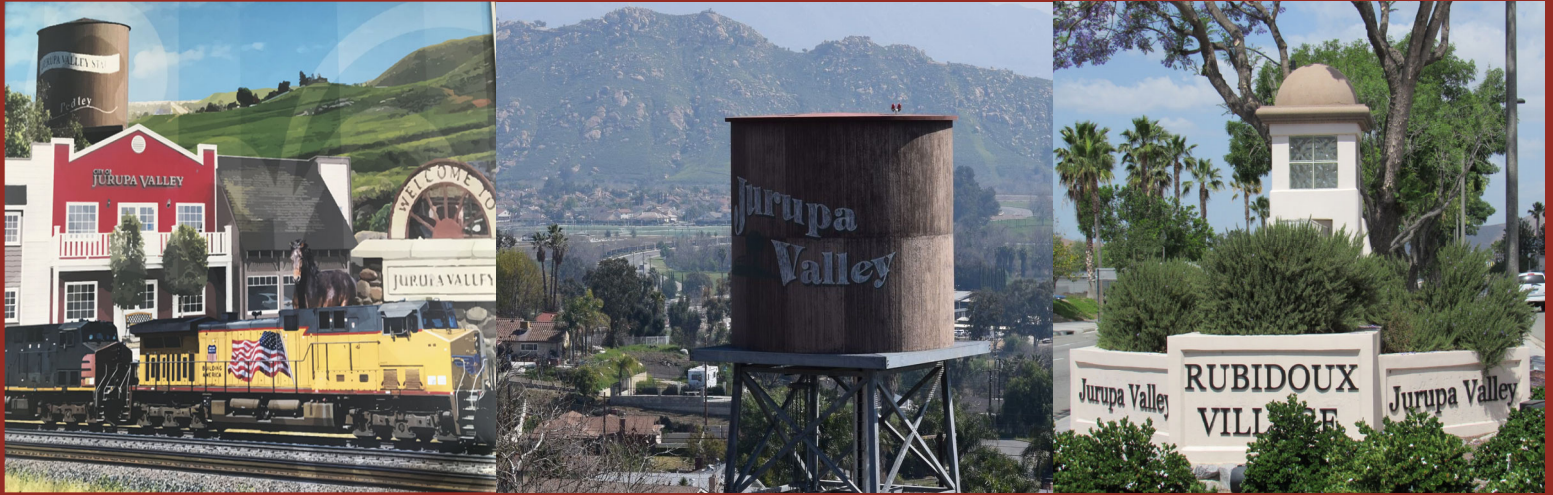




*City of*  
**JURUPA VALLEY**  
*California*

**Fiscal Year 2021-2022  
Adopted Budget**



**Working Together for a Better Future  
A Community of Communities**

(This page is intentionally left blank)



# CITY OF JURUPA VALLEY

## Table of Contents

Introduction .....	i
Budget Message .....	ii
City Council .....	xii
Organization Chart .....	xiii
Summaries .....	
Revenues .....	11
Department Budgets .....	15
Special Funds .....	63
Special Districts .....	73

(This page is intentionally left blank)

# INTRODUCTION

WORKING TOGETHER TO MAKE A BETTER

JURUPA VALLEY



Inland Empire WATERKEEPER.  
Advocacy • Education • Research • Restoration • Enforcement



*Queen of Hearts*



*Therapeutic  
Riding Center, Inc.*



(This page is intentionally left blank)

# CITY MANAGER'S BUDGET MESSAGE



# City of Jurupa Valley

June 30, 2021

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

## **The Beginning**

On July 1, 2021 we will celebrate the City's ten-year anniversary. The nine previously unincorporated communities of Mira Loma, Glen Avon, Pedley, Indian Hills, Jurupa Hills, Sunnyslope, Crestmore Heights, Rubidoux and Belltown formed this city to provide for a healthier place to live by investing in infrastructure; growing the local economy; following a vision for good growth and development; and making our City a safer place to live and work through effective partnerships with the Riverside County Sheriff's Department and Cal Fire/Riverside County Fire.

The first few years of the City's life were extremely challenging. On the eve of the City of Jurupa Valley's incorporation in July of 2011, the California Senate passed Senate Bill 89 which stripped away the special allocations of Vehicle License Fees (VLF) that previously were allocated to the four newly incorporated cities and to cities that annexed inhabited territory. This resulted in the newly formed City of Jurupa Valley opening our doors with a budget deficit that caused an unfair disadvantage to the constituents of Jurupa Valley. However, the residents who fought hard and won the right to be California's newest city were determined to rectify this situation.

After many years of working with State and local legislators, with the support of Senator Richard Roth and newly elected Assembly member Sabrina Cervantes, SB 130 was passed and signed by Governor Jerry Brown 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.



## **Progress Report**

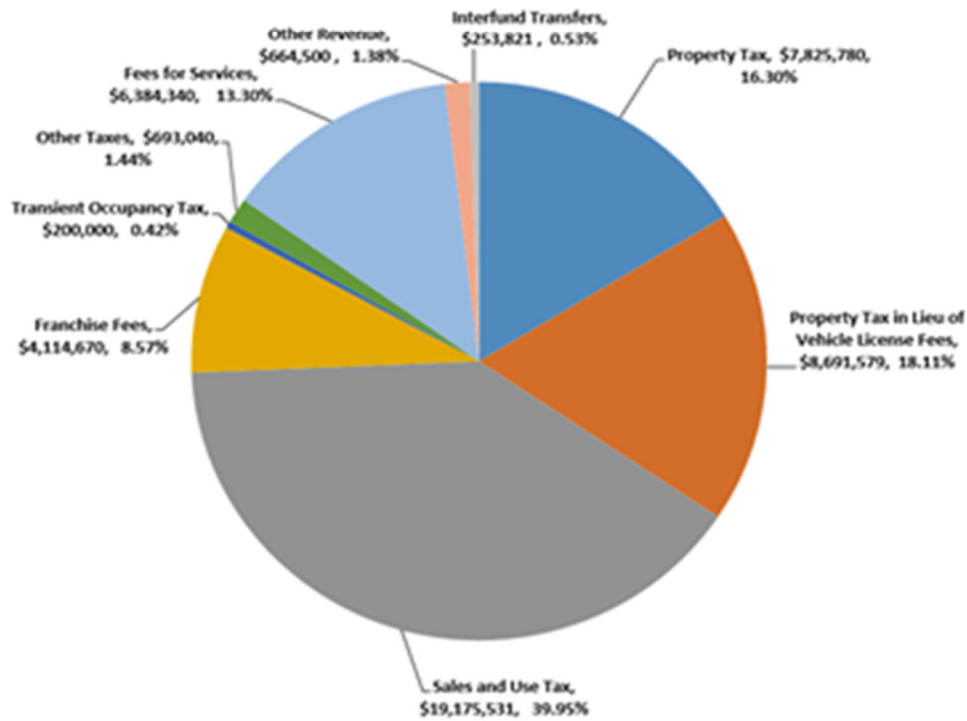
With the first ten years behind us, today we are stronger, stable and have a much more solid financial base. We have become resilient through good fiscal management, excellent leadership and a solid plan for the future.

