

# **CITY OF JURUPA VALLEY**

FISCAL YEAR 2017/18

ADOPTED BUDGET



**A COMMUNITY OF COMMUNITIES**

**WORKING TOGETHER FOR A  
BETTER FUTURE**

APPROVED JUNE 1, 2017

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# CITY OF JURUPA VALLEY

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# INTRODUCTION

WORKING TOGETHER  
TO MAKE A HEALTHIER  
JURUPA VALLEY



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GRAND OPENING  
November 19, 2016  
8:00am - 1:00pm

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 ↳ VEGETABLES ↳ NUTS ↳ HUMMUS  
 ↳ FRUIT ↳ TEA



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Farmers Market  
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**10am-3pm**

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y Expo de Gestión Ambiental

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Entretenimiento  
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# CITY MANAGER'S BUDGET MESSAGE



# City of Jurupa Valley

June 30, 2017

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

## **Working Together**

On July 1, 2011 nine unincorporated areas of Riverside County previously known as Mira Loma, Glen Avon, Pedley, Indians Hills, Jurupa Hills, Sunnyslope, Crestmore Heights, Rubidoux and Belltown joined together to form the City of Jurupa Valley, a community of communities. Over the past six years the City Council has worked together with the residents of Jurupa Valley to make this previously unincorporated area a healthier place to live by investing in infrastructure, growing the local economy and working with the Riverside County Sheriff's Department to make our communities safer.

On the eve of incorporation in 2011 the California Senate passed Senate Bill 89 which striped away the special allocations of Vehicle License Fees (VLF) that had been previously allocated to four newly incorporated cities and to cities that annexed inhabited territory, one of which was Jurupa Valley.

There were many attempts to restore the lost VLF to the cities:

- In 2012 SB 1566 (Negrete McLeod, 2012) and AB 1098 (Carter, 2012) were introduced to reallocate the VLF to the newly incorporated cities and to cities that annexed inhabited territory. SB 1566 was held up in the Senate Appropriations Committee and eventually placed in the appropriations suspense file. AB 1098 was amended to include the provisions included in SB 1566 to restore the lost VLF, however, it was vetoed by the Governor.
- In 2013 SB 56 (Roth) and AB 677 (Fox) were introduced to assist the newly incorporated cities and cities that has annexed inhabited territories, but the bills never made it out of their committees for a vote.
- In 2014 AB 1521 (Fox) and SB 69 (Roth) were both vetoed by the Governor.

- In 2015 AB 448 (Brown) and SB 25 (Roth) were both vetoed by the Governor, however, SB 107 was passed which paid off the \$21 million dollars of debt owed by the City of Jurupa Valley for revenue neutrality payments as well as services provided by Riverside County following incorporation.
- In 2016 Senator Roth introduced another bill (SB 817) to restore the VLF payments to the cities of Eastvale, Jurupa Valley, Menifee and Wildomar and once again the bill was vetoed by the Governor.
- After many years of working with Senator Roth and with the cooperation of the newly elected Assemblymember Sabrina Cervantes, SB 130 was passed, and signed by the Governor at the Jurupa Valley City Hall on May 12, 2017 restoring the lost VLF allocation to the cities of Eastvale, Jurupa Valley, Menifee and Wildomar.

As the City enters into its seventh (7<sup>th</sup>) year of incorporation, I am pleased to present the Fiscal Year (FY) 2017-18 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 1, 2017.

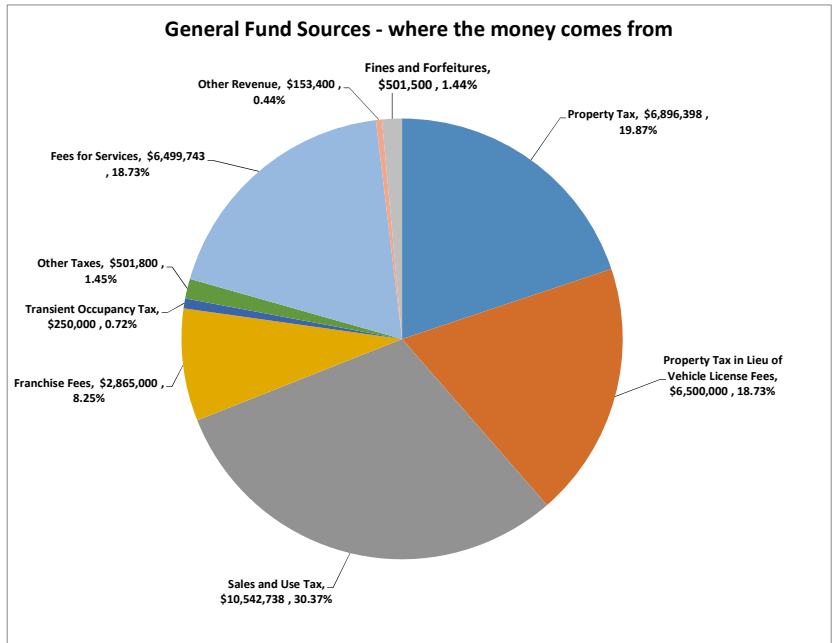
## **General Fund**

The General Fund is the primary fund of the City and the revenues are used to fund public safety, animal services, administration, legal, planning and building, economic development, engineering, public works and other essential services provided by government. The FY 2017-18 General Fund budget was developed to maintain the existing service levels of public safety w contracted with the Riverside Sheriff's Department.

The total estimated General Fund revenue for FY 2017-18 is \$34,710,579 while the estimated expenditures are \$30,303,832. Due to the restoration of the VLF, estimated to be \$6,500,000, the City is expecting to increase the General Fund by \$4,395,422.

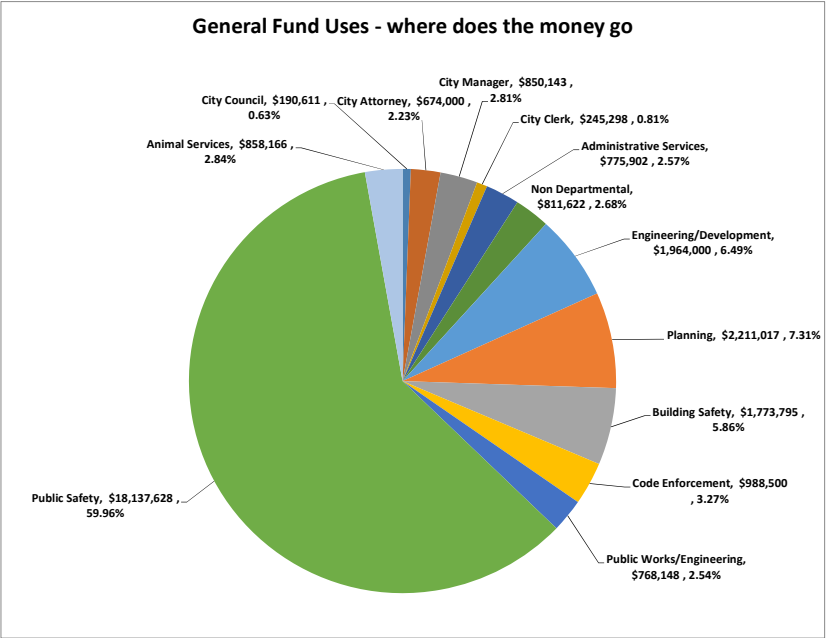
In FY 2016-17 the City had twelve (12) full time and two (2) part time employees. The FY 2017-18 Budget includes the conversion of three full time Maintenance Worker 1 positions from contract to City employees. The City continues to utilize contract employees for Engineering, Planning, Building and Safety, Code Enforcement, Public Safety and Animal Services.





The City receives the majority of its General Fund revenue from Sales and Use Tax (30.37%), Property Taxes (19.87%), Fees for Services (18.73%) and Franchise Fees (8.25%). SB 130, which reallocated the Vehicle License Fees to provide the City with Property Tax in Lieu of Vehicle License Fees (18.73%) is estimated to provide and additional \$6,500,000 to the City which will help provide much needed services to its residents.

The City has budgeted 59.96% of its General Fund Budget to Public Safety, which includes the contract with the Riverside County Sheriff. This is an overall 4.47% increase in cost over FY 2016-17 with no increase in the level of service provided to the City, however, the actual patrol rate increase is estimated by the County to be between 8-10%. Planning and Engineering/Development Costs are expected to increase by 17.21% and 29.26% respectively. This is due

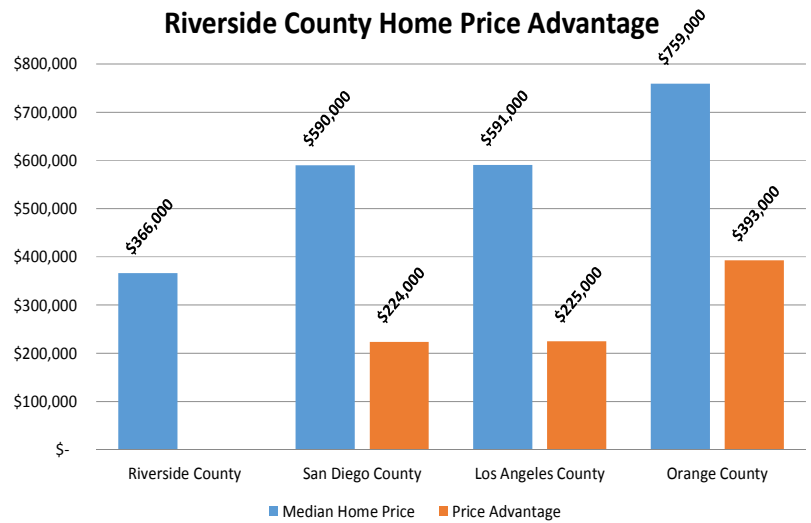


to new residential and commercial development within the city. The increased costs are offset by fees charged to the developers for the services provided.

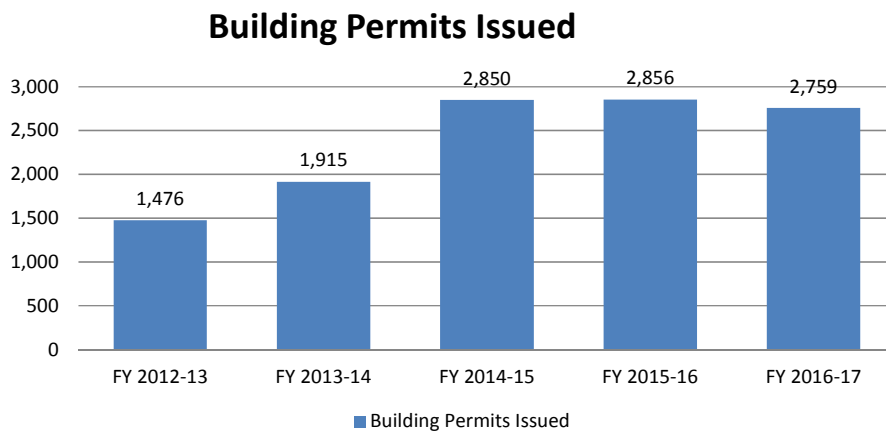
**The Local Economy**

The Inland Empire continues to see increased prices for new and existing homes. Jurupa Valley continues to be an attractive location for developers with the availability of vacant land and the continued price advantage over the coastal counties.

The price advantage will continue to attract future home buyers to the area and continue to create a demand for new housing. The availability of affordable housing continues to attract homebuyers to the Inland Empire. The U.S. Census bureau reported that during the 2<sup>nd</sup> Quarter of 2017 Inland Empire homeownership was 58%. Although it is 5% less than the national average of 63%, the ratio exceeds the 48% reported for Los Angeles and Orange Counties by 10%.

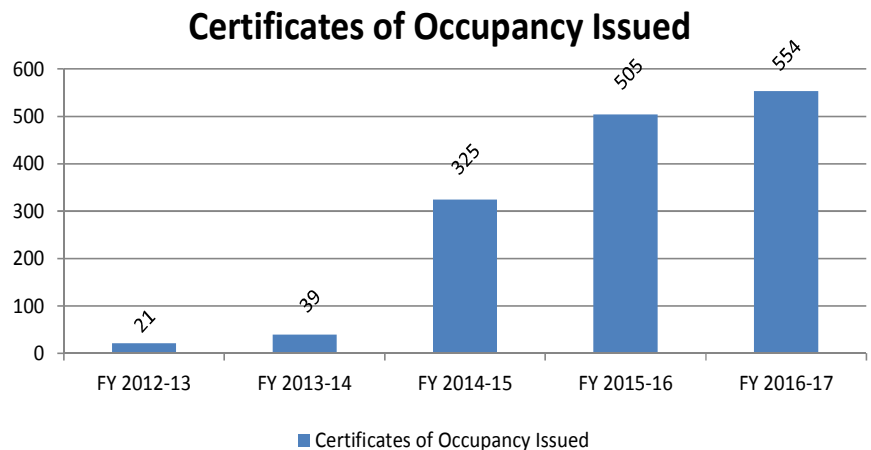


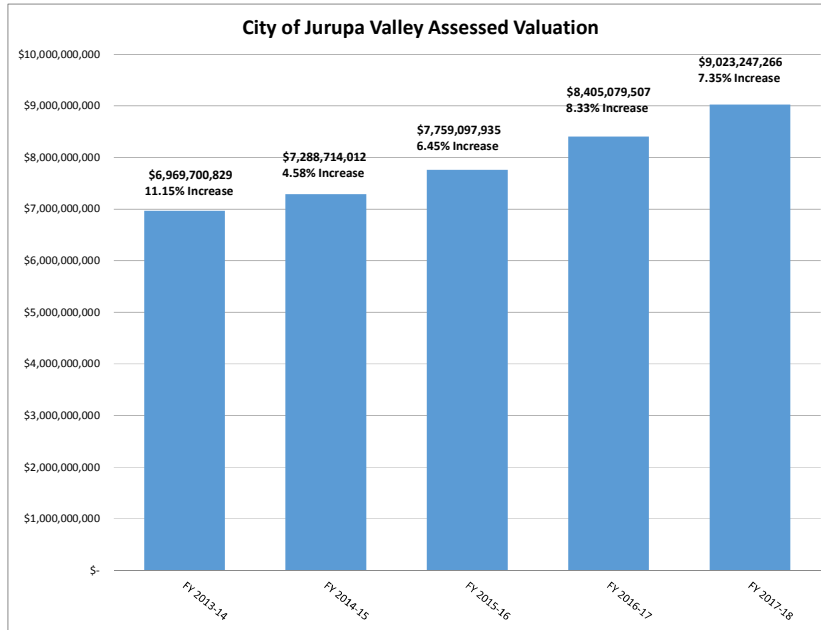
Source: Inland Empire Economic Partnership July, 2017



The City of Jurupa Valley realized a slight decrease in the number of Building Permits Issued to 2,759 in FY 2016-17, however, of the permits issued new home permits increased by 11% from 512 in FY 2015-16 to 570 in FY 2016-17.

Certificates of Occupancy continue to be issued at the highest level since the city's incorporation in 2011. The City continues to remain attractive to developers and new homebuyers due to its close proximity to major freeways and to the Ontario Airport.





Source: Riverside County Assessor

Development in Jurupa Valley as well as increases in the price of existing homes continues to contribute to higher property tax valuations within the City. 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 due to approval of several development plans and the number of new homes being built and sold within the City limits.

Job Growth in the Inland Empire continues to be strong in 2017. The unemployment rate was 12.7% lower in June 2017 as compared to June 2016 and the workforce increased by 0.4% as 8,600 people joined the workforce. 22,900 residents found jobs in the past year either locally or in other Southern California counties.

