



CITY OF MONTEREY PARK

California

ADOPTED BUDGET 2018-2019



MONTEREY PARK
MARKET PLACE



City of Monterey Park, California

ADOPTED BUDGET



MAYOR

Stephen Lam

MAYOR PRO TEM

Peter Chan

COUNCIL MEMBERS

Hans Liang, Mitchell Ing, Teresa Real Sebastian

CITY CLERK

Vincent D. Chang

CITY TREASURER

Joseph Leon

CITY MANAGER

Ron Bow



For the Fiscal Year Beginning July 1, 2018
Adopted by the City Council on June 20, 2018
Incorporated: May 29, 1916 Population: 62,240

Prepared by Management Services



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

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

Citywide 3-Year Goals

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

CITY OF MONTEREY PARK

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CITY OF MONTEREY PARK

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

City Clerk
Vincent D. Chang

City Treasurer
Joseph Leon

June 20, 2018

Honorable Mayor and Members of the City Council

It is my privilege to present the Adopted Budget for all operations of the City of Monterey Park for the fiscal year 2018-2019. This year is no exception that our focus clearly remains on how to best offer a myriad of services to our diverse community with limited resources. The City's 2018-2019 spending plan, which funds public safety, community and economic development, transportation, parks and open space, recreation and library, infrastructure investments, and city facility upgrades, is developed in the most responsive manner toward achieving the goals and strategic programs following City Council's priorities and policy direction. The City's obligation to maintain a strong financial foundation is demonstrated through its annual budget process.

Economic Environment

The second quarter of the U.S. economic GDP forecast has been revised upward to 4.6 percent. Consumers' spending is strong and the overall economic momentum is indicating a stronger result. The seasonally adjusted national unemployment rate had declined to 3.8 percent, one of the lowest rates since 2000. The Federal Reserve raised interest rates for another quarter of point on its June 13th meeting and signaled two more rate hikes for 2018. California's economy looks positive. The state's unemployment fell to a record-low 4.2%. The unemployment rate remained unchanged to 4.1% for the Los Angeles area. The President's announcement of imposing tariffs on some trading partners could harm industries, specifically the California's agriculture industry. In this uncertain policy environment, a conservative and prudent spending plan will be a must.

The City's financial prospects are moving forward. The City's revenue structure determines the scope and kind of services provided to taxpayers and residents. With positive economic indicators such as rising housing values, reduced rate of unemployment, opening two key shops, Costco and Home Depot, in the Monterey Park Market Place, the City is projecting continuously growth for the upcoming year in its key revenue categories, such as sales tax and property tax revenues. Long term growth rates for General Fund revenues are projected to display better prospects due to developments.

From the public sector perspective, economic development is an integral component of the City's revenue generating activities. Activities such as business retention and business attraction

assist in job creation and retention thereby growing the city's local tax base. The development of the Monterey Park Market Place, which is the largest commercial shopping center ever developed in the community, has begun its opening to the public: Costco opened in May and Home Depot in June. Construction for Chick-fil-A, Guitar Center, In-N-Out and Mod Pizza is in progress. Other stores in the Phase I of the development include Starbucks, Buffalo Wild Wings, Ono Hawaiian BBQ and Panda Express. The developer anticipates that Phase I should be completed by the end of 2018. There are also two additional phases to the project that could allow up to an additional 140,000 square feet of commercial development.

The City has approved entitlement applications for the development of a Courtyard by Marriott, a Double Tree, Best Western Plus and a boutique hotel along the North Atlantic Boulevard corridor totaling 750 new hotel rooms. Currently, the construction of the Courtyard by Marriott is significantly underway. It is anticipated that the hotel will be opening by the first quarter of 2019. Construction plans have also been submitted for the other three hotels and they are currently under review by the City.

The 2018-2019 Adopted Budget

The 2018-2019 Adopted Budget continues to stress the importance of financial stability to ensure efficient and effective core City services to meet our high-quality community standards. The spending plan is just over \$105 million for all funds with the General Fund appropriations totaling \$45.6 million, which includes the drawdown of \$3.6 million from the General Fund committed reserve for the Market Place roadway improvements and \$120,000 from the assigned reserve to supplement Library operations. Excluding the drawdown, the General Fund appropriations are \$42 million. The budget continues reflecting the Successor Agency (SA) budget of \$2.3 million for enforceable obligations and administrative costs for winding down procedures of the former Monterey Park redevelopment agency. For 2018-2019, the permitted administrative costs are reduced from \$250,000 to \$190,000 due to lesser required winding-down tasks.

Compensation and Staffing Level

As with most public agencies, personnel costs are the City's single largest operating expenditure. Staff affects the budget more than we often assume. Total staffing for 2018-2019 is 368.14 Full Time Equivalent (FTE) positions, up 4.47 FTEs from 2017-2018. The City continues evaluating its organizational structure for the most efficient core staffing mix. It is the City's goal to ensure its staffing level has operational feasibility so the core services can be delivered as optimally as possible.

For 2018-2019, the City has labor contracts for miscellaneous, mid-management, and confidential units and is currently negotiating with five safety units, whose contracts expire on June 30, 2018. The budget includes the mandate State minimum wage increases to \$12 per hour in January 2019 for part-time personnel, as well as salary adjustments and set-aside amounts for all labor units. The Measure C for library tax collections expired in April 2018. As a result, the Library can no longer afford a 7-day opening and will have a Friday closure to match with its funding resources.

The following Table summarizes position changes to meet the service levels.

Proposed Staffing Changes
2018-2019

Department	Position	Salary	Benefit	Total
City Clerk	Upgrade Secretary to Assist. Deputy City Clerk (Funding: General Fund/Retirement Fund)	6,822	2,159	8,981
Management Services	Add New IT System Analyst (Funding: Technology Fund)	86,244	46,314	132,558
HR/ Risk Mgmt	Add New Risk Management Analyst (Funding: General Liability/Workers' Compensation Funds)	73,020	42,056	115,076
Police	Add 4 New Part-Time Cadets Add 1 New Police Officer (Funding: General Fund/Retirement Fund)	48,192 74,340	2,626 49,444	50,818 123,784
Total Staffing Funding Change		\$288,618	\$142,599	\$431,217

General Fund Revenue

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

<i>(Amounts in 000s)</i>	<i>Approved 2017-18</i>	<i>Est. Actual 2017-18</i>	<i>Estimated 2018-19</i>
Property Tax	\$16,375	\$17,513	\$17,844
Sales Tax	6,400	6,200	7,100
Utility Tax	3,200	2,910	3,000
Other Taxes	2,628	2,425	2,765
Licenses & Permits	3,583	2,741	2,602
Service Charges	5,902	6,262	6,172
Other Revenue	2,875	3,445	3,222
Total	\$40,963	\$41,496	\$42,705(*)

(*) Amount represents revenues generated from Market Place and Marriott developments and does not include any reserve drawdown.

Property tax, sales tax, and the utility users' tax continue to be the largest revenue sources, representing 65 percent of the total General Fund's revenue. Each key revenue assumption for 2018-2019 is summarized as following:

Property Tax The property tax is an annual levy and is based on the value of land and structures. Property taxes constitute 41 percent of all City own-source revenue. Total gross assessed value for 2018 is \$7.1 billion, up 3.5% for \$346 million from last year. The main driver of the increase was from residential properties. This year, the Encanto Walk, an 80-unit master planned residential community starts to be fully assessed in the City's assessed value. In addition, the

median sales price for single family homes in the City continues to rise. The 2018-2019 amount includes an additional property tax receipt from the Phase I of the Market Place.

Sales Tax The sales taxes represent the second-largest sources of local tax revenue. The sales tax is imposed on the retail sale of goods. For 2018-2019, it assumes a 14.5 percent increase over the 2017-18 estimated actual amount as Costco and Home Depot start their store operations.

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

Other Taxes This category consists of property transfer tax, franchise tax, and transient occupancy tax. The property transfer tax is the real estate transfer tax at a rate of \$1.10 per \$1,000 of value transferred. Cities and county share the tax equally. Franchise tax is imposed by the City on gas, electric, and cable television for the privilege of using City streets. Transient occupancy tax is imposed on the rent of hotels and motels in the City. The current hotel tax rate is 12%. Revenues in Other Taxes are projected to be \$2.8 million, which includes small amount of the hotel tax receipts projected from the Marriott hotel.

Licenses and Permits Business licenses are expected to receive \$1.2 million and construction permits are estimated at \$1.4 million. Construction permits are projected for the remaining retail stores of the 1st phase of the Market Place. The total revenue for this category is projected to be \$2.6 million for 2018-2019.

Charge for Services This category includes charges for fee-supported City services. Total combined revenue for fees and charges is expected to be approximately \$6.2 million for 2018-2019.

Other Revenues This category includes investment earnings, rents, fines, and miscellaneous revenue accounts. The City's overall investment return continues to improve due to higher interest rates. However, due to absorbance of customer credit card processing fees, the City's higher investment earnings are further offset by credit card processing fees. Total other revenues are projected to be approximately \$3.4 million.

General Fund Estimated Expenditures

The General Fund budget includes a one-time drawdown of reserves (\$3.6 million) for the Potrero Grande beautification project. The amount is drawn from a set-aside tax increment bonds proceeds of \$5.4 million from the former redevelopment agency in the General Fund committed reserve, which the money is designated just for the Market Place roadway improvements. The Library 2018-2019 budget includes a one-time set-aside funding of \$120,000, which came from the General Fund assigned reserve to supplement the library operation. Below is the summary of the General Fund expenditures and transfers for FY 2018-2019.

General Fund Expenditures & Transfers		
<i>(Amounts in 000s)</i>	Est. Actual 2017-2018	Proposed 2018-2019
Police	\$14,455	\$15,041
Fire	10,030	9,876
Public Works	2,660	2,797
Library	1,911	2,184(1)
Community/Economic Development	2,000	2,019
Recreation/Community Services	2,183	2,351
General Administration	2,616	2,907
Post Employment/General Liabilities	5,070(3)	4,825
Capital Improvements	3,103(2)	3,678(4)
Total	\$44,028	\$45,678

- (1) Included \$120,000 from GF assigned reserve to supplement the library operation.
- (2) Included \$2.5 million from GF CIP reserve for the Fire 62 Construction.
- (3) Included midyear transfers for supplementing Workers' Compensation and pension unfunded liability paydown.
- (4) Includes \$3.6 million from GF committed reserve for the construction and rehabilitation of the Potrero Grande beautification project.

General Fund Balances

Fund Balances are often used to bridge economic cycles or weather emergency times so that community services can continue to be provided uninterrupted. Adequate fund balances are an indication of sound financial management. The City prudently used unanticipated revenue surpluses or the one-time revenues to replenish reserves, thus maintaining the reserve at the required level.

Total General Fund reserve for 2018-2019 is projected to be \$14.9 million, including \$4.1 million as Unassigned. The unassigned portion can be used for any purpose.

General Fund Preliminary Fund Balance 2018-2019 *(Amounts in 000s)*

	2017-18	2018-19
Beginning Balances	\$20,401	\$17,869
Revenues	41,496	42,705
Expenditures	(40,528)	(41,957)
Sub-Balance before Transfers	\$21,369	\$18,617
Transfer - Midyear for Fire Station 62	(2,500)	
- Midyear to Workers' Comp Fund	(500)	
- Midyear to pay pension UAL	(500)	
Transfer - 2002 TI Bonds Proceeds for Potrero Grande Beautification		
Improv		(3,600)
- GF Assigned for Library operation		(120)
Ending Balances	\$17,869	\$14,897

Restricted Funds Proposed Budget

Other City funds are classified as restricted funds. The restricted funds include Special Revenue Funds, Enterprise Funds, Internal Service Funds, and Successor Agency Funds. The funds are kept separately for specific expenditures authorized by laws or City policies. The 2018-2019 budget expenditures for the restricted funds are \$59.7 million and total projected revenues and transfers are \$56.6 million. Below is a discussion of the major restricted funds.

Special Revenue Funds

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

Retirement Fund Funding of the City's pension programs comes from a special property tax approved by the voters in 1946 and 1952. The City's retirement tax rate has remained at \$0.091175 per \$100 of the assessed valuation since 1983. Projected underfunding of pension costs demands a gap-funding transfer from the General Fund. For 2018-2019, the projected retirement revenue is \$6.8 million and the appropriations are \$10.6 million. The difference comes from the General Fund supplement of \$2.6 million and the remaining Retirement Fund reserve. The General Fund supplements are projected to grow much higher in the next five years due to changes in CalPERS discount rates.

Proposition A, C, and Measure R Fund These funds continue to be used for the City's spirit bus, dial-a-ride, taxi coupons, bus pass programs, traffic signal upgrades, and various street and roadway improvements. For 2018-2019, total estimated revenue is \$3 million and total budgeted expenditures are \$2.9 million.

Road Maint and Rehabilitation Act (SBI) The Road Repair and Accountability Act of 2017 provides substantial new and more stable funding for state and local streets and roads over the next ten years. For 2018-2019, the City expects to receive over \$1 million from the Road Maintenance and Repair Act in addition to the regular Highway Users Tax. The fund will be used for various street resurfacing rehabilitations per the City's Pavement Management Study.

Asset Forfeiture Fund Federal and State laws allow law enforcement agencies to retain assets seized in the drug-related arrests. These funds can only be used to augment investigation and enforcement activities. Distributions through the justice system are irregular. For 2018-2019, the estimated revenue is \$144,500 and budgeted expenditures total \$302,580.

Maintenance District Fund The City formed a Maintenance District in 1993 to finance the maintenance and operation of streetlights, street trees, and medians in accordance with the Landscaping and Lighting Act of 1972. Rates have never been adjusted since 1996. The projected revenue for 2018-2019 is \$983,000. This revenue combines with a General Fund assistance payment of \$841,000 to fund the total district maintenance expenditure of \$1.8 million.

Grants Fund Revenue shared with local governments by the state or federal government has declined in years. The projected grants for 2018-2019 are \$2.7 million, which includes \$159,000 library grants for various library programs; \$1.2 million HUD Community Development Block and Home grants; \$61,000 park grants for the maintenance of parks and recreation facilities, \$287,000 public safety grants for police and fire training and equipment; \$445,000 transportation/engineering grants; and \$527,000 various trust grants.

Enterprise Funds

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

Refuse Fund The refuse service includes trash collection, waste management, and recycling. The City refuse rates, which were established on September 1, 2017, reflect calculated payments for the franchise contract with the disposal company and the City's indirect cost of administering the agreement. The projected budget for 2018-2019 is \$6.5 million for revenue and \$6.3 million for expenses.

Sewer Fund The sewer rate is charged based on a customer and meter sized fixed rate. The Sewer Master Plan provided the City with a comprehensive assessment of \$12.8 million to address 35% of the City's sewer system. The projected budget for 2018-2019 is \$3 million for revenue and \$3.2 million for expenses and capital improvements.

Water Funds The City's water system serves approximately 95% of Monterey Park residents. The system has 12 wells, 13 reservoirs, 5 treatment plants, 11 pumping stations, and 134 miles of water mains. The projected water revenues for water operation and treatment funds for 2018-2019 total \$15 million, and proposed expenses are \$16.1 million. The water revenues are to cover the costs for the production, distribution, commercial, treatment, and capital improvements. Since the City's Water Utility produces all its water supply from an adjudicated basin, the Main San Gabriel Basin, and the City's annual production exceeds its production rights, the City must replace the amount of water it over-pumps. The 2018-2019 assessment charge of \$2.2 million, which is much higher than the 2017-2018 amounts, is included in the water proposed budget. The City's Centralized Groundwater Treatment System for Delta Water Plant is close to plant completion and an additional operational cost of \$1.5 million treatment fund is required for the running of this treatment system. Lastly, staff is currently working on the water rates study and will soon bring the report to Council for the updated information.

Internal Service Funds

The purpose of Internal Service (IS) funds is to centralize the services such as general liability claims, workers' compensation insurance, motor pool operations and replacement, technology development, employee separation benefits, and post-employment medical liability. These funds are a cost allocation toll and financed through charges to departments. The 2018-2019 IS fund charges are: workers' compensation \$1.8 million, motor pool \$2 million, separation benefits \$1.4 million, technology \$239,000, general liability \$1.9 million and post-employment medical liability \$1 million. There includes a one-time transfer from the separation benefits fund, \$500,000, to the general liability fund to strengthen the fund's net position.

Debt Service and Outstanding Loans

Ongoing update and replacement of City's infrastructure and capital assets is important to ensure quality service delivery. However, the cost for improvement is capital intensive. Often times it would not be feasible for the City to bank funds until sufficient amount can be accumulated. To fund improvement needs in a timely manner, the City has secured loans to finance various major improvements. Table below is a summary of the debt service payments for 2018-2019 and loan maturity years. In 2018-2019, the City will seek financing options for more street rehabilitation and fire ladder truck and engines replacement.

Debt Services for 2018-2019

<i>Department</i>	<i>Activity</i>	<i>Annual Payment</i>	<i>Description</i>	<i>Loan Expiration</i>
<i>Police</i>	Computer Services	\$165,870	CAD/RMS	2021
<i>Public Works</i>	Building/Water	710,282	Siemens Energy Retrofits	2030
	Water Production	113,573	Reservoirs	2030
	Wells 5 & 6	200,000	Treatment Plant	2019
	Post-Employment	1,229,820	Pension Bonds	2034
<i>Non-Dept</i>	HCD Administration	471,941	Section 108 Loan	2022
<i>Comm Dev</i>	SA – Atlantic/Garvey	1,365,000	2013A Refunding Bonds	2027
<i>SA</i>	SA - Merged	710,587	2013B Refunding Bonds	2029

Pension Funding

For 2018-2019, the City is projected to spend \$10.6 million from the Retirement Fund for pension costs. The General Fund supplement to the Retirement Fund is required and the contribution from the General Fund is \$2.6 million for 2018-19, which is \$500,000 more from last year's \$2.1 million. All of the City's non-safety employees and safety employees contribute their 100 percent of the employee contribution costs. Absent employee contributions, the retirement costs would be significantly much higher.

The impacts from CalPERS' significant investment losses during the great recession and its adoption of more conservative actuarial and investment policies continue to reverberate through every government agency in the State. When the investments fall short of expectations, each agency must make up the difference. As a result, CalPERS drops its discount rate from 7.5 percent to 7.0 percent starting 2018-19 through 2020-21. Lowering the discount rate means plans will see increases in both the normal costs and the accrued liabilities. Because the personnel costs represent 75% of the City's budget, the rate increases greatly impact pension contributions and future overall budgets.

Table below displays the phase-in of the discount rate change for the next three years.

Discount Rate Phase-In		
Valuation Date	FY Required Contribution	Discount Rate
June 30, 2016	2018-19	7.375%
June 30, 2017	2019-20	7.250%
June 30, 2018	2020-21	7.000%

The reality for the pension costs is on the horizon and the City expects significant increases to our annual pension costs in next five years. Table below shows projected City contribution rates to 2023-24 based on CalPERS new discount rates.

Plan	Projected 2018-19	Projected 2019-20	Projected 2020-21	Projected 2021-22	Projected 2022-23	Projected 2023-24
Safety	43.4%	49.0%	53.8%	57.6%	60.6%	62.1%
Miscellaneous	31.6%	35.1%	37.9%	40.3%	42.2%	43.2%

According to the actuarial valuation report, the City's unfunded accrued liabilities are \$39.9 million for the Miscellaneous Plan and \$54.5 million for the Safety Plan. The funded status is 67.5% and 71.3%, for the Miscellaneous and the Safety Plan, respectively.

With rising PERS costs the subject of every budget and midyear council meetings, the City has been eager to find ways to address the pension issues. Specifically, the City Council has to weigh pension funding priorities against other programs of the City. Over the years, the City implemented two of the following three options to address the unfunded liability matter. The City continues UAL reduction efforts in 2018-2019.

- Annual Lump Sum Prepayment:

The City pre-pays the expected annual employer UAL contributions in a lump sum amount in July of each fiscal year to receive extra discount. The savings generated from the Lump Sum Prepayment is then used to further pay down the City's unfunded liability. For 2018-2019, this prepayment contribution to CalPERS would save the City a 7.375 percent interest that is paying on that liability.

- Annual Additional Unfunded Liability Paydown:

In the 2018-2019 adopted budget, it included \$400,000 in the non-departmental activity to demonstrate the City's commitment in paying down unfunded pension liability.

- Additional Employee Contributions:

The City will seek higher employee contributions through labor bargaining negotiation process.

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

Other Post-Employment Benefits (OPEB) Funding

Post-employment medical benefits are important because they are a form of promised deferred compensation and represent a significant and often growing element of employee-related costs. The City started addressing the unfunded liabilities associated with retiree health care in 2012 and has established a formal trust account with CalPERS CERBT Program to systematically accumulate resources in trust to fund the retiree health care liabilities. Through this advance funding method, the City is to ensure its sustainable promises over time and to systematically reduce the unfunded accrued liabilities, thus achieving the City's goal in addressing the retiree medical liabilities. To date, the City is one of the 535 California government agencies took steps to proactively handle this unfunded retiree medical benefit liability.

The unfunded retiree medical liability is approximately \$30 million based on a 30-year amortization. Starting in June 2018, the City is required to comply with GASB requirements in reporting the OPEB unfunded liability on the face of the financial statements. The City continues a \$950,000 OPEB contribution to proactively manage the retiree medical unfunded liability.

Infrastructure and Capital Improvements

Continued investment in the City's infrastructure and capital improvements is the key to a long-term economic success and better quality of life for our community. For 2018-2019, the centerpiece of the City's CIP improvements includes N Atlantic water and sewer system improvement, various street pavement rehabilitation, Garvey Reservoir drainage improvements, Potrero Grande beautification, traffic signal at Garfield-Grandridge-Graves, playground equipment and surface replacement, sewer master plan, IT network upgrades, and fire ladder truck and fire engines purchases. A total of \$12.3 million, including the usage of a \$3.6 million drawdown from the General Fund committed reserve and a \$2.6 million General Fund funded financing option, is included in the budget for our infrastructure and capital investments. Projects in 2018-2019 are reflective of the programs identified in the City's Pavement Management, Water, Sewer, and Parks master plans. All project information is in the Capital Improvement Program of the document.

In Closing

One of the City's key financial principles has always been to ensure the revenues and expenses support the high-quality service levels and long-term goals. For the past two years, there were a lot of forces to achieve the fruition of the City's long-term developments of the Monterey Park Market Place and the Marriot Hotel. Looking ahead to the 2018-2019, as City Manager, I am focused on guiding the City through this period of economic and population growth and I am confident that this fiscal responsible spending plan not only demonstrates the City's focus on maintaining excellent community services, enhancing organizational efficiency, but funding much needed infrastructure and capital improvements for the benefits of our residents.

I would like to take this opportunity to thank the City Council for your leadership and the citizens for their continued support in directing the financial affairs of our City in a most responsible and progressive manner. We also extend our appreciation to all City departments and specifically to Management Services staff for their hard work in completing this 2018-2019 adopted budget.

Respectfully,



Ron Bow
City Manager

RESOLUTION NO. 12017

A RESOLUTION ADOPTING THE FISCAL YEAR 2018-2019 FINAL OPERATING BUDGET FOR THE CITY OF MONTEREY PARK AND THE SUCCESSOR AGENCY TO THE MONTEREY PARK REDEVELOPMENT AGENCY; AND ADOPTING THE 2018-2019 CAPITAL IMPROVEMENT BUDGET.

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

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

- A. The City Council reviewed the proposed final Operating Budget ("Budget") for the City and Capital Improvement Plan ("CIP") for fiscal years 2018-2019;
- B. The Budget and CIP are based upon appropriate estimates and financial planning for the City's operations, services, and capital improvements;
- C. The City Council conducted public study sessions on May 29 and June 4, 2018;
- D. The City Council is fully informed regarding the City's current finances, projected revenue, and financial obligations; and
- E. It is in the public interest for the City Council to adopt the Budget and CIP as proposed by the City Manager.

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

SECTION 3: APPROPRIATIONS LIMIT.

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

pursuant to Government Code § 7901(b), the City may either use the percentage growth either in its jurisdiction or from the surrounding county.

- D. Pursuant to Article XIII B of the California Constitution, and those Government Code sections adopted pursuant to Article XIII B, § 8(f), the City Council chooses to adjust the City's Appropriations Limit by calculating inflation using the California per capita personal income growth and calculating population growth by using the percentage change in population in Los Angeles County.
- E. As a result of the adjustments made to the City's Appropriations Limit, the City Council sets the Appropriations Limit for fiscal year 2018-2019 at \$91.6 million

SECTION 4: BUDGET APPROPRIATIONS. Based upon the Budget, the total General Fund operating budget, including transfers, is \$45.7 million. The Overall City Budget is \$105.4 million including Capital Improvement Projects. The City Manager, or designee, is authorized to implement the appropriations for City Departments.

SECTION 5: CIP APPROPRIATIONS. Based upon the CIP, a total of \$9.6 million is appropriated for capital improvement projects for Fiscal Year 2018-2019. The City Manager, or designee, is authorized to implement the CIP.

SECTION 6: REAPPROPRIATION. The City Manager, or designee, is authorized to reappropriate any unused appropriations for capital projects, special projects, and grant programs at the close of Fiscal Year 2018-2019 for the Budget and CIP.

SECTION 7: FUND OPERATING RESERVES. The City Manager, or designee, may appropriate any remaining revenues at the close of Fiscal Year 2018-2019 into the applicable Fund operating reserve per Governmental Accounting Standards Board (GASB) Statement No. 54.

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

- A. By majority vote of the City Council;
- B. By the City Manager, or designee, for all appropriation transfers between programs and sections within a City department and between appropriation units (e.g., salaries and benefits, services and supplies, and capital outlay) within programs;
- C. Objects code expenditures within appropriation units in a program are not restricted so long as funding is available in the appropriation unit as a whole.

SECTION 9: CONTRACTING AUTHORITY.

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

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

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

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

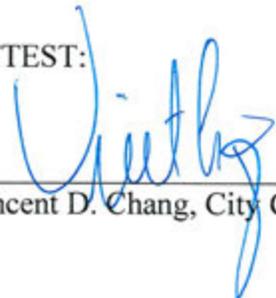
SECTION 11: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED, APPROVED and ADOPTED this 20th day of June, 2018.



Stephen Lam
Mayor
City of Monterey Park

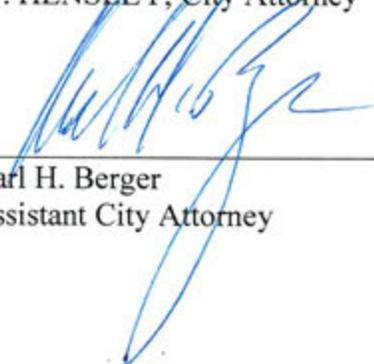
ATTEST:



Vincent D. Chang, City Clerk

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

By:



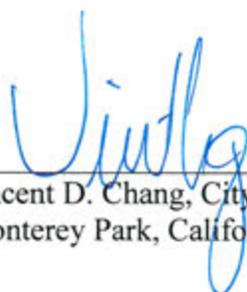
Karl H. Berger
Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF MONTEREY PARK)

I, VINCENT D. CHANG, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. 12017 was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 20th day of June 2018 by the following vote:

Ayes:	Council Members: Lam, Chan, Liang, Ing, Real Sebastian
Nays:	Council Members: None
Absent:	Council Members: None
Abstain:	Council Members: None

Dated this 20th day of June 2018



Vincent D. Chang, City Clerk
Monterey Park, California



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Monterey Park
California**

For the Fiscal Year Beginning

July 1, 2017

Christopher P. Morill

Executive Director

*California Society of
Municipal Finance Officers*

Certificate of Award

***Operating Budget Excellence Award
Fiscal Year 2017-2018***

Presented to the

City of Monterey Park

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

February 7, 2018



Drew Corbett

*Drew Corbett
CSMFO President*

Craig Boyer

*Craig Boyer, Chair
Professional Standards and
Recognition Committee*

Dedicated Excellence in Municipal Financial Reporting

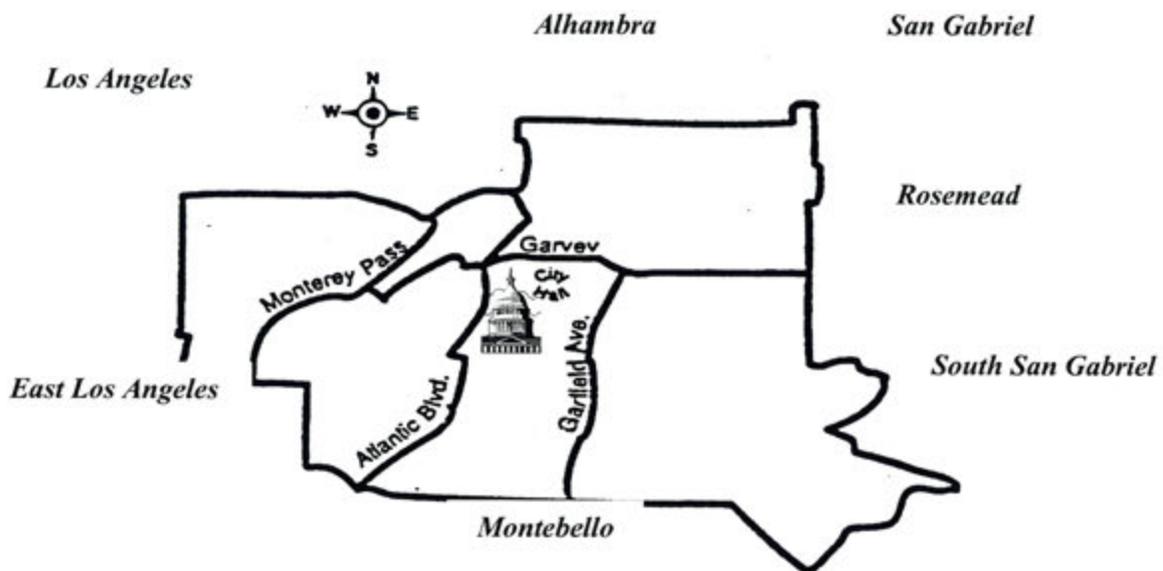
ABOUT THE CITY OF MONTEREY PARK

Monterey Park Government

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

City History

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



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

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

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

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

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

City's Economic Condition and Priority Development

Monterey Park covers an area of 7.73 square miles with a population of approximately 62,240. The City is located six miles east of Los Angeles and is primarily a residential community, with 78% of its land zoned for single and multiple family housing uses. Major businesses include food and drug, auto sales and service, banking, restaurants, hospitals and medical offices, printing and light manufacturing.

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

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

Local and Regional Transportation

- Transportation Services and Information

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

- Spirit Bus

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

- Regional Transportation Services

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

- Commuter Train Service

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

- Paratransit Service - Dial A Ride and Access Services

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

Annual Community Events

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

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

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

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

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

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

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

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

Geranium Festival – This annual event celebrating the City’s flower takes place the second Saturday in October and includes entertainment, interactive booths, games and contests, ArtWalk, Dog Contest, Rock climbing wall, train ride, educational exhibits, water balloon toss, sack races, pie eating, face painting, hula hoop contests and fun for the entire family.

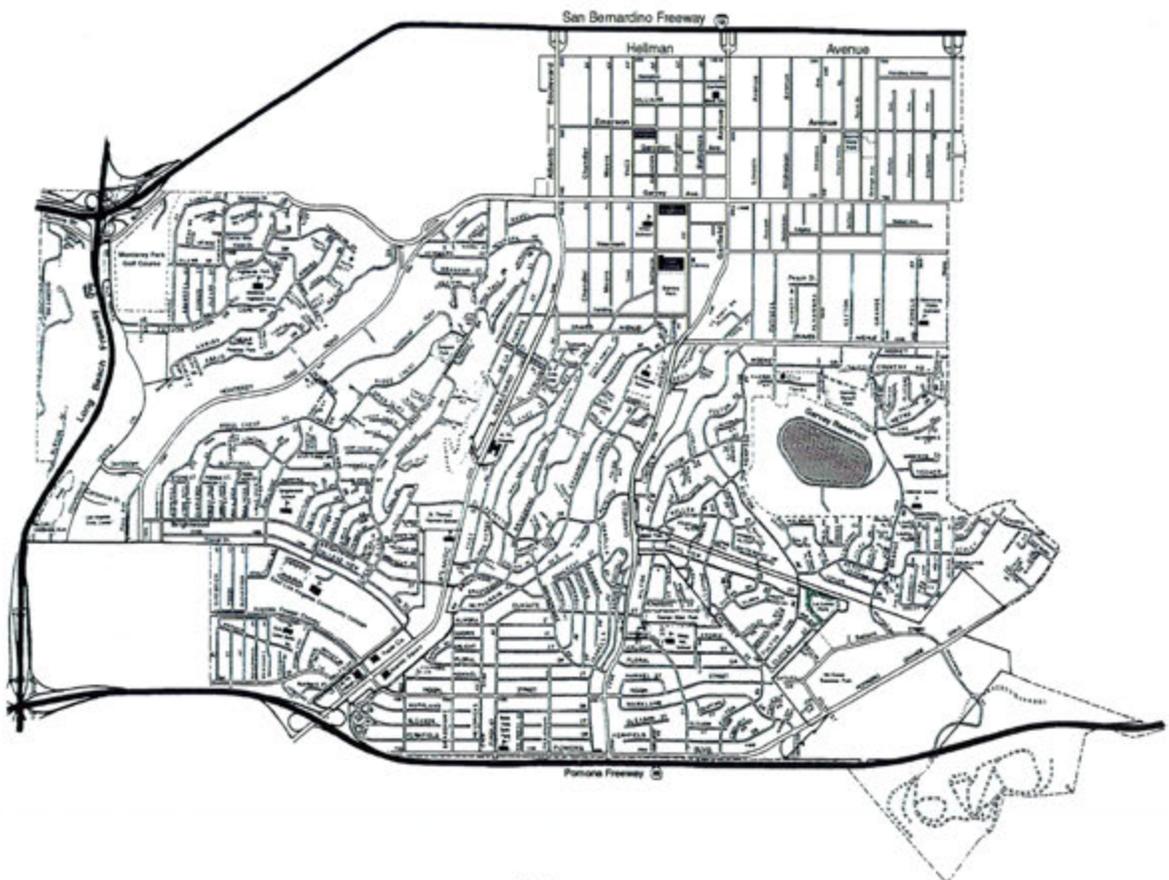
Farmers’ Market – Every Thursday night the Monterey Park Farmers Market features the freshest fruits and vegetables, delicious bread, and a number of hot food items, plus entertainment and surprises - a great way to start the weekend.

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

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

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

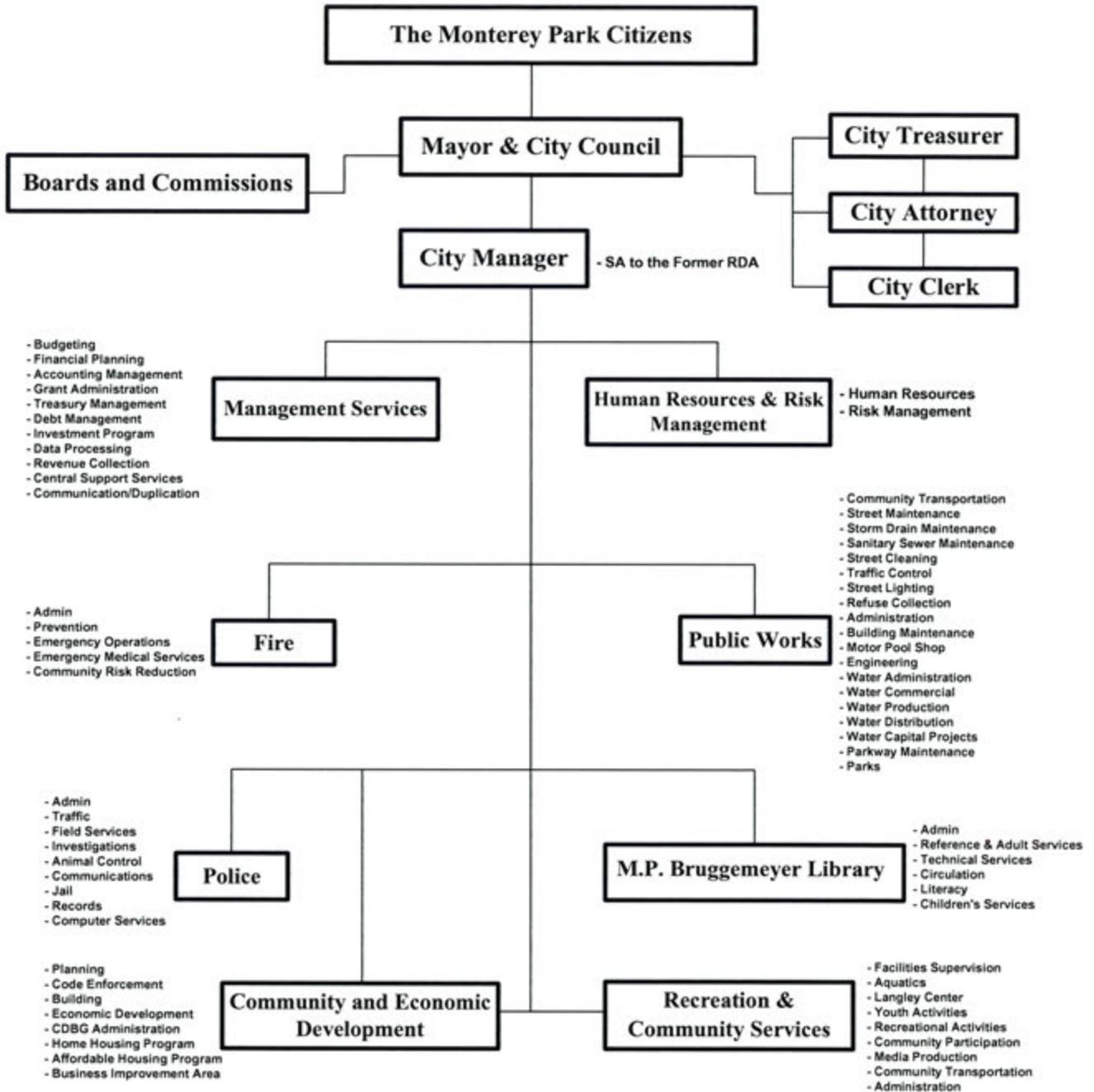
City Map



Miscellaneous Statistics

Date of Incorporation:	May 29, 1916
Form of Government:	Council / Manager
Area:	7.73 Square Miles
Miles of Streets:	119.27
Number of Street Lights:	3,359
Fire Protection:	
Number of Fire Stations:	3
Number of Sworn Firefighters and Non-Sworn Personnel:	57
Police Protection:	
Number of Stations:	1
Number of Sworn Police Officers and Non-Sworn Personnel:	108
Municipal Water Department:	
Number of Water Meters:	13,456
Average Daily Consumption:	7,540,000
Miles of Water Distribution Lines:	134
Number of Fire Hydrants:	1,063
Number of Gate Valves:	2,073
Miles of Sewers:	
Sanitary Sewers:	126
Storm Drains:	12.43
Building Permits Issued:	1,194
Recreation and Culture:	
Number of Parks & Gardens:	14 (107.64 Acres)
Number of Pools:	2
Number of Libraries:	1
Number of Library Collection Volumes:	125,373
Number of Library Cardholders:	57,000
Number of Employees:	
Elected Officials:	7
Full-Time:	305
Part-Time:	56.14
Population:	62,240

City of Monterey Park Organization Chart



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

City of Monterey Park Budget Summary Section

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

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Combined Changes in Fund Balance

Fund Description	2017-2018 Ending Balance	2018-2019		Ending Balance	Fund Balance % Change
		Estimated Revenues & Transfer-In	Adopted Expenditures & Transfer-Out		
CITY FUNDS					
GENERAL FUND	17,869,000	42,705,535	45,677,545 ⁽¹⁾	14,896,990	-16.6%
SPECIAL REVENUE FUNDS					
Retirement	940,641	9,431,000	10,593,569	(221,928)	-123.6% ⁽²⁾
Gas Taxes	1,137,518	1,255,000	1,804,473	588,045	-48.3% ⁽³⁾
Bike Route		35,000		35,000	
RMRA (SB1)	123,958	1,093,067	1,023,000	194,025	56.5% ⁽³⁾
Park Facilities	368,640	200,000	280,000	288,640	-21.7% ⁽³⁾
Proposition A	2,822,569	1,373,000	1,267,205	2,928,364	3.7%
Proposition C	624,549	950,300	1,319,718	255,131	-59.1% ⁽³⁾
Measure R	212,213	719,500	296,253	635,460	199.4% ⁽³⁾
Measure M	520,000	530,000	50,000	1,000,000	92.3% ⁽³⁾
Asset Forfeiture	391,228	144,500	302,580	233,148	-40.4% ⁽³⁾
Business Impr Dx #1	115,102	73,000	80,751	107,351	-6.7%
Air Quality	200,213	81,700	93,172	188,741	-5.7%
Maint. District 1972 Act	56,762	983,000	1,018,567	21,195	-62.7% ⁽³⁾
Public Safety Impact	668,048	450,000	239,092	878,956	31.6% ⁽³⁾
Public Safety Augmentation		750,000	750,000		
CERCLA Liability	436,919	124,500	150,000	411,419	-5.8%
Housing	2,414,501	82,671	60,000	2,437,172	0.9%
Grants	1,685,659	2,704,668	2,372,149	2,018,178	⁽⁴⁾
ENTERPRISE FUNDS					
Sewer	3,580,698	3,001,000	3,173,525	3,408,173	-4.8%
Refuse	202,370	6,460,000	6,348,684	313,686	55.0% ⁽³⁾
Water	17,258,120	15,048,000	17,492,570	14,813,550	-14.2%
INTERNAL SERVICE FUNDS					
Auto Shop	1,931,914	1,966,000	1,974,784	1,923,130	-0.5%
Separation Benefits	2,360,851	1,375,005	1,489,928	2,245,928	-4.9%
Workers' Compensation	(2,486,828)	1,836,245	2,048,883	(2,699,466)	-8.6%
General Liability	(2,456,739)	2,416,520	2,941,536	(2,981,755)	-21.4% ⁽³⁾
Technology/Data Processing	230,831	239,241	291,918	178,154	-22.8% ⁽³⁾
Other Post-Employment Benefits		950,000 ⁽⁵⁾			
TOTAL CITY FUNDS	51,208,738	96,978,452	103,139,902	44,097,288	
SUCCESSOR AGENCY (SA) FUNDS	-	2,267,987	2,267,987	-	
TOTAL CITY AND SA FUNDS	51,208,738	99,246,439	105,407,889	44,097,288	

Combined Changes in Fund Balance

Fund Description	2017-2018 Ending Balance	2018-2019		Ending Balance	Fund Balance % Change
		Estimated Revenues & Transfer-In	Adopted Expenditures & Transfer-Out		

Note:

- (1) Amount reflects \$3.6 million from GF Committed Reserve for Marketplace roadway improvement and \$120,000 from GF Assigned for one-time library operation supplement
- (2) Higher contribution rates due to discount rate reductions
- (3) Expenditures are higher or lower than revenues
- (4) Grants are under a reimbursement basis
- (5) CalPERS CERBT Trust funding for 2018-19

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2016-2017	Estimated 2017-2018	Estimated Actual 2017-2018	Estimated 2018-2019
<u>General Fund</u>						
Property Taxes:						
Current Secured	0010-	01010	14,631,354	15,000,000	15,400,000	15,822,900
Residual Property Tax Dist.		01015	1,331,134	800,000	1,500,000	1,400,000
Current Unsecured		01020	307,553	280,000	310,000	310,000
Homeowner Exemption		01030	54,602	62,000	55,000	56,000
Prior Year Secured		01110	261,162	170,000	200,000	200,000
Prior Year Unsecured		01120	4,013	20,000	10,000	20,000
Interest & Penalties		01200	26,739	43,000	38,000	35,000
Total Property Taxes			16,616,556	16,375,000	17,513,000	17,843,900
Other Taxes:						
Admission Tax		01400	2,500	7,500	5,000	5,000
Sales Tax		01500	6,517,491	6,400,000	6,200,000	7,100,000
Transient Tax		01550	1,261,777	1,380,000	1,200,000	1,500,000
Franchise Tax		01600	938,802	990,000	950,000	990,000
Transfer Tax		01800	267,234	250,000	270,000	270,000
Utility Users Tax		01900	3,212,912	3,200,000	2,910,000	3,000,000
Vehicle In-lieu Tax		04410	27,482			
Total Other Taxes			12,228,198	12,227,500	11,535,000	12,865,000
Licenses & Permits:						
Licenses:						
Business Licenses		02010	1,244,295	1,200,000	1,180,000	1,200,000
Business Lic Processing Fees		02020	4,601	4,000	4,000	4,000
Tobacco Retailer Lic Fees		02025	1,072	1,800	1,500	1,800
Dog Licenses Regular		02410/02430	2,224			
Total Licenses			1,252,192	1,205,800	1,185,500	1,205,800
Construction Permits:						
Building Permits		02500	1,215,883	1,700,000	1,000,000	900,000
Electrical Permits		02600	169,114	280,000	200,000	200,000
Plumbing Permits		02700	91,009	200,000	150,000	150,000
Mechanical Permits		02900	96,146	160,000	120,000	100,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2016-2017	Estimated 2017-2018	Estimated Actual 2017-2018	Estimated 2018-2019
Total Construction Permits			1,572,153	2,340,000	1,470,000	1,350,000
Other Permits:						
Firework Permits		03540	4,000	5,000	4,000	4,000
Yard Sale Permits		03550	3,450	2,800	3,000	3,000
Misc Permits		03590	77,532	25,000	75,000	35,000
Parking Permits		03650	1,960	3,000	2,000	2,100
Banner Permits		06290	2,385	1,800	1,800	2,000
Total Other Permits			89,327	37,600	85,800	46,100
Total Licenses & Permits			2,913,672	3,583,400	2,741,300	2,601,900
Fines:						
Traffic Fines		03580	133,652	230,000	160,000	180,000
Court Fines		03600	623	5,000	15,000	10,000
Parking Fines		03620/03630	398,680	400,000	500,000	510,000
Total Court and Traffic Fines			532,956	635,000	675,000	700,000
Use of Money & Property:						
Interest Income		03700/03750	41,299	600,000	800,000	800,000
Golf Course Rental		03800	132,955	135,000	135,000	137,000
MetroPCS (3500 Ramona)		03870	48,615	41,699	42,950	44,239
T-Mobile Rental (Fire Station 3)		03880	32,804	32,804	33,788	34,801
AT&T Rental (Fire Station 3)		03890	32,804	32,804	33,788	34,801
T-Mobile Rental (Sierra Vista)		03930	41,527	41,326	42,773	44,056
Acosta Grower (Delta & Fox Sites)		03960	15,714			
Specialty Restaurants		03970	209,768	232,000	232,000	232,000
Sublease Rent - SMSA (Pac Bell)		03980	11,407	11,460	11,807	12,162
Sublease Rent - Cox Communication		03990	7,673	7,702	7,845	7,860
Total Use of Money & Property			574,564	1,134,795	1,339,951	1,346,919
Charges for Services:						
Police Services:						
Witness Fees		03610	2,978	4,000	3,500	3,500
Prisoner Housing		03640	63,177	75,000	64,000	65,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual	Estimated	Estimated	Estimated
			2016-2017	2017-2018	Actual 2017-2018	2018-2019
Vehicle Release		03670	55,865	66,000	57,000	58,000
DUI Recovery		03680	31,924	48,000	48,000	49,000
Fingerprint	06390/03710		11,065	13,500	13,500	14,000
Correction Notices		03720	6,198	6,000	6,000	6,100
Prisoner Booking Fees	03730/03760		200			
Police Report		05990	3,606	3,800	3,800	4,000
Burglar Alarm		06400	3,669	30,000	10,000	10,000
Court Restitutions		06405	1,159		1,500	1,500
Total Police Services			179,841	246,300	207,300	211,100
Fire Services:						
Fire Report Copy		06050	626	500	600	600
Fire Inspection		06320	131,509	135,000	135,000	136,000
Fire Plan Checks & Permits	06330/06340		139,904	145,000	145,000	148,000
Fire Response/Admin Citation	06350/06240		20,165	15,000	14,000	15,000
Business Fire Safety Inspection		06370	51,975	48,000	50,000	52,000
Ind Waste Permit/Inspection		06850	139,190	130,000	130,000	140,000
Ambulance Subscription		07950	89,064	94,000	94,000	94,000
Ambulance Transport		07960	1,163,970	1,060,000	1,180,000	1,200,000
Total Fire Services			1,736,403	1,627,500	1,748,600	1,785,600
Community Development:						
Plan Check		06100	1,703,097	1,300,000	1,680,000	1,100,000
Comm Prop Insp		06120	70,669	75,000	75,000	70,000
Home Occup Insp	06150/06160		17,040	16,000	16,000	175,000
Zoning		06200	73,145	60,000	90,000	85,000
Admin Citation - Code Compliance	06220/06130		33,756	30,000	30,000	33,000
Design Review		06250	23,913	22,000	22,000	22,000
Special Inspection		06450	6,197	5,000	6,000	6,000
Shopping Cart Plan Review		06451		1,260		
Total Community Development Fees			1,927,817	1,509,260	1,919,000	1,491,000
Public Works Fees:						
Comm. Franchise in lieu fee		01610	134,756	120,000	110,000	120,000
Street Excavation		02910	20,979	12,000	12,000	15,000
Sewer Permits		02920		236	236	236
Driveway/Sidewalk		02930	2,144	3,500	3,000	3,000
Housemoving Permits		03520	6,950	3,000	4,500	4,500

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual	Estimated	Estimated	Estimated
			2016-2017	2017-2018	Actual 2017-2018	2018-2019
Sale of Maps/Plans	06000	06010	895	1,400	1,400	1,500
Newsrack Permits		06710		1,000	4,352	1,000
Address Change		06140	3,100	3,100	4,030	4,030
Admin Citation - Public Works		06230	100	400	400	400
Engr Inspection	06210	06300	104,494	60,000	104,000	104,000
Engr Plan Check		06700	278,265	210,000	20,000	100,000
Rest Interceptor Inspect		06900	425			
Soil Review		06910	72,973	20,000	40,000	20,000
CNG Fuel Sales		06940	35,292	25,000	30,000	33,000
Total Public Works Fees			660,373	459,636	333,918	406,666
Library Fees:						
Facility Rental Charges		04030				
Library Fines		07410	16,570	20,000	17,000	18,000
Audio Visual		07420	3,579	4,000	3,000	3,200
Lost Books		07430	1,554	2,000	2,000	2,000
Misc Library Revenue		07460		100	100	100
Card Replacement		07480	1,741	2,000	1,800	1,800
Damaged Items		07490	531	500	500	500
Total Library Fees			23,975	28,600	24,400	25,600
Recreation / Community Services Fees:						
Rec. Facilities / Service Clubhouse		04020	134,574	115,000	120,000	122,400
Rec Registration		06090	19,564	25,000	25,000	26,000
Picnic Reservation	07050	07030	38,642	26,000	30,000	35,000
Aquatics		07090	18,908	26,000	24,000	24,000
Child Care		07150	173,212	180,000	180,000	180,000
Barnes Pool Admission		07610	17,003	13,000	16,000	18,000
Elder Pool Admission		07620	9,132	7,000	6,000	7,000
Swim Lessons		07630	89,585	82,000	89,000	90,000
Barnes & Elder Pool Rental		07640	54,065	45,000	54,000	55,000
Adopt-A-Park / Other	08020	08030	94			
Langley Activity		08025	43,599	55,000	55,000	55,000
Rec Registration	0159-	06090	36,335	35,000	36,500	37,000
Summer Programs	0159-	07010	23,978	35,000	25,000	25,000
Fall Programs	0159-	07020	38,680	40,000	40,000	40,000
Winter Programs	0159-	07030	25,939	40,000	30,000	30,000
Spring Programs	0159-	07040	9,307	25,000	12,000	14,000
Adult Leagues	0159-	07100	15,684	11,000	12,000	13,000
Total Recreation / Community Services Fees			748,301	760,000	754,500	771,400

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2016-2017	Estimated 2017-2018	Estimated Actual 2017-2018	Estimated 2018-2019
Administrative Charges:						
From City Funds		06020	1,208,000	1,268,000	1,268,000	1,475,000
Total Administrative Charges			1,208,000	1,268,000	1,268,000	1,475,000
Other Services:						
City Clerk Research/Public Record		06040	595	500	500	550
Returned Check Fee		08150	2,700	2,500	2,500	2,500
ELAC Special Event		09210	2,314		3,000	3,000
Total Other Services			5,609	3,000	6,000	6,050
Total Charges for Services			6,490,318	5,902,296	6,261,718	6,172,416
Other Revenue:						
Surplus Property Sale		04000	16,165	5,000	30,000	25,000
Refunds/Rebates		08100	61,214	150,000	450,000	150,000
Misc Revenue		07500/07530/ 08200/09203/ 09200/09202	530	200	400	400
Street Maintenance - Water		08155	950,000	950,000	950,000	1,000,000
Total Other Revenue			1,027,910	1,105,200	1,430,400	1,175,400
Total General Fund			40,384,174	40,963,191	41,496,369	42,705,535

Special Revenue Funds

Retirement Fund - 0012

Property Taxes:

Current Secured	0012-	01010	5,083,071	5,638,000	5,300,000	5,330,000
Pension Override	0012-	01015	1,157,148	1,122,000	1,300,000	1,220,000
Current Unsecured	0012-	01020	83,944	75,000	75,000	75,000
Homeowner Exemption	0012-	01030	55,254	55,000	55,000	56,000
Prior Year Secured	0012-	01110	136,779	80,000	130,000	130,000
Prior Year Unsecured	0012-	01120	4,097	5,000	5,000	5,000
Interest & Penalties	0012-	01200/03750	18,714	11,000	15,000	15,000
General Fund Supplement for Pension	0012-	01300	2,100,000	2,100,000	2,100,000	2,600,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2016-2017	Estimated 2017-2018	Estimated Actual 2017-2018	Estimated 2018-2019
Total Retirement Fund			8,639,006	9,086,000	8,980,000	9,431,000
State Gas Tax Funds - 0022						
Gas Tax:						
Section 2103 (Prop 42 Replacement)	0022-	04530	163,735	245,616	180,000	200,000
Section 2105	0022-	04540	344,698	356,558	356,000	356,000
Section 2106	0022-	04500	205,836	220,150	219,000	219,000
Section 2107	0022-	04510	437,021	460,622	440,000	460,000
Section 2107.5	0022-	04520	7,500	7,500	7,500	7,500
Interest Income	0022-	03700	11,554	7,300	12,000	12,500
SB 821 Bikeway	0023-	05400		50,000	50,000	35,000
Total Gas Tax Fund			1,170,345	1,347,746	1,264,500	1,290,000
Road Maintenance & Rehabilitation Act - 0024 (SB1)						
RMRA (SB1)	0024-	04550		353,766	353,766	1,023,032
Loan Repayment	0024-	04560		70,192	70,192	70,035
Total RMRA			0	423,958	423,958	1,093,067
Park Facility Fund - 0070						
Park Facilities Fees	0070-	09000	15,749	400,000	700,000	200,000
Public Safety Impact Fee Fund - 0071						
Public Safety Impact Fee	0071-	03570/08100	127,020	837,000	1,400,000	450,000
Proposition A Fund - 0109						
Proposition A Local Return	0109-	05400	1,132,486	1,137,000	1,140,000	1,160,000
Proposition A Incentive Program	0109-	05430	107,277	110,000	110,000	110,000
Bus Fares/Tap Card	0109-	07680	58,455	66,000	58,000	58,000
Langley Tap Card Sales	0109-	07685	26,211	35,000	27,000	28,000
Interest Income	0109-	03700	19,247	9,000	16,000	17,000
Total Proposition A Fund			1,343,675	1,357,000	1,351,000	1,373,000

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2016-2017	Estimated 2017-2018	Estimated Actual 2017-2018	Estimated 2018-2019
Measure R Fund - 0110						
Measure R	0110-	05400	704,696	707,000	707,000	707,000
Interest Income	0110-	03700	12,335	10,000	12,000	12,500
Total Measure R			717,031	717,000	719,000	719,500
Measure M - 0112						
Measure M	0112-	05400		520,000	520,000	530,000
Proposition C Fund - 0166						
Interest Income	0166-	05400	941,652	942,000	942,000	942,000
	0166-	03700	8,197	7,000	8,000	8,300
Total Proposition C			949,849	949,000	950,000	950,300
Asset Forfeiture Fund - 0160						
Asset Forfeiture-Justice	0160-	03690	25,725	15,000	15,000	25,000
Interest Income	0160-	03700	5,879	2,500	4,000	4,500
Asset Forfeiture-Treasury	0160-	03770	40,404	250,000	40,000	100,000
Asset Forfeiture-State	0160-	03780	12,029	15,000	15,000	15,000
Total Asset Forfeiture Fund			84,036	282,500	74,000	144,500
Business Improvement Fund - 0077						
Business Improvement Fees	0077-	02110	77,419	71,400	71,400	72,000
Interest Income	0077-	03700	1,298	1,000	1,000	1,000
Total Business Improvement			78,717	72,400	72,400	73,000
Air Quality Improvement Fund - 0165						
Air Quality Allocation	0165-	05400	79,659	80,000	80,000	80,000
Interest Income	0165-	03700	1,781	1,500	1,700	1,700
Total Air Quality Improvement			81,440	81,500	81,700	81,700

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2016-2017	Estimated 2017-2018	Estimated Actual 2017-2018	Estimated 2018-2019
Maint. District -1972 Act - 0176						
Special Assessment	0176-	01060	978,688	979,153	979,153	983,000
Library Tax Fund - 0131						
Library Tax	0131-	01060	503,944	503,000	503,000	
Interest Income	0131-	03700	12	300	100	
Total Library Tax Fund			503,956	503,300	503,100	0
Public Safety Augmentation Fund - 0182						
Sales Tax Public Safety Augmentation	0182-	01510	688,715	670,000	750,000	750,000
CERCLA Liability Fund - 0203						
CERCLA Fees	0203-	06950	134,793	132,000	120,000	120,000
Interest Income	0203-	03700	3,555	4,000	4,000	4,500
Total CERCLA Liability			138,349	136,000	124,000	124,500
Housing Program Fund - 0880						
SERAF Payment	0880-	01017		68,671		68,671
Interest Income	0880-	03700	12,639		13,500	14,000
Other Revenue (Loan Payment)	0880-	07530	31,722		6,886	
Total Housing Program Fund			44,361	68,671	20,386	82,671
Grants Fund						
Library Grants:						
Literacy and Civics Ed. Grant	0142-	05400	73,670	78,948	78,948	75,000
Cal Literacy Grant	0163-	03700/05400	35,986	35,387	35,387	35,000
CA Humanities Grant	0428-	05400	5,000			
Literacy Trust Grant	0445-	05400	18,000	32,178	32,178	30,000
Library Passport Trust Grant	0454-	05400	2,994	18,500	18,500	18,500
CA Center for the Book Grant	0520-	05400	470			

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2016-2017	Estimated 2017-2018	Estimated Actual 2017-2018	Estimated 2018-2019
Bilingual Books Grant	0530-	05400		7,500	7,500	
Libraries Illuminated Grant	0532-	05400		23,066	23,066	
Total Library Grants			136,120	195,579	195,579	158,500
Recreation Grants:						
Park Discretionary (Maint.)	0178-	05400	58,815	58,815	58,815	61,000
LA Astronomical Society Grant	0502-	03700/05400	(5,633)			
NFC Fitness Grant	0504-	05400		30,000	30,000	
Total Parks & Rec Grants			53,182	88,815	88,815	61,000
Police Grants:						
STC Grant	0132-	05400	4,769	4,730	4,730	4,730
POST Grant	0136-	04500	(43,475)	35,000	30,000	30,000
Interest Income	0192-	03700	1,010			
State - COPS	0192-	05400	129,324	104,000	104,000	104,000
Bullet Proof Vest Grant	0229-	05400	1,598	3,465	3,465	5,465
AB109 Task Force Grant	0306-	03700/05400	183,637			
Selective Traffic Enforcement Prog (2)	0337-	05400	64,978			
Selective Traffic Enforcement Prog (3)	0338-	05400	17,114	40,390	19,146	
Selective Traffic Enforcement Prog (4)	0360-	05400		130,000	130,000	
AHMC Health Foundation Grant	0339-	05400		10,000	10,000	
Urban Area Security initiative - 2016	0470-	05400		843,846	843,846	
Total Police Grants			358,954	1,171,431	1,145,187	144,195
Engineering/Parks Grants:						
Used Oil Recycling Grant	0184-	03700/05400	17,457	28,565	28,565	28,000
Beverage Container Recycling	0214-	03700/05400	16,315	15,960	15,960	15,000
Rubberized Pavement Grant	0421-	05400	75,508	120,000	120,000	90,000
SGVMWD Garvey Demon Garden Grant	0535-	05400	50,000			
Total Engineering Grants			159,280	164,525	164,525	133,000
Transportation Grants:						
Surface Transportation Program (STP-L)	0175-	05400	26,775			
Air Quality Investment Program	0233-	03700/07680	456			
CNG Fueling System Grant	0444-	05400	8,334			

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2016-2017	Estimated 2017-2018	Estimated Actual 2017-2018	Estimated 2018-2019
CMAQ Bus Shelters Grant	0452-	05400	8,875			
HSIP Signal Grant	0456-	05400				312,160
MTA Monterey Pass Bike Grant	0459-	05400		163,048	163,048	
			44,440	163,048	163,048	312,160
Fire Grants:						
ELAC Instructional Serv Program	0349-	05400	87,267	60,000	60,000	60,000
Disaster Management Area C	0436-	05400		2,500	2,500	2,500
Urban Area Initiative 2014	0463-	05400	13,546			
Urban Area Security Initiative-2015	0464-	05400		101,304	101,304	
Ground Emergency Medical Transport	0465-	05400	118,707	80,000	80,000	80,000
Homeland Security (SHSP) 2015	0466-	05400		10,000	10,000	
Urban Area Security initiative - 2016	0470-	05400		128,458	128,458	
Total Fire Grants			219,521	382,262	382,262	142,500
HUD Grants:						
CDBG	0169-	05400/05460	490,337	661,286	661,286	580,258
HOME Fund	0152-	05400	355,516	736,634	736,634	639,610
	0152-	03700	11,480		3,297	3,300
EDI Grant/Interest Income	0211-	03700	4,261	3,500	4,300	3,000
Total HUD Grants			861,594	1,401,420	1,405,517	1,226,168
Other Special Grants (Trust Funds):						
Maintenance Grant (0075)	0344-	05400	35,944	75,000	75,000	75,000
Video Serv Franchise Trust (0075)	0351-	05400		175,000	175,000	
Gen Plan Review Trust (0010-450)	0352-	05400	35,025	35,246	35,246	435,548
Passport Trust Grant (0075)	0415-	05400		2,078	2,078	
Records Management Fee Trust (0075)	0442-	05400	4,302	15,558	15,558	16,597
Total Other Special Grants			75,271	302,882	302,882	527,145
Total Grant Funds			1,908,363	3,869,962	3,847,815	2,704,668
Total Special Revenue Funds			17,469,299	22,301,190	22,761,012	20,980,906

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2016-2017	Estimated 2017-2018	Estimated Actual 2017-2018	Estimated 2018-2019
<i>Enterprise Funds</i>						
Sewer Fund - 0042						
Sewer Reconstruction Fee	0042-	01000		1,000		1,000
Sewer Revenue	0042-	05200	2,843,412	2,750,000	2,950,000	3,000,000
Total Sewer Fund			2,843,412	2,751,000	2,950,000	3,001,000
Refuse Fund - 0043						
Refuse Charges	0043-	05300	6,764,196	6,200,000	6,000,000	6,200,000
Waste Mgmt Surcharge	0043-	05360	360,572	200,000	250,000	260,000
Refunds & Rebates	0043-	08100				
Total Refuse Fund			7,124,767	6,400,000	6,250,000	6,460,000
Water Fund						
Water Operation Fund:						
Interest Income	0092-	03750	105			
Sales of Surplus Property	0092-	04000	20,877	3,000	3,000	3,000
Water Sales	0092-	07510	9,885,668	9,600,000	9,750,000	9,880,000
Connection Fee	0092-	07550	55,357	100,000	100,000	60,000
Meter Installation	0092-	07520	106,277	170,000	150,000	150,000
Other Revenue	0092-	07530/7540	55,405	55,000	55,000	55,000
Total Water Operation Fund			10,123,688	9,928,000	10,058,000	10,148,000
Water Treatment Fund:						
Water Treatment Surcharge	0093-	07590	3,447,481	3,900,000	3,550,000	3,700,000
WQA EPA Settlement	0093-	07575	1,162,671	1,250,000	2,000,000	1,200,000
Capital Fee	0093-	07550	250			
Total Water Treatment Fund			4,610,402	5,150,000	5,550,000	4,900,000
Water Capital Grants:						
Integrated Regional Water Mgmt Grant	0510-	05400	1,861,096	2,269,304	2,269,304	0

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2016-2017	Estimated 2017-2018	Estimated Actual 2017-2018	Estimated 2018-2019
			1,861,096	2,269,304	2,269,304	0
<i>Total Enterprise Funds</i>			<u>26,563,365</u>	<u>26,498,304</u>	<u>27,077,304</u>	<u>24,509,000</u>
<i>Internal Services Funds</i>						
Auto Shop Fund - 0060						
Refunds & Rebates	0060-	08100/04000	4,431	2,000	2,000	2,000
Vehicle Charges	0060-	08700	1,850,461	1,905,973	1,905,973	1,964,000
Total Shop Fund			<u>1,854,892</u>	<u>1,907,973</u>	<u>1,907,973</u>	<u>1,966,000</u>
Separation Benefits Fund - 0061						
Separation Charges	0061-	07900	1,294,341	1,332,451	1,332,451	1,375,005
General Liability Fund - 0062						
Insurance Charges	0062-	06020	1,607,200	1,713,100	1,713,100	1,916,520
Transfer from Separation Benefits Fund	0062-	08100	803,015	500,000	500,000	500,000
			<u>2,410,215</u>	<u>2,213,100</u>	<u>2,213,100</u>	<u>2,416,520</u>
Technology Fund - 0063						
Technology Charges	0063-	06020	175,796	199,585	199,585	239,241
OPEB Internal Service Fund - 0064						
OPEB set-aside	0064-	06020	950,000	950,000	950,000	950,000
Workers' Compensation Fund - 0080						
Insurance Charges	0080-	07900	1,615,737	1,696,525	1,696,525	1,836,245
Transfer from Separation Benefits Fund	0080-	08100	1,059,581			
Transfer from General Fund	0080-	08100		500,000	500,000	
			<u>2,675,318</u>	<u>2,196,525</u>	<u>2,196,525</u>	<u>1,836,245</u>

SUMMARY OF REVENUES AND TRANSFER-IN BY SOURCE

Description	Fund#	Acct	Actual 2016-2017	Estimated 2017-2018	Estimated Actual 2017-2018	Estimated 2018-2019
<i>Total Internal Services Funds</i>			<u>9,360,562</u>	<u>8,799,634</u>	<u>8,799,634</u>	<u>8,783,011</u>
Total City Funds			<u>93,777,400</u>	<u>98,562,319</u>	<u>100,134,319</u>	<u>96,978,452</u>
<i>Successor Agency (SA) Funds</i>						
Atlantic/Garvey	0860-		1,635,967	1,483,747	1,483,747	1,516,957
Merged	0870-		<u>858,230</u>	<u>733,697</u>	<u>733,697</u>	<u>751,030</u>
Total Successor Agency (SA) Fund			<u>2,494,197</u>	<u>2,217,444</u>	<u>2,217,444</u>	<u>2,267,987</u>
Total City and SA - All Funds			<u>96,271,598</u>	<u>100,779,763</u>	<u>102,351,763</u>	<u>99,246,439</u>

CITY OF MONTEREY PARK

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

GOVERNMENTAL FUND TYPES										
Fiscal Year Ending	SPECIAL REVENUE							ENTERPRISE		
	General Fund	Retirement Fund	Grants	Maintenance District	Proposition A & C	Gas Taxes	Other ⁽²⁾ Funds	Water Utility	Refuse ⁽³⁾ Fund	Sewer ⁽³⁾ Funds
2008	34,673,497	4,008,746	4,214,919	922,091	2,210,243	1,164,578	9,550,088	11,914,442		
2009	31,934,697	4,089,370	4,169,354	960,905	1,955,824	1,061,589	9,670,913	11,410,895		
2010	29,286,109	4,095,945	6,363,421	1,002,399	1,706,145	1,046,559	8,759,499	11,503,110		
2011	29,653,645	4,175,477	4,272,061	970,020	1,780,763	1,607,963	2,435,101	15,011,698	5,980,597	271,984
2012	31,724,025	4,834,951	3,190,253	977,552	1,899,157	1,677,938	2,276,386	15,151,146	6,001,640	273,496
2013	35,658,185	7,062,626	4,809,758	982,925	2,043,275	1,561,851	2,627,211	16,578,828	5,832,841	273,555
2014	33,385,551	5,893,387	2,147,325	987,761	2,121,169	1,989,508	2,751,046	12,819,304	6,028,436	287,548
2015	37,832,164	7,282,329	3,164,911	982,171	2,215,386	1,827,605	2,887,908	12,830,670	6,371,405	1,714,098
2016	38,649,603	8,984,204	3,306,186	970,994	2,285,662	1,487,226	3,335,359	14,021,928	6,954,602	2,673,585
2017	40,384,174	8,639,006	3,769,459	978,688	2,293,525	1,170,345	2,479,372	14,734,090	7,124,767	2,843,412
2018 (1)	41,496,369	8,980,000	6,117,119	979,153	2,301,000	1,264,500	5,388,544	15,608,000	6,250,000	2,950,000
2019 (1)	42,705,535	9,431,000	2,704,668	983,000	2,323,300	1,290,000	4,248,938	15,048,000	6,460,000	3,001,000

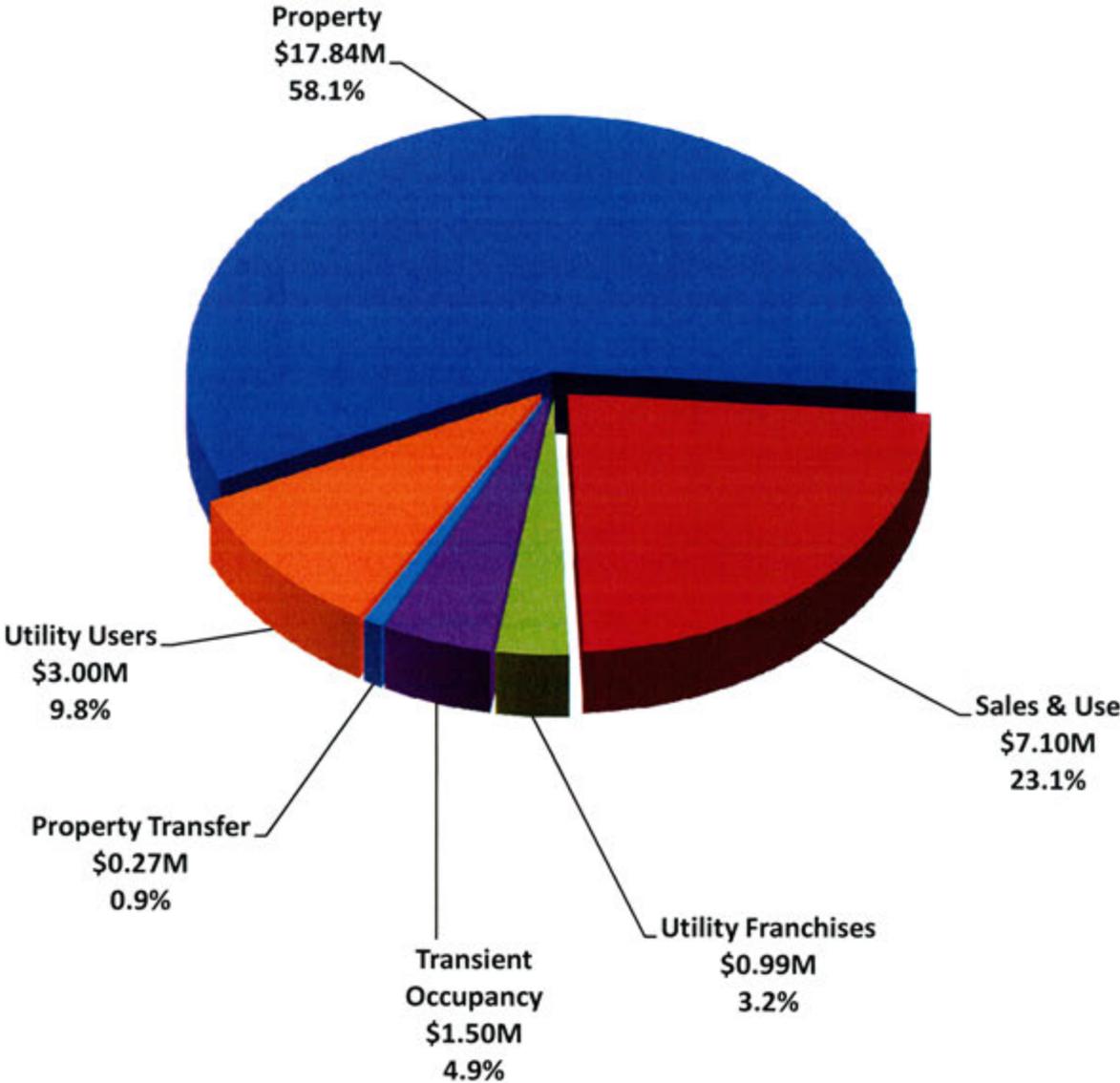
Notes:

- (1) Amounts for FYE 2018 display estimated actual and 2019 estimated revenues.
- (2) Other Funds category includes Park Facilities, Business Improvement, Asset Forfeiture, Air Quality Improvement Funds, Public Safety Impact, Public Safety Augmentation, Measure R, Measure M, Library Tax, Environmental Liability, Housing Program, Road Maintenance & Rehabilitation (SB1), Refuse (from FYE 2002 to 2010), and Sewer (from FYE 2002 to 2010).
- (3) Starting 2010-11, Sewer & Refuse Funds were reclassified as Enterprise Fund.
- (4) Starting February 1, 2012, Redevelopment Agency was dissolved and the City became the Successor Agency for the former Redevelopment Agency.
- (5) Starting 2011-12, City establishes Other Post-Employment Benefits (OPEB) Fund.