Jurupa Valley is now clearly in a season of growth and progress. I would like to share some important updates with you:

- After a hard fought nine-year battle, the California Public Utilities Commission (CPUC) has granted a "Certificate of Public Convenience and Necessity for the Riverside Transmission Reliability Project" providing for undergrounding of high power transmission lines along Pat's Ranch Road. The City is currently working closely with Southern California Edison to negotiate the final conditions of approval for this project to begin. The importance of this victory to the I-15 corridor and future economic development in Jurupa Valley is immeasurable.
- In December 2017, the City entered into an agreement with RCTC as lead agency and project manager for implementation of the Jurupa Road Grade Separation project at the UPRR crossing at Jurupa Road and Van Buren Boulevard. The project is fully funded with SB 132; it has a deadline of June 30, 2023 to expend the \$108 million allocated by the State of California for this project. Construction is anticipated to begin in July of 2021 with completion by March/April of 2023.
- The City now has its first full-time in-house executive team consisting of an Assistant City Manager, a Director of Community Development, a Public Works Director/City Engineer, Administrative Services Director and a Director of Building/Code Enforcement.
- We have hired the City's first full-time in-house Human Resources Manager.
- We have greatly increased the diversity of our staff members.
- Working with the Director of Building/Code Enforcement, Director of Community Development, and Director of Public Works/City Engineer, we have developed the staffing plans for each department, which will be implemented with this new Fiscal Year 2021-2022 budget. This will result in dozens of additional positions being transitioned from contract consulting firm employees to in-house employees.
- We have created a team-oriented management climate where employees at all levels of the organization feel more comfortable in interacting with the City Manager's Office.

- We have increased budget and financial oversight and are beginning the process of establishing new policies and multi-year financial planning (e.g. new reserve policy, new debt management policy, detailed monthly review of H.R. Green and Civic Solutions billings).
- We worked with the City Attorney's Office to develop a new cannabis business regulation ordinance that appeared as Measure U on the November 2020 election ballot. Unfortunately it was narrowly defeated at the polls.
- The City has now acquired the former Riverside County Fleet Center Building, located at 5293 Mission Boulevard. This building will serve as our first Corporate Yard and as the headquarters for many of our field operations like Code Enforcement and Building Inspection.
- We have improved public outreach and transparency with the creation of the City Manager's Bi-Weekly Update, which is distributed to the City Council and key community stakeholders. We also implemented live-streaming of City Council and Planning Commission meetings for easy viewing by our residents and business owners.
- On July 1, 2020 the City took ownership of two buildings from the County of Riverside: the Eddie Dee Smith Senior Center and the Jurupa Valley Boxing Club. These outstanding additions to our growing list of City facilities will ensure that our residents continue to receive services and support at the senior center through our partnership with the Jurupa Area Recreation and Parks District, which is now providing programs and activities. The Boxing Club building is under evaluation to ensure that its uses and the services provided there will maximize its value for our residents.
- The COVID-19 pandemic has had a big impact on many cities over the past 15 months. With careful planning and proactive measures, the City has been able to follow the restrictions that the Federal Government, the State of California and Riverside County Public Health issued. While the pandemic is having significant impacts on General Fund revenues in many cities with large tourism, entertainment, and destination retail components, we have not seen such major impacts in Jurupa Valley. We have been able to continue to provide services to our residents and the business community while also enhancing our internal safety measures for our staff. We have maintained service levels at City Hall and addressed the safety of the community through our Public Works Department, Sheriff's Department, and CalFire/Riverside County Fire Department.

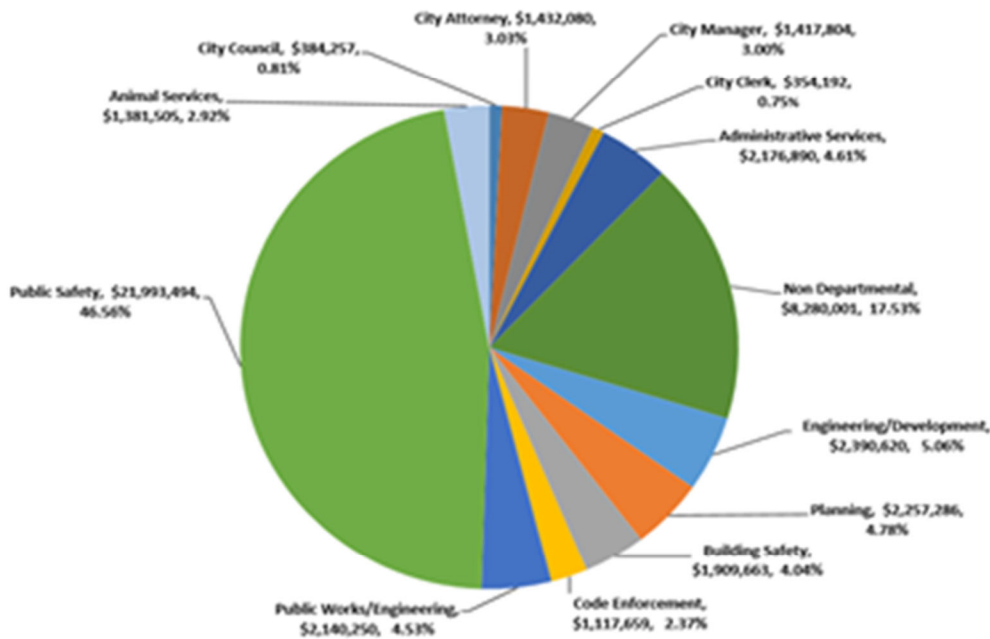
### General Fund Sources - where the money comes from



