



City of Monterey Park

California

2009-2010
Adopted Budget

A large photograph of the City of Monterey Park building. The building is a large, modern structure with a grey facade. In the foreground, there is a paved walkway, a planter box with colorful flowers, and a tall American flag on a pole. The sky is overcast.

City of Monterey Park, California

ADOPTED BUDGET



MAYOR

Mitchell Ing

MAYOR PRO TEM

Anthony Wong

COUNCIL MEMBERS

Betty Tom Chu / David T. Lau / Benjamin "Frank" Venti

CITY CLERK

David M. Barron

CITY TREASURER

Joseph Leon

CITY MANAGER

June Yotsuya

**For the Fiscal Year Beginning July 1, 2009
Adopted by the City Council on August 24, 2009
Incorporated: May 29, 1916 Population: 64,874**

Prepared by Management Services Department



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

Mission Statement

The City of Monterey Park seeks to develop and ensure the highest quality of life for its citizens and businesses. Through a continuing partnership with the community, the City strives to improve services and to promote the health, safety, and welfares for the public in the most cost effective manner.

CITY OF MONTEREY PARK

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CITY OF MONTEREY PARK

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City Council
Betty Tom Chu
Mitchell Ing
David T. Lau
Benjamin "Frank" Venti
Anthony Wong

City Clerk
David Barron

City Treasurer
Joseph Leon

August 24, 2009

To: Honorable Mayor and City Council

Re: The 2009-10 Fiscal Year Budget

We are presenting to you the City's 2009-2010 adopted budget. This budget was reviewed and approved by the City Council during the public hearings held on June 22 and August 24. To overcome the financial challenges brought on by the recession, our budget preparation this year has been focused on adjusting the City's expenditures to the current economic conditions and State budget impacts.

The budget is balanced and it remains relatively flat from last year's expenditures. To accomplish this, many tough decisions had to be made in order to confine the majority of the budget cuts to only the City's internal operations and to maintain core basic services to the community. Especially, Police and Fire departments will maintain their present level of safety staffing as was provided for last year. The City's ability to balance the budget in this difficult economic environment shows its will to continue providing quality services to its community.

This document is the product of many months of planning that involved all City departments. It contains summaries as well as details for the projected revenues and expenditures for all City funds, including the redevelopment agency and the water system. It also contains each department's work goals.

Economic and Budget Conditions

Led by the housing mortgage and financial market turmoil, the nation is in an unsettling economic period. The once thriving industries such as banking, auto, and building have hit rock bottom. Consumer spending is at its lowest level in years while the national and statewide unemployment rates continue to soar.

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

Overall, Monterey Park has endured these tough times better than many other cities. We believe this is attributable to the following factors: (1) The City has a stable property tax base that supports the City's property tax revenues; (2) The City has followed a conservative fiscal management plan that allows the City to maintain a balanced budget over the years and build up a substantial budget reserve; (3) The City has several commercial developments that are

underway in various stages. When completed, these developments will substantially expand the City's tax base to help with a strong and quick recovery from the downturn.

Then again, Monterey Park is not immune from the recession. Like everyone else, our budget has also been heavily affected. Over the past two years, the City has experienced a major decline in sales tax revenue (from lower new car sales) and interest income (from the weak investment market). To offset the revenue decrease, we have implemented a hiring freeze on non-safety positions and held back expenditures to save costs.

The Federal Government has been working aggressively to jump start the economy by lowering interest rates, making loans to banks and the auto industry, and pushing through a series of stimulus packages. Even with these efforts, unemployment continues to rise and consumer spending is still low.

At this time it is difficult to predict when the recovery will actually occur and how soon Federal relief can be trickled down to the local levels. Given the volatility of the current environment, many analysts believe there will be a long and bumpy road ahead.

It is our assumption the economy will not significantly recover during the next 24 months. We have limited the cuts to those that will impact only the City's internal operations and those reductions that departments should be able to sustain on a short term basis. There should be no noticeable impact on services to our residents and businesses.

If the recession lingers, there is potential for the City revenues to drop even more. This is compounded by the automakers' financial predicament, which could further affect the City's sales tax from new car sales. Monterey Park has one car dealership, which is also the top sales tax generator in our City. The impact, if any, to our dealership could be devastating.

With the passage of the State budget on July 28, 2009, the State requires local governments to loan a portion of their property tax revenue to the State to increase the State's source of revenue. It also requires cities' redevelopment agencies to return a percentage of the redevelopment tax increment to the State so it can pass this increment on to school districts. The impact to the City is a loan of \$1 million from the City's General Fund and a payment of \$2.6 million from the City's Redevelopment Agency to the State of California during this fiscal year. (Please note that the League of California Cities and the California Redevelopment Agency are in the process of filing legal action in an attempt to block what is considered to be an unconstitutional raid of local government money.)

City staff has included projected financial impacts in the budget documents to ensure that funding is available to meet these obligations to the State. The budget provides adequate resources to maintain City operations and preserve its undesignated and designated reserves.

Ballot Measures Affect Local Finances

Since the late 1970's, California voters have passed several propositions that have direct impact on local finances. These propositions are as follows.

- Proposition 13 (1978) sets the maximum property tax rate to 1% on assessed values. It also restricts increases in assessed value to inflation but not to exceed 2% per year.
- Proposition 4 (1979) limits growth in government spending to change in population and inflation.
- Proposition 62 (1986) requires local general taxes to be approved by a majority of popular vote and special taxes to be approved by two-thirds of popular vote.
- Proposition 218 (1996) requires voter approval to impose, increase, or extend any taxes or assessments. Property related fees are also subject to voter approval.
- Proposition 58 (2004) requires the State to adopt a balanced budget and to establish a budget reserve. It also restricts the ability of the State to borrow funds for budget deficits.
- Proposition 1A (2004) prohibits the State from taking local funds unless in an emergency and approved by 2/3 of the legislature. Funds taken must be repaid.
- Proposition 1B (2006) authorizes bond funds for local streets improvement. Based on preliminary estimates, Monterey Park could receive approximately \$2 million.
- Proposition 1A (2006) requires sales tax from gasoline to be used only for traffic relief projects. In the past, the State has redirected the funds for it budget deficits.

The City's 2009-10 Budget

The budget reflects various expenditure reductions. As presented, the City's budget is balanced. Traditionally, past budgets increased approximately 4 to 5% per year. The total budget presented represents an -0.17% change from last year. For 2009-10, the General Fund revenues are projected to exceed the expenditures and transfers by \$315,000. This margin will be maintained as the operational contingency in case of unanticipated needs. The projected total General Fund reserve on hand is about \$16 million.

Estimated Revenues

General Fund Estimated Revenues

General Fund is the main operating fund of the City and it pays for the majority of the police, fire, building, zoning, public works, park maintenance, recreation, and library services. The table below is a summary of the projected General Fund revenues.

(Amounts in 000s)	2008-09	2009-10
Property Tax	\$12,044	\$12,392
Sales Tax	4,578	4,577
Utility Tax	3,462	3,565
Vehicle in-lieu Tax	200	210
Other Taxes	2,148	2,196
Licenses & Permits	2,961	2,802

Service Charges	4,757	4,946
Other Revenue	3,259	3,875
Total	<u>\$33,409</u>	<u>\$34,563</u>

+ 3.5%

Property Tax The property tax has two components: the property tax levied based on the assessed valuation and the vehicle license fee (VLF) backfill.

The property tax is imposed on real and personal property. Under Proposition 13, increases in assessed values are limited to inflationary adjustment not to exceed 2% per year (assessed value can be increased to market value for new construction, improvements, or change of ownership). Each county collects the property tax and distributes the revenue to various taxing agencies. Of every property tax dollar paid in Monterey Park, the City's General Fund receives approximately 16 cents.

Monterey Park has a stable residential property tax base. It continues to be a highly desirable community for people to live in. Even though there are a high number of home foreclosures in some areas, the City has not seen any major impact. The 2009-10 assessed value of the City is \$5.4 billion, up by \$72 million or 1.4% from last year.

The VLF back fill is a result of the State's action to permanently reduce the VLF and backfilled the loss with property tax. The backfill is paid twice a year (January and May) and is adjusted based on the growth in property values.

Sales Tax The sales tax is imposed on the retail sale of goods. The State Board of Equalization is responsible for the collection and distribution of the tax.

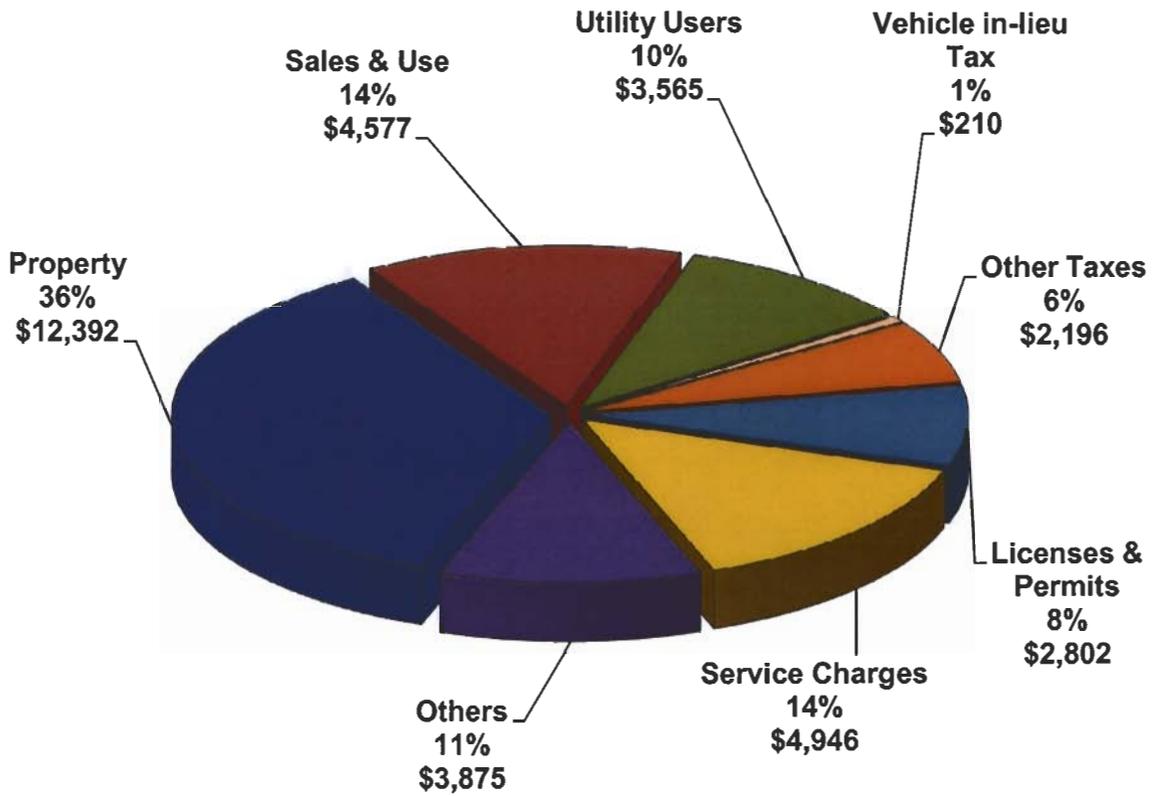
Proposition 57, the California Economic Recovery Bond Act, allows the State to issue bonds to reduce its budget deficit. As a result, "triple flip" was implemented. Under the triple flip, the city tax rate is decreased by 0.25%, from 1.00% to 0.75% and the rate for the State is increased by 0.25% from 5.00% to 5.25%. The State then reimburses local governments for the tax rate reduction on a dollar-for-dollar basis so there will be no net impact.

The City's sales tax is not generated evenly by the 2,000 retail businesses in the City. The City's top 25 producers generate near 60% of our total sales tax. Any changes in these businesses could cause a major financial impact. The City has various programs to attract and retain business and has been working with private developers on various large commercial development projects to increase and diversify the City's sale tax base. The projected 2009-10 sales tax assumes the retail activities will remain at the 2008-09 level.

Utility Tax The City's utility tax rates are 3% for residential and 5.5% for commercial utility users. The tax is applied to the consumption of gas, telephone, and electric services. The 2009-10 tax revenue assumes a 3% increase based on price increase and consumption.

Vehicle License Fee (VLF) VLF is imposed on the market value of vehicles. The current rate is 1.15%, which was raised earlier this month from 0.65%. Proceeds from the rate increase will go entirely to the State to help its budget and will not result in any additional revenue for the City.

GENERAL FUND REVENUES 2009 - 2010



	FY 09-10		FY 08-09	
	%	Projected	%	Budget
Property	36%	\$ 12,392	36%	\$ 12,044
Sales & Use	14%	4,577	14%	4,578
Utility Users	10%	3,565	10%	3,462
Vehicle in-lieu Tax	1%	210	1%	200
Other Taxes	6%	2,196	6%	2,148
Licenses & Permits	8%	2,802	9%	2,961
Service Charges	14%	4,946	14%	4,757
Others	11%	3,875	10%	3,259
	<u>100%</u>	<u>\$ 34,563</u>	<u>100%</u>	<u>\$ 33,409</u>

The VLF revenue is projected to remain low due to the decline in auto sales.

Other Taxes This category consists of transfer tax, franchise tax, and transient occupancy tax. The property transfer tax is the real estate transfer tax at a rate of \$1.10 per \$1,000 of value transferred. Cities and county share the tax equally. Franchise tax is imposed by the City on gas, electric, refuse companies, and cable television for the privilege of using City streets. Transient occupancy tax is imposed on the rent of hotels and motels. The City's transient occupancy tax rate is 12%. The Other Taxes category is projected to remain flat for 2009-10.

Licenses and Permits Business licenses are expected to remain at the current level. The construction permit revenue includes building permit fees from the Atlantic Times Square and the Towne Centre development projects.

Charge for Services Examples of fee-support programs include services provide by police, fire, public works, development, recreation, and library. The fees are reviewed and adjusted annually.

Other Revenues This category includes investment earnings, rents, fines, and other miscellaneous revenues. With the current weak financial market, the interest income has been low and we project the return will continue to be low. Also included in this category is the City's share of the AB1389 redevelopment agency pass-through payments.

Restricted Funds Estimated Revenues

Other City funds are classified as restricted funds. These funds include Special Revenue Funds, Internal Service Funds, Water Fund, and Redevelopment Agency Funds. The revenues of these funds are kept separately from the General Fund and they are accumulated for specific expenditures such as capital projects, water operations, insurance claims and long-term obligations authorized by law or City policies. Total projected 2009-10 revenues for the restricted funds are \$54.9 million. Below is a discussion of projected revenues for the major restricted funds.

Retirement Special Revenue Fund Funding of the City's pension programs comes from a special property tax approved by the voters in 1946 and 1952. The City's retirement tax rate has remained at \$0.091175 per \$100 of the assessed valuation since 1983. This is also the maximum tax rate under AB 13. For 2009-10, the projected retirement revenue is \$4.3 million assuming a 3% growth in valuation.

Asset Forfeiture Special Revenue Fund Federal and State laws allow law enforcement agencies to retain assets seized in the drug-related arrests. These funds can only be used to augment investigation and enforcement activities. Forfeiture is distributed through the justice system and can take several years for the agencies to receive the funds. Distributions for 2009-10 are estimated to be \$304,000.

Sewer Special Revenue Fund The Sewer Master Plan identifies a total of \$2.5 million of capital improvement required for updating the City's sewer system. In 2000, the City established a sewer maintenance fee to finance the implementation of the Sewer Master Plan.

The sewer service fee will expire in 2015 unless it is renewed by the City Council. The projected revenue for 2009-10 is \$318,000.

Refuse Special Revenue Fund The City's refuse service includes trash collection, waste management, and recycling. Refuse rates are adjusted annually based on Consumer Price Index. The projected revenue for 2009-10 is \$6.1 million based on an estimated 3% inflationary adjustment. There is a corresponding increase in the refuse collection contract service expenditures. The actual revenues and expenditures will be based on the actual CPI released by the Department of Labor.

Maintenance District Special Revenue Fund The City formed a Maintenance District in 1993 to finance the maintenance and operation of streetlights, street trees, and medians in accordance with the Landscaping and Lighting Act of 1972. The District covers the entire city. The City has completed the District renewal for 2009-10 and the assessment rates remain the same as in 2008-09. The projected revenue is \$965,000.

Public Safety Impact Fee Special Revenue Fund This is a development impact fee applied to new commercial and residential constructions (residential renovations are exempt). The fee is to offset the increased demand for public safety services generated by the new developments. The projected revenue for 2009-10 is \$415,000.

Library Tax Special Revenue Fund In 1998 Monterey Park voters approved a special library tax (Measure C) to finance the costs for the library expansion, additional hours, and book acquisitions. The tax has a term of 20 years. The projected library tax revenue is \$507,000. Majority of the library tax revenue is earmarked for debt service payment for the library expansion construction financing.

Grants Special Revenue Fund The projected grants for 2009-10 are \$7.4 million, which includes \$65,000 library grants for various library programs; \$2.2 million Community Development Block Grant for after school, housing, debt service, and capital improvements; \$145,000 park grants for the maintenance of parks and recreation facilities, \$181,000 public safety grants for police and fire training and equipment; \$3.9 million street improvement grants (including \$1.9 million Federal Stimulus Fund per the American Recovery Reinvestment Act) for road improvements, \$33,000 recycling grants, and \$780,000 transportation grants for bus replacement.

Water Fund The projected water operation revenue for 2009-10 is \$8.7 million. The water operation revenue is to cover the costs for the production, distribution, commercial, and capital improvements. The City's water rates are below the average of those charged by the neighboring communities and the City will undergo a study to review its water rate structure.

Additionally the City has established a water treatment surcharge to pay for the City's water treatment operations. The projected water treatment revenue is \$4.4 million.

Internal Service Funds The purpose of these funds is to centralize the services such as general liability claims, workers' compensation insurance, vehicle operations and replacement, technology development, and employee separation benefits.

These funds are financed through charges to departments. Charges are updated each year to ensure adequate funding of operations and outstanding obligations. The 2009-10 charges are: workers' compensation \$1.3 million, separation benefits \$1.7 million, technology \$147,000, general liability \$790,000, and vehicle operating \$2.0 million.

Community Redevelopment Agency The City's Redevelopment Agency has two project areas: Atlantic Garvey area and Merged area. Activities of the redevelopment agency are funded by property taxes derived from the incremental value within the project areas. The projected property tax assumes a 3% increase. The projected revenue for Atlantic Garvey Project and the Merged Project is \$4.5 million and \$3.9 million, respectively. The CRA Housing Fund accounts for the 20% increment set-aside per State law for low-and-moderate income housing. The projected Housing Fund revenue for 2009-10 is \$2.3 million.

Budget Expenditures

Total City budget for 2009-10 is \$82 million. In response to worsening economic conditions and State budget impacts, this budget includes an "across the board" budget cost cuts by general fund and all other city funds resulting in approximately \$2.5 million of cost savings, which include "hold" of vacant full-time positions, eliminations of part-time personnel, curtailments of supplies, services, and capital expenditures.

Staffing Level

The staffing for 2009-10 is 405.36 Full Time Equivalent (FTE = 2,080 hours/year), down 9.58 FTEs from last year. The decrease consists of reduction in part-time staffing in various departments, resulting in approximately \$268,000 savings. In addition, there is one full-time position being eliminated and eight full-time vacant personnel positions being placed on "hold" which include: one (1) Assistant Planner, two (2) Police Officers, two (2) Firefighter/Paramedics, one (1) Development Project Manager, one (1) Economic Development Specialist, and one (1) Assistant to the City Manager.

General Fund Estimated Expenditures

The table below is a summary of the proposed General Fund expenditures, including fund transfers. Please refer to the department budget sections for a detailed break-down.

(Amounts in 000s)	2008-09 Adopted	2009-10 Adopted
Police	\$ 12,992	\$ 13,173
Fire	8,086	8,039
Public Works	2,021	2,095
Library	1,720	1,758
Development Services	1,286	1,211
Recreation and Parks	3,448	3,433
General Administration	2,184	1,835
Non Department	515	852

Transfer to Pension Fund (Blue Ribbon Committee)	1,022	1,022	
	\$ 33,274	\$ 33,418	+0.43%
Recommended Additional Transfer to Pension Fund		830	
Total	\$ 33,274	\$ 34,248	

Restricted Funds Estimated Expenditures

The 2009-10 budget expenditures for the restricted funds are \$49.4 million. As previously mentioned, the restricted funds include Special Revenue Funds, Internal Service Funds, Water Fund, and Redevelopment Agency Fund. The funds are kept separately for specific expenditures authorized by laws or City policies.

Major Expenditure Changes

Other than the required adjustments for salaries per MOUs, and certain contract services, most of the expenditures changes proposed are reductions. The following depicts a detail of the reduction by department.

City Clerk Decrease contracted services for election costs by \$85,000 due to a non-election year. Other reductions include legal notices \$5,000, website upgrades \$4,000, codification service \$3,000, and training \$1,300.

City Manager Eliminate the vacant Transportation Manager position and the part-time Management Analyst position.

Business Improvement Area Decrease contracted services by \$39,000 to postpone the BID area expansion and eliminate funding for the 2009 Chinese New Year Festival.

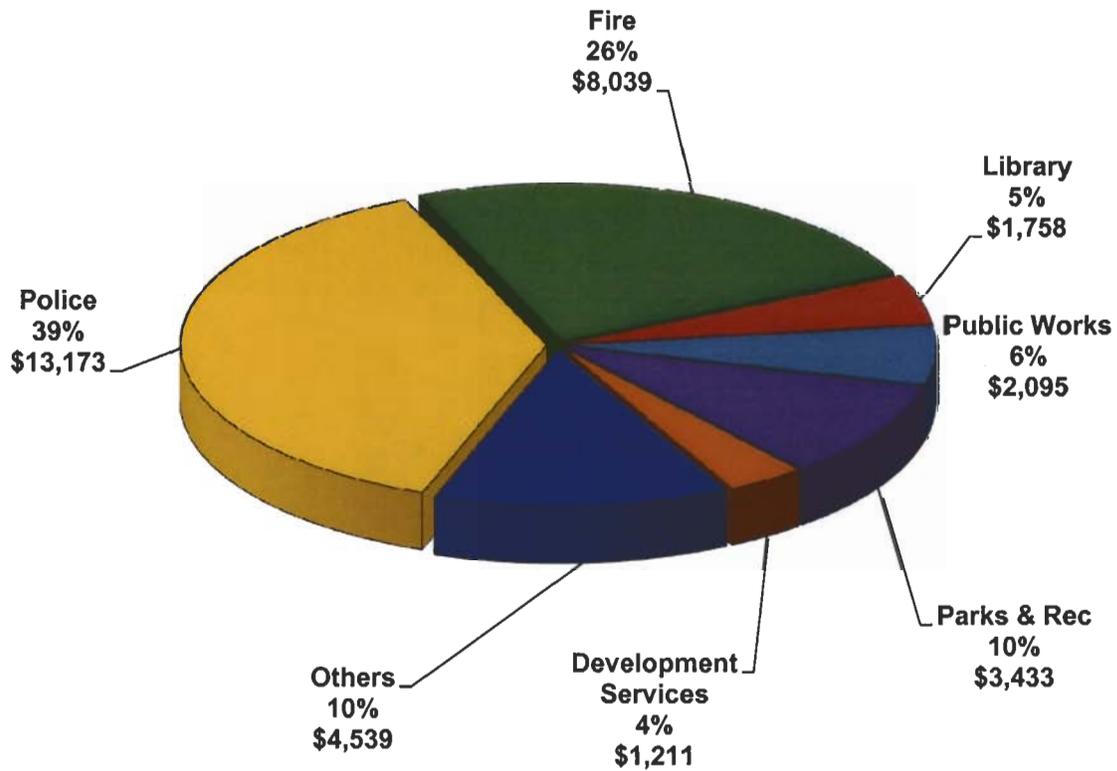
Management Services Reductions total \$103,000 including \$5,000 for auditing services, \$3,300 in overtime, \$11,000 for telephone system upgrade, \$10,000 for printing, \$27,000 in part-time salaries, \$20,500 for equipment maintenance, and \$26,000 for IT network support.

Development Services Reduce part-time salaries \$37,700 by eliminating the part-time inspector position. The duties for residential property inspection will be reassigned to code enforcement. Other reductions include salary savings due to freezing the vacant Assistant Planner position, and \$4,000 in training costs.

Human Resources Decrease property insurance by \$19,000 per market trends, \$14,700 for safety and leadership academy training programs, \$40,000 for liability legal fees, and \$103,000 for claims. Increases in the Non Department Activity per contractual obligations include: salary set-aside for Fire negotiations \$383,000; separation payoff \$69,000; retiree medical \$125,000; pension bond payment \$500,000; and workers compensation permanent disability \$93,000 and legal fees \$43,000.

Police Department The budget for several grant funded accounts has been reduced due to

GENERAL FUND EXPENDITURE & TRANSFERS 2009 - 2010



	%	FY 09-10 Projected	%	FY 08-09 Budget
Police	38%	\$ 13,173	39%	\$ 12,992
Fire	24%	8,039	24%	8,086
Library	5%	1,758	5%	1,720
Public Works	6%	2,095	6%	2,021
Parks & Rec	10%	3,433	10%	3,448
Development Serv	4%	1,211	4%	1,286
Others *	13%	4,539	11%	3,721
	<u>100%</u>	<u>\$ 34,248</u>	<u>100%</u>	<u>\$ 33,274</u>

the completion of the grant programs: training \$27,000 (UASI grant), Traffic Activity overtime \$55,300 (Traffic Safety grant), and operating supplies \$43,000 (GREAT grant). Other reductions include Field Services Activity supplies \$16,000, Investigations Activity part-time salaries \$16,000, Computer Services Activity R&M Contractual \$138,000 by prepaying the CAD/RMS maintenance contract from the loan proceeds, computer replacement \$8,000, animal control after hour call-out service \$16,000, part-time Community Services Officer salaries \$10,000, and booking fees \$6,500, Records Activity repair and maintenance \$6,000.

Fire Department Reduce \$21,100 for disaster preparedness, \$18,000 for education and training, \$1,100 for citywide SEMS preparedness, and \$5,000 for laundry services.

Economic Development Reduce commercial rehab \$51,000. These funds will be saved and combined with future allocation for large scale rehab projects. Decrease Merged Capital Projects Activity Contracted Services by \$127,000 due to completion of consulting services for eminent domain and implementation plan. Decrease housing Contracted Services by \$57,000 in legal services and increase R&M Contractual by \$41,000 for the new Handicap Ramp and Critical Maintenance Grant programs.

Public Works Budget reductions include street maintenance \$46,000 (shift the cost to Proposition 1B and Federal Stimulus grant funding), signal maintenance \$20,200, and Auto Shop debt service \$233,000 as a result of the completion of the vehicle loans. Increase refuse collection contract by \$169,000 based on anticipated inflationary adjustments.

Decrease in water operation budget include \$120,000 for water assessment, utilities \$160,000 based on new rates, \$25,000 for well sites maintenance; and debt service payment \$82,400 due to the completion of the water system retrofit loan payment.

Decrease in water treatment budget includes \$35,000 for Well #5 and \$31,000 for Well #12 carbon replacement, \$617,000 for Delta Plant resin replacement due to a recent change out, and \$78,000 for laboratory analyses and water sampling for various treatment plants.

Other reductions made to the Public Works budget include \$10,000 in engineering consultant services, \$4,000 in NPDES study, and \$1,000 in recycling outreach promotions.

Library Reductions include \$20,400 in utilities, \$44,000 in books, and \$12,000 in telephone due to using the remaining library building project funds to pay for the public internet access costs.

Recreation & Parks Reductions include \$26,300 in special events, \$37,000 in part-time salaries for the After School programs, \$35,000 in median maintenance and tree trimming contracts, \$130,000 in Summer Lunch Program currently handled by the San Gabriel School District, \$7,000 in overtime costs, \$5,000 in pool repairs, and \$3,000 in program supplies.

Vehicle Replacement Replacement proposed for 2009-10 have been restricted to those that are necessary to continue City services. The proposed replacement, as recommended by the Auto Shop mechanics, include five patrol vehicles, two detective vehicles, one police motorcycle, one building maintenance truck, two parks maintenance dump trucks, one parks maintenance loader, and one Dial-A-Ride van. Please refer to the Auto Shop Activity for a

description of the replacement.

Water Capital Recommended improvements to the water system include meter exchange, well development, pump station upgrade, water mains, water master plan upgrade, and rate study. Total cost for the proposed improvements is \$1.1 million. Due to the significant cost for Russell Reservoir replacement, staff will seek grant and/or financing to fund the project. Please refer to the Water Capital Projects Activity for a description of the projects.

Street Construction Projects proposed include reconstructions, sidewalks, wheelchair ramps, alley reconstruction, overhead street name signs, traffic calming measures, and signal upgrades. Total cost for the proposed street improvement is \$3.1 million.

Community Capital Community capital improvements for 2009-10 include computer network upgrades, merger of redevelopment project areas, police mobile radios and computer servers, City Hall security system, zoning ordinance updates, various park improvements, ADA compliance, air duct cleaning, fuel pump canopy, traffic maintenance building improvement, and bus replacement.

Equipment purchases proposed include fire hose, fire turnout pants, park tables and chairs, metal storage containers, shelving and lumber racks, and police accident reconstruction system. Total cost for community capital improvements is \$3.2 million. Please refer to the Community Capital Improvements Activity for a description of the projects.

General Fund Budget Contingency

Contingency is the margin between revenues, expenditures, and fund transfers. The City maintains the contingency for unanticipated expenditures during the year. The chart below summarizes the General Fund projected revenues, expenditures, and fund transfers.

(Amounts in 000s)	2008-09	2009-10
Revenues	\$ 33,409	\$ 34,563
Less: Expenditures	32,088	32,396
Revenue Over Expenditures	1,321	2,167
Transfer to Pension Fund (Blue Ribbon Committee)	1,022	1,022
Subtotal	299	1,145
Recommended Additional Transfer to Pension Fund	830	830
 Contingency	 \$ 299	 \$ 315

General Fund Budget Reserve

The City has built-up a substantial amount of reserve in its General Fund. These rainy days funds will help the City better sustain unexpended budget variances. The General Fund reserves are as follows.

(Amounts in 000s)	2008-09	2009-10
Reserve for Operations (ongoing services)	\$ 5,737	\$ 6,052
Reserve for Capital Improvement	5,150	5,150
Reserve for Catastrophic Events (disasters)	2,000	2,000
Reserve for Working Capital (emergency)	3,000	3,000
Total	\$ 15,887	\$ 16,202

Debt Service and Outstanding Loans

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

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

Department	Activity	Annual Payment	Description	Loan Expiration
Police	Computer Services	\$165,869	CAD/RMS	2021
Library	Administration	383,196	Library Expansion	2018
Water	Water Production	115,459	Reservoirs	2030
	Water Distribution	188,045	Water Main	2021
	Well #5 VOC	73,368	Treatment Plant	2010
	Well #1, 3, 10 & Fern	132,035	Treatment Plant	2032
	Well #12	37,965	Treatment Plant	2032
Non-Dept	Non-Dept	1,546,714	Pension Bonds	2034
Econ Dev	Atlantic/Garvey	1,673,400	2002 CRA Bonds	2015
	Merged	773,446	1998 CRA Bonds	2019
	HCD Admin	539,911	Section 108 Loans	2019

Economic Development

Monterey Park encompasses 7.73 square miles with a population of 66,000. The City is located six miles east of Los Angeles at the western gateway to the San Gabriel Valley. Monterey Park is a residential community, with 78% of its land zoned for single and multiple family housing. Major businesses include food and drug, auto sales, banking, restaurants, hospitals and medical offices, and light manufacturing.

The City's economic development activities include redevelopment of commercial and residential properties, business support services, affordable housing, and preserving quality neighborhoods. Redevelopment agency funds, Community Development Block Grant, and

Home Fund monies primarily finance the activities and programs. In most cases, public/private partnerships are formed.

The Agency is currently contemplating the merger of Atlantic/Garvey and Merged Areas. The Merged Area still has a majority of blight as well as being the area with the greatest potential for new redevelopments. The merger would enhance the overall financial capacity of the Redevelopment Agency. Activities that can be included through the implementation of the merger include: tax increment and bond debt limit amendment, 10-year extension, additional territories, and funding flexibility for developments and infrastructure.

The City continues to pursue opportunities to develop affordable housing and also maintains programs for residential maintenance, and rental rehabilitation. Several major commercial developments are currently underway; these projects are as follows.

Atlantic Times Square This is a retail/entertainment/residential center on a seven-acre site at North Atlantic Boulevard and Hellman Avenue. The project features 210 condominiums and 200,000 square feet of commercial space anchored by a 14-screen AMC Theater. The project is under construction and is scheduled to open by the beginning of 2010.

Towne Centre Towne Centre is a mixed-use project at the southeast corner of Garvey and Garfield Avenues, in the downtown Monterey Park. This project will include 56 parking spaces for public use to alleviate downtown parking shortage. Relocation is in progress and construction is scheduled to begin in 2009. Completion is expected by early 2011.

Garvey Villas Garvey Villas is a mixed-use project located at the southwest corner of Atlantic Boulevard and Garvey Avenue. The developer has assembled the site.

Market Place This is a 500,000 square feet retail center located on an Environmental Protection Agency Superfund site. The development of the shopping center will include the remediation of the site. Currently the City is negotiating with the developers and various agencies in development related issues. Construction is estimated to begin in mid 2010 and completion is anticipated in late 2011.

Pension Funding

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

Previous projections showed, without corrective actions, the City's pension reserve would be depleted in five years and would require subsidy from the General Fund at approximately \$2 million per year. This would have a divested impact on city services. To close the pension shortfall, over the years the City has taken various actions including: extended funding period to reduce costs (1996, 1997, and 2004); established a Pension Liability Fund to create a pension reserve (2001); issued pension obligation bonds to save interest costs (2004); made annual

budget transfers to build up pension reserves (2005 through present).

In 2006, the City formed a community blue ribbon committee to assist the City in addressing the pension-funding shortfall. Last year, the City Council implemented several of the committee's recommendations including: rounding of utility bills, business annual fire safety inspection, public safety impact fee adjustment, inter-fund cost allocation update, and setting-aside 30% of future sales tax from major commercial developments. These items will generate between \$382,000 to \$1.0 million a year (pending on the timing and completion of major commercial developments).

Due to the recession and the financial market crisis, CalPERS has experienced a 25% reduction in its investment values. To keep the program fully funded, it is anticipated the employer contribution rates will be increased between 2% and 5% starting 2011. The rate adjustment will create a major cost impact to all member agencies. CalPERS is considering a new rate smoothing mechanism to keep the rate adjustment to about 1%.

Starting Fiscal Year 2009-10, an additional General Fund of \$830,000 per year is transferred to bridge the pension cost difference. It will be the City's efforts to continue to explore the remaining recommendations made by the committee to permanently resolve the pension funding issue.

Water System Funding

The City's water system serves approximately 95% of the area in Monterey Park with 13,000 accounts. The system has 12 wells, 13 reservoirs, 5 treatment plants, 11 pumping stations, and 134 miles of water mains. The City's water quality exceeds the current Federal and State standards and maintaining this high water quality is a priority of the water operation.

Due to the change in water quality standards since 1999, the City had to construct five treatment facilities to remove the contaminants. The construction was funded by grants, settlements, loans from the City's Water Operation Fund, and loans from external sources. The ongoing water treatment cost is estimated to be \$67 million for the next 30 years.

The City has established a treatment surcharge to pay for the treatment operations. Based on the 2008 annual water treatment surcharge report, which was reviewed by the City Council last November, barring from further changes to the water quality standards or new contaminations, the current water surcharge should provide sufficient revenue to support the water treatment operations, thus freeing up the water operation funds for capital improvements, primarily water main replacement.

The City will continue working with other water agencies and legal professionals to seek funding to fund the cost for water treatment.

National Pollutant Discharge Elimination System (NPDES) Funding

The Federal Clean Water Act mandates government agencies to establish a program that eliminates pollutants from entering rivers and oceans. Monterey Park started its program in

1996 by carrying out a study, which included surveying businesses for possible sources of pollutants, cataloging and inventorying storm drains, and conducting public education.

Monterey Park, like other Los Angeles County cities and the County, is required to establish programs to meet the conditions and requirements of the permit. These programs include inspections of restaurants and commercial establishments for discharges, field testing of the storm drain system to identify connections, development and implementation of storm water management plans for new construction, and the installation of physical controls in catch basins to comply with total maximum daily limits for specified pollutants.

The City is working with a coalition of 43 local cities to change the NPDES regulations to more realistic and cost-effective measures for storm drain water cleanup. Should the cities fail to change these regulations, storm water regulations could very well become a multi-million dollar program that will burden both residents and businesses in the next 5 to 8 years.

GASB 45

In June 2004, the Governmental Accounting Standard Board (GASB) issued Statement 45, which requires all governments providing post-employment benefits (i.e. retiree medical insurance) to report their accrued liabilities. The objective of GASB 45 is also to make governments that provide post employment insurance benefits aware of the existence of accumulated liabilities. While the future liabilities are to be funded with future financial resources, it should become part of the financial planning consideration.

The City has completed an actuarial study to calculate the estimated liabilities for providing the retiree medical insurance. The calculation takes into account the projected increase in the health insurance premiums and the number of retirees. Most government agencies, including Monterey Park, have been funding the retiree medical insurance on a pay-as-you-go basis; that is, making annual appropriation to pay the actual costs instead of actuarially determined costs. GASB 45 requires the actuarial study be updated every two years so governments can monitor the level of the accrued liabilities for retiree medical cost.

Maintenance Assessment District

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

Internal Service Funds

The City maintains five internal service funds to finance the operating costs and outstanding liabilities for workers' compensation (claims from work related injuries), auto shop (vehicle

operating and replacement), technology (computer and telephone systems replacement), separation benefits (payoff of accumulated leaves upon employment separation), and general liability (claims and lawsuits filed).

Internal service funds are maintained through charges to departments. Each year these charges are reviewed to ensure the adequacy of funding to meet the ongoing operating needs as well as long-term liabilities.

Infrastructure and Capital Improvements

Continued investment in the City's capital improvements is the key to a long-term economic success and better quality of life for our community. The City has made progress in updating its infrastructure through financing, maintenance fees, and grants. Examples include catch basin structural controls, transit facility at ELAC, and water treatment plants facilities. With the Proposition 1B funds, the City will soon begin to resurface several city streets. Technology development is also a priority of the City. Recent projects include a PC based finance system, citywide network upgrade to Microsoft Office 2007, and the Police Department's computer aided dispatch and record management system.

The City will continue seeking grants and financial assistances (for example Federal appropriations, Federal and State economic stimulus funding, and economic relief grants) to fund the City's capital improvements including water and sewer system, energy efficiency programs, and public safety equipment. The City will also explore financing options as well as self-funded projects that support the debt service payments with cost savings.

In Closing

Like other public agencies, Monterey Park is affected by the recession. This budget provides a conservative plan for the City to get through the next two years that we believe will prove difficult, financially. It includes a tightened spending plan and a contingency that the City can quickly act on in case the recession continues. It also preserves and assures that reserves are strengthened to prepare for uncertainties.

The goal of our budget plan is to continue providing core City services commensurate with the public's expectations. As always, we will manage the City's budget carefully and conservatively.

Respectfully,



June Yotsuya
City Manager



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Monterey Park
California**

For the Fiscal Year Beginning

July 1, 2008

Handwritten signature of the President of GFOA.

President

Handwritten signature of the Executive Director of GFOA.

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, 2008**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

California Society of Municipal Finance Officers

Certificate of Award
For

Excellence in Operating Budgeting

Fiscal Year 2008-2009

The California Society of Municipal Finance Officers (CSMFO) proudly presents this certificate to

City of Monterey Park

For meeting the criteria established to achieve the EXCELLENCE AWARD in the OPERATING BUDGET CATEGORY.

February 17, 2009



Viki Copeland

Viki Copeland
CSMFO President

Pamela Arends-King

Pamela Arends-King, Chair
Budgeting & Financial Reporting

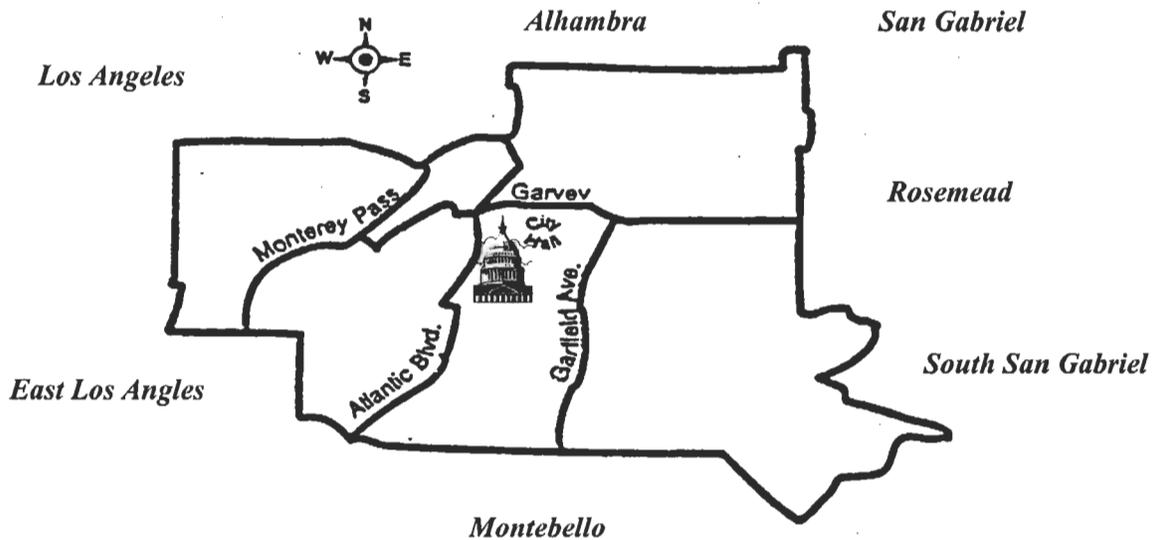
ABOUT THE CITY OF MONTEREY PARK

Monterey Park Government

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

City History

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



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

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

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

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

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

City's Economic Condition and Priority Development

Monterey Park covers an area of 7.73 square miles with a population of approximately 65,000. The City is located six miles east of Los Angeles and is primarily a residential community, with 78% of its land zoned for single and multiple family housing uses. Major businesses include food and drug, auto sales and service, banking, restaurants, hospitals and medical offices, printing and light manufacturing.

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

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

Local and Regional Transportation

- Transportation Services and Information

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

- Spirit Bus

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

- Regional Transportation Services

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

- Commuter Train Service

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

- Paratransit Service - Dial A Ride and Access Services

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

Annual Community Events

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

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

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

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

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

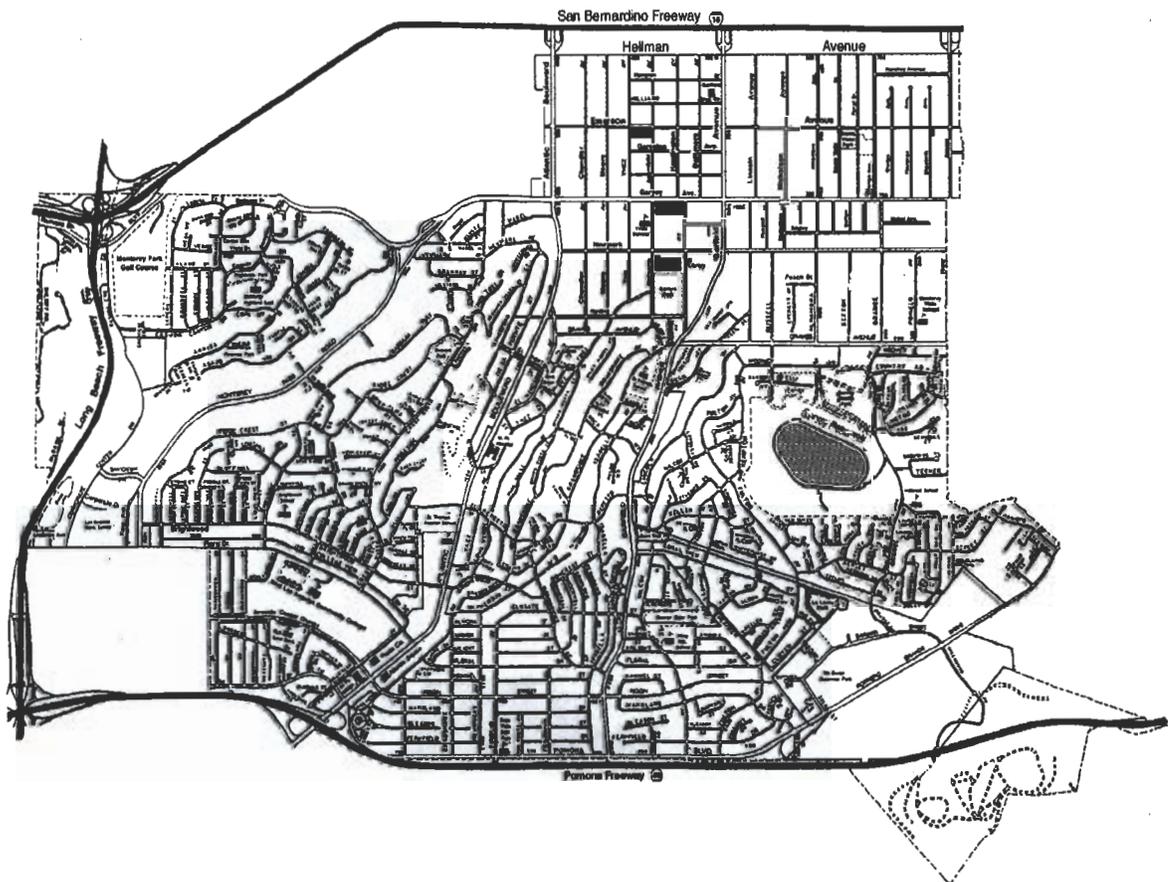
Artisans Faire - Every year in November, the City's Art and Culture Commission holds this special Arts and Crafts event allowing master crafters to display and sell their handicrafts in a serene and tranquil park setting.

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

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

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

City Map

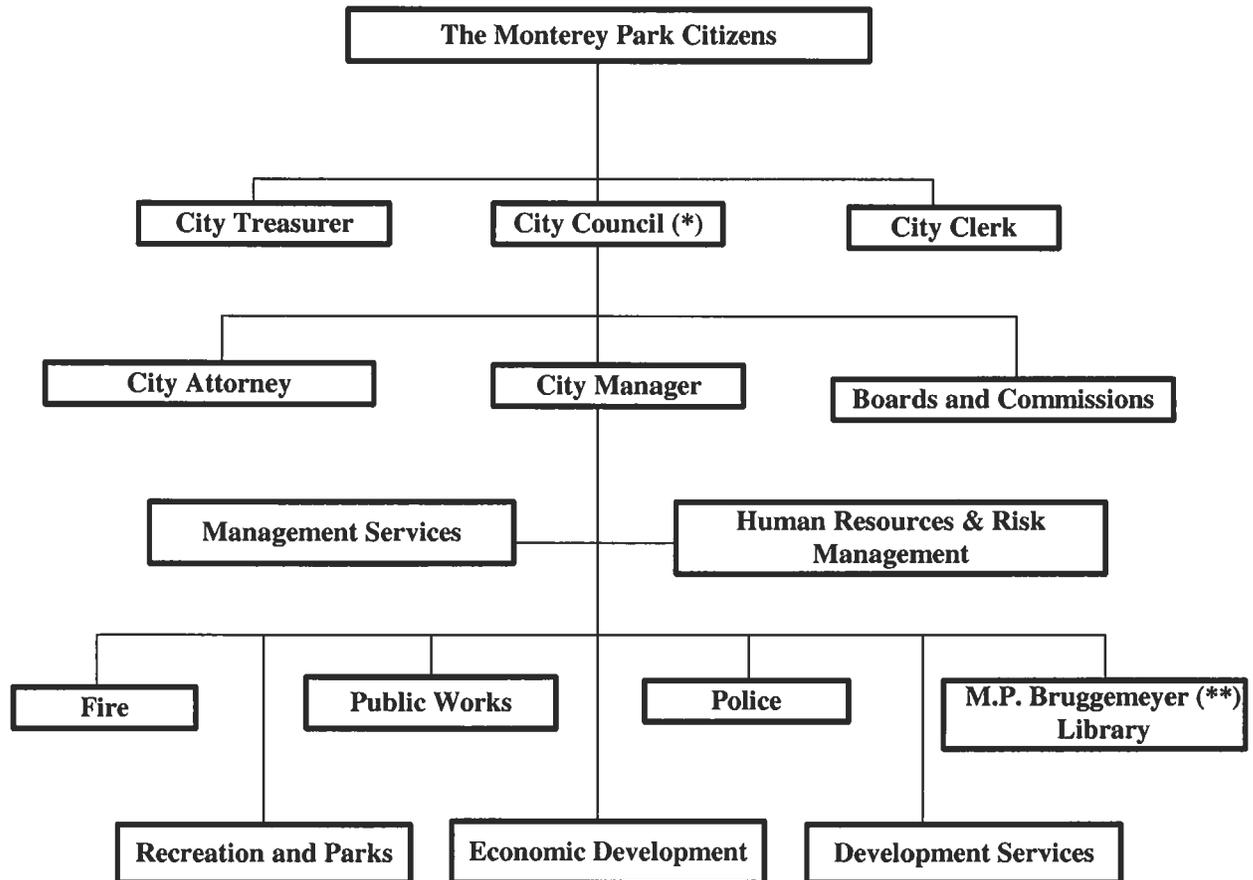


Miscellaneous Statistics

Date of Incorporation:	May 29, 1916
Form of Government:	Council / Manager
Area:	7.73 Square Miles
Miles of Streets:	119.27
Number of Street Lights:	3,359
Fire Protection:	
Number of Fire Stations:	3
Number of Sworn Firefighters and Non-Sworn Personnel:	64
Police Protection:	
Number of Stations:	1
Number of Sworn Police Officers and Non-Sworn Personnel:	131.36
Municipal Water Department:	
Number of Water Meters:	13,105
Average Daily Consumption:	10,000,000
Miles of Water Distribution Lines:	134
Number of Fire Hydrants:	1,046
Miles of Sewers:	
Sanitary Sewers:	126
Storm Drains:	12.43
Building Permits Issued:	735
Recreation and Culture:	
Number of Parks & Gardens:	14 (107.47 Acres)
Number of Pools:	2
Number of Libraries:	1
Number of Library Collection Volumes:	187,496
Number of Library Cardholders:	65,000
Number of Employees:	
Elected Officials:	7
Full-Time:	350
Part-Time:	48.36
Population:	64,874

Organization Chart

**City of Monterey Park
Organization Chart**



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

(**) General operations of the M.P. Bruggemeyer Library are managed by the Library Board of Trustees, an independent commission appointed by the City Council.

City of Monterey Park Budget Summary Section

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

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Combined Changes in Fund Balance

Fund Description	Fund Balance 7/1/2009	Estimated Revenues	Estimated Transfer-In	Projected Expenditures	Projected Transfer-Out	Estimated Fund Balance 6/30/2010
CITY FUNDS:						
GENERAL FUND - Operating ⁽⁵⁾	5,736,840	34,563,411		32,395,552	1,022,000 ⁽¹⁾	6,052,699
GENERAL FUND - Additional to Pension					830,000 ⁽⁶⁾	
GENERAL FUND - Other Reserves ⁽⁷⁾	10,150,000					10,150,000
SPECIAL REVENUE FUNDS :						
Retirement/Pension Liability	5,970,366	4,268,000	1,082,000 ⁽³⁾ 830,000	6,475,261		5,675,105
Gas Taxes	89,962	1,208,012		1,157,558		140,416
Refuse	2,030,174	6,077,000		6,087,675		2,019,499
Sewer	0	318,000		204,990		113,010
Park Facilities	436,947	138,000		246,100		328,847
Proposition A	1,401,910	1,257,190		1,503,659		1,155,441
Proposition C	1,187,697	885,417		977,734		1,095,380
Asset Forfeiture	1,478,925	304,000		1,307,401		475,524
Business Impr Dx #1	107,705	61,100		45,000		123,805
Air Quality	146,168	83,500		42,995		186,673
Maint. District 1972 Act	46,913	965,000		960,140		51,773
Public Safety Impact	797,608	415,000		636,363	60,000 ⁽²⁾	516,245
Public Safety Augmentation	0	600,000		600,000		0
Library Tax	158,360	506,700		484,062		180,998
CERCLA Liability	788,026	150,800		120,000		818,826
GRANT FUNDS :						
Library	0	64,850		68,767		(3,917)
HUD	0	2,439,646		2,177,811		261,835
Parks & Recreation	0	145,000		145,000		0
Fire	0	40,000		40,000		0
Police	128,639	140,885		167,873		101,651
Engineering/Transportation	0	4,710,744		3,747,998		962,746
Passport Trust Fund	0	24,291		24,291		0
Specialty Maint Trust Account	0	162,000		75,000		87,000
ENTERPRISE FUND						
Water Operation	5,294,466	8,668,000	1,772,049 ⁽⁴⁾	7,605,355		8,129,160
Water Treatment		4,390,000		2,617,951	1,772,049 ⁽⁴⁾	0

Combined Changes in Fund Balance

Fund Description	Fund Balance 7/1/2009	Estimated Revenues	Estimated Transfer-In	Projected Expenditures	Projected Transfer-Out	Estimated Fund Balance 6/30/2010
INTERNAL SERVICE FUNDS						
Auto Shop	507,734	1,901,666		1,589,454		819,946
Separation Benefits	1,700,657	1,658,601		1,012,000		2,347,258
Workers' Compensation	861,466	1,309,690		1,256,441		914,715
General Liability	2,262,263	790,000		718,107		2,334,156
Technology/Data Processing	1,042,012	141,728		30,000		1,153,740
TOTAL CITY FUNDS	42,324,838	78,388,231	3,684,049	74,520,538	3,684,049	46,192,531
COMMUNITY REDEVELOPMENT AGENCY (CRA):						
Atlantic/Garvey	16,035,406	4,897,000		3,423,095		17,509,311
Merged Project	4,794,561	4,092,000		2,712,448		6,174,113
Housing Set-Aside	8,408,085	2,313,000		1,128,090		9,592,995
TOTAL CRA	29,238,052	11,302,000	0	7,263,633	0	33,276,419
TOTAL CITY AND CRA	71,562,890	89,690,231	3,684,049	81,784,171	3,684,049	79,468,950

Note:

- (1) Transfer from General Fund to Pension Liability Fund to strengthen pension reserve.
- (2) Transfer from Public Safety Impact Fund to Pension Liability Fund to strengthen pension reserve.
- (3) Transfer from Pension Liability Fund to Retirement Fund to cover pension costs.
- (4) Transfer from Water Treatment Fund to Water Operation Fund for repayment of treatment fund loan.
- (5) Unreserved, Undesignated.
- (6) Additional Transfer from General Fund to Pension Liability Fund.
- (7) Designated for Capital Improvements, Catastrophes, and Emergencies, etc.

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2007-2008	Budgeted 2008-2009	Estimated Actual 2008-2009	Estimated 2009-2010
Property Taxes:					
Current Secured	0010- 01010	5,876,934	6,350,000	6,386,000	6,578,000
VLF Compensation	01010	4,585,503	4,750,000	4,883,000	5,029,000
Current Unsecured	01020	262,041	250,000	270,000	280,000
Homeowner Exemption	01030	59,707	60,000	60,000	60,000
Prior Year Secured	01110	381,669	250,000	380,000	380,000
Prior Year Unsecured	01120	13,952	15,000	15,000	15,000
Interest & Penalties	01200	52,912	34,000	50,000	50,000
Total Property Taxes		11,232,718	11,709,000	12,044,000	12,392,000
Other Taxes:					
Admission Tax	01400	7,500	9,000	7,500	7,500
Sales Tax	01500	3,527,520	3,726,000	3,437,000	3,437,000
Sales Tax Compensation	01500	1,289,584	1,300,000	1,140,876	1,140,000
Transient Tax	01550	908,694	950,000	910,000	928,000
Franchise Tax	01600	1,043,237	1,070,000	1,090,000	1,120,000
Transfer Tax	01800	258,434	240,000	140,000	140,000
Utility Users Tax	01900	3,417,647	3,450,000	3,462,000	3,565,000
Vehicle In-lieu Tax	04410	275,591	306,000	200,000	210,000
Total Other Taxes		10,728,207	11,051,000	10,387,376	10,547,500
Licenses & Permits:					
Licenses:					
Business Licenses	02010	1,028,436	997,000	1,028,000	1,060,000
Business Lic Processing Fees	02020	141,789	137,000	142,000	146,000
Dog Licenses Regular	02410/02430	10,509	15,500	10,500	10,500
Dog Licenses Altered	02420/02450/02460	14,791	20,500	14,000	14,000
Total Licenses		1,195,525	1,170,000	1,194,500	1,230,500
Construction Permits:					
Building Permits	02500	1,431,445	1,100,000	1,347,000	1,145,000
Electrical Permits	02600	129,769	150,000	208,000	182,000
Plumbing Permits	02700	94,905	100,000	126,000	122,000
Mechanical Permits	02900	60,317	80,000	72,000	108,000
Total Construction Permits		1,716,437	1,430,000	1,753,000	1,557,000
Other Permits:					
Firework Permits	03540	2,282	3,300	3,000	3,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual		Estimated	
		2007-2008	Budgeted 2008-2009	Actual 2008-2009	Estimated 2009-2010
Yard Sale Permits	03550	1,920	2,000	2,000	2,000
Misc Permits	03590	3,929	3,500	4,000	4,000
Parking Permits	03650	1,098	1,200	1,100	1,100
Banner Permits	06290	752	500	750	750
Newsrack Permits	06710	8,071	1,500	3,050	3,200
Total Other Permits		18,052	12,000	13,900	14,050
Total Licenses & Permits		2,930,014	2,612,000	2,961,400	2,801,550
Fines:					
Traffic Fines	03580	346,402	350,000	420,000	420,000
Court Fines	03600	43,881	45,000	45,000	45,000
Parking Fines	03630	856,214	760,000	850,000	850,000
Total Court and Traffic Fines		1,246,497	1,155,000	1,315,000	1,315,000
Use of Money & Property:					
Interest Income	03700	1,437,796	1,495,000	975,000	975,000
Golf Course Rental	03800	71,049	78,000	75,000	76,000
MetroPCS (3500 Ramona)	03870	29,330	32,754	32,754	33,736
T-Mobile Rental (Fire Station 3)	03880	24,000	24,000	24,000	24,000
Cingular Rental (Fire Station 3)	03890	24,000	24,000	24,000	25,250
Charter Commu. Rental (Bradshawe PL)	03920	30,914	30,000	32,224	33,190
T-Mobile Rental (Sierra Vista)	03930	31,770	32,723	32,723	33,700
Nextel Rental (Ramona Blvd.)	03940	34,946	33,191	33,191	34,187
Teletrac Rental (Sombrero Site)	03950	18,616	19,550	19,550	
Acosta Grower (Delta & Fox Sites)	03960	14,583	12,708	12,708	13,343
Martinez Nursery (La Loma Site)	03961	2,363	2,605	2,605	2,735
Specialty Restaurants	03970	170,000	170,000	170,000	170,000
Sublease Rent - Pactel	03980	8,786	9,025	9,025	9,298
Sublease Rent - Cox Communication	03990	6,581	6,777	6,777	7,050
Total Use of Money & Property		1,904,732	1,970,333	1,449,557	1,437,489
Charges for Services:					
Police Services:					
Witness Fees	03610	3,060	4,000	3,500	3,500
Prisoner Housing	03640	322,008	225,000	450,000	450,000
Vehicle Release	03670	103,839	115,000	115,000	115,000
DUI Recovery	03680	70,548	65,000	85,000	85,000
Fingerprint	06390/03710	30,000	32,000	30,000	30,000
Correction Notices	03720	4,848	2,500	3,000	3,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2007-2008	Budgeted 2008-2009	Estimated Actual 2008-2009	Estimated 2009-2010
Prisoner Booking Fees	03730		2,700	2,000	2,000
Police Report	05990	2,493	2,600	2,600	2,600
Burglar Alarm	06400	36,808	60,000	50,000	50,000
Total Police Services		573,604	508,800	741,100	741,100
Fire Services:					
Fire Report Copy	06050	329	500	500	500
Fire Inspection	06320	101,934	98,000	103,000	103,000
Fire Plan Checks & Permits	06330/06340	149,929	150,000	152,000	152,000
Fire Response/Admin Citation	06350/06240	7,525	1,500	7,000	7,000
Business Fire Safety Inspection	06370	96,089	133,000	103,000	103,000
Ind Waste Permit/Inspection	06850	78,023	89,000	89,000	89,000
Citizen CPR/AED Training Program	06851				3,000
Medical Subscription	07950	119,527	115,000	115,000	115,000
Ambulance Transport	07960	827,292	760,000	828,000	852,000
Fire Emergency Response	07970				125,000
Total Fire Services		1,380,648	1,347,000	1,397,500	1,549,500
Development Services:					
Plan Check	06100	2,001,428	702,000	635,000	635,000
Comm Prop Insp	06120	52,077	50,000	50,000	50,000
Res Prop Insp	06150	38,684	55,000	39,000	40,000
Home Occup Insp	06160	14,550	13,500	15,000	15,000
Zoning	06200	38,501	50,000	39,000	40,000
Admin Citation - Code Compliance	06220/06130	60,400	43,000	55,000	55,000
Design Review	06250	8,094	7,500	7,500	8,000
Special Inspection	06450	9,977	8,500	8,500	9,000
Shopping Cart Plan Review	06451	2,730			
Develop Agreement Review	06453				
Total Development Services Fees		2,226,442	929,500	849,000	852,000
Public Works Fees:					
Comm. Franchise in lieu fee	01610	125,414	123,000	128,000	131,000
Street Excavation	02910	18,017	2,200	7,000	7,000
Sewer Permits	02920	352	100	122	122
Driveway/Sidewalk	02930	4,607	4,000	2,300	3,500
Transportation Permits	03520	3,134	5,000	2,500	3,000
Sale of Maps	06000	361	500	500	500
Sale of Plans	06010	1,787	2,400	2,000	2,000
Address Change	06140	4,053	2,500	2,432	2,550
Admin Citation - Public Works	06230	6,442	6,000	6,000	6,000
Engr Inspection	06210/06300	54,721	25,000	50,000	50,000
Engr Plan Check	06700	236,068	100,000	100,000	125,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2007-2008	Budgeted 2008-2009	Estimated Actual 2008-2009	Estimated 2009-2010
Slope Drain Reinspec/Citation	06720		4,000	3,000	3,000
Soil Review	06910	6,839	7,000	7,000	7,000
Total Public Works Fees		461,795	281,700	310,854	340,672
Library Fees:					
Calif Library Serv	05300	2,911	10,000	6,000	6,000
Library Fines	07410	29,106	27,000	29,700	29,700
Audio Visual	07420	12,187	16,000	16,000	16,000
Lost Books	07430	3,976	5,200	3,000	3,000
Misc Library Revenue	07460	221	350	250	250
Card Replacement	07480	3,741	5,200	4,500	4,500
Damaged Items	07490	752	1,400	1,000	1,200
Coin Equipment	07500	126	100	150	150
Total Library Fees		53,020	65,250	60,600	60,800
Recreation Fees:					
Rec. Facilities	04020	51,119	50,400	59,000	68,000
Rec Registration	06090	16,904	23,000	20,000	20,000
Barnes Pool Admission	07610	14,789	14,900	14,900	15,100
Elder Pool Admission	07620	6,018	6,300	8,000	8,000
Swim Lessons	07630	53,366	45,000	55,000	55,000
Barnes & Elder Pool Rental	07640	43,865	48,000	45,000	45,000
After School Program	08010	10,419	10,940	10,940	
Adopt-A-Park	08020	6,240	6,000	6,000	6,000
Other Rec. Revenue	07900/ 08030	8,173	8,300	8,300	8,300
Service Clubhouse	0159- 04020	11,997	12,600	12,600	13,000
Rec Registration	0159- 06090	27,855	24,000	27,855	28,000
Summer Programs	0159- 07010	64,593	66,000	66,000	66,000
Fall Programs	0159- 07020	36,128	32,000	40,400	41,000
Winter Programs	0159- 07030	45,067	35,000	40,000	40,000
Spring Programs	0159- 07040	46,025	34,000	46,000	46,000
Picnic Reservation	0159- 07050	39,077	48,000	42,000	44,000
Aquatics	0159- 07090	52,355	50,000	50,000	50,000
Adult Leagues	0159- 07100	37,909	49,000	40,000	40,000
Child Care	0159- 07150	176,704	182,000	182,000	185,000
Total Recreation Fees		748,604	745,440	773,995	778,400
Administrative Charges:					
From City Funds	06020	619,900	619,900	619,900	619,900
Total Administrative Charges		619,900	619,900	619,900	619,900

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2007-2008	Budgeted 2008-2009	Estimated Actual 2008-2009	Estimated 2009-2010
Other Services:					
City Clerk Research	06040	619	300	300	600
Returned Check Fee	08150	2,928	2,000	3,500	3,500
Total Other Services		3,546	2,300	3,800	4,100
Total Charges for Services		6,067,559	4,499,890	4,756,749	4,946,472
Other Revenue:					
CRA Pass-Through	08100				620,000
Surplus Property Sale	04000	16,315	15,000	15,000	20,000
Refunds/Rebates	08100	254,786	200,000	180,000	180,000
Misc Revenue	07530/9203/9210	30,556	35,000	35,000	35,000
Utility Billing Round Up	08200/08120	113		400	400
Street Maintenance - Water	0092- 81580	262,000	265,000	265,000	268,000
Total Other Revenue		563,769	515,000	495,400	1,123,400
Total General Fund		34,673,497	33,512,223	33,409,482	34,563,411
Retirement Fund - 0012					
Property Taxes:					
Current Secured	01010	3,699,217	3,885,000	3,858,000	3,974,000
Current Unsecured	01020	64,894	58,000	65,000	65,000
Homeowner Exemption	01030	58,118	59,000	59,000	59,000
Prior Year Secured	01110	143,528	130,000	130,000	130,000
Prior Year Unsecured	01120	3,596	2,000	2,000	2,000
Interest & Penalties	01200/03750	39,392	38,000	38,000	38,000
Total Retirement Fund		4,008,746	4,172,000	4,152,000	4,268,000
State Gas Tax Funds					
Gas Tax:					
Section 2105	0022- 04540	381,621	410,000	382,000	393,000
Section 2106	0022- 04500	225,397	237,000	226,000	232,000
Section 2107	0022- 04510	510,674	535,000	511,000	536,000
Section 2107.5	0022- 04520	7,500	7,500	7,500	7,500
Interest Income	0022- 03700	4,778	13,000	5,000	2,300

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2007-2008	Budgeted 2008-2009	Estimated Actual 2008-2009	Estimated 2009-2010
SB 821 Bikeway	0023- 05400	34,607	39,426	30,463	37,212
Total Gas Tax Fund		1,164,578	1,241,926	1,161,963	1,208,012
Sewer Fund - 0042					
Sewer Reconstruction Fee	01000		2,000	5,000	2,000
Sewer Revenue	05200	293,650	316,000	300,444	316,000
Total Sewer Fund		293,650	318,000	305,444	318,000
Refuse Fund - 0043					
Refuse Charges	05300	5,482,554	5,600,000	5,600,000	5,767,000
Waste Mgmt Surcharge	05360	290,752	335,000	300,000	310,000
Total Refuse Fund		5,773,306	5,935,000	5,900,000	6,077,000
Park Facility Fund - 0070					
Park Facilities Fees	09000	278,543	206,000	359,200	138,000
Proposition A Fund - 0109					
Proposition A Local Return	05400	1,028,458	1,070,000	1,027,637	1,048,190
Proposition A Incentive Program	05430	111,413	95,000	116,895	117,000
Prop A Incentive Vehicle Replacement Prog.	05431	37,494			
Fares	07680	71,261	57,000	58,000	60,000
Sale of Surplus Property	04000	622			
Interest Income	03700	47,898	53,000	32,000	32,000
Total Proposition A Fund		1,297,145	1,275,000	1,234,532	1,257,190
Proposition C Fund - 0166					
Proposition C	05400	855,599	908,000	838,644	855,417
Interest Income	03700	57,499	48,000	32,000	30,000
Total Proposition C		913,098	956,000	870,644	885,417

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2007-2008	Budgeted 2008-2009	Estimated Actual 2008-2009	Estimated 2009-2010
Asset Forfeiture Fund - 0160					
Asset Forfeiture-Justice	03690	16,318	5,000	150,000	70,000
Interest Income	03700	32,441	22,000	39,000	29,000
Asset Forfeiture-Treasury	03770	1,080,951	140,000	200,000	200,000
Asset Forfeiture-State	03780	4,150	5,000	5,000	5,000
Sale of Surplus Property	04000	715			
Total Asset Forfeiture Fund		1,134,575	172,000	394,000	304,000
Business Improvement Fund - 0077					
Business Improvement Fees	02110	59,302	69,000	59,000	59,000
Interest Income	03700	7,916	8,400	5,000	2,100
Total Business Improvement		67,218	77,400	64,000	61,100
Air Quality Improvement Fund - 0165					
Air Quality Allocation	05400	77,214	79,000	79,000	80,000
Interest Income	03700	3,097	4,500	2,800	3,500
Total Air Quality Improvement		80,311	83,500	81,800	83,500
Maint. District -1972 Act - 0176					
Special Assessment	01060	922,091	965,000	965,000	965,000
Library Tax Fund - 0131					
Library Tax	01060	538,607	502,700	502,700	502,700
Interest Income	03700	6,513	6,500	4,500	4,000
Total Library Tax Fund		545,120	509,200	507,200	506,700
Public Safety Augmentation Fund - 0182					
Sales Tax Public Safety Augmentation	01510	590,585	642,600	580,000	600,000
Public Safety Impact Fund - 0071					
Public Safety Impact Fee	03570	623,637	687,000	1,245,000	415,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2007-2008	Budgeted 2008-2009	Estimated Actual 2008-2009	Estimated 2009-2010
Interest Income-Fiscal Agent	03750	20,477			
Total Public Safety Impact Fee		644,114	687,000	1,245,000	415,000
CERCLA Liability Fund - 0203					
CERCLA Fees	06950	114,756	128,000	128,000	131,800
Interest Income	03700	27,909	35,000	19,000	19,000
Total CERCLA Liability		142,666	163,000	147,000	150,800
Grants Fund					
Library Grants:					
Cal Foundation - PLF	0115- 05400	24,780	22,302	22,302	21,780
Kaiser Permanente Com Grant	0120- 05400	8,250			
Target Prime Time Reading Grant	0121- 05400	2,000			
Learning w/ Families Grant	0124- 05400	25,000			
American Library Association Grant	0126- 05400	5,000	2,500	2,500	
Literacy and Civics Ed. Grant	0142- 05400	10,186	7,500	7,500	7,500
Cal Literacy Grant	0163- 05400	35,570	35,498	32,267	35,570
Cal State Library Construction Grant	0235- 05400			884,585	
LSTA Award Grant	0263- 05400	1,047			
Total Library Grants		111,833	67,800	949,154	64,850
HUD Grants:					
CDBG	0169- 05400	1,103,473	1,169,948	1,145,397	1,185,476
CDBG - R	0395- 05400				260,981
HOME Fund	0152- 05400/ 08100/07530	103,486 2,463	995,545	995,545	993,189
Rehab Loan Repayment	0152- 05460	11,667			
EDI Grant/Interest Income	0211- 03700	21,025			
Workforce Housing Reward Grant	0390- 05400	37,444			
Total HUD Grants		1,279,557	2,165,493	2,140,942	2,439,646
Parks and Recreation Grants:					
Fed Summer Lunch	0171- 05400	133,601	130,000	132,621	
Park Discretionary (Maint.)	0178- 05400	90,000	60,000	60,000	60,000
Highland -Per Capital 2002 Grant	0231- 05400	600	7,946	7,946	
Roberti-Zberg 2002 Grant	0250- 05400		67,654	67,654	
LA 84 Swim Program Grant	0251- 05400		3,193	3,193	
Video Serv Franchise Trust	0355- 05400				35,000
SGVMWD Water Conservation	0357- 05400				50,000
Youth Employment Service Program	0410- 05400		5,544	5,544	
Total Parks & Rec Grants		224,201	274,337	276,958	145,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2007-2008	Budgeted 2008-2009	Estimated Actual 2008-2009	Estimated 2009-2010
Police Grants:					
STC Grant	0132- 05400	5,885	5,885	5,885	5,885
POST Grant	0136- 04500	54,990	35,000	35,000	35,000
Interest Income	0192- 03700	6,390			
State - COPS	0192- 05400	124,043	102,593	102,593	100,000
Justice Assistance Grant	0217- 05400	16,992			
Bullet Proof Vest Grant	0229- 05400	12,679	7,149	7,149	
OTS Sobriety Checkpoint Grant	0243- 05400	40,217	55,296	55,296	
State 9-1-1 Emergency Grant	0246- 05400	2,882			
Urban Area Security Initiative-2007	0249- 05400		25,000	22,956	
Homeland Security Grant-2007	0252- 05400		40,011	40,011	
OTS Traffic Edu/Enforcement Grant	0300- 05400	54,946			
Gang Resistance Ed & Training Grant	0320- 05400	51,035	59,000	59,000	
Fed COPS Technology Grant	0400- 05400		233,825	233,825	
Total Police Grants		370,059	563,759	561,715	140,885
Engineering Grants:					
State Transportation AB2928	0026- 05400		592,000	592,000	616,286
Prop 1B Street Improvement Fund	0028- 05400	1,037,567			958,998
ARRA 2009 Street Improvement Fund	0029- 05400				1,889,000
FEMA Disaster Grant	0154- 05400	354,003		7,908	
TEA21 Grant	0175- 05400	336,785			
Used Oil Recycling Grant	0184- 05400	9,128	16,642	16,642	16,347
Tire Amnesty Events & ED Grant	0208- 05400		8,550	8,550	
Beverage Container Recycling	0214- 05400	17,112	17,112	16,923	16,731
Total Engineering Grants		1,754,595	634,304	642,023	3,497,362
Transportation Grants:					
Air Quality Investment Program	0233- 07680	6,247			
SAFETEA-LU Grant	0342- 05400		416,716	416,716	433,382
ELAC Contribution	0346- 05400		43,472	43,472	
EDISON Settlement	0350- 05400	125,000			
MTA Call Grant (Signage Project)	0353- 05400		110,000	110,000	
MTA CNG Bus Replacement Grant	0354- 05400				780,000
Total Transportation Grants		131,247	570,188	570,188	1,213,382
Fire Grants:					
Homeland Security Grant	0240- 05400	131			
Urban Area Security Initiative-2005	0247- 05400	120,679			
Urban Area Security Initiative-2006	0248- 05400	83,023			
Measure B Trauma Prop. Assessment	0348- 05400	25,779			
ELAC Instructional Serv Program	0349- 05400	41,562	40,000	40,000	40,000
Total Fire Grants		271,175	40,000	40,000	40,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2007-2008	Budgeted 2008-2009	Estimated Actual 2008-2009	Estimated 2009-2010
Other Special Grants (Trust Funds):					
Maintenance Grant (0075)	0344- 05400	72,252	71,800	71,800	75,000
Gen Plan Review Trust	0352- 05400				87,000
Passport Trust Grant (0075)	0415- 05400				24,291
Total Other Special Grants		72,252	71,800	71,800	186,291
Total Grant Funds		4,214,919	4,387,681	5,252,780	7,727,416
Water Fund					
Water Operation Fund:					
Water Sales	0092- 07510	7,623,360	8,030,000	7,900,000	8,250,000
Connection Fee	0092- 07550	444,903	270,000	200,000	200,000
Meter Installation	0092- 07520	408,046	200,000	170,000	170,000
Other Revenue	0092- 07530/ 07540	272,686	26,000	48,500	48,000
Total Water Operation Fund		8,748,995	8,526,000	8,318,500	8,668,000
Water Treatment Fund:					
Water Treatment Surcharge	0093- 07590	2,492,209	3,000,000	2,960,000	3,100,000
SGWQA Grant	0093- 07560		332,500	332,500	1,120,000
Potential Responsible Parties Reimb.	0093- 07570	600,927		347,628	120,000
Other - Insurance Reimb.	0093- 07530	72,311	50,000	50,000	50,000
Total Water Treatment Fund		3,165,447	3,382,500	3,690,128	4,390,000
Total Water Fund		11,914,442	11,908,500	12,008,628	13,058,000
Auto Shop Fund - 0060					
Refunds & Rebates	08100/04000	(14,569)			
Vehicle Charges	08700	1,711,021	1,813,940	1,813,940	1,901,666
Total Shop Fund		1,696,452	1,813,940	1,813,940	1,901,666
Separation Benefits Fund - 0061					
Separation Charges	07900	1,258,959	1,512,159	1,512,159	1,658,601
General Liability Fund - 0062					
Insurance Charges	06020	750,000	790,000	790,000	790,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2007-2008	Budgeted 2008-2009	Estimated Actual 2008-2009	Estimated 2009-2010
Refunds & Rebates	08100	185,079			
		935,079	790,000	790,000	790,000
Workers' Compensation Fund - 0080					
Insurance Charges	07900	1,189,743	1,249,231	1,249,231	1,309,690
Refunds & Rebates	08100	198,731			
Total Workers' Compensation Fund		1,388,474	1,249,231	1,249,231	1,309,690
Technology - 0063					
Technology Charges	06020	125,588	122,098	122,098	141,728
Total City - All Funds		74,063,154	72,699,458	74,126,101	78,388,231
COMMUNITY REDEVELOPMENT AGENCY					
Atlantic/Garvey Debt Service Fund - 0815					
Tax Increment	01070	4,167,292	3,746,400	4,368,000	4,496,000
Interest Income - F.A.	03750/03700	102,835	150,000	51,000	51,000
Total Atlantic/Garvey Debt Service Fund		4,270,127	3,896,400	4,419,000	4,547,000
Merged Debt Service Fund - 0825					
Tax Increment	01070	3,629,329	3,337,600	3,720,000	3,840,000
Interest Income - F.A.	03750/03700	63,524	90,000	32,000	32,000
Total Merged Debt Service Fund		3,692,852	3,427,600	3,752,000	3,872,000
Atlantic/Garvey Capital Project Fund - 0810					
Interest Income	03700	471,047	550,000	320,000	350,000
Total Atlantic/Garvey Capital Project Fund		471,047	550,000	320,000	350,000

SUMMARY OF REVENUES BY SOURCE

Description	Acct	Actual 2007-2008	Budgeted 2008-2009	Estimated Actual 2008-2009	Estimated 2009-2010
Merged Capital Project Fund - 0820					
Interest Income	03700	458,131	410,000	275,000	220,000
Other Revenue	07530	1,467			
Total Merged Capital Project Fund		459,598	410,000	275,000	220,000
Housing Fund - 0811					
Tax Increment	01070/01080	1,949,158	1,771,000	2,022,000	2,084,000
Interest Income	03700	284,091	250,000	181,000	204,000
Program Income	05450	38,883	25,000	25,000	25,000
Total Housing Fund		2,272,132	2,046,000	2,228,000	2,313,000
Total CRA		11,165,757	10,330,000	10,994,000	11,302,000
Grand Total City & CRA		85,228,911	83,029,458	85,120,101	89,690,231

Note:

(1) Major funds include General Fund, Special Grant Funds, Community Redevelopment Agency Debt Service and Capital Projects Funds. All others Special Revenue Funds are non-major governmental funds. Proprietary Funds include Water Utility and Treatment Funds, and Internal Service Funds (Auto Shop, Separation Benefits, Workers' Compensation, General Liability, and Technology / Communications Funds).

CITY OF MONTEREY PARK

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

GOVERNMENTAL FUND TYPES

SPECIAL REVENUE

Fiscal Year Ending	General Fund	Retirement Fund	Grants	Maintenance District	Proposition A & C	Gas Taxes	Refuse Fund	Other Funds
1999	22,347,813	2,424,069	3,803,688	915,696	1,554,684	1,193,263	3,957,946	2,384,279
2000	23,564,910	2,380,080	3,759,926	920,765	1,636,001	1,233,285	4,116,614	2,399,711
2001	25,214,713	2,561,007	3,618,974	930,454	1,805,190	1,238,144	4,179,075	2,711,643
2002	24,959,683	2,696,449	4,865,653	928,380	1,596,716	1,181,911	4,434,439	2,624,515
2003	25,556,407	2,802,628	4,229,167	934,239	1,834,796	1,172,990	4,631,854	2,481,543
2004	26,280,411	3,232,316	4,328,039	932,002	1,764,606	1,297,822	4,739,102	2,204,449
2005	29,137,558	3,313,202	8,096,498	1,000,204	1,878,564	1,206,271	4,886,324	1,989,539
2006	29,630,803	3,588,839	5,236,375	1,049,143	2,147,907	1,198,503	5,252,978	2,323,824
2007	31,785,552	3,754,210	6,392,842	940,103	2,168,749	1,199,952	5,498,006	4,349,549
2008	34,673,497	4,008,746	4,214,919	922,091	2,210,243	1,164,578	5,773,306	3,776,782
2009	33,409,482	4,152,000	5,252,780	965,000	2,105,176	1,161,963	5,900,000	3,683,644
2010	34,563,411	4,268,000	7,727,416	965,000	2,142,607	1,208,012	6,077,000	2,577,100

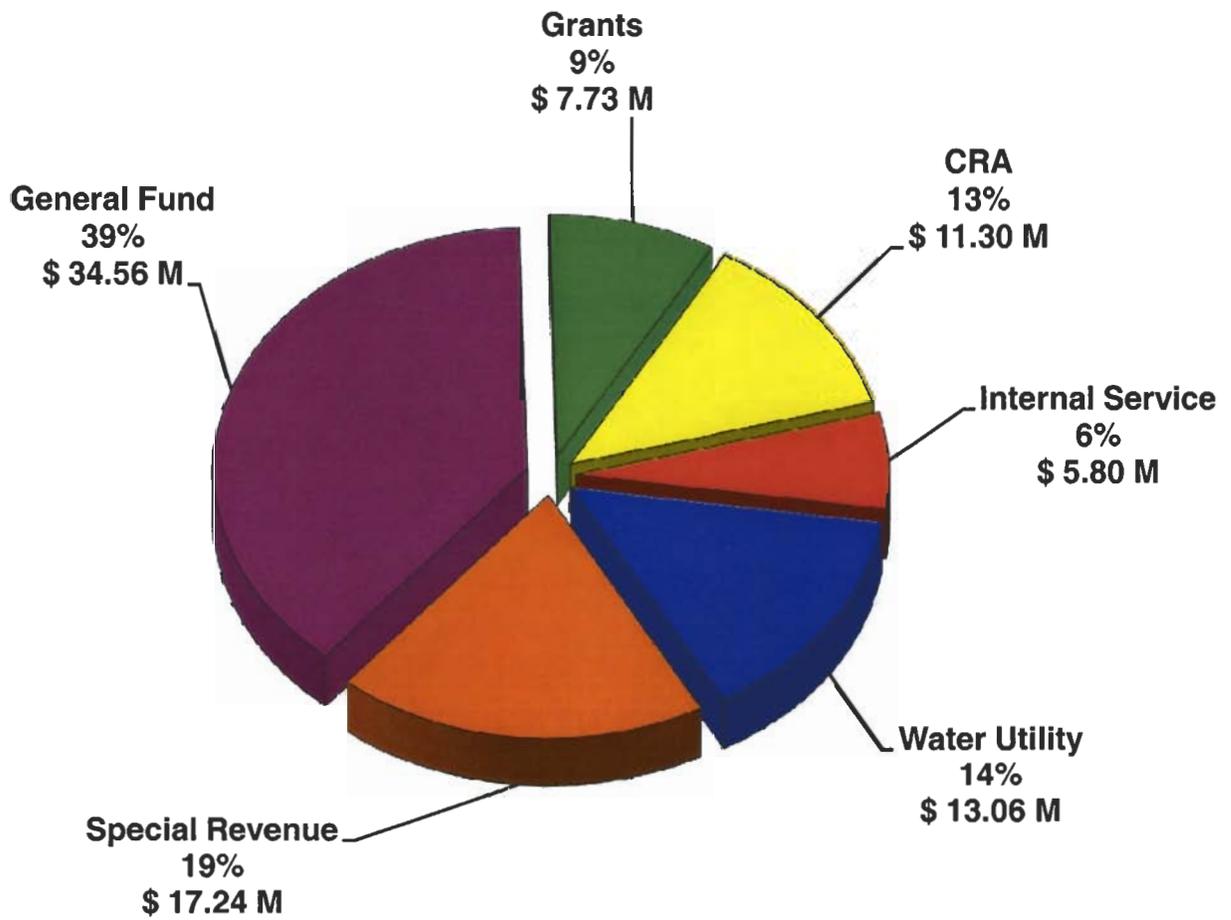
Notes:

- (1) Amounts for 2007 display estimated actual and 2008 estimated revenues.
- (2) Other Funds category includes Sewer, Park Facilities, Business Improvement, Asset Forfeiture, Air Quality Improvement Funds, Public Safety Impact, Public Safety Augmentation, Library Tax, Environmental Liability, and Pension Liability.
- (3) FYE 1998 is the first year of Environmental Liabilities Fund, \$53,419.
- (4) FYE 1999 is the first year of Library Tax Fund, \$482,000, following voter approval of Library tax in April 1998.
- (5) FYE 1999 Other Funds increase is due to a delay in receipt of Asset Forfeiture Funds.
- (6) FYE 1999 & 2003 CRA Capital Projects increase is due to Tax Allocation Bond Issues.
- (7) FYE 2000 is the first year of Technology/Communications Internal Service Fund to support future Citywide data processing and communications infrastructure.
- (8) FYE 2005 is the first year the City establishes a separate Water Treatment Fund.

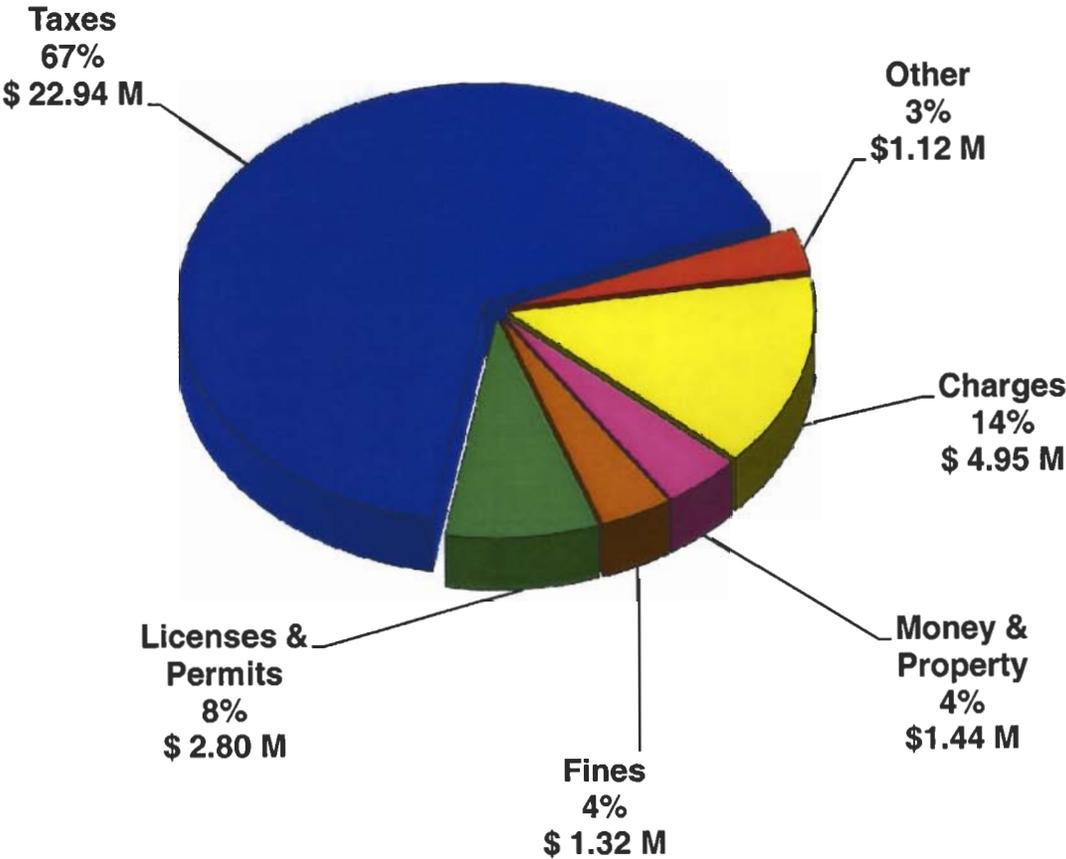
PROPRIETARY FUND TYPES

DEBT SERVICE		CAPITAL PROJECTS		ENTERPRISE			INTERNAL SERVICE			ALL FUNDS
CRA	CRA	Water Operation	Water Treatment	Auto Shop	Separation Benefits	General Liability	Technology / Comm.	Workers' Compensation	GRAND TOTAL	
15,365,655	11,706,350	5,773,589		1,366,576	345,073	1,479,697		746,583	75,364,961	
3,884,958	3,188,380	5,844,506		1,432,425	780,704	1,020,000	298,000	2,020,512	58,480,776	
4,027,680	2,619,220	6,183,524		1,426,805	1,301,356	1,021,718	65,284	989,846	59,894,633	
4,553,197	2,678,053	6,282,346		1,555,560	481,625	830,000	86,961	905,709	60,661,197	
30,454,226	12,372,550	7,478,178		1,548,415	579,093	1,134,805	99,861	951,463	98,262,215	
5,011,851	1,662,179	11,729,336		1,562,127	693,383	948,206	78,981	1,856,866	68,321,676	
5,306,923	1,780,711	7,212,762	4,073,262	1,602,184	833,071	750,000	82,581	1,043,287	74,192,941	
6,165,719	2,435,430	7,738,835	1,814,454	1,602,744	874,730	760,000	87,803	1,440,281	73,348,366	
6,739,791	2,903,782	8,203,851	3,406,495	1,669,559	1,054,759	750,000	104,798	1,151,560	82,073,558	
7,962,979	3,202,777	8,748,995	3,165,447	1,696,452	1,258,959	935,079	125,588	1,388,474	85,228,911	
8,171,000	2,823,000	8,318,500	3,690,128	1,813,940	1,512,159	790,000	122,098	1,249,231	85,120,101	
8,419,000	2,883,000	8,668,000	4,390,000	1,901,666	1,658,601	790,000	141,728	1,309,690	89,690,231	

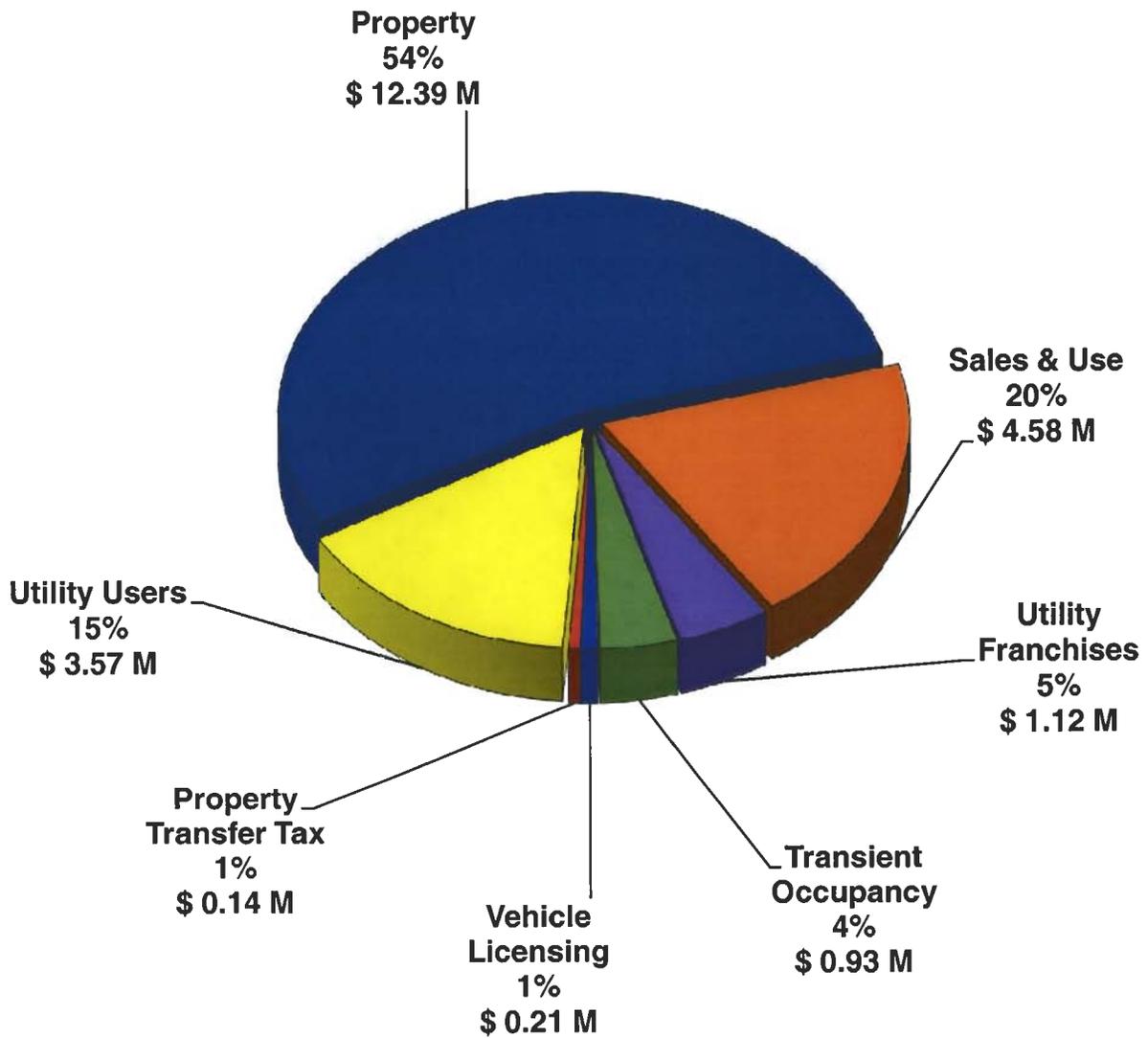
Combined City and Agency
Fiscal Year 2009-2010
Revenues By Source



General Fund Revenues
Fiscal Year 2009-2010
By Source



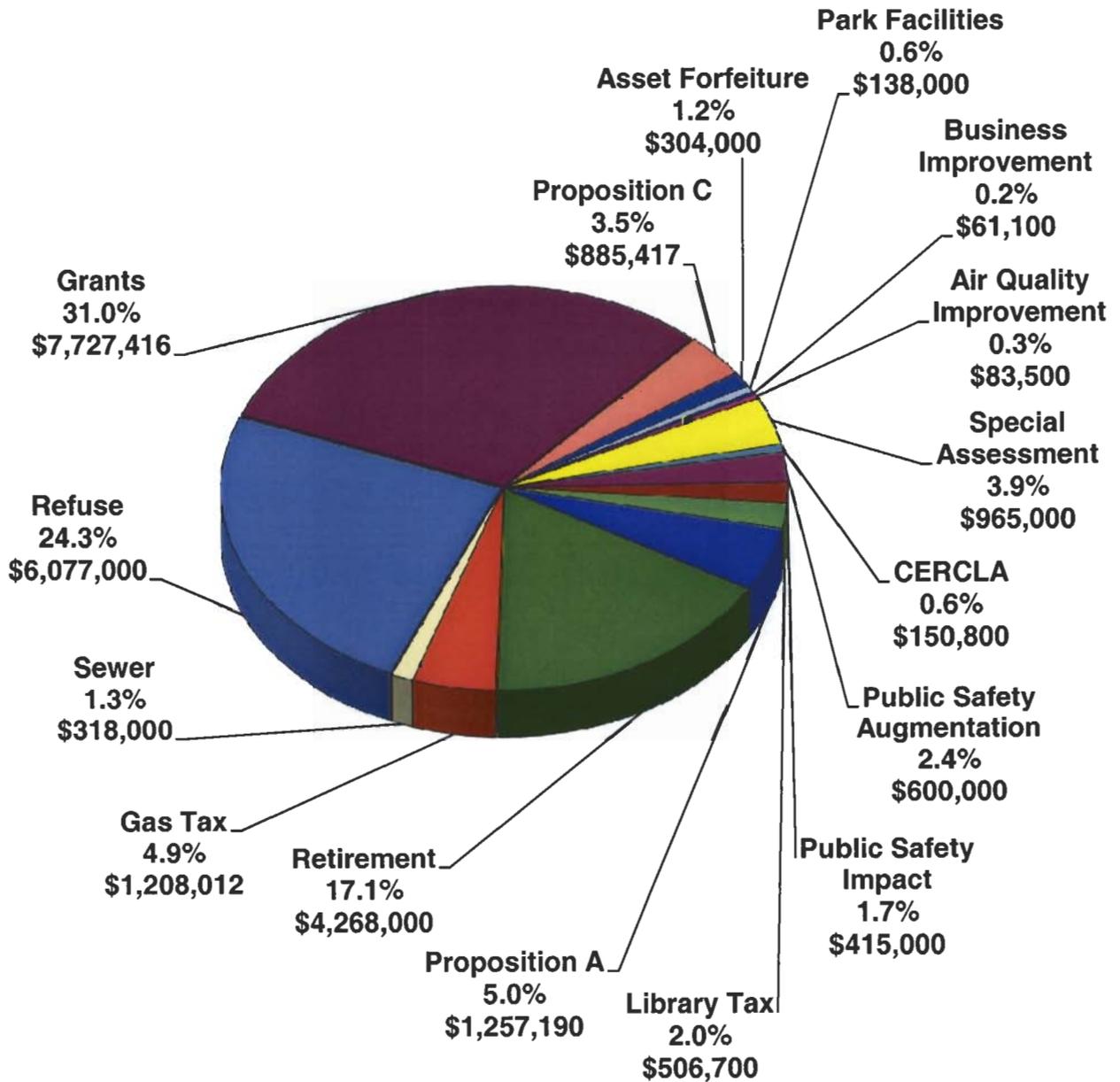
General Fund
Fiscal Year 2009-2010
Tax Revenues By Category



Special Revenue Funds

Fiscal Year 2009-2010

Revenues By Source



Five Year Summary of Expenditures

Fund Description	Actual 2005-06	Actual 2006-07	Actual 2007-08	Estimated Actual 2008-09	Budgeted 2009-10
MAJOR FUNDS					
<i>General Fund</i>	27,345,300	29,991,398	30,753,818	32,025,348	32,395,552
<i>Grant Funds</i>					
Library	2,455,400	641,590	111,885	63,919	68,767
HUD	1,552,613	2,129,145	1,239,540	2,076,942	2,177,811
Parks & Recreation	310,198	399,976	287,956	195,814	145,000
Police / Fire	431,540	997,337	610,800	629,839	207,873
Engineering / Transportation	254,263	1,890,363	828,793	71,511	3,747,998
Other Special Grant				106,376	99,291
<i>Debt Service Funds (1)</i>					
Atlantic/Garvey	2,554,575	2,409,888	2,596,755	2,414,748	2,277,350
Merged Project	3,030,469	3,239,402	3,466,375	1,154,925	1,181,396
<i>Capital Projects Funds</i>					
Atlantic/Garvey	632,682	790,973	839,091	984,308	1,145,745
Merged Project	971,769	1,044,654	1,396,131	1,731,643	1,531,052
Hosuing Funds	650,694	742,889	908,581	1,066,614	1,128,090
NONMAJOR FUNDS					
<i>Special Revenue Funds</i>					
Retirement	4,757,790	4,827,620	5,110,742	5,487,736	6,475,261
Gas Taxes	1,273,841	1,190,670	1,303,737	1,218,725	1,157,558
Refuse	5,061,594	5,208,786	5,465,893	5,699,934	6,087,675
Sewer	250,389	748,632	193,391	251,229	204,990
Library Tax	4,699,167	472,930	523,864	529,501	484,062
Proposition A	1,333,413	1,077,764	1,023,380	1,088,054	1,503,659
Proposition C	422,035	1,076,049	966,086	949,029	977,734
Asset Forfeiture	459,747	409,756	129,673	470,462	1,307,401
Business Improv. District #1	54,139	54,156	50,994	158,038	45,000
Air Quality	110,358	42,473	46,421	48,131	42,995
Maint. District 1972 Act	893,393	983,580	1,044,719	985,628	960,140
Public Safety Impact	1,125,820	1,957,684	997,943	567,539	636,363
Public Safety Augmentation	618,340	599,402	590,585	642,600	600,000
Park Facilities	108,752	430,642	127,172	205,605	246,100
CERCLA Liability	60,000	90,000	90,000	120,000	120,000
Building Permit Automation	3,606				
Total Governmental Funds	61,421,887	63,447,759	60,704,325	60,944,199	66,954,863
PROPRIETARY FUNDS					
<i>Enterprise Fund</i>					
Water Utility	9,061,624	11,820,854	9,824,621	10,145,522	10,223,306
<i>Internal Service Funds</i>					
Auto Shop	1,742,187	1,835,843	1,977,353	1,850,142	1,589,454
Separation Benefits	487,832	875,473	1,492,451	950,000	1,012,000
Workers' Compensation	1,367,893	1,096,929	1,029,511	1,340,019	1,256,441
General Liability	758,261	1,413,696	674,474	566,749	718,107
Technology/Communication	27,423	33,718	57,632	50,000	30,000
Total Proprietary Funds	13,445,220	17,076,513	15,056,042	14,902,432	14,829,308
TOTAL CITY & CRA	74,867,107	80,524,272	75,760,367	75,846,631	81,784,171

(1) Actual includes County Deferral Loans for the Redevelopment Agency Project Areas, for 2005-06, 2006-07, and 2007-08.

