pay	0.00	0.00	0.00	1,546	1,548	1,548
Overtime	0.00	0.00	0.00	6,500	11,200	11,200
Separation Benefits	0.00	0.00	0.00	7,734	8,000	8,000

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well 12 Dual Barrier**

ACTIVITY NO.: **4230**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Part-Time						
Accountant	0.13	0.13	0.13	$7,310	$7,310	$7,310
Total	1.77	1.72	1.72	$156,861	$161,510	$161,510

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$125,788	$196,252	$208,852	$208,428	$208,428
SERVICES & SUPPLIES	113,456	189,964	231,720	396,844	396,844
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$239,244	$386,216	$440,572	$605,272	$605,272
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.60	1.54	1.54	1.48	1.48

Program Description

This activity is for the operation and maintenance of Well No. 15 as indicated by the Environmental Protection Agency's Interim Action Record of Decision (IROD) to help facilitate the removal of Perchlorate and Volatile Organic Compounds (VOC) in the groundwater from the San Gabriel Valley Water Basin.

Costs for this activity include personnel costs, equipment and maintenance supplies, laboratory analyses, compliance reports, electricity service, and fees to other governmental agencies.

Specific Service objectives are:

- Continue to seek outside funding for the operation and maintenance of this facility from the South El Monte Potentially Responsible Parties and other potential sources.
- Continue to operate and maintain the treatment facility as mandated by the State Water Resources Control Board Division of Drinking Water (DDW).

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) $150,000 includes costs associated with the variable frequency drives (VFD) and air condition units. FY2020 costs have increased for repair work for Well No. 15.

2. Contracted Services category (#31000) includes $34,976 for legal fees, data processing and water analyses, compliance reports and consultant services for SCADA maintenance. Costs have increased due to additional lab work that is required by the Department of Drinking Water.

3. Miscellaneous Financial Service category (#44000) $46,000 is this activity's contribution to the City required share of costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well 15**

ACTIVITY NO.: **4231**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$70,848	$124,472	$124,472	$123,305	$123,305
11300 Part Time Salaries	10,131	0	6,300	0	0
11400 Overtime Salaries	7,032	5,000	11,300	11,300	11,300
11500 Separation Benefits	2,483	2,309	2,309	2,400	2,400
TOTAL	$90,494	$131,781	$144,381	$137,005	$137,005
EMPLOYEE BENEFITS					
12200 Life Insurance	$226	$475	$475	$469	$469
12300 Medical Insurance	8,017	16,079	16,079	16,690	16,690
12350 Medicare Insurance	1,271	1,808	1,808	1,792	1,792
12370 Part Time Retirement	121	0	0	0	0
12400 Dental Insurance	570	1,060	1,060	1,143	1,143
12500 Workers Compensation	2,315	3,662	3,662	4,578	4,578
12600 Retirement	21,864	39,488	39,488	44,852	44,852
12750 City 401 Plan	367	839	839	852	852
12900 Long Term Disability	329	628	628	613	613
12950 Vision Plan	214	432	432	434	434
TOTAL	$35,294	$64,471	$64,471	$71,423	$71,423
SERVICES & SUPPLIES					
23000 R/M Supplies	$10,483	$30,050	$30,000	$150,000	$150,000
31000 Contracted Services	11,568	22,990	18,990	34,976	34,976
32000 Communications	61	6,118	6,118	8,868	8,868
33000 Motor Pool Charges	8,826	17,332	17,332	18,000	18,000
36000 Utilities	74,937	71,574	119,280	135,000	135,000
38000 R/M Contractual	0	4,000	4,000	4,000	4,000
41000 Other Agency Serv	7,581	1,900	0	0	0
44000 Misc Financial Serv	0	36,000	36,000	46,000	46,000
TOTAL	$113,456	$189,964	$231,720	$396,844	$396,844
GRAND TOTAL	$239,244	$386,216	$440,572	$605,272	$605,272

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well 15**

ACTIVITY NO.: **4231**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Director of Public Works	0.04	0.04	0.04	$5,120	$6,368	$6,368
Director of Management Services	0.02	0.02	0.02	3,280	3,413	3,413
Water Utility Manager	0.05	0.05	0.05	5,400	5,569	5,569
Water Production Supervisor	0.15	0.15	0.15	14,829	14,828	14,828
Principal Management Analyst	0.15	0.15	0.15	15,786	15,786	15,786
Accountant	0.01	0.00	0.00	673	0	0
Senior Water Production System Operator	0.15	0.15	0.15	12,141	12,141	12,141
Water Distribution Lead Worker	0.06	0.04	0.04	3,887	2,794	2,794
Water Production System Operator	0.65	0.65	0.65	44,281	44,421	44,421
Water Utility Maintenance Worker	0.23	0.20	0.20	11,997	10,825	10,825
Senior Clerk Typist	0.03	0.03	0.03	1,455	1,491	1,491
Bilingual	0.00	0.00	0.00	408	402	402
DHS Certification	0.00	0.00	0.00	2,786	2,823	2,823
Education Incentive	0.00	0.00	0.00	883	896	896
Longevity Pay	0.00	0.00	0.00	1,546	1,548	1,548
Overtime	0.00	0.00	0.00	5,000	11,300	11,300
Separation Benefits	0.00	0.00	0.00	2,309	2,400	2,400

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Well 15**

ACTIVITY NO.: **4231**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Total	1.54	1.48	1.48	$131,781	$137,005	$137,005

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Parkway Maintenance**

ACTIVITY NO.: **6516**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$466,151	$497,574	$493,763	$531,482	$531,482
SERVICES & SUPPLIES	427,273	611,477	618,387	618,330	623,330
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$893,424	$1,109,051	$1,112,150	$1,149,812	$1,154,812
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.00	4.00	4.00	4.00	4.00

Program Description

This activity provides for the care and maintenance of approximately 10,000 City Street & Parkway trees and 358,087 sq. ft. of work areas that include 68 boulevard medians, gardens, selected parkways, and parking lots. City trees consist of 37 different species, and are of various sizes, shapes and age. These trees are strategically placed along approximately 203 miles of easements and parkways, to create visually appealing neighborhoods. Trees are an excellent means for enhancement of the environment, by way of air filtration, noise absorption, aesthetics, and safety of vehicular and pedestrian movement. The City boulevard medians cover 182,990 sq. ft. of turf, trees, plants, and irrigation.

This division plays a vital role in maintaining the City's attractive overall appearance. The results of this Division's efforts serve to create a positive impression of the City for current and potential homeowners, and businesses. The work accomplished by this division in properly maintaining the tree inventory, helps the environment by providing the cooling and cleaning effect trees have on surrounding air quality.

The majority of tree work tasked to this division is provided by contractors. Each tree, under contract, is electronically inventoried and trimmed based on our 14-grid system that schedules

between four to five grids each year. Trees may also be trimmed when service requests are submitted by residents. The trees located along the three main corridors (Atlantic, Garvey, & Garfield) are trimmed every year, and are delegated to their own separate grid (Grid #13). The contractor is also responsible for tree removals and planting of new trees.

Specific service objectives are:

- Trimming of trees as needed to provide for effective aesthetic value, traffic sign visibility, street lamp clearance, and for proper mobility on streets and sidewalks.
- Provide attractive and healthy trees through regularly scheduled inspection, trimming, removal, and replacement when possible.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Street Trees Trimmed	3,214	2,441	2,500
Street Trees Planted	125	137	65
Street Trees Removed	84	78	20
Service Requests	316	302	325

2019-2020 GOALS AND OBJECTIVES

1. *Improve Community-wide Beautification*: Complete the replanting of the last two medians at the end of West Garvey from Abajo to Casuda Canyon. Maintain at least a 1:1 ratio of tree replacement; current ratio is at 1:1.5.
2. *Improve Organizational Effectiveness and Efficiency*: Continue to efficiently utilize the Arbor Access tree inventory maintenance system to reduce the presence of hazardous or diseased trees.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Community-wide Beautification*: Introduced Yellow Tulip trees into the City inventory. These trees replaced diseased or distressed Liquidambars on the south end of Atlantic Bl. and in front of City Hall, a total of 43 trees were planted. Reintroduced Cherry Blossom trees along S. McPherrin from Fire Station #1 to the picnic pavilion.
2. *Improve Organizational Effectiveness and Efficiency*: Through Arbor Access trees have been added trees into new and vacant sites. This is part of a 5-year effort to replenish the inventory that had been lost due to the drought conditions of 2012-2016.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contract Services category (#31000) of $525,000 reflects costs for the City Street and Parkway tree-trimming program, maintenance of all City boulevard medians, gardens, selected parkways, and parking lots.
2. Repairs & Maintenance category (#38000) of $8,000 reflects increases for shifting the Tree Well Maintenance from Activity 5002 to the Parkway Maintenance (#6516).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Parkway Maintenance**

ACTIVITY NO.: **6516**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$239,599	$260,254	$256,088	$262,572	$262,572
11400 Overtime Salaries	5,877	4,400	4,755	4,400	4,400
11500 Separation Benefits	21,012	15,392	15,392	15,900	15,900
TOTAL	$266,488	$280,046	$276,235	$282,872	$282,872
EMPLOYEE BENEFITS					
12200 Life Insurance	$884	$1,248	$1,248	$1,183	$1,183
12300 Medical Insurance	39,950	45,724	45,724	43,692	43,692
12350 Medicare Insurance	3,456	3,809	3,809	3,861	3,861
12400 Dental Insurance	2,102	2,253	2,253	2,203	2,203
12500 Workers Compensation	71,751	77,491	77,491	96,864	96,864
12600 Retirement	78,176	82,613	82,613	96,021	96,021
12750 City 401 Plan	980	1,821	1,821	2,146	2,146
12900 Long Term Disability	1,545	1,584	1,584	1,585	1,585
12950 Vision Plan	819	985	985	1,055	1,055
TOTAL	$199,663	$217,528	$217,528	$248,610	$248,610
SERVICES & SUPPLIES					
21000 Office Supplies	$930	$1,000	$2,000	$2,000	$2,000
22000 Operating Supplies	4,571	6,800	8,000	8,000	8,000
23000 R/M Supplies	2,445	4,250	4,800	4,800	4,800
24000 Small Tools	2,615	3,000	3,000	3,000	3,000
31000 Contracted Services	349,186	525,000	525,000	525,000	525,000
32000 Communications	630	630	630	630	630
33000 Motor Pool Charges	63,817	63,817	67,477	67,900	67,900
36000 Utilities	1,532	2,480	2,480	2,000	2,000
38000 R/M Contractual	1,547	4,500	5,000	5,000	10,000
TOTAL	$427,273	$611,477	$618,387	$618,330	$623,330
GRAND TOTAL	$893,424	$1,109,051	$1,112,150	$1,149,812	$1,154,812

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Parkway Maintenance**

ACTIVITY NO.: **6516**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Park Superintendent	0.70	0.70	0.70	$62,328	$63,890	$63,890
Park Supervisor	0.60	0.60	0.60	45,491	46,631	46,631
Park Maintenance Crew Leader	0.60	0.60	0.60	41,220	41,220	41,220
Park Maintenance Worker	2.10	2.10	2.10	102,983	103,319	103,319
Bilingual	0.00	0.00	0.00	1,380	960	960
Education	0.00	0.00	0.00	0	720	720
Longevity Pay	0.00	0.00	0.00	5,880	5,040	5,040
Pesticide/Herbicide Pay	0.00	0.00	0.00	972	792	792
Overtime	0.00	0.00	0.00	4,400	4,400	4,400
Separation Benefits	0.00	0.00	0.00	15,392	15,900	15,900
Total	4.00	4.00	4.00	$280,046	$282,872	$282,872

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Public Works**

ACTIVITY: **Parks**

ACTIVITY NO.: **6517**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$565,454	$589,272	$592,937	$720,803	$720,803
SERVICES & SUPPLIES	295,497	360,109	376,759	380,370	380,370
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$860,951	$949,381	$969,696	$1,101,173	$1,101,173
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	7.69	6.69	6.69	7.69	7.69

Program Description

This activity provides for the maintenance of the City's eight large parks, five small parks, one hiking trail, and one demonstration garden, totaling 113.64 acres. There is a park located within one-half mile of every Monterey Park household. This activity also provides for the exterior maintenance of 13 free standing restroom facilities, 16 tennis courts and two warm up courts, three outdoor basketball courts, and multiple picnic facilities. Additionally, this Division also provides the landscape maintenance for the Monterey Park Bruggemeyer Library, the Service Club House, Langley Center, El Encanto, Beth Ryan Park, and City employee parking lots.