The City receives the majority of its General Fund revenue from the following, Sales and Use Tax (39.95%), Property Taxes (16.30%), Fees for Services (13.30%) and Franchise Fees (8.57%). SB 130, which reallocated the Vehicle License Fees (VLF) (18.11%) of the General Fund revenue, is estimated to

provide additional \$8,691,579 for the City to provide additional needed services.

### General Fund Uses - where does the money go

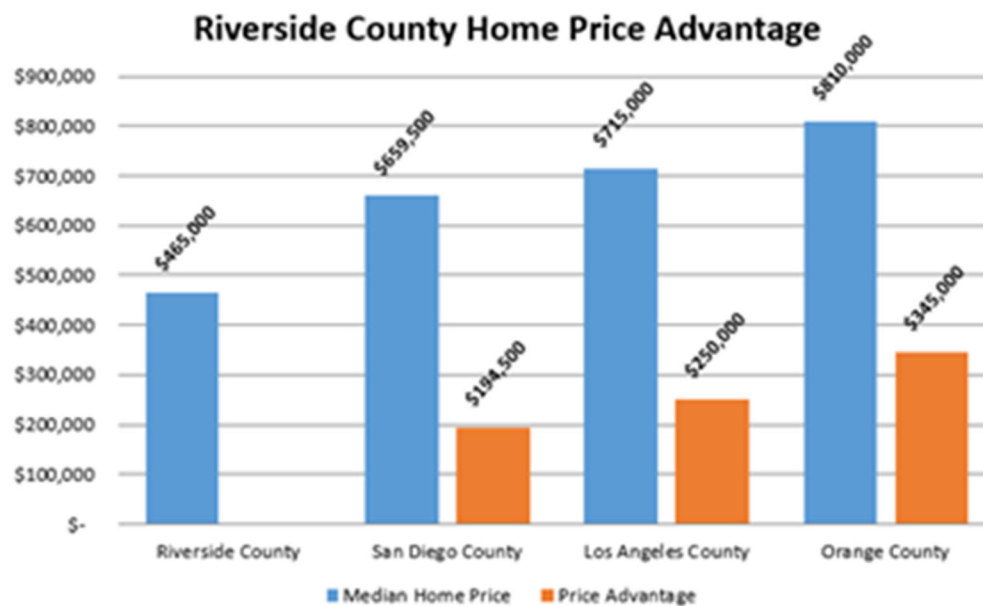


The City has budgeted 46.56% of its General Fund Budget to Public Safety, which includes the contract with the Riverside County Sheriff. This is an overall (2.87%) decrease in cost over FY 2020-21. City Attorney is expected to decrease (.22%) Code Enforcement is expected to increase by 0.58%.

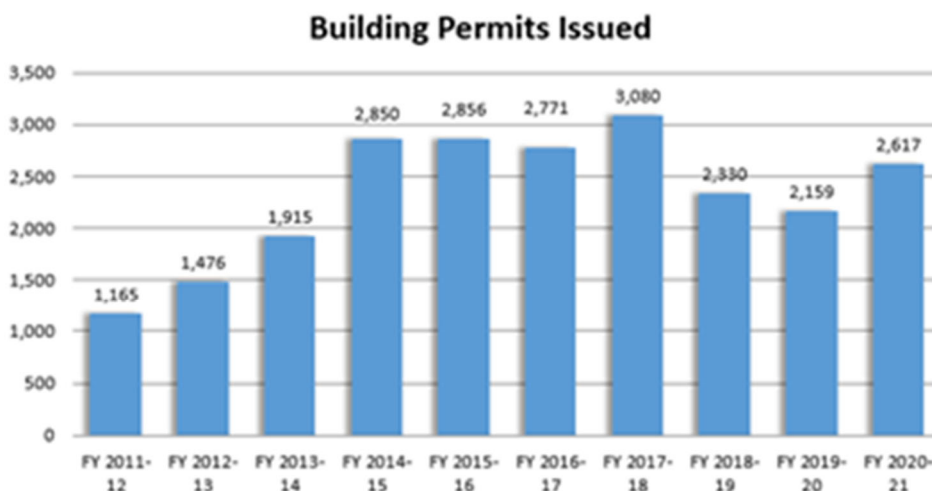
## The Local Economy

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

The existing home price advantage and availability of affordable housing will continue to attract future homebuyers to the area and continue to create a demand for new housing. Riverside County's first quarter 2021 median new home price of \$465,000 is a significant increase of 7.14% from last year's \$434,000. The median existing home price was \$465,000, up from \$405,000 the prior year a substantial 14.81% increase.