#### Inland Empire Employment Information

| Sector                          | Apr-2017         | May-2017         | Jun-2017         | Jun-2016         | Change        | Percent       |
|---------------------------------|------------------|------------------|------------------|------------------|---------------|---------------|
| Mining                          | 800              | 800              | 900              | 800              | 100           | 12.5%         |
| Higher Education                | 20,500           | 19,600           | 19,400           | 18,500           | 900           | 4.9%          |
| Management & Professions        | 49,000           | 48,700           | 49,300           | 47,700           | 1,600         | 3.4%          |
| Health Care                     | 135,300          | 95,100           | 134,600          | 130,900          | 3,700         | 2.8%          |
| Federal & State                 | 38,100           | 38,100           | 38,400           | 37,900           | 500           | 1.3%          |
| Local Government                | 77,500           | 77,500           | 77,500           | 77,000           | 500           | 0.6%          |
| Utilities                       | 5,200            | 5,200            | 5,200            | 5,300            | (100)         | -1.9%         |
| Information                     | 11,400           | 11,500           | 11,400           | 11,700           | (300)         | -2.6%         |
| <b>Clean Work, Good Pay</b>     | <b>337,800</b>   | <b>296,500</b>   | <b>336,700</b>   | <b>329,800</b>   | <b>6,900</b>  | <b>2.1%</b>   |
| Financial Activities            | 45,500           | 45,500           | 46,000           | 44,900           | 1,100         | 2.4%          |
| K-12 Education                  | 132,100          | 132,500          | 128,600          | 125,900          | 2,700         | 2.1%          |
| <b>Clean Work, Moderate Pay</b> | <b>177,600</b>   | <b>178,000</b>   | <b>174,600</b>   | <b>170,800</b>   | <b>3,800</b>  | <b>2.2%</b>   |
| Construction                    | 104,700          | 107,900          | 110,200          | 92,100           | 18,100        | 19.7%         |
| Distribution & Transportation   | 166,400          | 166,100          | 165,000          | 158,200          | 6,800         | 4.3%          |
| Manufacturing                   | 99,300           | 99,800           | 100,000          | 98,700           | 1,300         | 1.3%          |
| <b>Dirty Work, Moderate Pay</b> | <b>370,400</b>   | <b>373,800</b>   | <b>375,200</b>   | <b>349,000</b>   | <b>26,200</b> | <b>7.5%</b>   |
| Amusement                       | 20,600           | 20,600           | 19,400           | 18,300           | 1,100         | 6.0%          |
| Accommodation                   | 18,000           | 18,200           | 18,000           | 17,300           | 700           | 4.0%          |
| Other Services                  | 46,900           | 46,600           | 46,400           | 44,700           | 1,700         | 3.8%          |
| Social Assistance               | 65,800           | 105,300          | 66,100           | 63,800           | 2,300         | 3.6%          |
| Eating & Drinking               | 128,400          | 129,100          | 127,300          | 123,500          | 3,800         | 3.1%          |
| Retail Trade                    | 17,700           | 176,900          | 176,800          | 175,500          | 1,300         | 0.7%          |
| Administrative Support          | 53,500           | 52,200           | 51,900           | 51,900           | 0             | 0.0%          |
| Agriculture                     | 14,200           | 16,200           | 17,800           | 19,000           | (1,200)       | -6.3%         |
| Employment Agencies             | 43,200           | 43,600           | 44,300           | 44,400           | (100)         | -0.2%         |
| <b>Lower Paying Jobs</b>        | <b>567,800</b>   | <b>608,700</b>   | <b>568,000</b>   | <b>558,400</b>   | <b>9,600</b>  | <b>1.7%</b>   |
| <b>Total, All Industries</b>    | <b>1,453,600</b> | <b>1,457,000</b> | <b>1,454,500</b> | <b>1,408,000</b> | <b>46,500</b> | <b>3.3%</b>   |
| Civilian Labor Force            | 1,990,200        | 1,983,900        | 1,990,300        | 1,981,700        | 8,600         | 0.4%          |
| Employment                      | 1,895,900        | 1,894,400        | 1,880,000        | 1,857,100        | 22,900        | 1.2%          |
| Unemployment                    | 94,300           | 89,600           | 110,400          | 124,600          | (14,200)      | -11.4%        |
| <b>Unemployment Rate</b>        | <b>4.7%</b>      | <b>4.5%</b>      | <b>5.5%</b>      | <b>6.3%</b>      | <b>-0.8%</b>  | <b>-12.7%</b> |

Source: Inland Empire Economic Partnership, July 2017

## **FY 2017-18 Budgetary Highlights**

- SB 130 passed restoring payment of approximately \$6,500,000 per year in vehicle in lieu taxes to the City
- Continued pavement rehabilitation funded by the Issuance of Certificates of Participation Series 2016 for \$9,000,000
- Renegotiated solid waste agreement with Burrtech resulting in a one-time Franchise Fee of \$1,700,000
- Acquisition of City Hall Property
- Continued long term planning and improvements to Downey Park River Access
- Increased property taxes due to new home development and the increased prices of existing homes
- Three new City staff positions converted from contract 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



# WORKING TOGETHER TO SECURE A BETTER FUTURE



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# **JURUPA VALLEY CITY COUNCIL**



**MAYOR  
VERNE LAURITZEN**

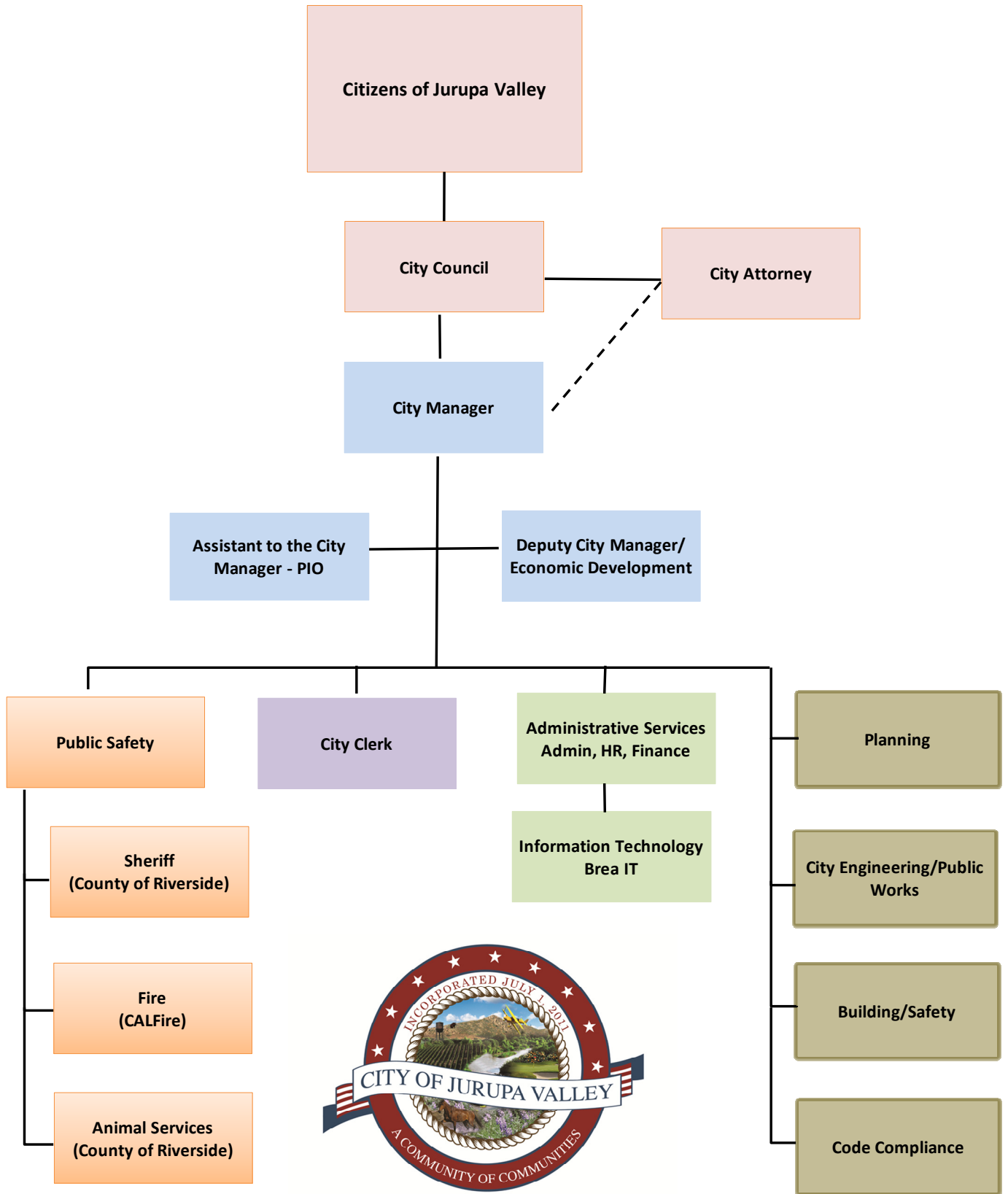
**MAYOR PRO TEM  
MICHEAL GOODLAND**

**COUNCILMEMBER  
LAURA ROUGHTON**

**COUNCILMEMBER  
BRIAN BERKSON**

**COUNCILMEMBER  
ANTHONY KELLY, JR.**

# CITY OF JURUPA VALLEY Organization Chart





# SUMMARIES



**WORKING TOGETHER  
TO GROW OUR  
LOCAL ECONOMY**



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## **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 \$8,238,815, based on current year expenditure and revenue projections.

General Fund revenues for FY 2017-18 are estimated at \$34,710,579 and expenditures are proposed at \$31,878,832. If approved as proposed, the estimated Fund Balance at FY 2017-18 year end would be \$10,965,422. This is an increase of \$2,831,747 from the estimated balance at the end of the current fiscal year. This is primarily due to SB 130 restoring approximately \$6,500,000 of Vehicle License Fee allocation to the City.

**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 2017-18 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 (CFD’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 2016-17<br>Estimated<br>Actual | FY 2017-18<br>Adopted<br>Budget |
| Beginning Balance | 8,680,446                         | 8,238,815                       |
| Transfers In/Out  | (178,203)                         | (105,140)                       |
| Revenues          | 28,558,891                        | 34,710,579                      |
| Available         | 37,061,134                        | 42,844,254                      |

| Expenditures:      |            | Difference | % Diff. |
|--------------------|------------|------------|---------|
| Council            | 196,507    | 24,104     | 12%     |
| City Attorney      | 845,000    | (171,000)  | -20%    |
| City Manager       | 825,561    | 49,582     | 6%      |
| City Clerk         | 330,888    | 245,298    | -26%    |
| Finance            | 711,037    | 775,902    | 9%      |
| Non-Dept           | 660,933    | 2,386,622  | 261%    |
| Devmt Services/Eng | 1,519,368  | 1,964,000  | 29%     |
| Planning           | 1,886,388  | 2,211,017  | 17%     |
| Building Safety    | 1,606,235  | 1,773,795  | 10%     |
| Code Enforcement   | 1,201,435  | 988,500    | -18%    |
| Engineering/ PW    | 797,273    | 768,148    | -4%     |
| Public Safety      | 17,366,087 | 18,137,628 | 4%      |
| Animal Services    | 875,607    | 858,166    | -2%     |

| Explanation of Changes   |
|--|
| Increase reflects additional funding for Community Outreach                        |
| FY 2016-17 and FY 2017-18 reflect estimated Litigation costs                       |
| Consolidated City Manager and Administration Departments into one department       |
| No Election scheduled for FY 2017-18 (\$100,000)                                   |
| Cost increase due to continued efforts by HdL for sales tax recoveries             |
| One time capital outlay costs - deferred from FY 2016-17 and purchase of City Hall |
| 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                                      |
| Animal Control contract rates - provided by County                                 |

|                           |                   |                   |                  |            |
|---------------------------|-------------------|-------------------|------------------|------------|
| <b>Expenditure Totals</b> | <b>28,822,319</b> | <b>31,878,832</b> | <b>3,056,513</b> | <b>11%</b> |
| <b>Balance Remaining</b>  | <b>8,238,815</b>  | <b>10,965,422</b> |                  |            |

**City of Jurupa Valley**  
**FY 2017-18 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 |
|--|--------------|----------|-------|------------|---------|---------------|----------|----------|----------|--------|--------------|----------------|-------|----------|
| <b>Percentage of Time Allocated to Departments/ Programs</b> |              |          |       |            |         |               |          |          |          |        |              |                |       |          |
| <b>New Positions</b>   |              |          |       |            |         |               |          |          |          |        |              |                |       |          |
| <b>Upgraded Positions</b>                                    |              |          |       |            |         |               |          |          |          |        |              |                |       |          |
| <b>City Manager</b>  |              |          |       |            |         |               |          |          |          |        |              |                |       |          |
| City Manager   | 1.00         | 100%     |       |            |         |               |          |          |          |        |              |                |       |          |
| Assistant to the City Manager                                | 1.00         | 100%     |       |            |         |               |          |          |          |        |              |                |       |          |
| Administrative Assistant                                     | 1.00         | 100%     |       |            |         |               |          |          |          |        |              |                |       |          |
| Office Assistant   | 1.00         | 100%     |       |            |         |               |          |          |          |        |              |                |       |          |
| <b>Total City Manager</b>                                    | <b>4.00</b>  |          |       |            |         |               |          |          |          |        |              |                |       |          |
| <b>City Clerk</b>  |              |          |       |            |         |               |          |          |          |        |              |                |       |          |
| City Clerk   | 1.00         | 100%     |       |            |         |               |          |          |          |        |              |                |       |          |
| Deputy City Clerk  | 0.50         | 100%     |       |            |         |               |          |          |          |        |              |                |       |          |
| <b>Total City Clerk</b>                                      | <b>1.50</b>  |          |       |            |         |               |          |          |          |        |              |                |       |          |
| <b>Administrative Services</b>                               |              |          |       |            |         |               |          |          |          |        |              |                |       |          |
| 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%    |               |          |          |          |        |              |                |       |          |
| <b>Total Administrative Services</b>                         | <b>4.80</b>  |          |       |            |         |               |          |          |          |        |              |                |       |          |
| <b>Planning</b>  |              |          |       |            |         |               |          |          |          |        |              |                |       |          |
| Senior Administrative Assistant                              | 1.00         |          |       |            |         |               | 80%      |          |          | 20%    |              |                |       |          |
| <b>Total Planning</b>  | <b>1.00</b>  |          |       |            |         |               |          |          |          |        |              |                |       |          |
| <b>Public Works Manager</b>                                  |              |          |       |            |         |               |          |          |          |        |              |                |       |          |
| Public Works Manager   | 1.00         |          |       |            |         |               |          | 20%      |          |        | 70%          |                |       | 10%      |
| Maintenance Worker 1 (3 positions)                           | 3.00         |          |       |            |         |               |          |          |          |        | 100%         |                |       |          |
| <b>Total Public Works</b>                                    | <b>4.00</b>  |          |       |            |         |               |          |          |          |        |              |                |       |          |
| <b>Total City Staff</b>                                      | <b>15.30</b> |          |       |            |         |               |          |          |          |        |              |                |       |          |

**City of Jurupa Valley**  
**FY 2017-18 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 | COP, LLM/D/CFD & Spec Projects |
|--|-------------|----------|-------|------------|---------|---------------|----------|---------------|----------|---------|--------------|----------------|-------|--------------------------------|
| <b>New Positions</b>   |             |          |       |            |         |               |          |               |          |         |              |                |       |                                |
| <b>Percentage of Time Allocated to Departments/ Programs</b> |             |          |       |            |         |               |          |               |          |         |              |                |       |                                |
| <b>Planning</b>  |             |          |       |            |         |               |          |               |          |         |              |                |       |                                |
| 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%     |               |          |         |              |                |       |                                |
| Associate Planner/Entitlement                                | 1.00        |          |       |            |         |               | 100%     |               |          |         |              |                |       |                                |
| Assistant Planner/Gen Services                               | 1.00        |          |       |            |         |               | 100%     |               |          |         |              |                |       |                                |
| General Plan Zoning Consistency                              | 0.50        |          |       |            |         |               | 100%     |               |          |         |              |                |       |                                |
| <b>Total Civic Solutions</b>                                 | <b>9.50</b> |          |       |            |         |               |          |               |          |         |              |                |       |                                |
| <b>Building/Safety</b>                                       |             |          |       |            |         |               |          |               |          |         |              |                |       |                                |
| Chief Building Official                                      | 0.50        |          |       |            |         |               |          | 80%           |          |         |              |                |       |                                |
| Deputy Building Official                                     | 0.50        |          |       |            |         |               |          | 90%           |          |         |              |                |       |                                |
| Comb. Bldg Inspector   | 0.90        |          |       |            |         |               |          | 95%           |          |         |              |                |       |                                |
| Comb. Bldg Inspector   | 0.90        |          |       |            |         |               |          | 95%           |          |         |              |                |       |                                |
| Comb. Bldg Inspector   | 0.50        |          |       |            |         |               |          | 80%           |          |         |              |                |       |                                |
| Comb. Bldg Inspector   | 0.90        |          |       |            |         |               |          | 100%          |          |         |              |                |       |                                |
| Plans Examiner/Bldg Inspector                                | 0.90        |          |       |            |         |               |          | 100%          |          |         |              |                |       |                                |
| Plan Check/Inspector   | 0.90        |          |       |            |         |               |          | 100%          |          |         |              |                |       |                                |
| B/S Permit Technician  | 0.55        |          |       |            |         |               |          | 90%           |          |         |              |                |       |                                |
| B/S Permit Technician  | 0.70        |          |       |            |         |               |          | 95%           |          |         |              |                |       |                                |
| <b>Total Building/Safety</b>                                 | <b>7.25</b> |          |       |            |         |               |          |               |          |         |              |                |       |                                |