The Parks Division maintains a very important part of our City's infrastructure. The Division makes a significant impact helping enrich the lives of residents and all Park users. This Division provides staffing to all parks, 365 days a year. The Parks Division plays an integral role part in maintaining a safe and clean environment. Residents and all Park users can relax, exercise, and enjoy their family and friends in parks that are clean and green. Residents have the choice of participating in various programs and sports leagues that all are offered in our

healthy and friendly atmosphere. Our park sites are host to many of the City's special event celebrations throughout the year that welcomes thousands of participants.
Specific service objectives are:

- Maintain Parks to meet or exceed the Standards as set forth by the Recreation and Parks Commission, providing safe, attractive, and user-friendly recreation facilities.

- With water conservation no longer a goal, but a standard, continued use of drought tolerant turf, plants and shrubs, and irrigation techniques.

PROGRAM MEASUREMENTS

	Actual 2017-18	Estimated 2018-19	Projected 2019-20
Park Service Requests	221	268	275
Number of Special Projects	12	7	6

2019-2020 GOALS AND OBJECTIVES

1. *Improve Community-wide Beautification*: Continue to review and develop viable ideas involving targeted areas for modification and improvement. These locations include the frontage roads along the east side of S. Atlantic between El Repetto & Brightwood and S. Garfield between El Repetto and Keller.

2. *Improve Community-wide Beautification:* Remove and replace worn benches (125) and picnic tables (33) throughout City Parks.

2018-2019 MAJOR ACCOMPLISHMENTS

1. *Improve Community-wide Beautification*: Built (in house) a walking track around the baseball fields at Garvey Ranch Park. This DG track connects the sidewalk walking paths that surrounded parts of the walking area used by residents on a daily basis. It's inaugural usage was for the 2018 Breast Cancer Walk.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes $46,000 for landscaping supplies, cleaning and sanitary supplies for the park restrooms, staff uniforms (including part time staff), and various other supplies.

2. Contracted Services category (#31000) reflects $45,000 annual professional contract services to include weed abatement, irrigation repair, special project plant & tree purchases, hydro-seeding, concrete work, and other special projects.

3. R/M Contractual category (#38000) reflects $72,000 for evening janitorial services for park restrooms 365 nights annually, and maintenance of a general nature in Parks buildings and various items of machinery.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Parks**

ACTIVITY NO.: **6517**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11200 Permanent Salaries	$258,446	$283,845	$277,659	$339,166	$339,166
11300 Part Time Salaries	34,179	43,000	41,304	43,000	43,000
11400 Overtime Salaries	5,175	10,000	21,547	10,000	10,000
11500 Separation Benefits	31,518	29,591	29,591	30,500	30,500
TOTAL	$329,318	$366,436	$370,101	$422,666	$422,666
EMPLOYEE BENEFITS					
12200 Life Insurance	$1,032	$1,560	$1,560	$1,829	$1,829
12300 Medical Insurance	35,801	39,290	39,290	55,752	55,752
12350 Medicare Insurance	4,305	4,191	4,191	5,053	5,053
12370 Part Time Retirement	641	600	600	0	0
12400 Dental Insurance	3,074	3,409	3,409	4,372	4,372
12500 Workers Compensation	75,246	79,718	79,718	99,648	99,648
12600 Retirement	112,598	90,141	90,141	123,626	123,626
12750 City 401 Plan	720	780	780	3,705	3,705
12900 Long Term Disability	1,888	1,980	1,980	2,376	2,376
12950 Vision Plan	831	1,167	1,167	1,776	1,776
TOTAL	$236,136	$222,836	$222,836	$298,137	$298,137
SERVICES & SUPPLIES					
21000 Office Supplies	$754	$1,550	$2,000	$2,000	$2,000
22000 Operating Supplies	28,355	41,500	46,000	46,000	46,000
23000 R/M Supplies	14,479	32,500	37,200	37,200	37,200
24000 Small Tools	5,834	5,000	5,000	5,000	5,000
31000 Contracted Services	45,342	45,000	45,000	45,000	45,000
32000 Communications	1,334	270	270	270	270
33000 Motor Pool Charges	91,789	91,789	91,789	97,400	97,400
36000 Utilities	52,490	65,000	65,000	63,000	63,000
37000 Leases & Rentals	3,795	2,000	4,000	4,000	4,000
38000 R/M Contractual	50,705	68,000	72,000	72,000	72,000
39000 Miscellaneous	620	1,000	1,000	1,000	1,000
41000 Other Agency Serv	0	6,500	7,500	7,500	7,500
TOTAL	$295,497	$360,109	$376,759	$380,370	$380,370
GRAND TOTAL	$860,951	$949,381	$969,696	$1,101,173	$1,101,173

CITY OF MONTEREY PARK

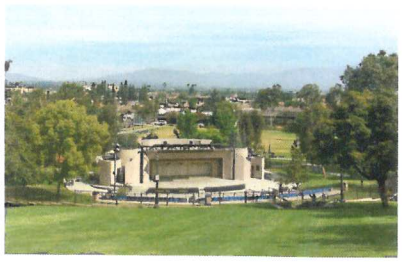
PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Parks**

ACTIVITY NO.: **6517**

Class Title	Full-Time Equivalent Positions 2018-19 Adopted	2019-20 Proposed	2019-20 Adopted	Adopted 2018-19	Proposed 2019-20	Adopted 2019-20
Park Superintendent	0.30	0.30	0.30	$26,712	$27,382	$27,382
Park Supervisor	0.40	0.40	0.40	30,327	31,087	31,087
Park Maintenance Crew Leader	1.40	1.40	1.40	72,911	82,524	82,524
Park Maintenance Worker	2.90	3.90	3.90	145,807	189,965	189,965
Bilingual	0.00	0.00	0.00	1,020	1,440	1,440
Education Incentive	0.00	0.00	0.00	600	480	480
Pesticide/Herbicide Pay	0.00	0.00	0.00	1,548	1,728	1,728
Longevity Pay	0.00	0.00	0.00	4,920	4,560	4,560
Overtime	0.00	0.00	0.00	10,000	10,000	10,000
Separation Benefits	0.00	0.00	0.00	29,591	30,500	30,500
Part-Time						
Maintenance Worker	1.50	1.50	1.50	36,500	36,500	36,500
Clerk Typist	0.19	0.19	0.19	6,500	6,500	6,500
Total	6.69	7.69	7.69	$366,436	$422,666	$422,666



CAPITAL IMPROVEMENT PROGRAM

Street Construction
Community Capital Improvement

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Capital Improvement

ACTIVITY NO.: 5000

SOURCE OF FUNDS:

General $65,593
Road Maintenance & Rehab $1,000,000
Park Facilities $128,000
Law Enforcement/Fire Dif Fund $374,442
Measure R $1,000,000
Measure M $1,500,000
Prop A $104,256
Air Quality Improvement $71,172
Maintenance Grant (0075) $90,000

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	1,764,858	11,148,769	5,691,073	4,338,463	4,333,463
TOTAL COSTS	$1,764,858	$11,148,769	$5,691,073	$4,338,463	$4,333,463
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The Capital Improvement Program budget consists of two activities, Street Construction and Community Capital Improvement. The City's Capital Improvement Program is a five-year program designed according to the City's strategic planning, Water, Sewer, and Park Improvement Master Plans. This five-year Capital Improvement Program is updated following the completion of the City's Long Term Financial Planning process in midyear. During the budget process, the capital improvement projects are again adjusted to reflect realistic and reliable funding sources. Major capital improvements generally take two to three years to complete due to the grant funding restrictions, designs, building, and construction. Unspent portions of the project budget are carried over to the following year for project completions.

City of Monterey Park
Capital Improvement Program
FY 2019-2020

Funding Sources

General Fund (0010) **$65,593**

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.

Road Maintenance and Rehabilitation Program Grant (0024) **$1,000,000**

Streets and Highway Code 2032(h) authorizes the Controller to provide funding to cities and counties for projects approved by the California Transportation Commission.

Park Facilities Fund (0070) **$128,000**

Accounts for the proceeds of a development fee used for the purpose of park facilities improvements and related expenditures, as established pursuant to Monterey Park Municipal Code section 16.54.050.

Law Enforcement/Fire DIF Fund (0071) **$374,442**

Accounts to finance capital costs, including Police facilities, vehicles, equipment, Fire Suppression facilities and Fire equipment, to minimize the impact that new development has on the City's public services and public facilities, as established pursuant to Monterey Park Municipal Code Chapter 3.110, Ordinance No. 2134.

Prop A Fund (0109) **$104,256**

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.

Measure R Fund (0110) **$1,000,000**

Accounts for revenue derived from the one-half percent sales tax approved pursuant to Assembly Bill 2321, Measure R Ordinance of the LACMTA. The funds are to be used to augment for transportation purpose.

Measure M Fund (0112) **$1,500,000**

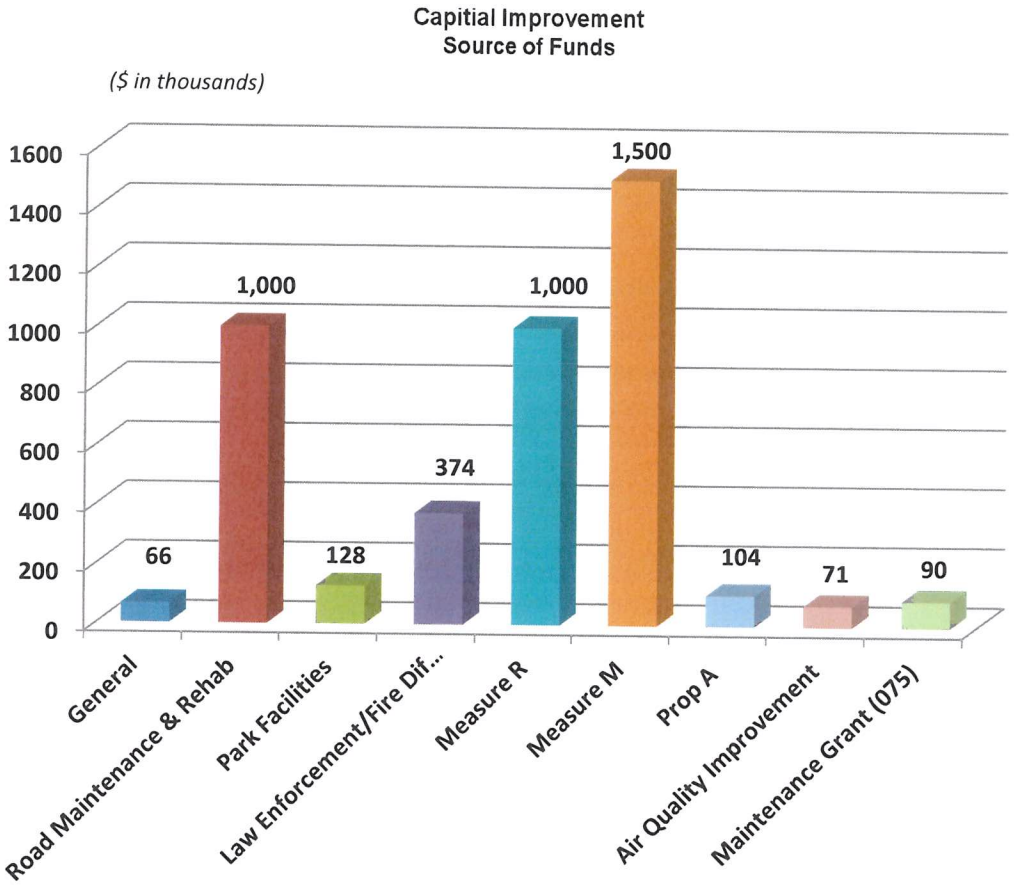
Accounts for the City's share of a one-half percent sales tax approved by the electorate in November 2016, to finance transit operations, local street improvements, bicycle and pedestrian connections, and transit services.