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2007-08	2008-09	2009-10	2007-08	2008-09	2009-10
CITY COUNCIL	93,785	96,505	108,637	21,728	20,700	16,000
COMMISSIONS/COMMITTEES				2,687	3,100	1,100
COMMUNITY PROMOTION				71,656	33,447	38,284
BUSINESS IMPROVEMENT DISTRICT				48,994	60,000	45,000
CITY MANAGER	448,272	522,044	460,077	23,011	25,380	23,200
COMMUNITY TRANSPORTATION	127,656	97,870	36,000	1,172,883	1,170,796	1,174,300
ECONOMIC DEVELOPMENT						
CDBG Administration	89,181	98,450	108,806	725,529	723,045	721,274
Home Housing Program	42,219	45,785	43,389	63,405	949,500	949,500
Total Economic Development /CDBG	131,400	144,235	152,195	788,934	1,672,545	1,670,774
HUMAN RESOURCES AND RISK MANAGEMENT						
Human Resources Admin.	360,520	381,970	384,090	253,926	161,604	145,600
Risk Management	265,633	281,283	285,807	105,002	96,038	98,600
Total Human Resources / Risk Management	626,153	663,253	669,897	358,928	257,642	244,200
CITY CLERK	219,033	213,059	233,432	64,181	152,158	35,000
MANAGEMENT SERVICES						
Finance	707,489	770,703	699,352	157,736	110,374	118,625
Data Processing Management				226,114	230,112	187,674
Revenue Collection	244,629	267,596	265,850	24,293	25,510	23,000
Central Support Services	249,874	286,316	270,099	13,826	20,098	17,362
Communication/Duplication	175,974	174,772	158,320	193,266	238,925	231,724
Total Management Services	1,377,966	1,499,387	1,393,621	615,235	625,019	578,385

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
2007-08	2008-09	2009-10	2007-08	2008-09	2009-10
			115,513	117,205	124,637
			2,687	3,100	1,100
			71,656	33,447	38,284
			48,994	60,000	45,000
			471,283	547,424	483,277
			1,300,539	1,268,666	1,210,300
			814,710	821,495	830,080
			105,624	995,285	992,889
0	0	0	920,334	1,816,780	1,822,969
			614,446	543,574	529,690
			370,635	377,321	384,407
0	0	0	985,081	920,895	914,097
			283,214	365,217	268,432
			865,225	881,077	817,977
			226,114	230,112	187,674
			268,922	293,106	288,850
			263,700	306,414	287,461
			369,240	413,697	390,044
0	0	0	1,993,201	2,124,406	1,972,006

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2007-08	2008-09	2009-10	2007-08	2008-09	2009-10
CITY TREASURER	27,092	28,216	29,582	494	590	550
CITY ATTORNEY				348,714	294,400	280,000
DEVELOPMENT SERVICES						
Planning	361,191	474,142	429,025	33,689	23,169	22,200
Code Enforcement	435,937	473,553	549,609	117,509	125,811	133,500
Building	575,444	664,309	646,219	47,124	49,090	47,100
Total Development Services	1,372,572	1,612,004	1,624,853	198,322	198,070	202,800
POLICE						
Administration	1,101,653	1,215,599	1,293,635	129,501	126,052	86,000
Traffic	1,119,722	1,160,895	1,165,562	117,275	114,367	119,600
Field Services	6,280,527	6,467,082	6,834,996	409,021	430,734	412,600
Investigations	2,152,084	2,168,036	2,463,723	237,451	262,878	271,001
Animal Control	165,889	184,008	190,894	223,286	227,687	212,800
Communications	883,321	851,345	908,481	233,952	239,526	243,600
Jail	406,907	417,972	414,471	80,195	82,218	82,300
Records	673,482	722,884	794,131	119,801	126,891	125,900
Computer Services				387,301	408,523	412,569
Community Relations	337,064	384,027	386,805	109,283	116,325	67,340
Total Police	13,120,649	13,571,848	14,452,698	2,047,066	2,135,201	2,033,710
FIRE						
Administration	386,758	415,542	432,931	132,273	191,421	150,000
Fire Prevention	431,851	509,039	543,559	80,097	90,128	71,000
Emergency Operations	7,928,037	8,177,738	8,355,866	707,469	668,321	635,000
Emergency Medical Services				218,276	240,320	239,200
Total Fire	8,746,646	9,102,319	9,332,356	1,138,115	1,190,190	1,095,200
PUBLIC WORKS						
Street Maintenance	796,733	862,729	880,204	394,519	416,955	398,100
Storm Drain Maintenance	89,501	89,881	91,825	61,156	77,450	77,300
Sanitary Sewer Maintenance	111,850	113,297	116,290	59,774	83,519	85,000
Street Cleaning	22,008	23,212	24,307	290,170	326,035	336,000
Traffic Control	238,473	250,654	258,143	267,638	276,985	277,400
Street Lighting	69,963	74,394	77,292	457,600	507,200	505,000
Refuse Collection	157,460	162,139	167,891	4,637,511	4,804,687	5,046,300
Administration	88,076	95,607	99,443	197,099	25,775	23,800
Building Maintenance	269,891	281,899	294,175	284,440	282,434	285,000
Motor Pool Shop	311,485	335,051	362,754	1,625,731	1,074,891	891,000
Engineering	623,930	817,134	824,550	63,583	68,323	74,300

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
2007-08	2008-09	2009-10	2007-08	2008-09	2009-10
			27,586	28,806	30,132
			348,714	294,400	280,000
			394,880	497,311	451,225
			553,446	599,364	683,109
			622,568	713,399	693,319
0	0	0	1,570,894	1,810,074	1,827,653
			1,231,154	1,341,651	1,379,635
			1,236,997	1,275,262	1,285,162
			6,689,548	6,897,816	7,247,596
			2,389,535	2,430,914	2,734,724
			389,175	411,695	403,694
			1,117,273	1,090,871	1,152,081
			487,102	500,190	496,771
			793,283	849,775	920,031
			387,301	408,523	412,569
			446,347	500,352	454,145
0	0	0	15,167,715	15,707,049	16,486,408
			519,031	606,963	582,931
			511,948	599,167	614,559
			8,635,506	8,846,059	8,990,866
			218,276	240,320	239,200
0	0	0	9,884,761	10,292,509	10,427,556
			1,191,252	1,279,684	1,278,304
			150,657	167,331	169,125
			171,624	196,816	201,290
			312,178	349,247	360,307
			506,111	527,639	535,543
			527,563	581,594	582,292
			4,794,971	4,966,826	5,214,191
			285,175	121,382	123,243
			554,331	564,333	579,175
72,203	700,000	579,000	2,009,419	2,109,942	1,832,754
			687,513	885,457	898,850

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2007-08	2008-09	2009-10	2007-08	2008-09	2009-10
Water Administration	248,584	275,910	264,106	789,841	798,572	794,500
Water Commercial	538,197	535,788	579,870	147,526	167,158	154,200
Water Production	245,895	242,878	253,630	1,145,255	1,606,239	1,509,059
Water Distribution	607,602	702,561	737,874	421,241	577,900	593,900
Well 5 Treatment Plant	54,863	70,375	74,959	465,575	456,338	461,000
Well 12 Treatment Plant	67,189	69,664	78,459	283,959	333,894	700,800
Delta Perchlorate Plant	72,604	76,438	85,620	868,996	494,800	172,700
Well 1,3,10 VOC Plant	62,111	64,295	68,836	504,847	573,573	471,100
Well 12 Dual Barrier	45,628	47,081	59,666	107,860	70,570	171,000
Well 15	33,516	39,420	51,336	91,234	85,369	88,000
Well 5 Perchlorate	45,834	50,424	59,475	57,884	70,120	72,000
Water Interconnection				119,359	35,000	
Water Capital Projects						
Total Public Works	4,801,393	5,280,831	5,510,705	13,342,798	13,213,787	13,187,459
STREET CONSTRUCTION						
COMMUNITY CAPITAL IMPROVEMENTS						
LIBRARY						
Administration	235,551	263,517	247,669	548,263	571,661	551,883
Reference and Adult Services	230,609	275,627	286,271	89,789	93,119	61,378
Technical Services	292,809	325,583	350,088	60,287	52,796	58,104
Circulation	371,342	422,416	436,952	11,488	9,990	13,090
Literacy	141,638	145,244	157,719	13,333	3,399	1,000
Children's Services	218,518	256,435	284,390	76,107	56,967	31,887
Total Library	1,490,467	1,688,822	1,763,089	799,267	787,932	717,342
RECREATION AND PARKS						
Facilities Supervision	510,550	457,337	417,181	219,483	222,497	208,500
Aquatics	378,743	360,618	351,500	210,343	201,168	207,900
Langley Center	147,268	159,351	164,239	82,819	103,904	121,550
Youth Activities	180,491	198,898	205,406	14,305	16,074	15,800
Recreational Activities	79,648	102,074	105,573	316,329	298,831	168,900
Community Participation	121,188	120,423	136,987	48,319	48,164	19,240
Media Productions	151,050	150,271	167,599	31,308	11,211	11,000
Dial-A-Ride	317,612	360,491	380,413	141,472	166,813	131,700
Parkway Maintenance	450,231	390,633	477,539	252,320	256,287	230,500
Parks	751,567	806,883	866,627	266,364	271,590	264,900
Total Recreation and Parks	3,088,348	3,106,979	3,273,064	1,583,062	1,596,539	1,379,990

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
2007-08	2008-09	2009-10	2007-08	2008-09	2009-10
			1,038,425	1,074,482	1,058,606
7,924	35,000	37,000	693,647	737,946	771,070
	45,000		1,391,150	1,894,117	1,762,689
4,036	47,100		1,032,879	1,327,561	1,331,774
			520,438	526,713	535,959
			351,148	403,558	779,259
			941,600	571,238	258,320
			566,958	637,868	539,936
			153,488	117,651	230,666
			124,750	124,789	139,336
			103,718	120,544	131,475
			119,359	35,000	0
1,858,108	1,032,335	1,085,500	1,858,108	1,032,335	1,085,500
1,942,271	1,859,435	1,701,500	20,086,462	20,354,053	20,399,664
1,589,506	328,776	3,099,998	1,589,506	328,776	3,099,998
3,279,848	1,235,589	3,162,712	3,279,848	1,235,589	3,162,712
			783,814	835,178	799,552
			320,398	368,746	347,649
			353,096	378,379	408,192
			382,830	432,406	450,042
			154,971	148,643	158,719
			294,625	313,402	316,277
0	0	0	2,289,734	2,476,754	2,480,431
			730,033	679,834	625,681
			589,086	561,786	559,400
			230,087	263,255	285,789
			194,796	214,972	221,206
			395,977	400,905	274,473
			169,507	168,587	156,227
			182,358	161,482	178,599
			459,084	527,304	512,113
			702,551	646,920	708,039
			1,017,931	1,078,473	1,131,527
0	0	0	4,671,410	4,703,518	4,653,054

Summary of Expenditures by Activity

Activity Description	Salaries and Benefits			Services and Supplies		
	Actual	Estimated Actual	Budgeted	Actual	Estimated Actual	Budgeted
	2007-08	2008-09	2009-10	2007-08	2008-09	2009-10
GEN. LIABILITY PROGRAM				781,955	701,985	743,800
POST-EMPLOYMENT ADMIN.	2,724,212	2,320,568	2,865,648	1,066,488	1,147,250	1,638,714
WORKERS' COMPENSATION				982,095	1,290,335	1,205,037
TOTAL CITY EXPENDITURES	38,395,644	39,947,940	41,905,854	25,456,614	26,577,066	26,310,845
COMMUNITY REDEVELOPMENT AGENCY						
Capital Projects						
Atlantic/Garvey	248,435	185,459	201,654	236,615	368,378	340,634
Merged Project Area	248,714	185,750	201,962	734,309	944,422	700,633
Housing Set-Aside	254,413	189,478	205,234	306,479	454,665	494,399
Debt Service						
Atlantic/Garvey				2,021,402	2,414,748	2,277,350
Merged				1,046,119	1,154,925	1,181,396
TOTAL COM. REDEVELOPMENT AGENCY EXPENDITURES	751,562	560,687	608,850	4,344,924	5,337,138	4,994,412
TOTAL ALL CITY AND REDEVELOPMENT AGENCY EXPENDITURES	39,147,206	40,508,627	42,514,704	29,801,538	31,914,204	31,305,257

Summary of Expenditures by Activity

Capital Outlay			Total		
Actual 2007-08	Estimated Actual 2008-09	Budgeted 2009-10	Actual 2007-08	Estimated Actual 2008-09	Budgeted 2009-10
			781,955	701,985	743,800
			3,790,700	3,467,818	4,504,362
			982,095	1,290,335	1,205,037
<u>6,811,624</u>	<u>3,423,800</u>	<u>7,964,210</u>	<u>70,663,881</u>	<u>69,948,806</u>	<u>76,180,909</u>
			485,050	553,837	542,288
			983,023	1,130,172	902,595
			560,892	644,143	699,633
			2,021,402	2,414,748	2,277,350
			1,046,119	1,154,925	1,181,396
<u>0</u>	<u>0</u>	<u>0</u>	<u>5,096,486</u>	<u>5,897,825</u>	<u>5,603,262</u>
<u>6,811,624</u>	<u>3,423,800</u>	<u>7,964,210</u>	<u>75,760,367</u>	<u>75,846,631</u>	<u>81,784,171</u>

CITY OF MONTEREY PARK

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

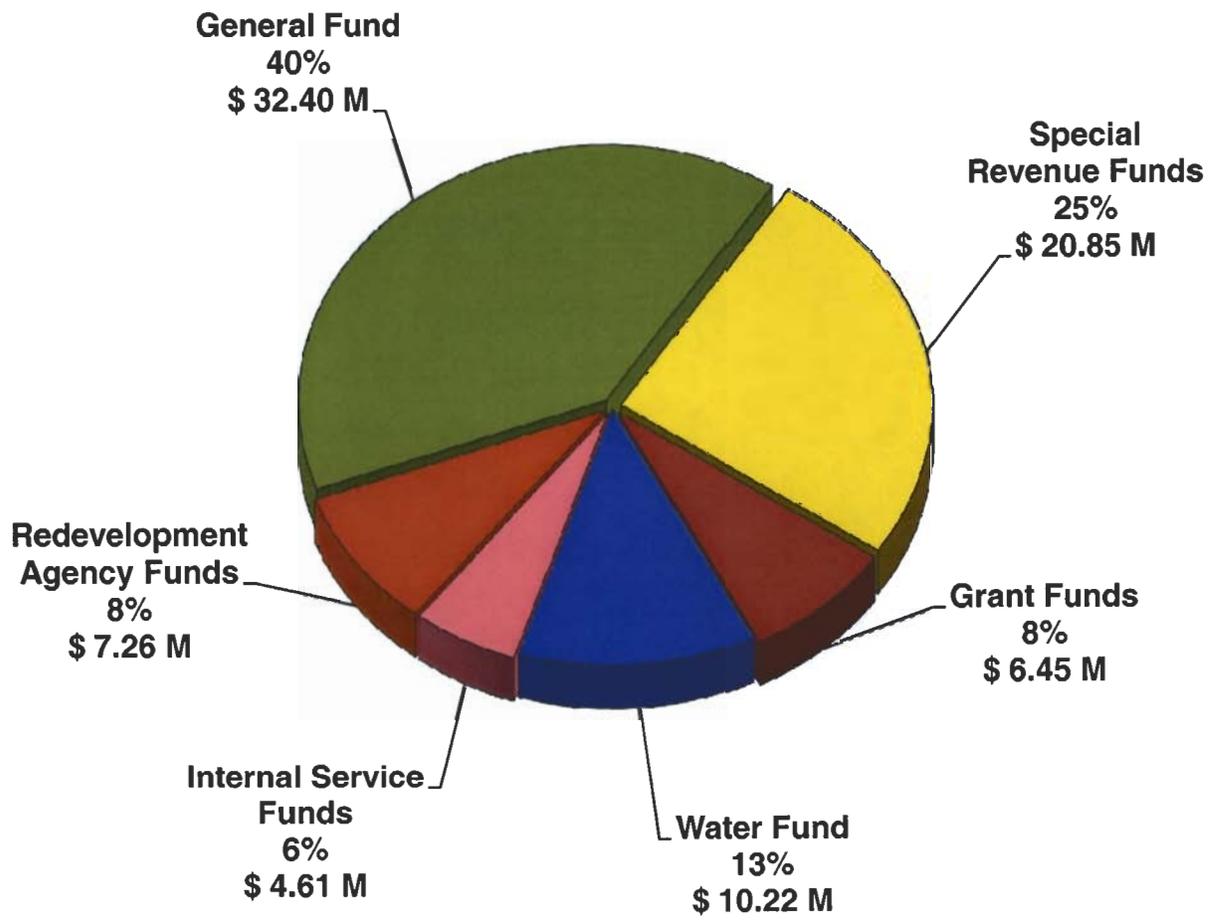
Fiscal Year Ending	General Administration	Police	Fire	Development Services	Public Works	Recreation & Parks
1999	2,801,021	10,205,831	5,779,359	3,054,872	12,491,418	3,134,467
2000	4,271,307	10,280,603	5,923,572	3,001,540	13,269,979	3,190,488
2001	4,385,943	10,583,502	6,118,867	2,002,176	13,411,958	3,490,948
2002	4,225,426	11,310,931	6,479,326	2,005,916	14,302,786	3,615,683
2003	4,402,729	11,601,837	6,841,938	6,747,644	15,125,850	3,851,167
2004	4,899,947	11,707,761	7,480,958	2,334,819	17,360,782	3,970,265
2005	4,808,969	12,514,713	7,869,085	2,822,119	17,672,574	3,972,338
2006	5,044,596	13,286,623	8,470,584	2,810,345	18,123,404	4,219,624
2007	5,262,280	14,090,410	9,047,652	3,556,720	21,446,317	4,352,714
2008	5,545,039	15,167,719	9,884,758	2,580,649	19,625,401	4,671,412
2009	5,703,566	15,707,049	10,292,509	3,686,854	20,354,053	4,703,518
2010	5,322,265	16,486,408	10,427,556	3,695,622	20,399,664	4,653,054

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

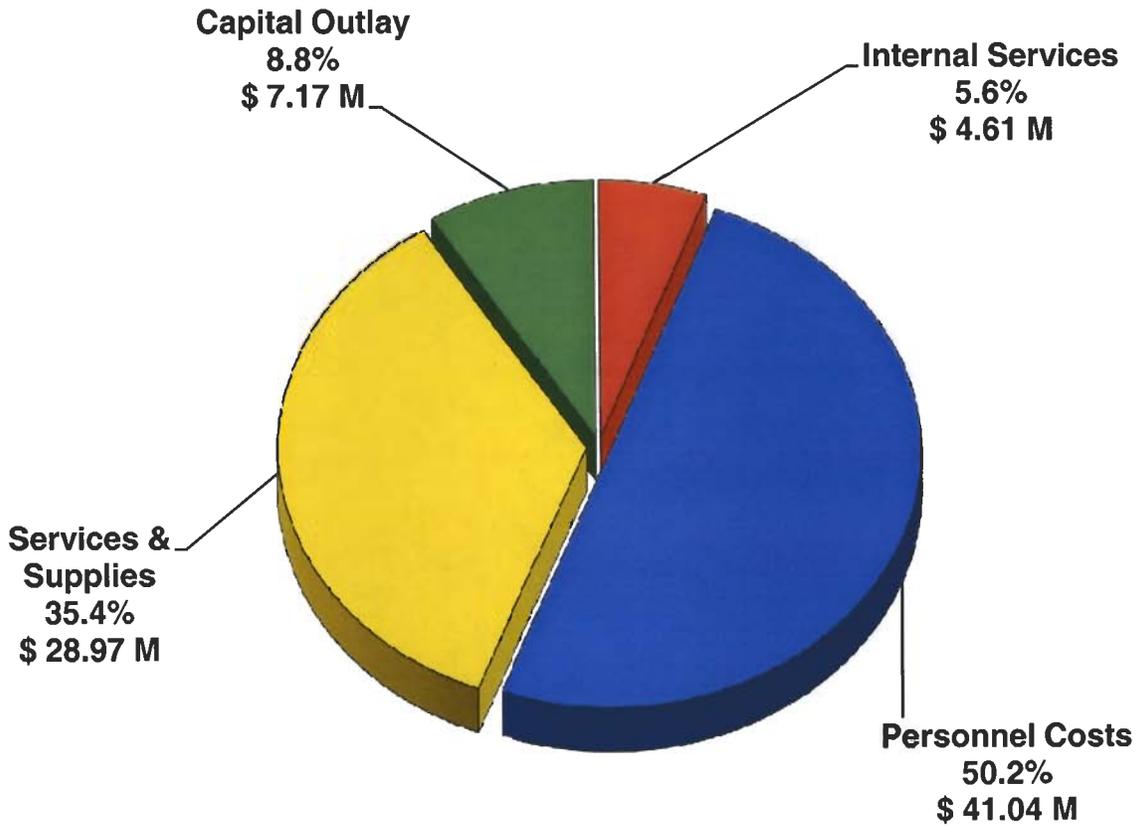
FY 2008-09 BUDGET

Library	Capital Improvement Projects	Non- Department/ Internal Service	Debt Service	Capital Projects	GRAND TOTAL
1,489,603	1,741,237	3,246,097	14,689,618	2,526,538	61,160,061
1,498,801	1,409,894	4,571,466	3,893,481	3,480,723	54,791,855
1,610,069	2,439,528	4,727,320	4,223,350	2,527,132	55,520,793
1,694,114	4,799,313	4,220,818	6,040,465	3,152,494	61,847,272
1,562,932	3,106,821	4,444,294	4,815,788	2,460,906	64,961,905
1,627,567	2,489,942	21,717,989	3,476,758	1,946,877	79,013,665
1,426,590	8,672,764	4,569,731	5,360,250	2,083,179	71,772,312
1,913,100	8,441,660	4,737,136	5,585,046	2,234,988	74,867,107
2,088,869	6,876,645	5,699,888	5,649,290	2,453,488	80,524,272
2,289,734	2,348,813	5,554,749	6,063,129	2,028,965	75,760,367
2,476,754	1,564,365	5,460,138	3,569,673	2,328,152	75,846,631
2,480,431	6,262,710	6,453,199	3,458,746	2,144,516	81,784,171

**Combined City and Agency
Fiscal Year 2009 - 2010
Expenditures By Fund**



**Combined City and Agency
Fiscal Year 2009 - 2010
Expenditures By Function**



Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
MONTEREY PARK CITY COUNCIL						
City Council Activity (1101)						
Mayor	1.00	1.00	1.00	1.00	1.00	1.00
Vice Mayor	1.00	1.00	1.00	1.00	1.00	1.00
Council Members	3.00	3.00	3.00	3.00	3.00	3.00
DEPARTMENT TOTAL	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
CITY MANAGER DEPARTMENT						
City Manager Activity (1201)						
Full-Time						
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager						1.00 ⁽⁵⁾
Secretary to the City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	2.00	2.00 ⁽¹⁾	2.00	2.00	2.00	2.00
Part-Time						
Management Analyst	0.75	0.75	0.75	0.75	0.75	0.75 ⁽⁵⁾
Senior Clerk Typist	0.25	0.25	0.25	0.25	0.25	0.25
City Manager Activity Total	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.25</u>
Community Transportation Activity (1202)						
Full-Time						
Transportation Program Manager	1.00	1.00	1.00	1.00	1.00	1.00 ⁽⁵⁾
DEPARTMENT TOTAL	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>5.25</u>
CITY CLERK DEPARTMENT						
City Clerk Activity (1301)						
Elected Officials						
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Full-Time						
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Minutes Clerk	0.50	0.50	0.50	1.00 ⁽³⁾	0.50 ⁽⁴⁾	0.50
Elections Clerk	0.50	0.50	0.50	0.50	0.50	0.50
DEPARTMENT TOTAL	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.50</u>	<u>4.00</u>	<u>4.00</u>

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
CITY TREASURER						
City Treasurer Activity (1501)						
Elected Officials						
City Treasurer	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
DEPARTMENT TOTAL	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
MANAGEMENT SERVICES DEPARTMENT						
Finance Activity (1403)						
Full-Time						
Director of Management Services	0.50	0.50	0.50	0.50	0.50	0.50
Financial Services Manager	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00	1.00	1.00 (5)
Senior Accountant	0.50	0.50	0.50	0.50	0.50	0.50
Accountant	0.50	0.50	0.50	0.50	0.50	0.50
Payroll Technician	1.00	1.00	1.00	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	2.00 (2)	2.00	2.00	2.00
Part-Time						
Account Clerk	<u>0.30</u>	<u>0.30</u>				
Finance Activity Total	<u>6.80</u>	<u>6.80</u>	<u>7.50 (2)</u>	<u>7.50</u>	<u>7.50</u>	<u>6.50</u>
Revenue Collection Activity (1406)						
Full-Time						
Director of Management Services	0.18	0.18	0.18	0.18	0.18	0.18
Support Services Manager	0.35	0.35	0.35	0.35	0.35	0.35
Support Services Supervisor	0.25	0.25	0.25	0.25	0.25	0.25
Senior Account Clerk	1.50	1.50	1.50	1.50	1.50	1.50
Part-Time						
Revenue Collection Specialist	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
Revenue Collection Activity Total	<u>3.03</u>	<u>3.03</u>	<u>3.03</u>	<u>3.03</u>	<u>3.03</u>	<u>3.03</u>
Central Support Services Activity (1407)						
Full-Time						
Director of Management Services	0.14	0.14	0.14	0.14	0.14	0.14
Support Services Manager	0.30	0.30	0.30	0.30	0.30	0.30
Support Services Supervisor	0.50	0.50	0.50	0.50	0.50	0.50
Storekeeper/Buyer	0.25	0.25	0.25	0.25	0.25	0.25

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Senior Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Senior Account Clerk	0.45	0.40	0.40	0.40	0.75	0.50 (5)
Account Clerk	0.45	0.50				
Central Support Services Activity Total	<u>4.09</u>	<u>4.09</u>	<u>3.59</u>	<u>3.59</u>	<u>3.94</u>	<u>3.69</u>
Communication/Duplication Activity (1408)						
Full-Time						
Director of Management Services	0.18	0.18	0.18	0.18	0.18	0.18
Support Services Manager	0.35	0.35	0.35	0.35	0.35	0.35
Support Services Supervisor	0.25	0.25	0.25	0.25	0.25	0.25
Storekeeper/Buyer	0.75	0.75	0.75	0.75	0.75	0.75
Part-Time						
Account Clerk	0.45	0.45	0.25 (2)	0.25	0.75	(5)
Communication/Duplication Activity Total	<u>1.98</u>	<u>1.98</u>	<u>1.78 (2)</u>	<u>1.78</u>	<u>2.28</u>	<u>1.53</u>
DEPARTMENT TOTAL	<u>15.90</u>	<u>15.90</u>	<u>15.90</u>	<u>15.90</u>	<u>16.75</u>	<u>14.75</u>
HUMAN RESOURCES AND RISK MANAGEMENT						
Human Resources Activity (1801)						
Full-Time						
Director of Human Resources/Risk Mgmt	0.60	0.60	0.60	0.60	0.60	0.60
Human Resources Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Technician	1.00	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist						
Human Resources Activity Total	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>
Risk Management Activity (1802)						
Full-Time						
Director of Human Resources/Risk Mgmt	0.40	0.40	0.40	0.40	0.40	0.40
Risk Manager	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Technician	1.00	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist						
Risk Management Activity Total	<u>2.40</u>	<u>2.40</u>	<u>2.40</u>	<u>2.40</u>	<u>2.40</u>	<u>2.40</u>
DEPARTMENT TOTAL	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
DEVELOPMENT SERVICES DEPARTMENT						
Planning Activity (1701)						
Full-Time						
Director of Development Services	0.34	0.34	0.34	0.34	0.33	0.33
Planning Manager	1.00	1.00	1.00	1.00	0.60	0.60
Associate Planner	2.00	2.00	2.00	2.00	2.00	2.00
Administrative Aide	0.34	0.34	0.34	0.34	0.34	0.34
Assistant Planner	1.00	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Administrative Intern					0.30 (4)	(5)
Planning Technician	0.38	0.38 (1)	0.38			
Planning Activity Total	6.06	6.06	6.06	5.68	5.57	5.27
Code Enforcement Activity (1702)						
Full-Time						
Director of Development Services	0.33	0.33	0.33	0.33	0.33	0.33
Planning Manager					0.40	0.40
Code Enforcement Manager	1.00	1.00				
Administrative Aide	0.33	0.33	0.33	0.33	0.33	0.33
Senior Clerk Typist	1.00	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	3.00	3.00	4.00 (2)	4.00	4.00	4.00
Code Enforcement Activity Total	5.66	5.66	5.66	5.66	6.06	6.06
Building Activity (1703)						
Full-Time						
Director of Development Services	0.33	0.33	0.33	0.33	0.34	0.34
Building Official	1.00	1.00	1.00	1.00	1.00	1.00
Plan Checker	1.00	1.00	1.00	1.00	1.00	1.00
Building Inspector	1.50	1.50	1.50	1.50	1.50	1.50
Building Codes Technician	1.00	1.00				
Permit Technician		1.00	2.00 (2)	2.00		
Permit Technician I					1.00	1.00
Permit Technician II					1.00	1.00
Administrative Aide	0.33	0.33	0.33	0.33	0.33	0.33
Building Clerk	1.00					
Part-Time						
Building Inspector		0.50	0.50	0.50	0.50	(5)
Building Activity Total	6.16	6.66	6.66	6.66	6.67	6.17
DEPARTMENT TOTAL	17.88	18.38	18.38	18.00	18.30	17.50

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
POLICE DEPARTMENT						
Administrative Activity (3101)						
Full-Time						
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00
Police Agent	1.00	1.00	1.00	1.00	1.00	1.00
Police Administrative Assistant				1.00 (3)	1.00	1.00
Police Clerk	1.00	1.00	1.00			
Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Activity Total	5.00	5.00	5.00	5.00	5.00	5.00
Traffic Bureau Activity (3102)						
Full-Time						
Police Captain	0.25	0.25	0.25	0.25	0.25	0.25
Police Sergeant	1.00	1.00	1.00	1.00	1.00	1.00
Police Agent	1.00	2.00	2.00	2.00	2.00	2.00
Police Officer	6.00	5.00	5.00	5.00	5.00	5.00
Community Services Officer	4.00	4.00	2.00 (2)	2.00	2.00	2.00
Police Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Crossing Guard	4.37	4.37	4.37	4.37	4.37	4.37
Community Services Officer			2.00 (2)	2.00	2.00	2.00
Traffic Bureau Activity Total	17.62	17.62	17.62	17.62	17.62	17.62
Field Services Activity (3103)						
Full-Time						
Police Captain	0.50	0.50	0.50	0.50	0.50	0.50
Police Lieutenant	5.00	5.00	5.00	5.00	5.00	5.00
Police Sergeant	5.00	5.00	5.00	5.00	5.00	5.00
Police Agent	7.00	7.00	7.00	7.00	7.00	7.00
Police Officer	33.00	33.00	33.00	33.00	33.00	33.00
Police Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Cadet	1.00	1.00	1.00	1.00	1.00	1.00
Field Services Activity Total	52.50	52.50	52.50	52.50	52.50	52.50
Investigations Activity (3104)						
Full-Time						
Police Captain	0.25	0.25	0.25	0.25	0.25	0.25

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Police Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00
Police Sergeant	2.00	2.00	2.00	2.00	2.00	2.00
Police Agent	8.00	7.00	7.00	7.00	7.00	7.00
Police Officer	6.00	7.00	7.00	7.00	7.00	7.00
Evidence Officer	1.00	1.00	1.00	1.00	1.00	1.00
Police Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Crime Analyst	0.50	0.50	0.50	0.50	0.50	0.50
Evidence Officer	0.50	0.50	0.50	0.50	0.50	(5)
Investigations Activity Total	<u>20.25</u>	<u>20.25</u>	<u>20.25</u>	<u>20.25</u>	<u>20.25</u>	<u>19.75</u>
Animal Control Activity (3111)						
Full-Time						
Police Captain	0.20	0.20	0.20	0.20	0.20	0.20
Animal Control Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Animal Control Officer	2.00	2.00 (1)	2.00	2.00	2.00	2.00
Animal Control Activity Total	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>
Communications Activity (3112)						
Full-Time						
Police Captain	0.20	0.20	0.20	0.20	0.20	0.20
Records/Communications Manager	0.50	0.50	0.50	0.50	0.50	0.50
Dispatcher	10.00	10.00	10.00	10.00	10.00	10.00
Part-Time						
Dispatcher	0.24	0.24	0.24	0.24	0.24	0.24
Communications Activity Total	<u>10.94</u>	<u>10.94</u>	<u>10.94</u>	<u>10.94</u>	<u>10.94</u>	<u>10.94</u>
Jail Activity (3113)						
Full-Time						
Police Captain	0.20	0.20	0.20	0.20	0.20	0.20
Jailer	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time						
Jailer	0.50	0.50	0.50	0.50	0.50	0.50
Jail Activity Total	<u>5.70</u>	<u>5.70</u>	<u>5.70</u>	<u>5.70</u>	<u>5.70</u>	<u>5.70</u>
Records Activity (3114)						
Full-Time						
Police Captain	0.20	0.20	0.20	0.20	0.20	0.20
Records/Communications Manager	0.50	0.50	0.50	0.50	0.50	0.50
Police Records Management System Technician				1.00 (3)	1.00	1.00

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Police Clerk	10.00	10.00	10.00	10.00	10.00	10.00
Part-Time						
Police Record Intern	0.50	0.50	0.50	0.50	0.50	0.50
Police Record Clerk	0.50	0.50	0.50	0.50	0.50	0.50
Records Activity Total	<u>11.70</u>	<u>11.70</u>	<u>11.70</u>	<u>12.70</u>	<u>12.70</u>	<u>12.70</u>
Community Relations Activity (3120)						
Full-Time						
Police Captain	0.20	0.20	0.20	0.20	0.20	0.20
Police Sergeant	1.00	1.00	1.00	1.00	1.00	1.00
Police Officer	1.00	1.00	1.00	1.00	1.00	1.00
Community Services Officer	1.00	1.00				
Part-Time						
Community Services Officer	1.00	1.00	2.00 (2)	2.00	2.00	1.75 (5)
Community Relations Activity Total	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>	<u>3.95</u>
DEPARTMENT TOTAL	<u>131.11</u>	<u>131.11</u>	<u>131.11</u>	<u>132.11</u>	<u>132.11</u>	<u>131.36</u>
FIRE DEPARTMENT						
Fire Admin Activity (3201)						
Full-Time						
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00
Principal Management Analyst			1.00 (2)	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Fire Admin Activity Total	<u>2.00</u>	<u>2.00</u>	<u>3.00 (2)</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Fire Prevention Activity (3205)						
Full-Time						
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00
Fire Safety Specialist	2.00	2.00	2.00	3.00	3.00	3.00
Fire Prevention Permit Technician I						1.00
Senior Clerk Typist	1.00	1.00	1.00	1.00	1.00	
Fire Prevention Activity Total	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
Emergency Operations Activity (3210)						
Full-Time						
Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00
Fire Captain	12.00	12.00	12.00	12.00	12.00	12.00

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Fire Engineer	12.00	12.00	12.00	12.00	12.00	12.00
Fire Fighter	9.00	9.00	9.00	9.00	9.00	9.00
Fire Fighter/Paramedic	19.00	19.00	19.00	19.00	19.00	19.00
Senior Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Emergency Operations Activity Total	56.00	56.00	56.00	56.00	56.00	56.00
DEPARTMENT TOTAL	62.00	62.00	63.00 (2)	64.00	64.00	64.00

ECONOMIC DEVELOPMENT DEPARTMENT

Administration Activity (2201)

Full-Time

Housing Program & Grant Admin Coordinator	0.25	0.25	0.25	0.25	0.25	0.30
Rehab. Specialist	0.05					
Financial Services Technician	0.50	0.50	0.50	0.50	0.50	0.50
Senior Clerk Typist	0.40	0.40	0.40	0.40	0.40	0.40

Administration Activity Total

	1.20	1.15	1.15	1.15	1.15	1.20
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Commercial Rehabilitation Activity (2204)

Full-Time

Housing Program & Grant Admin Coordinator	0.20	0.20	0.20			
Rehabilitation Specialist	0.35					
Senior Clerk Typist	0.15	0.15	0.15			

Commercial Rehabilitation Activity Total

	0.70	0.35	0.35	0.00	0.00	0.00
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Home Housing Program Activity (2206)

Full-Time

Housing Program & Grant Admin Coordinator	0.20	0.20	0.20	0.20	0.20	0.15
Rehabilitation Specialist	0.20					
Financial Services Technician	0.05	0.05	0.05	0.05	0.05	0.05
Building Inspector	0.25	0.25	0.25	0.25	0.25	0.25

Home Housing Program Activity Total

	0.70	0.50	0.50	0.50	0.50	0.45
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Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Atlantic Garvey Captial Projects Activity (7010)						
Full-Time						
Economic Development Director	0.33	0.33	0.33	0.33	0.33	0.33
Redevelopment Project Manager	0.66	0.66	0.66	0.66	0.66	0.66
Housing Program & Grant Admin Coordinator	0.11	0.11	0.11	0.20 (3)	0.20	0.20
Economic Development Specialist	0.33	0.33	0.33	0.33	0.33	0.33
Rehabilitation Specialist	0.13					
Financial Services Technician	0.15	0.15	0.15	0.15	0.15	0.15
Building Inspector	0.08	0.08	0.08	0.08	0.08	0.08
Administrative Aide	0.33	0.33	0.33	0.33	0.33	0.33
Administrative Secretary	0.33	0.33	0.33	0.33	0.33	0.33
Senior Clerk Typist	0.15	0.15	0.15	0.20 (3)	0.20	0.20
Atlantic Garvey Captial Projects Activity Total	2.60	2.47	2.47	2.61 (3)	2.61	2.61
Merged Capital Projects Activity (7011)						
Full-Time						
Economic Development Director	0.33	0.33	0.33	0.33	0.33	0.33
Redevelopment Project Manager	0.66	0.66	0.66	0.66	0.66	0.66
Housing Program & Grant Admin Coordinator	0.12	0.12	0.12	0.20 (3)	0.20	0.20
Economic Development Specialist	0.33	0.33	0.33	0.33	0.33	0.33
Rehabilitation Specialist	0.13					
Financial Services Technician	0.15	0.15	0.15	0.15	0.15	0.15
Building Inspector	0.08	0.08	0.08	0.08	0.08	0.08
Administrative Aide	0.33	0.33	0.33	0.33	0.33	0.33
Administrative Secretary	0.33	0.33	0.33	0.33	0.33	0.33
Senior Clerk Typist	0.15	0.15	0.15	0.20 (3)	0.20	0.20
Merged Capital Projects Activity Total	2.61	2.48	2.48	2.61 (3)	2.61	2.61
Housing Set-Aside Activity (7030)						
Full-Time						
Economic Development Director	0.34	0.34	0.34	0.34	0.34	0.34
Redevelopment Project Manager	0.68	0.68	0.68	0.68	0.68	0.68
Housing Program & Grant Admin Coordinator	0.12	0.12	0.12	0.15 (3)	0.15	0.15
Economic Development Specialist	0.34	0.34	0.34	0.34	0.34	0.34
Rehabilitation Specialist	0.14					
Financial Services Technician	0.15	0.15	0.15	0.15	0.15	0.15
Building Inspector	0.09	0.09	0.09	0.09	0.09	0.09
Administrative Aide	0.34	0.34	0.34	0.34	0.34	0.34
Administrative Secretary	0.34	0.34	0.34	0.34	0.34	0.34
Senior Clerk Typist	0.15	0.15	0.15	0.20 (3)	0.20	0.20
Housing Set-Aside Activity Total	2.69	2.55	2.55	2.63 (3)	2.63	2.63
DEPARTMENT TOTAL	10.50	9.50	9.50	9.50	9.50	9.50

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
MONTEREY PARK BRUGGEMEYER LIBRARY						
Administration Activity (6001)						
Full-Time						
City Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Library Page	0.38	0.38	0.25 (2)	0.25	0.25	0.25
Janitor	0.78	0.78	2.13 (2)	2.13	2.13	2.13
Administration Activity Total	3.16	3.16	4.38 (2)	4.38	4.38	4.38
Reference and Adult Services Activity (6002)						
Full-Time						
Senior Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Librarian	1.00	1.00	2.00 (2)	2.00	2.00	2.00
Part-Time						
Librarian	0.11	0.11	0.32 (2)	0.35 (3)	0.35	0.25 (5)
Senior Librarian			0.08 (2)	0.10	0.10	0.10
Library Page			0.39 (2)	0.48	0.48	0.48
Reference and Adult Services Activity Total	2.11	2.11	3.79 (2)	3.93 (3)	3.93	3.83
Technical Services Activity (6003)						
Full-Time						
Senior Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Library Technician	2.00	2.00	2.00	2.00	2.00	2.00
Library Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Librarian	0.10	0.10	0.20 (2)	0.20	0.20	0.20
Library Technician			0.09 (2)	0.11	0.11	0.11
Library Clerk			0.10 (2)	0.10	0.10	0.10
Library Page	0.20	0.20	0.56 (2)	0.68	0.68	0.68
Technical Services Activity Total	4.30	4.30	4.95 (2)	5.09	5.09	5.09
Circulation Activity (6004)						
Full-Time						
Library Circulation Serv Supervisor				1.00 (3)	1.00	1.00
Senior Library Clerk	1.00	1.00	1.00			
Library Clerk	3.00	3.00	4.00 (2)	4.00	4.00	4.00

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Part-Time						
Library Clerk	0.20	0.20	1.72 (2)	1.72	1.72	1.72
Library Page	0.25	0.25	2.38 (2)	2.72 (3)	2.72	2.37 (5)
Circulation Activity Total	<u>4.45</u>	<u>4.45</u>	<u>9.10 (2)</u>	<u>9.44 (3)</u>	<u>9.44</u>	<u>9.09</u>
Literacy Activity (6005)						
Full-Time						
Literacy Program Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Literacy Library Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Library Clerk	0.48	0.48	0.27 (2)	0.09	0.09	0.09
Library Page	0.09	0.09	0.63 (2)	0.38	0.38	0.38
Literacy Activity Total	<u>2.57</u>	<u>2.57</u>	<u>2.90 (2)</u>	<u>2.47</u>	<u>2.47</u>	<u>2.47</u>
Children's Services Activity (6006)						
Full-Time						
Senior Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Senior Library Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Library Clerk	1.00	1.00	1.00 (2)	1.00	1.00	1.00
Part-Time						
Library Clerk			0.35 (2)	0.42	0.42	0.42
Library Page	0.75	0.75	1.73 (2)	2.30	2.30	2.30
Children's Services Activity Total	<u>3.75</u>	<u>3.75</u>	<u>5.08 (2)</u>	<u>5.72</u>	<u>5.72</u>	<u>5.72</u>
DEPARTMENT TOTAL	<u>20.34</u>	<u>20.34</u>	<u>30.20 (2)</u>	<u>31.03</u>	<u>31.03</u>	<u>30.58</u>

RECREATION AND PARKS DEPARTMENT

Facilities Supervision Activity (6502)

Full-Time

Director of Recreation and Parks	0.15	0.15	0.15	0.15	0.15	0.15
Recreation Superintendent	0.90	0.90	0.90	0.90	0.90	0.90
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Secretary	0.40	0.40	0.40	0.40	0.40	0.40
Senior Clerk Typist	0.40	0.40	0.40	0.40	0.40	0.40

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Part-Time						
Recreation Leader	8.90	8.90	8.90	8.90	8.90	5.86 ⁽⁵⁾
Clerk Typist	0.25	0.25	0.25	0.25	0.25	0.25
Facilities Supervision Activity Total	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>8.96</u>
Aquatics Activity (6503)						
Full-Time						
Director of Recreation and Parks	0.10	0.10	0.10	0.10	0.10	0.10
Program Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Pool Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00
Secretary	0.10	0.10	0.10	0.10	0.10	0.10
Senior Clerk Typist	0.10	0.10	0.10	0.10	0.10	0.10
Part-Time						
Pool Manager	3.38	3.38	3.38	3.38	3.38	3.38
Assistant Manager	0.35	0.35	0.35	0.35	0.35	0.35
Senior Lifeguard	0.65	0.65	0.65	0.65	0.65	0.65
Lifeguard	0.46	0.46	0.46	0.46	0.46	0.46
Junior Lifeguard	0.24	0.24	0.24	0.24	0.24	0.24
Cashier	0.27	0.27	0.27	0.27	0.27	0.27
Locker Room Attendant	0.34	0.34	0.34	0.34	0.34	0.34
Aquatics Activity Total	<u>7.99</u>	<u>7.99</u>	<u>7.99</u>	<u>7.99</u>	<u>7.99</u>	<u>7.99</u>
Langley Center Activity (6505)						
Full-Time						
Recreation Superintendent	0.70	0.70	0.70	0.70	0.70	0.70
Program Coordinator		0.70	0.70	0.70	0.70	0.70
Part-Time						
Recreation Leader	0.19	0.19	0.19	0.75 ⁽³⁾	0.75	0.75
Senior Clerk Typist		0.50	0.50	0.50	0.50	0.50
Langley Center Activity Total	<u>0.89</u>	<u>2.09</u>	<u>2.09</u>	<u>2.65 ⁽³⁾</u>	<u>2.65</u>	<u>2.65</u>
Youth Activities (6506)						
Full-Time						
Recreation Superintendent	0.10	0.10	0.10	0.10	0.10	0.10
Child Care Center Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Child Care Asst. Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Child Care Teacher	2.40	2.40	2.40	2.40	2.40	2.40
Youth Activities Total	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Recreational Activities (6507)						
Full-Time						
Program Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Recreation Leader	1.13	1.13	1.13	1.13	1.13	1.13
Recreational Activities Total	2.13	2.13	2.13	2.13	2.13	2.13
Community Participation Activity (6508)						
Full-Time						
Special Events Manager	0.75	0.75	0.75	0.75	0.75	0.75
Community Participation Coordinator	0.50	0.50	0.50	0.50	0.50	0.50
Secretary	0.10	0.10	0.10	0.10	0.10	0.10
Part-Time						
Clerk Typist	0.19	0.19	0.19	0.19	0.19	0.19
Community Participation Activity Total	1.54	1.54	1.54	1.54	1.54	1.54
Media Productions Activity (6509)						
Full-Time						
Special Events Manager	0.25	0.25	0.25	0.25	0.25	0.25
Community Participation Coordinator	0.50	0.50	0.50	0.50	0.50	0.50
Community TV Producer	1.00	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist	0.10	0.10	0.10	0.10	0.10	0.10
Part-Time						
Video Technician	0.26	0.26	0.26	0.26	0.26	0.26
Media Productions Activity Total	2.11	2.11	2.11	2.11	2.11	2.11
Dial-A-Ride Activity (6511)						
Full-Time						
Director of Recreation and Parks	0.35	0.35	0.35	0.35	0.35	0.35
Recreation Superintendent	0.30	0.30	0.30	0.30	0.30	0.30
Program Coordinator		0.30	0.30	0.30	0.30	0.30
Bus/Child Care Driver	3.00	3.00	3.00	3.00	3.00	3.00
Dial-A-Ride Dispatcher				1.00 (3)	1.00	1.00
Part-Time						
Recreation Superintendent	0.50					
Senior Clerk Typist	1.00	1.00	1.00			
Bus/Child Care Driver	2.65	2.65	2.65	2.65	2.65	2.65
Dial-A-Ride Activity Total	7.80	7.60	7.60	7.60	7.60	7.60

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Parkway Maintenance Activity (6516)						
Full-Time						
Director of Recreation and Parks	0.20	0.20	0.20	0.20	0.20	0.20
Park Superintendent	0.50	0.50	0.50	0.50	0.50	0.50
Park Supervisor	0.50	0.50	0.50	0.50	0.50	0.50
Park Maintenance Crew Leader	0.50	0.50	0.50	0.50	0.50	0.50
Maintenance Worker	3.50	3.50	3.50	3.50	3.50	3.50
Secretary	0.20	0.20	0.20	0.20	0.20	0.20
Senior Clerk Typist	0.20	0.20	0.20	0.20	0.20	0.20
Parkway Maintenance Activity Total	5.60	5.60	5.60	5.60	5.60	5.60
Parks Activity (6517)						
Full-Time						
Director of Recreation and Parks	0.20	0.20	0.20	0.20	0.20	0.20
Park Superintendent	0.50	0.50	0.50	0.50	0.50	0.50
Park Supervisor	0.50	0.50	0.50	0.50	0.50	0.50
Park Maintenance Crew Leader	2.50	2.50	2.50	2.50	2.50	2.50
Maintenance Worker	5.50	5.50	5.50	5.50	5.50	5.50
Maintenance Worker Irrigation Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.20	0.20	0.20	0.20	0.20	0.20
Senior Clerk Typist	0.20	0.20	0.20	0.20	0.20	0.20
Part-Time						
Maintenance Worker	1.97	1.97	1.97	1.97	1.97	0.99
Parks Activity Total	12.57	12.57	12.57	12.57	12.57	11.59
DEPARTMENT TOTAL	57.13	58.13	58.13	58.69 ⁽³⁾	58.69	54.67
PUBLIC WORKS DEPARTMENT						
Street Maintenance Activity (4202)						
Full-Time						
Director of Public Works/City Engineer	0.10	0.10	0.10	0.10	0.10	0.10
Public Works Maintenance Manager	0.15	0.15	0.15	0.15	0.15	0.15
Public Works Maintenance Supervisor	0.70	0.70	0.70	0.70	0.70	0.70
Principal Management Analyst	0.20	0.20	0.20	0.20	0.20	0.20
Crew Leader	2.00	2.00	2.00	2.00	2.00	2.00
Cement Finisher	1.00	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	5.00	6.00	6.00	6.00	6.00	6.00
Part-Time						
Maintenance Worker			0.75	0.75	0.75	0.75

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Street Maintenance Activity Total	<u>10.15</u>	<u>11.15</u>	<u>11.90</u> (2)	<u>11.90</u>	<u>11.90</u>	<u>11.90</u>
Storm Drain Maintenance Activity (4203)						
Full-Time						
Public Works Maintenance Supervisor	0.05	0.05	0.05	0.05	0.05	0.05
Crew Leader	0.50	0.50	0.50	0.50	0.50	0.50
Senior Maintenance Worker	0.50	0.50	0.50	0.50	0.50	0.50
Storm Drain Maintenance Activity Total	<u>1.05</u>	<u>1.05</u>	<u>1.05</u>	<u>1.05</u>	<u>1.05</u>	<u>1.05</u>
Sanitary Sewer Maintenance Activity (4204)						
Full-Time						
Public Works Maintenance Manager	0.10	0.10	0.10	0.10	0.10	0.10
Public Works Maintenance Supervisor	0.15	0.15	0.15	0.15	0.15	0.15
Crew Leader	0.50	0.50	0.50	0.50	0.50	0.50
Senior Maintenance Worker	0.50	0.50	0.50	0.50	0.50	0.50
Sanitary Sewer Maintenance Activity Total	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
Street Cleaning Activity (4205)						
Full-Time						
Public Works Maintenance Manager	0.05	0.05	0.05	0.05	0.05	0.05
Public Works Maintenance Supervisor	0.15	0.15	0.15	0.15	0.15	0.15
Street Cleaning Activity Total	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>
Traffic Control Activity (4206)						
Full-Time						
Public Works Maintenance Manager	0.10	0.10	0.10	0.10	0.10	0.10
Public Works Maintenance Supervisor	0.20	0.20	0.20	0.20	0.20	0.20
Crew Leader	0.90	0.90	0.90	0.90	0.90	0.90
Senior Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	0.90	0.90	0.90	0.90	0.90	0.90
Traffic Control Activity Total	<u>3.10</u>	<u>3.10</u>	<u>3.10</u>	<u>3.10</u>	<u>3.10</u>	<u>3.10</u>
Street Lighting Activity (4207)						
Full-Time						
Public Works Maintenance Manager	0.10	0.10	0.10	0.10	0.10	0.10
Public Works Maintenance Supervisor	0.05	0.05	0.05	0.05	0.05	0.05
Principal Management Analyst	0.20	0.20	0.20	0.20	0.20	0.20
Crew Leader	0.10	0.10	0.10	0.10	0.10	0.10
Electrician	0.20	0.20	0.20	0.20	0.20	0.20
Maintenance Worker	0.10	0.10	0.10	0.10	0.10	0.10
Street Lighting Activity Total	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Refuse Collection Activity (4208)						
Full-Time						
Director of Public Works/City Engineer	0.20	0.20	0.20	0.20	0.20	0.20
Public Works Maintenance Manager	0.20	0.20	0.20	0.20	0.20	0.20
Public Works Maintenance Supervisor	0.60	0.60	0.60	0.60	0.60	0.60
Principal Management Analyst	0.20	0.20	0.20	0.20	0.20	0.20
Part-Time						
Administrative Intern	0.50	0.50	0.50	0.50	0.50	0.50
Refuse Collection Activity Total	1.70	1.70	1.70	1.70	1.70	1.70
Administration Activity (4209)						
Full-Time						
Public Works Maintenance Manager	0.10	0.10	0.10	0.10	0.10	0.10
Public Works Maintenance Supervisor	0.10	0.10	0.10	0.10	0.10	0.10
Public Works Technician	0.50	0.50	0.50	0.50	0.50	0.50
Senior Clerk Typist	0.50	0.50	0.50	0.50	0.50	0.50
Administration Activity Total	1.20	1.20	1.20	1.20	1.20	1.20
Building Maintenance Activity (4210)						
Full-Time						
Public Works Maintenance Manager	0.10	0.10	0.10	0.10	0.10	0.10
Building Trades Supervisor	1.00	1.00	1.00			
Facilities Maintenance Supervisor				1.00	1.00	1.00
Building Trades Technician	1.00	1.00	1.00	1.00	1.00	1.00
Electrician	0.80	0.80	0.80	0.80	0.80	0.80
Building Maintenance Activity Total	2.90	2.90	2.90	2.90	2.90	2.90
Motor Pool Shop Activity (4211)						
Full-Time						
Director of Public Works/City Engineer	0.10	0.10	0.10	0.10	0.10	0.10
Public Works Maintenance Manager	0.10	0.10	0.10	0.10	0.10	0.10
Equipment Maintenance Supervisor	1.00	1.00	1.00			
Fleet Maintenance Supervisor				1.00	1.00	1.00
Equipment Mechanic	2.00	2.00	2.00	2.00	2.00	2.00
Auto Shop Technician	1.00	1.00	1.00	1.00	1.00	1.00
Motor Pool Shop Activity Total	4.20	4.20	4.20	4.20	4.20	4.20
Engineering Activity (4212)						
Full-Time						
Director of Public Works/City Engineer	0.30	0.30	0.30	0.30	0.30	0.30
Assistant City Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Principal Management Analyst	0.40	0.40	0.40	0.40	0.40	0.40

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Associate Civil Engineer	2.00	2.00	2.00	2.00	2.00	2.00
Assistant Civil Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Civil Engineering Technician	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time						
Clerk Typist	0.37	0.37	0.37	0.37	0.37	(5)
Engineering Aide	0.50	0.50	0.50	0.50	0.50	(5)
Engineering Activity Total	8.57	8.57	8.57	8.57	8.57	7.70
Water Administration Activity (4220)						
Full-Time						
Director of Public Works/City Engineer	0.10	0.10	0.10	0.10	0.10	0.10
Water Utility Manager	0.80	0.65	0.65	0.65	0.65	0.65
Principal Management Analyst	1.00	0.65	0.65	0.65	0.65	0.65
Public Works Technician	0.50	0.50	0.50	0.50	0.50	0.50
Senior Clerk Typist	0.50	0.50	0.50	0.50	0.50	0.50
Part-Time						
Draftsman	0.44	0.44	0.44	0.44	0.44	(5)
Water Administration Activity Total	3.34	2.84	2.84	2.84	2.84	2.40
Water Commercial Activity (4221)						
Full-Time						
Consumer Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Cross Connection Control Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Consumer Services Representative	2.00	2.00	2.00	2.00	2.00	2.00
Senior Accountant	0.50	0.50	0.50	0.50	0.50	0.50
Accountant	0.50	0.50	0.50	0.50	0.50	0.50
Senior Account Clerk	0.50	0.50	0.50	0.50	0.50	0.50
Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Water Commercial Activity Total	6.50	6.50	6.50	6.50	6.50	6.50
Water Production Activity (4222)						
Full-Time						
Water Utility Manager		0.05	0.05	0.05	0.05	0.05
Principal Management Analyst		0.05	0.05	0.05	0.05	0.05
Water Production Supervisor	0.65	0.40	0.40	0.40	0.40	0.40
Senior Water Production System Operator	1.00	0.40	0.40	0.40	0.40	0.40
Water Production System Operator	2.45	0.90	0.90	0.90	0.90	0.90
Electrician	1.00	0.65	0.65	0.65	0.65	0.65

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Part-Time						
Building Trades Technician	0.50	0.50	0.50	0.50	0.50	0.50
Water Production Activity Total	5.60	2.95	2.95	2.95	2.95	2.95
Water Distribution Activity (4223)						
Full-Time						
Water Distribution Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Water Distribution Crew Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Water Distribution Lead Worker	3.00	3.00	3.00	3.00	3.00	3.00
Water Utility Maintenance Worker	4.00	4.00	4.00	4.00	4.00	4.00
Water Distribution Activity Total	9.00	9.00	9.00	9.00	9.00	9.00
Well 5 VOC Treatment Plant Activity (4226)						
Full-Time						
Director of Public Works/City Engineer	0.02	0.05	0.05	0.05	0.05	0.05
Water Utility Manager	0.05	0.05	0.05	0.05	0.05	0.05
Principal Management Analyst		0.05	0.05	0.05	0.05	0.05
Water Production Supervisor	0.05	0.10	0.10	0.10	0.10	0.10
Senior Water Production System Operator		0.10	0.10	0.10	0.10	0.10
Water Production System Operator	0.10	0.30	0.30	0.30	0.30	0.30
Electrician		0.05	0.05	0.05	0.05	0.05
Part-Time						
Senior Account Clerk						0.09 ⁽⁵⁾
Well 5 VOC Treatment Plant Activity Total	0.22	0.70	0.70	0.70	0.70	0.79
Well 12 VOC Treatment Plant Activity (4227)						
Full-Time						
Director of Public Works/City Engineer	0.08	0.05	0.05	0.05	0.05	0.05
Water Utility Manager	0.05	0.05	0.05	0.05	0.05	0.05
Principal Management Analyst		0.05	0.05	0.05	0.05	0.05
Water Production Supervisor	0.10	0.10	0.10	0.10	0.10	0.10
Senior Water Production System Operator		0.10	0.10	0.10	0.10	0.10
Water Production System Operator	0.15	0.30	0.30	0.30	0.30	0.30
Electrician		0.05	0.05	0.05	0.05	0.05
Part-Time						
Senior Account Clerk						0.09 ⁽⁵⁾
Well 12 VOC Treatment Plant Activity Total	0.38	0.70	0.70	0.70	0.70	0.79

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Delta Perchlorate Treatment Plant Activity (4228)						
Full-Time						
Director of Public Works/City Engineer	0.05	0.05	0.05	0.05	0.05	0.05
Water Utility Manager	0.05	0.05	0.08	0.08	0.08	0.08
Principal Management Analyst		0.05	0.08	0.08	0.08	0.08
Water Production Supervisor	0.10	0.10	0.10	0.10	0.10	0.10
Senior Water Production System Operator		0.10	0.10	0.10	0.10	0.10
Water Production System Operator	0.15	0.30	0.30	0.30	0.30	0.30
Electrician		0.05	0.05	0.05	0.05	0.05
Part-Time						
Senior Account Clerk						0.08 (5)
Delta Perchlorate Treatment Plant Activity Total	0.35	0.70	0.76	0.76	0.76	0.84
Well 1, 3, 10 VOC Treatment Plant Activity (4229)						
Full-Time						
Director of Public Works/City Engineer	0.05	0.02	0.02	0.02	0.02	0.02
Water Utility Manager	0.05	0.05	0.05	0.05	0.05	0.05
Principal Management Analyst		0.05	0.05	0.05	0.05	0.05
Water Production Supervisor	0.10	0.10	0.10	0.10	0.10	0.10
Senior Water Production System Operator		0.10	0.10	0.10	0.10	0.10
Water Production System Operator	0.15	0.30	0.30	0.30	0.30	0.30
Electrician		0.05	0.05	0.05	0.05	0.05
Part-Time						
Senior Account Clerk						0.08 (5)
Well 1, 3, 10 VOC Treatment Plant Activity Total	0.35	0.67	0.67	0.67	0.67	0.75
Well 12 Dual Barrier Activity (4230)						
Full-Time						
Director of Public Works/City Engineer		0.03	0.03	0.03	0.03	0.03
Water Utility Manager		0.05	0.05	0.05	0.05	0.05
Principal Management Analyst		0.05	0.05	0.05		
Water Production Supervisor		0.05	0.05	0.05	0.05	0.05
Senior Water Production System Operator		0.05	0.05	0.05	0.05	0.05
Water Production System Operator		0.30	0.30	0.30	0.30	0.30
Electrician		0.05	0.05	0.05	0.05	0.05
Part-Time						
Senior Account Clerk						0.08 (5)
Well 12 Dual Barrier Activity Total	0.00	0.58	0.58	0.58	0.53	0.61

Citywide Personnel Summary

	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Well 15 Activity (4231)						
Full-Time						
Principal Management Analyst					0.05	0.05
Water Production Supervisor		0.05	0.05	0.05	0.05	0.05
Senior Water Production System Operator		0.05	0.05	0.05	0.05	0.05
Water Production System Operator		0.30	0.30	0.30	0.30	0.30
Electrician		0.05	0.05	0.05	0.05	0.05
Part-Time						
Senior Account Clerk						0.08 ⁽⁵⁾
Well 15 Activity Total	<u>0.00</u>	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>	<u>0.50</u>	<u>0.58</u>
Well 5 Perchlorate Treatment Activity (4232)						
Full-Time						
Water Utility Manager		0.05	0.02	0.02	0.02	0.02
Principal Management Analyst		0.05	0.02	0.02	0.02	0.02
Water Production Supervisor		0.10	0.10	0.10	0.10	0.10
Senior Water Production System Operator		0.10	0.10	0.10	0.10	0.10
Water Production System Operator		0.30	0.30	0.30	0.30	0.30
Electrician		0.05	0.05	0.05	0.05	0.05
Well 5 Perchlorate Treatment Activity Total	<u>0.00</u>	<u>0.65</u>	<u>0.59</u>	<u>0.59</u>	<u>0.59</u>	<u>0.59</u>
DEPARTMENT TOTAL	<u>60.81</u>	<u>61.81</u>	<u>62.56</u> ⁽²⁾	<u>62.56</u>	<u>62.56</u>	<u>61.75</u>
<i>CITYWIDE TOTAL</i>	<u>397.67</u>	<u>399.17</u>	<u>410.78</u> ⁽²⁾	<u>414.29</u> ⁽³⁾	<u>414.94</u>	<u>405.36</u>
<i>CITYWIDE STAFFING TOTALS</i>						
Elected Officials	7.00	7.00	7.00	7.00	7.00	7.00
Full-Time Employees	346.00	347.00	348.00	351.00	351.00	350.00
Part-Time Employees	44.67	45.17	55.78	56.29 ⁽³⁾	56.94	48.36
<i>GRAND TOTAL CITYWIDE FULL-TIME EQUIVALENT POSITIONS (1.00 Position = 2,080 Working Hours)</i>	<u>397.67</u>	<u>399.17</u>	<u>410.78</u> ⁽²⁾	<u>414.29</u> ⁽³⁾	<u>414.94</u> ⁽⁴⁾	<u>405.36</u>

Citywide Personnel Summary

FY	FY	FY	FY	FY	FY
2004-05	2005-06	2006-07	2007-08	2008-09	2009-10

Note:

- (1) Frozen vacant positions per Group B implementations for pension set-aside funds starting 2005-2006 included: 1 FTE Administrative Secretary, 1 FTE Animal Control Officer, and 0.38 FTE Planning Technician.
- (2) FY2006-07 changes included: the restoration of 9.86 FTE library staff; the addition of 1 full-time (1 FTE) Principal Management Analyst in Fire; and the addition of 1 full-time Account Clerk (1 FTE) and the elimination of part-time staff (1 FTE) in Management Services; the addition of several part-time Community Service Officers (3 FTEs) and the elimination of 3 full-time Community Service Offices (3 FTEs) in Police; the elimination of 1 full-time Code Enforcement Manager (1 FTE) and the addition of 1 full-time Code Enforcement Officer (1 FTE); the elimination of 1 full-time Building Codes Technician (1 FTE) and the addition of 1 full-time Permit Technician (1 FTE); the addition of 1 full-time Maintenance Worker (1 FTE) and additional part-time Maintenance Worker (0.11 FTE) in Street Maintenance Activity.
- (3) FY2007-08 changes included: the restoration of 0.35 FTE library part-time staff; the Senior Library Clerk position will be replaced by the Library Circulation Services Supervisor position; the addition of part-time Recreation Leader (0.75 FTE) in Langley Center Activity; the addition of a (1 FTE) Dial-A-Ride Dispatcher and elimination of a part time Senior Clerk Typist (1 FTE) by Recreation and Parks; personnel shifting from Commercial Rehabilitation Activity to Redevelopment Activity with no changes in the total FTE hours; the reclassification of 1 Police Clerk to Police Administrative Assistant ; the addition of 1 full-time (1 FTE) Records Management System Technician in Police Records; and an onetime addition of part-time Minute Clerk in City Clerk (0.5 FTE). Also reflected were two position title name changes, Facility Maintenance Supervisor and Fleet Maintenance Supervisor.
- (4) FY2008-09 changes included: the elimination of the onetime temporary Minute Clerk (0.5 FTE) in City Clerk, and an addition of a temporary Administrative Intern funded by the General Plan Fee Fund.
- (5) FY2009-10 changes included: addition of a part-time Senior Account Clerk (0.5 FTE) in Water Treatment Activities; elimination of the Transportation Program Manager (1 FTE) in 1202 and replace it with an Assistant to the City Manager position (1 FTE) in 1201; elimination of 0.75 FTE P.T. Management Analyst in 1201, 1 FTE Accounting Manager in 1403, 0.25 FTE P.T. Senior Account Clerk in 1407, 0.75 FTE P.T. Account Clerk in 1408, 0.30 FTE P.T. Administrative Intern in 1701, 0.5 FTE P.T. Building Inspector in 1703, 0.50 FTE P.T. Evidence Officer in 3104, 0.25 FTE P.T. Community Services Officers in 3120, 0.10 FTE P.T. Librarian in 6002, 0.35 FTE P.T. Library Page in 6004, 3.04 FTE P.T. Recreation Leader in 6502, 0.98 FTE P.T. Maintenance Worker in 6517, 0.37 FTE P.T. Clerk Typist and 0.50 FTE P.T. Engineering Aide in 4212, 0.44 FTE P.T. Draftsman in 4220.

Ten Year Citywide Personnel Summary

Fiscal Year	Total FTE	City Population	FTE per 1,000
2000-01	403.20	67,409	5.98
2001-02	409.45	62,181	6.58
2002-03	407.45	62,629	6.51
2003-04	408.45	63,406	6.44
2004-05	397.67	63,928	6.22
2005-06	399.17	64,614	6.18
2006-07	410.78	64,387	6.38
2007-08	414.29	64,508	6.42
2008-09	414.94	64,434	6.44
2009-10	405.36	64,874	6.25

Population Source: State of California's Department of Finance

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2009-2010**

<u>Classification</u>	<u>Salary Range</u>		
Account Clerk	3,010	-	3,938
Accountant	4,342	-	5,680
Administrative Aide	3,805	-	4,978
Administrative Aide (Non-Conf)	3,787	-	4,954
Administrative Secretary	3,618	-	4,734
Animal Control Officer	3,283	-	4,295
Animal Control Supervisor	4,219	-	5,519
Assistant City Engineer	8,274	-	10,823
Assistant Planner	4,470	-	5,847
Assistant Storekeeper	3,135	-	4,102
Associate Planner	5,076	-	6,640
Auto Shop Technician	3,290	-	4,305
Battalion Chief/Fire Marshal	9,248	-	12,068
Building Clerk	3,135	-	4,102
Building Codes Technician	3,135	-	4,102
Building Inspector	5,001	-	6,542
Building Official	7,293	-	9,539
Building Trades Technician	3,898	-	5,098
Cement Finisher	3,538	-	4,627
Child Care Assistant	3,010	-	3,938
Child Care Coordinator	3,787	-	4,954
City Librarian	8,498	-	11,116
Civil Engineering Assistant	4,854	-	6,350
Civil Engineering Associate	5,972	-	7,813
Civil Engineering Technician	4,219	-	5,519
Code Enforcement Officer	3,996	-	5,228
Communication Dispatcher	4,125	-	5,396
Communications Dispatcher Trainee	3,410	-	4,460
Community Participation Coordinator	4,738	-	6,198
Community Services Officer	3,278	-	4,287
Community TV Producer	3,787	-	4,954
Consumer Services Representative	3,686	-	4,822
Consumer Services Supervisor	5,609	-	7,338
Crew Leader	3,898	-	5,098
Cross Connection Control Inspector	4,593	-	6,008
Deputy City Clerk	5,712	-	7,472

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2009-2010**

Classification	Salary Range		
Dial-A-Ride Dispatcher	3,278	-	4,287
Dial-A-Ride Driver	2,146	-	2,807
Director of Development Services	10,177	-	13,312
Director of Economic Development	10,177	-	13,312
Director of Human & Risk Management	11,037	-	14,438
Director of Management Services	11,037	-	14,438
Director of Public Works/City Engineer	11,037	-	14,438
Director of Recreation and Parks	9,409	-	12,307
Economic Development Specialist	4,854	-	6,350
Electrician	4,219	-	5,519
Equipment Services Specialist	3,290	-	4,305
Equipment Mechanic	3,898	-	5,098
Evidence Officer	3,540	-	4,630
Facilities Maintenance Supervisor	5,260	-	5,378
Financial Services Manager	8,397	-	10,984
Financial Services Technician	3,996	-	5,228
Fire Captain	6,970	-	8,557
Fire Chief	11,479	-	15,016
Fire Engineer	5,984	-	7,345
Firefighter	5,170	-	6,347
Fire Prevention Permit Technician I	3,601	-	4,607
Fire Prevention Permit Technician II	3,996	-	5,112
Fire Safety Specialist	4,738	-	6,198
Fleet Maintenance Supervisor	5,260	-	6,880
Housing Program/Grant Admin Coordinator	5,972	-	7,812
Human Resources Assistant	4,504	-	5,891
Human Resources Analyst	5,301	-	6,934
Human Resources Technician	3,921	-	5,130
Irrigation Specialist	3,290	-	4,305
Jailer	3,465	-	4,533
Librarian	4,470	-	5,847
Library Circulation Services Supervisor	3,436	-	4,494
Library Clerk	3,010	-	3,938
Library Technician	3,436	-	4,494
Literacy Program Administrator	5,260	-	6,880
Maintenance Worker	3,132	-	4,098
Park Maintenance Worker	3,132	-	4,098

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST FISCAL YEAR 2009-2010

<u>Classification</u>	<u>Salary Range</u>		
Park Maintenance Crew Leader	3,787	-	4,954
Park Maintenance Lead Worker	3,624	-	4,741
Park Superintendent	5,712	-	7,472
Park Supervisor	5,260	-	6,880
Payroll Technician	3,998	-	5,230
Permit Technician I	3,601	-	4,710
Permit Technician II	3,996	-	5,228
Plan Checker	5,354	-	7,004
Planning Manager	7,913	-	10,351
Police Administrative Assistant	3,436	-	4,494
Police Agent	5,784	-	7,100
Police Captain	10,300	-	13,309
Police Chief	12,497	-	16,348
Police Chief's Secretary	3,618	-	4,734
Police Clerk	3,043	-	3,981
Police Lieutenant	8,298	-	10,187
Police Officer	5,428	-	6,664
Police Officer Recruit	3,963	-	3,963
Police Records/Dispatch Comm Manager	6,563	-	8,586
Police Records Management Technician	3,996	-	5,228
Police Sergeant	6,814	-	8,366
Pool Maintenance Worker	3,132	-	4,098
Principal Management Analyst	5,972	-	7,812
Program Coordinator	3,787	-	4,954
Public Works Inspector	4,473	-	5,851
Public Works Maintenance Manager	6,914	-	9,043
Public Works Maintenance Supervisor	5,260	-	6,880
Public Works Technician	3,787	-	4,954
Recreation Superintendent	5,712	-	7,472
Redevelopment Project Manager	6,260	-	8,189
Risk Manager	6,441	-	8,426
Secretary (Non-Conf)	3,601	-	4,710
Secretary to the City Manager (Conf)	4,504	-	5,891
Senior Account Clerk (Non-Conf)	3,601	-	4,710
Senior Accountant	5,712	-	7,472
Senior Clerk Typist (Non-Conf)	3,010	-	3,938
Senior Clerk Typist (Conf)	3,025	-	3,956

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2009-2010**

Classification	Salary Range		
Senior Librarian	5,260	-	6,880
Senior Library Clerk	3,283	-	4,295
Senior Maintenance Worker	3,410	-	4,460
Special Events Manager	5,476	-	7,164
Senior Water Production System Operator	4,593	-	6,008
Storekeeper/Buyer	3,601	-	4,710
Support Services Manager	6,667	-	8,722
Support Services Supervisor	4,738	-	6,198
Transportation Program Manager	5,712	-	7,472
Water Distribution Crew Supervisor	4,593	-	6,008
Water Distribution Lead Worker	3,963	-	5,185
Water Distribution Supervisor	5,609	-	7,338
Water Production Supervisor	5,609	-	7,338
Water Production System Operator	3,963	-	5,185
Water Utility Maintenance Worker	3,345	-	4,375
Water Utility Manager	7,839	-	10,253

CITY OF MONTEREY PARK

PART-TIME CLASSIFICATION AND HOURLY RATES LIST FISCAL YEAR 2009-2010

<u>Classification</u>	<u>Hourly Rate</u>	
Account Clerk	16.05	- 20.53
Administrative Aide	19.82	- 25.36
Administrative Intern	10.83	- 13.85
Administrative Secretary	16.12	- 20.62
Animal Control Officer	17.04	- 21.80
Assistant Pool Manager	10.43	- 13.35
Attorney/Investigator	75.00	- 75.00
Assistant Planner	26.66	- 34.11
Building Inspector	26.66	- 34.11
Building Trades Technician	20.78	- 26.58
Cashier	8.00	- 10.23
Child Care Teacher	11.24	- 14.38
Civil Engineering Assoc.	33.24	- 42.52
Clerical Trainee	8.00	- 10.23
Clerk Typist	10.83	- 13.85
Code Enforcement Officer	19.73	- 25.24
Community Service Officer	16.37	- 20.94
Computer Clerk	8.00	- 10.23
Crime Analyst	16.84	- 21.54
Data Entry Clerk	9.53	- 12.19
Dial A Ride Driver	9.66	- 12.36
Dispatch Assistant	16.84	- 21.54
Dispatcher	21.99	- 28.13
Drafting Technician	10.83	- 13.85
Elections Clerk	13.34	- 17.06
Electrician	23.50	- 30.07
Engineering Aide	10.83	- 13.85
Equipment Mechanic	20.78	- 26.58
Evidence Officer	16.37	- 20.94
Fire Safety Specialist	23.40	- 29.94
Jailer	17.13	- 21.91
Janitor	9.53	- 12.19
Junior Lifeguard	8.00	- 10.23
Laborer	8.00	- 10.23
Librarian	19.82	- 25.36

CITY OF MONTEREY PARK

PART-TIME CLASSIFICATION AND HOURLY RATES LIST FISCAL YEAR 2009-2010

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

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

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

- General Fund
- Special Revenue Funds
- Water Enterprise Fund
- Internal Service Funds
- Capital Projects and Debt Service Funds

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

The General Fund ⁽⁷⁾

	2009-10	2010-11	2011-12	2012-13	2013-14	
Beginning Fund Balance	\$5,736,840	\$6,052,699	\$6,597,699	\$6,605,699	\$6,235,223	
Revenues: ⁽⁶⁾						
Taxes	22,939,500	24,767,000	25,936,000	27,525,000	29,170,000	(1)
Charges for Services	4,946,472	5,038,000	5,226,000	5,014,000	4,791,000	(2)
Licenses & Permits	2,801,550	2,927,000	2,534,000	2,719,000	2,759,000	(2)
Other	3,875,889	3,974,000	4,073,000	4,174,000	4,277,000	(3)
Total Revenues	34,563,411	36,706,000	37,769,000	39,432,000	40,997,000	
Expenditures: ⁽⁶⁾						
Personnel Services	26,764,177	28,277,000	29,663,000	31,121,476	32,848,000	(4)
Maintenance & Operations	5,604,175	5,912,000	6,064,000	6,402,000	6,761,000	
Capital Outlay	27,200	45,000	50,000	55,000	55,000	
Transfer to Other Funds	1,852,000	1,927,000	1,984,000	2,224,000	2,224,000	(5)
Total Expenditures	34,247,552	36,161,000	37,761,000	39,802,476	41,888,000	
Ending Fund Balance	\$6,052,699	\$6,597,699	\$6,605,699	\$6,235,223	\$5,344,223	

Notes:

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

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

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

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

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

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

(7) The General Fund Is a Major Fund.

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

Special Revenue Funds ⁽¹⁾

	2009-10	2010-11	2011-12	2012-13	2013-14	
Beginning Fund Balance	\$14,642,810	\$12,883,591	\$13,692,045	\$13,894,109	\$14,311,754	
Revenues: ⁽⁵⁾						
Taxes	8,757,019	9,352,000	9,511,000	9,769,000	10,111,000	
Charges for Services	7,966,800	8,637,800	8,467,800	8,635,800	8,864,800	
Fines and Forfeitures	275,000	300,000	300,000	300,000	300,000	
Special Grants	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000	(2)
Other	238,900	318,000	320,100	327,200	327,200	
Transfer From General Fund	1,852,000	1,927,000	1,984,000	2,224,000	2,224,000	
Transfer From Safety Impact Fee	60,000	60,000	60,000	60,000	60,000	
Total Revenues	22,749,719	24,194,800	24,242,900	24,916,000	25,487,000	
Expenditures: ⁽⁵⁾						
Personnel Services	14,020,644	14,409,338	15,087,530	15,673,190	16,070,666	(3)
Maintenance & Operations	3,022,272	3,142,100	3,259,000	3,383,000	3,503,200	
Debt Services	1,579,710	1,537,408	1,493,806	1,456,165	1,420,315	(4)
Capital Outlay	2,226,312	310,000	213,000	326,000	329,000	
Special Grants	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000	(2)
Repay General Fund Loan	0	327,500	327,500	0	0	
Transfer To Pension Liability Fund	60,000	60,000	60,000	60,000	60,000	
Total Expenditures	24,508,938	23,386,346	24,040,836	24,498,355	24,983,181	
Ending Fund Balance	12,883,591	13,692,045	13,894,109	14,311,754	14,815,573	

Notes:

(1) Special Revenue Funds include: retirement, pension liability, gas tax, sewer, refuse, park facilities, proposition A and C, asset forfeiture, business improvement area #1, AQMD, maintenance benefit assessment district, library tax, public safety augmentation, public safety impact fee, CERCLA liability, and grant funds. All Special Revenue Funds are Non-major Funds, with the exception of the special grants fund, which is a Major Fund.

(2) Special Grants include library grants, HUD CDBG and Home grants, Parks and Recreation grants, Police grants, Engineering grants, Transportation grants, Fire grants, and special grants.

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

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

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

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

Water Enterprise Fund ⁽¹⁾

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	
Beginning Fund Balance	\$5,294,466	\$8,129,160	\$10,579,860	\$11,456,160	\$5,725,160	
Revenues:						
Charges for Service	11,768,000	12,228,000	12,711,000	13,215,000	13,740,000	(2)
Financing	5,500,000	3,620,000	2,500,000	0	1,500,000	(3)
Settlement	120,000	100,000	100,000	100,000	100,000	
Grants/Reimbursement	1,170,000	286,000	250,000	250,000	250,000	
Total Revenues	<u>18,558,000</u>	<u>16,234,000</u>	<u>15,561,000</u>	<u>13,565,000</u>	<u>15,590,000</u>	
Expenditures:						
Water Administration	2,657,322	2,736,200	2,818,400	2,902,600	2,989,800	
Water Commercial	771,070	794,000	817,000	841,000	865,000	
Water Production	1,647,230	1,697,000	1,747,900	1,800,300	1,854,300	
Water Distribution	1,143,674	1,178,000	1,213,000	1,249,000	1,286,000	
Well #5 VOC	461,959	476,000	490,000	505,000	520,000	(4)
Well #12 VOC	779,259	803,000	827,000	852,000	878,000	(4)
Delta Perchlorate	258,320	263,000	268,000	273,000	278,000	(4)
Wells #1,3,10 VOC	407,836	420,000	433,000	446,000	459,000	(4)
Well #12 Dual Barrier	192,666	198,000	204,000	210,000	216,000	(4)
Well #15	139,336	144,000	148,000	152,000	157,000	(4)
Well #5 Perchlorate	131,475	186,000	192,000	192,000	192,000	(4)
Debt Services	547,659	988,100	1,187,100	1,507,100	1,507,100	(5)
Capital Projects - Water Main	350,000	800,000	1,276,000	1,750,000	2,100,000	
Capital Projects - Other	735,500	3,100,000	563,300	6,616,000	2,894,000	
Total Expenditures	<u>10,223,306</u>	<u>13,783,300</u>	<u>12,184,700</u>	<u>19,296,000</u>	<u>16,196,200</u>	
Ending Fund Balance	<u>\$13,629,160</u>	<u>\$10,579,860</u>	<u>\$13,956,160</u>	<u>\$5,725,160</u>	<u>\$5,118,960</u>	

Notes:

(1) Water Enterprise Fund consists of Water Operation Fund and Water Treatment Fund.

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

(3) Financing for water main projects.

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

(5) Debt Service Payments for \$2 million I-Bank Loan and water main financing.

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

Internal Service Funds

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	
Beginning Fund Balance	\$6,374,132	\$7,569,815	\$9,139,315	\$10,932,215	\$12,971,515	
Revenues: ⁽⁴⁾						
Interfund Charges	5,801,685	6,161,000	6,549,000	6,967,000	7,419,000	(1)
Total Revenues	<u>5,801,685</u>	<u>6,161,000</u>	<u>6,549,000</u>	<u>6,967,000</u>	<u>7,419,000</u>	
Expenditures: ⁽⁴⁾						
Personnel Services	1,475,965	1,551,000	1,628,000	1,710,000	1,796,000	(2)
Maintenance & Operations	2,812,837	2,782,500	2,862,100	2,943,700	3,028,300	
Capital Projects	317,200	258,000	266,000	274,000	282,000	
Total Expenditures	<u>4,606,002</u>	<u>4,591,500</u>	<u>4,756,100</u>	<u>4,927,700</u>	<u>5,106,300</u>	
Ending Fund Balance	<u><u>\$7,569,815</u></u>	<u><u>\$9,139,315</u></u>	<u><u>\$10,932,215</u></u>	<u><u>\$12,971,515</u></u>	<u><u>\$15,284,215</u></u>	

Notes:

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

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

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

**The Monterey Park
Community Redevelopment Agency
Summary Financial Projection**

Capital Projects and Debt Service Funds ⁽⁵⁾

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	
Beginning Fund Balance	\$29,238,052	\$32,656,419	\$39,520,493	\$47,418,253	\$56,864,268	
Revenues: ⁽⁴⁾						
Property Tax Increment	10,420,000	12,397,000	13,457,000	14,880,000	15,586,000	(1)
Other	882,000	1,761,747	1,931,478	2,259,000	2,259,000	
Total Revenues	11,302,000	14,158,747	15,388,478	17,139,000	17,845,000	
Expenditures: ⁽⁴⁾						
Personnel Services	1,894,221	1,989,400	2,088,700	2,193,600	2,304,300	(2)
Maintenance & Operation	388,229	396,100	404,800	413,500	422,300	
County Property Tax Admin Fees	145,470	152,000	160,000	168,000	176,000	
Debt Services	2,446,846	2,446,673	2,447,718	2,445,185	2,445,185	(3)
Capital Projects	375,000	0	0	0	0	
Contracted Services	868,533	894,200	920,900	948,800	977,900	
Pass-Through Payments	1,492,000	1,036,300	1,088,600	1,143,900	1,201,200	
Other Housing Projects	273,334	380,000	380,000	380,000	380,000	
Total Expenditures	7,883,633	7,294,673	7,490,718	7,692,985	7,906,885	
Ending Fund Balance	<u>\$32,656,419</u>	<u>\$39,520,493</u>	<u>\$47,418,253</u>	<u>\$56,864,268</u>	<u>\$66,802,383</u>	

Notes:

(1) 4% growth (2% from reassessment and 2% from ownership transfer). Amounts reflect on-going State ERAF transfers.

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

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

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

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

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*
- ❖ Improve public safety*
- ❖ Increase operational efficiency, visibility & availability*
- ❖ Ensure quality customer service*
- ❖ Promote economic development*
- ❖ 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*

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2009-2010**

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. Reserves Policy*
- 8. Capital Improvement Program Policy*
- 9. Investment Policy*
- 10. Debt Administration and Policies*
- 11. Grant Administration Policy*
- 12. Cost Accounting Application*
- 13. Article XIII B Appropriations Limit*
- 14. Source of Funds By Departments*

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2009-2010**

1. LEGAL REQUIREMENTS REGARDING ANNUAL BUDGET

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

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

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

2. BUDGETARY/ACCOUNTING BASIS

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

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

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

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

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

3. DESCRIPTION OF REPORTING ENTITIES

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2009-2010**

3. DESCRIPTION OF REPORTING ENTITIES (Continued)

Park Community Redevelopment Agency, the Monterey Park Public Financing Authority, and the Monterey Park Housing Authority.

The City of Monterey Park

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

The Monterey Park Community Redevelopment Agency

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

The Monterey Park Public Financing Authority

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

The Monterey Park Housing Authority

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

4. BUDGETARY FUND STRUCTURE

□ **Governmental Fund Types**

- General Fund – the general operating fund of the City. (Major Fund)
- 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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2009-2010**

4. BUDGETARY FUND STRUCTURE (Continued)

Taxes, Refuse, Sewer, Park Facilities, Proposition A, Proposition C, Asset Forfeiture, Business Improvement District #1, Air Quality, Maintenance District 1972 Act, Public Safety Impact, Public Safety Augmentation, Library Tax, CERCLA Liability, Pension Liability, and Grants Funds.

- Debt Service Funds – are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs. Debt Service Funds include Atlantic/Garvey Debt Service and Merged Project Debt Service.
- Capital Projects Funds – are used to account for financial resources to be used for the acquisition, construction or repair of capital facilities other than those financed by Proprietary Funds. Capital Projects Funds include Atlantic/Garvey Capital Project, Merged Capital Project, and Housing Funds.

□ **Proprietary Fund Types**

- Water Operation Fund – is used to account for water operations that are financed and operated in a manner similar to private business enterprises.
- Water Treatment Fund – is used to account for water treatment activities that are financed and operated in a manner similar to private business enterprises.
- Internal Service Funds – are used to account for the financing of services provided by one department to the other departments of the City on a cost-reimbursement basis. Internal Service Funds include Auto Shop, Separation Benefits, Workers' Compensation, Technology/Communications, and General Liability Funds.

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

5. GENERAL MANAGEMENT AND BUDGET POLICIES

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2009-2010**

5. GENERAL MANAGEMENT AND BUDGET POLICIES_(Continued)

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

6. REVENUE POLICY

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2009-2010**

6. REVENUE POLICY (Continued)

- 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. RESERVES POLICY

- Unreserved, undesignated General Fund fund balance will be maintained at 10% of the General Fund annual operating budget.
- An Economic Uncertainty Reserve Account will be appropriated annually to compensate in the event an economic downturn causes revenues to come in lower than budget. This reserve is established at 2% of the ongoing general fund revenues. The funding of this account will be reviewed each year during the midyear fiscal review.
- A reserve for future Capital Projects account should 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.
- An Equipment Replacement Reserve account will be maintained to fund future equipment replacement. The City Manager will analyze the adequacy of this reserve annually and recommend adjustments as required to the City Council.
- The City will maintain adequate reserve to fund annual paid and committed claims in the General Liability Fund and Workers Compensation Fund, scheduled vehicle maintenance and replacement in the Auto Shop Fund, accrued leave liability in the Separation Benefit Fund, and technology and telephone replacement in the Technology/Data Processing Fund.

8. CAPITAL IMPROVEMENT PROGRAM POLICY

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2009-2010**

8. CAPITAL IMPROVEMENT PROGRAM POLICY (Continued)

improvements.

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

9. INVESTMENT POLICY

- This Statement is intended to provide guidelines for the prudent investment of the City's temporary idle cash and outline the policies for maximizing the efficiency of the City's cash management system. The ultimate goal is to enhance the economic status of the City while protecting its pooled cash.
- The policy shall direct the investment of the City's temporarily idle monies for all funds, including the general fund, special revenue funds, debt service funds, trust and agency funds, and proprietary funds. Employee deferred compensation, pension, and bond reserves are not managed by the City and are not subject to the City's Investment Policy.
- Criteria for selecting investments and the order of priority are: Safety, Liquidity, and Yield.
- The Policy provides for the creation of a Treasury Committee ("The Committee"). The Committee is comprised of the City Treasurer, the City Manager, the Director of Management Services and the Financial Services Manager.
- 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2009-2010**

9. INVESTMENT POLICY (Continued)

- The Treasury Committee shall maintain an approved list of primary security dealers and brokers and government sponsored investment pools. The Committee will review and amend the approved list periodically to ensure that the institutions continue to meet the selection criteria.
- Purchases of investments shall, whenever practical, be made directly from the issuer, from a member of a Federally regulated securities exchange, from a national or state chartered bank, or from a brokerage firm.
- Only commercial banks and savings and loan associations that demonstrate financial strength and are insured by the federal government may be selected to provide investment services.
- Only primary dealers registered with the Federal Reserve Bank of New York shall be used for Broker/Dealer instrument transactions.
- Other financial institutions shall be selected using the following selection criteria: financial strength, reputation, area of expertise and ability to conform to the City and state mandated investment parameters.
- All transactions described above shall be executed on a delivery versus payment basis. The custodian shall hold assets until the investments mature or the bank receives a request from the City to dispose of the securities.
- Maturities of investment instruments in the portfolio shall be staggered as much as practical and shall be consistent with projected cash requirements.
- All forecasted operating requirements shall be satisfied by maintaining an adequate level of liquidity in the portfolio.
- Within the parameters established by Section III., Investment Selection Criteria, and Section VI., Allowable Investments, investments should be diversified by security type and institution.
- The Annual Investment Report shall provide a summary of the year's investment activities and shall include a proposed statement of Investment Policy to be approved by the City Council during the first sixty days of the fiscal year.
- 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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2009-2010**

9. INVESTMENT POLICY (Continued)

deviations from expectation are reported in a timely and accurate fashion and appropriate action is taken to control adverse developments.

- As part of the City's annual audit, the City's external auditor shall review the City's investment activities to ensure compliance with the Investment Policy.
- At the direction of the City Treasurer, the City's Investment Policy shall be reviewed and updated annually by the Committee to reflect changes in the California State Codes, general market conditions or to provide further clarification of the City's policies. The Investment Policy shall be adopted by the City Council annually.