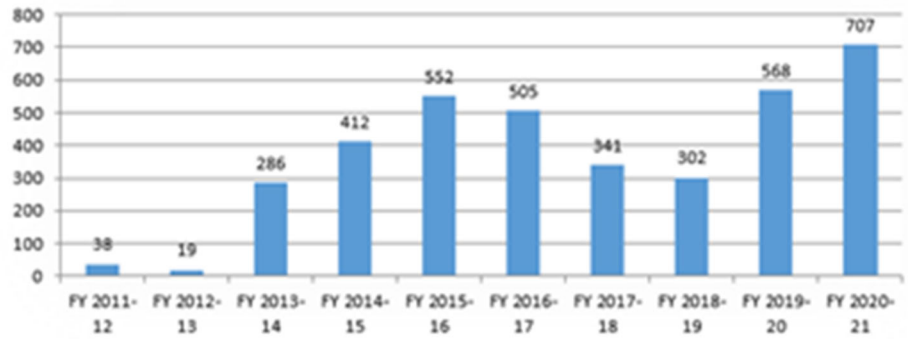
Source: Inland Empire Economic Partnership, May 2021



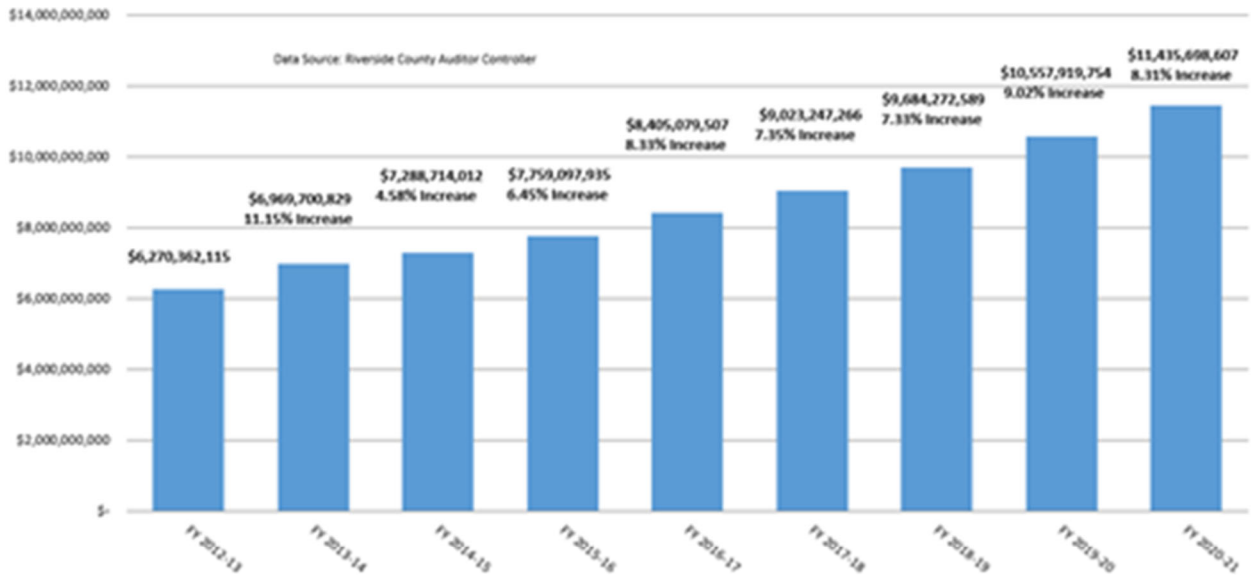
The City of Jurupa Valley experienced a decrease in the number of Building Permits Issued to 2,159 in FY 2019-20. Of the permits issued, new home permits decreased from 436 in FY 2018-19 to 427 in FY 2019-20 (2.0%).

New Dwellings Units are up 24.47% due to continued growth within the City of Jurupa Valley and continued need for housing and the State of California housing shortage. 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.

**New Dwelling Unit Permits Issued**

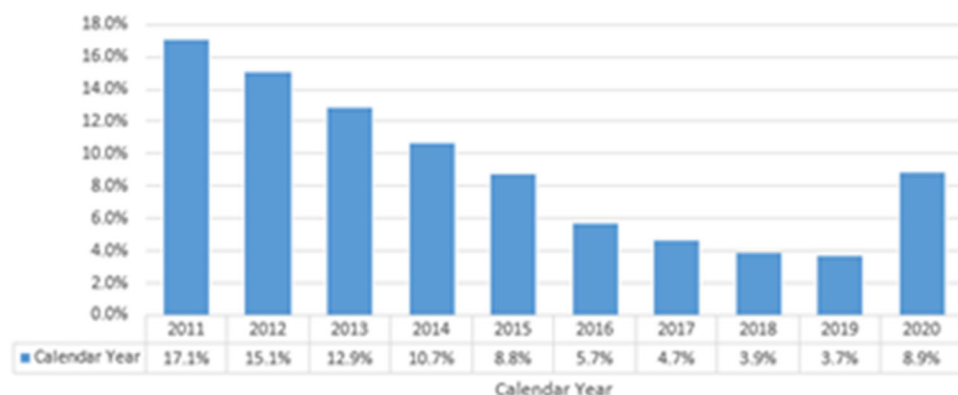


**City of Jurupa Valley Assessed Valuation**



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.

### City of Jurupa Valley Unemployment Rate



The City of Jurupa Valley had a consistent annual decrease in the unemployment rate prior to the COVID-19 pandemic. For calendar year 2020, the City's unemployment rate of 8.9% was lower than the Riverside County's unemployment rate of 9.9%. Overall, job gains are expected to continue to grow for the Inland Empire in 2021, after more than 145,700 jobs were added since April 2020 at the start of the pandemic. The unemployment rate for the Inland Empire as of May 2021 was 7.4%. Based on forecasted calculations, the unemployment rate for 2021 is estimated to improve.

The following graph changes in employment by sector as of May 2021 compared to February 2020 (prior to pandemic shutdowns).