Air Quality Improvement Fund (0165) **$71,172**

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.

Maintenance Grant (0344) **$90,000**

Accounts for special purpose financing provided by Specialty Restaurant for common areas maintenance.


Capitial Improvement
Source of Funds
($ in thousands)
1600
1400
1200
1000
800
600
400
200
0
66
1,000
128
374
1,000
1,500
104
71
90
General
Road Maintenance & Rehab
Park Facilities
Law Enforcement/Fire Dif...
Measure R
Measure M
Prop A
Air Quality Improvement
Maintenance Grant (075)

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	496,277	5,348,715	1,323,000	3,500,000	3,500,000
TOTAL COSTS	$496,277	$5,348,715	$1,323,000	$3,500,000	$3,500,000
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The City contains 119.27 miles of streets, 225.22 miles of sidewalk, 75 traffic signals and 10 miles of improved alleys. Major improvements are needed to accommodate the increased flow of pedestrian and vehicle traffic. This activity provides for street improvements including parking, lighting, traffic signals, and landscaping administered through the Public Works Department. The 2019-2020 street improvements include the following project:

1. Various Street Resurfacing - (91943) **$3,500,000**

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

Funding Source:

Road Maint & Rehab SB1 (0024)	$1,000,000
Measure R (0110)	$1,000,000
Measure M (0112)	$1,500,000

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

2018-2019 Street Construction Projects

Pavement Management Study (89100)	$ 50,000	**
Street Resurfacing (91943)	1,023,000	*
Sidewalk/Wheelchair Access Improvement (91945)	130,715	**
Potrero Grande Renovation (91950)	3,600,000	*
Station 63 Sidewalk/Slope Improvement (91959)	15,000	*
Traffic Signal – Garfield-Graves (91960)	250,000	*
Garvey Reservoir Drainage Improvement (91962)	280,000	*
Total	**$ 5,348,715**	

(*) Projects in progress
(**) Projects completed

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Capital Improvement**

ACTIVITY: **Street Construction**

ACTIVITY NO.: **5001**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
CAPITAL OUTLAY					
89000 Capital Improvements	$0	$50,000	$50,000	$0	$0
91000 Capital Improvements	496,277	5,298,715	1,273,000	3,500,000	3,500,000
96000 Capital Improvements	0	0	0	0	0
TOTAL	$496,277	$5,348,715	$1,323,000	$3,500,000	$3,500,000
GRAND TOTAL	$496,277	$5,348,715	$1,323,000	$3,500,000	$3,500,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Capital Improvement**

ACTIVITY: **Community Capital Improvement**

ACTIVITY NO.: **5002**

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	1,268,581	5,800,054	4,368,073	838,463	833,463
TOTAL COSTS	$1,268,581	$5,800,054	$4,368,073	$838,463	$833,463
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

Community Capital Improvement includes any physical improvement to the City's capital assets of a permanent nature as well as acquisition of equipment. Community Capital Improvements are typically funded by grants, reserves, and specified revenue sources.

1. Barnes Fitness Court Install (91805) **$100,000**

Purchase and installation of National Fitness Campaign Fitness Court.

Funding Source:
Parks DIF Fund (0070) $100,000

Impact on Operating Budget: Staff time is required to coordinate the completion of the fitness court.

2. Langley Restroom ADA Door (91806) **$10,000**

Purchase and install automatic door opener for east restrooms for ADA compliance at Langley Center.

Funding Source:

Public Facility DIF Fund (0070)	$10,000

Impact on Operating Budget: Staff time is required to coordinate the completion of the project.

3. CNG Fueling Compressor System (96067) **$175,428**

This is to install an Upgraded CNG Fueling Compressor System at City Yard which includes the construction costs for the dispenser and electrical upgrade equipment payment to SoCalGas. This represents the fourth year of five years annual service agreement.

Funding Source:

Prop A (0109)	$104,256
Air Quality Improvement (0165)	71,172

Impact on Operating Budget: The new fueling system will allow the City to fuel the Spirit buses onsite instead of a private facility. This will reduce the cost of CNG fuel from $2.90 per gallon to $1.49 per gallon, or approximately $63,000 annually.

4. Specialty Restaurant/Golf Course Maintenance (99290) **$90,000**

Maintenance, which is paid through a special deposit trust fund, is to provide parking lot sweeping, fire alarm monitoring, landscaping and Maintenance of the common area, slopes and hillsides surrounding Monterey Hill, Luminarias restaurants and Monterey Park Golf Course.

Funding Source:

Maintenance Grant (Trust) (0344)	$90,000

Impact on Operating Budget: Specialty Restaurant and Golf Course pay for ongoing maintenance of slopes and common areas.

5. Police In-Car Camera System (99330) **$250,000**

The In-Car Camera System has come to the end of its life cycle and is in need of replacement and including the purchase a new Body Cameras.

Funding Source:

Law Enforcement/Fire DIF Fund (0071)	$250,000

Impact on Operating Budget: There is no impact to the operating budget, except to ensure a continuous City operation.

6. Verdugo Emergency System Upgrade (99733) **$124,442**

Verdugo Fire Communications, which dispatches the MPFD to all 9-1-1 emergencies, is going through a major technology update. The update is effective as of July 1, 2019 and the upgrade is vital to emergency operations.

Funding Source:

Law Enforcement/Fire DIF Fund (0071)	$124,442

Impact on Operating Budget: Upgrade is necessary for technology upgrade with Fire apparatus for dispatch system and to improve the overall operational efficiency.

7. Small Capitals for Recreation (88450) **$56,810**

Recreation small capital purchases include the replacement of tables & chairs at Langley Center ($10,000), replace ring doorbell, storage unit and shelves, chairs and Television at Barnes Day care ($3,810), eleven surveillance cameras throughout Langley Center, parking lot and Beth Ryan Park ($25,000), and the replacement of two portable aquatics lift chairs at Barnes Park & Elder Pool ($18,000).

Funding Source:

General (0010)	$38,810
Aquatics DIF Fund (0070)	$18,000

Impact on Operating Budget: Purchases are to enhance Recreation operations. No impact to the operating budget.

8. Small Capitals for Public Works (88500) **$11,000**

Public Works small capital purchases include one HVAC package unit replacement ($11,000).

Funding Source:

General (0010)	$11,000

Impact on Operating Budget: Replacement to reduce higher maintenance cost.

9. Small Capitals for Police (88550) **$4,165**

Police small capital purchases include seven Rifle Sound Suppressor with Flash Hider Adapters ($4,165).

Funding Source:

General (0010)	$4,165

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

10. Small Capitals for Fire (88560) **$11,618**

Fire small capital purchases include three Backup Generators at Station 61 ($6,468), one Speaker & Projector ($2,400) and twenty-five Cabinets with locks at EOC ($2,750).

Impact on Operating Budget: This project will enhance the capabilities of the EOC and disaster preparedness.

2018-2019 Community Capital Projects

N. Atlantic Water & Sewer Improvement (82266)	$ 1,000,000	*
Capital Purchases - Public Work (88500)	45,000	*
Capital Purchases - Police (88550)	23,534	**
Tree Well Maintenance (91590)	5,000	*
NFC Fitness Grant (91800)	15,000	**
Barnes Playground Equip / Surface (91801)	280,000	*
MPK-TV Mobile Video Equipment (91802)	35,000	*
CNG Fueling Compressor System (96067)	175,428	*
Sewer Master Plan (96103)	100,000	*
Curb Address Painting (96104)	33,618	**
MRG / Council Safety Counter (99025)	40,000	*
Comprehensive General Plan (99026)	749,607	*
Network Equipment (ERP) (99055)	234,261	*
ERP Consultant (99072)	270,720	**
IT Network Switch Replacement (99073)	85,000	*
Special Restaurant/Golf Course (99290)	75,000	**
CALOES 9-1-1 System Upgrade (99329)	287,000	*
2016 UASI Tems Equipment (99731)	77,493	**
Fire Ladder Truck & Engine (99732)	2,618,000	**
Total	**$ 6,149,661**	

(*) Projects in progress
(**) Projects completed

CITY OF MONTEREY PARK

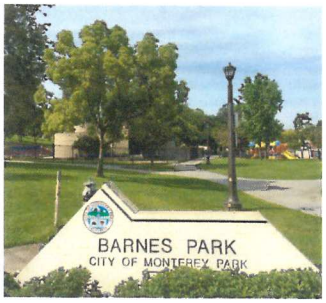
PROGRAM DETAIL

DEPARTMENT: **Capital Improvement**

ACTIVITY: **Community Capital Improvement**

ACTIVITY NO.: **5002**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
CAPITAL OUTLAY					
82000 Capital Improvements	$2,329	$1,000,000	$500,000	$0	$0
88000 Capital Improvements	90,574	68,534	68,534	83,593	83,593
91000 Capital Improvements	0	335,000	335,000	115,000	110,000
96000 Capital Improvements	217,605	309,046	209,046	175,428	175,428
99000 Capital Improvements	958,073	4,087,474	3,255,493	464,442	464,442
TOTAL	$1,268,581	$5,800,054	$4,368,073	$838,463	$833,463
GRAND TOTAL	$1,268,581	$5,800,054	$4,368,073	$838,463	$833,463



NON-DEPARTMENTAL

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:
General $150,000
General Liability $3,190,000
CERCLA Liability $150,000

DEPARTMENT: Non-Department

ACTIVITY: General Liabilities Program

ACTIVITY NO.: 5101

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	3,654,434	3,116,570	3,563,735	3,490,000	3,490,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$3,654,434	$3,116,570	$3,563,735	$3,490,000	$3,490,000
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The General Liability Internal Service Fund was established for the management and funding of the City's general liability risk exposure. The City is self-insured for general liability claims. The City has acquired excess coverage from $500,000 to $30 million per occurrence through the Independent Cities Risk Management Authority (ICRMA).

Charges are made to all City funds to pay for operating expenses as well as to fund the outstanding liabilities of the General Liability Fund. Outstanding liabilities (including Incurred But Not Reported (IBNR) claims of the General Liability Fund, based on past experience and modified for current trends and information, are projected for $4.4 million for 2019-2020.

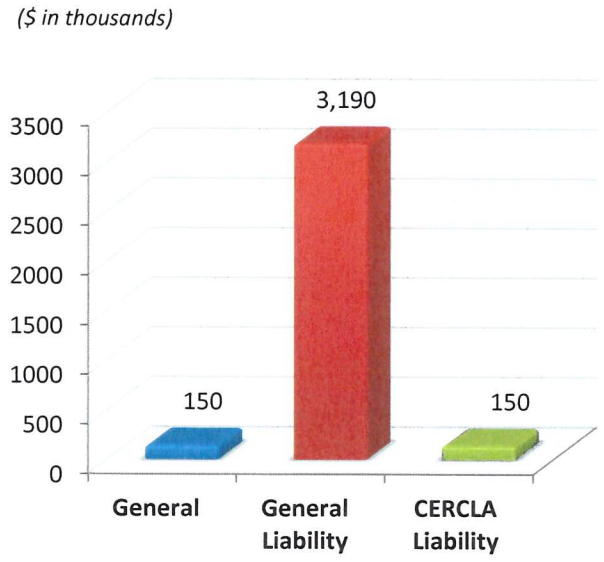
PRIMARY PROGRAM/EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) $250,000 is for legal fees and costs associated with defending the City against general liability claims and lawsuits.

2. Insurance category (#35000) $2.94 million includes insurance premiums to ICRMA, third-party claims administration, and the claim costs to resolve liability issues. Earthquake and property insurance premiums are budgeted in Activity 1802 (Risk Management).

3. Miscellaneous Financial Services category (#44000) $300,000 is the reimbursement from various funds to the General Liability Fund in order to meet incurred liabilities and Incurred But Not Reported (IBNR) losses.