**City of Jurupa Valley  
FY 2017-18 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 | COP, LLMD/ CFD & Spec Projects |
|--|--------------|----------|-------|------------|---------|---------------|----------|---------------|----------|---------|--------------|----------------|-------|--------------------------------|
| <b>Percentage of Time Allocated to Departments/ Programs</b> |              |          |       |            |         |               |          |               |          |         |              |                |       |                                |
| <b>New Positions</b>   |              |          |       |            |         |               |          |               |          |         |              |                |       |                                |
| <b>Code Enforcement</b>                                      |              |          |       |            |         |               |          |               |          |         |              |                |       |                                |
| Code Compliance Officer                                      | 0.90         |          |       |            |         |               |          |               | 100%     |         |              |                |       |                                |
| Code Compliance Officer                                      | 0.90         |          |       |            |         |               |          |               | 100%     |         |              |                |       |                                |
| Code Compliance Officer                                      | 0.90         |          |       |            |         |               |          |               | 100%     |         |              |                |       |                                |
| Code Enforcement Officer                                     | 0.90         |          |       |            |         |               |          |               | 100%     |         |              |                |       |                                |
| Code Enforcement Officer                                     | 0.90         |          |       |            |         |               |          |               | 100%     |         |              |                |       |                                |
| <b>Total Code Enforcement</b>                                | <b>4.50</b>  |          |       |            |         |               |          |               |          |         |              |                |       |                                |
| <b>Engineering/Public Works</b>                              |              |          |       |            |         |               |          |               |          |         |              |                |       |                                |
| City Engineer/Director of Public Works                       | 0.75         |          |       |            |         | 15%           |          |               |          | 45%     | 5%           | 5%             | 5%    | 25%                            |
| Deputy City Engineer   | 0.80         |          |       |            |         | 35%           | 8%       |               |          | 25%     | 5%           | 5%             | 5%    | 22%                            |
| Assistant City Engineer                                      | 0.50         |          |       |            |         | 10%           | 5%       |               |          | 15%     | 5%           | 10%            |       | 55%                            |
| Assistant City Engineer                                      | 0.15         |          |       |            |         | 5%            |          |               |          | 5%      | 5%           | 10%            |       | 75%                            |
| CIP/LLMD Engineer  | 0.85         |          |       |            |         | 8%            | 5%       |               |          | 8%      | 5%           | 30%            |       | 44%                            |
| Environmental Programs Manager                               | 0.80         |          |       |            |         | 15%           |          |               |          | 5%      |              |                | 75%   | 5%                             |
| NPDES/PW Inspector   | 0.85         |          |       |            |         | 25%           |          | 5%            |          | 5%      |              |                | 53%   | 12%                            |
| Transportation/Traffic Manager                               | 0.65         |          |       |            |         | 15%           |          |               |          | 20%     | 20%          | 25%            | 5%    | 10%                            |
| Assistant Engineer   | 0.85         |          |       |            |         | 10%           |          |               |          | 5%      | 5%           | 20%            | 5%    | 50%                            |
| Intern   | 0.50         |          |       |            |         | 20%           | 10%      |               |          | 5%      |              |                | 5%    | 50%                            |
| Civil Plan Check Engineer                                    | 0.50         |          |       |            |         | 85%           | 10%      |               |          | 5%      |              |                |       |                                |
| Civil Plan Checker   | 0.50         |          |       |            |         | 100%          |          |               |          |         |              |                |       |                                |
| Civil Plan Checker   | 0.50         |          |       |            |         | 100%          |          |               |          |         |              |                |       |                                |
| Civil Plan Check Technician                                  | 0.50         |          |       |            |         | 100%          |          |               |          |         |              |                |       |                                |
| Engineering Technician                                       | 0.85         |          |       |            |         | 100%          |          |               |          |         |              |                |       |                                |
| Senior Engineering Inspector                                 | 0.60         |          |       |            |         | 60%           | 10%      |               |          | 20%     |              | 5%             |       | 5%                             |
| Public Works Inspector                                       | 0.80         |          |       |            |         | 85%           |          |               |          |         | 5%           |                |       | 10%                            |
| Public Works Inspector                                       | 0.80         |          |       |            |         | 40%           |          |               |          |         |              |                |       | 60%                            |
| Public Works Inspector                                       | 0.80         |          |       |            |         | 95%           |          |               |          |         |              | 5%             |       | 30%                            |
| Public Works Inspector                                       | 0.80         |          |       |            |         | 65%           |          |               |          |         | 5%           |                |       | 10%                            |
| Public Works Inspector                                       | 0.50         |          |       |            |         | 70%           |          |               |          |         |              | 20%            |       |                                |
| <b>Total Engineering/Public Works</b>                        | <b>13.85</b> |          |       |            |         |               |          |               |          |         |              |                |       |                                |

**City of Jurupa Valley  
 FY 2017-18 City Contract Staff Allocations  
 By Full Time Equivalent**

| Title  | FTE          | City Mgr | Admin | City Clerk | Finance | Engr Svcs | Planning | Bldg & Safety | Code Enf | Eng/ PW | Gas Tax Oper | Measure A Oper | NPDES | COP, LLMD/ CFD & Spec Projects |
|--|--------------|----------|-------|------------|---------|-----------|----------|---------------|----------|---------|--------------|----------------|-------|--------------------------------|
| <b>New Positions</b>   |              |          |       |            |         |           |          |               |          |         |              |                |       |                                |
| <b>Percentage of Time Allocated to Departments/ Programs</b> |              |          |       |            |         |           |          |               |          |         |              |                |       |                                |
| <b>Administration</b>  |              |          |       |            |         |           |          |               |          |         |              |                |       |                                |
| Assistant City Manager                                       | 0.60         | 40%      |       |            |         | 5%        | 5%       | 15%           | 10%      | 5%      |              | 5%             | 5%    | 10%                            |
| Management Analyst   | 0.80         | 85%      |       |            |         |           |          | 5%            |          | 10%     |              |                |       |                                |
| <b>Total Administration</b>                                  | <b>1.40</b>  |          |       |            |         |           |          |               |          |         |              |                |       |                                |
| <b>Total HR Green</b>  | <b>27.00</b> |          |       |            |         |           |          |               |          |         |              |                |       |                                |
| <b>FULL TIME EQUIVALENTS</b>                                 | <b>36.50</b> |          |       |            |         |           |          |               |          |         |              |                |       |                                |



**All Funds Balance Sheet  
Adopted FY 2017-18**

| <b>FUND</b>       | <b>General</b> | <b>Gas Tax</b> | <b>Meas. A</b> | <b>AQMD</b> | <b>SLEF</b> | <b>CDBG</b> | <b>Risk Mgmt</b> | <b>Info Svcs</b> | <b>LLMD</b> | <b>CFD</b> |
|-------------------|----------------|----------------|----------------|-------------|-------------|-------------|------------------|------------------|-------------|------------|
| Beginning Balance | 8,238,815      | -              | 301,751        | 31,989      | -           | -           | -                | -                | 656,902     | 143,728    |
| Transfers In/Out  | (105,140)      | -              | -              | -           | (159,000)   | -           | 75,000           | 189,140          | -           | -          |
| Capital Outlay    |                |                |                |             |             |             |                  |                  |             |            |
| Revenues          | 34,710,579     | 2,740,814      | 1,898,000      | 121,150     | 159,000     | 676,252     | -                | -                | 880,000     | 274,536    |
| Available         | 42,844,254     | 2,740,814      | 2,199,751      | 153,139     | -           | 676,252     | 75,000           | 189,140          | 1,536,902   | 418,264    |

**Operating**

**Expenditures:**

|                          |                   |                  |                  |               |          |                |               |                |                  |                |
|--------------------------|-------------------|------------------|------------------|---------------|----------|----------------|---------------|----------------|------------------|----------------|
| Council                  | 220,611           |                  |                  |               |          |                |               |                |                  |                |
| City Attorney            | 674,000           |                  |                  |               |          |                |               |                |                  |                |
| City Manager             | 875,143           |                  |                  |               |          |                |               |                |                  |                |
| City Clerk               | 245,298           |                  |                  |               |          |                |               |                |                  |                |
| Admin Services           | 775,902           |                  |                  |               |          |                |               |                |                  |                |
| Non-Dept                 | 2,386,622         |                  |                  |               |          |                |               |                |                  |                |
| Devmt Services/ Eng      | 1,964,000         |                  |                  |               |          |                |               |                |                  |                |
| Planning                 | 2,211,017         |                  |                  |               |          |                |               |                |                  |                |
| Building Safety          | 1,773,795         |                  |                  |               |          |                |               |                |                  |                |
| Code Enforcement         | 988,500           |                  |                  |               |          |                |               |                |                  |                |
| Engineering/ PW          | 768,148           |                  |                  |               |          |                |               |                |                  |                |
| Public Safety            | 18,137,628        |                  |                  |               |          |                |               |                |                  |                |
| Animal Services          | 858,166           |                  |                  |               |          |                |               |                |                  |                |
| Road Maint               |                   | 2,576,288        |                  |               |          |                |               |                |                  |                |
| Measure A                |                   |                  | 2,163,200        |               |          |                |               |                |                  |                |
| AQMD                     |                   |                  |                  | 81,000        |          |                |               |                | 1,020,606        |                |
| LLM Districts            | -                 |                  |                  |               |          |                |               |                |                  | 164,373        |
| CFD's                    |                   |                  |                  |               |          | 676,252        |               |                |                  |                |
| CDBG                     |                   |                  |                  |               |          |                | 75,000        |                |                  |                |
| Risk Mgmt.               | -                 |                  |                  |               |          |                |               |                |                  |                |
| Info Mgmt.               | -                 |                  |                  |               |          |                |               | 189,140        |                  |                |
| <b>Subtotal</b>          | <b>31,878,832</b> | <b>2,576,288</b> | <b>2,163,200</b> | <b>81,000</b> | <b>-</b> | <b>676,252</b> | <b>75,000</b> | <b>189,140</b> | <b>1,020,606</b> | <b>164,373</b> |
| <b>Balance Remaining</b> | <b>10,965,422</b> | <b>164,526</b>   | <b>36,551</b>    | <b>72,139</b> | <b>-</b> | <b>-</b>       | <b>-</b>      | <b>-</b>       | <b>516,296</b>   | <b>253,891</b> |

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*City of Jurupa Valley*

|                                 |
|---------------------------------|
| <b>GENERAL FUND<br/>REVENUE</b> |
|---------------------------------|

|  | FY 2015/16<br>ACTUAL | FY 2016/17<br>BUDGET | FY 2016/17<br>EST. ACTUAL | FY 2017/18<br>ADOPTED |
|--|----------------------|----------------------|---------------------------|-----------------------|
| <b><u>TAXES AND FRANCHISES</u></b>       |                      |                      |                           |                       |
| Property Tax- Secured                    | 4,441,427            | 4,936,664            | 4,936,664                 | 5,035,398             |
| Property Tax- Unsecured                  | 209,385              | 250,000              | 210,000                   | 210,000               |
| Property Tax- Supplemental               | 93,676               | 105,000              | 105,000                   | 105,000               |
| Property Tax- H.O. Exemption             | 58,055               | 64,000               | 60,000                    | 60,000                |
| Property Tax- RDA Pass Thru              | 1,208,486            | 1,314,400            | 1,486,000                 | 1,486,000             |
| SB 130 Revenue                           | -                    | -                    | -                         | 6,500,000             |
| Sales and Use Tax                        | 8,496,098            | 9,833,000            | 9,998,109                 | 10,542,738            |
| Property in Lieu of Sales Tax            | 1,911,038            | -                    | -                         | -                     |
| Franchise Fees - Utilities               | 1,729,130            | 1,825,000            | 1,750,000                 | 1,750,000             |
| Franchise Fees - Solid Waste             | 951,331              | 910,000              | 950,000                   | 1,115,000             |
| Franchies Fees - One Time Pymt           | -                    | -                    | 1,700,000                 | -                     |
| Admin Fees-Trash Liens                   | 46,802               | 45,000               | 45,000                    | 45,000                |
| Property Transfer Tax                    | 457,376              | 400,000              | 458,000                   | 458,000               |
| Transient Occupancy Tax                  | 250,187              | 210,000              | 250,000                   | 250,000               |
| <b>Total</b>                             | <b>19,852,991</b>    | <b>19,893,064</b>    | <b>21,948,773</b>         | <b>27,557,136</b>     |
| <b><u>LICENSES AND PERMITS</u></b>       |                      |                      |                           |                       |
| Business Registration                    | 58,724               | 56,000               | 59,000                    | 60,000                |
| Foreclosure Registration                 | 3,400                | 2,500                | 2,500                     | 2,500                 |
| Engineering Fees                         | 1,544,887            | 1,500,000            | 1,517,368                 | 1,962,000             |
| Planning Fees                            | 1,194,024            | 1,532,240            | 1,741,680                 | 2,100,000             |
| Building Permits                         | 1,296,808            | 1,650,000            | 1,604,235                 | 1,761,000             |
| Microfilm Fees                           | 64,897               | 60,000               | 65,000                    | 70,000                |
| Application Admin Processing Fee         | 118,341              | 90,000               | 120,000                   | 120,000               |
| DIF Admin fees                           | 32,933               | 25,000               | 33,000                    | 33,000                |
| LMS Fee                                  | 79,765               | 70,000               | 80,000                    | 80,000                |
| Code Enforcement Fees                    | 18,203               | 25,000               | 25,000                    | 25,000                |
| NPDES Inspection Fees                    | 65,000               | 275,000              | 70,000                    | 70,000                |
| Fines- Parking                           | 178,409              | 160,000              | 160,000                   | 160,000               |
| Fines- Court                             | 242,549              | 238,000              | 238,000                   | 238,000               |
| Vehicle Impounds                         | 96,988               | 90,000               | 90,000                    | 103,500               |
| <b>Total</b>                             | <b>4,994,929</b>     | <b>5,773,740</b>     | <b>5,805,783</b>          | <b>6,785,000</b>      |
| <b><u>INTERGOVERNMENTAL REVENUES</u></b> |                      |                      |                           |                       |
| Motor Vehicle License                    | 43,888               | 43,800               | 43,800                    | 43,800                |
| <b>Total</b>                             | <b>43,888</b>        | <b>43,800</b>        | <b>43,800</b>             | <b>43,800</b>         |
| <b><u>USE OF MONEY</u></b>               |                      |                      |                           |                       |
| Interest                                 | 15,510               | 9,000                | 48,000                    | 53,400                |
| Other                                    | -                    | -                    | -                         | -                     |
| <b>Total</b>                             | <b>15,510</b>        | <b>9,000</b>         | <b>48,000</b>             | <b>53,400</b>         |
| <b><u>OTHER REVENUES</u></b>             |                      |                      |                           |                       |
| Weed Abatement                           | -                    | 50,000               | -                         | -                     |
| Vehicle Abatement                        | -                    | 20,000               | -                         | -                     |
| Development Agreements                   | 289,791              | -                    | 405,000                   | -                     |
| Miscellaneous Revenue                    | 201,731              | 40,000               | 162,000                   | 100,000               |
| <b>Total</b>                             | <b>491,522</b>       | <b>110,000</b>       | <b>567,000</b>            | <b>100,000</b>        |
| <b><u>INTERFUND CHARGES</u></b>          |                      |                      |                           |                       |
| Transfer in from Developer Fees          | 44,656               | 90,000               | -                         | 90,000                |
| Measure A Project Administration         | 70,402               | 288,520              | 82,651                    | 17,700                |
| LLMD Administration                      | -                    | -                    | 47,974                    | 48,600                |
| CFD Administration                       | -                    | 13,972               | 14,909                    | 14,943                |
| <b>Total</b>                             | <b>115,058</b>       | <b>392,492</b>       | <b>145,534</b>            | <b>171,243</b>        |
| <b>TOTAL GENERAL FUND REVENUE</b>        | <b>25,513,898</b>    | <b>26,222,096</b>    | <b>28,558,891</b>         | <b>34,710,579</b>     |