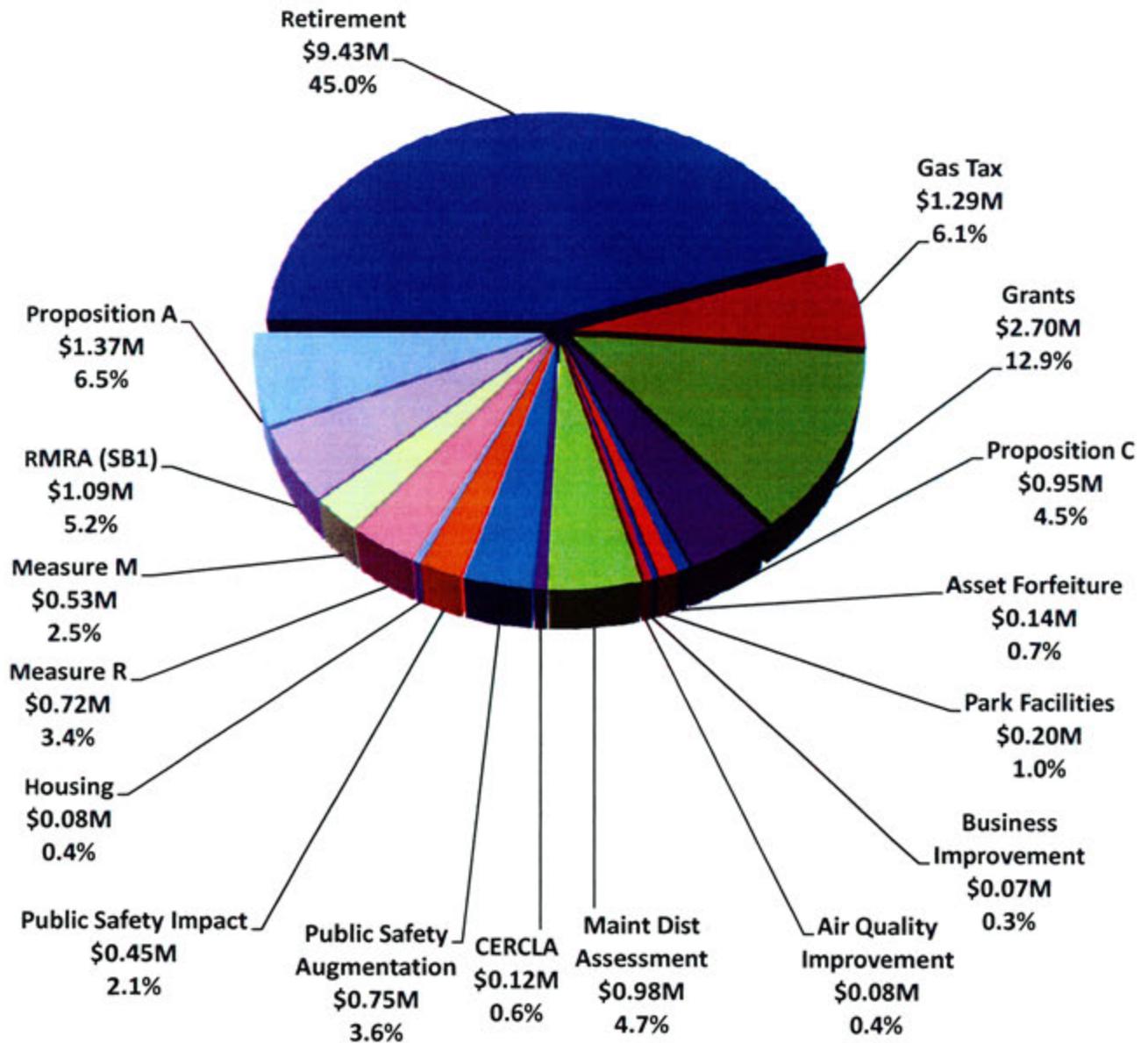
FISCAL YEAR 2018-2019 ADOPTED BUDGET

INTERNAL SERVICE						(4) REDEVELOPMENT AGENCY	(4) SUCCESSOR AGENCY	ALL FUNDS
Auto Shop	Separation Benefits	General Liability	Technology / Comm.	Workers' Compensation	OPEB ⁽⁵⁾	CRA	SA	GRAND TOTAL
1,696,452	1,258,959	935,079	125,588	1,388,474		11,165,756		85,228,912
1,849,165	1,512,159	790,000	122,098	1,249,231		10,932,020		81,708,220
1,895,141	1,658,598	1,151,171	141,727	1,327,106		10,811,342		80,748,272
1,913,746	1,392,691	790,000	141,727	1,062,093		10,856,346		82,315,912
1,735,280	1,530,142	792,000	141,746	1,167,545	500,000			73,873,255
1,724,993	1,239,697	903,550	132,040	1,267,446	500,000		4,031,009	87,229,790
1,707,431	1,269,697	1,175,000	138,643	1,396,997	500,000		2,082,849	76,681,652
1,758,495	1,270,497	2,059,442	151,658	1,463,721	850,000		2,530,086	87,192,546
1,803,851	1,279,717	2,053,333	171,250	1,550,445			2,900,417	92,428,362
1,854,892	1,294,341	2,410,215	175,796	2,675,318	950,000		2,494,197	96,271,598
1,907,973	1,332,451	2,213,100	199,585	2,196,525	950,000		2,217,444	102,351,763
1,966,000	1,375,005	2,416,520	239,241	1,836,245	950,000		2,267,987	99,246,439

**General Fund
Tax Revenues by Category
Fiscal Year 2018-2019**



Special Revenue Funds Revenue by source Fiscal Year 2018-2019



Five Years Summary of Expenditures

Fund Description	Actual	Actual	Actual	Estimated	Budget
	2014-15	2015-16	2016-17	Actual 2017-18	2018-19
MAJOR FUNDS					
<i>General Fund</i>	37,971,661	37,575,941	38,639,080	44,650,520	45,677,545
<i>Retirement</i>	7,132,962	8,245,499	8,709,042	9,432,629	10,593,569
<i>Grant Funds</i>					
Library	182,093	164,902	125,010	165,013	129,709
HUD	1,212,830	969,105	832,024	1,989,671	1,219,868
Parks & Recreation	148,234	233,636	63,047	58,815	61,000
Police / Fire	479,342	527,777	506,791	478,031	340,157
Engineering / Transportation	470,492	1,283,460	1,266,051	152,820	32,240
Other Special Grant	516,785	108,842	135,605	1,520,858	589,175
Housing Funds	192,301	99,930	43,220	60,000	60,000
NONMAJOR FUNDS					
<i>Special Revenue Funds</i>					
Gas Taxes	1,449,476	1,915,369	1,517,073	1,700,915	1,804,473
RMRA (SB1)				300,000	1,023,000
Library Tax	553,046	586,153	556,457	536,669	0
Proposition A	940,815	1,149,757	1,090,915	1,144,902	1,267,205
Proposition C	826,546	878,186	755,840	1,187,062	1,319,718
Measure R	327,716	898,588	195,715	1,343,590	296,253
Measure M					50,000
Asset Forfeiture	311,573	266,231	562,631	255,381	302,580
Business Improv. District #1	78,501	77,995	117,033	116,400	80,751
Air Quality	38,591	92,134	87,046	93,172	93,172
Maint. District 1972 Act	1,023,852	1,076,013	938,602	996,616	1,018,567
Public Safety Impact	592,052	243,680	414,824	302,275	239,092
Public Safety Augmentation	620,000	663,701	688,715	670,000	750,000
Park Facilities	239,024	59,170	46,518	20,000	280,000
CERCLA Liability	250,000	250,000	250,000	160,000	150,000
Total Governmental Funds	55,557,893	57,366,068	57,541,238	67,335,339	67,378,074
PROPRIETARY FUNDS					
<i>Enterprise Fund</i>					
Water Utility	13,100,896	12,172,688	12,223,445	14,862,135	17,492,570
Refuse	6,681,908	6,987,433	7,120,195	6,392,122	6,348,684
Sewer	522,245	1,117,677	1,332,186	3,063,412	3,173,525
<i>Internal Service Funds</i>					
Auto Shop	1,830,454	1,743,579	1,607,048	2,044,919	1,974,784
Separation Benefits	1,101,607	1,536,313	2,291,545	1,462,428	1,489,928
Workers' Compensation	973,173	1,749,162	2,663,428	1,374,730	2,048,883
General Liability	1,813,126	2,033,609	4,327,671	3,048,594	2,941,536
Technology/Data Processing	156,191	110,477	42,371	390,500	291,918
Other Post-Employment Benefits	850,000	900,000			
Total Proprietary Funds	27,029,601	28,350,938	31,607,888	32,638,839	35,761,828

Five Years Summary of Expenditures

Fund Description	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimated Actual 2017-18	Budget 2018-19
<i>Successor Agency (SA) ⁽¹⁾</i>					
<i>Capital Projects Funds</i>					
Atlantic/Garvey	1,270,252	1,278,740	1,279,890	1,484,101	1,516,957
Merged Project	7,276,477	5,137,414	3,498,823	734,051	751,030
Total Successor Agency	<u>8,546,729</u>	<u>6,416,154</u>	<u>4,778,713</u>	<u>2,218,151</u>	<u>2,267,987</u>
TOTAL CITY & SA	<u>91,134,223</u>	<u>92,133,159</u>	<u>93,927,840</u>	<u>102,192,329</u>	<u>105,407,889</u>

Notes:

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

City of Monterey Park
City Expenditures By Service Area
Fiscal Year 2016-17, 2017-18, & 2018-19

Service Area / Department	2016-17 Actual	2017-18 Revised Budget	2018-19 Proposed	\$ Change over 17-18
<u>Administration</u>				
City Council / Regional Assoc	169,168	200,909	200,595	(314)
City Manager	351,327	401,678	433,958	32,280
City Treasurer	19,079	20,235	19,741	(494)
City Attorney	447,862	594,200	612,100	17,900
City Clerk	397,449	436,547	406,918 (2)	(29,629)
Management Services	2,165,018	2,605,752	2,939,438 (1)	333,686
HR & Risk Management	1,125,855	1,212,502	1,367,017 (1)	154,515
	4,675,759	5,471,823	5,979,767	507,944
<u>Safety</u>				
Police	17,465,918	19,070,419	20,015,913 (3)	945,494
Fire	12,738,154	13,136,909	13,392,933 (3)	256,024
	30,204,072	32,207,328	33,408,846	1,201,518
<u>Community Serv & Improvement</u>				
Public Works	24,321,688	26,584,539	29,639,248 (4)	3,054,709
Community/Eco Development/BID	2,818,692	4,504,438	4,031,221 (5)	(473,217)
Recreation/Community Serv	3,063,609	3,207,863	3,419,247	211,384
Library	2,646,786	2,963,584	2,706,921 (6)	(256,663)
Street/Community Imp/Water CIP	4,631,271	10,346,917	9,639,362	(707,555)
	37,482,045	47,607,340	49,435,999	1,828,659
<u>Non-Departmental</u>				
Workers Compensation	2,639,144	1,349,736	1,908,700 (7)	558,964
General Liability	4,697,796	3,446,500	3,116,570	(329,930)
Post-Employment Activity	9,450,310	9,891,451	9,290,020 (8)	(601,431)
	16,787,250	14,687,687	14,315,290	(372,397)
<u>Successor Agency</u>				
Atlantic/Garvey	1,279,890	1,484,101	1,516,957	32,856
Merged	3,498,823	734,051	751,030	16,979
	4,778,713	2,218,151	2,267,987	49,836
Total Expenditures:	93,927,840	102,192,329	105,407,889	3,215,560

Note:

- (1) Positions are added
- (2) Non-election year
- (3) Higher Safety pension costs
- (4) Extra Costs for Groundwater Treatment System & Water Assessment Charges
- (5) 18-19 Proposed excludes the EDI Grant of \$591,751
- (6) Library Tax (Measure C) expired
- (7) Higher insurance premiums
- (8) 17-18 Budget included a Midyear UAL Paydown of \$500,000

CITY OF MONTEREY PARK

Twelve-Years Summary of Expenditures by Function

Fiscal Year Ending	General Administration	Police	Fire	Community & Economic Development	Public Works	Recreation / Community Services
2008	5,545,039	15,167,719	9,884,758	2,580,649	19,625,401	4,671,412
2009	5,687,886	15,879,926	10,309,177	3,595,706	21,942,878	2,984,285
2010	5,475,856	16,176,164	10,612,787	3,587,479	21,653,235	2,689,895
2011	4,144,638	15,246,304	10,775,993	2,674,438	23,188,151	2,607,254
2012 ⁽¹⁾	3,578,562	14,933,182	11,000,283	2,591,199	23,036,507	2,603,007
2013	3,705,410	14,685,943	10,816,300	2,210,775	23,414,317	2,537,022
2014	3,958,475	15,211,109	10,708,214	2,405,705	23,202,123	2,703,980
2015	4,620,114	16,343,992	11,044,441	2,833,884	24,809,956	3,054,833
2016	4,770,915	17,069,645	11,485,747	2,620,797	25,875,398	3,099,626
2017	4,675,759	17,932,388	12,271,685	2,818,692	25,271,688	3,063,609
2018 ⁽²⁾	5,471,823	18,931,819	13,136,909	4,504,438	26,584,539	3,207,863
2019 ⁽²⁾	5,979,767	20,015,913	13,392,933	4,031,221	29,639,248	3,419,247

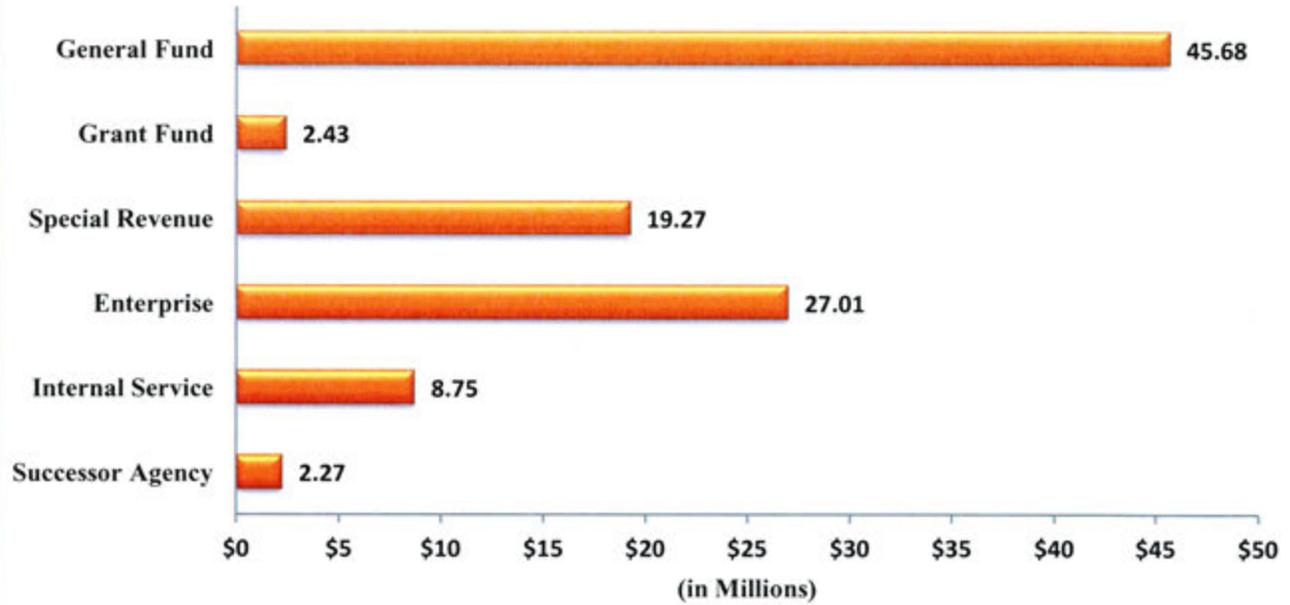
Notes:

- (1) Starting February 1, 2012, Redevelopment Agency was dissolved and the City became the Successor Agency for the former Redevelopment Agency.
- (2) Amounts for 2018 display estimated actual and 2019 estimated expenditures.

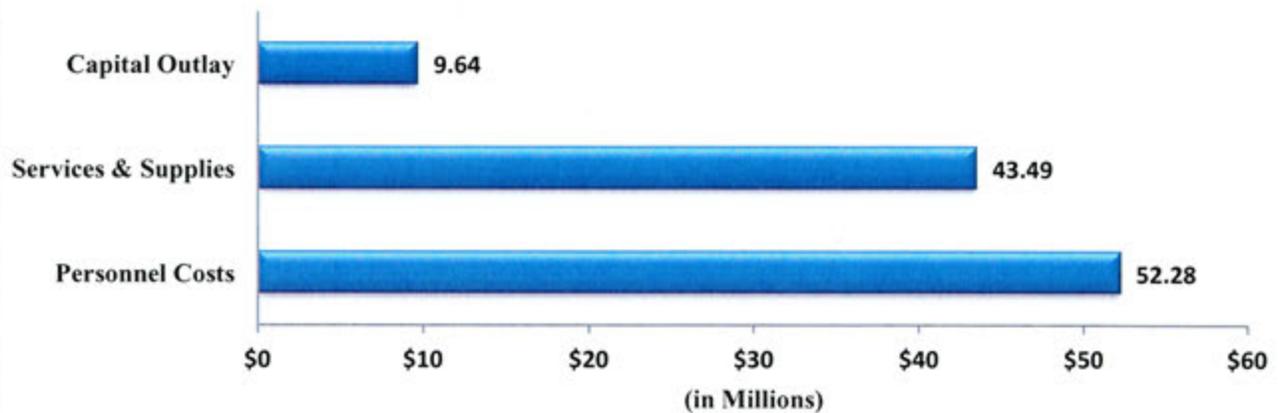
FISCAL YEAR 2018-2019 ADOPTED BUDGET

Library	Capital Improvement Projects	Non-Department/ Internal Service	Debt Service	Capital Projects	Successor Agency	GRAND TOTAL
2,289,734	2,348,813	5,554,749	6,063,129	2,028,965		75,760,367
2,406,037	1,971,305	5,864,605	3,783,710	1,937,229		76,362,745
2,329,056	5,482,404	8,041,104	6,672,510	2,257,673		84,978,163
2,217,990	1,838,450	6,763,115	3,999,823	1,761,517		75,217,674
2,225,639	3,202,657	7,928,015	2,495,184	61,344,185	16,697,207	151,635,628
2,211,178	6,174,685	7,054,783			18,497,359	91,307,772
2,357,113	3,476,712	11,454,704			1,568,401	77,046,536
2,558,285	6,363,138	10,114,851			8,540,729	90,284,223
2,662,217	4,765,857	13,368,960			6,413,997	92,133,159
2,646,786	3,681,271	16,790,818			4,775,145	93,927,840
2,963,584	10,485,517	14,687,687			2,218,151	102,192,329
2,706,921	9,639,362	14,317,690			2,265,587	105,407,889

Combined City and Successor Agency Expenditures by Fund Fiscal Year 2018-2019



Combined City and Successor Agency Expenditures by Function Fiscal Year 2018-2019



Citywide Personnel Summary - 2018-2019

	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
MONTEREY PARK CITY COUNCIL					
Mayor	1.00	1.00	1.00	1.00	1.00
Mayor Pro Tem	1.00	1.00	1.00	1.00	1.00
Council Members	3.00	3.00	3.00	3.00	3.00
CITY COUNCIL TOTAL	5.00	5.00	5.00	5.00	5.00
CITY MANAGER					
Full-Time					
City Manager	1.00	1.00	1.00	1.00	1.00
Secretary to the City Manager	1.00	1.00	1.00	1.00	1.00
CITY MANAGER TOTAL	2.00	2.00	2.00	2.00	2.00
CITY CLERK					
City Clerk	1.00	1.00	1.00	1.00	1.00
Full-Time					
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Assistant Deputy City Clerk					1.00 ⁽¹⁾
Secretary	1.00	1.00	1.00	1.00	1.00 ⁽¹⁾
Total Full-Time	2.00	2.00	2.00	2.00	2.00
Part-Time					
Clerk Typist	0.50	0.50	0.50	0.50	0.50
Minutes Clerk	0.50	0.75	0.75	0.75	0.75
Total Part-Time	1.00	1.25	1.25	1.25	1.25
CITY CLERK TOTAL	4.00	4.25	4.25	4.25	4.25
CITY TREASURER					
City Treasurer	1.00	1.00	1.00	1.00	1.00
CITY TREASURER TOTAL	1.00	1.00	1.00	1.00	1.00

Citywide Personnel Summary - 2018-2019

	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
MANAGEMENT SERVICES					
Full-Time					
Director of Management Services	1.00	1.00	1.00	1.00	1.00 ⁽²⁾
Account Clerk	2.00	2.00	2.00	2.00	2.00
Accountant	1.00	1.00		1.00	1.00 ⁽²⁾
Controller	1.00	1.00	1.00	1.00	⁽³⁾
Financial Services Manager					1.00 ⁽³⁾
IT System Analyst					1.00 ⁽⁴⁾
Payroll Technician	1.00	1.00	1.00	1.00	1.00
Revenue Collection Specialist	1.00	1.00	1.00		
Senior Account Clerk	4.00	4.00	5.00	6.00	6.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00
Support Services Manager	1.00	1.00	1.00	1.00	1.00
Support Services Supervisor	1.00	1.00	1.00	1.00	1.00
Total Full-Time	14.00	14.00	14.00	15.00	16.00
Part-Time					
Clerk Typist	0.75	0.45	0.45	0.45	0.45
Senior Account Clerk	0.20	0.50	0.50		
Total Part-Time	0.95	0.95	0.95	0.45	0.45
MANAGEMENT SERVICES TOTAL	14.95	14.95	14.95	15.45	16.45
COMMUNITY AND ECONOMIC DEVELOPMENT					
Full-Time					
Director of Community and Economic Development	1.00	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	2.00	2.00	2.00
Building Official	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	3.00	3.00	3.00	4.00	4.00
Economic Development Manager				1.00	1.00
Economic Development Specialist	1.00	1.00	1.00	1.00	1.00
Permit Technician I	1.00	1.00	1.00	1.00	1.00
Permit Technician II	1.00	1.00	1.00	1.00	1.00
Plan Checker	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist	2.00	2.00	2.00	2.00	2.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Total Full-Time	14.00	14.00	15.00	17.00	17.00
COMMUNITY AND ECONOMIC DEVELOPMENT TOTAL	14.00	14.00	15.00	17.00	17.00

Citywide Personnel Summary - 2018-2019

	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
HUMAN RESOURCES AND RISK MANAGEMENT					
Full-Time					
Director of Human Resources/Risk Management	1.00	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00	1.00
Human Resources Assistant				1.00	1.00
Human Resources Technician	2.00	2.00	2.00	1.00	1.00
Risk Management Analyst					1.00 ⁽⁵⁾
Total Full-Time	4.00	4.00	4.00	4.00	5.00
Part-Time					
Senior Clerk Typist	0.50	0.50	0.50	0.50	0.50
Clerk Typist			0.50	0.50	0.50
Total Part-Time	0.50	0.50	1.00	1.00	1.00
HR AND RISK MANAGEMENT TOTAL	4.50	4.50	5.00	5.00	6.00

POLICE

Full-Time					
Police Chief	1.00	1.00	1.00	1.00	1.00
Animal Services Officer	1.00	1.00	1.00	1.00	1.00
Community Services Officer	2.00	2.00	2.00	2.00	2.00
Dispatcher	9.00	9.00	9.00	9.00	9.00
Evidence Officer	1.00	1.00	1.00	1.00	1.00
Jailer	5.00	5.00	5.00	5.00	5.00
Management Analyst			1.00	1.00	1.00
Police Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Police Corporal	14.00	14.00	14.00	14.00	14.00
Police Captain	1.00	1.00	2.00	2.00	2.00
Police Clerk	11.00	11.00	11.00	11.00	11.00
Police Lieutenant	6.00	6.00	6.00	6.00	6.00
Police Officer	40.00	40.00	42.00	42.00	43.00 ⁽⁶⁾
Police Records Management System Technician	1.00	1.00	1.00	1.00	1.00
Police Sergeant	10.00	10.00	9.00	9.00	9.00
Secretary	1.00	1.00	1.00	1.00	1.00
Total Full-Time	104.00	104.00	107.00	107.00	108.00

Citywide Personnel Summary - 2018-2019

	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Part-Time					
Animal Services Officer		0.50	0.50	0.50	0.50
Community Services Officer	3.35	3.35	3.35	3.35	3.35
Crime Analyst	0.50	0.50	0.50	0.50	0.50
Crossing Guard	4.37	4.37	4.37	4.37	4.37
Dispatcher	0.24	0.24	0.24	0.24	0.24
Evidence Officer	0.40	0.80	0.80	0.80	0.80
Jailer	0.50	0.50	0.50	0.50	0.50
Police Cadet					2.00 ⁽⁷⁾
Police Records Cadet	0.50	0.50	0.50	0.50	0.50
Police Records Clerk		1.00	1.00	1.00	1.00
Total Part-Time	9.86	11.76	11.76	11.76	13.76
POLICE TOTAL	113.86	115.76	118.76	118.76	121.76
FIRE					
Full-Time					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Division Chief	3.00	3.00	3.00	3.00	3.00
Deputy Fire Marshal	1.00	1.00	1.00	1.00	1.00
Fire Captain	12.00	12.00	12.00	12.00	12.00
Fire Engineer	12.00	12.00	12.00	12.00	12.00
Fire Fighter	11.00	11.00	12.00	12.00	11.00
Fire Fighter/Paramedic	13.00	13.00	12.00	12.00	13.00
Fire Prevention Permit Technician I	1.00	1.00	1.00	1.00	1.00
Fire Safety Specialist	1.00	1.00	1.00	1.00	1.00
Principal Management Analyst	1.00	1.00	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00	1.00	1.00
Total Full-Time	57.00	57.00	57.00	57.00	57.00
Part-Time					
Fire Apprentice	0.50	0.50	0.50	0.50	0.50
Fire Clerk Typist			1.00	1.00	1.00
Fire Intern			0.50	0.50	0.50
PT EMS				1.80	1.80
Total Part-Time	0.50	0.50	2.00	3.80	3.80
FIRE TOTAL	57.50	57.50	59.00	60.80	60.80

Citywide Personnel Summary - 2018-2019

	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
PUBLIC WORKS					
Full-Time					
Director of Public Works	1.00	1.00	1.00	1.00	1.00
Assistant City Engineer	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	2.00	2.00	2.00	2.00	2.00
Auto Shop Technician	1.00	1.00	1.00	1.00	1.00
Building Trades Technician	1.00	1.00	1.00	1.00	1.00
Cement Finisher	1.00	1.00			
Civil Engineering Technician	1.00	1.00	1.00	1.00	1.00
Consumer Services Representative	2.00	2.00	2.00	2.00	2.00
Consumer Services Supervisor	1.00	1.00	1.00	1.00	1.00
Crew Leader	3.00	3.00	3.00	3.00	3.00
Cross Connection Control Inspector	1.00	1.00	1.00	1.00	1.00
Electrician	2.00	2.00	1.00	1.00	1.00
Lead Equipment Mechanic				1.00	1.00
Equipment Mechanic	2.00	2.00	2.00	2.00	2.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Fleet Maintenance Supervisor	1.00	1.00	1.00		
Maintenance Worker	10.00	11.00	12.00	12.00	12.00
Park Maintenance Crew Leader	2.00	2.00	2.00	2.00	2.00
Park Superintendent	1.00	1.00	1.00	1.00	1.00
Park Supervisor	1.00	1.00	1.00	1.00	1.00
Principal Management Analyst	2.00	2.00	2.00	2.00	2.00
Public Works Inspector	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Public Works Technician	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	3.00	4.00	4.00	4.00	4.00
Senior Water Production System Operator	1.00	1.00	1.00	1.00	1.00
Water Distribution Crew Supervisor	1.00	1.00	1.00	1.00	1.00
Water Distribution Lead Worker	3.00	3.00	3.00	3.00	3.00
Water Distribution Supervisor	1.00	1.00	1.00	1.00	1.00
Water Production Supervisor	1.00	1.00	1.00	1.00	1.00
Water Production System Operator	4.00	4.00	4.00	4.00	4.00
Water Utility Maintenance Worker	3.00	3.00	4.00	4.00	4.00
Water Utility Manager	1.00	1.00	1.00	1.00	1.00
Total Full-Time	61.00	63.00	63.00	63.00	63.00
Part-Time					
Clerk Typist	0.19	0.19	0.19	0.19	0.19
Accountant	0.50	0.50	0.50	0.50	0.50
Maintenance Worker	7.30	7.30	7.30	7.30	7.30
Total Part-Time	7.99	7.99	7.99	7.99	7.99
PUBLIC WORKS TOTAL	68.99	70.99	70.99	70.99	70.99

Citywide Personnel Summary - 2018-2019

	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
MONTEREY PARK BRUGGEMEYER LIBRARY					
Full-Time					
City Librarian	1.00	1.00	1.00	1.00	1.00
Librarian	2.00	3.00	3.00	3.00	3.00
Library Circulation Serv Supervisor	1.00	1.00	1.00	1.00	1.00
Library Clerk	5.00	5.00	5.00	5.00	5.00
Library Technician	2.00	2.00	2.00	2.00	2.00
Literacy Library Clerk	1.00				
Literacy Program Administrator	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00
Senior Librarian	3.00	3.00	3.00	3.00	3.00
Senior Library Clerk	1.00	1.00	1.00	1.00	1.00
Total Full-Time	18.00	18.00	18.00	18.00	18.00
Part-Time					
Janitor	1.80	1.60	1.60	1.60	1.60
Librarian	0.53	0.54	0.92	0.92	0.02
Library Clerk	2.21	2.81	2.71	3.43	3.73
Library Page	3.01	2.49	2.05	2.05	2.25
Library Technician	0.10	0.09	0.25	0.25	0.12
Total Part-Time	7.65	7.53	7.53	8.25	7.72
LIBRARY TOTAL	25.65	25.53	25.53	26.25	25.72

RECREATION / COMMUNITY SERVICES

Full-Time					
Director of Recreation/Community Services	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Bus/Child Care Driver	3.00	3.00	3.00	3.00	3.00
Child Care Coordinator	1.00	1.00	1.00	1.00	1.00
Community Communications Coordinator				1.00	1.00
Community TV Producer	1.00	1.00	1.00		
Dial-A-Ride Dispatcher	1.00	1.00	1.00	1.00	1.00
Janitor	1.00	1.00	1.00	1.00	1.00
Pool Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Program Coordinator	3.00	3.00	3.00	3.00	3.00
Recreation Superintendent	1.00	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Clerk Typist	2.00	2.00	2.00	2.00	2.00
Total Full-Time	17.00	17.00	17.00	17.00	17.00

Citywide Personnel Summary - 2018-2019

	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Part-Time					
Assistant Manager	0.40	0.40	0.40	0.40	0.40
Bus/Child Care Driver	2.00	2.00	2.00	2.00	2.00
Cashier	0.30	0.30	0.30	0.30	0.30
Child Care Teacher	3.40	3.40	3.40	3.40	3.40
Clerk Typist	0.25	0.25	0.50	0.50	0.50
Junior Lifeguard	0.24	0.24	0.24	0.24	0.24
Lifeguard	0.48	0.48	0.48	0.48	0.48
Locker Room Attendant	0.34	0.34	0.34	0.34	0.34
Pool Manager	3.54	3.54	3.54	3.54	3.54
Recreation Leader	7.64	7.64	8.04	8.04	8.04
Senior Lifeguard	0.67	0.67	0.67	0.67	0.67
Video Technician	0.26	0.26	0.26	0.26	0.26
Total Part-Time	19.52	19.52	20.17	20.17	20.17
RECREATION / COMM. SERVICES TOTAL	36.52	36.52	37.17	37.17	37.17
<i>CITYWIDE TOTAL</i>	347.97	352.00	358.65	363.67	368.14

<i>CITYWIDE STAFFING TOTALS</i>					
Elected Officials	7.00	7.00	7.00	7.00	7.00
Full-Time Employees	293.00	295.00	299.00	302.00	305.00
Part-Time (FTE) Employees	47.97	50.00	52.65	54.67	56.14
<i>GRAND TOTAL CITYWIDE</i>					
<i>FULL-TIME EQUIVALENT POSITIONS</i>	347.97	352.00	358.65	363.67	368.14
<i>(1.00 Position = 2,080 Working Hours)</i>					

- (1) Upgrade Secretary to Assistant Deputy City Clerk
- (2) Shift 0.17 FTE to Treatment Activity in personnel budget
- (3) Replace Financial Services Manager to Controller; eliminated Controller
- (4) Add one IT System Analyst
- (5) Add one Risk Management Analyst
- (6) Add one Police Officer
- (7) Add 4 Part-Time Police Cadets

CITY OF MONTEREY PARK	FISCAL YEAR 2018-19 ADOPTED BUDGET
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Ten Year Citywide Personnel Summary

Fiscal Year	Total FTE	City Population	FTE per 1,000
2009-10	394.36	64,874	6.08
2010-11	360.62	65,027	5.55
2011-12	351.57	60,435	5.82
2012-13	344.82	61,153	5.64
2013-14	347.10	61,445	5.65
2014-15	347.97	61,777	5.63
2015-16	352.00	62,063	5.67
2016-17	358.65	61,346	5.85
2017-18	363.67	62,154	5.85
2018-19	368.14	62,240	5.91

Population Source: State of California's Department of Finance

CITY OF MONTEREY PARK

FULL-TIME CLASSIFICATION AND BASE SALARY LIST FISCAL YEAR 2018-2019

<u>Classification</u>	<u>Salary Range</u>		
Account Clerk	3,455	-	4,421
Accountant	4,985	-	6,377
Administrative Aide	4,369	-	5,589
Administrative Aide (Non-Conf)	4,348	-	5,562
Administrative Secretary	4,154	-	5,315
Animal Services Officer	3,769	-	4,822
Assistant City Engineer	9,499	-	12,152
Assistant Planner	5,132	-	6,566
Assistant Storekeeper	3,599	-	4,604
Associate Planner	5,826	-	7,454
Auto Shop Technician	3,778	-	4,833
Building Codes Technician	3,599	-	4,604
Building Inspector	5,741	-	7,345
Building Official	8,373	-	10,711
Cement Finisher	4,061	-	5,195
Child Care Assistant	3,455	-	4,421
Child Care Coordinator	4,348	-	5,562
City Librarian	8,670	-	10,924
Civil Engineering Assistant	5,573	-	7,130
Civil Engineering Associate	6,857	-	8,773
Civil Engineering Technician	4,844	-	6,197
Code Enforcement Officer	4,588	-	5,869
Communication Dispatcher	4,736	-	6,059
Communications Dispatcher Trainee	3,914	-	5,007
Community Communications Coordinator	4,565	-	5,840
Community Participation Coordinator	5,439	-	6,958
Community Services Officer	3,763	-	4,814
Consumer Services Representative	4,232	-	5,414
Consumer Services Supervisor	6,440	-	8,238
Crew Leader	4,475	-	5,725
Cross Connection Control Inspector	5,272	-	6,745
Deputy City Clerk	6,558	-	8,389
Deputy Fire Marshal	6,147	-	7,863
Dial-A-Ride Dispatcher	3,763	-	4,814
Dial-A-Ride Driver	2,537	-	3,246
Director of Community/Economic Development	11,098	-	14,219

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2018-2019**

Classification	Salary Range		
Director of Human Resources & Risk Mgmt	11,098	-	14,219
Director of Management Services	11,098	-	14,219
Director of Public Works/Assistant City Manager	11,098	-	14,219
Director of Recreation & Community Services	9,450	-	12,138
Economic Development Project Manager	7,654	-	9,793
Economic Development Specialist	5,573	-	7,130
Electrician	4,844	-	6,197
Equipment Mechanic	4,475	-	5,725
Equipment Services Specialist	3,778	-	4,833
Evidence Officer	4,063	-	5,198
Facility Maintenance Supervisor	6,039	-	7,725
Financial Services Manager	9,641	-	12,333
Fire Captain	7,955	-	9,670
Fire Chief	12,917	-	16,437
Fire Division Chief	10,407	-	12,671
Fire Fighter Paramedic	5,901	-	7,172
Fire Engineer	6,829	-	8,300
Fire Prevention Permit Technician I	4,134	-	5,289
Fire Safety Specialist	5,439	-	6,958
Firefighter	5,901	-	7,172
Human Resources Analyst	6,085	-	7,785
Human Resources Assistant	5,171	-	6,615
Human Resources Technician	4,502	-	5,760
Irrigation Specialist	3,778	-	4,833
Jailer	3,978	-	5,089
Janitor	2,537	-	3,246
Landscape Operations Specialist	5,132	-	6,566
Lead Equipment Mechanic	5,146	-	6,583
Librarian	5,132	-	6,566
Library Circulation Services Supervisor	3,944	-	5,046
Library Clerk	3,455	-	4,421
Library Technician	3,944	-	5,046
Literacy Program Administrator	6,039	-	7,725
Maintenance Worker	3,596	-	4,600
Management Aide	4,369	-	5,589
Management Analyst	4,953	-	6,337

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2018-2019**

Classification	Salary Range		
Park Maintenance Crew Leader	4,475	-	5,725
Park Maintenance Lead Worker	4,161	-	5,323
Park Maintenance Worker	3,596	-	4,600
Park Superintendent	6,558	-	8,389
Park Supervisor	6,039	-	7,725
Payroll Technician	4,590	-	5,872
Permit Technician I	4,134	-	5,289
Permit Technician II	4,588	-	5,869
Plan Checker	6,146	-	7,863
Planning Manager	8,563	-	10,955
Police Administrative Assistant	3,945	-	5,046
Police Captain	11,474	-	13,972
Police Chief	13,872	-	17,253
Police Chief's Secretary	4,154	-	5,315
Police Clerk	3,493	-	4,469
Police Corporal	6,601	-	8,024
Police Lieutenant	9,471	-	11,512
Police Officer	6,195	-	7,531
Police Officer Recruit	4,550	-	4,550
Police Records Management Technician	4,588	-	5,869
Police Sergeant	7,778	-	9,454
Pool Maintenance Worker	3,596	-	4,600
Principal Management Analyst	6,856	-	8,770
Program Coordinator	4,348	-	5,562
Public Works Inspector	5,135	-	6,570
Public Works Maintenance Manager	8,999	-	11,513
Public Works Maintenance Supervisor	6,039	-	7,725
Public Works Technician	4,348	-	5,562
Recreation Superintendent	6,558	-	8,389
Recreation Supervisor	6,039	-	7,725
Secretary (Non-Conf)	4,134	-	5,289
Secretary to City Manager	5,171	-	6,615
Senior Account Clerk (Non-Conf)	4,134	-	5,289
Senior Accountant	6,558	-	8,389
Senior Clerk Typist (Non-Conf)	3,455	-	4,421
Senior Code Enforcement Officer	4,588	-	5,869

CITY OF MONTEREY PARK

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST
FISCAL YEAR 2018-2019**

Classification	Salary Range		
Senior Librarian	6,039	-	7,725
Senior Library Clerk	3,769	-	4,822
Senior Maintenance Worker	3,914	-	5,007
Senior Management Analyst	5,826	-	7,454
Senior Planner	7,187	-	9,195
Senior Water Production System Operator	5,272	-	6,745
Support Services Manager	7,654	-	9,793
Support Services Supervisor	5,439	-	6,958
Water Distribution Crew Supervisor	5,272	-	6,745
Water Distribution Lead Worker	4,550	-	5,821
Water Distribution Supervisor	6,440	-	8,238
Water Production Supervisor	6,440	-	8,238
Water Production System Operator	4,550	-	5,821
Water Utility Maintenance Worker	3,841	-	4,913
Water Utility Manager	8,999	-	11,513

CITY OF MONTEREY PARK

**PART-TIME CLASSIFICATION AND HOURLY RATES LIST
EFFECTIVE 1/1/2018, REFLECTING MANDATE MINIMUM WAGE LAWS**

Classification	Hourly Rate		
Accountant	24.50	-	31.34
Account Clerk	16.05	-	20.53
Administrative Aide	19.82	-	25.36
Administrative Intern	12.83	-	16.41
Administrative Secretary	16.12	-	20.62
Animal Services Officer	17.04	-	21.80
Assistant Pool Manager	12.43	-	15.90
Attorney/Investigator	75.00	-	0.00
Assistant Planner	26.66	-	34.11
Building Inspector	26.66	-	34.11
Building Trades Technician	20.78	-	26.58
Cashier	11.00	-	14.07
Child Care Teacher	13.24	-	16.94
Civil Engineering Assoc.	33.24	-	42.52
Clerical Trainee	11.00	-	14.07
Clerk Typist	12.83	-	16.41
Code Enforcement Officer	23.05	-	29.49
Community Media Specialist	12.00	-	15.35
Community Service Officer	16.37	-	20.94
Computer Clerk	11.00	-	14.07
Crime Analyst	16.84	-	21.54
Data Entry Clerk	12.03	-	15.39
Dial A Ride Driver	12.06	-	15.43
Dispatch Assistant	16.84	-	21.54
Dispatcher	21.99	-	28.13
Drafting Technician	12.83	-	16.41
Elections Clerk	14.34	-	18.35
Electrician	23.50	-	30.07
Engineering Aide	12.83	-	16.41
Equipment Mechanic	20.78	-	26.58
Equipment Service Specialist	20.54	-	26.28
Evidence Officer	16.37	-	20.94
Fire Safety Specialist	23.40	-	29.94
Fire Explorer Intern	11.50	-	14.71
Human Resources Technician	24.48	-	31.32
Interim Fire Chief	85.00	-	0.00
Jailer	17.13	-	21.91
Janitor	12.03	-	15.39
Junior Lifeguard	11.00	-	14.07

CITY OF MONTEREY PARK

**PART-TIME CLASSIFICATION AND HOURLY RATES LIST
EFFECTIVE 1/1/2018, REFLECTING MANDATE MINIMUM WAGE LAWS**

<u>Classification</u>	<u>Hourly Rate</u>		
Laborer	11.00	-	14.07
Librarian	19.82	-	25.36
Library Clerk	14.34	-	18.35
Library Page	11.00	-	14.07
Library Technician	15.35	-	19.64
Lifeguard	11.50	-	14.71
Locker Room Attendant	11.00	-	14.07
Lunch Program Monitor	12.00	-	15.35
Lunch Program Worker	11.00	-	14.07
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	11.50	-	14.71
Planning Technician	15.41	-	19.72
Police Cadet	12.06	-	15.43
Police Records Cadet	12.06	-	15.43
Police Records Clerk	14.34	-	18.35
Police Records Intern	12.06	-	15.43
Pool Manager	13.75	-	17.59
Pool Maintenance Worker	19.55	-	25.01
Program Coordinator	18.25	-	23.35
Public Works Maintenance Manager	43.16	-	55.22
Recreation Leader	11.50	-	14.71
Recreation Superintendent	28.98	-	37.08
Revenue Collection Specialist	17.04	-	21.80
School Crossing Guard	11.00	-	14.07
Senior Clerk Typist	16.05	-	20.53
Senior Account Clerk	19.82	-	25.36
Senior Librarian	23.50	-	30.07
Senior Lifeguard/Instructor	12.00	-	15.35
Senior Recreation Leader	12.83	-	16.41
Storekeeper	12.83	-	16.41
Student Worker	11.00	-	14.07
Video Technical Assistant	12.00	-	15.35
Water Production System Operator	24.74	-	31.65
Water Utility Manager	50.41	-	64.48

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

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

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

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

General Fund

	5-Year Long-Term Projection					Notes
	2018-19	2019-20	2020-21	2021-22	2022-23	
Beginning Fund Balance						
Assigned - Capital Improv	3,544,000	3,601,190	3,337,868	2,887,272	1,598,418	
Committed - 2002 TI Bonds	5,487,000	1,887,000	-	-	-	
Committed - Catastrophic	2,340,000	2,340,000	2,340,000	2,340,000	2,340,000	
Committed - Stabilization	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	
Unassigned	3,498,000	4,068,800	4,068,800	4,068,800	4,068,800	
Total	17,869,000	14,896,990	12,746,668	12,296,072	11,007,218	
Recurring Revenues:						
Property Taxes	17,721,000	18,252,630	18,800,209	19,364,215	19,945,141	(1)
Sales Tax	6,426,000	6,554,520	6,685,610	6,819,323	6,955,709	(2)
Utility Tax	3,000,000	3,090,000	3,183,000	3,278,000	3,376,000	(3)
Other Taxes	2,565,000	2,616,000	2,668,000	2,721,000	2,775,000	(4)
Licenses & Permits	2,601,900	2,653,938	2,707,017	2,761,157	2,816,380	(5)
Charges for Services	6,172,416	6,296,000	6,422,000	6,550,000	6,681,000	(6)
Fines	700,000	714,000	728,000	743,000	758,000	(7)
Interest and Rental	1,346,919	1,387,000	1,429,000	1,472,000	1,516,000	(8)
Other Revenue	1,175,400	1,199,000	1,223,000	1,247,000	1,272,000	(9)
Projected Market Place Revenues:						(10)
<u>Property Taxes</u>						
Phase I	122,900	125,600	144,000	147,000	150,000	
Phase II			59,000	60,000	61,000	
<u>Sales Tax</u>						
Phase I	674,000	1,199,000	1,235,000	1,272,000	1,310,000	
Phase II			376,000	388,000	399,000	
Projected Marriott Revenue:						(11)
<u>Hotel Tax</u>	200,000	1,400,000	1,500,000	1,545,000	1,591,000	
Total Revenues	42,705,535	45,487,688	47,159,836	48,367,695	49,606,230	
Expenditures:						
Salaries & Benefits	30,120,704	31,174,929	32,266,051	33,395,363	34,564,201	(12)
Maintenance & Operation	3,992,297	4,072,143	4,153,586	4,236,658	4,321,391	(13)
Contracted Services	2,159,591	2,224,379	2,291,110	2,359,843	2,430,639	(14)
Utilities	862,196	888,000	915,000	942,000	970,000	(15)
Vehicle Operating	1,132,129	1,166,000	1,201,000	1,237,000	1,274,000	(16)
Insurance	109,250	111,000	113,000	115,000	117,000	(17)
Small Capitals	23,534					
Capital Projects	55,000	250,000	400,000	450,000	500,000	(18)
GF Supplements to Pension	2,600,000	4,900,000	5,200,000	5,800,000	6,000,000	(19)
OPEB - GF Contributions	450,000	450,000	500,000	500,000	550,000	
Pension Unfunded Liability	346,300	400,000	450,000	500,000	550,000	
Debt Service - Siemens	106,544	114,559	120,685	120,685	120,685	
Transfer - Potero Grande	3,600,000	1,887,000				
Transfer - Library Operation	120,000					
Total Expenditures	45,677,545	47,638,010	47,610,432	49,656,549	51,397,915	
Ending Fund Balance	\$14,896,990	\$12,746,668	\$12,296,072	\$11,007,218	\$9,215,534	
Future Capital Projects:						(18)

- . The above projections reflect a 3.5% salaries and benefits adjustment, excluding pension increases, per Note 12.
- . Pension increases are included in the Retirement Fund (0012). The impact to GF would be additional supplements to Retirement Fund per Note 19.

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

- (1) 3% growth (2% from reassessment and 1% from ownership transfer/new construction).
- (2) 2% growth on recurring current sales tax.
- (3) 3% growth.
- (4) 2% growth.
- (5) 2% growth.
- (6) 2% growth.
- (7) 2% growth.
- (8) 3% growth. Interest income increases based on projected market outlook.
- (9) 2% growth for amounts which reflect various refunds and rebates and the State SB90 reimbursements.
- (10) Market Place revenues are based on Keser Marston Associates Report. Amounts reflect net of sharing agreement between the City and Montebello, 50% for specified retailers for the first 5 years and 18% thereafter; 18% for non-specified stores.
- (11) Marriott Transient Occupancy Tax (TOT) starts in 2019-2020 for a full year projection. The occupancy percentage is based on the hotel norm of 65% for the 1st year ($\$175 \times 288 \text{ rooms} \times 65\% \times 365 \text{ days} = \$11,957,400$) x 12% TOT rate = $\$1,434,000$. 2nd year and on years should be at 70% occupancy percentage.
- (12) Salaries and benefits are projected for a 3.5% adjustment, starting 2019-2020.
- (13) 2% increase in maintenance, supplies, equipment, and other operating costs.
- (14) 3% adjustments including street sweeping costs are shared by Gas Tax and General Funds.
- (15) 3% increase in utilities.
- (16) 3% increase in vehicle operating and replacement.
- (17) 2% increase in insurance costs.
- (18) Capital projects depend on availability of GF balance.
- (19) General Fund retirement contributions for pension costs to close pension cost shortfall.

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

Special Revenue Funds ⁽¹⁾

	5-Year Long-Term Projection					Notes
	2018-19	2019-20	2020-21	2021-22	2022-23	
Beginning Fund Balance	\$10,388,903	\$8,786,694	\$7,158,373	\$7,106,528	\$6,837,273	
Revenues: (4)						
Taxes	12,019,500	12,510,000	12,915,000	13,336,000	13,770,000	
Charges for Services	1,639,000	1,739,860	1,820,729	1,821,606	1,822,492	
Fines and Forfeitures	140,000	100,000	100,000	100,000	100,000	
Grants	2,704,668	2,704,668	2,704,668	2,704,668	2,704,668	(2)
Other	186,000	138,100	133,750	133,950	133,950	
SERAF Repayment	68,671	68,671	68,671	68,671	68,671	
GF Supplements to Pension	2,600,000	4,900,000	5,200,000	5,800,000	6,000,000	
Transfer from Measure M			477,655	581,500	602,400	
Capital Projects	50,000					
Total Revenues	19,407,839	22,161,299	23,420,473	24,546,395	25,202,181	
Expenditures: (4)						
Salaries & Benefits	12,759,363	13,913,555	15,092,422	16,142,510	17,072,462	
Maintenance & Operations	3,227,719	3,160,200	3,244,000	3,297,100	3,340,031	
Debt Services	1,285,690	1,186,371	1,086,371	1,036,371	879,820	(3)
Capital Outlay	1,828,428	2,574,826	1,344,857	1,585,000	1,426,000	
Measure R Projects	227,180	200,000	250,000	300,000	350,000	
Grants	2,372,149	2,372,149	2,372,149	2,372,149	2,372,149	(2)
Transfer from Gas Tax Fund			477,655	581,500	602,400	
Total Expenditures	21,700,529	23,407,101	23,867,454	25,314,630	26,042,862	
Ending Fund Balance	8,096,213	7,540,892	6,711,392	6,338,292	5,996,593	

Notes:

- (1) Special Revenue Funds include: retirement, gas tax, road maintenance & rehabilitation (SB1), park facilities, improvement area #1, AQMD, maintenance benefit assessment district, library tax, public safety augmentation, proposition A and C, asset forfeiture, business, public safety impact fee, CERCLA liability, housing program, and grant funds. All Special Revenue Funds are Non-major Funds, with the exception of the grants, housing, and retirement funds which are Major Funds.
- (2) Grant Funds include library grants, HUD CDBG and Home grants, Recreation grants, Police grants, Engineering / Parks grants, Transportation grants, Fire grants, and other special trust grants.
- (3) Amounts include debt service payments for Pension Obligation Bonds.
- (4) Revenues are projected based on several factors, such as trend analysis, state budget implications, and Consumer Price Index. Expenditures for future years are projected based on trend analysis and availability of funds.

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

Enterprise Fund ⁽¹⁾

	5-Year Long-Term Projection					Notes
	2018-19	2019-20	2020-21	2021-22	2022-23	
Beginning Unrestricted Net Position	\$21,041,188	\$18,535,409	\$17,907,021	\$18,217,287	\$18,207,552	
Revenues:						
Charges for Service	13,845,000	15,066,000	16,475,000	16,600,000	16,728,000	(2)
Settlement	1,200,000	900,000	900,000	900,000	900,000	
Sewer Fees	3,000,000	3,150,000	3,308,000	3,473,000	3,647,000	
Sewer Reconstruction Fee	1,000	1,000	1,000	1,000	1,000	
Refuse Fees	6,200,000	6,572,000	6,966,000	7,384,000	7,827,000	
Waste Management Fees	260,000	268,000	276,000	284,000	293,000	
Sales of Surplus Property	3,000					
Total Revenues	24,509,000	25,957,000	27,926,000	28,642,000	29,396,000	
Expenditures:						
Water Administration	696,297	717,000	739,000	761,000	784,000	
Water Commercial	2,866,033	3,049,000	3,244,500	3,454,500	3,680,000	
Water Production	3,757,909	3,870,600	3,986,700	4,106,300	4,229,500	
Water Distribution	1,552,455	1,599,000	1,647,000	1,696,000	1,747,000	
Well #5 VOC	2,191,845	2,301,400	2,416,500	2,537,300	2,664,200	(3)
Well #12 VOC	1,164,783	1,223,000	1,284,200	1,348,400	1,415,800	(3)
Wells #1,3,10 VOC	914,039	959,700	1,007,700	1,058,100	1,111,000	(3)
Well #12 Dual Barrier	612,541	643,200	675,400	709,200	744,700	(3)
Well #15	386,216	405,500	425,800	447,100	469,500	(3)
Well #5 Perchlorate	33,141	34,800	36,500	38,300	40,200	(3)
OPEB Set Aside	500,000	630,000	720,000	810,000	880,000	
Debt Services - Water Financing	313,573	313,318	313,053	313,053	313,053	(4)
Debt Service - Siemens	603,738	649,170	683,882	683,882	683,882	
Capital Projects - Water Main		1,000,000	1,000,000	1,000,000	1,000,000	
Capital Projects - Other	1,100,000					
Capital Projects - Sewer	1,380,000					
Small Capital		8,500	8,500	8,500	8,500	
Salaries & Benefits	1,749,650	1,811,000	1,874,000	1,939,000	2,007,000	
Maintenance & Operation	889,785	907,600	925,900	944,500	963,400	
Contracted Services	54,000	56,000	58,000	60,000	62,000	
Waste Reduction-AB 939	800	800	800	800	800	
Refuse Pick-Up Contract	4,488,000	4,623,000	4,762,000	4,905,000	5,052,000	
Other Contracted Services	85,219	88,000	91,000	94,000	97,000	
Utilities	8,502	8,800	9,100	9,400	9,700	
Allocated Costs	459,500	473,000	487,000	502,000	517,000	
Vehicle Operating	6,753	7,000	7,200	7,400	7,600	
NPDES	200,000	206,000	212,000	218,000	225,000	
Reimburse to GF for Street Repairs	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	
Total Expenditures	27,014,779	26,585,388	27,615,735	28,651,735	29,712,835	
Ending Unrestricted Net Position	\$18,535,409	\$17,907,021	\$18,217,287	\$18,207,552	\$17,890,717	

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

Notes

- (1) Enterprise Funds consists of Water, Sewer, and Refuse Funds.
- (2) Charges for Service include fees from water sales, water connection, meter installation, treatment surcharge, sewer fees, and trash services fees.
- (3) Each activity provides for the costs associated with ground water remediation for VOC, perchlorate, or future contaminants that may be found in the system.
- (4) Debt Service Payments for the I-Bank La Loma / Highland Reservoirs, Siemens Energy Retrofit, and treatment plants loans.

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

Internal Service Funds

	5-Year Long-Term Projection					Notes
	2018-19	2019-20	2020-21	2021-22	2022-23	
Beginning Unrestricted Net Assets	(419,971)	(1,334,009)	(2,239,649)	(1,911,436)	(1,164,224)	
Revenues: (3)						
Interfund Charges	8,283,011	9,423,000	10,396,000	11,277,000	12,167,000	(1)
Transfer from Separation Benefits	500,000	500,000				
Total Revenues	8,783,011	9,923,000	10,396,000	11,277,000	12,167,000	
Expenditures: (3)						
Personnel Services	2,349,951	2,265,100	1,816,400	1,868,900	1,923,500	(2)
Maintenance & Operations	5,451,698	5,734,500	6,549,175	6,883,864	7,239,712	
Capital Projects	445,400	1,115,740	473,712	531,924	540,381	
Transfer to CERBT Trust	950,000	1,050,000	1,050,000	1,050,000	1,050,000	
Transfer to General Liability	500,000	500,000				
Total Expenditures	9,697,049	10,665,340	9,889,287	10,334,687	10,753,593	
Ending Unrestricted Net Assets	(\$1,334,009)	(\$2,076,349)	(\$1,732,936)	(\$969,124)	\$249,183	

Notes:

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

City of Monterey Park Long-Term Goals and Priorities

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

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2018-2019**

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

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2018-2019**

1. LEGAL REQUIREMENTS REGARDING ANNUAL BUDGET

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

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

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

2. BUDGETARY/ACCOUNTING BASIS

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

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

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

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

3. DESCRIPTION OF REPORTING ENTITIES

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2018-2019**

The City of Monterey Park

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

The Monterey Park Public Financing Authority

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

The Monterey Park Housing Authority

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

4. BUDGETARY FUND STRUCTURE

□ **Governmental Fund Types**

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

□ **Proprietary Fund Types**

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2018-2019**

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

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

5. GENERAL MANAGEMENT AND BUDGET POLICIES

- The City's long-term financial plan takes into account of its capital improvement plan (CIPs) and financial forecast as part of its expenditure projections, revenue estimates as well as future debt position.
- The City will avoid budgetary procedures that finance current expenditures at the expense of meeting future year's obligations, such as postponing expenditures, accruing future year revenues, or rolling over short-term debt.
- Budgetary and accounting procedures will conform to Generally Accepted Accounting Principles (GAAP) for government agencies.
- The City Council shall be presented a midyear fiscal (budget) review, which provides written analysis of the City's financial health. The Midyear Review document is an update for significant events and charges occurring since the last update in the previous year. All of the key assumptions are reviewed and revised as necessary.
- The City Manager will provide a financial impact analysis of all policy initiatives, service changes and new projects.
- The City's General Fund will be self-supporting, as will the various enterprise or special purpose funds. The objective is to maintain budgets, which do not borrow from one fund to support another. Where fund transfers are made, they are to be based on sound financial policy and will not be carried out for the sake of expedience.
- The City is required to adopt a balanced budget for its General Fund prior to the beginning of the fiscal year. A balanced budget means current revenues equal current expenditures. The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2018-2019**

6. REVENUE POLICY

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

7. PURCHASING POLICY

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2018-2019**

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

8. FUND BALANCE POLICY

- The City's fund balance classification includes five components: Nonspendable, Restricted, Committed, Assigned, and Unassigned.
- Unrestricted General Fund fund balance, including Committed, Assigned, and Unassigned, will be maintained at a minimum level of two months, as recommended by the Government Finance Officers' Association (GFOA), of the General Fund regular revenues or operating expenditures. The City's maximum unrestricted fund balance shall not exceed 50% of General Fund operating expenditures.
- General Fund committed fund balance will include amounts for Potential Catastrophic Events and Economic Stabilization. The funding of this committed fund balance account will be reviewed each year during the midyear fiscal review.
- An Assigned Fund Balance for future Capital Projects account will be established to capture accumulated, nonrecurring or unanticipated revenues or expenditures savings, and will be carried forward from year to year to provide resources for the City Council to fund future infrastructure and other onetime expenditure needs of the City.
- The City will maintain adequate reserve to fund annual paid and committed claims in the General Liability Fund and Workers' Compensation Fund, scheduled vehicle maintenance and replacement in the Auto Shop Fund, accrued leave liability in the Separation Benefit Fund, technology and telephone replacement in the Technology/Data Processing Fund.
- Working Capital (current assets minus current liabilities) in the City's Enterprise Funds, including Water, Refuse, and Sewer, must be maintained at a minimum of two months' annual operating expenses. In addition, an addition of one quarter (25%) of accumulated depreciation of the Capital Assets of the enterprise funds is necessary to ensure adequate resources for reconstructing or rehabilitating capital assets as they reach the end of their useful lives.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2018-2019**

- It is the City's goal to reduce its total current and future pension and retiree medical liabilities. The City participates in the California Employers' Retiree Benefit Trust Program ("CERBT") to prefund its Other Post Employment Benefits (OPEB) and funding is set aside through the annual budget process. See OPEB Note in #8.
- The City has established mitigation strategies for paying down unfunded pension liabilities. The mitigation strategies are presented to the Council each year and updated according to Council's directions.

9. OTHER POSTEMPLOYMENT BENEFITS (OPEB) SUSTAINABILITY

- The City's post-employment medical benefits represent a significant employee-related compensation cost.
- The City adopted Resolution No. 11663 to prefund retiree health care benefits through the California Employers' Retiree Benefit Trust Program (CERBT).
- The CERBT program is an irrevocable trust and funds set aside in the Program cannot be used to meet any other City needs.
- The total annual contributions to the CERBT will be determined each year through the budget process and payments are shared by the City's various funds.
- The City will continue to search and implement healthcare cost containment measures to meet the OPEB funding challenge, including besting rules which are commensurate with years of service and a tiered system of benefits based on hiring dates.

10. CAPITAL IMPROVEMENT PROGRAM POLICY

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2018-2019**

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

11. INVESTMENT POLICY

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2018-2019**

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2018-2019**

12. DEBT ADMINISTRATION AND POLICIES

(A) COMPUTATION OF LEGAL DEBT MARGIN
(Fiscal Year 2017-2018)

Total Assessed Value of all Real and Personal Property	\$	7,269,530,412
Debt Limit Percentage		15%
 Total Debt Limit		 1,090,429,562
Amount of Debt Applicable to Debt Limit		-
 Legal Debt Margin	 \$	 1,090,429,562

(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, 2018, the City had no general obligation bonds outstanding.**

(B) DEBT POLICY

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

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2018-2019**

(C) ANNUAL DEBT SERVICES BY PROJECT

<u>Fund</u>	<u>Type of Debt</u>	<u>Description</u>	<u>Fiscal Year 2017-18</u>	<u>Fiscal Year 2018-19</u>
<u>City</u>				
0010	Lease Purchase	Police CAD/RMS System		
0160		(Final date: 6/2021)	56,551	55,870
0192			109,319	110,000
		Sub-Total	<u>165,870</u>	<u>165,870</u>
0010	Lease Purchase	SIEMENS Energy Efficiency Project	99,168	106,544
0092		(Final date: 6/2030)	561,940	603,738
		Sub-Total	<u>661,108</u>	<u>710,282</u>
0092	Loan	I-Bank La Loma/Highland Reservoirs	113,819	113,573
		(Final date: 8/2030)		
0093	Lease Purchase	SGVMWD Treatment Plant Financing	170,000	170,000
		(Final date: 9/2018)		
0093	Lease Purchase	SGVMWD Air Stripper Treatment System	200,000	200,000
		(Final date: 9/2019)		
0131	Library Note	Library Expansion Project	383,196	
		(Final date: 6/2018)		
0169	Note	HUD Section 108	451,638	471,941
		(Final date: 8/2022)		
0012	Bonds	Pension Obligation Bonds	1,261,058	1,229,820
		(Final date: 6/2034)		
		Sub-Total	<u>2,579,711</u>	<u>2,185,334</u>
		Total	<u>\$3,406,689</u>	<u>\$3,061,486</u>

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2018-2019**

13. GRANT ADMINISTRATION POLICY

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

Grant Application:

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

Expending the Grant Funds:

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

Grant Compliance:

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

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2018-2019**

14. COST ACCOUNTING APPLICATION

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

Indirect Cost Allocation Plan

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

Internal Services Charges

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

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

15. ARTICLE 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.

**CITY OF MONTEREY PARK
MANAGEMENT AND BUDGET POLICIES
FISCAL YEAR 2018-2019**

Derivation of the 2018-2019 Gann Appropriations Limit follows:

FISCAL YEAR 2018-2019 ARTICLE XIII B APPROPRIATIONS LIMIT

A. Appropriations Limit:

2017-18 Adopted Limit		\$87,869,624
Annual Adjustment Factors:		
Change in CA Personal Income	1.0367	
Change in Population	1.0051	<u>1.041987</u>
2018-19 Appropriation Limit		\$91,559,021

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

2018-19 Preliminary Budget Total		\$94,392,853
Less Exclusions:		
Non-Proceeds of Taxes	(46,257,741)	
Appropriations from Reserves	<u>(6,564,931)</u>	<u>(52,822,672)</u>
 Budget Appropriations Subject to Limit		 <u>\$41,570,181</u>
 Amount Under Legal Limit		 <u>\$49,988,840</u>

II. Implications and Future Trends of GANN Limit

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

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

**City of Monterey Park
California
Fiscal Year 2018 - 2019**

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

Fund Codes: (Excluding Successor Agency)

General: G-General.

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

Proprietary:

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

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

**CITY OF MONTEREY PARK
BUDGET PREPARATION PROCESS AND CALENDAR
FISCAL YEAR 2018-2019**

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 2018-2019 budget follows.

- October
/January Work began on the 2017-2018 Midyear Budget Review Report. The Midyear Report, including a comprehensive Long Term Financial Plan, established preparatory guidelines for the 2018-19 Budget. It contains estimations of budgetary outcomes as well as discussion of important financial issues facing the City, many of which are reproduced in the Budget document. Also included are current and future year revenue estimations as developed in cooperation with City Departments, the updated Five-Year Financial Forecast, and the planned Five-Year Capital Improvement Program.
- January
/February The completed 2017-2018 Midyear Review Report with long-range planning forecasts was distributed to the City Council, Staff, and the general public for consideration. Jointly, the critical issues were identified; specific goals and objectives were developed to meet the overall goal of the community. Based on community priorities, the Finance Department developed and allocated resources for each activity. Budget targets, together with other materials requisite to the budgeting process, were distributed to departments for assembly of budget proposals to fund their activity Action Plans. Budget Kick-Off meeting was held on February 13, 2018.
- March /
April It's the Budget preparation month and proposal submission deadline was scheduled on March 22, 2018. City Manager's proposal review meetings with department representatives.
- May Following department proposal revisions, the City Manager's proposed budget, reflected both external and internal expectations, was assembled and published for City Council consideration on May 21, 2018. City Council public hearing meetings were conducted on May 29 and June 4, 2018.
- June Staff revises the preliminary budget by incorporating all Council directions and policies into the final budget. City Council formally approved the Final Budget by Resolution on June 20, 2018.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Council

General \$96,694
Retirement \$8,000
Refuse \$7,619
Water \$7,619

ACTIVITY: City Council

ACTIVITY NO.: 1101

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2016-17</u>	<u>Adopted</u> <u>2017-18</u>	<u>Year-End</u> <u>Estimated</u> <u>2017-18</u>	<u>Proposed</u> <u>2018-19</u>	<u>Adopted</u> <u>2018-19</u>
PERSONNEL COST	\$70,920	\$71,521	\$71,521	\$71,327	\$71,327
SERVICES & SUPPLIES	26,543	51,000	48,500	48,605	48,605
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$97,463	\$122,521	\$120,021	\$119,932	\$119,932
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 5.00	 5.00	 5.00	 5.00	 5.00

Program Description

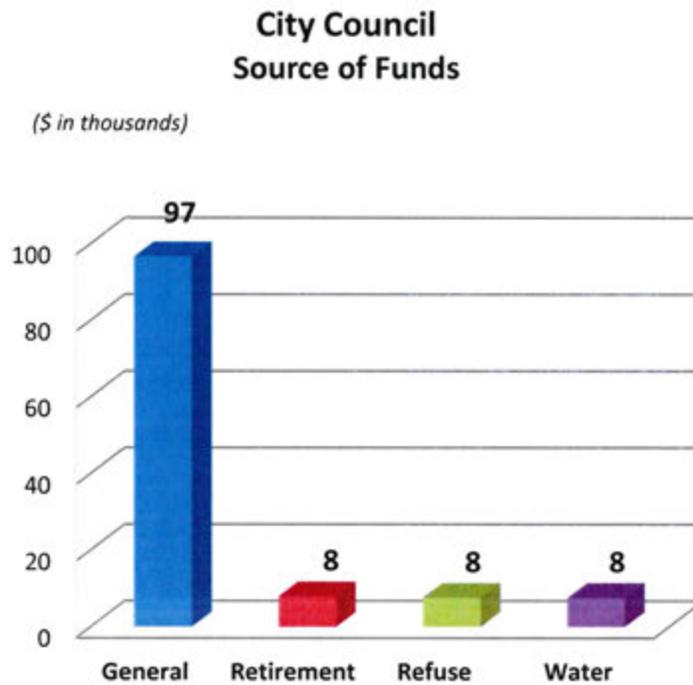
The City Council is the legislative and policy-making body for the City of Monterey Park. The Council Members are elected at-large for four-year, overlapping terms of office. Per City Ordinance No. 2096, each public official can only serve no more than two consecutive terms or a full eight year term.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

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

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) reflects refreshments for meetings, special recognition and appreciation plaques, Council gifts, including City pins.
2. Miscellaneous category (#39000) reflects costs associated with printing, \$5,000, and training and conferences, \$35,000 (up to \$7,000 per council member).



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11100 Elective Salaries	\$32,400	\$32,400	\$32,400	\$32,400	\$32,400
TOTAL	\$32,400	\$32,400	\$32,400	\$32,400	\$32,400
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,450	\$1,452	\$1,452	\$1,453	\$1,453
12300 Medical Insurance	25,069	24,977	24,977	23,759	23,759
12350 Medicare Insurance	419	436	436	436	436
12400 Dental Insurance	2,400	2,400	2,400	2,400	2,400
12600 Retirement	8,266	8,938	8,938	9,962	9,962
12950 Vision Plan	916	918	918	917	917
TOTAL	\$38,520	\$39,121	\$39,121	\$38,927	\$38,927
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,937	\$3,500	\$3,500	\$3,605	\$3,605
22000 Operating Supplies	2,406	4,500	4,500	4,500	4,500
32000 Communications	0	0	500	500	500
39000 Miscellaneous	22,200	43,000	40,000	40,000	40,000
TOTAL	\$26,543	\$51,000	\$48,500	\$48,605	\$48,605
GRAND TOTAL	\$97,463	\$122,521	\$120,021	\$119,932	\$119,932

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: City Council

ACTIVITY: City Council

ACTIVITY NO.: 1101

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Mayor	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000
Mayor Pro Tem	1.00	1.00	1.00	6,000	6,000	6,000
Council Member (1)	1.00	1.00	1.00	6,000	6,000	6,000
Council Member (2)	1.00	1.00	1.00	6,000	6,000	6,000
Council Member (3)	1.00	1.00	1.00	6,000	6,000	6,000
Mayor's Allowance	0.00	0.00	0.00	2,400	2,400	2,400
Total	5.00	5.00	5.00	\$32,400	\$32,400	\$32,400

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

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

General \$34,663
 Refuse \$6,000
 Water \$11,000
 Proposition C \$29,000

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	71,623	78,388	78,388	80,663	80,663
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$71,623	\$78,388	\$78,388	\$80,663	\$80,663
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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

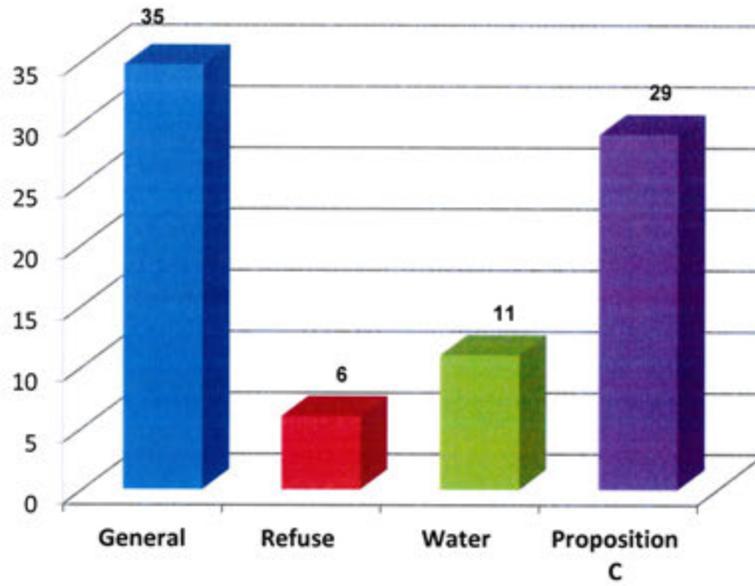
<i>Organizations</i>	<i>Amount</i>
Independent Cities Association	\$ 6,000
League of California Cities	22,720
League of California Cities – Los Angeles County Division	2,500
Southern California Association of Governments	6,250
San Gabriel Valley Council of Governments	26,618
California Contract Cities Association	5,200
San Gabriel Valley Economic Partnership	7,875
International Council of Shopping Centers	3,500
	<u>\$80,663</u>

PRIMARY PROGRAM EXPENDITURE EXPLANATION

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

Regional Associations Source of Funds

(\$ in thousands)



CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: City Council

ACTIVITY: Regional Associations

ACTIVITY NO.: 1110

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SERVICES & SUPPLIES					
39000 Miscellaneous	\$71,623	\$78,388	\$78,388	\$80,663	\$80,663
TOTAL	\$71,623	\$78,388	\$78,388	\$80,663	\$80,663
GRAND TOTAL	\$71,623	\$78,388	\$78,388	\$80,663	\$80,663

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$228,154
 Retirement \$46,164
 Sewer \$32,523
 Refuse \$37,409
 Water \$89,708

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$296,524	\$333,610	\$333,610	\$364,598	\$364,598
SERVICES & SUPPLIES	42,805	68,068	57,648	69,360	69,360
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$339,329	\$401,678	\$391,258	\$433,958	\$433,958
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.80	 1.80	 1.80	 1.80	 1.80

Program Description

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

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

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

2018-2019 GOALS AND OBJECTIVES

1. Establish a Task force utilizing the community leaders, educational institutions, faith groups, businesses, residents and experts to assist in developing a Homeless Plan for the City of Monterey Park.
2. Distribute, educate, and implement the newly created Emergency Preparedness Plan out to our community.
3. Proactively seek options to reduce pension unfunded liability, including a possible higher employee contribution through negotiations.
4. Identify new revenue opportunities to increase the organizations reserves and community program services.
5. Pursue financing opportunities for major street rehabilitations and fire ladder/engine trucks.

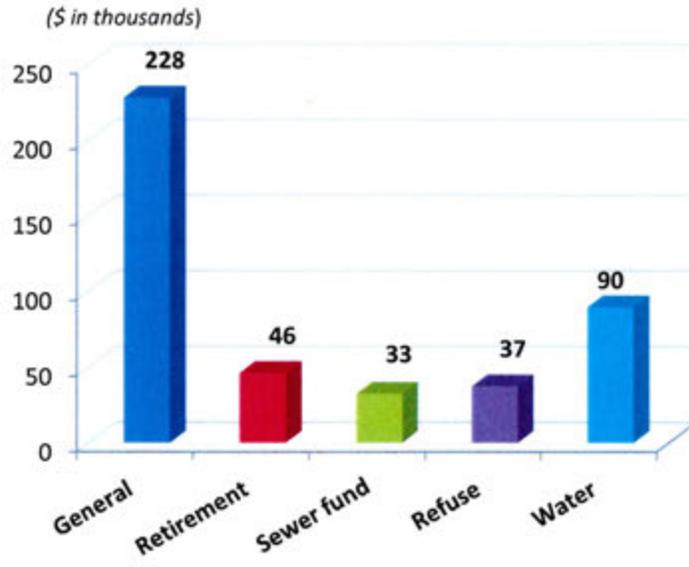
2017-2018 MAJOR ACCOMPLISHMENTS

1. Established internal coordination amongst the city departments to facilitate the opening of Costco and Home Depot as well as the on-going Market Place development.
2. Established a Code Enforcement Code to facilitate improved property maintenance throughout the community.
3. Continued providing excellent customer service to improve the quality of life for residents and businesses alike.
4. Completed a Strategic Planning Session with the City Council establishing the role of staff, city manager, mayor and council members, headwinds, future potential, goal setting (financial viability, economic development, public safety, quality of life, transportation, internal organization).
5. Conducted five “Leadership Academy” sessions: (1) Setting Expectations (2) Political Awareness not Political (3) Close versus Open Mind (4) Expectations from the City (5) Personal Organization.

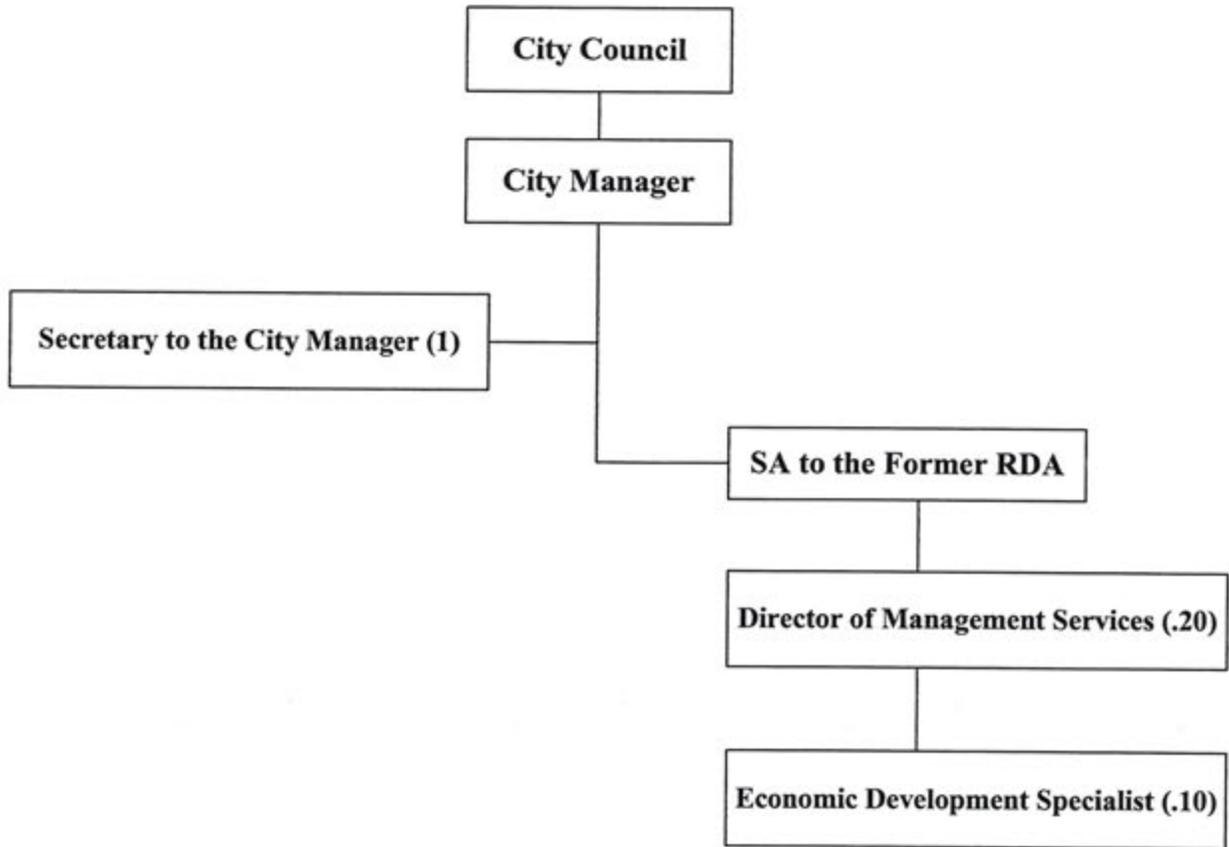
PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services (#31000) \$30,000 is for professional services when warranted.
2. Miscellaneous (#39000) consists of \$1,800 dues/memberships to ICMA, \$200 printing, and \$15,000 conference/training/meetings.

City Manager's Office Source of Funds



**City Manager's Office /
Successor Agency**



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$200,369	\$227,193	\$227,193	\$254,288	\$254,288
11400 Overtime Salaries	0	460	460	460	460
11500 Separation Benefits	17,167	17,682	17,682	7,696	7,696
TOTAL	\$217,536	\$245,335	\$245,335	\$262,444	\$262,444
EMPLOYEE BENEFITS					
12200 Life Insurance	\$373	\$407	\$407	\$563	\$563
12300 Medical Insurance	12,456	15,606	15,606	15,173	15,173
12350 Medicare Insurance	3,746	3,280	3,280	3,745	3,745
12400 Dental Insurance	656	960	960	960	960
12500 Workers Compensation	2,003	2,103	2,103	2,271	2,271
12600 Retirement	57,770	63,774	63,774	77,297	77,297
12750 City 401 Plan	0	0	0	0	0
12900 Long Term Disability	1,602	1,734	1,734	1,734	1,734
12950 Vision Plan	382	411	411	411	411
TOTAL	\$78,988	\$88,275	\$88,275	\$102,154	\$102,154
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,434	\$2,300	\$2,300	\$2,500	\$2,500
31000 Contracted Services	8,551	30,000	20,000	30,000	30,000
32000 Communications	12,339	13,468	13,498	13,360	13,360
37000 Leases & Rentals	5,655	3,000	3,500	4,000	4,000
38000 R/M Contractual	703	2,500	2,500	2,500	2,500
39000 Miscellaneous	14,123	16,800	15,850	17,000	17,000
TOTAL	\$42,805	\$68,068	\$57,648	\$69,360	\$69,360
GRAND TOTAL	\$339,329	\$401,678	\$391,258	\$433,958	\$433,958

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
City Manager	0.80	0.80	0.80	\$157,604	\$174,405	\$174,405
Secretary to the City Manager	1.00	1.00	1.00	60,565	65,859	65,859
Auto Allowance	0.00	0.00	0.00	10,400	10,400	10,400
Bilingual Pay	0.00	0.00	0.00	600	600	600
CMO Assignment Pay	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentives	0.00	0.00	0.00	1,824	1,824	1,824
Overtime	0.00	0.00	0.00	460	460	460
Separation Benefits	0.00	0.00	0.00	17,682	7,696	7,696
Total	1.80	1.80	1.80	\$250,335	\$262,444	\$262,444

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

SA – Atlantic/Garvey \$1,515,757
SA – Merged \$749,830

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

<u>SUMMARY OF COST</u>	<u>Actual</u> 2016-17	<u>Adopted</u> 2017-18	<u>Year-End</u> <u>Estimated</u> 2017-18	<u>Proposed</u> 2018-19	<u>Adopted</u> 2018-19
PERSONNEL COST	\$191,873	\$131,276	\$131,912	\$135,511	\$135,511
SERVICES & SUPPLIES	4,583,271	2,083,874	2,088,314	2,130,076	2,130,076
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$4,775,144	\$2,215,150	\$2,220,226	\$2,265,587	\$2,265,587
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.60	.60	.60	.50	.50
<u>Program Description</u>					

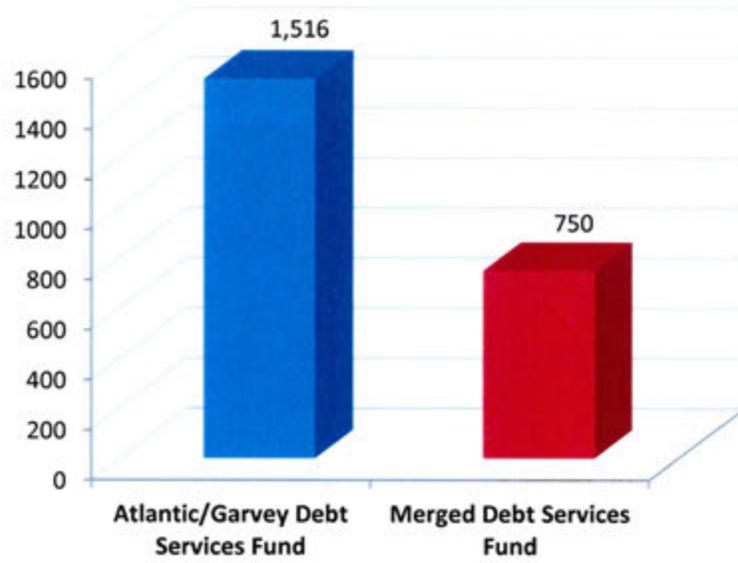
Under AB1X 26 redevelopment agencies were dissolved and replaced with Successor Agencies responsible for winding down the affairs of the redevelopment agencies including disposing of their assets. Under Resolution No. 11455 City of Monterey Park became the Successor Agency for its former redevelopment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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

- Salaries and Benefits category (#11... & #12...) SA Administrative Cost reduced from \$250,000 to \$190,000 for ROPS 1819A&B.
- Contracted Services category (#31000) includes legal services \$10,000, and consulting & annual audits services \$31,849.
- Debt Service category (#42000) consists of payments for TI Bonds, \$2,075,587.

SA for the Former RDA Source of Funds

(\$ in thousands)



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: SA For The Former RDA

ACTIVITY NO.: 1203

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$145,476	\$88,636	\$88,636	\$90,349	\$90,349
11400 Overtime Salaries	570	0	600	800	800
11500 Separation Benefits	7,140	7,354	7,354	7,000	7,000
TOTAL	\$153,186	\$95,990	\$96,590	\$98,149	\$98,149
EMPLOYEE BENEFITS					
12200 Life Insurance	\$142	\$156	\$156	\$156	\$156
12300 Medical Insurance	6,302	7,134	7,134	6,546	6,546
12350 Medicare Insurance	1,101	1,280	1,280	1,296	1,296
12400 Dental Insurance	448	522	522	500	500
12600 Retirement	29,830	25,280	25,280	27,802	27,802
12750 City 401 Plan	0	0	36	196	196
12900 Long Term Disability	756	786	786	748	748
12950 Vision Plan	108	128	128	118	118
TOTAL	\$38,687	\$35,286	\$35,322	\$37,362	\$37,362
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,536	\$5,600	\$4,000	\$4,000	\$4,000
31000 Contracted Services	45,837	30,000	36,000	41,849	41,849
32000 Communications	845	560	600	640	640
37000 Leases & Rentals	4,340	8,000	8,000	8,000	8,000
42000 Debt Service	4,528,713	2,039,714	2,039,714	2,075,587	2,075,587
TOTAL	\$4,583,271	\$2,083,874	\$2,088,314	\$2,130,076	\$2,130,076
GRAND TOTAL	\$4,775,144	\$2,215,150	\$2,220,226	\$2,265,587	\$2,265,587

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: City Manager

ACTIVITY: SA For The Former RDA

ACTIVITY NO.: 1203

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
City Manager	0.20	0.20	0.20	\$39,402	\$43,601	\$43,601
Director of Mgmt Services	0.00	0.20	0.20	0	33,455	33,455
Controller	0.20	0.00	0.00	30,346	0	0
Economic Development Specialist	0.20	0.10	0.10	16,130	8,557	8,557
Auto Allowance	0.00	0.00	0.00	2,600	2,600	2,600
Eduction Incentives	0.00	0.00	0.00	744	876	876
Longevity Pay	0.00	0.00	0.00	1,320	1,260	1,260
Separation Benefits	0.00	0.00	0.00	7,354	7,000	7,000
Overtime	0.00	0.00	0.00	0	800	800
Total	0.60	0.50	0.50	\$97,896	\$98,149	\$98,149

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Clerk

General \$332,741
Retirement \$58,257

ACTIVITY: City Clerk

Refuse \$4,220

Water \$9,570

Passport Trust \$2,130

ACTIVITY NO.: 1301

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$290,198	\$300,922	\$303,292	\$329,418	\$329,418
SERVICES & SUPPLIES	107,252	67,296	68,956	77,500	77,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$397,450	\$368,218	\$372,248	\$406,918	\$406,918
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.25	 4.25	 4.25	 4.25	 4.25

Program Description

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

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

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

PROGRAM MEASUREMENTS

	<u>Actual 2016-2017</u>	<u>Estimated 2017-2018</u>	<u>Projected 2018-2019</u>
General Municipal Election Voter Turnout	March, 2017 19.08%	Not an Election Year	Not an Election Year
Passports	656	564	600
Public Records Act Requests	153	169	170
Certificate Requests	1,128	1,000	1,100

2018-2019 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* To secure a records management consultant to assist with inventory of citywide records, planning and recommending a permanent enterprise content management (ECM) solution, and to prepare a request for proposal to purchase and implementation of a ECM system.
2. *Improve Organizational Effectiveness and Efficiency:* Work with various departments on the city council Chambers renovation.

2017-2018 MAJOR ACCOMPLISHMENTS

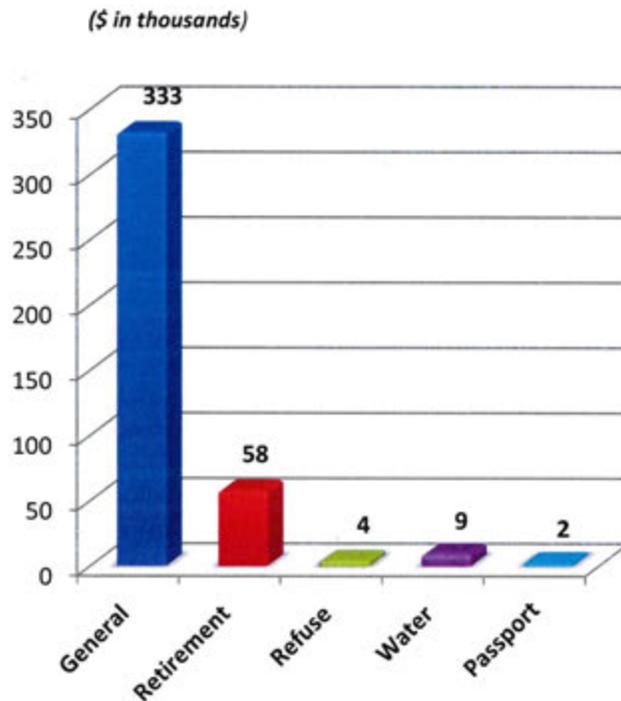
1. *Improve Organizational Effectiveness and Efficiency:* Successfully conducted a General Municipal Election in March 2017 to fill two council seats, a city clerk seat, and a city treasurer seat. The election was consolidated with the Los Angeles County election.

2. Improve Citywide Beautification: In collaboration with the Public Works department, hosted a Spring Cleaning event to give the community the opportunity to properly disposal of bulky items and sensitive documents.
3. Improve Organizational Effectiveness and Efficiency: Working in coordination with the Los Angeles County, successfully transition the city’s general municipal election to be consolidated with the State primary elections beginning March 3, 2020.