General Liability
Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Non-Department**

ACTIVITY: **General Liabilities Program**

ACTIVITY NO.: **5101**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SERVICES & SUPPLIES					
31000 Contracted Services	$196,737	$250,000	$250,000	$250,000	$250,000
35000 Insurance	2,998,197	2,566,570	3,013,735	2,940,000	2,940,000
44000 Misc Financial Serv	459,500	300,000	300,000	300,000	300,000
TOTAL	$3,654,434	$3,116,570	$3,563,735	$3,490,000	$3,490,000
GRAND TOTAL	$3,654,434	$3,116,570	$3,563,735	$3,490,000	$3,490,000

SOURCE OF FUNDS:

General $5,848,300
Retirement $2,463,878
State Gas Tax $92,800
Sewer $98,400
Refuse $76,600
Shop $58,100
Separation Benefits $1,300,000
General Liability $18,800
Technology Internal Serv $12,000
Workers' Compensation $15,400
Water $524,700
Proposition A and C $65,700
Measure R $9,300
Grants $1,000
Maint Dist $12,500
SA $2,400

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Non-Department

ACTIVITY: Post Employment

ACTIVITY NO.: 5102

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$4,296,431	$4,869,100	$4,886,348	$5,611,500	$5,611,500
SERVICES & SUPPLIES	4,454,421	4,423,320	4,419,320	4,988,378	4,988,378
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$8,750,852	$9,292,420	$9,305,668	$10,599,878	$10,599,878
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

Separation Benefits

The Separation Benefits Internal Service Fund provides an ongoing method of financing the costs associated with employee separation from City service. Upon separation, an employee is entitled to compensation for accrued vacation, holiday, compensation time earned in-lieu of overtime, and a percentage of his or her accrued sick leave depending on provisions of each particular bargaining unit. Charges are made to City departments to pay for operating expenses as well as to fund outstanding liabilities of the Separation Benefits Fund. Liabilities and charges of employee accrued leaves are recorded as compensated absences payable in the general ledger and the amount for 2019-2020 is estimated for $5.8 million.

Post-Employment Benefits

The costs of retiree medical insurance premiums are presented in this activity, as are contributions to the Massachusetts Mutual Retirement Plan. Administrative and actuarial fees

for retirement plan administration are also presented herein. The City joined in the OPEB trust program to pre-fund its OPEB liabilities. As a result of this prefunding plan, the City's retiree medical unfunded liabilities were substantially reduced. The Annual Required Contribution (ARC) for the fiscal year ending June 30, 2018 is $2.9 million. The Massachusetts Mutual Retirement Plan predates the commencement of the City's participation in the California Public Employees' Retirement System (CalPERS) in 1976. The Plan provides partial retirement benefits for miscellaneous employees over age 55 at April 1, 1976 and currently, there are 57 vested members in the Mass Mutual Plan. As for the OPEB, there are 577 inactive employees, retirees, and active employees eligible for City-paid retiree medical benefits.

The unfunded accrued pension liabilities are required to be managed. The City continues to reflect the budget payment to pay down unfunded accrued pension liabilities.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salary Set-Aside category (#11600) $650,000 is for bargaining negotiation set aside funds.

2. Accrued Actuarial Liability category (#11800) $500,000 is to pay down the pension unfunded liabilities.

3. OPEB Medical category (#12300) $1,392,400 is the health insurance premium for the retiree medical and $1,000,000 million is for prefunding of the retiree medical trust account (CERBT).

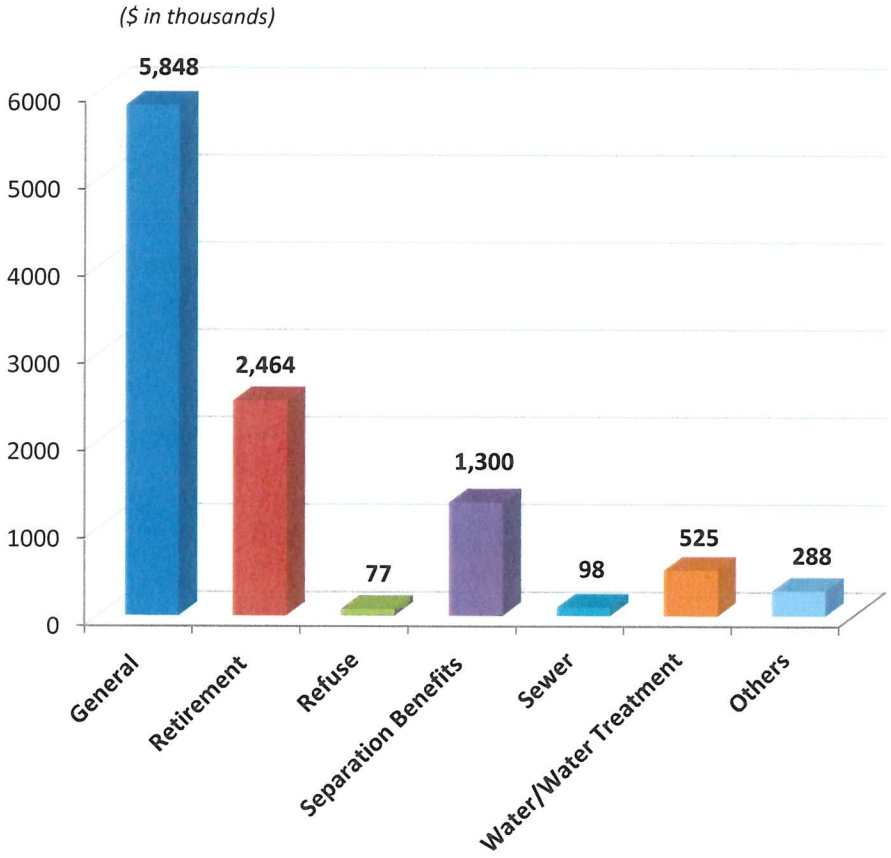
4. Contracted Services category (#31000) $71,500 is for actuarial services pertaining to retirement program administration and annual fiscal agent trustee fee for the Pension Obligation Bonds.

5. Insurance category (#35000) $18,000 is the unemployment payment required from EDD.

6. Debt Service category (#42000) $1,198,878 represents the debt service payment for the Pension Obligation Bonds. The Pension Obligation Bonds were issued in 2004 to refinance the unfunded liabilities of the PERS Public Safety Pension Plan. The debt service payment for the bonds is considered as part of safety pension costs.

7. Misc Financial Service category (#44000) $3,700,000 includes the General Fund supplement to the Retirement Fund for pension costs, $3,200,000; Separation Benefits Fund transfer to General Liability Fund, $500,000 to gap-fund the deficits in the General Liability Fund.

Post-Employment Administration
Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Non-Department**

ACTIVITY: **Post Employment**

ACTIVITY NO.: **5102**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SALARIES					
11600 Salary Set-Aside	$0	$400,000	$400,000	$650,000	$650,000
11650 Separation Benefits	1,047,346	869,100	886,348	869,100	869,100
11800 Accrued Actuarial Liability	0	400,000	400,000	500,000	500,000
TOTAL	$1,047,346	$1,669,100	$1,686,348	$2,019,100	$2,019,100
EMPLOYEE BENEFITS					
12330 Medical Ins - Retirees	$1,399,085	$1,250,000	$1,250,000	$1,392,400	$1,392,400
12331 Medical Ins - Opeb	900,000	950,000	950,000	1,000,000	1,000,000
12700 Mass Mutual Retirement	950,000	1,000,000	1,000,000	1,200,000	1,200,000
TOTAL	$3,249,085	$3,200,000	$3,200,000	$3,592,400	$3,592,400
SERVICES & SUPPLIES					
31000 Contracted Services	$79,448	$71,500	$71,500	$71,500	$71,500
35000 Insurance	13,916	22,000	18,000	18,000	18,000
42000 Debt Service	1,261,057	1,229,820	1,229,820	1,198,878	1,198,878
44000 Misc Financial Serv	3,100,000	3,100,000	3,100,000	3,700,000	3,700,000
TOTAL	$4,454,421	$4,423,320	$4,419,320	$4,988,378	$4,988,378
GRAND TOTAL	$8,750,852	$9,292,420	$9,305,668	$10,599,878	$10,599,878

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Workers' Compensation

ACTIVITY: Workers' Compensation

ACTIVITY NO.: 8301

SOURCE OF FUNDS:

Workers' Compensation $2,107,000

SUMMARY OF COST	Actual 2017-18	Adopted 2018-19	Year-End Estimated 2018-19	Proposed 2019-20	Adopted 2019-20
PERSONNEL COST	$0	$0	$0	$0	$0
SERVICES & SUPPLIES	4,027,940	1,908,700	2,102,484	2,107,000	2,107,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$4,027,940	$1,908,700	$2,102,484	$2,107,000	$2,107,000
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The Workers' Compensation Internal Service Fund was established for the management and funding of the City's workers' compensation risk exposure. Workers' compensation laws in the State of California, both those of constitutional and statutory origin, create a compulsory responsibility for all employers to compensate any and all of their workers for injuries or disabilities arising out of the scope and in the course of employment.

California workers' compensation law provides medical treatment, temporary disability benefits, permanent disability benefits, vocational rehabilitation benefits, medical benefits and death benefits for work related injuries. The law also provides for preventative measures in the form of safety laws and administrative rules.

The City maintains workers' compensation insurance coverage of statutory limits per occurrence (policy will pay out per W/C statue with no coverage limit) with a self-insured retention of $500,000 through the City's participation in the Independent Cities Risk Management Authority (I.C.R.M.A.). Both the Human Resources/Risk Management and Management Services Departments manage the Workers' Compensation Fund.

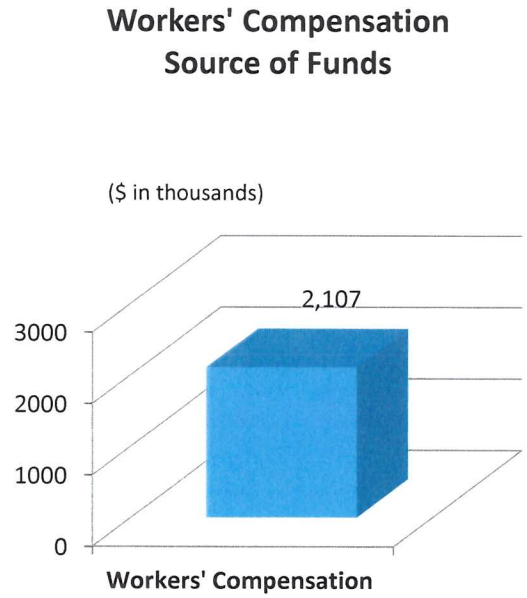
Funding of the Workers' Compensation Fund, and fund liabilities, comes from charges made to City departments for operating expenses as well as funding outstanding liabilities. Liabilities of the Workers' Compensation Fund based on past experience and modified for current trends and information is estimated for $8.5 million for 2019-2020.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Categories (#31000), (#32000), and (#33000) relate to permanent disability, $450,000, temporary disability, $80,000, and medical costs, $800,000.

2. Legal Fees category (#34000) is for paying workers' compensation outside attorney charges, $180,000.

3. Insurance Premiums category (#35000) reflects excess workers' compensation insurance coverage through ICRMA for losses or claims, if necessary, exceeding the City's $500,000 self-insured limits. The City's Excess Workers' Compensation Premium is adjusted by loss experience actuarial calculations. The FY 2019-20 premiums are projected to be $511,000.



