

CITY OF JURUPA VALLEY

FISCAL YEAR 2016/17

ADOPTED BUDGET



A COMMUNITY OF COMMUNITIES

APPROVED JUNE 16, 2016

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CITY OF JURUPA VALLEY

Table of Contents

Budget Message	i
City Council	ix
Organization Chart	x
Summaries	3
Revenues	10
Department Budgets	14
Special Funds	66
Districts	75
Glossary	88

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CITY MANAGER'S BUDGET MESSAGE



City of Jurupa Valley

June 30, 2016

Honorable Mayor, Members of the City Council and the Citizens of Jurupa Valley:

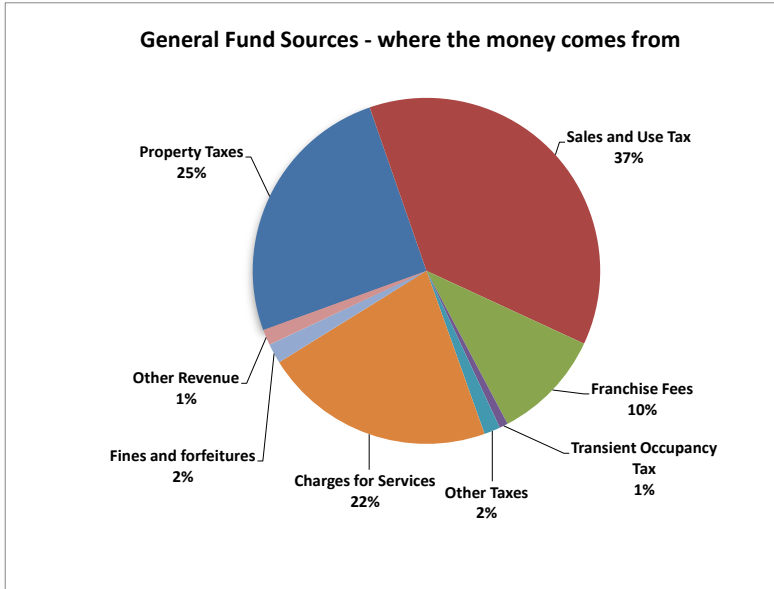
As the City enters into its sixth (6th) year of incorporation, I am pleased to present the Fiscal Year (FY) 2016-17 Adopted Budget for the City of Jurupa Valley. The Operating Budget is an annual fiscal plan that provides information regarding the sources (revenues) and the uses (expenditures) of the funds that will be used to provide the City with the necessary services and programs for the upcoming year. The budget process began in the spring with a discussion of the City Council goals and priorities. The proposed budget was submitted to the City Council and a public meeting was conducted, allowing taxpayers the opportunity to comment on the then proposed budget. Subsequently, the budget was adopted by the City Council on June 16, 2016.

General Fund

The General Fund is the primary fund of the City and the revenues are used to fund public safety (police and animal control), administration, legal, planning and building, economic development, engineering, public works and other essential services provided by government. The FY 2016-17 General Fund budget was developed to maintain the existing service levels with an enhancement of traffic enforcement by converting two traffic deputies to motorcycle units.

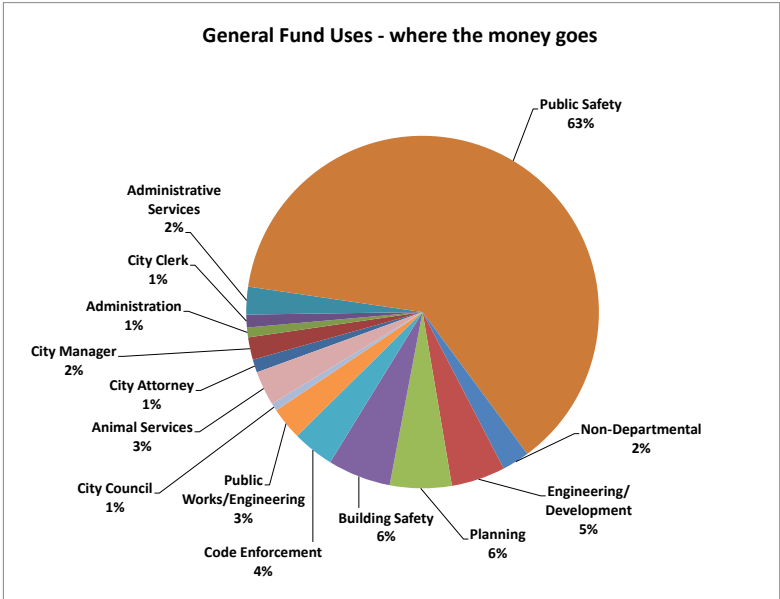
The total estimated General Fund revenue for FY 2016-17 is \$26,417,740 while the estimated expenditures are \$27,759,365, which will be funded by decreasing the current General Fund reserve. The operating deficit of \$1,341,625 is directly related to the increase in the Sheriff's contract of \$1,345,390. In order to absorb the Riverside County Sheriff's increased contract costs and maintain the same level of service for the Citizens of Jurupa Valley the budget includes the 8.4% increase in public safety.

In FY 2015-16 the City began to convert administrative staff from contract employees to a city employees. Currently the City has nine (9) full time and three (3) part time employees. The FY 2016-17 Budget includes the conversion of a part time Accountant position to full time, a full time Office Assistant and the conversion of a Public Works Manager from a contract position to city staff. The City continues to utilize contract employees for Engineering, Planning, Building Safety and Code Enforcement, Public Safety (including Animal Control) and Maintenance.



The City receives the majority of its revenue from Sales and Use Tax (37%), Property Taxes (25%), Charges for Services (22%) and Franchise Fees (10%). The City has seen a large increase in new homes over the past few years and expects the trend to continue over the next two years. As these new homes are sold the City will begin to see a continued increase in property taxes.

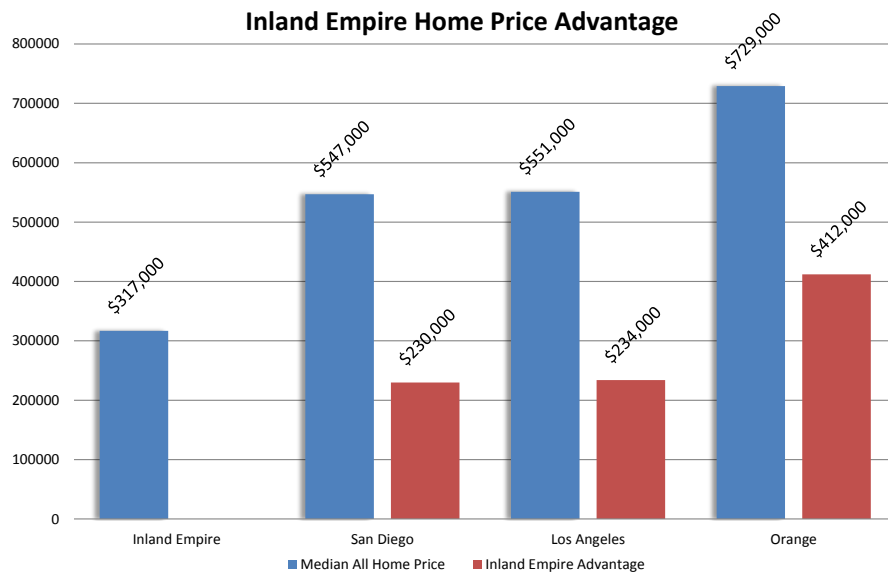
The City has budgeted 63% of its General Fund Budget to Public Safety. Due to the pass through of increases associated with staffing expenses, retirement costs and risk management by the Riverside County Sheriff's Department the cost of Public Safety is increasing at a faster pace than discretionary revenues and inflation at 8.4%. Overall, excluding Public Safety, the budget included a 3% increase for the 37% of expenditures budgeted for all other operations included in the General Fund.



The Local Economy

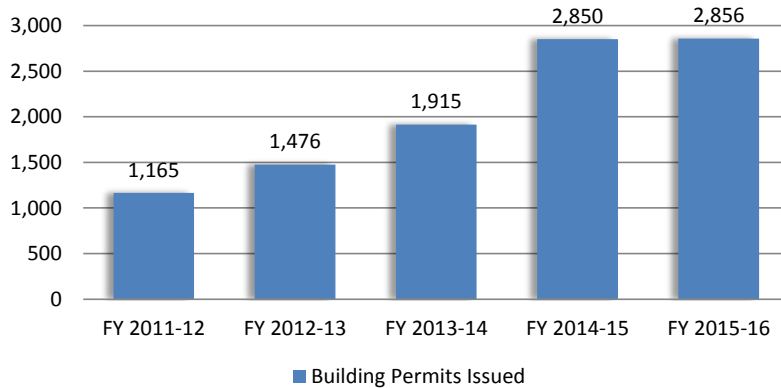
The local economy continues to grow, mainly due to the affordability of living and doing business in the Inland Empire. The median price for a new or existing home remains well below the cost of homes in the surrounding counties.

This price advantage will continue to attract future home buyers creating the demand for new housing and other needed services. Additionally, the lower cost of commercial property will continue to draw businesses into the Inland Empire.



Source: Inland Empire Economic Partnership July, 2016

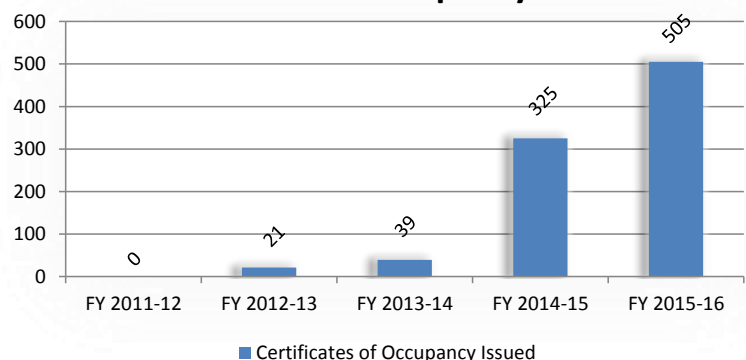
Building Permits Issued

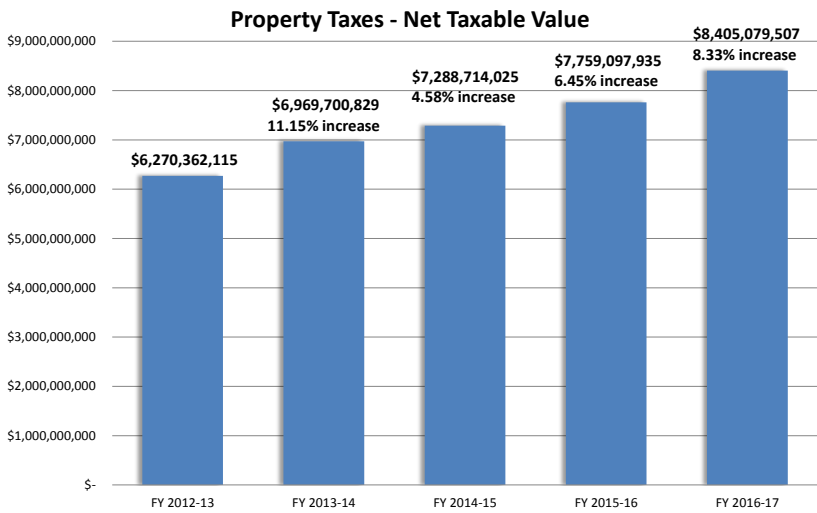


The City of Jurupa Valley realized a significant increase in Building Permits Issued in FY 2014-15 and the increased activity remained steady in FY2015-16.

Certificates of Occupancy were issued at the highest level since the City's incorporation. Mortgage rates continue to be at historically low levels and are not expected to rise more than 2% in the next few years. Jurupa Valley remains attractive for new homebuyers due to its proximity to major freeways and the Ontario Airport.

Certificates of Occupancy Issued





As the dairy farms and other agricultural producers move out of the City, they are being replaced with new commercial projects and additional home developments. The real estate market for existing homes continues to remain strong. These key factors have resulted in significant increases in the City's property tax valuation. This trend is expected to continue over the next few years.

Source: Riverside County Assessor

Job Growth in the Inland Empire continues to be strong in 2016. The unemployment rate was 0.1% lower in June 2016 as compared to June 2015, however, the workforce increased by 1.1% as 21,900 people joined the workforce. 23,000 residents found jobs in the past year either locally or in other Southern California counties.