#### INLAND EMPIRE INDUSTRY EMPLOYMENT

Sector	May-21 Employment (000s)	Chg. Since Feb-20 (000s)	Chg. Since Feb-20 (%)
Transport/Warehouse	185.0	29.3	18.8
Utilities	5.2	0.2	3.2
Management	8.6	-0.3	-3.6
Education/Health	256.7	-1.2	-0.5
NR/Construction	111.9	-1.3	-1.1
Retail Trade	177.2	-1.5	-0.8
Prof Sci and Tech	43.2	-1.8	-3.9
Information	8.9	-2.4	-21.0
Wholesale Trade	64.9	-3.2	-4.6
Financial Activities	42.7	-3.3	-7.1
Admin Support	107.5	-4.2	-3.8
Other Services	39.5	-8.2	-17.2
Manufacturing	91.2	-9.0	-9.0
Government	236.5	-26.5	-10.1
Leisure and Hospitality	143.4	-33.2	-18.8
Total Nonfarm	1,522.4	-66.6	-4.2

Source: California Employment Development Department; Analysis by UCR Center for Forecasting

## **FY 2021-22 Budgetary Highlights and Goals**

- Ensure that the purchase of the County Fleet Center Building closes escrow successfully and manage the transition process as we take ownership and move some employees and operations to the new facility.
- Oversee the completion of the Citygate Law Enforcement Services Study and prepare the agenda materials for a City Council study session on the report's recommendations.
- Ensure successful on-boarding of the new City employee positions that were approved by the City Council as part of the FY 2021-2022 City budget.
- Prepare a Multi-Year Street Maintenance Funding Strategy for City Council consideration at a Council Study Session.
- Work closely with the City Clerk and City Attorney's Office on the 2022 City Council Re-Districting process.
- Continue to take a leading role in working with the Community Development Director and Assistant City Manager on the major high-profile projects in the development pipeline: Shops at Jurupa Valley, Vernola Ranch, Rio Vista, Agua Mansa Commerce Park, Paradise Knolls, District at Rubidoux, Lesso Complex, Emerald Ridge North and South, to name a few.
- Continue to support the Assistant City Manager in the advancement of the Economic Development Team, which brings City staff and consultants together to ensure the success of various economic development initiatives in the City.
- Take advantage of the loosening of COVID-19 restrictions to double down on efforts to build strong relationships with the chief executives of the City's key partner agencies: JUSD, JCSD, RCSD, JARPD, WRCOG, etc.
- Assist City Attorney's Office in bringing a successful conclusion to the Western Community Energy wind-down process.
- Provide analysis and recommendations for the City Council regarding the long-term use and management of the Downey Street Park property
- Continue efforts to improve the City's public information strategies, including social media presence, connecting with Spanish speaking residents and business owners, etc.
- Continue to monitor cannabis businesses operating legally under Measure L and work with City Attorney's Office and City Council to develop a long-term strategy regarding cannabis business regulation in the City.
- City of Jurupa Valley first Development Impact Fees (DIF) study completed, Ordinance and Resolution adopted with new fee schedules in place.

## Conclusion

The annual budgeting process is an opportunity for the City to set its priorities and goals for the coming year. The budget process gives the City Council and citizens the opportunity to provide necessary feedback, which is needed each year to keep us on track.

I would like to thank the Administrative Services Department staff for the hard work and dedication required to complete 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,



Rod B. Butler  
City Manager



# JURUPA VALLEY CITY COUNCIL



**MAYOR PRO TEM  
CHRIS BARAJAS**



**COUNCIL MEMBER  
GUILLERMO SILVA**



**MAYOR  
LORENA BARAJAS**



**COUNCIL MEMBER  
LESLIE ALTAMIRANO**



**COUNCIL MEMBER  
BRIAN BERKSON**



# 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 \$17,917,846, based on current year expenditure and revenue projections.

General Fund revenues for FY 2021-22 are estimated at \$48,003,261 and expenditures are proposed at \$47,235,701. The estimated Fund Balance at FY 2021-22 year-end would be \$18,651,804. This is an increase of \$733,959 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 2021-22.

**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 2021-2. 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 2020-21 Estimated Actual	FY 2021-22 Proposed Budget
--	-----------------------------------	----------------------------------

Beginning Balance	17,917,846	18,651,804
Transfers In/Out	(560,623)	(637,809)
Revenues	49,081,400	51,445,160
Available	66,438,622	69,459,155

Transfers for Risk Management and Information Services

**Expenditures:**

	FY 2020-21 Estimated Actual	FY 2021-22 Proposed Budget	Difference	% Diff.
Council	236,873	384,257	147,384	38%
City Attorney	1,377,000	1,432,080	55,080	4%
City Manager	1,331,688	1,417,804	86,116	6%
City Clerk	365,566	354,192	(11,374)	-3%
Admin. Services	1,482,020	2,176,890	694,870	32%
Non-Dept.	11,353,394	11,117,692	(235,702)	-2%
Devlmt Services/Eng.	2,182,118	2,390,620	208,502	9%
Planning	2,882,616	2,257,286	(625,330)	-28%
Building Safety	1,636,328	1,909,663	273,335	14%
Code Enforcement	757,176	1,117,659	360,484	32%
Engineering/ PW	1,468,195	2,140,250	672,055	31%
Public Safety	20,093,483	21,993,494	1,900,011	9%
Animal Services	507,360	1,381,505	874,145	63%

<b>Expenditure Totals</b>	<b>45,673,816</b>	<b>50,073,392</b>	<b>4,399,576</b>	<b>8.79%</b>
<b>Balance Remaining</b>	<b>20,764,806</b>	<b>19,385,763</b>	<b>4,635,278</b>	

	<b>Explanation of Changes</b>
	Increased Community Events
	Estimated increase for the Fiscal Year
	Eddie D Smith \$175,000 continued for the FY
	Decreased \$100K election, Added Census Professional Services, Part-Time Deputy City Clerk
	New Positions- H/R Specialist, IT Technician, Buyer, Transferred two Office Assistants, Receptionist from City Manager, Promotion H/R Manager
	Down payment of \$4,000,000 on Fleet Services
	Increases after COVID did not impact development
	New Deputy Director Comm. Development, Contract services to City Employees
	Increased after COVID, Reflects bringing consulting employees in-house
	Two new Code Enforcement Officers
	\$106,000 Skip Loaded, \$80,000 Dump Truck
	4.75% Sheriff increase and difference is COVID impact, 150K Fire Inspector
	Significant decrease due to COVID in FY 2020/2021