*City of Jurupa Valley*

**MISCELLANEOUS FUNDS  
REVENUE**

|  | <u>FY 2015/16</u> | <u>FY 2016/17</u> | <u>FY 2016/17</u>  | <u>FY 2017/18</u> |
|--|-------------------|-------------------|--------------------|-------------------|
|  | <u>ACTUAL</u>     | <u>BUDGET</u>     | <u>EST. ACTUAL</u> | <u>ADOPTED</u>    |
| <b><u>INTERGOVERNMENTAL REVENUES</u></b> |                   |                   |                    |                   |
| State HUTA-2103                          | 497,493           | 256,556           | 262,776            | 393,080           |
| State HUTA-2105                          | 609,374           | 679,366           | 640,081            | 570,629           |
| State HUTA-2106                          | 372,512           | 336,405           | 391,365            | 349,442           |
| State HUTA-2107                          | 744,490           | 943,408           | 826,806            | 737,170           |
| State HUTA-2107.5                        | 10,000            | 10,000            | 10,000             | 10,000            |
| 2017 Road Rehab Legislation              | -                 | -                 | -                  | 678,493           |
| Interest Income                          | 1,580             | -                 | 2,000              | 2,000             |
| Total HUTA                               | <b>2,235,449</b>  | <b>2,225,735</b>  | <b>2,133,028</b>   | <b>2,740,814</b>  |
|  |                   |                   |                    |                   |
| RCTC Measure A- Local MARA               | 1,808,169         | 1,900,000         | 1,874,000          | 1,896,000         |
| RCTC loan for Limonite                   | -                 | 1,882,000         | 1,882,000          | -                 |
| Transfer from Cal Recycle Grant TUMF     | -                 | 1,167,000         | 1,167,000          | -                 |
| Utility Company Reimbursements           | -                 | 44,000            | 44,000             | -                 |
| Transfer in from DIF- Limonite           | -                 | -                 | 658,000            | -                 |
| Interest Income                          | -                 | 65,000            | 65,000             | -                 |
|  | -                 | 658,000           | 1,338,469          | -                 |
|  | 1027.98           | 2,000             | 2,000              | 2,000             |
| Total Measure A                          | <b>1,809,197</b>  | <b>5,718,000</b>  | <b>7,030,469</b>   | <b>1,898,000</b>  |
|  |                   |                   |                    |                   |
| SC AQMD                                  | 155,822           | 121,000           | 121,000            | 121,000           |
| Interest Income                          | 115               | 150               | 150                | 150               |
| Total AQMD                               | <b>155,937</b>    | <b>121,150</b>    | <b>121,150</b>     | <b>121,150</b>    |
|  |                   |                   |                    |                   |
| CDBG- Riverside County                   | 103,665           | 115,000           | 115,000            | 676,252           |
| Interest Income                          | -                 | -                 | -                  | -                 |
|  | <b>103,665</b>    | <b>115,000</b>    | <b>115,000</b>     | <b>676,252</b>    |
|  |                   |                   |                    |                   |
| State Grants- SLESF                      | 177,053           | 159,000           | 159,000            | 159,000           |
| Interest Income                          | -                 | -                 | -                  | -                 |
|  | <b>177,053</b>    | <b>159,000</b>    | <b>159,000</b>     | <b>159,000</b>    |
|  |                   |                   |                    |                   |
| ATP Grant                                | -                 | 679,000           | 258,000            | 230,000           |
| Transfer in From DIF- Streets            | -                 | 77,900            | 125,000            | -                 |
| Transfer in From DIF- Signals            | -                 | 500,000           | 100,000            | 500,000           |
| Transfer in From DIF- Trails             | -                 | -                 | -                  | 100,000           |
| Transfer in From DIF- Parks              | -                 | -                 | -                  | 300,000           |
| TUMF                                     | -                 | -                 | -                  | 915,000           |
| Interest Income                          | -                 | -                 | -                  | -                 |
|  | -                 | <b>1,256,900</b>  | <b>483,000</b>     | <b>2,045,000</b>  |
|  |                   |                   |                    |                   |
| Homeland Security Grant                  | 14,039            | 14,993            | 15,438             | -                 |
| CalRecycle Grant Program                 | -                 | -                 | -                  | 103,000           |
| CalRecycle Ongoing Payment               | -                 | -                 | -                  | 25,000            |
| Beyond Grant Program WRCOG               | -                 | -                 | 89,000             | 120,837           |
|  | <b>14,039</b>     | <b>14,993</b>     | <b>104,438</b>     | <b>248,837</b>    |
|  |                   |                   |                    |                   |
| <b><u>DIRECT ASSESSMENTS</u></b>         |                   |                   |                    |                   |
| Landscape and Lighting District 89-1     | 757,201           | 879,613           | 879,613            | 880,000           |
|  |                   |                   |                    |                   |
| CFD 13-001 Bellegrave                    | 44,408            | 42,000            | 44,760             | 150,000           |
| CFD 14-001 Harvest                       | 55,609            | 56,000            | 56,940             | 56,940            |
| CFD 14-002 Mission Estates               | 66,643            | 66,000            | 67,596             | 67,596            |
| Total Direct Assessments                 | <b>923,862</b>    | <b>1,043,613</b>  | <b>1,048,909</b>   | <b>1,154,536</b>  |
|  |                   |                   |                    |                   |
| <b>Totals</b>                            | <b>5,419,202</b>  | <b>10,654,391</b> | <b>11,194,994</b>  | <b>9,043,589</b>  |

# DEPARTMENTS



**WORKING TOGETHER  
TO MAKE JURUPA  
VALLEY SAFE**



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# CITY COUNCIL



## *City of Jurupa Valley*

**CITY COUNCIL**  
GENERAL FUND - 100-1110

|                                  | <u>FY 2015/16</u> | <u>FY 2016/17</u> | <u>FY 2016/17</u>  | <u>FY 2017/18</u> |
|----------------------------------|-------------------|-------------------|--------------------|-------------------|
|                                  | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>EST. ACTUAL</b> | <b>ADOPTED</b>    |
| <b><u>PERSONNEL</u></b>          |                   |                   |                    |                   |
| Salaries                         | 36,000            | 36,000            | 36,000             | 36,000            |
| Retirement Contribution          | 1,512             | 2,700             | 2,700              | 2,700             |
| Cafeteria Benefits               | 8,780             | 84,000            | 84,000             | 84,000            |
| Other Employee Costs             | 15,219            | 6,407             | 6,407              | 2,911             |
| <b>Total Personnel</b>           | <b>61,512</b>     | <b>129,107</b>    | <b>129,107</b>     | <b>125,611</b>    |
| <b><u>OPERATING EXPENSES</u></b> |                   |                   |                    |                   |
| Office Supplies                  | 405               | 500               | 500                | 250               |
| Books/Subscriptions              | -                 | 100               | 100                | -                 |
| Professional Services            | 270               | 20,000            | 20,000             | 20,000            |
| Cmnty Prom/ Econ Devmt           | -                 | 13,300            | 13,300             | 40,000            |
| Postage                          | -                 | -                 | -                  | -                 |
| Meetings/Conferences             | 14,446            | 7,500             | 7,500              | 7,500             |
| Education/Training               | -                 | 500               | 500                | 250               |
| Dues/Memberships                 | 22,100            | 25,500            | 25,500             | 27,000            |
| <b>Total Operating</b>           | <b>37,220</b>     | <b>67,400</b>     | <b>67,400</b>      | <b>95,000</b>     |
| <b>TOTAL CITY COUNCIL</b>        | <b>98,733</b>     | <b>196,507</b>    | <b>196,507</b>     | <b>220,611</b>    |

**Expenditure**

|                        |   |
|------------------------|---|
| Salaries               | Monthly stipend - Set by Government Code 36516 at \$600 per month per member. Council has the option of utilizing monthly \$1,400 cafeteria benefit for medical or retirement |
| Professional Services  | Includes \$20,000 grant to Healthy Jurupa Valley - Reach Out  |
| Cmnty Prom/ Econ Devmt | New for FY 17-18 Banner program \$30,000. Also includes Postcard community outreach mailer, 4 Town Hall meetings and 6 Coffee with ICSC and Local                             |
| Meetings/Conferences   |   |
| Dues/Memberships       | Western Riverside COG \$15,000, SCAG \$11,000, ICSC \$750, JVCC \$250   |



# CITY ATTORNEY



*City of Jurupa Valley*

|                         |
|-------------------------|
| <b>CITY ATTORNEY</b>    |
| GENERAL FUND - 100-1120 |

|                                  | FY 2015/16       | FY 2016/17     | FY 2016/17     | FY 2017/18     |
|----------------------------------|------------------|----------------|----------------|----------------|
|                                  | ACTUAL           | BUDGET         | EST. ACTUAL    | ADOPTED        |
| <b><u>OPERATING EXPENSES</u></b> |                  |                |                |                |
| Litigation                       | -                | -              | 511,870        | 350,000        |
| Consulting Services-Retainer     | 1,013,500        | 333,130        | 333,130        | 324,000        |
| <b><i>Total Operating</i></b>    | <b>1,013,500</b> | <b>333,130</b> | <b>845,000</b> | <b>674,000</b> |
| <br>                             |                  |                |                |                |
| <b>TOTAL CITY ATTORNEY</b>       | <b>1,013,500</b> | <b>333,130</b> | <b>845,000</b> | <b>674,000</b> |

**Expenditure**

|                     |   |
|---------------------|---|
| 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 2016-17**

#### **Achievements**

- Secured legislation (SB130) restoring the previously lost allocation of VLF to the City by working with Senator Roth, Assemblymember Cervantes and City lobbyist.
- Made significant progress in balancing the City's Operational General Fund Budget.
- Negotiated contract amendment with Burrtec which include securing an additional one time franchise fee payment of \$1,700,000.
- Enhanced Business/Economic Development activities.
- Initiated a major residential pavement rehabilitation project funded by the Issuance of Certificates of Participation Series 2016 for \$9,000,000.
- Initiated short term and long term plans for the City Park at the Santa Ana River.
- Continued work on completing the General Plan.
- Continued to convert contract staff to City staff (3 positions).
- Continued to work with several other contract cities on bringing transparency to the unsustainable cost increases forced upon these cities in law enforcement costs.
- Implemented 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.
- Initiated a social media platform and enhanced website capabilities to further the City's ability to provide information of interest to the City's constituents.
- Continued to work with several cities within WRCOG in discussions for improvement in areas of mutual concern.

### **Key Goals for FY 2017-18**

#### **Goals**

- Exercise option to purchase City Hall.
- Resolve the City's funding dispute with the County.
- 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.
- Continue to 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.
- Continue support of the Healthy Jurupa Valley initiative seeking all grant funding opportunities that become available for this type of activity.
- Continue work on marrying retail, restaurant and hotel prospects with willing landowners and commercial property managers.
- Increase economic development activities and develop a long term strategic plan.
- Continue efforts in resolving the homeless, panhandling and illegal medical marijuana dispensary issues that do remain in the City.
- Complete the General Plan.
- Continue long term planning and improvements to the City Park.
- Continuously make improvements to the City's website and social media to enhance public communication and transparency.
- Complete the process for becoming an "entitlement" city under the Federal Community Development Block Grant (CDBG) program.

*City of Jurupa Valley*

|                         |
|-------------------------|
| <b>CITY MANAGER</b>     |
| GENERAL FUND - 100-1130 |

|                                  | FY 2015/16     | FY 2016/17     | FY 2016/17     | FY 2017/18     |
|----------------------------------|----------------|----------------|----------------|----------------|
|                                  | ACTUAL         | BUDGET         | EST. ACTUAL    | ADOPTED        |
| <b><u>PERSONNEL</u></b>          |                |                |                |                |
| Salaries                         | 273,898        | 333,720        | 318,720        | 389,540        |
| Cafeteria Benefit                | 22,400         | 50,400         | 50,400         | 67,200         |
| Retirement Contribution          | 13,468         | 23,553         | 23,553         | 27,268         |
| Other Employee Costs             | 23,979         | 21,306         | 21,306         | 14,435         |
| <b>Total Personnel</b>           | <b>333,745</b> | <b>428,979</b> | <b>413,979</b> | <b>498,443</b> |
| <b><u>OPERATING EXPENSES</u></b> |                |                |                |                |
| Office Supplies                  | 9,684          | 6,500          | 6,500          | 6,500          |
| Printing and Binding             | -              | 1,500          | 1,500          | 500            |
| Books/Subscriptions              | 253            | 350            | 350            | 300            |
| Professional Services            | 114,503        | 131,000        | 131,000        | 85,000         |
| Consulting Services              | 40,960         | -              | 266,932        | 278,100        |
| Cell Phone                       | 763            | 800            | 800            | 800            |
| Meetings/Conferences             | 660            | 4,000          | 4,000          | 5,000          |
| Education/Training               | -              | 200            | 200            | 200            |
| Dues/Memberships                 | -              | 300            | 300            | 300            |
| <b>Total Operating</b>           | <b>166,823</b> | <b>142,150</b> | <b>411,582</b> | <b>376,700</b> |
| <b>TOTAL CITY MANAGER</b>        | <b>500,568</b> | <b>571,129</b> | <b>825,561</b> | <b>875,143</b> |

**Expenditure**

|                       |   |
|-----------------------|---|
| Salaries              | City Manager, Assistant to the City Manager, Admin Assistant and Office Assistant                         |
| Professional Services | Includes Lobbyist (\$30,000), Contingency (\$50,000) and Law Enforcement study carryover (\$5,000)        |
| Consulting Services   | HR Green - Assistant City Manager (40%) and Management Analyst (85%) moved from Administration Department |
| Cell Phone            | Cell phone costs for Assistant to CM, (Council liaison)   |
| Meetings/Conferences  | ICSC, legislative meetings as necessary   |
| Dues/Memberships      | Membership ICSC (CM, Asst to the CM, Deputy CM)   |

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# CITY CLERK



## **City Clerk Department – City of Jurupa Valley**

### **Key Achievements for FY 2016-17**

#### **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.
- Facilitated 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 2017-18**

#### **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*

|                         |
|-------------------------|
| <b>CITY CLERK</b>       |
| GENERAL FUND - 100-1140 |

|                                  | <u>FY 2015/16</u> | <u>FY 2016/17</u> | <u>FY 2016/17</u>  | <u>FY 2017/18</u> |
|----------------------------------|-------------------|-------------------|--------------------|-------------------|
|                                  | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>EST. ACTUAL</b> | <b>ADOPTED</b>    |
| <b><u>PERSONNEL</u></b>          |                   |                   |                    |                   |
| Salaries                         | 95,362            | 148,716           | 148,716            | 155,227           |
| Cafeteria Benefit                | 11,200            | 16,800            | 16,800             | 16,800            |
| Retirement Contribution          | 6,346             | 10,660            | 10,660             | 11,115            |
| Other Employee Costs             | 7,870             | 8,412             | 8,412              | 5,856             |
| <b>Total Personnel</b>           | <b>120,778</b>    | <b>184,588</b>    | <b>184,588</b>     | <b>188,998</b>    |
| <b><u>OPERATING EXPENSES</u></b> |                   |                   |                    |                   |
| Office Supplies                  | 4,595             | 6,000             | 6,000              | 6,000             |
| Copying Costs                    | -                 | 500               | 500                | 500               |
| Books/Subscriptions              | 1,048             | 1,050             | 1,050              | 1,050             |
| Professional Services            | -                 | 2,000             | 2,000              | 7,000             |
| Elections                        | -                 | 100,000           | 100,000            | -                 |
| Consulting Services              | 76,271            | -                 | -                  | -                 |
| Public Notices                   | 15,875            | 30,000            | 35,000             | 40,000            |
| Postage                          | 237               | -                 | -                  | -                 |
| Meetings/Conferences             | -                 | 750               | 750                | 750               |
| Education/Training               | -                 | 500               | 500                | 500               |
| Dues/Memberships                 | -                 | 500               | 500                | 500               |
| <b>Total Operating</b>           | <b>98,025</b>     | <b>141,300</b>    | <b>146,300</b>     | <b>56,300</b>     |
| <b>TOTAL CITY CLERK</b>          | <b>218,803</b>    | <b>325,888</b>    | <b>330,888</b>     | <b>245,298</b>    |

**Expenditure**

|                       |  |
|-----------------------|--|
| Salaries and Benefits | City Clerk and Deputy City Clerk (PT)                                      |
| Copying Costs         | Agendas now printed onsite to reduce costs                                 |
| Professional Services | Municipal Code Publishing Services- increase for Code updates              |
| Elections             | No Election Scheduled for FY 2017-18                                       |
| Public Notices        | Includes cost to publish Trash Lien notices (cost offset by admin charges) |

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# ADMINISTRATIVE SERVICES



## **Administrative Services Department – City of Jurupa Valley**

### **Human Resources**

#### **Key Achievements for FY 2016-17**

##### **Achievements**

- Converted one contract position to a staff position (Public Works Manager) and recruited one new position (Office Assistant).
- Completed the process to join SDRMA to self-insure for workers' compensation saving the City approximately \$20,000 per year.