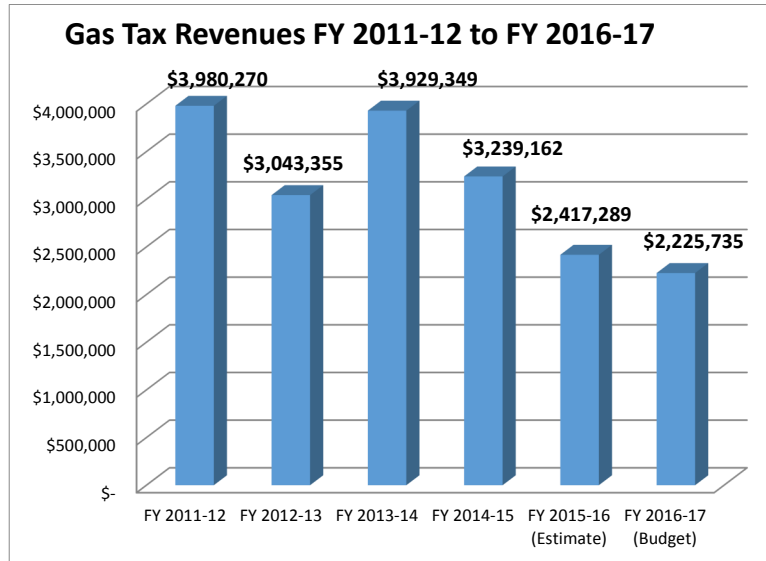
Inland Empire Employment Information

Sector	Apr-2016	May-2016	Jun-2016	Jun-2015	Change	Percent
Higher Education	20,400	19,800	19,500	17,900	1,600	8.94%
Utilities	5,400	5,400	5,500	5,300	200	3.77%
Local Government	75,700	76,000	77,000	75,100	1,900	2.53%
Mgmt & Professions	51,000	49,700	49,500	48,300	1,200	2.48%
Federal & State	37,800	38,000	38,300	37,500	800	2.13%
Information	11,400	11,400	11,400	11,200	200	1.79%
Mining	1,200	1,200	1,200	1,400	(200)	-14.29%
Clean Work, Good Pay	202,900	201,500	202,400	196,700	5,700	2.90%
K-12 Education	129,700	129,900	126,600	120,200	6,400	5.32%
Health Care	130,800	132,500	131,700	126,800	4,900	3.86%
Financial Activities	43,700	43,500	43,200	43,100	100	0.23%
Clean Work, Moderate Pay	304,200	305,900	301,500	290,100	11,400	3.93%
Distribution & Transportation	159,600	160,500	161,900	149,500	12,400	8.29%
Construction	87,700	88,400	89,200	84,800	4,400	5.19%
Manufacturing	97,600	97,900	98,700	96,000	2,700	2.81%
Dirty Work, Moderate Pay	344,900	346,800	349,800	330,300	19,500	5.90%
Amusement	18,400	18,200	18,300	17,400	900	5.17%
Agriculture	15,700	17,300	19,400	18,500	900	4.86%
Other Services	45,800	45,900	45,800	44,000	1,800	4.09%
Social Assistance	60,400	62,200	61,900	59,700	2,200	3.69%
Accommodation	16,600	16,700	17,200	16,600	600	3.61%
Employment Agency	45,700	46,700	47,000	46,200	800	1.73%
Retail Trade	173,700	173,400	172,600	170,900	1,700	0.99%
Eating & Drinking	119,200	118,400	118,200	117,200	1,000	0.85%
Administrative Support	48,700	48,600	48,200	49,200	(1,000)	-2.03%
Lower Paying Jobs	544,200	547,400	548,600	539,700	8,900	1.65%
Total, All Industries	1,396,200	1,401,600	1,402,300	1,356,800	45,500	3.35%
Civilian Labor Force	1,964,900	1,958,600	1,977,900	1,956,000	21,900	1.12%
Employment	1,854,700	1,855,200	1,848,200	1,825,200	23,000	1.26%
Unemployment	110,200	103,400	129,700	130,800	(1,100)	-0.84%
Unemployment Rate	5.61%	5.28%	6.56%	6.69%	-0.13%	-1.94%

Source: Inland Empire Economic Partnership July, 2016

GasTax

The State of California charges a tax on all gasoline sold within California. The revenues are apportioned to the City of Jurupa Valley by the State Controller to be used for the

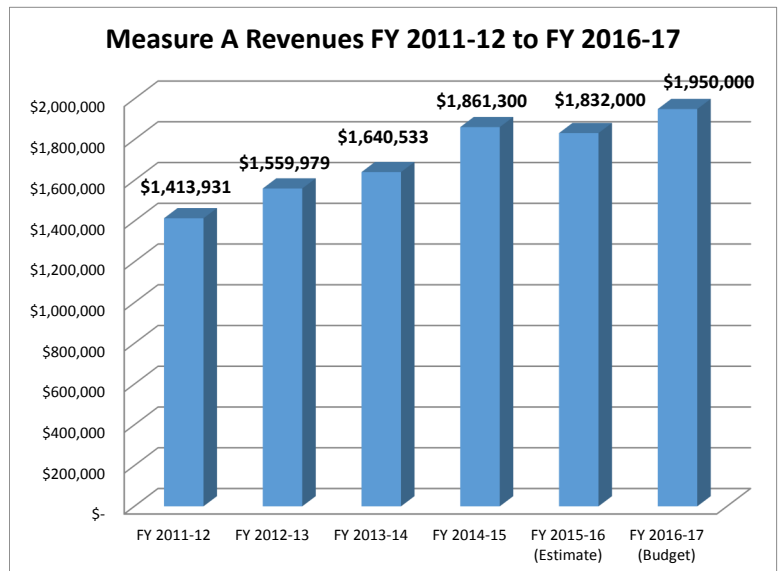


the maintenance and repair of the city streets and roads. Due to the recent reduction in gas tax of 6 cents per gallon by the State Board of Equalization, and the reduction in the cost per gallon, the City will realize a reduction of the apportioned funds. This reduces the funds available for use to repair and maintain the City's roads and streets. The expected Gas Tax apportionment for the FY 2016-17 is \$2,225,735.

Measure A

In 1988 Riverside County voters approved Measure A, a half-cent sales tax for transportation improvements. Each year a portion of that sales tax is allocated for use by the City of Jurupa Valley to repair, maintain and improve its roads and streets. The expected allocation of the Measure A half-cent sales tax for FY 2016-17 is \$1,950,000.

A portion of these funds can also be pledged for payment of bonds in which the funds are used for Local Transportation Sales Tax Revenue Certificates of Participation, Series 2016. The City Council has authorized the issuance of Certificates of Participation in the



amount of \$9,000,000 to fund the much needed rehabilitation of many of the City's streets that were neglected by the County for the past 20-30 years.

FY 2016-17 Highlights

- Safe Routes to Schools projects on Troth Street and Pyrite Street
- Limonite widening project between Bain Street and Etiwanda Avenue
- \$9,000,000 of Local Transportation Sales Tax Certificates of Participation will be issued for the City's road and street rehabilitation
- Increased property taxes due to new home development and increase in price of existing homes
- Two new City staff positions

Conclusion

The annual budgeting process is an opportunity for the City to set its priorities and goals for the coming year. The budget process is the chance for the City Council and Citizens provide the necessary feedback which is needed each year to make it a successful one.

I would like to thank the Administrative Services Department's staff for the hard work and dedication, and particularly, as it relates to the preparation of this annual budget. I would also like to thank the City Council for their participation and direction in setting forth this budget, allowing the City to fulfill its mission and goals.

Respectfully submitted,



Gary Thompson, City Manager

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JURUPA VALLEY CITY COUNCIL



MAYOR
LAURA ROUGHTON



MAYOR PRO TEM
VERNE LAURITZEN



COUNCILMEMBER
FRANK JOHNSTON

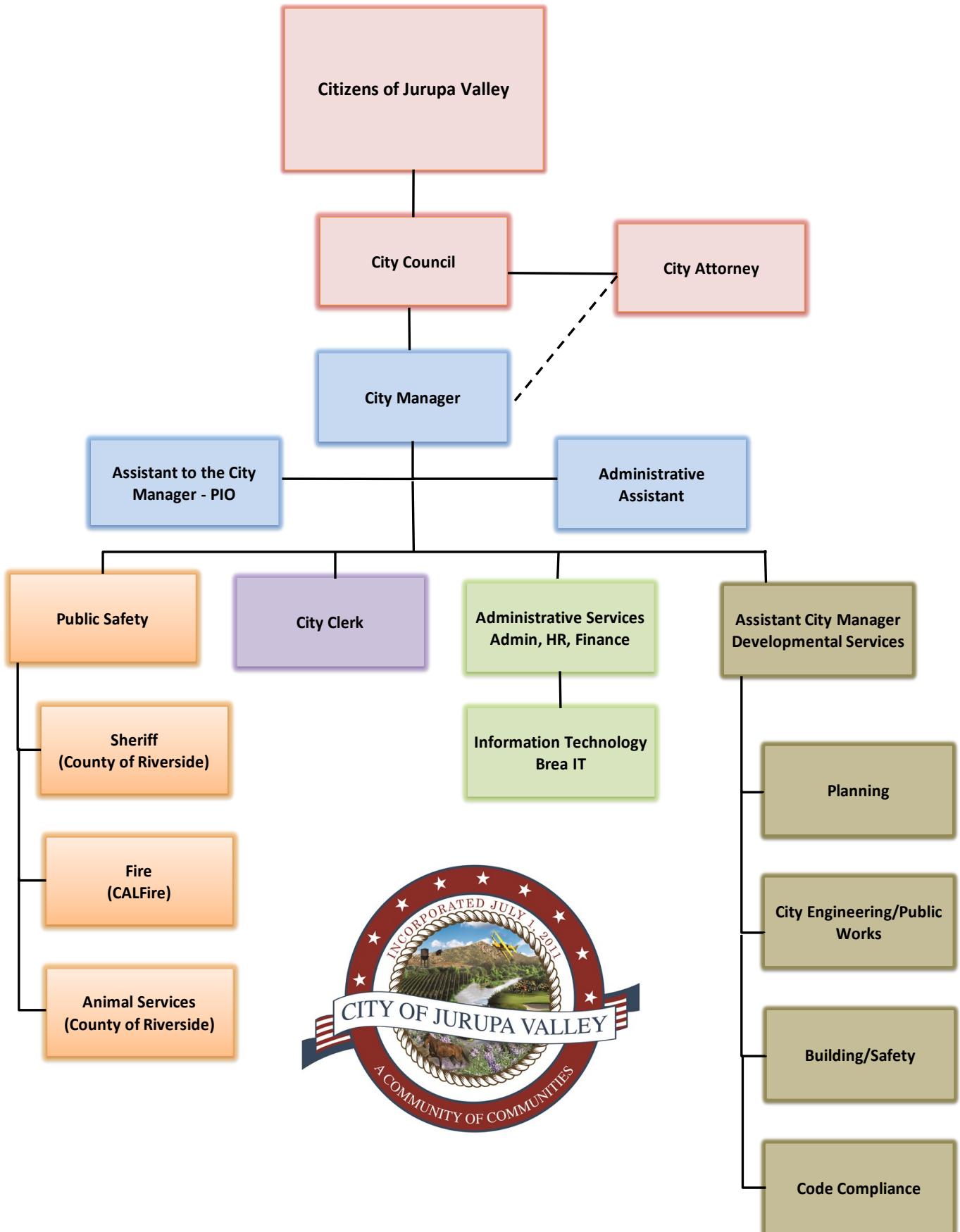


COUNCILMEMBER
BRAD HANCOCK



COUNCILMEMBER
BRIAN BERKSON

CITY OF JURUPA VALLEY Organization Chart





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SUMMARIES



Explanation of Summaries and Worksheets

Fund Balance Worksheet - All Funds

This worksheet summarizes projected Revenues, Expenditures and Fund Balances for the General Fund as well as all restricted funds managed by the City.

General Fund - The proposed Budget reflects an anticipated beginning General Fund balance of \$10,406,137, based on current year expenditure and revenue projections.

General Fund revenues for FY 2016-17 are estimated at \$26,417,740 and expenditures are proposed at \$27,759,365. If approved as proposed, the estimated Fund Balance at FY 2016-17 year end would be \$10,677,429. This is a reduction of \$1,341,624 from the estimated balance at the end of the current fiscal year. This is primarily due to the increase in the Sheriff's contract (\$1,345,390).

Gas Tax and Measure "A" Funds - These funds are distributed by the State of California and the Riverside County Transportation Committee respectively. Revenues are allocated based on formulas and estimates are provided to City staff each year. Expenditures are regulated by the guidelines of these programs but may not be commingled or used for General Fund programs. These funds are used for maintenance and capital improvements. Capital improvement projects are often multi-year and remaining balances are carried over from year to year until project completion. Estimated Gas Tax revenues are considerably less in FY 2016-17 than in prior years due to lower fuel prices for the portion attributable to sales tax.

Other Ongoing "Restricted" Revenues - These presently consist of subventions from the Southern California Air Quality Maintenance District (AQMD) and the State for supplemental law enforcement services (SLES) The AQMD funds must be used to reduce impacts on air quality. This year staff proposes to spend a portion of available funds to purchase fuel for vehicles, provide for street sweeping and offset costs for light bars and tool boxes on vehicles already on order. The SLES funds are transferred to the General Fund each year to supplement funding for the Sheriff's contract.

Internal Services Funds - The City presently has internal service funds for Risk Management and Information Technology. Funds are expended from these accounts and then responsible departments are charged back for their share of the service. Until a cost allocation plan/ fee study is completed these charges are all included in the "Non- Departmental budget program.

Direct Assessments - These reflect responsibilities for the City's Lighting and Landscaping Maintenance District as well as three Community Facilities Districts (CFC's) for maintenance. These are primarily funded through direct assessments on benefitting properties. For the LLMD there is a portion funded through Gas Tax as revenues are capped while expenditures continue to rise.

