

CITY OF JURUPA VALLEY

FISCAL YEAR 2019/20

ADOPTED BUDGET



A COMMUNITY OF COMMUNITIES

**WORKING TOGETHER FOR A
BETTER FUTURE**

APPROVED JUNE 06, 2019

(This page is intentionally left blank)



CITY OF JURUPA VALLEY

Table of Contents

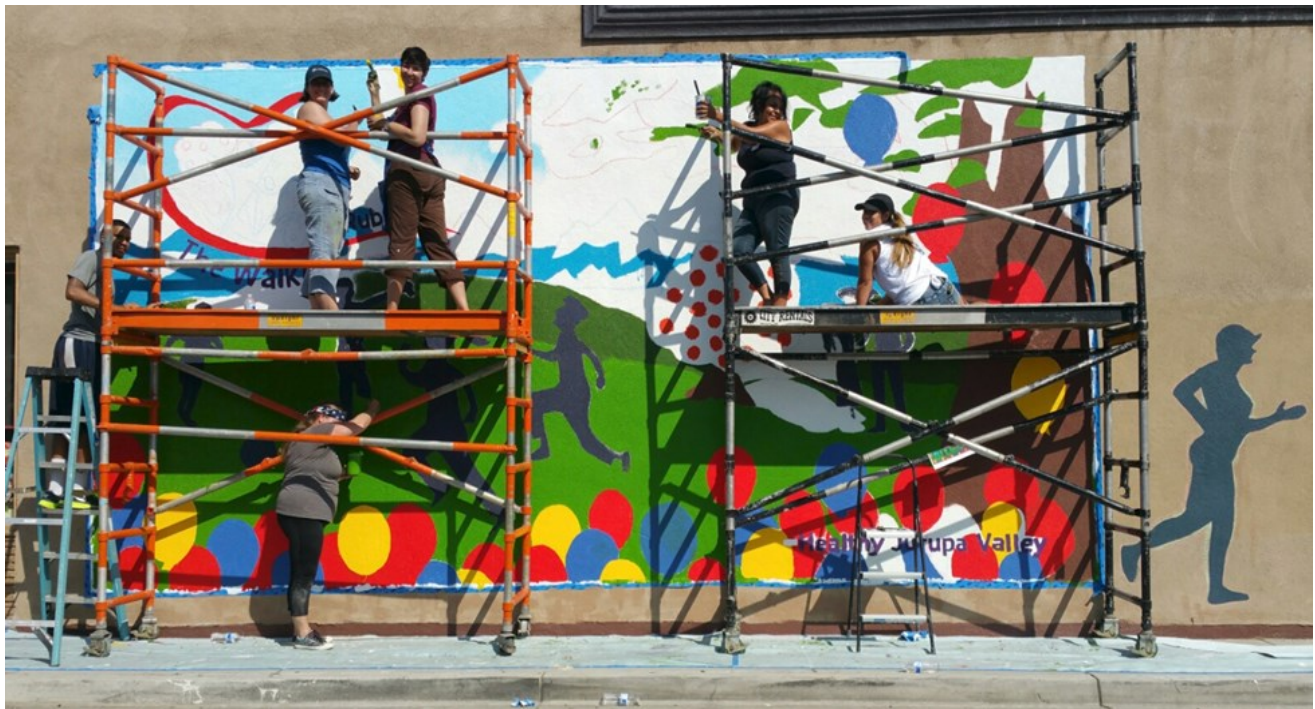
Introduction	i
Budget Message	ii
City Council	x
Organization Chart	xi
Summaries	1
Revenues	11
Department Budgets	13
Special Funds	60
Districts	79

(This page is intentionally left blank)

INTRODUCTION



**WORKING TOGETHER TO MAKE A HEALTHIER
JURUPA VALLEY**



(This page is intentionally left blank)

CITY MANAGER'S BUDGET MESSAGE



City of Jurupa Valley

June 28, 2019

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 eight 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.

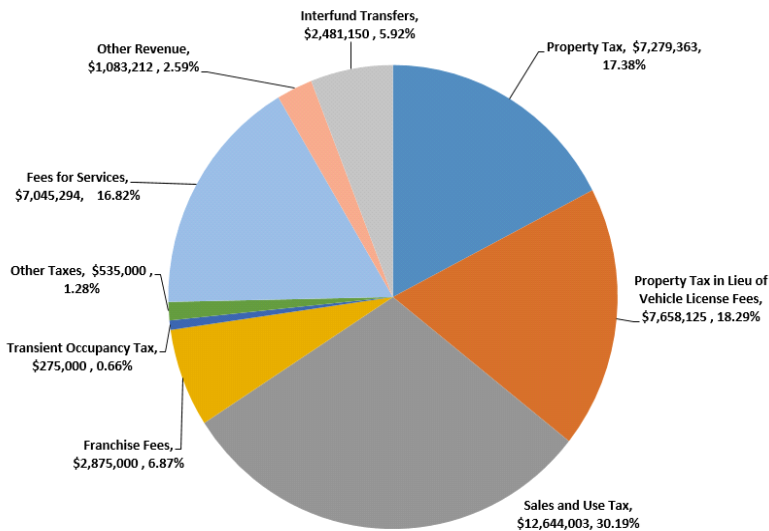
As the City enters into its ninth (9th) year of incorporation, I am pleased to present the Fiscal Year (FY) 2019-20 Adopted Budget for the City of Jurupa Valley. The Operating Budget is an annual fiscal plan that provides information regarding the sources (revenues) and the uses (expenditures) of the 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 6, 2019.

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 2019-20 General Fund budget was developed to increase the existing service levels of public safety contracted with the Riverside Sheriff's Department. Two additional dedicated deputy positions were added for Quality of Life issues and two additional Community Service Officers were added for parking and other traffic and support related activities.

The total estimated General Fund revenue for FY 2019-20 is \$41,876,147 while the estimated expenditures are \$41,652,006. In FY 2018-19 the City had sixteen (16) full time and two (2) part time employees. The City continues to utilize contract services for Engineering, Planning, Building and Safety, Code Enforcement, Public Safety and Animal Services.

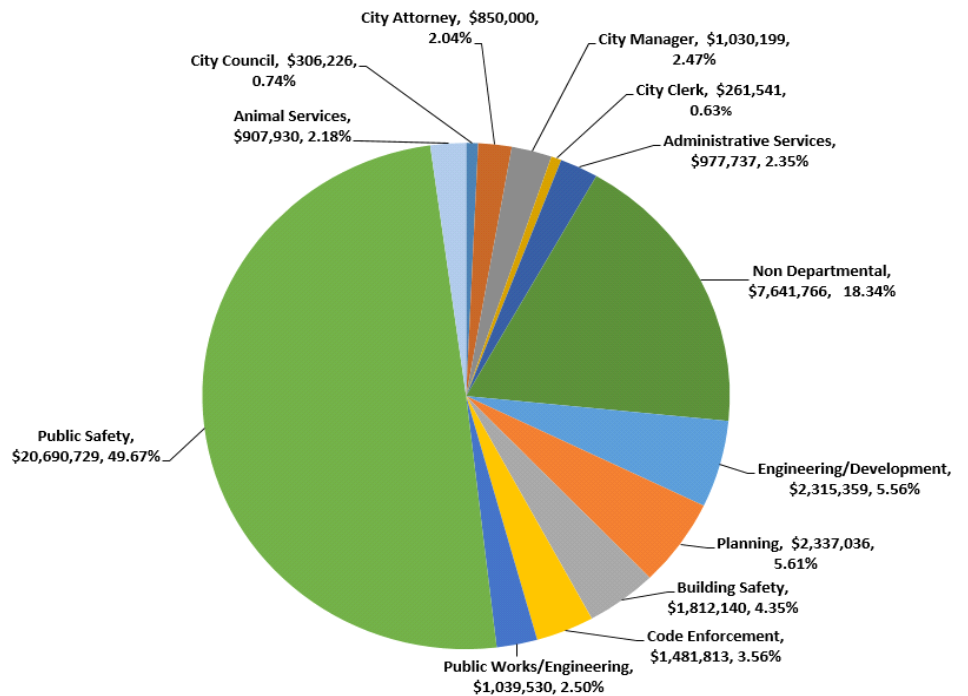
General Fund Sources - where the money comes from



The City receives the majority of its General Fund revenue from Sales and Use Tax (30.19%), Property Taxes (17.38%), Fees for Services (16.82%) and Franchise Fees (6.87%). SB 130, which reallocated the Vehicle License Fees to provide the City with Property Tax in Lieu of Vehicle License Fees (18.29%) is estimated to provide an additional

\$7,658,125 to the City which will help provide much needed services to its residents.

General Fund Uses - where does the money go

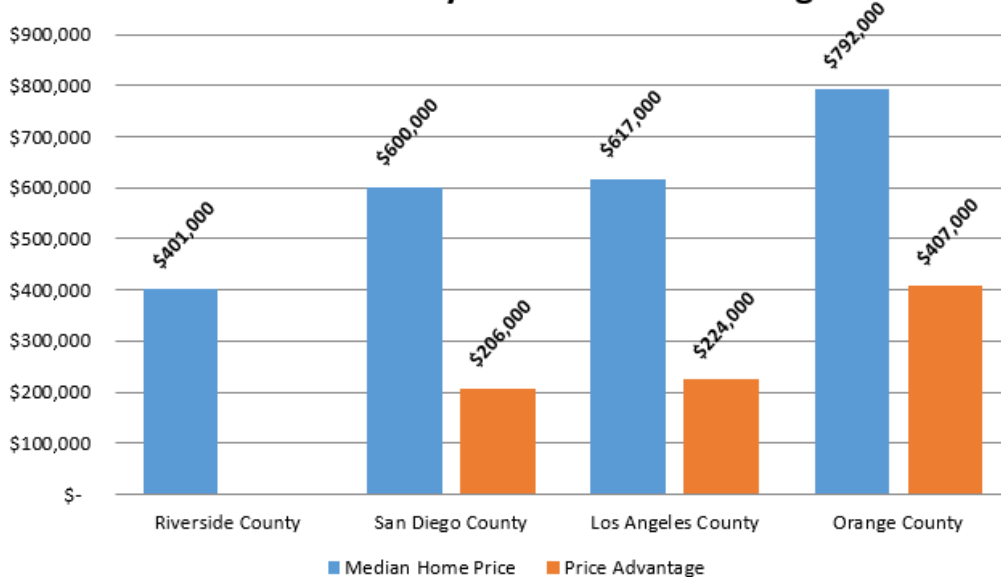


The City has budgeted 49.67% of its General Fund Budget to Public Safety, which includes the contract with the Riverside County Sheriff. This is an overall 4.58% increase in cost over FY 2018-19 with an increase in the level of service provided to the City. The actual patrol rate increase is estimated by the County to be between 8-10%. City Clerk is expected to decrease by 26.7% and Planning Costs is expected to increase by 23.5%.

The Local Economy

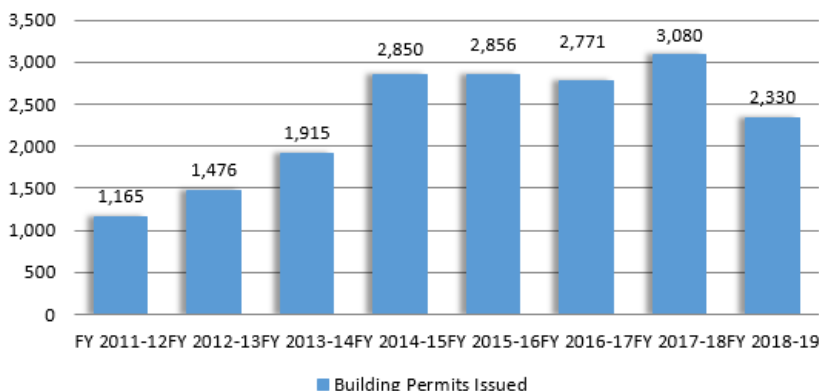
The existing home price advantage will continue to attract future home buyers to the area and continue to create a demand for new housing. The availability of affordable housing continues to attract homebuyers to the Inland Empire. Riverside County's second quarter 2019 median new home price of \$435,000 was up 1.4% from last year's \$429,000. The median existing home price was \$401,000, up from \$387,000 the prior year a 3.5% increase.

Riverside County Home Price Advantage



Source: Inland Empire Economic Partnership, July 2019

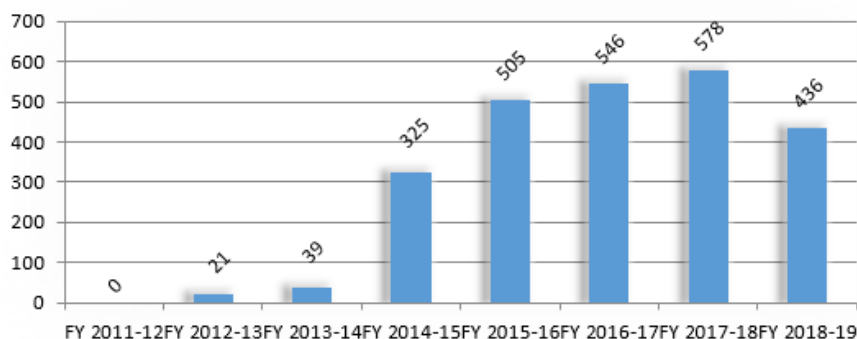
Building Permits Issued



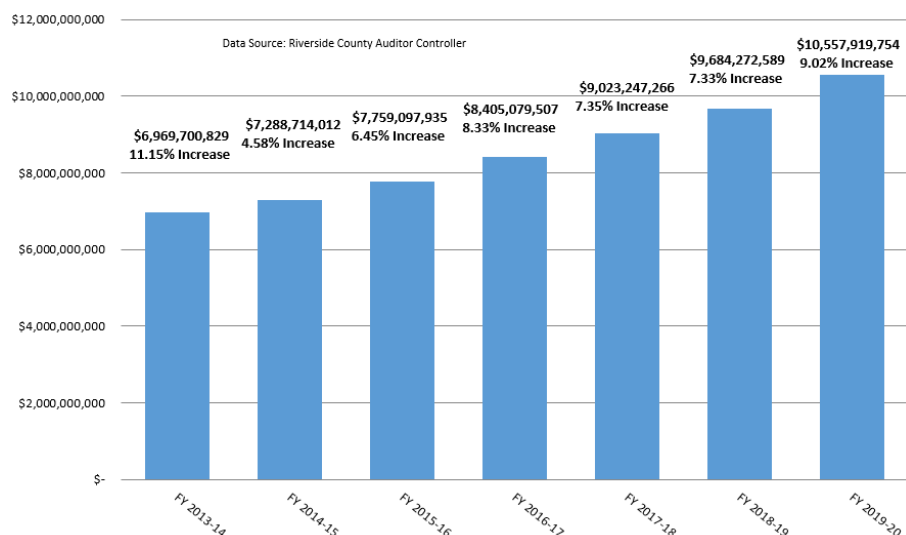
The City of Jurupa Valley realized a decrease in the number of Building Permits Issued to 2,330 in FY 2018-19, and, of the permits issued new home permits decreased by (24.5%) from 578 in FY 2017-18 to 436 in FY 2018-19.