10. DEBT ADMINISTRATION AND POLICIES

**(A) COMPUTATION OF LEGAL DEBT MARGIN
(Fiscal Year 2009-2010)**

Total Assessed Value of all Real and Personal Property	\$	5,322,844,062
Debt Limit Percentage		15%
 Total Debt Limit		 798,426,609
Amount of Debt Applicable to Debt Limit		-
 Legal Debt Margin	 \$	 798,426,609

(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, 2009, 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2009-2010**

- 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

<u>Fund</u>	<u>Type of Debt</u>	<u>Description</u>	<u>Fiscal Year 2008-09</u>	<u>Fiscal Year 2009-10</u>
<u>City</u>				
0060	Lease Purchase	2004 LaSalle Equipment & Vehicles	152,737	
0160		(Final date: 3/2009)	7,463	
			<u>160,200</u>	
0071	Lease Purchase	Police CAD/RMS System	35,151	32,996
0192		(Final date: 6/2021)	130,718	132,873
			<u>165,869</u>	<u>165,869</u>
0060	Lease Purchase	Fire Ladder Truck	80,292	
		(Final date: 5/2009)		
0092	Loan	I-Bank La Loma/Highland Reservoirs	115,630	115,459
		(Final date: 8/2030)		
0092	Loan	I-Bank Water Main Replacement	188,482	188,045
		(Final date: 2/2021)		
0092	Lease Purchase	Water System Retrofit Program	82,273	
		(Final date: 12/30/08)		
0093	Lease Purchase	SGVMWD Well #5 VOC Treatment Plant	73,369	73,368
		(Final date: 9/2009)		

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2009-2010**

<u>Fund</u>	<u>Type of Debt</u>	<u>Description</u>	<u>Fiscal Year 2008-09</u>	<u>Fiscal Year 2009-10</u>
<u>City</u>	(Cont'd)			
0093	Lease Purchase	SGVMWD Treatment Plant Financing (Final date: 9/2015)		170,000
0131	Library Note	Library Expansion Project (Final date: 6/2018)	383,196	383,196
0169	Note	HUD Section 108 (Final date: 8/2022)	535,336	539,911
0012	Bonds	Pension Obligation Bonds (Final date: 6/2034)	<u>1,047,841</u>	<u>1,546,714</u>
		City Total	\$2,832,488	\$3,182,560
 <u>Community Redevelopment Agency</u>				
0815	Bonds	2002 Atlantic/Garvey Tax Increment Bonds (Final date: 3/2026)	1,675,838	1,673,400
0825	Bonds	1998 Merged Tax Increment Bonds (Final date: 3/2028)	<u>777,725</u>	<u>773,446</u>
		CRA Total	\$2,453,563	\$2,446,846
		Grand Total	<u>\$5,286,051</u>	<u>\$5,629,406</u>

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2009-2010**

11. GRANT ADMINISTRATION POLICY

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

Grant Application:

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

Expending the Grant Funds:

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

Grant Compliance:

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2009-2010**

12. COST ACCOUNTING APPLICATION

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

Indirect Cost Allocation Plan

Indirect costs are costs that cannot be practically assigned to any particular department and/or division, but are necessary for the functioning of the City as a whole. Most of the City's indirect costs are either for general administrative support or facilities maintenance.

Each year, the City updates its Indirect Cost Allocation Plan according to OMB Circular A-87 to establish the indirect costs. The City's current Indirect Cost Rates are as follows:

<u>Operating Units</u>	<u>Indirect Cost Rates</u>
Development Services	17.41%
Police	9.67%
Fire	5.70%
Public Works	26.08%
Library	51.32%
Recreation and Parks	34.68%
Proposition A	28.90%
Water Utility	8.27%
Community Redevelopment Agency	6.91%
Community Development Block Grant	9.88%
Refuse Collections	4.36%
City Manager/City Council	31.84%

Internal Services Charges

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2009-2010**

12. COST ACCOUNTING APPLICATION (Continued)

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

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

I. Background and Calculations

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

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

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

Derivation of the 2009-2010 Gann Appropriations Limit follows:

FISCAL YEAR 2009-2010 ARTICLE XIII B APPROPRIATIONS LIMIT

A. 2009-10 Appropriations Limit:

2008-09 Adopted Limit	\$63,133,264
x Annual Adjustment Factors:	
Change in CA Personal Income	1.0062%
Change in Population	1.0109%
	<u>1.01716758</u>
2009-10 Appropriation Limit	\$64,217,109

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

2009-10 Preliminary Budget Total	\$71,918,213
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**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2009-2010**

FISCAL YEAR 2009-2010 ARTICLE XIII B APPROPRIATIONS LIMIT (Continued)

Less Exclusions:		
Non-Proceeds of Taxes	42,618,629	
Appr. from Reserves	<u>631,946</u>	<u>(43,250,575)</u>
Budget Appropriations Subject to Limit		\$28,667,638
Amount Under Legal Limit		\$35,549,471

ARTICLE XIII B APPROPRIATIONS LIMIT (GANN APPROPRIATIONS LIMIT)

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 55% 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 2009 - 2010**

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

Fund Codes:

General:

G-General.

Special Revenues:

RE-Retirement, GT-Gas Tax, S-Sewer, R-Refuse, Prop A-Proposition A, Prop C-Proposition C, MBA-Maintenance Benefit Assessment, LT-Library Tax, O-Others (Pension Liability, Park Facilities, Asset Forfeiture, Business Improvement Area #1, Air Quality Improvement, Public Safety Augmentation, Public Safety Impact Fee, CERCLA Liability, and grant funds).

Redevelopment Agency:

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

Proprietary:

W-Water, I-Internal Service (Workers Comp., Separation Benefits, Motor Pool, Technology, and General Liability).

**CITY OF MONTEREY PARK
BUDGET PREPARATION PROCESS AND CALENDAR
FISCAL YEAR 2009-2010**

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 2009-2010 budget follows.

October /January	Work began on the 2008-2009 Midyear Budget Review Report. The Midyear Report, including a comprehensive Long Term Financial Plan, established preparatory guidelines for the 2009-10 Budget. It contains estimations of budgetary outcomes as well as discussion of important financial issues facing the City, many of which are reproduced in the Budget document. Also included are current and future year revenue estimations as developed in cooperation with City Departments, the updated Five-Year Financial Forecast, and the planned Five-Year Capital Improvement Program.
February	The completed 2008-2009 Midyear Review Report with long-range planning forecasts was distributed to the City Council, Staff, and the general public for consideration. Jointly, the critical issues were identified, specific goals and objectives were developed to meet the overall goal of the community. Based on community priorities, the Management Services Department developed and allocated resources for each activity. Budget targets, together with other materials requisite to the budgeting process, were distributed to departments for assembly of budget proposals to fund their activity Action Plans. Budget Kick-Off meeting was held on February 24, 2009.
March	It's the Budget preparation month and proposal submission deadline was scheduled on March 24 th .
April	City Manager's proposal review meetings with department representatives and Management Services Department Director and Financial Services Manager. Departments were requested to submit a 5% budget reduction plan to address potential further budget cuts.
May	Following department proposal revisions, the City Manager's proposed budget, reflected both external and internal expectations, was assembled and published for City Council consideration during the final week of May.
June	City Council public hearing meetings were conducted during the fourth week of June. In addition to a request of additional cuts, the City Council passed an interim budget contingent on the passage of the State of California 2009-10 Fiscal Budget.
August	City Council resumed public hearing meetings and adopted the 2009-10 Budget on August 24 th .
September	Publication of 2009-2010 Budget.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

General Funds \$49,679
 Retirement Fund \$2,200
 Refuse Fund \$13,940
 Water Fund \$13,940
 CRA Fund \$44,878

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$93,785	\$95,271	\$96,505	\$108,637	\$108,637
SERVICES & SUPPLIES	21,728	16,000	20,700	16,000	16,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$115,513	\$111,271	\$117,205	\$124,637	\$124,637
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.00	5.00	5.00	5.00	5.00

Program Description

The City Council is the legislative and policy-making body for the City of Monterey Park. The Council Members are elected at-large for four-year, overlapping terms of office. The Mayor, who is selected during each Council reorganization, presides over all Council meetings and is the ceremonial head of the City for official functions.

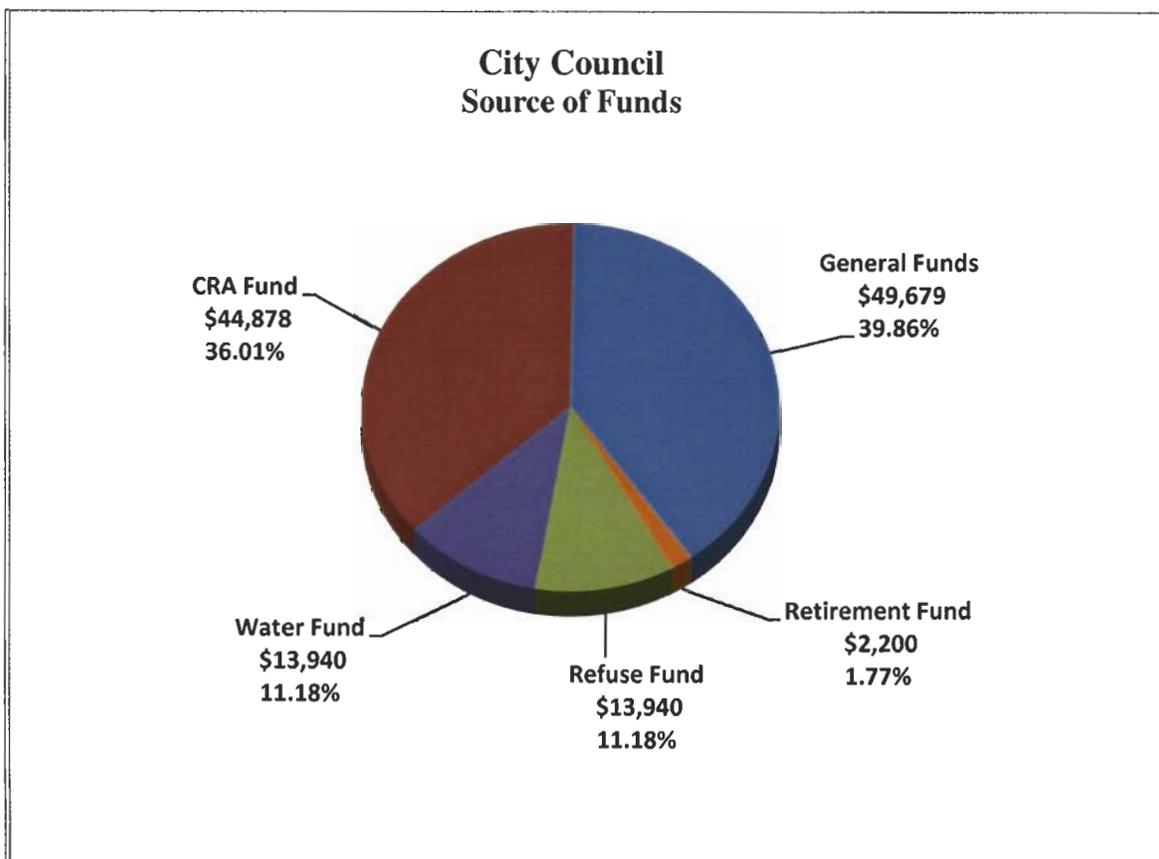
The City Council is responsible to the electorate for keeping pace with changing community needs; for establishing the quality of municipal services and the community environment; for promoting confidence in local government through open conduct of public affairs; and for encouraging constructive citizen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

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

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Office Supplies category (#21000) includes costs for paper and office materials.
2. Miscellaneous category (#39000) reflects costs associated with printing and duplicating services such as the City Council agendas.



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11100 Elective Salaries	\$33,685	\$32,400	\$32,400	\$32,400	\$32,400
TOTAL	\$33,685	\$32,400	\$32,400	\$32,400	\$32,400
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,548	\$2,663	\$1,850	\$1,980	\$1,980
12300 Medical Insurance	47,742	48,537	50,984	61,840	61,840
12350 Medicare Insurance	455	451	451	451	451
12400 Dental Insurance	4,590	4,808	4,808	5,410	5,410
12600 Retirement	4,832	5,480	5,040	5,460	5,460
12950 Vision Plan	933	932	972	1,096	1,096
TOTAL	\$60,100	\$62,871	\$64,105	\$76,237	\$76,237
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,999	\$3,300	\$5,600	\$3,500	\$3,500
22000 Operating Supplies	7,301	4,600	7,500	4,500	4,500
33000 Motor Pool Charges	1,153	1,100	1,100	1,000	1,000
39000 Miscellaneous	9,275	7,000	6,500	7,000	7,000
TOTAL	\$21,728	\$16,000	\$20,700	\$16,000	\$16,000
GRAND TOTAL	\$115,513	\$111,271	\$117,205	\$124,637	\$124,637

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Council

General Fund \$1,100

ACTIVITY: Citizen Comm./Committees

ACTIVITY NO.: 1107

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	2,687	3,100	3,100	1,100	1,100
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,687	\$3,100	\$3,100	\$1,100	\$1,100
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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

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

DESCRIPTION OF COMMISSIONS

Art and Culture Commission

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

Beautification Committee

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

Business Improvement District Advisory Committee

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

Commission on Aging

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

Community Relations Commission

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

Design Review Board

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

Economic Development Advisory Committee

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

Environmental Commission

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

Historical Heritage Commission

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

Library Board of Trustees

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

Modification Committee

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

Personnel Board

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

Planning Commission

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

Recreation and Parks Commission

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

Sister Cities Commission

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

Traffic Commission

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

Youth Advisory Board

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

COMMISSION/COMMITTEE HIGHLIGHTS

- The Art and Culture Commission hosted successful events in the City to promote Art and Culture, including Artist of the Month, two Hollywood Bowl Field Trips Artisan Fair and holiday home decorating contest. Hosted a special movie screening of the movie “To Live” at the Library and had a special question and answer segment with the film producer. Over 120 persons attended the screening.
- The Beautification Committee honored fifteen (15) homeowners with Beautification Awards. The Committee continues to tour remaining areas of the city every other month to select Beautification Award Winners to be commended by the City Council.
- The BIDAC upgraded electrical power on Garvey, Garfield, Russell & Nicholson, Ramona and McPherrin to allow for appropriate lighting, purchased the remaining half of rope lights for the palm trees, and replaced lamp post rods. BIDAC successfully executed the 2009 Lunar New Year Celebration Festival, continued with the Farmers Market and awarded the Business Anniversary Awards to businesses in the downtown celebrating their 5th, 10th, 15th, and 20th anniversary.
- The Commission on Aging developed rules and guidelines that were adopted as department policy for the new Langley Center Marquee. (Outdoor bulletin board). Along with the Friends of Seniors Inc., sponsored the Mother’s Day Senior Luncheon, to provide a special lunch for 400 seniors.
- The Community Relations Commission organized the annual Harmony Festival, six events that celebrate the multi-cultural character of Monterey Park. The Commission hosted the annual gathering of all commissions called the “Commissioner Mixer” which was well attended. The Commission is responsible for annually reviewing the City’s efforts in regards to providing multi-lingual communications with its culturally diverse community members.
- The Economic Development Advisory Committee has been engaged in discussions that cover several areas. The main areas of discussion were the review of the old 1995 Economic Strategic Plan in preparation for the creation of a new and updated Economic Development Strategic Plan; the monitoring of construction and the retail leasing space at Atlantic Time Square; the monitoring of other redevelopment projects; the tour bus parking issue; and the relocation of the Farmers Market.
- The Environmental Commission worked closely with the San Gabriel Valley Municipal Water District (SGVMWD) to promote water conservation through school outreach and the 2010 Calendar Art Contest – “Save the Drops.” To assist in the reduction of single-use plastic bags, the Commission reviewed legislation and explored programs that would be most effective in encouraging the community to carry reusable shopping bags.

- The Historical Heritage Commission successfully completed a Historical Landmark Photo contest to help promote and recognize the City's Historic Landmarks. Working with the Historical Society on an application to recognize Garvey Ranch House as a State Historic landmark.
- The Library Board reviewed and revised the policies in light of being in a newly expanded and renovated library in order to make the library a "Family Friendly Place." They continued to work with the Monterey Park Library Foundation to raise funds for the library. They have selected an artist to do a mural over the main entrance to the library.
- The Personnel Board has considered and approved modifications to various class specifications to update the duties, responsibilities and required knowledge, skills and abilities required to successfully perform the essential functions of the position; and reviewed and considered reclassification requests pursuant to provisions of the municipal code.
- The Recreation and Parks Commission conducted in depth study and held a public hearing on proposed cell towers at two City Parks. Over 100 residents provided input at the public hearing. Assist the staff in preparing the new City Policy regarding fees for the rental of City Facilities, for non-profit, community groups and the general public.
- The Sister Cities Commission hosted the Mardi Gras 2009. This occasion allows people from all diverse cultures to come together to better understand different traditions and customs. The proceeds from the event were utilized to provide seven laptop computers for the City's Emergency Operations Center.
- The Traffic Commission continued to review citizen's traffic concerns, including but not limited to those relating to the orderly flow of traffic throughout the City and to address citizen complaints about traffic related problems.
- The Youth Advisory Board hosts the annual Crystal Youth Awards program.
- The Modification Committee approved several modifications and alternate methods of design and construction for the North Atlantic Times Square project. These modifications and alternate methods afforded the project flexibility to achieve desirable features without compromising building safety.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: Citizen Comm./Committees

ACTIVITY NO.: 1107

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SERVICES & SUPPLIES					
21000 Office Supplies	\$11	\$200	\$200	\$0	\$0
22000 Operating Supplies	2,000	2,000	2,000	1,000	1,000
39000 Miscellaneous	676	900	900	100	100
TOTAL	\$2,687	\$3,100	\$3,100	\$1,100	\$1,100
GRAND TOTAL	\$2,687	\$3,100	\$3,100	\$1,100	\$1,100

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

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

General Fund \$20,204
 Refuse Fund \$6,772
 Water Fund \$9,674
 Prop C Fund \$1,634

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	71,656	35,017	33,447	38,284	38,284
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$71,656	\$35,017	\$33,447	\$38,284	\$38,284
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

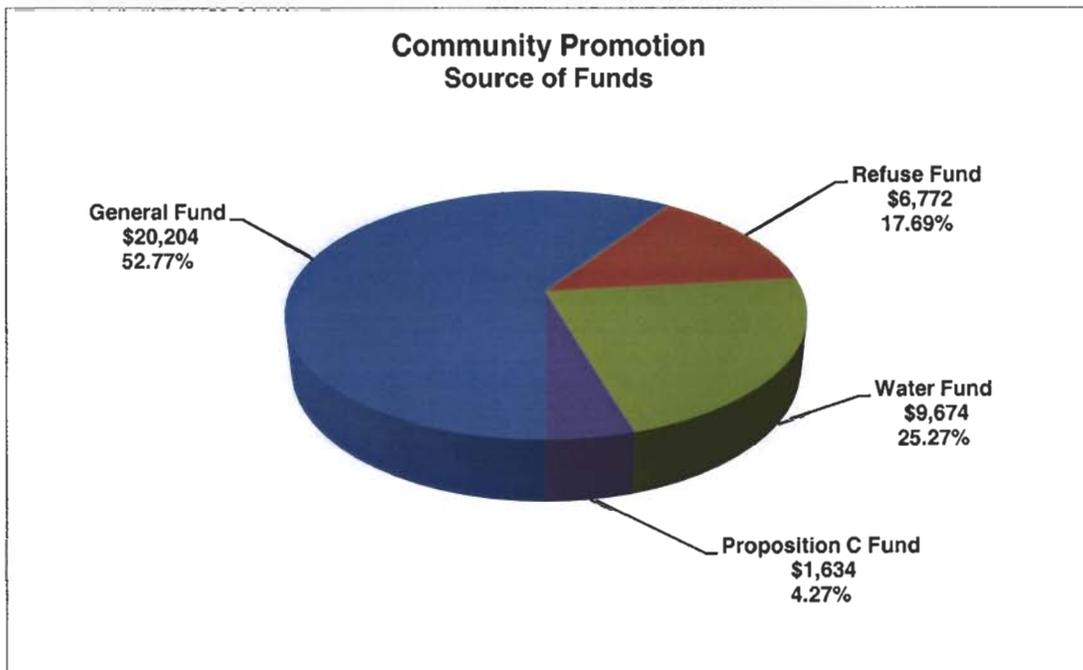
Program Description

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

Organizations	<i>Amount</i>
Independent Cities Association	\$2,761
League of California Cities	18,440
League of California Cities – Los Angeles County Division	1,214
Southern California Association of Governments	5,629
San Gabriel Valley Council of Governments	5,000
California Contract Cities Association	3,640
	<u>\$36,684</u>

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) displays the elimination of funding for lobbyist services regarding legislative issues.
2. Miscellaneous category (#39000) includes City memberships in various para-governmental organizations.



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: Community Promotion

ACTIVITY NO.: 1110

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$500	\$500	\$100	\$100
22000 Operating Supplies	3,119	2,000	2,000	1,500	1,500
31000 Contracted Services	37,543	0	0	0	0
39000 Miscellaneous	30,994	32,517	30,947	36,684	36,684
TOTAL	\$71,656	\$35,017	\$33,447	\$38,284	\$38,284
GRAND TOTAL	\$71,656	\$35,017	\$33,447	\$38,284	\$38,284

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Council

SOURCE OF FUNDS:

ACTIVITY: Business Improvement Area No.1

Business Improvement District Fund \$45,000

ACTIVITY NO.: 1111

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	48,994	84,180	60,000	45,000	45,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$48,994	\$84,180	\$60,000	\$45,000	\$45,000
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

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

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

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

<u>Business Activity</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>
Retail	29%	24%	14%
Services	26%	28%	30%
Professional	18%	20%	17%
Restaurant	6%	5%	5%
Commercial Rentals	16%	16%	23%
Other (Hotel, Laundromat, Manufacturers, Misc.)	5%	7%	11%

PROGRAM MEASUREMENTS

	<u>Actual 2007-08</u>	<u>Estimated 2008-09</u>	<u>Projected 2009-10</u>
Sales Tax from BID	\$262,423	\$265,058	\$267,708

2009-2010 GOALS AND OBJECTIVES

The goals for 2009-10 reflect the City Council's approval of the BID's Annual Report and renewal of assessments in December 2008.

1. Focus on workshops and information dissemination to benefit small businesses. Workshops will be coordinated with the Chinatown Service Center focusing on regulations, compliance, business opportunities, and better business practices.
2. Develop events and conduct marketing and promotion of the BID area.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Sponsored the 2009 Lunar New Year Celebration Festival. Again, the Festival was considered a great success in terms of visitor turnout, logistics, passing of inspections, and organization.
2. Partnered with the Chinatown Service Center to hold four (4) workshops to benefit businesses in the BID as well as Citywide.
3. Changed the palm tree lighting in the downtown area to LED lighting for energy savings. Also upgraded the electrical requirements for the medians and banner poles to accommodate the Christmas decorations.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

<u>Contractual Services</u>	<u>2008-09</u>	<u>2009-10</u>
Administration	\$ 6,080	\$ 5,000
Promotions	\$ 7,000	\$ 3,900
New Holiday Decorations	\$ 9,000	\$ 5,000
Decoration Installation	\$ 3,500	\$ 7,500
Public Facilities Account	\$ 10,000	\$ 10,000
Sidewalk Cleaning	\$ 13,600	\$ 13,600
2009 Chinese New Year Festival	\$ 15,000	\$ 0
<u>BID Expansion</u>	<u>\$ 20,000</u>	<u>\$ 0</u>
Total	\$ 84,180	\$ 45,000

The BID has decided to postpone working on a BID Expansion till the Economic Strategy Plan has been produced.

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: Business Improvement Area No.1

ACTIVITY NO.: 1111

<u>Classification</u>	<u>Actual 2007/2008</u>	<u>Adopted 2008/2009</u>	<u>Year-End Estimated 2008/2009</u>	<u>Proposed 2009/2010</u>	<u>Adopted 2009/2010</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$48,994	\$84,180	\$60,000	\$45,000	\$45,000
TOTAL	\$48,994	\$84,180	\$60,000	\$45,000	\$45,000
GRAND TOTAL	\$48,994	\$84,180	\$60,000	\$45,000	\$45,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$162,524
 Retirement Fund \$16,000
 Refuse Fund \$79,294
 Water Fund \$85,288
 CRA Fund \$140,171

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$448,272	\$518,670	\$522,044	\$460,077	\$460,077
SERVICES & SUPPLIES	23,011	25,380	25,380	23,200	23,200
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$471,283	\$544,050	\$547,424	\$483,277	\$483,277
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	5.00	5.00	5.00	5.25	5.25

Program Description

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

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

- Provide useful and timely data to the City Council and Community Redevelopment Agency Board so that alternatives are considered and decisive policy action is taken to accommodate changing needs and conditions without crisis and without interruption in services.
- Oversee an aggressive program of resource development that results in measurable increases in the productivity of City operations each year, procurement of available grant funds to achieve special projects, and new commercial and industrial development that expands the economic base of the City.

PROGRAM MEASUREMENTS

Service Request Tracking System

	<u>FY2007-2008</u>	<u>FY2008-2009</u>	<u>FY2009-2010</u>
Constituent Requests	2,050	1,100	1,500
Suggestion Boxes (Lobby and Internet)	21	10	15
Employee Requests	2,013	3,350	3,500

Citizen Questionnaires

Citizen Questionnaires Sent	257	200	200
Number of Questionnaire Received	71	60	60

Breakdown Regarding Service (FY 2008-2009)

<u>EXCELLENT</u>	<u>VERY GOOD</u>	<u>SATISFACTORY</u>	<u>IMPROVEMENT NEEDED</u>
42%	30%	1%	27%

2009-2010 GOALS AND OBJECTIVES

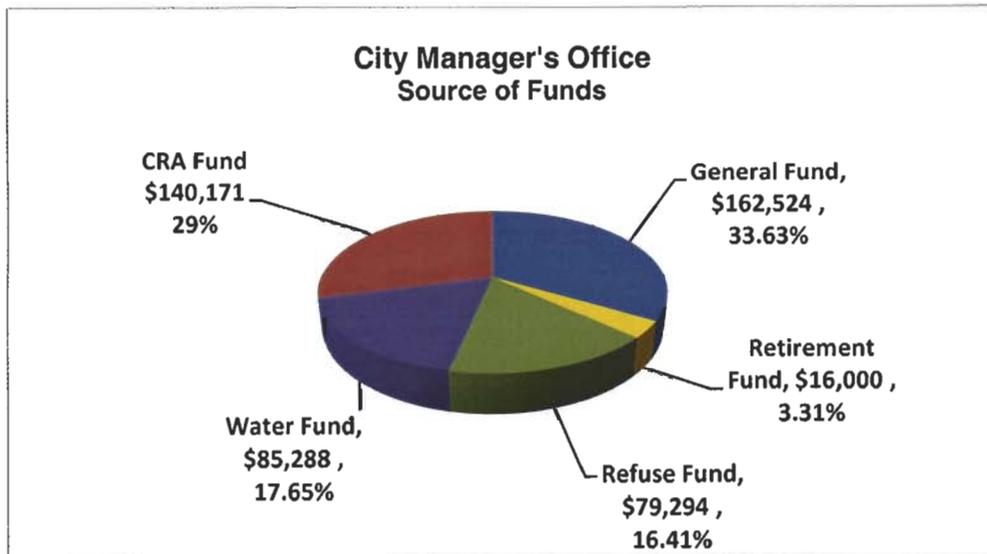
1. Continue working on various Redevelopment Projects including Garvey Villas, Cascades-Market Place, Towne Centre Development and Atlantic Times Square.
2. Continue the effort with the City Council to push for funding and feasible alternatives in completing the extension of the 710 Freeway to Pasadena.
3. Strive to improve the operational effectiveness and efficiency of the City and continue working towards improving the quality of City Services to maintain a high level of customer service.
4. Complete remediation and two 90-day EPA review periods for the Cascades Market Place.

2008-2009 MAJOR ACCOMPLISHMENTS

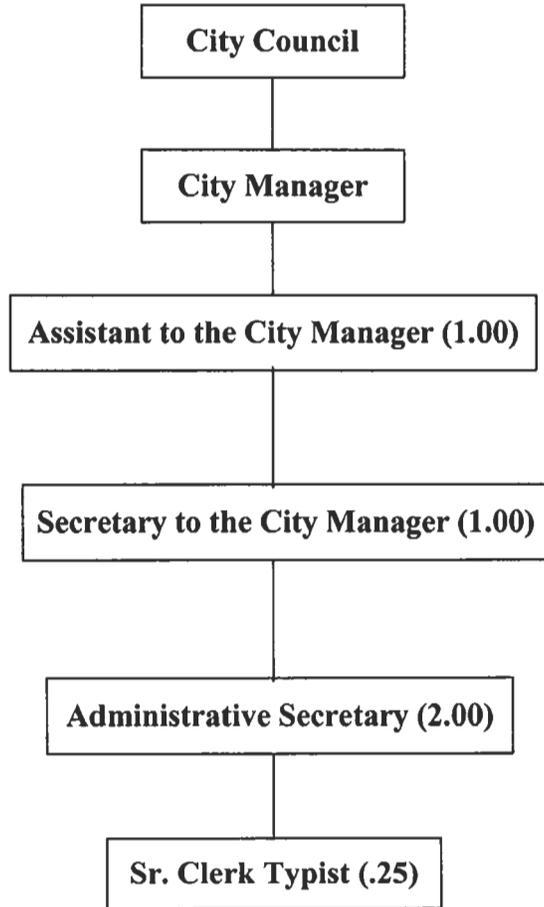
1. The 200,000 square foot/200 condo/14 screen commercial mixed-use Atlantic Times Square Development Project at Atlantic Boulevard and Hellman Avenue has completed the shoring and foundation for the underground parking structure. Construction has begun on the retail portion of this project. This development will be the largest commercial project ever built in Monterey Park. It is scheduled for completion at the end of December 2009.
2. The land acquisition of the private property has been completed for the Monterey Park Towne Centre Project located at the southeast corner of Garvey and Garfield Avenues. This project, which will be the most extensive commercial/condominium mixed-use development in the downtown area, is projected to have over 70,000 square feet of commercial space as well as 109 residential condominium units. Groundbreaking is expected to begin 2009-2010.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (#11200...) reflects the elimination of 0.75 FTE in Management Analyst and salaries freeze for Executive and Confidential Units.
2. Communication category (#32000) includes Technology internal service charges, \$8,802 and postage, \$198.
3. Miscellaneous category (#39000) reflects costs associated with printing and duplication services \$300, dues and memberships \$1,700.



City Manager's Office Organization Chart



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$281,085	\$319,670	\$319,670	\$327,982	\$327,982
11300 Part Time Salaries	65,902	79,507	74,749	27,870	27,870
11400 Overtime Salaries	3,726	1,928	1,928	1,434	1,434
11500 Separation Benefits	18,080	17,357	17,357	19,093	19,093
TOTAL	\$368,793	\$418,462	\$413,704	\$376,379	\$376,379
EMPLOYEE BENEFITS					
12200 Life Insurance	\$689	\$978	\$978	\$720	\$720
12300 Medical Insurance	19,873	34,032	34,032	19,910	19,910
12350 Medicare Insurance	4,952	5,792	5,792	5,264	5,264
12370 Part Time Retirement	518	810	0	0	0
12400 Dental Insurance	1,398	2,352	2,352	1,750	1,750
12500 Workers Compensation	1,509	1,584	1,584	1,663	1,663
12600 Retirement	47,647	50,394	59,336	51,000	51,000
12900 Long Term Disability	2,338	3,410	3,410	2,799	2,799
12950 Vision Plan	555	856	856	592	592
TOTAL	\$79,479	\$100,208	\$108,340	\$83,698	\$83,698
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,629	\$4,260	\$4,260	\$3,500	\$3,500
22000 Operating Supplies	1,341	1,890	1,890	1,800	1,800
31000 Contracted Services	4,707	2,000	2,000	2,000	2,000
32000 Communications	6,964	9,155	9,155	9,000	9,000
33000 Motor Pool Charges	447	400	400	400	400
37000 Leases & Rentals	2,547	3,700	3,700	2,500	2,500
38000 R/M Contractual	2,045	2,100	2,100	2,000	2,000
39000 Miscellaneous	1,331	1,875	1,875	2,000	2,000
TOTAL	\$23,011	\$25,380	\$25,380	\$23,200	\$23,200
GRAND TOTAL	\$471,283	\$544,050	\$547,424	\$483,277	\$483,277

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Manager
ACTIVITY: Community Transportation
ACTIVITY NO.: 1202

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Year-End</u> <u>Estimated</u> <u>2008-09</u>	<u>Proposed</u> <u>2009-10</u>	<u>Adopted</u> <u>2009-10</u>
PERSONNEL COST	\$127,656	\$139,058	\$97,870	\$36,000	\$36,000
SERVICES & SUPPLIES	1,172,883	1,167,460	1,170,796	1,174,300	1,174,300
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,300,539	\$1,306,518	\$1,268,666	\$1,210,300	\$1,210,300
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 1.00	 1.00	 1.00	 0	 0

Program Description

This activity provides for the local, fixed-route bus system, coordination for regional transit service, recreation outings for youth, senior citizens and residents, and the Employee Transportation Program for City employees. The transportation program supports programs that provide mobility to meet work, school, medical, shopping, recreational, cultural, and social needs, and other transportation-related projects to enhance the quality of life for the community.

The objectives 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 for regional bus service.
- Work with outside agencies to improve regional transportation services.
- Establish and maintain a transportation infrastructure that 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, reduce the demand on employee parking at City Hall, and coordinate travel arrangements to meet individual needs.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
Grant Funding			
MTA National Transit Data Reporting Funds	\$116,895	\$110,498	\$115,000
Fixed-Route Transit:			
Total Passengers	448,372	448,558	450,000
Passenger per Revenue Service Hour*	24.05	24.05	24.05
Cost per Passenger	\$2.68	\$2.70	\$2.70
Specialized Recreational Trip Passengers:			
Youth Summer	276	154	300
School Year	200	200	200
Hollywood Bowl	145	145	165
Senior Citizen	270	350	300
Employee Transportation Program:			
Average Vehicle Ridership	1.19	1.25	1.30
% of Employees Ridesharing	26%	28%	30%

*Audited FY 2007/08 data of similar local, fixed-route bus services is provided for comparison purposes.

Alhambra	31.57
Baldwin Park Transit	11.62
El Monte	27.45
East LA Shuttle (El Sol)	36.22
Pasadena ARTS Bus	27.15
West Covina	8.72

2009-2010 GOALS AND OBJECTIVES

1. Tap into federal economic stimulus money to improve transit service for the community.
2. Advocate for the eastside Gold Line extension alternative that would serve Marketplace.
3. Implement the restructuring plan for the Spirit Bus System and evaluate its effectiveness.

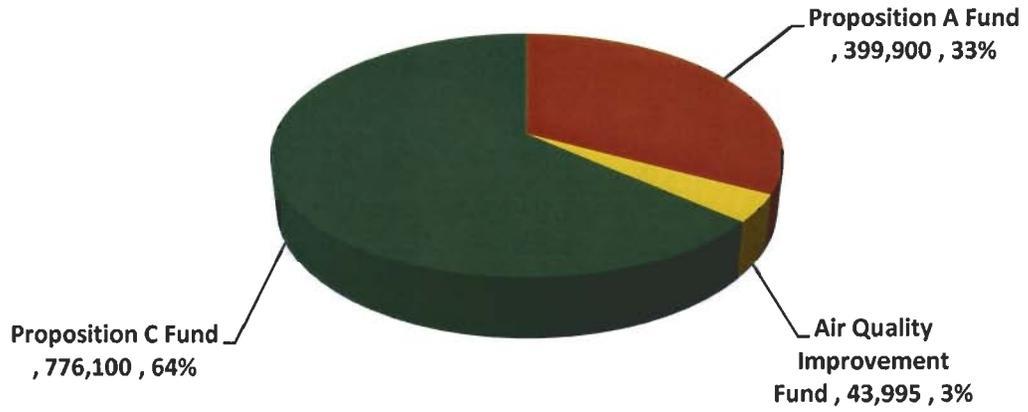
2008-2009 MAJOR ACCOMPLISHMENTS

1. Completed a transit restructuring study to improve efficiency of the bus system.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (#11......) reflects the elimination of the Transportation Program Manager position. Duties and responsibilities are transferred to the Public Works Department and Assistant to the City Manager.
2. Contracted Services category (#31000) includes recreational transportation services for city-sponsored events and the operation of the Spirit Bus system.
3. Motor Pool Charges category (#33000) includes \$500 for Conferences & Seminars for transit development and \$4,000 for Community Shuttle Service to the West San Gabriel Valley YMCA.
4. Advertising category (#34000) includes \$7,500 for the July 4th fireworks.
5. Miscellaneous category (#39000) includes \$5,500 for Printing/Duplicating and \$30,695 for Dues/Memberships.
6. Other Agency Services category (#41000) pays for the City's contribution to the California State University, Los Angeles (CSULA) Metrolink Joint Powers Authority (JPA) for operating and maintaining the facility.
7. Miscellaneous Financial Services category (#44000) includes \$108,000 for indirect overhead costs and \$75,000 for City's contribution to the General Liability Fund.

Community Transportation Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: Community Transportation

ACTIVITY NO.: 1202

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$68,581	\$75,864	\$22,764	\$0	\$0
11300 Part Time Salaries	0	0	19,323	0	0
11400 Overtime Salaries	0	0	238	0	0
11500 Separation Benefits	3,616	4,339	2,531	0	0
11700 Rideshare Incentives	35,724	36,000	40,900	36,000	36,000
TOTAL	\$107,921	\$116,203	\$85,756	\$36,000	\$36,000
EMPLOYEE BENEFITS					
12200 Life Insurance	\$120	\$180	\$45	\$0	\$0
12300 Medical Insurance	5,081	8,004	4,590	0	0
12350 Medicare Insurance	1,005	1,100	666	0	0
12400 Dental Insurance	355	557	139	0	0
12500 Workers Compensation	97	101	59	0	0
12600 Retirement	12,697	12,330	6,469	0	0
12900 Long Term Disability	256	396	99	0	0
12950 Vision Plan	124	187	47	0	0
TOTAL	\$19,735	\$22,855	\$12,114	\$0	\$0
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,875	\$10,360	\$1,800	\$1,800	\$1,800
31000 Contracted Services	914,280	896,000	914,536	919,000	919,000
33000 Motor Pool Charges	4,250	5,000	4,000	4,000	4,000
34000 Advertising	7,500	9,000	9,000	7,500	7,500
39000 Miscellaneous	33,659	36,500	32,931	33,000	33,000
41000 Other Agency Serv	26,319	27,600	25,529	26,000	26,000
44000 Misc Financial Serv	183,000	183,000	183,000	183,000	183,000
TOTAL	\$1,172,883	\$1,167,460	\$1,170,796	\$1,174,300	\$1,174,300
GRAND TOTAL	\$1,300,539	\$1,306,518	\$1,268,666	\$1,210,300	\$1,210,300

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

SOURCE OF FUNDS:

General Fund \$214,333
 Retirement Fund \$19,641
 Refuse Fund \$5,000
 CRA Fund \$5,167
 Passport Trust Grant \$24,291

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Year-End</u> <u>Estimated</u> <u>2008-09</u>	<u>Proposed</u> <u>2009-10</u>	<u>Adopted</u> <u>2009-10</u>
PERSONNEL COST	\$219,033	\$227,449	\$213,059	\$233,432	\$233,432
SERVICES & SUPPLIES	61,131	136,768	152,158	35,000	35,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$280,164	\$364,217	\$365,217	\$268,432	\$268,432
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 4.50	 4.00	 4.00	 4.00	 4.00

Program Description

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

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

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

PROGRAM MEASUREMENTS

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
City Website Visitors (Monthly Average)	35,000	35,000	40,000
City Hall Information Desk, # of Volunteers	6	6	6
City Hall Information Desk, # of Public Contacts	8,000	6,500	7,000
Passport Application Processing	733	600	600
General Municipal Election Voter Turnout	Not an Election Year	March, 2009 25.6%	Not an Election Year

2009-2010 GOALS AND OBJECTIVES

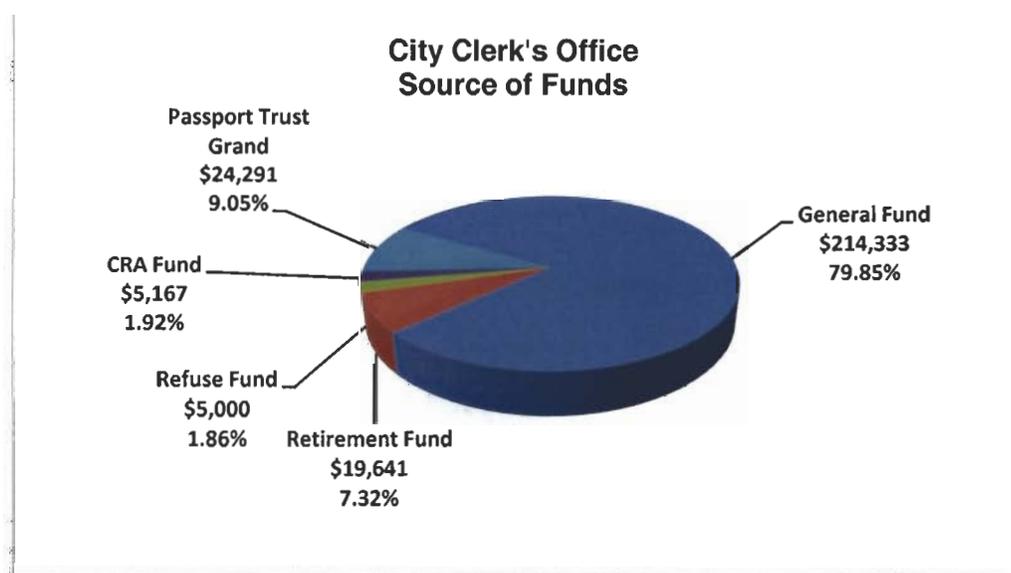
1. Complete and implement a new record management procedure to facilitate record retention and destruction according to government codes.
2. Continue conversion of microfiche and paper records into a digital format for potential retrieval in a new digital records system. Program was launched last year.
3. Assist technical departments with the implementation of digital broadcast of council meetings and special events.

2008-2009 MAJOR ACCOMPLISHMENTS

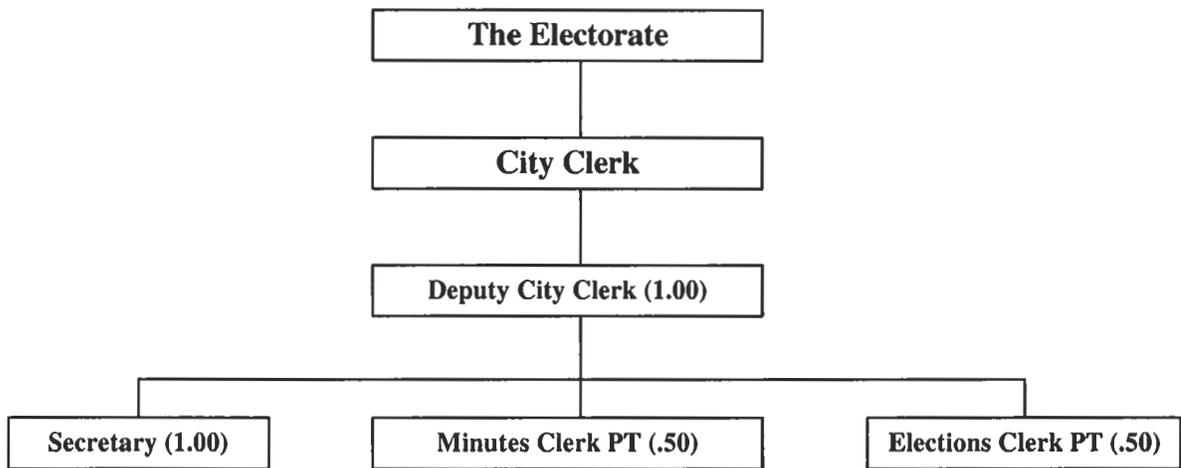
1. Completed the March 3, 2009 Consolidated General Municipal Election with a voter turn-out of more than 25.6 percent (out of 25,990 registered voters), higher than neighboring cities. The City Clerk's staff processed 6,666 ballots cast at precincts and through the State's mandated Vote By Mail process.
2. Freshened the City website home page and upgraded the City website Content Management Tool to facilitate the posting of information and graphics by individual departments.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Full-Time Salaries category (#11200) reflects a decrease in 2008-2009 due to the retirement of a department secretary. This was offset by a subsequent vacancy and increase in a part-time position (#11300) and hiring of replacement part-time personnel to assist in office duties and conduct of the municipal election.
2. Contracted Services category (#31000) reflects elimination of election expenses of \$85,000 due to a non-election year. Other Professional Services was reduced by \$4,000 because city website improvements will be deferred to the future.
3. Advertising category (#34000) reduced by \$5,000; R/M Contractual category (#38000) reduced by \$2,500; Miscellaneous category (#39000) reduced by \$3,000 for Printing/Duplication; \$200 for Dues and Membership; and \$1,300 for Education/Training costs. These items have been reduced because of projected reduced activity due to the slow economic period.



City Clerk's Office Organization Chart



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11100 Elective Salaries	\$6,259	\$6,000	\$6,000	\$6,000	\$6,000
11200 Permanent Salaries	117,112	125,126	100,000	127,307	127,307
11300 Part Time Salaries	32,965	31,180	41,476	34,610	34,610
11400 Overtime Salaries	1,891	1,000	1,414	1,000	1,000
11500 Separation Benefits	7,232	8,678	8,678	9,546	9,546
TOTAL	\$165,459	\$171,984	\$157,568	\$178,463	\$178,463
EMPLOYEE BENEFITS					
12200 Life Insurance	\$582	\$824	\$824	\$594	\$594
12300 Medical Insurance	24,275	25,968	25,968	24,142	24,142
12350 Medicare Insurance	2,337	1,905	1,423	1,933	1,933
12370 Part Time Retirement	500	692	1,200	500	500
12400 Dental Insurance	2,340	2,583	2,583	2,598	2,598
12500 Workers Compensation	770	809	809	849	849
12600 Retirement	21,556	21,355	21,355	22,992	22,992
12900 Long Term Disability	712	792	792	792	792
12950 Vision Plan	502	537	537	569	569
TOTAL	\$53,574	\$55,465	\$55,491	\$54,969	\$54,969
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,126	\$2,750	\$2,550	\$2,000	\$2,000
22000 Operating Supplies	980	1,000	1,000	700	700
31000 Contracted Services	8,190	92,000	110,915	3,000	3,000
32000 Communications	4,376	4,768	5,168	5,100	5,100
33000 Motor Pool Charges	52	250	250	200	200
34000 Advertising	25,677	15,000	15,000	10,000	10,000
37000 Leases & Rentals	3,187	3,500	3,500	3,500	3,500
38000 R/M Contractual	8,937	8,500	8,500	6,000	6,000
39000 Miscellaneous	7,606	9,000	5,275	4,500	4,500
TOTAL	\$61,131	\$136,768	\$152,158	\$35,000	\$35,000
GRAND TOTAL	\$280,164	\$364,217	\$365,217	\$268,432	\$268,432

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Treasurer

General Fund \$29,039
Retirement Fund \$1,093

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$27,092	\$29,189	\$28,216	\$29,582	\$29,582
SERVICES & SUPPLIES	494	730	590	550	550
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$27,586	\$29,919	\$28,806	\$30,132	\$30,132
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.00	 1.00	 1.00	 1.00	 1.00

Program Description

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

Specific service objectives include:

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

PROGRAM MEASUREMENTS

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
✓ Average Investment Balance	\$42.9 million	\$46.0 million	\$46.5 million
✓ Investment Earnings (All City Funds excluding CRA)	\$1,777,547	\$1,130,000	\$1,100,000

2009-2010 GOALS AND OBJECTIVES

1. Continue to evaluate investment options and invest City funds using the following criteria:
 - a. Maintenance of investment portfolio safety.
 - b. Maintenance of liquidity necessary to meet the City's daily cash requirements.
 - c. Maintenance of highest yields possible while adhering to the above criteria.
2. Continue evaluation of City's investment policy and internal controls over investment and treasury functions to ensure the proper segregation of duties and asset safeguarding.
3. Working with the Management Services Department, submit monthly and annual investment reports to the City Council.

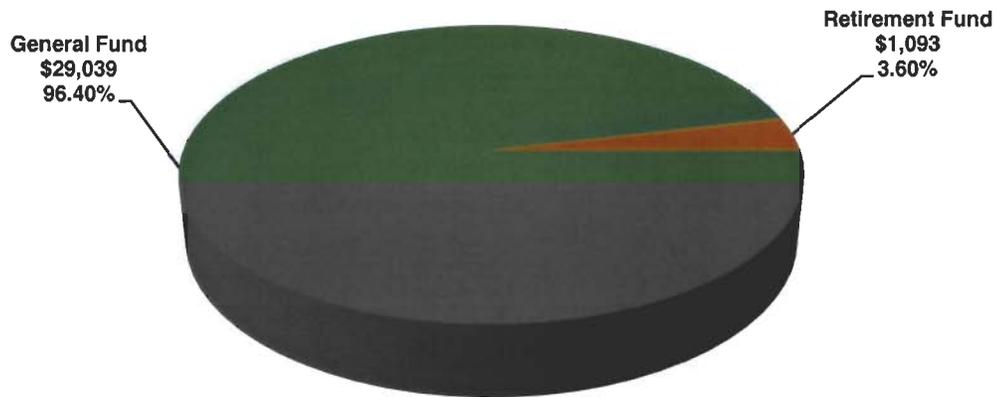
2008-2009 MAJOR ACCOMPLISHMENTS

1. Presented annual City Investment Policy to the City Council in August 2008.
2. Prudent, conservative management of the City's investment portfolio to maximize investment earning during the 2008-2009 fiscal year.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

City Treasurer Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11100 Elective Salaries	\$6,104	\$6,000	\$6,000	\$6,000	\$6,000
TOTAL	\$6,104	\$6,000	\$6,000	\$6,000	\$6,000
EMPLOYEE BENEFITS					
12200 Life Insurance	\$360	\$460	\$360	\$400	\$400
12300 Medical Insurance	18,033	19,895	19,070	20,300	20,300
12350 Medicare Insurance	89	88	88	89	89
12400 Dental Insurance	1,354	1,430	1,412	1,480	1,480
12600 Retirement	966	1,096	1,093	1,093	1,093
12950 Vision Plan	186	220	193	220	220
TOTAL	\$20,988	\$23,189	\$22,216	\$23,582	\$23,582
SERVICES & SUPPLIES					
21000 Office Supplies	\$64	\$150	\$100	\$100	\$100
32000 Communications	50	50	50	0	0
33000 Motor Pool Charges	0	50	50	50	50
35000 Insurance	300	300	300	300	300
39000 Miscellaneous	80	180	90	100	100
TOTAL	\$494	\$730	\$590	\$550	\$550
GRAND TOTAL	\$27,586	\$29,919	\$28,806	\$30,132	\$30,132

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Attorney

General Fund \$131,300
 Refuse Fund \$63,700
 Water Fund \$85,000

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	348,714	294,400	294,400	280,000	280,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$348,714	\$294,400	\$294,400	\$280,000	\$280,000
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

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

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

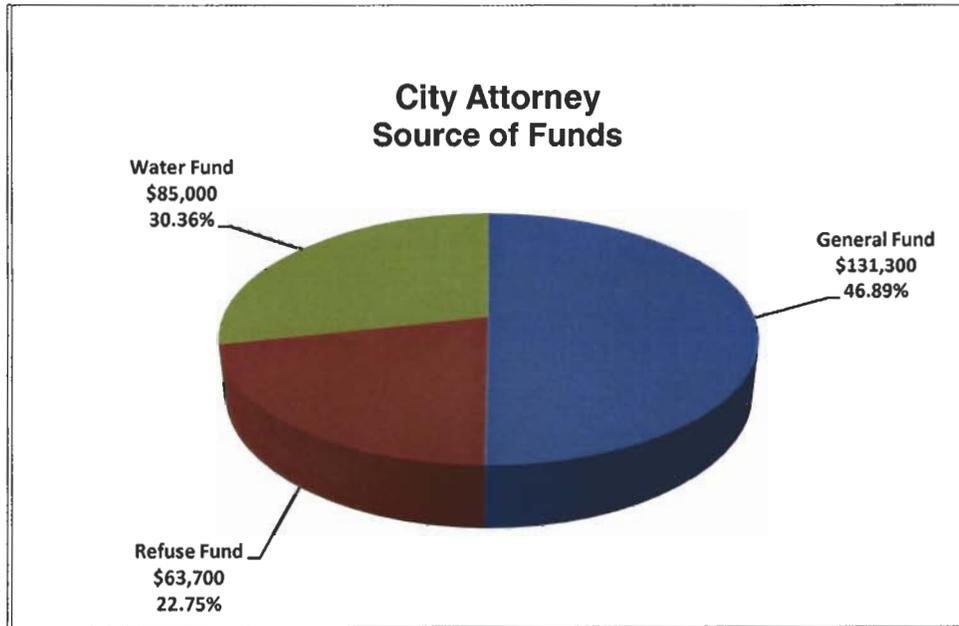
- Provide expert legal advice to the City Council and its committees and commissions, as well as the City Manager, the Library Board of Trustees and all City departments so that policies are established and programs administered according to the legal guidelines established by City, State and Federal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

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

	<u>Adopted</u> 2008-2009	<u>Year-end</u> <u>Estimated</u> 2008-2009	<u>Proposed</u> 2009-2010
General Services	\$ 191,400	\$ 180,000	\$ 180,000
Labor Relations/Personnel: Liebert, Cassidy Whitmore	51,500	51,500	50,000
Special Services/General Litigation/Personnel Matters/Municipal Code Prosecutions: Various Firms	<u>51,500</u>	<u>51,500</u>	<u>50,000</u>
Total	<u>\$ 294,400</u>	<u>\$283,000</u>	<u>\$280,000</u>



CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: City Attorney

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

<u>Classification</u>	<u>Actual 2007/2008</u>	<u>Adopted 2008/2009</u>	<u>Year-End Estimated 2008/2009</u>	<u>Proposed 2009/2010</u>	<u>Adopted 2009/2010</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$348,714	\$294,400	\$294,400	\$280,000	\$280,000
TOTAL	\$348,714	\$294,400	\$294,400	\$280,000	\$280,000
GRAND TOTAL	\$348,714	\$294,400	\$294,400	\$280,000	\$280,000

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

General Fund \$840,625
 Retirement Fund \$67,440
 Refuse Fund \$316,505
 Water Fund \$434,027
 CRA Fund \$313,409

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Management Services

ACTIVITY NO.: 1400

<u>SUMMARY OF COST</u>	<u>Actual</u> 2007-08	<u>Adopted</u> 2008-09	<u>Year-End</u> <u>Estimated</u> 2008-09	<u>Proposed</u> 2009-10	<u>Adopted</u> 2009-10
PERSONNEL COST	\$1,377,966	\$1,503,902	\$1,499,387	\$1,488,518	\$1,393,621
SERVICES & SUPPLIES	558,352	641,182	625,019	553,385	578,385
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,936,318	\$2,145,084	\$2,124,406	\$2,041,903	\$1,972,006
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 15.90	 16.75	 16.75	 15.75	 14.75

Program Description

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

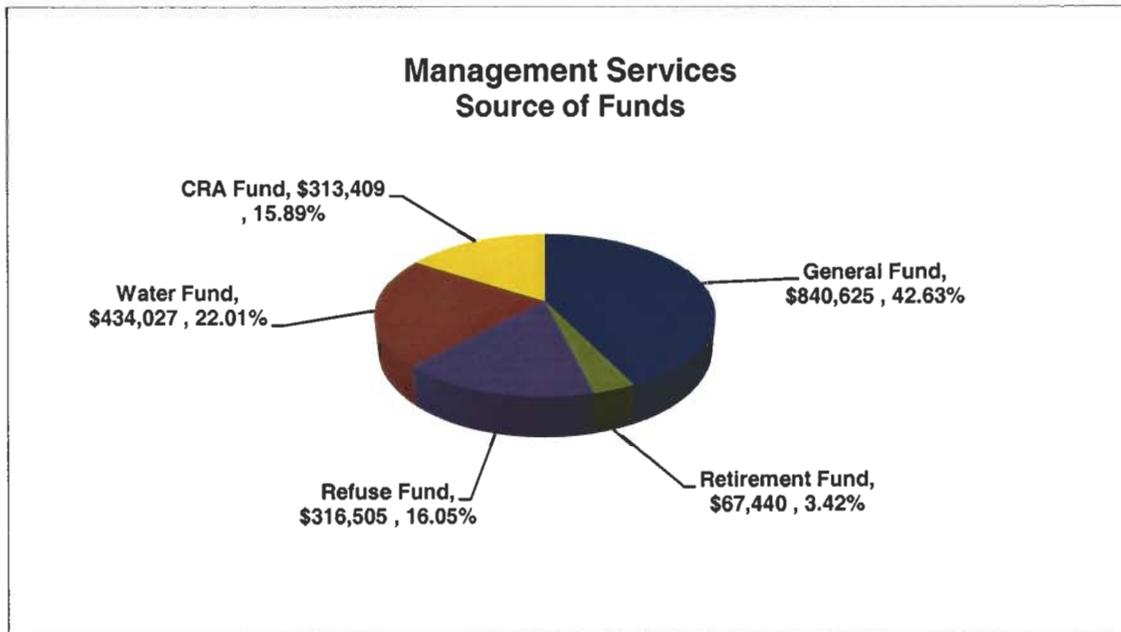
The Department is the core of the City's financial operations. It provides centralized financial planning, budgeting, investing, debt management, general ledger, grant accounting, accounts payable, payroll, and financial reporting. In addition, the Department establishes and maintains the City's administrative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

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

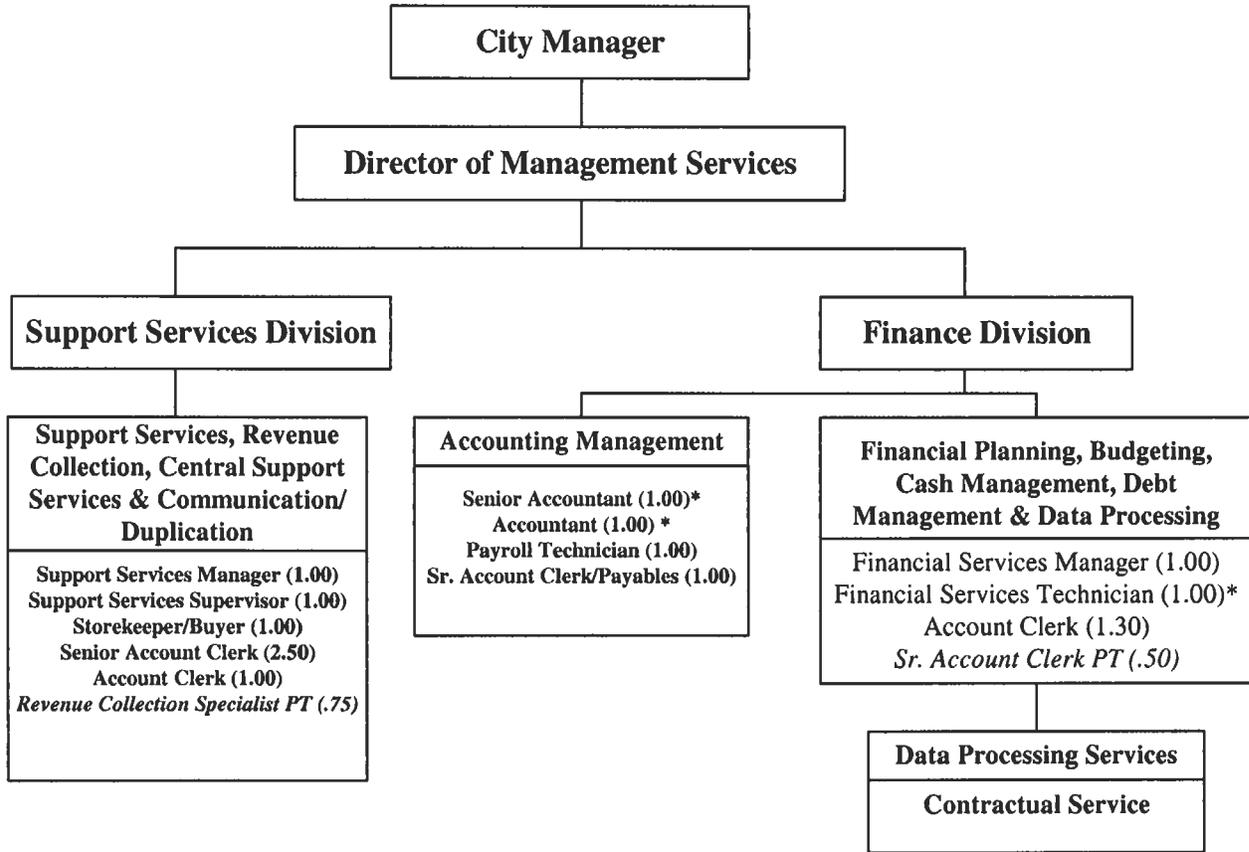
and serves as the central revenue collection point for the City. It prepares water and trash billing and administers laws related to business license, utility tax, transient occupancy tax, admissions tax, and franchise tax.

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

Personnel changes from last year include: The Accounting Manager position in the Finance Activity (1403), a 0.25 full-time equivalent Senior Account Clerk position in Central Support Services Activity (1407), and a 0.75 full-time equivalent Account Clerk position in Communication/Duplication (1408) have been eliminated.



Management Services Department Organization Chart



* Portion of position allocated to other department cost centers

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

<u>SUMMARY OF COST</u>	<u>Actual</u> 2007-08	<u>Adopted</u> 2008-09	<u>Year-End</u> <u>Estimated</u> 2008-09	<u>Proposed</u> 2009-10	<u>Adopted</u> 2009-10
PERSONNEL COST	\$707,489	\$773,468	\$770,703	\$794,249	\$699,352
SERVICES & SUPPLIES	100,853	116,472	110,374	93,625	118,625
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$808,342	\$889,940	\$881,077	\$887,874	\$817,977
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	7.50	7.50	7.50	7.50	6.50

Program Description

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

The Division prepares various financial reports to City Management and departments for budget monitoring. Each year the Finance Division prepares a Midyear Budget report, which includes updated revenue and expenditure estimates, a five-year financial projection for all funds, and a five-year capital improvement program. The Midyear Budget report serves as a base for the City's budget and future financial planning. The Division also publishes the City's Master Schedule of Fees and Charges and prepares the citywide lighting and landscaping assessment district and library tax submittals on an annual basis.

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

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

PROGRAM MEASUREMENTS

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

	<u>Actual 2008-2009</u>	<u>Projected 2009-2010</u>
✓ Number of years received awards from Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers Association (CSMFO) for excellence in budgeting.	18	19
✓ Number of years received awards from GFOA for excellence in financing reporting.	20	21

2009-2010 GOALS AND OBJECTIVES

1. Develop and implement an automated uploading of payroll timecards from City departments to Finance Division for processing and payment during the next 18 months. This automation will reduce the time required for manual data inputting.
2. Develop financing options to raise capital for development opportunities and infrastructure improvements, including: leasing, loans, and bond financing.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Received awards for excellence from (GFOA) and (CSMFO) for the City's 2008-09 Annual Budget and from (GFOA) for the 2007-08 Comprehensive Annual Financial Report.
2. Implemented the new PC based payroll system including integration with the general ledger system.
3. Completed an actuarial valuation study for postretirement employment benefits in accordance with GASB 45. The actuarially determined liabilities will be reported in the City's 2008-09 Comprehensive Annual Financial Report.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (#12...) reflects the elimination of the Accounting Manager's position. However, the funding authorized by Council for Accounting Manager is limited to the amount of funding necessary for the period of 7/1/2009 through 8/24/2009, and such additional time period thereafter as is required for providing proper notification to the employee affected by the elimination of the position as required by the MPMC and the City's personnel rules.
2. Contracted Services category (#31000) consists of annual City audit \$18,115, CRA audit \$7,020, sales tax audit \$4,400, cost allocation program \$6,350, single audit \$4,745, computer backup tape outside storage \$3,450, and award program application \$1,825. Budget amounts for fiscal year 2009-2010 include an additional \$25,000 for needed accounting professional contract services due to the elimination of the Accounting Manager position.
3. R/M Contractual category (#38000) includes timecard CD-Rom storage services \$4,000 and equipment maintenance \$4,000 for the typewriter, perforator, copiers, and time clocks.
4. Miscellaneous category (#39000) consists of Printing/Duplicating \$16,000, Dues & Memberships \$2,000, Books & Subscriptions \$1,000, and Education/Training \$1,000. Reductions reflect in all categories.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$534,409	\$568,494	\$568,494	\$588,983	\$509,567
11400 Overtime Salaries	867	1,500	800	0	0
11500 Separation Benefits	27,120	32,544	32,544	35,438	35,438
TOTAL	\$562,396	\$602,538	\$601,838	\$624,421	\$545,005
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,398	\$1,578	\$1,578	\$1,480	\$1,376
12300 Medical Insurance	45,625	56,400	53,000	61,164	54,918
12350 Medicare Insurance	7,573	7,923	7,923	8,130	7,060
12400 Dental Insurance	3,664	4,440	4,440	4,530	4,114
12500 Workers Compensation	2,752	2,890	2,890	3,034	3,034
12600 Retirement	79,278	92,394	93,749	86,090	78,814
12900 Long Term Disability	3,631	3,965	3,965	4,050	3,790
12950 Vision Plan	1,172	1,340	1,320	1,350	1,241
TOTAL	\$145,093	\$170,930	\$168,865	\$169,828	\$154,347
SERVICES & SUPPLIES					
21000 Office Supplies	\$6,800	\$7,000	\$7,000	\$3,500	\$3,500
22000 Operating Supplies	4,280	4,200	4,200	4,200	4,200
31000 Contracted Services	47,584	56,775	54,775	51,525	76,525
32000 Communications	3,251	3,500	3,400	3,400	3,400
37000 Leases & Rentals	2,547	3,200	2,800	3,000	3,000
38000 R/M Contractual	8,607	11,797	7,700	8,000	8,000
39000 Miscellaneous	27,784	30,000	30,499	20,000	20,000
TOTAL	\$100,853	\$116,472	\$110,374	\$93,625	\$118,625
GRAND TOTAL	\$808,342	\$889,940	\$881,077	\$887,874	\$817,977

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	226,114	239,342	230,112	187,674	187,674
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$226,114	\$239,342	\$230,112	\$187,674	\$187,674
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

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

PROGRAM MEASUREMENTS

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
✓ Major Programming Projects	2	3	3
✓ Modifications/Enhancements to Existing Programs	7	5	4

2009-2010 GOALS AND OBJECTIVES

1. Develop a written contingency plan relating to the City's Information Technologies processes in the event of disaster or loss of contractual services.
2. Modify the payroll system to meet with the new CalPERS payroll reporting requirements.
3. Complete the GIS study to identify the City's need for a GIS system along with infrastructure, software and personnel assessment to implement and maintain a Citywide GIS system.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Completed the Microsoft Office 2007 workstation upgrades and citywide training.
2. Modified the budget system and the personnel budget system to be in compliance with the new pc-based payroll program and the Microsoft Office 2007 software.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) is the allocated costs for the finance system (i.e. general ledger, accounts payable, payroll, budget, and purchasing) support. Decreased amount reflects a reduction in the IT system support.
2. Communications category (#32000) reflects the costs for T1 high-speed line connection for the citywide internet service. Contributions to the Technology Internal Service Fund have been eliminated from this Activity.
3. R/M Contractual category (#38000) includes costs for network system support \$41,202, anti-virus and seventeen servers maintenance \$23,000, and internet equipment and printer maintenance \$5,298. Decreased amount reflects a reduction for the IT network support.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,217	\$3,550	\$3,550	\$3,550	\$3,550
24000 Small Tools	3,210	4,350	4,150	450	450
31000 Contracted Services	104,693	125,412	125,412	99,174	99,174
32000 Communications	31,950	16,030	15,000	15,000	15,000
38000 R/M Contractual	83,044	90,000	82,000	69,500	69,500
TOTAL	\$226,114	\$239,342	\$230,112	\$187,674	\$187,674
GRAND TOTAL	\$226,114	\$239,342	\$230,112	\$187,674	\$187,674

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$244,629	\$267,596	\$267,596	\$265,850	\$265,850
SERVICES & SUPPLIES	24,293	26,065	25,510	23,000	23,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$268,922	\$293,661	\$293,106	\$288,850	\$288,850
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.03	 3.03	 3.03	 3.03	 3.03

Program Description

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

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

PROGRAM MEASUREMENTS

	<u>Actual 2007-08</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
Business Licenses Issued	5,380	5,250	5,400
Business License Notices of Violations/ Admin. Citations Issued	780	860	900
Utility Bills Mailed (Original and Delinquent)	87,444	88,000	89,000
Customers Paying with Credit Card	6,700	7,000	7,400
Customers Paying with Direct Pay	1,420	1,500	1,550

2009-2010 GOALS AND OBJECTIVES

1. Implement an online payment process to provide customers with a convenient method to pay their utility bills.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Completed the feasibility study of an online payment process for utility bills. Staff has determined that the online process is a viable option to be used in conjunction with the current billing system.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) reflects postage for mailing business license renewals, licenses, UUT Exemption renewals, Lifeline rate renewals, Library Tax Exemption re-applications, and correspondence.
2. R/M Contractual category (#38000) reflects \$3,000 for cash register system maintenance, \$7,900 for business license program maintenance, and \$2,000 for utility bill scanner programming software maintenance.
3. Miscellaneous category (#39000) includes \$3,800 for printing of business license permits and forms, \$150 for dues and memberships in the California Municipal Business Tax Association, and \$100 for education and training.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$142,385	\$149,823	\$149,823	\$157,692	\$157,692
11300 Part Time Salaries	40,232	41,398	41,398	43,468	43,468
11400 Overtime Salaries	21	0	0	0	0
11500 Separation Benefits	8,244	9,893	9,893	10,882	10,882
TOTAL	\$190,882	\$201,114	\$201,114	\$212,042	\$212,042
EMPLOYEE BENEFITS					
12200 Life Insurance	\$570	\$641	\$641	\$552	\$552
12300 Medical Insurance	19,589	24,858	24,858	14,682	14,682
12350 Medicare Insurance	2,393	2,959	2,959	2,705	2,705
12400 Dental Insurance	1,546	1,916	1,916	2,035	2,035
12500 Workers Compensation	1,003	1,054	1,054	1,106	1,106
12600 Retirement	26,863	33,063	33,063	30,890	30,890
12900 Long Term Disability	1,472	1,645	1,645	1,500	1,500
12950 Vision Plan	311	346	346	338	338
TOTAL	\$53,747	\$66,482	\$66,482	\$53,808	\$53,808
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,599	\$1,350	\$1,600	\$1,600	\$1,600
22000 Operating Supplies	486	600	500	600	600
24000 Small Tools	682	1,050	1,000	1,050	1,050
31000 Contracted Services	0	500	0	500	500
32000 Communications	7,171	2,215	2,200	2,300	2,300
38000 R/M Contractual	11,012	15,900	15,770	12,900	12,900
39000 Miscellaneous	3,343	4,450	4,440	4,050	4,050
TOTAL	\$24,293	\$26,065	\$25,510	\$23,000	\$23,000
GRAND TOTAL	\$268,922	\$293,661	\$293,106	\$288,850	\$288,850

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$249,874	\$287,816	\$286,316	\$270,099	\$270,099
SERVICES & SUPPLIES	13,826	22,228	20,098	17,362	17,362
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$263,700	\$310,044	\$306,414	\$287,461	\$287,461
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.59	 3.94	 3.94	 3.69	 3.69

Program Description

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-2008</u>	<u>Estimated</u> <u>2008-2009</u>	<u>Projected</u> <u>2009-2010</u>
Purchase Orders Issued	1,570	1,675	1,700
Requisitions Processed	2,470	2,650	2,700

2009-2010 GOALS AND OBJECTIVES

1. The City currently accepts applications from vendors to be placed on the City's vendor list. Staff will develop and implement a process of accepting vendor applications through email.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Staff set up agreements with various local vendors to ensure that supplies and services required during emergency situations are available on an expedited basis.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) reflects a 0.25 Full-Time Equivalent reduction.
2. Communications category (#32000) reflects postage for mailing purchase orders and correspondence \$1,680.
3. Motor Pool category (#33000) reflects the division's vehicle operation and maintenance charges \$5,882.
4. R&M Machinery/Equipment category (#38000) reflects maintenance of copiers & printers.
5. Miscellaneous category (#39000) reflects \$2,000 for printing/duplicating, \$800 for dues and memberships in purchasing organizations, and \$600 for books and subscriptions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Central Support Services

ACTIVITY NO.: 1407

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$166,557	\$182,518	\$182,518	\$179,723	\$179,723
11300 Part Time Salaries	23,835	27,687	27,687	19,071	19,071
11400 Overtime Salaries	195	1,500	0	0	0
11500 Separation Benefits	11,535	13,842	13,842	15,226	15,226
TOTAL	\$202,122	\$225,547	\$224,047	\$214,020	\$214,020
EMPLOYEE BENEFITS					
12200 Life Insurance	\$495	\$619	\$619	\$599	\$599
12300 Medical Insurance	17,943	24,337	24,337	21,855	21,855
12350 Medicare Insurance	1,658	1,680	1,680	1,947	1,947
12370 Part Time Retirement	1,098	1,102	1,102	1,146	1,146
12400 Dental Insurance	1,323	1,854	1,854	1,477	1,477
12500 Workers Compensation	1,007	1,057	1,057	1,110	1,110
12600 Retirement	22,687	29,692	29,692	26,090	26,090
12900 Long Term Disability	1,249	1,533	1,533	1,534	1,534
12950 Vision Plan	292	395	395	321	321
TOTAL	\$47,752	\$62,269	\$62,269	\$56,079	\$56,079
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,102	\$2,000	\$2,000	\$1,000	\$1,000
22000 Operating Supplies	593	600	700	700	700
24000 Small Tools	235	1,000	970	500	500
32000 Communications	656	1,680	1,680	1,680	1,680
33000 Motor Pool Charges	5,032	5,348	5,348	5,882	5,882
37000 Leases & Rentals	1,525	2,600	2,200	2,600	2,600
38000 R/M Contractual	1,713	5,600	4,000	1,600	1,600
39000 Miscellaneous	1,970	3,400	3,200	3,400	3,400
TOTAL	\$13,826	\$22,228	\$20,098	\$17,362	\$17,362
GRAND TOTAL	\$263,700	\$310,044	\$306,414	\$287,461	\$287,461

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> 2007-08	<u>Adopted</u> 2008-09	<u>Year-End</u> <u>Estimated</u> 2008-09	<u>Proposed</u> 2009-10	<u>Adopted</u> 2009-10
PERSONNEL COST	\$175,974	\$175,022	\$174,772	\$158,320	\$158,320
SERVICES & SUPPLIES	193,266	237,075	238,925	231,724	231,724
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$369,240	\$412,097	\$413,697	\$390,044	\$390,044
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.78	 2.28	 2.28	 1.53	 1.53

Program Description

This activity provides centralized reproduction services, mail processing, and technical support for office equipment and communications to City departments. Specific service objectives are:

- Process all incoming and outgoing mail.
- Provide centralized duplication services for agenda packets, brochures, bids and specifications, budgets, financial reports, and flyers.
- Provide report binding and collating.
- Compile quarterly vehicle maintenance and operation information for Proposition A reimbursements for Spirit Buses and Dial-A-Ride vehicles.
- Coordinate maintenance services to City departments for their satellite copiers.
- Maintain the City's telephone system.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-2008</u>	<u>Estimated</u> <u>2008-2009</u>	<u>Projected</u> <u>2009-2010</u>
Presort Mail Handled	485,000	490,000	500,000
Presort Savings	\$24,250	\$24,500	\$25,000

2009-2010 GOALS AND OBJECTIVES

1. Work with the Fire Department and the phone companies to evaluate the options for upgrade/replacement of the phone systems at Fire Stations No. 2 and No. 3 to ensure that telecommunications remain operational.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Identified various reports that can be created and transmitted in electronic format which has reduced associated printing costs.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) includes \$39,000 for City Hall telephone services, \$2,800 for postage and \$40,224 contributions to City's Data Processing/Technology Internal Services fund.
2. Utilities category (#36000) is for the City Hall utility costs, which include \$94,000 for electricity and \$2,900 for Gas. The increase reflects the estimated increase for Edison and So Cal Gas.
3. Leases and Rentals (#37000) and R&M Contractual (#38000) reflects lease and maintenance costs including \$20,000 for postage meter equipment (meter, scale, scanner, and computer), \$7,500 for black & white and color copiers, \$3,600 for binding machines, \$4,800 for large folder/inserters, \$7,000 for utility bill folder/inserters, \$3,200 for auto booklet stapler, and \$2,800 for scanner and computer.
4. Miscellaneous category (#39000) reflects costs for allocated printing and duplicating, \$500.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$111,228	\$113,756	\$113,756	\$119,090	\$119,090
11300 Part Time Salaries	27,595	20,008	20,008	0	0
11400 Overtime Salaries	186	250	0	0	0
11500 Separation Benefits	5,532	6,638	6,638	7,302	7,302
TOTAL	\$144,541	\$140,652	\$140,402	\$126,392	\$126,392
EMPLOYEE BENEFITS					
12200 Life Insurance	\$280	\$333	\$333	\$308	\$308
12300 Medical Insurance	7,148	11,166	11,166	10,750	10,750
12350 Medicare Insurance	1,281	1,074	1,074	904	904
12370 Part Time Retirement	382	800	800	0	0
12400 Dental Insurance	681	859	859	867	867
12500 Workers Compensation	468	491	491	516	516
12600 Retirement	20,160	18,490	18,490	17,441	17,441
12900 Long Term Disability	859	952	952	953	953
12950 Vision Plan	174	205	205	189	189
TOTAL	\$31,433	\$34,370	\$34,370	\$31,928	\$31,928
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,954	\$5,900	\$5,400	\$2,900	\$2,900
22000 Operating Supplies	215	750	500	500	500
24000 Small Tools	0	550	100	0	0
32000 Communications	58,123	70,775	79,328	82,024	82,024
36000 Utilities	82,432	103,800	102,800	96,900	96,900
37000 Leases & Rentals	20,000	22,300	18,297	22,900	22,900
38000 R/M Contractual	27,129	32,000	32,000	26,000	26,000
39000 Miscellaneous	413	1,000	500	500	500
TOTAL	\$193,266	\$237,075	\$238,925	\$231,724	\$231,724
GRAND TOTAL	\$369,240	\$412,097	\$413,697	\$390,044	\$390,044

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources & Risk Mgmt

ACTIVITY NO.: 1800

General Fund \$396,666
 Retirement Fund \$41,875
 General Liability Fund \$45,707
 Public Safety Impact Fund \$11,650
 Workers' Compensation Fund \$50,704
 Water Fund \$269,727
 CRA Fund \$97,768

<u>SUMMARY OF COST</u>	Actual 2007-08	Adopted 2008-09	Year-End Estimated 2008-09	Proposed 2009-10	Adopted 2009-10
PERSONNEL COST	\$626,153	\$659,595	\$663,253	\$669,897	\$669,897
SERVICES & SUPPLIES	358,928	284,830	257,642	244,200	244,200
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$985,081	\$944,425	\$920,895	\$914,097	\$914,097
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 6.00	 6.00	 6.00	 6.00	 6.00

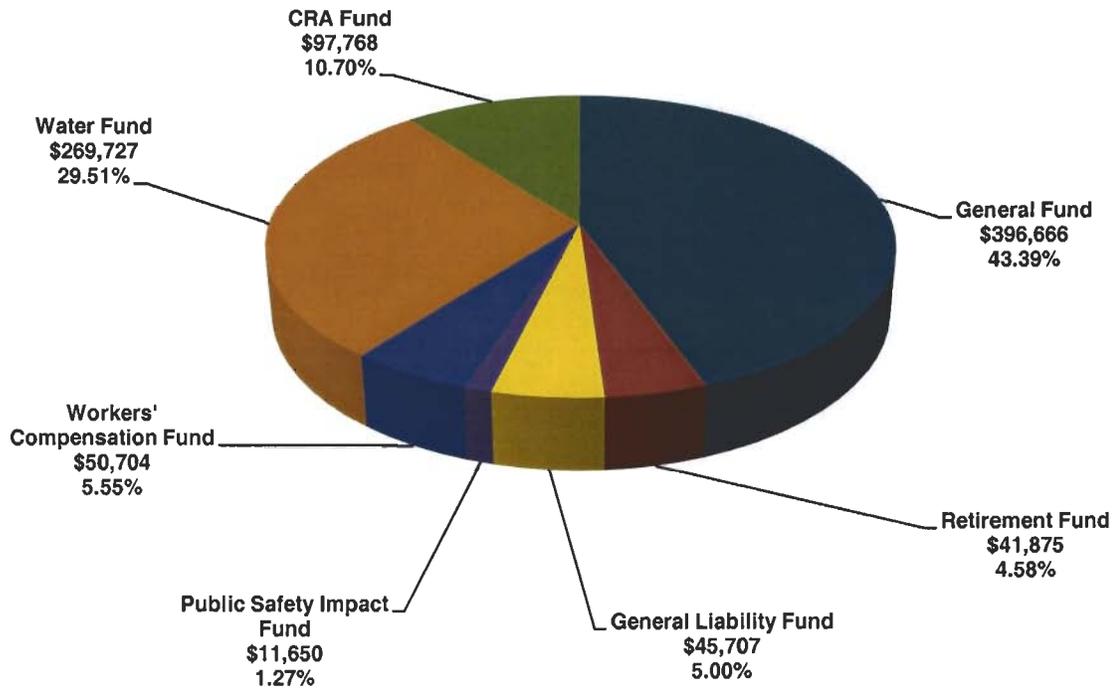
Program Description

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

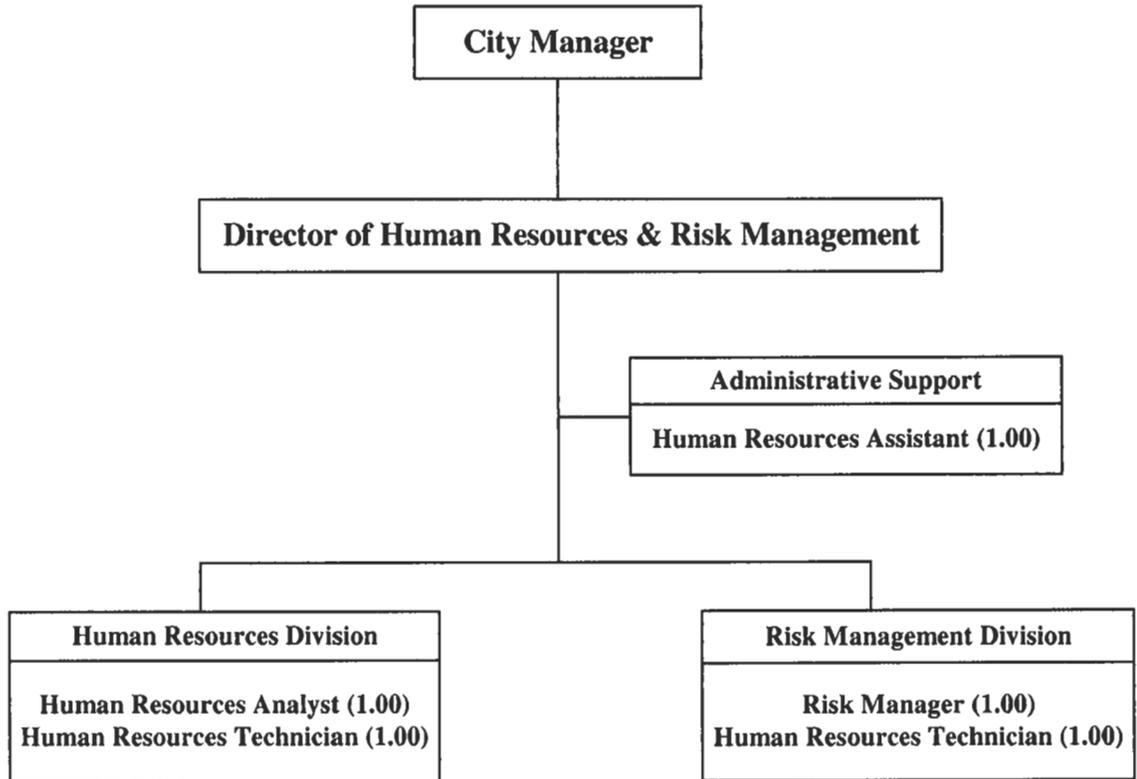
The Human Resources Division is the core of the City's employment and training operations. It provides centralized recruitment and selection, compensation administration, job classification, benefits administration, employment records management, employer/employee relation's administration, employee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

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

Human Resources & Risk Management Source of Funds



Human Resources & Risk Management Department Organization Chart



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$360,520	\$378,249	\$381,970	\$384,090	\$384,090
SERVICES & SUPPLIES	253,926	163,633	161,604	145,600	145,600
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$614,446	\$541,882	\$543,574	\$529,690	\$529,690
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.60	 3.60	 3.60	 3.60	 3.60

Program Description

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

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

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

Employee Development: Training and development programs to enhance employees' job skills and abilities as well as assist them in achieving career development opportunities. Supervisory training, tuition reimbursement for approved formal education, and in-house workshops for general application are coordinated by and funded through the Human Resources Division.

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

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

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

PROGRAM MEASUREMENTS

City Wide Employment Turnover

(Due to separations including retirements, terminations, and resignations)

<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
8.8%	6.6%	3.4%

Number of Employee Separations by Department

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
City Manager	1	1	0
City Clerk	0	1	0
Development Services	5	2	1
Economic Development	0	2	0
Fire	2	5	2

Human Resources	0	0	0
Library	1	3	1
Management Services	1	0	0
Police	9	8	4
Public Works	7	2	2
Recreation and Parks	<u>5</u>	<u>1</u>	<u>2</u>
TOTAL	31	23	12

Other Program Measurements

	<u>Actual 2007-08</u>	<u>Estimated 2008-09</u>	<u>Projected 2009-10</u>
Total Number of Budgeted Full-Time Positions	348	351	351
Total Number of Competitive Service Positions Filled	45	29	6
Total Number of Promotions	22	6	0
Examinations Administered	46	22	14
Total Number of Applications Processed	937	891	700
Number of Seasonal, Part-time, Limited Term Employee Appointments	112	23	20

2009-2010 GOALS AND OBJECTIVES

1. Conduct quarterly employee information meetings on Health Benefits (i.e. deferred compensation, medical, dental, Employee Assistance Program and vision).
2. Conclude M.O.U. negotiations with the Monterey Park Firefighters' Association. The current contract expires June 30, 2009.
3. Conduct and/or coordinate training sessions for supervisors and general employees on sexual harassment, supervisory skills, policies and procedures and other employment related topics.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Succession planning began by enrolling 8 employees in the Southern California Local Government Leadership Academy through CalPoly Pomona. All 8 employees successfully completed the program. There are 6 employees enrolled in the current Leadership Academy that began February 2009.
2. Conducted quarterly employee information meetings on benefits including our annual benefit fair prior to open enrollment, 457 deferred compensation plans, Employee Assistance Program (EAP), Medicare 101 and CalPERS retirement processing.
3. M.O.U. negotiations with the Monterey Park Firefighters' Association commenced. The current contract expires June 30, 2009.
4. Through participation in the San Gabriel Valley Employment Relations Consortium (SGV-ERC) 35 employees received training in the areas of Family Medical Leaves, Firefighter's Procedural Bill of Rights, Fair Labor Standards Act, Personnel Issues: Hiring, Reference Checks and Personnel Records and Files, Employee Due Process and Skelly, Privacy Issues in our Technological World and Supervisory Skills for the 1st Line Supervisor.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services (#31000) includes \$25,000 for pre-employment physical examinations, DMV physicals, fitness-for-duty evaluations, pre-employment and mandatory drug testing for designated safety sensitive positions pursuant to DOT regulations and \$10,800 for testing materials and consultation fees, \$18,000 for the City's Employee Assistance Program (EAP) premium, and \$6,200 investigation services for personnel matters.
2. Motor Pool Charges (#33000) includes \$2,000 to provide professional and certification training for HR Department personnel.
3. Miscellaneous category (#39000) includes \$3,500 for printing and duplicating costs; \$1,395 for membership dues; \$50 for professional publications; \$12,000 for pre-employment expenses relating to testing and candidate backgrounds and mandated fingerprinting current and future volunteers assigned to the Police Department; and, \$33,055 for education/training and tuition reimbursement pursuant to MOU negotiated provisions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$263,381	\$276,216	\$276,216	\$283,585	\$283,585
11300 Part Time Salaries	6,343	0	0	0	0
11500 Separation Benefits	13,018	15,622	15,622	17,184	17,184
TOTAL	\$282,742	\$291,838	\$291,838	\$300,769	\$300,769
EMPLOYEE BENEFITS					
12200 Life Insurance	\$756	\$911	\$756	\$756	\$756
12300 Medical Insurance	28,242	30,132	30,132	30,573	30,573
12350 Medicare Insurance	4,018	4,008	4,008	4,111	4,111
12370 Part Time Retirement	254	0	0	0	0
12400 Dental Insurance	1,800	2,160	2,160	2,160	2,160
12500 Workers Compensation	708	743	743	780	780
12600 Retirement	38,638	44,893	48,769	41,361	41,361
12900 Long Term Disability	2,609	2,753	2,753	2,758	2,758
12950 Vision Plan	753	811	811	822	822
TOTAL	\$77,778	\$86,411	\$90,132	\$83,321	\$83,321
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,906	\$3,800	\$3,440	\$3,000	\$3,000
22000 Operating Supplies	11,889	10,300	9,715	5,000	5,000
24000 Small Tools	0	0	437	0	0
31000 Contracted Services	126,953	60,000	60,000	60,000	60,000
32000 Communications	10,173	9,187	9,187	10,000	10,000
33000 Motor Pool Charges	2,266	2,400	1,400	2,000	2,000
34000 Advertising	9,251	5,066	5,000	5,600	5,600
37000 Leases & Rentals	1,525	2,000	2,000	2,000	2,000
38000 R/M Contractual	13,297	8,680	8,680	8,000	8,000
39000 Miscellaneous	74,666	62,200	61,745	50,000	50,000
TOTAL	\$253,926	\$163,633	\$161,604	\$145,600	\$145,600
GRAND TOTAL	\$614,446	\$541,882	\$543,574	\$529,690	\$529,690

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Year-End</u> <u>Estimated</u> <u>2008-09</u>	<u>Proposed</u> <u>2009-10</u>	<u>Adopted</u> <u>2009-10</u>
PERSONNEL COST	\$265,633	\$281,346	\$281,283	\$285,807	\$285,807
SERVICES & SUPPLIES	105,002	121,197	96,038	98,600	98,600
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$370,635	\$402,543	\$377,321	\$384,407	\$384,407
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 2.40	 2.40	 2.40	 2.40	 2.40

Program Description

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

The City currently maintains General Liability and Auto Liability insurance coverage of \$20 million per occurrence, with a self-insured retention of \$300,000 through the City's participation in the Independent Cities Risk Management Authority (I.C.R.M.A.). A third party administrator provides liability claims administration services. The Risk Management Division seeks to minimize the City's financial exposure by ensuring that tort liability claims are processed and brought to closure as expeditiously as possible, fully investigating all claims, and by subrogating claims where third party liability exists, to recover losses.

The City maintains workers' compensation insurance coverage of \$50 million per occurrence with a self-insured retention of \$500,000 through the City's participation in the Independent

Cities Risk Management Authority (I.C.R.M.A.). Workers' compensation claims administration services are provided by a third party administrator. The Risk Management Division seeks to minimize the City's Workers' Compensation financial exposure by establishing risk exposure analysis and loss control programs, and by thorough claim investigation, evaluation, and processing.

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

PROGRAM MEASUREMENTS

LIABILITY CLAIMS FILED

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
GENERAL GOVERNMENT	4	1	1
POLICE	15	3	4
FIRE	4	3	3
LIBRARY	0	0	0
MANAGEMENT SERVICES	0	0	0
RECREATION & PARKS	2	3	4
HUMAN RESOURCES	0	0	0
DEVELOPMENT SERVICES	0	0	0
PUBLIC WORKS	<u>19</u>	<u>15</u>	<u>16</u>
TOTAL	44	25	28

INCURRED* COSTS OF LIABILITY CLAIMS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
GENERAL GOVERNMENT	\$281	\$1,000	\$1,000
POLICE	\$48,217	\$8,000	\$15,000
FIRE	\$4,408	\$5,000	\$5,000
LIBRARY	0	0	0
MANAGEMENT SERVICES	0	0	0
RECREATION & PARKS	0	\$15,000	\$20,000
HUMAN RESOURCES	0	0	0
DEVELOPMENT SERVICES	0	0	0
PUBLIC WORKS	<u>\$83,990</u>	<u>\$100,000</u>	<u>\$125,000</u>
TOTAL	\$136,896	\$129,000	\$166,000

*Incurred includes both actual payments made on claims associated with the fiscal year and the anticipated reserves to be paid over the life of the claim.

WORKERS' COMPENSATION CLAIMS FILED

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-2010</u>
GENERAL EMPLOYEES	3	3	2
POLICE	28	20	20
FIRE	9	14	9
PUBLIC WORKS	12	12	12
LIBRARY	2	1	1
RECREATION & PARKS	<u>8</u>	<u>5</u>	<u>6</u>
TOTAL*	62	55	50

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

INCURRED COSTS OF WORKERS' COMPENSATION CLAIMS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
GENERAL EMPLOYEES	\$2,017	\$20,000	\$10,000
POLICE	\$173,363	\$150,000	\$150,000
FIRE	\$65,171	\$80,000	\$80,000
PUBLIC WORKS	\$16,771	\$45,000	\$45,000
LIBRARY	\$4,235	\$1,000	\$1,000
RECREATION & PARKS	<u>\$996</u>	<u>\$7,000</u>	<u>\$7,000</u>
TOTAL	\$262,553	\$303,000	\$293,000

2009-2010 GOALS & OBJECTIVES

1. Produce an Annual Report demonstrating the division's activities and City claims status.
2. Obtain ICRMA grant funds to contract for a complete park/playground safety audit and development of a written playground safety policy.
3. Provide first aid kits and earthquake supplies for City Hall facilities.

2008-2009 MAJOR ACCOMPLISHMENTS

1. For the second year in a row the Risk Management Division, received the Independent Cities Risk Management Authority (ICRMA) *Outstanding Star Award*. This award provided the City with an additional \$3,000 to use toward risk management programs.

2. Instituted a “*Nurse On Call*” program. This program allows employees who are injured at work to obtain medical consultation and referral 24 hours-a-day, 7 days-a-week.
3. Online training classes were conducted for employees and supervisors on various OSHA safety topics. Access to on-line training modules was instituted for supervisory and management personnel.
4. Four new Administrative Policies & Procedures were written and incorporated into the City’s Administrative policies. These are: Heat Illness Prevention Plan; Contractual Risk Transfer; Emergency Action & Evacuation Plan; and City Vehicle Use Policy/Fleet Safety Program.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Insurance category (#35000) includes premium costs for property coverage \$74,200; Auto Physical Damage \$11,000 and employee fidelity bond \$7,800.
2. Miscellaneous category (#39000) includes \$900 for printing & duplicating costs; \$300 for membership dues; and \$300 for mandated Federal and State posters and professional publications.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$200,806	\$207,503	\$207,543	\$213,172	\$213,172
11400 Overtime Salaries	133	0	0	0	0
11500 Separation Benefits	8,678	10,414	10,414	11,455	11,455
TOTAL	\$209,617	\$217,917	\$217,957	\$224,627	\$224,627
EMPLOYEE BENEFITS					
12200 Life Insurance	\$504	\$607	\$504	\$504	\$504
12300 Medical Insurance	18,005	20,087	20,087	20,382	20,382
12350 Medicare Insurance	2,947	3,010	3,010	3,091	3,091
12400 Dental Insurance	1,200	1,440	1,440	1,440	1,440
12500 Workers Compensation	2,055	2,158	2,158	2,266	2,266
12600 Retirement	29,043	33,715	33,715	31,082	31,082
12900 Long Term Disability	1,740	1,836	1,836	1,839	1,839
12950 Vision Plan	522	576	576	576	576
TOTAL	\$56,016	\$63,429	\$63,326	\$61,180	\$61,180
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$283	\$283	\$200	\$200
22000 Operating Supplies	0	1,250	1,000	500	500
24000 Small Tools	0	1,500	1,000	500	500
31000 Contracted Services	3,946	4,200	3,000	1,500	1,500
32000 Communications	466	400	400	400	400
33000 Motor Pool Charges	561	1,475	1,295	1,000	1,000
35000 Insurance	96,779	110,389	87,257	93,000	93,000
39000 Miscellaneous	3,250	1,700	1,803	1,500	1,500
TOTAL	\$105,002	\$121,197	\$96,038	\$98,600	\$98,600
GRAND TOTAL	\$370,635	\$402,543	\$377,321	\$384,407	\$384,407

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:
 General Fund \$1,210,880
 Retirement Fund \$124,951
 CRA Fund \$246,519
 CDBG Grant \$245,303

DEPARTMENT: Development Services

REVENUES:

ACTIVITY: Development Services

General Fund \$852,000

ACTIVITY NO.: 1700

<u>SUMMARY OF COST</u>	<u>Actual</u> 2007-08	<u>Adopted</u> 2008-09	<u>Year-End</u> <u>Estimated</u> 2008-09	<u>Proposed</u> 2009-10	<u>Adopted</u> 2009-10
PERSONNEL COST	\$1,372,572	\$1,707,618	\$1,612,004	\$1,624,853	\$1,624,853
SERVICES & SUPPLIES	198,322	208,727	198,070	202,800	202,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,570,894	\$1,916,345	\$1,810,074	\$1,827,653	\$1,827,653
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	18.00	18.30	18.30	17.50	17.50

Program Description

The Development Services Department has the responsibility of maintaining the City's physical environment through the effective and efficient use of the City's legislative mandates (i.e., maintaining General Plan, zoning, building and property maintenance codes) which provide a solid foundation for the quality of life standard that the residents of Monterey Park demand. This Department is also responsible for providing services that promote the community's short and long term development interests in maintaining Monterey Park's traditionally high standards of development in its residential, commercial and industrial areas, as well as providing staff assistance to the Planning Commission, Design Review Board, Modification Committee, City Council and Community Redevelopment Agency.