Year to Year General Fund Analysis Worksheet

This worksheet provides a comparative analysis of year to year changes in General Fund expenditures by budget program. Brief explanations of changes are included for each program.

Summary of New Personnel

This worksheet identifies all new personnel requested for FY 2016-17. Included are position titles, distribution by department and full time equivalency and funding distribution. The majority of new positions are requested due to increased development and CIP activity.

Staffing by FTE

This worksheet summarizes proposed full time equivalent staffing for FY 2016-17. New positions are highlighted.

Revenue Summary-General Fund

This is a year to year comparison of General Fund revenues by account

Revenue Summary- Miscellaneous (Restricted) Funds

This is a year to year Comparison of Non-General/ Restricted funds by program and account.

Department and Program Worksheets-

Each Budgetary operating program has a worksheet summarizing proposed expenditures for the upcoming fiscal year. These worksheets include prior year information for comparative purposes as well as narrative descriptions for significant accounts.

Year to Year General Fund Analysis

FUND	General	
	FY 15-16 Estimated Actual	FY 2016-17 Proposed Budget
Beginning Balance	11,740,941	11,747,761
Transfers In/Out	159,000	159,000
Revenues	26,057,261	26,417,740
Available	37,957,202	38,324,502

Expenditures:

		Difference	% Diff.	
Council	88,407	196,507	108,100	122%
City Attorney	560,935	333,130	(227,805)	-41%
City Manager	505,232	571,129	65,897	13%
Administration	326,500	248,761	(77,739)	-24%
City Clerk	226,690	325,888	99,198	44%
Finance	707,922	705,637	(2,285)	0%
Non-Dept	615,755	697,459	81,704	13%
Devmt Services/Eng	1,255,779	1,373,368	117,589	9%
Planning	1,414,540	1,570,849	156,309	11%
Building Safety	1,502,279	1,606,235	103,956	7%
Code Enforcement	1,155,861	1,061,435	(94,426)	-8%
Engineering/ PW	1,011,631	827,273	(184,358)	-18%
Public Safety	16,017,786	17,366,087	1,348,301	8%
Animal Services	820,124	875,607	55,483	7%

Expenditure Totals **26,209,441** **27,759,365** **1,549,924** **6%**

Balance Remaining **11,747,761** **10,565,137** **(1,182,625)**

	Explanation of Changes
Budgeted Benefit \$84,000, HJV Grant \$20,000	
FY 16-17 base annual contract rate w/ COLA	
Consolidated admin staff in one program	
Reduced consulting hours proposed	
Election scheduled for FY 2016-17 \$100,000	
Increased staff offset by decreased contract Services	
20% of new in house Public Works Manager	
Increase in development activity-Fee offset	
Increase in development activity-Fee offset	
Increased building activity-fee offset	
Reduced consulting costs	
Reduced general engineering consulting hours	
Reflects increase in Sheriff's contract rates	
Increase in Animal Control contract rates	

City of Jurupa Valley
FY 2016-17 City Personnel Allocations
By Full Time Equivalent

Title	FTE	City Mgr	Admin	City Clerk	Finance	Engr Dev Svcs	Planning	Non-Dept	Code Enf	Eng/PW	Gas Tax Oper	Measure A Oper	NPDES	LLMD/CFD
New Positions														
Percentage of Time Allocated to Departments/Programs														
City Manager														
City Manager	1.00	100%												
Assistant to the City Manager	1.00	100%												
Administrative Assistant	1.00	100%												
Office Assistant	1.00	100%												
Total City Manager	4.00													
City Clerk														
City Clerk	1.00	100%												
Deputy City Clerk	0.50	100%												
Total City Clerk	1.50													
Administrative Services														
Administrative Services Director	0.80				100%									
Deputy Director of Administrative Services	0.80				100%									
Accountant (2 positions)	1.20				100%									
Accounting Technician	1.00				100%									
Accounting Assistant	1.00				100%									
Total Administrative Services	4.80													
Planning														
Administrative Assistant	1.00						80%				20%			
Total Planning	1.00													
Public Works Manager														
Public Works Manager	1.00							20%			70%			10%
Total Public Works	1.00													
Total City Staff	12.30													

City of Jurupa Valley
FY 2016-17 City Contract Staff Allocations
By Full Time Equivalent

Title	FTE	City Mgr	Admin	City Clerk	Finance	Engr Dev Svcs	Planning	Bldg & Safety	Code Enf	Eng/PW	Gas Tax Oper	Measure A Oper	NPDES	LLMD/CFD
New Positions														
Percentage of Time Allocated to Departments/ Programs														
Planning														
Planning Director	1.00						100%							
Principal Planner	1.00						100%							
Senior Planner/Policy	1.00						100%							
Associate Planner/Entitlement	1.00						100%							
Associate Planner/Entitlement	1.00						100%							
Associate Planner/Entitlement	1.00						100%							
Associate Planner/Entitlement	1.00						100%							
Assistant Planner/Gen Services	1.00						100%							
Total Civic Solutions	9.00													
Building/Safety														
Building Administrator	0.20							80%	20%					
Chief Building Official	0.70							80%	20%					
Deputy Building Official	0.60							90%	10%					
Comb. Bldg Inspector	0.90							95%	5%					
Comb. Bldg Inspector	0.50							95%	5%					
Comb. Bldg Inspector	0.90							80%	20%					
Comb. Bldg Inspector	0.90							100%						
Plans Examiner/Bldg Inspector	0.90							100%						
Plan Check/Inspector	0.50							100%						
B/S Permit Technician	0.60							100%						
B/S Permit Technician	0.90							90%	10%					
Total Building/Safety	7.60													

**All Funds Balance Sheet
Proposed FY 2016-17**

FUND	General	Gas Tax	Meas. A	AQMD	SLEF	Risk Mgmt	Info Svcs	LLMD	CFD	CDBG
Beginning Balance	11,747,761	1,772,712	2,001,911	6,581	-	-	-	0	169,296	-
Transfers In/Out	159,000	-	-	-	(159,000)	70,000	143,575	140,387	-	-
Revenues	26,258,740	2,225,735	5,718,000	121,150	159,000	-	-	879,613	164,000	115,000
Available	38,165,502	3,998,447	7,719,911	127,731	-	70,000	143,575	1,020,001	333,296	115,000

Operating Expenditures:

Council	196,507									
City Attorney	333,130									
City Manager	571,129									
Administration	248,761									
City Clerk	325,888									
Finance	705,637									
Non-Dept	697,459									
Devmt Services/ Eng	1,373,368									
Planning	1,570,849									
Building Safety	1,606,235									
Code Enforcement	1,061,435									
Engineering/ PW	827,273									
Public Safety	17,366,087									
Animal Services	875,607									
Road Maint	3,512,955									
Measure A		7,623,912								
AQMD			117,000							
LLM Districts	-						1,020,000			
CFD's									164,000	
CDBG										115,000
Risk Mgmt.	-					70,000				
Info Mgmt.	-						143,575			
Subtotal	27,759,365	3,512,955	7,623,912	117,000	-	70,000	143,575	1,020,000	164,000	115,000
Balance Remaining	10,406,137	485,492	95,999	10,731	-	-	-	0	169,296	-

City of Jurupa Valley

**GENERAL FUND
REVENUE**

	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>
	ACTUAL	BUDGET	EST. ACTUAL	ADOPTED
<u>TAXES AND FRANCHISES</u>				
Property Tax- Secured	4,561,401	4,485,480	4,792,878	4,936,664
Property Tax- Unsecured	241,724	220,000	220,000	250,000
Property Tax- Supplemental	121,240	75,000	99,000	105,000
Property Tax- H.O. Exemption	59,668	64,000	64,000	64,000
Property Tax- RDA Pass Thru	823,299	945,000	1,314,436	1,314,400
Sales and Use Tax	7,574,514	7,574,820	8,658,403	9,833,000
Property in Lieu of Sales Tax	1,169,725	1,756,575	1,854,597	-
Franchise Fees - Utilities	1,676,259	1,680,000	1,825,000	1,825,000
Franchise Fees - Solid Waste	868,519	860,000	908,860	910,000
Admin Fees-Trash Liens	45,565	63,000	45,500	45,000
Property Transfer Tax	289,399	250,000	432,000	400,000
Transient Occupancy Tax	208,369	165,000	210,000	210,000
Total	17,639,682	18,138,875	20,424,674	19,893,064
<u>LICENSES AND PERMITS</u>				
Business Registration	56,113	43,000	56,000	56,000
Foreclosure Registration	3,000	2,500	2,500	2,500
Engineering Fees	1,286,791	1,255,779	1,255,779	1,500,000
Planning Fees	1,425,084	1,291,680	1,291,680	1,532,240
Building Permits	1,285,909	1,499,129	1,499,129	1,650,000
Microfilm Fees	52,088	40,000	60,000	60,000
Application Admin Processing Fee	111,150	85,000	90,000	90,000
DIF Admin fees	23,212	16,000	25,000	25,000
LMS Fee	87,167	66,000	70,000	70,000
Code Enforcement Fees	10,551	73,310	12,000	25,000
NPDES Inspection Fees	-	276,413	125,000	275,000
Fines- Parking	236,639	160,000	160,000	160,000
Fines- Court	238,368	150,000	238,000	238,000
Vehicle Impounds	58,604	48,500	90,700	90,000
Total	4,874,676	5,007,311	4,975,788	5,773,740
<u>INTERGOVERNMENTAL REVENUES</u>				
Motor Vehicle License	48,082	-	43,888	43,800
Safety SLES	158,710	156,000	159,000	159,000
Total	206,792	156,000	202,888	202,800
<u>USE OF MONEY</u>				
Interest	5,917	5,000	7,000	9,000
Other	-	-	-	-
Total	5,917	5,000	7,000	9,000
<u>OTHER REVENUES</u>				
Weed Abatement	-	50,000	-	-
Vehicle Abatement	-	20,000	-	-
Development Agreements	232,000	-	150,000	-
Miscellaneous Revenue	116,947	40,000	136,030	115,000
Total	348,947	110,000	286,030	115,000
<u>INTERFUND CHARGES</u>				
Transfer in from Developer Fees	495,600	90,000	45,406	57,143
Transfer in from CERT	24,518	15,438	15,438	14,993
Measure A Project Administration	97,320	143,039	58,656	288,520
LLMD Administration	-	-	41,381	48,571
CFD Administration	-	76,848	-	14,909
Total	617,438	325,325	160,881	424,136
TOTAL GENERAL FUND REVENUE	23,693,452	23,742,511	26,057,261	26,417,740

City of Jurupa Valley

**MISCELLANEOUS FUNDS
REVENUE**

	FY 2014/15		FY 2015/16	
	EST.	ACTUAL	BUDGET	EST. ACTUAL
				FY 2016/17 ADOPTED
<u>INTERGOVERNMENTAL REVENUES</u>				
State HUTA-2103	1,208,749	575,737	507,252	256,556
State HUTA-2105	693,715	726,187	658,959	679,366
State HUTA-2106	433,256	379,193	326,056	336,405
State HUTA-2107	892,073	992,832	914,022	943,408
State HUTA-2107.5	10,000	10,000	10,000	10,000
Interest Income	1,369	2,000		
Total HUTA	3,239,162	2,685,949	2,416,289	2,225,735
RCTC Measure A- Local	1,756,587	1,830,000	1,830,000	1,900,000
MARA	-	-	-	1,882,000
RCTC loan for Limonite	-	-	-	1,167,000
Transfer from Cal Recycle Grant	-	-	-	44,000
Utility Company Reimbursements	-	-	-	65,000
Transfer in from DIF- Limonite	-	-	-	658,000
Interest Income	598	2,000	2,000	2,000
Total Measure A	1,757,185	1,832,000	1,832,000	5,718,000
SC AQMD	120,807	120,000	121,000	121,000
Interest Income	129	175	150	150
Total AQMD	120,936	120,175	121,150	121,150
CDBG- Riverside County	-	115,000	115,000	115,000
Interest Income	-	-	-	-
	-	115,000	115,000	115,000
State Grants- SLESF	158,710	156,000	159,000	159,000
Interest Income	-	-	-	-
	158,710	156,000	159,000	159,000
ATP Grant	-	258,000	258,000	679,000
Transfer in from DIF- Streets		125,000	125,000	77,900
Transfer in From DIF- Signals		100,000	100,000	500,000
Interest Income	-	-	-	-
	-	-	483,000	1,256,900
Homeland Security Grant	24,518	15,438	15,438	14,993
CalRecycle Grant Program	-	160,735	261,435	-
Beyond Grant Program WRCOG	-	89,000	89,000	-
	24,518	265,173	365,873	14,993
<u>DIRECT ASSESSMENTS</u>				
Landscape and Lighting District 89-1	-	869,000	869,000	879,613
CFD 13-001 Bellegrave	-	411,932	44,760	42,000
CFD 14-001 Harvest	-	286,000	56,940	56,000
CFD 14-002 Mission Estates	-	147,400	67,596	66,000
Total Direct Assessments	-	1,714,332	1,038,296	1,043,613
Totals	5,275,993	6,623,548	6,530,608	9,382,590