Certificates of Occupancy continue to be issued at a steady 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 International Airport.

Certificates of Occupancy Issued



City of Jurupa Valley Assessed Valuation



Development along with increasing assessed value of existing homes in Jurupa Valley continue 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 is holding steady in 2019 as 31,200 jobs were added. The unemployment rate was .2% lower in June 2019, ending at 4.3%, as compared to June 2018. The workforce decreased by (7,200) as residents left the workforce in the past year either locally or in other Southern California counties.

Inland Empire Employment Information

Sector	Apr-2019	May-2019	Jun-2019	Jun-2018	Change	Percent
Higher Education	21,800	21,300	20,900	19,100	1,800	9.4%
Management & Professions	51,700	50,500	51,100	49,800	1,300	2.6%
Local Government	82,000	82,400	82,700	81,400	1,300	1.6%
Utilities	5,000	5,000	5,000	5,000	0	0.0%
Health Care	147,000	147,700	148,500	141,700	6,800	4.8%
Federal & State	39,000	39,300	39,500	38,600	900	2.3%
Mining	1,200	1,200	1,200	1,200	0	0.0%
Information	11,100	11,100	11,300	11,200	100	0.9%
Clean Work, Good Pay	358,800	358,500	360,200	348,000	12,200	3.5%
K-12 Education	144,400	144,700	143,700	141,500	2,200	1.6%
Financial Activities	42,900	43,300	43,300	43,600	(300)	-0.7%
Clean Work, Moderate Pay	187,300	188,000	187,000	185,100	1,900	1.0%
Logistics	191,000	192,700	195,200	191,800	3,400	1.8%
Construction	105,900	105,900	106,400	106,900	(500)	-0.5%
Manufacturing	101,000	100,900	101,700	101,900	(200)	-0.2%
Dirty Work, Moderate Pay	397,900	399,500	403,300	400,600	2,700	0.7%
Employment Agencies	41,200	42,000	41,800	40,500	1,300	3.2%
Amusement	19,800	19,700	19,300	18,300	1,000	5.5%
Administrative Support	59,300	60,000	59,200	57,500	1,700	3.0%
Social Assistance	80,100	81,600	82,400	77,400	5,000	6.5%
Other Services	44,800	44,600	45,100	46,100	(1,000)	-2.2%
Retail Trade	179,300	179,200	178,700	178,600	100	0.1%
Eating & Drinking	136,200	137,000	138,000	132,200	5,800	4.4%
Accommodation	18,400	18,500	18,700	18,600	100	0.5%
Agriculture	15,200	16,800	18,500	18,100	400	2.2%
Lower Paying Jobs	594,300	599,400	601,700	587,300	14,400	2.5%
Total, All Industries	1,538,300	1,545,400	1,552,200	1,521,000	31,200	2.1%
Civilian Labor Force	2,033,800	2,036,400	2,040,200	2,047,400	(7,200)	-0.4%
Employment	1,958,200	1,965,700	1,953,400	1,954,400	(1,000)	-0.1%
Unemployment	75,600	70,600	86,900	93,000	(6,100)	-6.6%
Unemployment Rate	3.7%	3.5%	4.3%	4.5%	-0.3%	-6.2%

Source: Inland Empire Economic Partnership, July 2019

FY 2019-20 Budgetary Highlights

- Completion of Limonite Interchange Project
- Implementation of Accela permitting software for Planning, Engineering, Building, and deposits
- Implementation of the City's first Parade
- Implementation of Video Streaming for City Council Meetings
- Addition of Commercial Enforcement Officer and Vehicle
- Continued long term planning and improvements to Downey Park River Access.
- Increased property tax revenue due to new home development and the increased valuation of existing homes.

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,



Alan Kreimeier
Interim City Manager

(This page is intentionally left blank)

JURUPA VALLEY CITY COUNCIL



MAYOR

BRIAN BERKSON

MAYOR PRO TEM

ANTHONY KELLY JR

COUNCIL MEMBER

CHRIS BARAJAS

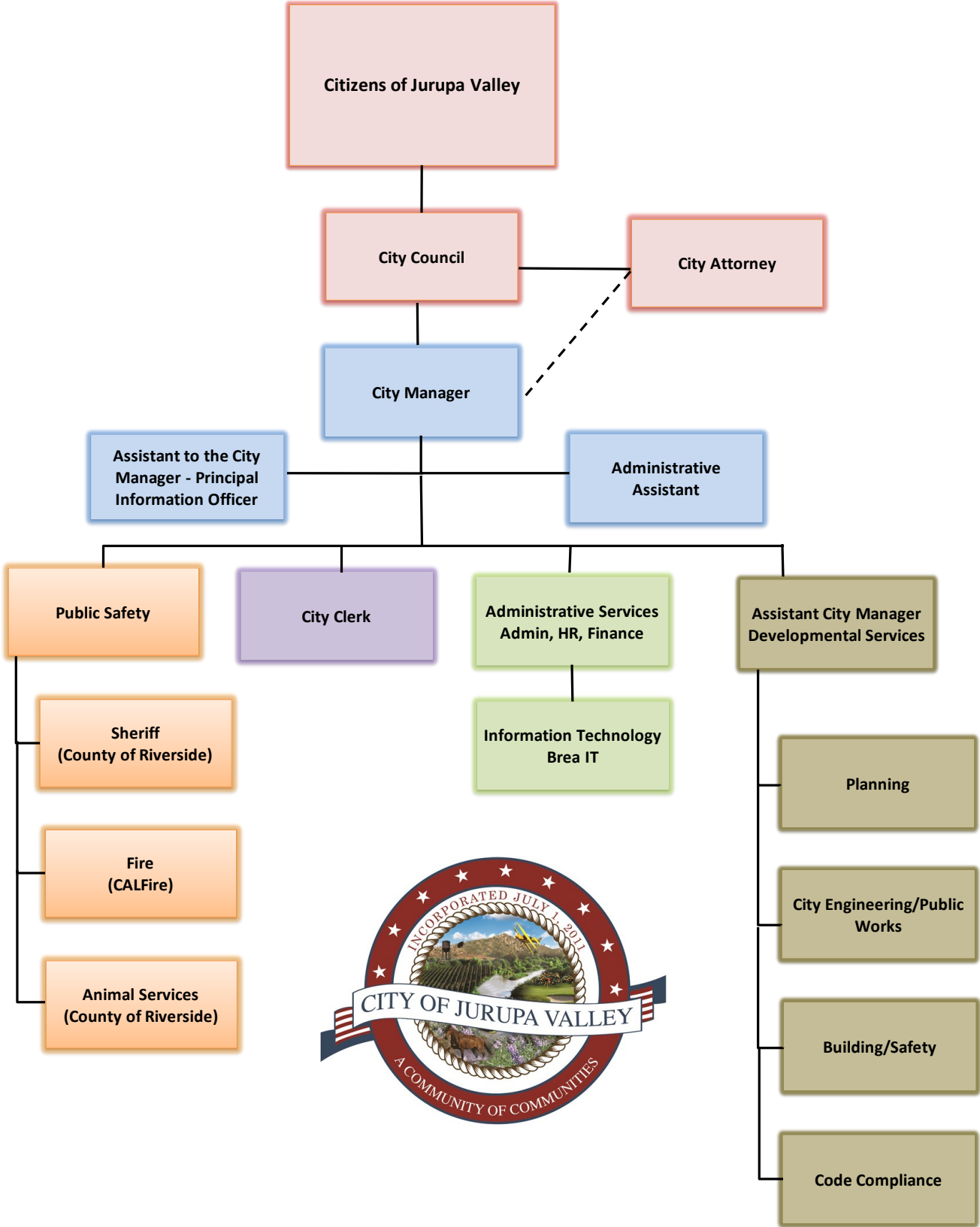
COUNCIL MEMBER

LORENA BARAJAS

COUNCIL MEMBER

MICHAEL GOODLAND

**CITY OF JURUPA VALLEY
Organization Chart
June 30, 2019**



SUMMARIES



**WORKING TOGETHER TO GROW OUR
LOCAL ECONOMY**



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 \$5,199,237, based on current year expenditure and revenue projections.

General Fund revenues for FY 2019-20 are estimated at \$41,876,147 and expenditures are proposed at \$42,409,302. If approved as proposed, the estimated Fund Balance at FY 2019-20 year end would be \$5,460,583. This is a reduction of \$533,155 from the estimated balance at the end of the current fiscal year. This is primarily due to new one time and new ongoing programs, city staff and inclusion of an additional traffic deputy.

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 projected to increase slightly in FY 2019-20.

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.

Staffing by FTE

This worksheet summarizes proposed full time equivalent staffing for FY 2019-20. 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

	FY 2018-19 Estimated Actual	FY 2019-20 Proposed Budget
Beginning Balance	4,790,657	5,993,738
Transfers In/Out	(574,679)	(475,796)
Revenues	38,660,319	41,876,147
Available	42,876,297	47,394,089

Expenditures:

		Difference	% Diff.
Council	229,815	76,411	33%
City Attorney	1,468,340	(618,340)	-42%
City Manager	869,108	161,091	19%
City Clerk	311,591	(50,050)	-16%
Admin. Services	773,334	204,403	26%
Non-Dept	5,217,270	2,424,496	46%
Devmt Services/Eng	2,220,916	94,443	4%
Planning	1,789,695	547,341	31%
Building Safety	1,893,741	(81,601)	-4%
Code Enforcement	1,424,544	1,481,813	4%
Engineering/ PW	765,684	1,039,530	36%
Public Safety	19,045,511	1,645,218	9%
Animal Services	873,010	34,920	4%

Expenditure Totals **36,882,559** **41,652,006** **4,769,447** 13%

Balance Remaining **5,993,738** **5,742,083**

Explanation of Changes
Increase primarily due to estimated cost of annual Parade (\$100,000).
Reflects expected reduction in litigation costs
Increase due to addition of Admin Asst and Econ Development Manager positions
No election in 2019-20
Increase primarily due to added Account Clerk and HR Mgr. Positions
Costs of revenue neutrality increase from 21 to 24% of taxes, \$250,000 for banner poles, \$ 2,481,850 CIP/ DIF
Increase based on Projected workload
Increase based on projected activity for FY 2019-20
Reflects bringing Building Official position in-house
Increase due to entire yearof Park Ranger positions
Increase based on projected activity levels
Increase in base level costs per Sheriff & Added Traffic Deputy
Costs provided by County Animal Services

City of Jurupa Valley
FY 2019-20 City Personnel Allocations
By Full Time Equivalent

Title	FTE	City Mgr	Admin	City Clerk	Finance	Engr Dev Svcs	Planning	Blgd & Safety	Non-Dept	Code Enf	Eng/ PW	Gas Tax Oper	Measure A Oper	NPDES	LLMD/CFD
Percentage of Time Allocated to Departments/ Programs															
Indicates new Position for FY 2019-20															
City Manager															
City Manager	1.00	100%													
Economic Development Manager	1.00	100%													
Assistant to the City Manager	1.00	100%													
Administrative Assistant	1.00	100%													
Administrative Assistant	1.00	100%													
Office Assistant	1.00	100%													
Total City Manager	6.00														
City Clerk															
City Clerk	1.00	100%													
Deputy City Clerk	0.60	100%													
Total City Clerk	1.60														
Administrative Services															
Administrative Services Director	0.80				100%										
Deputy Director of Administrative Services	1.00				100%										
Senior Human Resource Analyst	1.00				100%										
Accountant	1.00				100%										
Senior Accounting Technician	1.00				100%										
Accounting Technician	1.00				100%										
Accounting Clerk	1.00				100%										
Total Administrative Services	6.80														
Planning															
Senior Administrative Assistant	1.00						80%				20%				
Total Planning	1.00														
Public Works Manager															
Director of Public Works-City Engineer	1.00								20%		100%	70%			10%
Public Works Manager	1.00											100%			
Maintenance Worker 1 (3 positions)	3.00														
Total Public Works	5.00														
Building-Code															
Chief Building Official	1.00							50%		50%					
Total Building-Code	1.00														
Total City Staff	21.40														

**City of Jurupa Valley
 FY 2019-20 City Contract Staff Allocations
 By Full Time Equivalent**

Title	FTE	City Mgr	CIPAdmin	Econ. Dev.	Engr Dev Svcs	Planning	Bldg & Safety	Code Enf	Engl/PW Adm.	CDBG	CIP Projects	Gas Tax Oper	NPDES	COP, LLMD/CFD & Spec Projects
Percentage of Time Allocated to Departments/ Programs														
Planning														
Planning Director	1.00					100%								
Principal Planner	1.00					100%								
Senior Planner/Policy	2.00					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%								
Principle Planner	1.00					100%								
GP Program Manager	0.25					100%								
Senior Planning Consultant	0.25					100%								
Senior Planning Consultant	0.13					100%								
CEQA Administrator	0.88					100%								
Landscape Architect	0.38					100%								
Total Civic Solutions	10.89													

City of Jurupa Valley
FY 2019-20 City Contract Staff Allocations
By Full Time Equivalent

Title	FTE	City Mgr	CIPAdmin	Econ. Dev.	Engr Dev Svcs	Planning	Bldg & Safety	Code Enf	Eng/ PW Adm.	CDBG	CIP Projects	Gas Tax Oper	NPDES	COP, LLMD/ CFD & Spec Projects
Percentage of Time Allocated to Departments/ Programs														
Administration														
Deputy City Manager	0.31	38%			20%		10%	5%	18%		5%			4%
Econ Devmt Support	0.63	45%			10%				25%	3%	14%			5%
Management Analyst	0.87	30%			5%		5%		25%	30%				5%
Total Administration	1.82													
Building/Safety														
Deputy Building Official	0.57						90%	10%						
Senior Inspector	0.97						100%							
Comb. Bldg Inspector	0.97						100%							
Comb. Bldg Inspector	0.68						100%							
Comb. Bldg Inspector	0.97						100%							
Comb. Bldg Inspector	0.97						100%							
Comb. Bldg Inspector	0.57						100%							
Comb. Bldg Inspector	0.57						100%							
Plan Check/Inspector	0.97						100%							
B/S Permit Technician	0.66						90%	10%						
B/S Permit Technician	0.97						95%	5%						
Total Building/ Safety	8.83													
Code Enforcement														
Code Compliance Supervisor	0.94						10%	100%						
Code Compliance Officer	1.00							90%						
Code Compliance Officer	1.00							100%						
Code Enforcement Officer	1.00							100%						
Code Enforcement Officer	1.00							100%						
Code Enforcement Officer- Park Ranger	1.00							100%						
Code Enforcement Officer- Park Ranger	1.00							100%						