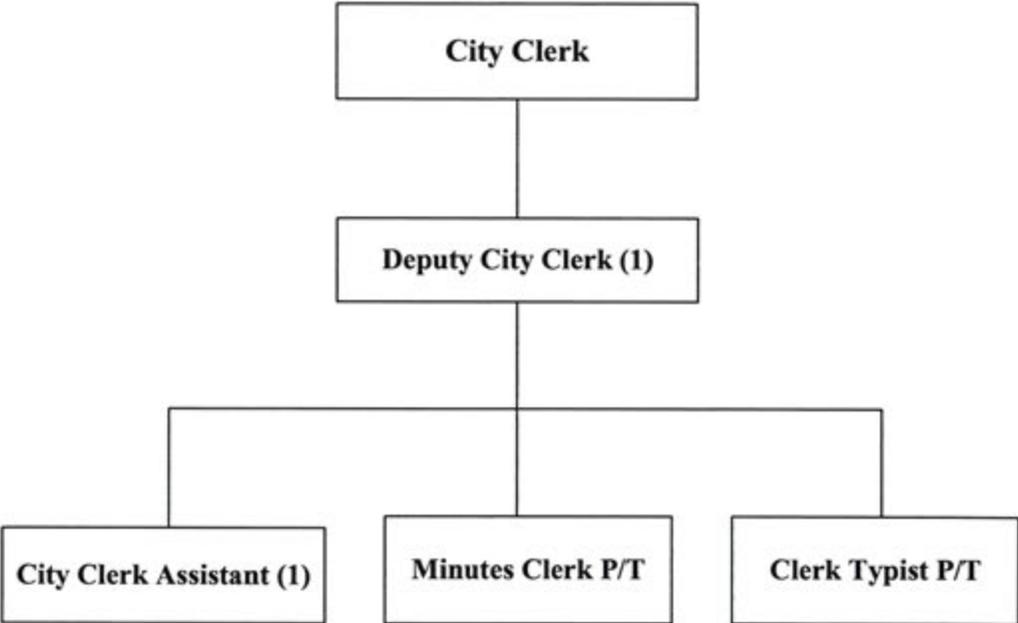
PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#21000) consists of \$3,700 for supplies and goods for community outreach.
2. Contracted Services category (#31000) \$15,000 includes city’s web portal, outsourced storage of records, destruction of records, consultant and translation services.
3. R/M Contractual category (#38000) \$8,000 consists of copier rental and copy costs.

**City Clerk
Source of Funds**



City Clerk's Office



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11100 Elective Salaries	\$6,016	\$6,000	\$6,000	\$6,000	\$6,000
11200 Permanent Salaries	160,384	159,960	159,960	168,870	168,870
11300 Part Time Salaries	32,719	40,248	40,248	39,340	39,340
11400 Overtime Salaries	629	0	2,370	0	0
11500 Separation Benefits	6,900	7,107	7,107	16,354	16,354
TOTAL	\$206,648	\$213,315	\$215,685	\$230,564	\$230,564
EMPLOYEE BENEFITS					
12200 Life Insurance	\$624	\$624	\$624	\$936	\$936
12300 Medical Insurance	27,645	29,169	29,169	30,884	30,884
12350 Medicare Insurance	2,827	2,347	2,347	2,494	2,494
12370 Part Time Retirement	1,212	2,080	2,080	1,574	1,574
12400 Dental Insurance	2,050	2,141	2,141	2,171	2,171
12500 Workers Compensation	1,079	1,133	1,133	1,224	1,224
12600 Retirement	46,769	48,617	48,617	56,683	56,683
12750 City 401 Plan	0	0	0	1,300	1,300
12900 Long Term Disability	792	792	792	792	792
12950 Vision Plan	552	704	704	796	796
TOTAL	\$83,550	\$87,607	\$87,607	\$98,854	\$98,854
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,115	\$3,200	\$3,200	\$3,700	\$3,700
22000 Operating Supplies	1,560	4,500	4,500	6,000	6,000
31000 Contracted Services	65,954	11,500	13,000	15,000	15,000
32000 Communications	5,476	6,046	6,206	9,700	9,700
33000 Motor Pool Charges	300	300	300	300	300
34000 Advertising	8,265	17,000	17,000	17,000	17,000
37000 Leases & Rentals	5,471	6,000	6,000	6,000	6,000
38000 R/M Contractual	6,836	7,000	7,000	8,000	8,000
39000 Miscellaneous	10,275	11,750	11,750	11,800	11,800
TOTAL	\$107,252	\$67,296	\$68,956	\$77,500	\$77,500
GRAND TOTAL	\$397,450	\$368,218	\$372,248	\$406,918	\$406,918

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: City Clerk

ACTIVITY: City Clerk

ACTIVITY NO.: 1301

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
City Clerk	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000
Deputy City Clerk	1.00	1.00	1.00	94,896	100,668	100,668
Assistant Deputy City Clerk *	0.00	1.00	1.00	0	66,642	66,642
Secretary	1.00	0.00	0.00	59,820	0	0
Education Incentive	0.00	0.00	0.00	600	1,560	1,560
Separation Benefits	0.00	0.00	0.00	7,107	16,354	16,354
<u>Part-Time</u>						
Minutes Clerk	0.75	0.75	0.75	26,173	25,170	25,170
Clerk Typist	0.50	0.50	0.50	14,075	14,170	14,170
Total	4.25	4.25	4.25	\$208,671	\$230,564	\$230,564

* Reclassified Secretary to Assistant Deputy City Clerk

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Treasurer

General \$17,941
Retirement \$1,800

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$17,342	\$17,625	\$17,625	\$17,131	\$17,131
SERVICES & SUPPLIES	1,720	2,610	1,810	2,610	2,610
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$19,062	\$20,235	\$19,435	\$19,741	\$19,741
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.00	 1.00	 1.00	 1.00	 1.00

Program Description

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

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

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Average Investment Balance	\$78 million	\$81 million	\$83 million
Investment Earnings (General Fund)	\$630,540	790,000	821,600

2018-2019 GOALS AND OBJECTIVES

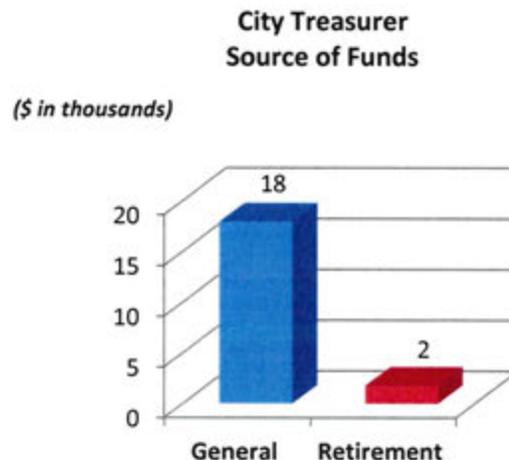
1. Achieve Financial Stability: Continue evaluating investment options and invest City funds using the criteria of safety, liquidity, and yields
2. Achieve Financial Stability: Continue evaluating City's investment policy and internal controls over investment and treasury functions to ensure the proper segregation of duties and asset safeguarding.
3. Improve Effectiveness and Efficiency: Working with Finance, submit monthly and annual investment reports.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Achieve Financial Stability: Presented Annual City Investment Policy to the City Council in August 16, 2017.
2. Achieve Financial Stability: Managed the City's investment portfolio prudently and conservatively in maximizing interest earnings during the 2017-2018 fiscal year
3. Improve Effectiveness and Efficiency: Continued receiving the Investment Policy Certificate of Excellence Award from the Association of Public Treasurers of the United States and Canada.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) \$1,800 is for attending conferences and meetings to understand revenue and investment environments.



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11100 Elective Salaries	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
TOTAL	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
EMPLOYEE BENEFITS					
12200 Life Insurance	\$312	\$312	\$312	\$312	\$312
12300 Medical Insurance	8,372	8,620	8,620	8,114	8,114
12350 Medicare Insurance	90	87	87	87	87
12400 Dental Insurance	600	600	600	600	600
12600 Retirement	1,750	1,788	1,788	1,800	1,800
12950 Vision Plan	218	218	218	218	218
TOTAL	\$11,342	\$11,625	\$11,625	\$11,131	\$11,131
SERVICES & SUPPLIES					
21000 Office Supplies	\$360	\$360	\$360	\$360	\$360
33000 Motor Pool Charges	1,060	1,800	1,000	1,800	1,800
35000 Insurance	300	300	300	300	300
39000 Miscellaneous	0	150	150	150	150
TOTAL	\$1,720	\$2,610	\$1,810	\$2,610	\$2,610
GRAND TOTAL	\$19,062	\$20,235	\$19,435	\$19,741	\$19,741

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: City Treasurer

ACTIVITY: City Treasurer

ACTIVITY NO.: 1501

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
City Treasurer	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000
Total	1.00	1.00	1.00	\$6,000	\$6,000	\$6,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

DEPARTMENT: City Attorney

General \$382,100
Sewer \$55,000
Refuse \$55,000
Water \$120,000

ACTIVITY: City Attorney

ACTIVITY NO.: 1601

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	447,862	594,200	594,200	612,100	612,100
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$447,862	\$594,200	\$594,200	\$612,100	\$612,100
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.

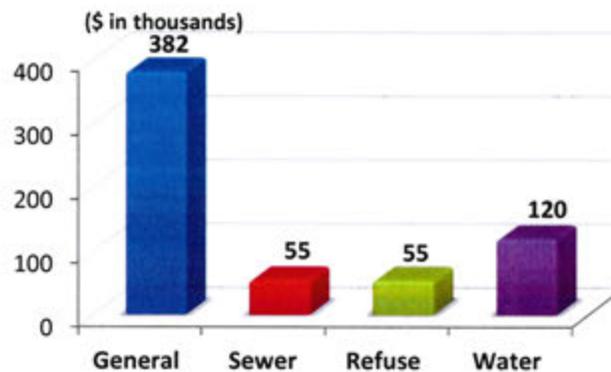
- Ensure the City and its officers are properly represented in all actions arising from performance of City business.
- Ensure that all City ordinances, resolutions, agreements and contracts are correct as to form.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects costs for general legal services, labor/personnel legal matters, and municipal code prosecution, \$612,100.

	<u>Adopted 2017-2018</u>	<u>Year-end Estimated 2017-2018</u>	<u>Proposed 2018-2019</u>
General Services – Hensley Law Group	\$ 278,000	\$ 278,000	\$ 287,000
Labor Relations/Personnel: Liebert, Cassidy Whitmore	70,000	71,000	71,500
Special Services/General Litigation/Personnel Matters/Municipal Code Prosecutions – Hensley Law Group and Dapeer, Rosenbilt, Litvak	<u>246,200</u>	<u>243,000</u>	<u>253,600</u>
Total	<u>\$ 594,200</u>	<u>\$592,000</u>	<u>\$612,100</u>

**City Attorney
Source of Funds**



CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: City Attorney
ACTIVITY: City Attorney
ACTIVITY NO.: 1601

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SERVICES & SUPPLIES					
31000 Contracted Services	\$447,862	\$594,200	\$594,200	\$612,100	\$612,100
TOTAL	\$447,862	\$594,200	\$594,200	\$612,100	\$612,100
GRAND TOTAL	\$447,862	\$594,200	\$594,200	\$612,100	\$612,100

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

PROGRAM SUMMARY

General \$1,131,197
 Retirement \$142,986
 Sewer \$88,426
 Refuse \$484,196
 City Shop Fund \$5,000
 Technology Internal Service \$135,018
 Water \$930,615
 Water Treatment \$22,000

DEPARTMENT: Management Services

ACTIVITY: Management Services

ACTIVITY NO.: 1400

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2016-17</u>	<u>Adopted</u> <u>2017-18</u>	<u>Year-End</u> <u>Estimated</u> <u>2017-18</u>	<u>Proposed</u> <u>2018-19</u>	<u>Adopted</u> <u>2018-19</u>
PERSONNEL COST	\$1,401,927	\$1,707,285	\$1,291,702	\$1,960,965	\$1,960,965
SERVICES & SUPPLIES	794,083	897,718	916,404	978,473	978,473
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,196,010	\$2,605,003	\$2,208,106	\$2,939,438	\$2,939,438
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	13.25	15.25	15.25	16.08	16.08

Program Description

The Management Services Department strives to provide proactive financial and analytical support to decision-makers, the public, employees and City departments. The Department works to preserve a strong financial condition by creating responsible financial strategies, effectively managing the City's resources, and providing analysis and recommendations that ensure optimal economic outcomes.

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

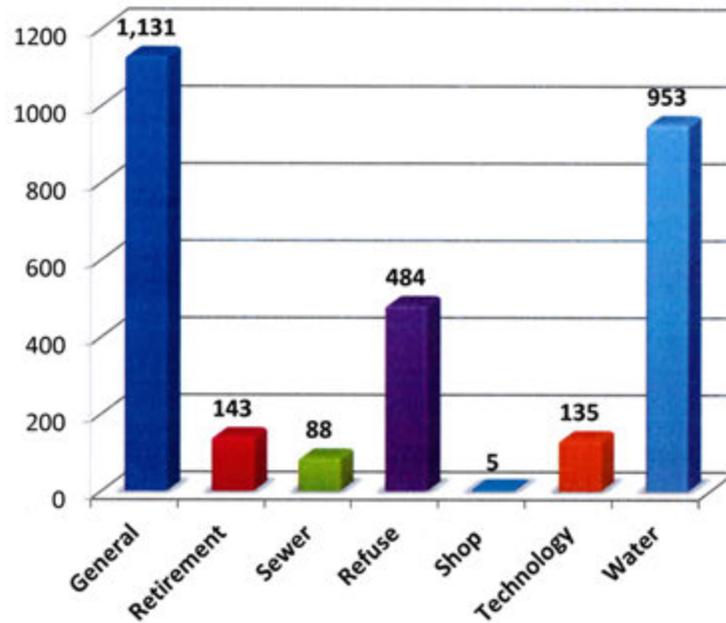
The Management Services Department oversees and maintains the City's information systems and communication systems. The Department maintains a customer service counter and serves as the central cashiering point for the City. It prepares utility billing and administers

laws related to business license, utility tax, transient occupancy tax, admissions tax, and franchise tax.

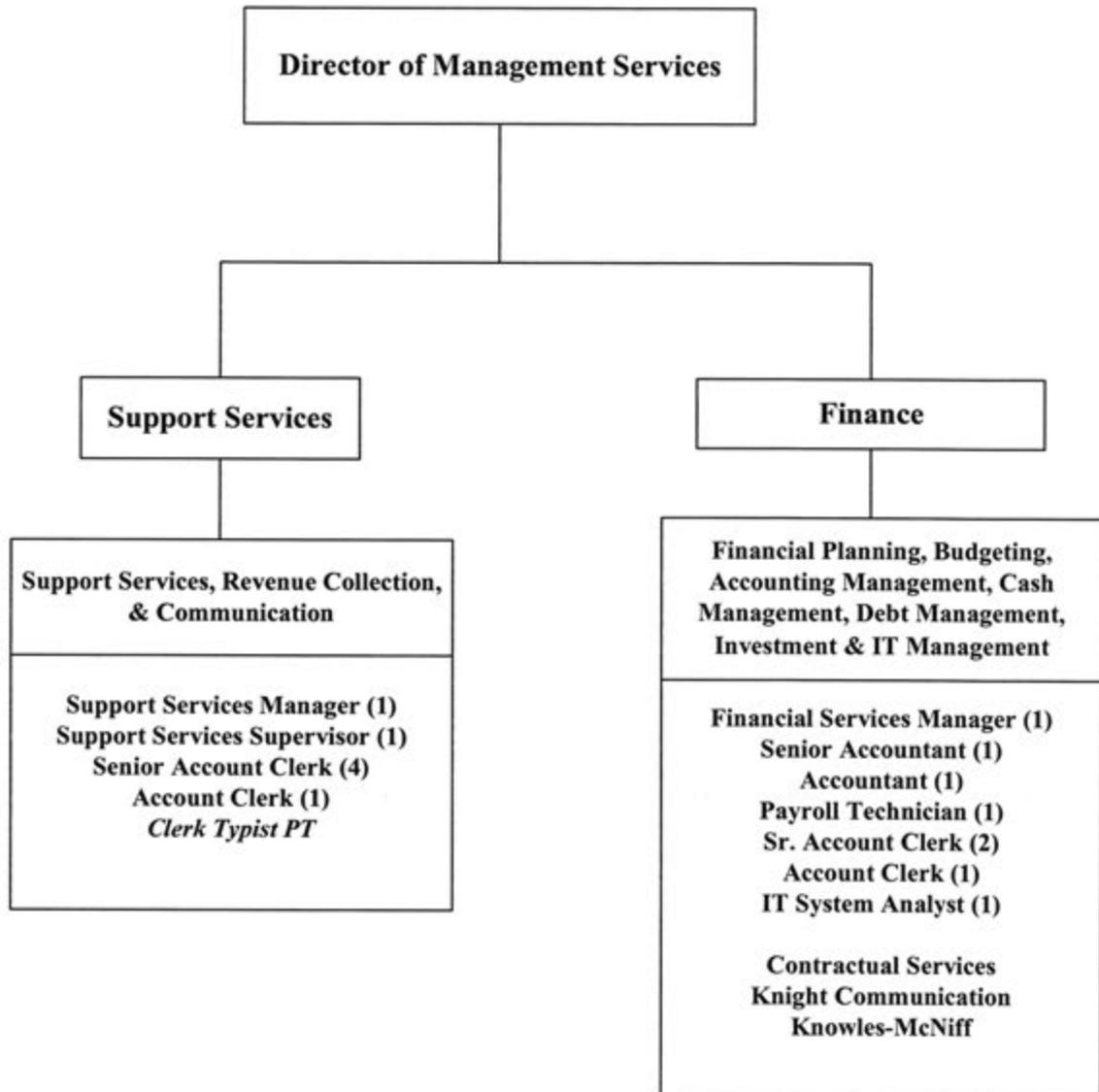
Personnel changes from last year: The Department replaces the Controller's position by the Financial Services Manager's position; adds one IT System Analyst, and shifts 0.17 to handle Treatment Fund activities.

Management Services Source of Funds

(\$ in thousands)



Management Services Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

<u>SUMMARY OF COST</u>	Actual 2016-17	Adopted 2017-18	Year-End Estimated 2017-18	Proposed 2018-19	Adopted 2018-19
PERSONNEL COST	\$644,693	\$867,295	\$673,593	\$880,523	\$880,523
SERVICES & SUPPLIES	198,818	194,570	212,086	228,059	228,059
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$843,511	\$1,061,865	\$885,679	\$1,108,582	\$1,108,582
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	6.30	7.30	7.30	7.13	7.13

Program Description

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

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

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

PROGRAM MEASUREMENTS

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

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Number of years received awards from Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officers Association (CSMFO) for excellence in budgeting.	26	27	28
Number of years received awards from GFOA for excellence in financing reporting.	28	29	30
Number of audits performed.	8	9	12

2018-2019 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency*: Begin the task of upgrading the Finance System to be in line with new technologies (Enterprise Resource Planning System) as well as to migrate to the current version of the database server.
2. *Achieve Financial Stability*: Analyze and monitor sales tax and property tax revenues generated from the Monterey Park Market Place projects.
3. *Achieve Financial Stability*: Implement new utility rates to improve and enhance City Water and Sewer infrastructure.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Achieve Financial Stability*: Worked with various departments to complete the implementation of the adopted development impact fees.
2. *Achieve Financial Stability*: Established and implemented the new Refuse rates for residential and commercial customers and achieved cost savings for both.
3. *Achieve Financial Stability*: Implemented the ACH payment process for City vendors.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Contracted Services category (#31000) \$180,000 consists of City Annual and Single audits, Data Processing and other accounting professional services. Cost increases are for additional resources due to the new financial system implementation.
2. Miscellaneous category (#39000) \$24,400 consists of printing and duplicating, membership, subscriptions and training.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$419,600	\$575,268	\$446,219	\$545,126	\$545,126
11300 Part Time Salaries	16,918	0	0	0	0
11400 Overtime Salaries	1,103	3,000	3,000	15,200	15,200
11500 Separation Benefits	16,000	16,480	16,480	25,091	25,091
TOTAL	\$453,621	\$594,748	\$465,699	\$585,417	\$585,417
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,043	\$1,343	\$1,158	\$2,231	\$2,231
12300 Medical Insurance	55,304	81,738	65,945	86,242	86,242
12350 Medicare Insurance	6,863	8,213	6,403	7,957	7,957
12370 Part Time Retirement	677	1,000	0	0	0
12400 Dental Insurance	4,408	6,932	4,535	6,698	6,698
12500 Workers Compensation	3,500	3,675	3,675	3,969	3,969
12600 Retirement	114,566	163,241	121,080	178,104	178,104
12750 City 401 Plan	0	0	578	4,758	4,758
12900 Long Term Disability	3,696	4,495	3,433	3,079	3,079
12950 Vision Plan	1,015	1,910	1,087	2,068	2,068
TOTAL	\$191,072	\$272,547	\$207,894	\$295,106	\$295,106
SERVICES & SUPPLIES					
22000 Operating Supplies	\$6,287	\$13,000	\$12,000	\$12,000	\$12,000
31000 Contracted Services	162,740	147,500	167,500	180,000	180,000
32000 Communications	3,077	4,170	4,186	4,159	4,159
37000 Leases & Rentals	5,759	3,000	3,000	4,000	4,000
38000 R/M Contractual	2,768	3,000	3,000	3,500	3,500
39000 Miscellaneous	18,187	23,900	22,400	24,400	24,400
TOTAL	\$198,818	\$194,570	\$212,086	\$228,059	\$228,059
GRAND TOTAL	\$843,511	\$1,061,865	\$885,679	\$1,108,582	\$1,108,582

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Mgmt Services	0.50	0.18	0.18	\$69,564	\$28,701	\$28,701
Controller	0.80	0.00	0.00	121,383	0	0
Financial Services Manager*	0.00	1.00	1.00	0	124,572	124,572
Senior Accountant	1.00	1.00	1.00	79,885	87,592	87,592
Accountant	1.00	0.95	0.95	56,388	63,897	63,897
Payroll Technician	1.00	1.00	1.00	56,372	61,300	61,300
Senior Account Clerk	2.00	2.00	2.00	113,718	116,359	116,359
Account Clerk	1.00	1.00	1.00	50,004	53,052	53,052
Bilingual	0.00	0.00	0.00	3,600	3,570	3,570
Education Incentive	0.00	0.00	0.00	3,072	4,148	4,148
Longevity Pay	0.00	0.00	0.00	3,360	1,935	1,935
Overtime **	0.00	0.00	0.00	3,000	15,200	15,200
Payroll Premium Pay	0.00	0.00	0.00	3,600	0	0
Separation Benefits	0.00	0.00	0.00	16,480	25,091	25,091
Total	7.30	7.13	7.13	\$580,426	\$585,417	\$585,417

* FY 2018-19, the Controller's position is replaced by Financial Services Manager.

** Anticipated higher overtime due to the impending system implementation task.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$0	\$0	\$0	\$135,018	\$135,018
SERVICES & SUPPLIES	231,059	255,999	251,299	260,750	260,750
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$231,059	\$255,999	\$251,299	\$395,768	\$395,768
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	1.00	1.00

Program Description

The Data Processing Division is responsible for maintaining the City's computer equipment, Citywide Network/Email/Internet/Intranet system, and operating program software through contracted services. The Division is under the supervision of Management Services Director for IT services provided by contractual arrangements. This Division is also responsible for evaluating new computer equipment, software, and technologies to enhance the City's data processing automation. The Division adopts a consolidated approach to set and enforce technological consistency and interdepartmental cooperation.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Number of new computers replaced/number of computers maintained	25/300	36/305	45/310
Number of applications being modified	30	34	35

2018-2019 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency*: Complete RFP and select the new Enterprise Resource Planning (ERP) System; proceed with the implementation process.
2. *Improve Effectiveness and Efficiency*: Rewrite the direct assessment module to conform to the new Window environment and to take advantage of new database features.
3. *Improve Effectiveness and Efficiency*: Conduct IT security audit and training for City employees.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency*: Facilitated in vendor information clean-up to be ready for the new ERP data migration.
2. *Improve Effectiveness and Efficiency*: Installed and set up configuration of new server hardware (HP Simplivity), which this hyper converged solution can be used for the new ERP system and other City applications.
3. *Improve Effectiveness and Efficiency*: Replaced ten UPS batteries for Server room and Networking closets throughout City Hall.
4. *Improve Effectiveness and Efficiency*: Replaced Cisco Firewall ASA for Delta Plant, Fire Station #2 and #3.

PRIMARY PROGRAM/EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$133,000 is the allocated costs for the finance system, document scanning, and miscellaneous IT consulting services.
2. Communications category (#32000) \$35,500 reflects the costs for citywide high speed network lines, including costs for offsite City Yard and Langley Senior Center.
3. R/M Contractual category (#38000) \$80,000 reflects costs for network maintenance, server hardware and software maintenance, and printer maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$0	\$0	\$0	\$86,244	\$86,244
11300 Part Time Salaries	0	0	0	0	0
11400 Overtime Salaries	0	0	0	0	0
11500 Separation Benefits	0	0	0	2,460	2,460
TOTAL	\$0	\$0	\$0	\$88,704	\$88,704
EMPLOYEE BENEFITS					
12200 Life Insurance	\$0	\$0	\$0	\$312	\$312
12300 Medical Insurance	0	0	0	15,029	15,029
12350 Medicare Insurance	0	0	0	1,251	1,251
12370 Part Time Retirement	0	0	0	0	0
12400 Dental Insurance	0	0	0	960	960
12500 Workers Compensation	0	0	0	0	0
12600 Retirement	0	0	0	27,356	27,356
12750 City 401 Plan	0	0	0	650	650
12900 Long Term Disability	0	0	0	396	396
12950 Vision Plan	0	0	0	360	360
TOTAL	\$0	\$0	\$0	\$46,314	\$46,314
SERVICES & SUPPLIES					
22000 Operating Supplies	\$5,336	\$5,000	\$5,000	\$6,000	\$6,000
24000 Small Tools	3,410	5,000	5,000	6,000	6,000
31000 Contracted Services	119,492	130,749	130,749	133,000	133,000
32000 Communications	35,576	31,000	32,300	35,500	35,500
38000 R/M Contractual	67,245	84,000	78,000	80,000	80,000
39000 Miscellaneous	0	250	250	250	250
TOTAL	\$231,059	\$255,999	\$251,299	\$260,750	\$260,750
GRAND TOTAL	\$231,059	\$255,999	\$251,299	\$395,768	\$395,768

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
IT System Analyst*	0.00	1.00	1.00	\$0	\$86,244	\$86,244
Separation Benefits	0.00	0.00	0.00	0	2,460	2,460
Total	0.00	1.00	1.00	\$0	\$88,704	\$88,704

* New Position

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$420,707	\$491,580	\$357,662	\$557,595	\$557,595
SERVICES & SUPPLIES	54,014	69,610	59,609	67,946	67,946
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$474,721	\$561,190	\$417,271	\$625,541	\$625,541
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.35	 5.35	 5.35	 5.35	 5.35

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 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Business Licenses Issued	5,431	5,500	5,600
Utility Bills Mailed (Original and Delinquent)	86,270	87,000	87,150
Online Business License Renewal (as Percent of Total)	16%	20%	30%
Online Utility Payment Accounts (as Percent of Total)	8%	10%	12%

2018-19 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Complete the utility rate study for new water, sewer, and solid waste and implement the new rates into the billing system.
2. *Improve Effectiveness and Efficiency:* Develop and outreach program to inform residents about new kiosk payment system as well as online business license application process.

2017-18 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency:* Completed RFP and entered into a contract with HdL for business license compliance auditing.
2. *Improve Effectiveness and Efficiency:* Performed a thorough utility rate study with Raftelis Financial Consultants for Water, Wastewater, and Solid Waste rates.
3. *Improve Effectiveness and Efficiency:* Worked with Progressive Solutions to develop and implement a streamlined online business license application and payment process for new businesses.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$266,140	\$306,403	\$208,618	\$327,908	\$327,908
11300 Part Time Salaries	20,156	19,800	19,800	20,394	20,394
11400 Overtime Salaries	3,890	3,300	3,397	6,500	6,500
11500 Separation Benefits	8,160	8,404	8,404	20,626	20,626
TOTAL	\$298,346	\$337,907	\$240,219	\$375,428	\$375,428
EMPLOYEE BENEFITS					
12200 Life Insurance	\$637	\$797	\$691	\$1,528	\$1,528
12300 Medical Insurance	38,784	52,793	41,071	59,673	59,673
12350 Medicare Insurance	3,779	3,962	3,144	4,229	4,229
12370 Part Time Retirement	0	782	0	0	0
12400 Dental Insurance	2,772	3,804	2,914	4,401	4,401
12500 Workers Compensation	1,387	1,456	1,456	1,572	1,572
12600 Retirement	72,748	87,012	65,634	104,079	104,079
12750 City 401 Plan	0	0	329	3,043	3,043
12900 Long Term Disability	1,707	2,114	1,518	2,207	2,207
12950 Vision Plan	547	953	686	1,435	1,435
TOTAL	\$122,361	\$153,673	\$117,443	\$182,167	\$182,167
SERVICES & SUPPLIES					
21000 Office Supplies	\$714	\$1,900	\$1,700	\$2,000	\$2,000
22000 Operating Supplies	500	500	500	500	500
24000 Small Tools	765	950	1,000	1,050	1,050
31000 Contracted Services	33,725	35,000	33,822	35,000	35,000
32000 Communications	5,613	7,110	7,110	7,446	7,446
38000 R/M Contractual	9,390	19,600	11,000	17,000	17,000
39000 Miscellaneous	3,307	4,550	4,477	4,950	4,950
TOTAL	\$54,014	\$69,610	\$59,609	\$67,946	\$67,946
GRAND TOTAL	\$474,721	\$561,190	\$417,271	\$625,541	\$625,541

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Mgmt Services	0.20	0.20	0.20	\$27,826	\$32,145	\$32,145
Support Services Manager	0.35	0.35	0.35	38,770	41,131	41,131
Support Services Supervisor	0.35	0.35	0.35	27,548	29,228	29,228
Senior Account Clerk	3.00	3.00	3.00	160,372	171,568	171,568
Account Clerk	1.00	1.00	1.00	40,896	46,440	46,440
Bilingual	0.00	0.00	0.00	1,410	1,410	1,410
Education Incentive	0.00	0.00	0.00	1,440	3,274	3,274
Longevity Pay	0.00	0.00	0.00	840	2,713	2,713
Overtime	0.00	0.00	0.00	3,300	6,499	6,499
Separation Benefits	0.00	0.00	0.00	8,404	20,626	20,626
<u>Part-Time</u>						
Clerk Typist	0.45	0.45	0.45	19,800	20,394	20,394
Total	5.35	5.35	5.35	\$330,606	\$375,428	\$375,428

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2016-17</u>	<u>Adopted</u> <u>2017-18</u>	<u>Year-End</u> <u>Estimated</u> <u>2017-18</u>	<u>Proposed</u> <u>2018-19</u>	<u>Adopted</u> <u>2018-19</u>
PERSONNEL COST	\$215,471	\$224,199	\$173,018	\$247,612	\$247,612
SERVICES & SUPPLIES	119,801	147,203	146,260	152,558	152,558
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$335,272	\$371,402	\$319,278	\$400,170	\$400,170
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 1.82	 1.82	 1.82	 1.82	 1.82

Program Description

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

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

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Purchase Orders Issued	650	700	750
GoMPK Submissions from residents and staff	5,548	5,700	6,000

2018-19 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Continue to work with all departments with the enhanced purchasing and agreement process to yield the most timely and cost-effective system.

2017-18 MAJOR ACCOMPLISHMENTS

1. *Improve Effectiveness and Efficiency:* In conjunction with the City Clerk's office, enhanced the purchasing and agreement process by implementing a more robust and comprehensive approval and agreement process.
2. *Improve Community-wide Beautification:* In addition to coordinating and managing the City's janitorial contract for routine custodial services, facilitated the extra cleaning at Langley Center to ensure a sanitary and welcoming environment for its customers and employees.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual (#38000) \$138,125 reflects contract for citywide custodial services. Amount increased to cover extra services for fire station carpet cleaning and Langley additional services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Central Support Services

ACTIVITY NO.: 1407

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$148,766	\$151,061	\$111,865	\$160,319	\$160,319
11400 Overtime Salaries	0	0	520	700	700
11500 Separation Benefits	5,100	5,253	5,253	7,003	7,003
TOTAL	\$153,866	\$156,314	\$117,638	\$168,022	\$168,022
EMPLOYEE BENEFITS					
12200 Life Insurance	\$297	\$309	\$304	\$565	\$565
12300 Medical Insurance	17,868	18,980	17,484	20,678	20,678
12350 Medicare Insurance	1,734	1,716	1,318	1,825	1,825
12370 Part Time Retirement	35	0	0	0	0
12400 Dental Insurance	1,270	1,428	1,230	1,538	1,538
12500 Workers Compensation	1,387	1,456	1,456	1,572	1,572
12600 Retirement	37,928	42,747	32,479	50,850	50,850
12750 City 401 Plan	0	0	116	1,093	1,093
12900 Long Term Disability	825	859	699	956	956
12950 Vision Plan	261	390	294	513	513
TOTAL	\$61,605	\$67,885	\$55,380	\$79,590	\$79,590
SERVICES & SUPPLIES					
21000 Office Supplies	\$577	\$3,000	\$2,057	\$3,200	\$3,200
22000 Operating Supplies	546	400	400	400	400
24000 Small Tools	300	300	300	300	300
32000 Communications	2,266	3,038	3,038	3,153	3,153
33000 Motor Pool Charges	6,180	6,365	6,365	6,556	6,556
38000 R/M Contractual	109,416	133,300	133,300	138,125	138,125
39000 Miscellaneous	516	800	800	824	824
TOTAL	\$119,801	\$147,203	\$146,260	\$152,558	\$152,558
GRAND TOTAL	\$335,272	\$371,402	\$319,278	\$400,170	\$400,170

CITY OF MONTEREY PARK
PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Mgmt Services	0.16	0.16	0.16	\$22,260	\$26,241	\$26,241
Support Services Manager	0.30	0.30	0.30	33,232	35,255	35,255
Support Services Supervisor	0.36	0.36	0.36	28,335	30,063	30,063
Senior Account Clerk	1.00	1.00	1.00	59,820	63,468	63,468
Bilingual	0.00	0.00	0.00	816	816	816
Education Incentive	0.00	0.00	0.00	746	1,932	1,932
Longevity Pay	0.00	0.00	0.00	864	2,544	2,544
Separation Benefits	0.00	0.00	0.00	5,253	7,003	7,003
Overtime	0.00	0.00	0.00	0	700	700
Total	1.82	1.82	1.82	\$151,326	\$168,022	\$168,022

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$121,056	\$124,211	\$87,429	\$140,217	\$140,217
SERVICES & SUPPLIES	190,391	230,336	247,150	269,160	269,160
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$311,447	\$354,547	\$334,579	\$409,377	\$409,377
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.78	.78	.78	.78	.78

Program Description

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

- Coordinate maintenance services to City departments for their satellite copiers
- Maintain the City's telephone and voicemail systems
- Maintain and coordinate the installation of new Data/Fax/Voice lines to all departments.
- Maintain the City's cellular phones to ensure good communications throughout all departments
- Maintain the City's postage equipment and coordinate mailroom pickup and sorting of departmental and US Mail

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Mail Handled	382,000	375,000	360,000

2018-2019 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Work with Knight Communications to prepare City hardware and software to accommodate new City wide Enterprise Resource Planning (ERP) system.

2017-2018 MAJOR ACCOMPLISHMENTS

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) includes \$25,284 for City Hall telephone services, \$3,150 for postage and \$110,000 contributions to City's Data Processing/Technology Internal Services Charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$85,823	\$85,059	\$57,020	\$92,147	\$92,147
11400 Overtime Salaries	0	0	500	600	600
11500 Separation Benefits	2,500	2,575	2,575	3,001	3,001
TOTAL	\$88,323	\$87,634	\$60,095	\$95,748	\$95,748
EMPLOYEE BENEFITS					
12200 Life Insurance	\$133	\$144	\$122	\$246	\$246
12300 Medical Insurance	8,865	9,702	8,677	11,999	11,999
12350 Medicare Insurance	868	870	552	956	956
12400 Dental Insurance	629	773	608	875	875
12600 Retirement	21,675	24,429	16,862	29,211	29,211
12750 City 401 Plan	0	0	23	377	377
12900 Long Term Disability	400	431	304	522	522
12950 Vision Plan	163	228	186	283	283
TOTAL	\$32,733	\$36,577	\$27,334	\$44,469	\$44,469
SERVICES & SUPPLIES					
21000 Office Supplies	\$859	\$2,000	\$2,000	\$2,060	\$2,060
22000 Operating Supplies	491	500	500	515	515
32000 Communications	110,822	95,186	115,000	138,434	138,434
36000 Utilities	57,574	80,000	80,000	80,000	80,000
37000 Leases & Rentals	2,436	27,400	24,400	25,900	25,900
38000 R/M Contractual	18,209	25,000	25,000	22,001	22,001
39000 Miscellaneous	0	250	250	250	250
TOTAL	\$190,391	\$230,336	\$247,150	\$269,160	\$269,160
GRAND TOTAL	\$311,447	\$354,547	\$334,579	\$409,377	\$409,377

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Mgmt Services	0.14	0.14	0.14	\$19,478	\$23,617	\$23,617
Support Services Manager	0.35	0.35	0.35	38,770	41,131	41,131
Support Services Supervisor	0.29	0.29	0.29	22,825	24,217	24,217
Bilingual	0.00	0.00	0.00	174	174	174
Education Incentive	0.00	0.00	0.00	454	765	765
Longevity Pay	0.00	0.00	0.00	696	2,243	2,243
Separation Benefits	0.00	0.00	0.00	2,575	3,001	3,001
Overtime	0.00	0.00	0.00	0	600	600
Total	0.78	0.78	0.78	\$84,972	\$95,748	\$95,748

CITY OF MONTEREY PARK
PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$682,554
 Retirement \$124,784
 Refuse \$39,000
 General Liability \$122,466
 Technology \$14,500
 Public Safety Impact Fee \$8,000
 Workers' Compensation \$139,683
 Water \$236,030

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources & Risk Mgmt

ACTIVITY NO.: 1800

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$567,465	\$603,881	\$605,429	\$746,413	\$746,413
SERVICES & SUPPLIES	560,388	608,620	636,121	620,604	620,604
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,127,853	\$1,212,501	\$1,241,550	\$1,367,017	\$1,367,017
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	4.00	5.00	5.00	6.00	6.00

Program Description

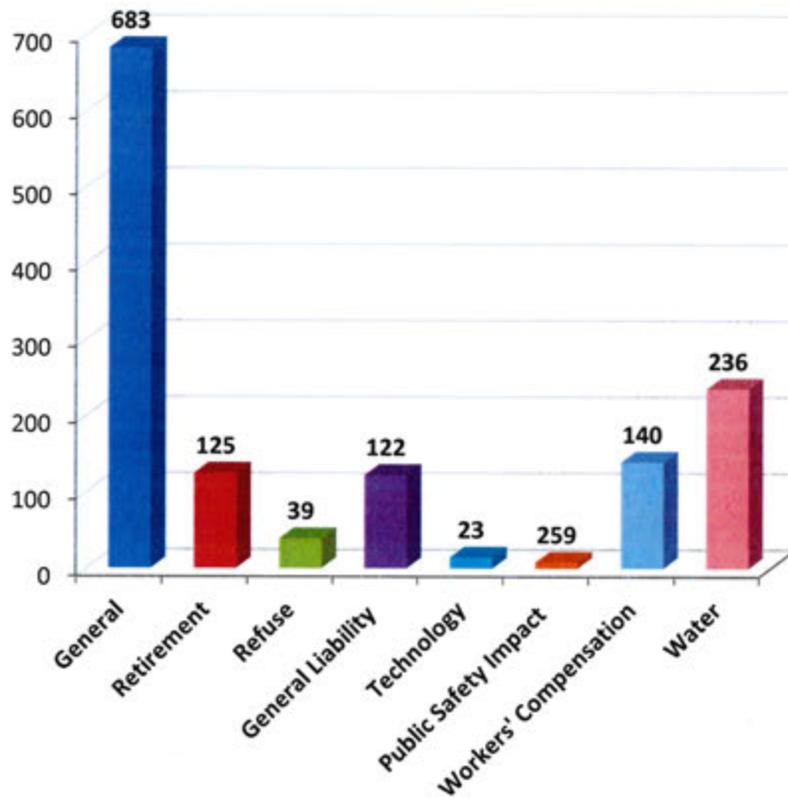
The Human Resources & Risk Management Department is responsible for the administration of a comprehensive personnel system based on merit principles and the City's risk management program. Its primary function is to provide recruitment, employment, employee relations and training services to other City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

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

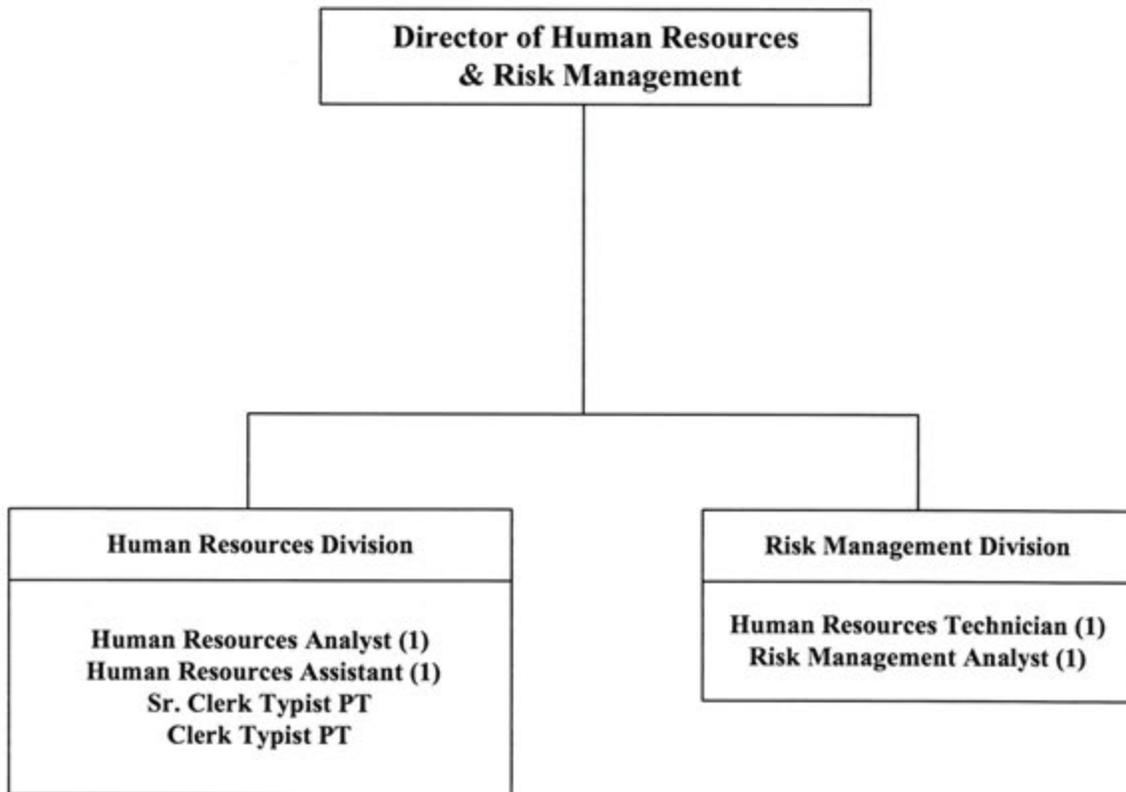
The Risk Management Division provides loss prevention control services, which includes insurance procurement, claims process management for property, workers compensation, general liability losses, and oversight of the City's safety management and training programs.

Human Resources & Risk Management Source of Funds

(\$ in thousands)



Human Resources & Risk Management Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$329,868	\$359,800	\$360,725	\$408,416	\$408,416
SERVICES & SUPPLIES	254,235	275,990	323,376	304,604	304,604
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$584,103	\$635,790	\$684,101	\$713,020	\$713,020
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.50	3.40	3.40	3.50	3.50

Program Description

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

Employee Development: Training and development programs to enhance employees' job skills and abilities as well as assist them in achieving career development opportunities. Supervisory training, tuition reimbursement for approved formal education, and in-house workshops are coordinated by and funded through the Human Resources Division. During the upcoming 2018-19 fiscal year employee training will focus on developing employee skills and loss prevention programs. The department provides a comprehensive training program by utilizing the City's membership in professional organizations such as ICRMA, the San Gabriel Valley - Employment Relations Consortium, SCPMA-HR, and contract as well as training provided by contract and in-house Human Resources staff.

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

the 2018-2019 fiscal year negotiations will conclude with the five (5) sworn labor associations. This also includes employee and supervisory counseling on personnel policies and practices, providing assistance in handling employee grievances and disciplinary actions, negotiation and implementation of new labor contract provisions, communication meetings with labor representatives, and promoting new programs to enhance the quality, efficiency and responsiveness of municipal services.

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

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

Personnel Management: Maintenance of the City’s position classification plan, administration of the employee performance evaluation process, and development of administrative policies and procedures relating to personnel issues. In 2018/19 Human Resources will continue to implement components of the NEOGOV Human Resources Information System (HRIS) system and also continue to digitize and modernize Monterey Park HR with the GRM document management system.

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

PROGRAM MEASUREMENTS

City Wide Employment Data

	<u>2015-16</u>	<u>2016-17</u>	As of 3/21/18 <u>2017-18</u>	Projected <u>2018-19</u>
Budgeted FT Position	295	299	302	302
Budgeted Part-time FTE	50.00	52.65	54.67	54.67
Total Citywide FTE	352.00	358.65	363.67	363.67
Competitive Positions Filled	47*	84*	52*	50*
Examinations Administered	29*	60*	41*	50*
Applications Processed	2,422	5,225	4,314	5,000

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

2018-2019 GOALS AND OBJECTIVES

1. Complete MOU negotiations with five (5) sworn labor associations.
2. Conduct Employee Appreciation & Recognition Programs to recognize employee achievement and service milestones.
3. Complete an updated Revision to the City's 2009 Rules and Regulation. Conduct a Fair Standards Labor Act Rate of Pay Audit.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Recruited and filled 52 city positions. Received and reviewed over 5,000 applications.
2. Completed negotiations with three miscellaneous units and implemented their two-year contracts.
3. Completed implementation of the Flexible Spending Account (FSA) benefit.
4. Completed the City's 457 deferred compensation transition to Mass Mutual.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$166,741 includes data processing, physical exams fees, the City's Employee Assistance Program (EAP), revise/update the Rules and Regulations, conduct a Fair Standard Labor Act (FSLA) audit and funds for personnel investigations.
2. R/M Contractual category (#38000) \$48,000 includes annual NEOGOV software cost; maintenance for office equipments; and 60% annual GRM fee.
3. Miscellaneous category (#39000) \$42,700 consists primarily of employee tuition reimbursement per MOU's and pre-employment testing and training costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$204,621	\$215,180	\$215,180	\$239,019	\$239,019
11300 Part Time Salaries	22,979	38,000	38,000	38,000	38,000
11400 Overtime Salaries	1,369	0	400	0	0
11500 Separation Benefits	10,200	10,506	10,506	13,083	13,083
TOTAL	\$239,169	\$263,686	\$264,086	\$290,102	\$290,102
EMPLOYEE BENEFITS					
12200 Life Insurance	\$437	\$437	\$447	\$780	\$780
12300 Medical Insurance	25,017	25,727	25,727	29,199	29,199
12350 Medicare Insurance	3,202	3,019	3,019	3,469	3,469
12370 Part Time Retirement	919	1,480	1,480	1,480	1,480
12400 Dental Insurance	1,930	2,091	2,391	2,290	2,290
12500 Workers Compensation	1,624	1,705	1,705	1,841	1,841
12600 Retirement	55,691	59,696	59,696	75,798	75,798
12750 City 401 Plan	0	0	215	1,301	1,301
12900 Long Term Disability	1,325	1,325	1,325	1,458	1,458
12950 Vision Plan	554	634	634	698	698
TOTAL	\$90,699	\$96,114	\$96,639	\$118,314	\$118,314
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,907	\$8,600	\$8,600	\$8,400	\$8,400
22000 Operating Supplies	13,897	20,000	20,000	27,013	27,013
31000 Contracted Services	127,192	131,341	183,341	166,741	166,741
32000 Communications	9,541	10,249	5,435	5,800	5,800
33000 Motor Pool Charges	2,796	5,100	5,100	3,050	3,050
34000 Advertising	1,892	2,500	4,200	2,900	2,900
38000 R/M Contractual	45,321	48,000	48,000	48,000	48,000
39000 Miscellaneous	50,689	50,200	48,700	42,700	42,700
TOTAL	\$254,235	\$275,990	\$323,376	\$304,604	\$304,604
GRAND TOTAL	\$584,103	\$635,790	\$684,101	\$713,020	\$713,020

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Human Resources

ACTIVITY NO.: 1801

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Human Resources/Risk Management	0.40	0.50	0.50	\$60,768	\$75,960	\$75,960
Human Resources Analyst	1.00	1.00	1.00	85,264	93,420	93,420
Human Resources Assistant	1.00	1.00	1.00	59,940	66,399	66,399
Education Incentive	0.00	0.00	0.00	1,476	2,040	2,040
Longevity Pay	0.00	0.00	0.00	0	1,200	1,200
Separation Benefit	0.00	0.00	0.00	10,506	13,083	13,083
<u>Part-Time</u>						
Sr. Clerk Typist	0.50	0.50	0.50	24,570	24,570	24,570
Clerk Typist	0.50	0.50	0.50	13,430	13,430	13,430
Total	3.40	3.50	3.50	\$255,954	\$290,102	\$290,102

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$237,597	\$244,081	\$244,704	\$337,997	\$337,997
SERVICES & SUPPLIES	306,153	332,630	312,745	316,000	316,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$543,750	\$576,711	\$557,449	\$653,997	\$653,997
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.50	 1.60	 1.60	 2.50	 2.50

Program Description

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

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

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

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

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

PROGRAM MEASUREMENTS

LIABILITY CLAIMS FILED

	<u>Actual</u> <u>2015-16</u>	<u>Actual</u> <u>2016-17</u>	<u>Actual as of 3/22/18</u> <u>2017-2018</u>
COMMUNITY DEVELOPMENT	0	0	0
FIRE	0	4	1
GENERAL GOVERNMENT	0	0	0
HUMAN RESOURCES	0	0	0
LIBRARY	0	0	0
MANAGEMENT SERVICES	0	0	1
POLICE	10	4	3
PUBLIC WORKS (Street, Water, Parks)	26	13	10
RECREATION & COMM. SERVICES	<u>5</u>	<u>0</u>	<u>0</u>
TOTAL	41	21	15

WORKERS' COMPENSATION CLAIMS FILED

	<u>Actual</u> <u>2015-16</u>	<u>Actual</u> <u>2016-17</u>	<u>Actual as of 3/22/18</u> <u>2017-18</u>
FIRE	4	12	7
GENERAL EMPLOYEES	0	1	0
LIBRARY	0	0	0
POLICE	7	14	19
PUBLIC WORKS (Street, Water, Parks)	4	9	6
RECREATION & COMM. SERVICES	<u>1</u>	<u>0</u>	<u>1</u>
TOTAL*	16*	36*	33*

*Includes all claims that are OSHA recordable.

2018-2019 GOALS & OBJECTIVES

1. Continued focus on the Ergonomic Program by providing ergonomic training to sworn personnel in order to combat WC cases.
2. Provide CalOSHA Public Works trainings and in-house quarterly employee training including Workplace Safety training and Accident Investigation.
3. Resolve and remove claims from Monterey Park's liability log attributed to other entities and should not be reported as a Monterey Park claim. Reduce liability exposure by incidents analysis and review and involving the operating departments in the analysis and the costs associated with claims.

2017-2018 MAJOR ACCOMPLISHMENTS

1. To-date, conducted employee training for 517 employees. Provided Harassment and discrimination prevention training for 279 employees including all supervisors.
2. Facilitated pre-employment medical exams and fingerprints for 172 new full time/part time employees & volunteers. Provided flu shots for 86 employees (Sworn/Non-sworn). Provided hepatitis A inoculation to 67 safety and field personnel first responders.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Insurance category (#35000) \$283,430 is for the City's property, auto, crime, cyber, and earthquake programs premiums.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$160,423	\$163,633	\$163,623	\$219,420	\$219,420
11500 Separation Benefits	10,200	10,506	10,506	6,157	6,157
TOTAL	\$170,623	\$174,139	\$174,129	\$225,577	\$225,577
EMPLOYEE BENEFITS					
12200 Life Insurance	\$343	\$345	\$345	\$781	\$781
12300 Medical Insurance	17,118	17,636	17,636	31,691	31,691
12350 Medicare Insurance	2,360	2,298	2,298	3,186	3,186
12400 Dental Insurance	985	943	943	1,903	1,903
12500 Workers Compensation	1,624	1,705	1,705	1,705	1,705
12600 Retirement	42,966	45,384	45,384	69,597	69,597
12750 City 401 Plan	0	0	260	1,300	1,300
12900 Long Term Disability	1,194	1,197	1,570	1,459	1,459
12950 Vision Plan	384	434	434	798	798
TOTAL	\$66,974	\$69,942	\$70,575	\$112,420	\$112,420
SERVICES & SUPPLIES					
21000 Office Supplies	\$459	\$550	\$550	\$550	\$550
22000 Operating Supplies	392	350	300	300	300
31000 Contracted Services	3,837	4,000	4,000	4,500	4,500
32000 Communications	676	950	920	1,010	1,010
33000 Motor Pool Charges	280	750	591	700	700
35000 Insurance	286,013	290,320	272,774	283,430	283,430
38000 R/M Contractual	1,383	5,210	5,210	5,210	5,210
39000 Miscellaneous	13,113	30,500	28,400	20,300	20,300
TOTAL	\$306,153	\$332,630	\$312,745	\$316,000	\$316,000
GRAND TOTAL	\$543,750	\$576,711	\$557,449	\$653,997	\$653,997

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Human Resources & Risk Mgmt

ACTIVITY: Risk Management

ACTIVITY NO.: 1802

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Human Resources/Risk Management	0.60	0.50	0.50	\$91,152	\$75,960	\$75,960
Risk Management Analyst*	0.00	1.00	1.00	0	73,020	73,020
Human Resources Technician	1.00	1.00	1.00	65,150	69,120	69,120
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	864	720	720
Separation Benefits	0.00	0.00	0.00	10,506	6,157	6,157
Total	1.60	2.50	2.50	\$168,272	\$225,577	\$225,577

* New Position

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General \$2,019,567
 Retirement \$387,399
 Refuse \$63,570
 Business Improvement Area \$80,751
 Water Fund S 147,921
 Home Housing Program Grant \$639,610
 CDBG Fund \$580,258
 General Plan Trust Grant \$35,548
 Records Management Fee Trust \$16,597
 Housing Successor Agency \$60,000

DEPARTMENT: Community and Econ Development

ACTIVITY: Community and Econ Development

ACTIVITY NO.: 1700, 2200 & 1111

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$1,623,911	\$1,986,365	\$1,986,365	\$2,163,763	\$2,163,763
SERVICES & SUPPLIES	1,122,851	2,518,070	1,911,317	1,867,458	1,867,458
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,746,762	\$4,504,435	\$3,897,682	\$4,031,221	\$4,031,221
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	14.80	16.80	16.80	16.90	16.90

Program Description

The Community and Economic Development Department has the responsibility for 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, health and safety 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, Economic Development Advisory Committee and City Council. This Department is responsible for the City's economic development activities such as business attraction, assistance and retention programs; and providing decent and affordable housing for very low, low and moderate income residents.

The Department consists of six (6) Divisions:

Planning Division (1701)

This Division enforces Title 20 and 21 of the Monterey Park Municipal Code, and other applicable State Regulations. Planning staff processes a variety of entitlement applications that are reviewed and approved by either the Planning Commission, or both the Planning Commission and City Council. Staff also processes Design Review applications and presents their findings to the Design Review Board (DRB) for consideration. It is the Division's responsibility to ensure that all development projects in the city are consistent with the City's Comprehensive General Plan and Zoning Code. The Division functions as the City's liaison for all environmental reviews ensuring compliance with the California Environmental Quality Act (CEQA).

Code Enforcement Division (1702)

This Division enforces Section 4.30 of the Monterey Park Municipal Code (i.e., Property Maintenance Ordinance), but also enforces portions of Chapter 21 (Zoning Code) along with other related sections of the Monterey Park Municipal Code. The Division coordinates the "*Code Enforcement Volunteer Program*". The Division is responsible for the City's coordination of the annual L.A. County "Weed Abatement" program.

Building & Safety Division (1703)

This Division enforces Title 16 of the Monterey Park Municipal Code. Building and Safety staff are required to enforce the City adopted California Codes (i.e., Building, Plumbing, Electrical, Mechanical etc.) through plan check and site inspections, as well as State and Federal regulations (ADA standards) relating to the construction of structures and their safety. This Division is responsible for being the liaison to the City's Modification Committee.

Economic Development Division (1704)

This Division is responsible for business attraction, assistance and retention. Economic Development staff provides staffing for the Economic Development Advisory Committee, Successor Agency and the Oversight Board, and is the liaison to the Business Improvement District.

Housing Division (2201, 2206 and 2207)

This Division administers the City's HUD CDBG/Home Programs and the City's Housing activities. The primary source of funding for housing programs in the City comes from the HUD CDBG and HOME funds, as well as the City's Housing Fund.

Business Improvement District (1111)

Monterey Park established a business improvement district in 1983. The district encompasses the commercial area on Garvey Avenue, from Ramona to Nicholson, and Garfield Avenue from Emerson to south of Newmark Avenue. The main goal of the Business Improvement District is to promote businesses and maintain landscaping in the area.

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

Land Area	7.72 square miles
Major topographic characteristic	Hills
Housing stock	21,164 dwelling units*
Population	62,240 residents*
*California Department of Finance	

Zoning:

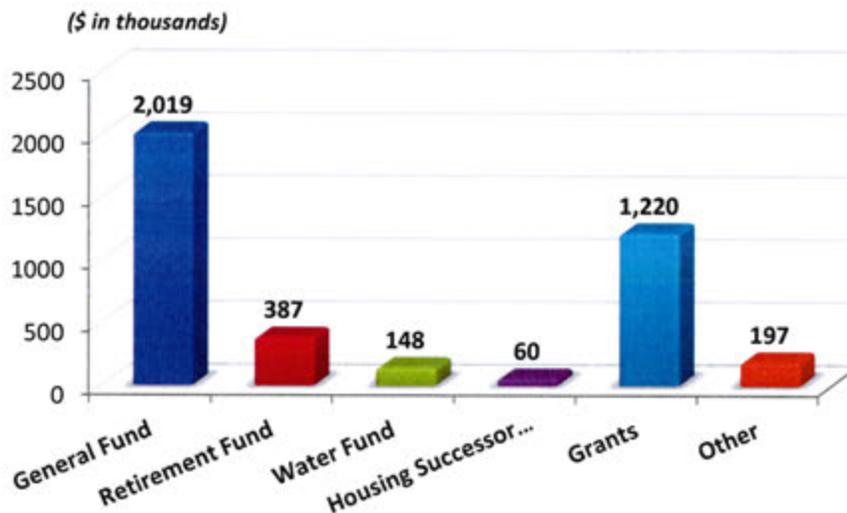
Residential (R-1, R-2, R-3)	78%
Commercial (N-S, S-C, C-B, R-S, C-S, C-P, O-P)	9%
Industrial (M)	11%
Open Space (O-S)	2%
Mixed-Use (Residential/Commercial) (MU-I, MU-II, MU-II with PD Overlay)	5%

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

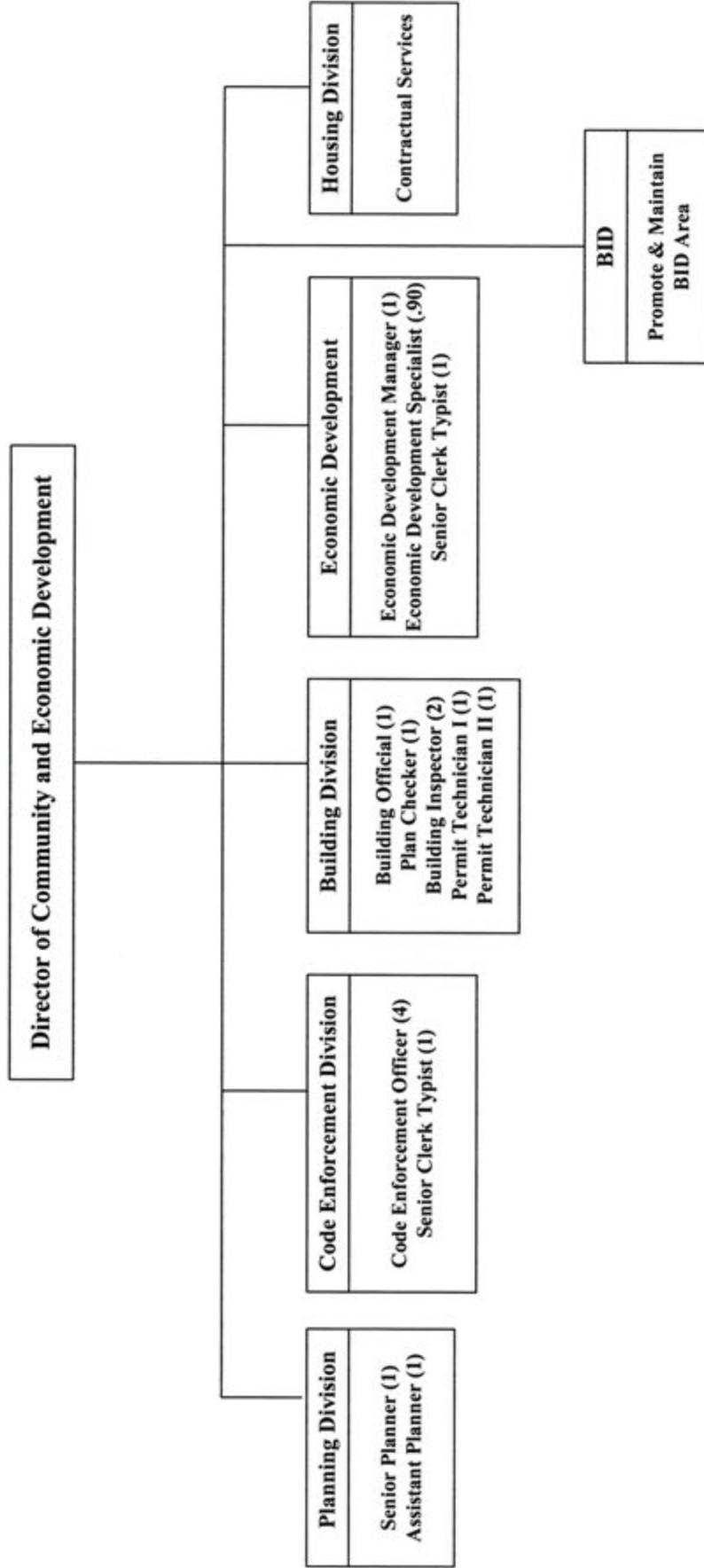
The Department's **MISSION** is "to provide the best possible development services to the public in a way which will promote **good development** and result in a mutually beneficial development which will not only contribute to the City's increased revenue potential but to the overall well-being of the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

Personnel changes from last year include: The Economic Development Specialist position has been shifted 10% from the Successor Agency (SA) funding to the Activity 1704.

**Community Development
Source of Funds**



Community and Economic Development Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$279,957	\$289,875	\$289,875	\$315,675	\$315,675
SERVICES & SUPPLIES	23,305	67,892	67,890	60,755	60,755
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$303,262	\$357,767	\$357,765	\$376,430	\$376,430
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.15	2.15	2.15	2.15	2.15

Program Description

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

The Division's specific service objectives include:

- In accordance with State Law, maintaining a comprehensive and defensible General Plan, which is adopted by City Council and accurately reflects long and short-range community goals and environmental issues relating to the physical development of the community.
- Administers 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.
- Provides technical assistance to developers and citizens in a manner, which facilitates their compliance with development standards and regulations with a minimum of inconvenience. Planning application records have been digitally scanned to be read with computer use. Record maintenance and permit processing will be expedited by the expanded use of this system. Staff continues to process 93% of all plan checks for construction projects of developers (normally within a 72-hour period), and assist the general public in a timely manner.
- Provides the City Manager, City Council, Planning Commission, and Design Review Board accurate, timely and complete information and recommendations relative to land use and zoning applications (i.e., variances and conditional use permits, specific plans, and subdivisions), legislation, environmental review and other matters affecting land development within and in proximity to the City. Development projects are reviewed for environmental compliance pursuant to the California Environmental Quality Act (CEQA) and the City's guidelines.

PROGRAM MEASUREMENTS

DISCRETIONARY APPLICATIONS: These types of applications require, as necessary, Planning Commission, Design Review Board and City Council review. The Planning entitlements listed below will take from 2 to 6 months to process depending on the complexity of the project.

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Code Amendments	3	5	3
Conditional Use Permits	13	8	8
General Plan Amendments	0	0	1
Specific Plan	1	0	1
Parcel Maps	1	2	3
Radius Map/Mailing	22	22	22
Tentative Tract Maps	4	4	4
Time Extensions	2	3	2
Variances	0	1	1
Zone Changes	0	2	1
CEQA			
Environmental Impact Reports	0	0	0
Negative Declarations	1	3	3

Categorical Exemptions	21	20	19
DESIGN REVIEW			
Signs	4	5	5
Remodels, No increase of floor area	1	3	3
Remodels, Increase of floor area	0	1	1
New Construction < 10,000 SF	1	3	3
New Construction > 10,000 SF	5	3	3
Landscaping	1	0	1
Single-Family Residential	13	10	10

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

Banners	52	40	45
Minor Departure	0	3	3
Accessory Dwelling Units	0	8	3
Site Plan Review	0	4	4
Temporary Use Permits	13	10	10
Traffic/Parking Study	0	1	1
Yard Sales	228	150	150
PLAN CHECK			
Process within 72 hours	100%	100%	100%

2018-2019 GOALS AND OBJECTIVES

1. *Complete Market Place and other Major Projects:* Continue to provide assistance to the Market Place Development with plan checks for the construction of the tenant buildings and interior remodels. Work in coordination with the Public Works Department to complete the South Garfield Village Specific Plan street improvement project.
2. *Improve communitywide beautification:* Report on the adequacy of the Comprehensive General Plan to the Planning Commission and City Council. Budget permitting, commence with an update to the General Plan followed by a zoning code update the subsequent year.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Costco, Home Depot and the Courtyard by Marriott commenced construction at the end of calendar year 2017. The Community and Economic Development, Public Works and Fire Departments will continue to work in coordination to facilitate the on-going construction of the Market Place and the hotel development on North Atlantic Boulevard.
2. The South Garfield Village Specific Plan area construction work commenced at the end of calendar year 2017. The majority of median and landscape improvements are completed.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$33,660 reflects the consulting services for anticipated developments.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$189,882	\$193,872	\$193,872	\$206,376	\$206,376
11400 Overtime Salaries	113	1,500	1,500	1,500	1,500
11500 Separation Benefits	8,160	8,405	8,405	8,273	8,273
TOTAL	\$198,155	\$203,777	\$203,777	\$216,149	\$216,149
EMPLOYEE BENEFITS					
12200 Life Insurance	\$359	\$359	\$359	\$671	\$671
12300 Medical Insurance	17,966	19,129	19,129	20,822	20,822
12350 Medicare Insurance	2,740	2,784	2,784	3,046	3,046
12400 Dental Insurance	1,018	1,109	1,109	1,139	1,139
12500 Workers Compensation	6,164	6,472	6,472	6,990	6,990
12600 Retirement	52,373	55,027	55,027	65,446	65,446
12900 Long Term Disability	906	852	852	1,016	1,016
12950 Vision Plan	276	366	366	396	396
TOTAL	\$81,802	\$86,098	\$86,098	\$99,526	\$99,526
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,122	\$1,800	\$1,800	\$1,800	\$1,800
22000 Operating Supplies	474	500	500	500	500
24000 Small Tools	33	350	350	350	350
31000 Contracted Services	5	39,795	39,795	33,660	33,660
32000 Communications	4,945	4,510	4,510	4,510	4,510
33000 Motor Pool Charges	390	2,902	2,900	1,900	1,900
37000 Leases & Rentals	10,372	11,500	11,500	11,500	11,500
38000 R/M Contractual	4,555	4,835	4,835	4,835	4,835
39000 Miscellaneous	1,409	1,700	1,700	1,700	1,700
TOTAL	\$23,305	\$67,892	\$67,890	\$60,755	\$60,755
GRAND TOTAL	\$303,262	\$357,767	\$357,765	\$376,430	\$376,430

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Community / Economic Development	0.15	0.15	0.15	\$23,310	\$23,310	\$23,310
Senior Planner	1.00	1.00	1.00	99,048	110,340	110,340
Assistant Planner	1.00	1.00	1.00	63,820	69,390	69,390
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	1,236	2,736	2,736
Overtime	0.00	0.00	0.00	1,500	1,500	1,500
Separation Benefits	0.00	0.00	0.00	8,405	8,273	8,273
Total	2.15	2.15	2.15	\$197,919	\$216,149	\$216,149

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$459,251	\$570,114	\$570,114	\$603,994	\$603,994
SERVICES & SUPPLIES	73,796	65,235	65,235	67,865	67,865
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$533,047	\$635,349	\$635,349	\$671,859	\$671,859
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.30	5.30	5.30	5.30	5.30

Program Description

The Code Enforcement Division enforces a variety of code provisions including Titles 4, 5, 6, 9, 13, 14, 16, 20 and 21 of the Monterey Park Municipal Code. Division personnel are also involved in the enforcement of certain aspects of the Uniform codes which include: UAC, UBC, UHC, UPC, NEC and UMC as well as other Federal, State and County Codes.

The Code Enforcement Division is responsible for maintaining high neighborhood standards through code enforcement techniques which utilize zoning/land use, property maintenance, housing codes as well as business license enforcement. The division coordinates with internal city departments and external agencies ensuring compliance. The program is intended to promote voluntary compliance but is design to effectuate the appropriate corrective action.

The Division's specific service objectives include:

- Continue the Division's policy of investigating all Council, citizen or staff complaints concerning residential or commercial property maintenance violations within 48 hours and make contact with complainants after initial inspection with their findings and suggested course of action within 72 hours.
- Proactively identify violations of the municipal code relating to zoning/land use, property maintenance, yard sales, banners, business license, signage, inoperable vehicles (private property), and substandard housing/buildings etc.
- Monitor residential businesses to comply with City Home Occupation requirements.
- Monitor and evaluate complaints concerning the National Pollution Discharge Elimination System (NPDES) on private property.
- Provide follow-up to discretionary permits, when requested by Planning Division (Conditional Use and Temporary Use Permits, etc.).
- Promote voluntary compliance through public education/awareness programs such as community access channel, attendance at City sponsored events, distribution of handouts/brochures, Code Enforcement Volunteer Program, Citizen Academy, etc.
- Supervise the Code Enforcement Volunteer program on the weekends.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
INSPECTIONS (*)			
Residential Inspections	3,909	4,048	4,116
Home Occupation	275	275	286
Commercial Inspections	540	122	126
Industrial Inspections	<u>62</u>	<u>63</u>	<u>63</u>
Total	4,768	4,508	4,591

* *Numbers include all follow-up site inspections*

Complaints received and Investigated	1,851	2,000	2,200
Cases Clearance Rate	95%	95%	95%
Volunteer Hours Donated	205	570	480
Administrative Citations	308	300	360

2018-2019 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Final Review to implement a Manual of Responsibility and Standard Operating Procedure (SOP) regarding related activities between the Code Enforcement Division and various City Departments.
2. *Improve Organizational Effectiveness and Efficiency:* Streamline the Administrative Citation collection procedure.
3. *Improve Organizational Effectiveness and Efficiency:* The Division will improve the Code Enforcement component of the City's Government Outreach (GoMPK) tracking system to upgrade its capabilities in recording relative information.

2017-2018 MAJOR ACCOMPLISHMENTS

1. The Code Enforcement Division has continued the third year of the Weekend Code Enforcement Volunteer Program providing a Code Enforcement presence in the Community. The presence of Code Enforcement on the weekends has helped detour non-permitted construction activities, yard sales, street vending, identifying and documenting property maintenance issues, removing illegal signs, reporting bulky items to Athens Disposal and abandoned shopping carts to a shopping cart retrieval company and in-house filing.
2. The Code Enforcement Division prepared and is maintaining a comprehensive list of property owner and/or contact information for Apartments and Condominiums City wide to generate merge letter correspondence regarding property maintenance and related issues to multi-unit complexes in the City.
3. The Code Enforcement Division has published an article in The Cascades Newspaper regarding Spring Clean-up and related City events associated with Spring Clean-up.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$40,395 reflects the City Prosecutor and City Attorney legal services for Code Enforcement.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$300,733	\$373,344	\$373,344	\$363,940	\$363,940
11400 Overtime Salaries	674	1,000	1,000	1,000	1,000
11500 Separation Benefits	16,998	17,508	17,508	20,394	20,394
TOTAL	\$318,405	\$391,852	\$391,852	\$385,334	\$385,334
EMPLOYEE BENEFITS					
12200 Life Insurance	\$678	\$875	\$875	\$1,812	\$1,812
12300 Medical Insurance	44,525	55,602	55,602	52,390	52,390
12350 Medicare Insurance	3,287	3,513	3,513	5,389	5,389
12400 Dental Insurance	3,277	4,218	4,218	4,720	4,720
12500 Workers Compensation	6,164	6,472	6,472	6,990	6,990
12600 Retirement	80,656	104,470	104,470	140,535	140,535
12750 City 401 Plan	0	0	0	2,600	2,600
12900 Long Term Disability	1,713	2,100	2,100	2,825	2,825
12950 Vision Plan	546	1,012	1,012	1,399	1,399
TOTAL	\$140,846	\$178,262	\$178,262	\$218,660	\$218,660
SERVICES & SUPPLIES					
21000 Office Supplies	\$997	\$1,450	\$1,450	\$1,450	\$1,450
22000 Operating Supplies	1,568	3,000	3,000	3,500	3,500
24000 Small Tools	134	500	500	500	500
31000 Contracted Services	53,559	40,395	40,395	40,395	40,395
32000 Communications	2,973	3,350	3,350	3,480	3,480
33000 Motor Pool Charges	9,392	10,805	10,805	12,805	12,805
38000 R/M Contractual	4,520	4,835	4,835	4,835	4,835
39000 Miscellaneous	653	900	900	900	900
TOTAL	\$73,796	\$65,235	\$65,235	\$67,865	\$67,865
GRAND TOTAL	\$533,047	\$635,349	\$635,349	\$671,859	\$671,859

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **Code Enforcement**

ACTIVITY NO.: **1702**

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Community / Economic Development	0.30	0.30	0.30	\$46,620	\$46,620	\$46,620
Code Enforcement Officers	4.00	4.00	4.00	251,040	258,586	258,586
Senior Clerk Typist	1.00	1.00	1.00	50,004	43,302	43,302
Bilingual	0.00	0.00	0.00	1,200	600	600
Education Incentive	0.00	0.00	0.00	732	432	432
Longevity Pay	0.00	0.00	0.00	7,200	8,400	8,400
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Separation Benefits	0.00	0.00	0.00	17,508	20,394	20,394
Sr. Code Enforcement Officer Premium Pay	0.00	0.00	0.00	6,000	6,000	6,000
Total	5.30	5.30	5.30	\$381,304	\$385,334	\$385,334

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Building and Safety

ACTIVITY NO.: 1703

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$701,244	\$786,320	\$786,320	\$847,862	\$847,862
SERVICES & SUPPLIES	72,893	106,231	106,231	166,236	166,236
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$774,137	\$892,551	\$892,551	\$1,014,098	\$1,014,098
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	6.30	6.30	6.30	6.30	6.30

Program Description

The Building Division is established per the mandate of California Health and Safety Code to facilitate compliance with State and local building standards concerning structural integrity, fire and life safety, sanitation, security, accessibility, and energy efficiency of constructions within the local jurisdiction. 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.

The Division's specific service objectives include:

- Review building plans and inspect construction work for compliance with building safety technical codes. The State and Municipal codes that are enforced by the Division include the building code, electrical code, mechanical code, plumbing code, building conservation code, spa and swimming pool code, energy conservation standards and accessibility standards.
- Provide code interpretation, reference resources and other technical assistance to the public in a manner that facilitates compliance of design and construction with applicable building standards.
- Coordinate with various departments and outside agencies in the plan review process, and serve as the contact point for permit applications.
- Monitor property maintenance and abate life safety hazards through Certificate of Occupancy inspections and special abatement programs such as the un-reinforced masonry (URM) buildings retrofit program.
- Maintains building plans and permit records, and make the information readily available to the public.

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
PERMITS			
Building Permits:			
<i>a. Residential, New</i>	24	40	10
<i>b. Residential, Add/Alter</i>	403	280	300
<i>c. Non-Residential, New</i>	1	6	6
<i>d. Non-Residential, Add/Alter</i>	131	80	80
<i>e. Miscellaneous</i>	<u>189</u>	<u>160</u>	<u>90</u>
Building Permits Total	748	566	486
Electrical Permits	140	80	110
Mechanical Permits	83	50	50
Plumbing Permits	<u>130</u>	<u>60</u>	<u>80</u>
All Permits Total	1,101	756	726
ANNUAL PERMIT VALUATION	28.8 mil.	30 mil.	20 mil.
PLAN CHECKS			
Total Number Processed	<u>598</u>	<u>400</u>	<u>250</u>
Processed In-House	90%	90%	90%
Contracted Out	10%	10%	10%

INSPECTIONS

Construction Inspections	6,038	6,000	5,000
Certificate of Occupancy	<u>101</u>	<u>60</u>	<u>15</u>
All Inspections Total	6,139	6,060	5,015

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* The Division's goal is to recruit qualified staff to replace personnel who have retired or departed while maintaining a consistent level of customer service during the transition.
2. *Improve organizational effectiveness and efficiency:* Continue to work with Accela and the Executive team to implement the changes to our permitting software in order to provide essential features to effectively manage the permitting process. Our aim is to execute the necessary agreements to allow Accela to begin the process of implementing the modification and adjustments to the software.