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DEPARTMENTS



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CITY COUNCIL



City of Jurupa Valley

CITY COUNCIL
GENERAL FUND - 100-1110

	<u>FY 2014/15</u> ACTUAL	<u>FY 2015/16</u> BUDGET	<u>FY 2015/16</u> EST ACTUAL	<u>FY 2016/17</u> ADOPTED
<u>PERSONNEL</u>				
Salaries	33,000	36,000	36,000	36,000
Retirement Contribution	2,046	2,300	2500	2,700
Cafeteria Benefits	-	-	8,400	84,000
Other Employee Costs	5,177	11,796	6,407	6,407
Total Personnel	40,223	50,096	53,307	129,107
<u>OPERATING EXPENSES</u>				
Office Supplies	43	750	750	500
Copying Costs	-	-	-	-
Books/Subscriptions	-	250	250	100
Professional Services	2,438	-	-	20,000
Cmnty Prom/ Econ Devmt	-	-	-	13,300
Postage	67	-	-	-
Meetings/Conferences	10,973	10,000	10,000	7,500
Education/Training	-	1,000	1,000	500
Dues/Memberships	35,414	55,700	23,100	25,500
Total Operating	48,935	67,700	35,100	67,400
TOTAL CITY COUNCIL	89,158	117,796	88,407	196,507

Expenditure Explanations

Salaries and Benefits	Monthly salary - Set by Government Code at \$600 per month per member. Council has the option of utilizing monthly \$1,400 cafeteria benefit for
Copying Costs	Costs moved to Non-Departmental Budget
Professional Services	Includes \$20,000 grant to Healthy Jurupa Valley -Reach Out
Cmnty Prom/ Econ Devmt	Includes Postcard community outreach mailer \$9,000, 4 townhall meetings \$4,000 and 6 coffee with Council meetings \$300.
Meetings/Conferences	ICSC and Local
Dues/Memberships	Western Riverside COG \$13,000, SCAG \$12,000, ICSC \$500

CITY ATTORNEY



City of Jurupa Valley

CITY ATTORNEY GENERAL FUND - 100-1120

	FY 2014/15	FY 2015/16	FY 2015/16	FY 2016/17
	ACTUAL	BUDGET	EST ACTUAL	ADOPTED
<u>OPERATING EXPENSES</u>				
Litigation	557,326	-	236,935	-
Consulting Services-Retainer	324,000	324,000	324,000	333,130
Total Operating	881,326	324,000	560,935	333,130
TOTAL CITY ATTORNEY	881,326	324,000	560,935	333,130

Expenditure Explanations

Litigation	Cost of special litigation as authorized by City Council
Consulting Services	Retainer per contract with Richards, Watson, Gershon, LLC

CITY MANAGER



City Manager Department – City of Jurupa Valley

Key Achievements for FY 2015-16

Achievements

- Made significant progress in balancing the City's Operational General Fund Budget.
- Completed the successful move into the new City Hall facility.
- Implemented a Personnel Program and converted several critical positions from contract to City employees at a substantial annual cost savings.
- Reorganized staffing priorities in some key functional areas to increase productivity and efficiency.
- Implemented a cost effective Economic Development program that has placed the City "on the map" of many potential retail, restaurant and hotel opportunities
- Completed outfitting of the city's Emergency Operations Center.
- Directed an aggressive program to prepare for the projected winter El Nino by correcting various drainage problem areas, enhanced focus on private property drainage compliance, and increasing accessibility of sandbags and sand for residents.
- Worked aggressively to secure all needed funding for the Limonite Widening Project.
- Made significant progress in the homeless issue, panhandling and illegal medical marijuana dispensaries that were inundating the City.
- Worked with several other contract cities on bringing transparency to the unsustainable cost increases forced upon these cities in law enforcement costs.
- Worked with several cities within WRCOG in discussions for improvement in areas of mutual concern.
- Secured legislation to retire incorporation debt owed to the County by working with Senator Roth and City lobbyist.

Key Goals for FY 2016-17

Goals

- Resolve the City's funding dispute with both the County and the State.
- Continue focus on balancing the City's Operational General Fund Budget, and exploring all options available to achieve savings in the City's most significant expenditure- law enforcement.
- Work aggressively to defeat the Riverside Transmission Reliability Project at the Public Utilities Commission lacking any alternative that mitigates the impact to the City from this project.
- Implement a refocused road/street rehabilitation program to achieve maximum ability to resolve the significant maintenance backlog left over by the County prior to the City's incorporation.
- Initiate a social media platform and enhanced website capabilities to further the City's ability to provide information of interest to the City's constituents.

City of Jurupa Valley

CITY MANAGER
GENERAL FUND - 100-1130

	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>
	ACTUAL	BUDGET	EST ACTUAL	ADOPTED
<u>PERSONNEL</u>				
Salaries	20,901	150,000	272,541	333,720
Cafeteria Benefit	-	-	22,400	50,400
Retirement Contribution	1,431	10,500	19,206	23,553
Other Employee Costs	1,431	8,453	17,124	21,306
Total Personnel	22,332	168,953	331,272	428,979
<u>OPERATING EXPENSES</u>				
Office Supplies	6,544	4,000	4,000	4,000
Printing and Binding		1,500	1,500	1,500
Books/Subscriptions	207	200	200	350
Professional Services	432	121,000	121,000	131,000
Consulting Services	238,089	160,992	40,960	-
Cell Phone	809	800	800	800
Meetings/Conferences	580	4,000	4,000	4,000
Education/Training	-	500	500	200
Dues/Memberships	110	1,000	1,000	300
Total Operating	246,771	293,992	173,960	142,150
TOTAL CITY MANAGER	269,103	462,945	505,232	571,129

Expenditure Explanations

Salaries and Benefits	In November of FY 15-16 consulting staff was moved in-house as City employees to reduce costs and improve accountability
Office Supplies	Increase due to purchase of community promotion items
Professional Services	Includes Economic Development (\$50,000), Lobbyist (\$36,000), Contingency amt. (\$20,000). Also \$25,000 for Law Enforcement study
Consulting Services	For FY 2015-16 Included HR Green staff.
Cell Phone	Cell phone costs for Asst to CM. (Council liason)
Meetings/Conferences	ICSC, legislative meetings as necessary
Dues/Memberships	Membership in Contract Cities Assoc., ICSC.

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ADMINISTRATION



Administration Department – City of Jurupa Valley

Key Achievements for FY 2015-16

Achievements

- Enhanced Business/Economic Development activities
- Improved public response from operations
- Identified preferred project tracking and permitting system
- Effectively administered operations to mitigate complaints and improve services

Key Goals for FY 2016-17

Goals

- Implement the City's automated project track permitting system – Citywide
- Provide financial reports within 30 days of the end of each month
- Prepare facilities master plan for City Hall site
- Provide monthly performance reports for operations
- Continue efforts to optimize positive developments in the City

City of Jurupa Valley

ADMINISTRATION GENERAL FUND - 100-1210
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	FY 2014/15 ACTUAL	FY 2015/16 BUDGET	FY 2015/16 EST. ACTUAL	FY 2016/17 ADOPTED
<u>OPERATING EXPENSES</u>				
Office Supplies	1,563	1,000	2,500	2,500
Consulting Services	245,849	238,264	324,000	246,261
Cell Phone	809	1,300	-	-
<i>Total Operating</i>	248,221	240,564	326,500	248,761
 TOTAL DEV SVCS	248,221	240,564	326,500	248,761

Expenditure Explanations

Consulting Services	HR Green consulting staff providing day to day administration of City operations
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CITY CLERK



City Clerk – City of Jurupa Valley

Key Achievements for FY 2015-16

Achievements

- Facilitated and supported City legislative processes by ensuring timely posting of agendas, compiling the City's legislative history and providing access to official city records in accordance with state law.
- Conducted a comprehensive review of departmental needs which included the implementation of a Municipal Code update and the addition of a Deputy City Clerk to meet growing needs of the Department.
- Created a new records management software program and public records portal that will improve transparency and access to official public records.
- Developed an ongoing relationship with the County of Registrar of Voters to focus on voter turnout and voter education by designating a vote by mail drop-off location at City Hall and facilitating City Hall as a training location for election volunteers.

Key Goals for FY 2016-17

Goals

- Continually improve operational processes to ensure excellence and efficiency.
- Continue to comply with all legal mandates at the local, state, and federal levels to ensure fair and open elections; the integrity of the Political Reform Act; and compliance with the California Public Records Act.
- Continue to provide services in an open and transparent manner; continue to have cooperative working relationships with internal and external customers and continue to provide services in an expedited and courteous manner.

City of Jurupa Valley

CITY CLERK
GENERAL FUND - 100-1140

	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>
	ACTUAL	BUDGET	EST ACTUAL	ADOPTED
<u>PERSONNEL</u>				
Salaries	-	-	99,194	148,716
Cafeteria Benefit	-	-	11,206	16,800
Retirement Contribution	-	-	7,110	10,660
Unemployment Insurance	-	-	-	
Workers Comp	-	-	-	
Medicare	-	-	-	
Other Employee Costs	-	-	5,611	8,412
Total Personnel	-	-	123,120	184,588
<u>OPERATING EXPENSES</u>				
Office Supplies	2,872	3,000	4,500	6,000
Copying Costs	-	2,800	-	500
Books/Subscriptions	707	220	1,050	1,050
Professional Services	7,600	10,400	4,800	2,000
Elections	66,803	-	-	100,000
Consulting Services	161,140	212,667	71,470	-
Public Notices	26,759	30,000	20,000	30,000
Postage	684	-	-	
Meetings/Conferences	-	750	750	750
Education/Training	-	500	500	500
Dues/Memberships	-	500	500	500
Total Operating	266,565	260,837	103,570	141,300
TOTAL CITY CLERK	266,565	260,837	226,690	325,888

Expenditure Explanations

- Salaries and Benefits In November of FY 15-16 consulting staff was moved in-house as City employees to reduce costs and improve accountability
- Copying Costs Agendas now printed onsite to reduce costs
- Professional Services Municipal Code Publishing Services
- Elections Election Scheduled for FY 2016-17
- Consulting Services FY 15-16 included Urban Futures, Inc charges for Clerk and Deputy
- Public Notices Includes cost to publish Trash Lien notices (cost offset by admin charges)

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ADMINISTRATIVE SERVICES



Administrative Services – City of Jurupa Valley

Human Resources Division

Key Achievements for FY 2015-16

Achievements

- Developed and implemented personnel policies and procedures related to hiring of city staff documented in the City Council approved Personnel Policies and Procedures Manual
- Developed and implemented PARS (401(a)) and ICMA (457(b)) employee retirement plans
- Developed comprehensive Job Descriptions
- Developed and implemented health benefits for City staff in compliance with the Affordable Care Act

Key Goals for FY 2016-17

Goals

- Continue to update City employees on changes in State and Federal Employment Laws
- Continue to train and update City employees to ensure compliance to the Affordable Care Act
- Continue efforts to realize cost savings by identifying alternate workers' compensation providers
- Recruit and hire City staff as approved by council

Finance Division

Key Achievements for FY 2015-16

Achievements

- Completed the Annual Financial Audit and Comprehensive Annual Financial Report (CAFR) with an unqualified auditor opinion
- Provided leadership in the development of the FY 2016-17 operating and capital improvement program budgets
- Assist with analysis and document preparation for issuance of bonds
- Developed and implemented comprehensive Financial Policies and Procedures Manual and Procurement Manual

Key Goals for FY 2016-17

Goals

- Ensure successful completion of all FY 2015-16 external audits and that resulting audit reports contain no instances of material internal control weaknesses

Administrative Services – City of Jurupa Valley

Finance Division

Key Goals for FY 2016-17 (continued)

Goals

- Provide timely management reports to each department to ensure that budgets are adequately monitored and the expenditures are within authorized amounts
- Continue to review department-wide business processes to improve efficiency
- Continue to train and cross train employees to ensure excellent service and support to all city departments, vendors and residents

City of Jurupa Valley

ADMINISTRATIVE SERVICES
GENERAL FUND - 100-1150

	FY 2014/15 ACTUAL	FY 2015/16 BUDGET	FY 2015/16 EST. ACTUAL	FY 2016/17 ADOPTED
<u>PERSONNEL</u>				
Salaries	-	-	250,006	374,822
Cafeteria Benefit	-	-	56,028	84,000
Retirement Contribution	-	-	17,610	26,402
Other Employee Costs	-	-	14,949	22,413
Total Personnel	-	-	338,594	507,637
 <u>OPERATING EXPENSES</u>				
Office Supplies	1,958	1,000	3,500	2,500
Books/Subscriptions	-	500	-	500
Professional Services	169,521	107,700	170,000	170,000
Audit Services	11,520	15,600	15,000	15,600
Consulting Services	380,995	518,777	172,428	-
Bank Service Fees	88,694	10,000	7,500	7,500
Meetings/Conferences	-	1,500	750	1,000
Education/Training	-	500	-	500
Dues/Memberships	-	150	150	400
Total Operating	652,688	655,727	369,328	198,000
 TOTAL FINANCE	 652,688	 655,727	 707,922	 705,637