City of Jurupa Valley
FY 2019-20 City Contract Staff Allocations
By Full Time Equivalent

Title	FTE	City Mgr	CIPAdmin	Econ. Dev.	Engr Dev Svcs	Planning	Bldg & Safety	Code Enf	Eng/ PW Adm.	CDBG	CIP Projects	Gas Tax Oper	NPDES	COP, LLMD/ CFD & Spec Projects
Percentage of Time Allocated to Departments/ Programs														
Engineering/Public Works														
Special Projects	0.22				20%				25%		10%	10%		35%
CIP Staff	0.57				5%						15%	20%		60%
City Engineer	0.22				25%				35%	10%	5%	5%		20%
Deputy City Engineer	0.57				15%				5%		10%	10%	5%	50%
Environmental Programs Manager	0.91				10%						5%		80%	10%
NPDES/PW Inspector	0.97				20%						5%		55%	20%
Traffic Engineer	0.74				40%				25%		5%	15%		15%
Transportation/Traffic Manager	0.74				40%		5%		25%		5%	15%		15%
Assistant Engineer	0.74				10%									85%
Assistant Engineer	0.74				50%		5%				5%		10%	30%
Assistant Engineer-Part Time	0.22				10%		5%				10%	5%		65%
Permit Technician Coordinator	0.97				30%		5%		10%		10%		10%	35%
Intern	0.97				40%						10%			45%
Civil Plan Check Engineer	0.57				95%				5%					
Civil Plan Checker	0.68				100%									
Civil Plan Checker	0.80				100%									
Civil Plan Checker	0.91				100%									
Assistant Engineer	0.46				80%				5%		15%			
Civil Plan Checker	0.91				100%									
Senior Engineering Inspector	0.52				65%				20%		15%			
Public Works Inspector	0.80				80%						20%			
Public Works Inspector	0.80				65%						35%			
Public Works Inspector	0.80				81%						19%			
Public Works Inspector	0.80				50%						50%			
Public Works Inspector	0.80				45%						55%			
Total Engineering/Public Works	17.38													
Total HR Green	34.97													
FULL TIME EQUIVALENTS	45.86													

**All Funds Balance Sheet
Proposed FY 2019-2020**

FUND	General	Gas Tax	Meas. A	AQMD	SB-1	CDBG	Risk Mgmt	Info Svcs	LLMD	CFD
Beginning Balance	5,993,738	-	171,197	288,890	1,531,245	926,284	-	-	499,245	1,212,250
Transfers In/Out	(475,796)	-	-	-	-	-	130,000	345,796	-	-
Revenues	41,876,147	2,769,877	5,873,350	128,300	1,758,367	1,357,797	-	-	1,126,000	766,000
Available	47,394,089	2,769,877	6,044,547	417,190	3,289,612	2,284,081	130,000	345,796	1,625,245	1,978,250

Operating

Expenditures:

Council	306,226									
City Attorney	850,000									
City Manager	1,030,199									
City Clerk	261,541									
Admin Services	977,737									
Non-Dept	7,641,766									
Devmt Services/ Eng	2,315,359									
Planning	2,337,036									
Building Safety	1,812,140									
Code Enforcement	1,481,813									
Engineering/ PW	1,039,530									
Public Safety	20,690,729									
Animal Services	907,930									
Road Maint	2,376,224									
Measure A			5,870,447							
AQMD				50,000						
RMRA SB-1					2,606,074				1,182,108	
LLM Districts										622,160
CFD's										
CDBG						2,284,081				
Risk Mgmt.							130,000			
Info Mgmt.								345,796		
Subtotal	41,652,006	2,376,224	5,870,447	50,000	2,606,074	2,284,081	130,000	345,796	1,182,108	622,160
Balance Remaining	5,742,083	393,653	174,100	367,190	683,539	-	-	-	443,137	1,356,090

(This page is intentionally left blank)

City of Jurupa Valley

**GENERAL FUND
REVENUE**

	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>FY 2018/19</u>	<u>FY 2019/20</u>
	ACTUAL	ACTUAL	EST ACTUAL	PROPOSED
<u>TAXES AND FRANCHISES</u>				
Property Tax- Secured	4,609,160	4,787,040	5,261,298	5,524,363
Property Tax- Unsecured	227,770	224,063	225,000	225,000
Property Tax- Supplemental	110,088	129,595	125,000	125,000
Property Tax- H.O. Exemption	57,145	56,287	55,040	55,000
Property Tax- RDA Pass Thru	1,192,299	1,316,006	1,325,000	1,350,000
SB 130 Revenue	-	6,775,335	7,293,452	7,658,125
Sales and Use Tax	10,211,266	11,273,075	13,061,000	12,644,003
Franchise Fees - Utilities	1,501,295	1,564,502	1,600,000	1,600,000
Franchise Fees - Solid Waste	982,243	1,225,766	1,250,000	1,275,000
Franchises Fees - One Time Pymt	1,700,000	-	-	-
Admin Fees-Trash Liens	44,497	47,775	45,000	45,000
Property Transfer Tax	445,946	484,192	485,000	490,000
Transient Occupancy Tax	273,051	283,529	275,000	275,000
Total	21,354,760	28,167,165	31,000,790	31,266,491
<u>LICENSES AND PERMITS</u>				
Business Registration	75,060	79,050	79,000	79,000
Foreclosure Registration	4,100	3,200	4,000	4,000
Engineering Fees	2,036,790	2,136,922	2,219,916	2,314,859
Planning Fees	1,556,982	1,373,387	2,100,000	1,940,400
Building Permits	1,559,212	1,565,064	1,872,241	1,780,985
Microfilm Fees	61,160	76,486	70,000	70,000
SMIP & Green Admin Fees	-	3,231	3,300	3,300
Application Admin Processing Fee	127,692	126,264	125,000	125,000
DIF Admin fees	29,440	35,603	35,000	35,000
LMS Fee	74,932	68,606	75,000	75,000
Code Enforcement Fees	10,102	16,561	10,000	10,000
NPDES Inspection Fees	64,610	129,535	65,000	65,000
Vending Permit Fee	-	1,260	1,250	1,250
Fines- Parking	131,312	199,660	200,000	200,000
Fines- Court	238,310	285,710	238,000	238,000
Vehicle Impounds	95,504	89,118	103,500	103,500
Total	6,065,206	6,189,657	7,201,207	7,045,294
<u>INTERGOVERNMENTAL REVENUES</u>				
AMR System Fees (County)	50,156	58,911	60,000	60,000
Transfer in from SLEF	-	-	-	159,000
Motor Vehicle License	43,982	53,331	54,000	54,000
Total	94,138	112,242	114,000	273,000
<u>USE OF MONEY</u>				
Interest	64,179	53,044	55,000	100,000
Other	-	-	-	-
Total	64,179	53,044	55,000	100,000
<u>OTHER REVENUES</u>				
Cell Tower Revenue	14,414	7,993	14,000	14,000
Weed Abatement	-	-	-	-
Vehicle Abatement	-	2,982	-	-
Development Agreements	787,613	93,000	175,000	-
Miscellaneous Revenue	159,197	470,307	404,964	400,000
Total	961,224	574,282	593,964	414,000
<u>INTERFUND CHARGES</u>				
Transfer in from DIF	-	90,000	-	2,481,150
Measure A Proj. Administration	90,205	17,700	25,800	41,550
SB-! RMRA Proj. Administration	-	-	46,512	124,099
LLMD Administration	40,650	48,757	55,000	68,554
CFD Administration	4,299	15,443	62,010	62,010
Total	135,155	171,900	189,322	2,777,363
TOTAL GENERAL FUND REVENUE	28,674,661	35,268,290	38,660,319	41,876,147

City of Jurupa Valley

**MISCELLANEOUS FUNDS
REVENUE**

	<u>FY 2016/17</u> ACTUAL	<u>FY 2017/18</u> ACTUAL	<u>FY 2018/19</u> EST ACTUAL	<u>FY 2019/20</u> PROPOSED
<u>INTERGOVERNMENTAL REVENUES</u>				
State HUTA-2103	262,776	397,983	376,200	904,504
State HUTA-2105	640,081	541,416	593,550	590,002
State HUTA-2106	391,365	342,781	371,248	369,015
State HUTA-2107	826,806	719,323	779,545	774,758
State HUTA-2107.5	10,000	10,000	10,000	10,000
SB-1 RMRA	-	593,660	1,797,920	1,755,367
SB-1 Traffic Cong. Relief	-	115,178	115,178	119,598
Interest Income	2,000	1,919	5,000	5,000
Total HUTA	2,133,028	2,722,260	4,048,641	4,528,244
RCTC Measure A- Local	1,874,000	1,938,244	2,125,000	2,221,000
MARA	1,882,000	579,123	-	-
RCTC loan for Limonite	1,167,000	-	-	-
Transfer from Cal Recycle Grant	44,000	-	-	-
TUMF	658,000	183,252	865,000	3,650,350
Utility Company Reimbursements	65,000	-	-	-
Transfer in from DIF- Limonite	1,338,469	539,725	-	-
Interest Income	2,000	2,066	-	2,000
Total Measure A	7,030,469	3,242,410	2,990,000	5,873,350
SC AQMD	121,000	128,185	121,000	128,000
Interest Income	150	300	300	300
Total AQMD	121,150	128,485	121,300	128,300
CDBG	115,000	107,828	1,189,419	1,203,797
Other Revenue	-	-	-	154,000
Interest Income	-	-	-	-
	115,000	107,828	1,189,419	1,357,797
State Grants- SLESF	159,000	159,000	159,000	159,000
Interest Income	-	-	-	-
	159,000	159,000	159,000	159,000
ATP	258,000	22,238	-	155,000
Transfer in From DIF- Streets	125,000	-	300,000	58,503
Transfer in From DIF- Signals	100,000	500,000	200,000	134,392
Transfer in From DIF- Trails	-	100,000	-	75,203
Transfer in From DIF- Parks	202,270	23,220	-	-
Interest Income	-	-	-	-
	685,270	645,458	500,000	423,098
CalRecycle Grant Program	-	-	103,000	65,450
CalRecycle Ongoing Payment	-	25,294	25,000	25,000
Beyond Grant Program WRCOG	89,000	62,003	-	-
	89,000	87,297	128,000	90,450
<u>DIRECT ASSESSMENTS</u>				
Landscape and Lighting District 89-1	879,613	833,095	1,100,000	1,122,000
CFD 13-001 Bellegrave	44,760	227,847	160,000	169,599
CFD 14-001 Harvest	56,940	198,771	138,000	146,279
CFD 14-002 Mission Estates	67,596	145,518	144,000	152,639
CFD 14-003 Cantera	-	39,935	99,000	104,939
CFD 15-001 Riverbend	-	37,431	58,000	61,479
CFD 15-002 Skypark	-	40,725	74,000	78,439
CFD 15-003Vista Rio	-	-	74,000	-
CFD 16-001 Quarry	-	93,510	93,000	98,579
Total Direct Assessments	1,048,909	1,405,231	1,542,000	1,590,517
Totals	11,381,826	8,497,969	10,678,360	14,150,756

DEPARTMENT WORKSHEETS



**WORKING TOGETHER TO MAKE
JURUPA VALLEY SAFE**



(This page is intentionally left blank)

CITY COUNCIL



City of Jurupa Valley

CITY COUNCIL
GENERAL FUND - 100-1110

	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
<u>PERSONNEL</u>				
Salaries	36,000	36,000	36,000	36,000
Retirement Contribution	2,700	2,700	2,700	2,700
Cafeteria Benefits	40,600	50,400	50,400	50,400
Other Employee Costs	6,547	2,911	3,000	1,876
Total Personnel	85,847	92,011	92,100	90,976
<u>OPERATING EXPENSES</u>				
Office Supplies	356	996	600	1,500
Professional Services	20,000	20,000	70,000	90,000
Community Promotion	-	36,009	30,000	85,000
Meetings/Conferences	10,866	10,016	10,000	10,000
Dues/Memberships	21,947	21,924	27,115	28,750
Total Operating	53,169	88,945	137,715	215,250
TOTAL CITY COUNCIL	139,016	180,956	229,815	306,226

Expenditure Explanations

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	\$50,000 Grant- Reach Out- Healthy Jurupa Valley Program, \$40,000 Grant- JV Chamber of Commerce
Community Promotion	\$40,000- Parade, \$6,500- electronic newsletter, \$2,000- town halls, \$5,000- Community Events, \$15,000- Christmas Tree Lighting, \$3,000- Council sponsorships, \$10,000- State of the City video and Misc other \$3,500
Meetings/Conferences	ICSC and local conferences
Dues/Memberships	\$16,000- Western Riverside COG, \$12,000- SCAG, \$500- ICSC, \$250-JV Chamber of Commerce

CITY ATTORNEY



City of Jurupa Valley

CITY ATTORNEY
GENERAL FUND - 100-1120

	FY 2016/17	FY 2017/18	FY 18/19	FY 19/20
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
<u>OPERATING EXPENSES</u>				
Legal Consulting Services	324,000	550,378	394,650	350,000
Litigation	980,719	891,318	1,073,690	500,000
Total Operating	1,304,719	1,441,696	1,468,340	850,000
TOTAL CITY ATTORNEY	674,000	1,441,696	1,468,340	850,000

Expenditure Explanations

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

CITY MANAGER



City of Jurupa Valley

CITY MANAGER
GENERAL FUND - 100-1130

	FY 2016/17	FY 2017/18	FY 18/19	FY 19/20
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
<u>PERSONNEL</u>				
Salaries	294,588	377,068	420,000	557,213
Cafeteria Benefit	49,000	74,200	84,000	100,800
Retirement Contribution	21,906	26,452	29,320	39,005
Other Employee Costs	17,396	12,818	15,606	19,983
Total Personnel	382,890	490,538	548,926	717,001
<u>OPERATING EXPENSES</u>				
Office Supplies	15,020	3,815	3,000	15,000
Books/Subscriptions	392	340	480	500
Professional Services	66,504	36,000	61,000	76,000
Consulting Services	299,763	402,238	248,042	207,398
Postage	-	5,069	100	-
Cell Phone	782	501	800	800
Meetings/Conferences	639	731	5,000	10,000
Education/Training	-	-	-	3,000
Dues/Memberships	135	56	1,760	500
Total Operating	383,234	448,750	320,182	313,198
TOTAL CITY MANAGER	766,125	939,288	869,108	1,030,199

Expenditure Explanations

Salaries	City Manager, Assistant to the City Manager, 2 Admin Assistant, 1 Office Assistant, and new position of Economic Development Manager
Office Supplies	\$5,000- Office Supplies, \$10,000- Economic Development Supplies/Materials
Books/Subscriptions	Press Enterprise Newspaper
Professional Services	\$36,000-Sacramento Lobbyist, \$40,000- Contingency
Consulting Services	HR Green contract services -Deputy City Manager, Economic Development Support, Management Analyst
Cell Phone	Cell phone costs for Assistant to CM/PIO
Meetings/Conferences	ICSC, legislative meetings as necessary
Education/ training	Emergency Mgmt Training- Asst to CM/ PIO
Dues/Memberships	Membership ICSC (CM, Asst to the CM, Deputy CM, Econ Dev Manager)

(This page is intentionally left blank)

CITY CLERK



City Clerk Department – City of Jurupa Valley

Key Achievements for FY 2019-20

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.
- Implemented a comprehensive Commercial Cannabis Management Program to provide direction to applicants and staff for the proper and efficient management of City Commercial Cannabis permits consistent with the requirements of state law.
- Created a new Commercial Cannabis Permit Application that applies to all authorized applicants to ensure eligibility for the type of permit requested and identify solutions for compliance with applicable state and local regulations and conformance with Ordinance No. 2018-14.
- Facilitated the acquisition of a new Freedom of Information Software program that meets and exceeds Federal FOIA requirements. The system will assist Staff in complying with public records requests, track, display and provide 24/7 access and status updates, provide workflow, reporting, and manage public records requests across all departments.
- 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 increased voter turnout by utilizing City Hall as a polling location.