The Department consists of three (3) Divisions:

Planning Division

This Division enforces Title 21 of the Monterey Park Municipal Code. Personnel comment on and process all applications for both Design Review Board (DRB) and

Planning Commission land use actions. Staff also conducts field inspections and research which provides the basis for professionally prepared staff reports, and recommendations made for approval, denial, or approval with conditions. It also is the lead agency for all environmental reviews consistent with the California Environmental Quality Act (CEQA). The Division is also responsible for being the liaison to the Design Review Board and Planning Commission.

Building & Safety Division

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

Code Enforcement Division

This Division primarily enforces Section 9.54 of the Monterey Park Municipal Code (aka. the Property Maintenance Ordinance), but may also be required at times to enforce portions of Chapter 21 (Zoning Code) along with other related sections of the Monterey Park Municipal Code. The Division also coordinates the “Code Enforcement Volunteer Program”. It has also been the responsible division for the coordination of the annual L.A. County “Weed Abatement” program. And this year will begin monitoring and enforcing the recently adopted MPMC Chapter 9.74 commonly known as the Shopping Cart Ordinance.

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

Land Area	7.72 square miles
Major topographic characteristic	Hills
Housing stock	20,693 dwelling units*
Population	64,874 residents*

*California Department of Finance

Zoning:

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

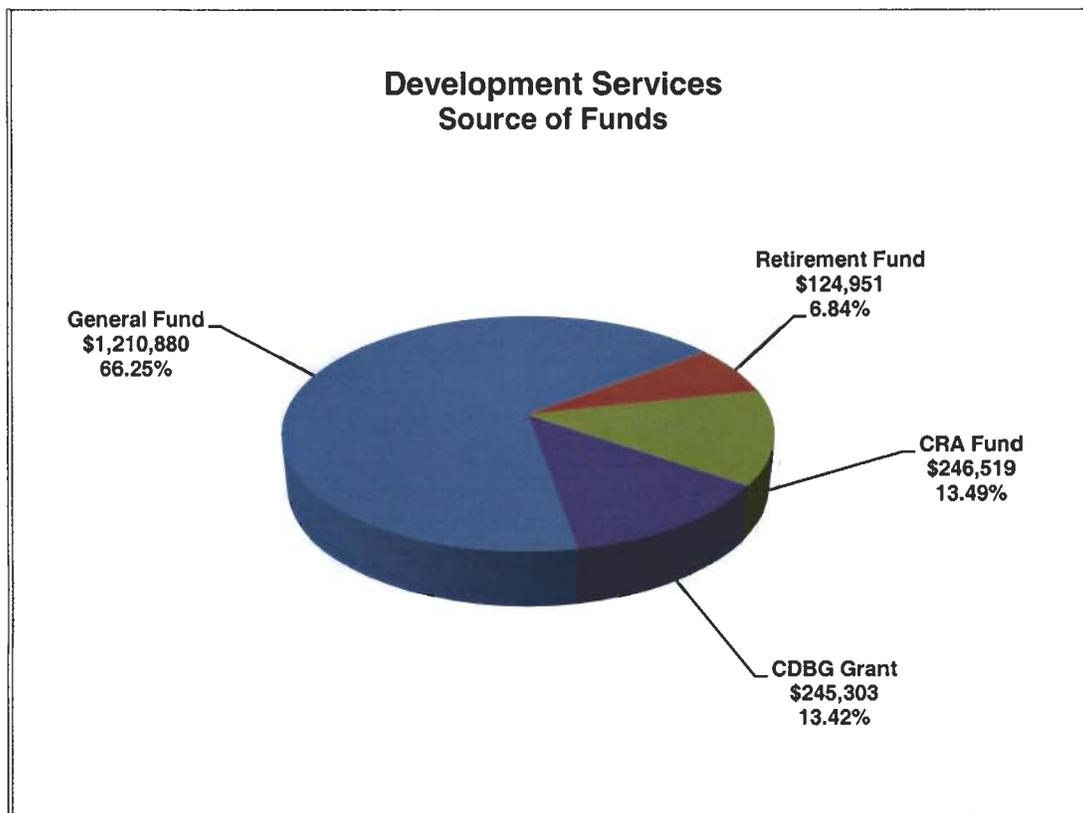
** (Includes existing commercial and residential areas)

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

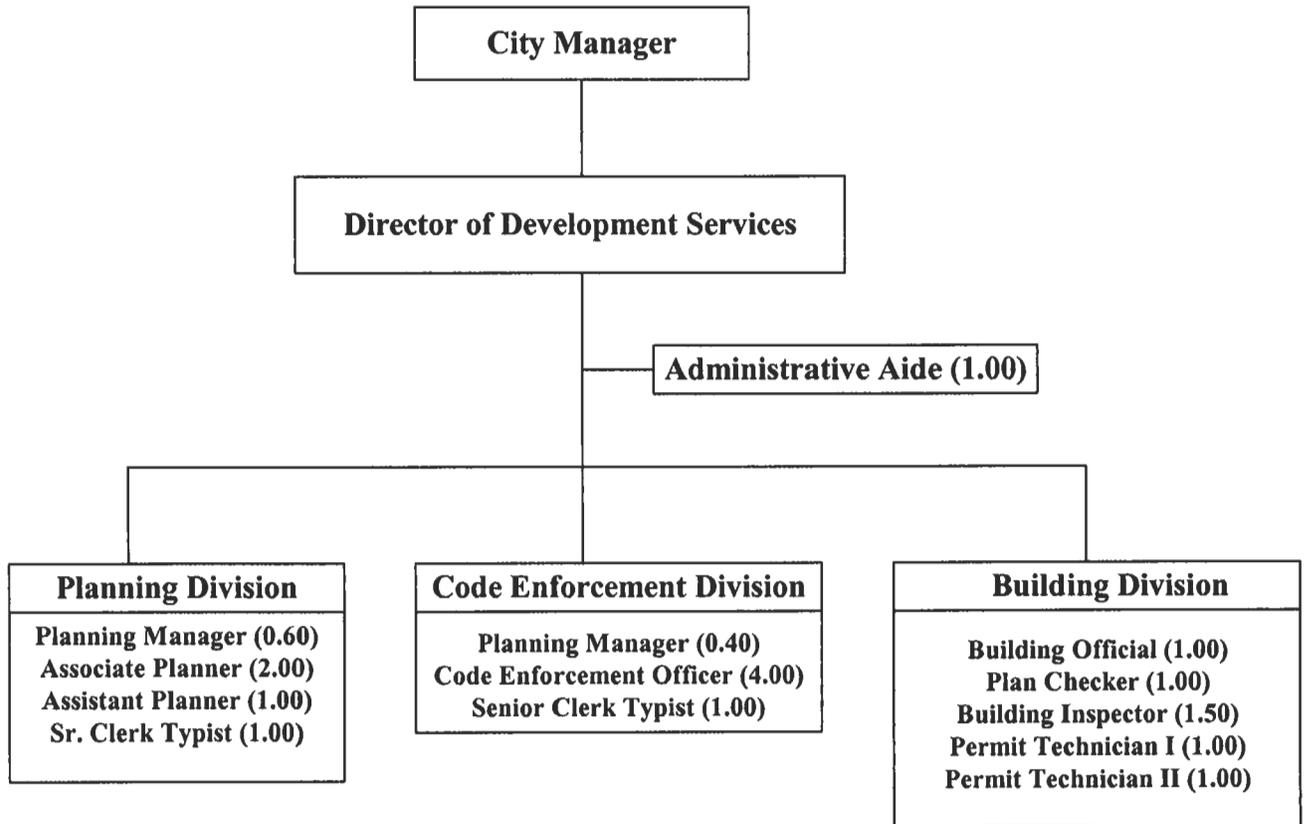
The Department's **MISSION** is "to provide the best possible development services to the public in a way which will promote **good development** and result in a mutually beneficial development which will not only contribute to the City's increased revenue potential but to the overall well-being of the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

The staff of the Department is **committed** to maintaining a physical environment where the public can feel secure in the knowledge that every effort will be made to satisfy their service needs in a sensitive yet effective manner within the integrity of the Council adopted municipal code.

Personnel changes from last year include: The elimination of a part-time Building Inspector and the freezing of one vacant Associate Planner position.



Development Services Department Organization Chart



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Development Services**

ACTIVITY: **Planning**

ACTIVITY NO.: **1701**

SUMMARY OF COST	Actual 2007-08	Adopted 2008-09	Year-End Estimated 2008-09	Proposed 2009-10	Adopted 2009-10
PERSONNEL COST	\$361,191	\$507,901	\$474,142	\$429,025	\$429,025
SERVICES & SUPPLIES	33,689	23,914	23,169	22,200	22,200
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$394,880	\$531,815	\$497,311	\$451,225	\$451,225
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	5.68	5.57	5.57	5.27	5.27

Program Description

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

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

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

PROGRAM MEASUREMENTS

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

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
Civic District Review	0	0	0
Code Amendments	4	3	2
Conditional Use Permits	15	15	15
General Plan Amendments	2	1	1
Modification to Specific Plan	2	1	1
Parcel Maps	12	5	5
Precise Plan Related	3	3	1
Radius Map/Mailing	34	34	26
Specific Plan Amendments	1	1	1
Tentative Tract Maps	3	3	3
Time Extensions	18	2	10
Variances	2	3	2
Zone Changes	1	1	2
CEQA			
Environmental Impact Reports	1	1	1
Negative Declarations	5	10	5
Categorical Exemptions	58	58	25

DESIGN REVIEW

Signs	15	17	10
Remodels, No increase of floor area	4	4	4
Remodels, Increase of floor area	1	2	1
New Construction < 10,000 SF	4	6	2
New Construction > 10,000 SF	4	2	2
Landscaping	6	6	5
Single Family Residential	8	4	4

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

Annual Review of CUPs/Variances	0	0	0
Banners	180	180	170
Minor Departure	8	8	8
Second Units	2	2	2
Site Plan Review	8	8	8
Temporary Use Permits	30	20	30
Traffic/Parking Study	3	3	3
Yard Sales	350	300	370

PLAN CHECK

Process within 72 hours	100%	100%	100%
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2009-2010 GOALS AND OBJECTIVES

1. Revise the comprehensive Zoning Ordinance to streamline the development process, include tables and matrices, refine development standards, and provide flexibility in type of land uses allowed in the various land use districts by March 2010.
2. Create a policy document encouraging environmental awareness and promoting the use of sustainable practices throughout the community by August 2009.
3. Create architectural design guidelines that strengthen the Pedestrian Linkages Plan by January 2010.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Completed the update to the State mandatory Housing Element.
2. Extended the urgency ordinance establishing a moratorium on the permitting medical marijuana dispensaries in the city.
3. Completed an ordinance permitting the process of a Development Agreement that permits vested development rights at the entitlement stage.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) reflects the time for Planners attending evening meetings for the Planning Commission and Design Review Board, \$1,000.
2. Motor Pool Charges category (#33000) consists of conferences and seminars for environmental training \$708 and City allocated motor pool charges \$3,992.
3. Leases & Rentals category (#37000) reflects the cost for the rental of the copy equipment \$3,500.
4. R/M Contractual category (#38000) consists of computer network maintenance charges \$3,200, and repair and maintenance of City equipment \$1,000.
5. Miscellaneous category (#39000) consists of printing and duplicating \$650, dues and memberships \$850, and books and subscriptions \$300.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Development Services**

ACTIVITY: **Planning**

ACTIVITY NO.: **1701**

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$261,291	\$356,584	\$333,944	\$305,513	\$305,513
11300 Part Time Salaries	0	8,173	5,793	0	0
11400 Overtime Salaries	1,090	1,000	1,176	1,000	1,000
11500 Separation Benefits	20,539	24,647	24,647	27,111	27,111
TOTAL	\$282,920	\$390,404	\$365,560	\$333,624	\$333,624
EMPLOYEE BENEFITS					
12200 Life Insurance	\$661	\$987	\$1,017	\$807	\$807
12300 Medical Insurance	26,541	42,186	37,724	34,136	34,136
12350 Medicare Insurance	3,934	5,162	5,143	5,443	5,443
12370 Part Time Retirement	0	327	220	0	0
12400 Dental Insurance	1,817	3,048	3,199	2,526	2,526
12500 Workers Compensation	4,926	5,173	5,173	5,430	5,430
12600 Retirement	38,406	57,879	52,964	44,361	44,361
12900 Long Term Disability	1,529	2,087	2,438	2,079	2,079
12950 Vision Plan	457	648	704	619	619
TOTAL	\$78,271	\$117,497	\$108,582	\$95,401	\$95,401
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,160	\$2,515	\$2,515	\$2,000	\$2,000
22000 Operating Supplies	595	600	600	500	500
24000 Small Tools	848	850	850	700	700
31000 Contracted Services	14,547	1,000	1,000	500	500
32000 Communications	3,049	4,726	4,476	4,500	4,500
33000 Motor Pool Charges	3,890	4,705	4,710	4,700	4,700
37000 Leases & Rentals	2,374	2,550	2,550	3,500	3,500
38000 R/M Contractual	4,614	4,048	4,048	4,200	4,200
39000 Miscellaneous	1,612	2,920	2,420	1,600	1,600
TOTAL	\$33,689	\$23,914	\$23,169	\$22,200	\$22,200
GRAND TOTAL	\$394,880	\$531,815	\$497,311	\$451,225	\$451,225

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Development Services

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$435,937	\$538,412	\$473,553	\$549,609	\$549,609
SERVICES & SUPPLIES	117,509	131,811	125,811	133,500	133,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$553,446	\$670,223	\$599,364	\$683,109	\$683,109
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.66	 6.06	 6.06	 6.06	 6.06

Program Description

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

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

The Code Enforcement Division is funded with a combination of General, Community Development Block Grant (CDBG) and Community Redevelopment Agency (CRA) funds. The Division's specific objectives are as follows:

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

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

- Coordinate the City's successful graffiti removal program and continue to remove graffiti within 24 to 48 hours after authorization by the City.
- Proactively locate violations of the municipal code relating to: zoning/land use, property maintenance, yard sales, banners, business license, signage, inoperable vehicles (private property), and substandard housing/buildings.
- Monitor residential businesses to comply with City Home Occupation requirements.
- Monitor and evaluate complaints concerning the National Pollution Discharge Elimination System (NPDES). Provide updated training to detect illegal discharges into the storm-drain system.
- Provide follow-up to discretionary permits, when requested by Planning Division (Conditional Use and Temporary Use Permits, etc.).
- Promote voluntary compliance through public education/awareness programs such as: community access channel, attendance at City sponsored events, distribution of handouts/brochures, Code Enforcement Volunteer Program, Citizen Academy, etc.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
INSPECTIONS (*)			
Residential Inspections	3,379	3,567	3,745
Home Occupation	254	230	242
Commercial Inspections	1,248	1,024	1,075
Industrial Inspections	<u>224</u>	<u>153</u>	<u>161</u>
Total	5,105	4,974	5,223
GRAFFITI REMOVED (**)			
CDBG/CRA	3,202	3,462	3,635
Other Area	<u>2,868</u>	<u>2,211</u>	<u>2,322</u>
Total	6,070	5,673	5,957

* Numbers include all follow-up site inspections

** Numbers include in inspection figures

	<u>Actual 2007-08</u>	<u>Estimated 2008-09</u>	<u>Projected 2009-10</u>
Complaints received and Investigated	1,264	2,005	2,105
Cases Clearance Rate	95%	95%	95%
Volunteer Hours Donated	37.25	277	291
Administrative Citations	627	370	450

2009-2010 GOALS AND OBJECTIVES

1. Educate the business and residential community on maintaining a positive image by adopting higher standards in property maintenance.
2. Meet with local civic groups and organizations in conjunction with the Planning Division staff during the workshop phase of the comprehensive overall to the Zoning Ordinance to ensure provisions describing higher standards are expressed and included.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Implemented the Shopping Cart Ordinance by requiring all commercial businesses with five or more shopping carts to submit either a containment or retrieval plan. As a result, all businesses have complied with the plan which also requires on-going city monitoring.
2. Amended the Administrative Citation Chapter by increasing the fines to further efforts in gaining compliance with property abatement proceedings, public nuisances and other property maintenance conditions as described in the City's Municipal Code.
3. Expanded the Code Enforcement volunteer program to include enforcement of yard sales, removal of banners and property maintenance site inspections.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) consists of legal fees \$32,400 and other professional services \$58,600 for graffiti removal for non-CRA areas, \$8,000 for Graffiti Trackers services and \$1,000 for Administrative Hearing Officer services.
2. Communications category (#32000) consists of telephone \$2,477, technology charges \$4,023 and postage \$2,500.
3. Motor Pool Charges category (#33000) consists of City allocated motor pool charges.
4. R/M Contractual category (#38000) reflects the cost for computer network maintenance and repair and maintenance of City equipment \$6,000.
5. Miscellaneous category (#39000) consists of printing and duplicating \$800 and dues and memberships \$400.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Development Services**

ACTIVITY: **Code Enforcement**

ACTIVITY NO.: **1702**

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$311,434	\$376,949	\$332,919	\$393,436	\$393,436
11400 Overtime Salaries	1,550	1,500	1,500	1,500	1,500
11500 Separation Benefits	20,466	24,560	24,560	27,014	27,014
TOTAL	\$333,450	\$403,009	\$358,979	\$421,950	\$421,950
EMPLOYEE BENEFITS					
12200 Life Insurance	\$899	\$1,129	\$1,023	\$1,129	\$1,129
12300 Medical Insurance	34,389	48,329	36,436	43,422	43,422
12350 Medicare Insurance	3,856	4,652	4,039	4,814	4,814
12400 Dental Insurance	2,346	3,196	3,149	3,215	3,215
12500 Workers Compensation	13,100	13,755	13,753	14,443	14,443
12600 Retirement	45,409	61,303	53,065	57,168	57,168
12900 Long Term Disability	1,949	2,400	2,487	2,788	2,788
12950 Vision Plan	539	639	622	680	680
TOTAL	\$102,487	\$135,403	\$114,574	\$127,659	\$127,659
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,900	\$1,950	\$1,950	\$1,800	\$1,800
22000 Operating Supplies	888	1,150	1,150	1,000	1,000
24000 Small Tools	611	600	600	500	500
31000 Contracted Services	83,622	94,100	88,100	100,000	100,000
32000 Communications	8,405	9,217	9,217	9,000	9,000
33000 Motor Pool Charges	12,720	14,121	14,121	14,000	14,000
38000 R/M Contractual	7,451	8,773	8,773	6,000	6,000
39000 Miscellaneous	1,912	1,900	1,900	1,200	1,200
TOTAL	\$117,509	\$131,811	\$125,811	\$133,500	\$133,500
GRAND TOTAL	\$553,446	\$670,223	\$599,364	\$683,109	\$683,109

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Development Services

ACTIVITY: Building

ACTIVITY NO.: 1703

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$575,444	\$661,305	\$664,309	\$646,219	\$646,219
SERVICES & SUPPLIES	47,124	53,002	49,090	47,100	47,100
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$622,568	\$714,307	\$713,399	\$693,319	\$693,319
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 6.66	 6.67	 6.67	 6.17	 6.17

Program Description

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

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
PERMITS			
Building Permits:			
<i>a. Residential, New</i>	47	5	5
<i>b. Residential, Add/Alter</i>	475	370	360
<i>c. Non-Residential, New</i>	7	5	5
<i>d. Non-Residential, Add/Alter</i>	150	135	155
<i>e. Miscellaneous</i>	<u>271</u>	<u>220</u>	<u>210</u>
Building Permits Total	950	735	735
Electrical Permits	242	160	170
Mechanical Permits	144	90	100
Plumbing Permits	<u>170</u>	<u>150</u>	<u>160</u>
All Permits Total	1,506	1,135	1,165
ANNUAL PERMIT VALUATION	120 mil.	44 mil.	45 mil.
PLAN CHECKS			
Total Number Processed	<u>526</u>	<u>500</u>	<u>500</u>
Processed In-House	94%	89%	92%
Contracted Out	6%	11%	8%
INSPECTIONS			
Construction Inspections	6,369	7,340	8,000
Property Sales, Residential	293	280	285
Property Sales, Commercial	60	30	35
Violation Inspections	<u>114</u>	<u>90</u>	<u>80</u>
All Inspections Total	6,836	7,740	8,400

2009-2010 GOALS AND OBJECTIVES

1. Have staff members take the certification exams to get re-certified under the new International Building Code by June 2010.
2. Coordinate with other City departments to promote voluntary compliance with the California Green Building Code. The code will take effect on August 1, 2009, but most of its provisions will not become mandatory until 2011.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Provided a smooth transition from the Uniform Building Code, which had been used in California for nine decades, to the new International Building Code and maintained a consistent customer service level in plan review and construction inspection.
2. Updated Division policies, procedures, forms and information handouts to harmonize with the new International Building Code.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Communications category (#32000) includes \$2,700 for telephone, \$1,800 for technology charges and \$500 for postage.
2. Motor Pool Charges category (#33000) reflects the City's allocated motor pool charges, \$25,500, and conference/seminars, \$2,700.
3. Miscellaneous Charges category (#39000) includes \$2,000 for printing & reproduction, \$1,000 for City's membership dues with code organizations, and \$2,000 for code books, commentaries and reference materials.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Development Services**

ACTIVITY: **Building**

ACTIVITY NO.: **1703**

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$394,408	\$458,546	\$458,546	\$483,240	\$483,240
11300 Part Time Salaries	40,594	37,692	37,692	0	0
11400 Overtime Salaries	1,504	1,500	1,500	1,500	1,500
11500 Separation Benefits	22,274	26,729	26,729	29,401	29,401
TOTAL	\$458,780	\$524,467	\$524,467	\$514,141	\$514,141
EMPLOYEE BENEFITS					
12200 Life Insurance	\$994	\$1,151	\$1,151	\$1,151	\$1,151
12300 Medical Insurance	34,570	43,597	43,597	41,415	41,415
12350 Medicare Insurance	6,478	6,680	6,680	7,077	7,077
12400 Dental Insurance	2,901	3,631	3,631	3,649	3,649
12500 Workers Compensation	3,829	4,020	4,020	4,221	4,221
12600 Retirement	65,049	74,533	77,108	70,879	70,879
12900 Long Term Disability	2,158	2,443	2,841	2,843	2,843
12950 Vision Plan	685	783	814	843	843
TOTAL	\$116,664	\$136,838	\$139,842	\$132,078	\$132,078
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,519	\$2,500	\$2,500	\$2,000	\$2,000
22000 Operating Supplies	2,834	3,000	2,800	2,000	2,000
24000 Small Tools	768	1,200	1,200	600	600
31000 Contracted Services	455	956	443	500	500
32000 Communications	3,845	5,562	5,197	5,000	5,000
33000 Motor Pool Charges	26,150	28,750	26,216	28,000	28,000
38000 R/M Contractual	3,114	4,024	4,024	4,000	4,000
39000 Miscellaneous	7,439	7,010	6,710	5,000	5,000
TOTAL	\$47,124	\$53,002	\$49,090	\$47,100	\$47,100
GRAND TOTAL	\$622,568	\$714,307	\$713,399	\$693,319	\$693,319

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$13,172,553
 Retirement Fund \$2,237,215
 Public Safety Impact Fund \$239,193
 STC Standards/Training/
 Correction Fund \$5,885
 POST Grant \$35,000
 Asset Forfeiture Fund \$363,689
 Public Safety Augmentation Fund \$300,000
 State COPS Grant \$132,873

DEPARTMENT: Police

ACTIVITY: Police

ACTIVITY NO.: 3100

REVENUES:

General Fund \$741,100

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$13,120,649	\$14,012,143	\$13,571,848	\$14,452,698	\$14,452,698
SERVICES & SUPPLIES	2,023,073	2,324,093	2,135,201	2,033,710	2,033,710
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$15,143,722	\$16,336,236	\$15,707,049	\$16,486,408	\$16,486,408
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 132.11	 132.11	 132.11	 131.36	 131.36

Program Description

Members of the Monterey Park Police Department recognize that in order to deliver the highest level of police services, contemporary issues in our community, and challenges facing the Police Department, must be studied on a continuous basis. Identifying the best solutions to address community safety and quality of life issues is a core responsibility of the Police Department. To fortify our community partnership, we maintained a high level of attention on significant issues that made an impact on the community's safety and quality of life. Through the Police Department's continual commitment to Community Based Policing and the continued implementation of the Department's 2002 Strategic Plan, the Department's objectives and areas of responsibilities are successfully accomplished.

We strive to promote the Police Department as a source of pride for our many employees and volunteers, many of whom live here in Monterey Park. Police Reserves, Monterey Park Emergency Communications, Citizen's Patrol, Police Explorers, and interns volunteered well over 17,000 hours in 2008-2009. The Police Department continues to maintain a strong partnership with the community to address crime and quality of life issues. With specific focus, the Monterey Park Police Department will meet the challenges of the future through proper

planning, strategic implementation and commitment in delivering the highest level of police services to our community.

An analysis of the crime statistics in Monterey Park reflects that for the year 2008, there were a total of 2,306 Part I crimes per 100,000 population, reflecting a 6% decrease in Part I crimes for 2008 as compared to the previous year. In 2008, robberies decreased by 39%, larceny decreased by 12%, and grand theft auto decreased by 6%. In comparison, Monterey Park's Part I crime rate was 37% less than Montebello's crime rate of 3,646 per 100,000 population, 24% less than Alhambra's rate of 3,046 per 100,000 population, and 9% less than San Gabriel's rate of 2,559 per 100,000 population.

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

<u>Calendar Year</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
% Change in Part I Crime	-6%	-15%	-25%	0%	6%	9%	0%	2%	-12%	-1%	-6%	-6%
# Traffic Fatalities	1	3	3	6	0	3	2	1	0	4	2	2

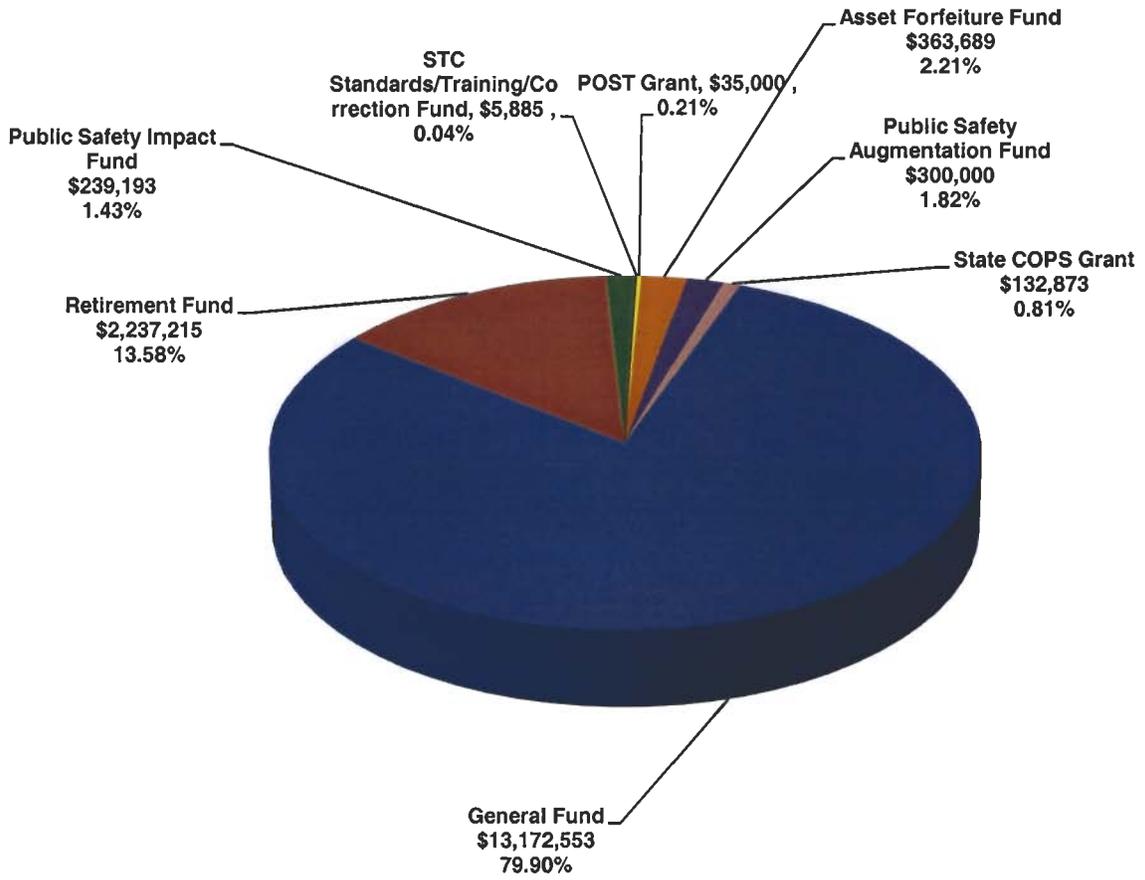
Monterey Park, Alhambra, and Montebello are "C" category agencies as determined by the Office of Traffic Safety. Population density, miles of roadway, and demographics determine an agency's category. A comparison of local police agencies regarding traffic accidents for the 2008 calendar year is listed below:

<u>Agency</u>	<u>Traffic Accident Comparison</u>		
	<u>Fatal</u>	<u>Injury</u>	<u>Non-Injury</u>
Monterey Park	2	140	604
Montebello	4	202	329
Alhambra	1	166	1,022

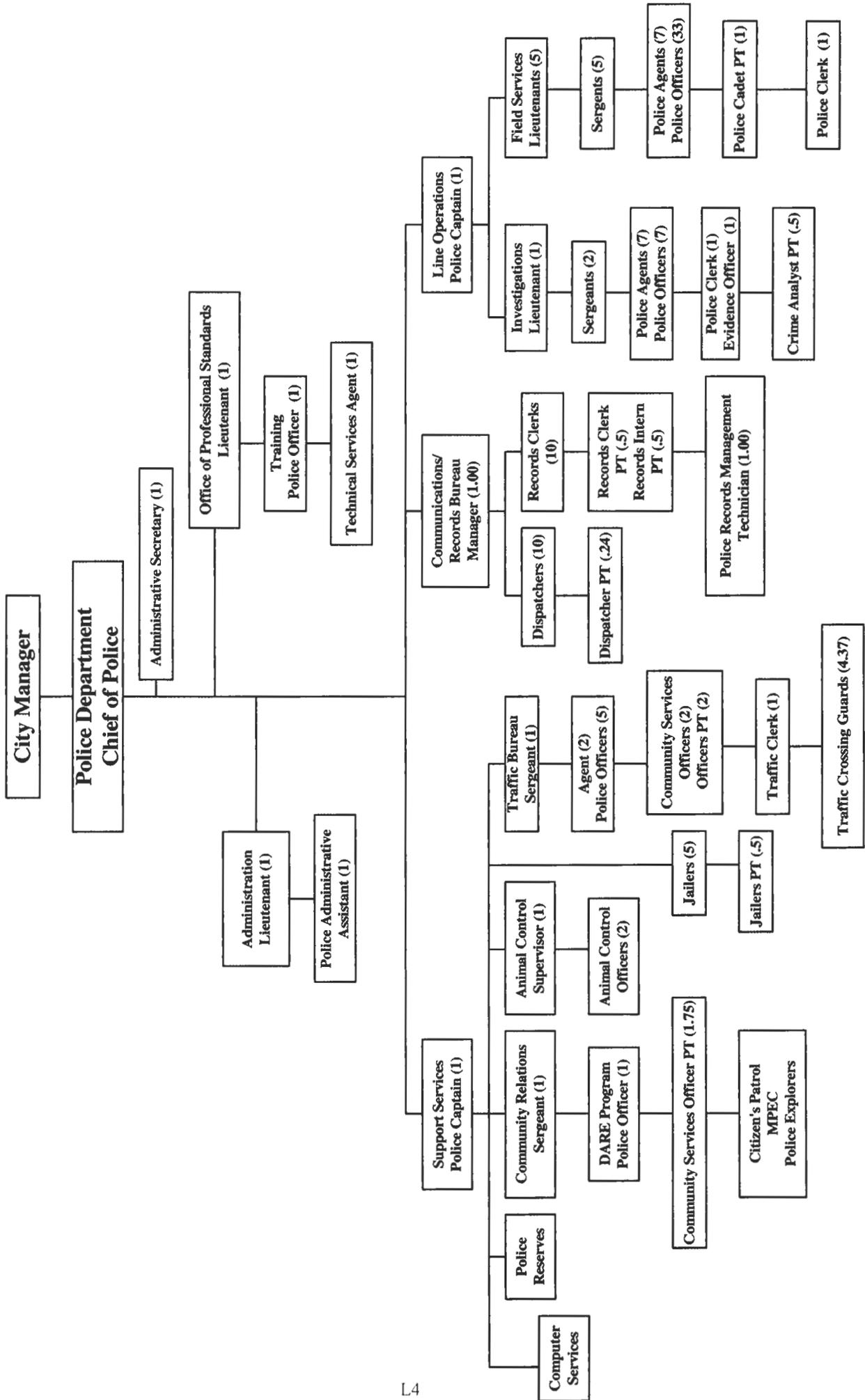
Personnel changes from last year include:

- 1) Part-Time Evidence Officer position in Activity 3104 (Investigations Bureau) was eliminated. Application has been submitted to re-instate this position for two years with Recovery Act Grant funds.
- 2) Part-Time Community Service Officer in Activity 3120 (Community Relations Bureau) reduced from two Full Time Equivalents to 1.75 Full Time Equivalents. This reduction saves \$10,000 annually. Application has been submitted to re-instate this position for two years with Recovery Act Grant funds.
- 3) Two Police Officer positions were frozen and not funded in Activity 3102 (Traffic Bureau).

Police Source of Funds



Police Department Organization Chart



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$1,101,653	\$1,219,563	\$1,215,599	\$1,293,635	\$1,293,635
SERVICES & SUPPLIES	129,501	129,469	126,052	86,000	86,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,231,154	\$1,349,032	\$1,341,651	\$1,379,635	\$1,379,635
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.00	 5.00	 5.00	 5.00	 5.00

Program Description

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

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

The specific service objectives are as follows:

- Achieve a 100% compliance rate of all POST and STC mandated training.

- Achieve the projected volunteer hours from all police volunteer programs.
- Process all requests for permits and variances within two business days.
- Identify possible external funding sources to augment current budget allowances.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
Total Volunteer Hours:	18,575	17,251	17,803
Total Number of Volunteers:	110	108	117
Reserves Officers	37	34	36
Explorers	23	27	29
Records	2	1	1
MPEC	16	15	15
MPCP	25	23	28
Investigations	1	1	1
Animal Control	2	2	2
Chaplains	4	5	5
Formal Training Hours for all Personnel:	10,248	7,865	7,250

2009-2010 GOALS AND OBJECTIVES

1. Sworn personnel will complete an "Officer Safety and Risk Assessment" training course to meet mandates set by California Peace Officer Standards and Training. The course will enhance officers' safety through proper assessment of high risk situations in the field.
2. Sworn personnel will attend a California Peace Officer Standards and Training "Force Options" course. The training will strengthen officers' skill in proper force options. The training will enhance safety for the community and officers.
3. The Administration Bureau will continue to coordinate with Federal agencies and seek grant funding to supplement the Police Department's budget with Federal assistance.

2008-2009 MAJOR ACCOMPLISHMENTS

1. All officers attended the California Peace Officers Standards and Training certified Taser training course. This course certified the officers on the new X26 Taser which gives officers an additional less lethal option when faced with a confrontational or combative suspect. Each patrol officer was issued an X26 Taser after successfully completing the training course.
2. Officers received risk management training from a legal firm that specializes in police risk management, at no cost to the Department.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of \$12,150 annual uniform allowance, \$500 for educational supplies, \$300 for operating supplies, \$7,000 for the annual awards/appreciation banquet and law enforcement meetings, and \$50 for miscellaneous supplies. Annual uniform allowance account reflects a decrease of \$8,750, educational supplies account reflects a decrease of \$500, and annual awards/appreciation banquet and law enforcement meetings reflects a decrease of \$1,500.
2. Communications category (#32000) consists of \$500 for mailings related to administrative matters. Reflecting a decrease of \$163.
3. Motor Pool category (#33000) consists of \$35,000 for State mandated POST training requirements, \$5,885 for State mandated Standards and Training for Corrections (STC) training, \$225 for parking expenses, and \$8,890 for allocated vehicle operating costs. POST training account reflects a decrease of \$5,000 due to reduced training.
4. Miscellaneous category (#39000) consists of \$1,700 for printing and duplicating, \$1,100 for dues and membership, \$900 for books and subscriptions, \$7,000 for State mandated education/training costs for Reserve Police Officers, and \$3,000 for the annual update of department policy manual. Education and training cost account reflects a decrease of \$26,650 due to the completion of the 2007 Urban Area Security Initiative grant and usage trends.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$473,028	\$500,004	\$499,562	\$515,280	\$515,280
11400 Overtime Salaries	26,885	16,738	16,250	14,738	14,738
11450 Court Time Salaries	1,591	2,060	1,725	2,060	2,060
11500 Separation Benefits	430,417	516,500	516,500	568,150	568,150
TOTAL	\$931,921	\$1,035,302	\$1,034,037	\$1,100,228	\$1,100,228
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,083	\$1,218	\$1,080	\$1,080	\$1,080
12300 Medical Insurance	39,249	45,165	43,287	44,656	44,656
12350 Medicare Insurance	4,704	3,740	3,960	3,923	3,923
12400 Dental Insurance	2,140	2,215	2,215	2,229	2,229
12500 Workers Compensation	10,112	10,618	10,618	11,149	11,149
12600 Retirement	109,034	117,851	116,948	126,878	126,878
12800 Uniform Allowance	580	550	550	550	550
12900 Long Term Disability	2,210	2,290	2,290	2,292	2,292
12950 Vision Plan	620	614	614	650	650
TOTAL	\$169,732	\$184,261	\$181,562	\$193,407	\$193,407
SERVICES & SUPPLIES					
21000 Office Supplies	\$242	\$310	\$280	\$200	\$200
22000 Operating Supplies	24,343	30,750	27,161	20,000	20,000
24000 Small Tools	74	150	110	100	100
32000 Communications	768	663	750	500	500
33000 Motor Pool Charges	85,730	55,246	55,196	50,000	50,000
38000 R/M Contractual	1,520	1,800	1,645	1,500	1,500
39000 Miscellaneous	16,824	40,550	40,910	13,700	13,700
TOTAL	\$129,501	\$129,469	\$126,052	\$86,000	\$86,000
GRAND TOTAL	\$1,231,154	\$1,349,032	\$1,341,651	\$1,379,635	\$1,379,635

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> 2007-08	<u>Adopted</u> 2008-09	<u>Year-End</u> <u>Estimated</u> 2008-09	<u>Proposed</u> 2009-10	<u>Adopted</u> 2009-10
PERSONNEL COST	\$1,119,722	\$1,347,275	\$1,160,895	\$1,165,562	\$1,165,562
SERVICES & SUPPLIES	117,275	115,658	114,367	119,600	119,600
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,236,997	\$1,462,933	\$1,275,262	\$1,285,162	\$1,285,162
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	17.62	17.62	17.62	17.62	17.62

Program Description

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

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

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

The specific operational objectives are as follows:

- Follow-up on traffic investigations within 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 three business days.
- Conduct a Driving Under the Influence Checkpoint quarterly and a Safety Checkpoint bi-annually.
- Conduct six Pedestrian Decoy Enforcement details.
- Deploy the radar trailer each weekday, concentrating on speed related problem areas.
- Conduct weekly radar enforcement in areas where speed has been identified as the primary collision factor.
- Conduct 12 Mature Driver classes at Langley Center.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
Number of Citations:			
Traffic	12,105	12,038	12,350
Parking	20,053	19,880	20,100
Traffic Collision Incidents:			
Fatal	1	1	*
Injury	119	140	*
Non-injury	177	180	*
Fatalities	1	2	*
Persons Injured	256	268	*

Number of Arrests:			
Drunk Drivers	203	312	318
% of Traffic Investigations Commenced Within 3 Days	100%	100%	100%
% Response on Citation Appeals/Complaints Within 3 Days	100%	100%	100%

Intersections With the Highest
Number of Traffic Collisions:

To Date

• Garfield Ave & Garvey Ave	9
• Garfield Ave & Newmark Ave	5
• Atlantic Blvd & Garvey Ave	4
• Atlantic Blvd & Riggin St	4
• Atlantic Blvd & Floral Dr	4

2009-2010 GOALS AND OBJECTIVES

1. Conduct in-house training for patrol personnel in the area of traffic accident reporting. This program will increase the depth of knowledge for patrol officers in their traffic accident investigations.
2. Conduct quarterly education and enforcement operations pertaining to issues of yielding to school buses. In addition, promoting traffic safety through education, the "Safe Moves City" presentation will be offered to all local elementary schools. Children will be taught pedestrian and bicycle safety principles in an urban environment.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Through grant funding from the California Office of Traffic Safety, the Traffic Bureau conducted six Driving Under the Influence / Driver's License checkpoints. The checkpoints allowed for the dissemination of driving under the influence educational materials to over 16,000 drivers.
2. Produced four Public Service Announcements (PSA) which were aired on local cable Channel 55. The PSA's focused on educating the community in the areas of pedestrian and bicycle safety, traffic collision reporting, and the consequences of driving under the influence.
3. Conducted four commercial vehicle safety enforcement operations. The operations focused on large commercial vehicles operating in and around the City to reduce congestion, roadway damage, and increase safety for motorists.

4. Received a California Office of Traffic Safety “Click It Or Ticket” grant for education and enforcement on seatbelt and child seat restraint violations.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) decreased \$55,296 due to the completion of the Office of Traffic Safety grant.
2. Operating Supplies category (#22000) consists of \$8,388 for annual uniform allowance and safety equipment and \$612 for operating supplies. Uniform allowance account reflects a decrease of \$362 and operating supplies reflects a decrease of \$438.
3. Small Tools category (#24000) consists of \$500 for minor equipment repairs.
4. Contracted Services category (#31000) consists of \$1,800 for the cost of administrative hearings for citizens contesting parking citations. Reflecting a decrease of \$680.
5. Motor Pool category (#33000) consists of \$50 for mileage and parking costs and \$99,950 for allocated vehicle operating costs.
6. R/M Contractual category (#38000) consists of \$500 for required yearly calibration of six hand-held radar/laser units and the repair/maintenance of office equipment. Reflecting a decrease of \$200.
7. Miscellaneous category (#39000) consists of \$6,750 for printing and duplicating, \$100 for dues & membership, and \$150 for towing charges. Printing and duplicating reflects a decrease of \$250.

CITY OF MONTEREY PARK

PROGRAM DETAIL

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

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$620,295	\$798,975	\$671,256	\$713,207	\$713,207
11300 Part Time Salaries	150,766	152,462	147,264	152,462	152,462
11400 Overtime Salaries	114,476	78,081	84,586	22,785	22,785
11450 Court Time Salaries	2,105	9,180	5,265	9,180	9,180
TOTAL	\$887,642	\$1,038,698	\$908,371	\$897,634	\$897,634
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,554	\$2,025	\$1,597	\$1,485	\$1,485
12300 Medical Insurance	52,301	80,217	59,823	61,616	61,616
12350 Medicare Insurance	10,833	12,266	10,976	8,566	8,566
12370 Part Time Retirement	5,344	6,578	4,804	6,578	6,578
12400 Dental Insurance	4,142	5,690	4,496	4,289	4,289
12500 Workers Compensation	6,526	6,852	6,852	7,195	7,195
12600 Retirement	149,064	192,144	162,025	176,677	176,677
12800 Uniform Allowance	523	688	138	0	0
12900 Long Term Disability	1,068	1,188	1,056	792	792
12950 Vision Plan	725	929	757	730	730
TOTAL	\$232,080	\$308,577	\$252,524	\$267,928	\$267,928
SERVICES & SUPPLIES					
21000 Office Supplies	\$500	\$500	\$450	\$400	\$400
22000 Operating Supplies	9,323	10,200	9,796	9,000	9,000
24000 Small Tools	8,353	525	500	500	500
31000 Contracted Services	1,883	2,480	1,965	1,800	1,800
32000 Communications	417	402	400	400	400
33000 Motor Pool Charges	88,446	93,601	93,576	100,000	100,000
38000 R/M Contractual	400	700	650	500	500
39000 Miscellaneous	7,953	7,250	7,030	7,000	7,000
TOTAL	\$117,275	\$115,658	\$114,367	\$119,600	\$119,600
GRAND TOTAL	\$1,236,997	\$1,462,933	\$1,275,262	\$1,285,162	\$1,285,162

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$6,280,527	\$6,491,745	\$6,467,082	\$6,834,996	\$6,834,996
SERVICES & SUPPLIES	409,021	434,439	430,734	412,600	412,600
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$6,689,548	\$6,926,184	\$6,897,816	\$7,247,596	\$7,247,596
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 52.50	 52.50	 52.50	 52.50	 52.50

Program Description

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

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

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

PROGRAM MEASUREMENTS

	<u>Actual 2007-08</u>	<u>Estimated 2008-09</u>	<u>Projected 2009-10</u>
Calls for Service:			
Citizen Requests	30,153	30,972	31,777
Officer Observed	<u>24,543</u>	<u>24,636</u>	<u>24,727</u>
Total Calls for Service	54,696	55,608	56,504
Priority I (Emergency) Response Time (minutes/seconds):	4:17	4:09	4:00
Priority II Response Time:	4:14	4:20	4:15
Priority III Response Time:	8:28	8:35	8:30
Priority IV Response Time:	6:10	6:27	6:15

Priority I: Where danger to life and/or property is imminent, or a crime of a serious nature is in progress.

Examples: (1) An armed robbery (2) A person shot

Priority II: Where a threat to a person or property is possible, or a breach of the peace is occurring.

Examples: (1) A trespass in progress (2) Disturbances caused by juveniles

Priority III: Where there is no threat to life or property, and a delay would not cause undue harm to a citizen or property.

Examples: (1) A bicycle theft, where no one was seen taking the bicycle
(2) A lost property report

Priority IV: Other routine calls for service.

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

2009-2010 GOALS AND OBJECTIVES

1. Identify and implement a Problem Orientated Policing strategy to address a particular crime or quality of life issue in a service area.
2. Patrol officers will receive Cardio Pulmonary Resuscitation (CPR) training through the California Peace Officer Standards and Training web based training program. The training received will strengthen a patrol officer's skill in life saving techniques.

2008-2009 MAJOR ACCOMPLISHMENTS

1. "Blue Check Mobile Fingerprint Identification" devices were installed and implemented in patrol vehicles. The Blue Check Mobile Fingerprint Identification device has been successful in identifying persons in the field who use false information to impersonate others as well as persons who give false information to conceal their identity.
2. Patrol Officers received "Law Enforcement's Response to Terrorism" training. The two part program included on-line interactive training provided by the California Peace Officer Standards and Training's on-line learning portal and "hands on training" in the proper use of Personal Protective Equipment (PPE) and gas masks.
3. Patrol personnel contacted each school in the City and updated the school's emergency procedures and emergency contact information for the Police Department's School Emergency Response Plan.
4. Patrol officers were recognized by Mothers Against Drunk Driving (MADD) and the California Office of Traffic Safety (OTS) for excellence in driving under the influence enforcement.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) spent over budget in 2008-09 due to vacancies, backfill for officers on long-term injured on duty status, and officers on Family Medical Leave Act (FMLA).
2. Operating Supplies category (#22000) consists of \$21,806 for mobile video/digital cameras, reflecting a decrease of \$5,694 due to the transition from video tapes to digital format. Also reflected are \$10,264 for safety equipment, \$29,275 for uniform allowance, \$16,500 for training ammunition (decrease of \$5,000 due to usage trend), \$800 for range supplies, and \$7,075 for K-9 supplies.

3. Contracted Services category (#31000) consists of \$3,500 for Los Angeles County Sheriff's Aero Bureau helicopter services. This account reflects a decrease of \$2,500.
4. Motor Pool category (#33000) consists of \$314,600 for allocated vehicle operating costs and \$400 for mileage and parking.
5. R/M Contractual category (#38000) consists of \$5,500 for the maintenance of video/digital cameras in patrol vehicles and office equipment. This account reflects a decrease of \$9,537 due to the transition to the new digital patrol vehicle cameras.
6. Miscellaneous category (#39000) consists of \$400 for printing and duplicating and \$100 for dues and memberships. Printing and duplicating reflects a decrease of \$500 and dues and memberships reflects a decrease of \$140.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$3,957,725	\$4,232,493	\$4,100,489	\$4,418,412	\$4,418,412
11300 Part Time Salaries	16,856	21,055	21,000	21,055	21,055
11400 Overtime Salaries	284,884	114,178	293,740	114,178	114,178
11450 Court Time Salaries	96,152	92,599	96,562	92,599	92,599
TOTAL	\$4,355,617	\$4,460,325	\$4,511,791	\$4,646,244	\$4,646,244
EMPLOYEE BENEFITS					
12200 Life Insurance	\$9,099	\$9,175	\$8,916	\$9,090	\$9,090
12300 Medical Insurance	404,640	424,383	417,998	438,019	438,019
12350 Medicare Insurance	58,342	56,393	59,968	59,100	59,100
12370 Part Time Retirement	140	882	726	882	882
12400 Dental Insurance	25,453	27,106	25,740	26,456	26,456
12500 Workers Compensation	417,250	438,112	438,112	460,018	460,018
12600 Retirement	1,003,746	1,069,654	998,197	1,189,133	1,189,133
12800 Uniform Allowance	1,356	300	275	0	0
12900 Long Term Disability	729	1,188	1,156	1,584	1,584
12950 Vision Plan	4,155	4,227	4,203	4,470	4,470
TOTAL	\$1,924,910	\$2,031,420	\$1,955,291	\$2,188,752	\$2,188,752
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,811	\$3,000	\$2,865	\$2,500	\$2,500
22000 Operating Supplies	107,661	105,568	103,365	85,000	85,000
23000 R/M Supplies	367	400	375	300	300
24000 Small Tools	75	90	80	100	100
31000 Contracted Services	6,274	6,000	5,800	3,500	3,500
32000 Communications	78	248	195	200	200
33000 Motor Pool Charges	278,778	295,493	295,443	315,000	315,000
38000 R/M Contractual	4,957	15,037	14,263	5,500	5,500
39000 Miscellaneous	559	1,140	885	500	500
42000 Debt Service	7,461	7,463	7,463	0	0
TOTAL	\$409,021	\$434,439	\$430,734	\$412,600	\$412,600
GRAND TOTAL	\$6,689,548	\$6,926,184	\$6,897,816	\$7,247,596	\$7,247,596

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Investigations
ACTIVITY NO.: 3104

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$2,152,084	\$2,360,445	\$2,168,036	\$2,463,723	\$2,463,723
SERVICES & SUPPLIES	237,451	267,967	262,878	271,001	271,001
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,389,535	\$2,628,412	\$2,430,914	\$2,734,724	\$2,734,724
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	20.25	20.25	20.25	19.75	19.75

Program Description

The Investigations Bureau conducts follow-up investigations on all crimes occurring within the City. The Bureau is responsible for the resolution and disposition of all criminal and non-criminal cases ranging from homicides to identity theft, as well as non-criminal matters, such as missing persons and lost property. The Investigations Bureau is comprised of two investigative sections.

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

The second investigative section is the Crime Impact Team, a unit specializing in the gathering of criminal intelligence, vice related investigations, gangs, and Asian organized crime. This section also assists detectives with the investigation of major criminal cases and works in concert with outside agencies on investigations that have an impact on the City of Monterey Park.

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual 2007-08</u>	<u>Estimated 2008-09</u>	<u>Projected 2009-10</u>
Part I Crimes Investigated	1,528	1,435	1,363
Part I Clearance Rate	12%	20%	20%
Suspected Child Abuse Reports Followed Up Within One Business Day	100%	100%	100%

2009-2010 GOALS AND OBJECTIVES

1. Each detective will outline, in the Bureau Manual, their job description and responsibilities for their respective assignment to ensure seamless and effective investigative services when personnel are transitioned to other assignments.
2. Detective personnel will conduct weekly briefing training for patrol personnel on emerging crime issues and trends to strengthen the effectiveness of patrol operations.

2008-2009 MAJOR ACCOMPLISHMENTS

1. In partnership with the Los Angeles County Probation Department, the Crime Impact Team conducted monthly probation “home checks”. The checks reinforced probationer compliance with their terms of probation set forth by the court. Non-compliant subjects had their probation revoked for violation of the terms.
2. Increasing awareness of identity theft issues and methods, Bureau personnel conducted eight presentations at Neighborhood Watch Meetings, two presentations at Citizen’s Academy classes, and one presentation at a Bank Manager Symposium.

3. Through investigation, education, enforcement, and community partnerships, there was an overall 23% reduction in robberies and a 20% reduction in other thefts in the City.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Part-Time Salaries category (#11300) consists of \$19,031 for part-time salary. Due to budget constraints, the part-time Court Liaison position was eliminated. The duties of the Court Liaison will be handled by detectives. This account reflects a decrease of \$16,288.
2. Operating Supplies category (#22000) consists of \$150 for safety equipment and clothing, \$5,137 for annual uniform allowance, and \$713 for operating supplies. Safety equipment and clothing reflects a decrease of \$100 and operating supplies reflects a decrease of \$287.
3. Contracted Services category (#31000) consists of \$14,000 for District Attorney prosecution of Municipal Code violations, and \$26,000 for contracted background investigations. This account reflects a decrease of \$9,843 due to the transition of fingerprint identification services from a private company to the Los Angeles County Sheriff Crime Lab.
4. Motor Pool/Travel category (#33000) consists of \$199,451 for allocated vehicle operating costs, \$500 extradition and special investigation costs, and \$150 for mileage and parking costs. Extradition and special investigation costs reflects a decrease of \$300.
5. Lease and Rentals category (#37000) consists of \$4,000 for copy machine lease payments. Reflecting a decrease of \$1,000.
6. R/M Contractual category (#38000) consists of \$9,000 for repair and maintenance of office equipment. Reflecting a decrease of \$480.
7. Miscellaneous category (#39000) consists of \$9,180 for investigative expenses, \$520 for printing and duplicating, and \$100 for dues and memberships. Investigative expenses reflects a decrease of \$3,040.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police
ACTIVITY: Investigations
ACTIVITY NO.: 3104

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$1,398,250	\$1,576,013	\$1,410,617	\$1,642,185	\$1,642,185
11300 Part Time Salaries	37,303	35,319	36,957	19,031	19,031
11400 Overtime Salaries	84,397	43,924	81,453	43,924	43,924
11450 Court Time Salaries	25,037	21,000	20,569	21,000	21,000
TOTAL	\$1,544,987	\$1,676,256	\$1,549,596	\$1,726,140	\$1,726,140
EMPLOYEE BENEFITS					
12200 Life Insurance	\$3,051	\$3,465	\$3,043	\$3,465	\$3,465
12300 Medical Insurance	136,990	164,643	142,681	172,587	172,587
12350 Medicare Insurance	17,726	17,681	18,308	18,116	18,116
12370 Part Time Retirement	1,507	1,412	1,404	761	761
12400 Dental Insurance	8,703	9,892	8,998	10,593	10,593
12500 Workers Compensation	81,290	85,354	85,354	89,622	89,622
12600 Retirement	347,859	393,703	351,969	435,032	435,032
12800 Uniform Allowance	7,850	5,638	4,450	4,950	4,950
12900 Long Term Disability	712	792	792	792	792
12950 Vision Plan	1,409	1,609	1,441	1,665	1,665
TOTAL	\$607,097	\$684,189	\$618,440	\$737,583	\$737,583
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,365	\$1,500	\$1,310	\$1,200	\$1,200
22000 Operating Supplies	1,579	6,100	6,075	6,000	6,000
23000 R/M Supplies	0	100	100	100	100
31000 Contracted Services	38,457	49,843	48,241	40,000	40,000
32000 Communications	371	535	390	500	500
33000 Motor Pool Charges	171,723	182,369	182,026	200,201	200,201
37000 Leases & Rentals	5,614	5,000	5,000	4,000	4,000
38000 R/M Contractual	9,637	9,480	8,726	9,000	9,000
39000 Miscellaneous	8,705	13,040	11,010	10,000	10,000
TOTAL	\$237,451	\$267,967	\$262,878	\$271,001	\$271,001
GRAND TOTAL	\$2,389,535	\$2,628,412	\$2,430,914	\$2,734,724	\$2,734,724

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$165,889	\$187,080	\$184,008	\$190,894	\$190,894
SERVICES & SUPPLIES	223,286	229,745	227,687	212,800	212,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$389,175	\$416,825	\$411,695	\$403,694	\$403,694
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.20	 3.20	 3.20	 3.20	 3.20

Program Description

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

The specific operational objectives are as follows:

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
Number of Dog Bites Reported	10	6	10
Stray Animals Picked-Up	457	550	600
Warnings/Citations	205	160	200
Injured Animals	6	4	5
Dead Animals Picked-Up	365	305	325
Basic Dog Obedience Classes	0	0	0
Students in Educational Programs	60	60	60
Response Time: Dead Animals (minutes/seconds)	10:31	10:28	10:00
Response Time: Injured / Sick Animals (minutes/seconds)	5:15	5:15	5:00
<u>Calls for service:</u>			
Citizen Initiated	1,068	984	1,090
Calls Handled by S.G.V.H.S *	727	696	650
Officer Observed	<u>324</u>	<u>396</u>	<u>371</u>
<u>Total calls for service:</u>	2,119	2,076	2,111

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

2009-2010 GOALS AND OBJECTIVES

1. Distribute pet license applications to all veterinary hospitals and pet shops located in the City and develop a public service announcement for airing on Monterey Park Cable Channel 55 to reinforce the pet safety aspects of proper licensing and responsible pet ownership.
2. Submit quarterly news articles to the Monterey Park Cascades Newspaper. The article topics will include proper pet care, the importance of spaying and neutering of pets and information on applicable Municipal Codes related to animal care and control.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Conducted two rabies clinics in cooperation with the San Gabriel Valley Humane Society to promote the licensing and vaccination of pets.
2. Produced an information flyer on animal care related services provided to the residents of Monterey Park. This flyer is available at the police front counter and is distributed during daily public contacts.
3. Presented various pet education programs for day-care aged children. The program focused on the fundamentals of pet care and the responsibilities of pet ownership.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of \$750 for annual uniform allowance, \$150 for drugs and pharmaceuticals for the emergency treatment of injured animals, and \$300 for operating supplies. Annual uniform allowance reflects a decrease of \$260, drugs and pharmaceuticals reflects a decrease of \$300, and operating supplies reflects a decrease of \$200.
2. Contracted Services category (#31000) consists of \$168,000 for contract services with San Gabriel Valley Humane Society for the impounding of stray animals, disposal of dead animals, and for after-hours service calls. This account also includes contract services for coyote trapping, and \$500 for veterinary costs. This account reflects a decrease of \$14,536 due to reduced after-hours service calls from San Gabriel Valley Humane.
3. Motor Pool category (#33000) consists of \$43,000 for allocated vehicle operating costs.
4. Miscellaneous category (#39000) consists of \$50 for printing and duplicating and \$450 for State mandated training on care and control of pets and wildlife. Printing and duplicating reflects a decrease of \$25 and State mandated training reflects a decrease of \$807.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Animal Control

ACTIVITY NO.: 3111

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$121,410	\$137,525	\$137,525	\$143,366	\$143,366
11400 Overtime Salaries	1,558	1,030	1,300	1,030	1,030
TOTAL	\$122,968	\$138,555	\$138,825	\$144,396	\$144,396
EMPLOYEE BENEFITS					
12200 Life Insurance	\$372	\$396	\$396	\$396	\$396
12300 Medical Insurance	16,178	17,688	15,010	15,392	15,392
12350 Medicare Insurance	1,037	1,083	1,009	1,150	1,150
12400 Dental Insurance	697	704	578	549	549
12500 Workers Compensation	2,505	2,631	2,631	2,762	2,762
12600 Retirement	21,121	25,034	24,570	25,138	25,138
12800 Uniform Allowance	110	0	0	110	110
12900 Long Term Disability	712	792	792	792	792
12950 Vision Plan	189	197	197	209	209
TOTAL	\$42,921	\$48,525	\$45,183	\$46,498	\$46,498
SERVICES & SUPPLIES					
22000 Operating Supplies	\$1,048	\$1,960	\$1,416	\$1,200	\$1,200
31000 Contracted Services	180,466	183,036	181,992	168,000	168,000
32000 Communications	0	58	20	100	100
33000 Motor Pool Charges	40,872	43,324	43,324	43,000	43,000
39000 Miscellaneous	900	1,367	935	500	500
TOTAL	\$223,286	\$229,745	\$227,687	\$212,800	\$212,800
GRAND TOTAL	\$389,175	\$416,825	\$411,695	\$403,694	\$403,694

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Communications
ACTIVITY NO.: 3112

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$883,321	\$852,350	\$851,345	\$908,481	\$908,481
SERVICES & SUPPLIES	233,952	248,860	239,526	243,600	243,600
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,117,273	\$1,101,210	\$1,090,871	\$1,152,081	\$1,152,081
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 10.94	 10.94	 10.94	 10.94	 10.94

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 Control in the City of Monterey Park. The Communications Bureau is the central answering point for all traditional and wireless 9-1-1 calls within the City limits. Communications Dispatchers are tasked with quickly identifying problems and sending the appropriate assistance to the caller.

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

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

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual 2007-08</u>	<u>Estimated 2008-09</u>	<u>Projected 2009-10</u>
Police Service Calls:	30,153	30,972	31,777
Officer Observations:	<u>24,543</u>	<u>24,636</u>	<u>24,727</u>
Total Police Service Calls:	54,696	55,608	56,504
Animal Control Service Calls:	1,392	1,380	1,461
Priority I Dispatch Time Emergency (min/sec):	1:24	1:13	1:13
Priority II Dispatch Times Non-Emergency (min/sec):	2:59	3:03	3:03
Priority III Dispatch Times Non-Emergency (min/sec):	9:39	9:21	9:25
Priority IV Dispatch Times Non-Emergency (min/sec):	6:23	6:22	6:22

Priority I: Where danger to life and/or property is imminent, or a crime of a serious nature is in progress.

Examples: (1) An armed robbery (2) A person shot

Priority II: Where a threat to a person or property is possible, or a breach of the peace is occurring.

Examples: (1) A trespass in progress (2) Disturbances caused by juveniles

Priority III: Where there is no threat to life or property, and a delay would not cause undue harm to a citizen or property.

- Examples:** (1) A bicycle theft, where no one was seen taking the bicycle
(2) A lost property report

Priority IV: Other routine calls for service.

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

2009-2010 GOALS AND OBJECTIVES

1. Participate as an observer with either the Los Angeles County Sheriff's or El Monte Police Department's Aero Bureau to gain a better insight on the type of information needed during critical incidents.
2. Author and distribute an informative and detailed multi-language brochure for the community regarding calling 911 and the reporting of a crime. The brochures will be distributed at the police front counter and by Community Relations Bureau personnel.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Produced a Public Service Announcement (PSA) to educate the community on the use of 911. The PSA was in English, Spanish, Mandarin, Cantonese, and Vietnamese, and broadcasted on Monterey Park Cable Channel 55.
2. All full-time dispatchers participated in a sit-along at Verdugo Fire Communications Center. This allowed the dispatchers to have a better understanding on how Verdugo handles fire calls and how to better assist Verdugo dispatchers when transferring medical and fire calls.
3. Dispatchers attended patrol briefings at a minimum of once a month. Attending patrol briefings strengthened communication between dispatchers and officers, which enhanced the understanding of each other's needs when handling calls for service. The dispatchers also provided patrol officers training on the efficient use of the new Computer Aided Dispatch/Records Management System.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

1. Part Time Salaries (#11300) and Overtime Salaries (#11400) categories spent over budget in 2008-09 due to vacancies of Public Safety Dispatch personnel. Salary savings in this and other bureaus offset this over-expenditure.
2. Operating Supplies category (#22000) consists of \$3,300 for annual uniform allowance and \$200 for operating supplies. Operating supplies reflects a decrease of \$300.

3. Communications category (#32000) consists of \$100,000 for telephone services.
4. R/M Contractual category (#38000) consists of \$721 for maintenance of fire alarm monitoring equipment, \$88,729 for communications system hardware, \$4,892 for Simplex Fire Alarm, \$5,309 for police motorcycle helmet communication devices, \$13,244 for the maintenance of handheld portable radios, and \$27,105 for the maintenance of the NEC telephone system. This account reflects a decrease of \$5,000.
5. Dues/Membership category (#39000) consists of \$100 for membership to professional organizations.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$458,005	\$590,656	\$464,422	\$655,664	\$655,664
11300 Part Time Salaries	130,197	11,266	133,590	11,266	11,266
11400 Overtime Salaries	137,904	45,488	86,596	45,488	45,488
TOTAL	\$726,106	\$647,410	\$684,608	\$712,418	\$712,418
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,389	\$1,926	\$1,385	\$1,926	\$1,926
12300 Medical Insurance	44,620	75,834	47,491	63,634	63,634
12350 Medicare Insurance	9,408	7,845	8,815	9,120	9,120
12370 Part Time Retirement	2,016	450	2,637	450	450
12400 Dental Insurance	3,267	5,293	3,922	5,698	5,698
12500 Workers Compensation	9,053	9,506	9,506	9,981	9,981
12600 Retirement	83,637	98,768	89,054	99,917	99,917
12800 Uniform Allowance	244	200	175	110	110
12900 Long Term Disability	2,828	4,158	2,970	4,158	4,158
12950 Vision Plan	753	960	782	1,069	1,069
TOTAL	\$157,215	\$204,940	\$166,737	\$196,063	\$196,063
SERVICES & SUPPLIES					
22000 Operating Supplies	\$4,683	\$3,800	\$3,258	\$3,500	\$3,500
32000 Communications	89,197	100,000	99,750	100,000	100,000
33000 Motor Pool Charges	768	0	0	0	0
38000 R/M Contractual	139,304	145,000	136,493	140,000	140,000
39000 Miscellaneous	0	60	25	100	100
TOTAL	\$233,952	\$248,860	\$239,526	\$243,600	\$243,600
GRAND TOTAL	\$1,117,273	\$1,101,210	\$1,090,871	\$1,152,081	\$1,152,081

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$406,907	\$391,801	\$417,972	\$414,471	\$414,471
SERVICES & SUPPLIES	80,195	92,050	82,218	82,300	82,300
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$487,102	\$483,851	\$500,190	\$496,771	\$496,771
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.70	 5.70	 5.70	 5.70	 5.70

Program Description

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

The specific operational objectives are as follows:

- Maintain compliance with all jail inspections conducted by the Board of Corrections, the Grand Jury, and other outside agencies with above average ratings.
- Maintain a positive rating above 75% as measured by the outgoing prisoner surveys.

- Maintain compliance with State and County guidelines by conducting intake screenings on all prisoners (i.e. health, mental health, etc.).

PROGRAM MEASUREMENTS

	<u>Actual 2007-08</u>	<u>Estimated 2008-09</u>	<u>Projected 2009-10</u>
Prisoners Booked: (Excluding fee-paying)	1,297	1,307	1,250
Fee-Paying Prisoners Booked	1,918	2,255	2,050
Total Prisoners Booked	3,215	3,562	3,300
Jail Revenue: Fee Paying	\$325,927	\$426,006	\$338,000
Prisoner Satisfaction Rating:	98%	98%	98%

2009-2010 GOALS AND OBJECTIVES

1. Taser training will be provided for all Jail Bureau personnel. With an additional option when confronted with a combative suspect in custody, the Taser will enhance the safety of Jail Bureau personnel and inmates.
2. Jail Bureau personnel will attend Business and Neighborhood Watch meetings to give the community insight on jail operations and the services provided. Six meetings will be attended.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Jailers staffed a booth at four City events and fingerprinted children to provide the families with a completed fingerprint card to aid them in the event the child is abducted, runs away, or is involved in some unforeseen tragedy.
2. Jailers were trained in the proper and safe method of obtaining DNA samples from all adults arrested for felonies in preparation of Proposition 69's State-wide mandate which became effective on January 1, 2009.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries (#11300) and Overtime Salaries (#11400) categories are over budget due to vacancies, injured on duty, and medical leave. Salary savings in other bureaus offset this over expenditure.
2. Operating Supplies category (#22000) consists of \$1,800 for cleaning and sanitation supplies, \$2,000 for annual uniform allowance, and \$31,200 for jail prisoner supplies. Jail and prisoner supplies reflects a decrease of \$800.
3. Motor Pool category (#33000) consists of \$3,500 for allocated vehicle operating costs.
4. R/M Contractual category (#38000) consists of \$24,915 for janitorial services and contract pest control services, and \$7,000 for the maintenance of jail cameras, intoximeter and typewriter. Janitorial services reflects a decrease of \$1,085 and maintenance of jail cameras reflects a decrease of \$538 due to usage trend.
5. Other Agency Service category (#41000) consists of \$8,500 for booking prisoners at the Los Angeles County Jail. This account reflects a decrease of \$6,500 due to expenditure pattern.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$262,735	\$268,441	\$267,548	\$284,227	\$284,227
11300 Part Time Salaries	32,144	17,558	31,569	17,558	17,558
11400 Overtime Salaries	26,420	20,866	25,968	20,866	20,866
TOTAL	\$321,299	\$306,865	\$325,085	\$322,651	\$322,651
EMPLOYEE BENEFITS					
12200 Life Insurance	\$921	\$936	\$936	\$936	\$936
12300 Medical Insurance	24,268	23,988	28,459	30,007	30,007
12350 Medicare Insurance	4,859	4,194	4,859	4,750	4,750
12370 Part Time Retirement	0	702	250	702	702
12400 Dental Insurance	2,191	2,476	3,060	3,076	3,076
12500 Workers Compensation	3,644	3,826	3,826	4,017	4,017
12600 Retirement	47,263	46,356	49,015	45,719	45,719
12800 Uniform Allowance	110	0	0	110	110
12900 Long Term Disability	1,879	1,980	1,980	1,980	1,980
12950 Vision Plan	473	478	502	523	523
TOTAL	\$85,608	\$84,936	\$92,887	\$91,820	\$91,820
SERVICES & SUPPLIES					
21000 Office Supplies	\$926	\$1,100	\$978	\$800	\$800
22000 Operating Supplies	35,294	35,910	35,045	35,000	35,000
32000 Communications	1,167	1,109	1,050	1,000	1,000
33000 Motor Pool Charges	3,292	3,490	3,490	3,500	3,500
34000 Advertising	0	40	15	0	0
38000 R/M Contractual	31,561	34,823	32,680	33,000	33,000
39000 Miscellaneous	654	578	510	500	500
41000 Other Agency Serv	7,301	15,000	8,450	8,500	8,500
TOTAL	\$80,195	\$92,050	\$82,218	\$82,300	\$82,300
GRAND TOTAL	\$487,102	\$483,851	\$500,190	\$496,771	\$496,771

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$673,482	\$787,513	\$722,884	\$794,131	\$794,131
SERVICES & SUPPLIES	119,801	126,469	126,891	125,900	125,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$793,283	\$913,982	\$849,775	\$920,031	\$920,031
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 12.70	 12.70	 12.70	 12.70	 12.70

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 twenty-four hours, seven-days a week coverage 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 ten 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 eight days of receiving the request.
- Complete data entry of reports into the Records Management System within five days of receipt.
- Respond to the front counter within one minute for delivery of service.

PROGRAM MEASUREMENTS

	<u>Actual 2007-08</u>	<u>Estimated 2008-09</u>	<u>Projected 2009-10</u>
Reports Processed:	6,235	5,983	5,931
Traffic Citations Processed:	12,105	12,038	12,350
Data Entry Completion: (within 5 days)	100%	100%	100%
Complaints Processed for Court: (within 10 days)	99%	99%	100%
Response Time to Front Counter: (based on 1 minute)	100%	100%	100%

2009-2010 GOALS AND OBJECTIVES

1. Through training focusing on increasing customer service, and through monthly auditing, Records Bureau will ensure that the community members receive the highest level of customer service.
2. To increase the level of service, and to make it more convenient for the community, all Records Bureau Clerks will be trained on the Live Scan service. With this training, the hours that Live Scan service is offered can be increased, thus making it more convenient for the community.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Training was provided for patrol officers on the "Field Reporting System" to strengthen their knowledge and use of the system. The training raised the accuracy level of the statistical data recorded in the "Records Management System".
2. Clerks attended a Public Records Act training class to strengthen their knowledge on the legal requirements associated with the release of information.
3. Successfully completed the "California Law Enforcement Telecommunications System (CLETS) Policies, Practices, and Procedures" audit. The purpose of the audit is to reduce exposure to liability as a result of criminal and/or civil actions. The audit showed that we are in compliance with both CLETS and the National Crime Information Center (NCIC) standards.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries (#11300) and Overtime Salaries (#11400) categories are over budget due to vacancies and employees on leave. Salary savings offset this over expenditure.
2. Supplies category (#21000) consists of \$3,700 for paper supplies, \$700 for copy machine supplies, and \$14,600 for other office supplies. Paper supplies reflects a decrease of \$300, copy machine supplies reflects a decrease of \$500, and other office supplies reflects a decrease of \$400.
3. Other Operating Supplies category (#22000) consists of \$3,500 for uniform allowance and \$100 for other operating office supplies. Uniform allowance reflects a decrease of \$110 and other operating supplies reflects a decrease of \$150.
4. Utilities category (#36000) consists of \$61,800 for electricity and \$2,200 for gas service.
5. Lease and Rentals category (#37000) consists of \$5,000 for copier lease contract.
6. R/M Contractual category (#38000) consists of \$18,000 for janitorial services. This category also consists of \$8,000 for maintenance of the copy machine and typewriter. The maintenance account reflects a decrease of \$5,722.
7. Miscellaneous category (#39000) consists of \$5,083 for printing and duplicating, \$17 for dues and memberships, and \$100 for books and subscriptions. Printing and duplicating reflects a decrease of \$417.
8. Other Agency Services category (#41000) consists of \$400 for a telephone line to the Los Angeles County Sheriff's Department for Live Scan fingerprint identification.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$473,907	\$554,777	\$495,698	\$583,996	\$583,996
11300 Part Time Salaries	38,673	27,412	52,108	27,412	27,412
11400 Overtime Salaries	10,211	5,150	16,523	5,150	5,150
TOTAL	\$522,791	\$587,339	\$564,329	\$616,558	\$616,558
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,714	\$2,043	\$1,702	\$2,043	\$2,043
12300 Medical Insurance	50,821	78,558	52,874	59,995	59,995
12350 Medicare Insurance	7,747	8,471	7,821	8,528	8,528
12370 Part Time Retirement	1,048	1,096	1,956	1,096	1,096
12400 Dental Insurance	3,581	5,301	3,987	4,720	4,720
12500 Workers Compensation	5,572	5,851	5,851	6,143	6,143
12600 Retirement	75,495	92,986	79,461	89,334	89,334
12800 Uniform Allowance	244	198	150	110	110
12900 Long Term Disability	3,514	4,554	3,805	4,554	4,554
12950 Vision Plan	955	1,116	948	1,050	1,050
TOTAL	\$150,691	\$200,174	\$158,555	\$177,573	\$177,573
SERVICES & SUPPLIES					
21000 Office Supplies	\$19,003	\$20,200	\$19,410	\$19,000	\$19,000
22000 Operating Supplies	2,916	3,910	3,185	3,600	3,600
32000 Communications	2,758	2,700	2,562	2,700	2,700
33000 Motor Pool Charges	0	60	10	0	0
36000 Utilities	58,363	57,100	62,615	64,000	64,000
37000 Leases & Rentals	8,259	5,000	5,000	5,000	5,000
38000 R/M Contractual	23,938	31,722	28,813	26,000	26,000
39000 Miscellaneous	4,304	5,417	4,951	5,200	5,200
41000 Other Agency Serv	260	360	345	400	400
TOTAL	\$119,801	\$126,469	\$126,891	\$125,900	\$125,900
GRAND TOTAL	\$793,283	\$913,982	\$849,775	\$920,031	\$920,031

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	363,308	562,299	408,523	412,569	412,569
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$363,308	\$562,299	\$408,523	\$412,569	\$412,569
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

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

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

2009-2010 GOALS AND OBJECTIVES

1. Assist and provide support to police department employees in the implementation of the In-Car Digital Camera System, including the coordination of the storage, retrieval, and duplicating of videos for presentation in court as evidence.
2. Provide instruction to police department employees in the use of the new in-car laptop Mobile Data Computers. The laptop computers will allow officers to spend more time in the field and increase efficiency in completing reports.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Continued to repair, refurbish and replace computer equipment. Installed new Microsoft software updates on all computers. Assisted and trained employees with hands on demonstrations as well as information bulletins on the new software features.
2. Provided instruction to police department employees on the Field Reporting System.
3. Assisted with the installation, implementation, and training of police department employees on the new Automatic License Plate Reader (ALPR). The ALPR allows for greater efficiency in checking for license plates of vehicles that are associated with criminal activity and stolen vehicles.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) consists of contractual costs: \$120,073 for hardware support for the Computer Aided Dispatch/Record Management System and computer system for the entire department, \$4,285 for maintenance of the servers, and \$8,642 for Finance Computer Services. This account reflects a decrease of \$10,362 due to usage trend.
2. Communications category (#32000) consists of \$24,970 for Data Processing/Technology Internal Service Fund and \$30 for postage costs.
3. R/M Contractual category (#38000) consists of \$13,574 for maintenance, repair, replacement, and upgrade of computers, monitors, printers (decrease of \$14,458 due to usage trend), \$10,910 for the Police Computer Aided Dispatch/Record Management System (CAD/RMS) Network, \$2,600 for janitorial services, \$600 for computer printer and maintenance, \$57,316 for costs related to the Mobile Data Computers in police vehicles.
4. Debt Service category (#42000) displays \$165,869 for the loan payment obligation for the new Computer Aided Dispatch/Records Management System.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Computer Services

ACTIVITY NO.: 3115

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SERVICES & SUPPLIES					
21000 Office Supplies	\$254	\$900	\$410	\$400	\$400
22000 Operating Supplies	30	200	85	200	200
24000 Small Tools	1,493	3,800	2,350	3,000	3,000
31000 Contracted Services	129,151	143,362	132,500	133,000	133,000
32000 Communications	19,525	23,486	23,440	25,000	25,000
38000 R/M Contractual	46,987	224,532	83,819	85,000	85,000
39000 Miscellaneous	0	150	50	100	100
42000 Debt Service	165,868	165,869	165,869	165,869	165,869
TOTAL	\$363,308	\$562,299	\$408,523	\$412,569	\$412,569
GRAND TOTAL	\$363,308	\$562,299	\$408,523	\$412,569	\$412,569

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

<u>SUMMARY OF COST</u>	<u>Actual</u> 2007-08	<u>Adopted</u> 2008-09	<u>Year-End</u> <u>Estimated</u> 2008-09	<u>Proposed</u> 2009-10	<u>Adopted</u> 2009-10
PERSONNEL COST	\$337,064	\$374,371	\$384,027	\$386,805	\$386,805
SERVICES & SUPPLIES	109,283	117,137	116,325	67,340	67,340
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$446,347	\$491,508	\$500,352	\$454,145	\$454,145
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.20	 4.20	 4.20	 3.95	 3.95

Program Description

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

Services offered to the public by the Community Relations Bureau are the Neighborhood and Business Watch programs, Child Restraint Seat Safety Checks, residential and business inspections, and various presentations designed to meet the specific needs of the community. The Community Relations Bureau offers to the public the Monterey Park Citizens' Patrol (M.P.C.P.) and Police Explorers programs which enable citizens to become an integral part of the police department. In addition, the Community Relations Bureau offers the G.R.E.A.T. (Gang Resistance Education and Training) and Learning For Life programs, which are educational and designed to reach out to the youth.

The specific operational objectives are as follows:

- Maintain the current level of service to the public and private schools in the City by instructing the G.R.E.A.T. core lessons to 6th grade students.
- Solicit and encourage active involvement in the Neighborhood Watch Seven Step Program, conduct quarterly Block Captain meetings, and continue to submit monthly crime prevention articles to the Cascade Newspaper.
- Conduct monthly Business Watch meetings in the business community sectors.
- Maintain the Monterey Park Citizens' Patrol membership at 40 members to provide services to address the needs of the Community and the Police Department.
- Maintain a minimum membership of 40 Police Explorer Scouts to meet the needs of the Explorer Scouts, Community, and the Police Department.
- Provide members of the community and local schools with tours of the Police Department and City Hall Facility.
- Offer the Citizens' Academy to the Community on an annual basis.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
Gang Resistance Education and Training (G.R.E.A.T.) Students: (Full curriculum)	919	1,110	1,200
Tour of City Facilities: (Number of persons)	1,226	1,040	1,100
Neighborhood Watch Groups:	195	204	210
Business Watch Groups:	83	85	88
Monterey Park Citizen Patrol (M.P.C.P.) Hours Volunteered:	3,186	3,724	3,850
Community Relations Volunteers Hours:	1,311	1,381	1,400

2009-2010 GOALS AND OBJECTIVES

1. Prepare and distribute a quarterly Neighborhood Watch Bulletin containing crime prevention information to promote safety in the community.
2. Contact local elementary schools and offer the “Stranger Danger” presentation to their students. The instruction provided will enhance the safety of grade school children.
3. Community Relations Bureau will continue to seek “Gang Resistance Education and Training” (G.R.E.A.T.) grant funding through the Bureau of Justice Assistance, as well as other available grant opportunities.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Completed the eighteenth annual summer G.R.E.A.T. Camp. Eighty local students attended the five-day camp in the San Bernardino Mountains. Thirty members of the Police Department, two members of the Fire Department, and five members of the Parks and Recreation Department volunteered as counselors for the camp. The camp provided the following:
 - Strengthening the partnership between the youth of our community and the police department.
 - Provided positive alternatives to drugs and gangs.
 - Bolstering confidence, trust, and self-esteem in the youth.
 - Teaching the youth teamwork and cooperation.
2. The Monterey Park Citizen’s Academy was offered three times during the year, once in English, once in Chinese, and once in Spanish. The course provided seventy three members of our community the opportunity to become better acquainted with not only the services of the police department, but all departments within the City.
3. The Community Relations Bureau held its’ Ninth Annual G.R.E.A.T. Golf Tournament at the San Dimas Canyon Golf Course in the City of San Dimas. With the sponsorship of numerous local businesses and community members, and the participation of over 52 golfers, the tournament raised over \$5,500 for our G.R.E.A.T. program.
4. Promoting personal safety for the seniors in the community, Community Relations personnel gave presentations to over 120 seniors at five senior housing complexes.
5. Through 100% Bureau of Justice Assistance grant funding, the police department continued with the “Gang Resistance Education and Training (G.R.E.A.T.) Families” program. Officers who received G.R.E.A.T. program specialized training worked with the parents and their children over a six week period to promote effective communication and problem solving skills between parents and their children.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries category (#11300) consists of \$65,490 for part-time salaries. This account reflects a decrease of \$10,000 due to budget constraints. Due to the decrease in funding, two Citizen's Academies will be eliminated from the program.
2. Operating Supplies category (#22000) consists of \$2,600 for annual uniform allowance, \$1,440 for Annual Police Explorer Awards dinner, \$2,150 for other operating supplies, \$150 for costs associated with on-going community programs. This account reflects a decrease of \$41,898 due to the fulfillment of the G.R.E.A.T. grant, and a decrease of \$1,000 due to actual expenditure pattern.
3. Contracted Services category (#31000) consists of \$2,500 for costs associated with Cascades Brochure.
4. Motor Pool category (#33000) consists of \$49,925 for allocated vehicle operating costs and \$75 for mileage and parking expenses. Mileage and parking expenses reflects a decrease of \$6,606 due to the fulfillment of the G.R.E.A.T. grant.
5. Miscellaneous category (#39000) consists of \$1,400 for printing and duplicating, \$50 for dues and memberships, \$30 for books and subscriptions, and \$6,520 for public relations education materials. Printing and duplicating reflects a decrease of \$100, and public relations education materials account reflects a decrease of \$1,380.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Community Relations

ACTIVITY NO.: 3120

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$171,869	\$196,431	\$201,864	\$216,808	\$216,808
11300 Part Time Salaries	75,891	75,490	75,490	65,490	65,490
11400 Overtime Salaries	10,087	17,654	17,036	7,159	7,159
11450 Court Time Salaries	0	773	195	773	773
TOTAL	\$257,847	\$290,348	\$294,585	\$290,230	\$290,230
EMPLOYEE BENEFITS					
12200 Life Insurance	\$336	\$396	\$396	\$396	\$396
12300 Medical Insurance	16,079	18,670	16,128	19,987	19,987
12350 Medicare Insurance	3,716	3,945	4,250	4,117	4,117
12370 Part Time Retirement	2,185	3,262	2,265	2,843	2,843
12400 Dental Insurance	1,077	1,320	1,094	1,294	1,294
12500 Workers Compensation	7,189	7,548	7,548	7,925	7,925
12600 Retirement	47,300	48,685	57,568	59,694	59,694
12800 Uniform Allowance	1,173	0	0	110	110
12950 Vision Plan	162	197	193	209	209
TOTAL	\$79,217	\$84,023	\$89,442	\$96,575	\$96,575
SERVICES & SUPPLIES					
22000 Operating Supplies	\$48,451	\$49,348	\$48,498	\$6,340	\$6,340
31000 Contracted Services	2,565	2,642	2,642	2,500	2,500
32000 Communications	693	493	450	400	400
33000 Motor Pool Charges	46,469	54,904	54,804	50,000	50,000
38000 R/M Contractual	35	150	75	100	100
39000 Miscellaneous	11,070	9,600	9,856	8,000	8,000
TOTAL	\$109,283	\$117,137	\$116,325	\$67,340	\$67,340
GRAND TOTAL	\$446,347	\$491,508	\$500,352	\$454,145	\$454,145

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$8,039,201
 Retirement Fund \$1,465,835
 Shop Fund \$50,000
 Separation Benefits Fund \$162,000
 Public Safety Impact Fund \$370,520
 Public Safety Augmentation Fund \$300,000
 ELAC Instructional Service Program \$40,000

DEPARTMENT: Fire
ACTIVITY: Fire
ACTIVITY NO.: 3200

REVENUES:

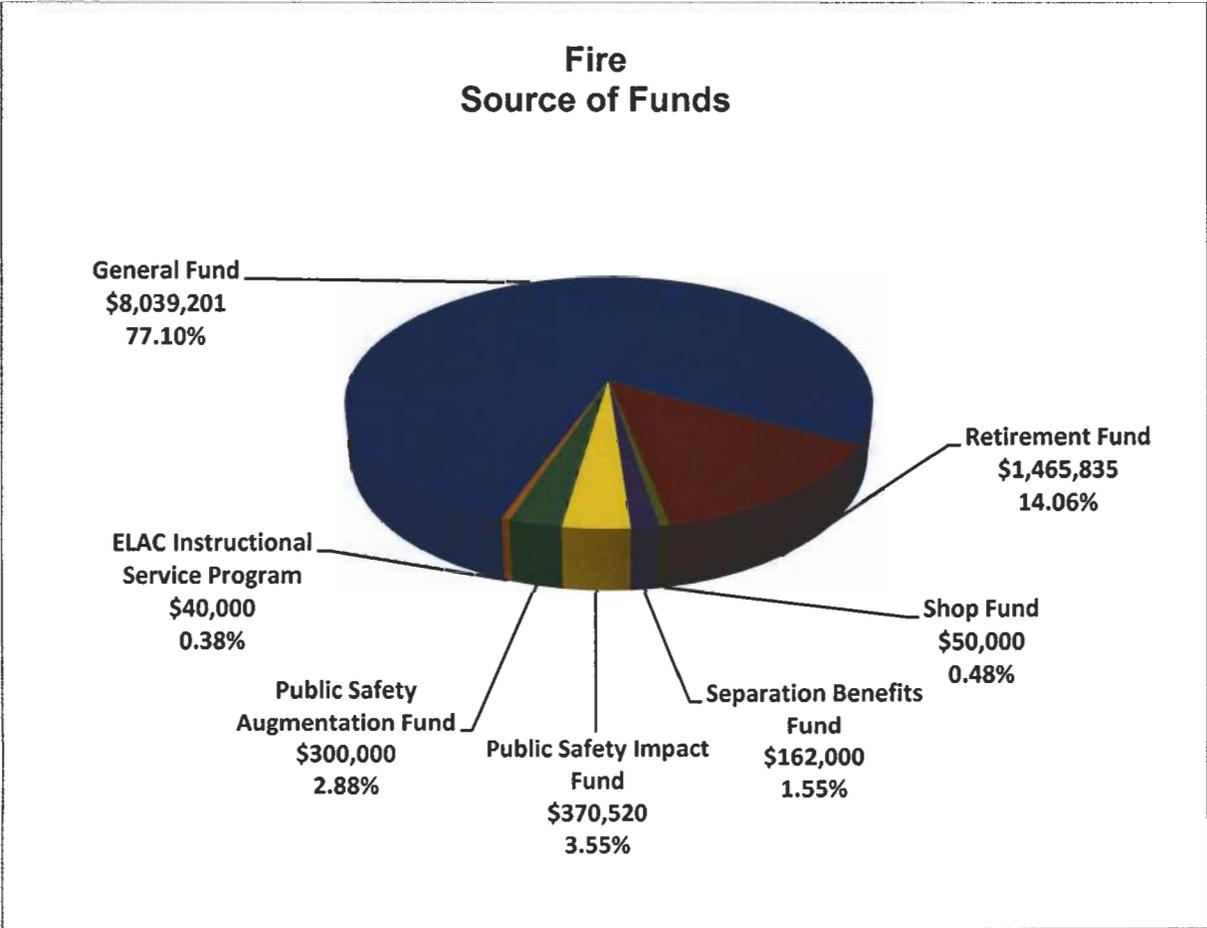
General Fund \$1,549,500

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Year-End</u> <u>Estimated</u> <u>2008-09</u>	<u>Proposed</u> <u>2009-10</u>	<u>Adopted</u> <u>2009-10</u>
PERSONNEL COST	\$8,746,646	\$9,065,208	\$9,102,319	\$9,332,356	\$9,332,356
SERVICES & SUPPLIES	1,129,261	1,190,290	1,190,190	1,095,200	1,095,200
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$9,875,907	\$10,255,498	\$10,292,509	\$10,427,556	\$10,427,556
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 64.00	 64.00	 64.00	 64.00	 64.00

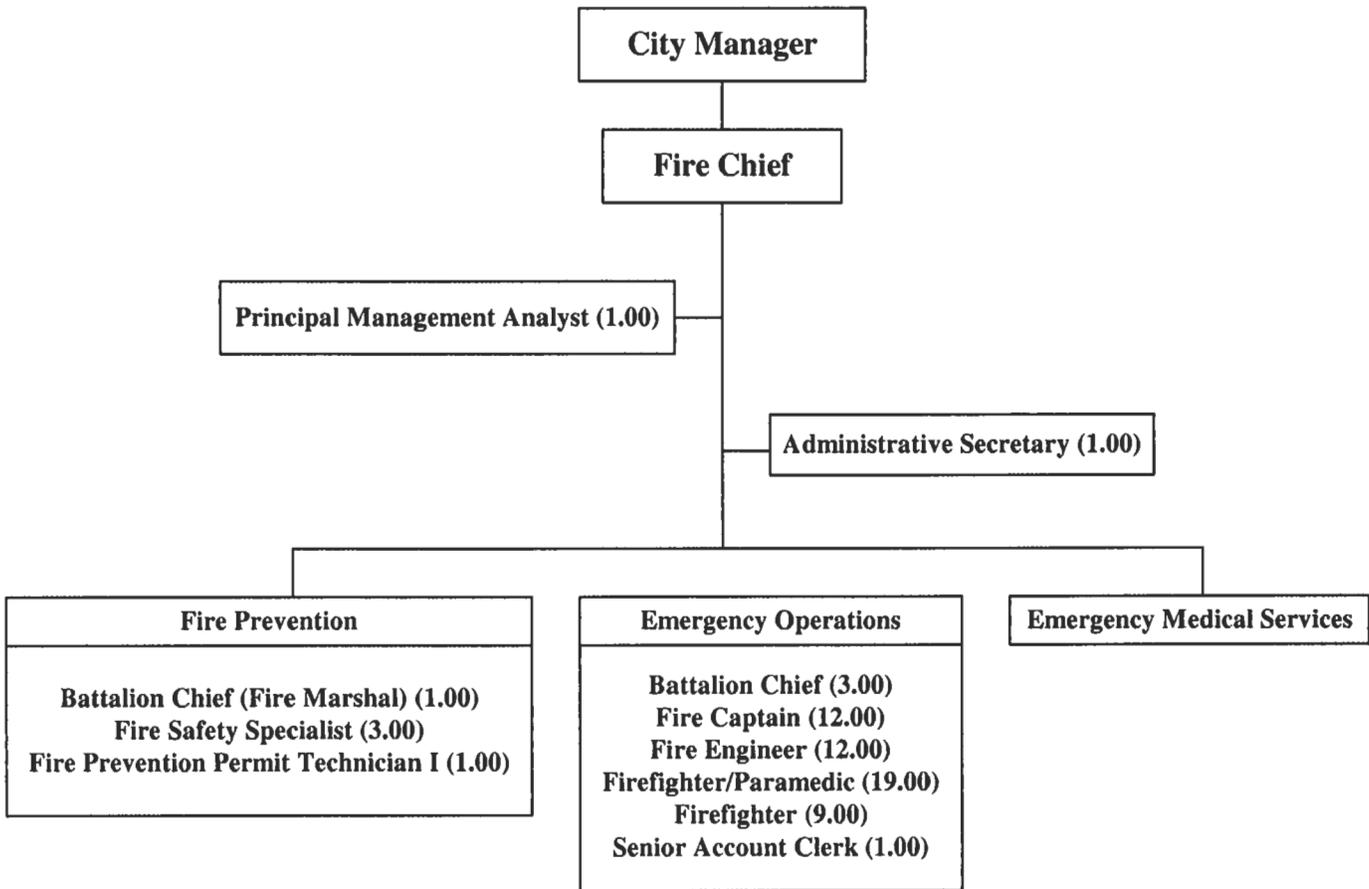
Program Description

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

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



Fire Department Organization Chart



CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$386,758	\$415,542	\$415,542	\$432,931	\$432,931
SERVICES & SUPPLIES	132,273	191,521	191,421	150,000	150,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$519,031	\$607,063	\$606,963	\$582,931	\$582,931
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.00	 3.00	 3.00	 3.00	 3.00

Program Description

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

The Fire Chief achieves these standards by employing a variety of modern management techniques and leadership. The Fire Chief recruits, selects, and provides continuous development to ensure a high level of competence and integrity in his/her staff. The service objectives of the Fire Department are currently achieved by maintaining three strategically located fire stations within the community, staffed by 64 dedicated personnel. Residents benefit from prompt response of emergency service units.

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

PROGRAM MEASUREMENTS

	<u>Actual</u> 2007-08	<u>Estimated</u> 2008-09	<u>Projected</u> 2009-10
Service Satisfaction Survey:			
Number of Surveys Mailed	400	400	500
Number of Surveys Returned	56	50	60
Surveys Rating Excellent in:			
Promptness	92%	98%	100%
Helpfulness	92%	96%	100%
Professionalism	96%	96%	100%
Knowledge	96%	98%	100%
Courtesy	96%	96%	100%
Grant Awards: (SHSGP, UASI, Measure B)	\$108,802	\$ 207,925	\$80,246

*2006 UASI Grant Award performance extends into the 2008-2009 Fiscal Year. New SHSGP and UASI Grant Award Resources have become extremely limited as awards are given through regional applications.