Expenditure Explanations

Salaries and Benefits	In November of FY 15-16 consulting staff was moved in-house as City employees to reduce costs and improve accountability
Professional Services	HdL services Sales Tax recovery service \$144,900 (% of recoveries), HdL Prop Tax \$14,500, HdL Bus Lic System \$ 2,000 , includes Paychex payroll services \$5,000 and PARS admin costs \$3,600.
Audit Services	Annual independent audit of City finances
Consulting Services	FY 2015-16 included final four months of consulting staff
Bank Service Fees	Primarily for costs of credit card transactions

NON-DEPARTMENTAL



City of Jurupa Valley

NON DEPARTMENTAL
GENERAL FUND - 100-1190

	FY 2014/15	FY 2015/16	FY 2015/16	FY 2016/17
	ACTUAL	BUDGET	EST ACTUAL	ADOPTED
<u>PERSONNEL</u>				
Salaries	-	-	-	18,000
Cafeteria Benefit	-	-	-	3,360
Retirement Contribution	-	-	-	1,260
Other Employee Costs	-	-	-	1,271
Total Personnel	-	-	-	23,891
 <u>OPERATING EXPENSES</u>				
Office Supplies	22,732	12,000	17,500	16,000
Copying Costs	26,417	32,000	32,000	32,000
Equipment	116	-	-	-
Professional Services	52,849	71,131	23,333	-
Cmnty Prom/ Econ Devmt	98,935	-	-	-
Repairs & Maintenance	80,478	69,766	69,766	90,000
Vehicle Maint	-	16,800	2,000	5,000
Postage	18,225	16,000	16,000	16,000
Phone/Internet	21,719	36,000	36,000	36,000
Cell Phones	809	1,200	600	600
Electricity/Gas	33,538	30,000	37,000	40,000
Water and Sewer	2,536	5,000	5,000	5,000
Rent	130,982	87,900	87,900	93,900
EOC Materials and Supplies	31,879	26,000	15,438	14,993
Dues/Memberships	1,534	500	500	500
Furniture & Furnishings	-	29,950	29,950	30,000
Capital Outlay	697,451	90,000	45,406	80,000
Total Operating	1,220,200	524,247	418,393	459,993
 <u>INTERFUND CHARGES</u>				
Risk Management	19,608	98,000	23,062	70,000
Information Systems	130,777	180,170	174,300	143,575
Total Interfund Charges	150,385	278,170	197,362	213,575
 TOTAL NON-DEPARTMENTAL	1,370,585	802,417	615,755	697,459

City of Jurupa Valley

NON DEPARTMENTAL

GENERAL FUND - 100-1190

Expenditure Explanations

Salaries and Benefits	For FY 16-17 PW Manager is proposed to be moved in-house as a City employee to reduce costs and improve accountability. Budget represents 20% allocation of hours to this function for City hall related
Copying Costs	Citywide copier costs
Professional Services	Carryover of costs for fee studies
Cmnty Prom/ Econ Devmt	This account moved to City Manager program in FY 2015-16
Repairs & Maintenance	Building Maint costs: Janitorial contract \$60,000, A/C systems, Alarm systems , Pest control, Misc. repairs, etc.
Postage	Citywide postage costs.
Phone/Internet	Citywide cost for internet and phone systems
Electricity/Gas	Utility costs for City Hall
EOC Materials and Supplies	FY 15-16 50% Match needed for Emergency Mgmt. Prog. Grant
Rent	City Hall Lease cost \$7,000 per month plus property tax \$7,500. Modular storage units \$2,400
Dues/Memberships	Alliance for innovation
Furniture & Furnishings	Furniture for Receptionist, front counter waiting area, Conference room,
Capital Outlay	City Hall: parking lot, Signage, sound system, Misc upgrades/ repairs
Risk Management	General Fund portion of Risk Management costs- See Risk Mgmt
Information Systems	General Fund portion of Info Tech costs- See Info Tech Budget

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ENGINEERING/ DEVELOPMENT



Engineering/Development Department – City of Jurupa Valley

Key Achievements for FY 2015-16

Achievements

Management

- Secured \$1.8M from WRCOG and RCTC programs to fund Limonite Widening
- Responded to all citizen inquiries
- Clay Street Grade Separation completed May 2016
- Secured five Cal Recycle Grants to fund public r/w cleanliness

CIP/Design

- Delivered the scheduled CIP projects using available project funding
- Repaired drainage ponding problems in six key locations
- Rehabilitated 20 lane miles of street surfaces

Plan Review

- Completed reviews for
Encroachment permits: 360
Civil Plan checks: 220
- Coordinated information for City's first FEMA Insurance Program
- Secured paperless approvals from regional agencies for projects

Traffic and Transportation

- Completed traffic/parking requests for 80 sites
- Met regularly with Traffic Committee to address related issues in a formalized manner
- Secured \$4M in ATP, HSIP, and SB 821 transportation funding for various projects

Construction Management and Inspection

- Transitioned from written to paperless electronic reporting system
- Added one full time field inspector to respond to increased workload demands
- Provided next day and same day inspections for private and public improvements
- Initiated cross training to enhance field inspection and project close out

Engineering/Development Department – City of Jurupa Valley

Key Achievements for FY 2015-16 (continued)

Achievements

NPDES

- Transitioned from written to paperless electronic reporting system
- Added one full time field inspector to meet state mandated NPDES requirements
- Completed Annual Report to regional board
- Completed 700 industrial/commercial inspections
- Reviewed 50 Water Quality Management Plans for preliminary and final approval

Key Goals for 2016-17

Goals

Engineering Administration

- Actively participate in development review meetings and provide written project conditions
- Create and manage special districts addressing community needs
- Seek additional funding for projects and programs
- Update internal manuals, forms, practices and procedure documentation

CIP/Design

- Meet 2 week turnaround timeframe for requests for review
- Attend WRCOG and RCTC committee meetings
- Work with Accounting to secure funds from additional outside sources whenever possible
- Administer HSIP project using the City's "LOCODE"

Plan Review

- Meet 2 week turnaround timeframe for all improvement plan submittals
- Review and public counter practices and procedures
- Consolidate permit and plan check staff to provide "one-stop" handling of applicants
- Close out encroachment permits within six months of issuance unless extended

Engineering/Development Department – City of Jurupa Valley

Key Goals for 2016-17 (continued)

Goals

Traffic and Transportation

- Complete traffic improvements near two schools in the City
- Finalize truck study and truck parking program
- Present a master plan for a pedestrian and bicycle system
- Administer/Support Traffic Committee

Construction Management and Inspection

- Ensure timely and efficient release and acceptance of public improvements
- Recommend bond releases and timely reductions for improvements
- Lead a utilities coordination meeting at least twice per year to coordinate citywide projects

NPDES

- Initiate cross training to enhance environmental programs
- Implement organic waste program to comply with State Mandates
- Initiate water quality testing in public rights of way
- Inspect businesses required to meet State Mandates and provide timely billing to facilitate collection of fees

City of Jurupa Valley

ENGINEERING/ DEVELOPMENT GENERAL FUND - 100-1320
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	FY 2014/15	FY 2015/16	FY 2015/16	FY 2016/17
	ACTUAL	BUDGET	EST. ACTUAL	ADOPTED
<u>OPERATING EXPENSES</u>				
Office Supplies	-	2,000	-	2000
Consulting Services	1,198,368	1,255,779	1,255,779	1,371,368
Cell Phone	-	1,500	-	0
Meetings and conferences	-	1,200	-	0
Education and Training	-	500	-	0
Books and Subscriptions	-	500	-	0
Dues/Memberships	-	500	-	0
Total Operating	1,198,368	1,261,979	1,255,779	1,373,368
 TOTAL COMM DEV	 1,198,368	 1,261,979	 1,255,779	 1,373,368

Expenditure Explanations

Consulting Services HR Green consulting staff providing Engineering Services- Fee offset

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PLANNING



Planning – City of Jurupa Valley

Key Achievements for FY 2015-16

Achievements

- New regulations
 - Temporary Sign Ordinance
 - Planned Unit Development Ordinance
 - Pedley Village Center Design Guidelines
 - Water Efficient Landscaping Ordinance
 - Prohibition of Marijuana Cultivation Ordinance
 - Code Amendment to allow CUP applications for sale of alcoholic beverages in Rubidoux Village
 - Resolution setting fees for retrieval of illegal signs
- Completion of General Plan Advisory Committee process and final report
- New residential project approvals
 - Paradise Knolls Specific Plan and Development Agreement
 - Richland/Highland Park Subdivision
 - Avalon Court Subdivision
- Other new project approvals
 - Pedley Crossing Shopping Center
 - Station Shopping Center
 - Arco Service Station (Limonite)
 - River Springs Charter School
 - Flabob Airport Hangar Village
 - Boatman Industrial Park
 - Wheatley Industrial Park

Key Goals for FY 2016-17

Goals

- Complete the Interim General Plan project
- Complete priority rezoning and code amendments to implement the General Plan
 - Non-conforming uses
 - Business Park Zone
 - Rezoning of uncontested industrial-to-commercial
 - Miscellaneous code amendments to address density

Planning Department – City of Jurupa Valley

Key Goals for 2016-17 (continued)

Goals

- Open public access to planning & zoning information of City GIS
- Update planning fee schedule to require deposits for appeals and other fixed fee applications
- Initiate Glen Avon Village Center Design Guidelines
- Public information cut sheets for front counter and website
 - Sign regulations
 - Accessory structures
 - Animal keeping
 - Home remodels
 - Architectural style sheets
 - Zoning “At-A-Glance” sheets
- Complete organization of department files

City of Jurupa Valley

PLANNING
GENERAL FUND - 100-1220

	FY 2014/15	FY 2015/16	FY 2015/16	FY 2016/17
	ACTUAL	BUDGET	EST. ACTUAL	ADOPTED
<u>PERSONNEL</u>				
Salaries	-	-	27,192	40,768
Cafeteria Benefit	-	-	8,964	13,440
Retirement Contribution	-	-	2,200	3,298
Other Employee Costs	-	-	5,405	8,103
Total Personnel			43,761	65,609
 <u>OPERATING EXPENSES</u>				
Office Supplies	3,672	3,000	3,500	3,500
Books/Subscriptions	-	150	-	-
Professional Services	61,910	443,090	58,899	-
Commissioner Stipends	4,300	6,000	6,000	6,000
Consulting Services	1,641,004	1,291,680	1,291,680	1,482,240
Public Notices	7,508	5,000	7,500	10,000
Postage	58	2,000	100	-
Rent	110	-	-	-
Meetings/Conferences	-	1,500	1,100	1,500
Education/Training	-	1,000	-	-
Dues/Memberships	-	1,000	-	-
Office Furniture and Equip.	-	2,000	2,000	2,000
Total Operating	1,718,562	1,756,420	1,370,779	1,505,240
 TOTAL COMM DEV	 1,718,562	 1,756,420	 1,414,540	 1,570,849

Expenditure Explanations

Salaries and Benefits	In November of FY 15-16 consulting clerical staff was moved in-house as City employee. For FY 16-17 includes 80% of position.(20% in Eng/PW)
Professional Services	FY 2015-16 included cost for General Plan preparation. Unspent balance will be carried over into FY 2016-17 to complete plan.
Commissioner Stipends	Planning commissioner stipends at \$50 per meeting attended
Consulting Services	Consulting costs for fee and non-fee based planning services by Civic Solutions
Public Notices	Costs for printing public notices for Planning Commission in Local Newspapers. Increase due to use of Press Enterprise

BUILDING SAFETY



Building/Safety – City of Jurupa Valley

Key Achievements for FY 2015-16

Achievements

Building/Safety Division

- Created new policies and procedures in order to achieve uniformity in the technical and administrative approach by staff.
- Updated Building Division Web site by providing staff contact information and an “on-line inspection” request page
- Met or improved promised turnaround times

Key Goals for FY 2016-17

Goals

Building/Safety Division

- Amend adoption of current State Codes and Zoning Ordinances in order to provide a higher degree of penalties for violations. Examples: Work without permits, entering an unsafe building and opening a Marijuana Dispensary.
- Provide plan reviews within 2 weeks
- Provide next day AM & PM inspections

City of Jurupa Valley

BUILDING SAFETY
GENERAL FUND - 100-1230

	FY 2014/15 ACTUAL	FY 2015/16 BUDGET	FY 2015/16 EST. ACTUAL	FY 2016/17 ADOPTED
<u>OPERATING EXPENSES</u>				
Office Supplies	1,054	2,000	3,000	2,000
Consulting Services	1,353,416	1,499,129	1,499,129	1,604,235
Cell Phone	809	1,500	150	-
Meetings and conferences	-	1,200	-	-
Education and Training	-	500	-	-
Books and Subscriptions	2,824	500	-	-
Dues/Memberships	690	500	-	-
Total Operating	1,358,793	1,505,329	1,502,279	1,606,235
TOTAL BUILDING	1,358,793	1,505,329	1,502,279	1,606,235

Expenditure Explanations

Consulting Services Provides for contract staff to handle all building related activities-Fee offset

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CODE ENFORCEMENT



Code Compliance Department – City of Jurupa Valley

Key Achievements for FY 2015-16

Achievements

Code Compliance Division

- Streamlined Code Enforcement approach in order to reduce the number of open cases from 3,200 to fewer than 2,000.
- Reduced Code Enforcement compliance time frames from 1 year to a maximum of 6 months
- Updated Code Enforcement Division Web site by providing staff contact information and an “on-line inspection” request page.