Key Goals for FY 2019-20

Goals

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

City of Jurupa Valley

CITY CLERK
GENERAL FUND - 100-1140

	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
<u>PERSONNEL</u>				
Salaries	135,136	146,837	159,859	164,649
Cafeteria Benefit	16,800	16,800	16,800	16,800
Retirement Contribution	10,115	10,486	11,452	11,795
Other Employee Costs	8,334	5,856	5,980	5,797
Total Personnel	170,385	179,979	194,091	199,041
<u>OPERATING EXPENSES</u>				
Office Supplies	2,357	1,733	3,000	3,000
Books/Subscriptions	485	504	750	750
Professional Services	5,943	3,363	7,000	7,000
Elections	82,578	44,639	55,000	-
Public Notices	44,725	44,721	50,000	50,000
Postage	-	520	-	-
Meetings/Conferences	897	-	750	750
Education/Training	-	-	500	500
Dues/Memberships	517	-	500	500
Total Operating	138,019	95,480	117,500	62,500
TOTAL CITY CLERK	308,404	275,459	311,591	261,541

Expenditure Explanations

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- Code updates
Elections	No elections this Fiscal Year
Public Notices	Mandatory Public Notices (Includes cost to publish Trash Lien notices- cost offset

(This page is intentionally left blank)

ADMINISTRATIVE SERVICES



Administrative Services Department – City of Jurupa Valley

Finance

Key Achievements for FY 2018-19

Achievements

- Completed the Annual Financial Audit and Comprehensive Annual Financial Report (CAFR) with an unqualified auditor opinion
- Provided leadership in the updating and tracking of the FY 2018-19 operating and capital improvement program budgets which includes DIF funded projects
- Provided leadership for third party audits during the fiscal year
- Worked with staff on setting up procedures to properly track CDBG funding with Federal HUD IDIS system and our financial system, Eden
- Trained for implementation of new permit software, Accela

Key Goals for FY 2019-20

Goals

- Ensure successful completion of all FY 2018-19 external audits and that resulting audit reports contain no instances of material internal control weaknesses
- Continue to 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
- Complete full cross training from our Senior Accountant, Accountant and Senior Accounting Technician to prepare for departure of City's Senior Accountant
- Train and work with departments to smoothly implement the new permit software, Accela, for deposit and balance purposes
- Implement process utilizing Accela reports to balance with City financials

Administrative Services Department – City of Jurupa Valley

Human Resources

Key Achievements for FY 2018-19

Achievements

- Converted three contract positions to staff positions (Chief Building Official, Economic Development Manager and Director of Public Works/Engineer) and recruited two new positions (Accounting Clerk and Administrative Assistant I).
- Created tiered positions in order to ensure a clear career path for the following classifications:
 - Maintenance Worker
 - Office Assistant
 - Administrative Assistant
 - Accounting Technician
- Made several changes to Personnel Rules in order to clarify language for existing policies.

Key Goals for FY 2019-20

Goals

- Continue to update City employees on changes in State and Federal Employment Laws
- Review and update Personnel Policies and Procedures
- Continue to evaluate and prepare for transitioning contract employees to City staff
- Recruit and hire City staff as approved by council
- Implement new software system (Neo Gov) in order to update our HR recruitment through on-line applications and tracking purposes.
- Implement new software module with (Paychex) in order to simplify our enrollment, changes and COBRA for our medical, dental, vision and other ancillary benefits.

City of Jurupa Valley

ADMINISTRATIVE SERVICES

GENERAL FUND - 100-1150

	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
<u>PERSONNEL</u>				
Salaries	346,199	369,675	403,979	542,787
Cafeteria Benefit	84,000	77,000	84,000	117,600
Retirement Contribution	25,855	26,016	28,631	39,015
Other Employee Costs	20,246	11,786	15,574	18,585
Total Personnel	476,301	484,477	532,184	717,987
<u>OPERATING EXPENSES</u>				
Office Supplies	2,773	2,494	3,000	3,500
Professional Services	192,434	194,909	195,000	198,000
Audit Services	29,500	30,853	29,500	32,500
Consulting Services	-	-	-	10,000
Postage	-	56	150	150
Bank Service Fees	8,584	9,059	9,000	9,000
Meetings/Conferences	-	-	1,000	1,000
Education/Training	-	408	500	2,500
Dues/Memberships	150	110	3,000	3,100
Total Operating	233,440	237,889	241,150	259,750
TOTAL ADMIN SERVICES	709,741	722,366	773,334	977,737

Expenditure Explanations

Salaries and Benefits	Administrative Services Director, Deputy Director of Administrative Services, HR Manager, Accountant , Accounting Technicians (2), Acct Clerk
Professional Services	HdL Sales Tax recovery service est. \$180,000 (15% of recoveries), \$15,400- HdL Prop Tax services. \$3,000- Pre-employment lab and background checks
Audit Services	Annual independent audit of City finances
Consulting Services	Accounting support to maintain internal controls
Bank Service Fees	Primarily for costs of credit card transactions
Dues/ Memberships	\$2,800- Liebert Whitmore, Cassidy Labor relations Consortium, \$220- CSMFO,

(This page is intentionally left blank)

NON-DEPARTMENTAL



City of Jurupa Valley

NON DEPARTMENTAL
GENERAL FUND - 100-1190

	FY 2016/17	FY 2017/18	FY 18/19	FY 19/20
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
<u>PERSONNEL</u>				
Salaries	18,000	19,282	19,667	21,378
Cafeteria Benefit	3,080	3,360	3,360	3,360
Retirement Contribution	1,212	1,350	1,377	1,496
Other Employee Costs	10,364	16,708	855	16,374
Total Personnel	32,656	40,700	25,259	42,608
<u>OPERATING EXPENSES</u>				
Office Supplies	18,049	17,415	13,000	14,000
Copying Costs	30,037	32,350	34,000	34,000
Professional Services	60,276	68,592	15,820	16,000
Repairs & Maintenance	114,560	252,529	75,000	75,000
Motor Vehicle Fuel- Maint	13,080	23,784	25,000	25,000
Postage	20,820	25,691	18,000	18,000
Phone/Internet	32,455	37,183	38,000	42,000
Cell Phones	-	3,540	4,000	4,000
Electricity/Gas	28,294	52,581	35,000	35,000
Water and Sewer	4,390	2,942	4,500	4,500
Rent	110,977	48,690	3,400	3,400
EOC Materials and Supplies	5,611	-	-	-
Dues/Memberships	4,232	4,704	5,500	5,500
Revenue Neutrality	3,440,577	3,719,329	4,812,561	4,781,608
Furniture & Equipment	10,759	31,795	58,230	60,000
Capital Outlay	-	-	-	-
Buildings and Improvements	-	1,672,494	50,000	-
Capital Projects	-	-	-	2,481,150
Total Operating	3,894,116	5,993,619	5,192,011	7,599,158
<u>INTERFUND CHARGES</u>				
Risk Management	65,939	75,000	95,000	130,000
Information Systems	147,547	158,990	518,200	345,796
Total Interfund Charges	213,486	233,990	613,200	475,796
TOTAL NON-DEPARTMENTAL	4,140,257	6,268,309	5,830,470	8,117,562

Expenditure Explanations

Salaries and Benefits	PW Manager Allocation
Copying Costs	Provides for all City copiers and per copy charges
Professional Services	PARS Admin (\$3,900) Shred It (\$720), Paychex processing (\$10,000), FSA Admin (\$1,200) and temporary staffing as needed to fill vacancies
Repairs & Maintenance	Building Maint costs: Janitorial contract , A/C systems, Alarm systems, Pest control, Misc. repairs
Vehicle Maintenance	Fuel & Servicing
Postage	Citywide postage costs.
Phone/Internet	City Hall- Internet and phone systems
Electricity/Gas	City Hall facility
Water/Sewer	City Hall facility
Rent	Modular storage units
Dues/Memberships	Cal Spec Dist Assoc (Workers' Comp), LAFCO fees
Furniture & Furnishings	\$10,000- Miscellaneous replacement furniture for offices, \$50,000- tools and equipment for PW
Capital Outlay	\$250,000- Banner Poles
Capital Projects	Downey Park (\$1,500,000), Mission Blvd (\$200,000), Ben-Nevis Signal (\$350,000), Pedley Rd (\$106,150), Master Plan (\$325,000)
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

(This page is intentionally left blank)

ENGINEERING/ DEVELOPMENT



Engineering/ Development Department – City of Jurupa Valley

Key Achievements for FY 2018-19

- Implemented Accela project tracking and permitting system
- Provided operational performance reports on a regular basis
- Continuously made improvements to the City's website and social media to enhance public communication and transparency
- Completed first year as an "entitlement" city under the Federal Community Development Block Grant (CDBG) program.
- Developed the regulatory framework for 5G/small cell permitting in response to FCC efforts to streamline permitting
- Oversaw the City's energy-saving LED retrofit project for interior fixtures at City Hall.
- Assisted Finance in creating City's first Developer Impact Fee program

Key Goals for FY 2019-20

- Enhance economic development activities including developing the City's first Economic Development Strategic Plan
- Identify enhanced or improved services to reduce project processing time, improve transparency and accountability and improve overall department operations
- Complete implementation of the City's automated permit/project track permitting system to include select on-line permit applications and inspection requests
- Continuously make improvements to the City's website and social media to enhance public communication and transparency
- Implement GIS system including incorporation into permit tracking software
- Negotiate and present to City Council first set of Digital Billboard agreement(s)
- Complete the Master Plan of Streets and incorporate into City's Transportation DIF
- Collaborate with City Management staff to roll-out new digital public engagement tools made available through the City's new website (electronic newsletter, e-notifications, Agenda subscriptions, etc.).
- Collaborate with City Management staff to successfully implement video streaming of City Council and other public meetings.
- Make customer service and user experience upgrades to the City's website based on Google Analytics integration data.

- (energy audit, assess roof maintenance and durability, preliminary pricing on solar and car shades
- Assist Finance with adoption of City's first DIF program.

Key Achievements for 2018-19

Engineering Administration

- Attend WRCOG and RCTC committee meetings
- Actively participated in development review meetings and provide written project conditions
- Created and managed special districts addressing community needs
- Sought additional funding for projects and programs
- Attended various monthly meetings
- Coordinated efforts with Planning and Administration to develop the Downey Street park plan
- Resurrected the Development Review Committee (DRC) with assistance from Planning

CIP/Design

- Worked with Accounting to secure funds from additional outside sources whenever possible
- Administered ATP (Safe Route to Schools – Jurupa Valley High School) and HSIP (Pedley Road) project
- Continued pavement rehabilitation as part of the COP program and other funding sources
- Commenced with design of Limonite Avenue widening (Bain Street to Beach Street)
- Commenced with design of Van Buren Boulevard widening (Limonite Avenue to Clay Street)
- Started construction of Riverside Drive pavement rehabilitation and widening (Etiwanda Avenue to Wineville Avenue)
- Completed design of Steve Avenue drainage improvements
- Completed sidewalk installation along Camino Real (Jayhawk to Red Mountain)
- Developed the City's first ever multi-year Capital Improvement Program (through FY 19/20)

Plan Review

- Generally met 2 week turnaround timeframe for all improvement plan submittals
- Reviewed public counter practices and procedures
- Closed out encroachment permits within six months of issuance unless extended

Traffic and Transportation

- Initiated the final truck study and truck parking program
- Administered/Supported Traffic Committee
- Developed/implemented a streamlined work order procedure for completing traffic safety improvements
- Implemented speed hump request policy and permit parking request policy
- Pedestrian and Bicycle Master Plan was adopted by Council (a component of the General Plan)
- Expanded the use of the City's electronic parking permit processing system to residential streets near Rubidoux High School.

Construction Management and Inspection

- Provided timely and efficient release and acceptance of public improvements
- Recommended bond releases and timely reductions for improvements

Solid Waste

- Expanded the City's public engagement efforts related to recycling programs with the business community and residents (free public workshops, site visits, and digital marketing).
- Implemented rate structures and service offerings for mandatory commercial organics as required by state law AB 1826.
- Increased enforcement activities related to illegal haulers negatively impacting the City's diversion rates.
- Provided updates to the City Council, Jurupa Valley Chamber of Commerce, and residents regarding new State mandates related to recycling.
- Implemented organic food waste recycling and a recycled-content purchasing program at City Hall.