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Workers' Compensation**

ACTIVITY: **Workers' Compensation**

ACTIVITY NO.: **8301**

Classification	Actual 2017/2018	Adopted 2018/2019	Year-End Estimated 2018/2019	Proposed 2019/2020	Adopted 2019/2020
SERVICES & SUPPLIES					
20000 Workers' Compensation	$73,656	$75,500	$76,980	$80,000	$80,000
31000 Permanent Disability	411,600	450,000	450,000	450,000	450,000
32000 Temporary Disability	63,200	60,000	80,000	80,000	80,000
33000 Medical	2,848,258	600,000	800,000	800,000	800,000
34000 Legal Fees	176,068	140,000	180,000	180,000	180,000
35000 Insurance Premiums	455,158	577,200	509,504	511,000	511,000
36000 Rehabilitation	0	6,000	6,000	6,000	6,000
TOTAL	$4,027,940	$1,908,700	$2,102,484	$2,107,000	$2,107,000
GRAND TOTAL	$4,027,940	$1,908,700	$2,102,484	$2,107,000	$2,107,000

SUPPLEMENTARY INFORMATION

City of Monterey Park
Supplementary Information

- Direct and Overlapping Debt
- Major Employers
- Top Ten Property Taxpayers
- Demographic and Economic Statistics
- City of Monterey Park Financial Trend Graphs
    - General Fund Revenue Trends
    - General Fund Police & Fire Safety Expenditures Trend
    - Full-Time Equivalent Employees Per 1,000 Monterey Park Residents
    - GANN Limit Analysis
- Neighboring Full-Service Cities Comparison
- Source of Funds
- Glossary of Budget, Finance, and Non-Finance Terminology

CITY OF MONTEREY PARK
Direct and Overlapping Debt
June 30, 2019

Total City Assessed Valuation	$ 7,651,050,516

Source: County of Los Angeles

	Percentage Applicable to City (%)	Gross Bonded Debt Balance 6/30/18	Net Bonded Debt Balance 6/30/18
Overlapping Debt Repaid with Property Taxes:			
Metropolitan Water District	0.032	$ 29,354,442	$ 9,291
Garvey School District DS	29.403	40,750,387	11,981,750
LA CCD DS	0.915	4,165,830,000	38,135,958
Los Angeles Unified DS	0.038	10,604,230,000	4,022,025
Montebello Unified DS	8.661	196,211,889	16,994,634
Alhambra Unified DS	32.976	127,993,524	42,207,236
Total overlapping debt repaid with property taxes		$ 15,164,370,242	$ 113,350,894

Source: HDL Coren & Cone

CITY OF MONTEREY PARK
Major Employers
Fiscal Years 2018-2019

Company	Product/Services	Number of Employees
GARFIELD MEDICAL CENTER	Hospital	988
MONTEREY PARK HOSPITAL	Hospital	416
COSTCO WHOLESALE	Retail	348
BLUE SHIELD OF CALIFORNIA PROMISE HEALTH PLAN	Insurance	224
SOUTHERN CALIFORNIA GAS COMPANY	Administration/Office	199
CALIFORNIA PSYCHCARE INC	Administration/Office	190
HOME DEPOT	Retail	179
BLUE SHIELD OF CALIFORNIA PROMISE HEALTH PLAN	Insurance	150
CHINESE DAILY NEWS	Printing/Publishing	142
CAMINO REAL CHEVROLET	Automobile Dealer	131
REMITCO LLC	Miscellaneous Services	130
RALPHS GROCERY CO 95	Food Store	108

Source: City of Monterey Park

CITY OF MONTEREY PARK
Top Ten Property Taxpayers
Fiscal Year 2018 - 2019

Taxpayers	Secured	Unsecured	Total Assessed Valuation
Atlantic Times Square II LLC	$ 107,630,219	$ 215,685	$ 107,845,904
Omninet LACC	82,722,000		82,722,000
Union Bank	55,415,599	9,881,485	65,297,084
Garfield Calmed Investment LP	53,440,295		53,440,295
BRE California Saturn	50,979,600		50,979,600
Atlantic Square LLC	48,453,685		48,453,685
Atlantic Times Square X LLC	37,340,729		37,340,729
Emerald Hills LLC	34,288,043		34,288,043
Monterey Park Calmed Invest LP	29,197,147		29,197,147
MPM Partners LLC	28,629,470		28,629,470
	$ 528,096,787	$ 10,097,170	$ 538,193,957

Sources: HDL Coren & Cone

CITY OF MONTEREY PARK
Demographic and Economic Statistics
Last Ten Calendar Years

Calendar Year	Population	Personal Income	Per Capita Personal Income	Unemployment Rate
2010	65,027	410,674,615	41,791	9.4%
2011	60,435	420,913,463	42,564	9.3%
2012	61,153	443,088,010	44,474	9.0%
2013	61,445	466,098,988	46,530	7.0%
2014	61,777	499,767,889	49,400	6.5%
2015	62,063	544,324,900	53,521	5.2%
2016	61,346	563,907,868	55,624	5.2%
2017	61,606	593,741,110	58,419	4.5%
2018	62,240	N/A	N/A	3.9%
2019	61,828	N/A	N/A	4.1%

Note: Personal income and Per capita personal income are the data shown for Los Angeles County from Bureau of Economic Analysis.

Sources:
1. Bureau of Economic Analysis
2. State of California Employment Development Department (data shown is for the county)
3. State of California, Department of Finance

CITY OF MONTEREY PARK FINANCIAL TREND GRAPHS

The graphic presentations contained in this section highlight important statistical trends in the eight-year period. A short description and interpretation of key information in each graph follows:

General Fund Revenue Trend

The principal building blocks of the General Fund, the sales tax and property tax, are shown in proportion to all other General Fund revenues in this line graph. Projected growth in property taxes is 3% through the year 2022. Sales taxes are expected to increase at a rate of 3% annually.

General Fund Police & Fire Safety Expenditures Trend

This graph shows that City expenditures for public safety services (police and fire safety) have increased as a ratio of total General Fund expenditures in 2019-20, even in the face of diminishing revenue collections; expenditures for all other General Fund-supported services, including general administration, community development, recreation & community services, public works and library.

Full-Time Equivalent Employees Per 1,000 Monterey Park Residents

City staffing trends are depicted by this line graph. Since 2009, the City has eliminated 27.18 (from 394.36 to 367.18) full time equivalent positions, trying whenever possible to freeze vacant positions to save personnel costs.

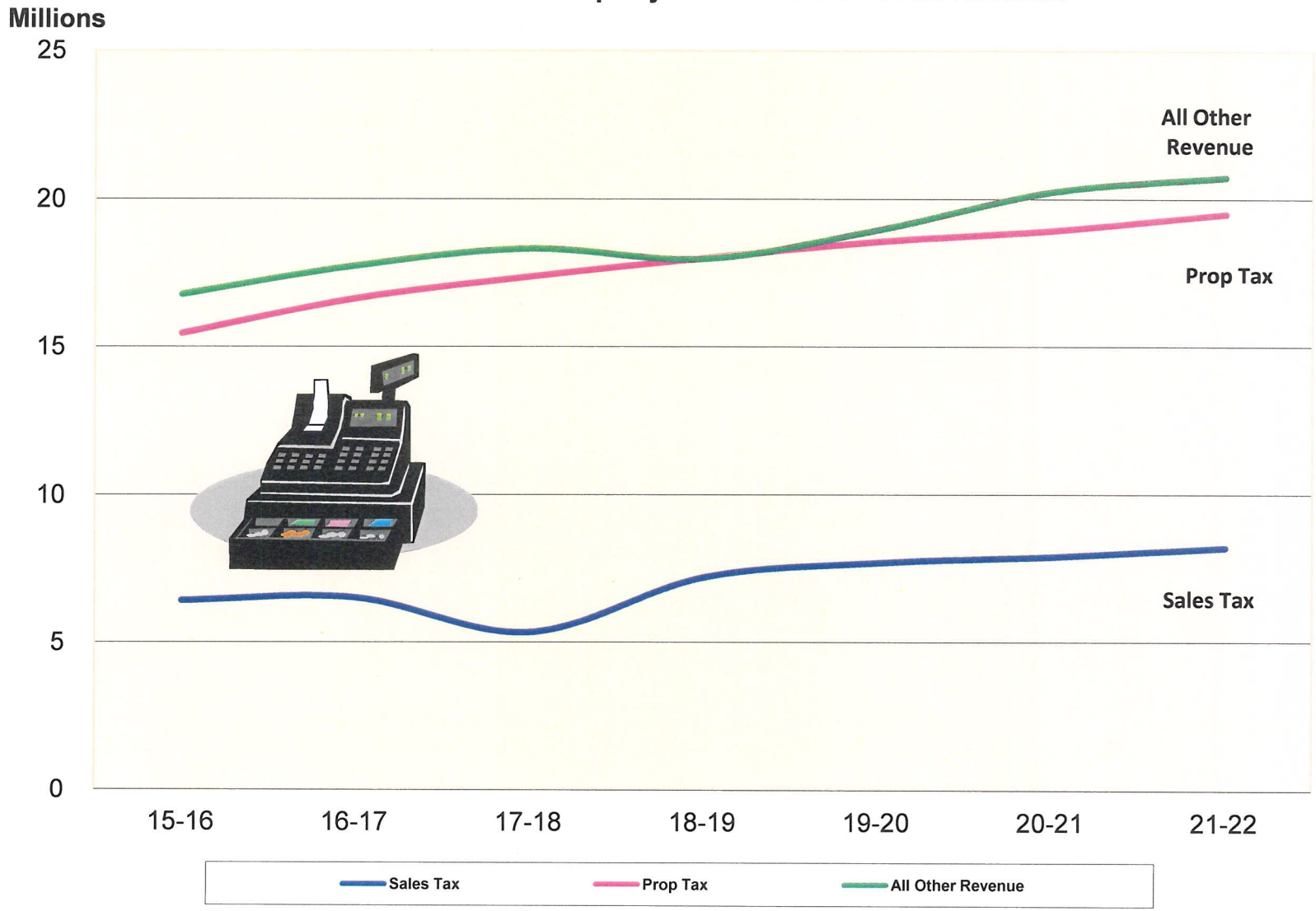
GANN Limit Analysis

Article 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 50% below the legal limit. It is a positive indication of the City's prudent fiscal control of its expenditures, and the consistency of the City's performance within a dynamic environment.