Key Goals for FY 2016-17

Goals

Code Compliance Division

- Streamline our Code Enforcement approach in order to reduce the number of open cases from 2,000 to fewer than 1,000.
- Provide and respond to code enforcement requests within 48hours

City of Jurupa Valley

CODE ENFORCEMENT
GENERAL FUND - 100-1240

	FY 2014/15	FY 2015/16	FY 2015/16	FY 2016/17
	ACTUAL	BUDGET	EST. ACTUAL	ADOPTED
<u>OPERATING EXPENSES</u>				
Office Supplies	3,223	2,500	5,000	2,500
Professional Services	-	10,000	-	-
Consulting Services	645,558	1,060,311	1,060,311	963,935
Weed Abatement	29,566	50,000	10,000	10,000
Graffiti Abatement	30,277	80,000	80,000	80,000
Vehicle Abatement	-	20,000	-	5,000
Postage	-	18,000	200	-
Cell Phone	-	1,500	350	-
Meetings and conferences	-	1,000	-	-
Education and Training	-	500	-	-
Books and Subscriptions	-	1,000	-	-
Dues/Memberships	-	500	-	-
Total Operating	708,624	1,245,311	1,155,861	1,061,435
 TOTAL CODE ENFORCE	708,624	1,245,311	1,155,861	1,061,435

Expenditure Explanations

Professional Services	Title searches to determine property ownership
Consulting Services	Contract services for day to day code enforcement activities
Weed Abatement	Performed as necessary - Offset by liens on property
Graffiti Abatement	Funds graffiti removal on private property with owner consent
Vehicle Abatement	For removal of nuisance vehicles on private property
Postage	Notices to property owners for violations via Certified Mail

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PUBLIC WORKS/ ENGINEERING



Engineering/Public Works Department – City of Jurupa Valley

Key Achievements for FY 2015-16

Achievements

Public Works Operations

- Implemented paperless reporting of maintenance activities
- Hired Public Works technicians to service zone concept to better manage maintenance
- Reduced time to respond to service requests
- Improved scheduling of activities of maintenance crews.

Key Goals for FY 2016-17

Goals

Public Works Operations

- Work with maintenance crews to further enhance performance and quality of activities
- Conduct weekly work scheduling meetings
- Review maintenance studies for activities
- Conduct street inspections on a routine basis per established guidelines

City of Jurupa Valley

PUBLIC WORKS/ENGINEERING
GENERAL FUND - 100-1310

	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>
	ACTUAL	BUDGET	EST. ACTUAL	ADOPTED
<u>PERSONNEL</u>				
Salaries	-	-	-	10,192
Cafeteria Benefit	-	-	-	3,360
Retirement Contribution	-	-	-	825
Other Employee Costs	-	-	-	2,025
Total Personnel	-	-	-	16,402
<u>OPERATING EXPENSES</u>				
Office Supplies	5,606	4,000	4,000	4,000
Copying costs	151	600	150	500
Books/Subscriptions	13	500	-	500
Professional Services	-	-	-	-
Consulting Engineering	460,092	612,690	612,690	375,949
Consulting NPDES	209,827	368,550	310,000	344,422
Professional Svcs NPDES	-	-	35,670	36,000
NPDES Permit	29,133	24,000	46,121	47,000
Public Notices	585	500	1,500	500
Postage	1,525	2,000	1,500	2,000
Cell Phone	809	1,500	-	-
Meetings/Conferences	-	1,250	-	-
Education/Training	-	500	-	-
Dues/Memberships	-	500	-	-
Total Operating	707,741	1,016,590	1,011,631	810,871
TOTAL PUBLIC WORKS	707,741	1,016,590	1,011,631	827,273

Expenditure Explanations

Salaries and Benefits	Represents 20% re-allocation of Planning Dept. in house clerical staff to Engineering
Consulting Engineering	Provided by HR Green- Partial Fee offset
Consulting NPDES	Provided by HR Green
Professional Svcs AB 939 NPDES Permit	City share of Riverside Flood control consultant costs- ongoing SAWPA and State Water Resources permits

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PUBLIC SAFETY



City of Jurupa Valley

PUBLIC SAFETY GENERAL FUND - 100-1410

	FY 2014/15	FY 2015/16	FY 2015/16	FY 2016/17
	ACTUAL	BUDGET	EST. ACTUAL	ADOPTED
<u>OPERATING EXPENSES</u>				
Safe Neighborhoods	9,651	12,500	12,500	12,500
Police Contract	14,830,641	15,843,197	15,843,197	17,181,634
Fire Responsibility Area	160,847	165,000	162,089	171,953
<i>Total Operating</i>	15,001,139	16,020,697	16,017,786	17,366,087
 TOTAL PUBLIC SAFETY	15,001,139	16,020,697	16,017,786	17,366,087

Expenditure Explanations

Safe Neighborhoods	Shared contract with District Attorney for dedicated gang abatement
Police Contract	Dedicated patrol officers for Jurupa Valley.
Fire Responsibility Area	City cost for wildland fire protection services from Calfire

City of Jurupa Valley

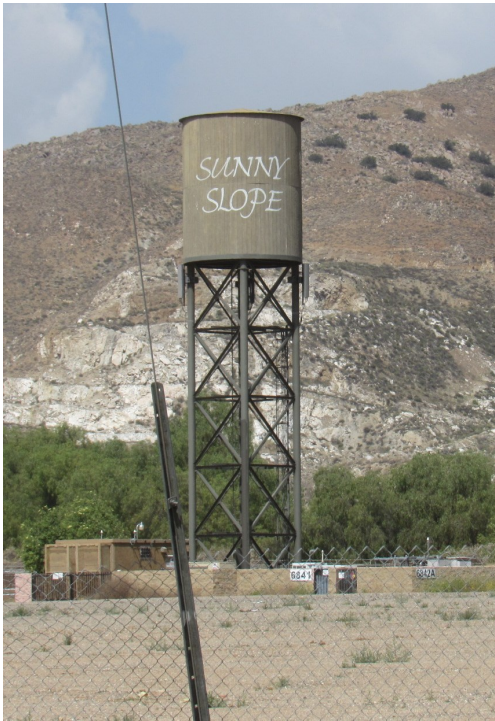
ANIMAL SERVICES GENERAL FUND - 100-1420

	FY 2014/15	FY 2015/16	FY 2015/16	FY 2016/17
	ACTUAL	BUDGET	EST. ACTUAL	ADOPTED
<u>OPERATING EXPENSES</u>				
Animal Control	753,041	820,124	820,124	875,607
Total Operating	753,041	820,124	820,124	875,607
TOTAL ANIMAL SERVICES	753,041	820,124	820,124	875,607

Expenditure Explanations

Animal Control Reflects contract increase. Net of offsetting revenue.

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SPECIAL FUNDS



City of Jurupa Valley

GAS TAX ROAD MAINTENANCE
SPECIAL REVENUE - 200-2000

	FY 2014/15 ACTUAL	FY 2015/16 BUDGET	FY 2015/16 EST. ACTUAL	FY 2016/17 ADOPTED
Beginning Fund Balance	4,949,065	3,945,521 [▲]	3,096,204 [▲]	1,773,712
REVENUE				
Section 2103	1,208,749	575,737	507,252	256,556
Section 2105	693,715	726,187	658,959	679,366
Section 2106	433,256	379,193	326,056	336,405
Section 2107	892,073	992,832	914,022	943,408
Section 2107.5	10,000	10,000	10,000	10,000
Transfers in/ out	-	-	-	-
Interest Earnings	1,369	2,000	1,000	1,000
TOTAL REVENUE	3,239,162	2,685,949	2,417,289	2,226,735
Balance Available	8,188,227	6,631,470	5,513,493	4,000,447
PERSONNEL				
Salaries	-	-	-	63,000
Cafeteria Benefit	-	-	-	11,760
Retirement Contribution	-	-	-	4,410
Other Employee Costs	-	-	-	4,449
Total Personnel	-	-	-	83,619
Operating Expenses				
Consulting Engineering	590,244	568,625	730,000	460,000
Street Maintenance	1,090,083	1,200,000	1,376,000	900,000
Street Sweeping	18,416	-	-	-
County Signal Maintenance	250,078	285,000	260,000	260,000
Contract Street Materials	-	-	120,000	100,000
Repairs & Maintenance	8,675	-	-	-
Weed Abatement	20,000	-	-	-
Graffiti Abatement Services	40,000	20,000	20,000	20,000
Electric/ Gas Cost	10,024	20,000	20,000	20,000
Caltrans Signal Cost	43,610	20,000	20,000	20,000
Tree Trimming	151,368	50,000	20,000	25,000
LLMD Maintenance- Transfer	197,447	141,105	200,000	140,387
Median Maintenance	-	-	-	75,000
Meetings/Conferences	-	-	-	-
Education/Training	-	-	-	-
Capital Projects	2,672,078	2,512,790	973,781	1,492,568
Total Operating	5,092,023	4,817,520	3,739,781	3,512,955
TOTAL EXPENSES	5,092,023	4,817,520	3,739,781	3,596,574
Ending Fund Balance	3,096,204	1,813,950	1,773,712	403,873

Expenditure Explanations

Salaries and Benefits	For FY 16-17 PW Manager is proposed to be moved in-house as a City employee to reduce costs and improve accountability. Budget represents 70% allocation of hours to this function.
Consulting Engineering	decrease due to reallocation of HR Green supplied street crew to Contract Street maintenance.
Street Maintenance	FY 2016-17 Provides for contract right of way maintenance services.
Street Sweeping	Cost moved to AQMD Fund.
County Signal Maintenance	Traffic Signal Maintenance performed under agreement with Riverside
Graffiti Abatement Services	JCSD supplied Graffiti removal in City right of way
Traffic Signal/ Pump Electric	Electrical costs for city facilities in public right of way
Caltrans Signal Cost	Cost of energy and maintenance for Caltrans signals in City
Tree Trimming	Citywide right of way tree trimming under contract.
LLMD Maintenance	Gas tax share of Landscaping and Lighting for Limonite median
Median Maintenance	Maintenance for Van Buren and Etiwanda medians
Capital Projects	Gas Tax CIP. FY 16-17 includes carryover of unspent funds and new projects

City of Jurupa Valley

MEASURE A ROAD MAINTENANCE
SPECIAL REVENUE - 210-2100

	FY 2014/15 ACTUAL	FY 2015/16 BUDGET	FY 2015/16 EST. ACTUAL	FY 2016/17 ADOPTED
Beginning Fund Balance	1,659,111	2,035,022	1,476,686	2,001,911
REVENUE				
Measure A	1,756,587	1,830,000	1,830,000	1,950,000
Other Revenue	104,115	-	-	3,816,000
Interest Earnings	598	2,000	2,000	2,000
TOTAL REVENUE	1,861,300	1,832,000	1,832,000	5,768,000
Balance Available	3,520,411	3,867,022	3,308,686	7,769,911
Operating Expenses				
Office Supplies	3,063	-	2,000	2,000
Consulting Engineering	14,489	149,138	75,000	225,000
Debt Service	-	-	-	200,000
Capital Projects	1,928,853	2,860,773	1,173,119	6,910,392
Projects Administration	97,320	143,039	58,656	288,520
Total Operating	2,043,725	3,152,950	1,306,775	7,623,912
TOTAL EXPENSES	2,043,725	3,152,950	1,306,775	7,623,912
Ending Fund Balance	1,476,686	714,072	2,001,911	145,999

Expenditure Explanations

Consulting Engineering	Management of Measure A program, engineering and projects
Debt Service	Debt repayment for advance from RCTC for Limonite project.
Capital Projects	Capital project construction costs FY 2016-17 includes carryover project balances as well as new project funding more specifically identified in the City's FY16-17 CIP.
Projects Administration	5% Administrative overhead for Measure A Capital projects program. Less (\$1,140,000) RCTC portion of funding.

City of Jurupa Valley

AQMD SPECIAL REVENUE - 230-2300

	<u>FY 2014/15</u> ACTUAL	<u>FY 2015/16</u> BUDGET	<u>FY 2015/16</u> EST. ACTUAL	<u>FY 2016/17</u> ADOPTED
Beginning Fund Balance	316,488	404,104	404,104	6,581
<u>REVENUE</u>				
Intergovernmental	120,807	120,000	121,000	121,000
Interest Earnings	129	175	150	150
TOTAL REVENUE	120,936	120,175	121,150	121,150
Balance Available	437,424	524,279	525,254	127,731
Operating Expenses				
Motor Vehicle Fuel	-	20,000	20,000	20,000
Street Sweeping	33,320	57,000	57,000	57,000
Vehicle Purchases	-	441,673	441,673	40,000
Total Operating	33,320	518,673	518,673	117,000
TOTAL EXPENSES	33,320	518,673	518,673	117,000
Ending Fund Balance	404,104	5,606	6,581	10,731

Expenditure Explanations

Motor Vehicle Fuel	AQMD provides vehicle fuel costs for three years
Street Sweeping	Sweeping for Rubidoux area
Vehicle Purchases	FY 16-17 request is for low emissions SUV for use as Sheriff's "Citizen on Patrol" volunteer vehicle.