NPDES

- Continued cross training staff to enhance environmental programs
- Initiated water quality testing in public rights of way
- Inspected businesses required to meet State Mandates and provide timely billing to facilitate collection of fees

Key Goals for 2019-20

Engineering Administration

- Attend WRCOG and RCTC committee meetings
- Identify content of a Master Plan of Streets and Trails, Congestion Management Plan and Climate Action Plan

- 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 to complete design and right-of-way acquisition of the Jurupa Road Grade Separation project
- Coordinate efforts with Riverside County and the City of Eastvale in the successful completion of I-15/Limonite Avenue interchange
- Develop multi-year plan to improve Downey Street Park
- Implement the Pavement Management Program
- Develop the Master Plan of Streets and Trails (component of General Plan) in collaboration with Planning
- Develop the Americans with Disabilities Act (ADA) Transition Plan in order to allow the City to implement policies and practices for implementing physical pedestrian improvements
- Develop a Local Road Safety Plan (LSRP) for the City, which provides the framework for identifying and prioritizing roadway safety improvements on local roads
- Increase GIS capabilities and access to the public and other city departments.
- Expanded the availability of the electronic service request tools for residents to submit concerns related to infrastructure and traffic (potholes, illegal dumping, traffic concerns, red curb requests, etc.)

CIP/Design

- Work with Finance to secure funds from additional outside sources whenever possible
- Administer ATP (Safe Route to Schools – Pacific Avenue and Sunny Slope area) and HSIP (Pedley Road) projects
- Continue with design of Limonite Avenue widening (Bain Street to Beach Street)
- Continue with design of Van Buren Boulevard widening (Limonite Avenue to Clay Street)
- Install Limonite Avenue crossing signal (HAWK) between Troth Street and Marlatt Street
- Commence with design of Rubidoux Pavement rehabilitation (Mission Boulevard to 29th Street)
- Expanded scope of ADA improvements throughout the City through “entitlement” status of the Federal Community Development Block Grant (CDBG) program

Plan Review

- Enhance and expand electronic plan review services with greater participation between departments (i.e., Engineering, Planning, Building & Safety, etc.)
- Meet 2 week turnaround timeframe for all improvement plan submittals
- Implement improved 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
- Administer/Support Traffic Committee
- Complete design for traffic signal and intersection improvements at Pedley Road and Jurupa Road (a component of the Jurupa Road/Van Buren Boulevard grade separation)
- Complete HSIP application for city-wide signal synchronization

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

Solid Waste

- Propose updates to the City Municipal Code to City Council that expand commercial recycling and C&D waste processing consistent with state law and the City's General Plan.
- Implement and market ReCollect – a public education web application purchased jointly by WRCOG cities to increase recycling awareness.
- Work with a team of City Management and Public Works staff to develop a public engagement plan to increase residential and commercial diversion rates.
- Continue to provide free public workshops and compliance assistance to local businesses and residents.

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
- Increase cost recovery for inspections

City of Jurupa Valley

ENGINEERING/ DEVELOPMENT			
GENERAL FUND - 100-1320			

	FY 2016/17	FY 2017/18	FY 18/19	FY 19/20
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
<u>OPERATING EXPENSES</u>				
Office Supplies	-	500	1,000	500
Consulting Services	1,635,493	1,866,763	2,219,916	2,314,859
Total Operating	1,635,493	1,867,263	2,220,916	2,315,359
TOTAL ENG/DEV	1,635,493	1,867,263	2,220,916	2,315,359

Expenditure Explanations

Consulting Services	HR Green contract services for development related engineering services - fee offset. Includes costs of Engineering working on development projects being processed by Planning.
---------------------	--

PUBLIC WORKS/ ENGINEERING



City of Jurupa Valley

PUBLIC WORKS/ENGINEERING

GENERAL FUND - 100-1310

	FY 2016/17	FY 2017/18	FY 18/19	FY 19/20
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
<u>PERSONNEL</u>				
Salaries	10,796	11,903	13,241	191,726
Cafeteria Benefit	3,080	3,360	3,360	20,160
Retirement Contribution	833	835	927	13,421
Other Employee Costs	614	285	403	7,128
Total Personnel	15,323	16,383	17,931	232,435
<u>OPERATING EXPENSES</u>				
Office Supplies	2,364	5,262	4,000	4,000
Consulting Engineering	409,617	547,235	379,253	368,286
Consulting NPDES	256,287	348,861	275,000	345,309
Professional Svcs NPDES	-	-	38,000	38,000
NPDES Permit	47,546	46,730	50,000	50,000
Public Notices	50	-	500	500
Postage	733	188	1,000	1,000
Total Operating	716,598	949,174	747,753	807,095
TOTAL PUBLIC WORKS	731,921	965,557	765,684	1,039,530

Expenditure Explanations

Salaries and Benefits	Includes City Engineer/PW Director as a City Employee. Consulting services reduced for offset. Also includes 20% allocation of Planning Dept. in house clerical staff to Engineering
Consulting Engineering	HR Green contract services- non-reimbursable traffic & project eng. & administration- Significant workload in non-reimbursable traffic engineering to support resident and City Council requests.
Consulting NPDES	HR Green contract services- required state and federal compliance program-partial fee offset
Professional Svcs AB 939 NPDES Permit	City share of Riverside Flood Control District consultant costs- ongoing SAWPA and State Water Resources permits

PLANNING



Planning Department – City of Jurupa Valley

Key Achievements for FY 2018-19

Achievements

New regulations

- Clarification of Appeals for zoning & subdivision entitlements
- Provision for City Council waiver of nine acre minimum for R-4 zone change
- Grading Ordinance (prepared by Engineering Dept.)
- 5G small Cell Ordinance

General Plan Implementation

- Annual Progress Report submitted to State HCD
- Housing Element certified by State HCD

New residential project approvals

- Extensions of Time for 3 residential subdivisions (total of approximately 150 lots)
 - 13 lot subdivision at Golden West & Opal
 - 107 lot subdivision at Limonite & Downey (Paradise Knolls phase 1)
 - 17 half-acre lots, west side of Stone Are south of Martingale
- Emerald Ridge map changes (200 lots)
- Sequanata 48 lot subdivision southeast of Canal & Opal
- Highland Park Phase 2 (34 lots)

New commercial project approvals

- 23,000 square foot retail commercial center at Rubidoux Blvd. & 30th Street
- AutoZone (Glen Avon)
- Pilot Flying J Travel Center
- Valley Plaza Phase 2 at Mission & Pyrite (extension of time)
- Limonite Plaza Phase 2 at Limonite & Felspar (extension of time)

New industrial project approvals

- Kiewitz contractor storage facility at Rubidoux Blvd. & 24th Street

Proposed Projects

- Veridian – Agua Mansa Commerce Park Specific Plan: 3.5 million square feet of industrial (redevelopment of Riverside Cement site)
- Carson Company: 200,000 square feet of industrial
- Proficiency Capital: 800,000 square feet of industrial
- Lesso mixed use commercial / residential
- Richland/Highland Park Subdivision Annex
- Rio Vista Specific Plan (approximately 1,300 homes)
- Emerald Meadow – “The District” Specific Plan (4 million square feet of warehouse logistics with commercial and recreational uses)
- Pyrite & SR60 Warehousing & Commercial
- Chen Industrial building @ Cantu Galleano & Etiwanda

Planning Department – City of Jurupa Valley

Services Provided

-Planning Applications Processed:	275
-Actions taken by Planning Commission	30
-Planning Commission study/work sessions	9
-Public Inquiries responded (in person, telephone, or email)	18,075
-Building Permit Plan check (land use and zoning review)	964

Key Goals for FY 2019-20

Goals

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

City of Jurupa Valley

PLANNING
GENERAL FUND - 100-1220

	FY 2016/17	FY 2017/18	FY 18/19	FY 19/20
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
<u>PERSONNEL</u>				
Salaries	44,493	47,731	52,965	57,292
Cafeteria Benefit	13,720	13,440	13,440	13,440
Retirement Contribution	3,152	3,341	3,708	4,010
Other Employee Costs	2,707	1,308	1,610	1,594
Total Personnel	64,072	65,820	71,723	76,336
<u>OPERATING EXPENSES</u>				
Office Supplies	2,950	1,974	3,000	3,000
Professional Services	191,565	-	-	-
Commissioner Stipends	4,250	3,900	6,000	6,000
Consulting Services-Reimb	2,028,827	1,373,387	1,067,280	1,025,040
Consulting Services	-	630,311	639,092	1,215,560
Public Notices	3,485	2,371	1,000	1,000
Postage	586	311	100	100
Meetings/Conferences	-	-	1,500	1,500
Dues/ Memberships	-	-	-	3,500
Office Furniture and Equip.	-	-	-	5,000
Total Operating	2,231,663	2,012,254	1,717,972	2,260,700
TOTAL COMM DEV	2,295,735	2,078,074	1,789,695	2,337,036

Expenditure Explanations

Salaries and Benefits	Planning Senior Admin Assistant Allocation
Professional Services	None required- Prof services for development projects are covered in Consulting Services- Reimb
Commissioner Stipends	Planning commissioner stipends at \$50 per meeting attended
Consulting Services-Reimbursable	Civic Solutions contract services for fee based planning services by Civic Solutions
Consulting Services- Non Reimbursable	Civic Solutions contract services for non development related projects and programs- includes GP Zoning Consistency work and new Housing related efforts mandated by the state.
Public Notices	Costs for printing public notices for Planning Commission in Local Newspapers.
Meetings/Conferences	Planning Commission attendance at APA or similar conferences
Dues/ Memberships	APA memberships for each Commissioner
Office Furniture and Equip	Phase 1 filing solution. Racks will be replaced with system that can accommodate 50% more storage

(This page is intentionally left blank)

BUILDING SAFETY



Building/Safety Department – City of Jurupa Valley

Key Achievements for FY 2018-2019

Achievements

- Continued to upload uploaded monthly activity reports on 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 the following day after the request has been received, 100% of the time.
- The Building Dept. continues to have 100% of the cost of services covered by fees and deposits
- Created an on-line inspection request feature on the City website. This allows the public to schedule inspections 24 hours a day, 7 days a week.
- Provided in-house technical training for inspectors once a month.
- Performed 21,771 inspections.
- Completed an in-house 6 hour communications training for the entire staff.

Key Goals for FY 2019-2020

Goals

- Begin issuing all permits on the new Accela permit system.
- Begin inputting all inspection results into the Accela permit system from the field by the Building Inspection staff.
- Begin to generate all Building Dept. activity reports via the new Accela permit system.
- Continue to perform plan reviews for new buildings within 10 business days for first plan review and 5 business days for subsequent plan reviews (goal 100% of the time).
- Continue to provide inspections of all projects the next working day after a request has been received, 100% of the time.
- Continue to have 100% of the cost of services covered by fees and deposits.
- Provide a 2 hour in-house duct installation training seminar for all Building Department staff.
- Provide a 2 hour in-house asbestos abatement training seminar for all Building Department staff.

City of Jurupa Valley

BUILDING SAFETY
GENERAL FUND - 100-1230

	FY 2016/17	FY 2017/18	FY 18/19	FY 19/20
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
<u>PERSONNEL</u>				
Salaries	-	-	-	67,600
Cafeteria Benefit	-	-	-	8,400
Retirement Contribution	-	-	-	4,732
Other Employee Costs	-	-	-	2,658
Total Personnel	-	-	-	83,390
<u>OPERATING EXPENSES</u>				
Office Supplies	2,149	8,085	4,000	8,090
Books and Subscriptions	-	-	500	4,280
Equipment	-	1,416	10,000	8,850
Consulting Services	1,642,314	1,799,722	1,872,241	1,780,985
Cell Phone	782	5,516	4,000	4,000
Education and Training	-	-	2,000	4,800
Dues/Memberships	-	-	1,000	1,135
Total Operating	1,645,246	1,814,739	1,893,741	1,812,140
TOTAL BUILDING	1,645,246	1,814,739	1,893,741	1,812,140

Expenditure Explanations

Salaries	Assumes 50% of new City Employee Building Official position. Consulting Services reduced for offset. Other 50% is allocated to Code Enforcement.
Office Supplies	Office supplies to support 10 staff
Books and Subscriptions	Code and reference books
Equipment	New Equipment needed to support 10 staff in field.
Consulting Services	HR Green contract services for all building related activities - fee offset
Cell Phone	Cell phones and WiFi for iPads used by Building Inspectors
Education and Training	CALBO Training
Dues/Memberships	CALBO

(This page is intentionally left blank)

CODE ENFORCEMENT



Code Enforcement Department – City of Jurupa Valley

Key Achievements for FY 2018-2019

Achievements

- Provided in-house technical training for Officers once a month.
- Responded to 3,306 complaints, opened 2,433 cases and resolved 2,711 cases.
- Jose Ibarra, Irwin Salas, Ryan Batista, Benny Zimmermann, Frank Unpingco and Gilmar Tenes obtained the CACEO Certified Code Enforcement Officers certification. All full time code enforcement staff is now Certified Code Enforcement Officers thru CACEO by completing 3 modules consisting of 40 hours of training each and passing the exam for each module.
- All full time code enforcement officers are also PC 832 certified.

Key Goals for FY 2019-2020

Goals

- Insure that all Code Enforcement Officers attain the International Residential Code 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.
- Coordinate and conduct "Lock outs" at marijuana dispensaries throughout the city with assistance from the Sheriff's Department
- Continue to assist Sheriff's Department with search warrants on illegal marijuana grow houses
- Continue to assist the Building and Safety Department with abandoned construction projects and identify construction performed without inspections or permits
- Continue in identifying and abating abandoned vehicles on private property
- Continue to assist the Public Works Department with identifying grading performed without inspections or permits
- Continue to assist Burrtec and Waste Management in enforcing the Exclusive Solid Waste contract with the City.