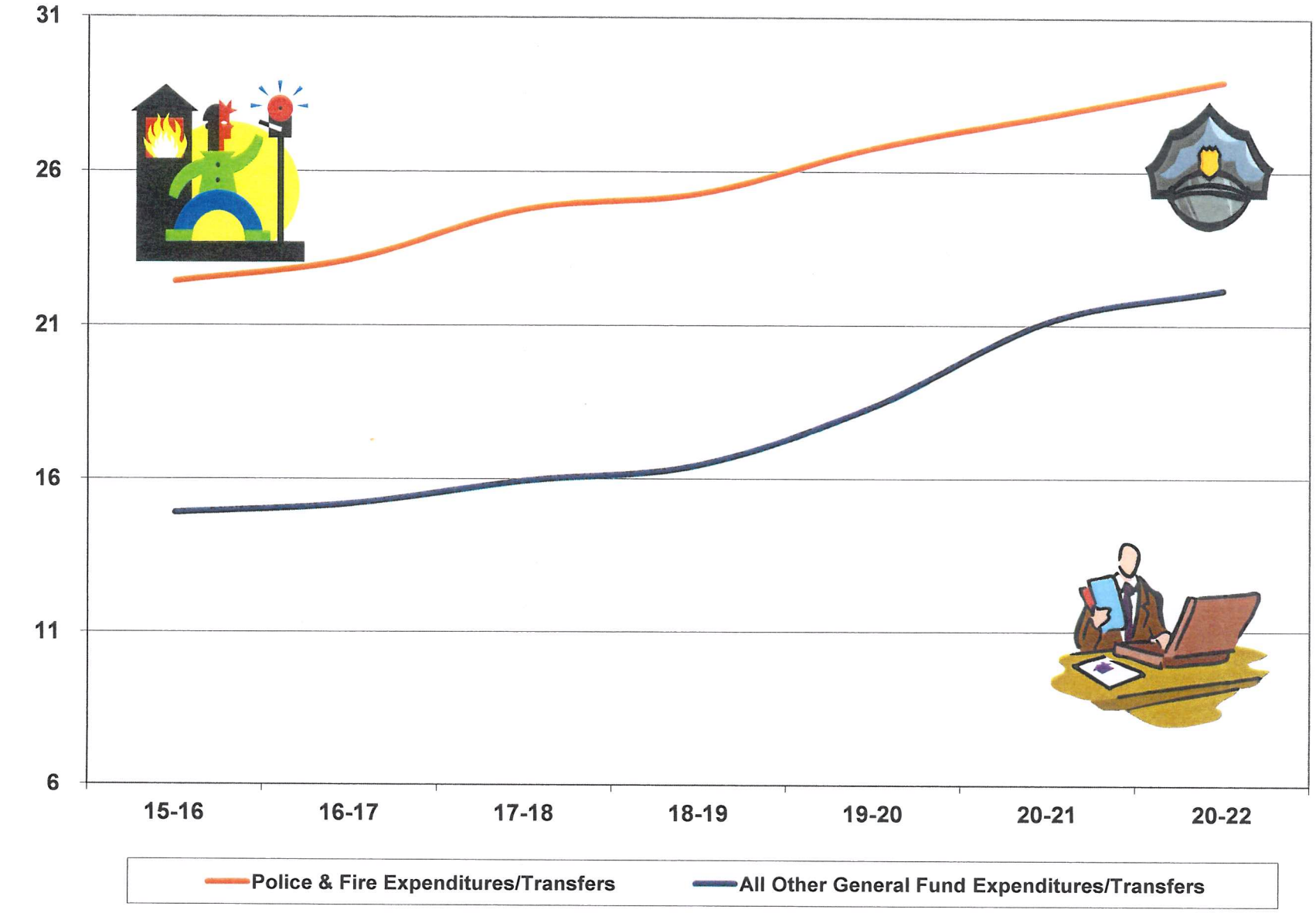
General Fund Revenue Trends

Sales Tax and Poperty Tax as Portion of all Revenue

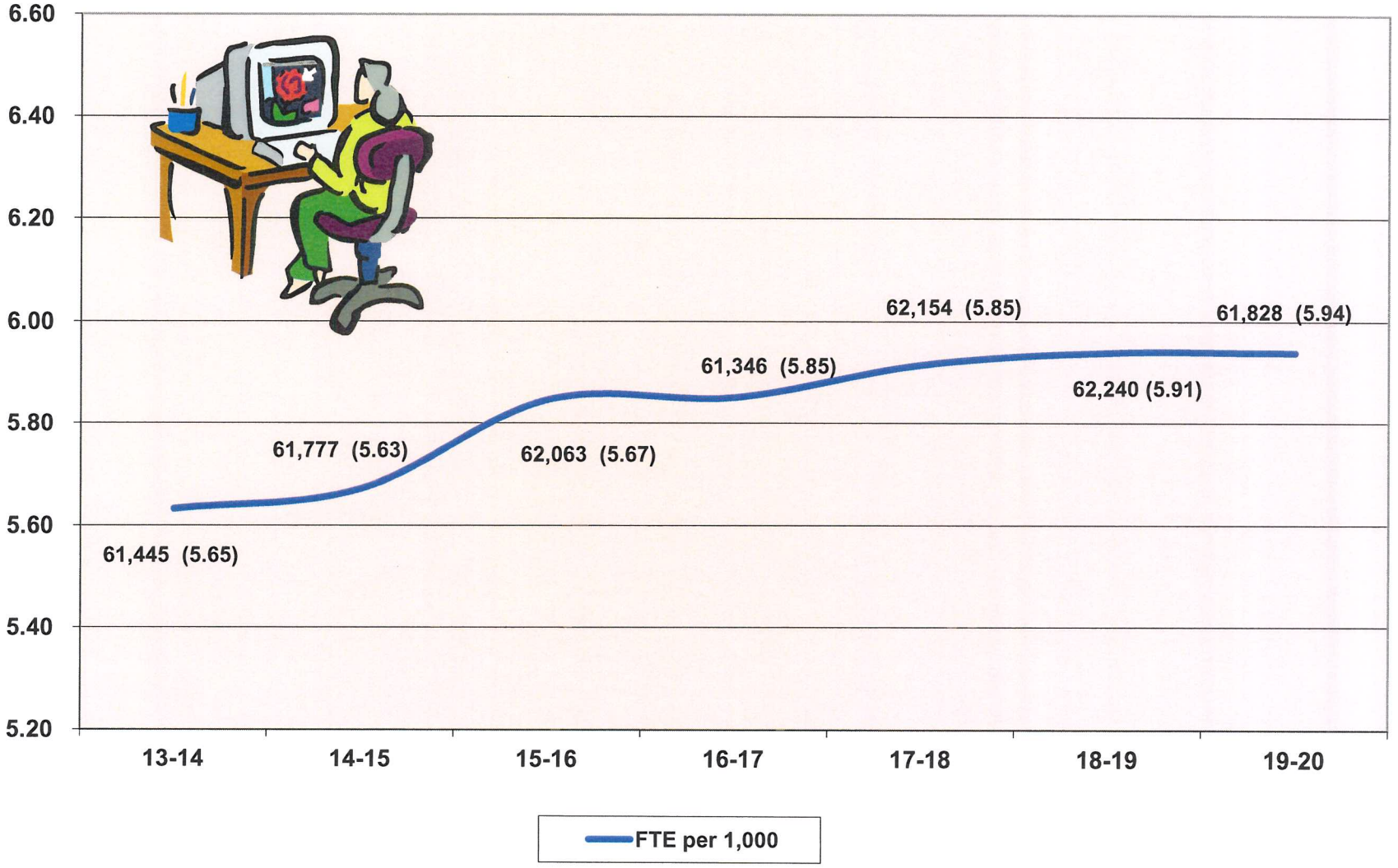


General Fund Police & Fire Safety Expenditures/Transfers Trend

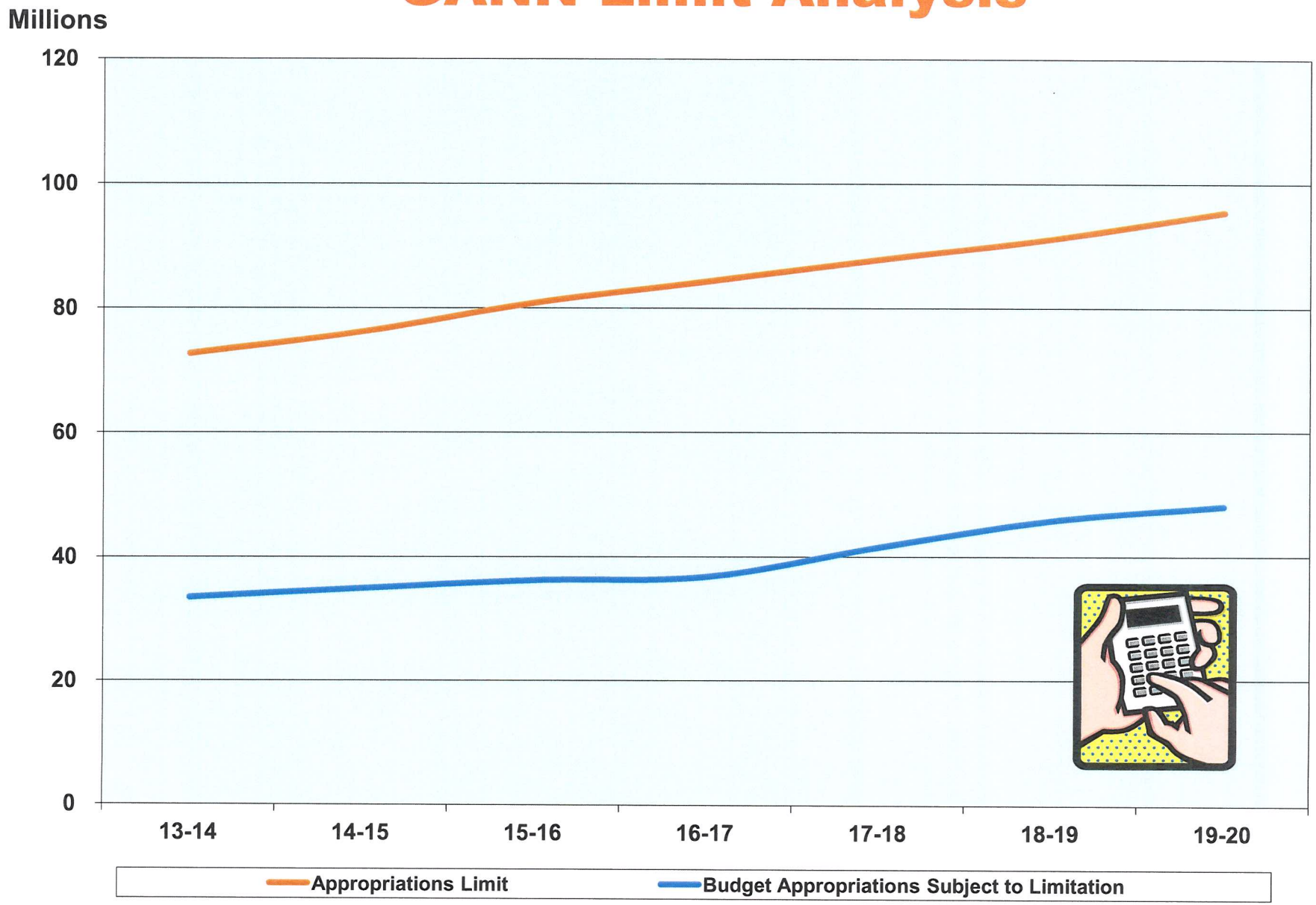
Safety Expenditures/Transfers Average 59% of Total



All Full-Time Equivalent Employees Per 1,000 Monterey Park Residents



GANN Limit Analysis



Neighboring Cities Comparison Per Resident

City	Population	Square Miles	Sales Tax	Property Tax	General Fund Budget	Police/Fire per 1,000 Residents
Alhambra	86,931	8	$192	$132	$775	1.6 / 0.8
Arcadia	58,891	11	$199	$276	$1,110	1.6 / 1.0
Downey	114,212	13	$238	$235	$771	1.4 / 1.0
Montebello	64,247	8	$201	$80	$840	1.9 / 0.9
Monrovia	38,529	14	$278	$569	$1,038	2.1 / 1.2
Average	72,562	11	$222	$258	$907	1.7 / 1.0
Monterey Park	61,828	8	$124	$300	$730	2.0 / 1.1

CITY OF MONTEREY PARK
SOURCE OF FUNDS

GOVERNMENTAL FUNDS

General Fund:

General Fund The City's primary operating fund and support for most basic services. All revenues that by law or the requirements of sound financial management do not have to be placed in a separate, restricted fund are deposited in the General Fund.

Recreation Fund accounts for the costs of adult recreational activities, after-school daycare programming and community classes offered by the Recreation and Parks Department.

Special Revenue Funds:

Grant Funds accounts for special purpose financing provided by Federal, State, County or other agencies requiring segregated fund accounting.

Gas Tax Fund accounts for expenditures financed by money apportioned from taxes on the purchase of gasoline fuel under the Streets and Highway Code of the State of California.

Bike Routes Fund accounts for expenditures financed by State of California Transportation Development Act, Article 3, funds for bike routes and pedestrian facilities improvements.

Proposition A Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November 1980 and collected by the County of Los Angeles to finance transportation programming and related capital projects.

Proposition C Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November, 1990, as collected by the County of Los Angeles to finance transportation programming and related capital projects.

Measure M Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November 2016, to finance transit operations, local street improvements, bicycle and pedestrian connections, and transit services.

Measure R Fund accounts for revenue derived from the one-half percent sales tax approved pursuant to Assembly bill 2321, Measure R Ordinance of the LACMTA. The funds are to be used to augment for transportation purpose.

Air Quality Improvement Fund accounts for the City's share of additional motor vehicle registration fees imposed by the South Coast Air Quality Management District to finance the implementation of mobile source emission reduction programs and the provisions of the California Clean Air Act.

Asset Forfeiture Fund accounts for revenues derived from monies and property seized by the Police Department in drug-related incidents. Application of funds restricted to enhancement of drug enforcement activities.

Development Impact Fee Fund accounts for the proceeds of a development fee used for the purpose of improvements and related expenditures for Law Enforcement, Fire Suppression /Medic, Circulation, Water Distribution, Sewer Collection, Library Facilities and Collection, Public Meeting Facilities, Community Facilities, Aquatics Facilities and Park Land Improvements, as established pursuant to Monterey Park Municipal Code ordinance No. 2134.

Business Improvement Area #1 Fund accounts for receipts and expenditures relating to the development and promotion of business activities in the downtown area of the City.

Maintenance District 93-1 Fund accounts for receipts and expenditures relating to the Citywide benefit assessment district for street lighting and median maintenance.

Public Safety Augmentation Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November 1993, as applied exclusively to public safety services.