2009-2010 GOALS AND OBJECTIVES

1. Continue with implementation of the 2nd phase of the Public Access Defibrillator Program by placing up to ten AED's in City buildings, providing citizen and City staff CPR/AED training, and continued fundraising to support the program.
2. Research and capitalize on outside funding sources for construction of new Public Safety Center to replace Fire Station 2, the existing City EOC, and to incorporate a new Police Substation and back-up PD dispatch center into the complex.
3. Continue Disaster Preparedness activities to ensure the City staff meets NIMS training requirements, provide a minimum of one exercise this fiscal year, and establish a cache of disaster supplies for City Staff's use while mitigating emergencies.

2008-2009 MAJOR ACCOMPLISHMENTS

1. The Department progressed toward fulfillment of objectives identified in the Strategic Plan for Fiscal Year 2008-2009 including, but limited to, development of plans that address community outreach, facilities, equipment, staffing and succession planning.
2. Complete the City Council approved Full Standards of Cover Study and Space Needs assessment. The Department is working with the City Manager's Office to secure funding for a Public Safety Facility intended to house a new Fire Station 2, City EOC, and Back-up Police Dispatch Center.
3. The Department continued to build on disaster preparedness activities and National Incident Management System (NIMS) compliance through provision of training and exercises that prepare City employees and businesses to deal with the effects of natural and man-made disasters. These include an EOC exercise in conjunction with the Statewide Great Shakeout drill, NIMS training for council members, and graduation of two CERT classes.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Office Supplies category (#21000) reflects a decrease of \$1,850 for the purchase of maps, paper supplies, copier paper and other office supplies.
2. Operating Supplies category (#22000) reflects a decrease of \$1,200 for non-office supplies in Fire Administration, such as BSA Fire Explorers, retirement badges, plaques and certificates.
3. Contracted Services Category (#31000) consists of the Cascades \$3,300, Respiratory Fitness Act \$2,605, and Background Investigations for new hires, which reflects a decrease of \$4,295.
4. Communications Category (#32000) consists of Telephone service, reflecting a decrease of \$7,435, Internal Technology Charges \$6,461, and Postage \$1,200.
5. Utilities category (#36000) reflects Electricity Service \$31,700 and Gas Service \$8,300.
6. R/M Contractual (#38000) consists of R&M Machinery/Equipment \$8,000, reflecting a reduction of \$3,600 for computer and office equipment repairs and maintenance.
7. Miscellaneous (#39000) category consists of Printing/Duplicating, which reflects elimination of funding, Dues/Memberships \$600, Books/Subscriptions elimination of funding, ELAC Instructional Services Program \$40,000, and Disaster Preparedness, \$3,400, which reflects a decrease of \$21,100.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$281,675	\$300,354	\$300,354	\$310,580	\$310,580
11500 Separation Benefits	10,848	13,018	13,018	14,319	14,319
TOTAL	\$292,523	\$313,372	\$313,372	\$324,899	\$324,899
EMPLOYEE BENEFITS					
12200 Life Insurance	\$720	\$810	\$810	\$720	\$720
12300 Medical Insurance	17,762	19,008	19,008	21,576	21,576
12350 Medicare Insurance	3,229	3,228	3,228	3,236	3,236
12400 Dental Insurance	1,356	1,552	1,552	1,588	1,588
12500 Workers Compensation	8,734	9,171	9,171	9,629	9,629
12600 Retirement	59,153	64,957	64,957	67,781	67,781
12800 Uniform Allowance	550	550	550	550	550
12900 Long Term Disability	2,109	2,228	2,228	2,232	2,232
12950 Vision Plan	622	666	666	720	720
TOTAL	\$94,235	\$102,170	\$102,170	\$108,032	\$108,032
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,291	\$3,350	\$3,350	\$1,500	\$1,500
22000 Operating Supplies	1,432	2,700	2,700	1,500	1,500
24000 Small Tools	1,647	1,750	1,750	1,000	1,000
31000 Contracted Services	13,565	15,395	15,295	11,000	11,000
32000 Communications	24,927	32,435	32,435	25,000	25,000
33000 Motor Pool Charges	17,009	18,188	18,188	18,000	18,000
36000 Utilities	38,534	41,000	41,000	40,000	40,000
38000 R/M Contractual	9,088	11,603	11,603	8,000	8,000
39000 Miscellaneous	24,780	65,100	65,100	44,000	44,000
TOTAL	\$132,273	\$191,521	\$191,421	\$150,000	\$150,000
GRAND TOTAL	\$519,031	\$607,063	\$606,963	\$582,931	\$582,931

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$431,851	\$509,039	\$509,039	\$543,559	\$543,559
SERVICES & SUPPLIES	80,097	90,128	90,128	71,000	71,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$511,948	\$599,167	\$599,167	\$614,559	\$614,559
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.00	 5.00	 5.00	 5.00	 5.00

Program Description

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

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

PROGRAM MEASUREMENTS

<u>Fiscal Year</u>	<u>ACTUAL</u> <u>2007-2008</u>	<u>ESTIMATED</u> <u>2008-2009</u>	<u>PROJECTED</u> <u>2009-2010</u>
Plans Checked	411	400	385
Turn-around time (plan check percent completed in # of days)	100% in 5 days or less	100% in 5 days or less	100% in 5 days or less

Inspections

New Construction	378	370	375
Commercial	874	1,500	1,500
Haz Mat	21	20	20
Industrial Waste	320	320	320
Residential	275	275	275
New Business Inspections	264	275	275
Re-inspection	454	650	650
Fire and other Investigations	161	168	170

<u>Cost Recovery Programs</u> <u>Fiscal Year</u>	<u>ACTUAL</u> <u>2006-2007</u>	<u>ESTIMATED</u> <u>2007-2008</u>	<u>PROJECTED</u> <u>2009-2010</u>
Fire Inspections (Including Annual Business Inspections) Started in 2007-2008	\$198,023	\$211,000	\$195,000*
Plan Checks	\$94,361	\$145,000**	\$95,000
Permits	\$55,567	\$50,000	\$50,000
Industrial Waste	<u>\$78,022</u>	<u>\$80,000</u>	<u>\$84,000</u>
Total Revenue Collected	\$425,973	\$486,000	\$424,000

*Reduced 09-10 revenue reflects revised inspection fee schedule.

**This amount includes a one-time permitting fee from the Atlantic Times Square Project.

2009-2010 GOALS AND OBJECTIVES

1. Develop an amendment to the City's Municipal Code, Chapter 17, as a local amendment, consistent with statewide efforts to regulate the installation of photovoltaic systems ensure that their installation meets safety requirements during emergency operations.

2. Conduct semi-annual meetings with the Monterey Park business community and its leaders to improve and maintain an open line of communication, in an effort to better serve this group.
3. In conjunction with local junior high schools, develop a math program to demonstrate the application of algebraic formulas to the students participating in these math courses to inspire an interest in the learning of math skills and in the fire service as well.

2008-2009 MAJOR ACCOMPLISHMENTS

1. In order to increase the quality of education delivered to the members of the community by the Fire Prevention Division, selected fire prevention staff completed the California Fire Marshal's requirements to become certified public education officers, which is in keeping with the department's strategic plan.
2. Provided a series of workshops to educate suppression staff in on-going and new fire code applications for building fire life safety.
3. Coordinated with the fire suppression division to update the department's general marketing of resources to the community during local events. Established an organized approach in displaying the department's many features to the citizens.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Office Supplies Category (#21000) consists of Film/Maps/Blueprints \$400, Office Paper Products \$1,000, Copy Machine Supplies \$100, and Other Office Supplies \$500; which reflects an overall category decrease of \$1,100.
2. Small Tools category (#24000) reflects Small/Tools Equipment \$800 and Software/Hardware \$2,200, which reflects a temporary deferment of needed upgrades to Fire Prevention's records management system and computer updates consistent with City programs.
3. Motor Pool category (#33000) consists of Motor Pool Charges \$50,000.
4. Miscellaneous category (#39000) includes Printing & Duplicating \$2,000, Dues & Memberships \$400, Books and Subscriptions \$700, Educational Training \$900 and Public Relations/Safety Education \$3,000. This category shows a temporary reduction in training resulting in deferment of fire inspector training and limited purchase of public education and safety brochures.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$304,181	\$356,179	\$356,179	\$391,091	\$391,091
11400 Overtime Salaries	4,196	0	0	0	0
11500 Separation Benefits	14,464	17,357	17,357	19,092	19,092
TOTAL	\$322,841	\$373,536	\$373,536	\$410,183	\$410,183
EMPLOYEE BENEFITS					
12200 Life Insurance	\$759	\$900	\$900	\$900	\$900
12300 Medical Insurance	28,555	40,008	40,008	31,507	31,507
12350 Medicare Insurance	1,101	1,618	1,618	1,787	1,787
12400 Dental Insurance	1,486	2,376	2,376	1,782	1,782
12500 Workers Compensation	18,571	19,499	19,499	20,474	20,474
12600 Retirement	56,605	68,683	68,683	74,480	74,480
12900 Long Term Disability	1,556	1,980	1,980	1,980	1,980
12950 Vision Plan	377	439	439	466	466
TOTAL	\$109,010	\$135,503	\$135,503	\$133,376	\$133,376
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,604	\$3,100	\$3,100	\$2,000	\$2,000
22000 Operating Supplies	2,332	3,225	3,225	2,000	2,000
24000 Small Tools	4,871	7,500	7,500	3,000	3,000
31000 Contracted Services	214	500	500	500	500
32000 Communications	3,824	3,933	3,933	3,500	3,500
33000 Motor Pool Charges	48,077	50,962	50,962	50,000	50,000
37000 Leases & Rentals	2,086	2,954	2,954	2,000	2,000
38000 R/M Contractual	1,502	2,430	2,430	1,000	1,000
39000 Miscellaneous	14,587	15,524	15,524	7,000	7,000
TOTAL	\$80,097	\$90,128	\$90,128	\$71,000	\$71,000
GRAND TOTAL	\$511,948	\$599,167	\$599,167	\$614,559	\$614,559

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Year-End</u> <u>Estimated</u> <u>2008-09</u>	<u>Proposed</u> <u>2009-10</u>	<u>Adopted</u> <u>2009-10</u>
PERSONNEL COST	\$7,928,037	\$8,140,627	\$8,177,738	\$8,355,866	\$8,355,866
SERVICES & SUPPLIES	698,615	668,321	668,321	635,000	635,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$8,626,652	\$8,808,948	\$8,846,059	\$8,990,866	\$8,990,866
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 56.00	 56.00	 56.00	 56.00	 56.00

Program Description

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

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

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

Specific Service Objectives are:

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

PROGRAM MEASUREMENTS

EMERGENCY ACTIVITY SUMMARY

<u>Fiscal Year</u> <u>Types of Fire Incidents</u>	<u>ACTUAL</u> <u>2007 – 2008</u>	<u>ESTIMATED</u> <u>2008 – 2009</u>	<u>PROJECTED</u> <u>2009 – 2010</u>
Residential	83	99	99
Commercial	6	7	8
Industrial	0	0	0
Brush/Grass	31	21	22
Trash/Other	16	15	15
Vehicle	<u>31</u>	<u>33</u>	<u>33</u>
Total Fire Incidents	167	175	177

<u>Fiscal Year</u> <u>All Emergency Incidents</u>	<u>ACTUAL</u> <u>2007-2008</u>	<u>ESTIMATED</u> <u>2008 - 2009</u>	<u>PROJECTED</u> <u>2009 - 2010</u>
Fire	167	175	177
EMS	3,019	2,843	2,871
Public Assist	193	179	181
Smoke	16	10	11
Haz Mat	70	58	59
False Alarms, Good Intent, and Cancelled En Route	223	225	227
*Other Misc. Incidents	<u>475</u>	<u>490</u>	<u>495</u>
Total Emergency Incidents	4,163	3,980	4,015

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

Injuries/Deaths

Firefighter injuries	4	0	0
Civilian Fire Deaths	0	0	0

Automatic Aid/Mutual Aid*

Auto Aid/Mutual Aid Provided	521	548	553
Auto Aid/Mutual Aid Received	<u>426</u>	<u>423</u>	<u>427</u>
Total Automatic/Mutual Aid	947	971	980

Average Response Times*

EMS Calls	4.48	4.34	4.30
Fire Calls	5.17	5.15	5.00

*Data Source – Verdugo Communications

<u>Volunteer Hour</u>	<u>ACTUAL</u> <u>2007-2008</u>	<u>ESTIMATED</u> <u>2008-2009</u>	<u>PROJECTED</u> <u>2009-2010</u>
Hours Donated by Reserves	7,822	8,640	16,128
Hours Donated by Explorers	4,600	4,600	4,646

NON-EMERGENCY ACTIVITY SUMMARY

Training Hrs – Non-Medical

In-Service Training	13,389	13,500	13,650
Outside Officer Training	1,255	1,400	1,455
Specialty Courses/Seminars	<u>1,495</u>	<u>2,905</u>	<u>1,650</u>
Total Hours	16,139	17,805	16,755

2009-2010 GOALS AND OBJECTIVES

1. Develop a comprehensive driver training program that will address the safe driving techniques of fire apparatus, rescue ambulances and utility vehicles. This program will also address the annual training and certification of tiller drivers for the ladder truck.
2. Through the Area C Training Officers, assist and develop an area wide ventilation training program. This training program, when implemented, will standardize ventilation training and technique throughout the area, will include development of ventilation prop and increase the proficiency of firefighters on the ground.
3. With the assistance of the Finance division, develop and implement a standardized replacement program for all fire apparatus, rescue ambulances and support vehicles throughout the Department. This policy will better enable both the Finance Division and the Fire Department to forecast and plan for the vehicle replacement needs of the Department.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Staff has researched succession plan models to adapt to a Department succession plan. A succession plan will assist the members of our Department in preparing for future promotional opportunities and career development.
2. The Department has enhanced utilization of our shift Training Captains to refocus on non-probationary topics such as, apparatus and equipment, thermal imaging and communication procedures to facilitate crew proficiency in all operations.
3. The Fire Department, in conjunction with the Police Department, participated in joint training in the Incident Command System and Standardized Emergency Management System (SEMS). This training has enabled the two agencies to better coordinate public safety efforts during an emergency and efficiently staff the emergency operations center (EOC).

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits Categories (#11000 & 12000) include the reduction of two firefighter/paramedic positions that are currently vacant and frozen, resulting in a decrease of \$186,544.
2. Office Supplies category (#21000) consists of Film/Maps/Blueprints \$150, Office Paper Products \$1,000, Copy Machine Supplies \$700, and Other Office Supplies \$1,150; reflecting an overall category decrease of \$1,150.
3. Operating Supplies category (#22000) includes Cleaning/Sanitation Supplies \$5,000, Clothing/Uniforms/Safety Equipment \$34,590, Clothing/Annual Uniforms \$40,000, Uniform Allowance-Reserves \$2,500, Educations Supplies \$400, Commendations/Awards \$500 and Other Operating Supplies \$17,010. This category reflects a reduction in the turn-out gear replacement program, reserve and explorer uniforms. For this fiscal year 12 sets of replacement turn out gear have been requested through a capital request.
4. Small Tools category (#24000) reflects Small Tools/Equipment \$1,500, Software/Hardware \$26,350, Fire Suppression Instruments \$350, Small Tools/F.F.D. \$1,000 and Culinary Wares \$800. This category reflects an overall decrease of \$16,700.
5. Contracted Services category (#31000) provides for Physical Exams \$15,000, which reflects a \$10,800 increase over last year due to bi-annual physicals.
6. Communications category (#32000) consists of Telephone Service \$1,200, Verdugo Dispatch Service \$201,400 and Postage \$400.
7. Motor Pool category (#33000) reflects Motor Pool charges \$170,000, which shows an increase of \$4,538 due to anticipated cost allocation increase.
8. R&M Contractual category (#38000) consist of R & M Machinery and Equipment \$40,000 and the transfer of an additional \$50,000 for Fire engine and Fire truck repairs, which currently reside in the Shop Fund.
9. Miscellaneous category (#39000) includes Laundry Service \$4,000, Fire Suppression/Printing Duplicating \$400, Dues & Memberships \$500, Books/Subscriptions \$120, Education/Training cost \$10,000 (decreased by \$17,622 from last year's budget) and Fire Suppression/SEMS Preparedness \$3,980. This category reflects a temporary overall reduction of \$24,063 in printing & duplicating, training and citywide SEMS (Standardized Emergency Management System) preparedness.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$4,399,585	\$4,949,148	\$4,632,151	\$4,997,369	\$4,997,369
11400 Overtime Salaries	1,287,943	700,000	1,167,516	700,000	700,000
11470 Fire Holiday Payout	106,734	162,000	155,000	162,000	162,000
11500 Separation Benefits	202,496	242,995	227,618	267,295	267,295
TOTAL	\$5,996,758	\$6,054,143	\$6,182,285	\$6,126,664	\$6,126,664
EMPLOYEE BENEFITS					
12200 Life Insurance	\$9,513	\$10,080	\$9,527	\$9,900	\$9,900
12300 Medical Insurance	407,409	436,593	407,419	440,419	440,419
12350 Medicare Insurance	62,327	53,828	49,788	56,135	56,135
12400 Dental Insurance	19,463	20,905	20,905	24,877	24,877
12500 Workers Compensation	278,490	292,415	292,415	307,036	307,036
12600 Retirement	1,143,023	1,259,095	1,202,341	1,377,228	1,377,228
12900 Long Term Disability	8,405	9,072	8,562	8,928	8,928
12950 Vision Plan	2,649	4,496	4,496	4,679	4,679
TOTAL	\$1,931,279	\$2,086,484	\$1,995,453	\$2,229,202	\$2,229,202
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,039	\$4,150	\$4,150	\$3,000	\$3,000
22000 Operating Supplies	109,147	136,563	136,563	100,000	100,000
23000 R/M Supplies	674	1,350	1,350	1,000	1,000
24000 Small Tools	26,243	46,700	46,700	30,000	30,000
31000 Contracted Services	4,960	4,200	4,200	15,000	15,000
32000 Communications	177,521	205,888	205,888	203,000	203,000
33000 Motor Pool Charges	156,113	165,462	165,462	170,000	170,000
37000 Leases & Rentals	3,575	5,183	5,183	4,000	4,000
38000 R/M Contractual	83,349	55,762	55,762	90,000	90,000
39000 Miscellaneous	132,994	43,063	43,063	19,000	19,000
TOTAL	\$698,615	\$668,321	\$668,321	\$635,000	\$635,000
GRAND TOTAL	\$8,626,652	\$8,808,948	\$8,846,059	\$8,990,866	\$8,990,866

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	218,276	240,320	240,320	239,200	239,200
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$218,276	\$240,320	\$240,320	\$239,200	\$239,200
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

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

Specific Service Objectives are:

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

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

PROGRAM MEASUREMENTS

	<u>ACTUAL</u> <u>2007– 2008</u>	<u>ESTIMATED</u> <u>2008 – 2009</u>	<u>PROJECTED</u> <u>2009 – 2010</u>
<u>Ambulance Membership</u>			
Residential Subscribers	2,541	2,466	2,500
<u>Medical Training/ Continuing Education Hours</u>			
Paramedics	752	752	752
Emergency Medical Tech.	<u>750</u>	<u>750</u>	<u>750</u>
Total Hours	1,502	1,502	1,502

2009-2010 GOALS AND OBJECTIVES

1. In conjunction with L.A. County Department of Health Services and the UCLA Center of Pre-hospital Care, the Department will participate in the “Best Practices in EMS” project. This will identify our organization’s EMS performance in comparison with other pre-hospital care providers in Los Angeles County.
2. The Department will seek approval from the Department of Health Services to certify Engine 61 as a Paramedic Assessment Unit (PAU). The engine currently is equipped with necessary equipment for this approval, and the Department employs 12 paramedics in promoted positions that are assigned to engine and truck companies. Engine 63 is currently our only engine approved as a PAU.
3. Initiate the Continuous Positive Airway Pressure (CPAP) program. This Advanced airway procedure is allowed under the County of Los Angeles expanded scope of practice. This procedure has been shown to improve the outcomes of patients experiencing respiratory problems as well as stroke symptoms. It requires the purchase of skill-specific oxygen delivery systems, as well as in-house training by our Nurse Educator.

2008-2009 MAJOR ACCOMPLISHMENTS

1. The Department purchased an advanced training simulation manikin to facilitate Advance Life Support training for paramedic skills and supporting functions of EMTs. This facilitates compliance with training mandates for EMS related skills.
2. The Department completed training and program implementation for intraosseous infusion of medications and fluids, a new and advanced paramedic skill. This skill provides an additional avenue for fluid medication therapy for critically ill patients.
3. Monterey Park Fire Department implemented the first phase of our Public Access Defibrillator program through L.A. County Department of Health Services approval to provide Automatic External Defibrillators on all non-Paramedic fire apparatus. All EMT members were trained in-house following American Heart Association Health Provider EMT-D guidelines.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) consists of Medical/Pharmaceuticals \$20,000.
2. Small Tools category (#24000) consists of Small Tools & Machinery \$250 for non-medical tools and non-restockable medical equipment \$33,750.
3. Contracted Services category (#31000) reflects anticipated pricing for ambulance billing of \$49,140 and computer support of \$2,860.
4. Communications category (#32000) includes Telephone Service \$1,500 and Postage \$2,000, which reflects a decrease in postage due to temporary elimination of the paramedic ambulance membership brochure mailing.
5. Motor Pool Charges category (#33000) consists of Motor Pool Charges \$70,000, which reflects a decrease of \$8,740.
6. Advertising category (#34000) reflects Other Advertising \$2,000, which reflects a temporary reduction in the paramedic ambulance membership promotion.
7. Miscellaneous category (#39000) includes Printing/Duplicating \$200, Books/Subscriptions \$400 and Education & Training Costs \$39,400 (which shows an increase for the oversight of the PAD program).
8. Other Agency Services category (#41000) consists of Services/Other Governments \$8,000 (which shows an increase of \$4,500 to cover cost of the newly mandated Paramedic & EMT registration programs).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

<u>Classification</u>	<u>Actual 2007/2008</u>	<u>Adopted 2008/2009</u>	<u>Year-End Estimated 2008/2009</u>	<u>Proposed 2009/2010</u>	<u>Adopted 2009/2010</u>
SERVICES & SUPPLIES					
21000 Office Supplies	\$699	\$700	\$700	\$500	\$500
22000 Operating Supplies	18,871	21,995	21,995	20,000	20,000
23000 R/M Supplies	240	240	240	200	200
24000 Small Tools	36,286	36,350	36,350	34,000	34,000
31000 Contracted Services	41,649	42,340	42,340	52,000	52,000
32000 Communications	4,516	5,430	5,430	3,500	3,500
33000 Motor Pool Charges	74,283	78,740	78,740	70,000	70,000
34000 Advertising	2,165	4,200	4,200	2,000	2,000
38000 R/M Contractual	9,663	9,000	9,000	9,000	9,000
39000 Miscellaneous	27,050	37,825	37,825	40,000	40,000
41000 Other Agency Serv	2,854	3,500	3,500	8,000	8,000
TOTAL	\$218,276	\$240,320	\$240,320	\$239,200	\$239,200
GRAND TOTAL	\$218,276	\$240,320	\$240,320	\$239,200	\$239,200

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 7000 & 2200

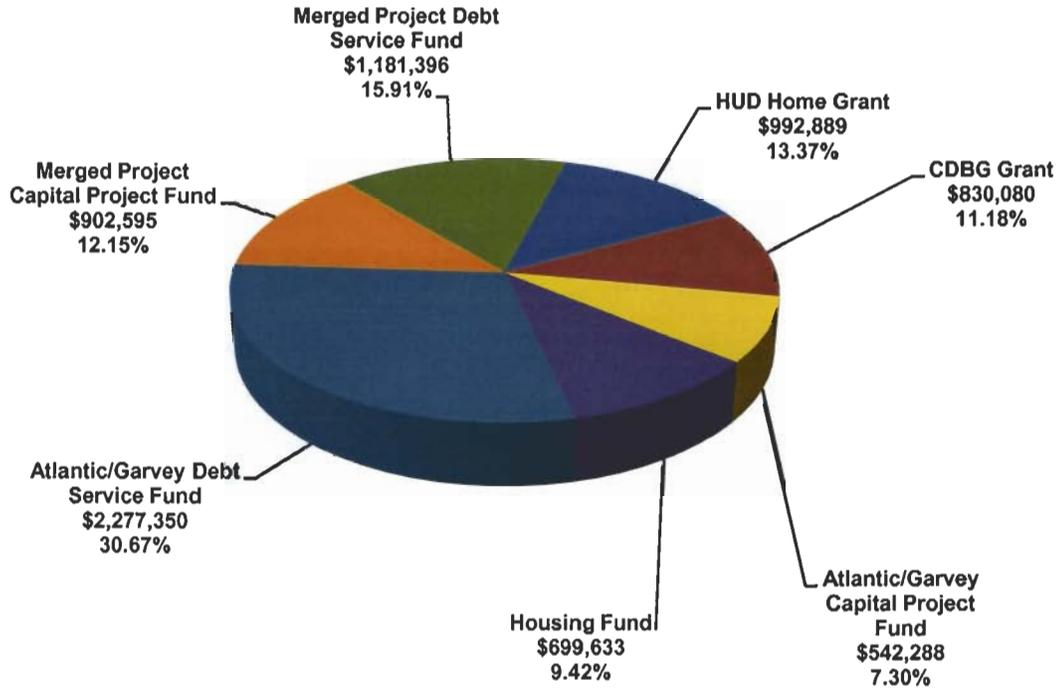
HUD Home Grant \$992,889
 CDBG Grant \$830,080
 Atlantic/Garvey Capital Project Fund \$542,288
 Housing Fund \$699,633
 Atlantic/Garvey Debt Service Fund \$2,277,350
 Merged Project Capital Project Fund \$902,595
 Merged Project Debt Service Fund \$1,181,396

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Year-End</u> <u>Estimated</u> <u>2008-09</u>	<u>Proposed</u> <u>2009-10</u>	<u>Adopted</u> <u>2009-10</u>
PERSONNEL COST	\$882,962	\$975,426	\$704,922	\$761,045	\$761,045
SERVICES & SUPPLIES	5,091,329	7,028,310	7,009,683	6,665,186	6,665,186
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$5,974,291	\$8,003,736	\$7,714,605	\$7,426,231	\$7,426,231
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 9.50	 9.50	 9.50	 9.50	 9.50

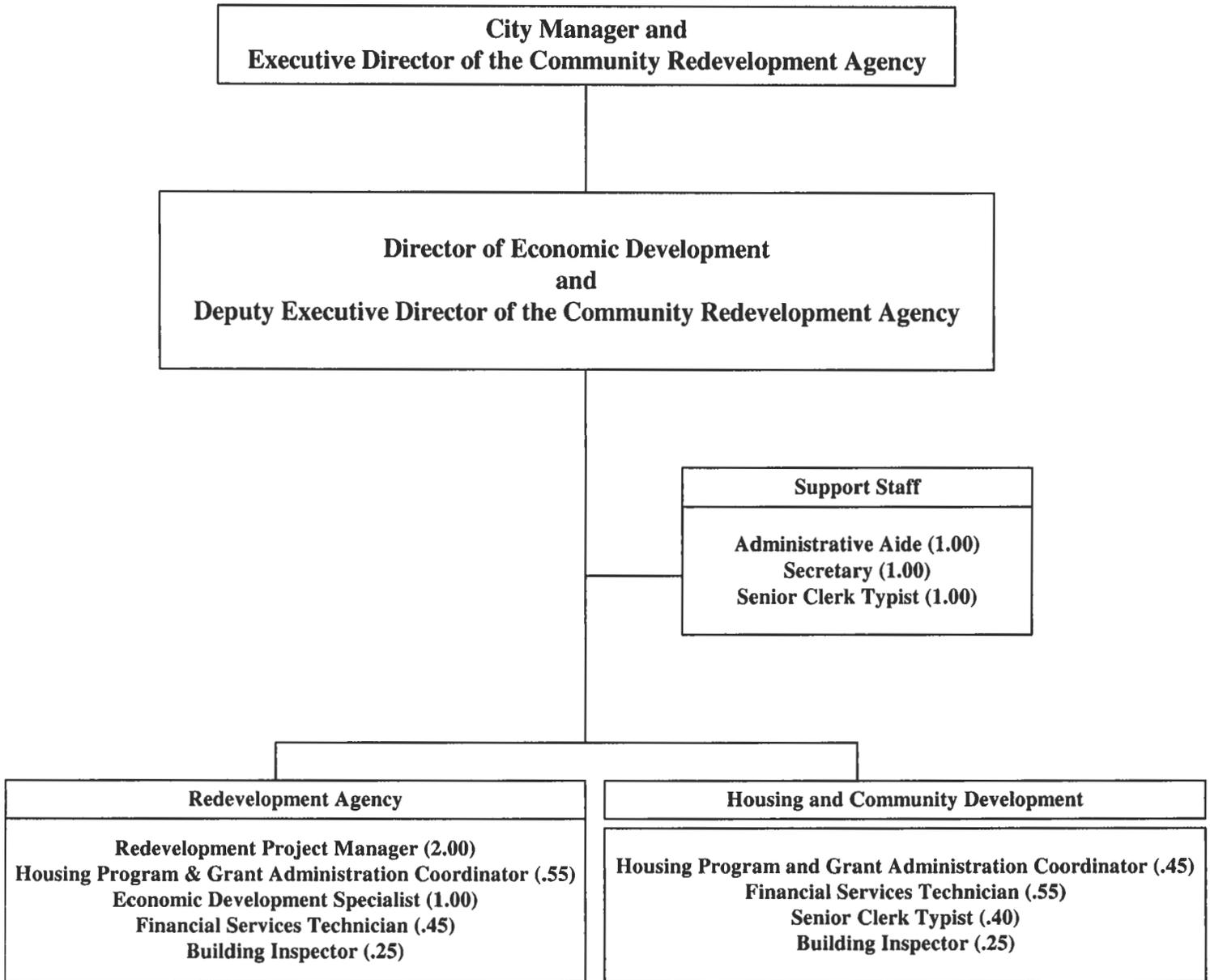
Program Description

The Economic Development Department has the responsibility to 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. The Department will focus on four main areas: Redevelopment of Commercial areas, production of Affordable Housing; quality Business Support Services, and necessary Community Services. The Department activities are governed by the Economic Development Strategy Plan, the Consolidated Plan and the Redevelopment Five-Year Implementation Plan.

Economic Development Source of Funds



Economic Development Department Organization Chart



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Redevelopment**

SOURCE OF FUNDS:

ACTIVITY: **Redevelopment**

Atlantic/Garvey Capital Project Fund \$542,288
 Housing Fund \$699,633
 Atlantic/Garvey Debt Service Fund \$2,277,350
 Merged Project Capital Project Fund \$902,595
 Merged Project Debt Service Fund \$1,181,396

ACTIVITY NO.: **7000**

SUMMARY OF COST	Actual 2007-08	Adopted 2008-09	Year-End Estimated 2008-09	Proposed 2009-10	Adopted 2009-10
PERSONNEL COST	\$751,562	\$831,091	\$560,687	\$608,850	\$608,850
SERVICES & SUPPLIES	4,330,402	5,353,680	5,337,138	4,994,412	4,994,412
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$5,081,964	\$6,184,771	\$5,897,825	\$5,603,262	\$5,603,262
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	7.85	7.85	7.85	7.85	7.85

Program Description

The City's overall economic development efforts rely heavily on the important tool of redevelopment. Many cities have successfully "adjusted" their economies through the redevelopment process by rebuilding their economic infrastructure to serve growing and emerging industries. Monterey Park's own Redevelopment Agency has played a critical role in maintaining the productivity and effectiveness of the City's physical, economic and community resources.

Ordinance No. 1254, under the provisions of Section 33000 of the California Health and Safety Code, was activated by the Monterey Park Redevelopment Agency (CRA) in 1969. The Monterey Park City Council serves as the governing board of the Agency and the City Manager serves as the Executive Director. Redevelopment reverses deterioration and blight in areas plagued by physical, economic, and social conditions that limit investments from the private sector.

The Redevelopment Agency currently has two redevelopment project areas:

- 1) *Atlantic/Garvey Redevelopment Project No. 1* — This Project Area consists of approximately 520 acres, generally located along Atlantic Boulevard, Garfield Avenue, and Potrero Grande Drive.
- 2) *Merged Project Area* — This Project Area consists of approximately 610 acres, generally located along Garvey Avenue and Monterey Pass Road, with extensions along North Atlantic Boulevard, North Garfield Avenue and Corporate Center Drive. This area includes the new Monterey Park Market Place in the City's southeast corner.

The project boundaries encompass a significant portion of the City's commercial area. Tax increment revenues, generated by increases in property values, fund activities in the project areas.

Redevelopment Agency activities can stimulate private sector investment, helping to improve the City's health, safety, and welfare. A sound redevelopment program creates jobs and economic activity, stimulates cultural activity, improves the housing stock, and provides a healthy environment.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Redevelopment**
ACTIVITY: **Atlantic/Garvey Capital Proj**
ACTIVITY NO.: **7010**

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$248,435	\$275,010	\$185,459	\$201,654	\$201,654
SERVICES & SUPPLIES	233,615	398,089	368,378	340,634	340,634
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	<u>\$482,050</u>	<u>\$673,099</u>	<u>\$553,837</u>	<u>\$542,288</u>	<u>\$542,288</u>
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	<u>2.61</u>	<u>2.61</u>	<u>2.61</u>	<u>2.61</u>	<u>2.61</u>

Program Description

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

PROGRAM MEASUREMENTS

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

	<u>Actual 2007-08</u>	<u>Estimated 2008-09</u>	<u>Projected 2009-10</u>
Generated Sales Tax in the Project Area	\$1,536,823	\$1,552,191	\$1,567,713
Assessed Property Values in the Project	\$447,209,241	\$514,890,686	\$525,188,000

2009-2010 GOALS AND OBJECTIVES

1. Start work on the merger of the Atlantic/Garvey and Merged project areas.
2. Begin working on developing the Economic Strategy Plan.
3. Work in conjunction with the City Manager Office and Human Resources in reorganizing the department.

2008-2009 MAJOR ACCOMPLISHMENTS

1. The Atlantic/Garvey Project Area was originally adopted in 1972 and has gone through several amendments. The area includes the Saturn Business Park, Atlantic Square, Prado Center, Monterey Park Village, and Monterey Park Mall. Focus has now shifted from building new redevelopment projects to assisting existing businesses through economic development efforts. The department has assisted in the economic development efforts by conducting eleven (11) workshops that are targeted towards both existing and new businesses.
2. The 2009-2014 Implementation Plan has been approved by the Agency Board.
3. The Atlantic/Garvey Project Area's eminent domain timeframe expires on August 2009. An eminent domain feasibility study has been conducted to determine whether to pursue amendments to the Redevelopment Plan to re-established and extend the eminent domain authority for a 12-year time period as provided in the California Community Redevelopment Law.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Office Supplies category (#21000) includes office paper products \$1,200 and other office supplies \$3,000. Decrease of \$1,400 is part of the department's effort to save on these expenses.
2. Contracted Services category (#31000) includes the following items.

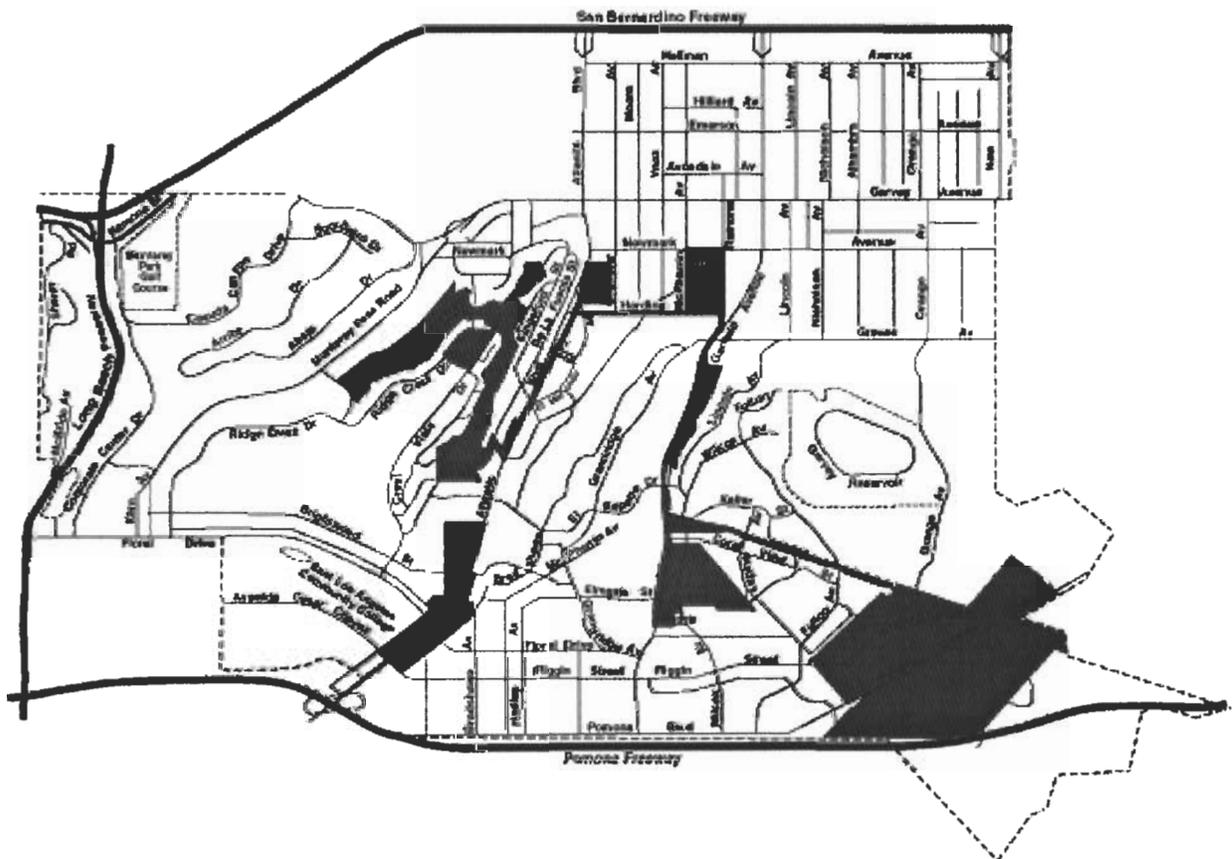
<u>Contractual Services</u>	<u>2008-09</u>	<u>2009-10</u>
Appraisal	\$ 3,000	\$ 3,000
Legal	\$ 37,500	\$ 34,301
Comm. Rehab. Construction Mgmt. Consultant	\$ 10,425	\$ 0
Comm. Rehab. Architectural Consultant	\$ 3,844	\$ 0
Property Tax Audit	\$ 5,600	\$ 5,768
Economic Analysis Consultant	\$ 5,000	\$ 5,000
Cascades	\$ 3,331	\$ 3,431
Business Assistance Consultant	\$ 15,000	\$ 15,000
Eminent Domain Consultant	\$ 50,000	\$ 0
Economic Strategy & Branding	\$ 0	\$ 55,000
Translation	\$ 1,600	\$ 1,500
Project Implementation Consultant	\$ 7,095	\$ 17,000
Five Year Implementation Plan Consultant	<u>\$ 15,000</u>	<u>\$ 0</u>
	\$157,395	\$140,000

An Economic Development Strategic Plan will be developed that will incorporate a branding element that could possibly be implemented citywide.

3. Communications category (#32000) includes telephone \$400, technology charges \$2,880, and postage \$720. Decrease of \$1,500 reflects the department's reduction in postage.
4. Motor Pool Charges category (#33000) includes mileage and parking \$900, conferences/seminars \$10,400, and travel/expenses \$700.
5. Advertising category (#34000) includes legal notices \$1,000 and other advertising which consist of marketing, such as ICSC participation \$10,000. Decrease of \$7,250 is primarily in other advertising reflects the cost reduction in ICSC expense.
6. R&M Contractual category (#38000) includes repairs and maintenance \$1,000, commercial rehabilitation program \$25,250, graffiti removal \$68,950, and Graffiti Tracker \$8,000, R&M machinery and equipment \$6,800. Decrease of \$28,860 is in commercial rehabilitation program to reflect the department's effort in budget reduction. Bank the budgeted Commercial Rehabilitation Program funds and combine with future year funds to create a substantial commercial rehabilitation project.

7. Miscellaneous category (#39000) includes printing and duplicating \$3,400, dues and memberships \$6,100, and books & subscriptions \$500. Decrease of \$3,700 is primarily in printing and duplicating reflects the department's future needs.
8. Other Agency Services category (#41000) represents approved assistance to the Monterey Park Chamber of Commerce \$20,000. As part of the agreement between the City and the Monterey Park Chamber of Commerce the Chamber will provide quarterly reports and an annual financial report.
9. Miscellaneous Financial Services category (#44000) represents Agency's share of City support services and general liability \$20,634.

Atlantic/Garvey Project Area Map



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Redevelopment**

ACTIVITY: **Atlantic/Garvey Capital Proj**

ACTIVITY NO.: **7010**

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11100 Elective Salaries	\$1,960	\$2,400	\$2,400	\$2,400	\$2,400
11200 Permanent Salaries	188,513	201,834	132,160	148,270	148,270
11400 Overtime Salaries	298	1,000	1,000	1,000	1,000
11500 Separation Benefits	8,932	10,718	10,718	11,790	11,790
TOTAL	\$199,703	\$215,952	\$146,278	\$163,460	\$163,460
EMPLOYEE BENEFITS					
12200 Life Insurance	\$515	\$559	\$391	\$410	\$410
12300 Medical Insurance	14,278	19,451	11,712	11,615	11,615
12350 Medicare Insurance	2,816	2,937	2,394	2,160	2,160
12400 Dental Insurance	1,062	1,267	974	908	908
12500 Workers Compensation	352	370	370	388	388
12600 Retirement	28,146	32,803	22,145	21,627	21,627
12900 Long Term Disability	1,174	1,290	891	772	772
12950 Vision Plan	389	381	304	314	314
TOTAL	\$48,732	\$59,058	\$39,181	\$38,194	\$38,194
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,892	\$5,600	\$4,500	\$4,000	\$4,000
22000 Operating Supplies	5,069	5,500	5,609	5,000	5,000
24000 Small Tools	6,692	4,500	4,525	4,000	4,000
31000 Contracted Services	70,184	157,395	132,800	140,000	140,000
32000 Communications	2,917	6,500	3,650	4,000	4,000
33000 Motor Pool Charges	12,653	12,300	12,300	12,000	12,000
34000 Advertising	16,125	18,250	12,750	11,000	11,000
38000 R/M Contractual	82,179	143,610	143,610	110,000	110,000
39000 Miscellaneous	12,270	13,800	8,000	10,000	10,000
41000 Other Agency Serv	0	10,000	20,000	20,000	20,000
44000 Misc Financial Serv	20,634	20,634	20,634	20,634	20,634
TOTAL	\$233,615	\$398,089	\$368,378	\$340,634	\$340,634
GRAND TOTAL	\$482,050	\$673,099	\$553,837	\$542,288	\$542,288

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Redevelopment
ACTIVITY: Merged Capital Projects
ACTIVITY NO.: 7011

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$248,714	\$275,301	\$185,750	\$201,962	\$201,962
SERVICES & SUPPLIES	731,809	828,728	944,422	700,633	700,633
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$980,523	\$1,104,029	\$1,130,172	\$902,595	\$902,595
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.61	2.61	2.61	2.61	2.61

Program Description

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

PROGRAM MEASUREMENTS

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

	<u>Actual 2007-08</u>	<u>Estimated 2008-09</u>	<u>Projected 2009-10</u>
Generated Sales Tax in the Project Area	\$1,725,575	\$1,742,831	\$1,760,259
Assessed Property Values in the Project	\$646,007,426	\$698,875,626	\$712,853,000

2009-2010 GOALS AND OBJECTIVES

1. Grand Opening Ceremony of the Atlantic Times Square redevelopment project.
2. Complete the remediation and two 90-day Environmental Protection Agency (EPA) review periods for the Cascades Market Place.
3. Ground Breaking Ceremony for the Towne Centre Development project.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Completed the shoring, foundation for the underground parking structure and began construction of the retail portion of Atlantic Times Square.
2. Completed land acquisition of a private property with the developer of the Towne Centre development project.
3. Began actual onsite preparation for the remediation of the OII North Parcel.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Office Supplies category (#21000) includes office paper products \$1,200 and other office supplies \$2,800. Decrease of \$2,000 is part of the department's effort to save on these expenses.
2. Contracted Services category (#31000) includes the following items:

<u>Contractual Services</u>	<u>2008-09</u>	<u>2009-10</u>
Appraisal	\$ 20,000	\$ 10,000
Legal	\$180,000	\$216,017
Comm. Rehab. Construction Mgmt. Consultant	\$ 10,425	\$ 0
Comm. Rehab. Architectural Consultant	\$ 11,156	\$ 0
Property Tax Audit	\$ 5,600	\$ 5,768
Economic Analysis Consultant	\$ 15,000	\$ 15,000
Cascades	\$ 5,549	\$ 5,715
Project Implementation Consultant	\$122,038	\$ 91,000
Eminent Domain Consultant	\$ 50,000	\$ 0
Economic Strategy & Branding	\$ 0	\$ 55,000
Translation	\$ 1,600	\$ 1,500
Five Year Implementation Plan Consultant	\$ 15,000	\$ 0
David Evans & Associates (Market Place)	<u>\$ 56,758</u>	<u>\$ 0</u>
	<u>\$493,126</u>	<u>\$400,000</u>

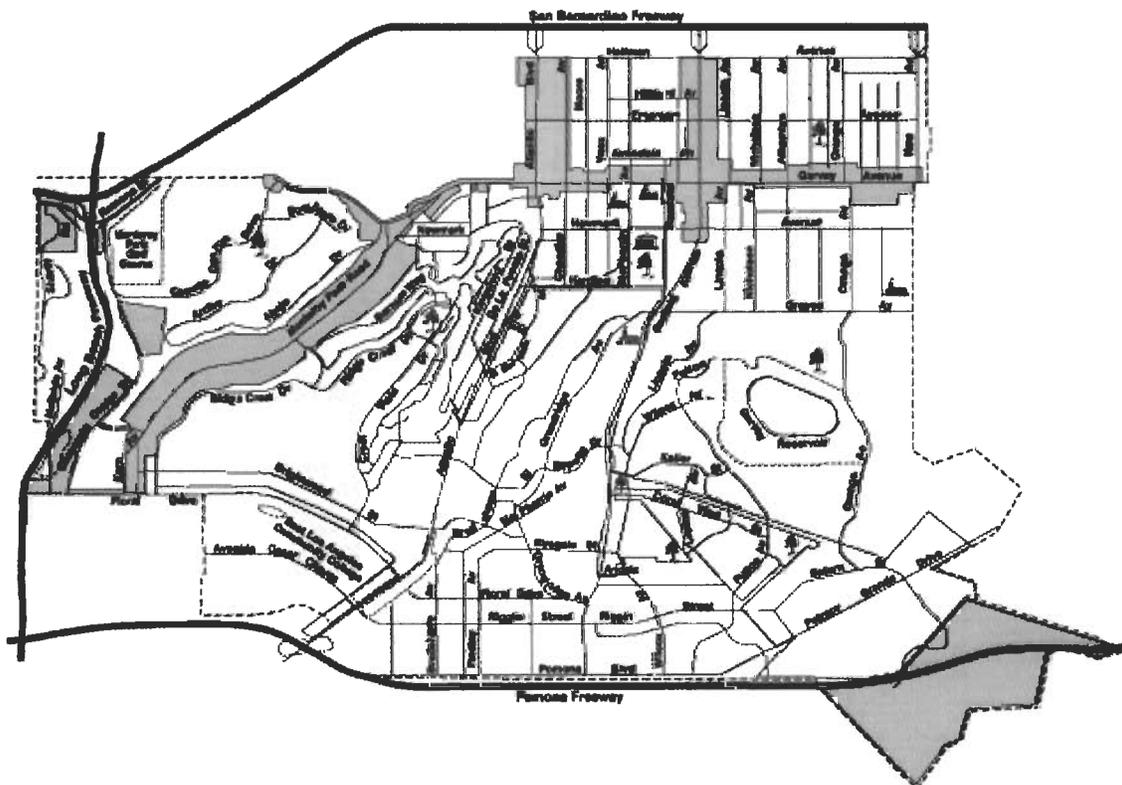
An Economic Development Strategic Plan will be developed that will incorporate a branding element that could possibly be implemented citywide.

3. Communications category (#32000) includes telephone \$380, technology charges \$3,898, and postage \$722. Decrease of \$3,849 reflects the department's reduction in postage.
4. Motor Pool Charges category (#33000) includes mileage and parking \$500 and conferences/seminars \$8,500.
5. Advertising category (#34000) includes legal notices \$2,750 and other advertising which consist of marketing, such as ICSC participation \$3,250. Decrease of \$3,650 reflects department's reduction in advertising costs.
6. R/M Contractual category (#38000) includes department share of the City's network maintenance charges \$5,800, Corporate Center association fees \$35,000, maintenance of City owned properties \$3,500, commercial rehabilitation \$88,750, graffiti removal \$68,950 and Graffiti Tracker \$8,000. Decreases of \$34,870 are primarily in commercial rehabilitation program to reflect the department's effort in budget reduction. Bank the

budgeted Commercial Rehabilitation Program funds and combine with future year funds to create a substantial commercial rehabilitation project.

7. Miscellaneous category (#39000) includes printing and duplicating \$14,600, dues and memberships \$2,900, and books and subscriptions \$500.
8. Other Agency Services category (#41000) represents approved assistance to the Monterey Park Chamber of Commerce \$20,000. As part of the agreement between the City and the Monterey Park Chamber of Commerce the Chamber will provide quarterly reports and an annual financial report.
9. Miscellaneous Financial Services category (#44000) represents Agency's share of City support services and general liability \$20,633.

Merged Project Area Map



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Redevelopment**

ACTIVITY: **Merged Capital Projects**

ACTIVITY NO.: **7011**

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11100 Elective Salaries	\$1,960	\$2,400	\$2,400	\$2,400	\$2,400
11200 Permanent Salaries	188,515	201,834	132,160	148,270	148,270
11400 Overtime Salaries	298	1,000	1,000	1,000	1,000
11500 Separation Benefits	8,969	10,763	10,763	11,839	11,839
TOTAL	\$199,742	\$215,997	\$146,323	\$163,509	\$163,509
EMPLOYEE BENEFITS					
12200 Life Insurance	\$515	\$559	\$391	\$410	\$410
12300 Medical Insurance	14,283	19,451	11,712	11,615	11,615
12350 Medicare Insurance	2,816	2,937	2,394	2,160	2,160
12400 Dental Insurance	1,062	1,267	974	908	908
12500 Workers Compensation	587	616	616	647	647
12600 Retirement	28,146	32,803	22,145	21,627	21,627
12900 Long Term Disability	1,174	1,290	891	772	772
12950 Vision Plan	389	381	304	314	314
TOTAL	\$48,972	\$59,304	\$39,427	\$38,453	\$38,453
SERVICES & SUPPLIES					
21000 Office Supplies	\$5,434	\$6,000	\$4,600	\$4,000	\$4,000
22000 Operating Supplies	3,090	5,200	4,894	5,000	5,000
24000 Small Tools	1,376	3,000	2,600	3,000	3,000
31000 Contracted Services	495,017	493,126	613,126	400,000	400,000
32000 Communications	3,192	8,849	4,649	5,000	5,000
33000 Motor Pool Charges	10,969	9,000	9,000	9,000	9,000
34000 Advertising	7,252	9,650	6,650	6,000	6,000
38000 R/M Contractual	165,724	244,870	239,870	210,000	210,000
39000 Miscellaneous	19,122	18,400	18,400	18,000	18,000
41000 Other Agency Serv	0	10,000	20,000	20,000	20,000
44000 Misc Financial Serv	20,633	20,633	20,633	20,633	20,633
TOTAL	\$731,809	\$828,728	\$944,422	\$700,633	\$700,633
GRAND TOTAL	\$980,523	\$1,104,029	\$1,130,172	\$902,595	\$902,595

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Redevelopment**

ACTIVITY: **Housing Set-Aside**

ACTIVITY NO.: **7030**

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Year-End</u> <u>Estimated</u> <u>2008-09</u>	<u>Proposed</u> <u>2009-10</u>	<u>Adopted</u> <u>2009-10</u>
PERSONNEL COST	\$254,413	\$280,780	\$189,478	\$205,234	\$205,234
SERVICES & SUPPLIES	297,457	563,318	454,665	494,399	494,399
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$551,870	\$844,098	\$644,143	\$699,633	\$699,633
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.63	2.63	2.63	2.63	2.63

Program Description

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

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

PROGRAM MEASUREMENTS

	<u>Actual 2007-08</u>	<u>Estimated 2008-09</u>	<u>Projected 2009-10</u>
Gross Tax Increment Set-Aside	\$1,949,158	\$2,022,000	\$2,084,000
Residential Rehab Participants	4	5	6

2009-2010 GOALS AND OBJECTIVES

1. Complete the Redevelopment Agency Housing Set-Aside Compliance Study.
2. Revise the Affordable Housing Program to combine both the Redevelopment Agency's Housing Set-Aside funds and HOME funds to increase and improve the affordable housing opportunities in the community through the acquisition of units for rehabilitation and working with property owners to renovate their rental units for low-income renters.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Implement the recommendations of the Housing Set-Aside Compliance Study.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

<u>Contractual Services</u>	<u>2008-09</u>	<u>2009-10</u>
Appraisal	\$ 10,000	\$ 15,000
Legal*	\$100,000	\$ 25,000
County Admin Charges	\$ 25,000	\$ 27,000
Property Tax Audit	\$ 5,600	\$ 5,768
CDBG's Management Consultant	\$ 0	\$ 10,600
Environmental Consultant	\$ 5,000	\$ 5,000
Residential Rehab Management Consultant	\$ 4,861	\$ 4,861
Cascades	\$ 13,346	\$ 13,746
Housing Consultant	\$ 38,325	\$ 46,525
Translation	\$ 1,600	\$ 1,500
Five Year Implementation Plan Consultant	\$ 20,000	\$ 0
Economic Strategy & Branding	\$ 0	\$ 10,000
	<u>\$223,732</u>	<u>\$165,000</u>

An overall decrease of \$58,732 is primarily in legal services. Increase in our housing consultant to implement more housing programs.

Management Consultant funds that were shifted from CDBG have been included in the budget \$10,600.

2. Communications category (#32000) includes telephone \$220, technology charges \$9,379, and postage \$1,000. Increase of \$1,183 reflects department's contribution to the city's technology charges.
3. Motor Pool Charges category (#33000) includes mileage and parking \$500 and conferences/seminars \$4,500. Decrease of \$2,200 reflects department's efforts in reducing conferences & seminar costs.
4. Advertising category (#34000) includes legal notices \$500 and advertising to promote housing programs \$500. Decrease of \$2,250 reflects the department's reduction in legal noticing and advertising.
5. R&M contractual category (#38000) includes department share of the City's network maintenance charges \$6,033, Critical Maintenance Grant Program \$63,967, Rebuilding Together Program \$10,000. Decrease of \$4,887 reflects the department's reduction in funding for the Critical Maintenance Grant Program.
6. Miscellaneous category (#39000) includes printing and duplicating \$2,800, dues and memberships \$2,500, and books and subscriptions \$700.
7. Miscellaneous Financial Services category (#44000) includes assistance to developers and property owners for acquisition, rehabilitation and/or development of affordable housing units \$199,367. The Agency's share of City support services and general liability \$20,633.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Redevelopment**

ACTIVITY: **Housing Set-Aside**

ACTIVITY NO.: **7030**

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11100 Elective Salaries	\$1,960	\$2,400	\$2,400	\$2,400	\$2,400
11200 Permanent Salaries	189,946	203,387	131,681	147,837	147,837
11400 Overtime Salaries	305	0	1,000	0	0
11500 Separation Benefits	12,000	14,400	14,400	15,840	15,840
TOTAL	\$204,211	\$220,187	\$149,481	\$166,077	\$166,077
EMPLOYEE BENEFITS					
12200 Life Insurance	\$522	\$566	\$392	\$412	\$412
12300 Medical Insurance	14,415	19,568	11,480	11,490	11,490
12350 Medicare Insurance	2,838	2,960	2,393	2,154	2,154
12400 Dental Insurance	1,073	1,272	970	901	901
12500 Workers Compensation	1,408	1,478	1,478	1,552	1,552
12600 Retirement	28,360	33,055	22,087	21,564	21,564
12900 Long Term Disability	1,194	1,306	895	772	772
12950 Vision Plan	392	388	302	312	312
TOTAL	\$50,202	\$60,593	\$39,997	\$39,157	\$39,157
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,213	\$3,200	\$2,200	\$2,500	\$2,500
22000 Operating Supplies	0	1,800	2,872	1,800	1,800
24000 Small Tools	0	3,000	2,500	2,500	2,500
31000 Contracted Services	65,197	223,732	122,707	165,000	165,000
32000 Communications	6,513	9,416	8,316	10,599	10,599
33000 Motor Pool Charges	4,716	7,200	5,300	5,000	5,000
34000 Advertising	675	3,250	800	1,000	1,000
38000 R/M Contractual	71,905	84,887	84,887	80,000	80,000
39000 Miscellaneous	5,450	6,200	4,450	6,000	6,000
44000 Misc Financial Serv	141,788	220,633	220,633	220,000	220,000
TOTAL	\$297,457	\$563,318	\$454,665	\$494,399	\$494,399
GRAND TOTAL	\$551,870	\$844,098	\$644,143	\$699,633	\$699,633

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Redevelopment**
ACTIVITY: **Atlantic/Garvey Debt Service**
ACTIVITY NO.: **7040**

SUMMARY OF COST	Actual 2007-08	Adopted 2008-09	Year-End Estimated 2008-09	Proposed 2009-10	Adopted 2009-10
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	2,021,402	2,414,748	2,414,748	2,277,350	2,277,350
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,021,402	\$2,414,748	\$2,414,748	\$2,277,350	\$2,277,350
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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

This activity also funds the annual pass-through agreement payments (Object #44000) for the L.A. County, Alhambra, Los Angeles, and Montebello School Districts as well as various taxing entities. Increase in fees due to requirements in AB1389.

In addition, this activity includes \$72,950 in the Contracted Services category (Object #31000) for payment to the Agency's Fiscal Agency for bond administration, \$13,650, Agency's annual share of the administrative cost to the L.A. County, \$55,600, Arbitrage rebate fee for bond \$2,500, and a Pass-Thru report \$1,200.

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

Year	2002 Tax Allocation Bonds
2010	1,673,400
2011	1,673,306
2012	1,670,362
2013	1,669,894
2014	1,667,250
2015-2019	8,308,450
2020-2024	8,208,332
2025-2028	4,626,006
Total	29,497,000
Less: Interest	9,477,000
Remaining Principal	\$ 20,020,000

- The above Atlantic-Garvey Redevelopment No. 1 2002 Tax Allocation Bonds include \$12,480,000 serial bonds at interest rates ranging from 2.5% to 5%, and \$8,310,000 term bonds at 4.75%.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Redevelopment

ACTIVITY: Atlantic/Garvey Debt Service

ACTIVITY NO.: 7040

<u>Classification</u>	<u>Actual 2007/2008</u>	<u>Adopted 2008/2009</u>	<u>Year-End Estimated 2008/2009</u>	<u>Proposed 2009/2010</u>	<u>Adopted 2009/2010</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$87,697	\$68,016	\$68,016	\$72,950	\$72,950
42000 Debt Service	1,675,800	1,675,838	1,675,838	1,673,400	1,673,400
44000 Misc Financial Serv	257,905	670,894	670,894	531,000	531,000
TOTAL	\$2,021,402	\$2,414,748	\$2,414,748	\$2,277,350	\$2,277,350
GRAND TOTAL	\$2,021,402	\$2,414,748	\$2,414,748	\$2,277,350	\$2,277,350

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: **Redevelopment**

ACTIVITY: **Merged Debt Service**

ACTIVITY NO.: **7041**

SUMMARY OF COST	Actual	Adopted	Year-End	Proposed	Adopted
	2007-08	2008-09	Estimated	2009-10	2009-10
	2007-08	2008-09	2008-09	2009-10	2009-10
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	1,046,119	1,148,797	1,154,925	1,181,396	1,181,396
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,046,119	\$1,148,797	\$1,154,925	\$1,181,396	\$1,181,396
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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

This activity also funds the annual pass-through agreement payments (Object #44000) for the L.A. County, Alhambra and Garvey School Districts and the Los Angeles Community College District as well as various taxing entities. Increase in fees due to requirements in AB1389.

In addition, this activity includes \$72,950 in the Contracted Services category (Object #31000) for payment to the Agency's Fiscal Agent for bond administration, \$13,650, Agency's annual share of the administrative cost to the L.A. County, \$55,600, Arbitrage rebate fee for bond \$2,500, and Pass-Thru report \$1,200.

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

Year	1998 Tax Allocation Bonds
<hr/>	
2010	773,445
2011	773,365
2012	773,353
2013	775,290
2014	777,440
2015-2019	3,879,537
2020-2024	3,879,445
2025-2028	3,101,000
<hr/>	
Total	14,736,875
Less: Interest	5,581,875
<hr/>	
Remaining Principal	<u>\$ 9,155,000</u>

* The above Merged Redevelopment Project Area 1998 Tax Allocation Bonds include \$570,000 serial bonds at interest rates ranging from 4.7% to 5.2%, \$2,960,000 term bonds at 5.25%, and \$5,905,000 term bonds at 5.3%.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Redevelopment**

ACTIVITY: **Merged Debt Service**

ACTIVITY NO.: **7041**

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SERVICES & SUPPLIES					
31000 Contracted Services	\$67,814	\$46,072	\$52,200	\$72,950	\$72,950
42000 Debt Service	775,975	777,725	777,725	773,446	773,446
44000 Misc Financial Serv	202,330	325,000	325,000	335,000	335,000
TOTAL	\$1,046,119	\$1,148,797	\$1,154,925	\$1,181,396	\$1,181,396
GRAND TOTAL	\$1,046,119	\$1,148,797	\$1,154,925	\$1,181,396	\$1,181,396

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Housing/Community Development

SOURCE OF FUNDS:

ACTIVITY: Housing/Community Development

HUD HOME Grant \$992,889
CDBG Grant \$830,080

ACTIVITY NO.: 2200

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Year-End</u> <u>Estimated</u> <u>2008-09</u>	<u>Proposed</u> <u>2009-10</u>	<u>Adopted</u> <u>2009-10</u>
PERSONNEL COST	\$131,400	\$144,335	\$144,235	\$152,195	\$152,195
SERVICES & SUPPLIES	760,927	1,674,630	1,672,545	1,670,774	1,670,774
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$892,327	\$1,818,965	\$1,816,780	\$1,822,969	\$1,822,969
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.65	 1.65	 1.65	 1.65	 1.65

Program Description

The Housing and Community Development (HCD) Division is the component of the Economic Development Department responsible for operating Federal, State and locally funded residential and commercial rehabilitation, economic development-oriented community projects, Federally funded capital improvements, neighborhood preservation activities, and human services. The Division breaks further into two activities, including: Administration and HOME housing Programs.

Each activity is designed to implement community development objectives, such as the augmentation of redevelopment programs, neighborhood revitalization and housing, and human services.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Housing/Community Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$89,181	\$98,550	\$98,450	\$108,806	\$108,806
SERVICES & SUPPLIES	688,339	725,130	723,045	721,274	721,274
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$777,520	\$823,680	\$821,495	\$830,080	\$830,080
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.15	 1.15	 1.15	 1.20	 1.20

Program Description

The Housing and Community Development Division's responsibilities within this activity include general administration of the City's Community Development Block Grant (CDBG) program and economic development programs. CDBG monies, received annually from the U.S. Department of Housing and Urban Development (HUD), are the primary source of funding for the Division's activities. The Department transfers a significant portion of CDBG funds to other departments to enhance ongoing programs or to fund new capital projects. In addition we continue to look for third party funding sources.

PROGRAM MEASUREMENTS

	<u>Actual 2007-08</u>	<u>Estimated 2008-09</u>	<u>Projected 2009-10</u>
Agencies assisted from Community Fund	10	10	10
Number of Child Care subsidized students	20	21	21
Number of students in adult literacy program	118	200	200
Number of Housing Rights Center clients assisted	240	230	230

2009-2010 GOALS AND OBJECTIVES

1. Work with the Housing Rights Center to maintain office hours in the City, assist in conducting one rental property owner workshop and one tenant workshop. Topics for the workshops will include an overview of federal and state fair housing laws, a discussion on protected classes under the fair housing law, and unlawful housing discrimination practices.
2. Prepare the 2010-2015 Consolidated Plan. Sections of the plan include a housing needs assessment, housing market analysis, supportive housing needs, and homeless needs.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Complete monitoring of the ten (10) assisted non-profit organizations that receive Community Fund monies to ensure that all the organizations are complying with the CDBG regulations. With CDBG funds, these agencies directly assisted over 2,000 low and moderate-income residents with a variety of social services.
2. The Housing Rights Center held a tenant fair housing workshop and a landlord fair housing workshop. Topics included evictions, security deposits, repairs and rent increases.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reflects a shift of \$4,344 from HOME Activity to CDBG to comply with HOME's 10% administrative cap.

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

<u>Contractual Services</u>	<u>2008-09</u>	<u>2009-10</u>
Accounting/Auditing	\$ 6,200	\$ 6,200
Management Consulting Services	\$21,600	\$11,000

Management Consulting Services costs have been shifted to CRA Housing Set Aside Activity to comply with CDBG 20% administrative cap.

3. Communications category (#32000) includes telephone \$2,600, technology charges \$3,355, and postage \$600.

4. Motor Pool category (#33000) includes mileage and parking \$150, conferences and seminars \$1,300, and City's Motor Pool charges \$6,406.

5. Advertising category (#34000) includes legal notices \$4,550 and other advertising \$500.

6. R/M Contractual category (#38000) includes department share of the City's network maintenance charges \$2,122.

7. Miscellaneous category (#39000) includes printing and duplicating \$500, dues and memberships \$250, and books and subscriptions \$100.

8. Other Agency Services category (#41000) represent childcare services \$31,830, fair housing \$25,000, and the Community Fund \$67,000.

9. Debt Service category (#42000) represents payment to HUD for Section 108 Loan Payments \$539,911.

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Housing/Community Development**

ACTIVITY: **CDBG Administration**

ACTIVITY NO.: **2201**

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$62,508	\$66,286	\$66,286	\$76,065	\$76,065
11400 Overtime Salaries	187	200	100	200	200
11500 Separation Benefits	6,043	7,252	7,252	7,977	7,977
TOTAL	\$68,738	\$73,738	\$73,638	\$84,242	\$84,242
EMPLOYEE BENEFITS					
12200 Life Insurance	\$200	\$207	\$207	\$216	\$216
12300 Medical Insurance	6,457	9,043	9,043	8,100	8,100
12350 Medicare Insurance	935	962	962	1,103	1,103
12400 Dental Insurance	493	668	668	703	703
12500 Workers Compensation	2,477	2,600	2,600	2,730	2,730
12600 Retirement	9,343	10,783	10,783	11,101	11,101
12900 Long Term Disability	414	456	456	475	475
12950 Vision Plan	124	93	93	136	136
TOTAL	\$20,443	\$24,812	\$24,812	\$24,564	\$24,564
SERVICES & SUPPLIES					
21000 Office Supplies	\$331	\$300	\$300	\$300	\$300
22000 Operating Supplies	0	100	100	100	100
31000 Contracted Services	23,980	27,800	27,800	17,200	17,200
32000 Communications	5,400	5,896	5,996	6,555	6,555
33000 Motor Pool Charges	6,664	7,423	6,923	7,856	7,856
34000 Advertising	3,888	5,350	4,850	5,050	5,050
37000 Leases & Rentals	2,502	2,500	2,500	2,500	2,500
38000 R/M Contractual	2,035	2,060	2,060	2,122	2,122
39000 Miscellaneous	357	1,535	350	850	850
41000 Other Agency Serv	97,759	121,830	121,830	123,830	123,830
42000 Debt Service	530,423	535,336	535,336	539,911	539,911
44000 Misc Financial Serv	15,000	15,000	15,000	15,000	15,000
TOTAL	\$688,339	\$725,130	\$723,045	\$721,274	\$721,274
GRAND TOTAL	\$777,520	\$823,680	\$821,495	\$830,080	\$830,080

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Housing/Community Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$42,219	\$45,785	\$45,785	\$43,389	\$43,389
SERVICES & SUPPLIES	72,588	949,500	949,500	949,500	949,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$114,807	\$995,285	\$995,285	\$992,889	\$992,889
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.50	.50	.50	.45	.45

Program Description

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

PROGRAM MEASUREMENTS

	<u>Actual 2007-08</u>	<u>Estimated 2008-09</u>	<u>Projected 2009-10</u>
Residential Rehab/ Multi Housing Participants	5	8	8

2008-2009 GOALS AND OBJECTIVES

1. The Department anticipates assisting eight (8) applicants for the Residential Rehabilitation Grant and Loan Program.
2. Combine both HOME and RDA Housing Set-Aside funds to acquire multi-family properties for rehabilitation and to provide units for low and very low income households.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Continue to work with MERCI to develop a six-bedroom 24-hour housing facility for mentally disabled individuals.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reflects a shift of \$4,344 to CDBG from HOME to comply with HOME's 10% administrative cap.
2. R/M Contractual category (#38000) funds the City's Housing Rehabilitation Loan/Grant Program \$199,500.
3. Miscellaneous Financial Services category (#44000) represents funds for Acquisition and Rehabilitation to target apartment complexes with four or more units \$750,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Housing/Community Development**

ACTIVITY: **Home Housing Program**

ACTIVITY NO.: **2206**

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$32,213	\$34,586	\$34,586	\$33,064	\$33,064
11400 Overtime Salaries	0	0	0	0	0
11500 Separation Benefits	696	506	506	919	919
TOTAL	\$32,909	\$35,092	\$35,092	\$33,983	\$33,983
EMPLOYEE BENEFITS					
12200 Life Insurance	\$87	\$90	\$90	\$81	\$81
12300 Medical Insurance	3,445	3,948	3,948	3,524	3,524
12350 Medicare Insurance	472	502	502	480	480
12400 Dental Insurance	237	291	291	265	265
12600 Retirement	4,828	5,623	5,623	4,823	4,823
12900 Long Term Disability	178	198	198	178	178
12950 Vision Plan	63	41	41	55	55
TOTAL	\$9,310	\$10,693	\$10,693	\$9,406	\$9,406
SERVICES & SUPPLIES					
31000 Contracted Services	\$4,331	\$0	\$0	\$0	\$0
38000 R/M Contractual	68,257	199,500	199,500	199,500	199,500
44000 Misc Financial Serv	0	750,000	750,000	750,000	750,000
TOTAL	\$72,588	\$949,500	\$949,500	\$949,500	\$949,500
GRAND TOTAL	\$114,807	\$995,285	\$995,285	\$992,889	\$992,889

CITY OF MONTEREY PARK
PROGRAM SUMMARY

SOURCE OF FUNDS:
General Fund \$1,757,542
Retirement Fund \$157,245
CFF Grant \$17,280
Library Tax Fund \$484,062
Literacy and Civics Ed. Grant \$5,928
California Literacy SVC Grant \$39,674
CDBG Grant \$18,700

DEPARTMENT: Library
ACTIVITY: Library
ACTIVITY NO.: 6000

REVENUES:
General Fund \$60,800

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$1,490,467	\$1,715,449	\$1,688,822	\$1,763,089	\$1,763,089
SERVICES & SUPPLIES	793,283	787,920	787,932	717,342	717,342
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,283,750	\$2,503,369	\$2,476,754	\$2,480,431	\$2,480,431
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	31.03	31.03	31.03	30.58	30.58

Program Description

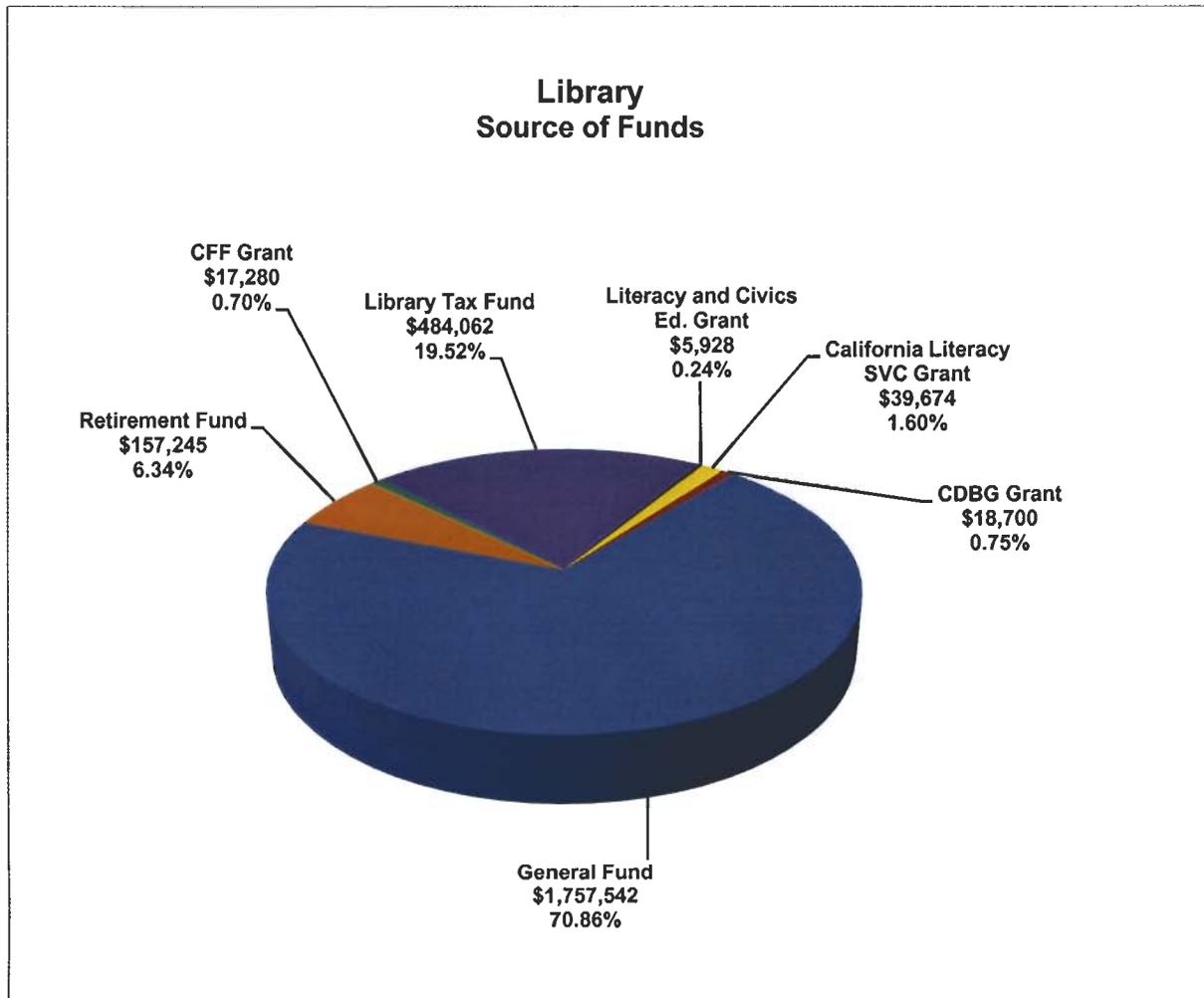
The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational and informational needs of the residents of the City of Monterey Park by providing free and open access to its resources and services. The library operates under the provisions of Chapter 2.80 of the Monterey Park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

The library serves the residents, city employees and business community of the City of Monterey Park by acquiring, organizing and maintaining a diversified collection of books and non-print materials; encouraging and promoting independent lifelong learning; providing reference assistance to answer personal, business and job-related inquiries; providing recreational reading, listening and viewing opportunities; providing access for patrons to materials and services in other libraries; and preserving Monterey Park's heritage by collecting local information and materials of historical significance.

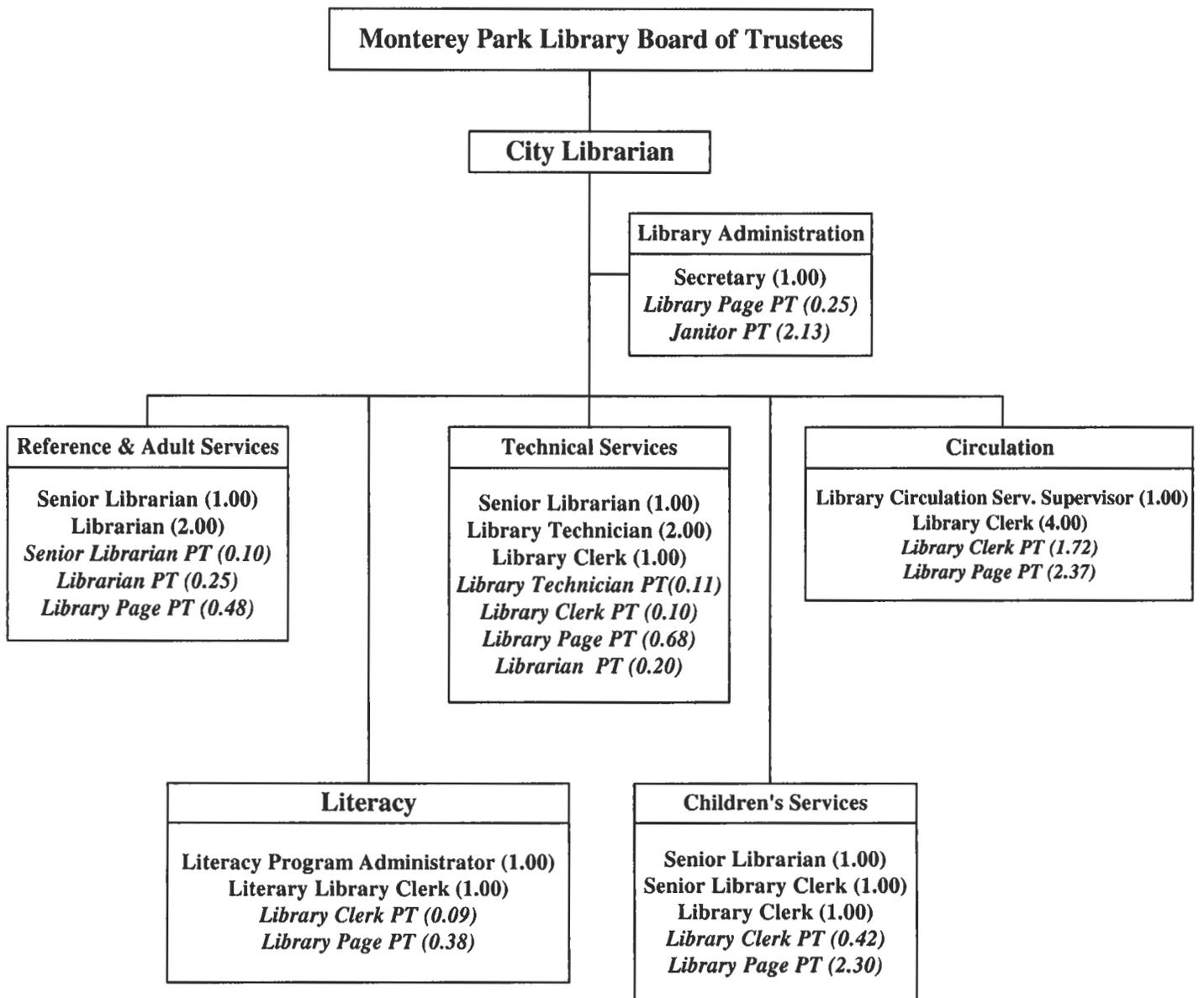
The library has a collection of approximately 163,811 volumes of books, 6,700 government publications, 3,779 audio items, 6,095 videocassettes, 2,164 DVDs, 4,420 maps, 422 pamphlets and 105 magazine and newspaper subscriptions.

Special activities and strengths include a literacy program (LAMP) which includes an English as a Second Language component and several citizenship classes, and an international collection of 30,202 non-English language items with an emphasis on Asian materials housed in the International Room.

Personnel changes from last year include: Part-time Salaries category (#11300) reflects reduction of 0.10 full-time equivalent in Librarian positions in Reference and Adult Services (Activity 6002) and reduction of 0.35 full-time equivalent in Library Page positions in Circulation (Activity 6004).



Monterey Park Bruggemeyer Library Organization Chart



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Administration

ACTIVITY NO.: 6001

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2007-08</u>	<u>Adopted</u> <u>2008-09</u>	<u>Year-End</u> <u>Estimated</u> <u>2008-09</u>	<u>Proposed</u> <u>2009-10</u>	<u>Adopted</u> <u>2009-10</u>
PERSONNEL COST	\$235,551	\$277,205	\$263,517	\$247,669	\$247,669
SERVICES & SUPPLIES	542,279	571,661	571,661	551,883	551,883
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$777,830	\$848,866	\$835,178	\$799,552	\$799,552
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.38	 4.38	 4.38	 4.38	 4.38

Program Description

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

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

- Analyze library collections and usage as well as changes in community needs for information services and develop/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 Metropolitan Cooperative Library System (MCLS).

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-2010</u>
Library Volunteer Hours	11,157	10,000	10,500
Grants Awarded (Number)	4	1	1
Grants Awarded (Amount)	\$37,250	\$5,000	\$7,500
Fundraising (Foundation)	\$26,842	\$15,000	\$15,500
Fundraising (Friends)	\$7,021	\$7,500	\$8,000

2009-2010 GOALS AND OBJECTIVES

1. Work with the Monterey Park Library Foundation and the Friends of the Library to raise funds to purchase needed library materials and to provide new or expanded programs for the public.
2. Complete installation of a three-dimensional mosaic mural over the entrance of the library.
3. Redesign the library website to reflect the library's identity and mission and to provide the public with easily accessible information about the library, its collection and its services.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Worked with the Library Board and Art Acceptance Committee to select a renowned artist to install an innovative art piece over the entrance of the library.
2. Worked with the Library Foundation to conduct a successful fundraising dinner with funds to be used to purchase books and other materials for the library's collection.
3. Revised and updated the library's emergency plan, had staff trained in CPR, first aid and other life-saving measures and conducted practice drills to ensure that staff will understand how to help the public in case of an emergency.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#11200) reduction is due to the difference between the salary of the retired City Librarian at Step 9 and the salary of the Interim City Librarian at Step 1 and the salary freeze for Executive and Confidential units.
2. Office Supplies category (#21000) reduction is due less anticipated need for replacement in the coming year.
3. Operating Supplies category (#22000) includes an increase in Cleaning and Sanitation Supplies due to the need for more restroom supplies.
4. Contracted Services category (#31000) is the library's share of the City's data processing charges.
5. Motor Pool Charges category (#33000) reduction is due to the elimination of the Conferences and Seminars (Training) budget \$900.
6. Utilities category (#36100) reduction is due to reduction in Electricity and Gas usage due to increased control over air conditioning/heating systems.
7. R/M Contractual category (#38000) is for security and fire alarm monitoring costs, elevator maintenance, air conditioning/heating maintenance, security system, etc.
8. Miscellaneous category (#39000) consists of printing and duplicating for business cards and other forms \$1,500 and Dues and Memberships \$6,032.
9. Other Agency Services category (#41000) is ongoing costs associated with the software maintenance for the collection of the community approved library tax.
10. Debt Service category (#42000) is the annual debt service payment for the library loan. This is the fifth year payment on a 13-year library financing program.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Administration

ACTIVITY NO.: 6001

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$156,598	\$166,104	\$155,000	\$147,044	\$147,044
11300 Part Time Salaries	27,777	46,132	46,132	47,600	47,600
11500 Separation Benefits	7,232	8,678	8,678	9,546	9,546
TOTAL	\$191,607	\$220,914	\$209,810	\$204,190	\$204,190
EMPLOYEE BENEFITS					
12200 Life Insurance	\$540	\$936	\$889	\$468	\$468
12300 Medical Insurance	11,222	18,204	17,293	12,520	12,520
12350 Medicare Insurance	2,764	3,086	2,931	2,222	2,222
12370 Part Time Retirement	1,111	1,845	1,845	1,903	1,903
12400 Dental Insurance	694	784	744	797	797
12500 Workers Compensation	2,658	2,791	2,791	2,931	2,931
12600 Retirement	23,315	26,924	25,580	21,451	21,451
12900 Long Term Disability	1,267	1,348	1,280	792	792
12950 Vision Plan	373	373	354	395	395
TOTAL	\$43,944	\$56,291	\$53,707	\$43,479	\$43,479
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,489	\$2,800	\$2,800	\$2,900	\$2,900
22000 Operating Supplies	7,565	7,100	7,100	7,400	7,400
24000 Small Tools	2,000	2,000	2,000	2,000	2,000
31000 Contracted Services	0	11,038	11,038	11,992	11,992
32000 Communications	9,170	10,924	10,924	11,843	11,843
33000 Motor Pool Charges	956	955	955	55	55
36000 Utilities	107,111	116,800	116,800	96,400	96,400
38000 R/M Contractual	18,273	26,316	26,316	25,565	25,565
39000 Miscellaneous	8,520	7,532	7,532	7,532	7,532
41000 Other Agency Serv	3,000	3,000	3,000	3,000	3,000
42000 Debt Service	383,195	383,196	383,196	383,196	383,196
TOTAL	\$542,279	\$571,661	\$571,661	\$551,883	\$551,883
GRAND TOTAL	\$777,830	\$848,866	\$835,178	\$799,552	\$799,552

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library
ACTIVITY: Reference and Adult Services
ACTIVITY NO.: 6002

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$230,609	\$276,292	\$275,627	\$286,271	\$286,271
SERVICES & SUPPLIES	89,789	93,119	93,119	61,378	61,378
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$320,398	\$369,411	\$368,746	\$347,649	\$347,649
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	3.93	3.93	3.93	3.83	3.83

Program Description

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

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

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

PROGRAM MEASUREMENTS

	<u>Actual 2007-08</u>	<u>Estimated 2008-09</u>	<u>Projected 2009-2010</u>
Reference Transactions	10,688	9,900	10,000
Adult/YA Programs Presented	1,511	1,550	1,650
Adult/YA Program Attendance	21,471	19,000	19,200

2009-2010 GOALS AND OBJECTIVES

1. Visit local middle and high schools to discuss the services of the library and to promote library events in order to better serve the teen and young adult population by working with the surrounding school districts.
2. Study the feasibility of building a downloadable collection of music and ebooks, and devise a new set of policies for electronic “virtual” items in the collection.
3. Expand the collection of audio books and DVDs in Chinese, Japanese, Korean, Spanish and Vietnamese.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Completed the inventory of the adult and teen collection in order that the public can rely on the information in the computer catalog.
2. Developed new monthly programs, entitled the "Irv Willner Series on Ecology, Multiculturalism and the Environment," that presented a wide variety of cultural and informational programs to the public.
3. Conducted a very successful teen summer reading program by increasing the number of participants in the program by more than 400 percent, thereby encouraging more teens to read.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Part-time Salaries category (#11300) reflects reduction of 0.10 full-time equivalent in Librarian positions.
2. Contracted Services category (#31000) decrease is a result of book discussion grant expiration
3. Communications category (#32000) elimination is due to public Internet changeover to fiber optics which is being paid for out of library building funds.
4. Books and Subscriptions category (#40000) decrease is a result of book discussion grant expiration, elimination of Tutor.com service and anticipated expanded fund raising efforts by the Monterey Park Library Foundation and the Friends of the Monterey Park Library. These organizations raise funds specifically for the collection and programs of the Library.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Reference and Adult Services**

ACTIVITY NO.: **6002**

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$144,849	\$173,058	\$173,058	\$190,827	\$190,827
11300 Part Time Salaries	28,159	28,218	28,218	24,792	24,792
11500 Separation Benefits	10,848	13,018	13,018	14,319	14,319
TOTAL	\$183,856	\$214,294	\$214,294	\$229,938	\$229,938
EMPLOYEE BENEFITS					
12200 Life Insurance	\$455	\$540	\$540	\$540	\$540
12300 Medical Insurance	15,765	23,652	23,652	18,425	18,425
12350 Medicare Insurance	2,535	2,927	2,797	2,730	2,730
12370 Part Time Retirement	855	964	964	1,215	1,215
12400 Dental Insurance	913	972	787	1,372	1,372
12500 Workers Compensation	2,658	2,791	2,791	2,931	2,931
12600 Retirement	22,362	28,577	28,227	27,524	27,524
12900 Long Term Disability	911	1,188	1,188	1,188	1,188
12950 Vision Plan	299	387	387	408	408
TOTAL	\$46,753	\$61,998	\$61,333	\$56,333	\$56,333
SERVICES & SUPPLIES					
31000 Contracted Services	\$1,500	\$1,000	\$1,000	\$0	\$0
32000 Communications	11,430	12,348	12,348	0	0
33000 Motor Pool Charges	120	125	125	125	125
38000 R/M Contractual	1,141	3,880	3,880	3,880	3,880
40000 Books & Subscriptions	75,598	75,766	75,766	57,373	57,373
TOTAL	\$89,789	\$93,119	\$93,119	\$61,378	\$61,378
GRAND TOTAL	\$320,398	\$369,411	\$368,746	\$347,649	\$347,649

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$292,809	\$325,583	\$325,583	\$350,088	\$350,088
SERVICES & SUPPLIES	60,287	52,796	52,796	58,104	58,104
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$353,096	\$378,379	\$378,379	\$408,192	\$408,192
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	5.09	5.09	5.09	5.09	5.09

Program Description

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

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
<u>NEW CATALOG TITLES ADDED</u>			
Books	5,482	5,700	5,500
Audio-Visual	<u>997</u>	<u>800</u>	<u>800</u>
Total Cataloged Titles Added	6,479	6,500	6,300
<u>NEW ITEMS ADDED</u>			
Cataloged Books	8,142	7,000	6,000
Cataloged Audio-Visual	1,179	1,200	900
Government Documents	<u>469</u>	<u>400</u>	<u>400</u>
Total Cataloged Items Added	9,790	8,600	7,300
Total Uncataloged Items Added	20	20	20
Items Purged	4,391	4,000	4,200
Number of Materials Borrowed from Other Libraries	264	300	300
Number of Materials Other Libraries Borrowed from City	227	160	200

COLLECTION TOTALS

All Items	188,990	190,000	192,000
Cataloged Titles	155,157	160,000	161,000

2009-2010 GOALS AND OBJECTIVES

1. Add the Bestsellers Lists to the library website to promote new library materials.
2. Work with librarians to reorder and replace lost library materials after completion of the inventory project.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Upgraded the T1 line to fiber optics which increased by three times the speed of the public Internet computers.
2. Added to the collection an approximate 800 donated items to the library collection with an estimated value of \$8,200.
3. Completed the inventory of the library materials which had been put in storage during the library construction and finished updating the computer catalog to accurately reflect what is in the collection.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) increase is due to required renewal of anti-virus licenses for maintaining public computers.
2. Contracted Services category (#31000) consists of a contract with OCLC to provide cataloging records and interlibrary loan services. OCLC costs are anticipated to increase by ten percent to \$11,675.
3. R/M Contractual category (#38000) increase includes five percent annual increase in the contract for maintenance of the Online Public Access catalog to \$34,517.
4. Miscellaneous category (#39000) consists of the cost of sending paperbacks and damaged books to the bindery to make them last longer.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Technical Services

ACTIVITY NO.: 6003

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$192,770	\$203,328	\$203,328	\$228,015	\$228,015
11300 Part Time Salaries	20,479	27,678	27,422	28,034	28,034
11400 Overtime Salaries	0	0	256	0	0
11500 Separation Benefits	14,464	17,357	17,357	19,092	19,092
TOTAL	\$227,713	\$248,363	\$248,363	\$275,141	\$275,141
EMPLOYEE BENEFITS					
12200 Life Insurance	\$684	\$720	\$720	\$720	\$720
12300 Medical Insurance	24,686	31,476	31,476	28,556	28,556
12350 Medicare Insurance	3,135	3,359	3,359	3,363	3,363
12370 Part Time Retirement	819	1,107	1,107	1,120	1,120
12400 Dental Insurance	1,550	1,737	1,737	1,954	1,954
12500 Workers Compensation	3,545	3,722	3,722	3,908	3,908
12600 Retirement	28,826	33,088	33,088	33,289	33,289
12900 Long Term Disability	1,424	1,584	1,584	1,584	1,584
12950 Vision Plan	427	427	427	453	453
TOTAL	\$65,096	\$77,220	\$77,220	\$74,947	\$74,947
SERVICES & SUPPLIES					
22000 Operating Supplies	\$9,318	\$8,582	\$8,582	\$9,502	\$9,502
31000 Contracted Services	19,006	10,613	10,613	11,675	11,675
32000 Communications	57	0	0	0	0
33000 Motor Pool Charges	104	110	110	110	110
38000 R/M Contractual	29,502	31,191	31,191	34,517	34,517
39000 Miscellaneous	2,300	2,300	2,300	2,300	2,300
TOTAL	\$60,287	\$52,796	\$52,796	\$58,104	\$58,104
GRAND TOTAL	\$353,096	\$378,379	\$378,379	\$408,192	\$408,192

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library
ACTIVITY: Circulation
ACTIVITY NO.: 6004

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$371,342	\$422,416	\$422,416	\$436,952	\$436,952
SERVICES & SUPPLIES	11,488	9,990	9,990	13,090	13,090
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$382,830	\$432,406	\$432,406	\$450,042	\$450,042
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 9.44	 9.44	 9.44	 9.09	 9.09

Program Description

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

Specific activities include:

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
<u>ITEMS CIRCULATED</u>			
Total	388,624	450,000	460,000
Items Per Capita	6.02	6.98	7.13
Weekly Hours of Opening	54	54	54

LIBRARY USERS

User Visits Per Day	1,314	1,200	1,375
Total User Visits Per Year	429,825	435,000	450,000
New Cardholders Registered	5,276	5,500	5,500
Library Cardholders	60,678	65,000	70,500
Number of Requests for Items Checked-Out	3,919	3,500	4,000
Overdue Notices-Processed	9,272	8,000	9,000

- Population figure used for calculation: 64,434

COMPARISON TO OTHER LIBRARIES (Figures are 2008 - 2009)

<u>LIBRARY</u>	<u>CIRCULATION</u>	<u>CIRC/CAPITA</u>	<u>CARDHOLDERS</u>
Alhambra	550,203	5.97	70,907
Arcadia	712,482	13.43	58,916
Covina	32,000	.67	23,432
Los Angeles Public	17,000,000	4.41	1,650,000
Los Angeles County	14,139,359	3.85	2,948,353
Monterey Park	389,000	6.02	60,678
Redondo Beach	831,354	13.14	67,200
Whittier	99,127	1.18	191,000

2009-2010 GOALS AND OBJECTIVES

1. Update overdue item records in the library computer system regarding items due prior to 2000 to accurately reflect materials available to the public.
2. Purge paper records in Circulation prior to 2000 and ensure computer information is current on those patron records.
3. Review shelves to ensure items are shelved correctly and make it easier for patrons to locate items.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Completed the installation and testing of the automated telephone notification system which informs patrons faster of requested or overdue items.
2. Updated the library catalog to accurately reflect the information collected from the inventory of the library materials that were placed into storage during construction.
3. Increased library e-mail notification by approximately 400% over last year, reducing postage cost for the library and overdue fines for patrons.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-time Salaries category (#11300) reflects reduction of 0.35 full-time equivalent in Library Page positions.
2. Operating Supplies category (#22000) includes library cards, ink cartridges and printer paper for the receipt printers and self-checkout.
3. R/M Contractual category (#38000) increase restores the budget to the 2007-2008 level and includes a ten percent increase in cost for the service contracts for the 3M security system to \$2,400 and 3M self-checkout system two-year contract to \$2,600.
4. Miscellaneous category (#39000) consists primarily of printing and duplicating of patron registration forms, fines and fees schedules, \$2,290.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Circulation**

ACTIVITY NO.: **6004**

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$199,101	\$217,099	\$217,099	\$233,975	\$233,975
11300 Part Time Salaries	79,860	96,332	96,332	98,264	98,264
11500 Separation Benefits	18,080	21,696	21,696	23,866	23,866
TOTAL	\$297,041	\$335,127	\$335,127	\$356,105	\$356,105
EMPLOYEE BENEFITS					
12200 Life Insurance	\$840	\$900	\$900	\$900	\$900
12300 Medical Insurance	27,761	33,396	33,396	28,580	28,580
12350 Medicare Insurance	4,117	4,579	4,579	3,250	3,250
12370 Part Time Retirement	3,207	3,853	3,853	4,183	4,183
12400 Dental Insurance	1,908	2,093	2,093	2,360	2,360
12500 Workers Compensation	4,429	4,651	4,651	4,883	4,883
12600 Retirement	29,812	35,358	35,358	34,186	34,186
12900 Long Term Disability	1,780	1,980	1,980	1,980	1,980
12950 Vision Plan	447	479	479	525	525
TOTAL	\$74,301	\$87,289	\$87,289	\$80,847	\$80,847
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,703	\$3,700	\$3,700	\$3,700	\$3,700
32000 Communications	2,386	2,000	2,000	2,000	2,000
33000 Motor Pool Charges	95	100	100	100	100
38000 R/M Contractual	2,285	1,900	1,900	5,000	5,000
39000 Miscellaneous	3,019	2,290	2,290	2,290	2,290
TOTAL	\$11,488	\$9,990	\$9,990	\$13,090	\$13,090
GRAND TOTAL	\$382,830	\$432,406	\$432,406	\$450,042	\$450,042

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$141,638	\$151,706	\$145,244	\$157,719	\$157,719
SERVICES & SUPPLIES	13,333	3,387	3,399	1,000	1,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$154,971	\$155,093	\$148,643	\$158,719	\$158,719
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.47	2.47	2.47	2.47	2.47

Program Description

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
Number of Students Participating	830	900	1000
Number of Student Hours	16,397	17,000	19,000
Number of Tutors	78	90	100
Number of Tutor Volunteer Hours	2,745	3,500	4,000
Number of Tutors Trained	46	50	60

2009-2010 GOALS AND OBJECTIVES

1. Implement an ongoing year round English Language Literacy Intensive program to support elementary students to raise their low California English Language Development Test scores.
2. Provide a new Beginning Literacy class for adult learners who have very limited exposure of the English language plus a Vocational English class to support learners who struggle with everyday workforce language.
3. Write at least two new grants to support the LAMP Literacy Program.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Added Intermediate, Advanced and Conversation English as a Second Language classes, increasing enrollment of adult learners by 740% thus providing instructional literacy services to an additional 432 students.
2. Created training sessions for both LAMP tutors and Children's Homework Assistants, revising LAMP tutor training sessions to include new teaching methods and learning styles to better serve both tutors and learners.
3. Partnered with California State University of Los Angeles Child Welfare trainer and Early Childhood Education coordinator to present Child Welfare and Impact of Literacy series.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-time Salaries category (#11300), Office Supplies category (#2100), Operating Supplies category (#22000), Contracted Services category (#31000), Communications category (#32000), Motor Pool category (#33000), R/M Contracted category (#38000), Miscellaneous category (#39000) and Books and Subscriptions category (#40000) reductions are due to fewer grants and the State's reduction to literacy grants.
2. R/M Contractual category (#38000) is the maintenance contract on the scanner.
3. Miscellaneous category (#39000) is membership in the Southern California Library Literacy Network \$150 and Printing and Duplicating \$150.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$94,062	\$100,504	\$90,456	\$106,015	\$106,015
11300 Part Time Salaries	7,938	2,525	9,838	3,478	3,478
11500 Separation Benefits	7,232	8,678	8,678	9,546	9,546
TOTAL	\$109,232	\$111,707	\$108,972	\$119,039	\$119,039
EMPLOYEE BENEFITS					
12200 Life Insurance	\$348	\$360	\$324	\$371	\$371
12300 Medical Insurance	11,717	16,887	15,190	16,988	16,988
12350 Medicare Insurance	1,479	1,495	1,363	1,537	1,537
12370 Part Time Retirement	317	101	168	103	103
12400 Dental Insurance	855	952	859	774	774
12500 Workers Compensation	2,620	2,750	2,750	2,600	2,600
12600 Retirement	14,070	16,358	14,724	15,153	15,153
12900 Long Term Disability	712	792	715	790	790
12950 Vision Plan	288	304	179	364	364
TOTAL	\$32,406	\$39,999	\$36,272	\$38,680	\$38,680
SERVICES & SUPPLIES					
21000 Office Supplies	\$882	\$500	\$500	\$250	\$250
22000 Operating Supplies	3,379	500	500	0	0
31000 Contracted Services	1,603	605	605	0	0
32000 Communications	165	50	62	50	50
33000 Motor Pool Charges	319	225	225	0	0
38000 R/M Contractual	497	400	400	400	400
39000 Miscellaneous	378	300	300	300	300
40000 Books & Subscriptions	6,110	807	807	0	0
TOTAL	\$13,333	\$3,387	\$3,399	\$1,000	\$1,000
GRAND TOTAL	\$154,971	\$155,093	\$148,643	\$158,719	\$158,719

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$218,518	\$262,247	\$256,435	\$284,390	\$284,390
SERVICES & SUPPLIES	76,107	56,967	56,967	31,887	31,887
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$294,625	\$319,214	\$313,402	\$316,277	\$316,277
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	5.72	5.72	5.72	5.72	5.72

Program Description

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

Specific service objectives are:

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
Reference Transactions	8,498	7,000	7,100
Children’s Reading Programs	585	590	600
Children’s Reading Programs’ Attendance	9,802	7,600	7,900

2009-2010 GOALS AND OBJECTIVES

1. Update the existing children's programs and activities on the library website so the public can access current information in an inviting and user-friendly manner.
2. Improve children's volunteer program including recruitment and supervision so that the Children's staff can make best use of their volunteers.
3. Examine the children's books to ensure that the appropriate labels are on the spines so that children can help themselves and locate the materials that they need.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Implemented baby storytimes every Thursday morning, attracting over one hundred participants per month.
2. Established a well-used children's board book collection, with an approximate 200 percent increase of circulation statistics since its inception, for young children and their caregivers to use to foster early learning literacy.
3. Reviewed the entire Children's Reference and Science Collections to remove outdated and worn materials and replaced with new materials based upon patron's requests in order to have up-to-date, useful collections.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Office Supplies category (#21000) reduction due to less usage of film developing.
2. Motor Pool Charges category (#33000) increase due to increase in visits to schools and community outreach.
3. Miscellaneous category (#39000) consists of printing and duplicating of library brochure, Summer Reading Program materials, library newsletters, book lists, flyers for programs, bookmarks, etc. \$3,595.
4. Books and Subscriptions category (#40000) decrease due to anticipated decreased demand for adult books and subscriptions among young library users and anticipated expanded fund raising efforts by the Monterey Park Library Foundation and the Friends of the Monterey Park Library. These organizations raise funds specifically for the collection and programs of the Library.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Children's Services

ACTIVITY NO.: 6006

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$123,731	\$148,649	\$144,174	\$160,095	\$160,095
11300 Part Time Salaries	48,507	52,670	52,670	53,882	53,882
11500 Separation Benefits	10,848	13,018	13,018	14,319	14,319
TOTAL	\$183,086	\$214,337	\$209,862	\$228,296	\$228,296
EMPLOYEE BENEFITS					
12200 Life Insurance	\$439	\$540	\$524	\$540	\$540
12300 Medical Insurance	6,807	11,964	11,605	21,632	21,632
12350 Medicare Insurance	2,572	2,927	2,843	2,444	2,444
12370 Part Time Retirement	1,885	2,107	2,107	2,155	2,155
12400 Dental Insurance	1,057	1,800	1,746	1,415	1,415
12500 Workers Compensation	2,658	2,791	2,707	2,931	2,931
12600 Retirement	18,791	24,192	23,500	23,379	23,379
12900 Long Term Disability	885	1,188	1,152	1,188	1,188
12950 Vision Plan	338	401	389	410	410
TOTAL	\$35,432	\$47,910	\$46,573	\$56,094	\$56,094
SERVICES & SUPPLIES					
21000 Office Supplies	\$81	\$170	\$170	\$90	\$90
22000 Operating Supplies	15,067	5,838	5,838	5,838	5,838
31000 Contracted Services	1,143	1,178	1,178	1,213	1,213
32000 Communications	95	0	0	0	0
33000 Motor Pool Charges	1,433	210	210	290	290
39000 Miscellaneous	4,642	3,595	3,595	3,595	3,595
40000 Books & Subscriptions	53,646	45,976	45,976	20,861	20,861
TOTAL	\$76,107	\$56,967	\$56,967	\$31,887	\$31,887
GRAND TOTAL	\$294,625	\$319,214	\$313,402	\$316,277	\$316,277

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$2,880,106
 Retirement Fund \$232,683
 Prop A Fund \$523,113
 Recreation Fund \$552,665
 CDBG Grant \$18,339
 Maintenance District Fund \$386,148
 Prop A - Per Parcel Grant \$60,000

DEPARTMENT: Recreation and Parks

ACTIVITY: Recreation and Parks

ACTIVITY NO.: 6500

REVENUES:

General Fund \$778,400

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$3,088,348	\$3,266,854	\$3,106,979	\$3,273,064	\$3,273,064
SERVICES & SUPPLIES	1,583,062	1,614,055	1,596,539	1,379,990	1,379,990
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$4,671,410	\$4,880,909	\$4,703,518	\$4,653,054	\$4,653,054
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	58.69	58.69	58.69	54.67	54.67

Program Description

The Recreation and Parks 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; and for the development and maintenance of public parks and facilities, landscaped areas, street medians, and street trees.