2017-2018 MAJOR ACCOMPLISHMENTS

1. The assessment by Accela and staff in reexamining the current software' procedural and technical instructions have been completed resulting in a cost effective approach to modify and implement changes to Accela scripts to create an effective and efficient asset in aiding the permitting process.
2. Completed plan checks and issued construction permits for a number of Major Projects including the Courtyard by Marriot hotel, Market Place site improvement plans, Costco, Home Depot and Able Storage self-storage facility.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Contractual category (#38000) \$39,980 includes the annual cost of Accela licensing.
2. Contracted Services category (#31000) \$104,795 reflects the consulting services for anticipated developments.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Building and Safety

ACTIVITY NO.: 1703

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$481,138	\$532,100	\$532,100	\$564,302	\$564,302
11400 Overtime Salaries	300	1,000	1,000	1,000	1,000
11500 Separation Benefits	8,160	8,405	8,405	35,978	35,978
TOTAL	\$489,598	\$541,505	\$541,505	\$601,280	\$601,280
EMPLOYEE BENEFITS					
12200 Life Insurance	\$858	\$978	\$978	\$1,547	\$1,547
12300 Medical Insurance	57,966	70,805	70,805	65,271	65,271
12350 Medicare Insurance	6,877	7,536	7,536	7,065	7,065
12400 Dental Insurance	4,307	5,268	5,268	4,698	4,698
12500 Workers Compensation	6,164	6,472	6,472	6,990	6,990
12600 Retirement	132,302	149,970	149,970	154,481	154,481
12750 City 401 Plan	0	0	0	2,600	2,600
12900 Long Term Disability	2,307	2,377	2,377	2,430	2,430
12950 Vision Plan	865	1,409	1,409	1,500	1,500
TOTAL	\$211,646	\$244,815	\$244,815	\$246,582	\$246,582
SERVICES & SUPPLIES					
21000 Office Supplies	\$771	\$900	\$900	\$900	\$900
22000 Operating Supplies	2,027	2,725	2,725	4,400	4,400
24000 Small Tools	651	1,100	1,100	1,100	1,100
31000 Contracted Services	1,697	39,795	39,795	104,795	104,795
32000 Communications	3,998	6,624	6,624	2,954	2,954
33000 Motor Pool Charges	10,530	8,607	8,607	6,607	6,607
38000 R/M Contractual	41,966	39,980	39,980	39,980	39,980
39000 Miscellaneous	11,253	6,500	6,500	5,500	5,500
TOTAL	\$72,893	\$106,231	\$106,231	\$166,236	\$166,236
GRAND TOTAL	\$774,137	\$892,551	\$892,551	\$1,014,098	\$1,014,098

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Building and Safety

ACTIVITY NO.: 1703

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Community / Economic Development	0.30	0.30	0.30	\$46,620	\$46,620	\$46,620
Building Official	1.00	1.00	1.00	113,509	124,444	124,444
Plan Checker	1.00	1.00	1.00	88,944	94,356	94,356
Building Inspector	2.00	2.00	2.00	148,008	162,952	162,952
Permit Technician II	1.00	1.00	1.00	66,384	70,428	70,428
Permit Technician I	1.00	1.00	1.00	50,468	54,870	54,870
Bilingual	0.00	0.00	0.00	600	1,200	1,200
Education Incentive	0.00	0.00	0.00	1,032	4,032	4,032
Longevity Pay	0.00	0.00	0.00	2,400	5,400	5,400
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Separation Benefits	0.00	0.00	0.00	8,405	35,978	35,978
Total	6.30	6.30	6.30	\$527,370	\$601,280	\$601,280

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$163,103	\$318,012	\$318,012	\$373,580	\$373,580
SERVICES & SUPPLIES	49,673	826,386	219,635	234,635	234,635
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$212,776	\$1,144,398	\$537,647	\$608,215	\$608,215
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.95	 2.95	 2.95	 3.05	 3.05

Program Description

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

The Division's specific service objectives include:

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

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Create a new economic development program and marketing strategy that is focused on business attraction and retention programs utilizing new technology.
2. *Improve communitywide beautification:* Continue to facilitate the establishment of a Business Improvement District (BID) in the South Garfield Village Specific Plan area.
3. *Improve communitywide beautification:* Identify projects and programs designed to enhance downtown Monterey Park improving the areas financial base and aesthetic appeal.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Entered in an agreement with ECON Solutions HdL to provide staff local and regional statistics and targeted business economic projections, to better assist the City in marketing the City to brokers and developers.
2. The City completed improvements to the South Garfield Village that are in line with the new South Garfield Specific Plan. Staff will revisit merchants to cultivate interest in creating a business improvement district.
3. Hired a new Economic Development Project Manager to focus on attracting new businesses, retaining existing businesses and minimizing sales tax leakage to neighboring cities.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$182,300 is for contract service costs for anticipated development projects, economic development programs or City improvements.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$102,415	\$214,916	\$214,916	\$243,521	\$243,521
11300 Part Time Salaries	14,422	0	0	0	0
11400 Overtime Salaries	2,281	2,500	2,500	2,500	2,500
TOTAL	\$119,118	\$217,416	\$217,416	\$246,021	\$246,021
EMPLOYEE BENEFITS					
12200 Life Insurance	\$209	\$460	\$460	\$952	\$952
12300 Medical Insurance	11,241	32,850	32,850	39,189	39,189
12350 Medicare Insurance	1,722	3,058	3,058	3,532	3,532
12370 Part Time Retirement	577	0	0	0	0
12400 Dental Insurance	628	1,905	1,905	2,417	2,417
12600 Retirement	28,878	60,499	60,499	77,258	77,258
12750 City 401 Plan	0	0	0	1,885	1,885
12900 Long Term Disability	560	1,169	1,169	1,373	1,373
12950 Vision Plan	170	655	655	953	953
TOTAL	\$43,985	\$100,596	\$100,596	\$127,559	\$127,559
SERVICES & SUPPLIES					
21000 Office Supplies	\$680	\$1,000	\$1,000	\$1,000	\$1,000
24000 Small Tools	780	2,000	2,000	2,000	2,000
31000 Contracted Services	30,728	779,051	187,300	182,300	182,300
32000 Communications	329	1,135	1,135	1,135	1,135
33000 Motor Pool Charges	8,211	5,500	5,500	10,500	10,500
34000 Advertising	7,445	30,000	15,000	30,000	30,000
38000 R/M Contractual	0	500	500	500	500
39000 Miscellaneous	1,500	7,200	7,200	7,200	7,200
TOTAL	\$49,673	\$826,386	\$219,635	\$234,635	\$234,635
GRAND TOTAL	\$212,776	\$1,144,398	\$537,647	\$608,215	\$608,215

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Community / Economic Development	0.15	0.15	0.15	\$23,310	\$23,310	\$23,310
Economic Development Manager	1.00	1.00	1.00	81,300	91,848	91,848
Economic Development Specialist*	0.80	0.90	0.90	64,522	77,015	77,015
Senior Clerk Typist	1.00	1.00	1.00	39,084	46,152	46,152
Education Incentive	0.00	0.00	0.00	216	1,416	1,416
Longevity Pay	0.00	0.00	0.00	1,920	3,780	3,780
Overtime	0.00	0.00	0.00	2,500	2,500	2,500
Total	2.95	3.05	3.05	\$212,852	\$246,021	\$246,021

* Shift 0.10 FTE from Successor Agency to 1704.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$10,717	\$11,022	\$11,022	\$11,326	\$11,326
SERVICES & SUPPLIES	479,620	550,264	550,264	568,932	568,932
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$490,337	\$561,286	\$561,286	\$580,258	\$580,258
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .05	 .05	 .05	 .05	 .05

Program Description

Responsibilities within this activity include general administration of the City's Community Development Block Grant (CDBG) program and Home/Housing programs. CDBG monies, received annually from the U.S. Department of Housing and Urban Development (HUD), are the primary source of funding for the Division's activities. CDBG funds are utilized to provide assistance with fair housing, repayment of a Section 108 loan and to cover administrative costs. Due to the continued reduction in CDBG funds from the federal level and the repayment of the Section 108 Loan, the availability of CDBG funding for other activities is limited.

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Agencies assisted from Community Fund	1	1	1
Number of Housing Rights Center clients assisted	128	130	120

2018-2019 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness:* Promote fair housing through the Housing Rights Center by assisting approximately 120 Monterey Park residents with housing discrimination complaints or tenant and landlord counseling.
2. *Improve Organizational Effectiveness:* Implement all goals as identified in the City of Monterey Park 2015-2020 Five-Year Consolidated Plan.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Implemented all goals as identified in the City of Monterey Park 2015-2020 Five-Year Consolidated Plan.
2. Established an Employment Hiring Program for the Monterey Park Market Place project that is compliant with HUD guidelines and the Disposition and Development Agreement for the project.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes \$86,946 for Single Audit costs and management consulting services for administrative services and housing activities.
2. Other Agency Services category (#41000) \$10,000 reflects aids to Housing Rights Center.
3. Debt Service category (#42000) \$471,941 represents payment to HUD for Section 108 Loan. The loan ends on 8/1/2022.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$7,786	\$7,842	\$7,842	\$7,842	\$7,842
TOTAL	\$7,786	\$7,842	\$7,842	\$7,842	\$7,842
EMPLOYEE BENEFITS					
12200 Life Insurance	\$16	\$16	\$16	\$16	\$16
12300 Medical Insurance	687	703	703	722	722
12350 Medicare Insurance	113	115	115	114	114
12400 Dental Insurance	59	60	60	60	60
12600 Retirement	2,006	2,254	2,254	2,485	2,485
12900 Long Term Disability	38	20	20	75	75
12950 Vision Plan	12	12	12	12	12
TOTAL	\$2,931	\$3,180	\$3,180	\$3,484	\$3,484
SERVICES & SUPPLIES					
31000 Contracted Services	\$35,804	\$86,946	\$86,946	\$86,946	\$86,946
32000 Communications	1,746	1,680	1,680	45	45
41000 Other Agency Serv	10,000	10,000	10,000	10,000	10,000
42000 Debt Service	432,070	451,638	451,638	471,941	471,941
TOTAL	\$479,620	\$550,264	\$550,264	\$568,932	\$568,932
GRAND TOTAL	\$490,337	\$561,286	\$561,286	\$580,258	\$580,258

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **CDBG Administration**

ACTIVITY NO.: **2201**

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Community / Economic Development	0.05	0.05	0.05	\$7,770	\$7,770	\$7,770
Education Incentive	0.00	0.00	0.00	72	72	72
Total	0.05	0.05	0.05	\$7,842	\$7,842	\$7,842

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$9,639	\$11,022	\$11,022	\$11,326	\$11,326
SERVICES & SUPPLIES	309,811	725,662	725,662	628,284	628,284
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$319,450	\$736,684	\$736,684	\$639,610	\$639,610
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.05	.05	.05	.05	.05

Program Description

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

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Residential Rehab Participants	4	3	5

2018-2019 GOALS AND OBJECTIVES

1. *Achieve financial stability:* Implement all goals as identified in the City of Monterey Park 2015-2020 Five-Year Consolidated Plan.
2. *Improve communitywide beautification:* Complete at least five (5) residential rehabilitation projects.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Implemented all goals as identified in the City of Monterey Park 2015-2020 Five-Year Consolidated Plan.
2. Completed three (3) residential rehabilitation projects.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$10,000 reflects consulting services for the City's housing rehabilitation programs.
2. R&M Contractual category (#38000) \$617,672 is to fund the City's residential rehabilitation projects.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$6,881	\$7,842	\$7,842	\$7,842	\$7,842
TOTAL	\$6,881	\$7,842	\$7,842	\$7,842	\$7,842
EMPLOYEE BENEFITS					
12200 Life Insurance	\$14	\$16	\$16	\$16	\$16
12300 Medical Insurance	686	703	703	722	722
12350 Medicare Insurance	105	115	115	114	114
12400 Dental Insurance	59	60	60	60	60
12600 Retirement	1,844	2,254	2,254	2,485	2,485
12900 Long Term Disability	38	20	20	75	75
12950 Vision Plan	12	12	12	12	12
TOTAL	\$2,758	\$3,180	\$3,180	\$3,484	\$3,484
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$567	\$567	\$567	\$567
31000 Contracted Services	16,306	10,000	10,000	10,000	10,000
32000 Communications	45	95	95	45	45
38000 R/M Contractual	293,460	715,000	715,000	617,672	617,672
44000 Misc Financial Serv	0	0	0	0	0
TOTAL	\$309,811	\$725,662	\$725,662	\$628,284	\$628,284
GRAND TOTAL	\$319,450	\$736,684	\$736,684	\$639,610	\$639,610

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **Home Housing Program**

ACTIVITY NO.: **2206**

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Community / Economic Development	0.05	0.05	0.05	\$7,770	\$7,770	\$7,770
Education Incentive	0.00	0.00	0.00	72	72	72
Total	0.05	0.05	0.05	\$7,842	\$7,842	\$7,842

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Affordable Housing Program

ACTIVITY NO.: 2207

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	43,220	60,000	60,000	60,000	60,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$43,220	\$60,000	\$60,000	\$60,000	\$60,000
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

Under AB 1x26 redevelopment agencies are dissolved and replaced with Successor Agencies responsible for winding down the affairs of the former redevelopment agency including disposing of their assets. Under Resolution No. 11455, City of Monterey Park elected to become the Successor Agency for its former redevelopment agency and to retain housing assets and functions. The City may begin receiving repayment of SERAF and Housing Deferral funds from the State Department of Finance once the State approves the repayment schedule. Once these funds become available, the City will evaluate various affordable housing projects and programs the funds can be allocated to.

PROGRAM MEASUREMENTS

	<u>Actual 2017-2018</u>	<u>Projected 2018-2019</u>
Monitor/administer covenants and repairs	1	1
Compliance monitoring and audit reports	1	1
New affordable housing complex	1	0

2018-2019 GOALS AND OBJECTIVES

1. *Achieve financial stability:* Implement all goals as identified in the 2015-2020 Consolidated Plan.
2. *Improve communitywide beautification:* Identify other potential affordable housing projects that could utilize HOME or Housing funds.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Identified MERCI's Ernie's Place as a candidate for financial assistance to upgrade their affordable group home.
2. Implemented all goals as identified in the 2015-2020 Consolidated Plan.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$60,000 reflects the contracting services and legal assistance provided for the City's housing programs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Affordable Housing Program

ACTIVITY NO.: 2207

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SERVICES & SUPPLIES					
31000 Contracted Services	\$43,220	\$60,000	\$60,000	\$60,000	\$60,000
TOTAL	\$43,220	\$60,000	\$60,000	\$60,000	\$60,000
GRAND TOTAL	\$43,220	\$60,000	\$60,000	\$60,000	\$60,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Business Improvement Area No.1

ACTIVITY NO.: 1111

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	70,533	116,400	116,400	80,751	80,751
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$70,533	\$116,400	\$116,400	\$80,751	\$80,751
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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

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

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

2018-19 GOALS AND OBJECTIVES

The goals for 2018-19 reflect the City Council's approval of the BID's Annual Report and programs and goals set forth in that document.

1. *Improve communitywide beautification:* Establish a design theme for the core for the Business Improvement District along Garvey Avenue and work with City staff to create a schedule for carrying out the design improvements.
2. *Improve communitywide beautification:* Implement the banner program for the Business Improvement District area.
3. *Improve communitywide beautification:* Purchase new holiday decorations for the Business Improvement District area.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Solicited proposals for the services of a graphic artist for the design of the banner logo.
2. Issued a Request for Proposals for new Christmas decorations for the Business Improvement District.
3. Issued a Request for Proposals for janitorial services to multiple firms. A clean commercial area helps prevent vandalism and encourages visitors to revisit the area.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$80,751 reflects costs for the maintenance contract for Chrysalis, fee for a graphic designer, installation of current holiday lights, postage, translations services, and supplies for the planters in the downtown.

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: **Community and Economic Development**
ACTIVITY: **Business Improvement Area No.1**
ACTIVITY NO.: **1111**

<u>Classification</u>	<u>Actual 2016/2017</u>	<u>Adopted 2017/2018</u>	<u>Year-End Estimated 2017/2018</u>	<u>Proposed 2018/2019</u>	<u>Adopted 2018/2019</u>
SERVICES & SUPPLIES					
31000 Contracted Services	\$70,533	\$116,400	\$116,400	\$80,751	\$80,751
TOTAL	\$70,533	\$116,400	\$116,400	\$80,751	\$80,751
GRAND TOTAL	\$70,533	\$116,400	\$116,400	\$80,751	\$80,751

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Police

ACTIVITY NO.: 3100

General \$15,040,552
 Retirement \$4,008,503
 Public Safety Impact Fee \$61,415
 STC Standards/Training/
 Correction Grant \$4,730
 POST Grant \$35,000
 Asset Forfeiture \$257,580
 Public Safety Augmentation \$375,000
 State COPS Grant \$110,000
 Bulletproof Vest Grant \$5,465
 AB109 Task Force Grant \$92,278
 OTS Selective Traffic Grant (3) \$490
 Selective Traffic Enforce (4) \$24,900

<u>SUMMARY OF COST</u>	<u>Actual</u> 2016-17	<u>Adopted</u> 2017-18	<u>Year-End</u> Estimated 2017-18	<u>Proposed</u> 2018-19	<u>Adopted</u> 2018-19
PERSONNEL COST	\$15,732,153	\$16,524,617	\$16,516,609	\$17,401,983	\$17,533,395
SERVICES & SUPPLIES	2,109,373	2,378,102	2,339,302	2,482,518	2,482,518
CAPITAL OUTLAY	90,861	0	0	0	0
TOTAL COSTS	\$17,932,387	\$18,902,719	\$18,855,911	\$19,884,501	\$20,015,913
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	118.76	118.76	118.76	118.76	121.76

Program Description

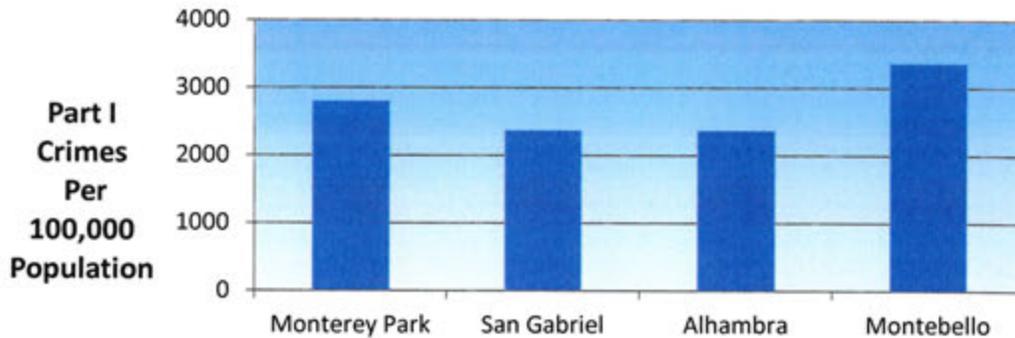
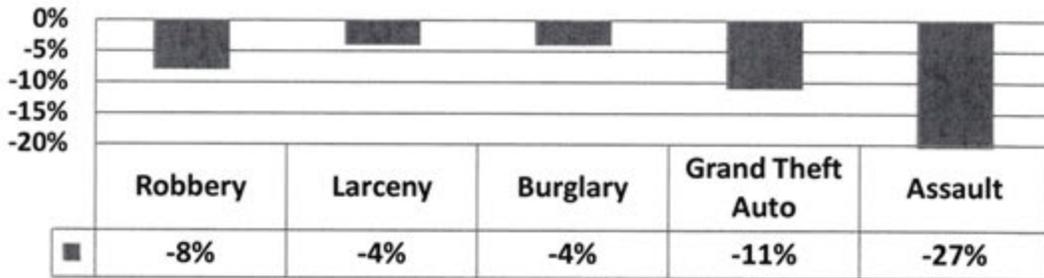
Members of the Monterey Park Police Department recognize that in order to deliver the highest level of police services, contemporary issues in our community and challenges facing the Police Department must be studied on a continuous basis. Identifying the best solutions to address community safety and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

We strive to promote the Police Department as a source of pride for our many employees and volunteers, many of whom live in Monterey Park. Police Reserves, Monterey Park Emergency Communications, Citizen's Patrol, Police Explorers, Chaplains and interns volunteered over 11,300 hours in 2017. The Police Department continues to maintain a strong partnership with the community to address crime and quality of life issues. The Monterey Park Police Department will meet the challenges of the future through proper planning, strategic implementation, and commitment in delivering the highest level of police services to our community.

An analysis of the crime statistics in Monterey Park reflects that for the year 2017, there was a 14% decrease in Part I crimes as compared to the previous year. In 2017, the categories of

robbery, larceny, burglary, assaults and grand theft auto decreased. Monterey Park's Part I crime per 100,000 was 2,805. This was 17% less than Montebello's crime rate of 3,368 per 100,000 population, 18% more than Alhambra's crime rate of 2,377 per 100,000 population, and 18% more than San Gabriel's crime rate of 2,374 per 100,000 population.

Percentage Change to Specified Crimes for 2017



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

<u>Calendar Year</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
% Change in Part I Crime	-1%	-6%	-6%	16%	-7%	14%	-3%	16%	-10%	26%	23%	-14%
# Traffic Fatalities	4	2	2	1	2	2	2	3	5	4	4	0

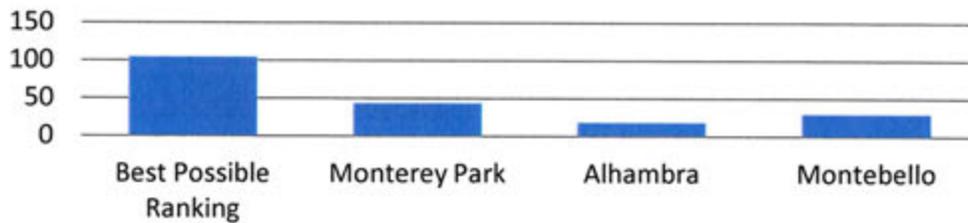
Monterey Park, Alhambra, and Montebello are "C" category agencies as determined by the Office of Traffic Safety. Population density, miles of roadway and demographics determine an agency's category. A comparison of local police agencies regarding traffic accidents for the 2017 calendar year is listed below:

Traffic Accident Comparison			
Agency	Fatal	Injury	Non-Injury
Monterey Park	0	199	485
Montebello	4	306	375
Alhambra	6	229	425

The California Office of Traffic Safety's Annual Fatal and Injury Collision Rankings are listed below for the 2015 calendar year. Rankings for the 2016 calendar year were not yet available.

*Monterey Park ranked 44 out of 105 agencies.
 Alhambra ranked 19 out of 105 agencies.
 Montebello ranked 30 out of 105 agencies.*

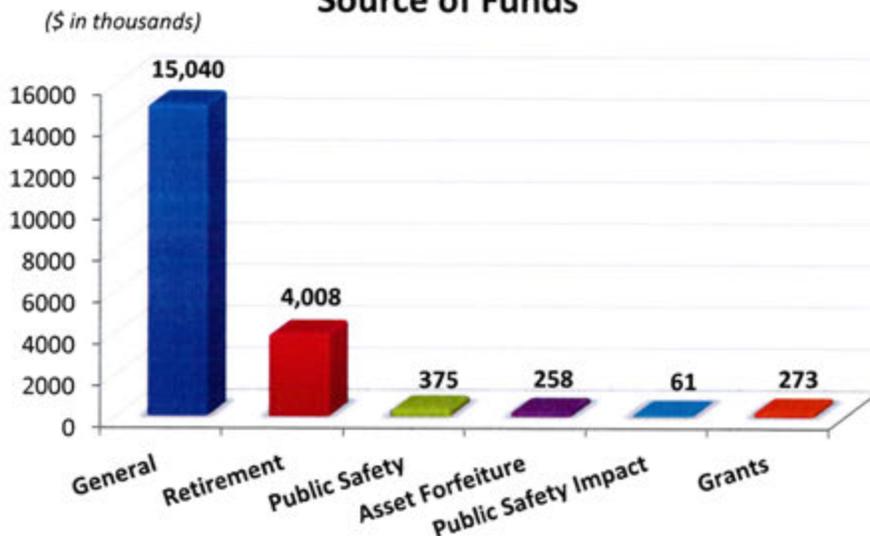
Fatal and Injury Collision Rankings for 2015



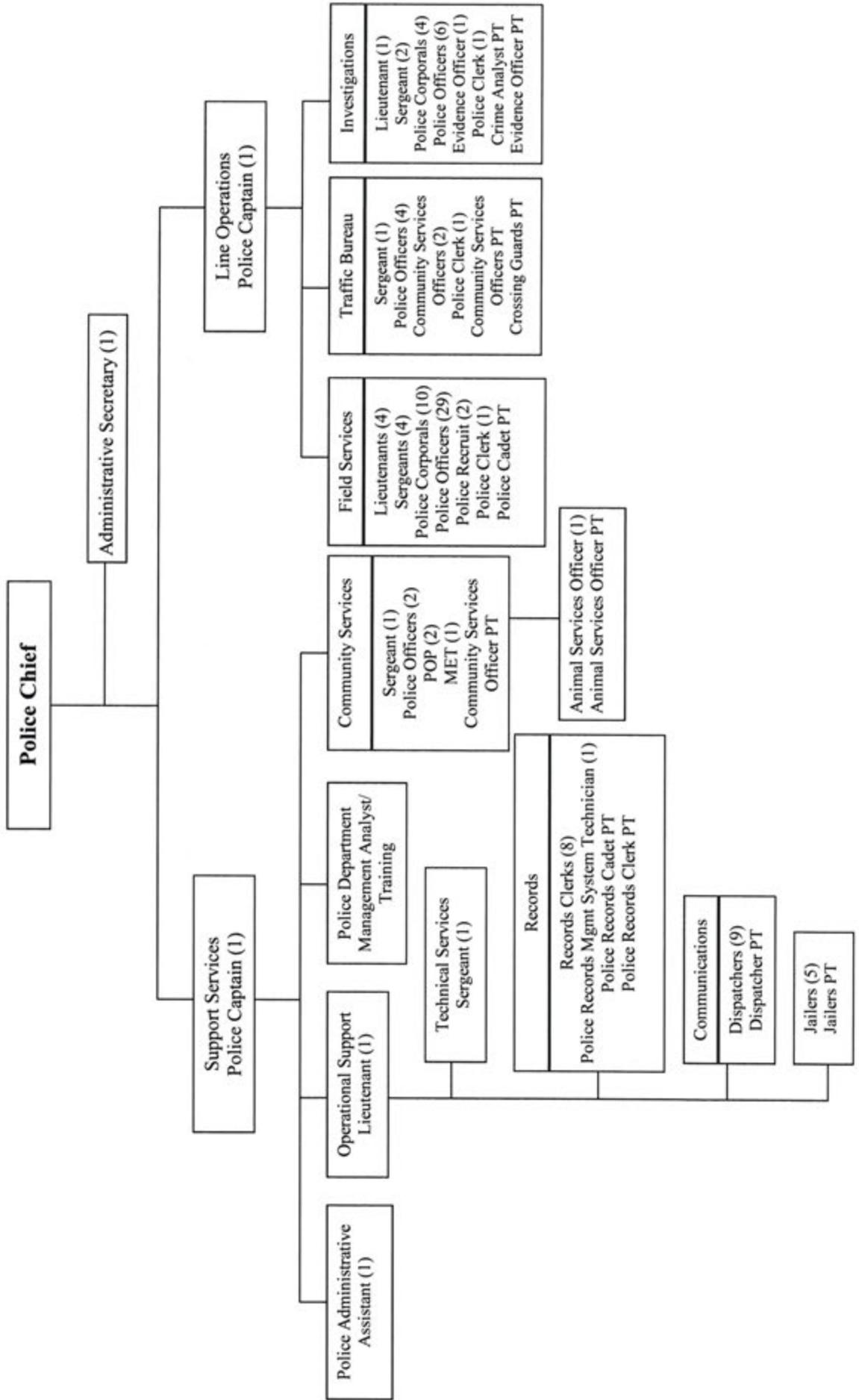
For victim and collision rankings, a Population Group Ranking of "1/105" would be assigned to the city with the highest number of victims/collisions per 1,000 residents in population group C, while a ranking of "105/105" would be assigned to the city with the lowest number of victims/collisions per 1,000 residents in population group C.

Personnel Changes: One Police Officer and Four new Police Cadets are added per Council's approval.

Police Source of Funds



MONTEREY PARK POLICE DEPARTMENT ORGANIZATIONAL CHART



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$1,149,818	\$1,079,739	\$1,052,779	\$647,381	\$647,381
SERVICES & SUPPLIES	151,164	125,536	125,536	131,638	131,638
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,300,982	\$1,205,275	\$1,178,315	\$779,019	\$779,019
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.00	4.00	4.00	4.00	4.00

Program Description

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

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

The specific service objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Total Volunteer Hours:	10,189	11,307	11,500
Total # of Volunteers:			
Reserves Officers	18	19	19
Explorers	14	9	15
Records	1	1	1
MPEC	16	16	16
MPCP	11	14	17
Investigations	0	1	0
Animal Control	0	1	0
Chaplains	5	6	6

Formal Training Hours for all Personnel: 3,647 Hours (YTD)

2018-2019 GOALS AND OBJECTIVES

1. Improve organizational effectiveness and efficiency: In an effort to keep all sworn personnel current with their First Aid/C.P.R./A.E.D. certification, the Training Bureau will schedule refresher training to keep all personnel in compliance. Recertification training is required every two years.
2. Improve organizational effectiveness and efficiency: In an effort to keep officer perishable skills up to date with current P.O.S.T. standards, the Training Bureau will ensure sworn personnel below the rank of Sergeant attend driver's training and force options courses.

2017-2018 MAJOR ACCOMPLISHMENTS

1. The Training Bureau hosted four orientations outlining the hiring process to become a Police Officer with the City of Monterey Park. The orientations focused on tips to prepare for the written exam and best practices when participating in the interview and background process.
2. All sworn personnel below the rank of Lieutenant completed a tactical communications course to enhance de-escalation skills when dealing with the public. This was part of our perishable skills training and is in compliance with The California Peace Officer Standards and Training.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Separation Benefits category (#11500) \$15,392, amount reduced due to cost shifts to different cost centers for better accountability.
2. Operating Supplies category (#22000) \$25,400 consists of uniform allowance, office supplies, and other operating supplies.
3. Motor Pool Charges category (#33000) \$49,518 consists of POST training, STC training and conference, and City's motor pool charges.
4. Miscellaneous category (#39000) \$54,400 consists of training expenses, dues and memberships, books and subscriptions, and printing and duplicating costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Police Admin

ACTIVITY NO.: 3101

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$438,836	\$381,960	\$350,000	\$392,772	\$392,772
11400 Overtime Salaries	10,911	5,000	10,000	5,000	5,000
11500 Separation Benefits	474,300	488,529	488,529	15,392	15,392
TOTAL	\$924,047	\$875,489	\$848,529	\$413,164	\$413,164
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,014	\$780	\$780	\$1,248	\$1,248
12300 Medical Insurance	50,078	48,882	48,882	53,728	53,728
12350 Medicare Insurance	5,643	4,555	4,555	4,670	4,670
12400 Dental Insurance	3,624	3,651	3,651	3,971	3,971
12500 Workers Compensation	13,867	14,560	14,560	15,725	15,725
12600 Retirement	147,900	127,899	127,899	148,144	148,144
12750 City 401 Plan	0	0	0	2,600	2,600
12900 Long Term Disability	2,656	2,953	2,953	2,953	2,953
12950 Vision Plan	989	970	970	1,178	1,178
TOTAL	\$225,771	\$204,250	\$204,250	\$234,217	\$234,217
SERVICES & SUPPLIES					
21000 Office Supplies	\$6	\$200	\$200	\$200	\$200
22000 Operating Supplies	23,708	25,050	25,050	25,400	25,400
24000 Small Tools	0	100	100	100	100
32000 Communications	477	1,400	1,400	1,400	1,400
33000 Motor Pool Charges	88,039	48,386	48,386	48,638	48,638
38000 R/M Contractual	1,998	1,500	1,500	1,500	1,500
39000 Miscellaneous	36,936	48,900	48,900	54,400	54,400
TOTAL	\$151,164	\$125,536	\$125,536	\$131,638	\$131,638
GRAND TOTAL	\$1,300,982	\$1,205,275	\$1,178,315	\$779,019	\$779,019

CITY OF MONTEREY PARK
PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Police Chief	1.00	1.00	1.00	\$194,244	\$194,244	\$194,244
Administrative Secretary	1.00	1.00	1.00	60,120	63,780	63,780
Management Analyst	1.00	1.00	1.00	56,028	59,436	59,436
Police Administrative Assistant	1.00	1.00	1.00	57,072	60,552	60,552
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentives	0.00	0.00	0.00	5,580	7,560	7,560
Longevity Pay	0.00	0.00	0.00	2,400	4,200	4,200
Notary Bonus Pay	0.00	0.00	0.00	2,400	2,400	2,400
Overtime	0.00	0.00	0.00	5,000	5,000	5,000
Separation Benefits	0.00	0.00	0.00	488,529	15,392	15,392
Total	4.00	4.00	4.00	\$871,973	\$413,164	\$413,164

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$1,289,119	\$1,394,338	\$1,261,804	\$1,410,813	\$1,410,813
SERVICES & SUPPLIES	112,388	142,265	142,265	136,530	136,530
CAPITAL OUTLAY	90,861	0	0	0	0
TOTAL COSTS	\$1,492,368	\$1,536,603	\$1,404,069	\$1,547,343	\$1,547,343
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	14.22	14.22	14.22	14.22	14.22

Program Description

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

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

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

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

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Number of Citations:			
Traffic	4,036	5,394	5,500
Parking	10,873	10,524	10,600
Traffic Collision Incidents:			
Fatal	1	0(YTD)	***
Injury	260	286	***
Non-injury	703	710	***
Fatalities (actual)	1	0(Actual)	***
Persons Injured	358	402	***
Number of Arrests: Drunk Drivers	77	85	90
% of Traffic Investigations Commenced within 3 Days	100%	98%	98%
% Response on Citation Appeals/Complaints within 5 Days	100%	100%	100%

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Traffic Bureau personnel will assess the “Valet Drop off Lanes” at those schools that currently utilize them. They will ensure the lanes are marked and being utilized properly. This will ensure the safety of the students and parents when dropping off their children at school.
2. *Improve organizational effectiveness and efficiency:* Traffic Bureau personnel will conduct monthly pedestrian enforcement operations in areas with a high number of pedestrian collisions resulting from violations made by pedestrians and drivers.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Received a \$130,000 grant from the California Office of Traffic Safety to enhance our traffic safety in DUI, Distracted Driving, and Pedestrian and Bike Enforcement operations. The overall goal was to lower the number of both injury and fatal collisions.
2. Hosted two Senior Pedestrian Safety Classes (Golden Age Village and Lyons Manor). The focus of the classes was to educate the senior population on pedestrian traffic safety.
3. Conducted School Safety Programs at elementary schools which addressed bicycle safety in the local schools and community events.
4. Completed the \$171,000 grant from the California Office of Traffic Safety. This grant funded a traffic collision database and electronic data collection systems as well as several selective enforcement programs, DUI saturation, traffic warrant service, and distracted driver operations.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Overtime Salaries category (#11400) will decrease in funding of \$122,000 in FY 18/19 due to the completion of the Office of Traffic Safety Grant.
2. Separation Benefits category (#11500) amount is established and reallocated from Activity 3101 for better accountability.
3. Motor Pool Charges category (#33000) \$100,380 includes the city allocated motor pool charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Traffic Bureau

ACTIVITY NO.: 3102

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$651,005	\$696,474	\$623,000	\$719,671	\$719,671
11300 Part Time Salaries	133,239	144,200	144,200	144,200	144,200
11400 Overtime Salaries	149,720	166,210	106,650	44,190	44,190
11450 Court Time Salaries	0	8,000	8,000	8,000	8,000
11500 Separation Benefits	0	0	0	54,719	54,719
TOTAL	\$933,964	\$1,014,884	\$881,850	\$970,780	\$970,780
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,996	\$2,106	\$2,106	\$2,574	\$2,574
12300 Medical Insurance	85,287	91,613	91,613	105,626	105,626
12350 Medicare Insurance	13,497	10,143	10,643	10,978	10,978
12370 Part Time Retirement	5,269	5,440	5,440	5,440	5,440
12400 Dental Insurance	5,814	6,285	6,285	7,355	7,355
12500 Workers Compensation	8,475	8,899	8,899	9,611	9,611
12600 Retirement	232,177	251,958	251,958	293,741	293,741
12750 City 401 Plan	0	0	0	1,300	1,300
12900 Long Term Disability	1,155	1,188	1,188	1,188	1,188
12950 Vision Plan	1,485	1,822	1,822	2,220	2,220
TOTAL	\$355,155	\$379,454	\$379,954	\$440,033	\$440,033
SERVICES & SUPPLIES					
21000 Office Supplies	\$44	\$400	\$400	\$400	\$400
22000 Operating Supplies	11,547	9,550	9,550	9,550	9,550
24000 Small Tools	1,164	24,470	24,470	1,000	1,000
31000 Contracted Services	1,403	1,800	1,800	4,600	4,600
32000 Communications	463	750	750	750	750
33000 Motor Pool Charges	95,460	97,545	97,545	100,380	100,380
38000 R/M Contractual	1,868	2,000	2,000	6,200	6,200
39000 Miscellaneous	439	5,750	5,750	13,650	13,650
TOTAL	\$112,388	\$142,265	\$142,265	\$136,530	\$136,530
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$90,861	\$0	\$0	\$0	\$0
TOTAL	\$90,861	\$0	\$0	\$0	\$0
GRAND TOTAL	\$1,492,368	\$1,536,603	\$1,404,069	\$1,547,343	\$1,547,343

CITY OF MONTEREY PARK
PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Captain	0.25	0.25	0.25	\$37,235	\$38,158	\$38,158
Sergeant	1.00	1.00	1.00	112,062	113,448	113,448
Police Officer	4.00	4.00	4.00	357,072	361,488	361,488
Community Services Officer	2.00	2.00	2.00	98,634	105,711	105,711
Police Clerk	1.00	1.00	1.00	50,544	53,616	53,616
Bilingual	0.00	0.00	0.00	1,800	2,400	2,400
Court Time	0.00	0.00	0.00	8,000	8,000	8,000
Education Incentives	0.00	0.00	0.00	20,775	26,250	26,250
Field Training Officer Pay	0.00	0.00	0.00	2,400	2,400	2,400
Longevity Pay	0.00	0.00	0.00	3,600	6,600	6,600
Overtime	0.00	0.00	0.00	63,180	44,190	44,190
Special Assignments	0.00	0.00	0.00	7,200	9,600	9,600
Separation Benefit	0.00	0.00	0.00	0	54,719	54,719
<u>Part-Time</u>						
Crossing Guard	4.37	4.37	4.37	85,210	85,210	85,210
Community Services Officer	1.60	1.60	1.60	58,990	58,990	58,990
Total	14.22	14.22	14.22	\$906,702	\$970,780	\$970,780

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$7,472,009	\$8,124,934	\$8,161,207	\$8,828,772	\$8,960,184
SERVICES & SUPPLIES	430,546	476,019	452,019	488,862	488,862
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$7,902,555	\$8,600,953	\$8,613,226	\$9,317,634	\$9,449,046
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	48.50	49.50	49.50	49.50	52.50

Program Description

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

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

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

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

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

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Calls for Service			
Citizen Requests:	34,967	35,989	38,665
Officer Observed:	<u>18,679</u>	<u>18,735</u>	<u>18,880</u>
Total Calls for Service:	53,646	54,724	57,545
Priority I (Emergency) Response Time (minutes/seconds):	8,466 calls 4:46	4:19	4:30
Priority II Response Time:	9,542 calls 5:49	5:42	5:45
Priority III Response Time:	10,188 calls 9:16	9:09	9:11
Priority IV Response Time:	1,985 calls 5:59	5:52	5:50

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

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* In an effort to reduce/prevent residential/commercial burglaries, two patrol officers will be assigned to the Detective Bureau each 28 day deployment period. These officers will be assigned to conduct directed patrol in high risk burglary areas under the direction of the Detective Bureau.
2. *Improve organizational effectiveness and efficiency:* In order to be properly prepared in the event of an emergency or active shooter at a school, the department will review and update the school response plans and provide training for schools as requested.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Provided roll call training to all patrol shifts that included policy updates, new case law, equipment updates, perishable skills training, and tactical debriefs.
2. Each Service Area Lieutenant attended a Neighborhood Watch meeting with members of their service area. Coordination was assisted by the Community Services Bureau.
3. In July 2017, patrol officers, Detective Bureau along with the Los Angeles County Sheriff's Department investigated and arrested two suspects for a homicide that occurred in the City of Monterey Park.
4. In October 2017, patrol officers arrested four suspects for a residential burglary. The suspects were linked to committing several other residential burglaries in the area.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Full Time Salaries category (#11200) includes 1 new Police Officer.
2. Part Time Salaries category (#11300) reflects 4 Police Cadet positions.
3. Overtime Salaries category (#11400) over expended in 2017 - 2018 due to vacancies, backfill for officers on long-term injured on duty status, and various investigations.
4. Separation Benefits category (#11500) amount is established and reallocated from Activity 3101 for better accountability.
5. Operating Supplies category (#22000) \$135,265 consists of other operating & equipment supplies, uniform allowance, and training.
6. Motor Pool Charges category (#33000) \$303,997 primarily consists of the city allocated motor pool charges.
7. Miscellaneous category (#39000) \$26,500 reflects the City Law Enforcement grant and funding for training, printing, and dues/memberships.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Field Services

ACTIVITY NO.: 3103

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$4,193,840	\$4,770,132	\$4,535,000	\$4,882,216	\$4,956,555
11300 Part Time Salaries	0	0	0	0	48,192
11400 Overtime Salaries	526,557	170,278	500,000	173,778	173,778
11450 Court Time Salaries	28,559	92,000	55,000	92,000	92,000
11500 Separation Benefits	0	0	0	190,476	190,476
TOTAL	\$4,748,956	\$5,032,410	\$5,090,000	\$5,338,470	\$5,461,001
EMPLOYEE BENEFITS					
12200 Life Insurance	\$14,118	\$15,132	\$15,132	\$15,756	\$15,756
12300 Medical Insurance	505,539	549,636	549,636	594,900	594,900
12350 Medicare Insurance	67,996	68,078	65,000	69,710	70,787
12370 Part Time Retirement	0	0	0	0	7,711
12400 Dental Insurance	30,010	33,195	33,195	38,456	38,456
12500 Workers Compensation	570,096	598,601	598,601	646,489	646,489
12600 Retirement	1,526,895	1,818,239	1,800,000	2,111,269	2,111,269
12750 City 401 Plan	0	0	0	1,950	1,950
12900 Long Term Disability	1,023	1,188	1,188	2,772	2,772
12950 Vision Plan	7,376	8,455	8,455	9,000	9,093
TOTAL	\$2,723,053	\$3,092,524	\$3,071,207	\$3,490,302	\$3,499,183
SERVICES & SUPPLIES					
21000 Office Supplies	\$349	\$2,500	\$2,500	\$2,500	\$2,500
22000 Operating Supplies	123,097	129,265	131,265	135,265	135,265
23000 R/M Supplies	0	300	300	300	300
24000 Small Tools	24	100	100	100	100
31000 Contracted Services	3,599	5,000	5,000	5,000	5,000
32000 Communications	96	200	200	200	200
33000 Motor Pool Charges	286,418	295,154	295,154	303,997	303,997
38000 R/M Contractual	14,923	15,000	15,000	15,000	15,000
39000 Miscellaneous	2,040	28,500	2,500	26,500	26,500
TOTAL	\$430,546	\$476,019	\$452,019	\$488,862	\$488,862
GRAND TOTAL	\$7,902,555	\$8,600,953	\$8,613,226	\$9,317,634	\$9,449,046

CITY OF MONTEREY PARK

PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Captain	0.50	0.50	0.50	\$74,469	\$76,317	\$76,317
Lieutenant	4.00	4.00	4.00	516,584	535,232	535,232
Sergeant	5.00	4.00	4.00	543,237	449,742	449,742
Corporal	9.00	10.00	10.00	856,008	962,880	962,880
Police Officers*	29.00	28.00	29.00	2,471,869	2,452,505	2,526,844
Police Recruit	1.00	2.00	2.00	51,468	109,224	109,224
Police Clerk	1.00	1.00	1.00	50,544	53,616	53,616
Bilingual	0.00	0.00	0.00	27,600	29,400	29,400
Court Time	0.00	0.00	0.00	92,000	92,000	92,000
Education Incentives	0.00	0.00	0.00	115,170	160,500	160,500
Field Training Officer Pay	0.00	0.00	0.00	7,200	7,200	7,200
Longevity Pay	0.00	0.00	0.00	18,600	19,200	19,200
Overtime	0.00	0.00	0.00	170,278	173,778	173,778
Special Assignments	0.00	0.00	0.00	31,200	26,400	26,400
Separation Benefit	0.00	0.00	0.00	0	190,476	190,476
<u>Part-Time</u>						
Police Cadet**	0.00	0.00	2.00	0	0	48,192
Total	49.50	49.50	52.50	\$5,026,227	\$5,338,470	\$5,461,001

* Added 1 Police Officer

** Added 4 new Cadets

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police
ACTIVITY: Investigations
ACTIVITY NO.: 3104

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$2,523,310	\$2,527,423	\$2,609,423	\$2,765,150	\$2,765,150
SERVICES & SUPPLIES	249,037	274,831	274,831	282,968	282,968
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,772,347	\$2,802,254	\$2,884,254	\$3,048,118	\$3,048,118
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	17.55	16.55	16.55	16.55	16.55

Program Description

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

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

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

The specific operational objectives are as follows:

- Maintain a Part I crime clearance rate of 15%.
- 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 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Part I Crimes Investigated	1,891	2,052	2,265
Part I Clearance Rate	16%	15%	15%
Suspected Child Abuse Reports Followed Up within One Business Day	100%	100%	100%

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Conduct a 10% inventory of the Evidence and Property Room on a quarterly basis. This will ensure that we remain in compliance with standards and account for property and evidence.
2. *Improve organizational effectiveness and efficiency:* The Crime Impact Team in conjunction with the Probation Department will conduct three probation compliance checks on suspects who are on probation for residential burglary and are high risk offenders.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Investigated and arrested two suspects for attempted homicide. The suspects stabbed a victim inside of a hotel bathroom. Patrol units arrested one subject shortly after the crime was committed and after a lengthy investigation by detectives a second suspect was located and arrested.
2. Conducted a sting operation using the "Offer Up" phone app by posing as potential buyers after two previous similar robberies. Suspects in the previous cases had posed as persons selling a car, and then robbed the victims of their cash and in one case the victim was carjacked.

3. Investigated five illegal marijuana grow houses since July of 2017. During the search of one residence it was found that the suspect was also stealing electricity. The suspect was arrested and a felony filing was obtained for the electricity theft.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Separation Benefits category (#11500) amount is established and reallocated from Activity 3101 for better accountability.
2. Contracted Services category (#31000) \$45,000 consists of investigative professional services.
3. Motor Pool Charges category (#33000) \$195,023 includes the City's motor pool charges, mileage & parking, travel expenses and extradition expenses.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Investigations

ACTIVITY NO.: 3104

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$1,450,466	\$1,519,102	\$1,519,102	\$1,560,394	\$1,560,394
11300 Part Time Salaries	50,519	52,960	45,960	52,960	52,960
11400 Overtime Salaries	172,134	51,000	140,000	51,000	51,000
11450 Court Time Salaries	2,384	15,000	15,000	15,000	15,000
11500 Separation Benefits	0	0	0	63,684	63,684
TOTAL	\$1,675,503	\$1,638,062	\$1,720,062	\$1,743,038	\$1,743,038
EMPLOYEE BENEFITS					
12200 Life Insurance	\$4,284	\$4,446	\$4,446	\$4,758	\$4,758
12300 Medical Insurance	162,626	163,516	163,516	190,750	190,750
12350 Medicare Insurance	24,790	22,189	22,189	22,731	22,731
12370 Part Time Retirement	1,471	2,120	2,120	2,120	2,120
12400 Dental Insurance	9,368	9,314	9,314	10,512	10,512
12500 Workers Compensation	107,856	113,249	113,249	122,309	122,309
12600 Retirement	534,720	571,408	571,408	664,233	664,233
12750 City 401 Plan	0	0	0	600	600
12800 Uniform Allowance	0	0	0	725	725
12900 Long Term Disability	429	792	792	792	792
12950 Vision Plan	2,263	2,327	2,327	2,582	2,582
TOTAL	\$847,807	\$889,361	\$889,361	\$1,022,112	\$1,022,112
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,012	\$1,200	\$1,200	\$1,200	\$1,200
22000 Operating Supplies	9,505	11,175	11,175	11,175	11,175
23000 R/M Supplies	0	100	100	100	100
31000 Contracted Services	33,353	45,000	45,000	45,000	45,000
32000 Communications	472	650	650	650	650
33000 Motor Pool Charges	183,296	189,366	189,366	195,023	195,023
37000 Leases & Rentals	7,128	8,400	8,400	8,400	8,400
38000 R/M Contractual	9,000	9,000	9,000	9,000	9,000
39000 Miscellaneous	5,271	9,940	9,940	12,420	12,420
TOTAL	\$249,037	\$274,831	\$274,831	\$282,968	\$282,968
GRAND TOTAL	\$2,772,347	\$2,802,254	\$2,884,254	\$3,048,118	\$3,048,118

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Police
ACTIVITY: Investigations
ACTIVITY NO.: 3104

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Captain	0.25	0.25	0.25	\$37,235	\$38,158	\$38,158
Lieutenant	1.00	1.00	1.00	136,458	138,144	138,144
Sergeant	2.00	2.00	2.00	217,114	224,646	224,646
Corporal	5.00	4.00	4.00	475,560	385,152	385,152
Police Officer	5.00	6.00	6.00	446,340	542,232	542,232
Evidence Officer	1.00	1.00	1.00	58,800	62,376	62,376
Police Clerk	1.00	1.00	1.00	50,544	53,616	53,616
Bilingual	0.00	0.00	0.00	13,200	13,200	13,200
Court Time	0.00	0.00	0.00	15,000	15,000	15,000
Education Incentives	0.00	0.00	0.00	46,275	61,470	61,470
Field Training Officer Pay	0.00	0.00	0.00	2,400	0	0
Longevity Pay	0.00	0.00	0.00	4,800	10,200	10,200
Overtime	0.00	0.00	0.00	51,000	51,000	51,000
Special Assignments	0.00	0.00	0.00	26,400	31,200	31,200
Separation Benefit	0.00	0.00	0.00	0	63,684	63,684
<u>Part-Time</u>						
Crime Analyst	0.50	0.50	0.50	19,960	19,960	19,960
Evidence Officer	0.80	0.80	0.80	33,000	33,000	33,000
Total	16.55	16.55	16.55	\$1,634,086	\$1,743,038	\$1,743,038

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$122,774	\$149,266	\$148,426	\$164,624	\$164,624
SERVICES & SUPPLIES	81,122	132,834	132,784	159,004	159,004
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$203,896	\$282,100	\$281,210	\$323,628	\$323,628
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	1.70	1.70	1.70	1.70	1.70

Program Description

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

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

The specific operational objectives are as follows:

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

Enforce and educate the public on Animal Services ordinances.

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Number of Dog Bites Reported	11	18	12
Stray Animals Picked-Up	1,317	1,301	1,400
Warnings/Citations	118	138	125
Injured Animals	134	198	146
Dead Animals Picked-Up	490	519	500
Students in Educational Programs	100	188	140
Response Time: Dead Animals (minutes/seconds)	5:35	7:02	6:30
Response Time: Injured / Sick Animals (minutes/seconds)	9:03	9:41	9:00
<u>Calls for service:</u>			
Citizen Initiated	1,459	1,371	1,500
Calls Handled by L.A.C.D.A.C.C. *	92	44	45
Officer Observed	<u>760</u>	<u>700</u>	<u>770</u>
<u>Total calls for service:</u>	2,311	2,115	2,315

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

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Attend quarterly neighborhood watch meetings introduce coyote hazing and hazing methods to residents. Other animal related issues or concerns will also be discussed and effective ways to address them.
2. *Improve organizational effectiveness and efficiency:* Attend patrol briefings to provide updated training regarding the importance of report taking for animal related incidents. Topics will include, but are not limited to bite reports, animal cruelty, and municipal code violations.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Completed 20 hours of patrol ride along time on various shifts.
2. Conducted special enforcement details outside of the regular shifts. During these details contact with residents walking their dogs in the park was made and shared information about common municipal code violations and how to avoid them.
3. Hosted two low cost pet licensing, vaccination, and microchip clinics.
4. Attended a block captain's meeting where coyote hazing awareness was presented for approximately 80-100 residents. Additionally, bureau personnel participated in Coffee with a Cop and National Night Out.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Separation Benefits category (#11500) amount is established and reallocated from Activity 3101 for better accountability.
2. Contracted Services category (#31000) \$115,450 primarily consists of contract services with LA County Department of Animal Care and Control.
3. Motor Pool Charges category (#33000) \$41,874 represents the city allocated motor pool charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

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

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$69,747	\$85,837	\$85,837	\$88,379	\$88,379
11300 Part Time Salaries	17,041	17,040	16,200	17,040	17,040
11400 Overtime Salaries	421	1,000	1,000	1,000	1,000
11500 Separation Benefits	0	0	0	6,542	6,542
TOTAL	\$87,209	\$103,877	\$103,037	\$112,961	\$112,961
EMPLOYEE BENEFITS					
12200 Life Insurance	\$187	\$219	\$219	\$375	\$375
12300 Medical Insurance	8,153	9,922	9,922	10,867	10,867
12350 Medicare Insurance	1,263	1,269	1,269	1,301	1,301
12370 Part Time Retirement	682	680	680	680	680
12400 Dental Insurance	834	1,140	1,140	1,308	1,308
12500 Workers Compensation	3,082	3,236	3,236	3,495	3,495
12600 Retirement	20,806	28,251	28,251	32,203	32,203
12750 City 401 Plan	0	0	0	650	650
12900 Long Term Disability	396	396	396	396	396
12950 Vision Plan	162	276	276	388	388
TOTAL	\$35,565	\$45,389	\$45,389	\$51,663	\$51,663
SERVICES & SUPPLIES					
22000 Operating Supplies	\$599	\$1,000	\$1,000	\$1,000	\$1,000
31000 Contracted Services	40,703	90,500	90,450	115,450	115,450
32000 Communications	0	130	130	130	130
33000 Motor Pool Charges	39,470	40,654	40,654	41,874	41,874
39000 Miscellaneous	350	550	550	550	550
TOTAL	\$81,122	\$132,834	\$132,784	\$159,004	\$159,004
GRAND TOTAL	\$203,896	\$282,100	\$281,210	\$323,628	\$323,628

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Animal Services

ACTIVITY NO.: 3111

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Police Captain	0.20	0.20	0.20	\$29,665	\$30,527	\$30,527
Animal Services Officer	1.00	1.00	1.00	54,540	57,852	57,852
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Separation Benefit	0.00	0.00	0.00	0	6,542	6,542
<u>Part-Time</u>						
Animal Control Officer	0.50	0.50	0.50	17,040	17,040	17,040
Total	1.70	1.70	1.70	\$102,245	\$112,961	\$112,961

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$1,073,995	\$1,060,724	\$1,105,758	\$1,160,860	\$1,160,860
SERVICES & SUPPLIES	232,392	265,620	248,620	252,620	252,620
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,306,387	\$1,326,344	\$1,354,378	\$1,413,480	\$1,413,480
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	9.94	9.94	9.94	9.94	9.94

Program Description

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

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

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

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Police Service Calls:	34,967	35,989	38,665
Officer Observations:	<u>18,679</u>	<u>18,735</u>	<u>18,800</u>
Total Police Service Calls:	53,646	54,724	57,545
Animal Services Bureau Calls:	2,311	2,115	2,315
Priority I Dispatch Time Emergency (min/sec):	1:00	0:58	0:55
Priority II Dispatch Times Non-Emergency (min/sec):	4:41	4:02	4:00
Priority III Dispatch Times Non-Emergency (min/sec):	12:27	11:14	11:09
Priority IV Dispatch Times Non-Emergency (min/sec):	8:49	7:29	6:45

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* In anticipation of the upgrade of the 9-1-1 phone system, Communications personnel will update all contact information and telephone numbers to ensure that all information that will be entered into the new phone systems database will be accurate and up to date.

2. Improve organizational effectiveness and efficiency: Attend quarterly Neighborhood Watch Meetings. The purpose will be to educate residents on how to report a crime or emergency and what to expect when they dial 9-1-1 or call the police department for assistance.

2017-2018 MAJOR ACCOMPLISHMENTS

1. All full-time Dispatchers participated in one patrol ride along. The purpose of the ride along was to help keep the Dispatchers familiarized with the City and observe any changes. This also provided the dispatcher the opportunity to gain a better understanding of the daily demands of a police officer and develop ways to better address the needs of the community and work more efficiently.
2. Dispatchers spent a four hour shift working with a records clerk at the front counter of the police department. This enabled the dispatchers to have face to face contact with the public and have a better understanding of people's needs and concerns.
3. The Communications Bureau began receiving text to 9-1-1 calls as of December 1, 2017. The internet based service was implemented to allow the deaf and hard of hearing community an alternate way to report an emergency to 9-1-1, as well as provide an alternate choice for the public to report an emergency.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

1. Separation Benefit category (#11500) \$38,249 consists of separation benefits.
2. Communications category (#32000) \$80,000 consists of telephone services.
3. R/M Contractual category (#38000) \$169,000 consists of communications system hardware, fire alarm monitoring, police communication devices, and equipment maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$534,970	\$672,472	\$640,000	\$693,276	\$693,276
11300 Part Time Salaries	75,073	12,000	49,000	12,000	12,000
11400 Overtime Salaries	189,735	46,000	145,000	60,000	60,000
11450 Court Time Salaries	405	0	0	0	0
11500 Separation Benefits	0	0	0	38,249	38,249
TOTAL	\$800,183	\$730,472	\$834,000	\$803,525	\$803,525
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,266	\$1,623	\$1,623	\$3,027	\$3,027
12300 Medical Insurance	63,902	95,544	45,423	83,581	83,581
12350 Medicare Insurance	10,924	9,647	9,647	10,210	10,210
12370 Part Time Retirement	323	480	480	480	480
12400 Dental Insurance	4,869	7,470	7,470	6,429	6,429
12500 Workers Compensation	10,786	11,325	11,325	12,231	12,231
12600 Retirement	177,947	198,373	190,000	231,982	231,982
12750 City 401 Plan	0	0	0	3,250	3,250
12900 Long Term Disability	2,706	3,564	3,564	3,564	3,564
12950 Vision Plan	1,089	2,226	2,226	2,581	2,581
TOTAL	\$273,812	\$330,252	\$271,758	\$357,335	\$357,335
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,219	\$3,500	\$3,500	\$3,500	\$3,500
32000 Communications	77,832	97,000	80,000	80,000	80,000
38000 R/M Contractual	152,341	165,000	165,000	169,000	169,000
39000 Miscellaneous	0	120	120	120	120
TOTAL	\$232,392	\$265,620	\$248,620	\$252,620	\$252,620
GRAND TOTAL	\$1,306,387	\$1,326,344	\$1,354,378	\$1,413,480	\$1,413,480

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Communications

ACTIVITY NO.: 3112

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Police Captain	0.20	0.20	0.20	\$29,665	\$30,527	\$30,527
Lieutenant	0.50	0.50	0.50	61,160	64,997	64,997
Dispatcher	9.00	9.00	9.00	551,372	573,332	573,332
Bilingual	0.00	0.00	0.00	1,800	5,400	5,400
Education Incentive	0.00	0.00	0.00	3,000	8,820	8,820
Lead Communications Dispatcher Premium	0.00	0.00	0.00	3,000	3,000	3,000
Longevity Pay	0.00	0.00	0.00	2,400	6,000	6,000
Overtime	0.00	0.00	0.00	46,000	60,000	60,000
Special Assignment	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefit	0.00	0.00	0.00	0	38,249	38,249
<u>Part-Time</u>						
Dispatcher	0.24	0.24	0.24	12,000	12,000	12,000
Total	9.94	9.94	9.94	\$711,597	\$803,525	\$803,525

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$721,194	\$732,771	\$737,160	\$803,374	\$803,374
SERVICES & SUPPLIES	48,084	84,296	84,296	84,395	84,395
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$769,278	\$817,067	\$821,456	\$887,769	\$887,769
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	6.70	6.70	6.70	6.70	6.70

Program Description

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

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Prisoners Booked: (Excluding fee-paying)	857	1,008	1,028
Fee-Paying Prisoners Booked	198	178	129
Total Prisoners Booked	1,055	1,186	1,157
Jail Revenue: Fee Paying	\$64,986	\$40,500	\$30,000
Prisoner Satisfaction Rating:	97%	97%	97%

2018-2019 GOALS AND OBJECTIVES

1. Improve organizational effectiveness and efficiency: Bureau Personnel will hold quarterly meetings to ensure that they are kept current on policies and procedures. The meetings will be used to provide updated training and current case law pertaining to jails.
2. Improve organizational effectiveness and efficiency: Each jailer will participate in one patrol ride along. This will provide jail staff a better understanding on how officers in the field perform their duties as well as familiarizing them with the city's new development projects.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Promoted the Bureau's "Pay to Stay" Sentenced Prisoner program by advertising in local newspapers, such as the Monterey Park Cascades. Information on our "Pay to Stay" Sentenced Prisoner program was provided to the surrounding area courthouses via mail to both the Public Defender's Office and the District Attorney's Office.
2. Attended STC certified Prison Rape Elimination Act (PREA) training. This training enabled jail staff to be in compliance with State and Federal law.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Separation Benefits category (#11500) amount is established and reallocated from Activity 3101 for better accountability.
2. Operating Supplies category (#22000) \$34,965 consists of cleaning supplies, uniforms and prisoner supplies.
3. R/M Contractual category (#38000) \$36,022 consists of Jail janitorial services, pest control services and office maintenance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$431,117	\$449,393	\$449,393	\$460,391	\$460,391
11300 Part Time Salaries	28,654	26,337	30,726	26,337	26,337
11400 Overtime Salaries	41,176	25,000	25,000	25,000	25,000
11500 Separation Benefits	0	0	0	25,782	25,782
TOTAL	\$500,947	\$500,730	\$505,119	\$537,510	\$537,510
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,097	\$1,155	\$1,155	\$1,935	\$1,935
12300 Medical Insurance	63,220	68,680	68,680	76,620	76,620
12350 Medicare Insurance	7,355	6,493	6,493	6,728	6,728
12370 Part Time Retirement	536	700	700	700	700
12400 Dental Insurance	4,018	4,571	4,571	5,198	5,198
12500 Workers Compensation	4,931	5,178	5,178	5,592	5,592
12600 Retirement	136,225	141,990	141,990	164,706	164,706
12750 City 401 Plan	0	0	0	650	650
12900 Long Term Disability	1,947	1,980	1,980	1,980	1,980
12950 Vision Plan	918	1,294	1,294	1,755	1,755
TOTAL	\$220,247	\$232,041	\$232,041	\$265,864	\$265,864
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$800	\$800	\$800	\$800
22000 Operating Supplies	19,977	34,965	34,965	34,965	34,965
32000 Communications	1,210	1,550	1,550	1,550	1,550
33000 Motor Pool Charges	3,213	3,309	3,309	3,408	3,408
38000 R/M Contractual	23,179	36,022	36,022	36,022	36,022
39000 Miscellaneous	505	650	650	650	650
41000 Other Agency Serv	0	7,000	7,000	7,000	7,000
TOTAL	\$48,084	\$84,296	\$84,296	\$84,395	\$84,395
GRAND TOTAL	\$769,278	\$817,067	\$821,456	\$887,769	\$887,769

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Jail

ACTIVITY NO.: 3113

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Police Captain	0.20	0.20	0.20	\$29,665	\$30,527	\$30,527
Sergeant	1.00	1.00	1.00	112,062	113,448	113,448
Jailer	5.00	5.00	5.00	284,385	292,896	292,896
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentives	0.00	0.00	0.00	4,800	8,520	8,520
Lead Jailer Premium	0.00	0.00	0.00	3,000	3,000	3,000
Longevity Pay	0.00	0.00	0.00	4,800	8,400	8,400
Overtime	0.00	0.00	0.00	25,000	25,000	25,000
Special Assignments	0.00	0.00	0.00	0	2,400	2,400
Separation Benefit	0.00	0.00	0.00	0	25,782	25,782
<u>Part-Time</u>						
Jailer	0.50	0.50	0.50	26,337	26,337	26,337
Total	6.70	6.70	6.70	\$491,249	\$537,510	\$537,510

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$973,407	\$877,384	\$847,454	\$979,156	\$979,156
SERVICES & SUPPLIES	87,284	110,330	112,580	121,921	121,921
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,060,691	\$987,714	\$960,034	\$1,101,077	\$1,101,077
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	11.20	11.20	11.20	11.20	11.20

Program Description

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

The specific operational objectives are as follows:

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

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

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Reports Processed:	5,636	5,650	5,800
Traffic Citations Processed:	4,036	5,394	5,500
Data Entry Completion: (within 7 days)	97%	98%	100%
Complaints Processed for Court: (within 8 days)	99%	100%	100%

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Update the bureau's manuals and create help documents such as flow charts and check-off lists to be used while processing specific reports such as U-Visa applications and recently introduced mandates. This will improve efficiency and accuracy in these areas.
2. *Improve organizational effectiveness and efficiency:* Participate in quarterly training sessions focusing on tasks performed in the bureau, contemporaneous issues and new mandates. This will improve the quality of performance and maintain consistency within the Bureau.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Facilitated training sessions for patrol officers by attending quarterly patrol briefings. The training related to report procedures which helped to improve the quality of reports.
2. Trained in the use of the upgraded Aegis Law Enforcement Records Management System. This training enhanced efficiency and increased the accuracy of records.
3. The Department of Justice performed a data base audit of entries into CLETS (California Law Enforcement Telecommunications System). The audit of case reports maintained by the Records Bureau was in compliance with mandated procedures.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Separation Benefits category (#11500) amount is established and reallocated from Activity 3101 for better accountability.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police
ACTIVITY: Records
ACTIVITY NO.: 3114

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$624,619	\$549,896	\$549,896	\$563,010	\$563,010
11300 Part Time Salaries	28,284	37,955	35,064	37,955	37,955
11400 Overtime Salaries	13,243	5,150	27,000	6,000	6,000
11450 Court Time Salaries	405	0	0	0	0
11500 Separation Benefits	0	0	0	43,098	43,098
TOTAL	\$666,551	\$593,001	\$611,960	\$650,063	\$650,063
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,825	\$1,623	\$1,623	\$3,027	\$3,027
12300 Medical Insurance	92,148	89,696	40,807	99,863	99,863
12350 Medicare Insurance	9,370	7,904	7,904	8,216	8,216
12370 Part Time Retirement	467	1,470	1,470	1,470	1,470
12400 Dental Insurance	6,814	6,871	6,871	7,759	7,759
12500 Workers Compensation	6,588	6,917	6,917	7,470	7,470
12600 Retirement	184,191	164,762	164,762	190,757	190,757
12750 City 401 Plan	0	0	0	4,550	4,550
12900 Long Term Disability	4,224	3,564	3,564	3,564	3,564
12950 Vision Plan	1,229	1,576	1,576	2,417	2,417
TOTAL	\$306,856	\$284,383	\$235,494	\$329,093	\$329,093
SERVICES & SUPPLIES					
21000 Office Supplies	\$18,421	\$18,900	\$18,900	\$18,900	\$18,900
22000 Operating Supplies	2,505	2,950	2,950	2,950	2,950
32000 Communications	1,785	2,250	2,250	2,250	2,250
36000 Utilities	44,977	63,000	63,000	72,141	72,141
37000 Leases & Rentals	6,977	10,050	12,300	12,500	12,500
38000 R/M Contractual	7,983	7,600	7,600	7,600	7,600
39000 Miscellaneous	4,543	5,180	5,180	5,180	5,180
41000 Other Agency Serv	93	400	400	400	400
TOTAL	\$87,284	\$110,330	\$112,580	\$121,921	\$121,921
GRAND TOTAL	\$1,060,691	\$987,714	\$960,034	\$1,101,077	\$1,101,077

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Records

ACTIVITY NO.: 3114

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Police Captain	0.20	0.20	0.20	\$29,665	\$30,527	\$30,527
Lieutenant	0.50	0.50	0.50	61,160	64,997	64,997
Police Records Management Technician	1.00	1.00	1.00	59,196	64,372	64,372
Police Clerk	8.00	8.00	8.00	366,363	378,094	378,094
Bilingual	0.00	0.00	0.00	9,000	5,400	5,400
Education Incentive	0.00	0.00	0.00	4,500	10,620	10,620
Lead Police Records Clerk Premium	0.00	0.00	0.00	3,000	3,000	3,000
Longevity Pay	0.00	0.00	0.00	2,400	4,800	4,800
Overtime	0.00	0.00	0.00	5,150	6,000	6,000
Special Asssignment	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefit	0.00	0.00	0.00	0	43,098	43,098
<u>Part-Time</u>						
Police Records Clerk	1.00	1.00	1.00	26,680	26,680	26,680
Police Records Cadet	0.50	0.50	0.50	11,275	11,275	11,275
Total	11.20	11.20	11.20	\$579,589	\$650,063	\$650,063

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2016-17</u>	<u>Adopted</u> <u>2017-18</u>	<u>Year-End</u> <u>Estimated</u> <u>2017-18</u>	<u>Proposed</u> <u>2018-19</u>	<u>Adopted</u> <u>2018-19</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	657,414	704,302	704,302	760,370	760,370
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$657,414	\$704,302	\$704,302	\$760,370	\$760,370
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

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

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

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Evaluate the police department's current IT systems and make recommendations on improving police department processes.
2. *Improve organizational effectiveness and efficiency:* Work with Evidence personnel in the research and installation of the Prelims (E-Evidence) computer system. This system is managed by the Los Angeles County Sheriff's Department and will be a requirement for our agency to implement.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Assisted the Traffic Bureau in the installation and set up of the Crossroads E-Citation software. The system is currently being used by Traffic and Patrol personnel.
2. Worked with Evidence personnel in the research of the Prelims (E-Evidence) computer system. This system is managed by the Los Angeles County Sheriff's Department and will be a requirement for our agency to implement.
3. Assisted with the set up of the new Mobile Data Computers (MDC's) in the new police vehicles.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$158,050 is for Police data processing.
2. Communications category (#32000) \$40,000 consists of City's Technology charges.
3. R/M Contractual category (#38000) \$394,000 consists of CAD/RMS system maintenance, mobile data computer and connection support, and other system maintenance & support services.
4. Debt Service category (#42000) \$165,870 consists of loan payment for the Computer Aided Dispatch/Records Management System.

CITY OF MONTEREY PARK
PROGRAM DETAIL

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

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SERVICES & SUPPLIES					
21000 Office Supplies	\$253	\$400	\$400	\$400	\$400
22000 Operating Supplies	0	200	200	200	200
24000 Small Tools	1,850	1,850	1,850	1,850	1,850
31000 Contracted Services	130,188	153,050	153,050	158,050	158,050
32000 Communications	31,364	32,932	32,932	40,000	40,000
38000 R/M Contractual	327,892	350,000	350,000	394,000	394,000
42000 Debt Service	165,867	165,870	165,870	165,870	165,870
TOTAL	\$657,414	\$704,302	\$704,302	\$760,370	\$760,370
GRAND TOTAL	\$657,414	\$704,302	\$704,302	\$760,370	\$760,370

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Police

ACTIVITY: Community Services

ACTIVITY NO.: 3120

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$406,527	\$578,038	\$592,598	\$641,853	\$641,853
SERVICES & SUPPLIES	59,942	62,069	62,069	64,210	64,210
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$466,469	\$640,107	\$654,667	\$706,063	\$706,063
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	4.95	4.95	4.95	4.95	4.95

Program Description

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

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

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

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

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

The specific operational objectives are as follows:

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

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Tour of City Facilities: (Number of persons)	424	450	500
Neighborhood Watch Groups:	65	75	78
Business Watch Groups:	55	68	70

Monterey Park Citizen Patrol (M.P.C.P.) Hours Volunteered:	3,462	3,300	3,400
Police Explorer Hours Volunteered:	2,084	2,200	2,300
Police Chaplain Hours Volunteered:	102	130	140

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* The Mental Evaluation Team (MET) will provide all patrol teams with continued training on how to handle individuals suffering with mental illness, reporting procedures of 5150's, updated case law and policy. This will be done during briefings on a quarterly basis.
2. *Improve organizational effectiveness and efficiency:* The Problem Oriented Policing Team will provide patrol personnel with updated information regarding homeless issues within the community by attending briefing on a quarterly basis.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Held its 16th Annual Youth Activities Golf Tournament. With the sponsorship from numerous local businesses and community members, and the participation of over 144 golfers, the tournament raised approximately \$32,000.
2. A \$10,000 grant was obtained from the Garfield Hospital Foundation for the purchase of five Automated External Defibrillators (AED's) to be placed in patrol vehicles.
3. The Mental Evaluation Team (MET) provided 16 hours of mental health training to all sworn police personnel.
4. POP & MET participated in the annual Los Angeles County homeless count.

PRIMARY PROGRAM EXPEDITURE EXPLANATIONS

1. Separation Benefits category (#11500) amount is established and reallocated from Activity 3101 for better accountability.
2. Motor Pool Charges category (#33000) \$48,695 primarily consists of city allocated motor pool charges but also includes travel expenses.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Police

ACTIVITY: Community Services

ACTIVITY NO.: 3120

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$215,042	\$333,163	\$333,163	\$348,959	\$348,959
11300 Part Time Salaries	60,216	45,440	57,000	45,440	45,440
11400 Overtime Salaries	1,277	4,000	7,000	4,000	4,000
11450 Court Time Salaries	230	773	773	773	773
11500 Separation Benefits	0	0	0	19,048	19,048
TOTAL	\$276,765	\$383,376	\$397,936	\$418,220	\$418,220
EMPLOYEE BENEFITS					
12200 Life Insurance	\$655	\$999	\$999	\$999	\$999
12300 Medical Insurance	28,625	44,553	44,553	49,113	49,113
12350 Medicare Insurance	4,454	4,876	4,876	5,060	5,060
12370 Part Time Retirement	2,341	2,040	2,040	2,040	2,040
12400 Dental Insurance	1,387	2,260	2,260	2,787	2,787
12500 Workers Compensation	10,016	10,517	10,517	11,358	11,358
12600 Retirement	81,926	128,795	128,795	151,627	151,627
12950 Vision Plan	358	622	622	649	649
TOTAL	\$129,762	\$194,662	\$194,662	\$223,633	\$223,633
SERVICES & SUPPLIES					
22000 Operating Supplies	\$5,300	\$6,040	\$6,040	\$6,765	\$6,765
32000 Communications	781	650	650	650	650
33000 Motor Pool Charges	45,899	47,279	47,279	48,695	48,695
38000 R/M Contractual	35	100	100	100	100
39000 Miscellaneous	7,927	8,000	8,000	8,000	8,000
TOTAL	\$59,942	\$62,069	\$62,069	\$64,210	\$64,210
GRAND TOTAL	\$466,469	\$640,107	\$654,667	\$706,063	\$706,063

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Police

ACTIVITY: Community Services

ACTIVITY NO.: 3120

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Police Captain	0.20	0.20	0.20	\$29,665	\$30,527	\$30,527
Sergeant	1.00	1.00	1.00	112,062	113,448	113,448
Police Officer	2.00	2.00	2.00	178,536	180,744	180,744
Court Time	0.00	0.00	0.00	773	773	773
Education Incentives	0.00	0.00	0.00	10,500	15,840	15,840
Overtime	0.00	0.00	0.00	4,000	4,000	4,000
Special Assignments	0.00	0.00	0.00	2,400	7,200	7,200
Longevity Pay	0.00	0.00	0.00	0	1,200	1,200
Separation Benefit	0.00	0.00	0.00	0	19,048	19,048
<u>Part-Time</u>						
Community Services Officer	1.75	1.75	1.75	45,440	45,440	45,440
Total	4.95	4.95	4.95	\$383,376	\$418,220	\$418,220

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire
ACTIVITY: Fire
ACTIVITY NO.: 3200

SOURCE OF FUNDS:

General \$9,876,576
 Retirement \$2,583,437
 Shop \$106,121
 Separation Benefits \$189,928
 Public Safety Impact Fee \$169,677
 Public Safety Augmentation \$375,000
 ELAC Instructional Service Program Grant \$48,000
 Disaster Management Area C \$2,500
 Urban Area Security Initiative \$2,649
 Ground Emergency Medical Transport Grant \$39,045

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$10,798,319	\$11,414,392	\$11,474,720	\$11,723,882	\$11,723,882
SERVICES & SUPPLIES	1,409,461	1,613,861	1,583,372	1,669,051	1,669,051
CAPITAL OUTLAY	0	98,655	98,655	0	0
TOTAL COSTS	\$12,207,780	\$13,126,908	\$13,156,747	\$13,392,933	\$13,392,933
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	58.50	60.80	60.80	60.80	60.80

Program Description

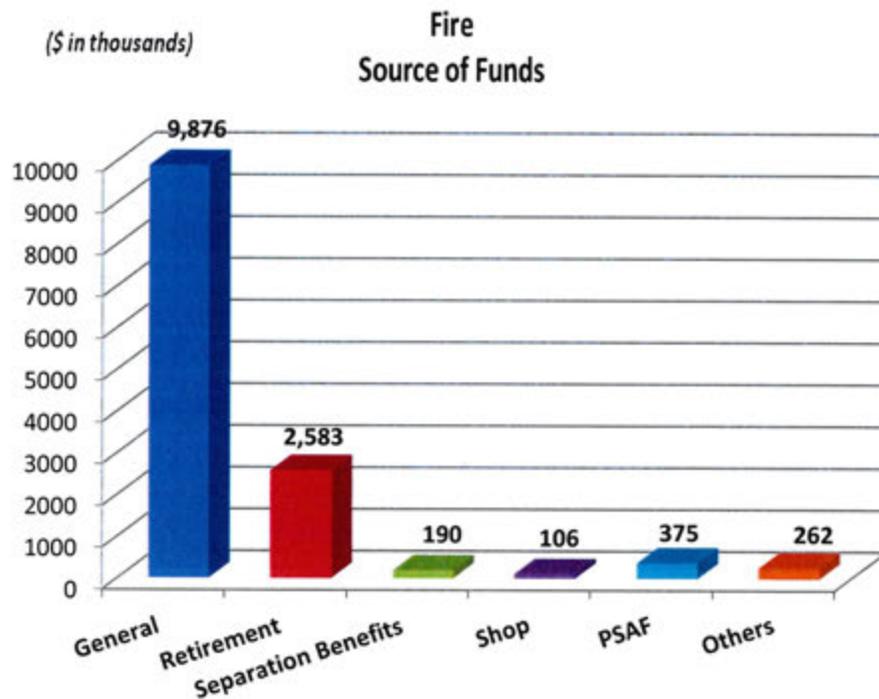
The Fire Department is entrusted with the responsibility of providing this community, its citizens and guests, with the highest level of standard care and emergency response in support of our organizational mission; the preservation of life, property, and the environment. Typical of most other Southern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

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

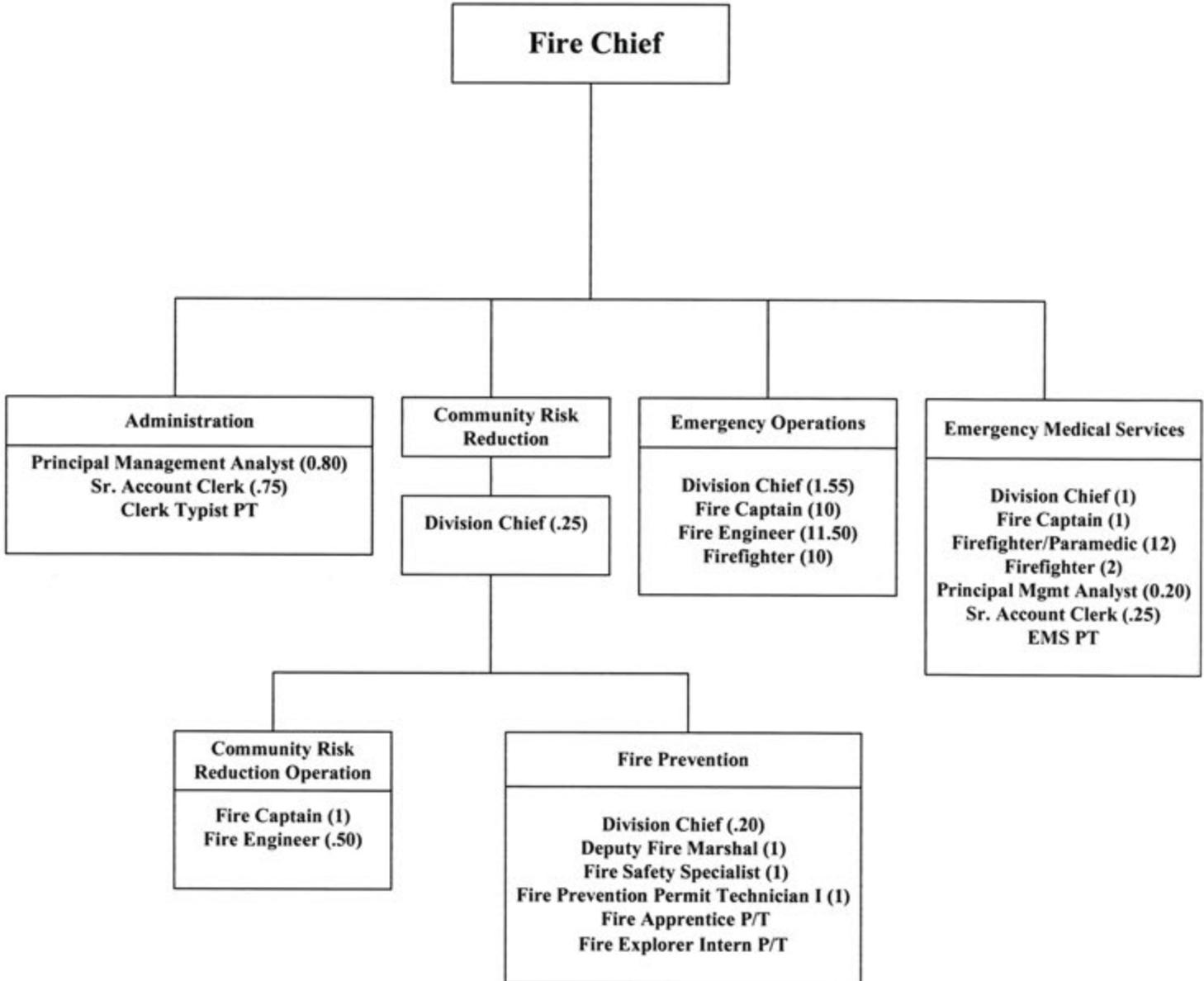
Chief is the administrative manager of the Department with the Emergency Operation Division being divided into three platoons with each managed by a Division Chief.

The Operations Division is primarily responsible for emergency response, training, and fleet and facilities maintenance. The Emergency Medical Services Division is responsible for operating life support ambulances and overseeing our paramedic program. The Community Risk Reduction and Fire Prevention Divisions are responsible for the development and operation of the Monterey Park Emergency Operations Center, disaster preparedness; identifying community risks, arson investigations, life safety code enforcement, and community education. The men and women of the Fire Department take great pride in providing service to the community with character, commitment, and competency.

Personnel changes from last year include: None.