CERCLA Liability Fund accounts for fees collected from waste haulers to provide protection against environmental liability exposure, particularly incidents falling under the Comprehensive Environmental Response Cleanup and Liability Act (CERCLA). Haulers are assessed on the basis of waste tonnage disposed as a prerequisite to obtaining a business license.

Retirement Fund accounts for revenue received for voter-approved tax on real property to fund employee retirement costs, as established pursuant to Monterey Park Municipal Code Section 2.40.060.

Housing Fund accounts for the SERAF loan payments to fund the housing activities including the City's rental rehabilitation programs, the critical maintenance program and the new affordable housing programs to reach a greater number of eligible residents.

PROPRIETARY FUNDS

Enterprise Funds:

Water Operation Fund used to account for financial resources for the water operation including commercial, production, distribution, and implementation of Water Master Plan.

Water Treatment Fund used to account for financial resources for the treatment of certain chemical contaminations to meet water quality standards.

Sewer Fund accounts for construction and improvement to deficient sanitary sewer mains identified in the Sewer Master Plan, as established pursuant to Monterey Park Municipal Code Section 14.06.060.

Refuse Fund accounts for receipts and expenditures relating to waste management activities including refuse collection, disposal, and recycling.

Internal Service Funds:

Separation Benefits Fund accounts for costs resulting from employee separation from service (accrued vacation, sick, compensatory, and holiday leave time).

General Liability Fund accounts for the City's general liability insurance program, including claims management, legal and other expenses.

Workers' Compensation Fund accounts for the City's workers' compensation insurance program, including claims management, legal and other expenses.

Auto Shop Fund accounts for the purchase and upkeep of all motorized equipment used by City departments.

Technology/Data Processing Fund accounts for the costs of centralized data processing activities, including computer networking, and replacement of telephone system.

Other Post-Employment Benefits (OPEB) Fund accounts for annual set-asides for retiree medical costs per Governmental Accounting Standards Board Statement 45.

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

ACCOUNT: A sixteen-digit numerical code of which digits one through four represent the fund number, five through seven the general ledger number, eight through eleven the department number, and twelve through sixteen the object number.

ACCRUAL ACCOUNTING: A basis of accounting in which revenues are recognized in the period in which they are earned and become measurable, and expenses are recognized in the period incurred instead of when cash is actually received or spent.

ACTIVITY: A specific and distinguishable service performed by one or more organizational components of a government to accomplish a desirable government function (e.g., police activities are activities within the public safety function).

ACTUARIAL VALUATION: The determination, as of a point in time (the actuarial valuation date), of the service cost, total OPEB liability, and related actuarial present value of projected benefit payments for OPEB performed in conformity with Actuarial Standards of Practice unless otherwise specified by the GASB.

ADA: Americans with Disability Act. The ADA prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications.

AGENCY FUND: A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.

ALLOTMENT PERIOD: A period of time during which an allotment, a budgetary appropriation, is effective.

ANNUAL BUDGET: A plan of financial operation embodying an estimate of proposed means of financing them, the term usually applies to a single fiscal year.

ANNUAL FINANCIAL REPORT: A financial report applicable to a single fiscal year.

APPROPRIATED BUDGET: The expenditure authority created by the appropriate governing authority (City Council, Community Redevelopment Agency & Public Financing Agency).

APPROPRIATION: A legal authorization granted by the governing authority to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and in the time within which it may be expended.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for a tax levy.

AUDIT: A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in its financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities.

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

AUDITOR'S REPORT: A statement by the auditor describing the scope of the auditing standards applied in the examination, and setting forth the auditor's opinion on the fairness of presentation of the financial information in conformity with GAAP or some other comprehensive basis of accounting.

BUDGET: A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET AMENDMENT: A legal procedure utilized during the fiscal year by the City Council and City staff to revise a budget appropriation.

BUDGETARY BASIS: The form of accounting utilized throughout the budget process.

BUDGET CALENDAR: The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budget.

BUDGET TRANSMITTAL LETTER: Included in the opening section of the budget, it provides the Council and the public with a general summary of the most important aspects of the budget, changes from previous years, and the views and recommendations of the City Manager.

CAPITAL IMPROVEMENT PROGRAM (CIP): A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs.

CAPITAL OUTLAY: Expenditures resulting in the acquisition of or addition to a government's general fixed assets.

CASH MANAGEMENT: Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing idle funds in order to achieve the highest interest and return.

COST-OF-LIVING ADJUSTMENTS: Salary changes intended to adjust salary payments for the effects of inflation.

COVERED-EMPLOYEE PAYROLL: The payroll of employees that are provided with the Pension or OPEB plans.

DEBT FINANCING: Borrowing funds as needed and pledging future revenues to make (finance) current expenditures or capital projects.

DEPRECIATION: Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

ENCUMBRANCES: Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances that represent the estimated amount of expenditures to result if unperformed contracts in process are completed.

EXPENDITURE: The outflow of funds paid or to be paid for a service, supply or asset. This term applies to all funds.

FIDUCIARY FUNDS: The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and other funds.

FISCAL YEAR: The 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

FLSA: Fair Labor Standards Act. The FLSA requires employers to pay covered employees who are not otherwise exempt at least the federal minimum wage and overtime pay for all hours worked over 40 in a workweek.

FMLA: Family and Medical Leave Act. The FMLA requires employers to provide eligible employees up to 12 weeks of unpaid leave each year for the birth of a child, adoption of a child, dependent cares, and the employee's own serious health condition.

FULL-TIME EQUIVALENT (FTE): The amount of time, 2,080 hours per year, worked by a full-time employee.

FUND: A separate accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE: The excess of assets over liabilities and reserves.

GENERAL FUND: The primary governmental fund used to account for all financial resources, except those required to be accounted for in another fund. This main operating fund should always be reported as a major fund per GASB Statement 34.

GOAL: A statement of broad direction, purpose or intent.

GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB): The GASB is to establish and improve standards of state and local governmental accounting and financial reporting by issuing Statements, Interpretations, Technical Bulletins, and Concept Statements defining GAAP.

GOVERNMENTAL FUNDS: Distinguished by their measurement focus on determining financial position and changes in financial position.

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

GRANT: Contributions or gifts of cash or other assets from another government entity to be used or expended for a specified purpose.

INFRASTRUCTURE: All City owned facilities supporting the operation of the governmental unit, including streets, roads, bridges, curbs and gutters, parks, water and sewer lines, storm drains, water pump stations and reservoirs, water wells, all government buildings and related facilities.

INTERFUND TRANSFERS: Amounts transferred from one fund to another.

LINE-ITEM BUDGET: A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each.

MAJOR FUND: Per GASB Statement 34, the focus of governmental and proprietary fund financial statements is on major funds. When individual governmental and enterprise funds either meet certain major fund criteria or are particularly important to financial statement users, they should be presented in a separate column in the financial statements.

NONMAJOR FUND: Individual governmental and enterprise funds do not meet the major fund criteria as defined by the GASB Statement 34. All nonmajor funds should be aggregated and presented in a single column.

OBJECT: An individual expenditure account.

OBJECTIVE: The desired output which can be measured and achieved within a given time frame. It is a statement of specific direction, purpose or intent based on the needs of the community and the goals established for a specific program.

OPEB LIABILITY: The portion of the actuarial present value of projected benefit payments that is attributed to past periods of member service in conformity with the requirements of the GASB Statements.

OPEB PLANS: Arrangements through which OPEB is determined, assets dedicated for OPEB (if any) are accumulated and managed, and benefits are paid as they come due.

OTHER POSTEMPLOYMENT BENEFITS (OPEB): Benefits (such as death benefits, life insurance, disability, and long-term care) that are paid in the period after employment and that are provided separately from a pension plan, as well as healthcare benefits paid in the period in the period after employment, regardless of the manner in which they are provided. OPEB does not include termination benefits or termination payments for sick leave.

PERFORMANCE BUDGET: A budget that bases expenditures primarily upon measurable performance of activities and work programs.

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

PERSONNEL DETAIL: The authorized level of personnel by classification and the amount of expenditure associated with the indicated number of positions.

PENSION PLAN: An arrangement through which pensions are determined, assets dedicated for pensions (if any) are accumulated and managed, and benefits are paid as they come due.

POSTEMPLOYMENT: The period after employment.

PROGRAM DETAIL: Budget presentation by major account categories.

PROGRAM MEASURES: Specific quantitative measures of work performed within an activity or program (e.g. total number of commercial fire inspections conducted). Also, a specific quantitative measure of results obtained through a program or activity (e.g. code violation clearance rate within two days of reporting).

PROGRAM SUMMARY: The major activities of each City department with accompanying budget totals.

PROGRAM: A group of activities, operations or organizational units directed to attaining specific purposes or objectives.

PROPRIETARY FUNDS: Sometimes referred to as commercial-type funds. All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and activities are accounted for through this fund.

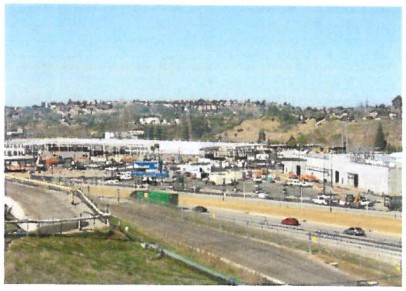
RESERVE: An account used to indicate that a portion of fund equity that is legally restricted for a specific purpose.

REVENUES: Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances. Also referred to as "resources."

RISK MANAGEMENT: An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.

SUBVENTIONS: Revenues collected by the State (or other level of government) which are allocated to the City on a formula basis. The major subventions received by the City come from the State of California and include motor vehicle in-lieu, cigarette taxes in-lieu and gasoline taxes.

UNENCUMBERED BALANCE: The amount of an appropriation that is neither expended nor encumbered. It is essentially the available funds for future purchases.



5 YEAR CAPITAL IMPROVEMENT PROGRAM

Monterey Park Five-Year Capital Improvement Plan

The City of Monterey Park's Capital Improvement Plan (CIP) includes all the following capital projects from across the organization.

- Major Capital Constructions
- Capital Improvements
- Capital Equipment Purchases
- Major Studies
- Comprehensive Plan Updates
- Software Upgrades
- Emergency Purchases
- Other One-Time Expenditures Items

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019-2020 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	PROJECT TOTAL
GENERAL ADMINISTRATION								
Citywide Geographic Information System (GIS)								
IT Infrastructure/Applications:								
Water		Water Operation			30,000			30,000
Public Safety System		Law Enforcement/Fire DIF Fund			300,000			300,000
Public Works/Maintenance		General Fund			60,000			60,000
ERP System & Network Equipment		Technology		100,000	100,000	200,000	200,000	600,000
TOTAL GENERAL ADMINISTRATION			**0**	**100,000**	**490,000**	**200,000**	**200,000**	**990,000**
FUNDING RECAP :								
Law Enforcement/Fire DIF Fund			0	0	300,000	0	0	300,000
Technology			0	100,000	100,000	200,000	200,000	600,000
Water Operation			0	0	30,000	0	0	30,000
TOTAL GENERAL ADMINISTRATION			**0**	**100,000**	**490,000**	**200,000**	**200,000**	**990,000**

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CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019-2020 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	PROJECT TOTAL
FIRE DEPARTMENT								
Station 62 - New Fire Station Construction		Law Enforcement/Fire DIF Fund		200,000				200,000
Station 62 - New Paramedic Ambulance		Law Enforcement/Fire DIF Fund		600,000				600,000
Station 63 - New Paramedic Ambulance		Law Enforcement/Fire DIF Fund		600,000				600,000
Station 63 - Fire Engine Replacement		Shop		650,000				650,000
Zoll E-Series Cardiac Defibrillator		General Fund		40,000	42,000	44,000	44,000	170,000
Verdugo Fire Emergency Communication System Upgrade	0071-5002-99733	Law Enforcement/Fire DIF Fund	124,442					124,442
TOTAL FIRE DEPARTMENT			**124,442**	**2,090,000**	**42,000**	**44,000**	**44,000**	**2,344,442**
FUNDING RECAP :								
General Fund			0	40,000	42,000	44,000	44,000	170,000
Law Enforcement/Fire DIF Fund			124,442	1,400,000	0	0	0	1,524,442
Shop			0	650,000	0	0	0	650,000
TOTAL FIRE DEPARTMENT			**124,442**	**2,090,000**	**42,000**	**44,000**	**44,000**	**2,344,442**