#### **Key Goals for FY 2017-18**

##### **Goals**

- Continue to update City employees on changes in State and Federal Employment Laws
- Review and update Personnel Policies and Procedures
- Recruit and hire City staff as approved by council

### **Finance**

#### **Key Achievements for FY 2016-17**

##### **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 2017-18 operating and capital improvement program budgets
- Issued RFP and selected new audit firm which was approved by Council.
- Continued to update and implement Financial Policies and Procedures Manual and Procurement Manual

#### **Key Goals for FY 2017-18**

##### **Goals**

- Ensure successful completion of all FY 2016-17 external audits and that resulting audit reports contain no instances of material internal control weaknesses.
- 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 2015/16     | FY 2016/17     | FY 2016/17     | FY 2017/18     |
|----------------------------------|----------------|----------------|----------------|----------------|
|                                  | ACTUAL         | BUDGET         | EST. ACTUAL    | ADOPTED        |
| <b><u>PERSONNEL</u></b>          |                |                |                |                |
| Salaries                         | 252,151        | 374,822        | 374,822        | 394,995        |
| Cafeteria Benefit                | 44,800         | 84,000         | 84,000         | 84,000         |
| Retirement Contribution          | 16,261         | 26,402         | 26,402         | 27,722         |
| Other Employee Costs             | 15,718         | 22,413         | 22,413         | 15,285         |
| <b>Total Personnel</b>           | <b>328,930</b> | <b>507,637</b> | <b>507,637</b> | <b>522,002</b> |
| <b><u>OPERATING EXPENSES</u></b> |                |                |                |                |
| Office Supplies                  | 3,832          | 2,500          | 3,000          | 3,000          |
| Books/Subscriptions              | -              | 500            | -              | -              |
| Professional Services            | 146,698        | 170,000        | 170,000        | 216,500        |
| Audit Services                   | 15,000         | 15,600         | 21,000         | 25,000         |
| Consulting Services              | 172,428        | -              | -              | -              |
| Postage                          | 165            | -              | -              | -              |
| Bank Service Fees                | 7,196          | 7,500          | 7,500          | 7,500          |
| Meetings/Conferences             | -              | 1,000          | 1,000          | 1,000          |
| Education/Training               | 364            | 500            | 500            | 500            |
| Dues/Memberships                 | 705            | 400            | 400            | 400            |
| <b>Total Operating</b>           | <b>346,387</b> | <b>198,000</b> | <b>203,400</b> | <b>253,900</b> |
| <b>TOTAL FINANCE</b>             | <b>675,317</b> | <b>705,637</b> | <b>711,037</b> | <b>775,902</b> |

**Expenditure**

|                       |   |
|-----------------------|---|
| Salaries and Benefits | Administrative Services Director, Deputy Director of Administrative Services, Accountant (1 FT, 1 PT), Accounting Technician and Accounting Clerk |
| Professional Services | HdL services Sales Tax recovery service \$200,000 (15% of recoveries), HdL Prop Tax \$14,400  |
| Audit Services        | Annual independent audit of City finances   |
| Bank Service Fees     | Primarily for costs of credit card transactions   |

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# NON-DEPARTMENTAL



*City of Jurupa Valley*

**NON DEPARTMENTAL**  
GENERAL FUND - 100-1190

|                                  | <u>FY 2015/16</u> | <u>FY 2016/17</u> | <u>FY 2016/17</u>  | <u>FY 2017/18</u> |
|----------------------------------|-------------------|-------------------|--------------------|-------------------|
|                                  | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>EST. ACTUAL</b> | <b>ADOPTED</b>    |
| <b><u>PERSONNEL</u></b>          |                   |                   |                    |                   |
| Salaries                         | -                 | 18,000            | 18,000             | 20,350            |
| Cafeteria Benefit                | -                 | 3,360             | 3,360              | 3,360             |
| Retirement Contribution          | -                 | 1,260             | 1,260              | 1,424             |
| Other Employee Costs             | -                 | 1,271             | 1,271              | 15,878            |
| <b>Total Personnel</b>           | <b>-</b>          | <b>23,891</b>     | <b>23,891</b>      | <b>41,012</b>     |
| <br>                             |                   |                   |                    |                   |
| <b><u>OPERATING EXPENSES</u></b> |                   |                   |                    |                   |
| Office Supplies                  | 22,408            | 16,000            | 14,000             | 12,000            |
| Copying Costs                    | 29,789            | 32,000            | 25,000             | 25,000            |
| Books/Subscriptions              | 112               | -                 | -                  | -                 |
| Equipment                        | 126               | -                 | -                  | -                 |
| Professional Services            | 42,227            | -                 | 76,724             | 15,820            |
| Cmnty Prom/ Econ Devmt           | 15,933            | -                 | -                  | -                 |
| Repairs & Maintenance            | 100,093           | 90,000            | 90,000             | 90,000            |
| Vehicle Maint                    | 2,304             | 5,000             | 5,000              | 5,000             |
| Postage                          | 16,094            | 16,000            | 16,000             | 16,000            |
| Phone/Internet                   | 38,728            | 36,000            | 36,000             | 36,000            |
| Cell Phones                      | 303               | 600               | 600                | -                 |
| Electricity/Gas                  | 41,316            | 40,000            | 35,000             | 35,000            |
| Water and Sewer                  | 4,179             | 5,000             | 5,000              | 5,000             |
| Rent                             | 120,941           | 93,900            | 99,900             | 106,400           |
| EOC Materials and Supplies       | 3,084             | 14,993            | 14,993             | -                 |
| Meetings/Conferences             | 51                | -                 | -                  | -                 |
| Dues/Memberships                 | 2,789             | 500               | 5,250              | 5,250             |
| Revenue Neutrality               | 1,900,000         | -                 | -                  | -                 |
| Miscellaneous Expense            | 6,500             | -                 | -                  | -                 |
| Furniture & Furnishings          | 44,657            | 30,000            | -                  | 30,000            |
| Capital Outlay                   | -                 | 80,000            | -                  | 1,700,000         |
| <b>Total Operating</b>           | <b>2,391,634</b>  | <b>459,993</b>    | <b>423,467</b>     | <b>2,081,470</b>  |
| <br>                             |                   |                   |                    |                   |
| <b><u>INTERFUND CHARGES</u></b>  |                   |                   |                    |                   |
| Risk Management                  | 23,062            | 70,000            | 70,000             | 75,000            |
| Information Systems              | 165,267           | 143,575           | 143,575            | 189,140           |
| <b>Total Interfund Charges</b>   | <b>188,329</b>    | <b>213,575</b>    | <b>213,575</b>     | <b>264,140</b>    |
| <br>                             |                   |                   |                    |                   |
| <b>TOTAL NON-DEPARTMENTAL</b>    | <b>2,579,963</b>  | <b>697,459</b>    | <b>660,933</b>     | <b>2,386,622</b>  |



## *City of Jurupa Valley*

### **NON DEPARTMENTAL** GENERAL FUND - 100-1190

#### **Expenditure Explanations**

|                         |  |
|-------------------------|--|
| Salaries and Benefits   | PW Manager Allocation  |
| Copying Costs           | Citywide copier costs  |
| Professional Services   | PARS Admin (\$3,900) Shred It (\$720), Paychex processing (\$10,000), FSA Admin (\$1,200)  |
| Cmnty Prom/ Econ Devmt  | This account moved to City Manager program in FY 2015-16   |
| Repairs & Maintenance   | Building Maint costs: Janitorial contract , A/C systems, Alarm systems, Pest control, Misc. repairs  |
| Postage                 | Citywide postage costs.  |
| Phone/Internet          | Citywide cost for internet and phone systems   |
| Electricity/Gas         | Utility costs for City Hall  |
| Rent                    | City Hall Lease cost \$8,000 per month plus property tax \$8,000 annually.<br>Modular storage units \$2,400  |
| Dues/Memberships        | Cal Spec Dist Assoc (Workers' Comp), LAFCO fees  |
| Furniture & Furnishings | Office furniture both replacement and new as interior space is re-organized  |
| Capital Outlay          | City Hall: purchase building (\$1,575,000, approved by City Council August 17, 2017), parking lot lights (\$17,000), camera's (\$47,500), Const. external storage (\$50,000), Misc upgrades/ repairs |
| Risk Management         | General Fund portion of Risk Management costs- See Risk Mgmt Budget  |
| 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 2016-17**

#### **Achievements**

##### Management

- Responded to all citizen inquiries

##### CIP/Design

- Delivered the scheduled CIP projects using available project funding
- Rehabilitated 20 lane miles of street surfaces through the Certificates of Participation program (Phases 1 through 5)
- Completed Van Buren Pavement Rehabilitation (federally funded) 56<sup>th</sup> Street to Jurupa Road.

##### Plan Review

- Completed 628 reviews for encroachment permits
- Reviewed approximately 30 Water Quality Management Plans for preliminary and final approval
- Continued coordinated efforts 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
- Completed the City's first ATP funded project (Pyrite Street Safe Route To Schools)
- Designed and implemented a regulated on-street parking system for the southern region of the Pedley neighborhood.
- Constructed a designated parking lot for visitors of the Santa Ana River recreation area

##### Construction Management and Inspection

- Continued maintaining 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
- Continued cross training to enhance field inspection and project close out
- Completed the City's first major Capital Project – Limonite Avenue widening from Etiwanda Avenue to Bain Street (July 2017)

## **Engineering/Development Department – City of Jurupa Valley**

### **Key Goals for 2017-18**

#### **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 (i.e., procurement manual), forms, practices and procedure documentation
- Partner with Riverside County on the kick-off of the Jurupa Road Grade Separation project

##### CIP/Design

- Attend WRCOG and RCTC committee meetings
- Work with Accounting to secure funds from additional outside sources whenever possible
- Administer ATP (Safe Route to Schools – Jurupa Valley High School) and HSIP (Pedley Road) project
- Continue pavement rehabilitation as part of the COP program and other funding sources
- Commence with design of Limonite Avenue widening (Bain Street to Beach Street)

##### Plan Review

- Meet 2 week turnaround timeframe for all improvement plan submittals
- Review public counter practices and procedures
- Close out encroachment permits within six months of issuance unless extended

##### Traffic and Transportation

- 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

*City of Jurupa Valley*

**ENGINEERING/ DEVELOPMENT**  
GENERAL FUND - 100-1320

|                                  | <u>FY 2015/16</u> | <u>FY 2016/17</u> | <u>FY 2016/17</u>  | <u>FY 2017/18</u> |
|----------------------------------|-------------------|-------------------|--------------------|-------------------|
|                                  | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>EST. ACTUAL</b> | <b>ADOPTED</b>    |
| <b><u>OPERATING EXPENSES</u></b> |                   |                   |                    |                   |
| Office Supplies                  | -                 | 2,000             | 2,000              | 2,000             |
| Consulting Services              | 1,151,299         | 1,371,368         | 1,517,368          | 1,962,000         |
| <b>Total Operating</b>           | <b>1,151,299</b>  | <b>1,373,368</b>  | <b>1,519,368</b>   | <b>1,964,000</b>  |
| <br>                             |                   |                   |                    |                   |
| <b>TOTAL ENG/DEV</b>             | <b>1,151,299</b>  | <b>1,373,368</b>  | <b>1,519,368</b>   | <b>1,964,000</b>  |

**Expenditure**

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

# PLANNING



## **Planning Department – City of Jurupa Valley**

### **Key Achievements for FY 2016-17**

#### **Achievements**

##### New regulations

- Temporary Sign Ordinance
- Farmers Market Ordinance
- Marijuana Ordinance

##### Draft 2017 General Plan

##### New residential project approvals

- Wineville Marketplace PUD
- Emerald Ridge PUD
- Highland Park 400 Home Subdivision
- Richland/Highland Park Subdivision
- Paradise Knolls Specific Plan

##### Services provided

- 238 Planning Applications processed
- 24 Actions taken by Planning Commission
- 6 Planning Commission study/work sessions
- 28,000 Public Inquiries responded (in person, telephone or e-mail)
- 891 Building Plan checks

### **Key Goals for FY 2017-18**

#### **Goals**

- Phase 1 2017 General Plan Zoning Consistency Process
- Planning Department Phase 1 Filing and Storage System
- Initiation of Zoning Ordinance Update
- Initiation of Pedley Village and Glen Avon Master Plans
- North Rubidoux/Belltown Master Plan



*City of Jurupa Valley*

|                         |
|-------------------------|
| <b>PLANNING</b>         |
| GENERAL FUND - 100-1220 |

|                                  | <u>FY 2015/16</u><br><b>ACTUAL</b> | <u>FY 2016/17</u><br><b>BUDGET</b> | <u>FY 2016/17</u><br><b>EST. ACTUAL</b> | <u>FY 2017/18</u><br><b>ADOPTED</b> |
|----------------------------------|------------------------------------|------------------------------------|---|-------------------------------------|
| <b><u>PERSONNEL</u></b>          |                                    |                                    |   |                                     |
| Salaries                         | 38,113                             | 40,768                             | 40,768                                  | 51,929                              |
| Cafeteria Benefit                | 11,200                             | 13,440                             | 13,440                                  | 13,440                              |
| Retirement Contribution          | 2,575                              | 3,298                              | 3,298                                   | 3,635                               |
| Other Employee Costs             | 3,195                              | 8,103                              | 8,103                                   | 1,589                               |
| <b>Total Personnel</b>           | <b>55,083</b>                      | <b>65,609</b>                      | <b>65,609</b>                           | <b>70,593</b>                       |
| <b><u>OPERATING EXPENSES</u></b> |                                    |                                    |   |                                     |
| Office Supplies                  | 3,752                              | 3,500                              | 3,500                                   | 4,000                               |
| Professional Services            | 172,811                            | -                                  | 58,899                                  | -                                   |
| Commissioner Stipends            | 4,500                              | 6,000                              | 6,000                                   | 6,000                               |
| Consulting Services-Reimb        | 1,791,547                          | 1,482,240                          | 1,741,680                               | 1,394,084                           |
| Consulting Services              | -                                  | -                                  | -                                       | 718,840                             |
| Public Notices                   | 8,655                              | 10,000                             | 7,500                                   | 7,500                               |
| Postage                          | 81                                 | -                                  | 100                                     | 150                                 |
| Meetings/Conferences             | 1,099                              | 1,500                              | 1,100                                   | 2,500                               |
| Software                         | -                                  | -                                  | -                                       | 2,350                               |
| Office Furniture and Equip.      | -                                  | 2,000                              | 2,000                                   | 5,000                               |
| <b>Total Operating</b>           | <b>1,982,444</b>                   | <b>1,505,240</b>                   | <b>1,820,779</b>                        | <b>2,140,424</b>                    |
| <b>TOTAL COMM DEV</b>            | <b>2,037,527</b>                   | <b>1,570,849</b>                   | <b>1,886,388</b>                        | <b>2,211,017</b>                    |

**Expenditure**

|                                       |  |
|---------------------------------------|--|
| Salaries and Benefits                 | Planning Senior Admin Assistant Allocation   |
| Commissioner Stipends                 | Planning commissioner stipends at \$50 per meeting attended  |
| Consulting Services- Reimbursable     | Consulting costs for fee and non-fee based planning services by Civic Solutions  |
| Consulting Services- Non Reimbursable | Consulting costs for non development related projects and programs   |
| Public Notices                        | Costs for printing public notices for Planning Commission in Local Newspapers. Increase due to use of Press Enterprise |
| Meetings/Conferences                  | Planning Commission attendance at APA or similar conferences   |
| Software                              | Adobe Acrobat, Photoshop Elements, FileMaker Pro   |
| Office Furniture and Equip            | Phase 1 filing solution. Racks will be replaced with system that can accommodate 50% more storage                      |

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# BUILDING SAFETY



## **Building/Safety Department – City of Jurupa Valley**

### **Key Achievements for FY 2016-17**

#### **Achievements**

- Successfully uploaded permit reports and plan review information to the City Website. This allows the public to review this information 24 hours per day, 7 days a week.
- Successfully maintained compliance with the following turnaround schedules:
  - Plan check: 10 working days for initial plan reviews, 5 working days for re-checks approximately 90% of the time
  - Inspection: Perform inspections within 24 hours for requests 100% of the time.
- Implemented electronic plan check for all solar systems The Building Dept. continues to have 100% of the cost of services covered by fees and deposits
- Provided in-house technical training for inspectors once a month.
- Performed 20,448 inspections.
- 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 2017-18**

#### **Goals**

- Assist in the acquisition and implementation of a new permit system that will issue permits, allow for on-line bill pay for permits, and provide for electronic plan checking.
- Continue to perform plan reviews for new buildings within 10 business days for first plan review and 5 business days for subsequent plan reviews.
- Continue to provide inspections of all projects the next working day after a request has been received.
- Continue to have 100% of the cost of services covered by fees and deposits.
- Evaluate, purchase, install, and program a self-help kiosk in public lobby for customers to use at the counter to access and print departmental documentation: permit applications, technical information, city standards, policies and procedures.