City of Jurupa Valley

Community Development Block Grant (CDBG) SPECIAL REVENUE - 210-2100

	FY 2014/15	FY 2015/16	FY 2015/16	FY 2016/17
	ACTUAL	BUDGET	EST ACTUAL	ADOPTED
<i>Beginning Fund Balance</i>	-	-		
<u>REVENUE</u>				
Federal CDBG	-	115,000		115,000
Interest Earnings	-	-		
TOTAL REVENUE	-	115,000	-	115,000
Balance Available	-	115,000		
Operating Expenses				
Consulting Engineering	-	-		
Capital Projects	-	115,000	115,000	100,000
Projects Administration	-	-		15,000
Total Operating	-	115,000	115,000	115,000
TOTAL EXPENSES	-	115,000	115,000	115,000
<i>Ending Fund Balance</i>	-	-	(115,000)	-

City of Jurupa Valley

RISK MANAGEMENT INTERNAL SERVICE - 710-7100

	FY 2014/15	FY 2015/16	FY 2015/16	FY 2016/17
	ACTUAL	BUDGET	EST. ACTUAL	ADOPTED
<i>Beginning Fund Balance</i>	-	-	-	-
<u>REVENUE</u>				
Interfund Charges	-			
Transfer In from Gen Fund	19,608	98,000	23,062	70,000
TOTAL REVENUE	19,608	98,000	23,062	70,000
Operating Expenses				
Insurance Premiums	19,608	98,000	23,062	70,000
Other	-	-		
Total Operating	19,608	98,000	23,062	70,000
TOTAL EXPENSES	19,608	98,000	23,062	70,000
<i>Ending Fund Balance</i>	-	-	-	0

Expenditure Explanations

Insurance Premiums	Insurance premiums paid to PERMA (Public Employer Risk Mgmt. Assoc.). Increase due to estimated cost increase for new, in-house, employees
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City of Jurupa Valley

INFORMATION SYSTEMS
INTERNAL SERVICE - 720-7200

	FY 2014/15	FY 2015/16	FY 2015/16	FY 2016/17
	ACTUAL	BUDGET	EST. ACTUAL	ADOPTED
Beginning Fund Balance	-	-	-	-
<u>REVENUE</u>				
Interfund Charges	-	-	-	-
Transfer In from Gen Fund	130,777	180,170	174,300	143,575
TOTAL REVENUE	130,777	180,170	174,300	143,575
Operating Expenses				
Professional Services	46,767	34,000	34,000	37,900
Software Support	322	12,700	12,700	14,675
GIS Systems	35,000	35,000	35,000	35,000
Microfilm/ Scanning	4,819	19,370	13,500	13,500
Software	13,009	45,000	45,000	6,000
Hardware	30,859	34,100	34,100	36,500
Total Operating	130,776	180,170	174,300	143,575
TOTAL EXPENSES	130,776	180,170	174,300	143,575
Ending Fund Balance	-	-	-	-

Expenditure Explanations

Software Support	Tyler-6,500, MS Exchange-3,500, Intellitech-775, Barracuda 2,700, fortinet 1200
Professional Services	Professional Svcs to manage City's network, devices and website- Brea I.T
GIS Systems-fee paid	Contract for GIS system with Digital Map Products cost offset W/ LMS fees
Microfilm/ Scanning- fee paid	Laserfiche Scanning&Imaging- cost offset W/ Microfilm/ Scanning fees
Software	Software licensing and purchases
Hardware	Repace two servers (13,000), SPAM filter system (8,000) Miscellaneous hardware (5,500), Replacement PC's (10,000).

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DISTRICTS



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City of Jurupa Valley

LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT 89-1

	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>
	ACTUAL	BUDGET	EST ACTUAL	ADOPTED
Beginning Fund Balance	-	-		
<u>REVENUE</u>				
Special Assessments	-	869,000	869,000	879,613
Transfer In From Gas Tax	-	141,105	-	140,387
TOTAL REVENUE	-	1,010,105	869,000	1,020,000
<u>EXPENSES</u>				
Personnel				
Salaries	-	-	-	9,000
Cafeteria Benefit	-	-	-	1,680
Retirement Contribution	-	-	-	630
Other Employee Costs	-	-	-	636
Total Personnel	-			11,946
Operating Expenses				
Professional Services	-	12,000		-
Consulting Services	-	231,005	50,000	50,000
Signal Maintenance	-	20,000		-
Repairs and Maint	-	40,000	74,621	91,456
Weed Abatement	-	40,000		-
Graffiti Abatement Services	-	20,000		-
Traffic Signal/ Pump Electric	-	40,000	43,497	53,310
Street Lighting	-	50,000	89,196	109,319
Landscaping/ Tree Trimming	-	509,000	570,305	645,296
LLMD Maintenance	-	-	-	10,102
Total Operating	-	962,005	827,619	959,483
Interfund Charges				
Administrative Overhead 5%	-	48,100	41,381	48,571
Total Interfund Charges	-	48,100	41,381	48,571
TOTAL EXPENSES	-	1,010,105	869,000	1,020,000
Ending Fund Balance	-	-	-	-

Expenditure Explanations

Consulting Services	Management of maintenance agreements and inspection services
Landscaping/ Tree Trimming	Cost of contract for landscape maintenance services

City of Jurupa Valley

CFD 13-001 Bellegrave

	FY 2014/15	FY 2015/16	FY 2015/16	FY 2016/17
	ACTUAL	BUDGET	EST ACTUAL	ADOPTED
Beginning Fund Balance	-	-	-	44,760
<u>REVENUE</u>				
Special Assessments	-	411,932	44,760	42,000
TOTAL REVENUE	-	411,932	44,760	42,000
Balance Available	-	411,932.40	44,760.00	86,760.00
Operating Expenses				
Professional Services	-	-	-	-
Consulting Services	-	46,000	-	5,000
Signal Maintenance	-	10,000	-	1,123
Repairs and Maint	-	10,000	-	3,061
Weed Abatement	-	20,000	-	-
Graffiti Abatement Services	-	10,000	-	1,275
Traffic Signal/ Pump Electric	-	20,000	-	-
Street Lighting	-	20,000	-	1,530
Landscaping/ Tree Trimming	-	238,484	-	20,327
CFD Maintenance	-	-	-	3,239
Water Quality Maint.	-	10,000	-	2,627
Total Operating	-	374,484	-	38,182
Interfund Charges				
Administrative Overhead 10%	-	37,448	-	3,818
Total Interfund Charges	-	37,448	-	3,818
TOTAL EXPENSES	-	411,932	-	42,000
Ending Fund Balance	-	0	44,760	44,760

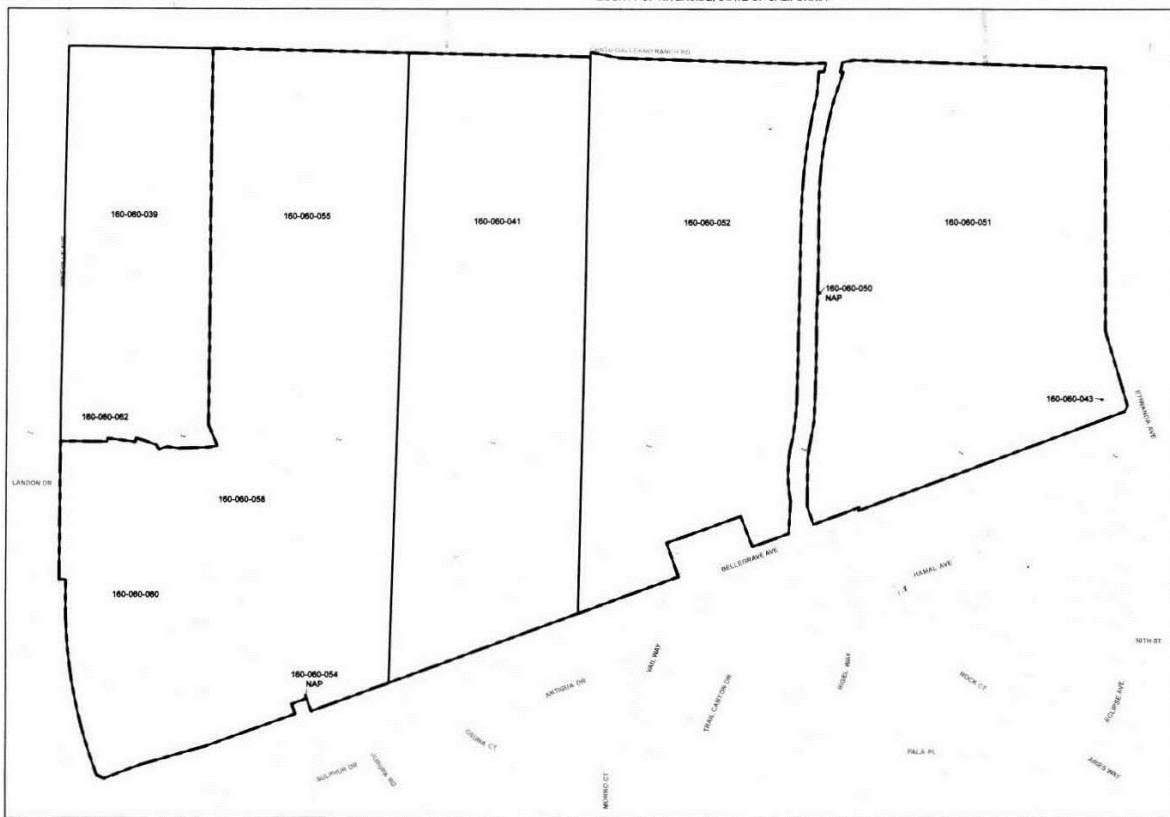
Expenditure Explanations

Consulting Services Management of maintenance agreements and inspection services
 Landscaping/ Tree Trimming Cost of contract for landcape maintenance services

CFD 2013-001

BELLGRAVE

COMMUNITY FACILITIES DISTRICT NO. 2013-001 (BELLEGRAVE)
 OF THE CITY OF JURUPA VALLEY
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



N
 VICINITY MAP

LIST OF ASSESSOR PARCEL NUMBERS LOCATED WITHIN BOUNDARIES OF CFD 2013-001 AS OF FISCAL YEAR 2013-2014

- 160-060-041
- 160-060-043
- 160-060-051
- 160-060-052
- 160-060-055
- 160-060-058
- 160-060-060

CFD 2013-001 Boundary
 Future Annexation
 NAP - Not A Part



City of Jurupa Valley

CFD 14-001 Harvest

	FY 2014/15	FY 2015/16	FY 2015/16	FY 2016/17
	ACTUAL	BUDGET	EST ACTUAL	ADOPTED
Beginning Fund Balance	-	-	-	56,940
<u>REVENUE</u>				
Special Assessments	-	286,000	56,940	56,000
TOTAL REVENUE	-	286,000	56,940	56,000
Balance Available	-	286,000	56,940	112,940
Operating Expenses				
Professional Services	-	-	-	
Consulting Services	-	31,000	-	6,000
Signal Maintenance	-	6,000	-	1,519
Repairs and Maint	-	10,000	-	4,142
Weed Abatement	-	15,000	-	-
Graffiti Abatement Services	-	5,000	-	1,726
Traffic Signal/ Pump Electric	-	15,000	-	-
Street Lighting	-	20,000	-	2,071
Landscaping/ Tree Trimming	-	153,000	-	27,512
CFD Maintenance	-	-	-	4,384
Water Basin Maint	-	5,000	-	3,555
Total Operating	-	260,000	-	50,909
Interfund Charges				
Administrative Overhead 10%	-	26,000	-	5,091
Total Interfund Charges	-	26,000	-	5,091
TOTAL EXPENSES	-	286,000	-	56,000
Ending Fund Balance	-	-	56,940	56,940