In addition to traditional programs, the Recreation and Parks Department operates Community Dial-A-Ride, volunteer, video/public access television and state licensed Child Care programs; oversees the publication of the monthly CASCADES newspaper; and schedules facility and Picnic Reservations. The department is also liaison to four City Commissions, Recreation and Parks, Historical Heritage, Art and Culture and Commission on Aging.

In addition to expending general funds, the Recreation and Parks Department operates many of their programs through alternative revenue sources. Specialized Recreation classes, Aquatics, and Adult Athletic Leagues are partially self-supported through the levy of fees and

charges. The Dial-A-Ride Program is financed by Los Angeles County voter approved one-quarter percent sales tax revenue. Child Care receives funding from user fees and Community Development Block Grant Funds. Programs and operations at Sierra Vista Park and the Barnes Park Memorial Bowl are partially funded by Proposition A, the Los Angeles County voter approved bond measure, maintenance and servicing account.

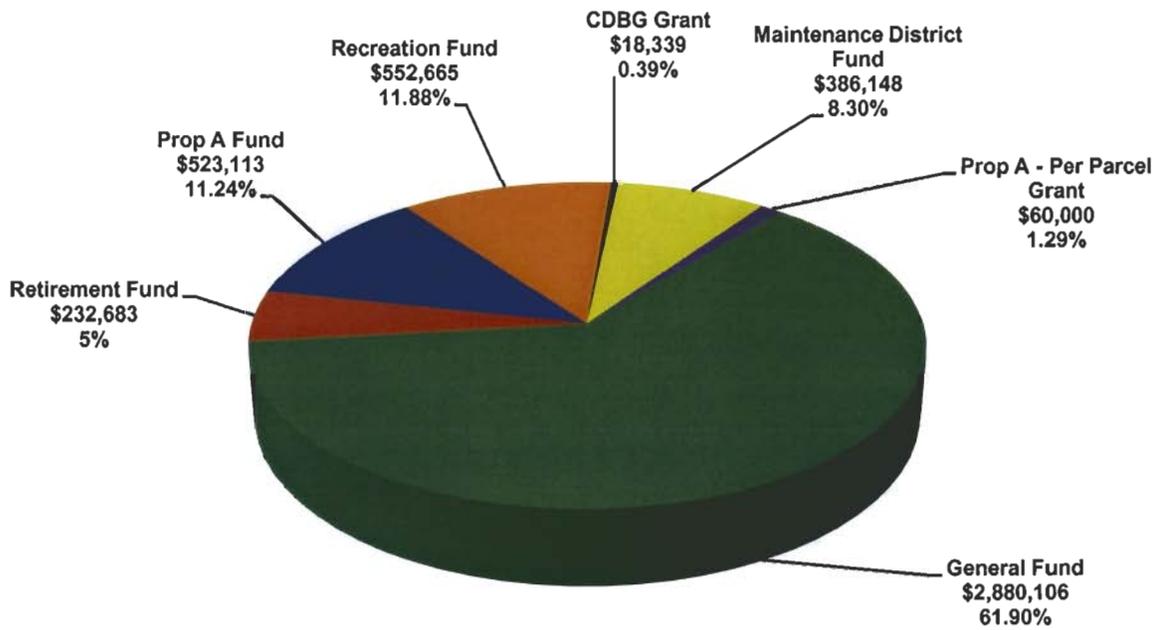
Program Changes from last year include:

1. Activity 6502 - After School Playground Program eliminated, reduction of Open Play at Elder Gym by 15 hours per week and the elimination of school year morning hours at Sierra Vista Park. Total reduction of \$62,200 (3.04 FTE). Loss of Revenue from Alhambra School District \$11,480.
2. Activity 6502 – Reduction of \$2,591 in Part Time Retirement due to the reduction of Part Time Salaries.
3. Activity 6507 - Summer Lunch Program to be conducted by San Gabriel Unified School District instead of Recreation & Parks Department. This was a USDA grant.
4. Activity 6508 – Elimination of funding for the following special events: Cherry Blossom Festival, Cinco de Mayo Celebration, America’s Day for Kids, Harmony Festival, City Council Concerts, and Artisans’ Faire; 50% funding for July 4th Celebration. This may result in shorter hours, less entertainment, or the cancellation of program. Total reduction of \$26,300.
5. Activity 6516 – Reduction of Median Maintenance Contract. Currently medians are maintained twice a week – Parks crews will need to supplement median maintenance, affecting the overall maintenance level of City Parks. Total reduction of \$20,000 (approximately 50% of the contract)
6. Activity 6517 - Elimination of Landscaping Services Contract. City crews will be responsible for maintenance of 6 additional acres of parks previously maintained under contract. This increase in workload will affect the overall maintenance level of City Parks. Total reduction of \$15,000.

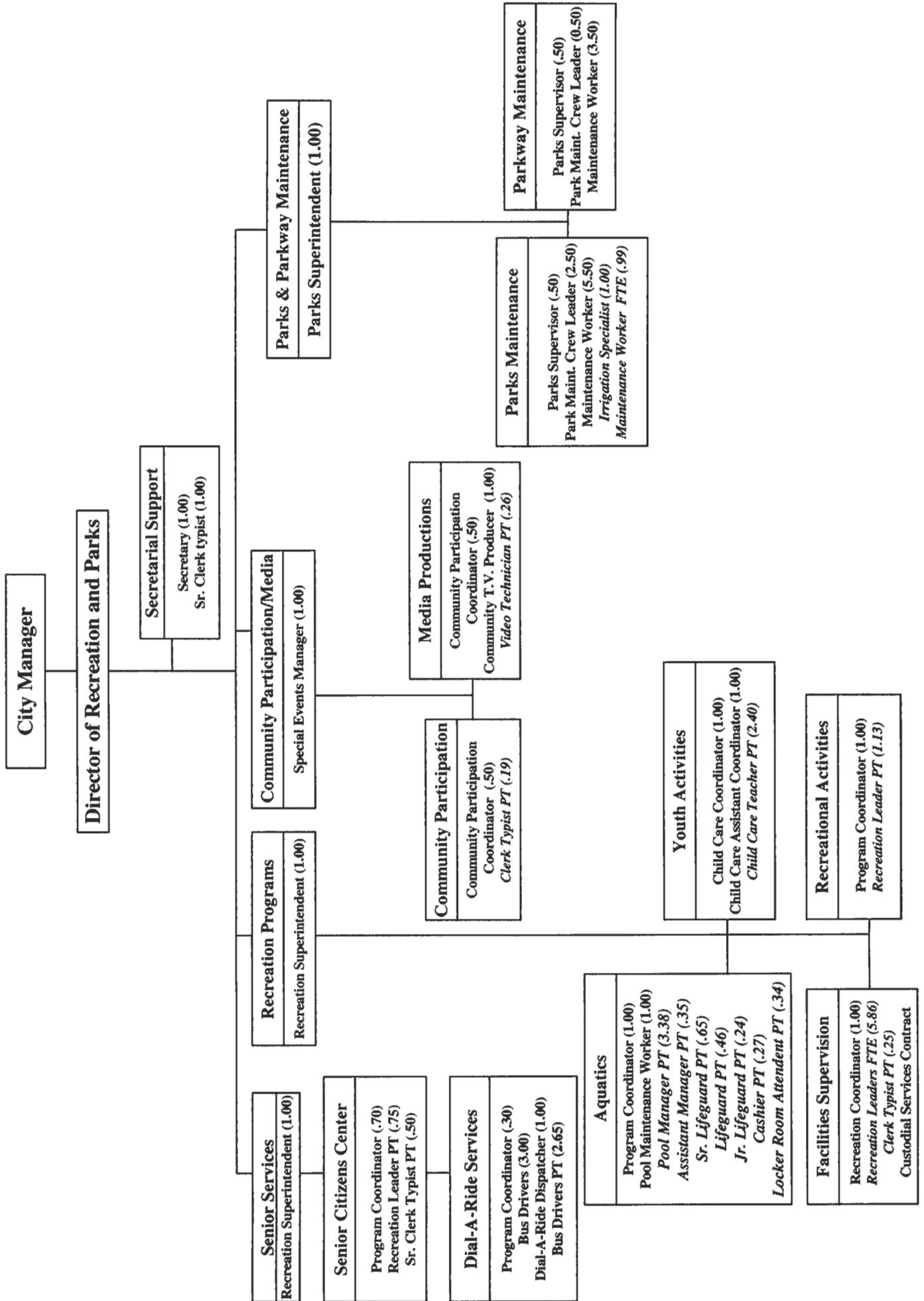
Personnel Changes from last year include:

1. Activity 6502 - Reduction of 3.04 F.T.E. for Recreation Leaders due to After School Playground elimination, the reduction of Open Play at Elder Gym, and the elimination of the school year morning hours at Sierra Vista Park.
2. Activity 6517 – Reduction of .98 F.T.E. for Part Time Maintenance Workers. This reduction will affect overall appearance of parks.

Recreation & Parks Source of Funds



Recreation and Parks Department Organization Chart



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

<u>SUMMARY OF COST</u>	<u>Actual</u> 2007-08	<u>Adopted</u> 2008-09	<u>Year-End</u> <u>Estimated</u> 2008-09	<u>Proposed</u> 2009-10	<u>Adopted</u> 2009-10
PERSONNEL COST	\$510,550	\$457,307	\$457,337	\$417,181	\$417,181
SERVICES & SUPPLIES	219,483	222,672	222,497	208,500	208,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$730,033	\$679,979	\$679,834	\$625,681	\$625,681
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	12.00	12.00	12.00	8.96	8.96

Program Description

This activity provides for the supervised operation, maintenance, programming and scheduling of the City's gymnasiums, meeting rooms, and buildings, ball fields and sports fields that are used by the public, civic organizations, youth and senior citizen groups, schools, and adult education classes. Specific service objectives are:

- Provide opportunities for community residents of all ages to learn, utilize, improve and enjoy new skills; and to experience social and cultural relationships through expanded programs, activities and events.
- Provide positive reinforcement and build self-esteem in the youth of our community through their participation in the programs and activities offered by the Recreation and Parks Department.
- Provide for safe use of parks, facilities and playgrounds in the participation of activities, programs and events.

- Provide sufficient diversified facilities, conveniently accessible, so that residents of all ages may participate in various leisure, community and athletic activities, and so that the various local youth and/or adult serving groups can carry out their athletic, social and cultural programs.
- Provide facilities for non profit groups, community based organizations and the public to utilize for parties, receptions, meetings, concerts, athletic events.
- Continue to seek grants and other funds to upgrade City's parks and facilities.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
Number of Youth Visits --			
School Year	38,445	36,981	0
Gymnasium (s) Visits (daily avg.)	129	129	129
Hours of Facilities Use by -			
Youth Groups	1,342	1,308	1,400
Private Groups	1,357	1,333	1,400
Facility Reservations	235	242	250

2009-2010 GOALS AND OBJECTIVES

1. Work with the Historical Heritage Commission and the Historical Society to recognize the Garvey Ranch House and Observatory as a Historical Landmark under the California Register of Historical Resources. This will provide an opportunity for potential grant funding.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Incorporated a Cross Country running program into the after school program in December 2008. Over 50 youths were involved in the effort to improve health and wellness in the community.
2. Initiated tutoring and homework assistance for participants in the afterschool program. This allowed more youth the opportunity to participate in the after school program who were not interested in sports or athletics.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) decreased by \$62,200 (3.04 FTE) due to the elimination of the After School Playground program, a reduction of 15 hours a week of Open Play at Elder gym, and the elimination of school year morning hours at Sierra Vista Park. This will result in a loss of revenue of \$11,480 from the Alhambra School District, who paid for a portion of the staffing at After School Playground sites.
2. Part Time Retirement category (#12370) decreased by \$2,591 because of reduction of Part Time Salaries.
3. Contracted Services category (#3100) decreased by \$4,000 due to a reduction of Recreation Supplies.
4. Motor Pool Charges category (#33000) consists of motor pool funding of \$22,000.
5. Utilities category (#36000) reflects funding of \$10,000 for gas and \$63,000 for electricity.
6. R/M Contractual category (#38000) reflects funding of \$900 for minor building repairs and \$39,723 for contracted custodial services, floor care, and pest control for Parks, Community Centers and the Memorial Amphitheater, and landscaping services at El Encanto. This category also reflects \$19,377 in funding for inspection and maintenance of fire alarms and extinguishers, computer network maintenance, computer and copy machine repairs, and lease payments for phones.
7. Miscellaneous category (#39000) reflects funding of \$7,000 for Duplicating and Printing of flyers, letters and department brochures. Professional memberships were eliminated.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$187,401	\$176,591	\$176,591	\$199,373	\$199,373
11300 Part Time Salaries	231,220	183,892	183,892	121,692	121,692
11400 Overtime Salaries	5,072	3,200	3,230	3,000	3,000
11500 Separation Benefits	10,306	12,367	12,367	13,604	13,604
TOTAL	\$433,999	\$376,050	\$376,080	\$337,669	\$337,669
EMPLOYEE BENEFITS					
12200 Life Insurance	\$510	\$561	\$561	\$540	\$540
12300 Medical Insurance	16,101	22,597	22,597	23,006	23,006
12350 Medicare Insurance	6,451	4,932	4,932	4,351	4,351
12370 Part Time Retirement	10,911	7,855	7,855	5,264	5,264
12400 Dental Insurance	1,344	1,660	1,660	1,585	1,585
12500 Workers Compensation	12,646	13,279	13,279	13,943	13,943
12600 Retirement	27,093	28,719	28,719	29,088	29,088
12900 Long Term Disability	1,106	1,250	1,250	1,251	1,251
12950 Vision Plan	389	404	404	484	484
TOTAL	\$76,551	\$81,257	\$81,257	\$79,512	\$79,512
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,884	\$3,900	\$3,917	\$3,000	\$3,000
22000 Operating Supplies	6,481	7,758	7,216	5,000	5,000
23000 R/M Supplies	2,107	2,500	2,500	2,000	2,000
31000 Contracted Services	11,535	14,000	14,000	10,000	10,000
32000 Communications	28,758	22,498	26,598	24,000	24,000
33000 Motor Pool Charges	21,151	22,412	20,662	22,000	22,000
36000 Utilities	69,374	74,700	72,700	73,000	73,000
37000 Leases & Rentals	3,688	2,500	2,500	2,500	2,500
38000 R/M Contractual	58,344	62,414	62,414	60,000	60,000
39000 Miscellaneous	14,161	9,990	9,990	7,000	7,000
TOTAL	\$219,483	\$222,672	\$222,497	\$208,500	\$208,500
GRAND TOTAL	\$730,033	\$679,979	\$679,834	\$625,681	\$625,681

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Recr & Pk-Aquatics

ACTIVITY NO.: 6503

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$378,743	\$343,562	\$360,618	\$351,500	\$351,500
SERVICES & SUPPLIES	210,343	218,668	201,168	207,900	207,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$589,086	\$562,230	\$561,786	\$559,400	\$559,400
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	7.99	7.99	7.99	7.99	7.99

Program Description

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

Specific service targets are:

- Provide an Aquatics instructional program for all levels to ensure that all residents have an opportunity to learn to swim.

- Provide a variety of aquatic programs that include social, recreational, education, safety, fitness, and competitive activities for public enjoyment.
- Maintain water temperature of 78 to 80 degrees and provide optimum water and facility conditions to meet accepted health standards for the overall enjoyment of patrons.
- Provide highly trained and customer service friendly aquatics personnel to ensure safe and efficient operations, and for quality programming at the two swimming pools.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
Total Number of Users	55,505	63,500	64,000
Instructional Class Attendance	2,463	2,500	2,150
Hours of Use by:			
Instructional Classes	700	770	770
Private Groups	1,600	1,600	1,600
School Groups	1,700	1,700	1,700
Public Swim	500	500	500
% of Operating Expenses Defrayed by User Fees	29%	28%	30%

2009-2010 GOALS AND OBJECTIVES

1. Work closely with the Monterey Park Manta Ray swim team to apply for a new grant through the LA84 Foundation to help fund the purchase of new instructional and team equipment.
2. Upgrade drainage systems for the Elder Park pool and wading pool to be in compliance with the Virginia Baker Pool Safety Law, required for all public pools.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Improved attendance at Elder Park Pool by offering evening lap swim for adults and afternoon swim lessons for children; parents had requested the option of having afternoon swim lessons as well as the traditional morning lessons.
2. Through the 2002 State Bond Measures, the Barnes Park Pool received major upgrades. The pool was re-plastered, received new return line outlets, pool tile, anchors, and energy

efficient LED lights. The Barnes Park main pool and wading pool also received new drainage systems to comply with the Virginia Baker Pool safety law.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating supplies category (#22000) reflects sanitation and cleaning supplies \$5,500 and staff uniforms and safety equipment \$3,500.
2. R/M Supplies category (#23000) reflects \$32,000 for pool chemicals.
3. Utilities category (#36000) reflects costs of \$106,300 for gas and \$53,700 for electrical utilities.
4. Repairs and Maintenance category (#38000) reflects \$4,250 for pool repairs, and \$750 for building maintenance.
5. Miscellaneous Category (#39000) reflects \$100 for professional memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Recr & Pk-Aquatics

ACTIVITY NO.: 6503

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$91,942	\$107,369	\$107,369	\$115,319	\$115,319
11300 Part Time Salaries	227,000	169,200	186,200	169,200	169,200
11400 Overtime Salaries	3,171	2,500	2,556	2,000	2,000
11500 Separation Benefits	8,317	9,980	9,980	10,978	10,978
TOTAL	\$330,430	\$289,049	\$306,105	\$297,497	\$297,497
EMPLOYEE BENEFITS					
12200 Life Insurance	\$332	\$446	\$446	\$432	\$432
12300 Medical Insurance	13,801	18,251	18,251	18,206	18,206
12350 Medicare Insurance	4,349	3,815	3,815	3,922	3,922
12370 Part Time Retirement	8,843	7,428	7,428	7,428	7,428
12400 Dental Insurance	846	1,350	1,350	1,341	1,341
12500 Workers Compensation	4,323	4,539	4,539	4,766	4,766
12600 Retirement	14,891	17,481	17,481	16,648	16,648
12900 Long Term Disability	743	992	992	992	992
12950 Vision Plan	185	211	211	268	268
TOTAL	\$48,313	\$54,513	\$54,513	\$54,003	\$54,003
SERVICES & SUPPLIES					
22000 Operating Supplies	\$6,764	\$11,393	\$11,393	\$9,000	\$9,000
23000 R/M Supplies	31,996	31,500	31,500	32,000	32,000
31000 Contracted Services	1,184	2,300	2,300	1,800	1,800
36000 Utilities	155,714	162,600	145,100	160,000	160,000
38000 R/M Contractual	14,585	10,750	10,750	5,000	5,000
39000 Miscellaneous	100	125	125	100	100
TOTAL	\$210,343	\$218,668	\$201,168	\$207,900	\$207,900
GRAND TOTAL	\$589,086	\$562,230	\$561,786	\$559,400	\$559,400

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$147,268	\$159,019	\$159,351	\$164,239	\$164,239
SERVICES & SUPPLIES	82,819	103,904	103,904	121,550	121,550
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$230,087	\$262,923	\$263,255	\$285,789	\$285,789
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.65	2.65	2.65	2.65	2.65

Program Description

This activity provides for the operation of Langley Center, the City's Senior Citizen Center. Langley Center provides activities for the local seniors, including specialized classes, trips and tours, health screening, tax services, and a range of other free services. Other activities include dances, lunch program, billiards, table tennis, computer classes, driver training, In Home Care Management, social clubs, flea market and special events.

Special services objectives are:

- Continue to provide needed services and programs for senior citizens at Langley Center.
- Provide free health screenings, including eye exams, diabetes and blood pressure checks and periodic stroke screenings through the assistance of local volunteer doctors and nurses.

- Provide a variety of senior programs to include social, recreational, educational, and fitness activities for the seniors' enjoyment.
- Work with local senior citizen clubs and organizations to further cultural goodwill among the growing ethnic community.
- Provide hot lunches for seniors at Langley Center and home delivery for the disabled and infirm.
- Provide an In Home Case Management Program in conjunction with Huntington Hospital. This program provides services to the frail and elderly, allowing them to remain in their homes.
- Provide a "heat emergency" relief center on days when the outside temperature is over 95 degrees, or when designated by Los Angeles County Area on Aging.

PROGRAM MEASUREMENTS

	<u>Actual 2007-08</u>	<u>Estimated 2008-09</u>	<u>Projected 2009-2010</u>
Sr. Citizen Lunches served	19,535	20,000	20,000
Home Delivered Lunches	15,350	15,600	15,600
Volunteer Hours	37,250	37,500	37,500
Education & Recreational Classes Attendance	100,250	100,500	100,500
Health Care Screenings	4,250	4,525	4,500
In Home Care Contacts	2,460	2,600	2,800
Trips & Tours	2,450	2,800	3,000
Billiards, Table Tennis, Exercise Machines	85,600	89,500	95,000

2009-2010 GOALS AND OBJECTIVES

1. Conduct two CPR/automatic defibrillator classes to train 20 volunteer workers. This basic lifesaving training can save lives during the precious time waiting for emergency services to arrive.

2. Work with design team and contractor to see the completion of Langley “Pocket” Park. This new park space will replace some of the much needed park space taken up by previous building expansions.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Provided 4 free seminars to educate seniors on the new digital television conversion program. In addition volunteers provided installation of conversion boxes for seniors who could not comprehend the process.
2. Completion and successful operation of the Langley Center Marquee. This new digital bulletin board has become a vital tool for informing seniors regarding daily activities at Langley Center as well as special events and senior club activities.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Utilities category (#36000) reflects \$49,500 for electricity and \$3,500 for gas.
2. R/M Contractual category (#38000) reflects cost of \$45,105 for cleaning and maintenance services and \$4,895 for fire alarm, fire extinguisher services and exercise equipment maintenance and repairs. Increased amount results from transfer of funding from 6511 (Dial A Ride)
3. Miscellaneous category (#39000) reflects \$5,000 in printing and duplicating of flyers and materials for programs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$85,823	\$90,965	\$90,965	\$96,648	\$96,648
11300 Part Time Salaries	36,816	36,376	36,376	36,376	36,376
11400 Overtime Salaries	322	0	332	0	0
11500 Separation Benefits	0	6,075	6,075	6,683	6,683
TOTAL	\$122,961	\$133,416	\$133,748	\$139,707	\$139,707
EMPLOYEE BENEFITS					
12200 Life Insurance	\$122	\$126	\$126	\$126	\$126
12300 Medical Insurance	6,194	7,073	7,073	6,641	6,641
12350 Medicare Insurance	985	1,013	1,013	1,049	1,049
12370 Part Time Retirement	885	1,455	1,455	1,455	1,455
12400 Dental Insurance	340	403	403	408	408
12600 Retirement	15,096	14,792	14,792	14,101	14,101
12900 Long Term Disability	498	554	554	554	554
12950 Vision Plan	187	187	187	198	198
TOTAL	\$24,307	\$25,603	\$25,603	\$24,532	\$24,532
SERVICES & SUPPLIES					
21000 Office Supplies	\$795	\$950	\$950	\$950	\$950
22000 Operating Supplies	11,442	9,900	9,900	9,900	9,900
23000 R/M Supplies	1,036	2,000	2,000	2,000	2,000
32000 Communications	130	150	150	200	200
33000 Motor Pool Charges	368	500	500	500	500
36000 Utilities	39,042	53,000	53,000	53,000	53,000
38000 R/M Contractual	21,472	32,404	32,404	50,000	50,000
39000 Miscellaneous	8,534	5,000	5,000	5,000	5,000
TOTAL	\$82,819	\$103,904	\$103,904	\$121,550	\$121,550
GRAND TOTAL	\$230,087	\$262,923	\$263,255	\$285,789	\$285,789

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Youth Activities

ACTIVITY NO.: 6506

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$180,491	\$198,898	\$198,898	\$205,406	\$205,406
SERVICES & SUPPLIES	14,305	16,048	16,074	15,800	15,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$194,796	\$214,946	\$214,972	\$221,206	\$221,206
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.50	 4.50	 4.50	 4.50	 4.50

Program Description

There continues to be a shortage of quality affordable childcare in City of Monterey Park. According to 2000 Census, there are 10,624 children under the age of 14. This reflects 17.7% of the city's population. The Monterey Park Child Care Task Force was able to determine that there are only 1,600 licensed childcare spaces available in Monterey Park. This activity provides after-school recreational programs and care to 41 elementary age residents (K-8th grade) during the school year and up to 120 youth during the summer. This state licensed program provides accountability, safety and a high quality, low cost program to the participating families. Eligible low and moderate income families receive financial assistance through Community Development Block Grant (C.D.B.G.) funding. Currently fifty percent of the participants are of low or moderate income status.

Specific service targets are:

- Provide an after-school childcare program for 40 children at Barnes Park Community Center. The program operates during the school year from 11:00 a.m. to 6:30 p.m., and 7:00 a.m. to 6:30 p.m. when schools are closed for vacation or staff development days.

- Provide a quality, low-cost childcare program with the goal of 50% of the program enrollment meeting low to moderate income level requirements in accordance with the C.D.B.G. funding stipulation.
- Program is mandated to be self sufficient, through user fees and C.D.B.G. funds.

PROGRAM MEASUREMENTS

	<u>Actual</u> 2007-08	<u>Estimated</u> 2008-09	<u>Projected</u> 2009-10
Barnes Child Care Center			
Average Daily Attendance	28	37	40
% of Operating Expenses			
Defrayed by C.D.B.G. Grant	14%	18%	16%
% of Operating Expenses			
Defrayed by User Fees	86%	82%	84%
Enrollment – School Year			
Subsidized	13	17	21
Non Subsidized	15	20	19
% of Children Receiving			
H.U.D. Subsidy	42%	42%	42%
Enrollment - Summer	80	90	100

2009-2010 GOALS AND OBJECTIVES

1. Introduce children to ways to encourage ‘Green Living’. Staff and volunteers will teach children about Saving Energy, Recycling, and buying environmentally friendly products. This will become part of the daily routine.
2. Introduce children to ‘Global Views’ through the establishment of a Geography Learning Center, utilizing materials that represent the lives of people, culture and places around the world. Each month will cover one country.

2008-2009 MAJOR ACCOMPLISHMENTS

1. The Day Care staff has doubled the size of the Tiny Tots Pre-K program from 30 to 60 students.
2. The Day Care book collection has been increased through the Scholastic Book Club Bonus Rewards incentive program.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$9,200 for games, materials, and summer field trip admissions.
2. Miscellaneous category (#39000) reflects \$100 for membership in California School Age Consortium.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Youth Activities

ACTIVITY NO.: 6506

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$97,023	\$99,488	\$99,488	\$107,276	\$107,276
11300 Part Time Salaries	34,385	42,000	42,000	42,000	42,000
11400 Overtime Salaries	652	250	250	250	250
11500 Separation Benefits	7,594	9,113	9,113	10,024	10,024
TOTAL	\$139,654	\$150,851	\$150,851	\$159,550	\$159,550
EMPLOYEE BENEFITS					
12200 Life Insurance	\$352	\$378	\$378	\$378	\$378
12300 Medical Insurance	12,007	16,416	16,416	14,126	14,126
12350 Medicare Insurance	1,957	2,052	2,052	2,165	2,165
12370 Part Time Retirement	1,397	1,680	1,680	1,680	1,680
12400 Dental Insurance	622	644	644	660	660
12500 Workers Compensation	9,209	9,669	9,669	10,153	10,153
12600 Retirement	14,370	16,197	16,197	15,668	15,668
12900 Long Term Disability	744	832	832	832	832
12950 Vision Plan	179	179	179	194	194
TOTAL	\$40,837	\$48,047	\$48,047	\$45,856	\$45,856
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$0	\$26	\$0	\$0
22000 Operating Supplies	5,323	6,498	6,498	6,500	6,500
31000 Contracted Services	8,982	9,500	9,500	9,200	9,200
39000 Miscellaneous	0	50	50	100	100
TOTAL	\$14,305	\$16,048	\$16,074	\$15,800	\$15,800
GRAND TOTAL	\$194,796	\$214,946	\$214,972	\$221,206	\$221,206

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

<u>SUMMARY OF COST</u>	<u>Actual</u> 2007-08	<u>Adopted</u> 2008-09	<u>Year-End</u> <u>Estimated</u> 2008-09	<u>Proposed</u> 2009-10	<u>Adopted</u> 2009-10
PERSONNEL COST	\$79,648	\$102,074	\$102,074	\$105,573	\$105,573
SERVICES & SUPPLIES	316,329	298,900	298,831	168,900	168,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$395,977	\$400,974	\$400,905	\$274,473	\$274,473
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.13	2.13	2.13	2.13	2.13

Program Description

This activity provides the public with special interest recreation and leisure time programs and activities. Programs include Specialized Recreation Activity Classes, Picnic Facility Rentals, U.S.D.A. Summer Youth Lunch Program, Sports Camps, Adult Athletic Leagues and Service Clubhouse operations. The programs represented in this activity category are self-sustaining (fees must equal costs) programs and requires either a registration or league fee, grant funds or sponsor donations to cover the cost.

Specific service objectives are:

- To offer a variety of specialized programs, adult athletic leagues, and special events to allow residents the opportunity to participate and identify with the community, to expand their skills and interests, and social, cultural and educational horizons.
- Provide recreational, educational, social and cultural classes and activities that are of interest to many of the City's residents.

- Continue to provide opportunities for individuals to initiate and/or maintain physical and mental fitness through a variety of sports, social and cultural activities.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
Adult Sports Teams	360	360	360
Specialized Recreation -			
Activities Enrollment: Youth	3,040	3,300	3,300
Adult	1,641	1,750	1,750
Total Activity Revenue			
Collected (Excludes Summer Lunch Program Grant)	\$287,694	\$298,000	\$300,600
Number of Free Summer Lunches Served	47,685	44,392	44,400

2009-2010 GOALS AND OBJECTIVES

1. Implement new Leisure Class courses including Tai Chi and martial arts programs to meet increased demand and increase participation 10%.
2. Work with local schools, businesses and instructors to expand leisure 'Off-Site' programming. This will allow the division to increase programming during popular time when city facilities are full.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Worked closely with the youth sports groups in coordinating the use of ball fields and concession stands to maximize use as the groups experience growth and an addition of activities. This resulted in an expansion of sports opportunities for girls.
2. San Gabriel School District to handle Summer Lunch Program.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$5,700 for maintenance and operational cost for the Service Clubhouse, \$152,100 for revenue generating adult sports leagues and seasonal classes, and \$100 for Picnic Reservations. The Free Summer Lunch Program is now being run directly by the San Gabriel School District.
2. Utilities category (#36000) funding reflects \$9,800 for electricity and \$1,200 for gas service at the Service Clubhouse.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$53,541	\$55,824	\$55,824	\$58,794	\$58,794
11300 Part Time Salaries	0	16,200	16,200	16,200	16,200
11400 Overtime Salaries	2,149	2,500	2,500	2,500	2,500
11500 Separation Benefits	3,616	4,339	4,339	4,773	4,773
TOTAL	\$59,306	\$78,863	\$78,863	\$82,267	\$82,267
EMPLOYEE BENEFITS					
12200 Life Insurance	\$168	\$180	\$180	\$180	\$180
12300 Medical Insurance	7,225	7,824	7,824	8,160	8,160
12350 Medicare Insurance	807	1,044	1,044	1,087	1,087
12370 Part Time Retirement	0	648	648	648	648
12400 Dental Insurance	500	576	576	600	600
12500 Workers Compensation	3,182	3,341	3,341	3,508	3,508
12600 Retirement	8,001	9,082	9,082	8,583	8,583
12900 Long Term Disability	356	396	396	396	396
12950 Vision Plan	103	120	120	144	144
TOTAL	\$20,342	\$23,211	\$23,211	\$23,306	\$23,306
SERVICES & SUPPLIES					
31000 Contracted Services	\$305,527	\$287,900	\$287,831	\$157,900	\$157,900
36000 Utilities	10,802	11,000	11,000	11,000	11,000
TOTAL	\$316,329	\$298,900	\$298,831	\$168,900	\$168,900
GRAND TOTAL	\$395,977	\$400,974	\$400,905	\$274,473	\$274,473

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks
ACTIVITY: Community Participation
ACTIVITY NO.: 6508

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$121,188	\$144,390	\$120,423	\$136,987	\$136,987
SERVICES & SUPPLIES	48,319	47,790	48,164	19,240	19,240
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$169,507	\$192,180	\$168,587	\$156,227	\$156,227
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.54	 1.54	 1.54	 1.54	 1.54

Program Description

The Community Participation Division supports all city departments by recruiting, screening, orienting, training, placing, counseling and recognizing volunteers who supplement the City's work force. In addition, this division coordinates all Citywide Special Events. Traditional events conducted annually include, but are not limited to; Cherry Blossom Festival, Cinco de Mayo, Play Days, Fourth of July and Harmony Festival. Special functions include Community Garage Sales, Council Reorganization Functions, Concerts, etc. This Division functions as required by the nature of each particular event. The Special Events Manager acts as the administrator, liaison or aide to City Administration and Staff, Commissioners, Special Contractor and/or Community Organizations in the promotion, fund raising, planning, coordination and administration of community events and cultural activities.

Specific service objectives are:

- Properly maintain the functions of volunteer administration by keeping job descriptions current and accurate; recruit and screen the best qualified applicants; orient and train

volunteers to achieve desired performance; keep a master file and insure ongoing recognition of all volunteers.

- Consult with city departments to improve working relations and conduct training for staff that work with volunteers.
- Provide a meaningful experience, growth development and effective participation for volunteers who are active in our City's program.
- Operate a Volunteens Program for youth 13 to 17 years of age. The program provides an opportunity for youth to learn job skills and gain valuable 'on the job work' experience.
- Oversee the Summer Employment Program in coordination with the Alhambra School District, in the screening and placement of Summer Workers in City Departments.
- Maintain overall success of the Special Event Programs through continuous coordination with the individuals and groups traditionally involved, as well as the ongoing recruitment of new members, businesses, clubs and organizations.
- Consult, communicate and coordinate with city departments, private contractors, vendors and businesses to enhance the activities, programs and support of the special events.
- Utilize fund raising methods, documentation, financial reports and evaluations, where necessary to improve effectiveness and efficiency of the special events.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
Total Number of Volunteer Hours	27,909	30,500	30,500
Number of Community Service Court Allocated/Referral Volunteers	31	20	25
Number of Regular Volunteers	459	450	475
Estimated Savings to City for Volunteer Hours Based on National Standard Rate (\$18.01 per hour)	\$502,641	\$549,305	\$576,320
Total Number of Special Events	26	26	26
Number of Clubs, Groups and Organizations Participating in Special Events	40	45	50

2009-2010 GOALS AND OBJECTIVES

1. Create a promotional Volunteer Involvement Guide and a Volunteer Program Staff Training Guide to reflect current programs.
2. Adapt areas of volunteer involvement to reflect enhanced job training and 'on the job' work experience, giving training and experience opportunities to persons who may be currently unemployed and looking for new job skills.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Offered two training sessions for City Hall staff on supervising volunteers. The training covered volunteer orientation, training, service hour tracking and evaluations.
2. Revised the 'Try-Athalon' program at "America's Day for Kids" to include warm-up and warm-down activities, as well as cup stacking and jumping rope. Educational materials on fitness, geared toward parents and children, was also made available.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$1,000 for fingerprinting of department volunteers and \$1,500 for city ceremonial events.
2. Miscellaneous category (#39000) reflects \$340 for Dues/Memberships, and \$1,500 for printing and duplication. There is also \$4,000 for the July 4th Celebration – this represents a 50% reduction in general fund money. Funding for the following events has been eliminated: Cherry Blossom Festival, Cinco de Mayo Celebration, Harmony Festival, Concerts in the Chambers (Holiday Sing), Artisans' Fair and 'America's Day for Kids'. This may result in shorter hours, less entertainment, or the cancellation of the program. Total reduction of \$26,300.
3. The annual volunteer recognition banquet has been cancelled, due to the elimination of funding from the City Manager's office.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$84,499	\$100,927	\$73,000	\$95,765	\$95,765
11300 Part Time Salaries	7,314	6,510	16,700	6,510	6,510
11400 Overtime Salaries	310	0	477	0	0
11500 Separation Benefits	4,882	5,858	5,858	6,444	6,444
TOTAL	\$97,005	\$113,295	\$96,035	\$108,719	\$108,719
EMPLOYEE BENEFITS					
12200 Life Insurance	\$214	\$243	\$200	\$243	\$243
12300 Medical Insurance	8,647	10,715	8,200	10,783	10,783
12350 Medicare Insurance	1,391	1,558	1,200	1,484	1,484
12370 Part Time Retirement	292	260	664	260	260
12400 Dental Insurance	577	761	600	642	642
12500 Workers Compensation	356	374	374	393	393
12600 Retirement	12,080	16,405	12,500	13,681	13,681
12900 Long Term Disability	431	535	450	535	535
12950 Vision Plan	195	244	200	247	247
TOTAL	\$24,183	\$31,095	\$24,388	\$28,268	\$28,268
SERVICES & SUPPLIES					
21000 Office Supplies	\$572	\$1,200	\$1,200	\$1,200	\$1,200
22000 Operating Supplies	5,304	6,600	6,600	6,000	6,000
23000 R/M Supplies	0	0	274	500	500
24000 Small Tools	0	500	500	500	500
31000 Contracted Services	8,647	4,400	4,500	2,500	2,500
32000 Communications	175	500	500	500	500
33000 Motor Pool Charges	0	250	250	0	0
38000 R/M Contractual	1,662	2,200	2,200	2,200	2,200
39000 Miscellaneous	31,959	32,140	32,140	5,840	5,840
TOTAL	\$48,319	\$47,790	\$48,164	\$19,240	\$19,240
GRAND TOTAL	\$169,507	\$192,180	\$168,587	\$156,227	\$156,227

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Media Production

ACTIVITY NO.: 6509

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$151,050	\$169,466	\$150,271	\$167,599	\$167,599
SERVICES & SUPPLIES	31,308	11,211	11,211	11,000	11,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$182,358	\$180,677	\$161,482	\$178,599	\$178,599
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.11	 2.11	 2.11	 2.11	 2.11

Program Description

The Media Production Division coordinates the City's Cable Television, general and community based programming, and original productions. The Division administers the State's Cable Television franchise agreement and keeps up to date with information regarding new technology, rules, laws and regulations regarding the operation of government access television. Additionally, the Division aids the City Council, Community Organizations and other City Departments in graphic design for their advertising programs. The Division is also responsible for the design and production of the Recreation and Parks Department seasonal schedule of activities. The Division coordinates and assists the City Contractor with the publication of the Monterey Park CASCADES newspaper.

Specific service objectives are:

- Through a variety of media sources, provide communication and dissemination of information for events, projects, and cultural and recreational activities to residents and businesses in the City.

- Oversee the State’s Cable Television Franchise Agreement and keep the City updated as to the latest changes in local, State and Federal regulations pertaining to cable television.
- Assist City Departments through the creation of brochures, cable programs, public service announcements and/or graphic design, to allow them to enhance, promote and inform residents of the various City programs, services, activities and events.

PROGRAM MEASUREMENTS

	<u>Actual</u> 2007-08	<u>Estimated</u> 2008-09	<u>Projected</u> 2009-10
Number of Public Service Announcements	238	230	235
Number of Programs Shown on Channel 55 (including repeats)	2,596	2,385	2,500
Percent of Survey Respondents Who Rate CASCADES Newspaper Above Average or Excellent	80%	80%	80%

2009-2010 GOALS AND OBJECTIVES

1. Work with vendors on options to utilize a Hard Drive Digital filing system for Channel 55. System should improve ability to store, playback and duplicate filming, and include the ability to upgrade with online streaming.
2. Develop cost effective plan for upgrading Channel 55 equipment to handle future “Live Streaming”. Work with vendors on options of “Live Streaming” and archiving recording online.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Negotiated with Charter Communications and AT&T to interconnect the two systems to broadcast government Channel 55 to basic subscribers.
2. Cross trained three part time staff members (recreation, aquatics & day care staff) to operate camera equipment at City Council meetings and special events to ensure there are enough operators at all events.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Office Supplies category (#21000) reflects \$1,000 for video hardware and taping supplies.
2. Contracted Services category (#31000) reflects \$200 for Other Professional Services and \$7,800 for the publication of the Recreation and Parks activity schedule that appears in the Cascades four times per year.
3. R/M Contractual category (#38000) reflects \$1,000 for upkeep of Channel 55 programming equipment.
4. Miscellaneous category (#39000) includes \$125 for Dues/Memberships, and \$175 for Books and Subscriptions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Media Production

ACTIVITY NO.: 6509

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$106,143	\$115,027	\$100,000	\$117,821	\$117,821
11300 Part Time Salaries	4,658	4,750	4,750	4,750	4,750
11400 Overtime Salaries	3,301	3,500	3,500	2,500	2,500
11500 Separation Benefits	6,690	8,028	8,028	8,831	8,831
TOTAL	\$120,792	\$131,305	\$116,278	\$133,902	\$133,902
EMPLOYEE BENEFITS					
12200 Life Insurance	\$306	\$333	\$300	\$333	\$333
12300 Medical Insurance	10,061	14,519	13,000	11,727	11,727
12350 Medicare Insurance	1,679	1,737	1,600	1,777	1,777
12370 Part Time Retirement	186	190	190	190	190
12400 Dental Insurance	873	1,061	900	1,009	1,009
12500 Workers Compensation	660	693	693	727	727
12600 Retirement	15,678	18,707	16,500	17,098	17,098
12900 Long Term Disability	642	733	650	634	634
12950 Vision Plan	173	188	160	202	202
TOTAL	\$30,258	\$38,161	\$33,993	\$33,697	\$33,697
SERVICES & SUPPLIES					
21000 Office Supplies	\$556	\$1,400	\$1,400	\$1,000	\$1,000
22000 Operating Supplies	0	300	300	200	200
24000 Small Tools	0	500	500	500	500
31000 Contracted Services	30,452	7,786	7,786	8,000	8,000
38000 R/M Contractual	0	1,000	1,000	1,000	1,000
39000 Miscellaneous	300	225	225	300	300
TOTAL	\$31,308	\$11,211	\$11,211	\$11,000	\$11,000
GRAND TOTAL	\$182,358	\$180,677	\$161,482	\$178,599	\$178,599

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks
ACTIVITY: Community Transportation
ACTIVITY NO.: 6511

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$317,612	\$369,188	\$360,491	\$380,413	\$380,413
SERVICES & SUPPLIES	141,472	166,813	166,813	131,700	131,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$459,084	\$536,001	\$527,304	\$512,113	\$512,113
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	7.60	7.60	7.60	7.60	7.60

Program Description

This activity provides for the City's Dial-A-Ride transportation services for Senior Citizens and the handicapped. The transit program allows senior citizens to be mobile and independent so they may meet their medical, shopping, recreational, cultural, social and nutritional needs.

Specific service objectives are to:

- Provide for the mobility of the City's senior citizen population and handicapped residents to accommodate their medical, shopping, social, recreational and welfare needs in the safe, reliable, and courteous operation of the City's Dial-A-Ride transportation service.
- Subsidize M.T.A. bus fares through the sale of monthly passes, to encourage residents, especially seniors and students, to utilize public transit facilities.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
Dial-A-Ride:			
Senior Passengers	11,067	12,200	12,200
Handicapped Passengers	3,527	4,100	4,100
Transit Miles	46,850	47,000	48,000
M.T.A. Passes / Stamps & Parking Tokens	18,760	19,500	20,000
Taxi Coupons	1,600	1,000	1,000

2009-2010 GOALS AND OBJECTIVES

1. Work in cooperation with L.A. Metro to convert to the new TAP bus pass system. This system is a card reading system that will replace the paper passes, and will allow for a faster system with a better accounting.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Increased ridership by 10% by adding several out of City medical destinations that were vital destinations to many seniors. This also helped to relieve the reduction in the taxi voucher program.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) reflects \$100,000 in allocated City Motor Pool charges.
2. R& M Contractual category (#38000) reflects \$6,000 for custodial services at Langley Center. Large portion of this money, \$20,417, has now moved to 6505 Langley Center Division.2. R& M Contractual category (#38000) reflects \$6,000 for custodial services at Langley Center. Large portion of this money, \$20,417, has now moved to 6505 Langley Center Division.
3. Other Agency Services category (#41000) reflects \$20,000 for MTA bus subsidy. This is a reduction of \$16,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$180,130	\$220,256	\$220,256	\$237,543	\$237,543
11300 Part Time Salaries	59,197	47,215	47,215	47,215	47,215
11400 Overtime Salaries	186	250	250	250	250
11500 Separation Benefits	14,283	17,140	17,140	18,854	18,854
TOTAL	\$253,796	\$284,861	\$284,861	\$303,862	\$303,862
EMPLOYEE BENEFITS					
12200 Life Insurance	\$712	\$948	\$948	\$900	\$900
12300 Medical Insurance	22,660	37,897	29,200	30,854	30,854
12350 Medicare Insurance	2,505	2,834	2,834	3,041	3,041
12370 Part Time Retirement	720	1,889	1,889	1,889	1,889
12400 Dental Insurance	1,524	2,324	2,324	1,971	1,971
12500 Workers Compensation	320	336	336	353	353
12600 Retirement	33,191	35,310	35,310	34,704	34,704
12900 Long Term Disability	1,755	2,243	2,243	2,246	2,246
12950 Vision Plan	429	546	546	593	593
TOTAL	\$63,816	\$84,327	\$75,630	\$76,551	\$76,551
SERVICES & SUPPLIES					
22000 Operating Supplies	\$136	\$1,200	\$1,200	\$1,200	\$1,200
31000 Contracted Services	2,373	3,600	3,600	3,600	3,600
32000 Communications	774	865	865	900	900
33000 Motor Pool Charges	92,925	98,500	98,500	100,000	100,000
38000 R/M Contractual	19,080	26,648	26,648	6,000	6,000
41000 Other Agency Serv	26,184	36,000	36,000	20,000	20,000
TOTAL	\$141,472	\$166,813	\$166,813	\$131,700	\$131,700
GRAND TOTAL	\$459,084	\$536,001	\$527,304	\$512,113	\$512,113

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$450,231	\$451,786	\$390,633	\$477,539	\$477,539
SERVICES & SUPPLIES	252,320	255,659	256,287	230,500	230,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$702,551	\$707,445	\$646,920	\$708,039	\$708,039
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.60	 5.60	 5.60	 5.60	 5.60

Program Description

This activity provides for the care and maintenance of approximately 13,000 City street trees. These trees consist of 37 different species and are of various sizes, shapes and growth. These trees are strategically placed along approximately 203 miles of easements and parkways, to create visually appealing neighborhoods. Trees are an excellent means for enhancement of the environment, by way of air filtration, noise absorption, aesthetics, and safety of vehicular and pedestrian movement.

A private firm is contracted to maintain the City's 2 ½ acres of street medians located through 5.5 miles of city streets, 4 ½ acres of parkways, and 9 landscaped bubbles on Garfield Ave.

This Division plays a vital role in maintaining the City's attractive overall appearance. The results of this Division's efforts serve to create a positive impression of the City for current and potential homeowners and business people. The Division's work also helps the environment by the cooling and cleaning effect of the trees on the atmosphere.

This Division's majority of work is provided under outside contract. One City tree crew is available to service emergency requests because of faster response time and less cost. Each tree, under contract, will be inventoried and trimmed at a minimum of once every five years. The three main streets (Atlantic, Garvey, & Garfield) trees are trimmed 1 ½ times per year. The contractor is also responsible for tree removals and planting of new trees.

Specific service objectives are:

- Trimming of trees as needed to provide for effective aesthetic value, traffic sign visibility, street lamp clearance, street and sidewalk mobility.
- Provide attractive and healthy trees through periodic inspection, trimming, removal and replacement when possible.
- Provide attractive landscaped buffer areas, islands and parkways for traffic channelization, safety and the enhancement of the City's appearance by monitoring the median maintenance contract.

PROGRAM MEASUREMENTS

	<u>Actual 2007-08</u>	<u>Estimated 2008-09</u>	<u>Projected 2009-10</u>
Street Tree Trimmed	2,468	2,500	2,100
Street Trees Planted	103	90	90
Street Trees Removed	112	75	80
Service Requests	345	350	350

2009-2010 GOALS AND OBJECTIVES

1. Continue the annual median renovation program on E. Garvey Avenue, to provide better aesthetics and be consistent with the design used on previous projects, using new water efficient irrigation products.
2. Develop a plan to re-landscape medians on West Garvey to coincide with plans by Public Works to replace water main lines on West Garvey.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Completed the renovation of the median on E. Garvey Ave., between at Orange Avenue. This renovation replaced an outdated and unattractive landscape, which had vintage irrigation products.
2. Worked with Economic Development to redesign and re-landscape the entrance median at Monterey Pass Road/Fremont Avenue, using CRA funds.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contract Services category (#31000) reflects \$166,000 for parkway tree-trimming program and street median landscaping services. The median landscaping service was reduced by \$20,000 (approximately 50% of the contract) and the tree trimming program by \$7,449 – parks crews will need to supplement median maintenance and park tree trimming services
2. Motor Pool Charges category (#33000) reflects \$54,000 in allocated City Motor Pool charges.
3. Utilities category (#36000) reflects \$1,500 for electricity in street medians.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$307,543	\$295,013	\$250,000	\$309,774	\$309,774
11400 Overtime Salaries	3,289	4,000	2,464	3,000	3,000
11500 Separation Benefits	20,250	24,300	24,300	26,730	26,730
TOTAL	\$331,082	\$323,313	\$276,764	\$339,504	\$339,504
EMPLOYEE BENEFITS					
12200 Life Insurance	\$964	\$1,072	\$950	\$954	\$954
12300 Medical Insurance	24,848	25,113	21,500	34,056	34,056
12350 Medicare Insurance	3,246	3,335	2,900	3,503	3,503
12400 Dental Insurance	1,576	1,598	1,450	2,594	2,594
12500 Workers Compensation	43,965	46,164	46,164	48,471	48,471
12600 Retirement	41,671	48,007	38,000	45,230	45,230
12800 Uniform Allowance	134	150	150	150	150
12900 Long Term Disability	2,105	2,379	2,100	2,381	2,381
12950 Vision Plan	640	655	655	696	696
TOTAL	\$119,149	\$128,473	\$113,869	\$138,035	\$138,035
SERVICES & SUPPLIES					
21000 Office Supplies	\$14	\$600	\$643	\$500	\$500
22000 Operating Supplies	5,384	4,700	5,285	4,000	4,000
23000 R/M Supplies	902	1,300	1,300	1,300	1,300
24000 Small Tools	567	673	673	700	700
31000 Contracted Services	193,000	193,000	193,000	166,000	166,000
33000 Motor Pool Charges	48,713	51,636	51,636	54,000	54,000
36000 Utilities	1,413	1,400	1,400	1,500	1,500
38000 R/M Contractual	2,327	2,350	2,350	2,500	2,500
TOTAL	\$252,320	\$255,659	\$256,287	\$230,500	\$230,500
GRAND TOTAL	\$702,551	\$707,445	\$646,920	\$708,039	\$708,039

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Parks

ACTIVITY: Parks

ACTIVITY NO.: 6517

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$751,567	\$871,164	\$806,883	\$866,627	\$866,627
SERVICES & SUPPLIES	266,364	272,390	271,590	264,900	264,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,017,931	\$1,143,554	\$1,078,473	\$1,131,527	\$1,131,527
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 12.57	 12.57	 12.57	 11.59	 11.59

Program Description

This activity provides for the maintenance of the City's eight larger parks, five smaller parks and one garden totaling 107.47 acres. Therefore, there is a park located within one-half mile of every Monterey Park household. This activity also provides for the exterior maintenance of seven recreation/community buildings; 13 free standing restroom facilities; 14 children's play apparatus sand areas; the Cascades Waterfall; an outdoor amphitheater; 16 tennis courts and one tennis practice area; three outdoor basketball courts; and picnic facilities. Additionally, this Division oversees maintenance contracts for Park Maintenance and Adopt A Park.

The Parks Department maintains a very important part of our City's infrastructure. This Department maintains areas where residents can go to relax, exercise, and have fun. This is very important, as people now tend to stay closer to home for these activities. Our parks help our residents have and enjoy a better quality of life. Park sites are also the host for numerous City events and tens of thousands of visits a year.

Specific service objectives are:

- Maintain Parks to meet or exceed the Standards as set forth by the Recreation and Parks Commission.
- Provide for safe, attractive and user-friendly recreation facilities.
- Effectively and economically maintain public facilities at a level that encourages maximum use of the facilities.
- With water conservation a goal, use drought tolerant turf, plants and shrubs, and aerate wherever and whenever possible.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-08</u>	<u>Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
Acres of Parks Maintained Under Contract	6.0	6.0	0.0 (*)
Acres of Park Maintained Under Adopt A Park	2.0	2.0	2.0
% of Park Acres Maintained on a Contract Basis	5.6	5.6	0.0 (*)

(*) The work will now be performed by Park Maintenance Workers.

2009-2010 GOALS AND OBJECTIVES

1. Re-landscape and rejuvenate the back slope at City Hall. We will install new shrubs and ground covers to enhance the area. This will also reduce the amount of man hours needed for weed control.
2. With the assistance of the Risk Manager, to contract with a Certified Playground Safety Inspector to bring all current playground equipment up to standard. This will be designed to improve equipment and reduce the City liability.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Upgraded the ball diamonds at Sierra Vista and Sequoia Parks so that the Monterey Park year round youth baseball and softball programs have additional fields to play on and not have such a big impact to the residents surrounding Barnes, La Loma and Garvey Ranch.

2. Removed the wood chip mulch from the north side of the La Loma Park Snack Bar area and installed irrigation, header board and turf. This created a new passive area for people to enjoy watching the games and reduced the amount of dust in the snack bar area.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) reflects a reduction of \$23,250 (.98 FTE) – 50% of the part time salaries in this division. This reduction will affect the overall appearance of the parks.
2. Part Time Retirement category (#12370) reflects a reduction of \$930 due to the Part Time salary reductions.
3. Operating Supplies category (#22000) reflects the \$4,900 for landscaping materials, \$12,000 for cleaning and sanitary supplies for the park restrooms, \$2,200 for clothing and safety equipment, \$3,000 for staff uniforms, and \$4,900 for other supplies.
4. Contracted Services category (#31000) reflects \$5,000 for weed control service at Edison Trails and Garvey Ranch Park. The Landscaping Services Contract was eliminated for Bella Vista and Cascades Parks, resulting in a \$15,000 General Fund savings. City crews will be responsible for maintenance of six additional acres previous maintained under contract. This increase in workload will affect the overall maintenance level of City Parks.
5. Motor Pool Charges category (#33000) reflects \$115,000 in allocated City Motor Pool charges.
6. Utilities category (#36000) reflects the \$66,000 for electricity at city parks.
7. R&M Contractual category (#38000) reflects \$1,700 for building repairs and maintenance, \$2,600 for office cleaning, \$1,700 for machinery supplies and controllers, and \$6,000 for Adopt-A-Park services.
8. Miscellaneous category (#39000) reflects \$800 for staff training.
9. Other Agency Services category (#40000) reflects \$2,800 for gopher eradication.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Parks

ACTIVITY: Parks

ACTIVITY NO.: 6517

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$422,207	\$530,487	\$460,000	\$550,083	\$550,083
11300 Part Time Salaries	85,818	46,500	88,618	23,250	23,250
11400 Overtime Salaries	5,871	7,000	7,000	3,000	3,000
11500 Separation Benefits	38,330	45,996	45,996	50,596	50,596
TOTAL	\$552,226	\$629,983	\$601,614	\$626,929	\$626,929
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,588	\$1,972	\$1,800	\$1,854	\$1,854
12300 Medical Insurance	50,095	63,609	45,000	65,773	65,773
12350 Medicare Insurance	6,004	6,600	6,000	6,639	6,639
12370 Part Time Retirement	3,659	1,860	2,700	930	930
12400 Dental Insurance	2,815	4,163	3,100	4,147	4,147
12500 Workers Compensation	67,684	71,069	71,069	74,622	74,622
12600 Retirement	63,029	86,343	70,500	80,002	80,002
12800 Uniform Allowance	134	150	150	150	150
12900 Long Term Disability	3,388	4,359	4,000	4,361	4,361
12950 Vision Plan	945	1,056	950	1,220	1,220
TOTAL	\$199,341	\$241,181	\$205,269	\$239,698	\$239,698
SERVICES & SUPPLIES					
21000 Office Supplies	\$514	\$800	\$800	\$800	\$800
22000 Operating Supplies	27,953	27,100	27,100	27,000	27,000
23000 R/M Supplies	22,816	25,000	25,000	23,000	23,000
24000 Small Tools	6,852	8,092	8,092	8,000	8,000
31000 Contracted Services	28,487	19,725	19,725	5,000	5,000
32000 Communications	2,201	3,800	3,000	3,000	3,000
33000 Motor Pool Charges	99,204	105,155	105,155	115,000	115,000
36000 Utilities	62,025	65,000	65,000	66,000	66,000
37000 Leases & Rentals	1,735	1,459	1,459	1,500	1,500
38000 R/M Contractual	11,163	12,484	12,484	12,000	12,000
39000 Miscellaneous	750	1,075	1,075	800	800
41000 Other Agency Serv	2,664	2,700	2,700	2,800	2,800
TOTAL	\$266,364	\$272,390	\$271,590	\$264,900	\$264,900
GRAND TOTAL	\$1,017,931	\$1,143,554	\$1,078,473	\$1,131,527	\$1,131,527

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Public Works
ACTIVITY NO.: 4200

SOURCE OF FUNDS:

General Fund \$2,067,935
 Retirement Fund \$135,921
 State Gas Tax Fund \$1,096,558
 Sewer Fund \$201,290
 Refuse Fund \$5,297,464
 Shop Fund \$1,498,754
 Water Fund \$6,287,699
 Water Treatment Projects Fund \$2,614,951
 Prop A Fund \$78,341
 CRA Fund \$171,459
 Asset Forfeiture \$279,000
 Air Quality Improvement Fund \$5,000
 Prop C Fund \$85,000
 Maintenance District Fund \$547,292
 Used Oil Recycling Grant \$16,500
 Beverage Container Recycle Grant \$16,500

REVENUES:

General Fund \$340,672

<u>SUMMARY OF COST</u>	<u>Actual</u> 2007-08	<u>Adopted</u> 2008-09	<u>Year-End</u> <u>Estimated</u> 2008-09	<u>Proposed</u> 2009-10	<u>Adopted</u> 2009-10
PERSONNEL COST	\$4,801,393	\$5,318,678	\$5,280,831	\$5,510,705	\$5,510,705
SERVICES & SUPPLIES	13,007,968	14,797,544	13,213,787	13,187,459	13,187,459
CAPITAL OUTLAY	1,306,784	2,362,100	1,859,435	1,701,500	1,701,500
TOTAL COSTS	\$19,116,145	\$22,478,322	\$20,354,053	\$20,399,664	\$20,399,664
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 62.51	 62.56	 62.56	 61.75	 61.75

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; and the repair and maintenance of City vehicles and equipment. The Department is made up of three divisions, the Public Works Maintenance Services Division, the Engineering Division, and the Water Utility Division.

Public Works Maintenance Services Division:

The Public Works Maintenance Services Division is responsible for the maintenance and repair of Monterey Park's streets, alleys, sidewalks, curbs, and gutters. Maintenance activities include street striping, concrete patching, asphalt replacement, and traffic and street name sign replacement.

The Division also administers the City's contract for street sweeping, and maintains and repairs the City's storm drain and sanitary sewer system. The Division also oversees the City's storm water pollution prevention program to comply with Federal and State law

In order to facilitate the public and support other City operations, the Division repairs and maintains all City-owned buildings and structures, and repairs and performs scheduled preventive maintenance on City-owned vehicles and motorized equipment.

Engineering Division:

The Engineering Division is responsible for providing all engineering services to the City, including the design and construction of all public streets, sewers, storm drains, traffic signals, parks, recreational facilities, and public buildings that are authorized by the City Council. Additionally, the Division reviews and makes recommendations on development and zoning matters such as tracts, parcel maps, variances, conditional use permits, and building permits. The Division also issues grading permits, public works construction permits, encroachment permits, etc. Following the issuance of permits or contract awards, the Division is responsible for the inspection and satisfactory construction of all such authorized Public Works facilities.

Another function of the division is traffic engineering. All traffic issues, including signal timing, traffic related improvements, and citizen complaints are handled by the Division.

The Division coordinates retrofits to City facilities necessary under the "Americans With Disabilities Act" and also administers the City's contract for refuse collection.

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 2,036 gate valves, approximately 1046 fire hydrants, 13 storage reservoirs, and 11 pumping stations. There are approximately 13,105 water meters connected to the City's mains. In addition, the City has five treatment facilities to ensure the city's water meets and exceeds safe drinking water standards.

The quality of water in the City's system is regulated by federal, state and county agencies. In 1975, the federal government passed the "Safe Drinking Water Act" (SDWA), which is administered by the Environmental Protection Agency. The SDWA has been continually revised to require more stringent standards, with the most recent significant revisions in 1996. The Water Utility Division ensures that the City stays in full compliance with these standards and only supplies water to our consumers that meets these standards. State standards in some

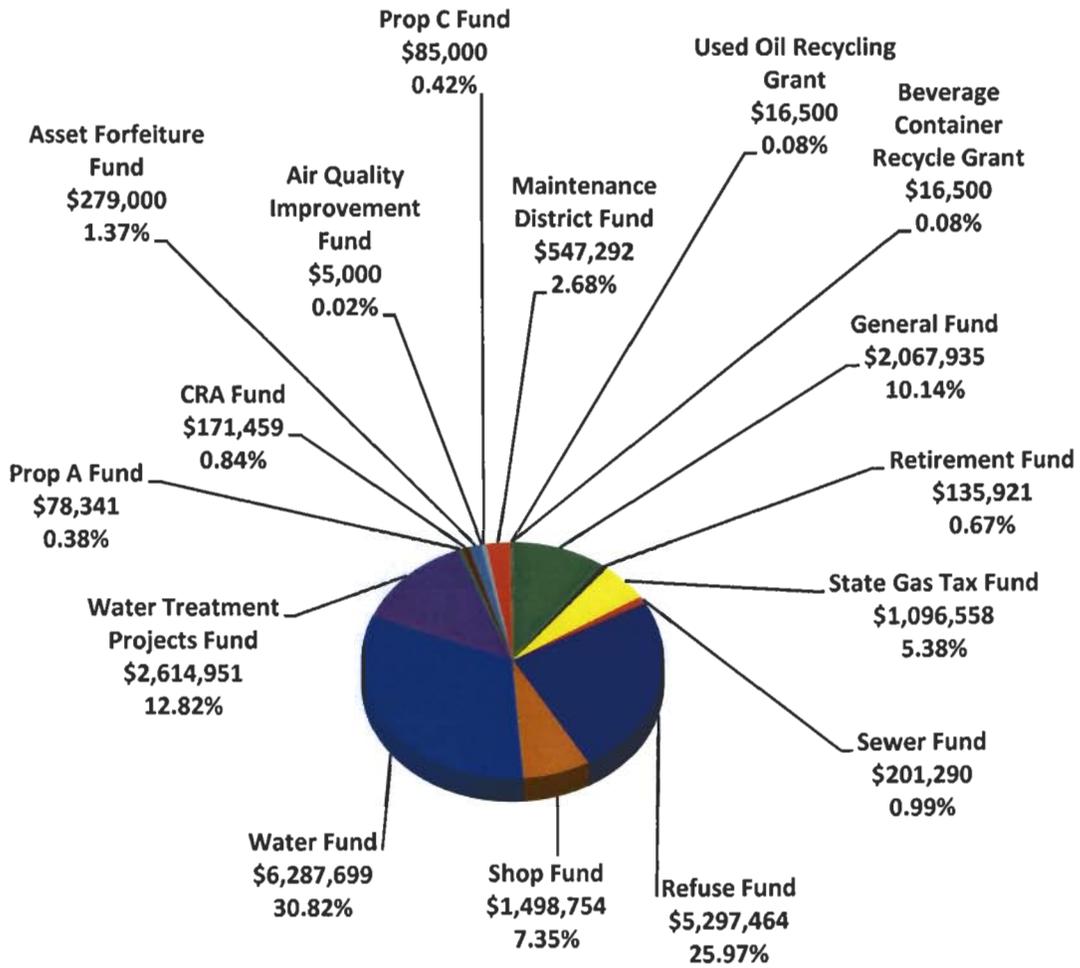
cases are more stringent than Federal standards and the City must comply with the more stringent of the two.

Since the Water Utility Division produces all its water supply from an adjudicated basin, the Main San Gabriel Basin, and the City's annual production exceeds its production rights, the City must replace the amount of water it over-pumps. The San Gabriel Valley Municipal Water District, of which the City is a member agency, satisfies this requirement by importing water from the State Water Project.

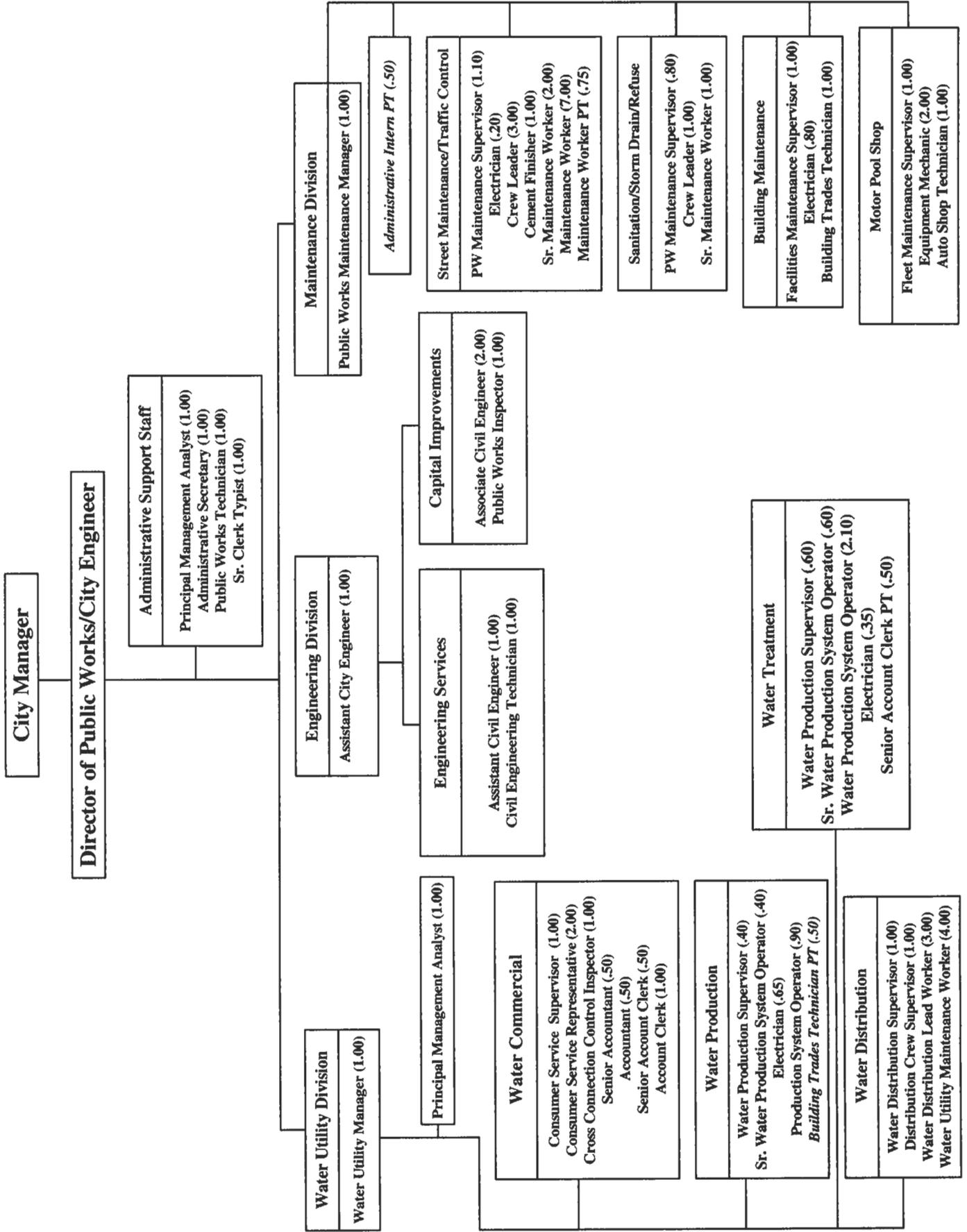
Personnel Changes from last year include:

Part-time positions - Clerk Typist (.37 FTE) and Engineering Aide (0.50 FTE) in Engineering Division 4212 and Draftsman (0.44 FTE) in Water Administration Division 4220 - have been eliminated. Part-time Senior Account Clerk (0.50 FTE) in the Water Division has been added to administer the water treatment reimbursement program.

Public Works Source of Funds



Public Works Department Organization Chart



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

<u>SUMMARY OF COST</u>	<u>Actual</u> 2007-08	<u>Adopted</u> 2008-09	<u>Year-End</u> <u>Estimated</u> 2008-09	<u>Proposed</u> 2009-10	<u>Adopted</u> 2009-10
PERSONNEL COST	\$796,733	\$860,525	\$862,729	\$880,204	\$880,204
SERVICES & SUPPLIES	394,519	427,977	416,955	398,100	398,100
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,191,252	\$1,288,502	\$1,279,684	\$1,278,304	\$1,278,304
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 11.90	 11.90	 11.90	 11.90	 11.90

Program Description

Monterey Park has 119.27 miles of improved streets, 10 miles of alleys and 225.22 miles of sidewalks, curbs and gutters. In addition, the City has within its 7.7 square miles two public parking districts, two Civic Center parking lots, 10 parking lots serving City parks, and 5 parking lots at various other City facilities. To ensure the City maintains the integrity of a sound structural road system, Street Maintenance crews continually inspect all streets to detect pavement failures. The need for street repair is mainly caused by pavement stresses, base failures, increased traffic volume, pavement oxidation due to age, wear and/or weather conditions. Maintenance of sidewalks, curbs and gutters is also imperative to both safe movement of pedestrian traffic and free flow of runoff nuisance water. Parkway tree roots are a major cause of sidewalk, curb and gutter misalignment and hazardous conditions. Street Maintenance also provides weed abatement services on public rights-of-way throughout the City.

Specific Service objectives are:

- Annually inspect the areas to be slurry sealed to locate pavement failures, assess the extent of these failures, prioritize the need for their repair, and schedule repairs within 30 days.
- Regularly inspect sidewalks to locate hazards to pedestrian travel and schedule those for timely repair and/or replacement. In conjunction with this inspection program, identify sections of sunken or displaced curbs and gutters that may be hazardous to residents and visitors or impede the normal flow of water off the roadway and provide for their repair.
- Ramp sidewalks that are raised ½ inch or more with temporary asphalt within two days of notification, grind down sidewalks that are raised ½ inch or less, and cut problem tree roots to eliminate future trip hazards.
- Slurry seal a designated section of city streets each year to increase their life expectancy.

PROGRAM MEASUREMENTS

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
Roadway Maintenance:			
Slurry Seal (Sq. Ft.) Preventive Maintenance (14-year cycle)	1,127,950	1,138,703	1,243,000
<i>This program prolongs the life of the roadway and provides a smooth riding surface.</i>			
Potholes Repaired	3,009	2,902	3,000
Utility Cuts Repaired (new)	63	118	100
<i>This program makes permanent repairs to the roadway after water services are installed</i>			
Service Requests			
Received	192	318	300
Completed	106	198	220

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
Sidewalk Maintenance:			
Sidewalk Repair (Sq. Ft.)	10,047	11,366	11,250
<i>This program eliminates trip hazards in the right-of-way by cutting tree roots and constructing new sidewalk sections.</i>			
Sidewalk Grinds	637	590	600
<i>This program eliminates trip hazards in the right-of-way by grinding down hazardous areas on sidewalks that are 1/2 inch or less.</i>			
Percentage of raised sidewalk ramped with temporary asphalt within two days	100%	100%	100%
Number of trip hazards ramped With temporary asphalt	83	75	90
Service Requests			
Received	120	96	100
Completed	77	55	70
Curb and Gutter Maintenance:			
Curb and Gutter Repair (Ln. Ft.)	226	238	230
<i>This program repairs curb and gutter that impede the flow of water or causes pooling.</i>			

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
Misc. Maintenance			
Bus Shelters Pressure Washed	268	145	215
Shopping Carts Picked Up	1,889	1,165	1,200
Tree Wells Cleaned	798	250	250
Signs Removed from Right of Way	3,063	900	1,000

2009-2010 GOALS AND OBJECTIVES

1. Survey manholes in city streets for sinking manhole rings or asphalt deficiencies around manholes and schedule repairs. This will improve the riding surface on city streets.
2. Implement a sidewalk repair program to identify trees on private property that are lifting the sidewalk. Property owners will be required to remove trees prior to the sidewalk being repaired. This will eliminate trip hazards and reduce liability.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Developed and implemented a schedule that coordinated with the Water Division construction projects in order to repair utility cuts more efficiently resulting in the repair of 55 more utility cuts than in fiscal year 2007-2008.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers the costs of miscellaneous maintenance supplies such as cleaning agents and equipment and uniforms.
2. R/M Supplies category (#23000) covers construction activities including annual slurry seal, purchase of barricades, lights, and signs. FY2009-10 cost is reduced by \$45,000 due to the availability of Proposition 1B and federal stimulus funds for street improvement.
3. Contracted Services category (#31000) is for weed abatement services and the preparation of the City's annual street report.
4. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$190,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$546,300	\$581,033	\$581,243	\$604,398	\$604,398
11300 Part Time Salaries	15,304	21,244	21,244	21,244	21,244
11400 Overtime Salaries	16,502	6,000	6,303	6,000	6,000
11500 Separation Benefits	40,318	48,381	48,381	53,220	53,220
TOTAL	\$618,424	\$656,658	\$657,171	\$684,862	\$684,862
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,841	\$2,007	\$2,007	\$2,025	\$2,025
12300 Medical Insurance	59,783	70,492	70,492	66,838	66,838
12350 Medicare Insurance	4,010	3,729	3,729	4,530	4,530
12370 Part Time Retirement	612	447	550	850	850
12400 Dental Insurance	3,934	4,618	4,618	5,061	5,061
12500 Workers Compensation	21,392	22,461	22,461	21,976	21,976
12600 Retirement	81,805	94,554	96,142	88,345	88,345
12900 Long Term Disability	3,869	4,415	4,415	4,518	4,518
12950 Vision Plan	1,063	1,144	1,144	1,199	1,199
TOTAL	\$178,309	\$203,867	\$205,558	\$195,342	\$195,342
SERVICES & SUPPLIES					
21000 Office Supplies	\$34	\$50	\$50	\$0	\$0
22000 Operating Supplies	23,907	22,100	22,265	21,000	21,000
23000 R/M Supplies	194,849	219,637	208,850	174,000	174,000
24000 Small Tools	1,227	1,000	1,000	1,000	1,000
31000 Contracted Services	5,764	6,000	5,850	6,000	6,000
32000 Communications	2,026	2,431	2,431	2,500	2,500
33000 Motor Pool Charges	163,039	172,822	172,822	190,000	190,000
38000 R/M Contractual	3,594	3,637	3,637	3,500	3,500
39000 Miscellaneous	79	300	50	100	100
TOTAL	\$394,519	\$427,977	\$416,955	\$398,100	\$398,100
GRAND TOTAL	\$1,191,252	\$1,288,502	\$1,279,684	\$1,278,304	\$1,278,304

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$89,501	\$89,881	\$89,881	\$91,825	\$91,825
SERVICES & SUPPLIES	61,156	112,050	77,450	77,300	77,300
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$150,657	\$201,931	\$167,331	\$169,125	\$169,125
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	1.05	1.05	1.05	1.05	1.05

Program Description

Monterey Park's storm sewer system is maintained to ensure that all storm water runoff is carried out of the City to prevent or minimize flooding and soil erosion in the community. This system is comprised of 12.43 miles of main lines and 422 catch basins, and 25 miles of open slope drains that are located on 1,096 private properties.

Specific Service objectives are:

- Routinely inspect and clean catch basins and grates prior to the rainy season. During the rainy season, crews supplemented with other department personnel, substantially increase the number of catch basins and grates inspected and cleaned to ensure that all drains function properly.
- Inspect and clean 422 City-owned catch basins in the street at a minimum of once a year. Clean priority A & B catch basins quarterly.

- Inspect 25 miles of private property slope drains and notify the affected property owner of conditions that may require maintenance and/or repair to minimize the possibility of mudslides or property damage. This program requires inspections over a three month period, October through November.
- Each month clean and flush 1 to 1-1/2 miles of main line storm sewers that accumulate large amounts of debris due to minimum grade flow lines.
- Oversee the City's National Pollution Discharge Elimination System (NPDES) program and compliance with the Los Angeles County municipal storm water permit requirements.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-2008</u>	<u>Estimated</u> <u>2008-2009</u>	<u>Projected</u> <u>2009-2010</u>
Storm Drain Maintenance:			
Number of catch basins and grates cleaned annually	2,647	5,960	4,200
<i>Catch basins are cleaned to insure unrestricted flow of storm water.</i>			
Miles of lines cleaned annually	13.9	10.8	12.0
<i>Lines are cleaned to remove any possible restrictions</i>			
Slope Drain Inspection Program:			
Number of slope drains inspected (this includes re-inspections)	1,685	1,524	1,500
<i>Slope drains are inspected annually to insure unrestricted flow of storm water from properties.</i>			
Number of citations issued	142	98	100

2009-2010 GOALS AND OBJECTIVES

1. Evaluate effectiveness of catch basin inserts that have been installed at other communities to determine the design that would minimize flooding and facilitate ease of maintenance for the city crew.
2. Develop a schedule that identifies priority locations for the installation of structural controls inserts at catch basins.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Conducted the Daily Generation Rate (DGR) study to comply with the Trash Total Maximum Daily Loads (TMDLs) and determined that the city is in compliance. The results of the DGR study allow the City to defer the installation of catch basin inserts until 2013.
2. Developed a repair schedule of damaged storm drains that were inspected during the annual cleaning.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted services category (#31000) covers anticipated costs to comply with the NPDES permit to include inspections, annual report, public education, and mandatory training and \$10,000 for share of costs for the consortium of LA County cities for Coalition for Practical Regulation (CPR).
2. Miscellaneous category (#39000) includes printing of slope drain inspection notices and storm-preparedness and confined space entry training.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$58,168	\$58,099	\$58,099	\$61,161	\$61,161
11400 Overtime Salaries	3,871	1,500	1,500	1,500	1,500
11500 Separation Benefits	3,797	4,556	4,556	5,012	5,012
TOTAL	\$65,836	\$64,155	\$64,155	\$67,673	\$67,673
EMPLOYEE BENEFITS					
12200 Life Insurance	\$177	\$189	\$189	\$189	\$189
12300 Medical Insurance	7,311	8,224	8,224	6,831	6,831
12350 Medicare Insurance	396	367	367	386	386
12400 Dental Insurance	525	630	630	630	630
12500 Workers Compensation	6,054	6,357	6,357	6,674	6,674
12600 Retirement	8,738	9,452	9,452	8,929	8,929
12900 Long Term Disability	373	415	415	416	416
12950 Vision Plan	91	92	92	97	97
TOTAL	\$23,665	\$25,726	\$25,726	\$24,152	\$24,152
SERVICES & SUPPLIES					
21000 Office Supplies	\$40	\$0	\$0	\$0	\$0
22000 Operating Supplies	372	800	800	500	500
23000 R/M Supplies	900	1,200	1,175	1,200	1,200
24000 Small Tools	76	0	0	0	0
31000 Contracted Services	59,264	109,000	75,000	75,000	75,000
32000 Communications	300	600	300	300	300
39000 Miscellaneous	204	450	175	300	300
TOTAL	\$61,156	\$112,050	\$77,450	\$77,300	\$77,300
GRAND TOTAL	\$150,657	\$201,931	\$167,331	\$169,125	\$169,125

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$111,850	\$113,497	\$113,297	\$116,290	\$116,290
SERVICES & SUPPLIES	59,774	86,419	83,519	85,000	85,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$171,624	\$199,916	\$196,816	\$201,290	\$201,290
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.25	 1.25	 1.25	 1.25	 1.25

Program Description

The City's sanitary sewer system is a gravity-flow system connecting to seven county sanitation district trunk lines. These lines collect more than two billion gallons of raw sewage annually and convey it out of the City. These lines are constantly monitored and evaluated to determine if repairs or additional lines are warranted as the City grows. The sewer system is comprised of 126 miles of main line sewers ranging in size from 8" to 15" pipe and approximately 2,498 sewer manholes.

Specific Service objectives are:

- Inspect and jet-rod all main lines annually to insure proper functioning of the system.
- Minimize stoppages by jet-rodding main line sewers that have minimum grade or tree root infestation. Jet-rod selected lines known to accumulate large grease deposits. These lines are cleaned on 2-week, 6-week, 3-month, or 6-month intervals.

- Respond to all sewer problems within 30 minutes during working hours and within 60 minutes after-hours.
- Oversee the implementation of the infrastructure improvements identified in the Sewer Master Plan.
- Spray manholes for insect and rodent control.

PROGRAM MEASUREMENTS

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
Main Line Cleaning:			
Miles of main lines cleaned	120	126	126
<i>Sewer lines are cleaned annually to remove any restrictions to flow.</i>			
Miles of Problem Lines Cleaned	25	35	40
<i>These lines have been determined to have a frequent build-up of debris that may cause possible restrictions.</i>			
Sewer Stoppages:			
Number of sewer stoppages	9	6	5
Percentage of stoppages responded to within 30 min. during working hours.	100%	100%	100%
Percentage of stoppages responded to within one hour after normal working hours.	100%	100%	100%

	<u>Actual</u> <u>2007-2008</u>	<u>Estimated</u> <u>2008-2009</u>	<u>Projected</u> <u>2009-2010</u>
Video Taping:			
Number of feet video taped	44,750	48,785	50,000
<i>This program is designed to check the sewer system for current and potential problems and assist in future maintenance planning.</i>			
Service Requests			
Received	4	3	2
Completed	4	3	2

2009-2010 GOALS AND OBJECTIVES

1. Develop a program to label all sewer manhole covers to assist staff in identifying and referencing specific manholes during maintenance activities.
2. Evaluate the sewer jetting (cleaning) program for problem hot spots to determine how often each segment should be maintained to reduce the number of sewer stoppages.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Documented deficiencies of sewer lines that were identified in videotapes and stoppages and programmed them in the sewer repair schedule.
2. Implemented an ongoing training program for first responders to ensure that they are well-versed with the operation of the VACTOR.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#2300) includes the cost of replacement parts for the VACTOR, root cutters, and other equipment that is necessary for sewer maintenance.
2. Contracted Services category (#31000) covers the sewer videoing program, contracted pest control costs, and annual JPA dues to the City of Alhambra for disposal of sewage.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$6,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$75,464	\$76,045	\$76,045	\$80,059	\$80,059
11400 Overtime Salaries	3,957	1,500	1,300	1,500	1,500
11500 Separation Benefits	4,520	5,424	5,424	5,966	5,966
TOTAL	\$83,941	\$82,969	\$82,769	\$87,525	\$87,525
EMPLOYEE BENEFITS					
12200 Life Insurance	\$213	\$225	\$225	\$225	\$225
12300 Medical Insurance	8,724	9,825	9,825	8,404	8,404
12350 Medicare Insurance	396	367	367	386	386
12400 Dental Insurance	625	750	750	750	750
12500 Workers Compensation	6,055	6,358	6,358	6,676	6,676
12600 Retirement	11,316	12,368	12,368	11,684	11,684
12900 Long Term Disability	445	495	495	495	495
12950 Vision Plan	135	140	140	145	145
TOTAL	\$27,909	\$30,528	\$30,528	\$28,765	\$28,765
SERVICES & SUPPLIES					
22000 Operating Supplies	\$1,666	\$3,850	\$3,650	\$3,500	\$3,500
23000 R/M Supplies	10,761	11,000	10,600	10,000	10,000
31000 Contracted Services	40,825	65,000	63,000	65,000	65,000
33000 Motor Pool Charges	5,442	5,769	5,769	6,000	6,000
38000 R/M Contractual	1,080	800	500	500	500
TOTAL	\$59,774	\$86,419	\$83,519	\$85,000	\$85,000
GRAND TOTAL	\$171,624	\$199,916	\$196,816	\$201,290	\$201,290

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$22,008	\$23,412	\$23,212	\$24,307	\$24,307
SERVICES & SUPPLIES	290,170	326,035	326,035	336,000	336,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$312,178	\$349,447	\$349,247	\$360,307	\$360,307
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .20	 .20	 .20	 .20	 .20

Program Description

Monterey Park has 119.27 miles of streets, 10 miles of alleys, and 17 City-owned parking lots, each of which accumulate several thousand cubic yards of litter and debris annually. An effective street cleaning program is necessary to maintain the sanitation and aesthetic requirements of the City's rights-of way, keep gutters and storm drains clear, and to help protect the value of private properties within the community. The City has a program of restricted parking for street sweeping throughout the City. A private contractor provides the City with sweeping services. Approximately 20,576 curb miles are swept annually.

Specific Service objectives are:

- Sweep all residential streets and alleys once every week, and all boulevards four times a week.
- Sweep center medians and parking lots once a week, and commercial Parking Districts No. 1 and No. 2 twice a week.

PROGRAM MEASUREMENTS

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
Number of Complaints:	18	15	15
<i>Reflects the number of problems reported by residents.</i>			
Number of Missed Curb Miles:	5	10	10
<i>Curb miles missed due to mechanical breakdown, excluding rainy days.</i>			

2009-2010 GOALS AND OBJECTIVES

1. Monitor the sweeping contract to make sure they are meeting the specifications of the contract and responding to complaints within 24 hours.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Reduced sweeping complaints by careful monitoring of the contractor.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$18,000.
2. Other Agency Services category (#41000) covers the cost of street sweeping contractual services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$16,091	\$16,727	\$16,727	\$17,615	\$17,615
11400 Overtime Salaries	129	200	0	200	200
11500 Separation Benefits	723	868	868	954	954
TOTAL	\$16,943	\$17,795	\$17,595	\$18,769	\$18,769
EMPLOYEE BENEFITS					
12200 Life Insurance	\$36	\$36	\$36	\$36	\$36
12300 Medical Insurance	1,447	1,600	1,600	1,620	1,620
12400 Dental Insurance	100	120	120	120	120
12500 Workers Compensation	968	1,016	1,016	1,067	1,067
12600 Retirement	2,399	2,718	2,718	2,568	2,568
12900 Long Term Disability	71	79	79	79	79
12950 Vision Plan	44	48	48	48	48
TOTAL	\$5,065	\$5,617	\$5,617	\$5,538	\$5,538
SERVICES & SUPPLIES					
33000 Motor Pool Charges	\$16,071	\$17,035	\$17,035	\$18,000	\$18,000
41000 Other Agency Serv	274,099	309,000	309,000	318,000	318,000
TOTAL	\$290,170	\$326,035	\$326,035	\$336,000	\$336,000
GRAND TOTAL	\$312,178	\$349,447	\$349,247	\$360,307	\$360,307

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$238,473	\$252,854	\$250,654	\$258,143	\$258,143
SERVICES & SUPPLIES	267,638	307,164	276,985	277,400	277,400
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$506,111	\$560,018	\$527,639	\$535,543	\$535,543
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.10	 3.10	 3.10	 3.10	 3.10

Program Description

This program is essential to the safe and orderly flow of vehicular and pedestrian traffic throughout the City by providing for the maintenance and installation of regulatory and warning signs, maintenance and installation of street name signs, painting of traffic legends that include stops, stop bars, centerlines, curbs, and approximately 335 crosswalks. In addition, there are 62 City-owned, 5 City/County-owned, 6 City/State-owned, and 2 City/County/State-owned traffic signals located in the City that are maintained through this program.