*City of Jurupa Valley*

|                         |
|-------------------------|
| <b>BUILDING SAFETY</b>  |
| GENERAL FUND - 100-1230 |

|                                  | FY 2015/16       | FY 2016/17       | FY 2016/17       | FY 2017/18       |
|----------------------------------|------------------|------------------|------------------|------------------|
|                                  | ACTUAL           | BUDGET           | EST. ACTUAL      | ADOPTED          |
| <b><u>OPERATING EXPENSES</u></b> |                  |                  |                  |                  |
| Office Supplies                  | 4,581            | 2,000            | 2,000            | 3,575            |
| Equipment                        | -                | -                | -                | 8,720            |
| Consulting Services              | 1,429,776        | 1,604,235        | 1,604,235        | 1,761,000        |
| Cell Phone                       | 424              | -                | -                | -                |
| Meetings and conferences         | -                | -                | -                | -                |
| Education and Training           | -                | -                | -                | -                |
| Books and Subscriptions          | -                | -                | -                | 500              |
| Dues/Memberships                 | -                | -                | -                | -                |
| <b>Total Operating</b>           | <b>1,434,780</b> | <b>1,606,235</b> | <b>1,606,235</b> | <b>1,773,795</b> |
| <br>                             |                  |                  |                  |                  |
| <b>TOTAL BUILDING</b>            | <b>1,434,780</b> | <b>1,606,235</b> | <b>1,606,235</b> | <b>1,773,795</b> |

**Expenditure**

|                         |  |
|-------------------------|--|
| Office Supplies         | For FY 2017-18 City logo shirts for staff (10) are requested (\$1,575)   |
| Equipment               | Several equipment items are requested for FY 2017-18: Hard Hats (\$1,250), i-Pads (5,000), Batteries/Repeater for donated radios (\$1,720), Badges (\$750) |
| Consulting Services     | Provides for contract staff to handle all building related activities - fee offset   |
| Books and Subscriptions | Code and reference books   |

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# CODE ENFORCEMENT



## **Code Enforcement Department – City of Jurupa Valley**

### **Key Achievements for FY 2016-17**

#### **Achievements**

- Provided in-house technical training for Officers once a month.
- Worked on 1,081 cases, opened 1,777 cases and resolved 2,090 cases.

### **Key Goals for FY 2017-18**

#### **Goals**

- Insure that all Code Enforcement Officers attain the CACEO Certified Code Enforcement Officers certification.
- Achieve 100% compliance in the citywide weed abatement program.
- Achieve 50% compliance in the citywide commercial truck storage enforcement program.
- Continue to enforce unlawful vending citywide.



*City of Jurupa Valley*

|                         |
|-------------------------|
| <b>CODE ENFORCEMENT</b> |
| GENERAL FUND - 100-1240 |

|                                  | <u>FY 2015/16</u> | <u>FY 2016/17</u> | <u>FY 2016/17</u>  | <u>FY 2017/18</u> |
|----------------------------------|-------------------|-------------------|--------------------|-------------------|
|                                  | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>EST. ACTUAL</b> | <b>ADOPTED</b>    |
| <b><u>OPERATING EXPENSES</u></b> |                   |                   |                    |                   |
| Office Supplies                  | 4,568             | 2,500             | 2,500              | 2,500             |
| Consulting Services              | 807,309           | 963,935           | 1,103,935          | 891,000           |
| Weed Abatement                   | 5,770             | 10,000            | 10,000             | 10,000            |
| Graffiti Abatement               | 80,000            | 80,000            | 80,000             | 80,000            |
| Vehicle Abatement                | -                 | 5,000             | 5,000              | 5,000             |
| Postage                          | 200               | -                 | -                  | -                 |
| Cell Phone                       | 339               | -                 | -                  | -                 |
| <b>Total Operating</b>           | <b>898,186</b>    | <b>1,061,435</b>  | <b>1,201,435</b>   | <b>988,500</b>    |
| <br>                             |                   |                   |                    |                   |
| <b>TOTAL CODE ENFORCE</b>        | <b>898,186</b>    | <b>1,061,435</b>  | <b>1,201,435</b>   | <b>988,500</b>    |

**Expenditure**

|                     |   |
|---------------------|---|
| 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



## **Public Works/Engineering Department – City of Jurupa Valley**

### **Key Achievements for FY 2016-17**

#### **Achievements**

##### Management

- Successfully negotiated an amended agreement with Burrtec for waste hauling operations

##### 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.

##### NPDES

- Added one part-time field inspector to meet state mandated NPDES requirements
- Completed Annual Report to regional board
- Completed 385 high priority industrial/commercial inspections
- Implemented organic waste program to comply with State Mandates
- 

### **Key Goals for FY 2017-18**

#### **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
- 

##### NPDES

- Continue cross training staff to enhance environmental programs
- 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*

**PUBLIC WORKS/ENGINEERING**  
GENERAL FUND - 100-1310

|                                  | <u>FY 2015/16</u> | <u>FY 2016/17</u> | <u>FY 2016/17</u>  | <u>FY 2017/18</u> |
|----------------------------------|-------------------|-------------------|--------------------|-------------------|
|                                  | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>EST. ACTUAL</b> | <b>ADOPTED</b>    |
| <b><u>PERSONNEL</u></b>          |                   |                   |                    |                   |
| Salaries                         | -                 | 10,192            | 10,192             | 12,982            |
| Cafeteria Benefit                | -                 | 3,360             | 3,360              | 3,360             |
| Retirement Contribution          | -                 | 825               | 825                | 909               |
| Other Employee Costs             | -                 | 2,025             | 2,025              | 397               |
| <b>Total Personnel</b>           | <b>-</b>          | <b>16,402</b>     | <b>16,402</b>      | <b>17,648</b>     |
| <b><u>OPERATING EXPENSES</u></b> |                   |                   |                    |                   |
| Office Supplies                  | 2,165             | 4,000             | 4,000              | 4,000             |
| Copying costs                    | 52                | 500               | 500                | 500               |
| Books/Subscriptions              | -                 | 500               | 500                | 500               |
| Consulting Engineering           | 655,827           | 375,949           | 375,949            | 390,000           |
| Consulting NPDES                 | 327,719           | 344,422           | 314,422            | 270,000           |
| Professional Svcs NPDES          | -                 | 36,000            | 36,000             | 36,000            |
| NPDES Permit                     | 81,790            | 47,000            | 47,000             | 47,000            |
| Public Notices                   | 1,402             | 500               | 500                | 500               |
| Postage                          | 1,339             | 2,000             | 2,000              | 2,000             |
| <b>Total Operating</b>           | <b>1,070,293</b>  | <b>810,871</b>    | <b>780,871</b>     | <b>750,500</b>    |
| <b>TOTAL PUBLIC WORKS</b>        | <b>1,070,293</b>  | <b>827,273</b>    | <b>797,273</b>     | <b>768,148</b>    |

**Expenditure**

|                          |  |
|--------------------------|--|
| Salaries and Benefits    | Represents 20% reallocation 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 | City share of Riverside Flood control consultant costs- ongoing                      |
| NPDES Permit             | SAWPA and State Water Resources permits  |

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# PUBLIC SAFETY



*City of Jurupa Valley*

|                         |
|-------------------------|
| <b>PUBLIC SAFETY</b>    |
| GENERAL FUND - 100-1410 |

|                                  | FY 2015/16<br>ACTUAL | FY 2016/17<br>BUDGET | FY 2016/17<br>EST. ACTUAL | FY 2017/18<br>ADOPTED |
|----------------------------------|----------------------|----------------------|---------------------------|-----------------------|
| <b><u>OPERATING EXPENSES</u></b> |                      |                      |                           |                       |
| Safe Neighborhoods               | -                    | 12,500               | 12,500                    | 12,500                |
| Police Contract                  | 15,788,647           | 17,181,634           | 17,181,634                | 17,950,128            |
| Fire Responsibility Area         | 162,089              | 171,953              | 171,953                   | 175,000               |
| <b><i>Total Operating</i></b>    | <b>15,950,736</b>    | <b>17,366,087</b>    | <b>17,366,087</b>         | <b>18,137,628</b>     |
| <br>                             |                      |                      |                           |                       |
| <b>TOTAL PUBLIC SAFETY</b>       | <b>15,950,736</b>    | <b>17,366,087</b>    | <b>17,366,087</b>         | <b>18,137,628</b>     |

**Expenditure**

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



*City of Jurupa Valley*

|   |
|---|
| <b>ANIMAL SERVICES</b><br>GENERAL FUND - 100-1420 |
|---|

|                                  | FY 2015/16     | FY 2016/17     | FY 2016/17     | FY 2017/18     |
|----------------------------------|----------------|----------------|----------------|----------------|
|                                  | ACTUAL         | BUDGET         | EST. ACTUAL    | ADOPTED        |
| <b><u>OPERATING EXPENSES</u></b> |                |                |                |                |
| Animal Control                   | 800,006        | 875,607        | 875,607        | 858,166        |
| <b>Total Operating</b>           | 800,006        | 875,607        | 875,607        | 858,166        |
| <br><b>TOTAL ANIMAL SERVICES</b> | <b>800,006</b> | <b>875,607</b> | <b>875,607</b> | <b>858,166</b> |

**Expenditure**

Animal Control                      Reflects contract increase. Net of offsetting revenue.

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# SPECIAL FUNDS



**WORKING TOGETHER  
TO IMPROVE OUR  
INFRASTRUCTURE**



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*City of Jurupa Valley*

| <b>GAS TAX ROAD MAINTENANCE</b> |  |  |  |  |
|---------------------------------|--|--|--|--|
| SPECIAL REVENUE - 200-2000      |  |  |  |  |

|                                  | <u>FY 2015/16</u> | <u>FY 2016/17</u> | <u>FY 2016/17</u>  | <u>FY 2017/18</u> |
|----------------------------------|-------------------|-------------------|--------------------|-------------------|
|                                  | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>EST. ACTUAL</b> | <b>ADOPTED</b>    |
| <b>Beginning Fund Balance</b>    | 3,096,204         | 1,773,712         | 973,576            | -                 |
| <b><u>REVENUE</u></b>            |                   |                   |                    |                   |
| Section 2103                     | 497,493           | 256,556           | 262,776            | 393,080           |
| Section 2105                     | 609,374           | 679,366           | 640,081            | 570,629           |
| Section 2106                     | 372,512           | 336,405           | 391,365            | 349,442           |
| Section 2107                     | 744,490           | 943,408           | 826,806            | 737,170           |
| Section 2107.5                   | 10,000            | 10,000            | 10,000             | 10,000            |
| 2017 Road Rehab Legislation      | -                 | -                 | -                  | 678,493           |
| Transfers in/ out                | -                 | -                 | -                  | -                 |
| Interest Earnings                | 1,580             | 1,000             | -                  | 2,000             |
| <b>TOTAL REVENUE</b>             | <b>2,235,449</b>  | <b>2,226,735</b>  | <b>2,131,028</b>   | <b>2,740,814</b>  |
| <b>Balance Available</b>         | <b>5,331,653</b>  | <b>4,000,447</b>  | <b>3,104,604</b>   | <b>2,740,814</b>  |
| <b><u>PERSONNEL</u></b>          |                   |                   |                    |                   |
| Salaries                         | -                 | 63,000            | 63,000             | 225,574           |
| Cafeteria Benefit                | -                 | 11,760            | 11,760             | 62,160            |
| Retirement Contribution          | -                 | 4,410             | 4,410              | 15,790            |
| Other Employee Costs             | -                 | 4,449             | 4,449              | 25,764            |
| <b>Total Personnel</b>           | <b>-</b>          | <b>83,619</b>     | <b>83,619</b>      | <b>329,288</b>    |
| <b><u>Operating Expenses</u></b> |                   |                   |                    |                   |
| Consulting Engineering           | 1,021,591         | 460,000           | 501,481            | 455,000           |
| Street Maintenance               | 1,140,856         | 900,000           | 1,140,856          | 622,000           |
| Street Sweeping                  | 2,613             | -                 | -                  | -                 |
| Signal Maintenance               | 318,731           | 260,000           | 260,000            | 260,000           |
| Contract Street Materials        | 118,338           | 100,000           | 100,000            | 100,000           |
| Repairs & Maintenance            | -                 | -                 | 32,198             | -                 |
| Weed Abatement                   | -                 | -                 | -                  | -                 |
| Graffiti Abatement Services      | 20,000            | 20,000            | 20,000             | 20,000            |
| Electric/Gas Cost                | 46,992            | 40,000            | 85,000             | 75,000            |
| Tree Trimming                    | 5,024             | 25,000            | 86,014             | 50,000            |
| LLMD Maintenance- Transfer       | 116,102           | 140,387           | -                  | -                 |
| Median Maintenance               | -                 | 75,000            | 75,000             | 75,000            |
| On Call Pvmnt Repair             | -                 | -                 | -                  | 50,000            |
| Street Striping                  | -                 | -                 | -                  | 100,000           |
| Street Signs                     | -                 | -                 | -                  | 75,000            |
| Education/Training               | -                 | -                 | -                  | 5,000             |
| Capital Projects                 | 1,567,101         | 1,492,568         | 841,564            | 360,000           |
| <b>Total Operating</b>           | <b>4,357,349</b>  | <b>3,512,955</b>  | <b>3,142,113</b>   | <b>2,247,000</b>  |
| <b>TOTAL EXPENSES</b>            | <b>4,357,349</b>  | <b>3,596,574</b>  | <b>3,225,732</b>   | <b>2,576,288</b>  |
| <b>Ending Fund Balance</b>       | <b>974,304</b>    | <b>403,873</b>    | <b>(121,128)</b>   | <b>164,526</b>    |

**Expenditure**

|                               |  |
|-------------------------------|--|
| Salaries and Benefits         | For FY 2017-18 HR Green supplied street crew (3) is proposed to be moved in-house as City employees to reduce costs. Budget represents allocation of hours to this function. |
| Consulting Engineering        | HR Green supplied consulting engineering for traffic and transportation issues   |
| Street Maintenance            | FY 2017-18 Provides for contract right of way maintenance services.  |
| Signal Maintenance            | Traffic Signal Maintenance performed under agreement with Riverside County   |
| 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  |
| Tree Trimming                 | Citywide right of way tree trimming under contract.  |
| LLMD Maintenance              | Gas tax supplement to LLMD right of way Maintenance - as needed  |
| Median Maintenance            | Maintenance for Van Buren, Etiwanda and Limonite medians   |
| On Call Pavement Repair       | Contract with a vendor for on call repairs to pavement as necessary  |
| Street Striping               | Separated out from generic "Street Maintenance" line item  |