**City of Jurupa Valley**  
**FY 2021-22 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	
<b>Percentage of Time Allocated to Departments/ Programs</b>																
<b>City Manager</b>																
City Manager	1.00	100%														
Assistant City Manager	1.00	100%														
Economic Development Manager	1.00	100%														
Assistant to the City Manager	1.00	100%														
Management Aid	1.00	100%														
Administrative Assistant	1.00	100%														
Principal Management Analyst	0.80	100%														
<b>Total City Manager</b>	<b>6.80</b>															
<b>City Clerk</b>																
City Clerk	1.00			100%												
Deputy City Clerk	0.50			100%												
Deputy City Clerk	0.50			100%												
<b>Total City Clerk</b>	<b>2.00</b>															
<b>Administrative Services</b>																
Administrative Services Director	1.00				100%											
Principal Accountant	1.00				100%											
Human Resource Manager	1.00				100%											
Human Resource Specialist	1.00				100%											
IT Technician	1.00				100%											
Purchasing Buyer	1.00				100%											
Accountant	1.00				100%											
Accountant	1.00				100%											
Senior Accounting Technician	1.00				100%											
Accounting Technician	1.00				100%											
Accounting Clerk	1.00				100%											
Office Assistant II	1.00		100%													
Office Assistant I	1.00		100%													
Receptionist	1.00		100%													
<b>Total Administrative Services</b>	<b>14.00</b>															

**City of Jurupa Valley**  
**FY 2021-22 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
<b>Percentage of Time Allocated to Departments/ Programs</b>															
<b>Planning</b>															
Community Development Director	1.00						100%								
Deputy Director of Community Development	1.00						100%								
Planning Manager	1.00						100%								
Senior Planner	2.00						100%								
Associate Planner	2.00						100%								
Assistant Planner	1.00						100%								
Planning Technician	1.00						100%								
Development Services Coordinator	1.00						80%				20%				
<b>Total Planning</b>	<b>10.00</b>														
<b>Public Works/ Engineering</b>															
Director of Public Works-City Engineer	1.00										100%				
Deputy City Engineer	1.00										100%				
Public Works Manager	1.00										90%				
Maintenance Worker III	1.00										100%				
Maintenance Worker II	2.00										100%				
Env. Program Manager	0.50										100%				
Sr. Environmental Inspector	0.50										100%				
Traffic Management Analyst	1.00										100%				
Sr. Public Works Inspector	1.00										100%				
Public Works Inspector	1.00										100%				
Public Works Inspector	1.00										100%				
Sr. Management Analyst	1.00										100%				
Sr. Engineering Technician	1.00										100%				
Engineering Technician	1.00										100%				
<b>Total Public Works</b>	<b>14.00</b>														



City of Jurupa Valley  
 FY 2021-22 City Personnel Allocations  
 By Full Time Equivalent

Title	FTE	City Mgr	Admin	City Clerk	Finance	Engr Dev Svcs	Planning	Bldg & Safety	Non-Dept	Code Enf	Eng/PW	Gas Tax Oper	Measure A Oper	NPDES	LLMD/CFD
Percentage of Time Allocated to Departments/ Programs															
<b>Building-Code</b>															
Chief Building Official	0.80							50%		50%					
Assitant Building Official	0.60							100%							
Building -Code Manager	1.00							50%		50%					
Building Inspections Supervisor	1.00							100%							
Sr. Building Inspector	1.00							100%							
Building Inspector I	1.00							100%							
Building Inspector I	1.00							100%							
Sr. Permit Technician	2.00							100%							
Sr. Permit Technician	0.80							100%							
Permit Technician	1.00							100%							
Office Assistant II	1.00							50%		50%					
Code Enforcement Supervisor	1.00							100%		100%					
Sr. Code Officer	1.00							100%		100%					
Code Officer II	1.00							100%		100%					
Code Office I	4.00							100%		100%					
<b>Total Building-Code</b>	<b>18.20</b>														
<b>Total City Staff</b>	<b>65.00</b>														

**City of Jurupa Valley  
 FY 2021-22 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	Measure A	NPDES	COP, LLMD/CFD & Spec Projects
<b>Percentage of Time Allocated to Departments/Programs</b>															
<b>Planning</b>															
Principal Planner	1.00					100%									
Senior Planner/Entitlement	1.00					100%									
Senior Planning Consultant	0.25					100%									
Senior Planning Consultant	0.63					100%									
Assistant Planner	1.00					100%									
CEQA Administrator	0.88					100%									
Landscape Architect	0.38					100%									
<b>Total Civic Solutions</b>	<b>5.13</b>														
<b>Administration</b>															
Deputy City Manager	0.28	20%			80%										
Municipal Services Manager	0.07	100%													
<b>Total Administration</b>	<b>0.35</b>														
<b>Building/Safety</b>															
Comb. Bldg Inspector	0.97						100%								
Comb. Bldg Inspector	0.97						100%								
Permit Technical	0.97						100%								
Comb. Bldg Inspector (Plan Checker)	0.97						100%								
<b>Total Building/Safety</b>	<b>3.86</b>														

**City of Jurupa Valley  
 FY 2021-22 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	Measure A	NPDES	COP, LLM/ D/ CFD & Spec Projects
<b>Percentage of Time Allocated to Departments/ Programs</b>															
<b>Engineering/Public Works</b>															
City Engineer	0.31				20%				20%	5%	20%	10%	5%		20%
Deputy City Engineer	0.31				20%				5%		15%	10%	15%		35%
Environmental Programs Manager	0.55				10%									80%	10%
NPDES/PW Inspector	0.55				5%									90%	5%
Associate Engineer	0.72				10%				10%		5%	5%	20%		50%
Assistant Engineer	0.72				50%				5%		10%	5%	10%		20%
Associate Engineer	0.69				40%						10%	5%	20%		25%
Associate Engineer	0.31				40%										
Assistant Engineer	0.31				10%										
Civil Plan Check Engineer	0.57				95%				5%						
Civil Plan Checker	0.68				100%										
Civil Plan Checker	0.80				100%										
Civil Plan Checker	0.35				100%						15%				
Assitant Engineer	0.57				80%				5%						
Civil Plan Checker	0.52				95%				5%						
Permit Technician	0.57				100%										
Public Works Inspector	0.52				65%						35%				
Public Works Inspector	0.44				81%						19%				
Public Works Inspector	0.44				50%						50%				
<b>Total Engineering/Public Works</b>	<b>9.89</b>														
<b>Total HR Green</b>	<b>14.10</b>														
<b>FULL TIME EQUIVALENTS</b>	<b>19.23</b>														