Specific Service objectives are:

- Repaint 55 miles of centerline and lane striping on boulevards annually.
- Repaint 47 miles of centerline on residential streets annually.
- Repaint 148 school crosswalks and 39 school pavement markings once a year.

- Repaint all parking stalls in the City-owned parking lots every two years.
- Repaint all legends and crosswalks throughout the City once a year.
- Repaint pavement markings on streets that are resurfaced or slurry sealed as soon as the projects are completed.
- Annually replace stop signs that have lost legibility or reflectivity.
- Replace missing or damaged regulatory signs within eight hours after notification, and missing or damaged warning signs within 24 working hours after notification.
- Maintain 62 City-owned traffic signals to ensure that all emergency repairs are made within two hours of notification.

PROGRAM MEASUREMENTS

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
Street Painting:			
Miles striped <i>This measurement includes lane lines and centerlines.</i>	53 ⁽¹⁾	0 ⁽¹⁾	267
Crosswalks repainted	175	330	335
Sign Maintenance:			
<i>Sign replacement is done on an as needed basis. Projected numbers are obtained from historical data.</i>			
Stop signs replaced	128	175	150
Regulatory and warning signs replaced	921	1,431	1,400

(1) Striping miles reduced due to mechanical failure of equipment.

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
Number of new stop sign installations	3	0	3
Regulatory and warning signs maintained	2,406	1,755	2,500
<i>Required due to vandalism, graffiti and damage.</i>			
Percentage of safety related regulatory signs replaced with either temporary or permanent signs within 1 hour of notification	100%	100%	100%
<i>Safety signs include "Stop" signs, "Do Not Enter" signs, "Yield" and "Wrong Way" signs.</i>			
Service Requests			
Received	21	56	40
Completed	21	50	40
Traffic Work Orders	30	40	35
<i>new projects or changes to existing traffic control measures.</i>			

2009-2010 GOALS AND OBJECTIVES

1. Incorporate the State requirements for sign-spacing distance into the signage replacement program.
2. Develop a staff training schedule on the new striper and commence striping activities within one month of delivery of the new equipment.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Replaced worn and faded signs with new signs that are coated with prismatic sheeting to comply with the Federal Highway Administrations new regulation on minimum reflectivity of traffic signs.
2. Painted all red, green, yellow, white, and school valet curbing.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) covers costs for replacement of traffic and street name signs as well as for paint and related equipment required for street painting.
2. Communications category (#32000) reflects phone line costs for traffic signal synchronization.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$46,000.
4. Utilities category (#36000) covers the energy cost for traffic signals.
5. R/M Contractual category (#38000) includes the contracted maintenance cost for City-owned traffic signals and safety lighting.
6. Miscellaneous category (#39000) includes Traffic Signal Association annual dues and American Traffic Safety Services Association certification and training seminars.
7. Other Agency Services category (#41000) covers the maintenance costs of traffic signals owned by Caltrans and by Los Angeles County. FY 2009-10 costs have been reduced to reflect the trend of actual expenditures.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$165,511	\$170,197	\$170,197	\$179,180	\$179,180
11400 Overtime Salaries	4,532	5,000	2,800	3,000	3,000
11500 Separation Benefits	11,210	13,452	13,452	14,797	14,797
TOTAL	\$181,253	\$188,649	\$186,449	\$196,977	\$196,977
EMPLOYEE BENEFITS					
12200 Life Insurance	\$524	\$558	\$558	\$558	\$558
12300 Medical Insurance	15,388	18,584	18,584	16,470	16,470
12350 Medicare Insurance	1,383	1,376	1,376	1,446	1,446
12400 Dental Insurance	1,036	1,244	1,244	1,105	1,105
12500 Workers Compensation	12,599	13,229	13,229	13,891	13,891
12600 Retirement	24,896	27,691	27,691	26,158	26,158
12900 Long Term Disability	1,104	1,227	1,227	1,228	1,228
12950 Vision Plan	290	296	296	310	310
TOTAL	\$57,220	\$64,205	\$64,205	\$61,166	\$61,166
SERVICES & SUPPLIES					
22000 Operating Supplies	\$143	\$350	\$250	\$0	\$0
23000 R/M Supplies	47,155	60,500	56,500	55,000	55,000
24000 Small Tools	454	800	750	1,000	1,000
32000 Communications	11,442	12,000	12,000	12,000	12,000
33000 Motor Pool Charges	42,509	45,060	45,060	46,000	46,000
36000 Utilities	41,933	43,000	43,000	42,000	42,000
38000 R/M Contractual	103,000	103,779	98,000	100,000	100,000
39000 Miscellaneous	315	475	425	400	400
41000 Other Agency Serv	20,687	41,200	21,000	21,000	21,000
TOTAL	\$267,638	\$307,164	\$276,985	\$277,400	\$277,400
GRAND TOTAL	\$506,111	\$560,018	\$527,639	\$535,543	\$535,543

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$69,963	\$74,694	\$74,394	\$77,292	\$77,292
SERVICES & SUPPLIES	457,600	507,700	507,200	505,000	505,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$527,563	\$582,394	\$581,594	\$582,292	\$582,292
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.75	.75	.75	.75	.75

Program Description

Monterey Park's street lighting system consists of 3,359 streetlights, including 376 City-owned lights. Generally, the lighting system minimizes nighttime vehicular accidents, reduces nighttime crime while aiding police patrols, facilitates evening traffic flow, and promotes local business and industry during the evening hours.

Specific Service objectives are:

- Replace burned out City-owned lamps within two days after outage has been reported.
- Repair City-owned faulty circuits within seven days after failure has been detected.
- Replace City-owned light poles that are damaged in traffic accidents within 14 days of notification.

- Inspect streetlights once a year.
- Inspect bus shelter lighting once a month and perform necessary maintenance.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-2008</u>	<u>Estimated</u> <u>2008-2009</u>	<u>Projected</u> <u>2009-2010</u>
Street Light Maintenance:			
Number of Street Lights re-lamped	95	120	100
Service Requests			
Received	12	10	10
Completed	12	10	10

2009-2010 GOALS AND OBJECTIVES

1. Upgrade the city-owned street light map and make adjustments to pole numbering to accommodate newly added lights in order to facilitate maintenance.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Installed permanent electricity at seven locations (trees) on the Garvey medians to eliminate the need to arrange for temporary power supply at city events.
2. Upgraded lighting at the two downtown monuments on Garvey Avenue to enhance the appearance of the monuments.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Utilities category (#36000) covers the anticipated cost by Southern California Edison.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$51,741	\$53,154	\$53,154	\$56,397	\$56,397
11400 Overtime Salaries	794	1,200	900	900	900
11500 Separation Benefits	2,712	3,254	3,254	3,580	3,580
TOTAL	\$55,247	\$57,608	\$57,308	\$60,877	\$60,877
EMPLOYEE BENEFITS					
12200 Life Insurance	\$130	\$135	\$135	\$122	\$122
12300 Medical Insurance	3,985	4,786	4,786	4,383	4,383
12350 Medicare Insurance	497	489	489	521	521
12400 Dental Insurance	241	281	281	285	285
12500 Workers Compensation	2,240	2,352	2,352	2,470	2,470
12600 Retirement	7,254	8,641	8,641	8,227	8,227
12900 Long Term Disability	267	297	297	297	297
12950 Vision Plan	102	105	105	110	110
TOTAL	\$14,716	\$17,086	\$17,086	\$16,415	\$16,415
SERVICES & SUPPLIES					
23000 R/M Supplies	\$1,853	\$7,700	\$7,200	\$5,000	\$5,000
36000 Utilities	455,747	500,000	500,000	500,000	500,000
TOTAL	\$457,600	\$507,700	\$507,200	\$505,000	\$505,000
GRAND TOTAL	\$527,563	\$582,394	\$581,594	\$582,292	\$582,292

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Refuse Collection
ACTIVITY NO.: 4208

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$157,460	\$163,139	\$162,139	\$167,891	\$167,891
SERVICES & SUPPLIES	4,637,511	4,815,925	4,804,687	5,046,300	5,046,300
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$4,794,971	\$4,979,064	\$4,966,826	\$5,214,191	\$5,214,191
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	1.70	1.70	1.70	1.70	1.70

Program Description

The Waste Management Program provides for the safe and sanitary removal of refuse and recyclables throughout the City and ensures Monterey Park's compliance with the waste diversion and recycling program implementation mandates of State Assembly Bill 939 and related legislation.

Through a contractual agreement with Athens Services, the City's residential and commercial waste streams are processed through a Materials Recovery Facility (MRF) to allow for the recovery of recyclables prior to waste being sent to the landfill.

Residential properties are provided with weekly curbside automated collection of refuse, recyclables and yard waste. In order to prevent the accumulation of large volumes of refuse, multiple-family dwellings and commercial properties are provided with a more frequent bin collection service. Residents are also provided with year-round bulky item pickup (by appointment) to allow for disposal of large items not classified as normal household refuse.

A number of public education and recycling programs have been developed and implemented through the Waste Management Program to ensure the City meets the Assembly Bill 939's 50% waste diversion goal mandate. Proper documentation is submitted to the State.

Specific service objectives are:

- Oversee the removal of refuse from the City's residential and commercial properties in an environmentally safe and efficient manner.
- Resolve all collection-related service complaints within 24 hours through inspection of collection routes, special investigations, and contract enforcement measures.
- Ensure that City-owned refuse containers located in high-litter areas are emptied a minimum of twice weekly.
- Encourage the participation of Monterey Park residents in City- and Los Angeles County-sponsored "Household Hazardous Waste and Electronic Waste Roundups."
- Maintain the City's existing recycling and public education programs as identified in the City's "Source Reduction and Recycling Element" and "Household Hazardous Waste Element" to ensure ongoing compliance with Assembly Bill 939 diversion and program implementation requirements.
- Complete all State-required documentation to verify the City's compliance with Assembly Bill 939 mandates.

PROGRAM MEASUREMENTS

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
Curbside service accounts	14,229	14,243	14,250
Bin service accounts	1,100	1,099	1,100
City hauler tons collected (Self-hauled tons not included)	54,580	55,513	56,462
AB 939 diversion rate CIWMB changed the measurement in 2008 to be based on per capita. Target is 5.0 tons per person instead of 50%.	56%	4.7	4.5
Construction and debris collected in tons As reported to CIWMB	3,351	5,349	5,000

2009-2010 GOALS AND OBJECTIVES

1. Coordinate with Los Angeles County on the collection of recycled material to reduce costs and consolidate efforts.
2. Work with schools to educate students on recycling and conservation through outreach material and promotional items and the ongoing calendar contests that have been very popular.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Distributed reusable shopping bags at Green Fest 2008/Open House and participated in Los Angeles County/Heal the Bay's "Day Without a Bag" program to encourage the community to reduce the use of single use bags.
2. Coordinated with Los Angeles County to collect used single-use, alkaline and chargeable batteries at City Hall. Drop-off bins/tubes are set up at three locations in the lobby area.
3. Conducted a used tire collection event at Barnes Park through the use of grant funds that were obtained from the California Integrated Waste Management Board.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) reflects costs for public trash receptacle replacement, clean-up materials, computer expenses, and items related to ordinance and contract enforcement.
2. Contracted Services category (#31000) includes \$80,000 for an audit of the waste hauler. Also included are Monterey Park Cascades newsletter production costs, removal of city generated hazardous waste, \$16,500 in used oil recycling grant funds, and \$16,500 of beverage recycling grant funds.
3. Motor Pool Charges category (#33000) covers travel reimbursement costs to meetings, workshops and seminars.
4. Miscellaneous category (#39000) covers printing and duplicating costs and AB 939 required public education programs.
5. Other Agency Services category (#41000) covers annual residential waste collection contract costs that increase by an anticipated annual CPI of 3%.
6. Miscellaneous Financial Services category (#44000) has \$70,000 for allocated administrative support services and \$55,000 for general liability charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$108,154	\$112,249	\$112,249	\$118,343	\$118,343
11300 Part Time Salaries	14,467	12,247	12,247	12,247	12,247
11400 Overtime Salaries	1,692	1,000	0	0	0
11500 Separation Benefits	3,978	4,774	4,774	5,251	5,251
TOTAL	\$128,291	\$130,270	\$129,270	\$135,841	\$135,841
EMPLOYEE BENEFITS					
12200 Life Insurance	\$220	\$216	\$216	\$252	\$252
12300 Medical Insurance	8,775	10,044	10,044	10,060	10,060
12350 Medicare Insurance	1,113	657	657	712	712
12370 Part Time Retirement	475	890	890	490	490
12400 Dental Insurance	591	715	715	716	716
12500 Workers Compensation	1,296	1,361	1,361	1,429	1,429
12600 Retirement	16,020	18,234	18,234	17,429	17,429
12900 Long Term Disability	427	475	475	682	682
12950 Vision Plan	252	277	277	280	280
TOTAL	\$29,169	\$32,869	\$32,869	\$32,050	\$32,050
SERVICES & SUPPLIES					
22000 Operating Supplies	\$10,596	\$12,000	\$11,300	\$10,000	\$10,000
31000 Contracted Services	57,654	75,622	65,933	145,000	145,000
32000 Communications	1,710	1,000	1,000	1,000	1,000
33000 Motor Pool Charges	81	650	325	300	300
39000 Miscellaneous	1,694	10,800	10,276	5,000	5,000
41000 Other Agency Serv	4,450,776	4,590,853	4,590,853	4,760,000	4,760,000
44000 Misc Financial Serv	115,000	125,000	125,000	125,000	125,000
TOTAL	\$4,637,511	\$4,815,925	\$4,804,687	\$5,046,300	\$5,046,300
GRAND TOTAL	\$4,794,971	\$4,979,064	\$4,966,826	\$5,214,191	\$5,214,191

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$88,076	\$95,615	\$95,607	\$99,443	\$99,443
SERVICES & SUPPLIES	197,099	27,500	25,775	23,800	23,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$285,175	\$123,115	\$121,382	\$123,243	\$123,243
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	1.20	1.20	1.20	1.20	1.20

Program Description

This is the operations base for Maintenance Services and Water Utility Division field crews. The facility houses City-owned construction and service vehicles and equipment, provides storage for all maintenance materials, and stores the fuel used to operate City-owned vehicles and equipment. Central mobile radio communications allow field crews direct contact with the City Yard Office. The Public Works Technician receives and responds to telephone inquiries regarding schedules, levels of service, service requests, and, when necessary, forwards information to the proper supervisor for disposition.

Specific Service objectives are:

- Maintain accurate, up-to-date and readily available records for support of all divisions.
- Prepare purchase requisitions, process bills for payment, handle requests for meter service, invoice for City property damage, etc., as required.

- Maintain and submit data required for monthly, quarterly, and annual reports for Maintenance.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2007-2008</u>	<u>Estimated</u> <u>2008-2009</u>	<u>Projected</u> <u>2009-2010</u>
Bulky Items			
Service Requests	49	40	35
Received	49	40	35
Completed			
	300	350	325
Notice of Violations Issued			
	40	16	15
Citations Issued			

2009-2010 GOALS AND OBJECTIVES

1. Work with residential and commercial property owners that have alleys in the rear of their properties to display address numbers that would be visible from the alley in order to assist city staff in the maintenance of alley areas.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Began energy audits of City facilities to identify measures and repairs that conserve energy. This included evaluating the feasibility of solar energy.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers cost for the replacement of safety shoes, \$5,025; uniforms, \$5,400; and computer and printer supplies, \$75.
2. Communications category (#32000) consists of \$7,700 for the cost of Nextel 2-way radio system base-stations, and \$300 for postage.
3. Leases and Rentals category (#37000) covers copy machine leasing costs.
4. R/M Contractual category (#38000) covers copy machine maintenance costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$63,666	\$68,046	\$68,046	\$71,656	\$71,656
11400 Overtime Salaries	133	150	142	150	150
11500 Separation Benefits	4,339	5,207	5,207	5,727	5,727
TOTAL	\$68,138	\$73,403	\$73,395	\$77,533	\$77,533
EMPLOYEE BENEFITS					
12200 Life Insurance	\$204	\$216	\$216	\$216	\$216
12300 Medical Insurance	6,085	6,563	6,563	6,703	6,703
12350 Medicare Insurance	373	321	321	339	339
12370 Part Time Retirement	38	0	0	0	0
12400 Dental Insurance	600	720	720	720	720
12500 Workers Compensation	2,570	2,699	2,699	2,834	2,834
12600 Retirement	9,506	11,070	11,070	10,460	10,460
12900 Long Term Disability	427	475	475	475	475
12950 Vision Plan	135	148	148	163	163
TOTAL	\$19,938	\$22,212	\$22,212	\$21,910	\$21,910
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,341	\$1,900	\$1,725	\$1,600	\$1,600
22000 Operating Supplies	10,259	11,800	11,400	10,500	10,500
31000 Contracted Services	1,200	0	0	0	0
32000 Communications	7,976	8,650	8,300	8,000	8,000
37000 Leases & Rentals	3,878	3,000	2,300	2,500	2,500
38000 R/M Contractual	514	2,050	1,850	1,000	1,000
39000 Miscellaneous	50	100	200	200	200
42000 Debt Service	170,881	0	0	0	0
TOTAL	\$197,099	\$27,500	\$25,775	\$23,800	\$23,800
GRAND TOTAL	\$285,175	\$123,115	\$121,382	\$123,243	\$123,243

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$269,891	\$271,188	\$281,899	\$294,175	\$294,175
SERVICES & SUPPLIES	284,440	309,239	282,434	285,000	285,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$554,331	\$580,427	\$564,333	\$579,175	\$579,175
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.90	2.90	2.90	2.90	2.90

Program Description

Building Maintenance is responsible for the upkeep of City-owned structures. Monterey Park presently owns 15 major structures and numerous smaller structures that require various levels of maintenance. Regular structural, plumbing, electrical, janitorial, and heating and air-conditioning maintenance must be performed to ensure pleasant working conditions and encourage the public use of all facilities. As public use increases, minor facility alterations or remodeling may also become necessary to provide adequate space for additional activities.

Specific Service objectives are:

- Complete minor repairs (leaky faucets, vandalism, light outages, broken windows, etc.) within three days after requests are received.
- Complete major repairs (painting, cabinet work, structural alterations, etc.) within 30 days after work order requests are received.

- Respond to emergency building maintenance repairs such as sewer stoppages, leaking pipes, etc.
- Oversee janitorial and equipment maintenance contracts as well as construction and repair contracts for City facilities.
- Inspect facilities twice per week to ensure the City’s janitorial contractor is performing all required services.
- Monitor heating and air-conditioning maintenance contract for City facilities to ensure contractor is performing all required services.
- Assist the Engineering Division with major building-related projects.
- Inspect facilities quarterly for any needed repairs or improvements.
- Perform preventive maintenance on all heating, ventilating and air conditioning units.

PROGRAM MEASUREMENTS

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
Number Of Service Requests:			
Received	677	882	800
Completed	658	800	750
<i>Service requests originate from City departments requesting service.</i>			

Number Of Special Work Orders:	5	6	5
<i>Special work orders are implemented requests for services that go beyond the scope of normal maintenance.</i>			

2009-2010 GOALS AND OBJECTIVES

1. Explore the feasibility of replacing plumbing fixtures in city hall restrooms with new “hands free” devices that would require less maintenance and conserve water.

2. Assess equipment in all city buildings to identify inefficient parts and equipment and develop a schedule for upgrades or replacements.
3. Explore the feasibility of replacing lighting at the Cascades Park Waterfall with LED lighting that would require less maintenance, conserve energy, and have a longer life span.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Increased the capacity of the city jail by replacing outdated sink faucets that were irreparable due to parts no longer being manufactured.
2. Replaced original lighting in the City Hall Council Chambers with energy efficient lighting that conserves energy and reduces maintenance costs.
3. Installed security lighting and upgraded security system at the City Yard.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating supplies category (#22000) covers cleaning and sanitation supplies and miscellaneous construction and safety supplies.
2. R/M Supplies (#23000) covers construction, maintenance, paint, plumbing, electrical, and equipment supplies necessary for the maintenance of City facilities.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$35,000.
4. R/M Contractual category (#38000) includes \$126,500 for building maintenance, \$30,000 for air conditioning maintenance, \$30,000 for janitorial service, and \$13,500 for machinery and equipment maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$176,241	\$186,252	\$186,252	\$200,349	\$200,349
11400 Overtime Salaries	19,652	3,000	12,500	10,000	10,000
11500 Separation Benefits	10,486	12,583	12,583	13,842	13,842
TOTAL	\$206,379	\$201,835	\$211,335	\$224,191	\$224,191
EMPLOYEE BENEFITS					
12200 Life Insurance	\$500	\$522	\$522	\$472	\$472
12300 Medical Insurance	16,997	18,308	18,308	18,919	18,919
12350 Medicare Insurance	2,727	2,577	2,577	2,774	2,774
12400 Dental Insurance	1,050	1,260	1,260	1,260	1,260
12500 Workers Compensation	14,064	14,767	14,767	15,505	15,505
12600 Retirement	26,521	30,287	31,328	29,231	29,231
12800 Uniform Allowance	268	130	300	300	300
12900 Long Term Disability	1,032	1,148	1,148	1,148	1,148
12950 Vision Plan	353	354	354	375	375
TOTAL	\$63,512	\$69,353	\$70,564	\$69,984	\$69,984
SERVICES & SUPPLIES					
22000 Operating Supplies	\$10,655	\$10,250	\$8,510	\$10,000	\$10,000
23000 R/M Supplies	26,761	36,400	36,035	36,000	36,000
24000 Small Tools	-46	1,000	950	1,000	1,000
32000 Communications	2,026	2,431	2,431	2,500	2,500
33000 Motor Pool Charges	31,752	33,658	33,658	35,000	35,000
37000 Leases & Rentals	120	500	350	500	500
38000 R/M Contractual	213,172	225,000	200,500	200,000	200,000
TOTAL	\$284,440	\$309,239	\$282,434	\$285,000	\$285,000
GRAND TOTAL	\$554,331	\$580,427	\$564,333	\$579,175	\$579,175

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$311,485	\$354,272	\$335,051	\$362,754	\$362,754
SERVICES & SUPPLIES	1,625,731	1,176,117	1,074,891	891,000	891,000
CAPITAL OUTLAY	72,203	700,000	700,000	579,000	579,000
TOTAL COSTS	\$2,009,419	\$2,230,389	\$2,109,942	\$1,832,754	\$1,832,754
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.20	 4.20	 4.20	 4.20	 4.20

Program Description

Monterey Park's motorized fleet consists of 183 driver-operated vehicles (sedans, trucks, tractors, rollers, etc.) and 195 non-driver type units (air compressors, pumps, lawn mowers, chain saws, etc.). Effective and timely maintenance and repairs are required to ensure all vehicles and equipment is operating in a safe and efficient manner and to maximize life expectancy. The shop is operated on a revolving fund basis with vehicle operational costs and depreciation charged to the appropriate department.

Specific Service objectives are:

- Annually identify and replace vehicles that have exceeded their useful life expectancy through either an annual appropriation or lease-purchase financing arrangements.
- Perform preventive maintenance service on vehicles and equipment at required intervals.

- Maintain accurate schedule of City-owned vehicles and equipment and update information semi-annually.
- Complete smog checks of fleet vehicles to meet state requirements. This is a bi-annual program using an odd-even year system that corresponds with the last digit of a vehicle's identification number.
- Conduct thorough safety inspections (such as brakes, suspension systems, fluid levels, etc.) on all vehicles during preventive maintenance service.
- Purchase fuel for joint consumption by the City and Monterey Park Spirit buses.

PROGRAM MEASUREMENTS

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
Number of preventive maintenance services	294	300	330
Number of smog checks completed	28	30	34
Compressed natural gas (CNG) purchased (in 100 cubic feet)	8,750	8,800	9,300
Average price per gallon of unleaded fuel	\$2.67	\$2.86	\$2.20
Average price per gallon of diesel fuel	\$2.50	\$2.63	\$2.65

2009-2010 GOALS AND OBJECTIVES

1. Expand services provided to the police department to include maintenance and repair of motorcycles instead of contracting out for repairs. In-house repairs will save both time and costs.
2. Explore the feasibility of producing enhanced graphics for fleet vehicles in-house verses contracting out. This may be more cost effective and allow for more flexibility.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Completed and closed out soil remediation project at Fire Station 1.
2. Completed Phase II of the Enhanced Vapor Recovery System for gasoline dispensers at Fire Station 1 and at the City Yard.
3. Completed the retrofitting of emission control devices on diesel powered vehicles to meet State Air Resources Board requirements.

4. Completed maintenance and repair training for police motorcycles.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) covers anticipated fuel costs.
2. R/M Supplies category (#23000) is budgeted for materials and supplies used for the repair and maintenance of vehicles and city equipment.
3. Contracted Services category (#31000) includes the cost of AQMD annual inspection/certification and underground storage tank (UST) operator fee.
4. R/M Contractual category (#38000) includes vehicle conversions, repair of fire engines, and repair of vehicles involved in traffic collisions and maintenance of the CNG fuel station. FY2009-10 cost has been reduced as the repair of fire apparatus is transferred to the Fire Department budget.
5. Miscellaneous category (#39000) includes printing and duplicating and training and certification of mechanics.
6. Debt Service category (#42000) covers debt service payments for various vehicles and equipment and the lease payment is complete in 2008-09.
7. Miscellaneous Financial Services category (#44000) consists of allocated overhead costs of central service departments and liability insurance.
8. FY 2009-10 budgeted purchases of vehicles and equipment include: 5 patrol vehicles (\$185,000), 2 detective vehicles (\$68,000), 1 police motorcycle (\$26,000), 1-ton building maintenance truck (\$45,000), 1 parks maintenance crew cab dump truck (\$60,000), 1 parks maintenance dump truck (\$45,000), 1 parks maintenance loader/grader (\$100,000), and 1 Dial-A-Ride van (\$50,000).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$211,857	\$246,970	\$232,970	\$257,766	\$257,766
11300 Part Time Salaries	4,756	0	1,297	0	0
11400 Overtime Salaries	6,889	1,500	1,500	1,500	1,500
11500 Separation Benefits	15,187	18,224	18,224	20,047	20,047
TOTAL	\$238,689	\$266,694	\$253,991	\$279,313	\$279,313
EMPLOYEE BENEFITS					
12200 Life Insurance	\$647	\$756	\$756	\$774	\$774
12300 Medical Insurance	26,773	33,296	30,296	31,349	31,349
12350 Medicare Insurance	3,633	3,433	3,188	3,591	3,591
12370 Part Time Retirement	190	0	52	0	0
12400 Dental Insurance	1,668	2,041	2,041	2,084	2,084
12500 Workers Compensation	5,380	5,649	5,649	5,932	5,932
12600 Retirement	32,718	40,172	36,872	37,385	37,385
12900 Long Term Disability	1,363	1,663	1,663	1,766	1,766
12950 Vision Plan	424	568	543	560	560
TOTAL	\$72,796	\$87,578	\$81,060	\$83,441	\$83,441
SERVICES & SUPPLIES					
21000 Office Supplies	\$973	\$1,000	\$925	\$1,000	\$1,000
22000 Operating Supplies	403,370	389,400	364,300	382,000	382,000
23000 R/M Supplies	79,959	80,000	90,000	80,000	80,000
24000 Small Tools	5,576	7,000	6,600	6,000	6,000
31000 Contracted Services	17,973	19,000	19,000	19,000	19,000
32000 Communications	2,112	2,481	2,471	2,500	2,500
33000 Motor Pool Charges	7,209	7,647	7,647	8,000	8,000
36000 Utilities	17,686	18,500	17,012	18,000	18,000
37000 Leases & Rentals	24,568	20,600	17,000	18,000	18,000
38000 R/M Contractual	197,434	190,360	191,000	150,000	150,000
39000 Miscellaneous	1,358	1,600	700	1,500	1,500
41000 Other Agency Serv	5,460	5,500	5,500	5,000	5,000
42000 Debt Service	14,076	233,029	152,736	0	0
44000 Misc Financial Serv	847,977	200,000	200,000	200,000	200,000
TOTAL	\$1,625,731	\$1,176,117	\$1,074,891	\$891,000	\$891,000

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$72,203	\$700,000	\$700,000	\$579,000	\$579,000
TOTAL	\$72,203	\$700,000	\$700,000	\$579,000	\$579,000
GRAND TOTAL	\$2,009,419	\$2,230,389	\$2,109,942	\$1,832,754	\$1,832,754

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$623,930	\$795,043	\$817,134	\$824,550	\$824,550
SERVICES & SUPPLIES	63,583	85,423	68,323	74,300	74,300
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$687,513	\$880,466	\$885,457	\$898,850	\$898,850
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	8.57	8.57	8.57	7.70	7.70

Program Description

The Engineering Division is responsible for providing all engineering services to the City, including the design and construction of all public facilities, streets, water, sewers, storm drains, sidewalks, traffic signals, parks, and recreation facilities. The Division manages the programming, design, contracting, and inspection of all capital improvement projects, and reviews and comments on various development and zoning matters such as tract and parcel maps, variances, and conditional use permits. The Division conducts specialized engineering functions, including studies on grading, geology, traffic, pavement, water systems, sewer systems, and assessment districts, and handles the survey and disposition of City real property. The Division also manages emergency projects involving repair/reconstruction of City streets and facilities during and after major environmental disasters such as storms, mudslides, and earthquakes.

The Engineering Division coordinates the administrative activities of the Public Works Department and is also responsible for working with and advising the City Council, the City Manager, the Traffic Commission, the Planning Commission, and other public and private agencies regarding the planning, design, construction, and financing of public works and

capital improvement projects in the City. The Division also oversees the City's Americans With Disabilities Act (ADA) Title II compliance activities.

Specific Service objectives are:

- Implement the Water Master Plan and develop a comprehensive street maintenance program in accordance with the City's Pavement Management Study.
- Annually administer the capital improvement program for City streets, water system, and parks.
- Leverage SAFETEA-LU, Proposition C, State and Local Transportation Partnership Program funds to obtain maximum use of financial resources for local roadway improvement projects and actively pursue additional funding sources.
- Work with other City Departments/Divisions to support various City programs, such as economic development projects and the City's Congestion Management Plan.

PROGRAM MEASUREMENTS

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
Capital Improvement Projects (CIP) commenced and/or completed	14	12	15
Dollar value of CIP projects completed (\$ millions)	7.0	2.2	5.0
Subdivisions Processed:			
<i>Tentative Tract Maps</i>	0	0	1
<i>Tentative Parcels Maps</i>	5	3	3
<i>Final Tract Maps</i>	2	1	2
<i>Final Parcel Maps</i>	8	14	6
<i>Lot Line Adjustments Reviewed</i>	1	1	1
Conditional Use Permits Reviewed	18	20	15
Variances Reviewed	3	2	4
Site and Plan Checks for Building Permits	697	376	300
Concrete, Excavation, Utilities, Transportation, Sewer, Water, Undergrounding Permits Issued	239	113	200
Grading Permits Issued	18	11	20

	<u>Actual</u> <u>2007-2008</u>	<u>Estimated</u> <u>2008-2009</u>	<u>Projected</u> <u>2009-2010</u>
Traffic Engineering Issues Investigated	52	60	50

2008-2009 GOALS AND OBJECTIVES

1. Oversee the design, construction and traffic control for the Atlantic Times Square development and off-site improvements; Coordinate the public improvements with the City of Alhambra.
2. Begin construction of the Transit Center and coordinate with the East Los Angeles Colleges Masterplan improvements.
3. Oversee the design and construction for the replacement of Russell Reservoir 1 and 2.

2007-2008 MAJOR ACCOMPLISHMENTS

1. Completed plans, specifications, engineer's estimate, and supporting documentation to obligate Federal Economic Stimulus funding for citywide arterial and collector street resurfacing.
2. Completed the update of the 1996 Water Master Plan to reflect the changes in the water delivery and treatment system.
3. Developed Sewer System Management Plan as required by the State Water Resources Control Board.
4. Established the Underground Utility District on Newmark Ave. from Garfield to New Avenues.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) has \$12,500 budgeted for engineering consultant services for traffic, soils testing, and \$7,500 for miscellaneous professional services.
2. Communications category (#32000) covers costs for telephone, postage, and data processing and communications requirements.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$7,950 and \$50 in travel reimbursement.
4. R/M Contractual category (#38000) provides for the maintenance of copier and plotter equipment.
5. Miscellaneous category (#39000) consists of \$3,000 for duplicating and printing, \$1,000 for State Engineer's Registration and membership fees for professional organizations, and \$500 for technical magazines and reference books.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$440,074	\$571,410	\$589,900	\$622,504	\$622,504
11300 Part Time Salaries	39,031	26,457	26,457	0	0
11400 Overtime Salaries	402	1,000	1,500	500	500
11500 Separation Benefits	27,843	33,412	33,412	36,753	36,753
TOTAL	\$507,350	\$632,279	\$651,269	\$659,757	\$659,757
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,042	\$1,386	\$1,386	\$1,440	\$1,440
12300 Medical Insurance	34,713	51,382	51,382	48,848	48,848
12350 Medicare Insurance	7,432	7,723	7,723	9,144	9,144
12370 Part Time Retirement	2,880	1,088	1,681	0	0
12400 Dental Insurance	2,218	3,963	3,963	3,377	3,377
12500 Workers Compensation	6,315	6,631	6,631	6,962	6,962
12600 Retirement	59,057	86,261	88,769	90,384	90,384
12900 Long Term Disability	2,104	3,050	3,050	3,359	3,359
12950 Vision Plan	819	1,280	1,280	1,279	1,279
TOTAL	\$116,580	\$162,764	\$165,865	\$164,793	\$164,793
SERVICES & SUPPLIES					
21000 Office Supplies	\$6,384	\$6,720	\$6,720	\$6,500	\$6,500
22000 Operating Supplies	1,331	1,300	1,350	1,300	1,300
24000 Small Tools	2,811	2,800	2,800	2,000	2,000
31000 Contracted Services	9,392	30,000	13,000	20,000	20,000
32000 Communications	8,630	8,388	8,388	9,000	9,000
33000 Motor Pool Charges	7,534	8,377	8,227	8,000	8,000
37000 Leases & Rentals	11,734	12,050	12,050	12,000	12,000
38000 R/M Contractual	12,013	11,000	11,000	11,000	11,000
39000 Miscellaneous	3,754	4,788	4,788	4,500	4,500
TOTAL	\$63,583	\$85,423	\$68,323	\$74,300	\$74,300
GRAND TOTAL	\$687,513	\$880,466	\$885,457	\$898,850	\$898,850

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$248,584	\$262,652	\$275,910	\$264,106	\$264,106
SERVICES & SUPPLIES	789,841	821,531	798,572	794,500	794,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,038,425	\$1,084,183	\$1,074,482	\$1,058,606	\$1,058,606
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.84	 2.84	 2.84	 2.40	 2.40

Program Description

This activity provides the overall direction and administrative guidance for the Water Utility Division, including preparation of all required water quality and production reports. Funds are also provided in this activity to cover pump assessment costs and water replacement costs related to the adjudicated settlement between the Main San Gabriel Valley Water Basin and the City of Long Beach.

Specific Service objectives are:

- Represent the City in the management of the Main San Gabriel Basin by attending monthly meetings.
- Develop long range planning alternatives and strategies to enable the utility to keep up with water usage, including the development and construction of water treatment facilities and alternatives, to conform to State and Federal potable water quality requirements.

- Prepare various operation, production, and water quality reports to meet Watermaster, Federal, State, County, and City requirements.
- Identify and track proposed Federal and State regulations that could have large capital requirements for treatment of specific substances (e.g. arsenic, volatile organic chemicals, perchlorate, 1-4 dioxane, MTBE, chromium 6, etc).
- Attend scheduled meetings with Federal, State, and American Water Works Association (AWWA) regulatory boards to review proposed water quality standards.
- Continue involvement with the San Gabriel Valley Groundwater clean-up projects with special emphasis on the South El Monte Operable Unit (SEMOU) to recover costs and the possibility of obtaining Title 16 and/or Federal Restoration Funds.

PROGRAM MEASUREMENTS

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
Water Rates:			
Surrounding agencies – average monthly (350 gallons/day, with ¾” meter)	\$40.13	\$42.92	\$46.14
Monterey Park – average monthly (350 gallons/day, with ¾” meter)*	\$31.68	\$33.09	\$34.74
Customer savings	26.67%	29.71%	32.82%

* Includes water treatment surcharge.

2009-2010 GOALS AND OBJECTIVES

1. Track and secure outside operations & maintenance and capital reimbursement monies from the Water Quality Authority (WQA) and the San Gabriel Valley Municipal Water District (SGVMWD), while seeking additional funding opportunities.
2. Work in conjunction with the SGVMWD to develop and implement a successful pilot rebate program and to promote water conservation within the City boundaries.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Delivered high-quality clean, treated water to Monterey Park residents and businesses at a rate approximately 30% less than water agencies in the surrounding area.
2. Secured a \$2,000,000, interest free loan from the SGVMWD to fund and operate a new VOC Air Stripping Treatment Plant for Wells 5 and 6.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes \$53,000 for the Water Quality Authority Assessment fee and California Department of Public Health (CDPH) oversight charges as well as \$2,000 for miscellaneous safety and engineering supplies.
2. Contracted Services category (#31000) includes \$13,812 for production of the Monterey Park Cascades monthly newsletter as well as additional \$6,188 for hazardous materials disposal, engineering services, and website maintenance.
3. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$3,500 and AWWA meetings of \$500.
4. R/M Contractual category (#38000) consists of \$3,250 for janitorial maintenance and \$16,750 for alarm system, computer, copier, and other office equipment maintenance.
5. Miscellaneous category (#39000) includes printing (\$500), membership fees for associations (\$6,000), books and education (\$11,500), and preparation of water quality reports and public awareness campaign (\$17,000).
6. Miscellaneous Financial Services category (#44000) consists of \$365,000 for allocated administrative support services and \$280,000 for general liability.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$154,789	\$180,670	\$171,324	\$193,856	\$193,856
11300 Part Time Salaries	31,025	10,160	32,354	0	0
11400 Overtime Salaries	111	0	192	0	0
11500 Separation Benefits	8,678	10,414	10,414	11,455	11,455
TOTAL	\$194,603	\$201,244	\$214,284	\$205,311	\$205,311
EMPLOYEE BENEFITS					
12200 Life Insurance	\$408	\$432	\$449	\$450	\$450
12300 Medical Insurance	12,901	16,387	14,042	14,937	14,937
12350 Medicare Insurance	2,683	2,770	2,585	2,394	2,394
12370 Part Time Retirement	904	407	497	0	0
12400 Dental Insurance	1,158	1,425	1,426	1,428	1,428
12500 Workers Compensation	8,884	9,328	9,327	9,795	9,795
12600 Retirement	25,872	29,343	31,889	28,342	28,342
12900 Long Term Disability	831	950	1,037	1,054	1,054
12950 Vision Plan	340	366	374	395	395
TOTAL	\$53,981	\$61,408	\$61,626	\$58,795	\$58,795
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,935	\$4,100	\$4,100	\$4,000	\$4,000
22000 Operating Supplies	55,996	74,250	54,823	55,000	55,000
24000 Small Tools	1,839	3,500	2,500	2,500	2,500
31000 Contracted Services	19,173	20,000	20,000	20,000	20,000
32000 Communications	4,897	6,550	5,700	5,000	5,000
33000 Motor Pool Charges	3,786	4,081	3,982	4,000	4,000
37000 Leases & Rentals	525	750	5,772	4,000	4,000
38000 R/M Contractual	20,018	20,500	20,824	20,000	20,000
39000 Miscellaneous	34,672	42,800	35,871	35,000	35,000
44000 Misc Financial Serv	645,000	645,000	645,000	645,000	645,000
TOTAL	\$789,841	\$821,531	\$798,572	\$794,500	\$794,500
GRAND TOTAL	\$1,038,425	\$1,084,183	\$1,074,482	\$1,058,606	\$1,058,606

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$538,197	\$561,586	\$535,788	\$579,870	\$579,870
SERVICES & SUPPLIES	147,526	167,798	167,158	154,200	154,200
CAPITAL OUTLAY	7,924	35,000	35,000	37,000	37,000
TOTAL COSTS	\$693,647	\$764,384	\$737,946	\$771,070	\$771,070
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 6.50	 6.50	 6.50	 6.50	 6.50

Program Description

This program, in coordination with the Management Services Department, provides for approximately 82,041 meter readings, billing, and collection of revenue from approximately 13,105 water meters. The City's consumers average 621 requests for service per month for routine problems including billing, leaks, water quality, general water service inquiries, backflow/cross-connection and water conservation education.

Specific Service objectives are:

- Provide all City served water accounts with a water meter calibrated to American Water Association standards for accuracy to be read, billed, and maintained on a bi-monthly schedule.
- Notify consumers of high consumption when readings appear to be significantly higher than normal.

- Perform annual tests on 81 City-owned backflow devices and report results to the Los Angeles County Department of Health Services.
- Track and maintain 868 private backflow prevention assemblies for water system protection as required by the CADPH standards.
- On a bimonthly reading cycle, report any safety hazards or code violations to the proper department.
- Distribute water conservation and education materials at community events such as the Harmony Month Open House, Lantern Festival, and the San Gabriel Valley Water District's ultra low flow toilet (ULFT) exchange program and to schools, consumers, and different groups within the city to promote water conservation and education.
- In conjunction with the Water Distribution section continue to evaluate and upgrade large meter installations to replace older water meters to ensure meter accuracy.

PROGRAM MEASUREMENTS

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
Meter Exchange Program:			
Meters changed ¾" – 2"	629	501	500
Large Water Meter Installation/ Upgrades: 3" – 8" meters			
Meter installation upgrades	5	8	3
Total meters installed to field- testable and/or field-repairable standards	78	84	88
Water Turn-ons and Turn-offs:	2,905	2,951	3,099
Work orders completed:	6,177	7,455	7,750

2009-2010 GOALS AND OBJECTIVES

1. Test 10 large water meters (3" and larger) for accuracy and proper billing.

2. Perform a cost/benefit analysis for the in-house testing of large meters, including equipment and training.
3. Upgrade 3 large turbo water meters with water meters capable of capturing low water flows. Upgraded meters will be testable and radio compatible.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Distributed approximately 450 ultra low-flow toilets (ULFT 1.6 gallons per flush) in FY 08-09.
2. Upgraded 6 large water meters ranging in size from 3" – 6". The meters were upgraded to more accurately register volumes of water across a wider flow range, thus improving water revenue.
3. Conducted water conservation presentation throughout the community including the Neighborhood Watch Program, Ynez Elementary School, East Los Angeles College and all major city events.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R&M Supplies category (#23000) accounts for the purchase of brass, pipes, valves, fittings, backflow prevention devices, small pressure regulators and parts required to maintain water meters. These costs provide the necessary parts to maintain and expand the Meter Exchange Program.
2. Contracted Services category (#31000) includes computer services for water billing activities.
3. Communications category (#32000) includes \$1,000 for Nextel Phones and \$42,000 for water billing postage.
4. R/M Contractual category (#38000) includes \$4,000 for meter testing and maintenance and \$8,000 for maintenance of billing software, handheld meter readers, water billing computers and other office equipment.
5. Miscellaneous category (#39000) includes renewal of required backflow certifications of \$1,000 and \$8,000 for water billing printing and duplication services.
6. Vehicles/Equipment category (#54000) consists of 1 ½-ton truck with light bar and saddle equipment boxes.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$374,921	\$379,709	\$369,108	\$408,506	\$408,506
11400 Overtime Salaries	16,139	15,000	8,834	8,000	8,000
11500 Separation Benefits	23,504	28,205	28,205	31,025	31,025
TOTAL	\$414,564	\$422,914	\$406,147	\$447,531	\$447,531
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,110	\$1,170	\$1,131	\$1,170	\$1,170
12300 Medical Insurance	39,624	45,402	39,117	39,789	39,789
12350 Medicare Insurance	4,906	5,068	5,081	5,461	5,461
12370 Part Time Retirement	698	0	0	0	0
12400 Dental Insurance	3,186	3,585	3,468	3,627	3,627
12500 Workers Compensation	17,449	18,321	18,321	19,237	19,237
12600 Retirement	53,603	61,765	59,244	59,620	59,620
12900 Long Term Disability	2,314	2,574	2,489	2,574	2,574
12950 Vision Plan	743	787	790	861	861
TOTAL	\$123,633	\$138,672	\$129,641	\$132,339	\$132,339
SERVICES & SUPPLIES					
21000 Office Supplies	\$625	\$650	\$650	\$600	\$600
22000 Operating Supplies	3,209	3,200	3,852	3,000	3,000
23000 R/M Supplies	28,105	30,700	30,990	30,000	30,000
24000 Small Tools	4,980	4,000	4,020	4,000	4,000
31000 Contracted Services	11,392	14,054	14,054	14,000	14,000
32000 Communications	38,446	53,000	52,400	43,000	43,000
33000 Motor Pool Charges	36,481	38,669	38,669	38,000	38,000
37000 Leases & Rentals	525	525	523	600	600
38000 R/M Contractual	14,778	13,000	12,000	12,000	12,000
39000 Miscellaneous	8,985	10,000	10,000	9,000	9,000
TOTAL	\$147,526	\$167,798	\$167,158	\$154,200	\$154,200
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$7,924	\$35,000	\$35,000	\$37,000	\$37,000
TOTAL	\$7,924	\$35,000	\$35,000	\$37,000	\$37,000
GRAND TOTAL	\$693,647	\$764,384	\$737,946	\$771,070	\$771,070

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$245,895	\$249,185	\$242,878	\$253,630	\$253,630
SERVICES & SUPPLIES	1,145,255	2,020,888	1,606,239	1,509,059	1,509,059
CAPITAL OUTLAY	0	45,000	45,000	0	0
TOTAL COSTS	\$1,391,150	\$2,315,073	\$1,894,117	\$1,762,689	\$1,762,689
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.95	2.95	2.95	2.95	2.95

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 11 million gallons of water.

Water quality is ensured by use of mandated State of California Department of Public Health certified water treatment operators and regulated operations for the safe and efficient production of water for the community. In compliance with Title 22, State of California, Department of Public Health, weekly, monthly, quarterly, and yearly samples are collected for volatile organic chemicals, perchlorate, and general mineral levels. Additionally, production personnel collect a monthly average of 180 chlorine residuals, 90 bacteriological samples, and 18 general physical samples at the wells, pump stations, treatment plants, reservoirs and at various locations in the water distribution system. Continuously conduct maintenance and/or supervise the maintenance of the wells, pump stations, treatment plants, and reservoirs. In

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

PROGRAM MEASUREMENTS

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
Water Production:			
(Acre-feet/year)	10,062	10,464	10,769
(Million gallons/year)	3,279	3,409	3,509
(Million gallons/day)	8.98	9.34	9.61
Well Water Electrical Efficiency Operational Testing Program:			
Number tested (12 total sites, 9 operable wells)	11	11	11
Cathodic Protection System Testing Program:			
Number tested (5 sites total, 8 reservoirs)	8	8	8

2009-2010 GOALS AND OBJECTIVES

1. Retrofit and modify the La Loma Booster Station to help reduce water main breaks in the Southeastern part of town related to water hammer in the distribution system.
2. Upgrade and retrofit the Air-Vacs located on the treatment plants to help maintain proper operations while minimize pressures fluctuations across the treatment plants.
3. Tie-in the Delta Settling Tanks discharge line into the storm drain system to help meet NPDES discharge requirement. This includes paving at the Delta Plant.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Replaced the outdated liquid chlorine injection system to maintain CDPH requirements for Drinking Water Standards.
2. Upgraded Sombrero Pump Station with variable frequency drives, motors, pumps, discharge lines and integrated the upgrades onto the SCADA System.
3. Retrofitted reservoirs with earthquake valves to mitigate water loss after an earthquake.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) reflects costs for water over production assessment. Over productions fees are charged when more water is pumped than allotted in our water rights.
2. R/M Supplies category (#23000) covers supplies for well and pump station maintenance and upgrades.
3. Contracted Services category (#31000) includes \$26,000 for CDPH required water quality analyses and \$9,000 for various reservoir inspections and related services.
4. Communications category (#32000) accounts for Nextel radios, office telephones and new phone services at various remote sites to help with SCADA.
5. Motor Pool Charges category (#33000) consists of allocated vehicle operating costs to the Auto Shop Internal Service Fund.
6. Utilities category (#36000) includes electrical and natural gas costs.
7. R/M Contractual category (#38000) includes \$5,000 for maintenance and repair to buildings at pump stations and well sites, \$5,000 for fence repairs and reservoir cleaning, \$6,000 for janitorial services, \$40,000 for maintenance and repair of wells and booster pumps, \$30,000 for repairs to engines, and \$34,000 for grounds maintenance.
8. Debt Service category (#42000) includes lease and interest payments for the La Loma and Highland water storage reservoirs and the Water System Retrofit. La Loma and Highland are in year seven of a thirty-year lease.
9. Vehicles/Equipment category (#54100) consists of 1 midsize truck.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$156,082	\$155,793	\$138,386	\$157,891	\$157,891
11300 Part Time Salaries	15,645	15,376	23,678	24,772	24,772
11400 Overtime Salaries	18,493	15,000	20,000	10,000	10,000
11500 Separation Benefits	8,859	10,631	10,630	11,694	11,694
TOTAL	\$199,079	\$196,800	\$192,694	\$204,357	\$204,357
EMPLOYEE BENEFITS					
12200 Life Insurance	\$408	\$400	\$338	\$441	\$441
12300 Medical Insurance	13,323	16,873	16,873	15,338	15,338
12350 Medicare Insurance	2,784	2,271	2,827	2,301	2,301
12370 Part Time Retirement	661	633	1,068	1,121	1,121
12400 Dental Insurance	1,065	1,210	1,210	1,285	1,285
12500 Workers Compensation	4,218	4,429	4,430	4,650	4,650
12600 Retirement	23,219	25,333	22,231	22,879	22,879
12900 Long Term Disability	869	970	970	970	970
12950 Vision Plan	269	266	237	288	288
TOTAL	\$46,816	\$52,385	\$50,184	\$49,273	\$49,273
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,071	\$2,000	\$2,191	\$1,500	\$1,500
22000 Operating Supplies	111,091	626,400	440,949	440,000	440,000
23000 R/M Supplies	95,763	116,500	82,931	75,000	75,000
24000 Small Tools	9,588	11,000	11,000	8,000	8,000
31000 Contracted Services	38,237	35,000	35,000	35,000	35,000
32000 Communications	13,864	16,100	16,100	14,000	14,000
33000 Motor Pool Charges	56,262	59,637	59,637	60,000	60,000
36000 Utilities	600,817	785,000	577,554	625,000	625,000
37000 Leases & Rentals	3,524	1,000	38,129	7,500	7,500
38000 R/M Contractual	123,608	161,848	136,848	120,000	120,000
39000 Miscellaneous	1,221	1,500	1,000	600	600
41000 Other Agency Serv	6,813	7,000	7,000	7,000	7,000
42000 Debt Service	82,396	197,903	197,900	115,459	115,459
TOTAL	\$1,145,255	\$2,020,888	\$1,606,239	\$1,509,059	\$1,509,059

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$0	\$45,000	\$45,000	\$0	\$0
TOTAL	\$0	\$45,000	\$45,000	\$0	\$0
GRAND TOTAL	\$1,391,150	\$2,315,073	\$1,894,117	\$1,762,689	\$1,762,689

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$607,602	\$708,014	\$702,561	\$737,874	\$737,874
SERVICES & SUPPLIES	421,241	614,147	577,900	593,900	593,900
CAPITAL OUTLAY	4,036	47,100	47,100	0	0
TOTAL COSTS	\$1,032,879	\$1,369,261	\$1,327,561	\$1,331,774	\$1,331,774
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	9.00	9.00	9.00	9.00	9.00

Program Description

This program provides for the installation of new service taps, renewed water service taps, repair of water mains and services as necessary, and the maintenance of water facilities. Within the distribution system there are 13,105 water accounts, 134 miles of distribution mains, approximately 1,046 fire hydrants, and 2,036 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 2,036 distribution system valves.

- Maintain water service standards by repairing City water distribution facilities to ensure that residents and commercial accounts will have reliable water service.
- Continue to upgrade service and meter installation to current standards.
- Help maintain water quality with an active flushing program.
- Maintain all pressure relief stations, pressure-sustaining stations, and check valve stations in the distribution system to increase reliability.
- Identify needs to improve distribution system reliability.

PROGRAM MEASUREMENTS

	<u>Actual 2007-2008</u>	<u>Estimated 2008-2009</u>	<u>Projected 2009-2010</u>
Water Valve Exercising:			
Valves exercised ⁽¹⁾	440	735	1000
2,036 valves should be exercised annually ⁽²⁾	22%	36%	49%
New Water Services Installed:	107	80	75
Water Services Repaired:	58	40	45
Water Mains Repaired:	27	28	30
Gate Valves Repaired:	4	12	12

2009-2010 GOALS AND OBJECTIVES

1. Complete the transfer of individual services to the new, larger main transmission water line on Florence Avenue to ensure adequate fire protection.
2. Install 3 new water main blow offs per year at dead ends (139 total remaining) to help ensure good water quality within the distribution system.
3. Repair and maintain Cla-Val pressure sustaining and pressure reducing valves in the Water Distribution System to ensure required pressure to deliver water throughout the city.

1) Unable to fully implement program in current and previous years due to personnel shortage.

2) In FY 08-09, 6 valves were added to the system.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Completed the transfer of individual services to the new main transmission water line on Elizabeth Avenue and properly abandoned the old 4" water main.
2. Identified and assisted in the repair of Barnes Pool, saving approximately \$3,200 per month in lost water.
3. Discovered and repaired a 2.5 MGY leak at the Sheriff Station.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) expenditure in 2008-2009 was due to the need for a part-time position to cover vacant positions.
2. Overtime Salaries category (#11400) is for costs to respond to unanticipated after hour calls and emergency repairs and the Stand-By Program.
3. R/M Supplies category (#23000) reflects costs associated with supplies and equipment to maintain and repair water system and accounts for costs associated with new service installations. These costs will be offset by revenue from new water service installations.
4. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
5. R/M Contractual category (#38000) has \$600 for building repairs, \$3,700 for contracted water system repair services, \$5,200 for machinery and equipment repairs, and \$1,500 for contracted landscaping services.
6. Miscellaneous category (#39000) has \$500 for printing and duplicating, \$2,000 for Underground Service Alert fees and dues memberships for State required personnel certifications and displays costs for State-required operator certifications.
7. Debt Service category (#42000) is the annual debt service payment for the California Infrastructure and Economic Development Bank loan of \$2 million. This \$188,100 is the third year of a 15-year loan payment for the City's water main replacement project.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$359,204	\$443,442	\$413,510	\$479,991	\$479,991
11300 Part Time Salaries	37,184	0	39,234	0	0
11400 Overtime Salaries	46,832	50,000	50,000	50,000	50,000
11500 Separation Benefits	32,544	39,053	39,053	42,958	42,958
TOTAL	\$475,764	\$532,495	\$541,797	\$572,949	\$572,949
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,247	\$1,440	\$1,491	\$1,620	\$1,620
12300 Medical Insurance	40,788	64,872	49,361	54,809	54,809
12350 Medicare Insurance	6,584	6,460	7,769	6,960	6,960
12370 Part Time Retirement	988	0	1,138	0	0
12400 Dental Insurance	2,912	4,137	4,137	3,979	3,979
12500 Workers Compensation	21,475	22,548	22,548	23,676	23,676
12600 Retirement	54,615	72,146	70,214	69,380	69,380
12900 Long Term Disability	2,525	3,168	3,281	3,564	3,564
12950 Vision Plan	704	748	825	937	937
TOTAL	\$131,838	\$175,519	\$160,764	\$164,925	\$164,925
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,068	\$1,800	\$1,875	\$1,800	\$1,800
22000 Operating Supplies	9,184	13,300	13,293	14,000	14,000
23000 R/M Supplies	269,054	294,200	274,200	275,000	275,000
24000 Small Tools	7,395	13,000	6,000	10,000	10,000
32000 Communications	3,614	5,000	3,850	3,500	3,500
33000 Motor Pool Charges	66,665	70,665	70,665	75,000	75,000
36000 Utilities	6,862	7,200	7,500	7,000	7,000
37000 Leases & Rentals	1,525	1,525	6,713	6,000	6,000
38000 R/M Contractual	10,235	15,275	9,775	11,000	11,000
39000 Miscellaneous	2,639	3,700	3,500	2,500	2,500
42000 Debt Service	43,000	188,482	180,529	188,100	188,100
TOTAL	\$421,241	\$614,147	\$577,900	\$593,900	\$593,900
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$4,036	\$47,100	\$47,100	\$0	\$0
TOTAL	\$4,036	\$47,100	\$47,100	\$0	\$0
GRAND TOTAL	\$1,032,879	\$1,369,261	\$1,327,561	\$1,331,774	\$1,331,774

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	1,222,621	1,535,000	1,032,335	1,085,500	1,085,500
TOTAL COSTS	\$1,222,621	\$1,535,000	\$1,032,335	\$1,085,500	\$1,085,500
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.

Regular Water Capital Projects:

1. **Meter Exchange Program (81070)** **\$101,500**

This is an ongoing program to replace old and undersized meters. Life expectancy of a meter is between 10 to 15 years. It is important to maintain the accuracy of the meters for billing and water usage purposes. Meter boxes and fittings required are included in the project cost.

Impact on Operating Budget: This program is ongoing. This allows for replacement of approximately 500 small meters and 10 various large size meters per year.

- 2. Well Electrical and Pump Station Upgrades (81860) \$30,000**
- The Water System’s electricity costs are over \$1 million annually. To ensure the wells and pump stations are reliable while operating efficiently, annual tests are conducted to identify inefficient pumps and motors.
- Impact on Operating Budget:* This is an ongoing program that provides for the repair and/or replacement of old and inefficient electrical equipment and other related equipment at the City’s wells and pump stations.
- 3. Well Redevelopment Program (81240) \$112,000**
- This is an ongoing program to maintain efficiency of all City owned water wells.
- Impact on Operating Budget:* There is no impact to the operating budget.
- 4. Well Telemetry System (81990) \$24,000**
- This ongoing program is to improve the City’s water telemetry system, including software upgrades and radio replacements.
- Impact on Operating Budget:* There is no impact to the operating budget.
- 5. Street Maintenance (81580) \$278,000**
- This is Water System’s share for street maintenance and reconstruction. This annual contribution will be transferred to the City’s General Fund to pay for street maintenance.
- Impact on Operating Budget:* This is the annual contribution from the Water Fund to the City’s General Fund for street maintenance.
- 6. Water Main Replacement (82246) \$350,000**
- This project is an ongoing program to replace undersized and old water mains per the adopted Water Master Plan. This project will reduce the possibility of waterline failures and reduce the damage to streets and private property. In addition, the larger water mainlines will improve the water supply to residences and businesses. Locations include Atlantic Boulevard from Garvey Avenue to Newmark Avenue and Garvey Avenue from Atlantic Boulevard to Electric Avenue. The project amount also covers costs for design and construction management.

Impact on Operating Budget: This project will improve fire flow capacities in deficient areas and reduce the possibility of water main breaks and increase the life expectancy of the water system.

7. Water Master Plan Update (82240) \$150,000

This project will identify the needs and priorities for producing and delivering water to Monterey Park residents and businesses. This new plan will update the 1996 version, which did not include the extensive water treatment that exists today.

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

8. Water Rate Study (82249) \$40,000

This project will provide an analysis of the City's water rates, service charges and connection fees by comparing them with surrounding cities and agencies to ensure an appropriate rate structure and to maintain the high standards of our water service.

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

9. Replacement of Russell Reservoir #1 & 2 \$5,500,000

This project will replace two reservoirs that had been taken out of service due to root intrusion with steel tanks. These new tanks will provide approximately 3-4 million gallons of storage capacity which will be necessary to meet the water demand for new development projects. **The project is pending funding availability which could be a combination of grant, loan, and financing.**

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

2008-2009 Water Capital Projects

Meter Exchange Program (81070)	\$ 85,000	
Well Redevelopment Program (81240)	112,000	
Street Maintenance (81580)	265,000	
Well Electrical and Pump Station Upgrades (81860)	29,000	
Well Telemetry System (81990)	24,000	
Water Master Plan Update (82240)	50,000	*
Paving At Delta Treatment (82241)	125,000	*
Check Valve Upgrade At Delta (82242)	100,000	*
Overhaul 3 Booster Gas Engine (82243)	100,000	*
Scada System Upgrades (82244)	145,000	*
La Loma Reservoir Control Valve (82245)	200,000	
Water Main Replacement (City) (82246)	<u>300,000</u>	
Total	<u>\$ 1,535,000</u>	

(*) *Projects in progress.*

¹Preliminary design is completed; Request for proposal is being developed.

CITY OF MONTEREY PARK
PROGRAM DETAIL

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

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
CAPITAL OUTLAY					
81000 Capital Improvements	\$431,994	\$515,000	\$517,335	\$545,500	\$545,500
82000 Capital Improvements	431,564	1,020,000	515,000	540,000	540,000
91000 Capital Improvements	359,063	0	0	0	0
TOTAL	\$1,222,621	\$1,535,000	\$1,032,335	\$1,085,500	\$1,085,500
GRAND TOTAL	\$1,222,621	\$1,535,000	\$1,032,335	\$1,085,500	\$1,085,500

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$54,863	\$68,765	\$70,375	\$74,959	\$74,959
SERVICES & SUPPLIES	465,575	496,261	456,338	461,000	461,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$520,438	\$565,026	\$526,713	\$535,959	\$535,959
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .70	 .70	 .70	 .79	 .79

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 as per Department of Health Services requirements.

2009-20010 GOALS AND OBJECTIVES

1. Add piping and an air stripping tower to remove VOCs to accommodate Well No. 6 tie-in. This will increase water production capacity and provide greater operational flexibility.
2. Continue to with SGVMWD to convert the existing \$2,000,000 loan to a grant for the capital and O & M costs of the air stripper.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Replaced chemical injection system for a more efficient delivery of sodium hypochlorite.
2. Replaced 40,000 pounds of GAC to improve water quality and reliability. This new GAC is better suited to remove current contaminants from our water.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries category (#11300) represents a part-time position to perform the treatment cost reimbursement and other water treatment related accounting tasks.
2. R/M Supplies category (#23000) covers costs associated with anticipated carbon replacement for four vessels, two times per year and equipment supplies needed for the operation of the Well.
3. Contracted Services category (#31000) includes \$12,000 for legal fees, \$3,000 for data processing and \$75,000 for required water analysis.
4. Motor Pool Charges category (#33000) consists of allocated motor pool costs of \$7,000.
5. Other Agency Services category (#41000) covers permit costs and fees required by other government agencies for the Well's operating permit (Department of Health Services), NPDES Permit for water discharge (Regional Water Quality Control Board), and others.
6. Debt Service category (#42000) reflects the tenth year payment of a ten-year lease for the construction of a volatile organic chemical (VOC) treatment plant for Well No. 5.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No. 5 Voc Treatment

ACTIVITY NO.: 4226

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$31,487	\$49,038	\$45,252	\$52,445	\$52,445
11300 Part Time Salaries	3,469	0	3,324	3,240	3,240
11400 Overtime Salaries	3,879	0	3,000	0	0
11500 Separation Benefits	2,531	3,037	3,038	3,341	3,341
TOTAL	\$41,366	\$52,075	\$54,614	\$59,026	\$59,026
EMPLOYEE BENEFITS					
12200 Life Insurance	\$102	\$123	\$135	\$135	\$135
12300 Medical Insurance	3,354	5,035	4,116	4,387	4,387
12350 Medicare Insurance	819	714	794	815	815
12370 Part Time Retirement	83	139	139	130	130
12400 Dental Insurance	277	397	351	358	358
12500 Workers Compensation	1,853	1,946	1,977	2,043	2,043
12600 Retirement	6,717	7,970	7,886	7,640	7,640
12900 Long Term Disability	212	277	281	329	329
12950 Vision Plan	80	89	82	96	96
TOTAL	\$13,497	\$16,690	\$15,761	\$15,933	\$15,933
SERVICES & SUPPLIES					
23000 R/M Supplies	\$196,195	\$183,000	\$153,000	\$150,000	\$150,000
31000 Contracted Services	115,334	97,808	87,808	90,000	90,000
33000 Motor Pool Charges	6,211	6,584	6,585	7,000	7,000
36000 Utilities	124,809	115,000	115,000	120,000	120,000
37000 Leases & Rentals	0	2,000	0	0	0
38000 R/M Contractual	1,800	3,500	2,000	2,000	2,000
41000 Other Agency Serv	15,000	15,000	18,577	18,000	18,000
42000 Debt Service	6,226	73,369	73,368	74,000	74,000
TOTAL	\$465,575	\$496,261	\$456,338	\$461,000	\$461,000
GRAND TOTAL	\$520,438	\$565,026	\$526,713	\$535,959	\$535,959

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$67,189	\$72,264	\$69,664	\$78,459	\$78,459
SERVICES & SUPPLIES	283,959	428,892	333,894	700,800	700,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$351,148	\$501,156	\$403,558	\$779,259	\$779,259
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .70	 .70	 .70	 .79	 .79

Program Description

This activity provides for the costs associated with water remediation activities for Wells No. 9, No. 12, and No. 15 for volatile organic compounds, and future contaminants that may be found in the system. This includes the operation and maintenance of the Air Stripper treatment plant for Wells No.'s 9, 12 and 15. The treatment plant began operation in 2002.

Costs for this activity include personnel, electricity, laboratory analyses, equipment maintenance and legal fees.

Specific Service objectives are:

- Continue to seek outside funding for the operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.
- Continue to operate and maintain as per California Department of Public Health regulations and requirements.

2009-2010 GOALS AND OBJECTIVES

1. Replace the air diffusing balls in the air stripper tower, if necessary. These balls aerate the water and facilitate the removal of VOC contaminants.
2. Change out 22,000 pounds of vapor off-gas activated carbon to ensure compliance with AQMD standards.

2008-2009 MAJOR ACCOMPLISHMENTS

1. Completed inspection of the Air Stripping Tower as required in the California Department of Public Health operating permit.
2. Replaced the cooling unit of Tower Pump 1 with a more energy efficient version, ensuring continued operation of the air stripping tower.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries category (#11300) represents a part-time position to perform the treatment cost reimbursement and other water treatment related accounting tasks.
2. Operating Supplies category (#22000) covers expenditures related to California Department of Public Health oversight charges.
3. R/M Supplies category (#23000) is for the replacement of the carbon at the treatment facility and repairs and maintenance supplies.
4. Contracted Services category (#31000) includes \$15,000 in legal costs, \$132,500 in treatment plant water analyses, preparation of compliance reports required by the State, engineering consultant services and \$3,500 in data processing costs.
5. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
6. Utilities category (#36000) \$250,000 reflects anticipated Edison costs necessary to run the full operation of Well No. 12 VOC Treatment Plant.
7. Other Agency Services category (#41000) is for expenditures related to other governmental agencies for the operating permit (California Department of Public Health), Quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other others.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No.12 Treatment Plant

ACTIVITY NO.: 4227

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$43,813	\$49,037	\$45,252	\$52,445	\$52,445
11300 Part Time Salaries	3,469	0	3,324	3,240	3,240
11400 Overtime Salaries	3,879	3,500	3,000	3,500	3,500
11500 Separation Benefits	2,531	3,037	3,038	3,341	3,341
TOTAL	\$53,692	\$55,574	\$54,614	\$62,526	\$62,526
EMPLOYEE BENEFITS					
12200 Life Insurance	\$102	\$123	\$115	\$135	\$135
12300 Medical Insurance	3,354	5,035	3,509	4,387	4,387
12350 Medicare Insurance	819	714	794	815	815
12370 Part Time Retirement	83	139	139	130	130
12400 Dental Insurance	277	397	298	358	358
12500 Workers Compensation	1,853	1,946	1,946	2,043	2,043
12600 Retirement	6,717	7,970	7,886	7,640	7,640
12900 Long Term Disability	212	277	281	329	329
12950 Vision Plan	80	89	82	96	96
TOTAL	\$13,497	\$16,690	\$15,050	\$15,933	\$15,933
SERVICES & SUPPLIES					
22000 Operating Supplies	\$45	\$8,000	\$4,000	\$4,000	\$4,000
23000 R/M Supplies	6,994	63,000	31,500	279,800	279,800
31000 Contracted Services	19,759	27,808	22,808	151,000	151,000
33000 Motor Pool Charges	6,211	6,584	6,586	6,500	6,500
36000 Utilities	240,712	310,000	260,000	250,000	250,000
37000 Leases & Rentals	0	500	500	500	500
38000 R/M Contractual	2,238	3,000	2,500	2,500	2,500
41000 Other Agency Serv	8,000	10,000	6,000	6,500	6,500
TOTAL	\$283,959	\$428,892	\$333,894	\$700,800	\$700,800
GRAND TOTAL	\$351,148	\$501,156	\$403,558	\$779,259	\$779,259

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment Plant

ACTIVITY NO.: 4228

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$72,604	\$79,285	\$76,438	\$85,620	\$85,620
SERVICES & SUPPLIES	534,166	943,392	494,800	172,700	172,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$606,770	\$1,022,677	\$571,238	\$258,320	\$258,320
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .76	 .76	 .76	 .84	 .84

Program Description

This activity provides for the costs associated with water remediation activities for Wells No. 9, No. 12, and No. 15 for perchlorate, and future contaminants that may be found in the system. This includes the operation and maintenance of an Ion-Exchange treatment plant. The treatment plant has a capacity of 4,500 gallons per minute. The treatment plant began operation in 2003 and was fully permitted in early 2004. This budget has been separated from the Water Production Budget (4222) to facilitate recovery of costs.

Costs for this activity include personnel, electricity, laboratory analyses, and equipment maintenance.

Specific Service objectives are:

- Continue to seek outside funding for operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.

- Continue to operate and maintain the new facility as per Department of Health Services requirements.

2009-2010 GOALS AND OBJECTIVES

1. Petition the California Department of Public Health to reduce the number of required water samples taken due to changes in water quality.
2. Evaluate the feasibility of bypassing the Delta Perchlorate Treatment Facility due to decreasing levels of contamination.

MAJOR ACCOMPLISHMENTS

1. Successfully petitioned the California Department of Public Health to reduce the number of low-level perchlorate samples required in favor of the standard samples. Standard samples are significantly less expensive.
2. Installed new caustic chemical pumps and Ph probes to ensure proper function of the Delta Perchlorate Plant.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries category (#11300) represents a part-time position to perform the treatment cost reimbursement and other water treatment related accounting tasks.
2. Overtime Salaries category (#11400) reflects costs due to responses to unanticipated after-hour calls.
3. Operating Supplies category (#22000) covers oversight costs for the treatment plant from the State.
4. R/M Supplies category (#23000) covers treatment plant maintenance, costs for acid injection, and supplies needed for the maintenance and operation of the Delta Perchlorate Treatment Facility, including resin replacement. The replacements are unpredictable because contaminants can present themselves unexpectedly.
5. Contracted Services category (#31000) includes \$5,000 for State mandated laboratory analyses and water sampling, preparation of compliance reports, and inspections, \$16,000 for legal fees and \$4,000 for data processing.
6. Utilities category (#36100) reflects the anticipated Edison costs necessary for the full operation of the Delta Perchlorate Treatment Facility. These funds were shifted from the Production Section (4222).
7. Other Agency Services category (#41000) covers fees to other governmental agencies for the operating permit (California Department of Health Services), quarterly NPDES permit (Regional Water Quality Control Board), EPA, and others.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment

ACTIVITY NO.: 4228

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$47,975	\$54,422	\$50,373	\$58,281	\$58,281
11300 Part Time Salaries	3,469	0	3,324	2,880	2,880
11400 Overtime Salaries	3,879	3,500	3,000	3,500	3,500
11500 Separation Benefits	2,748	3,298	3,298	3,627	3,627
TOTAL	\$58,071	\$61,220	\$59,995	\$68,288	\$68,288
EMPLOYEE BENEFITS					
12200 Life Insurance	\$110	\$134	\$127	\$146	\$146
12300 Medical Insurance	3,646	5,515	3,890	4,791	4,791
12350 Medicare Insurance	884	792	869	894	894
12370 Part Time Retirement	83	0	139	115	115
12400 Dental Insurance	300	432	334	393	393
12500 Workers Compensation	1,853	1,946	1,946	2,043	2,043
12600 Retirement	7,340	8,844	8,739	8,489	8,489
12900 Long Term Disability	228	301	305	353	353
12950 Vision Plan	89	101	94	108	108
TOTAL	\$14,533	\$18,065	\$16,443	\$17,332	\$17,332
SERVICES & SUPPLIES					
22000 Operating Supplies	\$0	\$4,000	\$1,000	\$1,000	\$1,000
23000 R/M Supplies	298,749	700,000	253,719	82,200	82,200
31000 Contracted Services	200,131	187,808	154,496	25,000	25,000
33000 Motor Pool Charges	6,211	6,584	6,585	6,500	6,500
36000 Utilities	4,399	7,000	50,000	30,000	30,000
37000 Leases & Rentals	2,889	8,000	8,000	5,000	5,000
38000 R/M Contractual	6,787	15,000	6,000	6,000	6,000
41000 Other Agency Serv	15,000	15,000	15,000	17,000	17,000
TOTAL	\$534,166	\$943,392	\$494,800	\$172,700	\$172,700
GRAND TOTAL	\$606,770	\$1,022,677	\$571,238	\$258,320	\$258,320

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Well 1, 3, 10 & Fern Voc
ACTIVITY NO.: 4229

<u>SUMMARY OF COST</u>	<u>Actual</u> 2007-08	<u>Adopted</u> 2008-09	<u>Year-End</u> <u>Estimated</u> 2008-09	<u>Proposed</u> 2009-10	<u>Adopted</u> 2009-10
PERSONNEL COST	\$62,111	\$63,186	\$64,295	\$68,836	\$68,836
SERVICES & SUPPLIES	504,847	705,427	573,573	471,100	471,100
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$566,958	\$768,613	\$637,868	\$539,936	\$539,936
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.67	.67	.67	.75	.75

Program Description

This activity provides for the costs associated with ground water remediation for Wells No. 1, No. 3, and No. 10 for volatile organic compounds and future contaminants that may be found in the system. This includes the operation and maintenance of the Granular Activated Carbon (GAC) treatment plant portion of Wells No. 1, No. 3, and No. 10 put into service in 2003. Fern Well was added to this treatment plant near the end of FY 2007-08. This treatment plant has a capacity of 4,500 gallons per minute.

Costs for this activity include personnel costs, GAC replacement, electricity, capital lease payments, equipment maintenance, and laboratory analyses. This activity will also cover costs for possible future remediation activities.

Specific Service objectives are:

- Continue to seek outside funding for operation and maintenance of this facility from South El Monte Potentially Responsible parties and other potential sources.

- Continue to operate and maintain as per Department of Health Services requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries category (#11300) represents a part-time position to perform the treatment cost reimbursement and other water treatment related accounting tasks.
2. R/M Supplies category (#23000) includes \$97,000 for granular activated carbon (GAC) replacements and \$3,000 for supplies required for normal maintenance. This expense includes a complete GAC change out at this Plant. These change outs are unpredictable because contaminants can present themselves unexpectedly. Increases are a direct result of adding Fern Well to this Treatment Plant.
3. Contracted Services category (#31000) includes \$126,500 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services, \$15,000 for legal fees and \$3,500 for data processing.
4. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
5. Utilities category (#36000) covers the electricity costs necessary to operate the wells and treatment facility.
6. Other Agency Services category (#41000) covers the costs associated with the treatment facility's operating permit (California Department of Health Services), quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other governmental agencies.
7. Debt Services category (#42000) reflects year two of payments from a ten-year loan from the San Gabriel Valley Municipal Water District.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 1, 3, 10 & Fern Voc

ACTIVITY NO.: 4229

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$39,871	\$44,877	\$41,193	\$48,044	\$48,044
11300 Part Time Salaries	3,469	0	3,324	2,880	2,880
11400 Overtime Salaries	3,879	0	3,000	0	0
11500 Separation Benefits	2,423	2,908	2,907	3,198	3,198
TOTAL	\$49,642	\$47,785	\$50,424	\$54,122	\$54,122
EMPLOYEE BENEFITS					
12200 Life Insurance	\$96	\$117	\$105	\$124	\$124
12300 Medical Insurance	3,108	4,729	3,207	4,072	4,072
12350 Medicare Insurance	724	654	730	743	743
12370 Part Time Retirement	83	0	139	115	115
12400 Dental Insurance	263	379	281	340	340
12500 Workers Compensation	1,790	1,880	1,881	1,974	1,974
12600 Retirement	6,130	7,295	7,210	6,972	6,972
12900 Long Term Disability	201	265	243	286	286
12950 Vision Plan	74	82	75	88	88
TOTAL	\$12,469	\$15,401	\$13,871	\$14,714	\$14,714
SERVICES & SUPPLIES					
23000 R/M Supplies	\$207,227	\$244,000	\$194,516	\$100,000	\$100,000
31000 Contracted Services	208,532	217,808	144,437	145,000	145,000
33000 Motor Pool Charges	6,211	6,584	6,585	7,000	7,000
36000 Utilities	71,814	82,000	82,000	70,000	70,000
37000 Leases & Rentals	0	2,000	1,000	2,000	2,000
38000 R/M Contractual	0	6,000	3,000	5,000	5,000
41000 Other Agency Serv	11,063	15,000	10,000	10,000	10,000
42000 Debt Service	0	132,035	132,035	132,100	132,100
TOTAL	\$504,847	\$705,427	\$573,573	\$471,100	\$471,100
GRAND TOTAL	\$566,958	\$768,613	\$637,868	\$539,936	\$539,936

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$45,628	\$54,927	\$47,081	\$59,666	\$59,666
SERVICES & SUPPLIES	107,860	201,170	70,570	171,000	171,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$153,488	\$256,097	\$117,651	\$230,666	\$230,666
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.53	.53	.53	.61	.61

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 No.'s 9, 12, and 15 for removal of volatile organic compounds not removed by the Well No. 12 Air Stripper. This activity and proposed budget has been separated from the Water Production Budget (4222) to facilitate recovery of costs. These costs include personnel, laboratory analyses, and equipment maintenance.

Costs for this activity include personnel costs, Granular Activated Carbon replacement, equipment maintenance, and laboratory analyses.

Specific Service objectives are:

- Seek outside funding for the operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.

- Operate and maintain the system as per Department of Health Services regulations and requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries category (#11300) represents a part-time position to perform the treatment cost reimbursement and other water treatment related accounting tasks.
2. R/M Supplies category (#23000) includes supplies that are needed for the maintenance of the treatment facility and \$98,500 for carbon change outs of 6 vessels.
3. Contracted Services category (#31000) includes \$15,000 for legal costs associated with treatment cost recovery and \$4,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services.
4. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
5. R/M Contractual category (#38000) covers the costs of repairing and maintenance of the treatment facility.
6. Other Agency Services category (#41000) covers the costs associated with the treatment facility's operating permit (California Department of Health Services), quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other governmental agencies.
7. Debt Services category (#42000) reflects year two of payments from a ten-year loan from the San Gabriel Valley Municipal Water District.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$30,826	\$35,005	\$31,306	\$37,161	\$37,161
11300 Part Time Salaries	0	0	0	2,880	2,880
11400 Overtime Salaries	3,090	5,000	3,000	5,000	5,000
11500 Separation Benefits	2,097	2,516	2,517	2,768	2,768
TOTAL	\$36,013	\$42,521	\$36,823	\$47,809	\$47,809
EMPLOYEE BENEFITS					
12200 Life Insurance	\$72	\$92	\$81	\$101	\$101
12300 Medical Insurance	2,510	3,938	2,590	3,410	3,410
12350 Medicare Insurance	541	509	523	585	585
12370 Part Time Retirement	0	0	0	115	115
12400 Dental Insurance	198	296	197	257	257
12500 Workers Compensation	1,534	1,611	1,611	1,691	1,691
12600 Retirement	4,554	5,690	5,006	5,393	5,393
12900 Long Term Disability	153	210	197	241	241
12950 Vision Plan	53	60	53	64	64
TOTAL	\$9,615	\$12,406	\$10,258	\$11,857	\$11,857
SERVICES & SUPPLIES					
23000 R/M Supplies	\$70,796	\$124,000	\$1,500	\$100,000	\$100,000
31000 Contracted Services	20,709	20,000	18,000	19,000	19,000
33000 Motor Pool Charges	6,232	6,605	6,605	7,000	7,000
37000 Leases & Rentals	791	1,000	500	1,000	1,000
38000 R/M Contractual	0	1,600	1,000	1,000	1,000
41000 Other Agency Serv	9,332	10,000	5,000	5,000	5,000
42000 Debt Service	0	37,965	37,965	38,000	38,000
TOTAL	\$107,860	\$201,170	\$70,570	\$171,000	\$171,000
GRAND TOTAL	\$153,488	\$256,097	\$117,651	\$230,666	\$230,666

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$33,516	\$47,251	\$39,420	\$51,336	\$51,336
SERVICES & SUPPLIES	91,234	113,369	85,369	88,000	88,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$124,750	\$160,620	\$124,789	\$139,336	\$139,336
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .45	 .50	 .50	 .58	 .58

Program Description

This activity is for the operation and maintenance of Well No. 15 as indicated by the Environmental Protection Agency's Interim Record of Decision (I-ROD) to help facilitate the removal of Perchlorate and Volatile Organic Compounds in the groundwater from the San Gabriel Valley Water Basin.

Costs for this activity include personnel costs, equipment and maintenance supplies, laboratory analyses, compliance reports, electricity service, and fees to other governmental agencies.

Specific Service objectives are:

- Continue to seek outside funding for the operation and maintenance of this facility from the South El Monte Potentially Responsible Parties and other potential sources.
- Continue to operate and maintain the treatment facility per the California Department of Health Services regulations and requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part-Time Salaries category (#11300) represents a part-time position to perform the treatment cost reimbursement and other water treatment related accounting tasks.
2. R/M Supplies category (#23000) includes \$1,500 for equipment and supplies needed for the maintenance of the treatment facility.
3. Contracted Services category (#31000) includes \$15,400 for legal costs associated with treatment cost recovery, \$2,000 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services and \$3,600 for data processing.
4. Motor Pool Charges category (#33000) consists of allocated motor pool costs.
5. Utilities category (#36000) covers the cost of electricity service for the wells and treatment facility.
6. Leases and Rentals category (#37000) is for the costs expended renting equipment for the inspection of the treatment facility.
7. R/M Contractual category (#38000) covers the costs of repairing and maintenance of the treatment facility.
8. Other Agency Services category (#41000) covers the costs associated with the treatment facility's operating permit (California Department of Health Services), quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other governmental agencies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11200 Permanent Salaries	\$21,763	\$29,543	\$26,037	\$31,321	\$31,321
11300 Part Time Salaries	0	0	0	2,880	2,880
11400 Overtime Salaries	3,090	5,000	3,000	5,000	5,000
11500 Separation Benefits	1,627	1,952	1,953	2,148	2,148
TOTAL	\$26,480	\$36,495	\$30,990	\$41,349	\$41,349
EMPLOYEE BENEFITS					
12200 Life Insurance	\$57	\$87	\$70	\$90	\$90
12300 Medical Insurance	1,885	3,632	2,134	2,935	2,935
12350 Medicare Insurance	364	430	442	498	498
12370 Part Time Retirement	0	0	0	115	115
12400 Dental Insurance	154	277	178	238	238
12500 Workers Compensation	1,214	1,274	1,274	1,338	1,338
12600 Retirement	3,202	4,805	4,128	4,518	4,518
12900 Long Term Disability	123	198	158	198	198
12950 Vision Plan	37	53	46	57	57
TOTAL	\$7,036	\$10,756	\$8,430	\$9,987	\$9,987
SERVICES & SUPPLIES					
23000 R/M Supplies	\$0	\$3,000	\$3,000	\$1,500	\$1,500
31000 Contracted Services	17,510	20,308	18,808	21,000	21,000
33000 Motor Pool Charges	6,189	6,561	6,561	7,000	7,000
36000 Utilities	65,535	70,000	50,000	50,000	50,000
37000 Leases & Rentals	0	1,500	1,000	1,000	1,000
38000 R/M Contractual	0	2,000	1,000	1,500	1,500
41000 Other Agency Serv	2,000	10,000	5,000	6,000	6,000
TOTAL	\$91,234	\$113,369	\$85,369	\$88,000	\$88,000
GRAND TOTAL	\$124,750	\$160,620	\$124,789	\$139,336	\$139,336

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Well 5 Perch Blending Plant
ACTIVITY NO.: 4232

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$45,834	\$57,443	\$50,424	\$59,475	\$59,475
SERVICES & SUPPLIES	57,884	103,120	70,120	72,000	72,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$103,718	\$160,563	\$120,544	\$131,475	\$131,475
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .59	 .59	 .59	 .59	 .59

Program Description

This activity provides for the costs associated with water remediation activities for Well No. 5 for perchlorate removal and future contaminants that may be found in the water system. This activity includes the operation and maintenance of a treatment system with a capacity of 1600 gallons per minute. Costs for this activity include carbon for four vessels, equipment and maintenance supplies, programmable logic controls for the SCADA operating system, laboratory analyses, compliance reports, fees to other governmental agencies, electricity, and inspections.

Specific Service objectives are:

- Seek outside funding for the operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.
- Operate and maintain the new facility as per Department of Health Services regulations and requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$15,000 for the cost of replacing the carbon and \$1,000 for supplies needed for the maintenance of the treatment facility. Using carbon instead of resin allows for a significant cost savings and is made possible because of the tie-in to the Well No. 5 Blending Plant.
2. Contracted Services category (#31000) includes \$13,500 for legal costs associated with treatment cost recovery, \$33,300 for water analyses and compliance reports required by the State, inspection services, and engineering consultant services and \$3,200 for data processing.
3. Leases and Rentals category (#37000) is for the costs expended renting equipment for the inspection of the treatment facility.
4. R/M Contractual category (#38000) includes \$1,000 for the repair and maintenance of the treatment facility.
5. Other Agency Services category (#41000) covers the costs associated with the treatment facility's operating permit (California Department of Health Services), quarterly NPDES Permit (Regional Water Quality Control Board), EPA, and other governmental agencies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 5 Perch Blending Plant

ACTIVITY NO.: 4232

<u>Classification</u>	<u>Actual 2007/2008</u>	<u>Adopted 2008/2009</u>	<u>Year-End Estimated 2008/2009</u>	<u>Proposed 2009/2010</u>	<u>Adopted 2009/2010</u>
SALARIES					
11200 Permanent Salaries	\$30,145	\$36,717	\$33,367	\$39,275	\$39,275
11400 Overtime Salaries	3,865	5,000	3,500	5,000	5,000
11500 Separation Benefits	2,133	2,560	2,559	2,816	2,816
TOTAL	\$36,143	\$44,277	\$39,426	\$47,091	\$47,091
EMPLOYEE BENEFITS					
12200 Life Insurance	\$75	\$103	\$88	\$106	\$106
12300 Medical Insurance	2,437	4,045	2,626	3,457	3,457
12350 Medicare Insurance	501	535	566	572	572
12400 Dental Insurance	210	332	233	292	292
12500 Workers Compensation	1,790	1,880	1,881	1,974	1,974
12600 Retirement	4,464	5,971	5,350	5,677	5,677
12900 Long Term Disability	161	234	194	234	234
12950 Vision Plan	53	66	60	72	72
TOTAL	\$9,691	\$13,166	\$10,998	\$12,384	\$12,384
SERVICES & SUPPLIES					
23000 R/M Supplies	\$497	\$17,000	\$11,000	\$16,000	\$16,000
31000 Contracted Services	52,387	78,120	53,120	50,000	50,000
37000 Leases & Rentals	0	2,000	1,000	1,000	1,000
38000 R/M Contractual	0	1,000	1,000	1,000	1,000
41000 Other Agency Serv	5,000	5,000	4,000	4,000	4,000
TOTAL	\$57,884	\$103,120	\$70,120	\$72,000	\$72,000
GRAND TOTAL	\$103,718	\$160,563	\$120,544	\$131,475	\$131,475

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Water Interconnection/Purchase
ACTIVITY NO.: 4233

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	119,359	0	35,000	0	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$119,359	\$0	\$35,000	\$0	\$0
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

This activity provides for the purchase of water, on an emergency basis, through the San Gabriel Valley Water Company. This only becomes necessary when city wells are unable to produce enough water to meet high demands.

2009-2010 GOALS AND OBJECTIVES

1. Minimize the purchase of water from the San Gabriel Valley Water Company.

2008-2009 GOALS AND OBJECTIVES

1. Proactively maintained the wells and treatment plants to minimize the need to purchase water.

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Water Interconnection/Purchase**

ACTIVITY NO.: **4233**

<u>Classification</u>	<u>Actual 2007/2008</u>	<u>Adopted 2008/2009</u>	<u>Year-End Estimated 2008/2009</u>	<u>Proposed 2009/2010</u>	<u>Adopted 2009/2010</u>
SERVICES & SUPPLIES					
22000 Operating Supplies	\$119,359	\$0	\$35,000	\$0	\$0
TOTAL	\$119,359	\$0	\$35,000	\$0	\$0
GRAND TOTAL	\$119,359	\$0	\$35,000	\$0	\$0

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement
ACTIVITY: Capital Improvement
ACTIVITY NO.: 5000

SOURCE OF FUNDS:

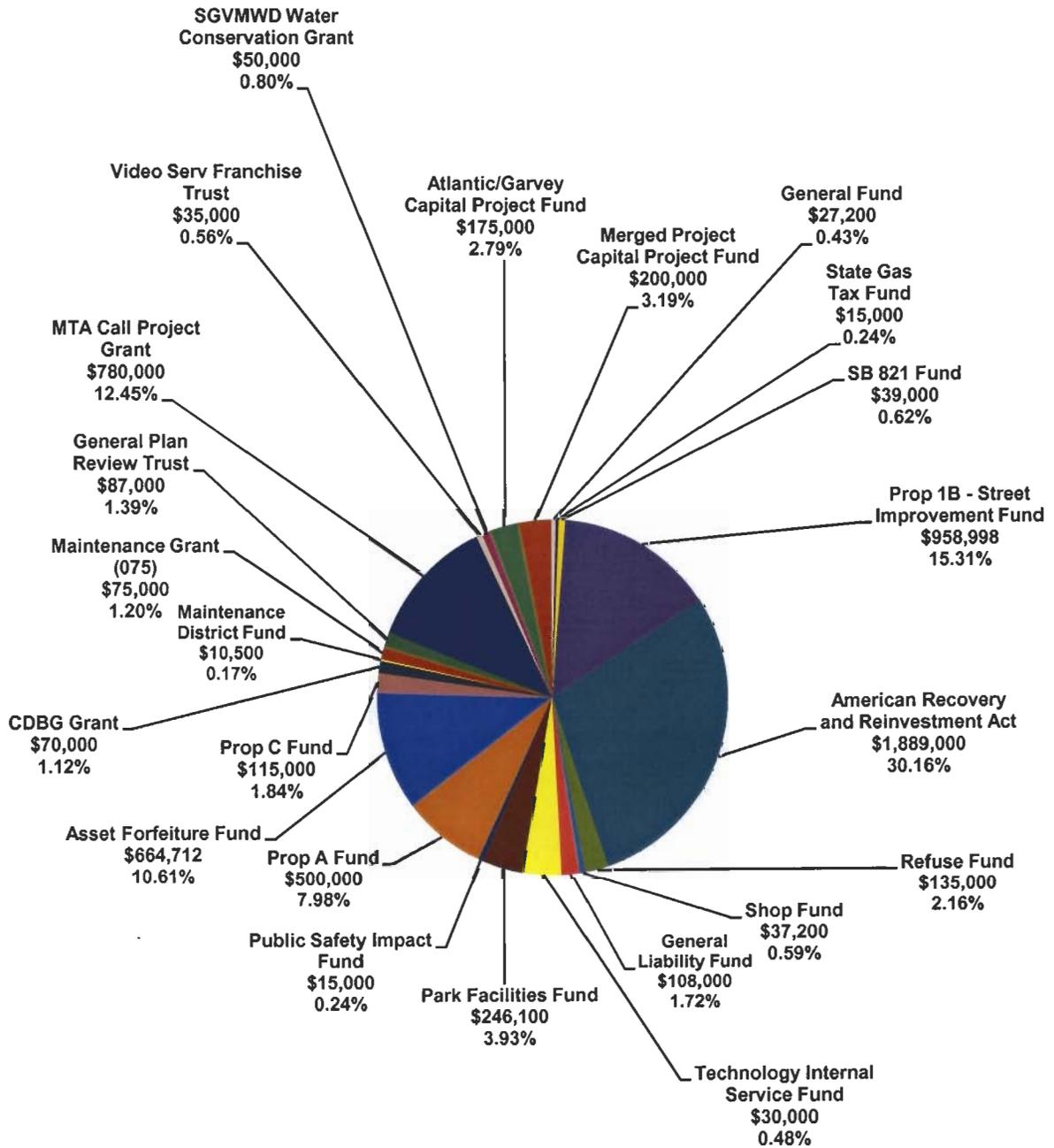
General Fund \$27,200
 State Gas Tax Fund \$15,000
 SB 821 Fund \$39,000
 Prop 1B-Street Improvement Fund \$958,998
 American Recovery and Reinvestment Act \$1,889,000
 Refuse Fund \$135,000
 Shop Fund \$37,200
 General Liability Fund \$108,000
 Technology Internal Service Fund \$30,000
 Park Facilities Fund \$246,100
 Public Safety Impact Fund \$15,000
 Prop A Fund \$500,000
 Asset Forfeiture \$664,712
 Prop C Fund \$115,000
 CDBG Grant \$70,000
 Maintenance District Fund \$10,500
 Maintenance Grant (075) \$75,000
 General Plan Review Trust \$87,000
 MTA Call Project Grant \$780,000
 Video Serv Franchise Fund \$35,000
 SGVMWD Water Conservation Grant \$50,000
 Atlantic/Garvey Capital Project Fund \$175,000
 Merged Project Capital Project Fund \$200,000

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	3,187,102	4,290,190	1,564,365	6,262,710	6,262,710
TOTAL COSTS	\$3,187,102	\$4,290,190	\$1,564,365	\$6,262,710	\$6,262,710
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The Capital Improvement Program budget consists of two activities, Street Construction and Community Capital Improvement. The City's Capital Improvement Program is a five-year program designed according to the City's strategic planning, Water, Sewer, and Park Improvement Master Plans. This five-year Capital Improvement Program is updated following the completion of the City's Long Term Financial Planning process in midyear. During the budget process, the capital improvement projects are again adjusted to reflect realistic and reliable funding sources. Major capital improvements generally taken two to three years to complete due to the grant funding restrictions, designs, building, and construction. Unspent portions of the project budget are carried over to the following year for project completions.

Capital Improvement Source of Funds



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	1,026,362	2,152,888	328,776	3,099,998	3,099,998
TOTAL COSTS	\$1,026,362	\$2,152,888	\$328,776	\$3,099,998	\$3,099,998
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

The City contains 119.27 miles of streets, 225.22 miles of sidewalk, 75 traffic signals and 10 miles of improved alleys. Major improvements are needed to accommodate the increased flow of pedestrian and vehicle traffic. This activity provides for street improvements including parking, lighting, traffic signals, and landscaping administered through the Public Works Department. The 2009-2010 street improvements include the following projects:

1. Pavement Management Study (89100) \$40,000

A Pavement Management Study must be conducted every two years for the City to remain eligible for Prop C Funds.

Funding Source:
 Proposition C Fund (0166) \$40,000

Impact on Operating Budget: This study has no effect on the operating budget.

2. Sidewalk Reconstruction (89340) \$39,000

Continuation of the City's Sidewalk Construction program. The SB-821 State fund can be used for sidewalk related projects.

Funding Source:

Bike Route Fund (0023) \$39,000

Impact on Operating Budget: This project has no effect on the operating budget as the required on-going maintenance costs are budgeted in the Street Maintenance Activity (#4202).

3. Alley Reconstruction (89520) \$30,000

This program is to repair and reconstruct deteriorating alleys, and improve drainage problems and substandard pavement conditions.

Funding Source:

CDBG Fund (0169) \$30,000

Impact on Operating Budget: This project will result in a minor reduction in roadway maintenance costs.

4. Wheelchair Access Ramps (89850) \$28,000

The City is required to construct wheelchair ramps at intersections to comply with the American Disability Act (ADA).