Fire Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$305,798	\$334,134	\$295,890	\$332,701	\$332,701
SERVICES & SUPPLIES	183,211	197,837	209,995	222,299	222,299
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$489,009	\$531,971	\$505,885	\$555,000	\$555,000
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.85	2.85	2.85	2.85	2.85

Program Description

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

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

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

Fire Department Accreditation Objectives

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

Grant Awards:

	2016-2017 <u>Actual</u>	2017-2018 <u>Estimated</u>	2018-2019 <u>Projected</u>
(SHSGP, UASI, ELAC, GEMT)	\$219,520	\$224,402	\$351,882

FY2015-2016: Measure B \$3,500, 2013 SHSGP \$40,000, 2014 UASI Contingency \$17,648, 2014 UASI \$18,168, ELAC \$56,100, GEMT \$105,984; FY2016-2017: 2015 UASI \$133,100, 2015 SHSGP \$10,000, ELAC \$87,267, GEMT \$66,295; FY2017-2018: 2016 UASI \$128,458, 2017 UASI \$5,000, 2017 SHSGP \$10,000, ELAC \$60,000, GEMT \$89,223

2018-2019 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency: Develop a depreciation schedule and five year projection for emergency communication enhancements and replacement. This projection will focus on interoperability and regional communications.
2. Improve Organizational Effectiveness and Efficiency: Implement a Standard Operational Guidelines (SOG) that focuses on emergency operations, mitigation strategies and regional resource deployments.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Improve Organizational Effectiveness and Efficiency: Staff completed the organizational audits of each division and implemented changes and quality improvements.
2. Improve Organizational Effectiveness and Efficiency: Staff continued the evolution of business practice models towards accreditation in the areas of emergency response tracking.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) shows \$18,026 to cover the annual fee for the Policy Management System Program (Lexipol), physical exams, and professional services.
2. Communications category (#32000) shows \$32,740 for telephone and technology.
3. Motor Pool category (#33000) shows \$18,170 to cover mandated internal charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Admin

ACTIVITY NO.: 3201

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$185,542	\$184,363	\$184,363	\$170,551	\$170,551
11300 Part Time Salaries	22,078	33,038	33,038	33,038	33,038
11400 Overtime Salaries	101	0	157	0	0
11500 Separation Benefits	10,379	10,690	10,690	10,967	10,967
TOTAL	\$218,100	\$228,091	\$228,248	\$214,556	\$214,556
EMPLOYEE BENEFITS					
12200 Life Insurance	\$338	\$336	\$336	\$578	\$578
12300 Medical Insurance	14,334	14,390	14,390	19,074	19,074
12350 Medicare Insurance	1,090	773	773	1,726	1,726
12370 Part Time Retirement	883	7,725	7,725	7,725	7,725
12400 Dental Insurance	1,675	1,752	1,752	1,938	1,938
12500 Workers Compensation	11,556	21,525	21,525	23,247	23,247
12600 Retirement	55,718	57,373	18,972	60,326	60,326
12750 City 401 Plan	0	0	0	1,203	1,203
12800 Uniform Allowance	688	700	700	700	700
12900 Long Term Disability	1,004	998	998	998	998
12950 Vision Plan	412	471	471	630	630
TOTAL	\$87,698	\$106,043	\$67,642	\$118,145	\$118,145
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,258	\$1,550	\$1,550	\$1,550	\$1,550
22000 Operating Supplies	10,451	40,395	40,395	40,395	40,395
24000 Small Tools	2,438	1,800	1,800	1,800	1,800
31000 Contracted Services	8,250	17,826	17,826	18,026	18,026
32000 Communications	27,052	10,786	22,756	32,740	32,740
33000 Motor Pool Charges	17,210	17,684	17,684	18,170	18,170
36000 Utilities	31,843	54,320	54,320	55,954	55,954
38000 R/M Contractual	10,948	11,426	11,426	11,426	11,426
39000 Miscellaneous	73,761	42,050	42,238	42,238	42,238
TOTAL	\$183,211	\$197,837	\$209,995	\$222,299	\$222,299
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL	\$489,009	\$531,971	\$505,885	\$555,000	\$555,000

CITY OF MONTEREY PARK
PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Fire Chief	0.30	0.30	0.30	\$51,913	\$51,912	\$51,912
Principal Management Analyst	0.80	0.80	0.80	79,363	65,818	65,818
Senior Account Clerk	0.75	0.75	0.75	44,865	47,601	47,601
Education Incentive	0.00	0.00	0.00	1,971	2,070	2,070
Longevity Pay	0.00	0.00	0.00	3,720	3,150	3,150
Separation Benefits	0.00	0.00	0.00	10,690	10,967	10,967
<u>Part-Time</u>						
PT Clerk Typist	1.00	1.00	1.00	33,038	33,038	33,038
Total	2.85	2.85	2.85	\$225,560	\$214,556	\$214,556

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$434,615	\$509,793	\$509,793	\$534,999	\$534,999
SERVICES & SUPPLIES	77,462	74,262	73,649	74,273	74,273
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$512,077	\$584,055	\$583,442	\$609,272	\$609,272
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	4.30	4.30	4.30	4.30	4.30

Program Description

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-2017</u>	<u>Estimated</u> <u>2017-2018</u>	<u>Projected</u> <u>2018-2019</u>
Permits Received	1,639	1,696	1,650
Plans Received	562	525	625
Plan Re-Checks	106	105	125

Inspections

New Construction	420	450	475
Fire Protection Systems	382	390	425
Commercial (includes C of O Clearance	488	500	505
Industrial Waste (Restaurants)	208	193	193
State Mandated Facilities (Schools, Hospitals, Assemblies)	246	246	246
State Mandated Residential (Apartments)	796	833	833
Re-inspections and Investigations	940	850	825
Compliance/Investigations	<u>43</u>	<u>54</u>	<u>40</u>
Total Inspections	3,523	3,516	3,542

Cost Recovery Programs

Fire Inspections (06320)	\$131,509	\$135,000	\$136,000
Fire Plan Checks & Permits (06330)	\$139,904	\$145,000	\$147,000
Fire Response/Admin Citations (06350)	\$20,164	\$14,000	\$15,000
Business Fire Inspections (06370)	\$51,975	\$50,000	\$52,000
Industrial Waste Permits (06850)	<u>\$139,189</u>	<u>\$130,000</u>	<u>\$140,000</u>
Total Revenue Collected	\$482,741	\$474,000	\$490,000

Performance Measurements:

Fiscal Year 2018-2019

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

2018-2019 GOAL AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Digitize 20% of inspection records into an electronic format to be identified for destruction in accordance with the City's Retention Schedule to centralize the depository of fire inspection reports.
2. *Improve Organizational Effectiveness and Efficiency:* Enter into an agreement with a third-party web-based online reporting solution to allow for the electronic submission of Fire and Life Safety inspection and test reports. This will centralize the depository of inspection records for buildings in our city to reduce redundancy, enhance staff efficiency, and improve customer service.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Researched internal and external methodologies for centralizing the depository of data and inspection reports to improve efficiency and cost effectiveness. Migrated 20% of our inspection data to a third-party vendor to generate billing of cost recovery programs.
2. *Improve Organizational Effectiveness and Efficiency:* Assessed the efficiency and cost effectiveness of entering into an agreement with a third-party web-based online reporting solutions vendor to facilitate ongoing customer service.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool category (#33000) shows \$48,690 to cover mandated fleet charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$256,350	\$295,334	\$295,334	\$296,325	\$296,325
11300 Part Time Salaries	24,263	29,700	29,700	29,700	29,700
11400 Overtime Salaries	4,003	5,000	5,000	5,000	5,000
11470 Fire Holiday Payout	6,133	1,000	1,000	1,000	1,000
11500 Separation Benefits	13,829	14,244	14,244	16,546	16,546
TOTAL	\$304,578	\$345,278	\$345,278	\$348,571	\$348,571
EMPLOYEE BENEFITS					
12200 Life Insurance	\$478	\$562	\$562	\$1,030	\$1,030
12300 Medical Insurance	24,917	31,303	31,303	35,542	35,542
12350 Medicare Insurance	1,802	1,407	1,407	2,367	2,367
12370 Part Time Retirement	971	7,725	7,725	7,725	7,725
12400 Dental Insurance	2,067	2,633	2,633	3,013	3,013
12500 Workers Compensation	21,571	30,136	30,136	32,547	32,547
12600 Retirement	76,505	88,593	88,593	99,901	99,901
12750 City 401 Plan	0	0	0	2,015	2,015
12900 Long Term Disability	1,263	1,396	1,396	1,396	1,396
12950 Vision Plan	463	760	760	892	892
TOTAL	\$130,037	\$164,515	\$164,515	\$186,428	\$186,428
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,989	\$1,800	\$1,894	\$2,100	\$2,100
22000 Operating Supplies	1,294	2,400	2,400	2,400	2,400
24000 Small Tools	2,398	3,000	3,000	3,000	3,000
31000 Contracted Services	12,971	0	0	0	0
32000 Communications	6,019	4,190	4,483	4,983	4,983
33000 Motor Pool Charges	45,895	47,272	47,272	48,690	48,690
37000 Leases & Rentals	0	5,300	5,300	5,300	5,300
38000 R/M Contractual	407	3,000	3,000	500	500
39000 Miscellaneous	6,489	7,300	6,300	7,300	7,300
TOTAL	\$77,462	\$74,262	\$73,649	\$74,273	\$74,273
GRAND TOTAL	\$512,077	\$584,055	\$583,442	\$609,272	\$609,272

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Fire Prevention

ACTIVITY NO.: 3205

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Fire Chief	0.10	0.10	0.10	\$17,304	\$17,304	\$17,304
Division Chief	0.20	0.20	0.20	31,932	30,411	30,411
Deputy Fire Marshal	1.00	1.00	1.00	88,944	94,356	94,356
Fire Safety Specialist	1.00	1.00	1.00	78,708	83,508	83,508
Fire Prevention Permit Technician I	1.00	1.00	1.00	59,820	58,968	58,968
Bilingual	0.00	0.00	0.00	1,200	2,400	2,400
Education Incentive	0.00	0.00	0.00	2,070	3,570	3,570
Emergency Medical Tech	0.00	0.00	0.00	480	480	480
Fire Chief Officer	0.00	0.00	0.00	288	288	288
Holiday Payoff	0.00	0.00	0.00	1,000	1,000	1,000
Longevity Pay	0.00	0.00	0.00	5,640	5,040	5,040
Overtime	0.00	0.00	0.00	5,000	5,000	5,000
Separation Benefits	0.00	0.00	0.00	14,244	16,546	16,546
<u>Part-Time</u>						
Fire Apprentice	0.50	0.50	0.50	15,000	15,000	15,000
Fire Intern	0.50	0.50	0.50	14,700	14,700	14,700
Total	4.30	4.30	4.30	\$336,330	\$348,571	\$348,571

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire
ACTIVITY: Emergency Operations
ACTIVITY NO.: 3210

<u>SUMMARY OF COST</u>	<u>Actual</u> 2016-17	<u>Adopted</u> 2017-18	<u>Year-End</u> <u>Estimated</u> 2017-18	<u>Proposed</u> 2018-19	<u>Adopted</u> 2018-19
PERSONNEL COST	\$6,892,372	\$6,862,082	\$6,963,654	\$7,302,211	\$7,302,211
SERVICES & SUPPLIES	585,798	715,398	674,297	723,924	723,924
CAPITAL OUTLAY	0	98,655	98,655	0	0
TOTAL COSTS	\$7,478,170	\$7,676,135	\$7,736,606	\$8,026,135	\$8,026,135
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	35.10	33.25	33.25	34.25	34.25

Program Description

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

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

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

Specific Service Objectives are:

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

PROGRAM MEASUREMENTS

EMERGENCY ACTIVITY SUMMARY

<u>All Emergency Incidents</u>	Actual <u>2016–2017</u>	Estimated <u>2017–2018</u>	Projected <u>2018-2019</u>
Fire	816	805	800
EMS	3,999	4,079	4,161
Service	<u>232</u>	<u>237</u>	<u>242</u>
Total Emergency Incidents	5,047	5,121	5,203
<u>Automatic Aid/Mutual Aid</u>			
Auto Aid/Mutual Aid Provided	824	841	858
Auto Aid/Mutual Aid Received	<u>425</u>	<u>433</u>	<u>442</u>
Total Automatic/Mutual Aid	1,249	1,275	1,300

<u>Average Response Times</u> <i>A measurement from dispatch until arrival on scene</i>	Actual <u>2016–2017</u>	Estimated <u>2017–2018</u>	Projected <u>2018-2019</u>
Fire	5:46	5:43	6:00
EMS	5:14	5:09	5:00
Service	5:35	5:48	5:30

Average Turn-out Time
A measurement of time from dispatch to enroute to call

Fire	1:27	1:28	1:30
EMS	1:18	1:18	1:15
Service	1:24	1:23	1:30

Volunteer Hours

Hours Donated by Reserves	9,540	9,731	9,923
Hours Donated by Explorers	<u>1,600</u>	<u>1,632</u>	<u>1,734</u>
Total Hours	11,140	11,363	11,657

NON-EMERGENCY ACTIVITY SUMMARY

Training Hrs – Non-Medical

In-Service Training	25,842	26,359	26,886
Specialty Courses (Grant-funded)	<u>240</u>	<u>240</u>	<u>50</u>
Total Hours	26,082	26,599	26,936

Fiscal Year 2018-2019 Performance Measurement:

1. Train 50% of the department in the five Urban Search & Rescue core classes.

Fiscal Year 2017-2018 Performance Measurements:

1. Department achieved 20% annual training measurement through EMS and probationary training including 10% of manipulative training with an established performance time.

2018-2019 GOALS AND OBJECTIVES

1. *Attract and Retain Quality Employees:* Enhance Urban Search & Rescue program for all department members. With the likelihood of a significant earthquake, all members of the department trained in this field would enhance response and recovery efforts.
2. *Improve Organizational Effectiveness and Efficiency:* Develop and implement probationary firefighter training materials with emphasis on online video training and performance standards. These materials will be stored and accessed through our Learning Delivery System format Target Solutions™.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Developed and implemented a “Recruitment to Retirement” program that fosters employee development and succession planning while embracing a hiring process that promotes character, cultural, and gender diversity.
2. *Improve Organizational Effectiveness and Efficiency:* Implemented personnel training software system Target Solutions™ that has streamlined training materials while fostering training opportunities within the region to include our Automatic Aid agencies (Montebello, Alhambra, San Gabriel, South Pasadena, San Marino) with whom we respond with on a regular basis.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) shows \$186,826 for cleaning & sanitation supplies, clothing, uniforms, commendations, and operating supplies.
2. Communications category (#32000) shows \$115,867 for telephone, Verdugo Dispatch Service, and postage.
3. R/M Contractual (#38000) shows \$160,783 to cover the same budget for annual repair and maintenance costs for apparatus, small vehicle, and equipment.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$3,525,552	\$3,632,764	\$3,419,790	\$3,750,360	\$3,750,360
11400 Overtime Salaries	486,652	539,946	735,000	539,946	539,946
11405 Overtime Fire Half Time	313,156	181,495	400,000	181,495	181,495
11410 Fire FLSA Mandate	58,071	56,400	56,400	56,400	56,400
11470 Fire Holiday Payout	102,931	157,500	114,850	115,000	115,000
11500 Separation Benefits	116,230	119,717	119,717	127,946	127,946
TOTAL	\$4,602,592	\$4,687,822	\$4,845,757	\$4,771,147	\$4,771,147
EMPLOYEE BENEFITS					
12200 Life Insurance	\$5,776	\$5,385	\$5,385	\$5,876	\$5,876
12300 Medical Insurance	450,435	451,317	450,000	482,473	482,473
12350 Medicare Insurance	63,753	49,325	55,000	53,864	53,864
12400 Dental Insurance	26,529	28,829	28,000	29,350	29,350
12500 Workers Compensation	376,880	236,779	236,779	255,721	255,721
12600 Retirement	1,354,797	1,391,453	1,331,071	1,691,828	1,691,828
12750 City 401 Plan	0	0	40	130	130
12900 Long Term Disability	5,721	5,284	5,780	5,790	5,790
12950 Vision Plan	5,889	5,888	5,842	6,032	6,032
TOTAL	\$2,289,780	\$2,174,260	\$2,117,897	\$2,531,064	\$2,531,064
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,373	\$5,550	\$5,550	\$5,550	\$5,550
22000 Operating Supplies	135,151	185,720	185,720	186,826	186,826
24000 Small Tools	24,567	22,550	22,550	22,550	22,550
31000 Contracted Services	34,926	40,075	40,075	40,075	40,075
32000 Communications	71,500	111,448	70,347	115,867	115,867
33000 Motor Pool Charges	156,042	160,723	160,723	163,724	163,724
37000 Leases & Rentals	3,482	8,000	8,000	8,000	8,000
38000 R/M Contractual	144,822	160,783	160,783	160,783	160,783
39000 Miscellaneous	10,935	20,549	20,549	20,549	20,549
TOTAL	\$585,798	\$715,398	\$674,297	\$723,924	\$723,924
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$0	\$98,655	\$98,655	\$0	\$0
TOTAL	\$0	\$98,655	\$98,655	\$0	\$0
GRAND TOTAL	\$7,478,170	\$7,676,135	\$7,736,606	\$8,026,135	\$8,026,135

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Operations

ACTIVITY NO.: 3210

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Fire Chief	0.20	0.20	0.20	\$34,608	\$34,608	\$34,608
Division Chief	1.55	1.55	1.55	220,108	217,916	217,916
Captain	10.00	10.00	10.00	1,134,674	1,176,064	1,176,064
Engineer	11.50	11.50	11.50	1,131,462	1,143,425	1,143,425
Firefighter	10.00	11.00	11.00	818,781	888,143	888,143
Bilingual	0.00	0.00	0.00	7,050	2,700	2,700
Company Officer Pay	0.00	0.00	0.00	720	0	0
Education Incentives	0.00	0.00	0.00	84,873	85,113	85,113
EMTD Premium	0.00	0.00	0.00	47,120	52,320	52,320
Fire Chief Officer Pay	0.00	0.00	0.00	648	1,968	1,968
Fire Investigator Premium Pay	0.00	0.00	0.00	3,400	2,200	2,200
Holiday Payoff	0.00	0.00	0.00	157,500	115,000	115,000
Longevity Pay	0.00	0.00	0.00	32,280	25,130	25,130
Overtime	0.00	0.00	0.00	777,841	777,841	777,841
Paramedic Pay	0.00	0.00	0.00	99,160	101,473	101,473
Separation Benefits	0.00	0.00	0.00	119,717	127,946	127,946
Special Assignment Pay	0.00	0.00	0.00	600	1,200	1,200
USAR Team Premium	0.00	0.00	0.00	17,280	18,100	18,100
Total	33.25	34.25	34.25	\$4,687,822	\$4,771,147	\$4,771,147

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire
ACTIVITY: Emergency Medical Services
ACTIVITY NO.: 3220

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$2,747,503	\$3,207,535	\$3,204,535	\$3,146,953	\$3,146,953
SERVICES & SUPPLIES	488,620	542,314	543,738	555,042	555,042
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$3,236,123	\$3,749,849	\$3,748,273	\$3,701,995	\$3,701,995
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	14.65	18.45	18.45	17.45	17.45

Program Description

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

Specific Service Objectives are:

- Maintain advance life support (ALS) service in a timely manner to all areas of the community using state-of-the-art equipment and personnel trained in the most modern emergency medical techniques.
- Maintain the highest level of emergency medical services to the community using training, education, and re-evaluation of these skills through our UCLA contracted Quality Improvement Program.

PROGRAM MEASUREMENTS

<u>EMS Transports</u>	<u>Actual 2016– 2017</u>	<u>Estimated 2017 –2018</u>	<u>Projected 2018-2019</u>
No. Patient Transports	2,416	2,670	2,800
No. Patient Assessments (Aid On scene/Non-Transport)	716	623	600
No. Subscription Members Using Service	12	47	45

Performance Measurements:

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

Fiscal Year 2018-2019

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

Fiscal Year 2017-2018:

- | | |
|--|------|
| 1. Documentation of cardiac arrest patient prior to EMS arrival | 95% |
| 2. ST Elevation Myocardial Infarction (“STEMI”) documentation | 97% |
| 3. Documentation of Standing Field Treatment Protocols | 100% |
| 4. Documentation of stroke patients and emergency room destination | 100% |

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

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

2018-2019 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Develop and implement a probationary Emergency Medical Services module for new firefighters and paramedics. Including practical simulations and written testing proficiency.
2. *Attract and Retain Quality employees:* Implement a firefighter to paramedic training program that centers on preparing current fire reserves and firefighters for paramedic school.
3. *Improve Organizational Effectiveness and Efficiency:* Continue to expand the “Vial of Life” program and “Sidewalk CPR” to include Public Service Announcements (PSA) that focus on health and wellness to include multiple languages.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Completed a “Stop the Bleed” and CPR training with City Employees including upgrading the City owned AED and First Aid supplies. Vial of Life program implemented with over 1,000 distributed to the community.
2. *Improve Organizational Effectiveness and Efficiency:* Developed a report to monitor and evaluate EMS response times and call impacts of new developments. In addition, two firefighters and one fire reserve completed paramedic school and received National Registry Certification and their State Paramedic License.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) shows \$122,019 for mandated Data Processing costs and Other Professional Services to cover contractual increases for Zoll warranty, and the movement of the Medical Director Services costs from the Education/Training category into the Contracted Services category.
2. Communications category (#32000) shows \$216,639 for telephone, Verdugo Dispatch Service, and postage.
3. Miscellaneous category (#39000) shows \$42,574, an overall decrease of \$10,960 which reflects a contractual increase for UCLA’s Quality Improvement Program (\$1,040) and the movement of \$12,000 for Medical Director Services to the Contracted Services category.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$1,345,538	\$1,653,199	\$1,653,199	\$1,551,666	\$1,551,666
11300 Part Time Salaries	0	54,500	54,500	54,500	54,500
11400 Overtime Salaries	395,572	238,930	238,930	238,930	238,930
11405 Overtime Fire Half Time	149,197	80,312	80,312	80,312	80,312
11410 Fire FLSA Mandate	20,083	24,955	24,955	24,955	24,955
11470 Fire Holiday Payout	39,765	60,228	60,228	60,228	60,228
11500 Separation Benefits	87,720	90,352	90,352	70,996	70,996
TOTAL	\$2,037,875	\$2,202,476	\$2,202,476	\$2,081,587	\$2,081,587
EMPLOYEE BENEFITS					
12200 Life Insurance	\$337	\$2,783	\$2,783	\$2,673	\$2,673
12300 Medical Insurance	161,984	198,790	198,790	197,547	197,547
12350 Medicare Insurance	26,476	23,055	23,055	22,431	22,431
12370 Part Time Retirement	0	2,180	2,180	2,180	2,180
12400 Dental Insurance	10,246	13,874	13,874	12,458	12,458
12500 Workers Compensation	0	129,153	126,153	139,485	139,485
12600 Retirement	505,743	629,555	629,555	682,822	682,822
12750 City 401 Plan	0	0	0	423	423
12900 Long Term Disability	2,576	2,987	2,987	2,823	2,823
12950 Vision Plan	2,266	2,682	2,682	2,524	2,524
TOTAL	\$709,628	\$1,005,059	\$1,002,059	\$1,065,366	\$1,065,366
SERVICES & SUPPLIES					
21000 Office Supplies	\$400	\$400	\$423	\$400	\$400
22000 Operating Supplies	19,488	35,500	35,500	35,500	35,500
23000 R/M Supplies	1,913	3,000	3,000	3,000	3,000
24000 Small Tools	41,956	48,000	48,000	48,000	48,000
31000 Contracted Services	91,377	103,480	103,480	122,019	122,019
32000 Communications	205,915	215,238	216,639	216,639	216,639
33000 Motor Pool Charges	62,381	64,252	64,252	68,000	68,000
38000 R/M Contractual	12,767	12,860	12,860	12,860	12,860
39000 Miscellaneous	50,236	53,534	53,534	42,574	42,574
41000 Other Agency Serv	2,187	6,050	6,050	6,050	6,050
TOTAL	\$488,620	\$542,314	\$543,738	\$555,042	\$555,042
GRAND TOTAL	\$3,236,123	\$3,749,849	\$3,748,273	\$3,701,995	\$3,701,995

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Fire Chief	0.20	0.20	0.20	\$34,608	\$34,608	\$34,608
Division Chief	1.00	1.00	1.00	156,620	150,078	150,078
Captain	1.00	1.00	1.00	113,169	96,696	96,696
Principal Mgmt Analyst	0.20	0.20	0.20	19,841	16,454	16,454
Firefighter/Paramedic	12.00	13.00	13.00	989,082	1,067,121	1,067,121
Firefighter	2.00	0.00	0.00	139,896	0	0
Senior Account Clerk	0.25	0.25	0.25	14,955	15,867	15,867
Bilingual Pay	0.00	0.00	0.00	3,750	5,400	5,400
Education Incentive	0.00	0.00	0.00	27,231	32,112	32,112
EMTD Premium	0.00	0.00	0.00	3,400	5,400	5,400
Fire Chief Officer Pay	0.00	0.00	0.00	144	264	264
Fire Investigator Premium Pay	0.00	0.00	0.00	1,400	2,600	2,600
Holiday Payoff	0.00	0.00	0.00	60,228	60,228	60,228
Longevity Pay	0.00	0.00	0.00	9,210	4,630	4,630
Overtime	0.00	0.00	0.00	344,197	344,197	344,197
Paramedic Pay	0.00	0.00	0.00	134,729	117,536	117,536
Separation Benefits	0.00	0.00	0.00	90,352	70,996	70,996
Special Assignment	0.00	0.00	0.00	1,200	0	0
USAR Team Premium Pay	0.00	0.00	0.00	3,120	2,900	2,900

Part-Time

PT EMS

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Emergency Medical Services

ACTIVITY NO.: 3220

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
<u>Part-Time</u>	1.80	1.80	1.80	\$54,500	\$54,500	\$54,500
Total	18.45	17.45	17.45	\$2,201,632	\$2,081,587	\$2,081,587

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Fire
ACTIVITY: Community Risk Reduction
ACTIVITY NO.: 3230

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$418,031	\$500,848	\$500,848	\$407,018	\$407,018
SERVICES & SUPPLIES	74,370	84,050	81,693	93,513	93,513
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$492,401	\$584,898	\$582,541	\$500,531	\$500,531
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.60	 1.95	 1.95	 1.95	 1.95

Program Description

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

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

The following are the specific service objectives:

EOC Development and Operations

- Develop hardware and program elements using “best practices” whenever practical to ensure that the City of Monterey Park is ready and able to respond to all hazards natural and man-made.
- Coordinate with all City departments to produce a cohesive emergency response framework.
- Follow the National Response Framework and comply with the requirements of the National Incident Management System.
- Prepare for, and participate in planned events that require a unified command for efficiency and success.
- Highest level of readiness, utilize all resources made available to the City to further readiness and training of City personnel to function before, during, and after a disaster.

Emergency Preparedness Services

- Maintain the CERT Program, lines of communication with CERT members, exchange of information, etc.
- Conduct classes for new CERT members to increase community preparedness and the City’s volunteer corps.
- Work with community groups interested in emergency preparedness, trailer presentations, Neighborhood Watch, business watch, and local organizations.

Community Risk Reduction

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

Fire Prevention & Arson

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

PROGRAM MEASUREMENTS

	<u>Actual 2016-2017</u>	<u>Estimated 2017-2018</u>	<u>Projected 2018-2019</u>
Community Emergency Response Team "CERT"	40	65	70
Disaster Service Worker Training	46	70	75
Community Risk Locations identified and pre-planned	12	12	12

Fiscal Year 2018-2019 Performance Measurement:

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

2018-2019 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency: Reevaluate, develop and implement new Local Hazard Mitigation Plan (LHMP), Emergency Operations Plan (EOP) to ensure they are current and reflective of Monterey Park emergency mitigation and planning efforts.
2. Improve Organizational Effectiveness and Efficiency: Enhance CERT to develop and implement an online hybrid training program, designed to improve curriculum delivery while reducing onsite training hours.
3. Improve Organizational Effectiveness and Efficiency: Develop and implement damage assessment training with current CERT members. This training will include HAM radio operations to enhance our ability to receive damage assessment reports in the event of a disaster from our designated CERT precincts.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Improve Organizational Effectiveness and Efficiency: Completed Arson training program elevating fire investigators to Level II standards.
2. Improve Organizational Effectiveness and Efficiency: Department directors and mid managers were trained in EOC operations and VEOCI emergency management software. Developed and implemented an all risk community preparedness guide.
3. Improve Organizational Effectiveness and Efficiency: Certified "Train the Trainers" CERT members who assisted in teaching 10% of the curriculum.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

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

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Fire

ACTIVITY: Community Risk Reduction

ACTIVITY NO.: 3230

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$216,382	\$252,780	\$252,780	\$252,535	\$252,535
11400 Overtime Salaries	32,841	54,125	54,125	54,125	54,125
11405 Overtime Fire Half Time	11,463	18,193	18,193	18,193	18,193
11410 Fire FLSA Mandate	2,632	5,655	5,655	5,655	5,655
11470 Fire Holiday Payout	22,804	13,700	13,700	13,700	13,700
11500 Separation Benefits	15,350	15,810	15,810	7,504	7,504
TOTAL	\$301,472	\$360,263	\$360,263	\$351,712	\$351,712
EMPLOYEE BENEFITS					
12200 Life Insurance	\$322	\$453	\$453	\$141	\$141
12300 Medical Insurance	22,350	25,798	25,798	6,643	6,643
12350 Medicare Insurance	4,055	2,240	2,240	514	514
12400 Dental Insurance	1,178	1,353	1,353	393	393
12500 Workers Compensation	0	12,915	12,915	13,948	13,948
12600 Retirement	87,805	96,799	96,799	33,110	33,110
12750 City 401 Plan	0	0	0	130	130
12900 Long Term Disability	528	697	697	355	355
12950 Vision Plan	321	330	330	72	72
TOTAL	\$116,559	\$140,585	\$140,585	\$55,306	\$55,306
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,299	\$1,600	\$1,600	\$1,600	\$1,600
22000 Operating Supplies	3,740	7,050	7,050	7,050	7,050
24000 Small Tools	19,002	20,900	20,900	20,900	20,900
31000 Contracted Services	1,298	4,000	4,000	4,000	4,000
32000 Communications	10,970	16,300	15,763	15,763	15,763
33000 Motor Pool Charges	448	300	300	300	300
36000 Utilities	5,794	5,900	5,900	5,900	5,900
38000 R/M Contractual	3,625	4,000	4,000	4,000	4,000
39000 Miscellaneous	26,589	22,000	20,180	32,000	32,000
41000 Other Agency Serv	605	2,000	2,000	2,000	2,000
TOTAL	\$74,370	\$84,050	\$81,693	\$93,513	\$93,513
GRAND TOTAL	\$492,401	\$584,898	\$582,541	\$500,531	\$500,531

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Fire

ACTIVITY: Community Risk Reduction

ACTIVITY NO.: 3230

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Fire Chief	0.20	0.20	0.20	\$34,608	\$34,608	\$34,608
Divison Chief	0.25	0.25	0.25	39,915	38,013	38,013
Captain	1.00	1.00	1.00	110,177	116,449	116,449
Engineer	0.50	0.50	0.50	49,194	49,800	49,800
Bilingual Pay	0.00	0.00	0.00	1,800	2,700	2,700
Education Incentive	0.00	0.00	0.00	7,575	5,955	5,955
EMTD Premium	0.00	0.00	0.00	4,200	1,800	1,800
Fire Chief Officer Pay	0.00	0.00	0.00	360	360	360
Holiday Payoff	0.00	0.00	0.00	13,700	13,700	13,700
Longevity Pay	0.00	0.00	0.00	3,150	2,250	2,250
Overtime	0.00	0.00	0.00	77,973	77,973	77,973
Separation Benefits	0.00	0.00	0.00	15,811	7,504	7,504
Special Assignment Pay	0.00	0.00	0.00	600	0	0
USAR Team Premium Pay	0.00	0.00	0.00	1,200	600	600
Total	1.95	1.95	1.95	\$360,263	\$351,712	\$351,712

CITY OF MONTEREY PARK **SOURCE OF FUNDS:**
PROGRAM SUMMARY

General \$2,184,036
 Retirement \$394,176
 Literacy & Civics Education Grant \$77,948
 CA Library Literacy Services Grant \$35,087
 Literacy Trust Account \$8,000
 Library Passport Trust Grant \$7,674

DEPARTMENT: **Library**

ACTIVITY: **Library**

ACTIVITY NO.: **6000**

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2016-17</u>	<u>Adopted</u> <u>2017-18</u>	<u>Year-End</u> <u>Estimated</u> <u>2017-18</u>	<u>Proposed</u> <u>2018-19</u>	<u>Adopted</u> <u>2018-19</u>
PERSONNEL COST	\$1,966,968	\$2,129,344	\$2,131,024	\$2,223,572	\$2,246,076
SERVICES & SUPPLIES	678,893	834,241	817,925	460,845	460,845
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,645,861	\$2,963,585	\$2,948,949	\$2,684,417	\$2,706,921
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	25.53	26.25	26.25	24.62	25.72

Program Description

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

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

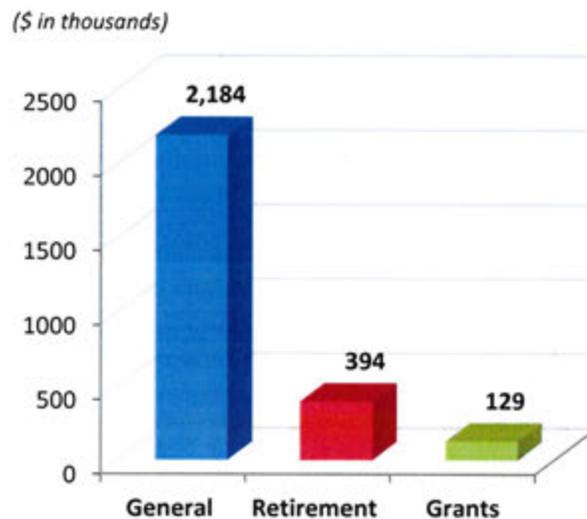
The library has a collection of approximately 125,373 volumes of books, 6,687 government publications, 4,659 audio items, 5,791 DVDs, 4,429 maps, 422 pamphlets and 102 magazine and newspaper subscriptions.

Special activities and strengths of the library include an international collection of 30,149 non-English language items with an emphasis on Asian materials housed in the International Room, a Computer Lab with 16 public computers and 16 Chromebooks available for classroom instruction and training and a literacy program (LAMP) which offers English as a Second Language and several citizenship classes.

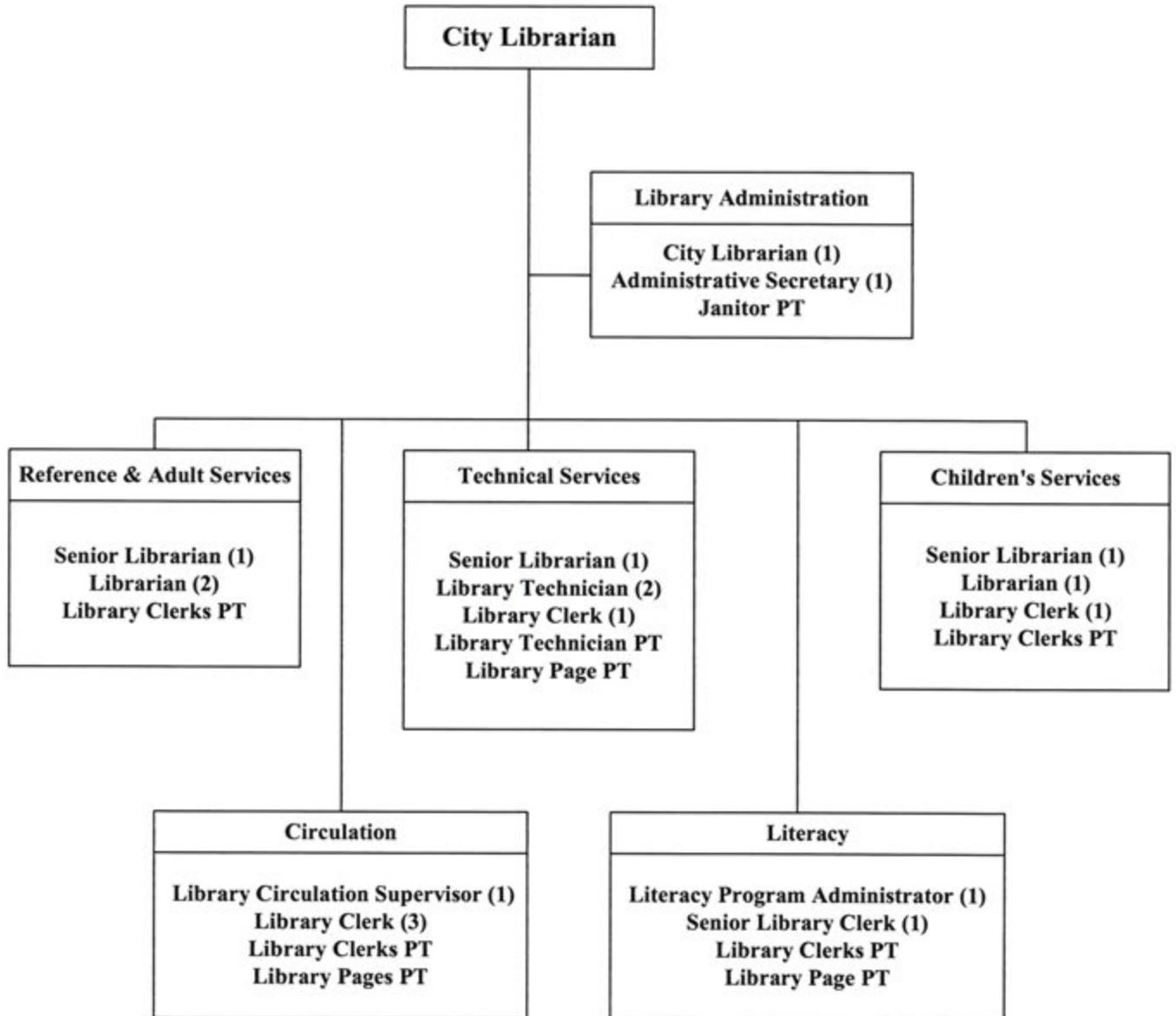
This is the first budget reflecting the loss of revenue from the library tax Measure C, which expired in April 2018. These tax allocations from commercial and residential properties supported daily library operations and enabled the library to be open seven days a week, support salaries of part-time staff, enhance collection development and cover the Library expansion financing debt service. With Measure LL's failure and expiration of Measure C, the library lost approximately \$175,000 a year in funding. The City Council approved an additional \$30,000 to assist the library, in addition to the \$120,000 set-aside in the 2017-18 Midyear Review process.

Due to the loss of revenue from the expiration of Measure C and despite the additional allocation of \$120,000 for fiscal year 2018-19, the library does not have the funding to continue the current seven-day schedule. The library will be open Mondays through Fridays and Sundays, closing on Saturdays, offering 41 hours of service to the public.

Library Source of Funds



Monterey Park Bruggemeyer Library



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library
ACTIVITY: Administration
ACTIVITY NO.: 6001

<u>SUMMARY OF COST</u>	Actual 2016-17	Adopted 2017-18	Year-End Estimated 2017-18	Proposed 2018-19	Adopted 2018-19
PERSONNEL COST	\$324,488	\$307,474	\$307,474	\$320,050	\$320,050
SERVICES & SUPPLIES	541,377	595,249	575,249	191,537	191,537
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$865,865	\$902,723	\$882,723	\$511,587	\$511,587
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.60	3.60	3.60	3.60	3.60

Program Description

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

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Library Volunteer Hours	8,117	7,000	7,000
Grants Awarded (Number)	4	5	4
Grants Awarded (Amount)	\$139,327	\$148,233	\$125,000
*Fundraising (Foundation)	\$82,000	\$67,000	\$60,000
*Fundraising (Friends)	\$10,000	\$9,000	\$9,000

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

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* To establish, identify, nurture and deliver services that exceed quality customer needs by utilizing responses to a customer survey.
2. *Improve organizational effectiveness and efficiency:* To create a personal online librarian chat center that provides layered access to library information and services.
3. *Improve organizational effectiveness and efficiency:* To facilitate a Library Board review of a new strategic plan and its alignment with the library's Vision, Mission and Core Values by formalizing revisions/refinements throughout the year.
4. *Attract and retain quality employees:* To encourage staff to explore resources and services that can help them enhance their own job performance and results.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Revamped library website to be more user-friendly by streamlining the presentation of information and featuring upcoming library events more prominently.
2. Presented readers with a more comprehensive and diverse eBook collection by switching to Overdrive platform.

3. Added Spanish language class for children in addition to existing Mandarin classes for children and adults.
4. Continued to develop innovative fundraising platforms including hosting the Library Foundation's inaugural High Tea at the Library and offering targeted sales and raffles in the Friends of the Library bookstore.
5. Participated in community events including the City's Geranium, Lunar New Year and Cherry Blossom Festivals, National Night Out as well as several Farmers Markets. Staff members continue to make visits to local schools on a regular basis.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$13,031 includes cost to the library for its share of the City's data processing/payroll system.
2. Communication category (#32000) shows transfer of costs for Technology Charges (#32150) from fund 0131 (Measure C) to fund 0010 (General Fund).
3. Utilities category (#36000) includes transfer of costs of \$16,390 for Electricity (#36100) from fund 0131 (Measure C) to fund 0010 (General Fund).
4. Miscellaneous category (#39000) includes increase to Printing and Duplicating as costs from other activities have been transferred to Activity 6001.
5. Debt Service category (#42000) no longer includes an allocation for debt service payment for the library loan as fiscal year 2017-2018 was the final year payment on the 13-year library financing program.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Administration**

ACTIVITY NO.: **6001**

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$187,825	\$179,076	\$179,076	\$181,356	\$181,356
11300 Part Time Salaries	42,596	39,240	39,240	39,240	39,240
11500 Separation Benefits	10,098	10,401	10,401	13,853	13,853
TOTAL	\$240,519	\$228,717	\$228,717	\$234,449	\$234,449
EMPLOYEE BENEFITS					
12200 Life Insurance	\$372	\$359	\$359	\$515	\$515
12300 Medical Insurance	18,250	17,719	17,719	16,228	16,228
12350 Medicare Insurance	3,442	2,578	2,578	2,635	2,635
12370 Part Time Retirement	1,348	1,569	1,569	2,936	2,936
12400 Dental Insurance	1,290	1,221	1,221	1,221	1,221
12500 Workers Compensation	2,927	3,073	3,073	3,319	3,319
12600 Retirement	55,059	51,010	51,010	57,519	57,519
12900 Long Term Disability	825	792	792	792	792
12950 Vision Plan	456	436	436	436	436
TOTAL	\$83,969	\$78,757	\$78,757	\$85,601	\$85,601
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,872	\$5,950	\$5,950	\$5,306	\$5,306
22000 Operating Supplies	8,200	9,963	9,963	12,000	12,000
31000 Contracted Services	11,957	23,588	23,588	13,031	13,031
32000 Communications	16,133	16,784	16,784	11,900	11,900
33000 Motor Pool Charges	427	2,870	2,870	3,500	3,500
36000 Utilities	92,098	120,550	120,550	109,800	109,800
38000 R/M Contractual	22,433	25,698	25,698	30,000	30,000
39000 Miscellaneous	1,062	3,650	3,650	6,000	6,000
41000 Other Agency Serv	3,000	3,000	3,000	0	0
42000 Debt Service	383,195	383,196	363,196	0	0
TOTAL	\$541,377	\$595,249	\$575,249	\$191,537	\$191,537
GRAND TOTAL	\$865,865	\$902,723	\$882,723	\$511,587	\$511,587

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Administration**

ACTIVITY NO.: **6001**

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
City Librarian	1.00	1.00	1.00	\$114,816	\$114,816	\$114,816
Secretary	1.00	1.00	1.00	60,120	63,780	63,780
Education Incentive	0.00	0.00	0.00	2,340	2,760	2,760
Separation Benefits	0.00	0.00	0.00	10,401	13,853	13,853
<u>Part-Time</u>						
Janitor	1.60	1.60	1.60	39,240	39,240	39,240
Total	3.60	3.60	3.60	\$226,917	\$234,449	\$234,449

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library
ACTIVITY: Reference and Adult Services
ACTIVITY NO.: 6002

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2016-17</u>	<u>Adopted</u> <u>2017-18</u>	<u>Year-End</u> <u>Estimated</u> <u>2017-18</u>	<u>Proposed</u> <u>2018-19</u>	<u>Adopted</u> <u>2018-19</u>
PERSONNEL COST	\$385,005	\$401,176	\$401,236	\$417,257	\$417,257
SERVICES & SUPPLIES	29,767	38,000	41,684	48,708	48,708
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$414,772	\$439,176	\$442,920	\$465,965	\$465,965
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.75	3.75	3.75	3.55	3.55

Program Description

This activity assists users (adults and teens) in finding information through the library collection, online and through other research resources. This activity is responsible for organizing, selecting and maintaining the adult and young adult (YA) book collections, media, International book collection, Reference collection and Special Collection materials in a system that is easy for the public to access. Plans and facilitates exhibits and educational and cultural programs for adults and teens on a monthly basis throughout the year. Specific service objectives are:

- Assist at Reference Desk by answering in-person, telephone, E-mail and Internet requests for information and provide Reader's Advisory to adults and teens seeking information about authors and books.
- Show and train community members on how to locate materials and information using the Online Public Access Catalog (OPAC), electronic databases and the Internet.
- Assist adults and teens with computer help at the library with resumes, job searches, school reports, printing and other computer/online needs.

- Conduct computer classes in four languages (English, Spanish, Mandarin and Cantonese) for adults to learn modern skills and gain confidence using computers at the library, in their homes and in the workplace.
- Schedule cultural and educational programs that include Artists of the Month programs, history programs, author talks and cultural programs for diverse community audiences.
- Work in partnership with schools and community organizations to meet the educational, informational and recreational needs of the community.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Reference Transactions	13,721	13,350	12,000
Adult/YA Programs Presented	310	275	200
Adult/YA Program Attendance	6,443	6,150	5,000

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Explore new ways of engaging adults with reading and programs with the summer reading program theme, “Reading Takes You Everywhere.”
2. *Improve organizational effectiveness and efficiency:* Develop new teen programming featuring author talks, book talks, and new programming to promote reading and technology with teens.
3. *Improve organizational effectiveness and efficiency:* Promote professional growth as a team through the sharing of staff development training information at monthly Reference Staff meetings.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Engaged the community in programming on immigration with filmmakers and guest speakers to create a better understanding of the effects of immigration on families and why people come to the United States and California.
2. Presented innovative programming for the adult summer reading program through a grant funded by California Humanities that engaged new participants from immigrant communities in discussions about family history through special programs and art workshops to create a better understanding about the community.

3. Promoted reading and technology through art workshops, discussions, book displays, and STEAM (Science, Technology, Engineering, Arts, and Mathematics) programming during Teen Tech Week and Teen Read Week.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Part Time Salaries category (#11300) \$19,545 shows a decrease due to decision to opt for Library Clerks PT instead of Librarians PT and a decrease in staffing hours.
2. Contracted Services category (#31000) includes elimination of funding in Other Professional Services (#31950) due to expiration of grant.
3. Books and Subscriptions category (#40000) \$46,500 is for the purchase of new books, subscriptions and databases or renewed subscriptions and databases and is an increase due to need to keep the library collection current and relevant.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$230,413	\$241,223	\$241,223	\$251,568	\$251,568
11300 Part Time Salaries	33,691	31,214	31,214	19,545	19,545
11500 Separation Benefits	14,025	14,446	14,446	14,430	14,430
TOTAL	\$278,129	\$286,883	\$286,883	\$285,543	\$285,543
EMPLOYEE BENEFITS					
12200 Life Insurance	\$468	\$468	\$468	\$936	\$936
12300 Medical Insurance	31,540	33,569	33,569	37,799	37,799
12350 Medicare Insurance	3,672	3,389	3,449	3,990	3,990
12370 Part Time Retirement	1,154	1,876	1,876	977	977
12400 Dental Insurance	2,040	2,130	2,130	2,160	2,160
12500 Workers Compensation	2,927	3,073	3,073	3,319	3,319
12600 Retirement	63,361	67,838	67,838	79,801	79,801
12750 City 401 Plan	0	0	0	650	650
12900 Long Term Disability	1,188	1,188	1,188	1,188	1,188
12950 Vision Plan	526	762	762	894	894
TOTAL	\$106,876	\$114,293	\$114,353	\$131,714	\$131,714
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,363	\$2,000	\$2,000	\$2,208	\$2,208
22000 Operating Supplies	1,540	0	214	0	0
31000 Contracted Services	0	0	3,470	0	0
40000 Books & Subscriptions	24,864	36,000	36,000	46,500	46,500
TOTAL	\$29,767	\$38,000	\$41,684	\$48,708	\$48,708
GRAND TOTAL	\$414,772	\$439,176	\$442,920	\$465,965	\$465,965

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Reference and Adult Services**

ACTIVITY NO.: **6002**

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Senior Librarian	1.00	1.00	1.00	\$81,192	\$88,284	\$88,284
Librarian	2.00	2.00	2.00	148,536	157,584	157,584
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentive	0.00	0.00	0.00	2,040	4,500	4,500
Separation Benefits	0.00	0.00	0.00	14,446	14,430	14,430
<u>Part-Time</u>						
Librarian	0.50	0.00	0.00	21,661	0	0
Library Clerk	0.25	0.55	0.55	9,553	19,545	19,545
Total	3.75	3.55	3.55	\$278,628	\$285,543	\$285,543

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$402,692	\$432,384	\$432,606	\$456,542	\$456,542
SERVICES & SUPPLIES	63,878	128,900	128,900	111,350	111,350
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$466,570	\$561,284	\$561,506	\$567,892	\$567,892
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.55	4.55	4.55	4.34	4.34

Program Description

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

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-2017</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
<u>NEW CATALOG TITLES ADDED</u>			
Books	4,437	3,500	4,500
Audio-Visual	<u>517</u>	<u>500</u>	<u>500</u>
Total Cataloged Titles Added	4,954	4,000	5,000
<u>NEW ITEMS ADDED</u>			
Cataloged Books	3,606	3,700	4,200
Cataloged Audio-Visual	580	520	500
Government Documents	<u>530</u>	<u>760</u>	<u>800</u>
Total Cataloged Items Added	4,716	4,980	5,500
<u>ITEMS PURGED</u>			
	22,305	12,000	10,000
Number of materials borrowed from other libraries	1	10	10
Number of materials other libraries borrowed from City	13	10	10
<u>COLLECTION TOTALS</u>			
All Items	154,225	147,000	150,000
Cataloged Titles	129,958	135,000	140,000

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Add 20 laptops to provide mobile and versatile alternatives to support the increased computer usage in the library.
2. *Improve organizational effectiveness and efficiency:* Implement wireless printing to meet the increasing demand of the public for wireless printing and maximize the use of the high speed internet.
3. *Improve organizational effectiveness and efficiency:* Plan and support robotics coding programs to build 21st Century skills for tweens and teens and report the outcome for the grant.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Awarded \$23,066 by the *Libraries Illuminated* grant to fund 20 laptops and wireless printing software.
2. Awarded \$5,000 in partnership with the Monterey Park Library Foundation by Edison's International's *Building 21st Century Robotics Skills for Tweens* grant.
3. Added 16 Chromebooks funded by the Southern California Edison grant and the Kiwanis Club of Monterey Park.
4. Developed and offered inaugural Google CS First coding classes with 175 tweens and teens attending the three sessions.
5. Facilitated the *Open Data Equity for the Main Street* test beta curriculum California statewide project. Taught four community classes about open data.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$13,500 is the cost for data processing and includes costs transferred from fund 0131 (Measure C) to fund 0010 (General Fund).
2. R/M Contractual category (#38000) \$89,850 includes maintenance of Innovative Interfaces and Dell servers and public computers (62), copiers, printers, iPads and Chromebooks.
3. Miscellaneous category (#39000) is Printing and Duplicating whose costs have been transferred to Activity 6001.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Technical Services

ACTIVITY NO.: 6003

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$250,008	\$264,507	\$264,507	\$276,156	\$276,156
11300 Part Time Salaries	10,626	16,640	16,640	10,319	10,319
11400 Overtime Salaries	0	0	122	0	0
11500 Separation Benefits	19,074	19,646	19,646	17,508	17,508
TOTAL	\$279,708	\$300,793	\$300,915	\$303,983	\$303,983
EMPLOYEE BENEFITS					
12200 Life Insurance	\$611	\$624	\$624	\$1,248	\$1,248
12300 Medical Insurance	40,444	42,981	42,981	47,615	47,615
12350 Medicare Insurance	3,790	3,704	3,704	4,185	4,185
12370 Part Time Retirement	425	666	666	515	515
12400 Dental Insurance	2,580	2,740	2,740	2,770	2,770
12500 Workers Compensation	4,082	4,286	4,286	4,629	4,629
12600 Retirement	68,955	74,136	74,136	87,645	87,645
12750 City 401 Plan	0	0	100	1,300	1,300
12900 Long Term Disability	1,551	1,584	1,584	1,584	1,584
12950 Vision Plan	546	870	870	1,068	1,068
TOTAL	\$122,984	\$131,591	\$131,691	\$152,559	\$152,559
SERVICES & SUPPLIES					
22000 Operating Supplies	\$6,598	\$7,200	\$7,200	\$8,000	\$8,000
31000 Contracted Services	10,930	12,834	12,834	13,500	13,500
38000 R/M Contractual	46,350	107,916	107,916	89,850	89,850
39000 Miscellaneous	0	950	950	0	0
TOTAL	\$63,878	\$128,900	\$128,900	\$111,350	\$111,350
GRAND TOTAL	\$466,570	\$561,284	\$561,506	\$567,892	\$567,892

CITY OF MONTEREY PARK
PERSONNEL DETAIL

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

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Senior Librarian	1.00	1.00	1.00	\$87,384	\$92,700	\$92,700
Library Technician	2.00	2.00	2.00	112,336	121,104	121,104
Library Clerk	1.00	1.00	1.00	50,004	53,052	53,052
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	1,740	3,300	3,300
Longevity Pay	0.00	0.00	0.00	2,400	5,400	5,400
Separation Benefits	0.00	0.00	0.00	19,646	17,508	17,508
<u>Part-Time</u>						
Librarian	0.05	0.02	0.02	2,851	1,426	1,426
Library Technician	0.25	0.12	0.12	8,185	4,093	4,093
Library Page	0.25	0.20	0.20	5,604	4,800	4,800
Total	4.55	4.34	4.34	\$290,750	\$303,983	\$303,983

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library
ACTIVITY: Circulation
ACTIVITY NO.: 6004

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$417,769	\$426,073	\$427,192	\$432,609	\$455,113
SERVICES & SUPPLIES	8,081	8,170	8,170	10,300	10,300
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$425,850	\$434,243	\$435,362	\$442,909	\$465,413
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	7.05	7.05	7.05	5.74	6.84

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>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
<u>ITEMS CIRCULATED</u>			
Total	222,119	242,000	215,000
Items Per Capita	3.64*	3.94*	3.52*
Weekly Hours of Operation	44	44	44

* Population figure used for calculation: 61,075

LIBRARY USERS

User Visits Per Day	958	997	925
Total User Visits Per Year	318,879	333,000	300,000
New Cardholders Registered	3,533	3,000	3,000
Library Cardholders	51,054	57,000	52,000**
Number of Requests for Items Checked-Out	778	1,000	950
Overdue Notices-Processed	4,474	5,000	4,500

**Number is lower due to purging of accounts that have not been active for the past seven years

2018-2019 GOALS AND OBJECTIVES

1. Improve organizational effectiveness and efficiency: Monitor and allocate as necessary Circulation library pages to ensure shelving of returned materials is accomplished expeditiously.
2. Improve organizational effectiveness and efficiency: Continue to promote usage of the library's self-checkout technology to facilitate efficient customer service.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Implemented a free mobile app that expedites customer service by allowing a patron to self-checkout on their personal mobile device anywhere in the library, by-passing waiting in line.
2. Shifted the Children's audio-visual collection creating more space to increase the Children's DVD collection and also increased visibility of the Children's CD collection.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) \$48,878 shows a decrease reflecting loss of Measure C funding and decrease in staffing hours.
2. R/M Contractual category (#38000) \$6,800 shows an increase to cover costs of added meeScan app license/service and anticipated increases in contractual costs.
3. Miscellaneous category (#39000) includes Printing and Duplicating whose costs have been transferred to Activity 6001.

CITY OF MONTEREY PARK
PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Circulation

ACTIVITY NO.: 6004

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$199,974	\$208,605	\$208,605	\$213,378	\$213,378
11300 Part Time Salaries	90,598	80,030	80,030	48,878	71,382
11400 Overtime Salaries	0	0	284	0	0
11500 Separation Benefits	17,279	17,797	17,797	27,128	27,128
TOTAL	\$307,851	\$306,432	\$306,716	\$289,384	\$311,888
EMPLOYEE BENEFITS					
12200 Life Insurance	\$543	\$624	\$624	\$1,248	\$1,248
12300 Medical Insurance	37,193	43,704	43,704	54,532	54,532
12350 Medicare Insurance	4,167	2,933	3,112	3,094	3,094
12370 Part Time Retirement	3,376	4,000	4,506	3,430	3,430
12400 Dental Insurance	1,877	2,031	2,031	2,501	2,501
12500 Workers Compensation	5,162	5,420	5,420	5,854	5,854
12600 Retirement	55,751	58,591	58,591	67,778	67,778
12750 City 401 Plan	0	0	150	1,950	1,950
12900 Long Term Disability	1,379	1,584	1,584	1,584	1,584
12950 Vision Plan	470	754	754	1,254	1,254
TOTAL	\$109,918	\$119,641	\$120,476	\$143,225	\$143,225
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,103	\$3,020	\$3,020	\$3,500	\$3,500
38000 R/M Contractual	4,900	4,900	4,900	6,800	6,800
39000 Miscellaneous	78	250	250	0	0
TOTAL	\$8,081	\$8,170	\$8,170	\$10,300	\$10,300
GRAND TOTAL	\$425,850	\$434,243	\$435,362	\$442,909	\$465,413

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: **Library**
ACTIVITY: **Circulation**
ACTIVITY NO.: **6004**

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Library Circulation Serv Supervisor	1.00	1.00	1.00	\$59,820	\$60,552	\$60,552
Library Clerk	3.00	3.00	3.00	139,659	149,226	149,226
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Education Incentive	0.00	0.00	0.00	600	2,400	2,400
Separation Benefits	0.00	0.00	0.00	17,797	27,128	27,128
<u>Part-Time</u>						
Library Clerk	1.25	0.57	1.04	39,618	20,698	30,970
Library Page	1.80	1.17	1.80	40,412	28,180	40,412
Total	7.05	5.74	6.84	\$299,106	\$289,384	\$311,888

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$165,791	\$253,008	\$253,083	\$271,100	\$271,100
SERVICES & SUPPLIES	11,393	23,284	23,284	61,750	61,750
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$177,184	\$276,292	\$276,367	\$332,850	\$332,850
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.96	 3.68	 3.68	 3.93	 3.93

Program Description

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

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

- Execute U.S. passport applications by verifying documents, identity and signature of applicant and forwarding to the U.S. Department of State for an issuance determination.

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Number of Students Participating	923	1,000	1,000
Number of Student Hours	23,646	25,000	25,000
Number of Tutors	49	50	50
Number of Tutor Volunteer Hours	2,862	3,000	3,000
Number of Tutors Trained	22	25	25
Number of Students who became U.S. Citizens	75	75	75
Number of Passports Executed	1,374	1,500	1,500

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Enhance Library ESL and Citizenship webpage to include online resources and databases for students and tutors.
2. *Improve organizational effectiveness and efficiency:* Expand professional development opportunities for volunteer ESL instructors and tutors to increase effectiveness of teaching methods and lesson planning.
3. *Improve organizational effectiveness and efficiency:* Boost passport application intake by increasing service hours and designating a specific time-frame for walk-in services.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Enhanced One-to-One tutoring program by restructuring the initial assessment of adult learners and revamping the tutor training and tutor handbook to assist volunteer tutors in developing their curriculum around the needs and goals of the student.
2. Improved outreach efforts by creating and purchasing attractive marketing materials and displaying in key locations throughout the library.
3. Increased passport application acceptance by 65% over the previous year and nearly doubled the revenue.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Permanent Salaries category (#12000) \$121,348 includes the Literacy Program Administrator and the Senior Library Clerk.
2. Part Time Salaries category (#11300) \$62,986 includes increases funded by revenue from passport services, grants, fundraising or materials fees. Part-time salaries are not funded from General Fund but from grants.
3. R/M Contractual category (#38000) \$12,500 is for replacement of old office computers, copier and printer and upgrade of AppleTV equipment used in literacy and citizenship classes and is funded via grants.
4. Miscellaneous category (#39000) \$6,710 includes dues and memberships to literacy organizations and support groups as well as staff, instructor and tutor participation in literacy and citizenship trainings and workshops to improve effectiveness and is funded via grants.
5. Books & Subscriptions category (#40000) \$24,000 is for the purchase of new, replacement or upgraded books, subscriptions and databases or renewed subscriptions and databases and is an increase due to need to keep the literacy and citizenship collection current and relevant. It is funded via grants.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Literacy**

ACTIVITY NO.: **6005**

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$66,712	\$114,729	\$114,729	\$121,348	\$121,348
11300 Part Time Salaries	50,316	61,775	61,775	62,986	62,986
11400 Overtime Salaries	0	0	20	0	0
11500 Separation Benefits	7,601	7,830	7,830	6,465	6,465
TOTAL	\$124,629	\$184,334	\$184,354	\$190,799	\$190,799
EMPLOYEE BENEFITS					
12200 Life Insurance	\$156	\$313	\$313	\$624	\$624
12300 Medical Insurance	12,268	25,109	25,109	30,058	30,058
12350 Medicare Insurance	1,610	1,639	1,684	2,673	2,673
12370 Part Time Retirement	1,326	1,162	1,172	2,520	2,520
12400 Dental Insurance	589	620	620	1,670	1,670
12500 Workers Compensation	1,541	1,618	1,618	1,747	1,747
12600 Retirement	23,138	37,088	37,088	38,528	38,528
12750 City 401 Plan	0	0	0	650	650
12900 Long Term Disability	396	793	793	1,192	1,192
12950 Vision Plan	138	332	332	639	639
TOTAL	\$41,162	\$68,674	\$68,729	\$80,301	\$80,301
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,013	\$5,000	\$5,000	\$5,000	\$5,000
22000 Operating Supplies	104	0	0	5,135	5,135
31000 Contracted Services	1,715	1,500	1,500	4,000	4,000
32000 Communications	0	2,000	2,000	2,056	2,056
33000 Motor Pool Charges	0	0	0	2,349	2,349
38000 R/M Contractual	2,800	2,800	2,800	12,500	12,500
39000 Miscellaneous	564	2,750	2,750	6,710	6,710
40000 Books & Subscriptions	3,197	9,234	9,234	24,000	24,000
TOTAL	\$11,393	\$23,284	\$23,284	\$61,750	\$61,750
GRAND TOTAL	\$177,184	\$276,292	\$276,367	\$332,850	\$332,850

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Literacy Program Administrator	1.00	1.00	1.00	\$69,440	\$75,508	\$75,508
Senior Library Clerk	1.00	1.00	1.00	42,637	45,240	45,240
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	7,830	6,465	6,465
<u>Part-Time</u>						
Library Clerk	1.68	1.68	1.68	59,609	57,120	57,120
Library Page	0.00	0.25	0.25	0	5,866	5,866
Total	3.68	3.93	3.93	\$180,116	\$190,799	\$190,799

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2016-17</u>	<u>Adopted</u> <u>2017-18</u>	<u>Year-End</u> <u>Estimated</u> <u>2017-18</u>	<u>Proposed</u> <u>2018-19</u>	<u>Adopted</u> <u>2018-19</u>
PERSONNEL COST	\$271,223	\$309,229	\$309,433	\$326,014	\$326,014
SERVICES & SUPPLIES	24,397	40,638	40,638	37,200	37,200
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$295,620	\$349,867	\$350,071	\$363,214	\$363,214
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.62	3.62	3.62	3.46	3.46

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 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Reference Transactions	8,830	9,000	9,000
Children’s Reading Programs	461	500	510
Children’s Reading Programs’ Attendance	21,403	23,000	24,000
Children’s Outreach Attendance	2,837	2,200	2,200

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Add circulating Starling devices - a new consumer technology which helps caregivers track how much they communicate with their children - to encourage effective early literacy practices amongst children and caregivers.

2. Improve organizational effectiveness and efficiency: Hold a preschool fair for parents and caregivers to learn about the early education options available and to enroll their children.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Provided puppet shows for a total of 209 children and their caregivers.
2. Hosted 35 field trips to the library and visited schools 20 times, serving a total of 1,800 children, teachers and caregivers.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) \$15,056 shows a decrease due to decision to opt for Library Clerks PT instead of Librarians PT and a decrease in staffing hours.
2. Miscellaneous category (#39000) includes Printing and Duplicating whose costs have been transferred to Activity 6001.
3. Books and Subscriptions category (#40000) \$30,700 is for the purchase of new books, subscriptions and databases or renewed subscriptions and databases.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Children's Services

ACTIVITY NO.: 6006

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$162,104	\$187,256	\$187,256	\$198,178	\$198,178
11300 Part Time Salaries	24,945	25,100	25,100	15,056	15,056
11500 Separation Benefits	10,379	10,690	10,690	13,930	13,930
TOTAL	\$197,428	\$223,046	\$223,046	\$227,164	\$227,164
EMPLOYEE BENEFITS					
12200 Life Insurance	\$432	\$468	\$468	\$936	\$936
12300 Medical Insurance	19,629	22,692	22,692	22,871	22,871
12350 Medicare Insurance	2,667	2,627	2,681	3,137	3,137
12370 Part Time Retirement	846	1,605	1,605	752	752
12400 Dental Insurance	908	1,141	1,141	1,051	1,051
12500 Workers Compensation	3,004	3,154	3,154	3,406	3,406
12600 Retirement	44,862	52,688	52,688	62,905	62,905
12750 City 401 Plan	0	0	150	1,950	1,950
12900 Long Term Disability	1,063	1,188	1,188	1,188	1,188
12950 Vision Plan	384	620	620	654	654
TOTAL	\$73,795	\$86,183	\$86,387	\$98,850	\$98,850
SERVICES & SUPPLIES					
22000 Operating Supplies	\$4,718	\$7,500	\$7,500	\$6,500	\$6,500
39000 Miscellaneous	64	250	250	0	0
40000 Books & Subscriptions	19,615	32,888	32,888	30,700	30,700
TOTAL	\$24,397	\$40,638	\$40,638	\$37,200	\$37,200
GRAND TOTAL	\$295,620	\$349,867	\$350,071	\$363,214	\$363,214

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Children's Services**

ACTIVITY NO.: **6006**

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Senior Librarian	1.00	1.00	1.00	\$70,446	\$76,446	\$76,446
Librarian	1.00	1.00	1.00	59,145	64,180	64,180
Library Clerk	1.00	1.00	1.00	48,810	53,052	53,052
Education Incentive	0.00	0.00	0.00	2,040	4,500	4,500
Separation Benefits	0.00	0.00	0.00	10,690	13,930	13,930
<u>Part-Time</u>						
Librarian	0.37	0.00	0.00	17,100	0	0
Library Clerk	0.25	0.46	0.46	8,000	15,056	15,056
Total	3.62	3.46	3.46	\$216,231	\$227,164	\$227,164

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

PROGRAM SUMMARY

General \$2,099,744
 Retirement \$269,461
 Refuse \$24,720
 Water \$47,760
 Proposition A \$665,647
 Recreation \$250,915
 Prop A - Per Parcel Grant \$61,000

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreation and Community Services

ACTIVITY NO.: 6500

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$2,192,002	\$2,171,975	\$2,167,450	\$2,348,048	\$2,348,048
SERVICES & SUPPLIES	871,607	1,035,884	991,729	1,071,199	1,071,199
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$3,063,609	\$3,207,859	\$3,159,179	\$3,419,247	\$3,419,247
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	36.17	37.17	37.17	37.17	37.17

Program Description

The Recreation and Community Services Department is responsible for the development, implementation, coordination, and delivery of a variety of recreational and leisure time activities and programs to promote the well-being and enjoyment of life of the City's residents through the fulfillment of their recreation, cultural, social and educational needs.

In addition to traditional programs, the Recreation and Community Services Department operates Community Dial-A-Ride, volunteer program, video/public access television and state licensed Child Care programs; oversees the publication of the CASCADES newspaper; and schedules facility and Picnic Reservations. The department is also liaison to four City Commissions: Recreation and Parks Commission, Commission on Aging, Sister Cities Commission, and Community Participation Commission.

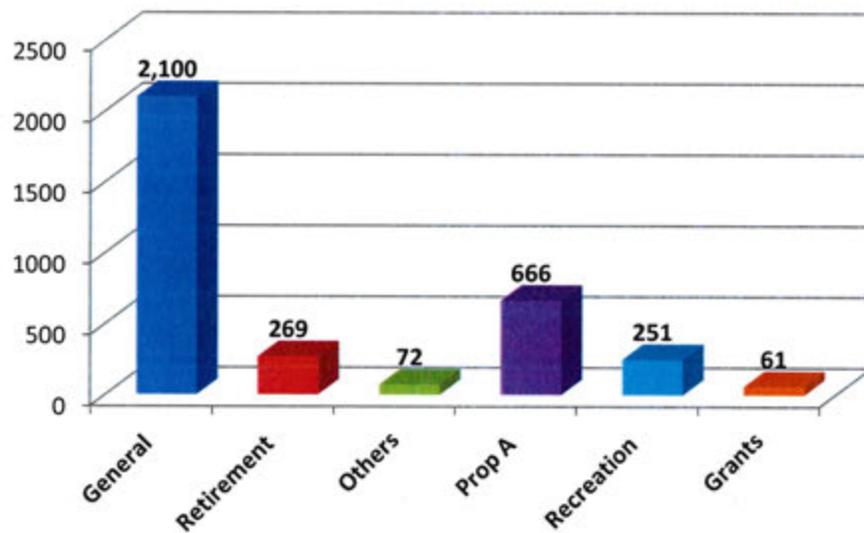
In addition to expending general funds, the Recreation and Community Services Department operates many of their programs through alternative revenue sources. Specialized Recreation classes, Aquatics, and Adult Athletic Leagues are partially self-supported through the levy of fees and charges. The Dial-A-Ride Program is financed by Los Angeles County voter

approved one-quarter percent sales tax revenue. Child Care receives funding from user fees. Programs and operations at Sierra Vista Park and the Barnes Park Memorial Bowl are partially funded by a Los Angeles County voter approved grant.

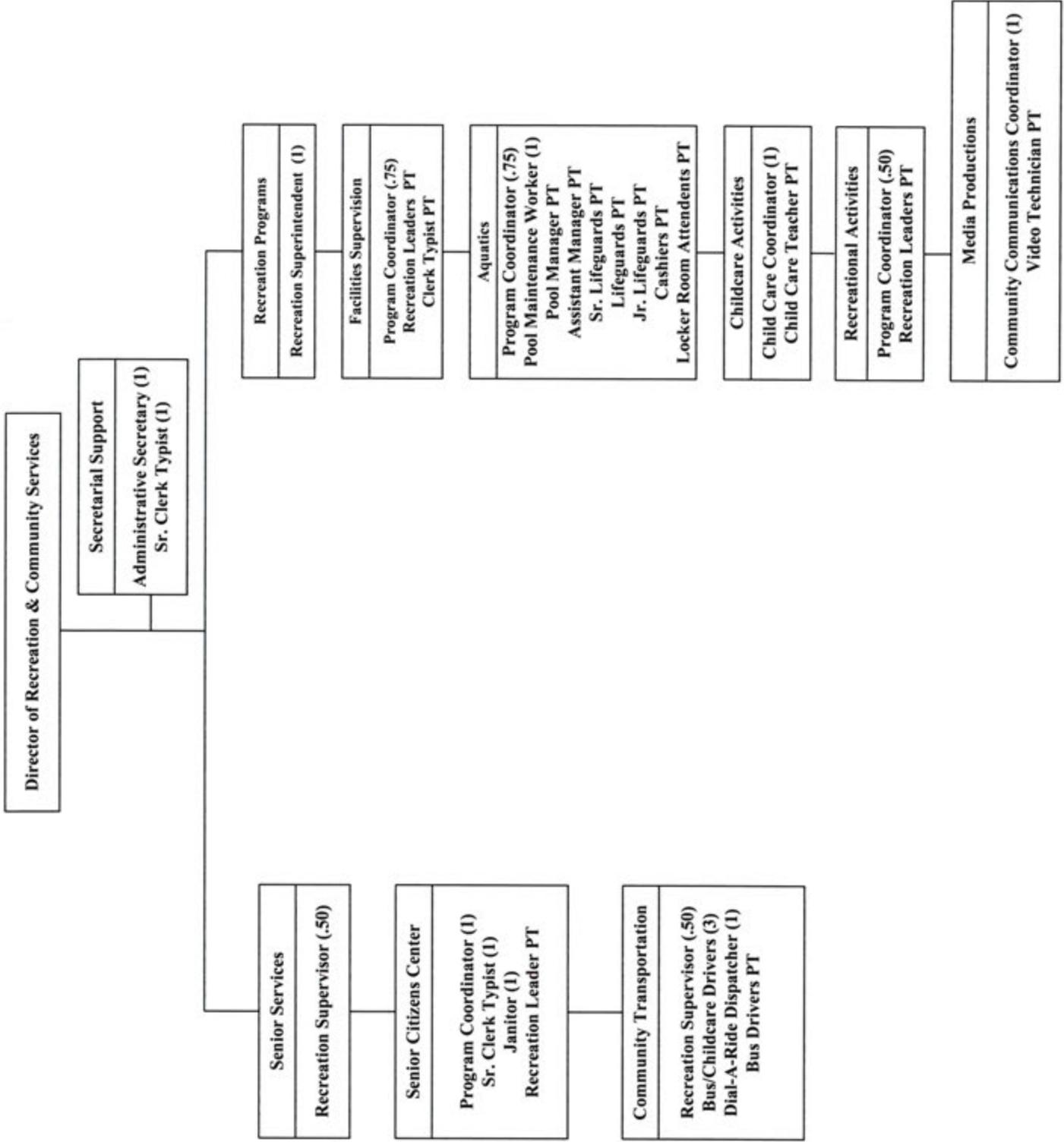
Personnel changes: None.

Recreation/Community Services Source of Funds

(\$ in thousands)



Recreation / Community Services Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2016-17</u>	<u>Adopted</u> <u>2017-18</u>	<u>Year-End</u> <u>Estimated</u> <u>2017-18</u>	<u>Proposed</u> <u>2018-19</u>	<u>Adopted</u> <u>2018-19</u>
PERSONNEL COST	\$623,874	\$502,809	\$501,867	\$534,569	\$534,569
SERVICES & SUPPLIES	154,011	182,700	161,044	180,012	180,012
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$777,885	\$685,509	\$662,911	\$714,581	\$714,581
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	9.61	8.91	8.91	8.91	8.91

Program Description

This activity provides for the supervised operation, maintenance, programming and scheduling of the City's gymnasiums, meeting rooms, and buildings, ball fields and sports fields that are used by the public, civic organizations, youth and senior citizen groups, schools, and adult education classes. Specific service objectives are:

- Provide opportunities for community residents of all ages to learn, utilize, improve and enjoy new skills; and to experience social and cultural relationships through expanded programs, activities and events.
- Provide positive reinforcement and build self-esteem in the youth of our community through their participation in the programs and activities offered by the Recreation and Community Services Department.
- Provide for safe use of parks, facilities and playgrounds in the participation of activities, programs and events.
- Provide sufficient diversified facilities, conveniently accessible, so that residents of all ages may participate in various leisure, community and athletic activities, and so that the

various local youth and/or adult serving groups can carry out their athletic, social and cultural programs.

- Provide facilities for non-profit groups, community based organizations and the public to utilize for parties, receptions, meetings, concerts, and athletic events.
- Continue to seek grants and other funds to upgrade City's parks and facilities.

PROGRAM MEASUREMENTS

	<u>Actual</u> 2016-17	<u>Estimated</u> 2017-18	<u>Projected</u> 2018-19
Gymnasium (s) Visits (daily avg.)	110	115	115
Hours of Facilities Use by -			
Youth Groups	1,253	1,460	1,500
Private Groups	1,239	1,480	1,500
Hours of Facility Reservations	1,197	1,230	1,250

2018 -2019 GOALS AND OBJECTIVES

1. *Improve Community Beautification & Participation:* Work with Public Works Department to resurface Barnes Community Center gymnasium floor and Langley center ping pong room floor.
2. *Improve Community Participation:* Research and identify locations to offer drop in after school programming and recreational activities.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Increased facility reservations with additional advertising of available locations including facilities, picnics areas and sports fields.
2. Developed survey card to gain feedback from user group on staff performance, program performance and cleanliness of facilities.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes \$27,539 for data processing, sporting goods, facility equipment, games and recreation equipment.
2. Communications category (#32000) includes cost \$26,500 for telephone, postage, and internal technology charge.
3. R/M Contractual category (#38000) includes \$23,535 for minor building repairs, alarms, pest control for parks and landscaping services at El Encanto.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$305,084	\$229,950	\$229,950	\$226,558	\$226,558
11300 Part Time Salaries	163,614	134,258	134,258	144,518	144,518
11400 Overtime Salaries	3,215	500	1,000	1,000	1,000
11500 Separation Benefits	9,180	9,455	9,455	34,286	34,286
TOTAL	\$481,093	\$374,163	\$374,663	\$406,362	\$406,362
EMPLOYEE BENEFITS					
12200 Life Insurance	\$601	\$546	\$546	\$894	\$894
12300 Medical Insurance	33,241	30,691	30,691	30,892	30,892
12350 Medicare Insurance	7,020	3,275	3,275	3,327	3,327
12370 Part Time Retirement	5,886	10,309	10,309	10,309	10,309
12400 Dental Insurance	2,275	2,044	2,044	2,488	2,488
12500 Workers Compensation	14,333	15,050	13,000	12,827	12,827
12600 Retirement	77,025	64,390	64,390	64,252	64,252
12750 City 401 Plan	0	0	1,203	1,203	1,203
12900 Long Term Disability	1,738	1,595	1,000	1,149	1,149
12950 Vision Plan	662	746	746	866	866
TOTAL	\$142,781	\$128,646	\$127,204	\$128,207	\$128,207
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,784	\$3,300	\$3,500	\$4,000	\$4,000
22000 Operating Supplies	3,196	7,248	6,700	6,700	6,700
23000 R/M Supplies	1,329	1,315	1,315	1,315	1,315
31000 Contracted Services	19,504	33,142	21,500	27,539	27,539
32000 Communications	22,216	23,730	23,230	26,500	26,500
33000 Motor Pool Charges	20,193	20,799	20,799	21,423	21,423
36000 Utilities	42,955	56,000	55,000	66,000	66,000
38000 R/M Contractual	34,429	31,166	26,000	23,535	23,535
39000 Miscellaneous	6,405	6,000	3,000	3,000	3,000
TOTAL	\$154,011	\$182,700	\$161,044	\$180,012	\$180,012
GRAND TOTAL	\$777,885	\$685,509	\$662,911	\$714,581	\$714,581

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Facilities Supervision

ACTIVITY NO.: 6502

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Recreation & Community Services	0.60	0.60	0.60	\$72,331	\$65,398	\$65,398
Recreation Superintendent	0.45	0.45	0.45	42,704	45,300	45,300
Program Coordinator	0.25	0.25	0.25	12,761	13,874	13,874
Administrative Secretary	0.80	0.80	0.80	48,096	51,024	51,024
Senior Clerk Typist	0.80	0.80	0.80	40,003	42,442	42,442
Bilingual	0.00	0.00	0.00	3,030	3,030	3,030
Eduation Incentive	0.00	0.00	0.00	1,380	2,130	2,130
Longevity Pay	0.00	0.00	0.00	1,920	3,360	3,360
Overtime	0.00	0.00	0.00	500	1,000	1,000
Separation Benefits	0.00	0.00	0.00	9,455	34,286	34,286
<u>Part-Time</u>						
Recreation Leaders	5.51	5.51	5.51	120,258	130,518	130,518
Clerk Typist	0.50	0.50	0.50	14,000	14,000	14,000
Total	8.91	8.91	8.91	\$366,438	\$406,362	\$406,362

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$555,133	\$441,153	\$441,758	\$475,271	\$475,271
SERVICES & SUPPLIES	122,949	188,085	188,085	209,366	209,366
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$678,082	\$629,238	\$629,843	\$684,637	\$684,637
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	8.37	8.12	8.12	8.12	8.12

Program Description

This activity supports the operation and maintenance of the 50-meter pool in Barnes Park and the 70' x 125' pool in Elder Park. The pools annually provide 770 hours of Swim Development and instruction and 500 hours of public swimming. Mark Keppel High School Water Polo and Swim Team, utilize the Barnes pool during the school year (1,600 hours), for their respective swim and competitive programs. The Barnes pool is open for year round lap swim (1,700 hours), and the Manta Ray Novice Youth swim team workouts, private party rentals and for use by elementary schools and local youth organizations for graduation parties, fun days and year-end awards programs.

Specific service targets are:

- Provide an Aquatics instructional program for all levels to ensure that all residents have an opportunity to learn to swim.
- Provide a variety of aquatic programs that include social, recreational, education, safety, fitness, and competitive activities for public enjoyment.

- Maintain water temperature of 78 to 80 degrees and provide optimum water and facility conditions to meet accepted health standards for the overall enjoyment of patrons.
- Provide highly trained and customer service friendly aquatics personnel to ensure safe and efficient operations, and for quality programming at the two swimming pools.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Total Number of Users	69,400	72,000	72,000
Instructional Class Attendance	4,575	5,000	5,000
Hours of Use by:			
Instructional Classes	600	901	940
Private Groups	805	1,208	1,220
School Groups	919	1,379	1,400
Public Swim	1,314	1,972	1,972

2018-2019 GOALS AND OBJECTIVES

1. *Improve Safety At City Facilities:* Work with Public Works to repair Elder Park pool deck. The north side of the pool deck is beginning to erode and needs to be repaired.
2. *Improve Organizational Effectiveness:* Develop and offer shark fin swim lesson program to encourage youth to get in the water and learn to swim.
3. *Improve Organizational Effectiveness:* Develop and implement year round swim lessons at Elder park pool to enable youth and adults to swim during the off peak times of year.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Completed the installation 10 underwater LED lights at Barnes Park pool. The new lights improve visibility and maintain health code standards while lowering the cost of energy usage.
2. Completed water softener project at Barnes Park pool. The water softener will decrease calcium build up and increase the lifespan of the new boiler, recirculation pump and water fixtures.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) reflects \$52,860 for pool chemicals.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$156,729	\$133,908	\$133,908	\$134,283	\$134,283
11300 Part Time Salaries	291,913	215,014	215,014	215,014	215,014
11400 Overtime Salaries	2,842	500	1,000	1,000	1,000
11500 Separation Benefits	6,120	6,304	6,304	31,246	31,246
TOTAL	\$457,604	\$355,726	\$356,226	\$381,543	\$381,543
EMPLOYEE BENEFITS					
12200 Life Insurance	\$395	\$367	\$367	\$671	\$671
12300 Medical Insurance	25,009	24,873	24,873	26,865	26,865
12350 Medicare Insurance	6,618	1,880	1,955	1,953	1,953
12370 Part Time Retirement	10,894	11,719	11,719	11,719	11,719
12400 Dental Insurance	1,690	1,716	1,716	1,926	1,926
12500 Workers Compensation	5,513	5,789	5,789	6,252	6,252
12600 Retirement	45,977	37,545	37,545	42,631	42,631
12750 City 401 Plan	0	0	30	195	195
12900 Long Term Disability	1,074	1,001	1,001	852	852
12950 Vision Plan	359	537	537	664	664
TOTAL	\$97,529	\$85,427	\$85,532	\$93,728	\$93,728
SERVICES & SUPPLIES					
22000 Operating Supplies	\$9,924	\$11,000	\$11,000	\$10,500	\$10,500
23000 R/M Supplies	37,335	47,860	47,860	52,860	52,860
31000 Contracted Services	1,868	3,330	3,330	3,330	3,330
32000 Communications	584	495	495	315	315
36000 Utilities	63,254	110,000	110,000	117,561	117,561
38000 R/M Contractual	9,979	15,000	15,000	24,000	24,000
39000 Miscellaneous	5	400	400	800	800
TOTAL	\$122,949	\$188,085	\$188,085	\$209,366	\$209,366
GRAND TOTAL	\$678,082	\$629,238	\$629,843	\$684,637	\$684,637

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Aquatics

ACTIVITY NO.: 6503

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Recreation & Community Services	0.20	0.20	0.20	\$24,111	\$21,799	\$21,799
Program Coordinator	0.75	0.75	0.75	47,000	50,058	50,058
Pool Maintenance Worker	1.00	1.00	1.00	45,362	49,321	49,321
Administrative Secretary	0.10	0.10	0.10	6,012	6,378	6,378
Senior Clerk Typist	0.10	0.10	0.10	5,000	5,305	5,305
Bilingual	0.00	0.00	0.00	810	810	810
Education Incentive	0.00	0.00	0.00	222	192	192
Longevity Pay	0.00	0.00	0.00	240	420	420
Overtime	0.00	0.00	0.00	500	1,000	1,000
Separation Benefits	0.00	0.00	0.00	6,304	31,246	31,246
<u>Part-Time</u>						
Pool Manager	3.54	3.54	3.54	81,000	81,000	81,000
Assistant Manager	0.40	0.40	0.40	15,500	15,500	15,500
Senior Lifeguard	0.67	0.67	0.67	49,000	49,000	49,000
Lifeguard	0.48	0.48	0.48	29,514	29,514	29,514
Jr. Lifeguard	0.24	0.24	0.24	9,500	9,500	9,500
Cashier	0.30	0.30	0.30	13,350	13,350	13,350
Locker Room Attendant	0.34	0.34	0.34	17,150	17,150	17,150
Total	8.12	8.12	8.12	\$350,575	\$381,543	\$381,543

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO: 6505

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$281,680	\$317,209	\$317,209	\$347,216	\$347,216
SERVICES & SUPPLIES	97,172	106,330	93,785	112,487	112,487
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$378,852	\$423,539	\$410,994	\$459,703	\$459,703
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.90	 4.90	 4.90	 4.90	 4.90

Program Description

This activity provides for the operation of Langley Center, the City's Senior Citizen Center. Langley Center provides activities for the local seniors and active old adults, including specialized classes, trips and tours, health screening, tax services, and a range of other free services. Other activities include dances, lunch program, billiards, table tennis, fitness classes, computer and technology classes, mature driver training course, In Home Care Management, social clubs, bazaar and health fair expo, and special events.