City of Jurupa Valley

CODE ENFORCEMENT
GENERAL FUND - 100-1240

	FY 2016/17	FY 2017/18	FY 18/19	FY 19/20
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
<u>PERSONNEL</u>				
Salaries	-	-	-	67,600
Cafeteria Benefit	-	-	-	8,400
Retirement Contribution	-	-	-	4,732
Other Employee Costs	-	-	-	2,658
Total Personnel	-	-	-	83,390
<u>OPERATING EXPENSES</u>				
Office Supplies	836	5,938	3,000	3,585
Books and Subscriptions	-	-	-	820
Equipment	-	3,701	15,000	11,415
Consulting Services	816,058	987,736	1,305,544	1,276,603
Weed Abatement	3,270	2,550	5,000	10,000
Graffiti Abatement	80,000	80,000	80,000	80,000
Vehicle Abatement	-	-	3,000	3,000
Postage	97	-	7,000	7,000
Cell Phone	-	-	6,000	6,000
Education and Training	-	-	-	2,300
Dues/Memberships	-	-	-	665
Total Operating	900,261	1,079,925	1,424,544	1,398,423
TOTAL CODE ENFORCE	900,261	1,079,925	1,424,544	1,481,813

Expenditure Explanations

Salaries	Assumes 50% of new City Employee Building Official position. Consulting Services reduced for offset. 50% is allocated to Code Enforcement.
Books and Subscriptions	IPMC and CACEO Manuals
Equipment	Includes Equipment for noise monitoring, field electronics.
Consulting Services	HR Green contract services for day to day code enforcement activities
Weed Abatement	Performed as necessary - Offset by liens on property
Graffiti Abatement	JCSD contract- graffiti removal on private property with owner consent
Vehicle Abatement	Removal of nuisance vehicles on private property
Postage	Notices to property owners for violations via Certified Mail
Cell Phones	Includes cell phone and data cost/ installemt purchase of iPads for officers
Education and Training	CACEO Annual Training
Dues/ Memberships	CACEO Membership

(This page is intentionally left blank)

PUBLIC SAFETY



City of Jurupa Valley

PUBLIC SAFETY
GENERAL FUND - 100-1410

	FY 2016/17	FY 2017/18	FY 18/19	FY 19/20
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
<u>OPERATING EXPENSES</u>				
Police Contract	16,437,448	17,395,982	18,840,511	20,460,073
Fire Responsibility Area	171,953	191,400	205,000	230,656
Total Operating	16,609,401	17,587,382	19,045,511	20,690,729
TOTAL PUBLIC SAFETY	16,609,401	17,587,382	19,045,511	20,690,729

Expenditure Explanations

Police Contract	Dedicated patrol officers for Jurupa Valley. 5.0% deputy rate increase, one additional traffic deputy (DUI), \$150,000 for replacing commercial enforcement vehicle and equipment, \$80,000 increase in facility change
Fire Responsibility Area	Wildland fire protection services fagreement with Calfire

City of Jurupa Valley

ANIMAL SERVICES			
GENERAL FUND - 100-1420			

	FY 2016/17	FY 2017/18	FY 18/19	FY 19/20
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
<u>OPERATING EXPENSES</u>				
Animal Control	845,881	810,621	873,010	907,930
Total Operating	845,881	810,621	873,010	907,930
TOTAL ANIMAL SERVICES	845,881	810,621	873,010	907,930

Expenditure Explanations

Animal Control	Dedicated services for Jurupa Valley. Net of offsetting revenue.
----------------	--

(This page is intentionally left blank)

WORKING TOGETHER TO IMPROVE OUR INFRASTRUCTURE



SPECIAL FUNDS



(This page is intentionally left blank)

City of Jurupa Valley

GAS TAX ROAD MAINTENANCE
SPECIAL REVENUE - 200-2000

	FY 2016/17	FY 2017/18	FY 18/19	FY 19/20
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
Beginning Fund Balance	973,576	-	-	-
REVENUE				
Section 2103	262,776	397,983	376,200	904,504
Section 2105	640,081	541,416	593,550	590,002
Section 2106	391,365	342,781	371,248	369,015
Section 2107	826,806	719,323	779,545	774,758
Section 2107.5	10,000	10,000	10,000	10,000
SB-1 Loan Repayment	-	115,178	119,598	119,598
Transfers in/ out	-	248,857	-	-
Interest Earnings	-	1,443	2,000	2,000
TOTAL REVENUE	2,131,028	2,376,981	2,252,141	2,769,877
Balance Available	3,104,604	2,376,981	2,252,141	2,769,877
PERSONNEL				
Salaries	63,346	214,254	220,881	234,582
Cafeteria Benefit	12,180	62,160	62,160	62,160
Retirement Contribution	4,434	14,998	15,461	16,421
Other Employee Costs	3,902	18,121	25,439	25,117
Total Personnel	83,863	309,533	323,941	338,280
Operating Expenses				
Consulting Engineering	392,063	339,894	114,559	133,263
Street Maintenance	1,017,608	622,000	636,700	700,000
Signal Maintenance	336,954	260,000	309,623	275,000
Contract Street Materials	147,874	66,283	75,000	100,000
Weed Abatement	-	2,244	-	-
Graffiti Abatement Services	20,000	20,000	20,000	20,000
Electric/Gas Cost	81,892	79,911	90,000	90,000
Tree Trimming	73,600	61,518	100,000	100,000
Median Maintenance	46,996	49,512	50,000	50,000
On Call Pvmnt Repair	-	28,990	100,000	200,000
Street Striping	-	94,413	200,000	150,000
Street Signs	-	26,419	50,000	50,000
Education/Training	-	-	1,000	1,000
Capital Projects	807,266	416,264	181,319	168,681
Total Operating	3,020,741	2,067,448	1,928,201	2,037,944
TOTAL EXPENSES	3,104,604	2,376,981	2,252,142	2,376,224
Ending Fund Balance	-	-	-	393,653

Expenditure Explanations

Salaries and Benefits	Includes 3 Public Works personnel and a portion of the Public Works Operations Manager
Consulting Engineering	HR Green contract engineering for traffic and transportation issues chargeable to Gas Tax
Street Maintenance	Contract with MCE for Right of way Maintenance.
Signal Maintenance	Traffic Signal Maintenance performed under agreement with Riverside County
Contract Street Materials	Various materials for repairs, guard rails, pothole mixes, minor material items
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	Annual striping program
Street signs	New and replacement of traffic signs
Education/Training	Periodic training for in-house maintenance staff

City of Jurupa Valley

MEASURE A ROAD MAINTENANCE

SPECIAL REVENUE - 210-2100

	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
Beginning Fund Balance	633,487	(450,249)	120,197	171,197
REVENUE		-		-
Measure A	1,943,104	2,124,100	2,123,000	2,221,000
Other Revenue	1,302,877	539,725	-	3,650,350
Interest Earnings	2,028	2,066	2,000	2,000
TOTAL REVENUE	3,248,009	2,665,891	2,125,000	5,873,350
Balance Available	3,881,496	2,215,642	2,245,197	6,044,547
Operating Expenses				
Office Supplies	3,515	3,203	4,788	1,000
Professional Services	-	4,121	4,300	4,500
Consulting Engineering	7,210	-	-	-
Debt Service	-	467,264	1,426,700	1,240,850
Capital Projects	4,230,814	1,594,829	612,412	4,582,547
Projects Administration	90,205	26,028	25,800	41,550
Total Operating	4,331,745	2,095,445	2,074,000	5,870,447
TOTAL EXPENSES	4,331,745	2,095,445	2,074,000	5,870,447
Ending Fund Balance	(450,249)	120,197	171,197	174,100

Expenditure Explanations

Professional Services	\$3,000- Bond Trustee fees, \$1,300- CMFA Fee for bonds
Debt Service	\$183,500- Debt repayment for advance from General Fund for Limonite project, \$1,059,700 annual debt service payment on COP's for Street rehab project.
Capital Projects	Capital project Cons.& Eng. inspection costs for FY 2019-20 includes project funding more specifically identified in the City's FY 2019-20 CIP \$932,197, Carryovers from FY 18/19; TUMF projects in amount \$2,694,000; HSIP project in the amount of \$955,350, ATP \$1,000
Projects Administration	Administrative overhead for Measure A Capital Projects Program.

City of Jurupa Valley

SB-1 RMRA
SPECIAL REVENUE -XXXXX

	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
Beginning Fund Balance	-	-	342,082	1,531,265
REVENUE				
SB-1	-	708,839	1,797,920	1,755,367
Other Revenue	-	474	775	
Interest Earnings	-	-		3,000
TOTAL REVENUE	-	709,313	1,798,695	1,758,367
Balance Available	-	709,313	2,140,777	3,289,632
Operating Expenses				
Consulting Engineering	-	-	-	-
Capital Projects	-	367,231	563,000	2,481,975
Projects Administration	-	-	46,512	124,099
Total Operating	-	367,231	609,512	2,606,074
TOTAL EXPENSES	-	367,231	609,512	2,606,074
Ending Fund Balance	-	342,082	1,531,265	683,559

Expenditure Explanations

- Capital Projects Capital project construction and engineering inspection costs for FY 2019-20 includes project funding more specifically identified in the City's FY 2019-20 CIP and carryovers from FY 18/19

- Projects Administration Administrative overhead for SB-1 RMRA Capital Projects Program.

City of Jurupa Valley

AQMD SPECIAL REVENUE - 230-2300

	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
Beginning Fund Balance	53,689	57,707	167,590	288,890
<u>REVENUE</u>				
Intergovernmental	125,372	128,185	121,000	128,000
Interest Earnings	223	674	300	300
TOTAL REVENUE	125,595	128,858	121,300	128,300
Balance Available	179,284	186,566	288,890	417,190
Operating Expenses				
Motor Vehicle Fuel	16,176	18,975	-	-
Street Sweeping	57,120	-	-	-
Vehicle Purchases	48,280	-	-	50,000
Total Operating	121,576	18,975	-	50,000
TOTAL EXPENSES	121,576	18,975	-	50,000
Ending Fund Balance	57,707	167,590	288,890	367,190

Expenditure Explanations

Motor Vehicle Fuel	The three years allowed under AQMD rules for CNG fueling have expired. Now budgeted in Non-Dept.
Street Sweeping	Street Sweeping for Rubidoux area now performed under Franchise Agreement with Burrtec
Vehicle Purchases	Two new vehicles requested in FY 19-20. Staff is researching possible purchase of Hybrid SUV's for Building Inspectors.

City of Jurupa Valley

Community Development Block Grant (CDBG)

SPECIAL REVENUE - 240-2400

	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
Beginning Fund Balance	-	-	-	926,284
REVENUE				
Federal CDBG	115,000	408,149	1,189,419	1,203,797
Other Revenue	-	-	-	154,000
Interest Earnings	-	-	-	-
TOTAL REVENUE	115,000	408,149	1,189,419	1,357,797
Balance Available	115,000	408,149	1,189,419	2,284,081
Operating Expenses				
Professional Services		0	66,744	90,000
Community Service Programs	-	-	40,298	175,000
CDBG Administration	-	-	45,746	90,000
Capital Projects	115,000	408,149	110,347	1,929,081
Total Operating	115,000	408,149	263,135	2,284,081
Total Interfund Charges				
TOTAL EXPENSES	115,000	408,149	263,135	2,284,081
Ending Fund Balance	-	-	926,284	-

Expenditure Explanations

Professional Services	\$40,000- GRC Associates-CDBG consulting, \$ 25,000- Fair Housing contract services, \$25,000- Fair housing study- contract TBD
Community Svcs. Programs	Various community services programs to be determined by the City Council - Recommended, Homeless Services, Senior Nutrition
CDBG Administration	\$75,800- HR Green services. 14,200- legal costs
Capital Projects	New Capital Projects \$825,000. Planned projects will be ADA compliance projects, low/mod street rehab. Carryover \$926,284, Housing Rehab Pilot program \$65,000, and ATP \$154,000

City of Jurupa Valley

RISK MANAGEMENT				
INTERNAL SERVICE - 710-7100				

	FY 2016/17	FY 2017/18	FY 18/19	FY 19/20
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
Beginning Fund Balance	-			
<u>REVENUE</u>				
Interfund Charges				
Transfer In from Gen Fund	70,000	69,264	95,000	130,000
TOTAL REVENUE	70,000	69,264	95,000	130,000
<u>Operating Expenses</u>				
Insurance Premiums	65,939	69,264	95,000	130,000
Other				
Total Operating	65,939	69,264	95,000	130,000
TOTAL EXPENSES	65,939	69,264	95,000	130,000
Ending Fund Balance	-	-	-	

Expenditure Explanations

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

City of Jurupa Valley

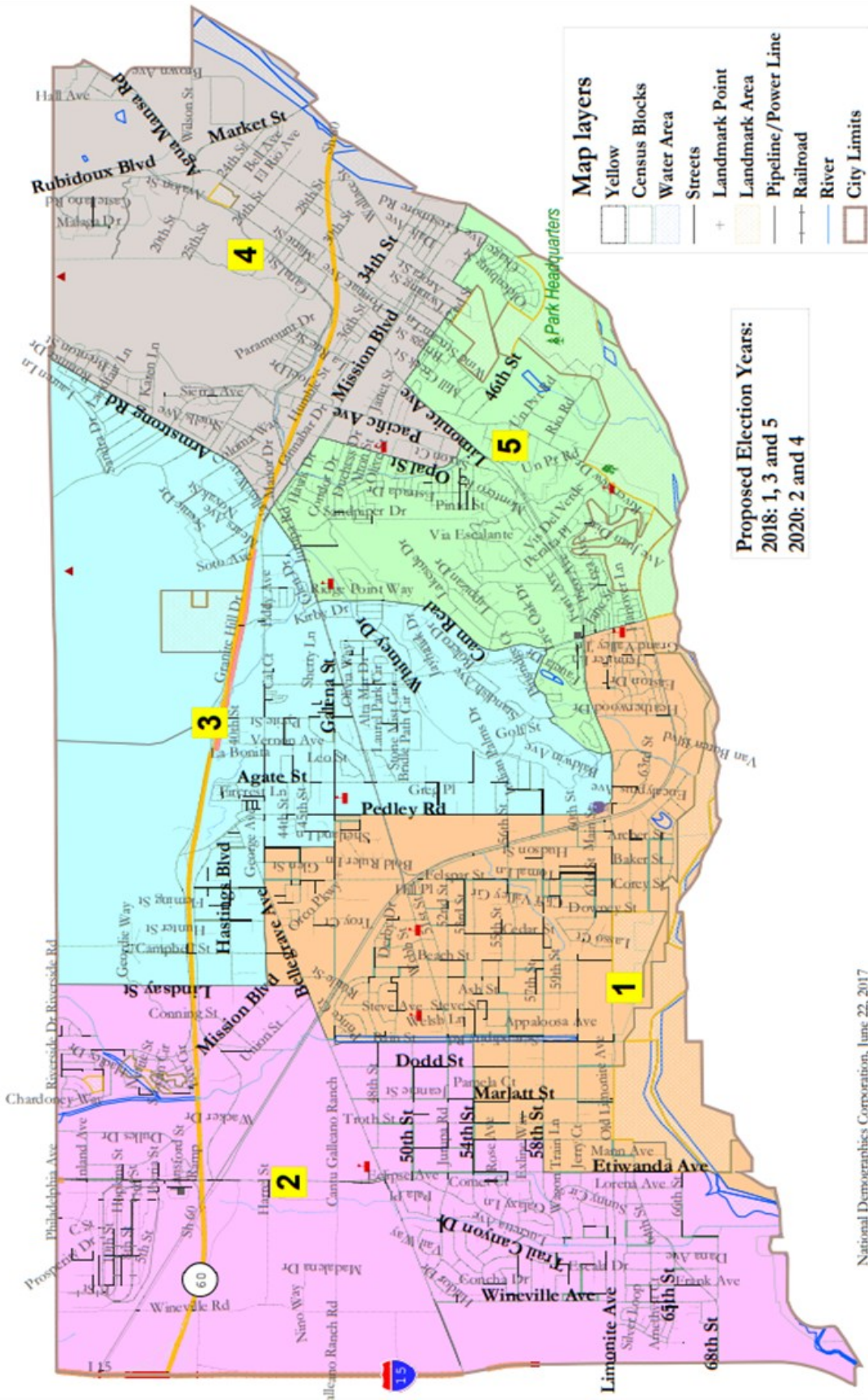
INFORMATION SYSTEMS
INTERNAL SERVICE - 720-7200

	FY 2016/17	FY 2017/18	FY 18/19	FY 19/20
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
Beginning Fund Balance	-	-	-	-
<u>REVENUE</u>				
Interfund Charges	-	-	-	-
Transfer In from Gen Fund	143,575	158,990	518,200	345,796
TOTAL REVENUE	143,575	158,990	518,200	345,796
Operating Expenses				
Professional Services	43,962	44,000	94,000	44,000
Hardware/ Software Support	14,500	24,240	36,700	127,046
GIS Systems	37,500	37,500	40,000	40,000
Microfilm/ Scanning	16,479	17,000	17,000	23,000
Software	5,678	8,250	275,000	17,000
Hardware	29,070	28,000	55,500	94,750
Total Operating	147,189	158,990	518,200	345,796
TOTAL EXPENSES	147,189	158,990	518,200	345,796
Ending Fund Balance	-			