Funding Source:

CDBG Fund (0169) \$28,000

Impact on Operating Budget: This project will have no effect on the operating budget.

5. Street Resurfacing (91900) \$958,998

This project is to resurface deteriorated City streets that received the worst grading per the Pavement Management System report. Identified street segments are Garfield from Pomona to Elmgate, Garfield from Garvey to Graves, and Wilcox from Pomona.

Funding Source:

Proposition 1B Street Improvement Fund (0028) \$958,998

Impact on Operating Budget: This project will result in reduced street maintenance operating costs such as pot-hole repairs in Street Maintenance Activity (4202).

6. Street Resurfacing (91911) \$1,889,000

This project involves the resurfacing of deteriorated City arterial and collector streets as identified in the City's Pavement Management System report. The street segments include Atlantic Boulevard (Hellman Avenue to Garvey Avenue, and Riggin Street to South City Limit), Garfield Avenue (Garvey Avenue to Graves Avenue, and El Repetto Drive to Pomona Boulevard), New Avenue (Hellman Avenue to Emerson Avenue), Emerson Avenue (Atlantic Boulevard to McPherrin Avenue), and Riggin Street (Atlantic Boulevard to Gerhart Avenue.)

Funding Source:

American Recovery and Reinvestment Act (0029) \$1,889,000

Impact on Operating Budget: This project will result in reduced street maintenance operating costs such as pot-hole repairs in Street Maintenance Activity (4202).

7. Overhead Street Name Signs (91905) \$25,000

Deteriorated overhead street name signs on transit routes will be replaced with highly reflective signs that are more legible and require no electricity to illuminate. This is the 2nd of a 3-year program.

Funding Source:

Proposition C Fund (0166) \$25,000

Impact on Operating Budget: This project will reduce utility cost for electricity that is necessary to light up existing signs.

8. Traffic Calming Measures – Citywide (91907) \$15,000

This project is to construct traffic calming measures such as speed bumps, signage, and striping to control vehicle volume and speed at selected locations in the City.

Funding Source:

Gas Tax Fund (0022) \$15,000

Impact on Operating Budget: This project will have no effect on the operating budget.

9. Traffic Signal Upgrades (91908) \$50,000

Traffic signals will be upgraded to include installing equipment such as GPS clocks and traffic signal appurtenances, and replacing damaged poles.

Funding Source:

Proposition C Fund (0166) \$50,000

Impact on Operating Budget: This project will have no effect on the operating budget.

10. Garvey Traffic Signal Upgrade (91910) \$25,000

Traffic signals on Garvey Avenue will be upgraded to include replacing metal poles with concrete poles and battery back-up units.

Funding Source:

Merged Capital Projects Fund (0820) \$25,000

Impact on Operating Budget: This project will have no effect on the operating budget.

2008-2009 Street Construction Projects

Sidewalk Reconstruction (89340)	\$ 39,426	*
Handicapped Access Ramps (89850)	12,000	*
Catch Basin Structural Controls (91740)	86,175	*
Monterey Park Transit Facility at ELAC (91750)	434,720	* ¹
Street Resurfacing Projects (91900)	1,037,567	* ²
Garvey Avenue Bridges Repairs (91904)	100,000	*
Overhead Street Name Signs (91905)	25,000	*
Concrete Pad for Roll-Off Bin Sites (91906)	28,000	*
Traffic Calming measures (91907)	25,000	*
Traffic Signal Upgrades (91908)	50,000	*
Signage Wayfinding Program (91909)	165,000	*
Garvey Traffic Signal Upgrade (91910)	<u>150,000</u>	*

Total **\$ 2,152,888**

() Projects in Progress*

¹Construction is pending ELAC's completion of new adjacent parking structure.

²Design is being finalized; PS&E advertised in June 2009.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
CAPITAL OUTLAY					
89000 Capital Improvements	\$77,165	\$51,426	\$26,776	\$137,000	\$137,000
91000 Capital Improvements	796,600	2,101,462	302,000	2,962,998	2,962,998
99000 Capital Improvements	152,597	0	0	0	0
TOTAL	\$1,026,362	\$2,152,888	\$328,776	\$3,099,998	\$3,099,998
GRAND TOTAL	\$1,026,362	\$2,152,888	\$328,776	\$3,099,998	\$3,099,998

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	2,160,740	2,137,302	1,235,589	3,162,712	3,162,712
TOTAL COSTS	\$2,160,740	\$2,137,302	\$1,235,589	\$3,162,712	\$3,162,712
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

Community Capital Improvement includes any physical improvement to the City's capital assets of a permanent nature as well as acquisition of equipment. Community Capital Improvements are typically funded by grants, reserves, and specified revenue sources.

1. Network Equipment and Server Upgrades (99055) \$30,000

Upgrade the current network equipment and server, including higher speed cabling, network hardware, network switchers, and a new server.

Funding Source:

Technology Fund (0063) \$30,000

Impact on Operating Budget: Upgrades help improve overall network performance.

2. Redevelopment Project Area Merger (99003) \$350,000

Merging the Atlantic/Garvey and Merged project areas into a single redevelopment project area increases the level of effectiveness of Agency activities through the distribution of funds where the demand is the greatest. The older project area, Atlantic/Garvey, now has a minimum level of blight and developable land, but is also the project area with the greater amount of tax increment revenue. The Merged area still contains significant blight and the greater level of potential development activity for future projects.

Funding Source:

Atlantic/Garvey Capital Projects Fund (0810)	\$175,000
Merged Capital Projects Fund (0820)	175,000

Impact on Operating Budget: To better accomplish future redevelopment projects, including the upgrade and replacement of infrastructure, it is necessary to merge the two areas into one allowing for tax increment to provide funding more effectively and efficiently. There is no impact on operating budget.

3. Police Mobile Radio (XTS-3000) Replacement (99308) \$325,000

Replace current police handheld radios which will become obsolete. The manufacturer will stop making replacement parts for the current radios in 2010.

Funding Source:

Asset Forfeiture Fund (0160)	\$325,000
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Impact on Operating Budget: There is no impact to the operating budget.

4. Police Mobile Radio (Astro Spectra) Replacement (99309) \$290,000

Replace current police mobile radios which will become obsolete. The manufacturer will stop making replacement parts for the current radios in 2010.

Funding Source:

Asset Forfeiture Fund (0160)	\$290,000
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Impact on Operating Budget: There is no impact to the operating budget.

5. Police Computer Server Replacement (99311) \$35,000

This project will replace two computer servers that are due for replacement. The servers that handle all print commands and various storage drives are nearing their useful lifecycle and need to be replaced.

Funding Source:

Asset Forfeiture Fund (0160)	\$35,000
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Impact on Operating Budget: Replacing the servers will avoid costly repairs and prevent compute downtime.

6. Zoning Ordinance Updates (99004) \$87,000

Overhaul the entire Zoning Ordinance and provide a more flexible and user friendly document.

Funding Source:

General Plan Trust Fund (0352) \$87,000

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

7. Barnes Park Gymnasium Painting (91496) \$35,000

Repaint interior of the Gymnasium, lobby, hallways rest rooms and clubrooms. The facility has not been painted since 1994.

Funding Source:

Park Facilities Fund (0070) \$35,000

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

8. Barnes Park Amphitheater Painting (91497) \$30,000

Paint interior rehearsal room, dressing rooms and rest rooms. The facility has not been painted since facility opened in 1998.

Funding Source:

Park Facilities Fund (0070) \$30,000

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

9. Barnes Park/Sequoia Park Picnic Shelter Re-Roofing (91498) \$39,000

Replacement of Barnes Picnic Shelter roof and Sequoia Park Tea House Roof.

Funding Source:

Park Facilities Fund (0070) \$39,000

Impact on Operating Budget: Eliminate possible cost associated with fixing leaks.

10. Garvey Ranch/Barnes Park Door Replacement (91499) \$15,000

Entry doors and perimeter exit doors have deteriorated and are not able to adequately open and close. Four sets of doors at Barnes Park Community Center and one door at Garvey Ranch House.

Funding Source:
Park Facilities Fund (0070) \$15,000

Impact on Operating Budget: Eliminate constant repair to doors to get them to lock.

11. Elder Park Pool Drains and Replastering (91501) \$32,000

Federal Mandated upgrade to pool drains. Repair of heaters and filters. Re-plaster of the small wading pool due to rough surface that causes abrasions to participants.

Funding Source:
Park Facilities Fund (0070) \$32,000

Impact on Operating Budget: Reduce potential liability claims.

12. Elder Park Community Center Roof Repair (91502) \$14,000

Eliminate leaks in roof that drip on the gym floor causing closure of the facility during periods of rain.

Funding Source:
Park Facilities Fund (0070) \$14,000

Impact on Operating Budget: Eliminate potential liability claims.

13. Sierra Vista Community Center Painting (91503) \$30,000

Re-paint the main room, lobby and interior rest rooms at Sierra Vista Community Center. Install chair rail in the main room.

Funding Source:
Park Facilities Fund (0070) \$30,000

Impact on Operating Budget: Will eliminate need for wall repairs due to table/chair damage.

14. Various Playground Improvements (91504) \$20,000

Repair and replace playground equipment at various park sites per State playground inspections program.

Funding Source:
Park Facilities Fund (0070) \$20,000

Impact on Operating Budget: Reduce potential liability claims.

15. Channel 55 Cameras & Video Components Modernization (91505) \$35,000

Improve quality of Channel 55 video productions by modernizing equipment such as cameras, monitors, switchers, video routers/servers, production tools,

and other processing devices to support production both in-studio and out in the field.

Funding Source:

Video Service Franchise Trust Grant (0355) \$35,000

Impact on Operating Budget: There is no impact to the operating budget. The funding comes from the City's Video Service Franchise Trust Fund.

16. Median Maintenance (82520) \$5,500

Re-landscape median on East side of Garvey Avenue to provide better aesthetics along Garvey Ave., and be consistent with the newer plantings on East Garvey Ave, using new, water efficient irrigation products.

Funding Source:

Maintenance District Fund (0176) \$5,500

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

17. Irrigation System Improvements (91506) \$50,000

This program will allow for installing smart water controllers and promote water conservation at various locations throughout the City.

Funding Source:

SGVMWD Water Conservation Grant Fund (0357) \$50,000

Impact on Operating Budget: This replacement of older anti-siphon valves and controllers will reduce the chance of more costly emergency repairs and water loss. Labor costs are included in the Parkway Maintenance Activity (#6516) and Parks Activity (#6517).

18. Specialty Restaurant/Golf Course Maintenance (99290) \$75,000

Maintenance, which is paid through a special deposit trust fund, is to provide parking lot sweeping, fire alarm monitoring, landscaping and Maintenance of the common area, slopes and hillsides surrounding Monterey Hill, Luminarias restaurants and Monterey Park Golf Course.

Funding Source:

Maintenance Grant (Trust) (0344) \$75,000

Impact on Operating Budget: No impact to operating budget. Specialty Restaurant and Golf Course pay for ongoing maintenance of slopes and common areas.

19. Tree Well Maintenance (91590) \$5,000

This special project is to clean out City tree wells in public areas.

Funding Source:
Maintenance District Fund (0176) \$5,000

Impact on Operating Budget: There is no impact on the operating budget. Tree wells that clear of weeds and other growth will improve the health of the trees and attractiveness of City walkways.

20. City Facility ADA Compliance Improvements (89390) \$12,000

This is an ongoing program for improvements to city facilities to comply with the Americans with Disabilities Act (ADA).

Funding Source:
CDBG Grant Fund (0169) \$12,000

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

21. City Facilities Air Duct Cleaning (96018) \$108,000

This is the first year of a 7-year program to clean air handlers and duct work at city facilities. City Hall is the target place to be cleaned in the first year.

Funding Source:
General Liability Fund (0062) \$108,000

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

22. Fuel Pump Canopy (96019) \$135,000

National Pollutant Discharge Elimination System (NPDES) requires that fuel dispenser facilities be covered to prevent fuel from being washed into the storm drain system in the event of rain. This project will provide for a canopy at the fuel pump at the City Yard.

Funding Source:
Refuse Fund (0043) \$135,000

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

23. Traffic Maintenance Building Improvement (96021) \$25,000

The project will provide improvements to the traffic maintenance building at the City Yard. The structure requires reinforcement to ensure that it is structurally sound.

Funding Source:
Shop Fund (0060) \$25,000

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

24. Spirit Transit Bus Replacement (99005) \$1,280,000

Four of the City's oldest transit vehicles that operate on diesel will be replaced with alternative-fueled vehicles. The 2000- model year vehicles have reached their 7-year life expectancy and will not meet the California Air Resources Board (CARB) emission standards for January 2010.

Funding Source:

MTA Call for Project Grant (0354)	\$780,000
Proposition A Fund (0109)	500,000

Impact on Operating Budget: New vehicles will reduce the operation and maintenance cost of the Spirit bus system.

25. Capital Purchases for Fire (88560) \$42,200

Fire safety small capital purchases include 12 turnout coats & turnout pants (\$25,200), fire hoses (\$15,000), and 4 Station chairs (\$2,000).

Funding Source:

General Fund (0010)	\$27,200
Public Safety Impact Fee Fund (0071)	\$15,000

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

26. Capital Purchases for Recreation and Parks (88510) \$31,100

Recreation and Parks small capital purchases include park tables and chairs (\$6,000), Coat hooks & shelves for women restrooms at Langley Center (\$1,500), 4 public drinking fountains (\$16,000), 20 folding tables (\$3,600), and 200 folding chairs (\$4,000).

Funding Source:

Park Facilities Fund (0070)	\$31,100
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Impact on Operating Budget: There is no impact on the operating budget. Replacement due to normal wear and tear.

27. Capital Purchases for Public Works (88500) \$12,200

Public Works small capital purchases include 1 metal storage container with Shelving (\$11,000) and lumber racks (\$1,200).

Funding Sources:

Shop Fund (0060)	\$12,200
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Impact on Operating Budget: Items listed above will have no impact on operating budget.

28. Capital Purchases for Police (88550)

\$14,712

Police small capital purchases include one FX3 CrashMath accident reconstruction system and system training for staff.

Funding Source:

Asset Forfeiture Fund (0160)

\$14,712

Impact on Operating Budget: Items listed above will have no impact on operating budget.

2008-2009 Community Capital Projects

Median Maintenance (82520)	\$ 5,400	
Capital Purchases for Public Works (88500)	39,661	
Capital Purchases for Parks (88510)	23,000	
Capital Purchases for Police (88550)	81,821	
Capital Purchases for Fire (88560)	64,010	
City Facility ADA Compliance Improvements (89390)	12,000	*
Sprinkler Anti-Siphon Valves for Various Parks (90450)	6,500	
Barnes Pool/Pavilion Improvement (91220)	75,600	*
Underground Fuel Tank Soil (91290)	20,000	*
Enhanced Vapor Recovery Upgrade (91460)	60,000	*
Tennis Court Resurfacing (91487)	80,000	*
Barnes Bathhouse Plumbing/Floor Sanding (91488)	37,000	*
Barnes Park Facilities Improvement (91489)	33,000	*
Cascades Park Waterfall Lighting (91491)	12,000	*
Garvey Ranch Bathroom Plumbing (91492)	20,500	
Elder Park Tennis Court Lighting (91493)	95,000	*
Misc. Park Improvements (91494)	8,000	*
Langley Center – 313 McPherrin (91495)	150,000	* ¹
Tree Well Maintenance (91590)	10,000	
Fire Smoke Alarm Upgrade (96004)	40,000	*
Station 63 Facility Upgrade (96005)	28,700	*
City Hall Water Line/Heater (96007)	43,600	
Emergency Generator Placement (96008)	110,802	* ²
City East Entrance Door Replacement (96009)	13,500	
Parks Storage Building Roof (96010)	9,800	*
Safety Light Covers Replace (96011)	20,000	*
Sewer Master Plan Update (96012)	50,000	*
Sewer Main Construction (96013)	75,000	*
Median Islands Landscaping (96014)	20,000	*
City Monument Replacement (96015)	24,000	
Spirit Bus Diesel Retrofit (96016)	45,134	*
Employee Parking Lots (96017)	200,000	* ³
Business Improvement District Upgrades (99002)	98,038	
GIS Needs Assessment	25,000	*
Network Equipment Upgrade (99055)	50,000	*
Special Restaurant/Golf Course (99290)	71,800	
Computers for Police CAD/RMS (99303)	233,825	
Digital Video Recorder (99304)	19,000	
Police Security Equipment (99306)	40,011	
Police K-9 Canine (99307)	13,000	
Fire Station 1 Expansion (99702)	<u>72,600</u>	
Total	<u>\$ 2,137,302</u>	

(*) Projects in progress

¹Design is in progress; Approval from Parks and Recreation Commission is required.

²Scope of work is being developed for the Request for Proposal.

³PS&E advertised for bids on May 7, 2009; Construction starts in July 2009.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

<u>Classification</u>	<u>Actual 2007/2008</u>	<u>Adopted 2008/2009</u>	<u>Year-End Estimated 2008/2009</u>	<u>Proposed 2009/2010</u>	<u>Adopted 2009/2010</u>
CAPITAL OUTLAY					
82000 Capital Improvements	\$5,095	\$5,400	\$5,400	\$5,500	\$5,500
88000 Capital Improvements	135,289	208,492	216,159	100,212	100,212
89000 Capital Improvements	11,146	12,000	0	12,000	12,000
90000 Capital Improvements	186,278	6,500	6,500	0	0
91000 Capital Improvements	668,970	601,100	254,051	305,000	305,000
96000 Capital Improvements	44,883	680,536	155,135	268,000	268,000
99000 Capital Improvements	1,109,079	623,274	598,344	2,472,000	2,472,000
TOTAL	\$2,160,740	\$2,137,302	\$1,235,589	\$3,162,712	\$3,162,712
GRAND TOTAL	\$2,160,740	\$2,137,302	\$1,235,589	\$3,162,712	\$3,162,712

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$10,000
 General Liability Fund \$563,800
 Water Fund \$50,000
 CERCLA Liability Fund \$120,000

DEPARTMENT: Non-Department
ACTIVITY: General Liabilities Program
ACTIVITY NO.: 5101

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	781,955	886,840	701,985	743,800	743,800
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$781,955	\$886,840	\$701,985	\$743,800	\$743,800
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

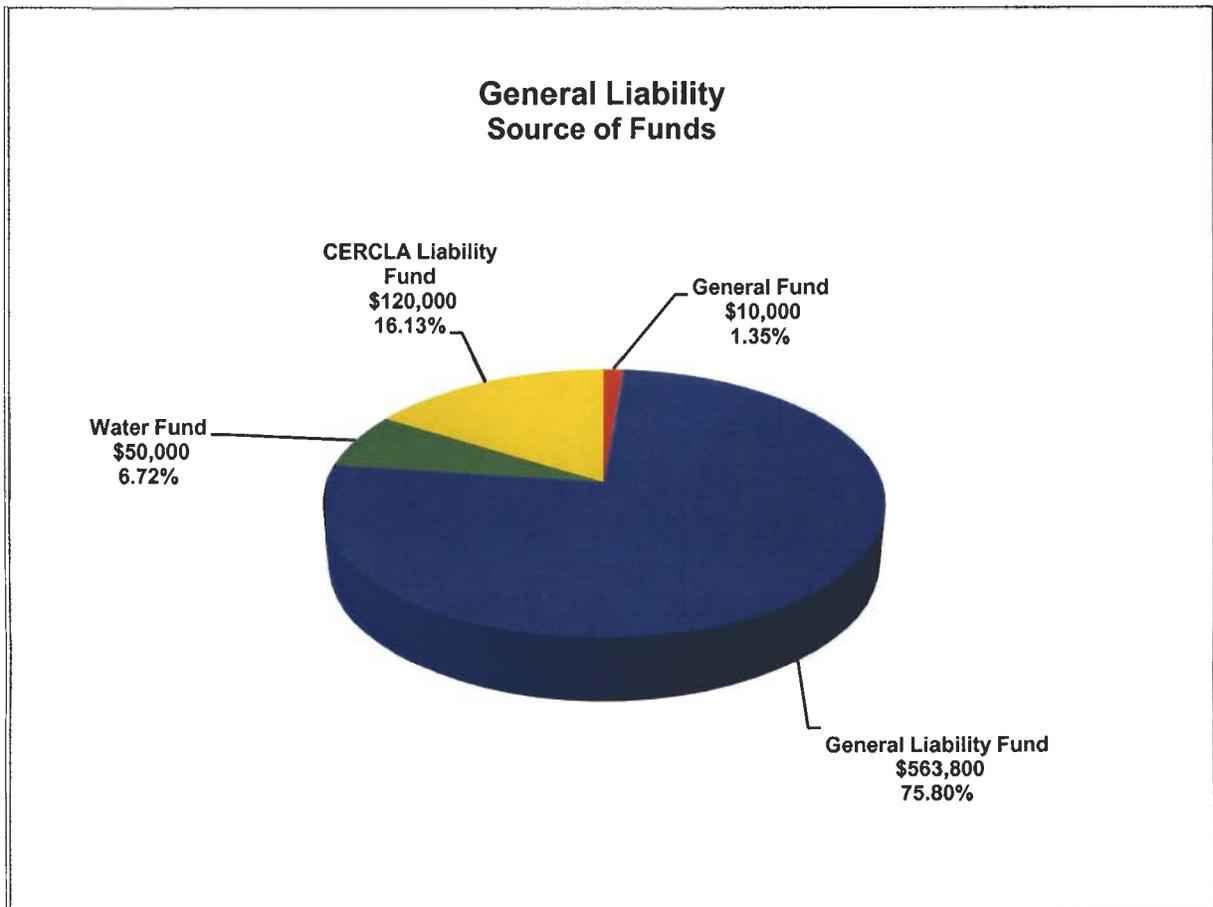
The General Liability Internal Service Fund was established for the management and funding of the City's general liability risk exposure. The City is self-insured for general liability claims. The City has acquired excess coverage from \$300,000 to \$20 million per occurrence through the Independent Cities Risk Management Authority (ICRMA).

Charges are made to all City funds to pay for operating expenses as well as to fund the outstanding liabilities of the General Liability Fund. Outstanding liabilities (including Incurred But Not Reported (IBNR) claims of the General Liability Fund, based on past experience and modified for current trends and information, are as follows:

2008-09	Estimated	\$568,359
2009-10	Projected	\$585,000

PRIMARY PROGRAM/EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) contains \$50,000 for legal fees and costs associated with defending the City against general liability claims and lawsuits. Defense attorneys are selected based on their expertise from an approved attorney panel list provided by the ICRMA.
2. Insurance category (#35000) includes premium to ICRMA \$415,000, third-party claims administration \$28,800, and \$70,000 for the payment of claims to resolve liability issues.
3. Miscellaneous Financial Services category (#44000) consists of contribution of the General Fund \$10,000, the Water Fund \$50,000 and the CERCLA Fund \$120,000 to the General Liability Fund in order to meet incurred liabilities and Incurred But Not Reported (IBNR) losses.



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Non-Department

ACTIVITY: General Liabilities Program

ACTIVITY NO.: 5101

<u>Classification</u>	<u>Actual 2007/2008</u>	<u>Adopted 2008/2009</u>	<u>Year-End Estimated 2008/2009</u>	<u>Proposed 2009/2010</u>	<u>Adopted 2009/2010</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$28,653	\$90,000	\$45,500	\$50,000	\$50,000
35000 Insurance	603,302	616,840	476,485	513,800	513,800
44000 Misc Financial Serv	150,000	180,000	180,000	180,000	180,000
TOTAL	\$781,955	\$886,840	\$701,985	\$743,800	\$743,800
GRAND TOTAL	\$781,955	\$886,840	\$701,985	\$743,800	\$743,800

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Non-Department
ACTIVITY: Post Employment
ACTIVITY NO.: 5102

SOURCE OF FUNDS:
 General Fund \$832,000
 Retirement Fund \$1,973,162
 State Gas Tax Fund \$7,000
 Sewer Fund \$3,700
 Refuse Fund \$170,000
 Shop Fund \$3,500
 Separation Benefits Fund \$850,000
 General Liability Fund \$600
 Workers' Compensation Fund \$700
 Water Fund \$370,000
 Water Treatment Fund \$3,000
 Prop A Fund \$6,000
 CRA Fund \$248,000
 Home Housing Program Fund \$300
 CDBG Fund \$2,200
 Maintenance District Fund \$16,200
 Atlantic/Garvey Capital Project Fund \$6,000
 Housing Fund \$6,000
 Merged Project Capital Project Fund \$6,000

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$2,724,212	\$2,275,778	\$2,320,568	\$2,865,648	\$2,865,648
SERVICES & SUPPLIES	1,066,488	1,132,841	1,147,250	1,638,714	1,638,714
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$3,790,700	\$3,408,619	\$3,467,818	\$4,504,362	\$4,504,362
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

Separation Benefits

The Separation Benefits Internal Service Fund provides an ongoing method of financing the costs associated with employee separation from City service. Upon separation, an employee is entitled to compensation for accrued vacation, holiday, compensation time earned in-lieu of overtime; upon retirement, an employee is entitled to the aforesaid plus a percentage of his or her accrued sick leave depending on provisions of their particular bargaining unit.

Charges are made to City departments to pay for operating expenses as well as to fund outstanding liabilities of the Separation Benefits Fund. Liabilities and charges per employee for the Separation Benefits Fund are as follows:

		<u>Fund Liability</u>	<u>Department Charge Per Employee</u>
2008-09	Estimated	\$5,190,191	4,308
2009-10	Projected	\$5,450,000	4,739

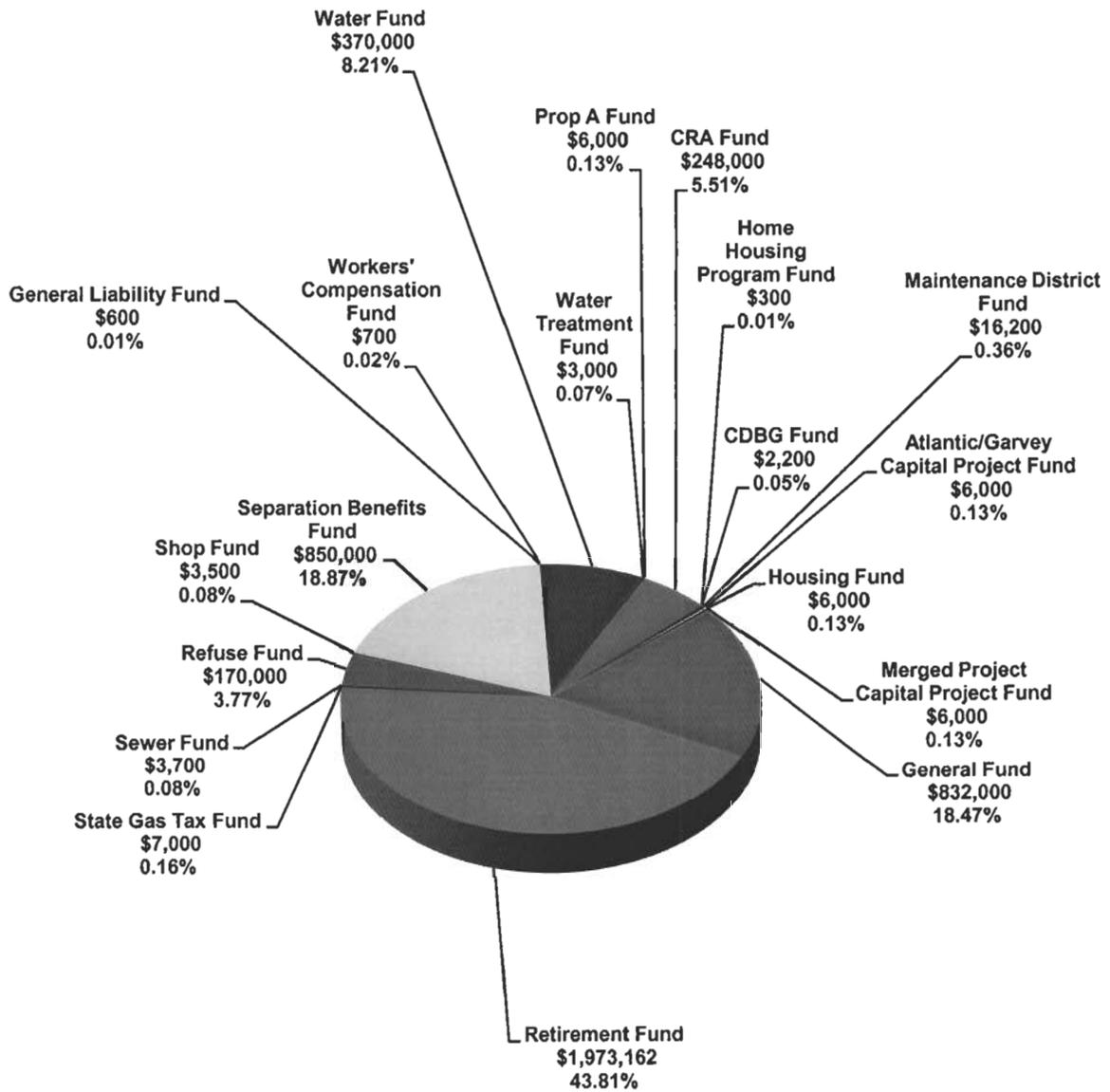
Post-Employment Benefits

The costs of retiree medical insurance premiums are presented in this activity, as are contributions to the Massachusetts Mutual Retirement Plan. Administrative and actuarial fees for retirement plan administration are also presented herein. Post-employment benefit medical costs are funded on a pay-as-you-go basis. The Massachusetts Mutual Retirement Plan predates the commencement of the City's participation in the California Public Employees' Retirement System (CalPERS) in 1976. The Plan provides partial retirement benefits for miscellaneous employees over age 55 at April 1, 1976. There are 201 vested retirees eligible for City-paid medical benefits and 68 vested members in the Massachusetts Mutual Retirement Plan.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salary Set-Aside category (#11600) contains funding for labor negotiations for the Fire bargaining unit.
2. Separation Benefits category (#11650) includes sick leave and vacation pay-off per MOU's, and employee service separation.
3. Benefits category (#12330/12700) contains funding for payment of retirees' medical premiums, \$1,265,000 and Massachusetts Mutual retirement plan funding, \$313,448.
4. Contracted Services category (#31000) contains \$42,000 for actuarial services pertaining to retirement program administration and annual fiscal agent trustee fee for the Pension Obligation Bonds.
5. Insurance category (#35000) displays unemployment reimbursement required from EDD, \$50,000.
6. Debt Service category (#42000) is the annual debt service payment for the Pension Obligation Bonds. The Pension Obligation Bonds were issued in 2004 to refinance the unfunded liabilities of the PERS Public Safety Pension Plan. The debt service payment for the bonds is considered as part of safety pension costs.

Post-Employment Administration Source of Funds



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Non-Department

ACTIVITY: Post Employment

ACTIVITY NO.: 5102

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SALARIES					
11600 Salary Set-Aside	\$0	\$0	\$0	\$383,000	\$383,000
11650 Separation Benefits	1,455,127	865,370	910,160	934,200	934,200
TOTAL	\$1,455,127	\$865,370	\$910,160	\$1,317,200	\$1,317,200
EMPLOYEE BENEFITS					
12330 Medical Ins - Retirees	\$1,056,004	\$1,110,000	\$1,110,000	\$1,235,000	\$1,235,000
12700 Mass Mutual Retirement	213,081	300,408	300,408	313,448	313,448
TOTAL	\$1,269,085	\$1,410,408	\$1,410,408	\$1,548,448	\$1,548,448
SERVICES & SUPPLIES					
31000 Contracted Services	\$30,066	\$50,000	\$41,000	\$42,000	\$42,000
35000 Insurance	13,581	35,000	83,409	50,000	50,000
42000 Debt Service	1,022,841	1,047,841	1,022,841	1,546,714	1,546,714
TOTAL	\$1,066,488	\$1,132,841	\$1,147,250	\$1,638,714	\$1,638,714
GRAND TOTAL	\$3,790,700	\$3,408,619	\$3,467,818	\$4,504,362	\$4,504,362

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Workers' Compensation

SOURCE OF FUNDS:

ACTIVITY: Workers' Compensation

Workers' Compensation Fund \$1,205,037

ACTIVITY NO.: 8301

<u>SUMMARY OF COST</u>	<u>Actual 2007-08</u>	<u>Adopted 2008-09</u>	<u>Year-End Estimated 2008-09</u>	<u>Proposed 2009-10</u>	<u>Adopted 2009-10</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	982,095	1,102,500	1,290,335	1,205,037	1,205,037
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$982,095	\$1,102,500	\$1,290,335	\$1,205,037	\$1,205,037
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

The Workers' Compensation Internal Service Fund was established for the management and funding of the City's workers' compensation risk exposure. Workers' compensation laws in the State of California, both those of constitutional and statutory origin, create a compulsory responsibility for all employers to compensate any and all of their workers for injuries or disabilities arising out of the scope and in the course of employment.

California workers' compensation law provides medical treatment, temporary disability benefits, permanent disability benefits, vocational rehabilitation benefits, medical benefits and death benefits for work related injuries. The law also provides for preventative measures in the form of safety laws and administrative rules.

The City is self-insured for workers' compensation claims under \$500,000. The City has purchased excess workers' compensation coverage through the Independent Cities Risk Management Authority Workers' Compensation Program of up to \$50 million per occurrence with a self-insured retention of \$500,000. Both the Human Resources/Risk Management and Management Services Departments manage the Worker's Compensation Fund.

Funding of the Workers' Compensation Fund, and Fund liabilities, comes from charges made to City departments for operating expenses as well as funding outstanding liabilities. Liabilities of the Workers' Compensation Fund based on past experience and modified for current trends and information are as follows:

2008-09	Estimated	\$2,256,286
2009-10	Projected	\$2,324,000

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Administrative Services category (#20000) displays costs for third-party administration of workers' compensation claims, \$79,037.
2. Categories (#31000), (#32000), and (#33000) relate to permanent and temporary disability payments and medical costs.
3. Premium category (#35000) reflects excess workers' compensation insurance coverage through ICRMA for losses or claims, if necessary, exceeding the City's \$500,000 self-insured limits. The City's Excess Workers' Compensation Premium is adjusted by loss experience actuarial calculations. The FY 2009-10 premium is projected to be \$270,000.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Workers' Compensation

ACTIVITY: Workers' Compensation

ACTIVITY NO.: 8301

Classification	Actual 2007/2008	Adopted 2008/2009	Year-End Estimated 2008/2009	Proposed 2009/2010	Adopted 2009/2010
SERVICES & SUPPLIES					
20000 Workers' Compensation	\$74,500	\$77,500	\$76,735	\$79,037	\$79,037
31000 Permanent Disability	156,932	210,000	396,000	303,000	303,000
32000 Temporary Disability	21,536	51,000	32,000	32,000	32,000
33000 Medical	337,835	380,000	380,000	380,000	380,000
34000 Legal Fees	138,715	95,000	138,000	138,000	138,000
35000 Insurance Premiums	250,643	280,000	265,000	270,000	270,000
36000 Rehabilitation	1,934	9,000	2,600	3,000	3,000
TOTAL	\$982,095	\$1,102,500	\$1,290,335	\$1,205,037	\$1,205,037
GRAND TOTAL	\$982,095	\$1,102,500	\$1,290,335	\$1,205,037	\$1,205,037

City of Monterey Park Supplementary Information

- Direct and Overlapping Debt
- Major Employers
- Top Ten Property Taxpayers
- Demographic and Economic Statistics
- City of Monterey Park Financial Trend Graphs
 - General Fund Revenue Trend
 - General Fund Police & Fire Safety Expenditures Trend
 - Full-Time Equivalent Employees Per 1,000 Monterey Park Residents
 - GANN Limit Analysis
 - Monterey Park Population Trend
- Neighboring Full-Service Cities Comparison
- Source of Funds
- Glossary of Budget, Finance, and Non-Finance Terminology

CITY OF MONTEREY PARK

Direct and Overlapping Debt

June 30, 2008

City Assessed Valuation	\$ 4,256,018,052
Redevelopment Agency Incremental Valuation	<u>742,616,583</u>
Total Assessed Valuation	<u>\$ 4,998,634,635</u>

	<u>Percentage Applicable(%)</u>	<u>Net Bonded Debt Debt 6/30/08</u>	<u>Estimated Share of Overlapping Debt</u>
Overlapping Debt Repaid with Property Taxes:			
Metropolitan Water District	0.024	\$ 300,108,672	\$ 72,026
Garvey School District	29.548	42,766,020	12,636,504
LA CCD DS	0.920	1,370,820,000	12,611,544
Los Angeles Unif DS	0.039	7,325,045,000	2,856,768
Montebello Unif DS	7.975	101,975,301	8,132,530
Alhambra USD	32.441	<u>72,624,201</u>	<u>23,560,017</u>
Total overlapping debt repaid with property taxes		<u>\$ 9,213,339,194</u>	<u>\$ 59,869,389</u>

Source: HDL Coren & Cone

**CITY OF MONTEREY PARK
MAJOR EMPLOYERS**

<u>COMPANY</u>	<u>PRODUCT/SERVICES</u>	<u>EMPLOYEES</u>
East Los Angeles Community College	Community College	1,969
Garfield Medical Center	Hospital & Medical Services	951
Los Angeles County Sheriff's Dept.	Government	791
Los Angeles County Children's Court	Government	736
City of Monterey Park	Government	521
Monterey Park Hospital	Hospital & Medical Services	362
Care 1st Health Plan	Insurance Billing	315
Pacific Bell	Communication Services	232
Southern California Gas Company	Utility	275
Ralph's Grocery Store (2 Locations)	Retail (Supermarket)	173
Remitco LLC	Payment Processing Center	155
Chinese Daily News	Newspaper Publishing	184
CVS Pharmacies (2 Locations)	Retail (Drug Store)	139
California Highway Patrol	Government	131
La Colonial Tortilla Products, Inc. (2 Loc)	Food	92
Camino Real Chevrolet	Car Dealer	119
A T & T Communications	Communications Services	112
Southern California Edison Company	Utility	114
Heritage Manor Healthcare	Convalescent Hospital	92
TEAC Aerospace Technologies	Wholesale/Distributor	89
Monterey Park Convalescent Hospital	Convalescent Hospital	88
Shun Fat Supermarket	Retail (Supermarket)	78
J C Foodservice Inc. dba Action Sales	Retail	74
99 Ranch Market	Retail	72
SynerMed Inc.	Management Co.	156

Source: City of Monterey Park, Support Services Division

2008-09 Top Ten Property Taxpayers

<u>Taxpayer</u>	<u>2008-09 Assessed Valuation</u>	<u>Percent of Total Assessed Valuation</u>
1977 Saturn LLC (1)	\$ 55,151,400	1.04%
Union Bank	48,003,426	0.90%
Garfield Calmed Investment LP (10)	67,155,264	1.26%
Los Angeles Corporate Center LLC	91,095,000	1.71%
GMS Five LLC	41,972,713	0.79%
Care 1st Health Plan Inc (2)	15,918,118	0.30%
Atlantic Shopping Center Limited Partnership (1	21,624,000	0.41%
MPM Partners LLC	16,346,647	0.31%
Atlantic Times Square II LLC	17,250,240	0.32%
TSL Development Inc (11)	13,258,443	0.25%
	<u>\$ 387,775,251</u>	<u>7.29%</u>

CITY OF MONTEREY PARK
Demographic and Economic Statistics
Last Ten Calendar Years

Calendar Year	Population	Personal Income	Per Capita Personal Income	Unemployment Rate
1999	66,572	263,987,283	27,973	6.8%
2000	67,409	279,049,532	29,232	3.8%
2001	62,181	294,508,314	30,503	4.0%
2002	62,629	301,002,945	30,828	4.8%
2003	63,406	310,043,501	31,452	4.9%
2004	63,928	329,048,068	33,179	4.6%
2005	64,614	342,231,121	34,426	3.7%
2006	64,387	369,174,348	37,362	3.5%
2007	64,508	390,295,865	39,794	3.6%
2008	64,614	N/A	N/A	4.7%
2009	64,874	N/A	N/A	8.5%

NOTE: Personal income and Per capita personal income are the data shown for Los Angeles County from Bureau of Economic Analysis

Sources: Bureau of Economic Analysis
State of California Employment Development Department (data shown is for the county)

CITY OF MONTEREY PARK FINANCIAL TREND GRAPHS

The graphic presentations contained in this section highlight important statistical trends in the nine-year period. A short description and interpretation of key information in each graph follows:

General Fund Revenue Trend

The principal building blocks of the General Fund, the sales tax and property tax, are shown in proportion to all other General Fund revenues in this line graph. Projected growth in property taxes is 4% through the year 2014. Sales taxes are expected to increase at a rate of 2% annually, plus additional sales tax amounts estimated beginning in 2010-11 pertaining to development projects.

General Fund Police & Fire Safety Expenditures Trend

This graph shows that City expenditures for public safety services (police and fire safety) have increased or held steady as a ratio of total General Fund expenditures, even in the face of diminishing revenue collections; expenditures for all other General Fund-supported services (general administration, community development, parks & recreation, public works and library) for FY 2009-10 have shown reductions to overcome the financial challenges brought on by the recession.

Full-Time Equivalent Employees Per 1,000 Monterey Park Residents

City staffing trends are depicted by this line graph whose slope started to increase due to the restoration of library personnel after the completion of the library construction project in FY 2006-07. The staffing for 2009-10 is down 9.58 FTEs to a total of 405.36 FTEs. Overall, the graph indicates that the growth in demand for City services caused by population increases have only been met with prudent and appropriate additions to City personnel.

GANN Limit Analysis

Article XIII B of the California State Constitution, more commonly known as the GANN or "Prop 4" Appropriations Limit, is based on actual appropriations during the 1978-79 Fiscal Year, and is adjusted each year using the growth in population and inflation.

This line graph depicts that the City does not exceed its appropriation limit. The City's budget appropriations subject to limitation are on average 55% below the legal limit. It is a positive indication of the City's prudent fiscal control of its expenditures, and the consistency of the City's performance within a dynamic environment.

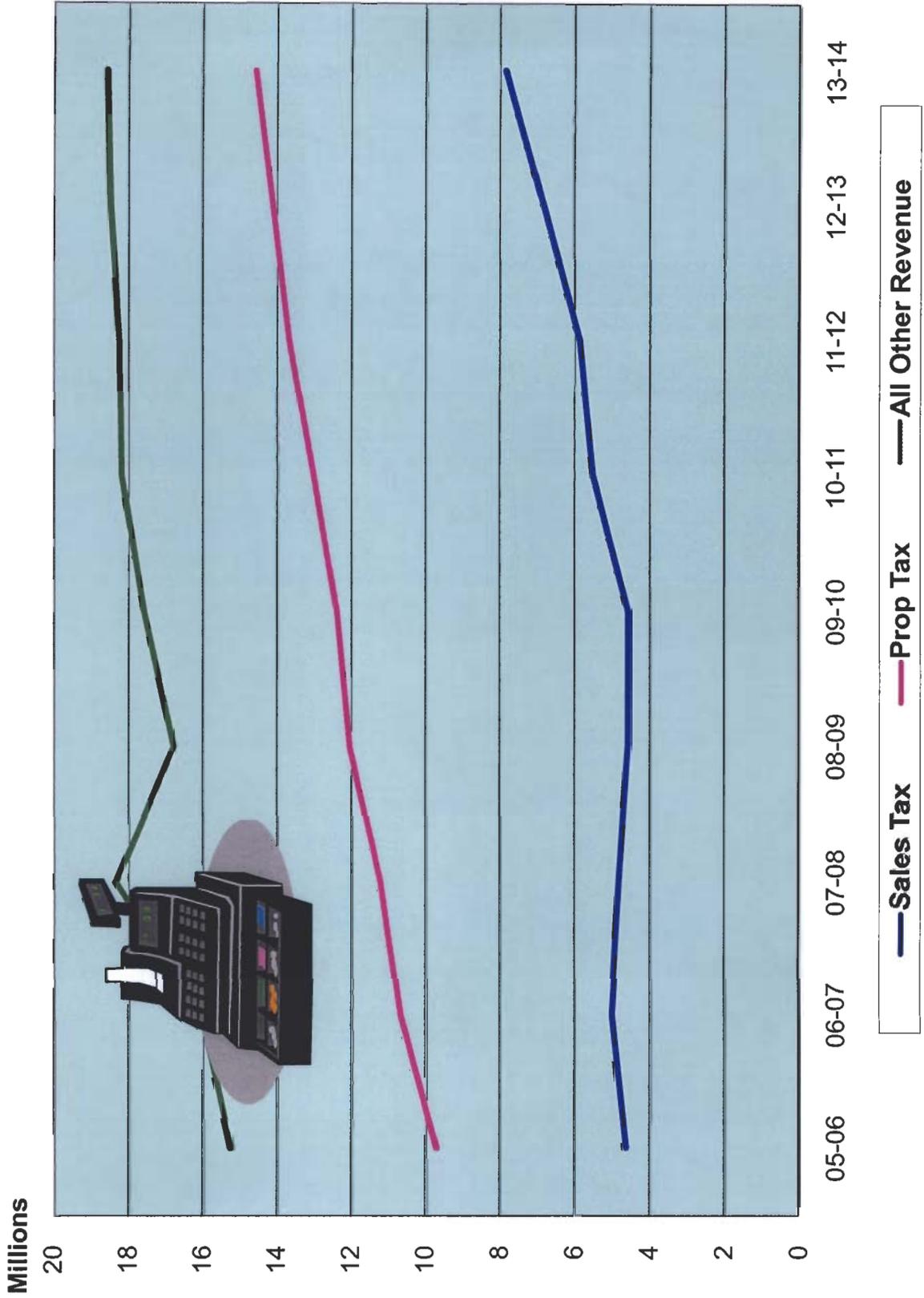
Monterey Park Population Trend

Each year, the State of California's Department of Finance is responsible for the statewide population count by component governmental units. This information is particularly important to cities and counties because it serves as the basis for per capita revenue allocations such as gas taxes, motor vehicle registration fees, and special revenue funding derived from the public safety sales tax augmentation.

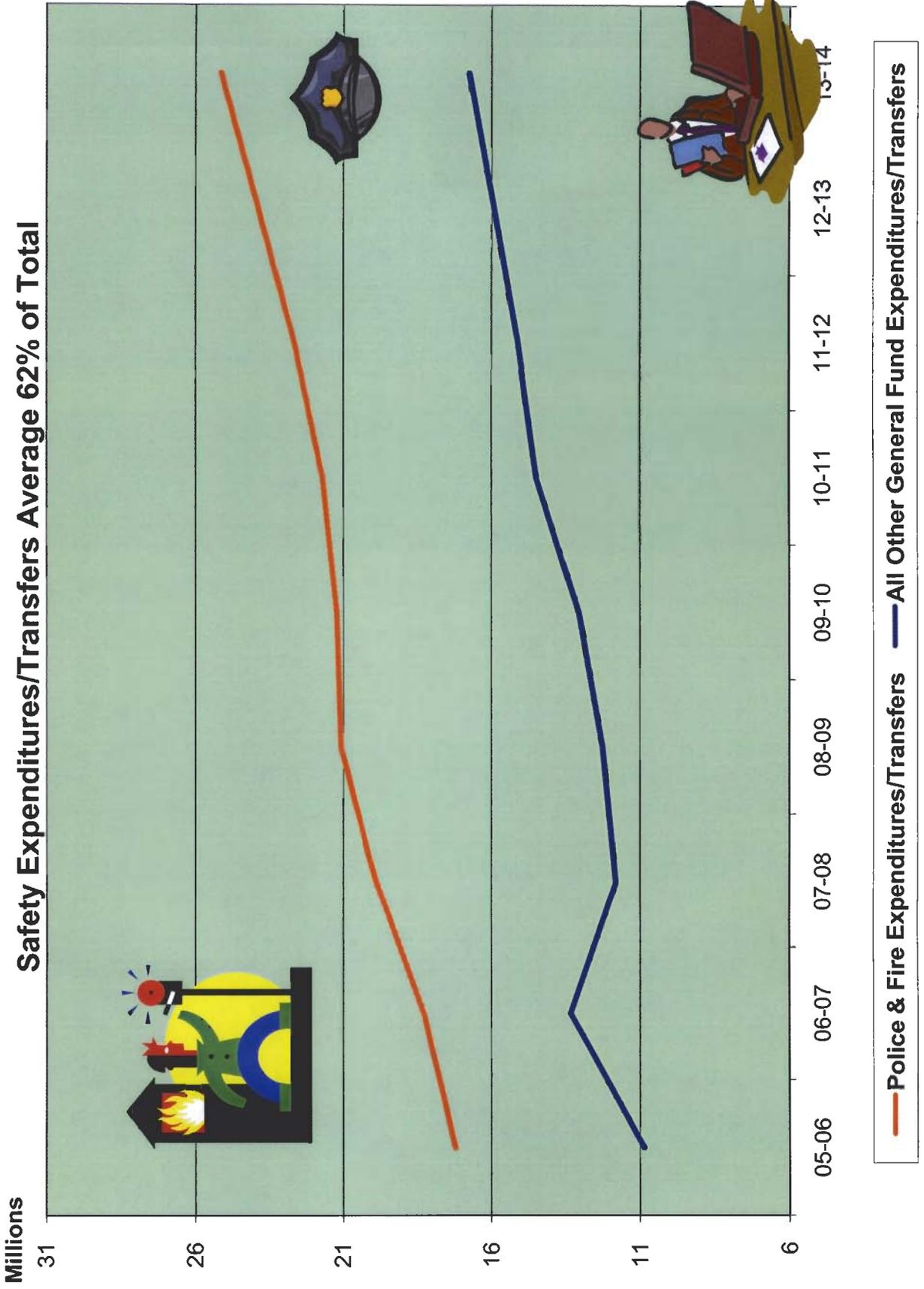
Once each decade, the Federal Census is conducted and the State's DOF information is revised according to the Census count. Growth assumptions for the year 2009-10 forward are based on the projected annual growth of 0.46% annually.

General Fund Revenue Trend

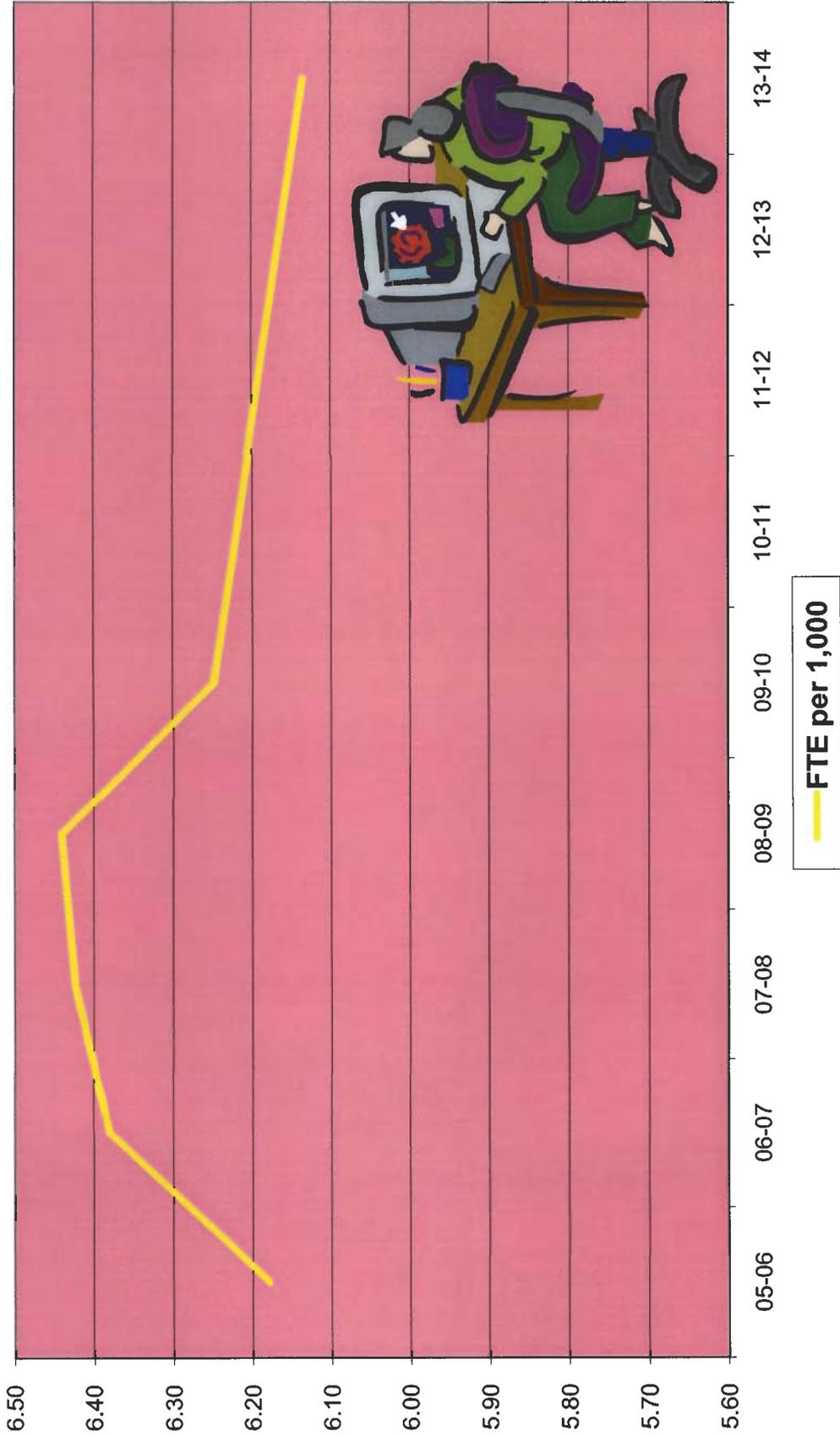
Sales Tax and Property Tax as Portion of all Revenue



General Fund Police & Fire Safety Expenditures/Transfers Trend

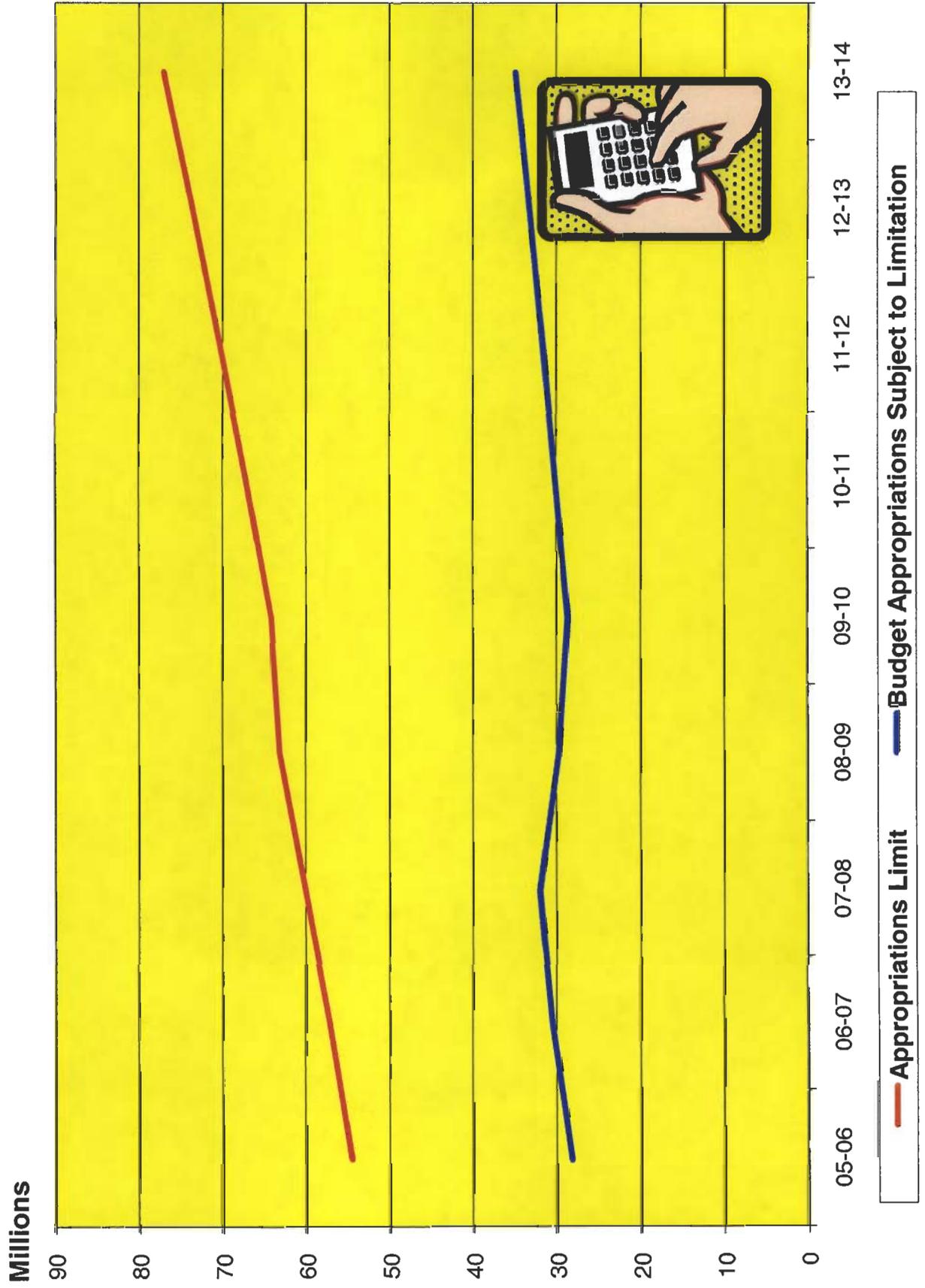


All Full-Time Equivalent Employees Per 1,000 Monterey Park Residents



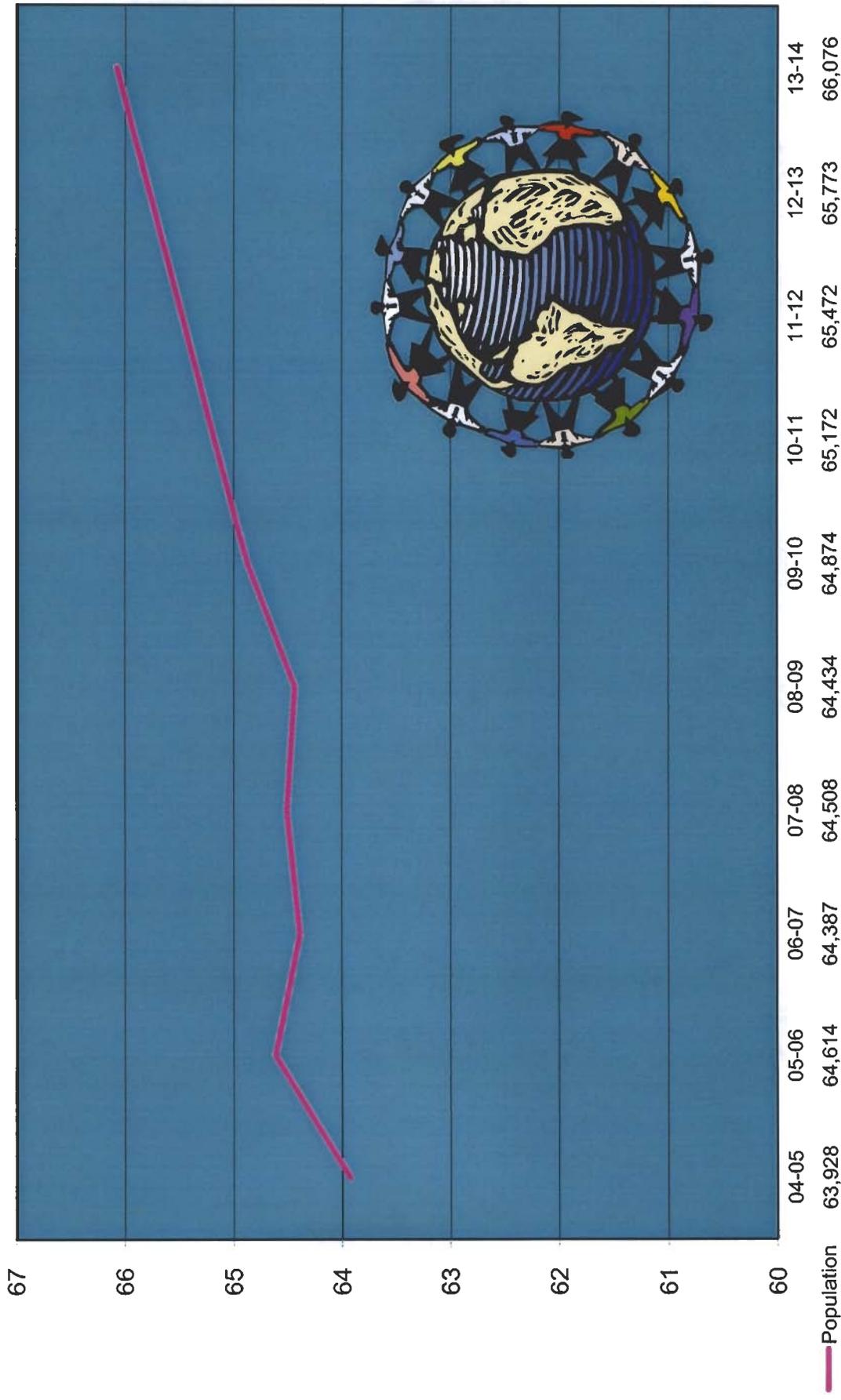
(Note: Data reflects 10.1 FTE library staff cuts during 2004-2006 for the library construction and renovation project. The restoration of library staff to the pre-construction periods are in 2006-07 and 2007-08.)

GANN Limit Analysis



Monterey Park Population Trend

Thousands



Neighboring Cities Comparison Per Resident

City	Population	Square Miles	Sales Tax	Property Tax	General Fund Budget	Police/Fire per 1,000 Residents
ALHAMBRA	88,754	8	142	84	551	1.4 / 0.9
ARCADIA	56,169	11	168	230	810	1.7 / 1
DOWNEY	112,735	13	151	202	546	1.1 / 0.8
MONTEBELLO	65,281	8	194	229	611	1.9 / 1.2
MONROVIA	39,103	14	241	300	693	2.3/1.1
Average	72,408	11	179	209	642	1.7/1
Monterey Park	64,508	8	75	174	477	2.0/1.0

Data based on 07/08 actual for all cities

CITY OF MONTEREY PARK

SOURCE OF FUNDS

GOVERNMENTAL FUNDS

General Fund

General Fund The City's primary operating fund and support for most basic services. All revenues that by law or the requirements of sound financial management do not have to be placed in a separate, restricted fund are deposited in the General Fund.

Recreation Fund accounts for the costs of adult recreational activities, after-school daycare programming and community classes offered by the Recreation and Parks Department.

Special Revenue Funds

Proposition A Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November 1980 and collected by the County of Los Angeles to finance transportation programming and related capital projects.

Grant Funds accounts for special purpose financing provided by Federal, State, County or other agencies requiring segregated fund accounting.

Gas Tax Fund accounts for expenditures financed by money apportioned from taxes on the purchase of gasoline fuel under the Streets and Highway Code of the State of California.

Bike Routes Fund accounts for expenditures financed by State of California Transportation Development Act, Article 3, funds for bike routes and pedestrian facilities improvements.

Proposition C Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November, 1990, as collected by the County of Los Angeles to finance transportation programming and related capital projects.

Air Quality Improvement Fund accounts for the City's share of additional motor vehicle registration fees imposed by the South Coast Air Quality Management District to finance the implementation of mobile source emission reduction programs and the provisions of the California Clean Air Act.

Asset Forfeiture Fund accounts for revenues derived from monies and property seized by the Police Department in drug-related incidents. Application of funds restricted to enhancement of drug enforcement activities.

Retirement Fund accounts for revenue received for voter-approved tax on real property to fund employee retirement costs, as established pursuant to Monterey Park Municipal Code Section 2.40.060.

CITY OF MONTEREY PARK

SOURCE OF FUNDS (Continued)

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.

Park Facilities Fund accounts for the proceeds of a development fee used for the purpose of park facilities improvements and related expenditures, as established pursuant to Monterey Park Municipal Code section 16.54.050.

Business Improvement Area #1 Fund accounts for receipts and expenditures relating to the development and promotion of business activities in the downtown area of the City.

Maintenance District 93-1 Fund accounts for receipts and expenditures relating to the Citywide benefit assessment district for street lighting and median maintenance.

Public Safety Impact Fee Fund accounts for fees collected on new commercial and residential development and applied to public safety service and related acquisitions.

Public Safety Augmentation Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November 1993, as applied exclusively to public safety services.

Library Tax Fund accounts for annual parcel tax which was approved by the Electorate in April of 1998 (Proposition C). The funds are to be exclusively used for Bruggemeyer Library improvements, expansion of operating hours, and additional books And supplies.

CERCLA Liability Fund accounts for fees collected from waste haulers to provide protection against environmental liability exposure, particularly incidents falling under the Comprehensive Environmental Response Cleanup and Liability Act (CERCLA). Haulers are assessed on the basis of waste tonnage disposed as a prerequisite to obtaining a business license.

Pension Liability Fund accounts for the financial resources provided by the City in anticipation of estimated increases in retirement costs due to the improved employee pension plan benefits.

CITY OF MONTEREY PARK

SOURCE OF FUNDS (Continued)

Capital Projects Fund

Capital Projects Fund accounts for the capital improvement projects of the Community Redevelopment Agency as supported by Agency contributions.

Debt Service Fund

Debt Service Fund accounts for the accumulation of resources for and the payment of general long-term debt principal and interest.

PROPRIETARY FUNDS

Enterprise Funds

Water Operation Fund used to account for financial resources for the water operation including commercial, production, distribution, and implementation of Water Master Plan.

Water Treatment Fund used to account for financial resources for the treatment of certain chemical contaminations to meet water quality standards.

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.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY

ACCOUNT: A sixteen-digit numerical code of which digits one through four represent the fund number, five through seven the general ledger number, eight through eleven the department number, and twelve through sixteen the object number.

ACCRUAL ACCOUNTING: A basis of accounting in which revenues are recognized in the period in which they are earned and become measurable, and expenses are recognized in the period incurred instead of when cash is actually received or spent.

ACTIVITY: A specific and distinguishable service performed by one or more organizational components of a government to accomplish a desirable government function (e.g., police activities are activities within the public safety function).

ADA: Americans with Disability Act. The ADA prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications.

AGENCY FUND: A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.

ALLOTMENT PERIOD: A period of time during which an allotment, a budgetary appropriation, is effective.

ANNUAL BUDGET: A plan of financial operation embodying an estimate of proposed means of financing them, the term usually applies to a single fiscal year.

ANNUAL FINANCIAL REPORT: A financial report applicable to a single fiscal year.

APPROPRIATED BUDGET: The expenditure authority created by the appropriate governing authority (City Council, Community Redevelopment Agency & Public Financing Agency).

APPROPRIATION: A legal authorization granted by the governing authority to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and in the time within which it may be expended.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for a tax levy.

AUDIT: A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in its financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

AUDITOR'S REPORT: A statement by the auditor describing the scope of the auditing standards applied in the examination, and setting forth the auditor's opinion on the fairness of presentation of the financial information in conformity with GAAP or some other comprehensive basis of accounting.

BUDGET: A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET AMENDMENT: A legal procedure utilized during the fiscal year by the City Council and City staff to revise a budget appropriation.

BUDGETARY BASIS: The form of accounting utilized throughout the budget process.

BUDGET CALENDAR: The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budget.

BUDGET TRANSMITTAL LETTER: Included in the opening section of the budget, it provides the Council and the public with a general summary of the most important aspects of the budget, changes from previous years, and the views and recommendations of the City Manager.

CAPITAL IMPROVEMENT PROGRAM (CIP): A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs.

CAPITAL OUTLAY: Expenditures resulting in the acquisition of or addition to a government's general fixed assets.

CASH MANAGEMENT: Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing idle funds in order to achieve the highest interest and return.

DEBT FINANCING: Borrowing funds as needed and pledging future revenues to make (finance) current expenditures or capital projects.

DEPRECIATION: Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

ENCUMBRANCES: Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances that represent the estimated amount of expenditures to result if unperformed contracts in process are completed.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

EXPENDITURE: The outflow of funds paid or to be paid for a service, supply or asset. This term applies to all funds.

FIDUCIARY FUNDS: The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and other funds.

FISCAL YEAR: The 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

FLSA: Fair Labor Standards Act. The FLSA requires employers to pay covered employees who are not otherwise exempt at least the federal minimum wage and overtime pay for all hours worked over 40 in a workweek.

FMLA: Family and Medical Leave Act. The FMLA requires employers to provide eligible employees up to 12 weeks of unpaid leave each year for the birth of a child, adoption of a child, dependent cares, and the employee's own serious health condition.

FULL-TIME EQUIVALENT (FTE): The amount of time, 2,080 hours per year, worked by a full-time employee.

FUND: A separate accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE: The excess of assets over liabilities and reserves.

GENERAL FUND: The primary governmental fund used to account for all financial resources, except those required to be accounted for in another fund. This main operating fund should always be reported as a major fund per GASB Statement 34.

GOAL: A statement of broad direction, purpose or intent.

GOVERNMENTAL FUNDS: Distinguished by their measurement focus on determining financial position and changes in financial position.

GRANT: Contributions or gifts of cash or other assets from another government entity to be used or expended for a specified purpose.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

INFRASTRUCTURE: All City owned facilities supporting the operation of the governmental unit, including streets, roads, bridges, curbs and gutters, parks, water and sewer lines, storm drains, water pump stations and reservoirs, water wells, all government buildings and related facilities.

INTERFUND TRANSFERS: Amounts transferred from one fund to another.

LINE-ITEM BUDGET: A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each.

MAJOR FUND: Per GASB Statement 34, the focus of governmental and proprietary fund financial statements is on major funds. When individual governmental and enterprise funds either meet certain major fund criteria or are particularly important to financial statement users, they should be presented in a separate column in the financial statements.

NONMAJOR FUND: Individual governmental and enterprise funds do not meet the major fund criteria as defined by the GASB Statement 34. All nonmajor funds should be aggregated and presented in a single column.

OBJECT: An individual expenditure account.

OBJECTIVE: The desired output which can be measured and achieved within a given time frame. It is a statement of specific direction, purpose or intent based on the needs of the community and the goals established for a specific program.

PERFORMANCE BUDGET: A budget that bases expenditures primarily upon measurable performance of activities and work programs.

PERSONNEL DETAIL: The authorized level of personnel by classification and the amount of expenditure associated with the indicated number of positions.

PROGRAM DETAIL: Budget presentation by major account categories.

PROGRAM MEASURES: Specific quantitative measures of work performed within an activity or program (e.g. total number of commercial fire inspections conducted). Also, a specific quantitative measure of results obtained through a program or activity (e.g. code violation clearance rate within two days of reporting).

PROGRAM SUMMARY: The major activities of each City department with accompanying budget totals.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

PROGRAM: A group of activities, operations or organizational units directed to attaining specific purposes or objectives.

PROPRIETARY FUNDS: Sometimes referred to as commercial-type funds. All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and activities are accounted for through this fund.

RESERVE: An account used to indicate that a portion of fund equity that is legally restricted for a specific purpose.

REVENUES: Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances. Also referred to as "resources."

RISK MANAGEMENT: An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.

SUBVENTIONS: Revenues collected by the State (or other level of government) which are allocated to the City on a formula basis. The major subventions received by the City come from the State of California and include motor vehicle in-lieu, cigarette taxes in-lieu and gasoline taxes.

UNENCUMBERED BALANCE: The amount of an appropriation that is neither expended nor encumbered. It is essentially the available funds for future purchases.

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	PROJECT TOTAL
GENERAL ADMINISTRATION								
Citywide Geographic Information System (GIS)								
(A) IT Infrastructure: Including Server, Map, Software and Install.								
		General		40,000				40,000
		Public Safety Impact Fee		40,000				40,000
		CRA		40,000				40,000
		Water Operation		30,000				30,000
		Water Operation			30,000			30,000
		Water Operation				30,000		30,000
		Building Archive		30,000				30,000
		Public Safety Impact Fee		300,000				300,000
		CRA			60,000			60,000
		General		10,000	60,000			70,000
		General			60,000			60,000
		Technology			200,000			200,000
City Telephone System Upgrade								
City IT System Replacement/Upgrade								
Network Equipment & Server Upgrade	0063-5002-99055	Technology	30,000	30,000	30,000	30,000	30,000	150,000
Upgrade Workstations to Microsoft Office		Technology		30,000		150,000		180,000
Replace City's existing Business License System with an online licensing Systems		General			8,400			8,400
		Water Operation			8,300			8,300
		Refuse			8,300			8,300
Redevelopment Project Merger Amendments	0810-5002-99003	CRA - Atlantic/Garvey	175,000					175,000
	0820-5002-99003	CRA- Merged	175,000					175,000
TOTAL GENERAL ADMINISTRATION			380,000	640,000	415,000	480,000	30,000	1,845,000
GENERAL ADMINISTRATION								
FUNDING RECAP :								
Building Archive			0	30,000	0	0	0	30,000
CRA			0	40,000	60,000	0	0	100,000
CRA-Atlantic/Garvey			175,000	0	0	0	0	175,000
CRA-Merged			175,000	0	0	0	0	175,000
General			0	40,000	78,400	0	0	118,400
Public Safety Impact Fee			0	340,000	0	300,000	0	640,000
Refuse			0	0	8,300	0	0	8,300
Technology			30,000	60,000	230,000	180,000	30,000	530,000
Water Operation			0	30,000	38,300	0	0	68,300
TOTAL GENERAL ADMINISTRATION			380,000	540,000	415,000	480,000	30,000	1,845,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	PROJECT TOTAL
FIRE DEPARTMENT								
Station 61 - Shower Remodel		Public Safety Impact Fee		45,000				45,000
Station 63 - Locker Replacement		Public Safety Impact Fee		9,400				9,400
Station 61 - Replace Asphalt Parking Lot w/ Concrete		Public Safety Impact Fee		50,000				50,000
Station 61 - Apparatus Floor Repair & Resurfacing		Public Safety Impact Fee		49,800				49,800
Station 61 - Paint exterior		Public Safety Impact Fee		17,000				17,000
Station 61 - Paint interior walls and trim		Public Safety Impact Fee		30,800				30,800
Station 63 - Retaining Wall		Public Safety Impact Fee		36,800				36,800
Station 61 - Dorm Re-model		Public Safety Impact Fee		300,000				300,000
Station 62 Replacement		Fire Financing			4,000,000			4,000,000
Station 63 Study		Public Safety Impact Fee				40,000		40,000
Station 61 - Apparatus Bay Extension		Public Safety Impact Fee				500,000		500,000
Station 62 Fire Ambulance - Type II Life Support		Shop		200,000				200,000
Station 61 Fire Ladder Truck		Shop			1,063,000			1,063,000
Station 61 Fire Engine		Shop				525,000		525,000
Station 61 Rescue Ambulance		Shop					225,000	225,000
TOTAL FIRE DEPARTMENT			0	738,800	5,063,000	1,065,000	225,000	7,091,800
FUNDING RECAP :								
Fire Financing			0	0	4,000,000	0	0	4,000,000
Public Safety Impact Fee			0	538,800	0	540,000	0	1,078,800
Shop			0	200,000	1,063,000	525,000	225,000	2,013,000
TOTAL FIRE DEPARTMENT			0	738,800	5,063,000	1,065,000	225,000	7,091,800

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	PROJECT TOTAL
POLICE DEPARTMENT								
Mobile Radio (XTS-3000) Replacement	0160-5002-99308	Asset Forfeiture	325,000					325,000
Mobile Radio (Astro Spectra) Replacement	0160-5002-99309	Asset Forfeiture	290,000					290,000
Computer Servers Replacement	0160-5002-99311	Asset Forfeiture	35,000					35,000
Mobile Command Post & Communications Center		Asset Forfeiture		100,000				100,000
Radio Transmitter Tower Modification		Asset Forfeiture			50,000		100,000	100,000
Radio Microwave System Upgrade		Asset Forfeiture			50,000	500,000		550,000
TOTAL POLICE			650,000	100,000	50,000	500,000	100,000	1,400,000
FUNDING RECAP :								
Asset Forfeiture Technology			650,000	100,000	50,000	500,000	100,000	1,400,000
TOTAL POLICE			650,000	100,000	50,000	500,000	100,000	1,400,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	PROJECT TOTAL
DEVELOPMENT SERVICES								
Zoning Ordinance Update	0352-5002-99004	General Plan Review Trust	87,000					87,000
TOTAL Development Services			87,000	0	0	0	0	87,000
FUNDING RECAP :								
General Plan Review Trust			87,000	0	0	0	0	87,000
TOTAL DEVELOPMENT SERVICES			87,000	0	0	0	0	87,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	PROJECT TOTAL
RECREATION AND PARKS DEPARTMENT								
Barnes Park:								
Gym Painting	0070-5002-91496	Park Facilities	35,000					35,000
Gym Floor Sanding/Refinishing/Artwork		Park Facilities		21,000				21,000
Replace Service Club Roof		Park Facilities		15,000				15,000
Restroom/Drinking Fountain ADA Rehabilitation	0070-5002-91497	Park Facilities	30,000	75,000				105,000
Amphitheater Painting	0070-5002-91498	Park Facilities	30,000					30,000
Re-Roof Picnic Shelter		Park Facilities		7,000				7,000
Concession Stand Rehabilitation		Park Facilities		40,000				40,000
Pool Covers Replacement		Park Facilities			4,500			4,500
Service Club Parking Lot Rehabilitation		Park Facilities			25,000			25,000
Service Club Kitchen Rehabilitation		Park Facilities				10,000	75,000	85,000
Park Entry Sign Replacement		Park Facilities				50,000		50,000
Service Club Painting		Park Facilities				60,000		60,000
Poolhouse Painting		Park Facilities						
Playground Equipment Replacement		Park Facilities						
Park Storage Building		Park Facilities						
Bella Vista Park:								
Walkways Construction		Park Facilities		15,000				15,000
Security Lighting Installation		Park Facilities		9,000				9,000
Park Entry Sign Replacement		Park Facilities		4,500				4,500
RR/Drinking Fountain ADA Rehab		Park Facilities			40,000			40,000
Drinking Fountain Rehab		Park Facilities			4,000			4,000
Cascades Park/Heritage Waterfalls:								
Park Entry Sign Replacement		Park Facilities				4,500		4,500
Walkway Replacement		Park Facilities					125,000	125,000
New Landscaping		Park Facilities				35,000		35,000
Edison Trails Park:								
Irrigation System Improvement		Park Facilities		50,000				50,000
Walkway Replacement		Park Facilities		30,000				30,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	PROJECT TOTAL
Park Entry Sign Replacement		Park Facilities			4,600	50,000		4,600
Restroom / ADA Rehabilitation		Park Facilities						50,000
Garvey Ranch Park :								
Door Replacement for Garvey Ranch & Barnes	0070-5002-91499	Park Facilities	15,000					15,000
- Community Centers								
Restrooms Rehabilitation		Park Facilities		60,000				60,000
Ranch House Rehabilitation		Park Facilities		60,000				60,000
Garvey Ranch Museum Painting		Park Facilities		15,000				15,000
Roadway Asphalt and Basketball Court Pad		Park Facilities		25,000				25,000
East End Future Development		Park Facilities					250,000	250,000
Park Entry Sign Replacement		Park Facilities			9,200			9,200
George Elder Park:								
Pool Drains and Replastering (Federal Law)	0070-5002-91501	Park Facilities	32,000					32,000
Community Center Roof Repair (roof only 6 yr old)	0070-5002-91502	Park Facilities	14,000					14,000
East Parking Lot & Sidewalk Rehabilitation		Park Facilities		79,000				79,000
Restroom ADA Rehabilitation		Park Facilities		25,000				25,000
Drinking Fountain		Park Facilities		3,900				3,900
Gym Restroom Rehabilitation		Park Facilities		15,000				15,000
Large Pavilion Structure (4)		Park Facilities					120,000	120,000
New Walkways		Roberti Zberg 2002		100,000				100,000
Irrigation System Improvement		Park Facilities		283,000				283,000
Tennis Court Fence Repair		Park Facilities			15,000			15,000
Picnic Pavilions (elect. & water)		Park Facilities			10,000		120,000	120,000
Storage Shed		Park Facilities			30,000			30,000
Pool Motor Replacement		Park Facilities			4,600			4,600
Park Entry Sign Replacement		Park Facilities						
Highland Park :								
Roadway Repairs		Park Facilities		25,000				25,000
Pavilion Rehabilitation		Park Facilities		10,000				10,000
Irrigation System Improvement		Park Facilities		121,000				121,000
Slope Repairs		Park Facilities		35,000				35,000
Park Entry Sign Replacement		Park Facilities			4,600			4,600
Walkways Construction		Park Facilities			5,000			5,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	PROJECT TOTAL
La Loma Park :								
Restroom Rehabilitation - Lower Field ADA		Roberti, Zwerg 2002		35,000				35,000
Ballfield Rehabilitation / Fences		Park Facilities		30,000				30,000
Picnic Shelter Replacement		Park Facilities		41,000				41,000
Service Road, Walkways, Parking - Phase II		Park Facilities		152,000				152,000
Restroom Rehabilitation		Park Facilities		35,000				35,000
Replace Bell Field Lights		Park Facilities		60,000				60,000
Walkways Construction		Park Facilities		30,000				30,000
Driveway/Parking Replacement		Park Facilities					95,000	95,000
New Driveway (top)		Park Facilities			20,000			20,000
Park Entry Sign Replacement		Park Facilities			4,600			4,600
Langley Center:								
Painting inside / outside		Park Facilities		50,000	4,600			50,000
Park Entry Sign Replacement		Park Facilities			50,000			50,000
Sound System Replacement		Park Facilities			2,000			2,000
Ping Pong Floor Resurfacing		Park Facilities			65,000			65,000
Roof Replacement		Park Facilities				25,000		25,000
Front Door Replacement		Park Facilities				35,000		35,000
Exercise Equipment Replacement		Park Facilities						
Pine Tree Park :								
Retaining Wall/Walkways/Drinking Fountain		Park Facilities		21,000	4,600			21,000
Park Entry Sign Replacement		Park Facilities			4,600			4,600
Drinking Fountain		Park Facilities				11,000		11,000
Irrigation System Improvement		Park Facilities						
Sequoia Park :								
Re-Roof Picnic Shelter	0070-5002-91498	Park Facilities	9,000					9,000
Playground Rehabilitation		Park Facilities		40,000				40,000
Walkways Construction/Retaining Wall/Fences		Park Facilities		59,000				59,000
Irrigation System Improvement		Park Facilities		80,000				80,000
Slope Drains		Park Facilities			4,600			4,600
Park Entry Sign Replacement		Park Facilities			75,000			75,000
Playground Equip. / Surfacing		Park Facilities					50,000	50,000
Ballfield / Park Fencing		Park Facilities				10,000		10,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	PROJECT TOTAL
Sierra Vista Park :								
Community Center Painting / Chair Rail	0070-5002-91503	Park Facilities	30,000		4,600			30,000
Park Entry Sign Replacement		Park Facilities						4,600
Sunnyslope Park :								
Erosion Control		Park Facilities		40,000				40,000
Irrigation System Improvement		Park Facilities		85,000				85,000
Picnic Shelter		Park Facilities			50,000			50,000
Perimeter Fencing		Park Facilities			25,000			25,000
Park Entry Sign Replacement		Park Facilities			4,600			4,600
Concrete Drainage		Park Facilities				15,000		15,000
Others:								
Replace Damaged/Worn Swings, Slides, Climbing Apparatu	0070-5002-91504	Park Facilities	20,000					20,000
at 12 Playgrounds								
Channel 55 Cameras and Video Components Modernizator	0355-5002-91505	Video Serv Franchise Trust	35,000					35,000
Irrigation System Improvement	0357-5002-91506	SGVMWD Grant	50,000					50,000
- parks, medians, city facilities								
On Going Projects:								
Median Maintenance	0176-5002-82520	Maintenance District	5,500	5,665	5,835	6,010	6,190	29,200
Sprinkler Anti-Siphon Valves (2 per yr)	0070-5002-90450	Park Facilities		6,685	6,896	7,103	7,316	28,009
Specialty Restaurant / Golf Course Maintenance	0344-5002-99290	Maintenance Grant (344 Trust)	75,000	77,300	79,600	82,000	84,500	398,400
Tree Well Maintenance	0176-5002-91590	Maintenance District	5,000	5,000	5,000	5,000	5,000	25,000
TOTAL RECREATION AND PARKS			385,500	1,995,160	568,531	410,313	1,013,006	4,372,510
FUNDING RECAP :								
Maintenance District			10,500	10,665	10,835	11,010	11,190	54,200
Park Facilities			215,000	1,772,195	478,096	317,303	917,316	3,699,909
Maintenance Grant (344 Trust)			75,000	77,300	79,600	82,000	84,500	398,400
Roberti Zberg 2002			0	135,000	0	0	0	135,000
SGVMWD Grant			50,000	0	0	0	0	50,000
Video Serv Franchise Trust			35,000	0	0	0	0	35,000
TOTAL RECREATION AND PARKS			385,500	1,995,160	568,531	410,313	1,013,006	4,372,510

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT								
<i>Building Maintenance</i>								
City Facility ADA Compliance Improvements	0169-5002-89390	CDBG	12,000	12,000	12,000	12,000	12,000	60,000
City Entrance & Directional Signs		CDBG		19,000				19,000
City Yard Fence		ACMD Park Facilities Water Operation Sewer		12,000 12,000 12,000 12,000				48,000
City Hall 2nd Level Parking Structure Repair		General		270,000				270,000
City Hall Skylights Repair		General		67,000				67,000
City Hall , Police Dept, Fire HQ Interior Painting		General		24,000	54,000			78,000
Overhead Street Reflective Name Signs	0166-5001-91905	Prop C	25,000	25,000	25,000			75,000
City Facilities Air Duct Cleaning	0062-5002-96018	Liability	108,000	27,000	11,000			146,000
Fuel Pump Canopy	0043-5002-96019	Refuse	135,000					135,000
Auto Shop Interior Painting		Shop		25,000				25,000
Traffic Maintenance Building Improvement	0060-5002-96021	Shop	25,000					25,000
TOTAL BUILDING MAINTENANCE			305,000	547,000	102,000	12,000	12,000	978,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	PROJECT TOTAL
FUNDING RECAP :								
ACMD			0	12,000	0	0	0	12,000
Sewer			0	12,000	0	0	0	12,000
Shop			25,000	25,000	0	0	0	50,000
Refuse			135,000	0	0	0	0	135,000
Park Facilities			0	12,000	0	0	0	12,000
Water Operation			0	12,000	0	0	0	12,000
Prop C			25,000	25,000	25,000	0	0	75,000
CDBG			12,000	31,000	12,000	12,000	12,000	79,000
General			0	391,000	54,000	0	0	445,000
Liability			108,000	27,000	11,000	0	0	146,000
TOTAL BUILDING MAINTENANCE			305,000	547,000	102,000	12,000	12,000	979,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT								
<i>Sanitary Sewer (per the Sewer Master Plan adopted by the City Council 11/6/96)</i>								
Garvey (Alhambra - Garfield)		Sewer		140,000				140,000
E Garvey (Atlantic - 278 Feet West)		Sewer		56,000				56,000
Chandler (300' N - Harding)		Sewer		60,000				60,000
Atlantic Easement (El Portal-alley)		Sewer		28,000				28,000
Emerson Easement (Elizabeth 200 Feet West)		Sewer		37,000				37,000
Harding (Ynez - Chandler)		Sewer			125,000			125,000
Easement/Alley (Harding to Ynez)		Sewer			450,000			450,000
Atlantic Easement		Sewer				28,000		28,000
TOTAL SANITARY SEWER			0	321,000	575,000	28,000	0	924,000
FUNDING RECAP :								
Sewer			0	321,000	575,000	28,000	0	924,000
TOTAL SANITARY SEWER			0	321,000	575,000	28,000	0	924,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT								
<i>Engineering Division</i>								
Wheelchair Ramps ADA Eligible	0169-5001-89850	CDBG	28,000	10,000	10,000	10,000	10,000	68,000
Alley Reconstruction	0169-5001-89520	CDBG	30,000	30,000	30,000	30,000	30,000	150,000
Sidewalk Construction	0023-5001-89340	SB821	39,000	40,000	41,000	42,000	43,000	205,000
Catch Basin Structural Controls (Trash Removal)	0342-5001-91740	SAFETEA-LU Proposition C		72,230				72,230
	0166-5001-91740	Proposition C		21,669				21,669
MP Transit Facility At East L A College	0342-5001-91750	SAFETEA-LU Proposition A		361,152				361,152
	0109-5001-91750	Proposition A		54,173				54,173
	0346-5001-91750	MTA Grant (346 ELAC)		54,173				54,173
Street Resurfacing	0028-5001-91900	Prop 1B	958,998					958,998
Street Resurfacing (American Recovery & Reinvestment Act 2009)	0029-5001-91911	ARRA (Stimulus)	1,889,000					1,889,000
Corporate Yard General Plan		Water Operation		10,000	10,000	10,000		30,000
		Sewer		20,000	20,000	20,000		60,000
		Refuse		10,000	10,000	10,000		30,000
		Parks Facilities		10,000	10,000	10,000		30,000
Graphical Information System		Water Operation		30,000				30,000
		Gas Tax		10,000				10,000
		Proposition C		10,000				10,000
Landscape Median Islands Project, Atlantic/Garfield/Potero Grande	0820-5002-96014	CRA- Merged		200,000	250,000	290,000		740,000
	0810-5002-96014	CRA - Atlantic/Garvey		15,000	15,000	10,000		40,000
Traffic Calming Measures - Citywide	0022-5001-91907	Gas Tax	15,000	25,000	25,000	25,000	25,000	115,000
Traffic Signal Upgrade Program	0166-5001-91908	Proposition C	50,000	25,000	25,000	25,000	25,000	150,000
	0022-5001-91908	Gas Tax		25,000	25,000	25,000		100,000
Garvey Traffic Signal Upgrade	0820-5001-91910	CRA- Merged	25,000					25,000
City Owned Street Light Replacement		Gas Tax		10,000				10,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	FIVE-YEAR TOTAL
Fleet Management Plan		Parks Facilities Sewer Water Operation		2,000 4,000 4,000				2,000 4,000 4,000
Pavement Management Program Update Biennial Update Required for Prop C Fund Eligibility	0166-5001-89100	Proposition C	40,000		40,000			80,000
Spirit Transit Bus Replacement - 4 Buses	0354-5002-99005 0109-5002-99005	MTA Bus Grant Proposition A	780,000 500,000					780,000 500,000
Parking District 2 - Phase II Pavement Rehab		CRA- Merged		300,000				300,000
TOTAL ENGINEERING			4,354,998	1,953,397	511,000	507,000	158,000	6,984,395
FUNDING RECAP :								
Gas Tax			15,000	70,000	50,000	50,000	50,000	235,000
CDBG			58,000	40,000	40,000	40,000	40,000	218,000
Maintenance District			0	0	0	0	0	0
Parks Facilities			0	12,000	10,000	10,000	0	32,000
Proposition 1B			958,998	0	0	0	0	958,998
ARRA Grant			1,889,000	0	0	0	0	1,889,000
Proposition A			500,000	54,173	0	0	0	554,173
Proposition C			90,000	56,669	65,000	25,000	25,000	261,669
Refuse			0	10,000	10,000	10,000	0	30,000
SAFETEA-LU			0	433,382	0	0	0	433,382
SB821			39,000	40,000	41,000	42,000	43,000	205,000
Sewer			0	40,000	20,000	20,000	0	80,000
Water Operation			0	44,000	10,000	10,000	0	64,000
MTA Grant (346 ELAC)			0	54,173	0	0	0	54,173
MTA Bus Grant			780,000	0	0	0	0	780,000
CRA - AtlanticGarvey			0	15,000	15,000	10,000	0	40,000
CRA- Merged			25,000	506,000	250,000	280,000	0	1,061,000
TOTAL ENGINEERING			4,354,998	1,953,397	511,000	507,000	158,000	6,984,395

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT								
<i>Water Division (per the Water Master Plan adopted by the City Council 11/6/96)</i>								
<u>On-Going Projects:</u>								
Meter Exchange Program An Ongoing Program to Replace Old and Inefficient Meters	0092-4224-81070	Water Operation	101,500	31,000	32,000	33,000	34,000	231,500
Well Electrical and Pump Station Upgrades	0092-4224-81860	Water Operation	30,000	31,000	32,000	103,000	40,000	236,000
Well Redevelopment Program An Ongoing Program to Maintain Efficiency of All City Owned Water Wells	0092-4224-81240	Water Operation	112,000	116,000	118,000	121,000	124,000	500,000
Well Telemetry	0092-4224-81990	Water Operation	24,000	25,000	26,000	27,000	28,000	130,000
Street Maintenance	0092-4224-81580	Water Operation	278,000	292,000	307,000	322,000	338,000	1,537,000
<u>Water Main Replacement Projects:</u>								
Water Main Replacement	0092-4224-82246	Water Operation	350,000	800,000	1,276,000	1,750,000	2,100,000	6,276,000
<u>Water Operational Projects:</u>								
Water Master Plan Update	0092-4224-82240	Water Operation	150,000					150,000
Water Rate Study	0092-4224-82249	Water Operation	40,000					40,000
Reservoir & Well Landscaping		Water Operation		20,000			30,000	50,000
Replacement of Russell Reservoir # 1 & 2		Water Financing	5,500,000					5,500,000
Reservoir Construction at Delta Facility		Water Financing		2,500,000				2,500,000
Bradshawe Reservoir Replacement		Water Operation				6,000,000		6,000,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	PROJECT TOTAL
Replace Surge Tank with VFD at Bradshawe Booster		Water Operation					400,000	400,000
Returfish Pine Tree Reservoir		Water Operation					300,000	300,000
Replace Claval at Grandridge/Pavo Real		Water Operation					100,000	100,000
<u>Water Treatment Plant Projects:</u>								
Ultraviolet Treatment Facility		Water Financing					1,500,000	1,500,000
TOTAL WATER			6,585,500	3,814,000	1,791,000	8,356,000	4,994,000	25,540,500
FUNDING RECAP:								
Water Financing			5,500,000	2,500,000	0	0	1,500,000	9,500,000
Water Operation			1,085,500	1,314,000	1,791,000	8,356,000	3,494,000	16,040,500
TOTAL WATER			6,585,500	3,814,000	1,791,000	8,356,000	4,994,000	25,540,500

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT DESCRIPTION	Account #	FUNDING SOURCE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	PROJECT TOTAL
Asset Forfeiture			650,000	100,000	50,000	500,000	100,000	1,400,000
AQMD			0	12,000	0	0	0	12,000
ARRA Grant			1,889,000	0	0	0	0	1,889,000
Building Archive			0	30,000	0	0	0	30,000
CDBG			70,000	71,000	52,000	52,000	52,000	237,000
CRA			0	40,000	60,000	0	0	100,000
CRA - Atlantic/Garvey			175,000	15,000	15,000	10,000	0	215,000
CRA - Merged			200,000	500,000	250,000	290,000	0	1,240,000
Fire Financing			0	0	4,000,000	0	0	4,000,000
MTA Bus Grant			780,000	0	0	0	0	780,000
MTA Grant (346 ELAC)			0	54,173	0	0	0	54,173
Gas Tax			15,000	70,000	50,000	50,000	50,000	235,000
General			0	431,000	132,400	0	0	563,400
General Plan Review Trust			87,000	0	0	0	0	87,000
Liability			108,000	27,000	11,000	0	0	146,000
Maintenance District			10,500	10,665	10,835	11,010	11,190	54,200
Park Facilities			215,000	1,796,195	488,096	327,303	917,316	3,743,909
Proposition A			500,000	54,173	0	0	0	554,173
Prop 1B			958,998	0	0	0	0	958,998
Proposition C			115,000	0	90,000	0	0	205,000
Public Safety Impact Fee			0	81,669	0	25,000	0	306,669
Reluse			135,000	878,800	0	840,000	0	1,718,800
Roberti Z'berg 2002			0	10,000	18,300	10,000	0	173,300
SAFETEA-LU			0	135,000	0	0	0	135,000
Sewer			0	433,382	0	0	0	433,382
SGVMMWD Grant			50,000	357,000	595,000	48,000	0	1,000,000
Shop			25,000	0	0	0	0	25,000
SBB21			39,000	225,000	1,063,000	525,000	225,000	2,063,000
Maintenance Grant (344 Trust)			75,000	40,000	41,000	42,000	43,000	205,000
Technology			30,000	77,300	79,600	82,000	84,500	398,400
Video Serv Franchise Trust			35,000	60,000	230,000	180,000	30,000	590,000
Water Financing			5,500,000	2,500,000	0	0	0	9,500,000
Water Operation			1,085,500	1,400,000	1,839,300	8,366,000	3,494,000	16,184,800
CITYWIDE TOTAL			12,747,998	9,408,357	9,075,531	11,368,313	6,532,006	49,122,205

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