Langley Center offers a comprehensive community-wide program that promotes good health, independence, recreation, education and social fulfillment for all older adults residing in Monterey Park.

Special service objectives are:

- Continue to provide needed services and programs for senior citizens at Langley Center.

- Provide free health screenings, including eye exams, blood pressure checks and periodic heart disease and stroke screenings and flu shots through the assistance of local agencies and non-profit organizations.
- Provide a variety of senior programs to include social, recreational, educational, and fitness activities for the seniors' enjoyment.
- Work with local senior citizen clubs and organizations to further cultural goodwill among the growing ethnic community.
- Provide hot lunches for seniors at Langley Center. The City currently works in conjunction with YWCA Intervale Senior Services of San Gabriel Valley to provide meals at Langley Center.
- Provide a "heat emergency" relief center on days when the outside temperature is over 95 degrees, or when designated by Los Angeles County Area on Aging.

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-2019</u>
Sr. Citizen Lunches served	50,963	51,000	52,500
Volunteer Hours	34,245	30,500	25,000
Education & Recreational Classes Attendance	86,137	87,000	87,500
Health Care Screenings	3,610	4,150	4,500
Trips & Tours	912	1,040	1,200
Billiards, Table Tennis, Exercise Participants	38,336	40,000	42,000

2018-2019 GOALS AND OBJECTIVES

1. Improve Community Participation – Increase afternoon and evening participation by expanding services and activities for active older adults.
2. Improve Organizational Effectiveness – Collaborate with organizations to offer free workshops, educational classes, mobile application classes, and health screenings.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Developed a volunteer ambassador program to organize, enhance and expand the volunteer opportunities for community involvement and services.
2. Developed marketing plan while collaborating with local agencies and organizations to promote and enhance the image of aging and living a healthy, active lifestyle.
3. Enhanced weekly dance schedule by incorporating diverse music genres to further promote cultural and holiday events.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes \$25,000 for cleaning and sanitation supplies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$137,614	\$164,317	\$164,317	\$173,584	\$173,584
11300 Part Time Salaries	63,779	51,361	51,361	51,361	51,361
11400 Overtime Salaries	63	0	0	0	0
11500 Separation Benefits	6,817	7,021	7,021	18,855	18,855
TOTAL	\$208,273	\$222,699	\$222,699	\$243,800	\$243,800
EMPLOYEE BENEFITS					
12200 Life Insurance	\$424	\$546	\$546	\$1,092	\$1,092
12300 Medical Insurance	25,858	35,374	35,374	33,913	33,913
12350 Medicare Insurance	3,007	2,364	2,364	2,596	2,596
12370 Part Time Retirement	2,313	5,063	5,063	5,063	5,063
12400 Dental Insurance	1,862	2,664	2,664	2,569	2,569
12600 Retirement	38,339	46,190	46,190	55,723	55,723
12900 Long Term Disability	1,122	1,386	1,386	1,386	1,386
12950 Vision Plan	482	923	923	1,074	1,074
TOTAL	\$73,407	\$94,510	\$94,510	\$103,416	\$103,416
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,999	\$3,500	\$3,500	\$4,000	\$4,000
22000 Operating Supplies	15,000	19,700	19,700	25,000	25,000
23000 R/M Supplies	4,544	4,000	4,000	8,500	8,500
32000 Communications	385	360	360	360	360
33000 Motor Pool Charges	29	50	20	25	25
36000 Utilities	51,161	72,720	59,850	64,102	64,102
38000 R/M Contractual	20,273	3,000	3,355	6,500	6,500
39000 Miscellaneous	2,781	3,000	3,000	4,000	4,000
TOTAL	\$97,172	\$106,330	\$93,785	\$112,487	\$112,487
GRAND TOTAL	\$378,852	\$423,539	\$410,994	\$459,703	\$459,703

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Langley Center

ACTIVITY NO.: 6505

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Recreation Supervisor	0.50	0.50	0.50	\$39,936	\$43,426	\$43,426
Program Coordinator	1.00	1.00	1.00	50,000	53,157	53,157
Sr. Clerk Typist	1.00	1.00	1.00	39,084	44,373	44,373
Janitor	1.00	1.00	1.00	30,012	32,628	32,628
Separation Benefits	0.00	0.00	0.00	7,021	18,855	18,855
<u>Part-Time</u>						
Recreation Leader	1.40	1.40	1.40	51,361	51,361	51,361
Total	4.90	4.90	4.90	\$217,414	\$243,800	\$243,800

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$194,230	\$189,904	\$190,019	\$209,060	\$209,060
SERVICES & SUPPLIES	11,126	13,484	13,484	15,992	15,992
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$205,356	\$203,388	\$203,503	\$225,052	\$225,052
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.50	4.50	4.50	4.50	4.50

Program Description

There continues to be a shortage of quality affordable childcare in City of Monterey Park. According to 2010 Census, there are 8,851 children under the age of 14. This reflects 14.6% of the city's population. The Monterey Park Child Care Task Force was able to determine that there are only 1,600 licensed childcare spaces available in Monterey Park. This activity provides after-school recreational programs and care to 40 elementary age residents (K-8th grade) during the school year and up to 60 youth during the summer. This state licensed program provides accountability, safety and a high quality, low cost program to the participating families.

Specific service targets are:

- Provide an after-school childcare program for 40 children at Barnes Park Community Center. The program operates during the school year from 11:00 a.m. to 7:00 p.m., and 6:30 a.m. to 7:00 p.m. when schools are closed for vacation or staff development days.

- Provide a Tiny Tots program that gives children 3 to 5 years old an introduction to reading, social skills, math, science, and large & fine motor skills in a fun environment.

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Barnes After School Center			
Average Daily Attendance	23	28	32
Enrollment- Tiny Tots	36	36	40
Enrollment – Summer			
Day Care	55	60	60
Tiny Tots	36	36	36
Total Revenue Collected	165,055	175,000	180,000

2018-2019 GOALS AND OBJECTIVES

1. *Improve Organizational Participation:* Add a homework center and update equipment, providing students more resources and technology for their usage to aid in their daily homework.
2. *Improve Organizational Participation:* Introduce participants to American Sign Language through daily lessons and usage, which can assist in child development while introducing them to a new skill and cultural.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Added safety and educational workshops like CPR, stranger danger, puppet, and reptile shows. Staff has also implemented additional safety drills throughout the year.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) of \$7,300 reflects games, materials and summer field trip admissions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$73,612	\$75,662	\$75,662	\$77,543	\$77,543
11300 Part Time Salaries	64,551	58,140	58,140	58,140	58,140
11400 Overtime Salaries	0	0	0	0	0
11500 Separation Benefits	6,120	6,304	6,304	17,316	17,316
TOTAL	\$144,283	\$140,106	\$140,106	\$152,999	\$152,999
EMPLOYEE BENEFITS					
12200 Life Insurance	\$169	\$172	\$172	\$341	\$341
12300 Medical Insurance	8,024	8,383	8,383	9,095	9,095
12350 Medicare Insurance	2,022	1,064	1,179	1,142	1,142
12370 Part Time Retirement	2,256	3,168	3,168	3,168	3,168
12400 Dental Insurance	290	305	305	317	317
12500 Workers Compensation	14,333	15,050	15,050	16,254	16,254
12600 Retirement	22,310	21,040	21,040	24,989	24,989
12750 City 401 Plan	0	0	0	65	65
12900 Long Term Disability	429	436	436	436	436
12950 Vision Plan	114	180	180	254	254
TOTAL	\$49,947	\$49,798	\$49,913	\$56,061	\$56,061
SERVICES & SUPPLIES					
22000 Operating Supplies	\$5,586	\$7,000	\$7,000	\$8,000	\$8,000
31000 Contracted Services	5,384	6,000	6,000	7,300	7,300
32000 Communications	56	84	84	42	42
39000 Miscellaneous	100	400	400	650	650
TOTAL	\$11,126	\$13,484	\$13,484	\$15,992	\$15,992
GRAND TOTAL	\$205,356	\$203,388	\$203,503	\$225,052	\$225,052

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Childcare Activities

ACTIVITY NO.: 6506

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Recreation Superintendent	0.10	0.10	0.10	\$9,490	\$10,067	\$10,067
Child Care Coordinator	1.00	1.00	1.00	62,916	66,744	66,744
Bilingual Pay	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	72	132	132
Separation Benefits	0.00	0.00	0.00	6,304	17,316	17,316
<u>Part-Time</u>						
Child Care Teacher	3.40	3.40	3.40	58,140	58,140	58,140
Total	4.50	4.50	4.50	\$137,522	\$152,999	\$152,999

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$64,217	\$71,051	\$71,203	\$75,677	\$75,677
SERVICES & SUPPLIES	165,277	179,110	169,110	174,803	174,803
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$229,494	\$250,161	\$240,313	\$250,480	\$250,480
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.63	 1.63	 1.63	 1.63	 1.63

Program Description

This activity provides the public with special interest recreation and leisure time programs and activities. Programs include Specialized Recreation Activity Classes, Picnic Facility Rentals, U.S.D.A. Summer Youth Lunch Program, Adult Athletic Leagues and Service Clubhouse operations. The programs represented in this activity category are self-sustaining (fees must equal costs) programs and requires either a registration or league fee, grant funds or sponsor donations to cover the cost.

Specific service objectives are:

- To offer a variety of specialized programs, adult athletic leagues, and special events to allow residents the opportunity to participate and identify with the community, to expand their skills and interests, and social, cultural and educational horizons.
- Provide recreational, educational, social and cultural classes and activities that are of interest to many of the City's residents.

- Continue to provide opportunities for individuals to initiate and/or maintain physical and mental fitness through a variety of sports, social and cultural activities.

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Adult Sports Teams	50	50	50
Specialized Recreation - Activities Enrollment:	6,339	8,000	8,000
Recreation trips	135	95	100
Total Activity Revenue Collected	274,089	210,500	218,500

2018-2019 GOALS AND OBJECTIVES

1. *Improve Organizational Efficiency:* Develop additional marketing and outreach to help increase adult sports teams and specialized recreation participation by 5%.
2. *Improve Community Participation:* Explore interest and offer additional recreation trips for families or adults throughout the year.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Implemented three additional seasonal outdoor contract classes utilizing park space and did not impact facility usage.
2. Designed and developed marketing street banners to advertise registration for all department classes.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$161,200 for seasonal contract classes, adult sports leagues, maintenance and operational cost for the Services Clubhouse.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$25,956	\$26,577	\$26,577	\$28,047	\$28,047
11300 Part Time Salaries	16,087	21,712	21,712	21,712	21,712
11400 Overtime Salaries	637	0	152	0	0
11500 Separation Benefits	4,853	4,999	4,999	6,272	6,272
TOTAL	\$47,533	\$53,288	\$53,440	\$56,031	\$56,031
EMPLOYEE BENEFITS					
12200 Life Insurance	\$78	\$78	\$78	\$156	\$156
12300 Medical Insurance	2,751	2,624	2,624	2,441	2,441
12350 Medicare Insurance	635	377	377	407	407
12370 Part Time Retirement	644	869	869	869	869
12400 Dental Insurance	305	306	306	306	306
12500 Workers Compensation	5,513	5,789	5,789	6,252	6,252
12600 Retirement	6,513	7,444	7,444	8,908	8,908
12900 Long Term Disability	198	198	198	198	198
12950 Vision Plan	47	78	78	109	109
TOTAL	\$16,684	\$17,763	\$17,763	\$19,646	\$19,646
SERVICES & SUPPLIES					
31000 Contracted Services	\$154,877	\$167,200	\$157,200	\$161,200	\$161,200
32000 Communications	105	210	210	210	210
36000 Utilities	10,295	11,700	11,700	13,393	13,393
TOTAL	\$165,277	\$179,110	\$169,110	\$174,803	\$174,803
GRAND TOTAL	\$229,494	\$250,161	\$240,313	\$250,480	\$250,480

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Recreational Activities

ACTIVITY NO.: 6507

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Program Coordinator	0.50	0.50	0.50	\$25,521	\$27,747	\$27,747
Bilingual Pay	0.00	0.00	0.00	300	300	300
Separation Benefits	0.00	0.00	0.00	4,999	6,272	6,272
<u>Part-Time</u>						
Recreation Leader	1.13	1.13	1.13	21,712	21,712	21,712
Total	1.63	1.63	1.63	\$52,532	\$56,031	\$56,031

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2016-17</u>	<u>Adopted</u> <u>2017-18</u>	<u>Year-End</u> <u>Estimated</u> <u>2017-18</u>	<u>Proposed</u> <u>2018-19</u>	<u>Adopted</u> <u>2018-19</u>
PERSONNEL COST	\$15,429	\$120,611	\$120,611	\$129,575	\$129,575
SERVICES & SUPPLIES	84,853	102,249	102,295	106,289	106,289
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$100,282	\$222,860	\$222,906	\$235,864	\$235,864
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	 .10	 1.05	 1.05	 1.05	 1.05

Program Description

The Community Participation Division coordinates all Citywide Special Events. Traditional events conducted annually include, but are not limited to: Lunar New Year Celebration, Cherry Blossom Festival, Cinco de Mayo, MP Birthday, Geranium Festival, Holiday Snow Village and Fourth of July. Special functions include Council Reorganization Functions, Farmers' Market, Electrical Box Works of Art and Community Beautification Days. This Division functions as required by the nature of each particular event. The Recreation Superintendent acts as the administrator, liaison or aide to City Administration and Staff, Commissioners, Special Contractor and/or Community Organizations in the promotion, fund raising, planning, coordination and administration of community events and cultural activities; Program Coordinators assist with planning, logistics, and day of event implementation. In addition, this division organizes a special recognition program for the volunteers who supplement the City's work force.

Specific service objectives are:

- Assist with the recruitment and recognition of volunteers for special programs such as the Electrical Box Works of Art.

- Provide a meaningful experience and recognition for the volunteers who are active in our City’s programs.
- Maintain overall success of the Special Event Programs through continuous coordination with the individuals and groups traditionally involved, as well as the ongoing recruitment of new members, businesses, clubs and organizations.
- Consult, communicate and coordinate with city departments, private contractors, vendors and businesses to enhance the activities, programs and support of the special events.

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Total Number of Volunteer Hours	28,050	28,000	29,000
Number of Regular Volunteers	452	450	480
Estimated Savings to City for Volunteer Hours Based on National Standard Rate (\$23.07 per hour)	647,113	645,960	699,030
Total Number of Special Events	37	39	39

2018-2019 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness:* Coordinate and collaborate with City departments to offer additional educational trainings and workshops to the community.
2. *Improve Community Participation:* Work closely with American Legion post 397 to further enhance Veterans Day and Memorial Day ceremony at City Hall.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Implemented Free “Concerts in the Park” at the Barnes Park amphitheater. Concerts included additional games and activities for attendees to enjoy.
2. Expanded “Movies in the Park” program to five various park locations throughout the city, including a movie at the iconic Cascades waterfall and an end of the summer bash at Barnes Park pool.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$28,050 for contracted services to conduct events, such as the Holiday Snow Village, Cherry Blossom, Cinco de Mayo, Geranium Festival, Memorial Day, Patriot Day and Veteran’s Day.
2. Miscellaneous category (#39000) reflects \$71,840 for playground repairs, park infrastructure, equipment and materials for volunteer projects and community beautification projects.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$6,678	\$79,624	\$79,624	\$83,864	\$83,864
11400 Overtime Salaries	322	0	0	0	0
11500 Separation Benefits	4,685	4,825	4,825	4,040	4,040
TOTAL	\$11,685	\$84,449	\$84,449	\$87,904	\$87,904
EMPLOYEE BENEFITS					
12200 Life Insurance	\$16	\$164	\$164	\$317	\$317
12300 Medical Insurance	1,219	10,491	10,491	11,173	11,173
12350 Medicare Insurance	102	1,139	1,139	1,217	1,217
12400 Dental Insurance	84	784	784	846	846
12500 Workers Compensation	420	441	441	476	476
12600 Retirement	1,839	22,493	22,493	26,606	26,606
12750 City 401 Plan	0	0	0	293	293
12900 Long Term Disability	40	416	416	416	416
12950 Vision Plan	24	234	234	327	327
TOTAL	\$3,744	\$36,162	\$36,162	\$41,671	\$41,671
SERVICES & SUPPLIES					
21000 Office Supplies	\$243	\$800	\$800	\$800	\$800
22000 Operating Supplies	2,880	1,900	1,900	2,900	2,900
23000 R/M Supplies	291	500	500	500	500
24000 Small Tools	84	200	246	800	800
31000 Contracted Services	17,095	25,110	25,110	28,050	28,050
32000 Communications	34	899	899	399	399
38000 R/M Contractual	850	1,000	1,000	1,000	1,000
39000 Miscellaneous	63,376	71,840	71,840	71,840	71,840
TOTAL	\$84,853	\$102,249	\$102,295	\$106,289	\$106,289
GRAND TOTAL	\$100,282	\$222,860	\$222,906	\$235,864	\$235,864

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Participation

ACTIVITY NO.: 6508

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Recreation Superintendent	0.45	0.45	0.45	\$42,703	\$45,301	\$45,301
Program Coordinator	0.50	0.50	0.50	28,428	30,559	30,559
Administrative Secretary	0.10	0.10	0.10	6,012	6,378	6,378
Bilingual	0.00	0.00	0.00	480	480	480
Education Incentive	0.00	0.00	0.00	372	726	726
Longevity Pay	0.00	0.00	0.00	240	420	420
Separation Benefits	0.00	0.00	0.00	4,825	4,040	4,040
Total	1.05	1.05	1.05	\$83,060	\$87,904	\$87,904

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$113,682	\$120,810	\$122,599	\$128,920	\$128,920
SERVICES & SUPPLIES	69,991	76,390	76,390	79,032	79,032
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$183,673	\$197,200	\$198,989	\$207,952	\$207,952
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .36	 1.36	 1.36	 1.36	 1.36

Program Description

The Media Production Division coordinates the City's Cable Television, general and community based programming, and original productions. Additionally, the division also oversees the City's website and Twitter account. The Division also coordinates and assists the City Contractor with the publication of the Monterey Park CASCADES newspaper.

Specific service objectives are:

- Through a variety of media sources, provide communication and dissemination of information for events, projects, and cultural and recreational activities to residents and businesses in the City.
- Oversee the State's Cable Television Franchise Agreement and keep the City updated as to the latest changes in local, State and Federal regulations pertaining to cable television.
- Assist City Departments through the creation of brochures, cable programs, public service announcements and/or graphic design, to allow them to enhance, promote and inform residents of the various City programs, services, activities and events.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Internet webcast media stream views	5,977	4,350	5,200
Number of Programs Shown on MPK-TV (including repeats)	1,768	1,690	1,725
MPk-TV YouTube Channel Views	9,245	10,200	10,000

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness*: Work with website redesign committee to address and website visual design and layout.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Created programming for unique events such as the Water conservation garden opening, City Council meeting at East LA College, Mayor's state of the city, Garvey Ranch basketball court opening and Monterey Park Best Place to live celebration.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects \$74,652 for the publication of the Cascades newspaper, Cascades postage and website maintenance contract.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$73,059	\$77,694	\$77,694	\$81,025	\$81,025
11300 Part Time Salaries	0	4,207	4,207	4,207	4,207
11400 Overtime Salaries	3,513	0	1,734	0	0
11500 Separation Benefits	6,395	6,587	6,587	5,233	5,233
TOTAL	\$82,967	\$88,488	\$90,222	\$90,465	\$90,465
EMPLOYEE BENEFITS					
12200 Life Insurance	\$172	\$172	\$172	\$344	\$344
12300 Medical Insurance	7,392	7,543	7,543	8,105	8,105
12350 Medicare Insurance	1,128	1,037	1,037	1,181	1,181
12370 Part Time Retirement	0	230	230	230	230
12400 Dental Insurance	650	650	650	650	650
12500 Workers Compensation	735	772	772	833	833
12600 Retirement	20,094	21,303	21,303	25,711	25,711
12750 City 401 Plan	0	0	55	715	715
12900 Long Term Disability	436	436	436	436	436
12950 Vision Plan	108	179	179	250	250
TOTAL	\$30,715	\$32,322	\$32,377	\$38,455	\$38,455
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$100	\$100	\$100	\$100
22000 Operating Supplies	0	100	100	100	100
31000 Contracted Services	66,635	72,210	72,210	74,652	74,652
38000 R/M Contractual	3,276	3,500	3,500	3,500	3,500
39000 Miscellaneous	80	480	480	680	680
TOTAL	\$69,991	\$76,390	\$76,390	\$79,032	\$79,032
GRAND TOTAL	\$183,673	\$197,200	\$198,989	\$207,952	\$207,952

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Media Production

ACTIVITY NO.: 6509

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Community Communications Coordinator	1.00	1.00	1.00	\$66,062	\$70,080	\$70,080
Senior Clerk Typist	0.10	0.10	0.10	5,000	5,305	5,305
Bilingual	0.00	0.00	0.00	180	180	180
Education Incentive	0.00	0.00	0.00	330	1,260	1,260
Longevity Pay	0.00	0.00	0.00	2,400	4,200	4,200
Separation Benefits	0.00	0.00	0.00	6,587	5,233	5,233
<u>Part-Time</u>						
Video Technician	0.26	0.26	0.26	4,207	4,207	4,207
Total	1.36	1.36	1.36	\$84,766	\$90,465	\$90,465

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$343,757	\$408,428	\$402,184	\$447,760	\$447,760
SERVICES & SUPPLIES	166,228	187,536	187,536	193,218	193,218
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$509,985	\$595,964	\$589,720	\$640,978	\$640,978
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	6.70	6.70	6.70	6.70	6.70

Program Description

This activity provides for the City's Dial-A-Ride transportation services for Senior Citizens and the handicapped. The transit program allows senior citizens to be mobile and independent so they may meet their medical, shopping, recreational, cultural, social and nutritional needs.

Specific service objectives are to:

- Provide for the mobility of the City's senior citizen population and handicapped residents to accommodate their medical, shopping, social, recreation and welfare needs in the safe, reliable, and courteous operation of the City's Dial-A-Ride transportation service.
- Subsidize M.T.A. bus fares through the sale of TAP cards, to encourage residents, especially seniors and students, to utilize public transit facilities.

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Dial-A-Ride:			
Senior Passengers	2,576	5,200	7,200
Handicapped Passengers	744	1,300	1,800
Transit Miles	33,800	36,500	38,000
Dial-A-Ride Supplemental Taxi	659	700	720
MTA Passes	2,225	2,400	2,550
Senior Citizen Specialized Trips	6	52	52

2018-2019 GOALS AND OBJECTIVES

1. *Improve Organizational Efficiency:* Expand and implement Dial-A-Ride services to include Saturday and Sunday hours in order to meet weekend transportation needs during Langley center's operating hours.
2. *Improve Organizational Effectiveness:* Upgrade dispatch GPS system to simplify reports and improve efficiency of Dial-A-Ride services.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Developed a senior fixed route to meet the needs of the senior community and the Monterey Park Senior Village residents. Offer group market and mall excursions to Langley members and neighboring Senior Housing residents.
2. Implemented monthly leisure seminars that provide instruction on smart phone application usage to include applications like UBER and LYFT to seniors.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Motor Pool Charges category (#33000) reflects \$122,851 for Motor Pool charges.
2. Other Agency Services category (#41000) reflects \$58,957 for TAP cards and supplemental taxi service.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$199,387	\$218,102	\$211,803	\$224,361	\$224,361
11300 Part Time Salaries	22,007	41,513	41,513	43,588	43,588
11400 Overtime Salaries	614	1,000	1,000	1,000	1,000
11500 Separation Benefits	20,400	21,012	21,012	25,782	25,782
TOTAL	\$242,408	\$281,627	\$275,328	\$294,731	\$294,731
EMPLOYEE BENEFITS					
12200 Life Insurance	\$543	\$710	\$710	\$1,358	\$1,358
12300 Medical Insurance	37,047	51,391	51,391	59,116	59,116
12350 Medicare Insurance	3,211	3,133	3,133	3,306	3,306
12400 Dental Insurance	2,480	3,592	3,592	4,080	4,080
12500 Workers Compensation	3,150	3,308	3,308	9,000	9,000
12600 Retirement	52,706	61,513	61,513	71,297	71,297
12750 City 401 Plan	0	0	55	1,430	1,430
12900 Long Term Disability	1,589	2,010	2,010	1,862	1,862
12950 Vision Plan	623	1,144	1,144	1,580	1,580
TOTAL	\$101,349	\$126,801	\$126,856	\$153,029	\$153,029
SERVICES & SUPPLIES					
22000 Operating Supplies	\$3,103	\$7,685	\$7,685	\$9,000	\$9,000
31000 Contracted Services	0	1,800	1,800	2,200	2,200
32000 Communications	1,496	390	390	210	210
33000 Motor Pool Charges	115,799	119,273	119,273	122,851	122,851
41000 Other Agency Serv	45,830	58,388	58,388	58,957	58,957
TOTAL	\$166,228	\$187,536	\$187,536	\$193,218	\$193,218
GRAND TOTAL	\$509,985	\$595,964	\$589,720	\$640,978	\$640,978

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Recreation and Community Services

ACTIVITY: Community Transportation

ACTIVITY NO.: 6511

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Recreation & Community Services	0.20	0.20	0.20	\$24,110	\$21,799	\$21,799
Recreation Supervisor	0.50	0.50	0.50	39,937	43,426	43,426
Bus/Child Care Driver	3.00	3.00	3.00	92,556	98,968	98,968
Dial-A-Ride Dispatcher	1.00	1.00	1.00	54,456	57,768	57,768
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	144	0	0
Longevity	0.00	0.00	0.00	0	1,800	1,800
Overtime	0.00	0.00	0.00	1,000	1,000	1,000
Separation Benefits	0.00	0.00	0.00	21,012	25,782	25,782
<u>Part-Time</u>						
Bus/Child Care Driver	2.00	2.00	2.00	41,513	43,588	43,588
Total	6.70	6.70	6.70	\$275,328	\$294,731	\$294,731

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

SOURCE OF FUNDS:
 General \$2,796,777
 Retirement \$273,782
 State Gas Tax \$1,792,173
 Sewer \$1,504,376
 Refuse \$5,317,950
 Shop \$1,811,663
 Water \$9,743,582
 Water Treatment \$5,555,565
 Proposition A \$496,102
 Measure R \$296,253
 Asset Forfeiture \$45,000
 Air Quality Improvement \$22,000
 Proposition C \$1,040,718
 Maintenance District 93-1 \$1,011,067
 Used Oil Recycling Block Grant \$16,715
 Beverage Container Recycling Grant \$15,525

<u>SUMMARY OF COST</u>	<u>Actual</u> 2016-17	<u>Adopted</u> 2017-18	<u>Year-End</u> <u>Estimated</u> 2017-18	<u>Proposed</u> 2018-19	<u>Adopted</u> 2018-19
PERSONNEL COST	\$6,845,613	\$7,405,823	\$6,524,334	\$7,773,643	\$7,773,643
SERVICES & SUPPLIES	16,102,134	18,650,587	17,789,575	21,562,605	21,562,605
CAPITAL OUTLAY	1,039,688	1,462,880	1,362,880	2,403,000	2,403,000
TOTAL COSTS	\$23,987,435	\$27,519,290	\$25,676,789	\$31,739,248	\$31,739,248
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 69.74	 70.94	 70.94	 71.16	 71.16

Program Description

The Public Works Department is responsible for providing and maintaining the City's infrastructure in a manner that ensures the health, safety and welfare of the City's residents and visitors. This includes the design, construction, repair and maintenance of public land, roadways, sidewalks, sewers, and storm drains; public buildings and structures; water production, storage and delivery facilities; the repair and maintenance of City vehicles and equipment; and transportation services. The Department is made up of five divisions: Public Works Maintenance Services, Engineering, Community Transportation, Water Utility, and Parks.

Maintenance Services Division:

The Public Works Maintenance Services Division is responsible for the maintenance and repair of Monterey Park's streets, alleys, sidewalks, curbs, and gutters. Maintenance activities include street striping, concrete patching, asphalt replacement, and traffic and street name sign replacement.

The Division also administers the City's contract for street sweeping, and maintains and repairs the City's storm drain and sanitary sewer system. The Division also oversees the City's storm water pollution prevention program to comply with Federal and State law

In order to facilitate the public and support other City operations, the Division repairs and maintains all City-owned buildings and structures, and repairs and performs scheduled preventive maintenance on City-owned vehicles and motorized equipment.

Engineering Division:

The Engineering Division is responsible for providing all engineering services to the City, including the design and construction of all public streets, sewers, storm drains, traffic signals, parks, recreational facilities, and public buildings that are authorized by the City Council. Additionally, the Division reviews and makes recommendations on development and zoning matters such as tracts, parcel maps, variances, conditional use permits, and building permits. The Division also issues grading permits, public works construction permits, encroachment permits, etc. Following the issuance of permits or contract awards, the Division is responsible for the inspection and satisfactory construction of all such authorized Public Works facilities.

Another function of the division is traffic engineering. All traffic issues, including signal timing, traffic related improvements, and citizen complaints are handled by the Division. The Division coordinates retrofits to City facilities necessary under the "Americans With Disabilities Act" and also administers the City's contract for refuse collection.

Community Transportation Division:

The Community Transportation Division is responsible for providing the local, fixed-route bus system, and coordinating regional transit service. The division supports programs to improve mobility for work, school, medical, shopping, recreation, culture, social interaction and other needs in order to enhance the quality of life for the community, including the Employee Transportation Program, recreational transit for the youth, and Dial-A-Ride services for senior citizens and residents.

Water Utility Division:

The Water Utility Division is responsible for supplying water to 95% of Monterey Park's residents. Private water companies service the remaining portions of the City, which include the southwesterly corner, a small neighborhood in the southeasterly corner, and a few properties on North New Avenue.

The City's water system is composed of 12 deep wells in the vicinity of the Rio Hondo River outside the City limits, 134 miles of 2" to 24" mains, approximately 2,064 gate valves, approximately 1,059 fire hydrants, 13 storage reservoirs, and 11 pumping stations. There are approximately 13,261 water meters connected to the City's mains. In addition, the City has five treatment facilities to ensure the city's water meets and exceeds safe drinking water standards.

The quality of water in the City's system is regulated by federal, state and county agencies. In 1975, the federal government passed the "Safe Drinking Water Act" (SDWA), which is administered by the Environmental Protection Agency. The SDWA has been continually revised to require more stringent standards, with the most recent significant revisions in 1996. The Water Utility Division ensures that the City stays in full compliance with these standards and only supplies water to our consumers that meets these standards. State standards in some cases are more stringent than Federal standards and the City must comply with the more stringent of the two.

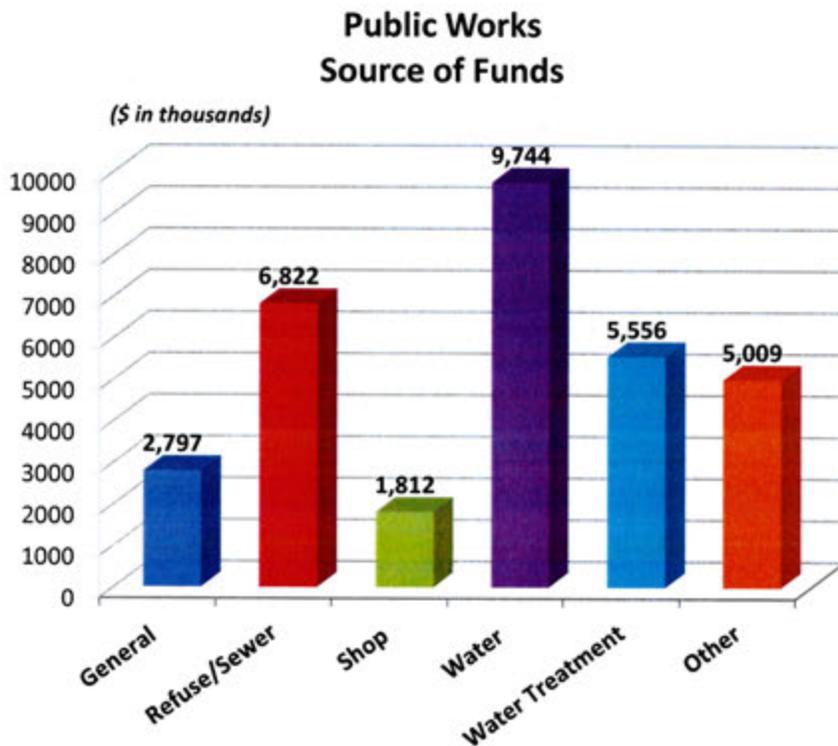
Since the Water Utility Division produces all its water supply from an adjudicated basin, the Main San Gabriel Basin, and the City's annual production exceeds its production rights, the City must replace the amount of water it over-pumps. The San Gabriel Valley Municipal Water District, of which the City is a member agency, satisfies this requirement by importing water from the State Water Project.

Parks Division:

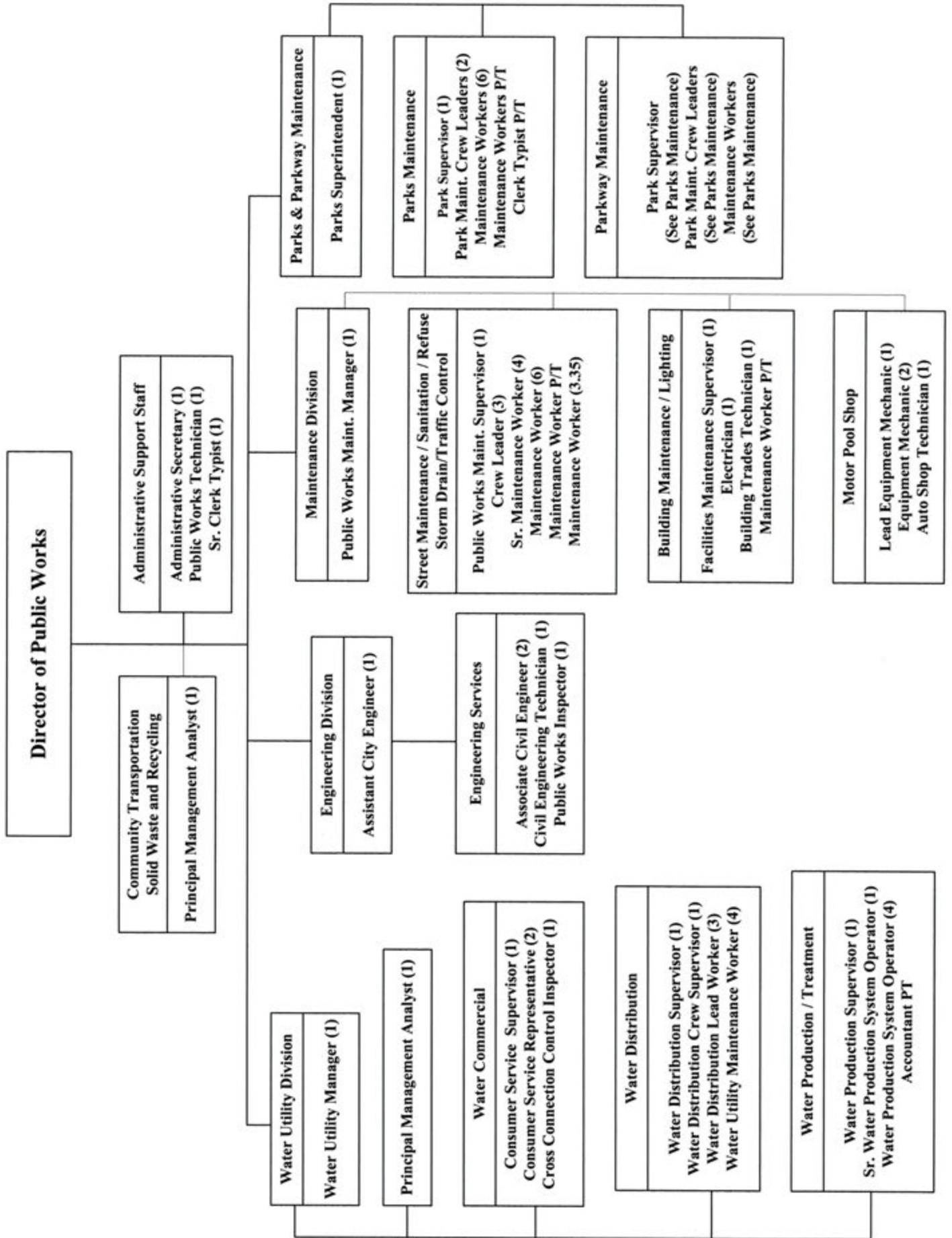
The Park Division responsibilities include the development and maintenance of public parks and facilities, landscaped areas, and street medians and trees.

Personnel Changes:

FTE increases reflect treatment activity involvements by Management Services personnel for WQA requirements.



Public Works Department



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Community Transportation
ACTIVITY NO.: 4201

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$44,094	\$48,924	\$48,960	\$67,481	\$67,481
SERVICES & SUPPLIES	1,140,409	1,298,380	1,287,402	1,407,961	1,407,961
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,184,503	\$1,347,304	\$1,336,362	\$1,475,442	\$1,475,442
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.25	.25	.25	.35	.35

Program Description

The objectives of the transportation division are to accomplish the following:

- Provide for a transit system that is safe, convenient and reliable through the operation of the local, fixed-route bus – Spirit – and the support of the Dial-A-Ride service.
- Work with outside agencies to improve regional transportation services.
- Establish and maintain a transportation infrastructure that encourages the use of public transit, affords mobility and supports the City's goals of economic vitality and community beautification.
- Implement a commute program for City employees to comply with air quality requirements and reduce mobile emissions.

PROGRAM MEASUREMENTS

	Actual <u>2016-17</u>	Estimated <u>2017-18</u>	Projected <u>2018-19</u>
Proposition A Funding Incentive Program:			
*MTA National Transit Data Reporting Fund	\$107,277	\$109,766	\$110,000
Fixed-Route Transit:			
Total Passengers	299,033	275,043	253,040
Passenger per Revenue Service Hour	15.82	14.62	13.45
Cost per Passenger	\$2.27	\$2.74	\$2.98

* Funds received in FY 2016-17 are based on passenger trips and service miles that were provided in FY 2013-14 and those received in FY 2017-18 are based on FY 2014-15 data. FY 2018-19 funds are based on FY 2015-16 data.

2018-2019 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency: Explore options to expand the City's transportation services to include additional routes to link to the Metro Gold Line, Potrero Grande, and the Market Place to meet the growing transportation needs.

2017-2018 MAJOR ACCOMPLISHMENTS

1. Improve Organizational Effectiveness and Efficiency: Submitted Mobile Source Air Pollution Reduction Review Committee (MSRC) grant application to receive the Clean Transportation Funding to fund one new bus for the new MarketPlace route.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Rideshare Incentives category (#11700) includes \$16,000 to operate a commute program for City employees to comply with air quality requirements and reduce mobile emissions.
2. Contracted Services category (#31000) includes \$1,073,590 to operate the City's Spirit Bus system and other transit related services.
3. Other Agency Services category (#41000) includes the City's contribution to the California State University, Los Angeles (CSULA) Metrolink Joint Powers Authority (JPA), \$28,000, in the Prop C Fund.
4. Miscellaneous Financial Services category (#44000) \$290,000 is Prop A and Prop C Local Returns contribution to the General Liability Fund.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Community Transportation

ACTIVITY NO.: 4201

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$23,686	\$24,037	\$24,037	\$36,860	\$36,860
11700 Rideshare Incentives	12,376	16,000	16,000	16,000	16,000
TOTAL	\$36,062	\$40,037	\$40,037	\$52,860	\$52,860
EMPLOYEE BENEFITS					
12200 Life Insurance	\$46	\$39	\$39	\$101	\$101
12300 Medical Insurance	1,317	1,249	1,249	1,765	1,765
12350 Medicare Insurance	355	351	351	550	550
12400 Dental Insurance	175	170	170	197	197
12600 Retirement	5,971	6,901	6,901	11,687	11,687
12750 City 401 Plan	0	0	36	72	72
12900 Long Term Disability	99	99	99	139	139
12950 Vision Plan	69	78	78	110	110
TOTAL	\$8,032	\$8,887	\$8,923	\$14,621	\$14,621
SERVICES & SUPPLIES					
22000 Operating Supplies	\$0	\$200	\$100	\$200	\$200
31000 Contracted Services	884,377	1,052,892	1,052,892	1,073,590	1,073,590
32000 Communications	44	0	122	171	171
34000 Advertising	7,500	7,500	0	7,500	7,500
39000 Miscellaneous	4,488	8,500	5,000	8,500	8,500
41000 Other Agency Serv	28,000	28,000	28,000	28,000	28,000
44000 Misc Financial Serv	216,000	201,288	201,288	290,000	290,000
TOTAL	\$1,140,409	\$1,298,380	\$1,287,402	\$1,407,961	\$1,407,961
GRAND TOTAL	\$1,184,503	\$1,347,304	\$1,336,362	\$1,475,442	\$1,475,442

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Community Transportation

ACTIVITY NO.: 4201

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Public Works	0.00	0.05	0.05	\$0	\$6,400	\$6,400
Principal Management Analyst	0.25	0.30	0.30	22,437	29,218	29,218
Bilingual Pay	0.00	0.00	0.00	450	540	540
Education Incentive	0.00	0.00	0.00	360	702	702
Rideshare Incentives	0.00	0.00	0.00	16,000	16,000	16,000
Total	0.25	0.35	0.35	\$39,247	\$52,860	\$52,860

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$511,636	\$557,840	\$441,450	\$657,040	\$657,040
SERVICES & SUPPLIES	429,480	519,820	574,744	592,102	592,102
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$941,116	\$1,077,660	\$1,016,194	\$1,249,142	\$1,249,142
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	10.30	9.90	9.90	11.02	11.02

Program Description

Monterey Park has 119.27 miles of improved streets, 10 miles of alleys and 225.22 miles of sidewalks, curbs and gutters. In addition, the City has within its 7.7 square miles two public parking districts, three Civic Center parking lots, one police and fire parking lot, 10 parking lots serving City parks, and 5 parking lots at various other City facilities. To ensure the City maintains the integrity of a sound structural road system, Street Maintenance crews inspect all streets to detect pavement failures. The need for street repair is mainly caused by pavement stresses, base failures, increased traffic volume, pavement oxidation due to age, wear and/or weather conditions. Maintenance of sidewalks, curbs and gutters is also imperative to both safe movement of pedestrian traffic and free flow of runoff nuisance water. Parkway tree roots are a major cause of sidewalk, curb and gutter misalignment. Street Maintenance also provides weed abatement services on public rights-of-way throughout the City. Citywide graffiti removal and clean team task are also included in this activity.

Specific Service objectives are:

- Inspect the areas scheduled to be slurry sealed to locate pavement failures, assess the extent of these failures, prioritize the need for their repair, and schedule repairs according to project schedule.
- Inspect sidewalks to locate uplifted sections that may obstruct pedestrian travel and schedule those for timely repair and/or replacement. Also identify and schedule for repair sections of sunken or displaced curbs and gutters that may impede pedestrians or the normal flow of water off the roadway.
- Within two days of notification, ramp sidewalks that are raised ½ inch or more with temporary asphalt, grind down sidewalks that are raised ½ inch or less, and cut problem tree roots to eliminate future uplifts.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Roadway Maintenance:			
Potholes Repaired (Total No.)	3,852	4,800	5,000
Utility Cuts Repaired (Total No.)	98	130	150
Sidewalk Maintenance:			
Sidewalk Repair (Sq. Ft.)	2,875	5,200	6,000
Sidewalk Grinds (Total No.)	152	189	205
Curb and Gutter Maintenance:			
Curb and Gutter Repair (Ln. Ft.)	225	365	425
Other Maintenance Items			
Bus Shelters Pressure Washed	312	208	280
Shopping Carts Picked Up by Public Works	119	110	110

2018-2019 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Continue the implementation of a four-month rotation of divisional employees between asphalt/concrete operations, sanitary sewer operations, traffic painting/sign operations, and graffiti/clean team operations.

2. *Improve Organizational Effectiveness and Efficiency*: Explore more efficient ways to fix potholes throughout the community either through work methods, equipment, or technology.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Community-wide Beautification*: Completed a retaining wall and concrete pedestrian walkway for Garvey Ranch Basketball Court.
3. *Improve Organizational Effectiveness and Efficiency*: Implementation of a four-month rotation of employees between asphalt/concrete, sanitary sewer, traffic painting/sign, and graffiti/clean team operations to develop broad skill abilities of employees.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) \$33,750 covers supplies, herbicides, and uniforms.
2. R/M Supplies category (#23000) \$233,300 covers construction activities, including concrete, asphalt and base materials, barricades, lights, and graffiti/clean team supplies.
3. Contracted Services category (#31000) \$49,520 is for weed abatement services and graffiti tracker services.
4. Miscellaneous Financial Services category (#44000) \$27,000 is for indirect cost charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$207,483	\$239,881	\$131,137	\$295,931	\$295,931
11300 Part Time Salaries	120,210	126,000	117,000	117,400	117,400
11400 Overtime Salaries	10,332	4,750	5,423	5,100	5,100
11500 Separation Benefits	36,924	38,032	38,032	38,095	38,095
TOTAL	\$374,949	\$408,663	\$291,592	\$456,526	\$456,526
EMPLOYEE BENEFITS					
12200 Life Insurance	\$592	\$641	\$641	\$1,620	\$1,620
12300 Medical Insurance	29,295	33,811	33,811	49,600	49,600
12350 Medicare Insurance	3,883	2,995	2,995	4,361	4,361
12370 Part Time Retirement	1,570	3,273	3,273	4,788	4,788
12400 Dental Insurance	2,132	2,527	2,527	3,756	3,756
12500 Workers Compensation	33,953	35,651	35,651	36,503	36,503
12600 Retirement	63,193	67,813	67,813	93,978	93,978
12750 City 401 Plan	0	0	681	2,340	2,340
12900 Long Term Disability	1,520	1,625	1,625	2,057	2,057
12950 Vision Plan	549	841	841	1,511	1,511
TOTAL	\$136,687	\$149,177	\$149,858	\$200,514	\$200,514
SERVICES & SUPPLIES					
22000 Operating Supplies	\$34,733	\$33,750	\$33,750	\$33,750	\$33,750
23000 R/M Supplies	131,818	183,300	233,300	233,300	233,300
24000 Small Tools	948	1,000	1,000	1,000	1,000
31000 Contracted Services	33,141	44,596	49,520	49,520	49,520
32000 Communications	4,551	5,042	5,042	8,584	8,584
33000 Motor Pool Charges	218,000	224,540	224,540	231,276	231,276
38000 R/M Contractual	6,289	6,480	6,480	6,672	6,672
39000 Miscellaneous	0	1,000	1,000	1,000	1,000
44000 Misc Financial Serv	0	20,112	20,112	27,000	27,000
TOTAL	\$429,480	\$519,820	\$574,744	\$592,102	\$592,102
GRAND TOTAL	\$941,116	\$1,077,660	\$1,016,194	\$1,249,142	\$1,249,142

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Maintenance

ACTIVITY NO.: 4202

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Public Works Maintenance Manager	0.15	0.15	0.15	\$13,466	\$16,198	\$16,198
Public Works Maintenance Supervisor	0.50	0.50	0.50	34,152	37,599	37,599
Principal Management Analyst	0.20	0.20	0.20	17,949	19,479	19,479
Crew Leader	0.50	0.56	0.56	32,376	30,824	30,824
Sr. Maintenance Worker	1.10	1.10	1.10	54,487	56,671	56,671
Maintenance Worker	1.65	2.71	2.71	78,036	130,965	130,965
Bilingual	0.00	0.00	0.00	1,020	1,164	1,164
Education Incentive	0.00	0.00	0.00	371	420	420
Longevity Pay	0.00	0.00	0.00	2,520	2,331	2,331
Overtime	0.00	0.00	0.00	4,750	5,100	5,100
Pesticide/Herbicide Premiums	0.00	0.00	0.00	378	280	280
Separation Benefits	0.00	0.00	0.00	38,032	38,095	38,095
<u>Part-Time</u>						
Maintenance Worker	5.80	5.80	5.80	126,000	117,400	117,400
Total	9.90	11.02	11.02	\$403,537	\$456,526	\$456,526

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$115,416	\$127,428	\$127,614	\$115,571	\$115,571
SERVICES & SUPPLIES	153,556	162,900	162,900	202,900	202,900
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$268,972	\$290,328	\$290,514	\$318,471	\$318,471
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 1.00	 1.33	 1.33	 1.18	 1.18

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 298 catch basins, and 25 miles of open slope drains that are located on 1,096 private properties.

Specific Service objectives are:

- Routinely inspect and clean catch basins and grates prior to the rainy season. During the rainy season, crews supplemented 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 298 City-owned catch basins in the street at a minimum of once a year. Clean priority A & B catch basins quarterly.
- Inspect and clean the 11 City-owned slope drains located on city property.

- Implement the City's National Pollution Discharge Elimination System (NPDES) program and comply with the Los Angeles County municipal storm water permit requirements.
- The City is committed through the MS4 NPDES Permit to implementing its Enhanced Watershed Management Program (EWMP).

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Storm Drain Maintenance:			
Number of catch basins grates cleaned annually*	1,192	1,300	1,300
City-Owned Slope Drain Inspection Program:			
Number of slope drains inspected (this includes re-inspections)	11	11	11

*Los Angeles County had been contracted to clean out catch basins.

2018-2019 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Complete the 3rd stenciling phase of storm drain locations to comply with the Los Angeles County storm water permit requirements in order to satisfy the City's regulatory requirements.
2. *Improve Organizational Effectiveness and Efficiency:* Continue to identify new locations that require additional cleaning to provide efficient follow-up of removing restricted debris from adjacent roadway gutters.
3. *Achieve Financial Stability:* To comply with the Total Maximum Daily Load (TMDL) requirements in the absence of proper funding, the City will continue to actively seek grants to assist in funding stormwater capture projects.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Completed 2nd phase of stenciling storm drain locations to comply with Los Angeles County storm water permit requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$200,000 has increased due to the MS4 NPDES Permit that includes costs for the EWMP Agreement with the City of Los Angeles and the Rio Hondo Load Reduction Strategy Agreement with the San Gabriel Valley Council of Governments (SGVCOG).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$70,074	\$75,788	\$75,788	\$61,209	\$61,209
11400 Overtime Salaries	2,330	2,200	2,200	2,200	2,200
11500 Separation Benefits	4,629	4,768	4,768	5,118	5,118
TOTAL	\$77,033	\$82,756	\$82,756	\$68,527	\$68,527
EMPLOYEE BENEFITS					
12200 Life Insurance	\$197	\$208	\$208	\$376	\$376
12300 Medical Insurance	8,603	9,992	9,992	12,133	12,133
12350 Medicare Insurance	528	610	610	906	906
12400 Dental Insurance	576	635	635	928	928
12500 Workers Compensation	10,500	11,025	11,025	11,907	11,907
12600 Retirement	17,344	21,452	21,452	19,446	19,446
12750 City 401 Plan	0	0	186	501	501
12900 Long Term Disability	494	528	528	478	478
12950 Vision Plan	141	222	222	369	369
TOTAL	\$38,383	\$44,672	\$44,858	\$47,044	\$47,044
SERVICES & SUPPLIES					
22000 Operating Supplies	\$445	\$500	\$500	\$500	\$500
23000 R/M Supplies	1,233	2,400	2,400	2,400	2,400
31000 Contracted Services	151,878	160,000	160,000	200,000	200,000
TOTAL	\$153,556	\$162,900	\$162,900	\$202,900	\$202,900
GRAND TOTAL	\$268,972	\$290,328	\$290,514	\$318,471	\$318,471

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Storm Drain Maintenance

ACTIVITY NO.: 4203

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Crew Leader	0.50	0.18	0.18	\$32,376	\$9,908	\$9,908
Senior Maintenance Worker	0.33	0.50	0.50	16,446	25,576	25,576
Maintenance Worker	0.50	0.50	0.50	23,550	24,807	24,807
Bilingual	0.00	0.00	0.00	200	162	162
Education Incentive	0.00	0.00	0.00	25	0	0
Longevity Pay	0.00	0.00	0.00	1,600	726	726
Overtime	0.00	0.00	0.00	2,200	2,200	2,200
Pesticide/Herbicide Premiums	0.00	0.00	0.00	240	30	30
Separation Benefits	0.00	0.00	0.00	4,768	5,118	5,118
Total	1.33	1.18	1.18	\$81,405	\$68,527	\$68,527

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Sanitary Sewer Mtce aintenance
ACTIVITY NO.: 4204

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$510,915	\$632,006	\$559,984	\$676,694	\$676,694
SERVICES & SUPPLIES	669,610	636,583	636,583	720,263	720,263
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,180,525	\$1,268,589	\$1,196,567	\$1,396,957	\$1,396,957
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	7.20	7.15	7.15	7.12	7.12

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 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 clean all main lines annually to insure proper functioning of the system.
- Minimize stoppages by cleaning main line sewers that have minimum flow velocity or are blocked by tree roots. Clean selected lines that are known for accumulation of grease deposits. These lines are cleaned on 2-week, 6-week, 3-month, or 6-month intervals depending upon history of stoppages.
- Respond to all sewer problems within 12 minutes during working hours and within 30 minutes upon being dispatched after-hours.

- Oversee the construction of infrastructure improvements that are identified in the Sewer Master Plan.
- Spray one half of the city manholes each year for insect and rodent control.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Main Line Cleaning:			
Miles of main lines cleaned	75.7	85	100
Sewer Stoppages:			
Number of sewer stoppages	4	3	4
Percentage of stoppages responded to within one hour after normal working hours.	100%	100%	100%
Video Taping:			
Number of linear feet of video taped	132,899	165,590	160,000

2018-2019 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Develop and implement a Standard Operating Procedure (SOP) that allows for in-house Closed Circuit Television (CCTV) inspection of the City’s sanitary sewer main lines. This will allow staff to better track the condition of the sanitary sewer main lines and prevent Sanitary Sewer Overflows (SSO).
2. *Improve Organizational Effectiveness and Efficiency:* Continue the development and complete the manhole labeling and GPS locating system for the 2,498 sewer manhole lids and provide improved efficiency when responding to SSO incidents.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* A SOP established to efficiently hydro-jet the city’s 126 miles of line annually.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) covers costs of \$54,000 for professional services for sewer lines TV monitoring, pesticide control services, and disposal agreement.
2. Misc Financial Services category (#44000) \$624,200 includes the share of Sewer Fund to the General Liability Fund.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$317,296	\$412,938	\$330,950	\$404,677	\$404,677
11300 Part Time Salaries	5,707	0	9,000	0	0
11400 Overtime Salaries	18,952	6,000	11,000	10,000	10,000
11500 Separation Benefits	6,120	6,304	6,304	27,513	27,513
TOTAL	\$348,075	\$425,242	\$357,254	\$442,190	\$442,190
EMPLOYEE BENEFITS					
12200 Life Insurance	\$979	\$1,116	\$1,116	\$2,190	\$2,190
12300 Medical Insurance	52,948	63,014	63,014	70,254	70,254
12350 Medicare Insurance	5,089	5,955	5,955	5,969	5,969
12370 Part Time Retirement	237	0	367	370	370
12400 Dental Insurance	3,984	4,882	4,882	5,430	5,430
12500 Workers Compensation	10,419	10,940	10,940	13,815	13,815
12600 Retirement	85,765	116,456	116,456	128,512	128,512
12750 City 401 Plan	0	0	0	2,945	2,945
12900 Long Term Disability	2,567	2,832	0	2,820	2,820
12950 Vision Plan	852	1,569	0	2,199	2,199
TOTAL	\$162,840	\$206,764	\$202,730	\$234,504	\$234,504
SERVICES & SUPPLIES					
22000 Operating Supplies	\$934	\$1,200	\$1,200	\$1,200	\$1,200
23000 R/M Supplies	18,979	21,000	21,000	21,000	21,000
31000 Contracted Services	19,203	54,000	54,000	54,000	54,000
32000 Communications	264	5,520	5,520	5,180	5,180
33000 Motor Pool Charges	12,731	13,113	13,113	13,113	13,113
38000 R/M Contractual	0	800	800	800	800
39000 Miscellaneous	755	750	750	750	750
44000 Misc Financial Serv	616,744	540,200	540,200	624,220	624,220
TOTAL	\$669,610	\$636,583	\$636,583	\$720,263	\$720,263
GRAND TOTAL	\$1,180,525	\$1,268,589	\$1,196,567	\$1,396,957	\$1,396,957

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Sanitary Sewer Mtce

ACTIVITY NO.: 4204

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Public Works	0.25	0.20	0.20	\$32,001	\$25,601	\$25,601
Public Work Maintenance Manager	0.25	0.25	0.25	22,443	26,997	26,997
Public Works Maintenance Supervisor	0.30	0.30	0.30	20,491	22,559	22,559
Crew Leader	1.60	1.56	1.56	92,467	85,801	85,801
Sr. Maintenance Worker	1.90	1.95	1.95	94,113	100,235	100,235
Maintenance Worker	2.85	2.86	2.86	134,790	137,862	137,862
Bilingual	0.00	0.00	0.00	0	1,044	1,044
DHS Certification	0.00	0.00	0.00	1,140	0	0
Education Incentive	0.00	0.00	0.00	503	288	288
Longevity Pay	0.00	0.00	0.00	3,720	4,011	4,011
Overtime	0.00	0.00	0.00	6,000	10,000	10,000
Pesticide/Herbicide Premiums	0.00	0.00	0.00	558	279	279
Separation Benefits	0.00	0.00	0.00	6,304	27,513	27,513
Total	7.15	7.12	7.12	\$414,530	\$442,190	\$442,190

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Street Cleaning
ACTIVITY NO.: 4205

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$7,647	\$9,254	\$12,424	\$10,275	\$10,275
SERVICES & SUPPLIES	339,101	340,793	340,793	347,821	347,821
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$346,748	\$350,047	\$353,217	\$358,096	\$358,096
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .05	 .05	 .05	 .05	 .05

Program Description

Monterey Park has 119.27 miles of streets, 10 miles of alleys, and 22 City-owned parking lots, each of which accumulate several thousand cubic yards of litter and debris annually. An effective street cleaning program is necessary to maintain the sanitation and aesthetic requirements of the City's rights-of-way, keep gutters and storm drains clear, and to help protect the value of private properties within the community. In addition, street cleaning is major component of complying with the Los Angeles County municipal storm water permit requirements. The City has 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</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Number of Complaints:			
<i>Reflects the number of problems reported by residents.</i>	3	5	4

2018–2019 GOALS AND OBJECTIVES

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

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Four annual complaints received and recorded per the 19,963 households within the city limits is a complaint percentage rating of 0.02% of total city households.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Other Agency Services category (#41000) \$325,890 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 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$2,151	\$4,489	\$4,489	\$5,400	\$5,400
11300 Part Time Salaries	1,902	0	3,000	0	0
11400 Overtime Salaries	70	0	50	50	50
11500 Separation Benefits	982	1,012	1,012	192	192
TOTAL	\$5,105	\$5,501	\$8,551	\$5,642	\$5,642
EMPLOYEE BENEFITS					
12200 Life Insurance	\$4	\$8	\$8	\$16	\$16
12300 Medical Insurance	186	614	614	752	752
12350 Medicare Insurance	61	66	66	79	79
12370 Part Time Retirement	79	0	120	120	120
12400 Dental Insurance	5	42	42	48	48
12500 Workers Compensation	1,618	1,699	1,699	1,835	1,835
12600 Retirement	577	1,292	1,292	1,712	1,712
12750 City 401 Plan	0	0	0	33	33
12900 Long Term Disability	10	20	20	20	20
12950 Vision Plan	2	12	12	18	18
TOTAL	\$2,542	\$3,753	\$3,873	\$4,633	\$4,633
SERVICES & SUPPLIES					
32000 Communications	\$0	\$20	\$20	\$20	\$20
33000 Motor Pool Charges	20,653	21,273	21,273	21,911	21,911
41000 Other Agency Serv	318,448	319,500	319,500	325,890	325,890
TOTAL	\$339,101	\$340,793	\$340,793	\$347,821	\$347,821
GRAND TOTAL	\$346,748	\$350,047	\$353,217	\$358,096	\$358,096

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Cleaning

ACTIVITY NO.: 4205

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Public Works Maintenance Manager	0.05	0.05	0.05	\$4,489	\$5,400	\$5,400
Overtime	0.00	0.00	0.00	0	50	50
Separation Benefits	0.00	0.00	0.00	1,012	192	192
Total	0.05	0.05	0.05	\$5,501	\$5,642	\$5,642

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Traffic Control
ACTIVITY NO.: 4206

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$194,580	\$216,929	\$178,924	\$227,097	\$227,097
SERVICES & SUPPLIES	302,531	329,301	329,301	332,721	332,721
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$497,111	\$546,230	\$508,225	\$559,818	\$559,818
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.10	 2.15	 2.15	 2.20	 2.20

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, five City/County-owned, six City/State-owned, and two City/County/State-owned traffic signals located in the City that are maintained through this program.

Specific Service objectives are:

- Repaint 35 miles of centerline and lane striping on boulevards annually.
- Repaint 30 miles of centerline on residential streets annually.
- Repaint 148 school crosswalks and 39 school pavement markings once a year.

- Repaint pavement markings on streets that are resurfaced or slurry sealed as soon as the projects are completed.
- Annually replace stop signs that have lost legibility or reflectivity.
- Replace missing or damaged regulatory signs within eight hours after notification, and missing or damaged warning signs within 24 working hours after notification.
- Maintain 62 City-owned traffic signals to ensure that all emergency repairs are made within 24 hours of notification.
- Replace regulatory signs to meet new standards according to the Manual on Uniform Traffic Control Devices (MUTCD) yearly.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Street Painting:			
Miles striped <i>This measurement includes lane lines and centerlines.</i>	45	40	65
Crosswalks repainted	27	45	100
Sign Maintenance:			
Stop signs replaced	43	45	55
Regulatory and warning signs replaced	38	50	45
Number of new stop sign installations	0	1	1
Traffic Work Orders <i>New projects or changes to existing traffic control measures.</i>	30	40	40

2018-2019 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency*: Continue to work through the remaining phase of replacement of round street name sign post to square breakaway post.
2. *Improve Organizational Effectiveness and Efficiency*: Utilize the ESRI/GPS program to create a mapping system of all city regulatory and traffic warning signs. The data collected would be used to create a five-year program to bring all the city regulatory and traffic warning signs up to current MUTCD reflectivity standards.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency*: Program created to test all city regulatory and traffic warning signs for reflectivity rating.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) \$72,500 covers the costs for replacement of traffic and street signs and paint and equipment supplies.
2. R/M Contractual category (#38000) \$107,000 covers maintenance contract for City-owned traffic signals and safety lighting.
3. Other Agency Services category (#41000) \$21,000 covers maintenance contract for Los Angeles County traffic signals.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$104,837	\$122,804	\$77,036	\$124,497	\$124,497
11300 Part Time Salaries	3,805	0	6,000	0	0
11400 Overtime Salaries	6,380	2,000	3,000	3,000	3,000
11500 Separation Benefits	12,791	13,175	13,175	8,273	8,273
TOTAL	\$127,813	\$137,979	\$99,211	\$135,770	\$135,770
EMPLOYEE BENEFITS					
12200 Life Insurance	\$313	\$336	\$336	\$687	\$687
12300 Medical Insurance	14,607	17,298	17,298	20,706	20,706
12350 Medicare Insurance	1,614	1,775	1,775	1,835	1,835
12370 Part Time Retirement	158	0	245	250	250
12400 Dental Insurance	1,247	1,449	1,449	1,723	1,723
12500 Workers Compensation	21,226	22,287	22,287	24,070	24,070
12600 Retirement	26,556	34,508	34,508	39,537	39,537
12750 City 401 Plan	0	0	518	962	962
12900 Long Term Disability	798	852	852	872	872
12950 Vision Plan	248	445	445	685	685
TOTAL	\$66,767	\$78,950	\$79,713	\$91,327	\$91,327
SERVICES & SUPPLIES					
23000 R/M Supplies	\$63,030	\$72,500	\$72,500	\$72,500	\$72,500
24000 Small Tools	944	1,000	1,000	1,000	1,000
32000 Communications	14,671	12,830	12,830	12,830	12,830
33000 Motor Pool Charges	52,778	54,361	54,361	55,992	55,992
36000 Utilities	47,948	59,560	59,560	61,349	61,349
38000 R/M Contractual	107,000	107,000	107,000	107,000	107,000
39000 Miscellaneous	794	1,050	1,050	1,050	1,050
41000 Other Agency Serv	15,366	21,000	21,000	21,000	21,000
TOTAL	\$302,531	\$329,301	\$329,301	\$332,721	\$332,721
GRAND TOTAL	\$497,111	\$546,230	\$508,225	\$559,818	\$559,818

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Traffic Control

ACTIVITY NO.: 4206

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Public Works Maintenance Manager	0.10	0.10	0.10	\$8,978	\$10,799	\$10,799
Public Works Maintenance Supervisor	0.15	0.15	0.15	10,245	11,280	11,280
Crew Leader	0.40	0.68	0.68	25,901	37,385	37,385
Sr. Maintenance Worker	0.60	0.42	0.42	29,720	22,457	22,457
Maintenance Worker	0.90	0.85	0.85	42,565	40,908	40,908
Bilingual	0.00	0.00	0.00	360	342	342
Education Incentive	0.00	0.00	0.00	45	0	0
Longevity Pay	0.00	0.00	0.00	1,680	1,218	1,218
Overtime	0.00	0.00	0.00	2,000	3,000	3,000
Pesticide/Herbicide Premiums	0.00	0.00	0.00	252	108	108
Separation Benefits	0.00	0.00	0.00	13,175	8,273	8,273
Total	2.15	2.20	2.20	\$134,921	\$135,770	\$135,770

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$41,398	\$49,272	\$42,987	\$118,727	\$118,727
SERVICES & SUPPLIES	499,485	631,030	553,262	603,250	603,250
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$540,883	\$680,302	\$596,249	\$721,977	\$721,977
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	.35	.42	.42	.88	.88

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 a failure has been detected.
- Replace City-owned light poles that are damaged in traffic accidents within 14 days of notification.

- Inspect streetlights once a year.
- Inspect bus shelter lighting once a month and perform necessary maintenance.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Street Light Maintenance:			
Number of Street Lights Re-lamped	26	45	40
Service Requests			
Received	121	130	125
Completed	107	110	110

2018-2019 GOALS AND OBJECTIVES

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

2017-2018 MAJOR ACCOMPLISHMENTS

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

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Utilities category (#36000) \$600,000 covers the cost of electricity.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Street Lighting**

ACTIVITY NO.: **4207**

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$22,429	\$27,242	\$20,460	\$63,347	\$63,347
11400 Overtime Salaries	1,687	2,000	2,000	2,000	2,000
11500 Separation Benefits	3,927	4,045	4,045	1,616	1,616
TOTAL	\$28,043	\$33,287	\$26,505	\$66,963	\$66,963
EMPLOYEE BENEFITS					
12200 Life Insurance	\$61	\$66	\$66	\$276	\$276
12300 Medical Insurance	2,755	3,362	3,362	8,752	8,752
12350 Medicare Insurance	444	391	391	922	922
12370 Part Time Retirement	237	0	367	400	400
12400 Dental Insurance	224	296	296	886	886
12500 Workers Compensation	3,775	3,964	3,964	4,281	4,281
12600 Retirement	5,666	7,654	7,654	35,087	35,087
12750 City 401 Plan	0	0	130	533	533
12900 Long Term Disability	152	167	167	350	350
12950 Vision Plan	41	85	85	277	277
TOTAL	\$13,355	\$15,985	\$16,482	\$51,764	\$51,764
SERVICES & SUPPLIES					
23000 R/M Supplies	\$1,501	\$2,300	\$2,562	\$2,800	\$2,800
32000 Communications	0	30	0	450	450
36000 Utilities	497,984	628,700	550,700	600,000	600,000
TOTAL	\$499,485	\$631,030	\$553,262	\$603,250	\$603,250
GRAND TOTAL	\$540,883	\$680,302	\$596,249	\$721,977	\$721,977

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Street Lighting

ACTIVITY NO.: 4207

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Public Works Maintenance Manager	0.05	0.05	0.05	\$4,489	\$5,399	\$5,399
Electrician	0.20	0.70	0.70	13,629	50,606	50,606
Senior Maintenance Worker	0.07	0.03	0.03	3,368	1,906	1,906
Crew Leader	0.00	0.02	0.02	0	1,101	1,101
Maintenance Worker	0.10	0.08	0.08	4,824	3,777	3,777
Bilingual	0.00	0.00	0.00	161	438	438
Education Incentive	0.00	0.00	0.00	5	0	0
Longevity Pay	0.00	0.00	0.00	82	114	114
Overtime	0.00	0.00	0.00	2,000	2,000	2,000
Pesticide/Herbicide Premium	0.00	0.00	0.00	12	6	6
Separation Benefits	0.00	0.00	0.00	4,045	1,616	1,616
Total	0.42	0.88	0.88	\$32,615	\$66,963	\$66,963

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Refuse Collection
ACTIVITY NO.: 4208

<u>SUMMARY OF COST</u>	<u>Actual</u> 2016-17	<u>Adopted</u> 2017-18	<u>Year-End</u> <u>Estimated</u> 2017-18	<u>Proposed</u> 2018-19	<u>Adopted</u> 2018-19
PERSONNEL COST	\$125,641	\$102,532	\$96,000	\$101,389	\$101,389
SERVICES & SUPPLIES	5,516,874	4,883,895	4,882,435	4,986,081	4,986,081
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$5,642,515	\$4,986,427	\$4,978,435	\$5,087,470	\$5,087,470
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	.70	.65	.65	.60	.60

Program Description

The Waste Management Program provides for the removal of refuse and recyclables from the City and ensures Monterey Park's compliance with environmental regulations, most notably the State Assembly Bill 939 (AB 939) waste diversion mandate.

The City's residential and commercial waste streams are processed through a Materials Recovery Facility (MRF) to allow for the recovery of recyclables prior to waste being sent to the landfill. Solid waste collection for single-family residential properties is a two-container program: one container for refuse and recyclables and a second for yard waste. Multiple-family dwellings and commercial properties are provided roll-off bin service. Residents are also provided with year-round bulky item pickup (pre-scheduled) to allow for disposal of large items not classified as normal household refuse.

Public education and recycling programs have been implemented to ensure that hazardous material such as used automobile oil and electronics are properly disposed of either at special collection events or at permanent collection facilities.

Specific service objectives are:

- Oversee the removal of refuse from the City’s residential and commercial properties in an environmentally safe and efficient manner.
- Maintain trash containers placed at public locations and ensure that those that are located in high-litter areas are emptied at a frequency that prevents spillover.
- Resolve all collection-related service complaints within 24 hours.
- Encourage the participation of Monterey Park residents in City- and Los Angeles County-sponsored “Household Hazardous Waste and Electronic Waste Roundups.”

PROGRAM MEASUREMENTS

	Actual <u>2016-17</u>	Estimated <u>2017-18</u>	Projected <u>2018-19</u>
City hauler tons collected (Self-hauled tons not included)	51,089	48,000	50,000
AB 939 diversion rate (tons per capita)	3.4	3.4	3.4

2018-2019 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Ensure solid waste haulers to maintain the waste diversion rates specified in the franchise agreements so that the City’s overall per capita diversion rate does not exceed the State’s target of five (5) pounds per person per day.

2017-2018 MAJOR ACCOMPLISHMENTS

2. *Improve Organizational Effectiveness and Efficiency:* Executed new solid waste collection and recycling contracts for both residential and commercial hauler service that provide lower rates to residents and businesses.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$32,240 is the City’s allocation of the California Department of Resources Recycling and Recovery (CalRecycle) Used Oil and Beverage Container Recycling grants.
2. Other Agency Services category (#41000) \$4,488,000 covers the annual residential and commercial solid waste collection and recycling contract costs.
3. Miscellaneous Financial Services category (#44000) \$459,500 includes the allocation to the General Liability Fund and other City’s indirect shared costs.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$74,584	\$66,215	\$47,593	\$64,930	\$64,930
11300 Part Time Salaries	7,609	0	12,000	0	0
11400 Overtime Salaries	278	0	0	0	0
11500 Separation Benefits	6,120	6,304	6,304	2,501	2,501
TOTAL	\$88,591	\$72,519	\$65,897	\$67,431	\$67,431
EMPLOYEE BENEFITS					
12200 Life Insurance	\$116	\$102	\$102	\$172	\$172
12300 Medical Insurance	8,863	5,278	5,278	5,447	5,447
12350 Medicare Insurance	1,121	965	965	958	958
12370 Part Time Retirement	315	764	764	800	800
12400 Dental Insurance	370	405	405	429	429
12500 Workers Compensation	2,894	3,039	3,039	5,000	5,000
12600 Retirement	17,320	19,028	19,028	20,586	20,586
12650 Pension Gasb68 Expense	5,555	0	0	0	0
12750 City 401 Plan	0	0	90	130	130
12900 Long Term Disability	359	258	258	238	238
12950 Vision Plan	137	174	174	198	198
TOTAL	\$37,050	\$30,013	\$30,103	\$33,958	\$33,958
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,465	\$4,500	\$3,000	\$4,000	\$4,000
31000 Contracted Services	31,869	32,820	32,820	32,240	32,240
32000 Communications	702	350	350	716	716
33000 Motor Pool Charges	10	225	195	225	225
39000 Miscellaneous	1,589	1,000	1,070	1,400	1,400
41000 Other Agency Serv	5,030,639	4,400,000	4,400,000	4,488,000	4,488,000
44000 Misc Financial Serv	449,600	445,000	445,000	459,500	459,500
TOTAL	\$5,516,874	\$4,883,895	\$4,882,435	\$4,986,081	\$4,986,081
GRAND TOTAL	\$5,642,515	\$4,986,427	\$4,978,435	\$5,087,470	\$5,087,470

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Refuse Collection

ACTIVITY NO.: 4208

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Public Works	0.15	0.10	0.10	\$19,201	\$12,800	\$12,800
Public Works Maintenance Manager	0.20	0.20	0.20	17,954	21,598	21,598
Principal Management Analyst	0.30	0.30	0.30	26,924	29,218	29,218
Bilingual	0.00	0.00	0.00	540	540	540
Education Incentive	0.00	0.00	0.00	648	774	774
Separation Benefits	0.00	0.00	0.00	6,304	2,501	2,501
Total	0.65	0.60	0.60	\$71,571	\$67,431	\$67,431

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$40,857	\$92,132	\$94,582	\$86,391	\$86,391
SERVICES & SUPPLIES	19,910	20,900	21,800	21,500	21,500
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$60,767	\$113,032	\$116,382	\$107,891	\$107,891
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.10	1.10	1.10	.89	.89
Program Description					

This Activity represents the operations base for Maintenance Services and Water Utility Division field crews at the City Yard that houses City-owned construction and service vehicles and equipment, provides storage for all maintenance materials, and dispenses fuel to operate City-owned vehicles and equipment. The City Yard Office provides field crews a central radio communication contact. The Technician receives and responds to telephone inquiries regarding schedules, levels of service, service requests, and forwards information to the proper supervisor for resolution.

Specific Service objectives are:

- Maintain accurate, up-to-date and readily available records for support of all divisions.
- Prepare purchase requisitions, process bills for payment, handle requests for meter service, invoice for City property damage, etc., as required.
- Maintain and submit data required for monthly, quarterly, and annual reports for Maintenance.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) \$9,650 covers cost for uniforms and other operating supplies.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$22,295	\$53,478	\$53,478	\$49,705	\$49,705
11300 Part Time Salaries	1,902	0	2,000	0	0
11400 Overtime Salaries	259	0	200	0	0
11500 Separation Benefits	4,151	4,276	4,276	4,233	4,233
TOTAL	\$28,607	\$57,754	\$59,954	\$53,938	\$53,938
EMPLOYEE BENEFITS					
12200 Life Insurance	\$46	\$172	\$172	\$278	\$278
12300 Medical Insurance	2,324	13,496	13,496	10,070	10,070
12350 Medicare Insurance	332	759	759	736	736
12370 Part Time Retirement	79	0	150	0	0
12400 Dental Insurance	278	984	984	950	950
12500 Workers Compensation	3,082	3,236	3,236	3,495	3,495
12600 Retirement	5,967	15,006	15,006	15,786	15,786
12750 City 401 Plan	0	0	100	579	579
12900 Long Term Disability	83	436	436	238	238
12950 Vision Plan	59	289	289	321	321
TOTAL	\$12,250	\$34,378	\$34,628	\$32,453	\$32,453
SERVICES & SUPPLIES					
21000 Office Supplies	\$2,866	\$1,500	\$1,500	\$1,500	\$1,500
22000 Operating Supplies	9,160	9,650	10,150	9,650	9,650
32000 Communications	4,332	5,050	5,050	5,050	5,050
37000 Leases & Rentals	3,352	4,000	5,000	5,000	5,000
38000 R/M Contractual	0	500	100	100	100
39000 Miscellaneous	200	200	0	200	200
TOTAL	\$19,910	\$20,900	\$21,800	\$21,500	\$21,500
GRAND TOTAL	\$60,767	\$113,032	\$116,382	\$107,891	\$107,891

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Administration

ACTIVITY NO.: 4209

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Public Works Maintenance Manager	0.05	0.05	0.05	\$4,489	\$5,399	\$5,399
Public Works Maintenance Supervisor	0.05	0.05	0.05	3,415	3,760	3,760
Public Works Technician	0.50	0.50	0.50	24,588	26,088	26,088
Senior Clerk Typist	0.50	0.29	0.29	19,542	14,062	14,062
Bilingual Pay	0.00	0.00	0.00	0	204	204
Education Incentive	0.00	0.00	0.00	0	174	174
Pesticide/Herbicide	0.00	0.00	0.00	0	18	18
Separation Benefits	0.00	0.00	0.00	4,276	4,233	4,233
Total	1.10	0.89	0.89	\$56,310	\$53,938	\$53,938

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$340,464	\$369,150	\$356,665	\$317,562	\$317,562
SERVICES & SUPPLIES	495,360	346,286	485,965	382,455	382,455
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$835,824	\$715,436	\$842,630	\$700,017	\$700,017
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.85	 2.85	 2.85	 2.35	 2.35

Program Description

Building Maintenance is responsible for the upkeep of City-owned structures. Monterey Park presently owns 16 major structures and numerous smaller structures that require 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.