*City of Jurupa Valley*

**MEASURE A ROAD MAINTENANCE**  
SPECIAL REVENUE - 210-2100

|                               | FY 2015/16<br>ACTUAL | FY 2016/17<br>BUDGET | FY 2016/17<br>EST. ACTUAL | FY 2017/18<br>ADOPTED |
|-------------------------------|----------------------|----------------------|---------------------------|-----------------------|
| <b>Beginning Fund Balance</b> | 1,476,686            | 633,487              | 633,487                   | 301,751               |
| <b>REVENUE</b>                |                      |                      |                           | -                     |
| Measure A                     | 1,808,169            | 1,950,000            | 1,874,000                 | 1,896,000             |
| Other Revenue                 | -                    | -                    | -                         | -                     |
| Interest Earnings             | 1,028                | 2,000                | 2,000                     | 2,000                 |
| <b>TOTAL REVENUE</b>          | <b>1,809,197</b>     | <b>1,952,000</b>     | <b>1,876,000</b>          | <b>1,898,000</b>      |
| <b>Balance Available</b>      | <b>3,285,883</b>     | <b>2,585,487</b>     | <b>2,509,487</b>          | <b>2,199,751</b>      |
| <b>Operating Expenses</b>     |                      |                      |                           |                       |
| Office Supplies               | 1,648                | 2,000                | 2,500                     | 2,500                 |
| Professional Services         | -                    | -                    | 4,300                     | 4,300                 |
| Consulting Engineering        | -                    | 225,000              | 10,000                    | 150,000               |
| Debt Service                  | -                    | 200,000              | 462,065                   | 1,634,700             |
| Capital Projects              | 2,521,650            | 1,848,287            | 1,653,020                 | 354,000               |
| Projects Administration       | 129,098              | 288,520              | 82,651                    | 17,700                |
| <b>Total Operating</b>        | <b>2,652,396</b>     | <b>2,561,807</b>     | <b>2,207,736</b>          | <b>2,163,200</b>      |
| <b>TOTAL EXPENSES</b>         | <b>2,652,396</b>     | <b>2,561,807</b>     | <b>2,207,736</b>          | <b>2,163,200</b>      |
| <b>Ending Fund Balance</b>    | <b>633,487</b>       | <b>23,680</b>        | <b>301,751</b>            | <b>36,551</b>         |

**Expenditure**

|                         |  |
|-------------------------|--|
| Professional Services   | Bond Trustee fees (\$3,000), CMFA Fee for bonds (\$1,300)  |
| Consulting Engineering  | Management of Measure A program, engineering and projects  |
| Debt Service            | Debt repayment for advance from RCTC for Limonite project (\$1,1167,000) and annual payment on COP's for Street rehab project (\$467,700). |
| Capital Projects        | Capital project construction costs FY 2017-18 includes project funding more specifically identified in the City's FY 2017-18 CIP.          |
| Projects Administration | 5% Administrative overhead for Measure A Capital projects program.   |

*City of Jurupa Valley*

|   |
|---|
| <b>AQMD</b><br>SPECIAL REVENUE - 230-2300 |
|---|

|                               | FY 2015/16<br>ACTUAL | FY 2016/17<br>BUDGET | FY 2016/17<br>EST. ACTUAL | FY 2017/18<br>ADOPTED |
|-------------------------------|----------------------|----------------------|---------------------------|-----------------------|
| <b>Beginning Fund Balance</b> | 404,104              | 53,689               | 57,839                    | 31,989                |
| <b><u>REVENUE</u></b>         |                      |                      |                           |                       |
| Intergovernmental             | 155,822              | 121,000              | 121,000                   | 121,000               |
| Interest Earnings             | 115                  | 150                  | 150                       | 150                   |
| <b>TOTAL REVENUE</b>          | <b>155,937</b>       | <b>121,150</b>       | <b>121,150</b>            | <b>121,150</b>        |
| <b>Balance Available</b>      | <b>560,041</b>       | <b>174,839</b>       | <b>178,989</b>            | <b>153,139</b>        |
| <b>Operating Expenses</b>     |                      |                      |                           |                       |
| Motor Vehicle Fuel            | 7,559                | 20,000               | 20,000                    | 23,000                |
| Street Sweeping               | 57,120               | 57,000               | 57,000                    | 58,000                |
| Vehicle Purchases             | 441,673              | 40,000               | 70,000                    | -                     |
| <b>Total Operating</b>        | <b>506,352</b>       | <b>117,000</b>       | <b>147,000</b>            | <b>81,000</b>         |
| <b>TOTAL EXPENSES</b>         | <b>506,352</b>       | <b>117,000</b>       | <b>147,000</b>            | <b>81,000</b>         |
| <b>Ending Fund Balance</b>    | <b>53,689</b>        | <b>57,839</b>        | <b>31,989</b>             | <b>72,139</b>         |

**Expenditure**

|                    |  |
|--------------------|--|
| Motor Vehicle Fuel | AQMD provides vehicle fuel costs for three years |
| Street Sweeping    | Street Sweeping for Rubidoux area                |
| Vehicle Purchases  | No new vehicles requested in FY 2017-18          |

*City of Jurupa Valley*

|   |
|---|
| <b>Community Development Block Grant (CDBG)</b><br>SPECIAL REVENUE - 240-2400 |
|---|

|                               | FY 2015/16<br>ACTUAL | FY 2016/17<br>BUDGET               | FY 2016/17<br>EST. ACTUAL | FY 2017/18<br>ADOPTED |
|-------------------------------|----------------------|------------------------------------|---------------------------|-----------------------|
| <b>Beginning Fund Balance</b> | -                    | -                                  | -                         | -                     |
| <b>REVENUE</b>                |                      |                                    |                           |                       |
| Federal CDBG                  | -                    | 115,000                            | 115,000                   | 676,252               |
| Interest Earnings             | -                    | -                                  | -                         | -                     |
| <b>TOTAL REVENUE</b>          | <b>-</b>             | <b>115,000</b>                     | <b>115,000</b>            | <b>676,252</b>        |
| <b>Balance Available</b>      | <b>-</b>             | <b>115,000</b>                     | <b>115,000</b>            |                       |
| <b>Operating Expenses</b>     |                      |                                    |                           |                       |
| Consulting Engineering        |                      | -                                  |                           | 61,252                |
| Capital Projects              | 103,665              | 115,000                            | 100,000                   | 600,000               |
| Projects Administration       |                      | 15,000                             | 15,000                    | 15,000                |
| <b>Total Operating</b>        | <b>103,665</b>       | <b>130,000</b>                     | <b>115,000</b>            | <b>676,252</b>        |
| <b>TOTAL EXPENSES</b>         | <b>103,665</b>       | <b>130,000</b>                     | <b>115,000</b>            | <b>676,252</b>        |
| <b>Ending Fund Balance</b>    | <b>(103,665)</b>     | <b>(15,000)</b>                    | -                         | -                     |
| <b>Expenditure</b>            |                      |                                    |                           |                       |
| Capital Projects              |                      | Capital project construction costs |                           |                       |



*City of Jurupa Valley*

|   |
|---|
| <b>RISK MANAGEMENT</b><br>INTERNAL SERVICE - 710-7100 |
|---|

|                               | FY 2015/16    | FY 2016/17    | FY 2016/17    | FY 2017/18    |
|-------------------------------|---------------|---------------|---------------|---------------|
|                               | ACTUAL        | BUDGET        | EST. ACTUAL   | ADOPTED       |
| <b>Beginning Fund Balance</b> | -             | -             | -             | -             |
| <b><u>REVENUE</u></b>         |               |               |               |               |
| Interfund Charges             |               |               |               |               |
| Transfer In from Gen Fund     | 23,062        | 70,000        | 70,000        | 75,000        |
| <b>TOTAL REVENUE</b>          | <b>23,062</b> | <b>70,000</b> | <b>70,000</b> | <b>75,000</b> |
| <b>Operating Expenses</b>     |               |               |               |               |
| Insurance Premiums            | 23,062        | 70,000        | 70,000        | 75,000        |
| Other                         | -             | -             |               |               |
| <b>Total Operating</b>        | <b>23,062</b> | <b>70,000</b> | <b>70,000</b> | <b>75,000</b> |
| <b>TOTAL EXPENSES</b>         | <b>23,062</b> | <b>70,000</b> | <b>70,000</b> | <b>75,000</b> |
| <b>Ending Fund Balance</b>    | -             | -             | -             | -             |

**Expenditure**

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

*City of Jurupa Valley*

|                             |
|-----------------------------|
| <b>INFORMATION SYSTEMS</b>  |
| INTERNAL SERVICE - 720-7200 |

|                               | <u>FY 2015/16</u> | <u>FY 2016/17</u> | <u>FY 2016/17</u>  | <u>FY 2017/18</u> |
|-------------------------------|-------------------|-------------------|--------------------|-------------------|
|                               | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>EST. ACTUAL</b> | <b>ADOPTED</b>    |
| <b>Beginning Fund Balance</b> | -                 | -                 | -                  | -                 |
| <b><u>REVENUE</u></b>         |                   |                   |                    |                   |
| Interfund Charges             | -                 | -                 | -                  | -                 |
| Transfer In from Gen Fund     | 165,267           | 143,575           | 143,575            | 189,140           |
| <b>TOTAL REVENUE</b>          | <b>165,267</b>    | <b>143,575</b>    | <b>143,575</b>     | <b>189,140</b>    |
| <b>Operating Expenses</b>     |                   |                   |                    |                   |
| Professional Services         | 44,445            | 37,900            | 37,900             | 37,900            |
| Hardware/ Software Support    | 8,144             | 14,675            | 14,675             | 24,240            |
| GIS Systems                   | 36,750            | 35,000            | 37,500             | 37,500            |
| Microfilm/ Scanning           | 24,169            | 13,500            | 13,500             | 15,000            |
| Software                      | 25,152            | 6,000             | 6,000              | 43,000            |
| Hardware                      | 26,607            | 36,500            | 36,500             | 31,500            |
| <b>Total Operating</b>        | <b>165,267</b>    | <b>143,575</b>    | <b>146,075</b>     | <b>189,140</b>    |
| <b>TOTAL EXPENSES</b>         | <b>165,267</b>    | <b>143,575</b>    | <b>146,075</b>     | <b>189,140</b>    |
| <b>Ending Fund Balance</b>    | 0                 | -                 | -                  | -                 |

**Expenditure**

|                               |  |
|-------------------------------|--|
| Software Support              | Tyler (\$6,200), MS Exchange (\$3,800), Intellitech (\$775), Barracuda (\$2,340), Fortinet (\$1,200), HdL Bus Lic Software (\$2,100) |
| Professional Services         | Professional Services 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, Smart Gov (\$40,000).  |
| Hardware                      | Replace Laserfiche server (\$8,000), Miscellaneous hardware (\$5,000), Replacement PC's (\$10,500), Spam filter system (\$8,000).    |

# SPECIAL DISTRICTS



**WORKING TOGETHER  
TO KEEP OUR CITY  
CLEAN**

New Releases



E-Citizen

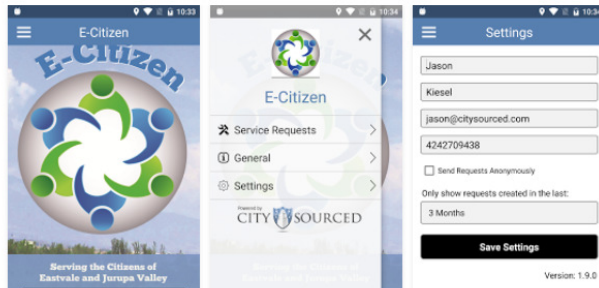
CitySourced Tools

★★★★★ 15

Everyone

This app is compatible with all of your devices.

Installed



**BELIEVE IN CLEAN RIVERS... VOLUNTEER!**  
Santa Ana River & City Waterways Cleanups



Saturday • September 24 • 2016  
8:00 AM to 12:00 PM

Riverside County Flood Control  
1995 Market St. Riverside, CA 92501  
Volunteer check in at rear maintenance yard  
Additional parking  
Latham St. adjacent to Rivera St.

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*City of Jurupa Valley*

**LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT 89-1**

|                                | FY 2015/16     | FY 2016/17       | FY 2016/17       | FY 2017/18       |
|--------------------------------|----------------|------------------|------------------|------------------|
|                                | ACTUAL         | BUDGET           | EST. ACTUAL      | ADOPTED          |
| <b>Beginning Fund Balance</b>  | -              | 475,433          | 487,977          | 656,902          |
| <b><u>REVENUE</u></b>          |                |                  |                  |                  |
| Special Assessments            | 756,811        | 879,613          | 879,613          | 880,000          |
| Balance Transfer from County   | -              | -                | 296,770          | -                |
| Transfer In From Gas Tax       | 18,820         | 140,387          | -                | -                |
| Interest Earnings              | 390            | -                | -                | -                |
| <b>TOTAL REVENUE</b>           | <b>776,021</b> | <b>1,020,000</b> | <b>1,176,383</b> | <b>880,000</b>   |
| <b>Balance Available</b>       | <b>776,021</b> | <b>1,495,434</b> | <b>1,664,360</b> | <b>1,536,902</b> |
| <b><u>EXPENSES</u></b>         |                |                  |                  |                  |
| <b>Personnel</b>               |                |                  |                  |                  |
| Salaries                       | -              | 9,000            | 9,000            | 10,175           |
| Cafeteria Benefit              | -              | 1,680            | 1,680            | 1,680            |
| Retirement Contribution        | -              | 630              | 630              | 712              |
| Other Employee Costs           | -              | 636              | 636              | 439              |
| <b>Total Personnel</b>         | <b>-</b>       | <b>11,946</b>    | <b>11,946</b>    | <b>13,006</b>    |
| <b>Operating Expenses</b>      |                |                  |                  |                  |
| Consulting Services            | 37,795         | 50,000           | 50,000           | 50,000           |
| Repairs and Maint              | 97,154         | 91,456           | 91,456           | 92,000           |
| Traffic Signal/Pump Electric   | 39,517         | 53,310           | 53,310           | 53,000           |
| Street Lighting                | -              | 109,319          | 109,319          | 109,000          |
| Water and Sewer                | 59,645         | 645,296          | 645,296          | 645,000          |
| LLMD Maintenance               | 66,477         | 10,102           | 10,102           | 10,000           |
| <b>Total Operating</b>         | <b>300,588</b> | <b>959,483</b>   | <b>959,483</b>   | <b>959,000</b>   |
| <b>Interfund Charges</b>       |                |                  |                  |                  |
| Administrative Overhead 5%     | -              | 47,974           | 47,974           | 48,600           |
| <b>Total Interfund Charges</b> | <b>-</b>       | <b>47,974</b>    | <b>47,974</b>    | <b>48,600</b>    |
| <b>TOTAL EXPENSES</b>          | <b>300,588</b> | <b>1,007,457</b> | <b>1,007,457</b> | <b>1,020,606</b> |
| <b>Ending Fund Balance</b>     | 475,433        | 487,977          | 656,902          | 516,296          |