Expenditure Explanations

Professional Services	Professional Services to manage City's network, devices and website - Brea I.T (\$44,000),
Software Support	Tyler-finance system (\$7,200), MS Exchange (\$5,346), Barracuda (\$2,400), Fortinet (\$1,200), HdL Bus Lic Software (\$2,100), Esset anti-virus(\$800), City Sourced software (\$10,000),cloud based SPAM filter (\$1,550), cloud based MS Office e-mail back-up service(\$5,200), Laserfiche back-up software (\$2,250), annual Accela permit system support (\$65,500), Public Records request annual subscription fee (\$7,500), Video streaming subscription (\$16,000)
GIS Systems-fee paid	Contract for GIS system cost offset w/LMS fees
Microfilm/Scanning - fee paid	Laserfiche Scanning & Imaging - cost offset w/Microfilm/Scanning fees
Software	MS Office 2016 Upgrades for PC's (\$15,000), Misc software upgrades (\$2,000)
Hardware	Miscellaneous hardware and cabling as needed (\$5,500), Replacement PC's (\$38,250), Barracuda back-up Server replacementage (\$8,000), Video Streaming system (\$43,000).

SPECIAL DISTRICTS



National Demographics Corporation, June 22, 2017

(This page is intentionally left blank)

City of Jurupa Valley

LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT 89-1

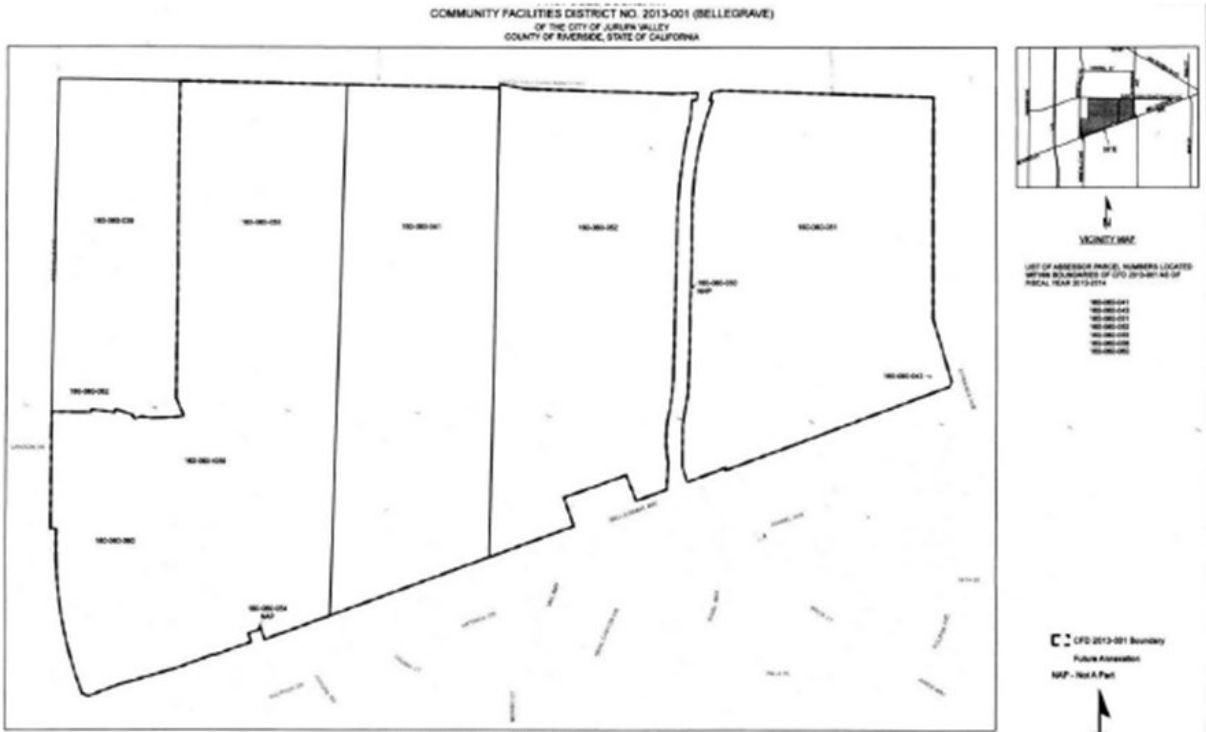
	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
Beginning Fund Balance	487,977	743,757	562,874	499,245
<u>REVENUE</u>				
Special Assessments	879,613	833,095	1,100,000	1,122,000
Balance Transfer from County	296,770		-	-
Other Revenue	-	24,193	-	-
Interest Earnings	-	4,115	4,000	4,000
TOTAL REVENUE	1,176,383	861,403	1,104,000	1,126,000
Balance Available	1,664,360	1,605,160	1,666,874	1,625,245
<u>EXPENSES</u>				
Personnel				
Salaries	9,000	9,641	9,834	10,689
Cafeteria Benefit	1,540	1,680	1,680	1,680
Retirement Contribution	630	675	688	748
Other Employee Costs	554	320	427	437
Total Personnel	11,723	12,316	12,629	13,554
Operating Expenses				
Consulting Services	48,851	54,799	80,000	80,000
Repairs and Maint	-	92,000	100,000	100,000
Traffic Signal/Pump Electric	119,675	53,000	160,000	160,000
Street Lighting	-	109,000	-	-
Water and Sewer	559,585	662,415	735,000	735,000
LLMD Maintenance	73,171	10,000	25,000	25,000
Total Operating	801,281	981,214	1,100,000	1,100,000
Interfund Charges				
Administrative Overhead 5%	40,650	48,757	55,000	68,554
Total Interfund Charges	40,650	48,757	55,000	68,554
TOTAL EXPENSES	841,932	1,042,287	1,167,629	1,182,108
Ending Fund Balance	822,428	562,874	499,245	443,137

Expenditure Explanations

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

CFD 2013-001

BELLGRAVE



City of Jurupa Valley

CFD 13-001 Bellegrave

	FY 2016/17	FY 2017/18	FY 18/19	FY 19/20
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
Beginning Fund Balance	44,307	68,999	177,496	220,896
<u>REVENUE</u>				
Special Assessments	44,760	150,000	160,000	169,599
Interest Earnings				
TOTAL REVENUE	44,760	150,000	160,000	169,599
Balance Available	89,067	218,999	337,496	390,495
Operating Expenses				
Consulting Services	11,972	5,000	18,000	18,000
Signal Maintenance	-	1,100	10,000	10,000
Repairs and Maint	-	3,000	10,000	10,000
Graffiti Abatement Services	-	1,300	5,000	5,000
Street Lighting	6,272	1,530	3,000	3,000
Landscaping/Tree Trimming	-	20,000	40,000	40,000
CFD Maintenance	-	3,200	10,000	10,000
Water Quality Maint.	-	2,600	10,000	10,000
Total Operating	18,243	37,730	106,000	106,000
Interfund Charges				
Administrative Overhead 10%	1,824	3,773	10,600	10,600
Total Interfund Charges	1,824	3,773	10,600	10,600
TOTAL EXPENSES	20,068	41,503	116,600	116,600
Ending Fund Balance	68,999	177,496	220,896	273,895

Expenditure Explanations

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

CFD 2014-001

HARVEST



City of Jurupa Valley

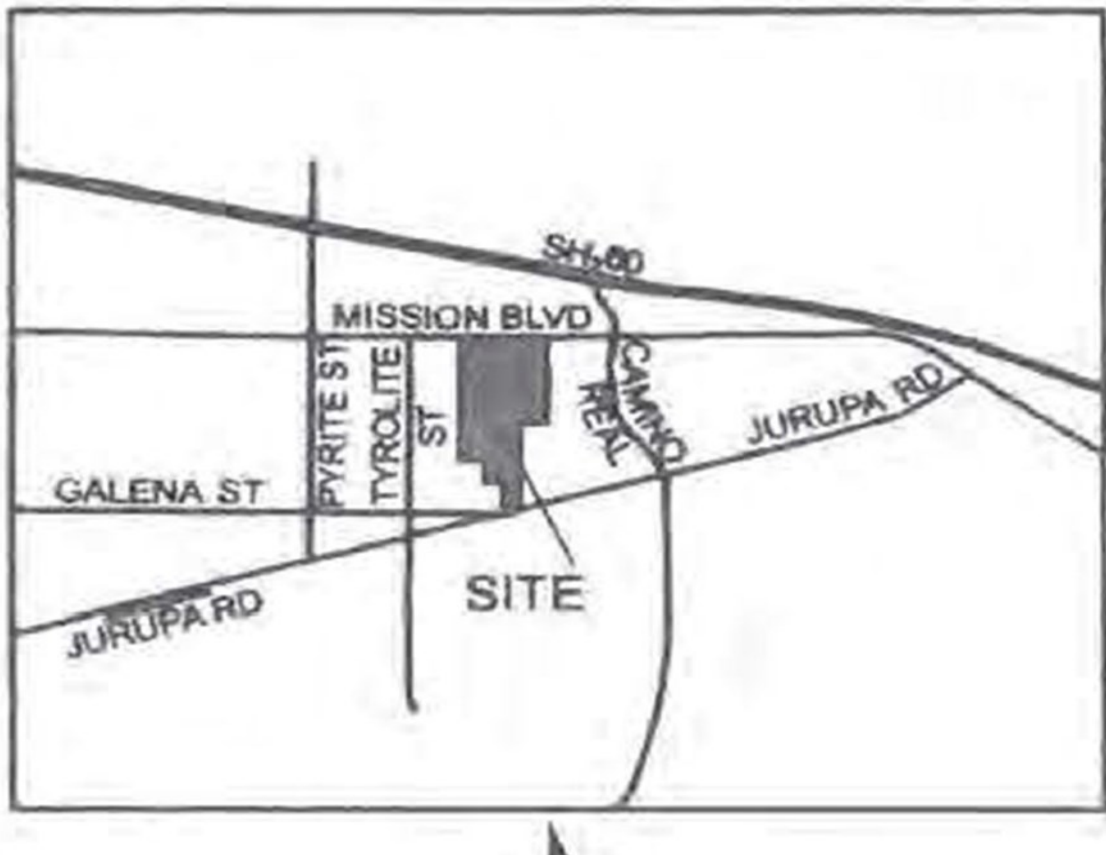
CFD 14-001 Harvest

	FY 2016/17	FY 2017/18	FY 18/19	FY 19/20
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
Beginning Fund Balance	46,448	86,912	87,532	114,432
<u>REVENUE</u>				
Special Assessments	56,940	56,940	138,000	146,279
Interest Earnings				
TOTAL REVENUE	56,940	56,940	138,000	146,279
Balance Available	103,388	143,852	225,532	260,711
Operating Expenses				
Consulting Services	11,641	6,000	6,000	6,000
Signal Maintenance	-	1,500	5,000	5,000
Repairs and Maint	-	4,100	10,000	10,000
Graffiti Abatement Services	-	1,700	5,000	5,000
Street Lighting	3,337	2,000	10,000	10,000
Landscaping/Tree Trimming	-	28,000	45,000	45,000
CFD Maintenance	-	4,400	10,000	10,000
Water Basin Maint	-	3,500	10,000	10,000
Total Operating	14,978	51,200	101,000	101,000
Interfund Charges				
Administrative Overhead 10%	1,498	5,120	10,100	10,100
Total Interfund Charges	1,498	5,120	10,100	10,100
TOTAL EXPENSES	16,476	56,320	111,100	111,100
Ending Fund Balance	86,912	87,532	114,432	149,611

Expenditure Explanations

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

CFD 2014-002
MISSION ESTATES



City of Jurupa Valley

CFD 14-002 Mission Estates

	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
Beginning Fund Balance	47,677	104,528	100,074	134,074
<u>REVENUE</u>				
Special Assessments	67,596	67,596	144,000	152,639
Interest Earnings	-			
TOTAL REVENUE	67,596	67,596	144,000	152,639
Balance Available	115,273	172,124	244,074	286,713
Operating Expenses				
Consulting Services	5,236	7,000	7,000	7,000
Signal Maintenance		1,800	5,000	5,000
Repairs and Maint	-	4,800	10,000	10,000
Graffiti Abatement Services	-	2,000	5,000	5,000
Traffic Signal/ Pump Electric	4,533	5,000	8,000	8,000
Street Lighting	-	2,500	5,000	5,000
Landscaping/Tree Trimming	-	33,000	40,000	40,000
CFD Maintenance	-	5,200	10,000	10,000
Water Quality Maint.	-	4,200	10,000	10,000
Total Operating	9,769	65,500	100,000	100,000
Interfund Charges				
Administrative Overhead 10%	977	6,550	10,000	10,000
Total Interfund Charges	977	6,550	10,000	10,000
TOTAL EXPENSES	10,746	72,050	110,000	110,000
Ending Fund Balance	104,528	100,074	134,074	176,713

Expenditure Explanations

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

City of Jurupa Valley

CFD 14-003 Cantera

	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
Beginning Fund Balance				440
<u>REVENUE</u>				
Special Assessments			99,000	104,939
Interest Earnings				
TOTAL REVENUE	-	-	99,000	105,379
Balance Available			99,000	105,819
Operating Expenses				
Consulting Services	-	-	10,000	10,000
Signal Maintenance	-	-	2,000	2,000
Graffiti Abatement Services	-	-	3,100	3,100
Street Lighting	-	-	4,500	4,500
Landscaping/Tree Trimming	-	-	65,000	65,000
Water Quality Maint.	-	-	5,000	5,000
Total Operating			89,600	89,600
Interfund Charges				
Administrative Overhead 10%	-	-	8,960	8,960
Total Interfund Charges	-	-	8,960	8,960
TOTAL EXPENSES	-	-	98,560	98,560
Ending Fund Balance	-	-	440	7,259