**All Funds Balance Sheet  
Proposed FY 2021-2022**

<b>FUND</b>	<b>General</b>	<b>Gas Tax</b>	<b>Meas. A</b>	<b>AQMD</b>	<b>SB-1</b>	<b>CDBG</b>	<b>Risk Mgmt</b>	<b>Info Svcs</b>	<b>LLMD</b>	<b>CFD</b>
Beginning Balance	17,917,846	(0)	940,065	439,654	1,818,538	535,000	-	-	465,226	3,237,538
Transfers In/Out	(637,809)	-	-	-	-	-	176,609	461,200	-	-
Revenues	51,445,160	2,707,207	2,330,000	140,838	2,192,597	1,346,017	-	-	900,534	1,327,609
Available	68,725,196	2,707,207	3,270,065	580,492	4,011,135	1,881,017	176,609	461,200	1,365,759	4,565,146

**Operating Expenditures:**

Council	384,257									
City Attorney	1,432,080									
City Manager	1,417,804									
City Clerk	354,192									
Admin Services	2,176,890									
Non-Dept	11,117,692									
Devlmt Services/ Eng	2,390,620									
Planning	2,257,286									
Building Safety	1,909,663									
Code Enforcement	1,117,659									
Engineering/ PW	2,140,250									
Public Safety	21,993,494									
Animal Services	1,381,505									
Road Maint	2,707,207									
Measure A			3,270,063							
AQMD				132,000						
RMRA SB-1					2,400,000				1,184,950	
LLM Districts										751,356
CFD's						1,881,017				
CDBG							176,609			
Risk Mgmt.	-							461,200		
Info Mgmt.	-									
<b>Subtotal</b>	<b>50,073,392</b>	<b>2,707,207</b>	<b>3,270,063</b>	<b>132,000</b>	<b>2,400,000</b>	<b>1,881,017</b>	<b>176,609</b>	<b>461,200</b>	<b>1,184,950</b>	<b>751,356</b>
<b>Balance Remaining</b>	<b>18,651,804</b>	<b>(0)</b>	<b>3</b>	<b>448,492</b>	<b>1,611,135</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>180,810</b>	<b>3,813,790</b>

Surplus  
**733,959**

# City of Jurupa Valley

## GENERAL FUND REVENUE

	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>
	ACTUAL	BUDGET	EST ACTUAL	PROPOSED
<b><u>TAXES AND FRANCHISES</u></b>				
Property Tax- Secured	5,209,909	5,710,202	5,710,202	5,824,406
Property Tax- Unsecured	234,221	253,870	253,870	258,947
Property Tax- Supplemental	62,463	87,454	87,454	89,203
Property Tax- H.O. Exemption	52,835	75,831	75,831	77,348
Property Tax- RDA Pass Thru	2,083,371	1,544,976	1,544,976	1,575,876
SB 130 Revenue	7,955,748	8,521,156	8,521,156	8,691,579
Sales and Use Tax	21,525,675	18,627,239	18,627,239	19,175,531
Franchise Fees - Utilities	1,610,120	1,811,965	1,811,965	1,830,085
Franchise Fees - Solid Waste	2,086,381	2,261,965	2,261,965	2,284,585
Admin Fees-Trash Liens	47,580	45,000	50,440	53,040
Property Transfer Tax	379,279	465,000	465,000	465,000
Transient Occupancy Tax	214,529	200,000	216,373	200,000
Measure L	59,816		160,000	175,000
<b>Total</b>	<b>41,521,927</b>	<b>39,604,658</b>	<b>39,786,471</b>	<b>40,700,599</b>
<b><u>LICENSES AND PERMITS</u></b>				
Business Registration	81,819	70,000	78,000	80,000
Foreclosure Registration	5,800	6,000	4,000	4,000
Engineering Fees	1,937,399	2,046,382	1,646,382	1,632,444
Planning Fees	1,450,998	1,360,280	1,060,280	2,049,600
Building Permits	1,293,132	1,820,000	1,620,000	1,788,696
Microfilm Fees	67,222	70,000	70,000	70,000
SMIP & Green Admin Fees	1,559	1,400	2,734	1,400
Application Admin Processing Fee	97,760	95,000	100,000	95,000
DIF Admin fees	25,982	29,000	34,000	29,000
LMS Fee	64,223	55,000	72,000	55,000
Code Enforcement Fees	45,550	30,000	20,000	30,000
NPDES Inspection Fees	104,712	55,000	55,000	55,000
Vending Permit Fee	5,400	4,200	5,500	4,200
Fines- Parking	258,399	200,000	150,000	200,000
Fines- Court	180,284	215,000	200,000	215,000
Vehicle Impounds	81,279	75,000	75,000	75,000
<b>Total</b>	<b>5,701,518</b>	<b>6,132,262</b>	<b>5,192,896</b>	<b>6,384,340</b>