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CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019-2020 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	PROJECT TOTAL
POLICE DEPARTMENT								
Mobile Command Post and Communications Center		Asset Forfeiture		200,000				200,000
In-Car Camera System	0071-5002-99330	Law Enforcement/Fire DIF Fund	250,000					250,000
TOTAL POLICE DEPARTMENT			**250,000**	**200,000**	**0**	**0**	**0**	**450,000**
FUNDING RECAP :								
Asset Forfeiture			0	200,000	0	0	0	200,000
Law Enforcement/Fire DIF Fund			250,000	0	0	0	0	250,000
TOTAL POLICE DEPARTMENT			**250,000**	**200,000**	**0**	**0**	**0**	**450,000**

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CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019-2020 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - PARKS								
Barnes Park:								
National Fitness Campaign Fitness Court Installation	0070-5002-91805	Parks/Library/Public DIF Fund	100,000					100,000
Bella Vista Park:								
Bella Vista Playground Rubberized		Parks/Library/Public DIF Fund			40,000			40,000
Playground Equipment Replacement		Parks/Library/Public DIF Fund			40,000			40,000
Edison Trails Park:								
Playground Equipment & Surface Replacement		Parks/Library/Public DIF Fund		150,000				150,000
Garvey Ranch Park :								
East End Future Development		Parks/Library/Public DIF Fund				250,000		250,000
Garvey Ranch Playground Rubberized		Parks/Library/Public DIF Fund				100,000		100,000
Playground Equipment Replacement		Parks/Library/Public DIF Fund			250,000	100,000	100,000	450,000
George Elder Park:								
3 Sail Covers for Small Picnic Table Slabs		Parks/Library/Public DIF Fund		20,000				20,000
Highlands Park:								
George Elder Playground Rubberized		Parks/Library/Public DIF Fund		90,000				90,000
Playground Equipment Replacement		Parks/Library/Public DIF Fund		140,000				140,000
Sequoia Park:								
Playground Equipment & Surface Replacement		Parks/Library/Public DIF Fund		250,000				250,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019-2020 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	PROJECT TOTAL
Various Parks:								
Parks Restrooms Proof Replacement		Parks/Library/Public DIF Fund			50,000		50,000	100,000
On Going Projects :								
Tree Well Maintenance		Maintenance District		5,000	6,000	7,000	8,000	26,000
Specialty Restaurant / Golf Course Maintenance	0344-5002-99290	Maintenance Grant (Trust)	90,000	95,000	100,000	105,000	110,000	500,000
TOTAL PUBLIC WORKS DEPARTMENT - PARKS			**190,000**	**750,000**	**486,000**	**562,000**	**268,000**	**2,256,000**
FUNDING RECAP :								
Maintenance District			0	5,000	6,000	7,000	8,000	26,000
Parks/Library/Public DIF Fund			100,000	650,000	380,000	450,000	150,000	1,730,000
Maintenance Grant (Trust)			90,000	95,000	100,000	105,000	110,000	500,000
TOTAL PUBLIC WORKS DEPARTMENT - PARKS			**190,000**	**750,000**	**486,000**	**562,000**	**268,000**	**2,256,000**

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019-2020 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - MAINTENANCE								
On Going Projects :								
Median Maintenance		Maintenance District		20,000	30,000	30,000	40,000	120,000
TOTAL PUBLIC WORKS DEPARTMENT - MAINTENANCE			**0**	**20,000**	**30,000**	**30,000**	**40,000**	**120,000**
FUNDING RECAP :								
Maintenance District			0	20,000	30,000	30,000	40,000	120,000
TOTAL PUBLIC WORKS DEPARTMENT - MAINTENANCE			**0**	**20,000**	**30,000**	**30,000**	**40,000**	**120,000**

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CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019-2020 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - SANITARY SEWER								
Sanitary Sewer (per the Sewer Master Plan updated January 2014)								
Annual CCTV Sewer Videotaping		Sewer		155,000	160,000	165,000	170,000	650,000
Cured-in Place Pipe Relining / Sewer Spot Repairs - Various Locations		Sewer		570,400	567,700	794,600	732,400	2,665,100
Pipeline Replacement - Various Locations		Sewer		333,600	115,600	474,000	424,700	1,347,900
TOTAL PUBLIC WORKS DEPARTMENT - SANITARY SEWER			**0**	**1,059,000**	**843,300**	**1,433,600**	**1,327,100**	**4,663,000**
FUNDING RECAP :								
Sewer			0	1,059,000	843,300	1,433,600	1,327,100	4,663,000
TOTAL PUBLIC WORKS DEPARTMENT - SANITARY SEWER			**0**	**1,059,000**	**843,300**	**1,433,600**	**1,327,100**	**4,663,000**

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019-2020 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - ENGINEERING								
Sidewalk Construction		Bike Route		35,000	40,000	45,000	45,000	165,000
		Measure R		72,000	75,000	78,000	78,000	303,000
Localized Pavement Repairs		Measure R		50,000	50,000	50,000	50,000	200,000
		Water Operation		120,000	140,000	140,000	140,000	540,000
CNG Compressor Fueling System	0165-5002-96067	AQMD	71,172					71,172
	0109-5002-96067	Proposition A	104,256	43,857				148,113
Traffic Calming Measures - Citywide		Gas Tax		25,000	25,000	25,000	25,000	100,000
Traffic Signal Battery Backup Replacement		Measure R		30,000	35,000	35,000	35,000	135,000
Slurry Seal of Various Streets		Measure R		200,000	150,000	150,000	150,000	650,000
		Measure M				200,000	200,000	400,000
Various Street Resurfacing	0024-5001-91943	RMRA (SB1)	1,000,000	1,000,000	1,000,000			3,000,000
	0110-5004-91943	Measure R	1,000,000	500,000	500,000			2,000,000
	0112-5004-91943	Measure M	1,500,000	700,000	700,000			2,900,000
		Financing		1,300,000	1,300,000			2,600,000
Monterey Pass Road Bike Project		MTA Monterey Pass Road Bike Grant		1,830,579				1,830,579
		Measure R		137,398				137,398
		Proposition A		750,000				750,000
		Gas Tax		600,000	200,000			800,000
		Water Operation			143,626			143,626
ADA Wheelchair Access Ramps / Sidewalk Reconstruction		Bike Route		80,000		100,000		180,000
		Measure R		150,000		180,000		330,000
Langley Center - East Restroom ADA Door Project	0070-5002-91806	Parks/Library/Public DIF Fund	10,000					10,000
TOTAL PUBLIC WORKS DEPARTMENT - ENGINEERING			**3,685,428**	**7,623,834**	**4,358,626**	**1,003,000**	**723,000**	**17,393,888**

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019-2020 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	PROJECT TOTAL
FUNDING RECAP :								
AQMD			71,172	0	0	0	0	71,172
Bike Route			0	115,000	40,000	145,000	45,000	345,000
Financing			0	1,300,000	1,300,000	0	0	2,600,000
Gas Tax			0	625,000	225,000	25,000	25,000	900,000
Measure M			1,500,000	700,000	700,000	200,000	200,000	3,300,000
Measure R			1,000,000	1,139,398	810,000	493,000	313,000	3,755,398
MTA Monterey Pass Road Bike Grant			0	1,830,579	0	0	0	1,830,579
Parks/Library/Public DIF Fund			10,000	0	0	0	0	10,000
Proposition A			104,256	793,857	0	0	0	898,113
RMRA (SB1)			1,000,000	1,000,000	1,000,000	0	0	3,000,000
Water Operation			0	120,000	283,626	140,000	140,000	683,626
TOTAL PUBLIC WORKS DEPARTMENT - ENGINEERING			**3,685,428**	**7,623,834**	**4,358,626**	**1,003,000**	**723,000**	**17,393,888**

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019-2020 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - WATER								
Water Division (per the Water Master Plan updated April 2012)								
On-Going Projects:								
Well Electrical and Pump Station Upgrades		Water Operation		110,000	120,000	130,000	140,000	500,000
Well Redevelopment Program An Ongoing Program to Maintain Efficiency of All City Owned Water Wells		Water Operation		200,000	220,000	220,000	250,000	890,000
Well Telemetery		Water Operation		55,000	60,000	70,000	75,000	260,000
Street Maintenance Reimbursed to General Fund	0092-4224-81580	Water Operation	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Water Main Replacement Projects:								
Water Main Replacement -- Northeast Area Phase II	0092-4224-82268	Water Operation	3,300,000	1,000,000	1,000,000	1,000,000	1,000,000	7,300,000
Water Operational Projects:								
Seismic Retrofit Main Lines that cross Alhambra Wash		Water Operation		150,000	150,000	150,000	150,000	600,000
Russell Reservoir Construction and Booster Pump Replacement		Water Operation			5,000,000	1,000,000		6,000,000
Replace Delta Settling Tanks		Water Financing		6,075,000				6,075,000
Replace Delta Booster Pump Station		Water Financing			5,500,000			5,500,000
Fire Protection Pipeline Improvements		Water Operation		2,000,000	2,000,000			4,000,000
SCADA System Radio Replacement	0092-4224-82269	Water Operation	87,500					87,500
TOTAL PUBLIC WORKS DEPARTMENT - WATER			**4,387,500**	**10,590,000**	**15,050,000**	**3,570,000**	**2,615,000**	**36,212,500**
FUNDING RECAP:								
Water Operation			4,387,500	4,515,000	9,550,000	3,570,000	2,615,000	24,637,500
Water Financing			0	6,075,000	5,500,000	0	0	11,575,000
TOTAL PUBLIC WORKS DEPARTMENT - WATER			**4,387,500**	**10,590,000**	**15,050,000**	**3,570,000**	**2,615,000**	**36,212,500**

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2019-2020 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	PROJECT TOTAL
		AQMD	71,172	0	0	0	0	71,172
		Asset Forfeiture	0	200,000	0	0	0	200,000
		Bike Route	0	115,000	40,000	145,000	45,000	345,000
		Financing	0	1,300,000	1,300,000	0	0	2,600,000
		Gas Tax (State)	0	625,000	225,000	25,000	25,000	900,000
		General Fund	0	40,000	102,000	44,000	44,000	230,000
		Law Enforcement/Fire DIF Fund	374,442	1,400,000	300,000	0	0	2,074,442
		Maintenance District	0	25,000	36,000	37,000	48,000	146,000
		Maintenance Grant (0344 Trust)	90,000	95,000	100,000	105,000	110,000	500,000
		Measure M	1,500,000	700,000	700,000	200,000	200,000	3,300,000
		Measure R	1,000,000	1,139,398	810,000	493,000	313,000	3,755,398
		MTA Monterey Pass Road Bike Grant	0	1,830,579	0	0	0	1,830,579
		Parks/Library/Public DIF Fund	110,000	650,000	380,000	450,000	150,000	1,740,000
		Proposition A	104,256	793,857	0	0	0	898,113
		RMRA (SB1)	1,000,000	1,000,000	1,000,000	0	0	3,000,000
		Sewer	0	1,059,000	843,300	1,433,600	1,327,100	4,663,000
		Shop	0	650,000	0	0	0	650,000
		Technology	0	100,000	100,000	200,000	200,000	600,000
		Water Financing	0	6,075,000	5,500,000	0	0	11,575,000
		Water Operation	4,387,500	4,635,000	9,863,626	3,710,000	2,755,000	25,351,126
CITYWIDE TOTAL			**8,637,370**	**22,432,834**	**21,299,926**	**6,842,600**	**5,217,100**	**64,429,830**

ELECTRICAL BOX WORKS OF ART - GERANIUM, CITY FLOWER
City partnering with local schools and students
MACYS
MEHER MONTESSORI
ELAC
BRIGHTWOOD
REPETTO
HILLCREST
ST. STEPHENS
MKHS
YNEZ
CSHM
BELLA VISTA
YNEZ

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CITY OF MONTEREY PARK
INCORPORATED
MAY 29, 1916
CALIFORNIA