Expenditure Explanations

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

City of Jurupa Valley

CFD 15-001 Riverbend

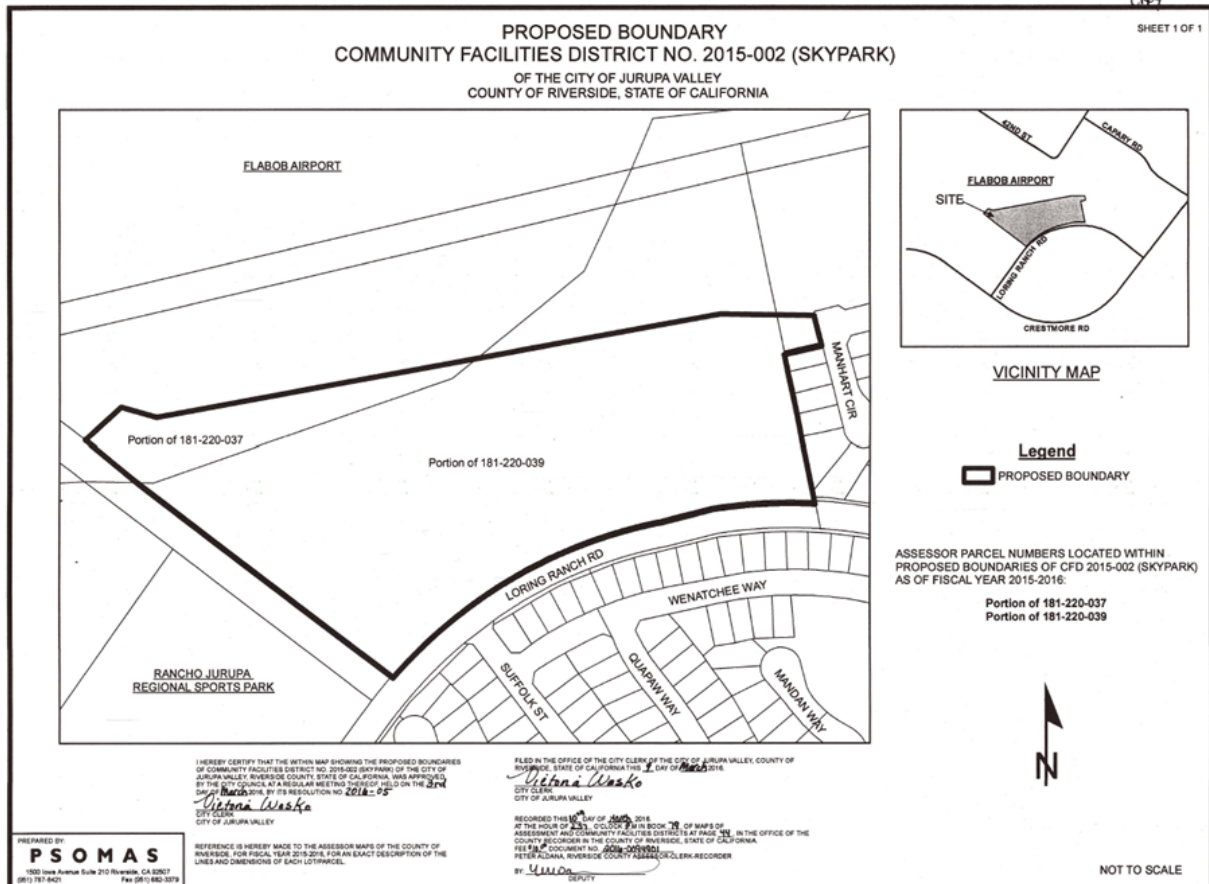
	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
Beginning Fund Balance				20,050
<u>REVENUE</u>				
Special Assessments			58,000	61,479
Interest Earnings				
TOTAL REVENUE			58,000	61,479
Balance Available			58,000	81,529
Operating Expenses				
Consulting Services	-	-	15,000	15,000
Signal Maintenance	-	-	5,000	5,000
Graffiti Abatement Services	-	-	1,500	1,500
Street Lighting	-	-	8,000	8,000
Water Quality Maint.	-	-	5,000	5,000
Total Operating			34,500	34,500
Interfund Charges				
Administrative Overhead 10%			3,450	3,450
Total Interfund Charges			3,450	3,450
TOTAL EXPENSES			37,950	37,950
Ending Fund Balance			20,050	43,579

Expenditure Explanations

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

CFD 2015-002

SKYPARK



City of Jurupa Valley

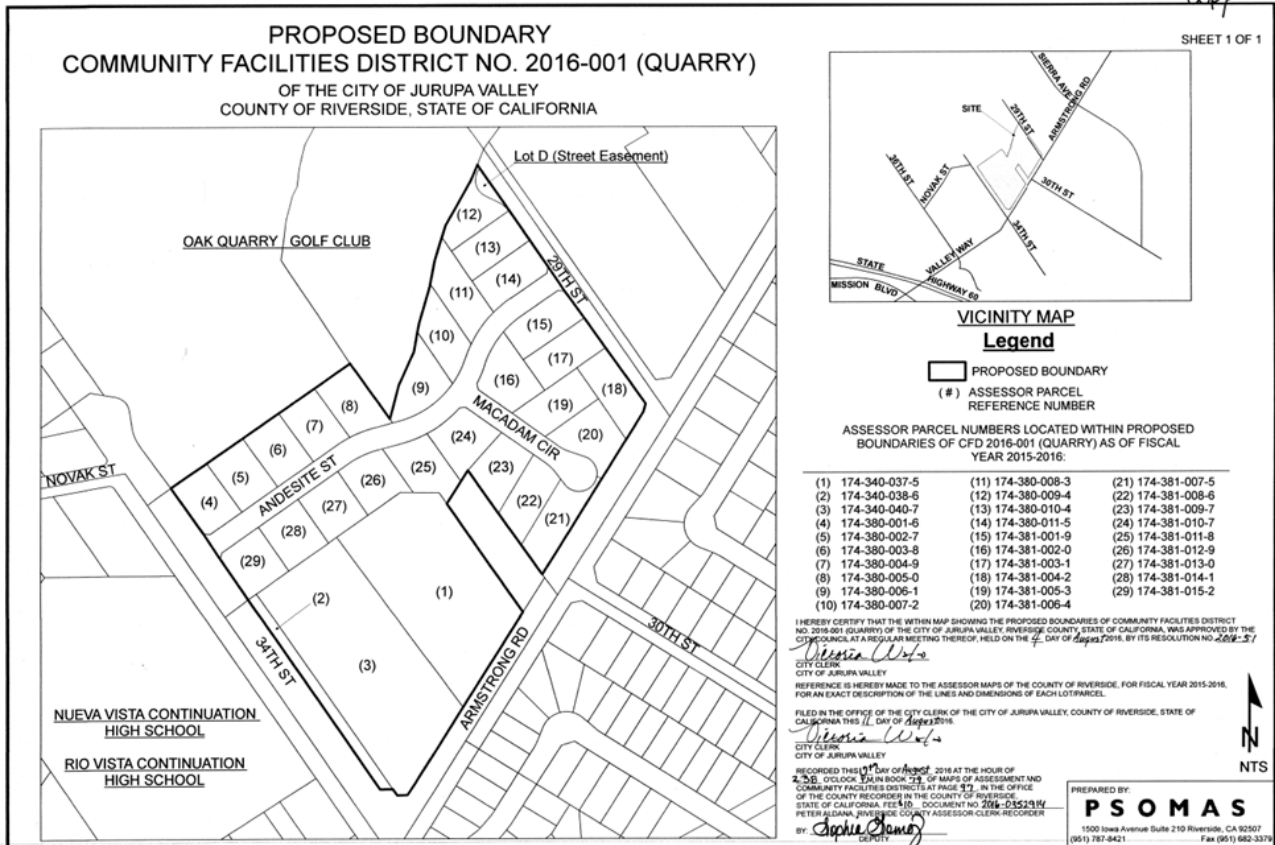
CFD 15-002 Skypark

	FY 2016/17	FY 2017/18	FY 18/19	FY 19/20
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
Beginning Fund Balance				14,050
<u>REVENUE</u>				
Special Assessments			74,000	78,439
Interest Earnings				
TOTAL REVENUE			74,000	78,439
Balance Available			74,000	92,489
Operating Expenses				
Consulting Services	-	-	10,000	10,000
Signal Maintenance	-	-	5,000	5,000
Graffiti Abatement Services	-	-	1,500	1,500
Street Lighting	-	-	8,000	8,000
Landscaping/Tree Trimming	-	-	25,000	25,000
Water Quality Maint.	-	-	5,000	5,000
Total Operating	-	-	54,500	54,500
Interfund Charges				
Administrative Overhead 10%	-	-	5,450	5,450
Total Interfund Charges	-	-	5,450	5,450
TOTAL EXPENSES	-	-	59,950	59,950
Ending Fund Balance	-	-	14,050	32,539

Expenditure Explanations

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

CFD 2016-001 QUARRY



City of Jurupa Valley

CFD 16-001 Quarry

	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
Beginning Fund Balance				5,000
<u>REVENUE</u>				
Special Assessments	-	-	93,000	98,579
Interest Earnings				
TOTAL REVENUE			93,000	98,579
Balance Available	-	-	93,000	103,579
Operating Expenses				
Consulting Services	-	-	7,000	7,000
Signal Maintenance	-	-	3,500	3,500
Graffiti Abatement Services	-	-	1,500	1,500
Street Lighting	-	-	3,000	3,000
Landscaping/Tree Trimming	-	-	60,000	60,000
Water Quality Maint.	-	-	5,000	5,000
Total Operating	-	-	80,000	80,000
Interfund Charges				
Administrative Overhead 10%	-	-	8,000	8,000
Total Interfund Charges	-	-	8,000	8,000
TOTAL EXPENSES	-	-	88,000	88,000
Ending Fund Balance	-	-	5,000	15,579

Expenditure Explanations

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

(This page is intentionally left blank)

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.

Accrual Basis of Accounting – The basis of accounting by which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received.

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.

Bond – A certificate of debt issued by an entity, guaranteeing payment of the original investment, plus interest, by a specified future date.

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

Glossary (continued)

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.

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 Development Block Grants (CDBG) – Funds established to account for revenues from the federal government and expenditures as prescribed under the Community Development Block Grant program.

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.

Comprehensive Annual Financial Report (CAFR) - Financial report organized by fund, which provides a balance sheet that compares assets with liabilities and fund balance. The CAFR is also an operating statement that compares revenues with expenditures.

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

Continuing Appropriations, or Carryovers – Funding approved in the current budget but not expended during a particular fiscal year. These appropriations are carried forward into the next fiscal year for their original intended purpose.

Debt Service – The payment of principal and interest on borrowed funds, such as bonds.

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.

Glossary (continued)

Estimate – Represents the most recent estimate for current year revenue and expenditures. Estimates are based upon several months of actual expenditure and revenue experience and consider the impact of.

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.

Fee – A general term used for any charge levied by government for providing a service or performing an activity.

Financial Audit – An audit made to provide independent assurance whether the financial statements of a government are presented fairly in conformity with general accepted accounting principles.

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.

Full-Time Equivalent (FTE) – A position converted to the decimal equivalent of a full-time position on 2,080 hours per year. For example, a part-time Typist Clerk working 20 hours per week would be equivalent to one-half of a full-time position, or 0.50 FTE.

Fund – A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities, and residual equities or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance - The 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.

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.

General Ledger – A record containing the accounts needed to reflect the financial position and the results of operations of a government. In double-entry bookkeeping, debit balances equal the credit balances in the general ledger

Generally Accepted Accounting Principles (GAAP) – Minimum standards and guidelines for financial accounting and reporting. GAAP encompasses the conventions, rules, and procedures established by the American

Glossary (continued)

Generally Accepted Auditing Standards (GAAS) – Rules and procedures established by the American Institute of Certified Public Accountants (AICPA) for the conduct of a financial audit. There are ten basis GAAS, classified into three broad categories: general standards, standards of fieldwork, and standards of reporting. The Auditing Standards Board of the AICPA publishes Statements on Auditing Standards (SAS) and related interpretations to comment and expand upon these basic standards.

Generally Accepted Government Auditing Standards (GAGAS) – Standards established by the General Accounting Office (GAO) in its publication, Government Auditing Standards, for the conduct and reporting of both financial and performance audits in the public sector. GAGAS set forth general standards applicable to both types of audits and separate standards of fieldwork and reporting for financial and performance audits. The GAGAS standards of fieldwork and reporting for financial audits incorporate and build upon GAAS.

Governmental Funds – Funds generally used to account for tax-supported activities. The Commission's governmental funds are comprised of general, special revenue, debt service, and capital projects funds.

HUD – The United States Department of housing and Urban Development.

Independent Auditor – An auditor meeting the independence criteria set forth in GAAS and GAGAS

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

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.

Internal Control – Policies and procedures established to provide reasonable assurance that specific government objectives will be achieved.

Levy – To impose taxes, special assessments or 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.

Glossary (continued)

NPDES – The National Pollution Discharge Elimination System, which is a permitting process with which the City is required to comply to ensure that storm water runoff is not contaminated.

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

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

Ordinance – A formal legislative enactment by the governing board (City Council) of a municipality. If it is not in conflict with any higher form of law, an Ordinance has the full force and effect of law within the boundaries of the municipality to which it applies.

Principal – In the context of bonds other than deep-discount debt, the face value or par value of a bond or issue of bonds payable on stated dates of maturity.

Program – Represents major areas or support functions: defined as a service provided to citizens, other departments, or other agencies.

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.

Reimbursement Grant – A grant for which a potential recipient must first incur qualifying expenditures to be eligible.

Request for Proposals – A written solicitation issued by a Using Agency which generally describes the Goods or Services sought to be Procured by the City, sets forth minimum standards and criteria for evaluating proposals submitted in response to it, generally describes the format and content of proposals to be submitted, provides for negotiation of terms and conditions of the Procurement Contract and may place emphasis on described factors other than price to be used in evaluating proposals.

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.

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.

Transient Occupancy Tax (TOT) – A tax that is levied on occupants of hotel and motel rooms in the City.

Glossary (continued)

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

VLF – Vehicle license fees, which are collected by the State of California when vehicles are registered with the California Department of Motor Vehicles and distributed to various public agencies, including the City.