- Monitor heating and air-conditioning maintenance contract for City facilities to ensure contractor is performing all required services.
- Perform preventive maintenance on all heating, ventilating and air conditioning units.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Number of Service Requests:			
<i>Originating from City departments</i>	582	600	575
Number of Special Work Orders:			
<i>Special work orders that are beyond routine maintenance.</i>	14	10	10

2018-2019 GOALS AND OBJECTIVES

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

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Secured portable swamp coolers for use in the motor pool maintenance shop floor to create a more comfortable work environment for the mechanics.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) consists of plumbing, electrical, and equipment supplies, \$70,500.
2. R/M Contractual category (#38000) covers costs for City building repairs and maintenance, \$171,000.
3. Debt Service category (#42000) includes the debt service payment for Siemens Lease-Purchase Energy Efficiency and Modernization Program, \$106,544.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$208,528	\$213,152	\$203,441	\$185,676	\$185,676
11300 Part Time Salaries	1,902	0	0	0	0
11400 Overtime Salaries	13,738	10,000	10,014	10,000	10,000
11500 Separation Benefits	11,220	11,557	11,557	10,966	10,966
TOTAL	\$235,388	\$234,709	\$225,012	\$206,642	\$206,642
EMPLOYEE BENEFITS					
12200 Life Insurance	\$441	\$445	\$445	\$733	\$733
12300 Medical Insurance	21,936	23,602	23,602	22,329	22,329
12350 Medicare Insurance	3,285	3,059	3,059	2,749	2,749
12370 Part Time Retirement	79	0	122	150	150
12400 Dental Insurance	2,173	2,517	2,517	2,412	2,412
12500 Workers Compensation	20,030	21,032	21,032	20,997	20,997
12600 Retirement	55,505	81,892	80,066	58,908	58,908
12750 City 401 Plan	0	0	810	878	878
12800 Uniform Allowance	0	0	0	0	0
12900 Long Term Disability	1,118	1,129	0	931	931
12950 Vision Plan	509	765	0	833	833
TOTAL	\$105,076	\$134,441	\$131,653	\$110,920	\$110,920
SERVICES & SUPPLIES					
22000 Operating Supplies	\$5,664	\$5,000	\$5,000	\$5,000	\$5,000
23000 R/M Supplies	100,561	70,500	105,500	70,500	70,500
24000 Small Tools	3,077	1,000	3,000	1,000	1,000
32000 Communications	5,632	5,442	5,442	5,900	5,900
33000 Motor Pool Charges	21,218	21,855	21,855	22,511	22,511
38000 R/M Contractual	266,825	143,321	246,000	171,000	171,000
42000 Debt Service	92,383	99,168	99,168	106,544	106,544
TOTAL	\$495,360	\$346,286	\$485,965	\$382,455	\$382,455
GRAND TOTAL	\$835,824	\$715,436	\$842,630	\$700,017	\$700,017

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Building Maintenance

ACTIVITY NO.: 4210

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Public Works Maintenance Manager	0.05	0.05	0.05	\$4,489	\$5,399	\$5,399
Facilities Maintenance Supervisor	1.00	1.00	1.00	87,384	92,700	92,700
Electrician	0.80	0.30	0.30	54,517	21,689	21,689
Building Trades Technician	1.00	1.00	1.00	58,216	63,308	63,308
Bilingual	0.00	0.00	0.00	1,680	1,379	1,379
Overtime	0.00	0.00	0.00	10,000	10,000	10,000
Separation Benefits	0.00	0.00	0.00	11,557	10,967	10,967
Longevity Pay	0.00	0.00	0.00	0	1,200	1,200
Total	2.85	2.35	2.35	\$227,843	\$206,642	\$206,642

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$364,022	\$423,503	\$431,268	\$453,576	\$453,576
SERVICES & SUPPLIES	1,083,117	1,062,415	984,435	1,100,087	1,100,087
CAPITAL OUTLAY	89,688	279,280	279,280	303,000	303,000
TOTAL COSTS	\$1,536,827	\$1,765,198	\$1,694,983	\$1,856,663	\$1,856,663
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 3.15	 4.20	 4.20	 4.20	 4.20

Program Description

Monterey Park's motorized fleet consists of 190 driver-operated vehicles (sedans, trucks, tractors, rollers, etc.) and 454 non-driver type units (air compressors, pumps, lawn mowers, chain saws, etc.). Effective and timely maintenance and repairs are required to ensure all vehicles and equipment 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 an annual appropriation, lease-purchase financing arrangement, or lease.
- Perform preventive maintenance service on vehicles and equipment at required intervals.

- Conduct safety inspections such as brakes, suspension systems, and fluid levels, etc. on all vehicles during preventive maintenance service.
- Complete mandated reports and maintain City fleet vehicles and equipment to be in compliance with BAR (Bureau of Automotive Repair), AQMD (South Coast Air Quality Management District), CARB (California Air Resources Board), CUPA (Certified Unified Program Agencies) and DOSH (Division of Occupational Safety and Health) regulations.
- Complete and process State Board of Equalization Fuel tax returns
- Purchase fuel for the operation of City vehicles and Monterey Park Spirit buses.
- Complete smog checks of fleet vehicles to meet state requirements. This is a bi-annual program using an odd-even year system that corresponds with the last digit of a vehicle's identification number.
- Maintain City-owned vehicles and equipment per manufacturer's specifications. Maintain records of preventive maintenance and repairs to track the cost for each vehicle to create a schedule for vehicle replacement.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Number of preventive maintenance services	235	310	300
Number of smog checks completed	44	67	60
Compressed Natural Gas (CNG) in gallons*	76,488	100,380	100,000
Propane			
Gallons purchased	2,546	4,500	4500
Gasoline Fuel - Unleaded 87 Octane			
Gallons purchased	34,863	22,000	22,000
Average price per gallon	\$2.18	\$2.33	\$2.40
Gasoline Fuel - Unleaded 89 Octane			
Gallons purchased	58,770	65,000	60,000
Average price per gallon	\$2.40	\$3.60	\$3.70
Diesel Fuel			
Gallons purchased	14,026	12,000	12,000
Average price per gallon	\$2.23	\$2.40	\$2.50

*Generated from CNG Station at City Yard.

2018-2019 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Complete design and specifications for replacement vehicle purchases.
2. *Improve Organizational Effectiveness and Efficiency:* Create RFP for the purchase of a Sewer Camera Truck.
3. *Improve Organizational Effectiveness and Efficiency:* Facilitate the replacement of the Compressed Natural Gas (CNG) fuel tanks on five vehicles due for replacement tanks.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Purchased a Traffic Maintenance Stencil Truck and Water Division 1¼ ton pick-up truck.
2. *Improve Organizational Effectiveness and Efficiency:* Replaced a vehicle/equipment hoist with a new, double break, two-post vehicle equipment hoist.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) \$405,800 includes fuel and oil costs, uniforms and supplies.
2. Contracted Services category (#31000) \$26,000 includes cost for professional services.
3. Leases & Rentals category (#37000) \$81,500 reflects leasing costs for unmarked police vehicles.
4. R/M Contractual category (#38000) \$165,000 includes contracted repairs, maintenance and vehicle upgrades/conversions.
5. Other Agency Services category (#41000) \$8,000 includes fees for CARB, AQMD and Los Angeles County CUPA HAZMAT.
6. Miscellaneous Financial Services category (#44000) \$258,500 includes the allocation to the General Liability Fund.
7. Vehicles/Equipment category (#54000) \$303,000 includes one Patrol Interceptor SUV (\$48,000); one Police Motorcycle (\$45,000); one Code Enforcement SUV (\$40,000); one 1¼ Ton Street Dump Truck (\$95,000) and one Parks Utility Truck (\$75,000).

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$211,014	\$269,260	\$269,260	\$276,202	\$276,202
11300 Part Time Salaries	13,147	0	0	0	0
11400 Overtime Salaries	11,548	0	4,681	0	0
11500 Separation Benefits	20,364	20,975	20,975	16,162	16,162
TOTAL	\$256,073	\$290,235	\$294,916	\$292,364	\$292,364
EMPLOYEE BENEFITS					
12200 Life Insurance	\$548	\$662	\$662	\$1,295	\$1,295
12300 Medical Insurance	30,013	41,102	41,102	47,917	47,917
12350 Medicare Insurance	4,028	3,708	3,708	4,006	4,006
12370 Part Time Retirement	531	0	2,184	2,500	2,500
12400 Dental Insurance	1,608	1,906	1,906	2,915	2,915
12500 Workers Compensation	9,053	9,506	9,506	10,266	10,266
12600 Retirement	60,373	74,197	74,197	87,672	87,672
12750 City 401 Plan	0	0	900	2,015	2,015
12900 Long Term Disability	1,465	1,664	1,664	1,664	1,664
12950 Vision Plan	330	523	523	962	962
TOTAL	\$107,949	\$133,268	\$136,352	\$161,212	\$161,212
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,234	\$1,600	\$1,000	\$1,000	\$1,000
22000 Operating Supplies	271,642	405,800	404,800	405,800	405,800
23000 R/M Supplies	97,776	120,000	100,000	100,000	100,000
24000 Small Tools	3,710	12,000	10,000	10,000	10,000
31000 Contracted Services	19,699	26,000	26,000	26,000	26,000
32000 Communications	3,470	3,861	3,481	6,290	6,290
33000 Motor Pool Charges	9,179	9,454	9,454	9,738	9,738
36000 Utilities	38,372	29,200	29,200	27,759	27,759
37000 Leases & Rentals	33,486	43,500	37,000	81,500	81,500
38000 R/M Contractual	141,211	165,000	120,000	165,000	165,000
39000 Miscellaneous	458	3,000	500	500	500
41000 Other Agency Serv	8,209	8,000	8,000	8,000	8,000
44000 Misc Financial Serv	454,671	235,000	235,000	258,500	258,500
TOTAL	\$1,083,117	\$1,062,415	\$984,435	\$1,100,087	\$1,100,087

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$89,688	\$279,280	\$279,280	\$303,000	\$303,000
TOTAL	\$89,688	\$279,280	\$279,280	\$303,000	\$303,000
GRAND TOTAL	\$1,536,827	\$1,765,198	\$1,694,983	\$1,856,663	\$1,856,663

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Motor Pool Shop

ACTIVITY NO.: 4211

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Public Works	0.10	0.10	0.10	\$12,800	\$12,800	\$12,800
Public Works Maintenance Manager	0.10	0.10	0.10	8,978	10,799	10,799
Lead Equipment Mechanic	1.00	1.00	1.00	69,192	74,628	74,628
Equipment Mechanic	2.00	2.00	2.00	110,604	113,834	113,834
Auto Shop Technician	1.00	1.00	1.00	54,660	57,996	57,996
Auto Mechanic Certificate	0.00	0.00	0.00	1,200	1,200	1,200
Bilingual	0.00	0.00	0.00	600	600	600
Education Incentive	0.00	0.00	0.00	1,200	145	145
Longevity Pay	0.00	0.00	0.00	2,400	4,200	4,200
Mechanical Premium	0.00	0.00	0.00	1,200	0	0
Separation Benefits	0.00	0.00	0.00	20,975	16,162	16,162
Total	4.20	4.20	4.20	\$283,809	\$292,364	\$292,364

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$826,883	\$856,235	\$791,353	\$883,876	\$883,876
SERVICES & SUPPLIES	160,496	126,245	126,365	127,360	127,360
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$987,379	\$982,480	\$917,718	\$1,011,236	\$1,011,236
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 6.30	 6.30	 6.30	 6.25	 6.25

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</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Capital Improvement Projects (CIP) commenced and/or completed	9	12	14
Dollar value of CIP projects completed (\$ millions)	\$6.8	\$12.4	\$16.3
Subdivisions Processed:			
<i>Tentative Tract Maps</i>	5	2	3
<i>Tentative Parcels Maps</i>	0	2	1
<i>Final Tract Maps</i>	0	1	1
<i>Final Parcel Maps</i>	3	1	2
<i>Lot Line Adjustments Reviewed</i>	0	1	1
Conditional Use Permits Reviewed	6	0	3
Variances Reviewed	0	0	0
Site and Plan Checks for Building Permits	110	180	150
Concrete, Excavation, Utilities, Transportation, Sewer, Water, Undergrounding Permits Issued	300	400	350
Grading Permits Issued	2	6	4
Traffic Engineering Issues Investigated	30	40	40

2018-2019 GOALS AND OBJECTIVES

1. *Improve Community-wide Beautification*: Construct the Potrero Grande Beautification project that includes new landscaped median islands, pavement rehabilitation, curb and gutter, and sidewalk repairs on Potrero Grande Drive between Markland Drive and Arroyo Drive.
2. *Improve Organizational Effectiveness and Efficiency*: Construct the second phase of water main replacements in the northeast quadrant of the City east of Garfield Avenue and north of Garvey Avenue.
3. *Achieve Financial Stability*: Update the City's Pavement Management Program and pursue the issuance of bonds in order to fund large scale street resurfacing projects.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Community-wide Beautification*: Facilitated the permitting, inspection, and general oversight of the Market Place and Courtyard Marriott Hotel projects that are currently under construction and nearing completion.
2. *Improve Organizational Effectiveness and Efficiency*: Constructed traffic signal improvements and implemented new synchronized signal timing on North Atlantic Boulevard from Hellman Avenue to Newmark Avenue to improve the overall flow of traffic, in anticipation of several proposed mixed-use projects along the corridor.
3. *Improve Community-wide Beautification*: Constructed the South Garfield Village Street Improvements project that included new landscape median islands, sidewalk repairs, replacement of the street trees, and a new mid-block cross-walk featuring landscaped bio-filtration planters and a pedestrian hybrid beacon.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) reflects cost for engineering consultant services and miscellaneous professional services, \$72,039.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Engineering

ACTIVITY NO.: 4212

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$569,557	\$583,269	\$502,787	\$588,746	\$588,746
11300 Part Time Salaries	12,664	0	10,980	0	0
11400 Overtime Salaries	0	0	1,793	0	0
11500 Separation Benefits	27,540	28,367	28,367	24,242	24,242
TOTAL	\$609,761	\$611,636	\$543,927	\$612,988	\$612,988
EMPLOYEE BENEFITS					
12200 Life Insurance	\$942	\$985	\$985	\$1,945	\$1,945
12300 Medical Insurance	44,876	52,689	52,689	50,463	50,463
12350 Medicare Insurance	8,431	8,303	8,303	8,713	8,713
12370 Part Time Retirement	506	0	500	250	250
12400 Dental Insurance	4,129	4,932	4,932	5,300	5,300
12500 Workers Compensation	8,400	8,820	8,820	9,526	9,526
12600 Retirement	146,368	164,922	164,922	186,712	186,712
12750 City 401 Plan	0	0	2,327	3,902	3,902
12900 Long Term Disability	2,426	2,497	2,497	2,479	2,479
12950 Vision Plan	1,044	1,451	1,451	1,598	1,598
TOTAL	\$217,122	\$244,599	\$247,426	\$270,888	\$270,888
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,134	\$4,550	\$4,450	\$4,450	\$4,450
22000 Operating Supplies	1,297	1,350	1,050	1,350	1,350
24000 Small Tools	2,677	2,300	1,500	2,300	2,300
31000 Contracted Services	85,800	72,039	72,039	72,039	72,039
32000 Communications	12,266	9,713	11,033	12,529	12,529
33000 Motor Pool Charges	11,044	11,354	11,454	11,792	11,792
37000 Leases & Rentals	14,198	14,000	14,000	14,000	14,000
38000 R/M Contractual	25,584	7,039	7,039	5,000	5,000
39000 Miscellaneous	4,496	3,900	3,800	3,900	3,900
TOTAL	\$160,496	\$126,245	\$126,365	\$127,360	\$127,360
GRAND TOTAL	\$987,379	\$982,480	\$917,718	\$1,011,236	\$1,011,236

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Public Works**

ACTIVITY: **Engineering**

ACTIVITY NO.: **4212**

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Public Works	0.05	0.05	0.05	\$6,400	\$6,400	\$6,400
Assistant City Engineer	1.00	1.00	1.00	136,904	145,824	145,824
Principal Management Analyst	0.25	0.20	0.20	22,436	19,478	19,478
Associate Civil Engineer	2.00	2.00	2.00	192,960	208,876	208,876
Civil Engineering Technician	1.00	1.00	1.00	70,092	74,352	74,352
Public Works Inspector	1.00	1.00	1.00	64,116	61,620	61,620
Administrative Secretary	1.00	1.00	1.00	60,120	63,780	63,780
Bilingual	0.00	0.00	0.00	2,850	2,760	2,760
Education Incentive	0.00	0.00	0.00	3,072	4,456	4,456
Longevity Pay	0.00	0.00	0.00	2,400	0	0
Notary Bonus Pay	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	28,367	24,242	24,242
Total	6.30	6.25	6.25	\$590,917	\$612,988	\$612,988

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$194,002	\$159,612	\$151,287	\$179,540	\$179,540
SERVICES & SUPPLIES	1,127,147	1,137,256	1,142,166	58,823	58,823
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,321,149	\$1,296,868	\$1,293,453	\$238,363	\$238,363
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .95	 1.20	 1.20	 1.35	 1.35

Program Description

This activity provides the overall direction and administrative guidance for the Water Utility Division, including preparation of all required water quality and production reports. Funds are also provided in this activity to cover pump assessment costs and water replacement costs related to the adjudicated settlement between the Main San Gabriel Valley Water Basin and the City of Long Beach.

Specific Service objectives are:

- Represent the City in the management of the Main San Gabriel Basin by attending monthly meetings.
- Develop long range planning alternatives and strategies to enable the utility to maintain water usage, including the development and construction of water treatment facilities and alternatives, to conform to State and Federal potable water quality requirements.

- Monitor and assess the costs to produce, treat, and deliver water to each category of customer and determine the overall efficiency of water operations.
- Prepare numerous operation, production, and water quality reports to meet Watermaster, Federal, State, County, and City requirements.
- Identify and track proposed Federal and State regulations that could have large capital requirements for treatment of specific substances (e.g. arsenic, volatile organic chemicals, Perchlorate, 1,4-Dioxane, 1,1-DCA, MTBE, Chromium 6, etc).
- Continue involvement with the San Gabriel Valley Groundwater clean-up projects with special emphasis on the South El Monte Operable Unit (SEMOU) to recover costs and the possibility of obtaining Title 16 and/or Federal Restoration Funds.

PROGRAM MEASUREMENTS

Continue to monitor and improve the efficiency the water system as a whole. This will include minimizing water loss through identifying opportunities to implement methods and practices to accurately track the water used in operation. Identify and pursue opportunities to minimize energy costs, purchased water while maximizing the local production of well water.

2018-2019 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Work closely with representatives of Trojan that manufactured the advanced-oxidation equipment at the new Centralized Groundwater Treatment System to ensure that the system is operating efficiently.
2. *Improve Organizational Effectiveness and Efficiency:* Complete the construction of the photovoltaic system at the Delta facility to reduce high utility costs
3. *Achieve Financial Stability:* Complete the Water Master Plan that has been deferred from FY2018 due to the absence of a permanent Water Utility Manager.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Completed the construction of the Centralized Groundwater Treatment System at Delta.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Miscellaneous category (#39000) \$15,550 includes costs for the annual Water Quality report and education/training/memberships.
2. Misc Financial Services category (#44000) for indirect costs and General Liability has been redistributed to specific Water Activity accounts.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$55,074	\$88,943	\$84,923	\$104,790	\$104,790
11300 Part Time Salaries	0	0	5,182	0	0
11400 Overtime Salaries	0	0	142	0	0
11500 Separation Benefits	12,342	12,712	12,712	4,618	4,618
TOTAL	\$67,416	\$101,655	\$102,959	\$109,408	\$109,408
EMPLOYEE BENEFITS					
12200 Life Insurance	\$91	\$188	\$188	\$390	\$390
12300 Medical Insurance	21,244	13,864	8,455	15,186	15,186
12350 Medicare Insurance	890	1,261	1,174	1,536	1,536
12370 Part Time Retirement	0	0	204	0	0
12400 Dental Insurance	398	927	681	1,210	1,210
12500 Workers Compensation	14,947	15,694	15,694	16,950	16,950
12600 Retirement	15,087	25,223	21,103	33,247	33,247
12650 Pension Gasb68 Expense	73,541	0	0	0	0
12750 City 401 Plan	0	0	309	748	748
12900 Long Term Disability	275	476	325	416	416
12950 Vision Plan	113	324	195	449	449
TOTAL	\$126,586	\$57,957	\$48,328	\$70,132	\$70,132
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,930	\$2,700	\$3,700	\$3,700	\$3,700
22000 Operating Supplies	568	2,300	2,300	2,300	2,300
24000 Small Tools	1,499	2,250	2,250	2,250	2,250
31000 Contracted Services	3,466	5,000	5,000	5,000	5,000
32000 Communications	1,950	2,090	2,000	2,264	2,264
33000 Motor Pool Charges	4,502	4,636	4,636	4,760	4,760
37000 Leases & Rentals	4,947	2,000	6,000	6,000	6,000
38000 R/M Contractual	19,540	20,730	20,730	16,999	16,999
39000 Miscellaneous	14,835	15,550	15,550	15,550	15,550
44000 Misc Financial Serv	1,073,910	1,080,000	1,080,000	0	0
TOTAL	\$1,127,147	\$1,137,256	\$1,142,166	\$58,823	\$58,823
GRAND TOTAL	\$1,321,149	\$1,296,868	\$1,293,453	\$238,363	\$238,363

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Administration

ACTIVITY NO.: 4220

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Public Works	0.15	0.20	0.20	\$19,201	\$25,601	\$25,601
Water Utility Manager	0.10	0.15	0.15	12,377	16,198	16,198
Principal Management Analyst	0.20	0.20	0.20	19,841	21,048	21,048
Public Works Technician	0.50	0.50	0.50	24,588	26,088	26,088
Senior Clerk Typist	0.25	0.30	0.30	9,771	14,546	14,546
Bilingual	0.00	0.00	0.00	0	180	180
DHS Certification	0.00	0.00	0.00	336	0	0
Education Incentive	0.00	0.00	0.00	504	889	889
Longevity	0.00	0.00	0.00	0	240	240
Separation Benefits	0.00	0.00	0.00	12,712	4,618	4,618
Total	1.20	1.35	1.35	\$99,330	\$109,408	\$109,408

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$415,311	\$425,896	\$488,179	\$599,718	\$599,718
SERVICES & SUPPLIES	132,411	176,513	177,928	316,315	316,315
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$547,722	\$602,409	\$666,107	\$916,033	\$916,033
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.05	 3.05	 3.05	 4.97	 4.97

Program Description

This program, in coordination with the Management Services Department, provides for approximately 80,249 meter readings, billing, and collection of revenue from approximately 13,456 water meters. The City's consumers average 656 requests for service per month for routine problems including billing, leaks, water quality, general water service inquiries, backflow/cross-connection and water conservation education.

Specific Service objectives are:

- Provide all City served water accounts with a water meter calibrated to American Water Works Association (AWWA) standards for accuracy to be read, billed, and maintained on a bi-monthly schedule.
- Notify consumers of high consumption when readings appear to be significantly higher than normal.

- Perform annual tests on 95 City-owned backflow devices and report results to the Los Angeles County Department of Health Services.
- Track and maintain 1,156 private backflow prevention assemblies for water system protection as required by the State Water Resources Control Board Division of Drinking Water (DDW) standards.
- On a bimonthly reading cycle, report any safety hazards or code violations to the proper department.
- In conjunction with the Water Distribution section continue to evaluate and upgrade large meter installations to replace older water meters to ensure meter accuracy.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Large Water Meter Installation/Upgrades (3"– 8" meters)			
Meter installation upgrades	8	8	Completed
Total meters installed to field-testable and/or field-repairable standards	104	112	112
Water Turn-ons and Turn-offs:	2,440	2,000	2,000
Work orders completed:	6,196	6,300	6,300

2018-2019 GOALS AND OBJECTIVES

1. Improve Organizational Effectiveness and Efficiency: Oversee the implementation of the Workforce and Fleet Management Program that automates work orders to improve efficiency of Water operations.
2. Improve Organizational Effectiveness and Efficiency: Assess single check fireline systems at time of tenant improvements.
3. Improve Organizational Effectiveness and Efficiency: Work with Support Service Division to change current bi-monthly billing to monthly to more accurately assess community water consumption.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency*: Awarded contract for the Workforce and Fleet Management Pilot Program through the request for proposal process.
2. *Improve Organizational Effectiveness and Efficiency*: Installed AMR upgrades to new fire lines.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) \$34,000 includes costs for plumbing, irrigation and water supplies. Additional funds are budgeted in FY2019 to replace fireline and other non-residential meters with Automated Meter Reading (AMR) devices.
2. Contracted Services category (#31000) \$12,967 includes costs for data processing.
3. R/M Contractual category (#38000) \$10,000 includes costs for water billing software.
4. Misc Financial Services category (#44000) \$118,000 includes the shared contribution from Water Operations funds to the City's indirect costs as well as the General Liability insurance. This cost was previously budgeted in Activity 4220.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$233,112	\$226,951	\$272,043	\$348,054	\$348,054
11400 Overtime Salaries	24,107	30,000	25,000	25,000	25,000
11500 Separation Benefits	33,660	34,670	34,670	11,736	11,736
TOTAL	\$290,879	\$291,621	\$331,713	\$384,790	\$384,790
EMPLOYEE BENEFITS					
12200 Life Insurance	\$484	\$476	\$722	\$1,551	\$1,551
12300 Medical Insurance	29,100	31,645	36,300	53,896	53,896
12350 Medicare Insurance	3,706	3,241	4,306	5,110	5,110
12400 Dental Insurance	1,975	2,279	2,623	3,972	3,972
12500 Workers Compensation	29,391	30,861	30,861	33,330	33,330
12600 Retirement	57,936	63,629	77,983	110,459	110,459
12750 City 401 Plan	0	0	1,316	3,231	3,231
12900 Long Term Disability	1,226	1,208	1,584	1,921	1,921
12950 Vision Plan	614	936	771	1,458	1,458
TOTAL	\$124,432	\$134,275	\$156,466	\$214,928	\$214,928
SERVICES & SUPPLIES					
21000 Office Supplies	\$861	\$1,000	\$1,050	\$1,050	\$1,050
22000 Operating Supplies	1,956	3,600	4,465	5,500	5,500
23000 R/M Supplies	6,237	18,500	19,000	34,000	34,000
24000 Small Tools	3,348	6,500	6,500	6,500	6,500
31000 Contracted Services	11,868	12,590	12,590	12,967	12,967
32000 Communications	51,597	65,900	65,900	65,900	65,900
33000 Motor Pool Charges	47,741	49,173	49,173	50,648	50,648
37000 Leases & Rentals	0	750	750	750	750
38000 R/M Contractual	4,613	10,000	10,000	10,000	10,000
39000 Miscellaneous	4,190	8,500	8,500	11,000	11,000
44000 Misc Financial Serv	0	0	0	118,000	118,000
TOTAL	\$132,411	\$176,513	\$177,928	\$316,315	\$316,315
GRAND TOTAL	\$547,722	\$602,409	\$666,107	\$916,033	\$916,033

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Commercial

ACTIVITY NO.: 4221

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Consumer Services Supervisor	1.00	1.00	1.00	\$78,597	\$85,474	\$85,474
Cross Connection Control Inspector	1.00	1.00	1.00	71,925	79,335	79,335
Consumer Services Representative	1.00	2.00	2.00	61,236	117,242	117,242
Water Production System Operator	0.00	0.10	0.10	0	6,986	6,986
Water Utility Maintenance Worker	0.00	0.75	0.75	0	44,217	44,217
Senior Clerk Typist	0.05	0.12	0.12	1,954	5,819	5,819
DHS Certification	0.00	0.00	0.00	5,160	8,148	8,148
Bilingual	0.00	0.00	0.00	0	732	732
Education Incentive	0.00	0.00	0.00	0	101	101
Overtime	0.00	0.00	0.00	30,000	25,000	25,000
Separation Benefits	0.00	0.00	0.00	34,670	11,736	11,736
Total	3.05	4.97	4.97	\$283,542	\$384,790	\$384,790

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$68,718	\$74,529	\$104,739	\$83,545	\$83,545
SERVICES & SUPPLIES	1,275,654	3,111,320	2,541,710	3,787,937	3,787,937
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,344,372	\$3,185,849	\$2,646,449	\$3,871,482	\$3,871,482
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .45	 .45	 .45	 .60	 .60

Program Description

This program provides for producing, treating, and delivering to the City's customers, potable water that meets or exceeds all water quality standards established by Federal and State regulatory agencies. The operation and inspection of 12 wells, 11 pumping stations, and 13 reservoirs are provided by California Department of Public Health certified water treatment personnel to meet an average daily demand of approximately 8 million gallons of water.

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

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

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Water Production:			
(Acre-feet/year)	7,557	7,767	8,155
(Million gallons/year)	2,462	2,531	2,657
(Million gallons/day)	6.74	6.93	7.28
Well Water Electrical Efficiency Operational Testing Program:			
Number tested (12 total sites, 9 operable wells)	8	8	8
Cathodic Protection System Testing Program:			
Number tested (5 sites total, 8 reservoirs)	8	8	8

2018-2019 GOALS AND OBJECTIVES

1. *Improve Organizational Effectiveness and Efficiency:* Rehabilitate Well No. 3 and Well No. 10 to increase pumping reliability and efficiency.
2. *Improve Organizational Effectiveness and Efficiency:* Rehabilitate Delta No. 4 booster pumps to increase pumping reliability and efficiency.
3. *Improve Organizational Effectiveness and Efficiency:* Inspect concrete and steel water storage reservoirs.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Organizational Effectiveness and Efficiency:* Completed the design, construction, and functionality testing of the new Centralized Groundwater Treatment System.
2. *Improve Organizational Effectiveness and Efficiency:* Rehabilitated Well No. 3 and No. 5 for increased pumping reliability and efficiency.
3. *Improve Organizational Effectiveness and Efficiency:* Redeveloped Tower Pump No. 1 and No. 2 booster pumps for increased pumping reliability and efficiency.

4. Improve Organizational Effectiveness and Efficiency: Performed State Water Resources Control Board Division of Drinking Water (DDW) lead testing at K-12 schools from the Alhambra Unified School District.
5. Improve Organizational Effectiveness and Efficiency: Replaced Tower Pump No. 1 and Air Stripper blower motor variable frequency drives.
6. Improve Organizational Effectiveness and Efficiency: Replaced Tower Pump No. 1 and Tower Pump No. 2 motor control cabinet air conditioning units.
7. Improve Organizational Effectiveness and Efficiency: Rebuilt pressure sustaining valves at Delta Booster Station.
8. Improve Organizational Effectiveness and Efficiency: Rebuilt Zone 2A pressure relief valves at Russell Booster Station.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) \$1,906,850 includes water assessment charges. FY2019 rates increased from \$185 to \$200 per acre feet for replacement water and \$70 to \$105 per acre feet for Water Resource Development Assessment.
2. R/M Supplies category (#23000) \$142,200 includes cost for paint and painting supplies, equipment, plumbing and electrical supplies.
3. Contracted Services category (#31000) \$145,000 includes professional services for water quality analyses. FY2019 budget includes SCADA and electrical maintenance services in addition to additional lab services.
4. R/M Contractual category (#38000) \$186,500 includes cost for repair and maintenance of various equipment and facilities. The budget for this category has been increased to pay for the cost the repair of booster pumps and landscape maintenance.
5. Other Agency Services category (#41000) includes AQMD permits and other fees required by government agencies, \$20,000.
6. Debt Service category (#42000) \$113,573 is the debt service payment for the La Loma and Highland water storage reservoirs. The thirty-year lease will retire in 2032.
7. Miscellaneous Financial Service category (#44000) \$617,300 is this activity's shared contribution of the City's indirect cost and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$29,934	\$34,032	\$51,380	\$46,149	\$46,149
11300 Part Time Salaries	2,070	0	2,592	0	0
11400 Overtime Salaries	2,346	3,000	6,200	3,000	3,000
11500 Separation Benefits	13,120	13,514	13,514	1,732	1,732
TOTAL	\$47,470	\$50,546	\$73,686	\$50,881	\$50,881
EMPLOYEE BENEFITS					
12200 Life Insurance	\$58	\$71	\$122	\$188	\$188
12300 Medical Insurance	3,485	4,221	6,267	6,164	6,164
12350 Medicare Insurance	492	475	830	670	670
12370 Part Time Retirement	0	0	103	0	0
12400 Dental Insurance	170	208	333	322	322
12500 Workers Compensation	8,820	9,261	9,261	10,002	10,002
12600 Retirement	8,010	9,434	13,627	14,643	14,643
12750 City 401 Plan	0	0	130	260	260
12900 Long Term Disability	148	179	269	238	238
12950 Vision Plan	65	134	111	177	177
TOTAL	\$21,248	\$23,983	\$31,053	\$32,664	\$32,664
SERVICES & SUPPLIES					
21000 Office Supplies	\$650	\$2,450	\$2,000	\$2,000	\$2,000
22000 Operating Supplies	438,359	2,016,260	1,408,550	1,906,850	1,906,850
23000 R/M Supplies	98,778	152,450	142,200	142,200	142,200
24000 Small Tools	6,616	6,000	5,000	5,000	5,000
31000 Contracted Services	55,567	40,000	100,000	145,000	145,000
32000 Communications	11,719	12,000	12,000	12,000	12,000
33000 Motor Pool Charges	74,263	76,491	76,491	78,786	78,786
36000 Utilities	429,086	588,500	588,500	672,128	672,128
37000 Leases & Rentals	738	800	800	800	800
38000 R/M Contractual	29,872	81,800	71,500	71,500	71,500
39000 Miscellaneous	830	750	850	800	800
41000 Other Agency Serv	15,124	20,000	20,000	20,000	20,000
42000 Debt Service	114,052	113,819	113,819	113,573	113,573
44000 Misc Financial Serv	0	0	0	617,300	617,300
TOTAL	\$1,275,654	\$3,111,320	\$2,541,710	\$3,787,937	\$3,787,937
GRAND TOTAL	\$1,344,372	\$3,185,849	\$2,646,449	\$3,871,482	\$3,871,482

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Production

ACTIVITY NO.: 4222

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Water Utility Manager	0.05	0.10	0.10	\$6,188	\$10,799	\$10,799
Water Production Supervisor	0.05	0.05	0.05	4,659	4,943	4,943
Senior Water Production System Operator	0.05	0.00	0.00	3,815	0	0
Water Production System Operator	0.30	0.45	0.45	16,156	28,613	28,613
DHS Certification	0.00	0.00	0.00	480	744	744
Bilingual	0.00	0.00	0.00	0	120	120
Education Incentive	0.00	0.00	0.00	864	720	720
Longevity Pay	0.00	0.00	0.00	240	210	210
Overtime	0.00	0.00	0.00	3,000	3,000	3,000
Separation Benefits	0.00	0.00	0.00	13,514	1,732	1,732
Total	0.45	0.60	0.60	\$48,916	\$50,881	\$50,881

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$910,767	\$983,979	\$850,958	\$865,579	\$865,579
SERVICES & SUPPLIES	885,076	887,609	883,264	1,290,614	1,290,614
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$1,795,843	\$1,871,588	\$1,734,222	\$2,156,193	\$2,156,193
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	8.45	8.74	8.74	6.99	6.99

Program Description

This program provides for the installation of new service taps, renewed water service taps, repair of water mains and services as necessary, and the maintenance of water facilities. Within the distribution system there are 13,456 water accounts, 134 miles of distribution mains, approximately 1,063 fire hydrants, and 2,073 gate valves.

This program also provides maintenance and new installations of piping for the entire system. Water Distribution personnel are California Department of Health Services certified, licensed and prepared to perform expedient and professional services under emergency conditions.

Specific service objectives are:

- Ensure water section personnel productivity and safety through adherences to annual training objectives.
- Operate annual valve exercise program for 2,073 distribution system valves.

- Maintain water service standards by repairing City water distribution facilities to ensure that residents and commercial accounts will have reliable water service.
- Continue to upgrade service and meter installation to current standards.
- Help maintain water quality with an active flushing program.
- Maintain all pressure relief stations, pressure-sustaining stations, and check valve stations in the distribution system to increase reliability.
- Identify needs to improve distribution system reliability.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Water Valve Exercising:			
Valves exercised*	850	500	1,040
Percent of valves exercised (2,073 total)	41%	24%	50%
New Water Services Installed:			
	33	28	30
Water Services Repaired:			
	43	42	40
Water Mains Repaired:			
	30	20	25
Gate Valves Repaired:			
	7	12	8

*Unable to achieve full implementation due to vacant positions (i.e., Distribution Supervisor and Crew Leader).

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency.* Monitor the distribution system for leaks and broken valves to improve operations.
2. *Improve organizational effectiveness and efficiency.* Install three new water main blow offs on the dead ends to meet water quality standards.
3. *Improve organizational effectiveness and efficiency.* Detect and replace inoperative gate valves to ensure that the distribution system is operating efficiently.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve organizational effectiveness and efficiency.* Constructed new water main line at Market Place and new fire line at new storage facility at 500 Markland.

2. Improve organizational effectiveness and efficiency. Updated water standards for the installation of Phase II of the Water Main Project.
3. Improve organizational effectiveness and efficiency. Assisted Engineering Division with the relocation of the fire hydrant and ,installation of 2” water service and irrigation meter for the South Garfield Project.
4. Improve organizational effectiveness and efficiency. Installed fire hydrant lateral for Fire Station #1.
5. Improve organizational effectiveness and efficiency. Through the Leak Detection Program, identified 6 residential customer leaks to be repaired.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) \$179,200 includes supplies and equipment and costs associated with new service installations.
2. Contracted Services category (#31000) \$10,000 is for street and sidewalk repairs.
3. Debt Service category (#42000) \$603,738 is the cost for City-wide installation of Automatic Meter Reading (AMR) meters that was part of the Siemens Lease-Purchase Energy Efficiency Program.
4. Misc Financial Service category (#44000) \$357,000 is this activity’s shared contribution of the City’s indirect costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$549,622	\$590,606	\$471,568	\$493,801	\$493,801
11300 Part Time Salaries	9,839	0	38,510	0	0
11400 Overtime Salaries	40,629	30,000	40,000	35,000	35,000
11500 Separation Benefits	48,199	49,645	49,645	33,632	33,632
TOTAL	\$648,289	\$670,251	\$599,723	\$562,433	\$562,433
EMPLOYEE BENEFITS					
12200 Life Insurance	\$1,190	\$1,365	\$1,147	\$2,025	\$2,025
12300 Medical Insurance	70,386	87,589	67,790	82,663	82,663
12350 Medicare Insurance	8,716	8,421	8,007	7,213	7,213
12370 Part Time Retirement	598	0	2,676	0	0
12400 Dental Insurance	4,845	6,254	4,524	5,764	5,764
12500 Workers Compensation	36,133	37,940	37,940	40,975	40,975
12600 Retirement	136,523	166,868	123,833	156,710	156,710
12750 City 401 Plan	0	0	1,540	2,854	2,854
12900 Long Term Disability	3,015	3,465	2,578	2,721	2,721
12950 Vision Plan	1,072	1,826	1,200	2,221	2,221
TOTAL	\$262,478	\$313,728	\$251,235	\$303,146	\$303,146
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,061	\$1,350	\$1,350	\$1,350	\$1,350
22000 Operating Supplies	12,043	15,200	15,200	15,200	15,200
23000 R/M Supplies	186,829	178,600	173,600	179,200	179,200
24000 Small Tools	8,456	8,500	9,000	9,000	9,000
31000 Contracted Services	2,547	10,000	10,000	10,000	10,000
32000 Communications	1,656	175	630	630	630
33000 Motor Pool Charges	86,994	89,604	89,604	92,292	92,292
36000 Utilities	4,198	8,740	8,740	9,004	9,004
37000 Leases & Rentals	1,600	3,000	3,000	3,000	3,000
38000 R/M Contractual	9,239	7,750	7,450	7,450	7,450
39000 Miscellaneous	2,723	2,750	2,750	2,750	2,750
42000 Debt Service	215,971	561,940	561,940	603,738	603,738
44000 Misc Financial Serv	351,759	0	0	357,000	357,000
TOTAL	\$885,076	\$887,609	\$883,264	\$1,290,614	\$1,290,614

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
CAPITAL OUTLAY					
54000 Vehicles/Equipment	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL	\$1,795,843	\$1,871,588	\$1,734,222	\$2,156,193	\$2,156,193

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Water Distribution

ACTIVITY NO.: 4223

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Water Utility Manager	0.05	0.10	0.10	\$6,189	\$10,799	\$10,799
Water Distribution Supervisor	1.00	1.00	1.00	93,180	98,856	98,856
Water Distribution Crew Supervisor	1.00	1.00	1.00	75,690	80,940	80,940
Consumer Service Representative	1.00	0.00	0.00	61,236	0	0
Water Distribution Lead Worker	2.77	2.67	2.67	180,294	172,963	172,963
Water Utility Maintenance Worker	2.87	2.10	2.10	138,157	105,280	105,280
Senior Clerk Typist	0.05	0.12	0.12	1,954	5,819	5,819
Bilingual	0.00	0.00	0.00	2,820	2,190	2,190
Education Incentive	0.00	0.00	0.00	0	521	521
DHS Certification	0.00	0.00	0.00	13,374	11,165	11,165
Longevity Pay	0.00	0.00	0.00	2,400	5,268	5,268
Overtime	0.00	0.00	0.00	30,000	35,000	35,000
Separation Benefits	0.00	0.00	0.00	49,645	33,632	33,632
Total	8.74	6.99	6.99	\$654,939	\$562,433	\$562,433

CITY OF MONTEREY PARK

PROGRAM SUMMARY

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

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	950,000	1,183,600	1,083,600	2,100,000	2,100,000
TOTAL COSTS	\$950,000	\$1,183,600	\$1,083,600	\$2,100,000	\$2,100,000
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

This program activity provides for continued replacement, improvement and upgrading of the Water System, as well as construction and improvement of treatment plants.

1. N. Atlantic Blvd Water and Sewer System Improvement (82266) \$1,100,000

Design and construct of water and sewer system improvements in North Atlantic Blvd. to provide additional capacity as necessary to upgrade existing conditions, and to serve future development, in accordance with the Sewer and Water Master Plan documents.

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

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

This is Water System's share for street maintenance and reconstruction. This annual contribution will be transferred to the City's General Fund to pay for street repairs and maintenance.

Impact on Operating Budget: This is the annual contribution from the Water Fund to the City for street maintenance.

2017-2018 Water Capital Projects

Street Maintenance (81580)	\$ 950,000 **
Groundwater Treatment System (82259)	48,600 *
Pilot Mobile Workforce System (82261)	10,000 *
Water Mainlines Retrofit (82264)	75,000 *
2017 Water Master Plan (82263)	<u>100,000 *</u>
Total	<u>\$ 1,183,600</u>

() Projects in Progress*

*(**) Projects completed*

CITY OF MONTEREY PARK

PROGRAM DETAIL

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

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
CAPITAL OUTLAY					
81000 Capital Improvements	\$950,000	\$950,000	\$950,000	\$1,000,000	\$1,000,000
82000 Capital Improvements	0	233,600	133,600	1,100,000	1,100,000
TOTAL	\$950,000	\$1,183,600	\$1,083,600	\$2,100,000	\$2,100,000
GRAND TOTAL	\$950,000	\$1,183,600	\$1,083,600	\$2,100,000	\$2,100,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Well No. 5 Voc Treatment Plant
ACTIVITY NO.: 4226

<u>SUMMARY OF COST</u>	<u>Actual</u> 2016-17	<u>Adopted</u> 2017-18	<u>Year-End</u> <u>Estimated</u> 2017-18	<u>Proposed</u> 2018-19	<u>Adopted</u> 2018-19
PERSONNEL COST	\$277,563	\$295,612	\$258,823	\$281,140	\$281,140
SERVICES & SUPPLIES	167,690	593,624	508,624	2,110,705	2,110,705
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$445,253	\$889,236	\$767,447	\$2,391,845	\$2,391,845
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.20	2.39	2.39	2.13	2.13

Program Description

This activity provides for the costs associated with ground water remediation for Well No. 5 for volatile organic compounds that may be found in the groundwater. This includes the operation and maintenance of the Granular Activated Carbon (GAC) treatment plant portion of Well No. 5 put into service on September 22, 1999. This well has a current capacity of 1,600 gallons per minute.

Costs for this activity include personnel costs, electricity, GAC replacement, capital lease payment, contractual maintenance, and laboratory analyses. This activity will also cover costs for possible future remediation activities.

Specific Service objectives are:

- Continue to seek outside funding for operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.

- Continue to operate and maintain plant per State Water Resources Control Board Division of Drinking Water (DDW) requirements.

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency.* Connect Well 5 to the Centralized Groundwater Treatment System (CGTS) via existing unused 14” pipeline.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve organizational effectiveness and efficiency.* Continued to meet pumping requirements per South El Monte Operating Unit (SEMOU) to remediate the contaminated well.
2. *Improve organizational effectiveness and efficiency.* Performed well testing to identify potential improvements to increase water production.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) \$1,029,500 includes estimated chemicals and materials costs for new Centralized Groundwater Treatment System.
2. Contractual Services (#31000) \$156,193 includes cost for well maintenance and redevelopment.
3. Utilities category (#36000) \$561,053 includes additional electricity costs to operate the advanced-oxidation equipment at the new Centralized Groundwater Treatment System.
4. Other Agency Services category (#41000) includes \$24,500 for permit costs and fees required by government agencies.
5. Debt Service category (#42000) includes \$200,000 for debt service payment for Well No. 5/6 Air Stripper.
6. Miscellaneous Financial Services (#44000) \$112,000 includes the shared contribution from Water Treatment funds to the City’s indirect costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No. 5 Voc Treatment

ACTIVITY NO.: 4226

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$204,298	\$187,216	\$145,892	\$166,610	\$166,610
11300 Part Time Salaries	5,923	6,000	17,064	6,190	6,190
11400 Overtime Salaries	13,966	9,500	16,200	9,500	9,500
11500 Separation Benefits	6,110	6,293	6,293	9,197	9,197
TOTAL	\$230,297	\$209,009	\$185,449	\$191,497	\$191,497
EMPLOYEE BENEFITS					
12200 Life Insurance	\$280	\$356	\$319	\$620	\$620
12300 Medical Insurance	16,432	21,961	17,806	22,532	22,532
12350 Medicare Insurance	2,744	2,661	2,614	2,419	2,419
12370 Part Time Retirement	183	160	410	0	0
12400 Dental Insurance	1,064	1,538	1,068	1,429	1,429
12500 Workers Compensation	5,208	5,468	5,468	7,289	7,289
12600 Retirement	42,918	53,020	44,199	52,853	52,853
12650 Pension Gasb68 Expense	-22,627	0	0	0	0
12750 City 401 Plan	0	0	437	1,092	1,092
12900 Long Term Disability	766	903	715	812	812
12950 Vision Plan	298	536	338	597	597
TOTAL	\$47,266	\$86,603	\$73,374	\$89,643	\$89,643
SERVICES & SUPPLIES					
23000 R/M Supplies	\$37,185	\$110,500	\$60,500	\$1,029,500	\$1,029,500
31000 Contracted Services	37,690	90,700	55,700	156,193	156,193
32000 Communications	290	180	180	6,127	6,127
33000 Motor Pool Charges	8,169	8,414	8,414	17,332	17,332
36000 Utilities	59,455	158,830	158,830	561,053	561,053
38000 R/M Contractual	0	500	500	4,000	4,000
41000 Other Agency Serv	24,901	24,500	24,500	24,500	24,500
42000 Debt Service	0	200,000	200,000	200,000	200,000
44000 Misc Financial Serv	0	0	0	112,000	112,000
TOTAL	\$167,690	\$593,624	\$508,624	\$2,110,705	\$2,110,705
GRAND TOTAL	\$445,253	\$889,236	\$767,447	\$2,391,845	\$2,391,845

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works
ACTIVITY: Well No. 5 Voc Treatment
ACTIVITY NO.: 4226

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Public Works	0.10	0.08	0.08	\$12,800	\$10,240	\$10,240
Director of Management Services	0.00	0.01	0.01	0	2,460	2,460
Water Utility Manager	0.20	0.15	0.15	24,754	16,198	16,198
Water Production Supervisor	0.25	0.25	0.25	23,295	24,714	24,714
Principal Mgmt Analyst	0.20	0.10	0.10	19,841	10,524	10,524
Accountant	0.00	0.01	0.01	0	673	673
Sr. Water Production System Operator	0.25	0.25	0.25	19,074	20,235	20,235
Water Distribution Lead Worker	0.06	0.09	0.09	3,898	5,830	5,830
Water Production System Operator	0.90	0.80	0.80	56,741	53,630	53,630
Water Utility Maintenance Worker	0.32	0.25	0.25	14,458	13,123	13,123
Senior Clerk Typist	0.00	0.03	0.03	0	1,455	1,455
Bilingual	0.00	0.00	0.00	348	456	456
DHS Certification	0.00	0.00	0.00	4,550	3,634	3,634
Education Incentive	0.00	0.00	0.00	939	1,119	1,119
Longevity Pay	0.00	0.00	0.00	1,200	2,319	2,319
Overtime	0.00	0.00	0.00	9,500	9,500	9,500
Separation Benefits	0.00	0.00	0.00	6,293	9,197	9,197

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works
ACTIVITY: Well No. 5 Voc Treatment
ACTIVITY NO.: 4226

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
<u>Part-Time</u>						
Accountant	0.11	0.11	0.11	\$6,000	\$6,190	\$6,190
Total	2.39	2.13	2.13	\$203,691	\$191,497	\$191,497

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 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$266,522	\$295,054	\$259,730	\$298,033	\$298,033
SERVICES & SUPPLIES	365,208	516,217	456,217	866,750	866,750
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$631,730	\$811,271	\$715,947	\$1,164,783	\$1,164,783
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.20	2.45	2.45	2.21	2.21

Program Description

This activity provides for the costs associated with water remediation activities for Wells No. 9, No. 12, and No. 15 for the removal of volatile organic compounds and future contaminants that may be found in the system. This includes the operation and maintenance of the Air Stripper treatment plant.

Costs for this activity include personnel, electricity, water treatment chemicals, laboratory analyses, equipment maintenance and legal fees.

Specific Service objectives are:

- Continue to seek outside funding for the operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.
- Continue to operate and maintain as required by the State Water Resources Control Board Division of Drinking Water (DDW) regulations.

2018-2019 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency.* Modify Well 12 to supply water to the Centralized Groundwater Treatment System (CGTS) for treatment.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve organizational effectiveness and efficiency.* Performed well testing to identify potential improvements to increase water production.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) \$202,000 provides for the costs of equipment and supplies for the redevelopment of Well 12.
2. Contracted Services category (#31000) \$146,892 includes legal fees, data processing, professional services for water quality analysis and SCADA maintenance, and well maintenance and redevelopment.
3. Miscellaneous Financial Services category (#44000) \$106,000 includes this activity's contribution from Water Treatment funds to the City's indirect costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No.12 Treatment Plant

ACTIVITY NO.: 4227

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$171,023	\$187,919	\$147,276	\$179,305	\$179,305
11300 Part Time Salaries	5,586	6,000	17,064	7,310	7,310
11400 Overtime Salaries	13,885	8,500	16,100	8,500	8,500
11500 Separation Benefits	5,449	5,612	5,612	9,428	9,428
TOTAL	\$195,943	\$208,031	\$186,052	\$204,543	\$204,543
EMPLOYEE BENEFITS					
12200 Life Insurance	\$298	\$361	\$326	\$638	\$638
12300 Medical Insurance	17,281	22,432	17,911	23,086	23,086
12350 Medicare Insurance	2,744	2,670	2,637	2,603	2,603
12370 Part Time Retirement	183	160	410	160	160
12400 Dental Insurance	1,140	1,576	1,109	1,523	1,523
12500 Workers Compensation	4,908	5,153	5,153	5,926	5,926
12600 Retirement	42,906	53,209	44,625	56,874	56,874
12750 City 401 Plan	0	0	448	1,190	1,190
12900 Long Term Disability	802	915	711	882	882
12950 Vision Plan	317	547	348	608	608
TOTAL	\$70,579	\$87,023	\$73,678	\$93,490	\$93,490
SERVICES & SUPPLIES					
23000 R/M Supplies	\$64,509	\$82,000	\$152,000	\$202,000	\$202,000
31000 Contracted Services	31,779	36,291	36,291	146,892	146,892
32000 Communications	291	180	180	6,213	6,213
33000 Motor Pool Charges	7,957	8,196	8,196	17,332	17,332
36000 Utilities	249,379	380,000	250,000	375,763	375,763
37000 Leases & Rentals	0	550	550	550	550
38000 R/M Contractual	0	1,000	1,000	4,000	4,000
41000 Other Agency Serv	11,293	8,000	8,000	8,000	8,000
44000 Misc Financial Serv	0	0	0	106,000	106,000
TOTAL	\$365,208	\$516,217	\$456,217	\$866,750	\$866,750
GRAND TOTAL	\$631,730	\$811,271	\$715,947	\$1,164,783	\$1,164,783

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well No.12 Treatment Plant

ACTIVITY NO.: 4227

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Public Works	0.10	0.07	0.07	\$12,800	\$8,960	\$8,960
Director of Management Services	0.00	0.05	0.05	0	8,200	8,200
Water Utility Manager	0.20	0.15	0.15	24,754	16,198	16,198
Water Production Supervisor	0.25	0.25	0.25	23,295	24,714	24,714
Principal Management Analyst	0.20	0.25	0.25	19,841	26,310	26,310
Accountant	0.00	0.01	0.01	0	673	673
Sr. Water Production System Operator	0.25	0.25	0.25	19,074	20,235	20,235
Water Production System Operator	0.90	0.70	0.70	56,739	47,210	47,210
Water Utility Maintenance Worker	0.32	0.25	0.25	14,181	13,123	13,123
Water Distribution Lead Worker	0.05	0.06	0.06	2,924	3,887	3,887
Senior Clerk Typist	0.05	0.04	0.04	1,954	1,940	1,940
Bilingual	0.00	0.00	0.00	336	420	420
DHS Certification	0.00	0.00	0.00	4,511	3,446	3,446
Education Incentive	0.00	0.00	0.00	939	1,355	1,355
Longevity Pay	0.00	0.00	0.00	1,200	2,634	2,634
Overtime	0.00	0.00	0.00	8,500	8,500	8,500
Separation Benefits	0.00	0.00	0.00	5,612	9,428	9,428

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works
ACTIVITY: Well No.12 Treatment Plant
ACTIVITY NO.: 4227

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
<u>Part-Time</u>						
Accountant	0.13	0.13	0.13	\$6,000	\$7,310	\$7,310
Total	2.45	2.21	2.21	\$202,660	\$204,543	\$204,543

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment Plant

ACTIVITY NO.: 4228

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$4,338	\$4,422	\$6,161	\$0	\$0
SERVICES & SUPPLIES	35,718	85,986	25,017	0	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$40,056	\$90,408	\$31,178	\$0	\$0
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 .05	 .05	 0	 0

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.

Costs for this activity include personnel, electricity, laboratory analyses, and equipment maintenance.

Because perchlorate has not been detected in the City's wells, funds are not budgeted for FY2019.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment

ACTIVITY NO.: 4228

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$2,392	\$3,015	\$3,578	\$0	\$0
11300 Part Time Salaries	497	0	391	0	0
11400 Overtime Salaries	246	50	511	0	0
TOTAL	\$3,135	\$3,065	\$4,480	\$0	\$0
EMPLOYEE BENEFITS					
12200 Life Insurance	\$9	\$8	\$10	\$0	\$0
12300 Medical Insurance	484	442	447	0	0
12350 Medicare Insurance	46	42	65	0	0
12370 Part Time Retirement	18	0	0	0	0
12400 Dental Insurance	18	12	22	0	0
12600 Retirement	597	818	1,106	0	0
12750 City 401 Plan	0	0	2	0	0
12900 Long Term Disability	23	20	21	0	0
12950 Vision Plan	8	15	8	0	0
TOTAL	\$1,203	\$1,357	\$1,681	\$0	\$0
SERVICES & SUPPLIES					
23000 R/M Supplies	\$0	\$23,000	\$0	\$0	\$0
31000 Contracted Services	2,544	7,700	3,821	0	0
32000 Communications	0	90	0	0	0
33000 Motor Pool Charges	7,957	8,196	8,196	0	0
36000 Utilities	12,502	30,000	0	0	0
37000 Leases & Rentals	0	0	0	0	0
38000 R/M Contractual	0	4,000	0	0	0
41000 Other Agency Serv	12,715	13,000	13,000	0	0
TOTAL	\$35,718	\$85,986	\$25,017	\$0	\$0
GRAND TOTAL	\$40,056	\$90,408	\$31,178	\$0	\$0

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Delta Perchlorate Treatment

ACTIVITY NO.: 4228

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Water Production System Operator	0.05	0.00	0.00	\$2,693	\$0	\$0
Education Incentive	0.00	0.00	0.00	144	0	0
Overtime	0.00	0.00	0.00	50	0	0
Total	0.05	0.00	0.00	\$2,887	\$0	\$0

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 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$214,450	\$236,828	\$203,996	\$237,928	\$237,928
SERVICES & SUPPLIES	221,255	379,945	379,945	676,111	676,111
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$435,705	\$616,773	\$583,941	\$914,039	\$914,039
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	1.96	1.96	1.96	1.82	1.82

Program Description

This activity provides for the costs associated with ground water remediation for Wells No. 1, No. 3, No. 10 and Fern Well for volatile organic compounds (VOC) and future contaminants that may be found in the system. This includes the operation and maintenance of the Granular Activated Carbon (GAC) treatment system for these wells. This treatment plant has a capacity of 4,500 gallons per minute and requires continual scheduled maintenance and monitoring.

Costs for this activity include personnel costs, GAC replacement, electricity, capital lease payments, equipment maintenance, and laboratory analyses. This activity will also cover costs for possible future remediation activities.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$320,500 for GAC replacement and equipment supplies and maintenance for well redevelopment.

2. Contracted Services category (#31000) includes \$166,607 for legal fees, data processing, water analyses, compliance reports, professional services for SCADA maintenance, and well maintenance and redevelopment.
3. Debt Services category (#42000) includes debt service payment for a ten-year loan from the San Gabriel Valley Municipal Water District. The loan was paid in full in 2018.
4. Miscellaneous Financial Service (#44000) \$79,000 is this activity's share of cost for the City's indirect costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 1, 3, 10 & Fern Voc

ACTIVITY NO.: 4229

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$134,642	\$148,571	\$113,711	\$140,438	\$140,438
11300 Part Time Salaries	5,771	6,000	13,800	7,310	7,310
11400 Overtime Salaries	12,577	7,500	13,900	7,500	7,500
11500 Separation Benefits	5,238	5,395	5,395	7,734	7,734
TOTAL	\$158,228	\$167,466	\$146,806	\$162,982	\$162,982
EMPLOYEE BENEFITS					
12200 Life Insurance	\$226	\$286	\$255	\$517	\$517
12300 Medical Insurance	13,316	17,481	13,992	18,727	18,727
12350 Medicare Insurance	2,204	2,108	2,066	2,039	2,039
12370 Part Time Retirement	165	140	307	140	140
12400 Dental Insurance	859	1,248	866	1,214	1,214
12500 Workers Compensation	4,687	4,921	4,921	5,659	5,659
12600 Retirement	33,945	42,027	34,783	44,550	44,550
12750 City 401 Plan	0	0	0	917	917
12900 Long Term Disability	583	725	0	687	687
12950 Vision Plan	237	426	0	496	496
TOTAL	\$56,222	\$69,362	\$57,190	\$74,946	\$74,946
SERVICES & SUPPLIES					
23000 R/M Supplies	\$47,878	\$100,500	\$100,500	\$320,500	\$320,500
31000 Contracted Services	76,479	56,531	56,531	166,992	166,992
32000 Communications	170	135	135	6,144	6,144
33000 Motor Pool Charges	8,169	8,414	8,414	17,332	17,332
36000 Utilities	77,275	76,930	76,930	79,243	79,243
37000 Leases & Rentals	0	1,000	1,000	1,000	1,000
38000 R/M Contractual	0	2,500	2,500	4,000	4,000
41000 Other Agency Serv	11,284	1,900	1,900	1,900	1,900
42000 Debt Service	0	132,035	132,035	0	0
44000 Misc Financial Serv	0	0	0	79,000	79,000
TOTAL	\$221,255	\$379,945	\$379,945	\$676,111	\$676,111
GRAND TOTAL	\$435,705	\$616,773	\$583,941	\$914,039	\$914,039

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works
ACTIVITY: Well 1, 3, 10 & Fern Voc
ACTIVITY NO.: 4229

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Public Works	0.00	0.07	0.07	\$0	\$8,960	\$8,960
Director of Management Services	0.00	0.02	0.02	0	3,280	3,280
Water Utility Manager	0.15	0.15	0.15	18,565	16,198	16,198
Water Production Supervisor	0.20	0.15	0.15	18,636	14,829	14,829
Principal Management Analyst	0.20	0.15	0.15	19,841	15,786	15,786
Accountant	0.00	0.01	0.01	0	673	673
Senior Water Production System Operator	0.20	0.20	0.20	15,261	16,188	16,188
Water Production System Operator	0.85	0.60	0.60	54,048	40,223	40,223
Water Utility Maintenance Worker	0.17	0.25	0.25	7,784	13,123	13,123
Water Distribution Lead Worker	0.06	0.06	0.06	3,898	3,887	3,887
Senior Clerk Typist	0.00	0.03	0.03	0	1,455	1,455
Bilingual	0.00	0.00	0.00	348	354	354
DHS Certification	0.00	0.00	0.00	4,070	2,679	2,679
Education Incentive	0.00	0.00	0.00	651	1,046	1,046
Longevity Pay	0.00	0.00	0.00	960	1,757	1,757
Overtime	0.00	0.00	0.00	7,500	7,500	7,500
Separation Benefits	0.00	0.00	0.00	5,395	7,734	7,734

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 1, 3, 10 & Fern Voc

ACTIVITY NO.: 4229

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
<u>Part-Time</u>						
Accountant	0.13	0.13	0.13	\$6,000	\$7,310	\$7,310
Total	1.96	1.82	1.82	\$162,957	\$162,982	\$162,982

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

<u>SUMMARY OF COST</u>	<u>Actual</u> 2016-17	<u>Adopted</u> 2017-18	<u>Year-End</u> <u>Estimated</u> 2017-18	<u>Proposed</u> 2018-19	<u>Adopted</u> 2018-19
PERSONNEL COST	\$231,025	\$249,032	\$220,811	\$227,699	\$227,699
SERVICES & SUPPLIES	126,378	206,459	206,459	384,842	384,842
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$357,403	\$455,491	\$427,270	\$612,541	\$612,541
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	1.99	2.01	2.01	1.77	1.77

Program Description

This activity provides for the costs associated with water remediation activities for the Dual Barrier treatment facility, which is operated for use by Well Nos. 9, 12, and 15 for removal of volatile organic compounds not removed by the Well No. 12 Air Stripper. These costs include personnel, laboratory analyses, and equipment maintenance.

Costs for this activity include personnel costs, Granular Activated Carbon replacement, equipment maintenance, and laboratory analyses.

Specific Service objectives are:

- Seek outside funding for the operation and maintenance of this facility from South El Monte Potentially Responsible Parties and other potential sources.
- Operate and maintain the system per the State Water Resources Control Board.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$120,700 for carbon replacements and equipment supplies and maintenance.
2. Contracted Services category (#31000) includes \$166,781 for legal fees, water analyses, compliance and consultant services for SCADA maintenance, and well maintenance and redevelopment.
3. Debt Services category (#42000) includes debt service payment for a ten-year loan from the San Gabriel Valley Municipal Water District that was paid in full in 2018.
4. Miscellaneous Financial Service (#44000) \$60,000 is this activity's shared contribution of the City's indirect costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$148,621	\$159,636	\$125,709	\$135,317	\$135,317
11300 Part Time Salaries	6,252	6,000	17,064	7,310	7,310
11400 Overtime Salaries	11,055	6,500	12,000	6,500	6,500
11500 Separation Benefits	3,826	3,941	3,941	7,734	7,734
TOTAL	\$169,754	\$176,077	\$158,714	\$156,861	\$156,861
EMPLOYEE BENEFITS					
12200 Life Insurance	\$256	\$294	\$266	\$506	\$506
12300 Medical Insurance	14,932	18,280	14,799	17,260	17,260
12350 Medicare Insurance	2,391	2,268	2,246	1,966	1,966
12370 Part Time Retirement	183	140	410	140	140
12400 Dental Insurance	991	1,282	914	1,113	1,113
12500 Workers Compensation	4,051	4,254	4,254	4,892	4,892
12600 Retirement	37,493	45,239	37,961	42,927	42,927
12750 City 401 Plan	0	0	377	904	904
12900 Long Term Disability	696	745	579	663	663
12950 Vision Plan	278	453	291	467	467
TOTAL	\$61,271	\$72,955	\$62,097	\$70,838	\$70,838
SERVICES & SUPPLIES					
23000 R/M Supplies	\$64,900	\$100,700	\$100,700	\$120,700	\$120,700
31000 Contracted Services	40,472	49,000	49,000	167,193	167,193
32000 Communications	291	180	180	6,117	6,117
33000 Motor Pool Charges	8,169	8,414	8,414	17,332	17,332
38000 R/M Contractual	0	700	700	4,000	4,000
41000 Other Agency Serv	12,546	9,500	9,500	9,500	9,500
42000 Debt Service	0	37,965	37,965	0	0
44000 Misc Financial Serv	0	0	0	60,000	60,000
TOTAL	\$126,378	\$206,459	\$206,459	\$384,842	\$384,842
GRAND TOTAL	\$357,403	\$455,491	\$427,270	\$612,541	\$612,541

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Public Works	0.10	0.04	0.04	\$12,800	\$5,120	\$5,120
Director of Mangement Services	0.00	0.02	0.02	0	3,280	3,280
Water Utility Manager	0.20	0.15	0.15	24,754	16,198	16,198
Water Production Supervisor	0.20	0.15	0.15	18,636	14,829	14,829
Principal Management Analyst	0.20	0.15	0.15	19,841	15,786	15,786
Accountant	0.00	0.01	0.01	0	673	673
Senior Water Production System Operator	0.20	0.15	0.15	15,261	12,141	12,141
Water Production System Operator	0.70	0.70	0.70	44,315	47,210	47,210
Water Distribution Lead Worker	0.06	0.06	0.06	3,898	3,887	3,887
Water Utility Maintenance Worker	0.17	0.17	0.17	7,784	8,618	8,618
Senior Clerk Typist	0.05	0.04	0.04	1,954	1,940	1,940
Bilingual	0.00	0.00	0.00	288	396	396
DHS Certification	0.00	0.00	0.00	3,806	2,678	2,678
Education Incentive	0.00	0.00	0.00	780	1,015	1,015
Longevity Pay	0.00	0.00	0.00	960	1,546	1,546
Overtime	0.00	0.00	0.00	6,500	6,500	6,500
Separation Benefits	0.00	0.00	0.00	3,941	7,734	7,734

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 12 Dual Barrier

ACTIVITY NO.: 4230

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
<u>Part-Time</u>						
Accountant	0.13	0.13	0.13	\$6,000	\$7,310	\$7,310
Total	2.01	1.77	1.77	\$171,518	\$156,861	\$156,861

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$62,219	\$70,219	\$72,978	\$196,252	\$196,252
SERVICES & SUPPLIES	91,843	145,274	100,274	189,964	189,964
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$154,062	\$215,493	\$173,252	\$386,216	\$386,216
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .45	 .60	 .60	 1.54	 1.54

Program Description

This activity is for the operation and maintenance of Well No. 15 as indicated by the Environmental Protection Agency's Interim Action Record of Decision (IROD) to help facilitate the removal of Perchlorate and Volatile Organic Compounds (VOC) in the groundwater from the San Gabriel Valley Water Basin.

Costs for this activity include personnel costs, equipment and maintenance supplies, laboratory analyses, compliance reports, electricity service, and fees to other governmental agencies.

Specific Service objectives are:

- Continue to seek outside funding for the operation and maintenance of this facility from the South El Monte Potentially Responsible Parties and other potential sources.
- Continue to operate and maintain the treatment facility as mandated by the State Water Resources Control Board Division of Drinking Water (DDW).

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) \$30,050 includes costs associated with the variable frequency drives (VFD) and air condition units.
2. Contracted Services category (#31000) includes \$22,476 for legal fees, data processing and water analyses, compliance reports and consultant services for SCADA maintenance.
3. Miscellaneous Financial Service category (#44000) \$36,000 is this activity's shared contribution of the City's indirect costs and General Liability insurance.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$34,304	\$41,192	\$35,508	\$124,472	\$124,472
11300 Part Time Salaries	5,241	0	9,290	0	0
11400 Overtime Salaries	3,214	5,000	5,000	5,000	5,000
11500 Separation Benefits	2,410	2,483	2,483	2,309	2,309
TOTAL	\$45,169	\$48,675	\$52,281	\$131,781	\$131,781
EMPLOYEE BENEFITS					
12200 Life Insurance	\$84	\$94	\$94	\$475	\$475
12300 Medical Insurance	4,715	6,019	4,498	16,079	16,079
12350 Medicare Insurance	614	584	717	1,808	1,808
12370 Part Time Retirement	184	140	103	0	0
12400 Dental Insurance	318	410	298	1,060	1,060
12500 Workers Compensation	2,205	2,315	2,315	3,662	3,662
12600 Retirement	8,635	11,602	12,027	39,488	39,488
12750 City 401 Plan	0	0	377	839	839
12900 Long Term Disability	208	238	182	628	628
12950 Vision Plan	87	142	86	432	432
TOTAL	\$17,050	\$21,544	\$20,697	\$64,471	\$64,471
SERVICES & SUPPLIES					
23000 R/M Supplies	\$0	\$3,050	\$3,050	\$30,050	\$30,050
31000 Contracted Services	5,635	12,375	12,375	22,990	22,990
32000 Communications	46	45	45	6,118	6,118
33000 Motor Pool Charges	8,169	8,414	8,414	17,332	17,332
36000 Utilities	74,174	69,490	69,490	71,574	71,574
38000 R/M Contractual	0	50,000	5,000	4,000	4,000
41000 Other Agency Serv	3,819	1,900	1,900	1,900	1,900
44000 Misc Financial Serv	0	0	0	36,000	36,000
TOTAL	\$91,843	\$145,274	\$100,274	\$189,964	\$189,964
GRAND TOTAL	\$154,062	\$215,493	\$173,252	\$386,216	\$386,216

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Director of Public Works	0.00	0.04	0.04	\$0	\$5,120	\$5,120
Director of Management Services	0.00	0.02	0.02	0	3,280	3,280
Water Utility Manager	0.05	0.05	0.05	6,188	5,400	5,400
Water Production Supervisor	0.05	0.15	0.15	4,659	14,829	14,829
Principal Management Analyst	0.00	0.15	0.15	0	15,786	15,786
Accountant	0.00	0.01	0.01	0	673	673
Senior Water Production System Operator	0.25	0.15	0.15	3,815	12,141	12,141
Water Distribution Lead Worker	0.00	0.06	0.06	0	3,887	3,887
Water Production System Operator	0.15	0.65	0.65	15,119	44,281	44,281
Water Utility Maintenance Worker	0.05	0.23	0.23	6,673	11,997	11,997
Senior Clerk Typist	0.05	0.03	0.03	1,954	1,455	1,455
Bilingual	0.00	0.00	0.00	60	408	408
DHS Certification	0.00	0.00	0.00	912	2,786	2,786
Education Incentive	0.00	0.00	0.00	303	883	883
Longevity Pay	0.00	0.00	0.00	240	1,546	1,546
Overtime	0.00	0.00	0.00	5,000	5,000	5,000
Separation Benefits	0.00	0.00	0.00	2,483	2,309	2,309

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 15

ACTIVITY NO.: 4231

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Total	0.60	1.54	1.54	\$47,406	\$131,781	\$131,781

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 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$8,902	\$4,405	\$9,625	\$1,684	\$1,684
SERVICES & SUPPLIES	6,363	29,600	9,600	31,457	31,457
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$15,265	\$34,005	\$19,225	\$33,141	\$33,141
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

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 1,600 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 per California Department of Public Health regulations and requirements.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. R/M Supplies category (#23000) includes \$20,500 for the cost of replacing carbon and supplies needed for the maintenance of the treatment facility.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Well 5 Perch Blending Plant

ACTIVITY NO.: 4232

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$2,382	\$3,015	\$6,134	\$0	\$0
11400 Overtime Salaries	245	33	800	0	0
11500 Separation Benefits	0	0	0	0	0
TOTAL	\$2,627	\$3,048	\$6,934	\$0	\$0
EMPLOYEE BENEFITS					
12200 Life Insurance	\$8	\$8	\$17	\$16	\$16
12300 Medical Insurance	5,593	442	768	388	388
12350 Medicare Insurance	38	42	101	54	54
12400 Dental Insurance	16	12	38	31	31
12600 Retirement	592	818	1,701	1,164	1,164
12750 City 401 Plan	0	0	16	0	0
12900 Long Term Disability	21	20	36	20	20
12950 Vision Plan	7	15	14	11	11
TOTAL	\$6,275	\$1,357	\$2,691	\$1,684	\$1,684
SERVICES & SUPPLIES					
23000 R/M Supplies	\$0	\$20,500	\$500	\$20,500	\$20,500
31000 Contracted Services	2,544	6,700	6,700	4,557	4,557
38000 R/M Contractual	0	500	500	500	500
41000 Other Agency Serv	3,819	1,900	1,900	1,900	1,900
44000 Misc Financial Serv	0	0	0	4,000	4,000
TOTAL	\$6,363	\$29,600	\$9,600	\$31,457	\$31,457
GRAND TOTAL	\$15,265	\$34,005	\$19,225	\$33,141	\$33,141

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works
ACTIVITY: Well 5 Perch Blending Plant
ACTIVITY NO.: 4232

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Education Incentive	0.00	0.00	0.00	\$144	\$0	\$0
Overtime	0.00	0.00	0.00	33	0	0
Total	0.00	0.00	0.00	\$177	\$0	\$0

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works
ACTIVITY: Water Interconnection/Purchase
ACTIVITY NO.: 4233

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	23,503	50,000	1,700	53,000	53,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$23,503	\$50,000	\$1,700	\$53,000	\$53,000
 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 sufficient water to meet demand to failure in equipment or unusually high demand.

2018-2019 GOALS AND OBJECTIVES

1. *Achieve financial stability.* Proactively maintain the wells and treatment plants to minimize the need to purchase water.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Service and Supplies (#22000) includes \$50,000 for water assessment charges.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works
ACTIVITY: Water Interconnection/Purchase
ACTIVITY NO.: 4233

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SERVICES & SUPPLIES					
22000 Operating Supplies	\$23,503	\$50,000	\$1,700	\$50,000	\$50,000
44000 Misc Financial Serv	0	0	0	3,000	3,000
TOTAL	\$23,503	\$50,000	\$1,700	\$53,000	\$53,000
GRAND TOTAL	\$23,503	\$50,000	\$1,700	\$53,000	\$53,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$457,331	\$460,232	\$366,902	\$497,574	\$497,574
SERVICES & SUPPLIES	536,917	608,627	610,847	611,477	611,477
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$994,248	\$1,068,859	\$977,749	\$1,109,051	\$1,109,051
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	4.50	4.00	4.00	4.00	4.00

Program Description

This activity provides for the care and maintenance of approximately 10,000 City Street & Parkway trees and 68 boulevard medians. These trees consist of 37 different species, and are of various sizes, shapes and age. These trees are strategically placed along approximately 203 miles of easements and parkways, to create visually appealing neighborhoods. Trees are an excellent means for enhancement of the environment, by way of air filtration, noise absorption, aesthetics, and safety of vehicular and pedestrian movement. The City boulevard medians cover 369,024 sq. ft. of turf, trees, plants, and irrigation.

This division plays a vital role in maintaining the City's attractive overall appearance. The results of this Division's efforts serve to create a positive impression of the City for current and potential homeowners, and businesses. The work accomplished by this division in properly maintaining the tree inventory, helps the environment by providing the cooling and cleaning effect trees have on surrounding air quality.

The majority of tree work tasked to this division is provided by contractors. Each tree, under contract, is electronically inventoried and trimmed based on our 14-grid system that schedules three to four grids each year. Trees may also be trimmed when service requests are submitted

by residents. The trees located along the three main corridors (Atlantic, Garvey, & Garfield) are trimmed every year, and are delegated to their own separate grid (Grid #13). The contractor is also responsible for tree removals and planting of new trees.

Specific service objectives are:

- Trimming of trees as needed to provide for effective aesthetic value, traffic sign visibility, street lamp clearance, and for proper mobility on streets and sidewalks.
- Provide attractive and healthy trees through regularly scheduled inspection, trimming, removal, and replacement when possible.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Street Trees Trimmed	2,768	3,260	2,898
Street Trees Planted	84	117	80
Street Trees Removed	207	98	60
Service Requests	319	325	315

2018-2019 GOALS AND OBJECTIVES

1. *Improve Community-wide Beautification:* Complete the median plant and irrigation rehabilitation of the six medians running along W. Garvey from Hitchcock to Casuda Canyon. Continue to maintain a proper ratio of tree replacement for every tree removal by at least a 1:1 rate.
2. *Improve Organizational Effectiveness and Efficiency:* Continue to efficiently utilize the tree inventory maintenance system, thereby reducing the presence of hazardous or diseased trees. California Polyphagous Shot Hole Borer presence in Monterey Park is being treated aggressively in trees identified as having been attacked.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Community-wide Beautification:* Replanted 75 trees in Grid City Parks that were lost and removed during the recent drought through a joint effort with the California Conservation Corps under the Competitive Excess Funds Tree Planting Program.
2. *Improve Organizational Effectiveness and Efficiency:* Daily activities recorded in the fields and via cellphones and laptops were hard copied into the City's inventory database within 48 hours. This system yields accurate data quickly, allowing units identified as diseased, hazardous, or in decline, to be addressed more efficiently.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contract Services category (#31000) of \$525,000 reflects costs for the City Street and Parkway tree-trimming program, maintenance of all City boulevard medians, and the recently completed Demonstration Garden.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parkway Maintenance

ACTIVITY NO.: 6516

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$250,333	\$245,252	\$229,434	\$260,254	\$260,254
11400 Overtime Salaries	9,336	5,000	2,508	4,400	4,400
11500 Separation Benefits	20,400	21,012	21,012	15,392	15,392
TOTAL	\$280,069	\$271,264	\$252,954	\$280,046	\$280,046
EMPLOYEE BENEFITS					
12200 Life Insurance	\$609	\$624	\$234	\$1,248	\$1,248
12300 Medical Insurance	35,887	39,418	14,001	45,724	45,724
12350 Medicare Insurance	3,880	3,521	1,207	3,809	3,809
12400 Dental Insurance	1,734	2,130	986	2,253	2,253
12500 Workers Compensation	68,334	71,751	71,751	77,491	77,491
12600 Retirement	64,733	69,091	23,560	82,613	82,613
12750 City 401 Plan	0	0	1,261	1,821	1,821
12900 Long Term Disability	1,564	1,584	594	1,584	1,584
12950 Vision Plan	521	849	354	985	985
TOTAL	\$177,262	\$188,968	\$113,948	\$217,528	\$217,528
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,300	\$1,000	\$1,000	\$1,000	\$1,000
22000 Operating Supplies	4,694	5,200	6,800	6,800	6,800
23000 R/M Supplies	2,819	3,500	4,250	4,250	4,250
24000 Small Tools	2,623	3,000	3,000	3,000	3,000
31000 Contracted Services	456,920	525,000	525,000	525,000	525,000
32000 Communications	634	630	0	630	630
33000 Motor Pool Charges	61,958	63,817	63,817	63,817	63,817
36000 Utilities	1,757	2,480	2,480	2,480	2,480
38000 R/M Contractual	4,212	4,000	4,500	4,500	4,500
TOTAL	\$536,917	\$608,627	\$610,847	\$611,477	\$611,477
GRAND TOTAL	\$994,248	\$1,068,859	\$977,749	\$1,109,051	\$1,109,051

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works
ACTIVITY: Parkway Maintenance
ACTIVITY NO.: 6516

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Park Superintendent	0.70	0.70	0.70	\$57,313	\$62,328	\$62,328
Park Supervisor	0.60	0.60	0.60	40,982	45,491	45,491
Park Maintenance Crew Leader	0.60	0.60	0.60	38,851	41,220	41,220
Maintenance Worker	2.10	2.10	2.10	95,461	102,983	102,983
Bilingual	0.00	0.00	0.00	1,380	1,380	1,380
Longevity Pay	0.00	0.00	0.00	2,880	5,880	5,880
Overtime	0.00	0.00	0.00	5,000	4,400	4,400
Pesticide/Herbicide Pay	0.00	0.00	0.00	756	972	972
Separation Benefits	0.00	0.00	0.00	21,012	15,392	15,392
Total	4.00	4.00	4.00	\$263,635	\$280,046	\$280,046

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$610,912	\$660,798	\$347,934	\$589,272	\$589,272
SERVICES & SUPPLIES	297,042	363,609	359,839	360,109	360,109
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$907,954	\$1,024,407	\$707,773	\$949,381	\$949,381
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	7.19	7.69	7.69	6.69	6.69

Program Description

This activity provides for the maintenance of the City's eight large parks, five small parks, one hiking trail, and one demonstration garden, totaling 113.64 acres. There is a park located within one-half mile of every Monterey Park household. This activity also provides for the exterior maintenance of 13 free standing restroom facilities, 16 tennis courts and two warm up courts, three outdoor basketball courts, and multiple picnic facilities. Additionally, this Division also provides the landscape maintenance for the Monterey Park Bruggemeyer Library, the Service Club House, Langley Center, El Encanto, Beth Ryan Park, and City employee parking lots.

The Parks Division maintains a very important part of our City's infrastructure. The Division makes a significant impact, helping enrich the lives of residents and all Park users. This Division provides staffing to all parks, 365 days a year. The Parks Division plays an integral role part in maintaining a safe and clean environment. Residents and all Park users can relax, exercise, and enjoy their family and friends in parks that are clean and green. Residents have the choice of participating in various programs and sports leagues that all are offered in this

healthy and friendly atmosphere. Our park sites are host to many of the City’s special event celebrations throughout the year that welcomes thousands of participants.

Specific service objectives are:

- Maintain Parks to meet or exceed the Standards as set forth by the Recreation and Parks Commission, providing safe, attractive, and user-friendly recreation facilities.
- With water conservation no longer a goal, but a standard, continued use of drought tolerant turf, plants and shrubs, and irrigation techniques.

PROGRAM MEASUREMENTS

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Park Service Requests	215	230	220
Number of Special Projects	17	11	12

2018-2019 GOALS AND OBJECTIVES

1. *Improve Community-wide Beautification:* Continue to review and develop viable ideas involving targeted areas for modification and improvement. These locations include the frontage roads along the east side of S. Atlantic between El Repetto & Brightwood and S. Garfield between El Repetto and Keller.
2. *Improve Community-wide Beautification:* Remove and replace the asphalt road at Garvey Ranch Park that runs from the Observatory area at the east parking lot to Alhambra Rd. meeting the City Yard parking lot.
3. *Improve Community-wide Beautification:* Remove and replace worn benches (125) and tables (33) throughout City Parks.