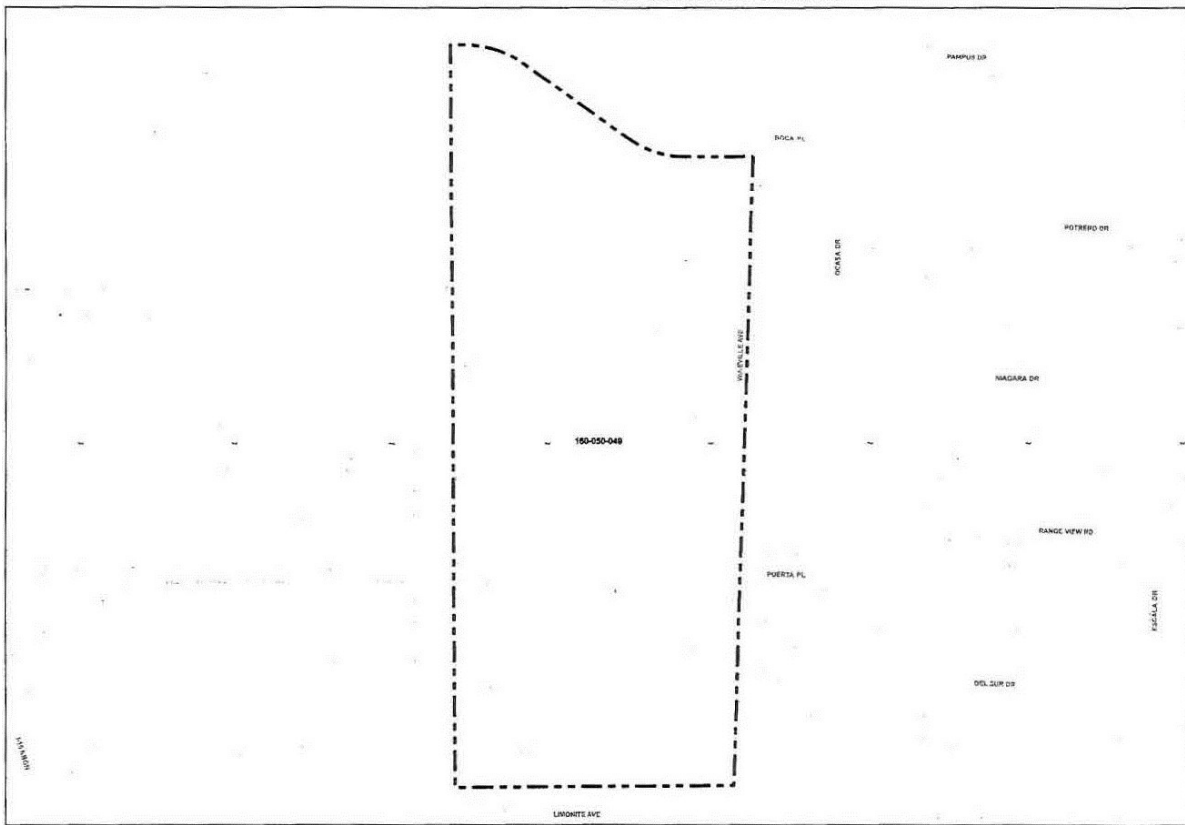
Expenditure Explanations

Consulting Services Management of maintenance agreements and inspection services
 Landscaping/ Tree Trimming Cost of contract for landscape maintenance services

CFD 2014-001

HARVEST

COMMUNITY FACILITIES DISTRICT NO. 2014-001 (HARVEST)
OF THE CITY OF JURUPA VALLEY
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



REFERENCE IS HEREBY MADE TO THE ASSESSOR MAPS OF THE COUNTY OF



VICINITY MAP

LIST OF ASSESSOR PARCEL NUMBERS LOCATED
WITHIN BOUNDARIES OF CFD 2014-001 AS OF
FISCAL YEAR 2013-2014

100-050-048

CFD 2014-001 Boundary



City of Jurupa Valley

CFD 14-002 Mission Estates

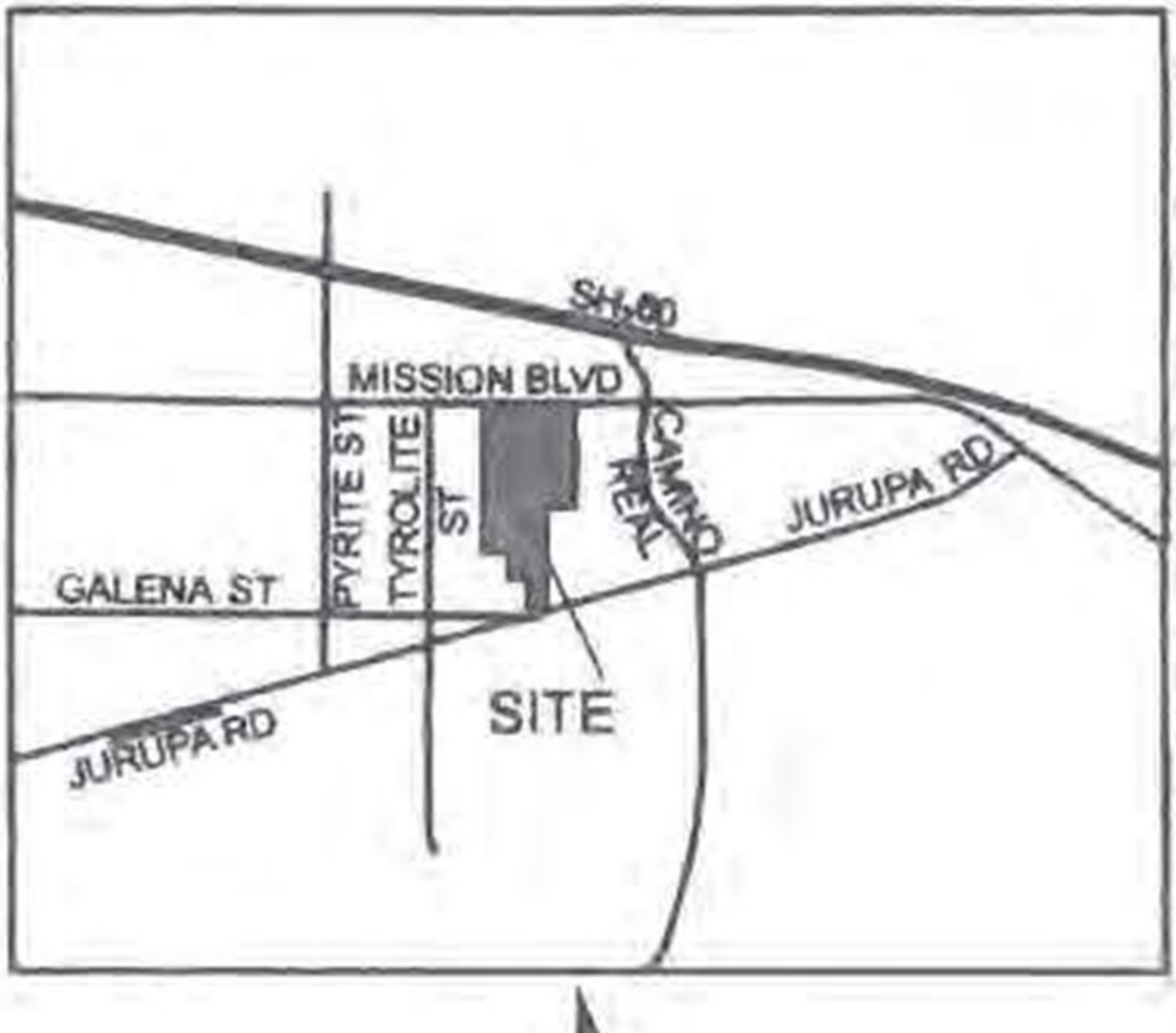
	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>
	ACTUAL	BUDGET	EST ACTUAL	ADOPTED
Beginning Fund Balance	-	-	-	67,596
<u>REVENUE</u>				
Special Assessments	-	147,400	67,596	66,000
TOTAL REVENUE	-	147,400	67,596	66,000
Balance Available	-	147,400	67,596	133,596
Operating Expenses				
Professional Services	-	-	-	-
Consulting Services	-	16,000	-	7,000
Signal Maintenance	-	3,000	-	1,792
Repairs and Maint	-	3,000	-	4,889
Weed Abatement	-	5,000	-	-
Graffiti Abatement Services	-	5,000	-	2,037
Traffic Signal/ Pump Electric	-	10,000	-	-
Street Lighting	-	10,000	-	2,444
Landscaping/ Tree Trimming	-	82,000	-	32,468
CFD Maintenance	-	-	-	5,174
Water Quality Maint.	-	5,000	-	4,196
Total Operating	-	134,000	-	60,000
Interfund Charges				
Administrative Overhead 10%	-	13,400	-	6,000
Total Interfund Charges	-	13,400	-	6,000
TOTAL EXPENSES	-	147,400	-	66,000
Ending Fund Balance	-	-	67,596	67,596

Expenditure Explanations

Consulting Services Management of maintenance agreements and inspection services
 Landscaping/ Tree Trimming Cost of contract for landscape maintenance services

CFD 2014-002

Mission Estates



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GLOSSARY



Glossary

Accounting – Revenues are recognized when both measurable and available; expenditures are recorded when services have been substantially performed or goods have been received and the liabilities incurred.

AD Valorem Tax – (which means “according to its value.”) A state or local government tax based on the value of real property as determined by the county tax assessor. In the State of California, Proposition 4 limits its Ad Valorem taxes. Proposition 13 limits property tax to 1 percent of the assessed valuation of the property.

Adjusted Budget – The adjusted budget represents the adopted budget including changes made during the fiscal year.

Adopted Budget – The official budget as approved by the City of Jurupa Valley’s City Council at the start of each fiscal year.

Appropriation – An authorization by the City Council to make expenditures/expenses and to incur obligations for a specific purpose within a specific time frame.

Assessed Valuation - A dollar value placed on real estate or other property by the County of Riverside Assessor as a basis for levying property taxes.

Assets – Physical items owned by the City for which a value has been attached.

Audit – An examination and evaluation of the City’s records and procedures to ensure compliance with specified rules and regulations, best practices.

Balanced Budget – A balanced financial budget in which planned revenues equal expenditures.

Beginning/Ending (Unappropriated) Fund Balance - Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year’s expenditures/expenses. It is essentially the amount of money still available for future purposes.

Budget – A plan of financial operation comprised of estimated expenditures for a given period (usually a single fiscal year) and the proposed means of financing the expenditures (through revenues). The City of Jurupa Valley’s fiscal year budget is July 1 through June 30.

Budget Preparation – Process by which the annual fiscal spending plan is prepared by City staff for presentation as the City of Jurupa Valley’s City Manager recommended budget to the City Council.

COLA – An acronym for Cost of Living Adjustment

CPI – A statistical description of price levels provided by the US Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

Glossary (continued)

Capital Budget – A financial plan showing planned expenses, and revenues associated with those expenses, for purchase or construction of capital improvements which have a useful life of over a year. Appropriations are added to the projects each fiscal year as the plan is adopted.

Capital Expenditures – Money spent to purchase or construct capital improvement projects.

Capital Improvement - A permanent physical addition to the City's assets, including the design, construction, and/or purchase of land, buildings, facilities, or major renovations.

Capital Improvement Program - A financial plan of proposed capital improvement projects with single-and multiple-year capital expenditures/ expenses. The Capital Improvement Program plans for five years and is updated annually.

Capital Outlay – A budget appropriation category for equipment having a unit cost of more than \$5,000 and an estimated useful life of over one year.

Capital Projects – A major construction, acquisition, or renovation activity which adds value to fixed assets or which increases its useful life of one year or more. Capital Projects are \$5,000 or more and can also be called a capital improvement.

Community Facilities District (CFD) – A geographic area where a special property tax on real estate (a parcel tax) is assessed for the services within the district.

Contingency – An appropriation of funds to cover unforeseen events that occur during the fiscal year.

Deficit - An excess of expenditures or expenses over revenues (resources).

Encumbrances - A legal obligation or commitment to expend resources in the future for a service or item, such as a long-term contract or purchase order. The use of encumbrances helps prevent overspending and provides officials with information on the amount of money remaining to be spent.

Expenditure - The actual spending of Governmental Funds set aside by an appropriation.

Expense - The actual total current cost of operations during a period regardless of the timing of related expenditures.

Fiscal Year - A twelve-month period of time to which the annual operating budget applies. The City of Jurupa Valley's fiscal year is July 1 - June 30.

Fund Balance - The amount of financial resources available for use. Generally, this represents the detail of all the annual operating surpluses and deficits since the fund's inception.

Gann Appropriations Limit – Article XIII-B of the California State Constitution provides limits regarding the total amount of appropriations in any fiscal year from tax proceeds.

Glossary (continued)

General Fund - The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to offset the cost of the City's general operations.

Interest – Income resulting from the prudent investment of idle cash. The types of investments are controlled by the City's investment policy in accordance with the California Government Code.

Indirect Costs – A cost necessary for the functioning of the organization as a whole, but which is not directly assigned to one service.

Levy – To impose taxes, special assessments of service charges for the support of governmental activities.

Landscape and Lighting Maintenance District (LLMD) A geographic area where a special assessment on real estate is assessed for the services within the district.

Line Item – The description of a detailed expenditure such as salaries, materials, supplies, professional services, and other operational costs separately along with the amount budget for each specified category.

Transfers In/Out - Monies transferred from one line item to another. These transfers may finance the operations of another fund or to reimburse the fund for certain expenditures /expenses.

Materials, Supplies and Services - Expenditures/expenses which are ordinarily consumed within a fiscal year.

Objectives - The expected results or achievements of a budget activity.

Operating Budget – A budget, which focuses on everyday operating activities and programs.

Property Tax – A tax levied on real estate and personal property.

Recommended Budget – The draft financial budget document detailing the City Manager's recommended spending plan for the next fiscal year. The Recommended Budget is reviewed and modified by the City Council before formal adoption as the Adopted Budget.

Reimbursement - Payment of amount remitted on behalf of another party, department, or fund.

Reserves – A portion of the fund balance set aside for a specific purpose.

Revenues – Monies that the City receives as income such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, donations and interest income.

Supplemental Roll Property Taxes – Assessed on property that changes ownership during the year and is based on the difference between the new and old assessed values.

Glossary (continued)

Special Revenue Funds - This fund type collects revenues that are restricted by the City, State, or Federal Government as to how they may be spent.

Transmittal Letter - A general discussion of the budget. The letter contains an explanation of principal budget items and summaries.