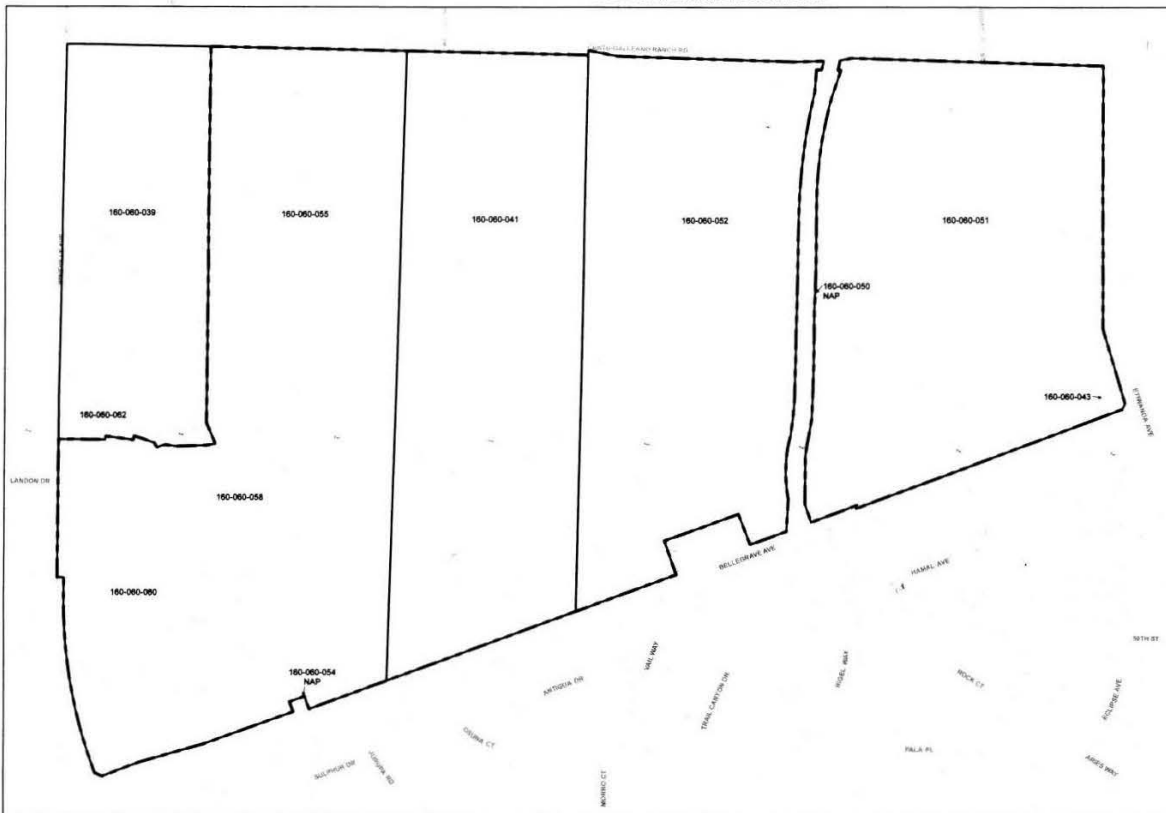
**Expenditure**

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

# CFD 2013-001

## BELGRAVE

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



VICINITY MAP

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

- 180-060-041
- 180-060-043
- 180-060-051
- 180-060-052
- 180-060-058
- 180-060-058
- 180-060-080

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



*City of Jurupa Valley*

**CFD 13-001 Bellegrave**

|                                | <u>FY 2015/16</u> | <u>FY 2016/17</u> | <u>FY 2016/17</u>  | <u>FY 2017/18</u> |
|--------------------------------|-------------------|-------------------|--------------------|-------------------|
|                                | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>EST. ACTUAL</b> | <b>ADOPTED</b>    |
| <b>Beginning Fund Balance</b>  | -                 | 44,307            | 44,307             | 47,066            |
| <b><u>REVENUE</u></b>          |                   |                   |                    |                   |
| Special Assessments            | 44,408            | 42,000            | 44,760             | 150,000           |
| Interest Earnings              | 28                |                   |                    |                   |
| <b>TOTAL REVENUE</b>           | <b>44,437</b>     | <b>42,000</b>     | <b>44,760</b>      | <b>150,000</b>    |
| <b>Balance Available</b>       | <b>44,437</b>     | <b>86,307</b>     | <b>89,067</b>      | <b>197,066</b>    |
| <b>Operating Expenses</b>      |                   |                   |                    |                   |
| Consulting Services            | 130               | 5,000             | 5,000              | 5,000             |
| Signal Maintenance             | -                 | 1,123             | 1,123              | 1,100             |
| Repairs and Maint              | -                 | 3,061             | 3,061              | 3,000             |
| Graffiti Abatement Services    | -                 | 1,275             | 1,275              | 1,300             |
| Street Lighting                | -                 | 1,530             | 1,530              | 1,530             |
| Landscaping/Tree Trimming      | -                 | 20,327            | 20,327             | 20,000            |
| CFD Maintenance                | -                 | 3,239             | 3,239              | 3,200             |
| Water Quality Maint.           | -                 | 2,627             | 2,627              | 2,600             |
| <b>Total Operating</b>         | <b>130</b>        | <b>38,182</b>     | <b>38,182</b>      | <b>37,730</b>     |
| <b>Interfund Charges</b>       |                   |                   |                    |                   |
| Administrative Overhead 10%    | -                 | 3,818             | 3,818              | 3,773             |
| <b>Total Interfund Charges</b> | <b>-</b>          | <b>3,818</b>      | <b>3,818</b>       | <b>3,773</b>      |
| <b>TOTAL EXPENSES</b>          | <b>130</b>        | <b>42,000</b>     | <b>42,000</b>      | <b>41,503</b>     |
| <b>Ending Fund Balance</b>     | <b>44,307</b>     | <b>44,307</b>     | <b>47,066</b>      | <b>155,563</b>    |

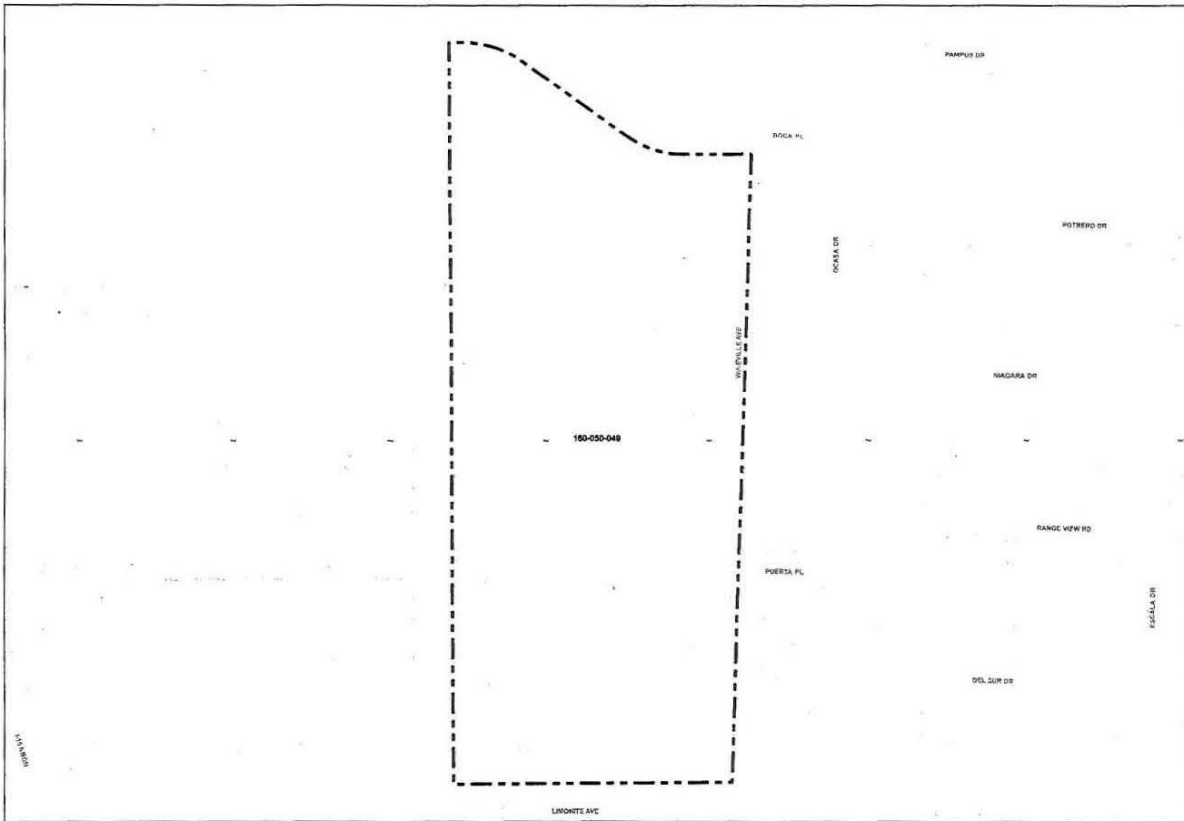
**Expenditure**

|                           |  |
|---------------------------|--|
| 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 14-001 Harvest**

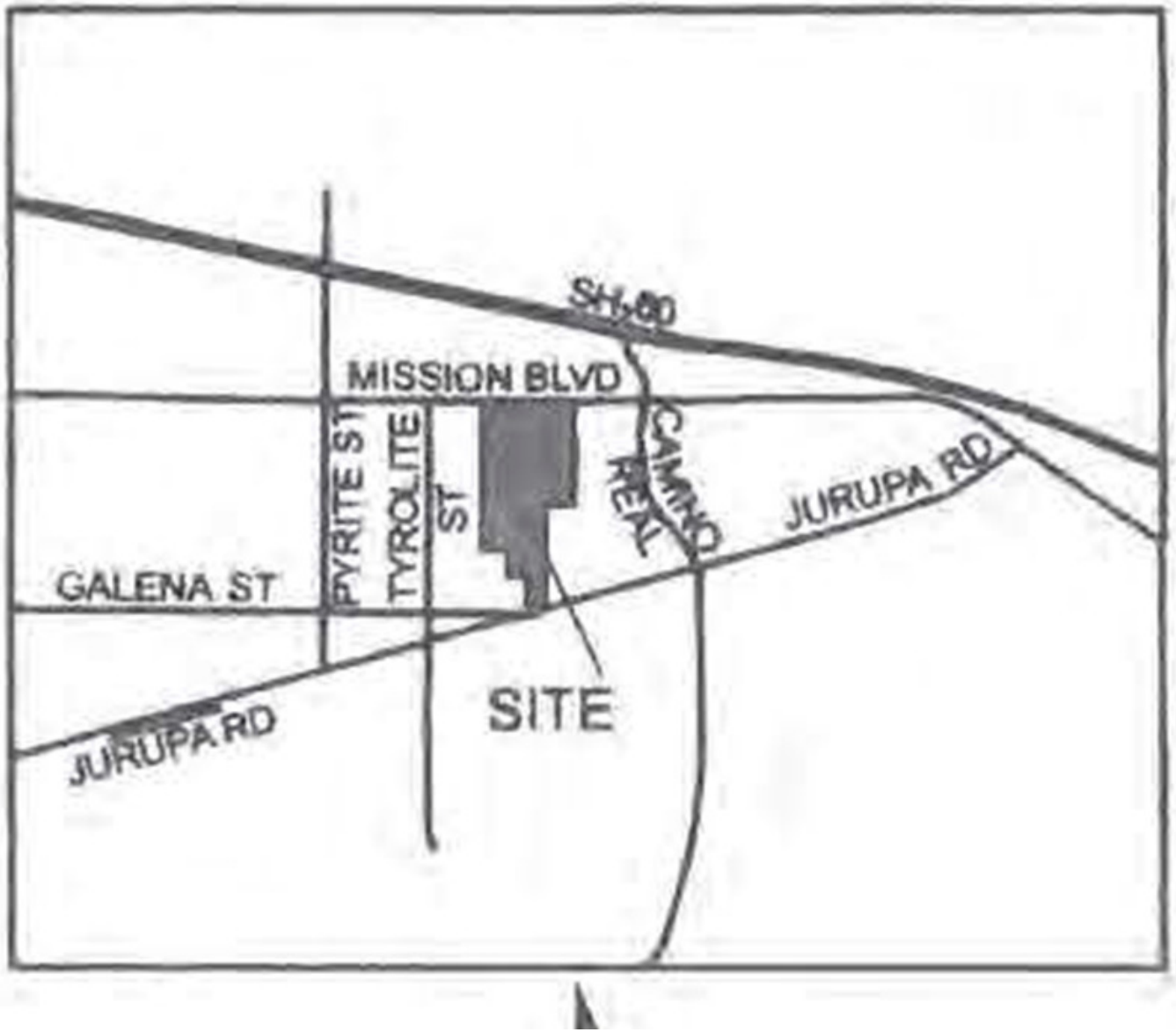
|                                | FY 2015/16    | FY 2016/17  | FY 2016/17  | FY 2017/18  |
|--------------------------------|---------------|-------------|-------------|-------------|
|                                | ACTUAL        | BUDGET      | EST. ACTUAL | ADOPTED     |
| <b>Beginning Fund Balance</b>  | -             | 46,448      | 46,448      | 47,388      |
| <b><u>REVENUE</u></b>          |               |             |             |             |
| Special Assessments            | 55,609        | 56,000      | 56,940      | 56,940      |
| Interest Earnings              | 29            |             |             |             |
| <b>TOTAL REVENUE</b>           | 55,638        | 56,000      | 56,940      | 56,940      |
| <br><b>Balance Available</b>   | <br>55,637.88 | <br>102,448 | <br>103,388 | <br>104,328 |
| <br><b>Operating Expenses</b>  |               |             |             |             |
| Consulting Services            | 9,190         | 6,000       | 6,000       | 6,000       |
| Signal Maintenance             | -             | 1,519       | 1,519       | 1,500       |
| Repairs and Maint              | -             | 4,142       | 4,142       | 4,100       |
| Graffiti Abatement Services    | -             | 1,726       | 1,726       | 1,700       |
| Street Lighting                | -             | 2,071       | 2,071       | 2,000       |
| Landscaping/Tree Trimming      | -             | 27,512      | 27,512      | 28,000      |
| CFD Maintenance                | -             | 4,384       | 4,384       | 4,400       |
| Water Basin Maint              | -             | 3,555       | 3,555       | 3,500       |
| <b>Total Operating</b>         | 9,190         | 50,909      | 50,909      | 51,200      |
| <br><b>Interfund Charges</b>   |               |             |             |             |
| Administrative Overhead 10%    | -             | 5,091       | 5,091       | 5,120       |
| <b>Total Interfund Charges</b> | -             | 5,091       | 5,091       | 5,120       |
| <br><b>TOTAL EXPENSES</b>      | 9,190         | 56,000      | 56,000      | 56,320      |
| <br><b>Ending Fund Balance</b> | 46,448        | 46,448      | 47,388      | 48,008      |

**Expenditure**

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

# CFD 2014-002

## Mission Estates



*City of Jurupa Valley*

**CFD 14-002 Mission Estates**

|                                | FY 2015/16    | FY 2016/17     | FY 2016/17     | FY 2017/18     |
|--------------------------------|---------------|----------------|----------------|----------------|
|                                | ACTUAL        | BUDGET         | EST. ACTUAL    | ADOPTED        |
| <b>Beginning Fund Balance</b>  | -             | 37,370         | 47,677         | 49,273         |
| <b>REVENUE</b>                 |               |                |                |                |
| Special Assessments            | 44,408        | 66,000         | 67,596         | 67,596         |
| Interest Earnings              | 39            | -              | -              |                |
| <b>TOTAL REVENUE</b>           | <b>44,447</b> | <b>66,000</b>  | <b>67,596</b>  | <b>67,596</b>  |
| <b>Balance Available</b>       | <b>44,447</b> | <b>103,370</b> | <b>115,273</b> | <b>116,869</b> |
| <b>Operating Expenses</b>      |               |                |                |                |
| Consulting Services            | 1,664         | 7,000          | 7,000          | 7,000          |
| Signal Maintenance             | -             | 1,792          | 1,792          | 1,800          |
| Repairs and Maint              | -             | 4,889          | 4,889          | 4,800          |
| Graffiti Abatement Services    | -             | 2,037          | 2,037          | 2,000          |
| Traffic Signal/ Pump Electric  | 3,650         | -              | -              | -              |
| Street Lighting                | -             | 2,444          | 2,444          | 2,500          |
| Landscaping/Tree Trimming      | -             | 32,468         | 32,468         | 33,000         |
| CFD Maintenance                | 1,763         | 5,174          | 5,174          | 5,200          |
| Water Quality Maint.           | -             | 4,196          | 4,196          | 4,200          |
| <b>Total Operating</b>         | <b>7,077</b>  | <b>50,630</b>  | <b>60,000</b>  | <b>60,500</b>  |
| <b>Interfund Charges</b>       |               |                |                |                |
| Administrative Overhead 10%    |               | 5,063          | 6,000          | 6,050          |
| <b>Total Interfund Charges</b> | -             | <b>5,063</b>   | <b>6,000</b>   | <b>6,050</b>   |
| <b>TOTAL EXPENSES</b>          | <b>7,077</b>  | <b>55,693</b>  | <b>66,000</b>  | <b>66,550</b>  |
| <b>Ending Fund Balance</b>     | <b>37,370</b> | <b>47,677</b>  | <b>49,273</b>  | <b>50,319</b>  |

**Expenditure**

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

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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.