2017-2018 MAJOR ACCOMPLISHMENTS

1. *Improve Community-wide Beautification:* 19 trees located in front of City Hall and were professionally identified as hazardous, in distress, or dead. These trees were removed and replaced with red Maple and yellow Tulip trees. These species are highly resistant to invasive pests currently growing in prevalence in California.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Operating Supplies category (#22000) includes \$41,500 for landscaping supplies, cleaning and sanitary supplies for the park restrooms, staff uniforms (including part time staff), and various other supplies.
2. Contracted Services category (#31000) reflects \$45,000 annual professional contract services to include weed abatement, irrigation repair, special project plant & tree purchases, hydro-seeding, concrete work, and other special projects.
3. R/M Contractual category (#38000) reflects \$68,000 for evening janitorial services for park restrooms 365 nights annually.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11200 Permanent Salaries	\$304,059	\$338,389	\$27,468	\$283,845	\$283,845
11300 Part Time Salaries	41,417	42,500	43,000	43,000	43,000
11400 Overtime Salaries	14,073	10,000	10,000	10,000	10,000
11500 Separation Benefits	30,600	31,518	31,518	29,591	29,591
TOTAL	\$390,149	\$422,407	\$111,986	\$366,436	\$366,436
EMPLOYEE BENEFITS					
12200 Life Insurance	\$835	\$936	\$936	\$1,560	\$1,560
12300 Medical Insurance	47,750	53,272	53,272	39,290	39,290
12350 Medicare Insurance	5,267	4,871	4,871	4,191	4,191
12370 Part Time Retirement	632	600	600	600	600
12400 Dental Insurance	3,360	4,351	1,908	3,409	3,409
12500 Workers Compensation	71,663	75,246	75,246	79,718	79,718
12600 Retirement	88,486	95,563	95,563	90,141	90,141
12750 City 401 Plan	0	0	0	780	780
12900 Long Term Disability	2,132	2,376	2,376	1,980	1,980
12950 Vision Plan	638	1,176	1,176	1,167	1,167
TOTAL	\$220,763	\$238,391	\$235,948	\$222,836	\$222,836
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,274	\$1,550	\$1,550	\$1,550	\$1,550
22000 Operating Supplies	31,868	41,500	41,500	41,500	41,500
23000 R/M Supplies	22,140	33,500	32,500	32,500	32,500
24000 Small Tools	3,114	5,000	5,000	5,000	5,000
31000 Contracted Services	39,873	45,000	45,000	45,000	45,000
32000 Communications	1,157	270	0	270	270
33000 Motor Pool Charges	89,116	91,789	91,789	91,789	91,789
36000 Utilities	45,371	65,000	65,000	65,000	65,000
37000 Leases & Rentals	1,848	2,000	2,000	2,000	2,000
38000 R/M Contractual	55,724	67,000	68,000	68,000	68,000
39000 Miscellaneous	3,021	1,000	1,000	1,000	1,000
41000 Other Agency Serv	2,536	10,000	6,500	6,500	6,500
TOTAL	\$297,042	\$363,609	\$359,839	\$360,109	\$360,109
GRAND TOTAL	\$907,954	\$1,024,407	\$707,773	\$949,381	\$949,381

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: Public Works

ACTIVITY: Parks

ACTIVITY NO.: 6517

Class Title	Full-Time Equivalent Positions			Adopted 2017-18	Proposed 2018-19	Adopted 2018-19
	2017-18 Adopted	2018-19 Proposed	2018-19 Adopted			
Park Superintendent	0.30	0.30	0.30	\$24,563	\$26,712	\$26,712
Park Supervisor	0.40	0.40	0.40	27,322	30,327	30,327
Park Maintenance Crew Leader	1.40	1.40	1.40	90,653	72,911	72,911
Maintenance Worker	3.90	2.90	2.90	180,288	145,807	145,807
Bilingual	0.00	0.00	0.00	1,020	1,020	1,020
Longevity Pay	0.00	0.00	0.00	1,920	4,920	4,920
Overtime	0.00	0.00	0.00	10,000	10,000	10,000
Pesticide/Herbicide Pay	0.00	0.00	0.00	1,764	1,548	1,548
Separation Benefits	0.00	0.00	0.00	31,518	29,591	29,591
Education Incentive	0.00	0.00	0.00	0	600	600
<u>Part-Time</u>						
Maintenance Worker	1.50	1.50	1.50	36,000	36,500	36,500
Clerk Typist	0.19	0.19	0.19	6,500	6,500	6,500
Total	7.69	6.69	6.69	\$411,548	\$366,436	\$366,436

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Capital Improvement

ACTIVITY NO.: 5000

SOURCE OF FUNDS:

General \$3,678,534
 Bike route \$1,023,000
 Sewer \$1,380,000
 Shop \$45,000
 Technology Internal Service \$142,400
 Park Facilities \$280,000
 Prop A \$104,256
 Measure M Fund \$50,000
 Air Quality Improvement \$71,172
 Prop C Fund \$250,000
 Maint Dist \$5,000
 Maintenance Grant (0075) \$75,000
 Video Service Franchise Trust \$35,000
 General Plan Trust \$400,000

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	793,654	8,969,317	4,373,767	7,539,362	7,539,362
TOTAL COSTS	\$793,654	\$8,969,317	\$4,373,767	\$7,539,362	\$7,539,362
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The Capital Improvement Program budget consists of two activities, Street Construction and Community Capital Improvement. The City's Capital Improvement Program is a five-year program designed according to the City's strategic planning, Water, Sewer, and Park Improvement Master Plans. This five-year Capital Improvement Program is updated following the completion of the City's Long Term Financial Planning process in midyear. During the budget process, the capital improvement projects are again adjusted to reflect realistic and reliable funding sources. Major capital improvements generally take two to three years to complete due to the grant funding restrictions, designs, building, and construction. Unspent portions of the project budget are carried over to the following year for project completions.

**City of Monterey Park
Capital Improvement Program
FY 2018-2019**

Funding Sources

General Fund (0010) \$3,678,534

The City's primary operating fund and support for most basic services. All revenues that by law or the requirements of sound financial management do not have to be placed in a separate, restricted fund are deposited in the General Fund.

Road Maintenance and Rehabilitation Program Grant (0024) \$1,023,000

Streets and Highway Code 2032(h) authorizes the Controller to provide funding to cities and counties for projects approved by the California Transportation Commission.

Sewer Fund (0042) \$1,380,000

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.

Shop Fund (0060) \$45,000

Accounts for the purchase and upkeep of all motorized equipment used by City departments.

Technology/Data Processing Fund (0063) \$142,400

Accounts for the costs of centralized data processing activities, including computer networking, and replacement of telephone system.

Park Facilities Fund (0070) \$280,000

Accounts for the proceeds of a development fee used for the purpose of park facilities improvements and related expenditures, as established pursuant to Monterey Park Municipal Code section 16.54.050.

Prop A Fund (0109) \$104,256

Accounts for the City's share of a one-half percent sales tax approved by the electorate in November 1980 and collected by the County of Los Angeles to finance transportation programming and related capital projects.

Measure M Fund (0112) \$50,000

Accounts for the City's share of a one-half percent sales tax approved by the electorate in November 2016, to finance transit operations, local street improvements, bicycle and pedestrian connections, and transit services.

Air Quality Improvement Fund (0165) \$71,172

Accounts for the City's share of additional motor vehicle registration fees imposed by the South Coast Air Quality Management District to finance the implementation of mobile source emission reduction programs and the provisions of the California Clean Air Act.

Prop C Fund (0166) \$250,000

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.

Maintenance District 93-1 (0176) \$5,000

Accounts for receipts and expenditures relating to the Citywide benefit assessment district for street lighting and median maintenance.

Maintenance Grant (0344) \$75,000

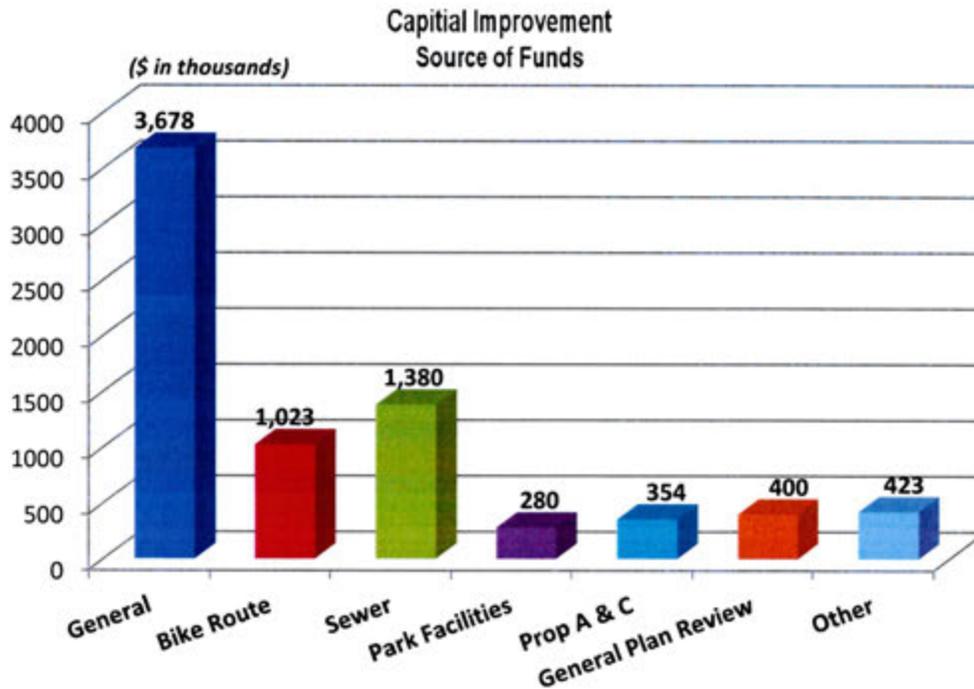
Accounts for special purpose financing provided by Specialty Restaurant for common areas maintenance.

Video Service Franchise Trust (0351) \$35,000

Accounts for the 1% franchise fees received from Charter and AT&T for the MPK-TV equipment upgrades.

General Plan Trust (0352) \$400,000

Accounts for a 0.2% surcharge on building permits to be used for the City's General Plan updating and special planning programs.



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	136,844	3,448,839	1,978,789	5,218,000	5,218,000
TOTAL COSTS	\$136,844	\$3,448,839	\$1,978,789	\$5,218,000	\$5,218,000
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The City contains 119.27 miles of streets, 225.22 miles of sidewalk, 75 traffic signals and 10 miles of improved alleys. Major improvements are needed to accommodate the increased flow of pedestrian and vehicle traffic. This activity provides for street improvements including parking, lighting, traffic signals, and landscaping administered through the Public Works Department. The 2018-2019 street improvements include the following project:

1. Various Street Resurfacing - (91943) \$1,023,000

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

Funding Source:

Road Maint & Rehab SB1 (0024) \$1,023,000

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

2. Pavement Management Program Update (89100) \$50,000

Review and analyze the City's street pavement conditions, and prepare of an updated report that helps identify capital street rehabilitation/maintenance projects and recommends funding levels. The Pavement Management Program needs to be updated every three years. It was last updated in July 2015.

Funding Source:

Measure M (0112) \$50,000

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

3. Potrero Grande Improvements (91950) \$3,600,000

Construct landscaped median islands to enhance the streetscape, and rehabilitation the roadway pavement.

Funding Source:

General Committed Reserve – (Former RDA 2002 Bonds Proceeds) (0010) \$3,600,000

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

4. Station 63 Sidewalk / Slope Repair (91959) \$15,000

Design a cast-in-drilled-hole (CIDH) pile system and retaining wall to shore up the sidewalk and repair the slope in the rear yard of Fire Station 63.

Funding Source:

General (0010) \$ 15,000

Impact on Operating Budget: Staff time will be required to manage consultant design engineering services.

5. Traffic Signal-Garfield-Graves (91960) \$250,000

Design and construct new left-turn phasing in the northbound and southbound directions of Garfield Avenue at the intersection of Grandridge/Graves Avenues.

Funding Source:

Prop C (0166) \$ 250,000

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

6. Garvey Reservoir Drainage Improvements (91962) \$280,000

Improve two existing storm drains that capture storm water runoff from the hillside surrounding Metropolitan Water District's (MWD) Garvey Reservoir. The improvements will mitigate slope erosion that has impacted several properties adjacent to the reservoir.

Funding Source:

Sewer (0042) \$ 280,000

Impact on Operating Budget: Staff time will be required to manage consultant design engineering services.

2017-2018 Street Construction Projects

Traffic Signal Upgrades (91924)	\$ 230,000 *
Traffic Survey Update (91929)	9,000 **
Sewer Videotaping (91941)	150,000 *
Sewer Repairs & Pipe Relining (91942)	935,400 *
Street Resurfacing (91943)	796,500 **
Traffic Signal – N. Atlantic (91944)	422,289 *
Sidewalk/ Wheelchair Access (91945)	230,000 *
Traffic Signal - Potrero Grande (91951)	250,000 *
MTA Monterey Pass Bike Grant (91957)	325,650 *
S. Garfield Village Improvement (96081)	<u>100,000 *</u>
TOTAL	<u>\$ 3,448,839</u>

(* *Projects in progress*)

(** *Projects completed*)

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Street Construction

ACTIVITY NO.: 5001

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
CAPITAL OUTLAY					
89000 Capital Improvements	\$0	\$0	\$0	\$50,000	\$50,000
91000 Capital Improvements	136,844	3,348,839	1,978,789	5,168,000	5,168,000
96000 Capital Improvements	0	100,000	0	0	0
TOTAL	\$136,844	\$3,448,839	\$1,978,789	\$5,218,000	\$5,218,000
GRAND TOTAL	\$136,844	\$3,448,839	\$1,978,789	\$5,218,000	\$5,218,000

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	656,810	5,520,478	2,394,978	2,321,362	2,321,362
TOTAL COSTS	\$656,810	\$5,520,478	\$2,394,978	\$2,321,362	\$2,321,362
 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. N. Atlantic Blvd Water and Sewer System Improvement (82266) \$1,000,000

Design and construct water and sewer system improvements in North Atlantic Blvd. to provide additional capacity as necessary to upgrade existing conditions, and to serve future development, in accordance with the Sewer and Water Master Plan documents.

Funding Source:

Sewer Fund (0042)

\$1,000,000

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

2. CNG Fueling Compressor System (96067) \$175,428

This is to install an Upgraded CNG Fueling Compressor System at City Yard which includes the construction costs for the dispenser and electrical upgrade equipment payment to SoCalGas. This represents the fourth year of five years annual service agreement.

Funding Source:

Prop A (0109)	\$104,256
Air Quality Improvement (0165)	71,172

Impact on Operating Budget: The new fueling system will allow the City to fuel the Spirit buses onsite instead of a private facility. This will reduce the cost of CNG fuel from \$2.90 per gallon to \$1.49 per gallon, or approximately \$63,000 annually.

3. Tree Well Maintenance (91590) \$5,000

Clean out City tree wells in public areas.

Funding Source:

Maintenance District (0176)	\$5,000
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Impact on Operating Budget: There is no impact to the operating budget.

4. Playground Equipment and Surface Replacement (91801) \$280,000

Replace the playground equipment and install new surface due to the age of the equipment. Barnes playground is over 15 years old and requires numerous repairs.

Funding Source:

Park Facilities (0070)	\$280,000
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Impact on Operating Budget: Replacement can save staff time for dealing with numerous repairs during the year.

5. MPK-TV Mobile Video Equipment (91802) \$35,000

This video production equipment will facilitate the creation of video content such as remote City Council meetings and other events. Equipment will enable staff to utilize the MPK-TV basement office as a small studio for recording short programs.

Funding Source:

Video Service Franchise Trust (0351)	\$ 35,000
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Impact on Operating Budget: There is no impact to the operating budget.

- 6. Sewer Master Plan (96103) \$100,000**
- Update the Sanitary Sewer Master Plan.
- Funding Source:
 Sewer (0042) \$100,000
- Impact on Operating Budget: An update to the plan will improve the overall operational efficiency.
-
- 7. City Manager / City Council Safety Area Improvement (99025) \$40,000**
- One-time site safety improvement for the City Manager / Council office area.
- Funding Source:
 General (0010) \$40,000
- Impact on Operating Budget: There is no impact to the operating budget.
-
- 8. Comprehensive General Plan Update (99026) \$400,000**
- Update the City’s General Plan including the Land Use, Economic Development and Circulation Elements.
- Funding Source:
 General Plan Review Trust (0352) \$400,000
- Impact on Operating Budget: There is no impact to the operating budget.
-
- 9. IT Network Equipment & Server Upgrade (99055) \$57,400**
- Upgrade the current network equipment and server, including higher speed cabling, network hardware, network switchers, and a new server.
- Funding Source:
 Technology (0063) \$57,400
- Impact on Operating Budget: Upgrades help improve overall network performance. Small amounts of IT on-going operation costs might be increased to be in compatible with the new equipment.
-
- 10. IT Network Switch Replacement (99073) \$85,000**
- Replace access switches for City Hall, Fire Station 1 and Library with new industry standards.

Funding Source:
Technology (0063) \$ 85,000

Impact on Operating Budget: Upgrades will improve the overall operation.

11. 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: Specialty Restaurant and Golf Course pay for ongoing maintenance of slopes and common areas.

12. Fire Ladder Truck & Engines (99732) \$2,617,400

Replace two Fire engines and one Fire ladder truck to meet the AQMD requirements.

Funding Source:
Lease-Purchase Funded by General Fund \$2,617,400 (prin)

Impact on Operating Budget: Replacement to reduce higher maintenance costs.

13. Small Capitals for Public Works (88500) \$45,000

Public Works small capital purchases include the replacement of 15 CNG Cylinders for Unit 899, 900, 965, 966, and 975 trucks.

Funding Source:
Shop (0060) \$45,000

Impact on Operating Budget: New cylinders must be replaced due to the operating pressure and integrity and would decrease and reduce impact on repairs and maintenance costs.

14. Small Capitals for Police (88550) \$23,534

Police small capital purchases include Uninterruptible Power Source (UPS) battery backup replacement (\$23,534).

Funding Source:
General (0010) \$23,534

Impact on Operating Budget: There is no impact to the operating budget, except to ensure a continuous City operation.

2017-2018 Community Capital Projects

Median Maintenance (82520)	\$ 20,000 *
Capital Purchases - Recreation (88450)	51,500 *
Capital Purchases - Public Work (88500)	34,000 *
Capital Purchases - Police (88550)	27,606 **
Capital Purchases - Fire (88560)	40,000 **
MPK TV and Video System (91753)	75,000 **
NFC Fitness Grant (91800)	30,000 *
Vactor Sewer Truck Equipment (91955)	57,000 *
CNG Fueling Compressor System (96067)	175,428 *
Dual Post Vehicle/Equipment Hoist (96096)	225,000 *
Council Chamber Renovation (96100)	100,000 *
City Yard Design and Architecture (96102)	300,000 *
City Hall Enhancements (99021)	200,000 *
Utility Rates Study Services (99024)	49,190 *
Network Equipment Upgrade (99055)	200,000 *
IT Emergency / Master Plan (99062)	50,000 *
Accela Update & Revision (99069)	326,000 *
Special Restaurant/Golf Course (99290)	75,000 **
Duty Pistols Replacement (99324)	75,000 **
2016 UASI Protective Equipment (99325)	34,141 **
Interoperable Radio System (99326)	809,705 *
Station 61 Parking Lot (99729)	65,908 *
Station 62 Replacement (99730)	<u>2,500,000 *</u>
Total	<u>\$ 5,520,478</u>

(*) *Projects in progress*

(**) *Projects completed*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

<u>Classification</u>	<u>Actual 2016/2017</u>	<u>Adopted 2017/2018</u>	<u>Year-End Estimated 2017/2018</u>	<u>Proposed 2018/2019</u>	<u>Adopted 2018/2019</u>
CAPITAL OUTLAY					
82000 Capital Improvements	\$0	\$20,000	\$0	\$1,000,000	\$1,000,000
88000 Capital Improvements	35,574	153,106	27,606	68,534	68,534
91000 Capital Improvements	8,967	162,000	132,000	320,000	320,000
96000 Capital Improvements	310,676	800,428	800,428	275,428	275,428
99000 Capital Improvements	301,593	4,384,944	1,434,944	657,400	657,400
TOTAL	\$656,810	\$5,520,478	\$2,394,978	\$2,321,362	\$2,321,362
GRAND TOTAL	\$656,810	\$5,520,478	\$2,394,978	\$2,321,362	\$2,321,362

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:
 General \$150,000
 General Liability \$2,816,570
 CERCLA Liability \$150,000

DEPARTMENT: Non-Department
ACTIVITY: General Liabilities Program
ACTIVITY NO.: 5101

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	3,062,654	3,446,500	3,175,403	3,116,570	3,116,570
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$3,062,654	\$3,446,500	\$3,175,403	\$3,116,570	\$3,116,570
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The General Liability Internal Service Fund was established for the management and funding of the City's general liability risk exposure. The City is self-insured for general liability claims. The City has acquired excess coverage from \$500,000 to \$30 million per occurrence through the Independent Cities Risk Management Authority (ICRMA).

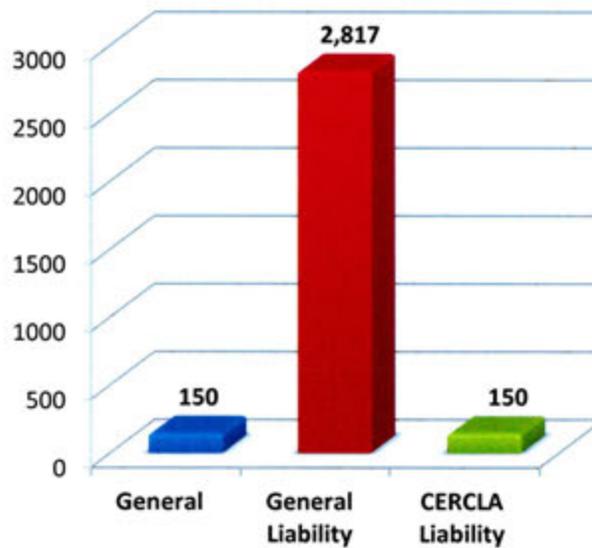
Charges are made to all City funds to pay for operating expenses as well as to fund the outstanding liabilities of the General Liability Fund. Outstanding liabilities (including Incurred But Not Reported (IBNR) claims of the General Liability Fund, based on past experience and modified for current trends and information, are projected for \$3,640,000 for 2018-2019.

PRIMARY PROGRAM/EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) \$250,000 is for legal fees and costs associated with defending the City against general liability claims and lawsuits.
2. Insurance category (#35000) \$2.6 million includes insurance premiums to ICRMA, third-party claims administration, and the claim costs to resolve liability issues. Amount reduced due to shifting earthquake and property insurance premiums to Activity 1802 (Risk Management).
3. Miscellaneous Financial Services category (#44000) \$300,000 is the reimbursement from various funds to the General Liability Fund in order to meet incurred liabilities and Incurred But Not Reported (IBNR) losses.

General Liability Source of Funds

(\$ in thousands)



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Non-Department**

ACTIVITY: **General Liabilities Program**

ACTIVITY NO.: **5101**

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SERVICES & SUPPLIES					
31000 Contracted Services	\$256,552	\$250,000	\$250,000	\$250,000	\$250,000
35000 Insurance	2,376,102	2,737,000	2,465,903	2,566,570	2,566,570
44000 Misc Financial Serv	430,000	459,500	459,500	300,000	300,000
TOTAL	\$3,062,654	\$3,446,500	\$3,175,403	\$3,116,570	\$3,116,570
GRAND TOTAL	\$3,062,654	\$3,446,500	\$3,175,403	\$3,116,570	\$3,116,570

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Non-Department

ACTIVITY: Post Employment

ACTIVITY NO.: 5102

SOURCE OF FUNDS:

General \$4,674,800
 Retirement \$2,294,820
 State Gas Tax \$12,300
 Sewer \$113,200
 Refuse \$309,000
 Shop \$7,000
 Separation Benefits \$1,300,000
 General Liability \$2,500
 Workers' Compensation \$500
 Water \$405,000
 Water Treatment \$166,200
 Proposition A \$1,200
 EI Civic Education Grant \$500
 Cal Library Literacy Svc Grant \$500
 Maint Dist \$2,500
 SA Atlantic/Garvey \$1,200
 SA Merged \$1,200

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$4,155,463	\$5,398,794	\$5,079,500	\$4,869,100	\$4,869,100
SERVICES & SUPPLIES	5,298,415	4,432,558	4,432,558	4,423,320	4,423,320
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$9,453,878	\$9,831,352	\$9,512,058	\$9,292,420	\$9,292,420
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

Separation Benefits

The Separation Benefits Internal Service Fund provides an ongoing method of financing the costs associated with employee separation from City service. Upon separation, an employee is entitled to compensation for accrued vacation, holiday, compensation time earned in-lieu of overtime, and a percentage of his or her accrued sick leave depending on provisions of each particular bargaining unit. Charges are made to City departments to pay for operating expenses as well as to fund outstanding liabilities of the Separation Benefits Fund. Liabilities and charges of employee accrued leaves are recorded as compensated absences payable in the general ledger and the amount for 2018-2019 is estimated for \$4,500,000.

Post-Employment Benefits

The costs of retiree medical insurance premiums are presented in this activity, as are contributions to the Massachusetts Mutual Retirement Plan. Administrative and actuarial fees

for retirement plan administration are also presented herein. The City joined in the OPEB trust program to pre-fund its OPEB liabilities. As a result of this prefunding plan, the City's retiree medical unfunded liabilities were substantially reduced. The Annual Required Contribution (ARC) for the fiscal year ending June 30, 2017 is \$2.7 million. The Massachusetts Mutual Retirement Plan predates the commencement of the City's participation in the California Public Employees' Retirement System (CalPERS) in 1976. The Plan provides partial retirement benefits for miscellaneous employees over age 55 at April 1, 1976 and currently, there are 55 vested members in the Mass Mutual Plan. As for the OPEB, there are 291 vested retirees eligible for City-paid retiree medical benefits.

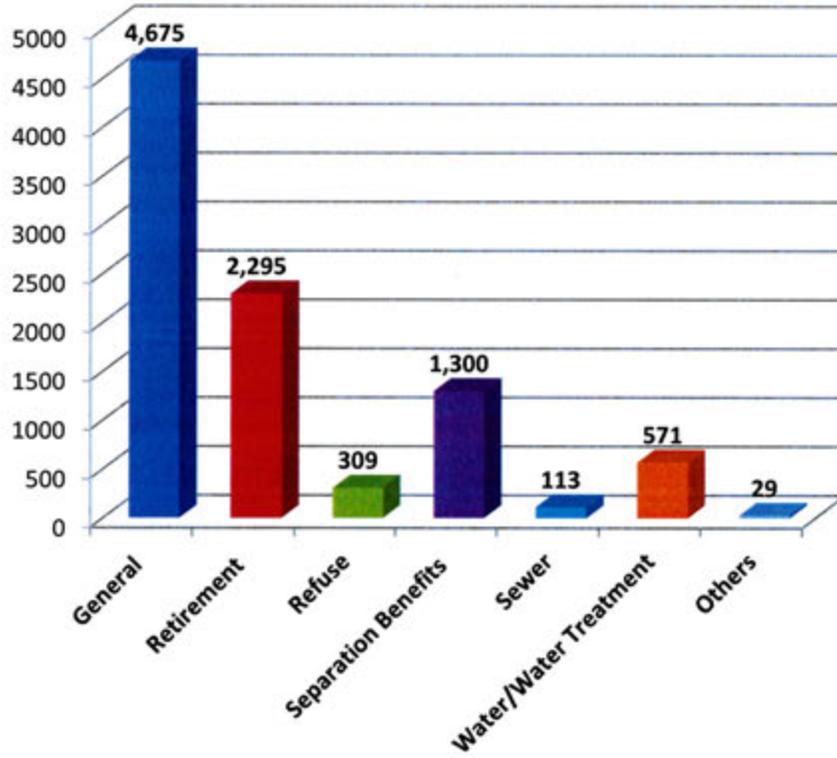
The unfunded accrued pension liabilities are required to be managed. The City continues to reflect the budget payment to pay down unfunded accrued pension liabilities.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salary Set-Aside category (#11600) \$400,000 is for bargaining negotiation set aside funds.
2. Accrued Actuarial Liability category (#11800) \$400,000 is to pay down the pension unfunded liabilities.
3. OPEB Medical category (#12331) \$950,000 is for prefunding of the retiree medical trust account (CERBT).
4. Contracted Services category (#31000) \$71,500 is for actuarial services pertaining to retirement program administration and annual fiscal agent trustee fee for the Pension Obligation Bonds.
5. Insurance category (#35000) \$22,000 is the unemployment payment required from EDD.
6. Debt Service category (#42000) \$1,229,820 represents the debt service payment for the Pension Obligation Bonds. The Pension Obligation Bonds were issued in 2004 to refinance the unfunded liabilities of the PERS Public Safety Pension Plan. The debt service payment for the bonds is considered as part of safety pension costs.
7. Misc Financial Service category (#44000) \$3,100,000 includes the General Fund supplement to the Retirement Fund for pension costs, \$2,600,000; Separation Benefits Fund transfer to General Liability Fund, \$500,000 to gap-fund the deficits in the General Liability Fund.

Post-Employment Administration Source of Funds

(\$ in thousands)



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Non-Department

ACTIVITY: Post Employment

ACTIVITY NO.: 5102

Classification	Actual 2016/2017	Adopted 2017/2018	Year-End Estimated 2017/2018	Proposed 2018/2019	Adopted 2018/2019
SALARIES					
11600 Salary Set-Aside	\$0	\$549,244	\$350,000	\$400,000	\$400,000
11650 Separation Benefits	892,742	799,550	799,500	869,100	869,100
11800 Accrued Actuarial Liability	0	800,000	800,000	400,000	400,000
TOTAL	\$892,742	\$2,148,794	\$1,949,500	\$1,669,100	\$1,669,100
EMPLOYEE BENEFITS					
12330 Medical Ins - Retirees	\$1,412,721	\$1,400,000	\$1,280,000	\$1,250,000	\$1,250,000
12331 Medical Ins - Opeb	900,000	900,000	900,000	950,000	950,000
12700 Mass Mutual Retirement	950,000	950,000	950,000	1,000,000	1,000,000
TOTAL	\$3,262,721	\$3,250,000	\$3,130,000	\$3,200,000	\$3,200,000
SERVICES & SUPPLIES					
31000 Contracted Services	\$67,483	\$51,500	\$51,500	\$71,500	\$71,500
35000 Insurance	38,343	20,000	20,000	22,000	22,000
42000 Debt Service	1,292,589	1,261,058	1,261,058	1,229,820	1,229,820
44000 Misc Financial Serv	3,900,000	3,100,000	3,100,000	3,100,000	3,100,000
TOTAL	\$5,298,415	\$4,432,558	\$4,432,558	\$4,423,320	\$4,423,320
GRAND TOTAL	\$9,453,878	\$9,831,352	\$9,512,058	\$9,292,420	\$9,292,420

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Workers' Compensation

SOURCE OF FUNDS:

ACTIVITY: Workers' Compensation

Workers' Compensation \$1,908,700

ACTIVITY NO.: 8301

<u>SUMMARY OF COST</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>	<u>Year-End Estimated 2017-18</u>	<u>Proposed 2018-19</u>	<u>Adopted 2018-19</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	2,639,144	1,349,736	1,838,664	1,908,700	1,908,700
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,639,144	\$1,349,736	\$1,838,664	\$1,908,700	\$1,908,700
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

The Workers' Compensation Internal Service Fund was established for the management and funding of the City's workers' compensation risk exposure. Workers' compensation laws in the State of California, both those of constitutional and statutory origin, create a compulsory responsibility for all employers to compensate any and all of their workers for injuries or disabilities arising out of the scope and in the course of employment.

California workers' compensation law provides medical treatment, temporary disability benefits, permanent disability benefits, vocational rehabilitation benefits, medical benefits and death benefits for work related injuries. The law also provides for preventative measures in the form of safety laws and administrative rules.

The City maintains workers' compensation insurance coverage of statutory limits per occurrence (policy will pay out per W/C statute with no coverage limit) with a self-insured retention of \$500,000 through the City's participation in the Independent Cities Risk Management Authority (I.C.R.M.A.). Both the Human Resources/Risk Management and Management Services Departments manage the Workers' Compensation Fund.

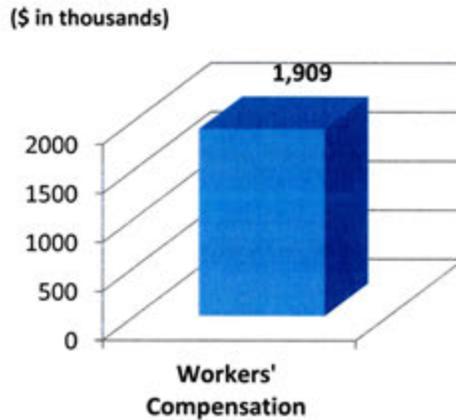
Funding of the Workers' Compensation Fund, and fund liabilities, comes from charges made to City departments for operating expenses as well as funding outstanding liabilities. Liabilities of the Workers' Compensation Fund based on past experience and modified for current trends and information are as follows:

2017-18	Estimated	\$6,691,293
2018-19	Projected	\$6,825,000

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Administrative Services category (#20000) displays costs for third-party administration of workers' compensation claims, \$75,500.
2. Categories (#31000), (#32000), and (#33000) relate to permanent disability, \$450,000, temporary disability, \$60,000, and medical costs, \$600,000.
3. Legal Fees category (#34000) is for paying workers' compensation outside attorney charges, \$140,000.
4. Insurance Premiums category (#35000) reflects excess workers' compensation insurance coverage through ICRMA for losses or claims, if necessary, exceeding the City's \$500,000 self-insured limits. The City's Excess Workers' Compensation Premium is adjusted by loss experience actuarial calculations. The FY 2018-19 premiums are projected to be \$577,200.

**Workers' Compensation
Source of Funds**



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Workers' Compensation

ACTIVITY: Workers' Compensation

ACTIVITY NO.: 8301

<u>Classification</u>	<u>Actual 2016/2017</u>	<u>Adopted 2017/2018</u>	<u>Year-End Estimated 2017/2018</u>	<u>Proposed 2018/2019</u>	<u>Adopted 2018/2019</u>
SERVICES & SUPPLIES					
20000 Workers' Compensation	\$65,637	\$74,736	\$74,736	\$75,500	\$75,500
31000 Permanent Disability	341,176	300,000	400,000	450,000	450,000
32000 Temporary Disability	94,907	50,000	50,000	60,000	60,000
33000 Medical	1,642,023	400,000	700,000	600,000	600,000
34000 Legal Fees	125,326	140,000	140,000	140,000	140,000
35000 Insurance Premiums	364,075	375,000	470,928	577,200	577,200
36000 Rehabilitation	6,000	10,000	3,000	6,000	6,000
TOTAL	\$2,639,144	\$1,349,736	\$1,838,664	\$1,908,700	\$1,908,700
GRAND TOTAL	\$2,639,144	\$1,349,736	\$1,838,664	\$1,908,700	\$1,908,700

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
- 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, 2018

Total City Assessed Valuation \$ 7,269,530,412

Source: County of Los Angeles

	<u>Percentage Applicable(%)</u>	<u>Gross Bonded Debt Debt 6/30/17</u>	<u>Estimated Share of Overlapping Debt</u>
Overlapping Debt Repaid with Property Taxes:			
Metropolitan Water District	0.032	\$ 36,281,674	\$ 11,642
Garvey School District DS	29.140	42,715,387	12,447,367
LA CCD DS	0.928	3,847,880,000	35,723,913
Los Angeles Unified DS	0.038	9,815,110,000	3,778,278
Montebello Unified DS	8.411	210,843,420	17,734,634
Alhambra Unified DS	33.216	<u>132,132,022</u>	<u>43,888,829</u>
Total overlapping debt repaid with property taxes		<u>\$ 14,084,962,503</u>	<u>\$ 113,584,663</u>

Source: HDL Coren & Cone

CITY OF MONTEREY PARK
Major Employers
Fiscal Years 2017-18

<u>Company</u>	<u>Product/Services</u>	<u>Number of Employees</u>
GARFIELD MEDICAL CENTER	Hospital	976
SOUTHERN CALIFORNIA GAS COMPANY	Administration/Office	387
CAPITAL SEAFOOD RESTAURANT	Eating Place Liquor	384
SYNER MED INC	Administration/Office	356
COSTCO	Retail	350
MONTEREY PARK HOSPITAL	Hospital	320
CARE 1ST HEALTH PLAN	Insurance	213
REMITCO L L C	Miscellaneous Services	187
24 HOUR FITNESS	Health/Spa/Fitness	143
CHINESE DAILY NEWS	Printing/Publishing	142
HOME DEPOT	Retail	130
CALIFORNIA PSYCHCARE INC	Administration/Office	103
CAMINO REAL CHEVROLET	Automobile Dealer	100

Source: City of Monterey Park

CITY OF MONTEREY PARK
Top Ten Property Taxpayers
Fiscal Year 2017 - 2018

<u>Taxpayers</u>	<u>Secured</u>	<u>Unsecured</u>	<u>Total Assessed Valuation</u>
Atlantic Times Square II LLC	\$ 145,053,350	\$ 86,904	\$ 145,140,254
Los Angeles Corporate Center LLC	69,285,927		69,285,927
Union Bank	54,329,024	10,146,857	64,475,881
Garfield Calmed Investment LP	52,619,963		52,619,963
1977 Saturn LLC	49,980,000		49,980,000
GMS Five LLC	47,503,617		47,503,617
Emerald Hills LLC	33,622,763		33,622,763
Monterey Park Calmd Invest LP	28,703,980		28,703,980
Care 1st Health Plan Inc	23,866,412	4,335,382	28,201,794
MPM Partners LLC	28,068,109		28,068,109
	<u>\$ 533,033,145</u>	<u>\$ 14,569,143</u>	<u>\$ 547,602,288</u>

Sources: HDL Coren & Cone

CITY OF MONTEREY PARK
Demographic and Economic Statistics
Last Ten Calendar Years

Calendar Year	Population	Personal Income	Per Capita Personal Income	Unemployment Rate
2009	64,874	402,459,119	40,867	8.5%
2010	65,027	410,674,615	41,791	9.4%
2011	60,435	420,913,463	42,564	9.3%
2012	61,153	443,088,010	44,474	9.0%
2013	61,445	466,098,988	46,530	7.0%
2014	61,777	499,767,889	49,400	6.5%
2015	62,063	544,324,900	53,521	5.2%
2016	61,346	563,907,868	55,624	5.2%
2017	62,154	N/A	N/A	4.5%
2018	62,240	N/A	N/A	3.9%

Note: Personal income and Per capita personal income are the data shown for Los Angeles County from Bureau of Economic Analysis.

-
- Sources: 1. Bureau of Economic Analysis
2. State of California Employment Development Department (data shown is for the county)
3. State of California, Department of Finance

CITY OF MONTEREY PARK FINANCIAL TREND GRAPHS

The graphic presentations contained in this section highlight important statistical trends in the eight-year period. A short description and interpretation of key information in each graph follows:

General Fund Revenue Trend

The principal building blocks of the General Fund, the sales tax and property tax, are shown in proportion to all other General Fund revenues in this line graph. Projected growth in property taxes is 3% through the year 2021. Sales taxes are expected to increase at a rate of 3% annually.

General Fund Police & Fire Safety Expenditures Trend

This graph shows that City expenditures for public safety services (police and fire safety) have increased as a ratio of total General Fund expenditures in 2017-18, even in the face of diminishing revenue collections; expenditures for all other General Fund-supported services, including general administration, community development, recreation & community services, public works and library.

Full-Time Equivalent Employees Per 1,000 Monterey Park Residents

City staffing trends are depicted by this line graph. Since 2009, the City has eliminated 26.22 (from 394.36 to 368.14) full time equivalent positions, trying whenever possible to freeze vacant positions to save personnel costs.

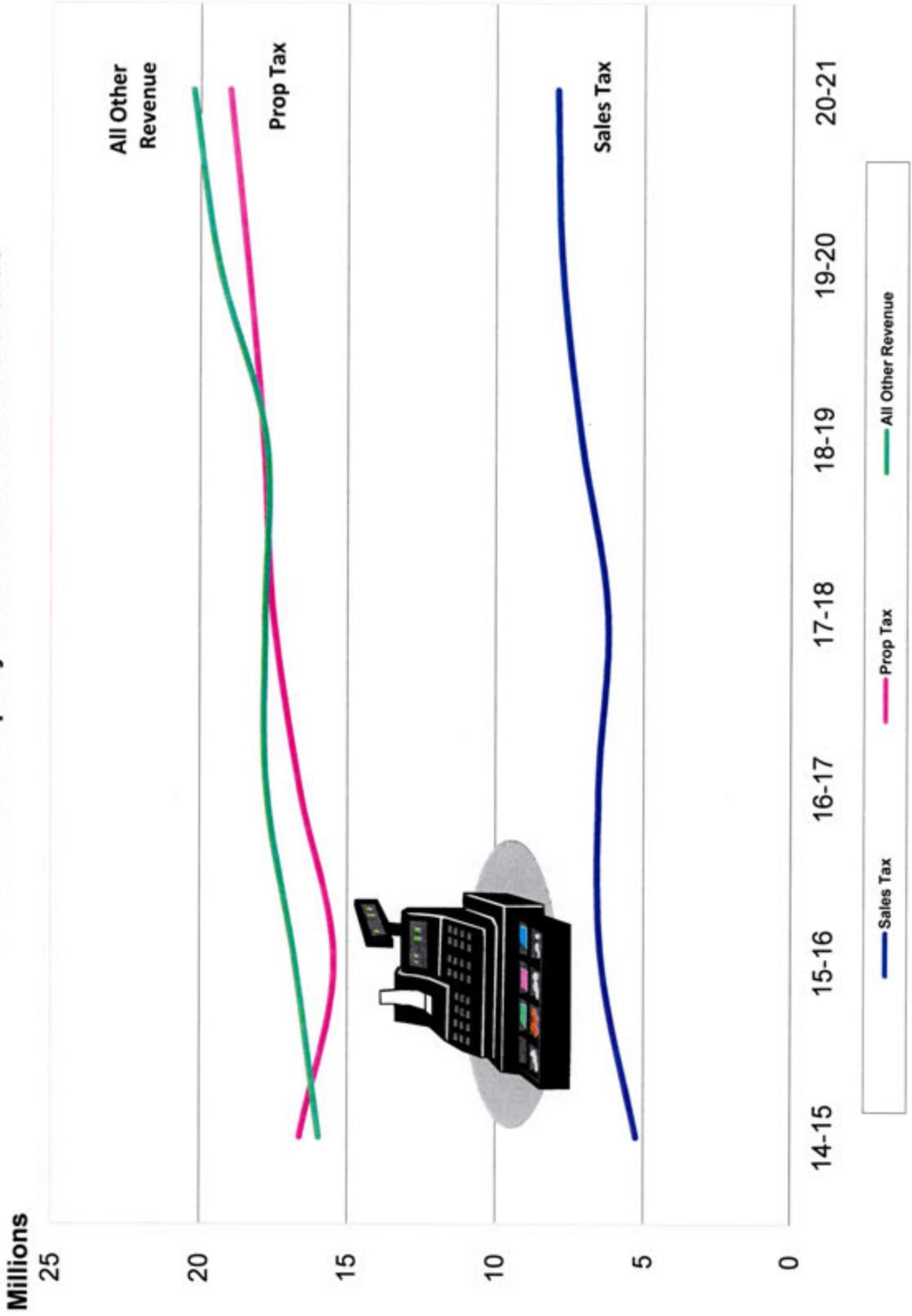
GANN Limit Analysis

Article XIII B of the California State Constitution, more commonly known as the GANN or "Prop 4" Appropriations Limit, is based on actual appropriations during the 1978-79 Fiscal Year, and is adjusted each year using the growth in population and inflation.

This line graph depicts that the City does not exceed its appropriation limit. The City's budget appropriations subject to limitation are on average 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.

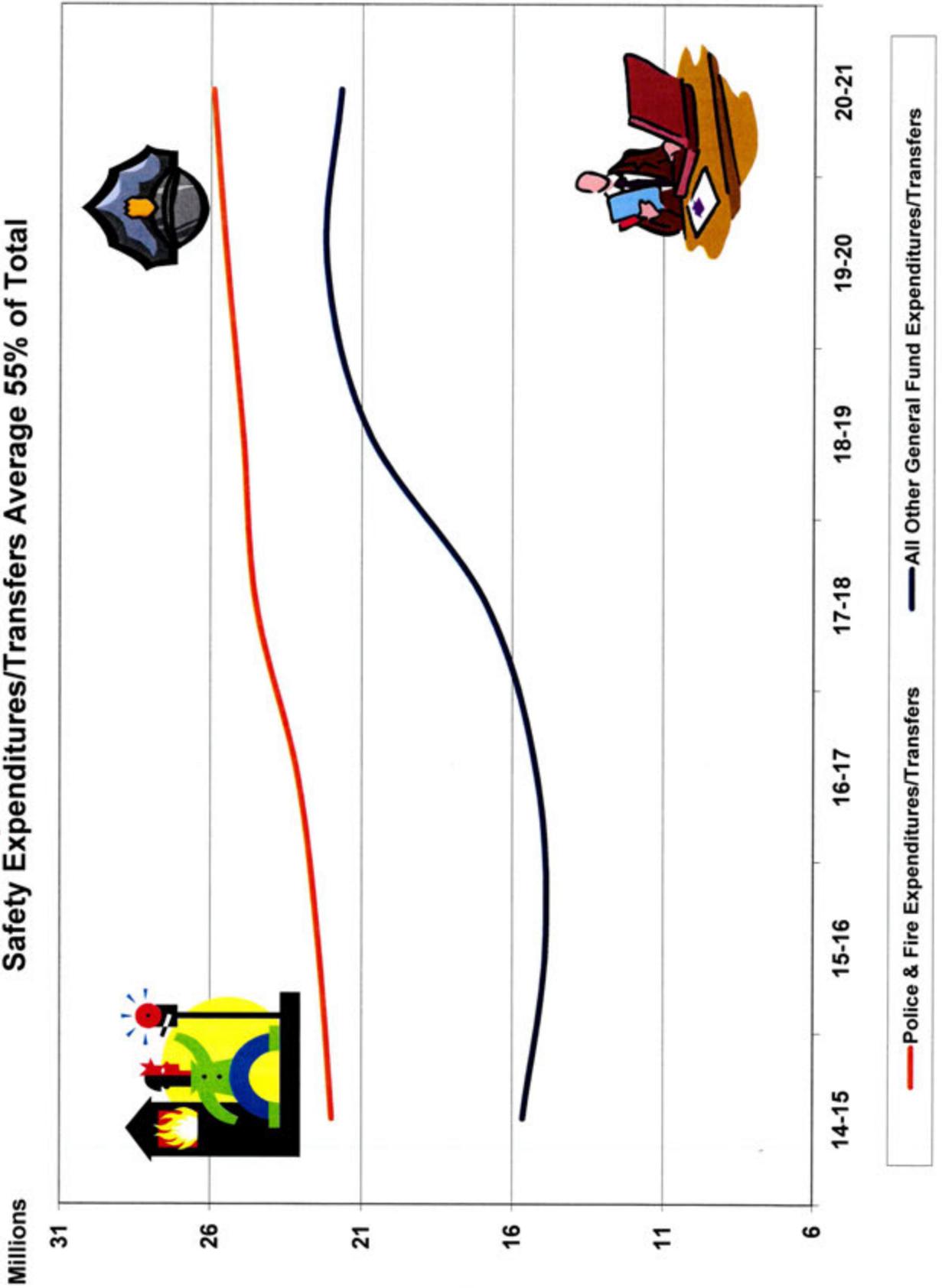
General Fund Revenue Trend

Sales Tax and Property Tax as Portion of all Revenue

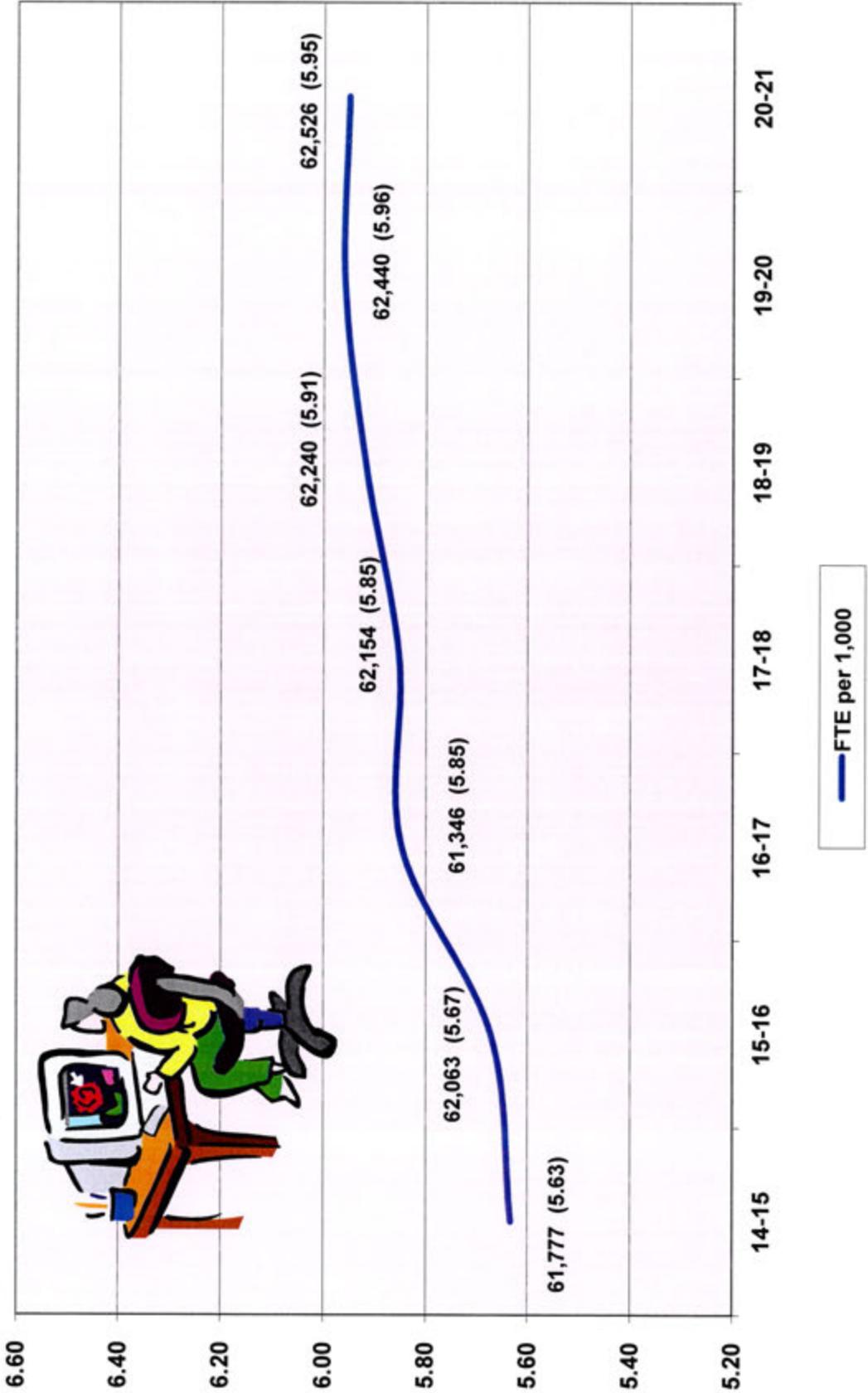


General Fund Police & Fire Safety Expenditures/Transfers Trend

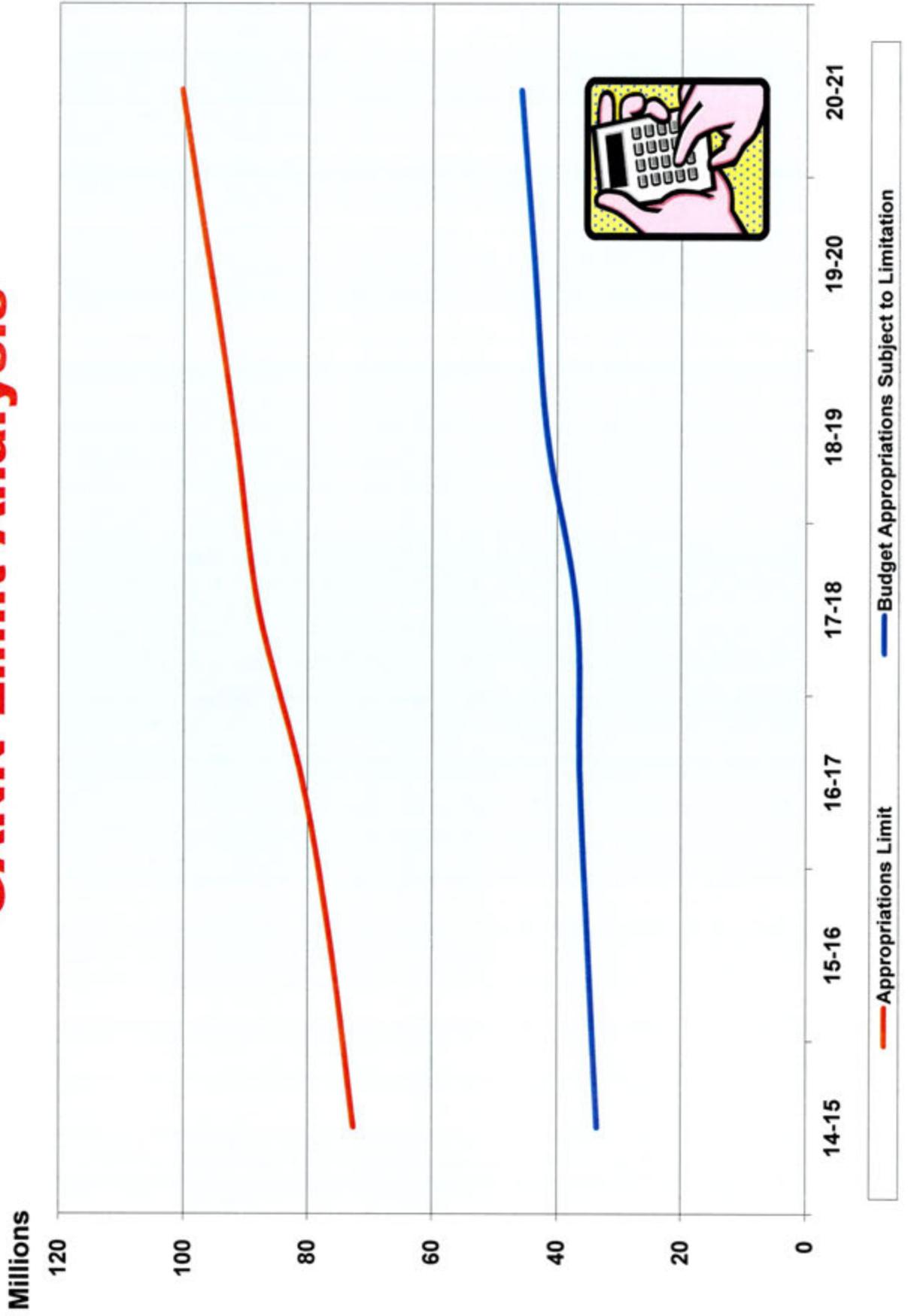
Safety Expenditures/Transfers Average 55% of Total



All Full-Time Equivalent Employees Per 1,000 Monterey Park Residents



GANN Limit Analysis



Neighboring Cities Comparison Per Resident

City	Population	Square Miles	Sales Tax	Property Tax	General Fund Budget	Police/Fire per 1,000 Residents
ALHAMBRA	86,665	8	197	123	759	1.6 / 0.8
ARCADIA	57,704	11	260	202	1,063	1.7 / 1.0
DOWNEY	114,146	13	223	226	731	1.3 / 0.9
MONTEBELLO	64,327	8	210	79	859	1.9 / 0.9
MONROVIA	38,787	14	276	567	1,125	2.0 / 1.2
Average	72,326	11	233	239	907	1.7 / 1.0
Monterey Park	62,240	8	114	287	733	1.9 / 1.0

CITY OF MONTEREY PARK SOURCE OF FUNDS

GOVERNMENTAL FUNDS

General Fund:

General Fund The City's primary operating fund and support for most basic services. All revenues that by law or the requirements of sound financial management do not have to be placed in a separate, restricted fund are deposited in the General Fund.

Recreation Fund accounts for the costs of adult recreational activities, after-school daycare programming and community classes offered by the Recreation and Parks Department.

Special Revenue Funds:

Proposition A Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November 1980 and collected by the County of Los Angeles to finance transportation programming and related capital projects.

Grant Funds accounts for special purpose financing provided by Federal, State, County or other agencies requiring segregated fund accounting.

Gas Tax Fund accounts for expenditures financed by money apportioned from taxes on the purchase of gasoline fuel under the Streets and Highway Code of the State of California.

Bike Routes Fund accounts for expenditures financed by State of California Transportation Development Act, Article 3, funds for bike routes and pedestrian facilities improvements.

Proposition C Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November, 1990, as collected by the County of Los Angeles to finance transportation programming and related capital projects.

Air Quality Improvement Fund accounts for the City's share of additional motor vehicle registration fees imposed by the South Coast Air Quality Management District to finance the implementation of mobile source emission reduction programs and the provisions of the California Clean Air Act.

Asset Forfeiture Fund accounts for revenues derived from monies and property seized by the Police Department in drug-related incidents. Application of funds restricted to enhancement of drug enforcement activities.

Park Facilities Fund accounts for the proceeds of a development fee used for the purpose of park facilities improvements and related expenditures, as established pursuant to Monterey Park Municipal Code section 16.54.050.

Business Improvement Area #1 Fund accounts for receipts and expenditures relating to the development and promotion of business activities in the downtown area of the City.

Maintenance District 93-1 Fund accounts for receipts and expenditures relating to the Citywide benefit assessment district for street lighting and median maintenance.

Public Safety Impact Fee Fund accounts for fees collected on new commercial and residential development and applied to public safety service and related acquisitions.

Public Safety Augmentation Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November 1993, as applied exclusively to public safety services.

Library Tax Fund accounts for annual parcel tax which was approved by the Electorate in April of 1998 (Proposition C). The funds are to be exclusively used for Bruggemeyer Library improvements, expansion of operating hours, and additional books and supplies.

CERCLA Liability Fund accounts for fees collected from waste haulers to provide protection against environmental liability exposure, particularly incidents falling under the Comprehensive Environmental Response Cleanup and Liability Act (CERCLA). Haulers are assessed on the basis of waste tonnage disposed as a prerequisite to obtaining a business license.

Measure M Fund accounts for the City's share of a one-half percent sales tax approved by the electorate in November 2016, to finance transit operations, local street improvements, bicycle and pedestrian connections, and transit services.

Measure R Fund accounts for revenue derived from the one-half percent sales tax approved pursuant to Assembly bill 2321, Measure R Ordinance of the LACMTA. The funds are to be used to augment for transportation purpose.

Retirement Fund accounts for revenue received for voter-approved tax on real property to fund employee retirement costs, as established pursuant to Monterey Park Municipal Code Section 2.40.060.

Housing Fund accounts for the SERAF loan payments to fund the housing activities including the City's rental rehabilitation programs, the critical maintenance program and the new affordable housing programs to reach a greater number of eligible residents.

PROPRIETARY FUNDS

Enterprise Funds:

Water Operation Fund used to account for financial resources for the water operation including commercial, production, distribution, and implementation of Water Master Plan.

Water Treatment Fund used to account for financial resources for the treatment of certain chemical contaminations to meet water quality standards.

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

Refuse Fund accounts for receipts and expenditures relating to waste management activities including refuse collection, disposal, and recycling.

Internal Service Funds:

Separation Benefits Fund accounts for costs resulting from employee separation from service (accrued vacation, sick, compensatory, and holiday leave time).

General Liability Fund accounts for the City's general liability insurance program, including claims management, legal and other expenses.

Workers' Compensation Fund accounts for the City's workers' compensation insurance program, including claims management, legal and other expenses.

Auto Shop Fund accounts for the purchase and upkeep of all motorized equipment used by City departments.

Technology/Data Processing Fund accounts for the costs of centralized data processing activities, including computer networking, and replacement of telephone system.

Other Post-Employment Benefits (OPEB) Fund accounts for annual set-asides for retiree medical costs per Governmental Accounting Standards Board Statement 45.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

ACCOUNT: A sixteen-digit numerical code of which digits one through four represent the fund number, five through seven the general ledger number, eight through eleven the department number, and twelve through sixteen the object number.

ACCRUAL ACCOUNTING: A basis of accounting in which revenues are recognized in the period in which they are earned and become measurable, and expenses are recognized in the period incurred instead of when cash is actually received or spent.

ACTIVITY: A specific and distinguishable service performed by one or more organizational components of a government to accomplish a desirable government function (e.g., police activities are activities within the public safety function).

ACTUARIAL VALUATION: The determination, as of a point in time (the actuarial valuation date), of the service cost, total OPEB liability, and related actuarial present value of projected benefit payments for OPEB performed in conformity with Actuarial Standards of Practice unless otherwise specified by the GASB.

ADA: Americans with Disability Act. The ADA prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications.

AGENCY FUND: A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.

ALLOTMENT PERIOD: A period of time during which an allotment, a budgetary appropriation, is effective.

ANNUAL BUDGET: A plan of financial operation embodying an estimate of proposed means of financing them, the term usually applies to a single fiscal year.

ANNUAL FINANCIAL REPORT: A financial report applicable to a single fiscal year.

APPROPRIATED BUDGET: The expenditure authority created by the appropriate governing authority (City Council, Community Redevelopment Agency & Public Financing Agency).

APPROPRIATION: A legal authorization granted by the governing authority to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and in the time within which it may be expended.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for a tax levy.

AUDIT: A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in its financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

AUDITOR'S REPORT: A statement by the auditor describing the scope of the auditing standards applied in the examination, and setting forth the auditor's opinion on the fairness of presentation of the financial information in conformity with GAAP or some other comprehensive basis of accounting.

BUDGET: A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET AMENDMENT: A legal procedure utilized during the fiscal year by the City Council and City staff to revise a budget appropriation.

BUDGETARY BASIS: The form of accounting utilized throughout the budget process.

BUDGET CALENDAR: The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budget.

BUDGET TRANSMITTAL LETTER: Included in the opening section of the budget, it provides the Council and the public with a general summary of the most important aspects of the budget, changes from previous years, and the views and recommendations of the City Manager.

CAPITAL IMPROVEMENT PROGRAM (CIP): A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs.

CAPITAL OUTLAY: Expenditures resulting in the acquisition of or addition to a government's general fixed assets.

CASH MANAGEMENT: Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing idle funds in order to achieve the highest interest and return.

COST-OF-LIVING ADJUSTMENTS: Salary changes intended to adjust salary payments for the effects of inflation.

COVERED-EMPLOYEE PAYROLL: The payroll of employees that are provided with the Pension or OPEB plans.

DEBT FINANCING: Borrowing funds as needed and pledging future revenues to make (finance) current expenditures or capital projects.

DEPRECIATION: Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

ENCUMBRANCES: Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances that represent the estimated amount of expenditures to result if unperformed contracts in process are completed.

EXPENDITURE: The outflow of funds paid or to be paid for a service, supply or asset. This term applies to all funds.

FIDUCIARY FUNDS: The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and other funds.

FISCAL YEAR: The 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

FLSA: Fair Labor Standards Act. The FLSA requires employers to pay covered employees who are not otherwise exempt at least the federal minimum wage and overtime pay for all hours worked over 40 in a workweek.

FMLA: Family and Medical Leave Act. The FMLA requires employers to provide eligible employees up to 12 weeks of unpaid leave each year for the birth of a child, adoption of a child, dependent cares, and the employee's own serious health condition.

FULL-TIME EQUIVALENT (FTE): The amount of time, 2,080 hours per year, worked by a full-time employee.

FUND: A separate accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE: The excess of assets over liabilities and reserves.

GENERAL FUND: The primary governmental fund used to account for all financial resources, except those required to be accounted for in another fund. This main operating fund should always be reported as a major fund per GASB Statement 34.

GOAL: A statement of broad direction, purpose or intent.

GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB): The GASB is to establish and improve standards of state and local governmental accounting and financial reporting by issuing Statements, Interpretations, Technical Bulletins, and Concept Statements defining GAAP.

GOVERNMENTAL FUNDS: Distinguished by their measurement focus on determining financial position and changes in financial position.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

GRANT: Contributions or gifts of cash or other assets from another government entity to be used or expended for a specified purpose.

INFRASTRUCTURE: All City owned facilities supporting the operation of the governmental unit, including streets, roads, bridges, curbs and gutters, parks, water and sewer lines, storm drains, water pump stations and reservoirs, water wells, all government buildings and related facilities.

INTERFUND TRANSFERS: Amounts transferred from one fund to another.

LINE-ITEM BUDGET: A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each.

MAJOR FUND: Per GASB Statement 34, the focus of governmental and proprietary fund financial statements is on major funds. When individual governmental and enterprise funds either meet certain major fund criteria or are particularly important to financial statement users, they should be presented in a separate column in the financial statements.

NONMAJOR FUND: Individual governmental and enterprise funds do not meet the major fund criteria as defined by the GASB Statement 34. All nonmajor funds should be aggregated and presented in a single column.

OBJECT: An individual expenditure account.

OBJECTIVE: The desired output which can be measured and achieved within a given time frame. It is a statement of specific direction, purpose or intent based on the needs of the community and the goals established for a specific program.

OPEB LIABILITY: The portion of the actuarial present value of projected benefit payments that is attributed to past periods of member service in conformity with the requirements of the GASB Statements.

OPEB PLANS: Arrangements through which OPEB is determined, assets dedicated for OPEB (if any) are accumulated and managed, and benefits are paid as they come due.

OTHER POSTEMPLOYMENT BENEFITS (OPEB): Benefits (such as death benefits, life insurance, disability, and long-term care) that are paid in the period after employment and that are provided separately from a pension plan, as well as healthcare benefits paid in the period in the period after employment, regardless of the manner in which they are provided. OPEB does not include termination benefits or termination payments for sick leave.

PERFORMANCE BUDGET: A budget that bases expenditures primarily upon measurable performance of activities and work programs.

CITY OF MONTEREY PARK

GLOSSARY OF BUDGET, FINANCE, AND NON-FINANCE TERMINOLOGY *(Continued)*

PERSONNEL DETAIL: The authorized level of personnel by classification and the amount of expenditure associated with the indicated number of positions.

PENSION PLAN: An arrangement through which pensions are determined, assets dedicated for pensions (if any) are accumulated and managed, and benefits are paid as they come due.

POSTEMPLOYMENT: The period after employment.

PROGRAM DETAIL: Budget presentation by major account categories.

PROGRAM MEASURES: Specific quantitative measures of work performed within an activity or program (e.g. total number of commercial fire inspections conducted). Also, a specific quantitative measure of results obtained through a program or activity (e.g. code violation clearance rate within two days of reporting).

PROGRAM SUMMARY: The major activities of each City department with accompanying budget totals.

PROGRAM: A group of activities, operations or organizational units directed to attaining specific purposes or objectives.

PROPRIETARY FUNDS: Sometimes referred to as commercial-type funds. All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and activities are accounted for through this fund.

RESERVE: An account used to indicate that a portion of fund equity that is legally restricted for a specific purpose.

REVENUES: Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances. Also referred to as "resources."

RISK MANAGEMENT: An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.

SUBVENTIONS: Revenues collected by the State (or other level of government) which are allocated to the City on a formula basis. The major subventions received by the City come from the State of California and include motor vehicle in-lieu, cigarette taxes in-lieu and gasoline taxes.

UNENCUMBERED BALANCE: The amount of an appropriation that is neither expended nor encumbered. It is essentially the available funds for future purchases.

Monterey Park Five-Year Capital Improvement Plan

The City of Monterey Park's Capital Improvement Plan (CIP) includes all the following capital projects from across the organization.

- Major Capital Constructions
- Capital Improvements
- Capital Equipment Purchases
- Major Studies
- Comprehensive Plan Updates
- Software Upgrades
- Emergency Purchases
- Other One-Time Expenditures Items

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2018-2019 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	PROJECT TOTAL
GENERAL ADMINISTRATION								
Citywide Geographic Information System (GIS) IT Infrastructure/Applications:								
Water		Water Operation		30,000				30,000
Public Safety System		Public Safety Impact Fee		300,000				300,000
Public Works/Maintenance		General Fund		60,000				60,000
City IT System Replacement/Upgrade								
Network Switch Replacements (City Hall, Fire Station 61, & Library)	0063-5002-99073	Technology	85,000					85,000
Network Equipment & Server Upgrade	0063-5002-99055	Technology	57,400	100,000	100,000	150,000		407,400
City Manager / City Council Safety Area Improvement	0010-5002-99025	General Fund	40,000					40,000
TOTAL GENERAL ADMINISTRATION			182,400	490,000	100,000	150,000	0	922,400
FUNDING RECAP :								
General Fund			40,000	60,000	0	0	0	100,000
Public Safety Impact Fee			0	300,000	0	0	0	300,000
Technology			142,400	100,000	100,000	150,000		492,400
Water Operation			0	30,000	0	0	0	30,000
TOTAL GENERAL ADMINISTRATION			182,400	490,000	100,000	150,000	0	922,400

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2018-2019 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	PROJECT TOTAL
COMMUNITY / ECONOMIC DEVELOPMENT DEPARTMENT								
Comprehensive General Plan Update	0352-5002-99026	General Plan Trust Fund	400,000					400,000
TOTAL COMMUNITY / ECO DEVELOPMENT DEPARTMENT			400,000	0	0	0	0	400,000
FUNDING RECAP :								
General Plan Trust Fund			400,000	0	0	0	0	400,000
TOTAL COMMUNITY / ECO DEVELOPMENT DEPARTMENT			400,000	0	0	0	0	400,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2018-2019 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	PROJECT TOTAL
FIRE DEPARTMENT								
Station 61 & 62 - 2 Fire Engines & 1 Fire Ladder Truck		Fire Financing	2,617,400					2,617,400
Station 63 - Fire Engine Replacement		Shop		650,000				650,000
Station 63 - Sidewalk & Slope Repairs (Design Phase Only)	0010-5001-91959	General Fund	15,000					15,000
Zoll E-Series Cardiac Defibrillator		General Fund		40,000	42,000	44,000	44,000	170,000
TOTAL FIRE DEPARTMENT			2,632,400	690,000	42,000	44,000	44,000	3,452,400
FUNDING RECAP :								
General Fund			15,000	40,000	42,000	44,000	44,000	185,000
Fire Financing			2,617,400	0	0	0	0	2,617,400
Shop			0	650,000	0	0	0	650,000
TOTAL FIRE DEPARTMENT			2,632,400	690,000	42,000	44,000	44,000	3,452,400

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2018-2019 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	PROJECT TOTAL
POLICE DEPARTMENT								
Mobile Command Post and Communications Center		Asset Forfeiture	200,000					200,000
TOTAL POLICE DEPARTMENT			0	200,000	0	0	0	200,000
FUNDING RECAP :								
Asset Forfeiture			0	200,000	0	0	0	200,000
TOTAL POLICE DEPARTMENT			0	200,000	0	0	0	200,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2018-2019 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	PROJECT TOTAL
RECREATION / COMMUNITY SERVICES DEPARTMENT								
MPK-TV Mobile Video Equipment	0351-5002-91802	Video Service Franchise Trust	35,000					35,000
TOTAL RECREATION / COMMUNITY SERVICES DEPARTMENT			35,000	0	0	0	0	35,000
FUNDING RECAP :								
Video Service Franchise Trust			35,000	0	0	0	0	35,000
TOTAL RECREATION / COMMUNITY SERVICES DEPARTMENT			35,000	0	0	0	0	35,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2018-2019 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - PARKS								
Barnes Park:								
Playground Equipment & Surface Replacement	0070-5002-91801	Park Facilities	280,000					280,000
Bella Vista Park:								
Bella Vista Playground Rubberized Playground Equipment Replacement		Park Facilities		40,000				40,000
		Park Facilities		40,000				40,000
Edison Trails Park:								
Edison Trails Playground Rubberized Playground Equipment Replacement		Park Facilities		60,000				60,000
		Park Facilities		40,000				40,000
Garvey Ranch Park :								
East End Future Development		Park Facilities		250,000				250,000
Garvey Ranch Playground Rubberized Playground Equipment Replacement		Park Facilities			100,000		50,000	150,000
		Park Facilities			100,000	100,000		450,000
George Elder Park:								
3 Sail Covers for Small Picnic Table Slabs		Park Facilities		20,000				20,000
Highlands Park:								
George Elder Playground Rubberized Playground Equipment Replacement		Park Facilities		90,000				90,000
		Park Facilities		140,000				140,000
Sequoia Park:								
Sequoia Playground Rubberized Playground Equipment Replacement		Park Facilities		200,000				250,000
		Park Facilities				50,000		200,000
		Park Facilities				100,000	100,000	200,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2018-2019 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	PROJECT TOTAL
Various Parks:								
Parks Restrooms Proof Replacement		Park Facilities			50,000		50,000	100,000
On Going Projects :								
Tree Well Maintenance	0176-5002-91590	Maintenance District	5,000	10,000	11,000	12,000	13,000	51,000
Specialty Restaurant / Golf Course Maintenance	0344-5002-99290	Maintenance Grant (Trust)	75,000	80,000	85,000	90,000	95,000	425,000
TOTAL PUBLIC WORKS DEPARTMENT - PARKS			360,000	1,220,000	346,000	352,000	308,000	2,586,000
FUNDING RECAP :								
Maintenance District			5,000	10,000	11,000	12,000	13,000	51,000
Park Facilities			280,000	1,130,000	250,000	250,000	200,000	2,110,000
Maintenance Grant (Trust)			75,000	80,000	85,000	90,000	95,000	425,000
TOTAL PUBLIC WORKS DEPARTMENT - PARKS			360,000	1,220,000	346,000	352,000	308,000	2,586,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2018-2019 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - MAINTENANCE								
On Going Projects:								
Median Maintenance		Maintenance District		20,000	30,000	30,000	40,000	120,000
TOTAL PUBLIC WORKS DEPARTMENT - MAINTENANCE			0	20,000	30,000	30,000	40,000	120,000
FUNDING RECAP :								
Maintenance District			0	20,000	30,000	30,000	40,000	120,000
TOTAL PUBLIC WORKS DEPARTMENT - MAINTENANCE			0	20,000	30,000	30,000	40,000	120,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2018-2019 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - SANITARY SEWER								
<i>Sanitary Sewer (per the Sewer Master Plan updated January 2014)</i>								
Sewer Master Plan	0042-5002-96103	Sewer	100,000					100,000
N. Atlantic Blvd Water and Sewer System Improvements	0042-5002-82266 0092-4224-82266	Sewer Water Operation	1,000,000 1,100,000					1,000,000 1,100,000
Garvey Reservoir Drainage Improvements	0042-5001-91962	Sewer	280,000					280,000
Cured-in Place Pipe Relining / Sewer Spot Repairs - Various Locations		Sewer		570,400	567,700	794,600	732,400	2,665,100
Pipeline Replacement - Various Locations		Sewer		333,600	115,600	474,000	424,700	1,347,900
Pipeline Repairs found by CCTV - Various Locations		Sewer		810,000	810,000	810,000	810,000	3,240,000
TOTAL PUBLIC WORKS DEPARTMENT - SANITARY SEWER			2,480,000	1,714,000	1,493,300	2,078,600	1,967,100	9,733,000
FUNDING RECAP :								
Sewer			1,380,000	1,714,000	1,493,300	2,078,600	1,967,100	8,633,000
Water Operation			1,100,000	0	0	0	0	1,100,000
TOTAL PUBLIC WORKS DEPARTMENT - SANITARY SEWER			2,480,000	1,714,000	1,493,300	2,078,600	1,967,100	9,733,000

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018-2019 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - ENGINEERING								
Sidewalk Construction		Bike Route Measure R		35,000 72,000	40,000 75,000	45,000 78,000	45,000 78,000	165,000 303,000
Localized Pavement Repairs		Measure R Water Operation		50,000 120,000	50,000 140,000	50,000 140,000	50,000 140,000	200,000 540,000
CNG Compressor Fueling System	0165-5002-96067 0109-5002-96067	AQMD Proposition A	71,172 104,256	71,172 104,256	43,857			142,344 252,369
Traffic Calming Measures - Citywide		Gas Tax		25,000	25,000	25,000	25,000	100,000
Traffic Signal Improvements at Garfield-Grandridge/Gravels	0166-5001-91960	Proposition C	250,000					250,000
Traffic Signal Battery Backup Replacement		Measure R		30,000	35,000	35,000	35,000	135,000
Slurry Seal of Various Streets		Measure R		100,000	150,000	150,000	150,000	550,000
Pavement Management Program Update	0112-5001-89100	Measure M	50,000					50,000
Various Street Resurfacing	0024-5001-91943	RMRA (SB1)	1,023,000	250,000	250,000	250,000	250,000	2,023,000
Monterey Pass Road Bike Project		MTA Monterey Pass Road Bike Grant Measure R Proposition A Gas Tax Water Operation		1,830,579 137,398 750,000 600,000				1,830,579 137,398 750,000 800,000 143,626
Potrero Grande Improvements	0010-5001-91950	General Committed Reserve	3,600,000					3,600,000
ADA Wheelchair Access Ramps / Sidewalk Reconstruction		Bike Route Measure R		80,000 150,000		100,000 180,000		180,000 330,000
Alley Improvement		Measure R		130,000				130,000
TOTAL PUBLIC WORKS DEPARTMENT - ENGINEERING			5,098,428	4,535,405	1,152,483	1,053,000	773,000	12,612,316

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2018-2019 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	PROJECT TOTAL
FUNDING RECAP :								
AQMD			71,172	71,172	0	0	0	142,344
Gas Tax			0	625,000	225,000	25,000	25,000	900,000
General Committed Reserve			3,600,000	0	0	0	0	3,600,000
Proposition A			104,256	854,256	43,857	0	0	1,002,369
Proposition C			250,000	0	0	0	0	250,000
Bike Route			0	115,000	40,000	145,000	45,000	345,000
Water Operation			0	120,000	283,626	140,000	140,000	683,626
Measure R			0	669,398	310,000	493,000	313,000	1,785,398
Measure M			50,000	0	0	0	0	50,000
MTA Monterey Pass Road Bike Grant			0	1,830,579	0	0	0	1,830,579
RMRA (SB1)			1,023,000	250,000	250,000	250,000	250,000	2,023,000
TOTAL PUBLIC WORKS DEPARTMENT - ENGINEERING			5,098,428	4,535,405	1,152,483	1,053,000	773,000	12,612,316

CITY OF MONTEREY PARK
PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2018-2019 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	PROJECT TOTAL
PUBLIC WORKS DEPARTMENT - WATER								
<i>Water Division (per the Water Master Plan updated April 2012)</i>								
On-Going Projects:								
Well Electrical and Pump Station Upgrades		Water Operation		110,000	120,000	130,000	140,000	500,000
Well Redevelopment Program An Ongoing Program to Maintain Efficiency of All City Owned Water Wells		Water Operation		200,000	220,000	220,000	250,000	890,000
Well Telemetry		Water Operation		55,000	60,000	70,000	75,000	260,000
Street Maintenance Reimbursed to General Fund	0092-4224-91560	Water Operation	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Water Main Replacement Projects:								
Water Main Replacement		Water Operation		1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
Water Operational Projects:								
Seismic Retrofit Main Lines that cross Alhambra Wash		Water Operation		150,000	150,000	150,000	150,000	600,000
Russell Reservoir Construction and Booster Pump Replacement		Water Operation		5,000,000	1,000,000			6,000,000
Replace Delta Settling Tanks		Water Financing		6,075,000				6,075,000
Replace Delta Booster Pump Station		Water Financing			5,500,000			5,500,000
Fire Protection Pipeline Improvements		Water Operation		2,000,000	2,000,000			4,000,000
TOTAL PUBLIC WORKS DEPARTMENT - WATER			1,000,000	15,590,000	11,050,000	2,570,000	2,615,000	32,825,000
FUNDING RECAP:								
Water Operation			1,000,000	9,515,000	5,550,000	2,570,000	2,615,000	21,250,000
Water Financing			0	6,075,000	5,500,000	0	0	11,575,000
TOTAL PUBLIC WORKS DEPARTMENT - WATER			1,000,000	15,590,000	11,050,000	2,570,000	2,615,000	32,825,000

CITY OF MONTEREY PARK
 PRELIMINARY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEAR 2018-2019 TO 2022-2023

PROJECT DESCRIPTION	ACCOUNT#	FUNDING SOURCE	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	PROJECT TOTAL
		Asset Forfeiture	0	200,000	0	0	0	200,000
		AQMD	71,172	71,172	0	0	0	142,344
		Bike Route	0	115,000	40,000	145,000	45,000	345,000
		Fire Financing	2,617,400	0	0	0	0	2,617,400
		Gas Tax (State)	0	625,000	225,000	25,000	25,000	900,000
		General Fund	55,000	100,000	42,000	44,000	44,000	285,000
		General Committed Reserve	3,600,000	0	0	0	0	3,600,000
		General Plan Trust Fund	400,000	0	0	0	0	400,000
		Maintenance District	5,000	30,000	41,000	42,000	53,000	171,000
		Maintenance Grant (0344 Trust)	75,000	80,000	85,000	90,000	95,000	425,000
		Measure M	50,000	0	0	0	0	50,000
		Measure R	0	669,398	310,000	493,000	313,000	1,785,398
		MTA Monterey Pass Road Bike Grant	0	1,830,579	0	0	0	1,830,579
		Park Facilities	280,000	1,130,000	250,000	250,000	200,000	2,110,000
		Proposition A	104,256	854,256	43,857	0	0	1,002,369
		Proposition C	250,000	0	0	0	0	250,000
		Public Safety Impact Fee	0	300,000	0	0	0	300,000
		RMRA (SB1)	1,023,000	250,000	250,000	250,000	250,000	2,023,000
		Sewer	1,380,000	1,714,000	1,493,300	2,078,600	1,967,100	8,633,000
		Shop	0	650,000	0	0	0	650,000
		Technology	142,400	100,000	100,000	150,000	0	492,400
		Video Service Franchise Trust	35,000	0	0	0	0	35,000
		Water Operation	2,100,000	9,665,000	5,833,626	2,710,000	2,755,000	23,063,626
		Water Financing	0	6,075,000	5,500,000	0	0	11,575,000
CITYWIDE TOTAL			12,188,228	24,459,405	14,213,783	6,277,600	5,747,100	62,886,116

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