# City of Jurupa Valley

## GENERAL FUND REVENUE

	FY 2019/20 ACTUAL	FY 2020/21 BUDGET	FY 2020/21 EST ACTUAL	FY 2021/22 PROPOSED
<b><u>INTERGOVERNMENTAL REVENUES</u></b>				
AMR System Fees (County)	42,638	48,000	48,000	48,000
Transfer in from SLESF-Grants	13,073		-	-
Motor Vehicle License	-	-	-	-
<b>Total</b>	<b>55,711</b>	<b>48,000</b>	<b>48,000</b>	<b>48,000</b>
<b><u>USE OF MONEY</u></b>				
Interest	231,840	250,000	140,000	200,000
Other	198,848		-	-
<b>Total</b>	<b>430,687</b>	<b>250,000</b>	<b>140,000</b>	<b>200,000</b>
<b><u>OTHER REVENUES</u></b>				
Cell Tower Revenue	-		14,000	14,000
Weed Abatement	-	-	-	-
Vehicle Abatement	12,769	2,500	2,627	2,500
Development Agreements	1,032,983	-	1,567,747	-
Miscellaneous Revenue	438,690	400,000	350,000	400,000
<b>Total</b>	<b>1,484,441</b>	<b>402,500</b>	<b>1,934,374</b>	<b>416,500</b>
<b><u>INTERFUND CHARGES</u></b>				
Transfer in from DIF	1,026,362	3,671,293	508,727	3,475,500
Measure A Proj. Administration			85,733	105,013
Transfer in from CFR	-	-	1,310,603	-
LLMD Administration	-	-	47,863	53,097
CFD Administration			26,732	62,111
<b>Total</b>	<b>1,026,362</b>	<b>3,671,293</b>	<b>1,979,659</b>	<b>3,695,721</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>50,220,646</b>	<b>50,108,713</b>	<b>49,081,400</b>	<b>51,445,160</b>

# *City of Jurupa Valley*

## MISCELLANEOUS FUNDS REVENUE

	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST ACTUAL	PROPOSED
<b>INTERGOVERNMENTAL REVENUES</b>				
State HUTA-2103	357,102	842,664	822,664	903,285
State HUTA-2105	579,380	574,314	567,108	622,685
State HUTA-2106	369,409	356,071	346,870	380,863
State HUTA-2107	728,152	786,674	719,831	790,374
State HUTA-2107.5	10,000	10,000	10,000	10,000
SB-1 RMRA	1,944,839	2,015,335	1,897,349	2,077,597
SB-1 Traffic Cong. Relief	119,123	100,000	100,000	100,000
Interest Income-Grants-Other	67,607	-	13,920	15,000
<b>Total HUTA</b>	<b>4,175,613</b>	<b>4,685,058</b>	<b>4,477,742</b>	<b>4,899,804</b>
RCTC Measure A- Local	2,306,472	1,851,000	2,256,000	2,317,000
MARA	-	-	-	-
Transfer in from DIF- Limonite	64,106	-	-	-
Interest Income	9,732	-	10,000	13,000
<b>Total Measure A</b>	<b>2,380,310</b>	<b>1,851,000</b>	<b>2,266,000</b>	<b>2,330,000</b>
SC AQMD	137,558	132,674	132,674	138,338
Interest Income	1,995	4,000	1,800	2,500
<b>Total AQMD</b>	<b>139,553</b>	<b>136,674</b>	<b>134,474</b>	<b>140,838</b>
CDBG	507,544	1,243,729	1,243,729	1,157,789
Other Revenue	-	702,928	702,928	188,228
Interest Income	-	-	-	-
<b>Total CDBG</b>	<b>507,544</b>	<b>1,946,657</b>	<b>1,946,657</b>	<b>1,346,017</b>
TUMF	427,421	280,594	6,177,592	4,304,200
<b>Other Funding</b>	<b>427,421</b>	<b>280,594</b>	<b>6,177,592</b>	<b>4,304,200</b>
ATP	961,294	538,000	538,000	1,545,000
Transfer in From DIF- Streets		263,098	53,503	53,503
Transfer in From DIF- Signals			134,392	134,392
Transfer in From DIF- Trails		-	75,203	75,203
Transfer in From DIF- Parks		-	-	-
Interest Income	-			
<b>Other Funding</b>	<b>961,294</b>	<b>801,098</b>	<b>801,098</b>	<b>1,808,098</b>

## *City of Jurupa Valley*

### MISCELLANEOUS FUNDS REVENUE

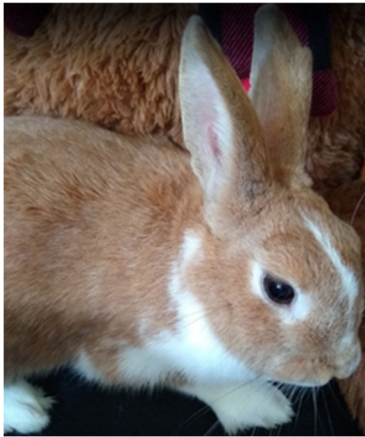
	<u>FY 2019/20</u> <b>ACTUAL</b>	<u>FY 2020/21</u> <b>BUDGET</b>	<u>FY 2020/21</u> <b>EST ACTUAL</b>	<u>FY 2021/22</u> <b>PROPOSED</b>
State Grants- SLESF	251,308	161,129	161,129	253,821
Interest Income		-	-	-
<b>Other Funding</b>	<b>251,308</b>	<b>161,129</b>	<b>161,129</b>	<b>253,821</b>
CalRecycle Grant Program	-			
CalRecycle Ongoing Payment	28,102	28,000	28,000	28,383
<b>Other Funding</b>	<b>28,102</b>	<b>28,000</b>	<b>28,000</b>	<b>28,383</b>
<b>Total Other Funding</b>	<b>1,668,125</b>	<b>1,270,821</b>	<b>7,167,819</b>	<b>6,394,502</b>
<b><u>DIRECT ASSESSMENTS</u></b>				
Landscape and Lighting District 89-1	882,974	853,616	900,534	906,788
CFD 13-001 Bellegrave	471,271	306,356	480,697	487,019
CFD 14-001 Harvest	265,024	272,695	270,325	275,911
CFD 14-002 Mission Estates	163,034	161,792	166,295	169,658
CFD 14-003 Cantera/Granite Ridge	104,121	106,639	106,203	108,375
CFD 15-001 Riverbend	97,122	62,296	99,064	100,352
CFD 15-002 Skypark	81,365	79,423	81,022	82,611
CFD 15-003 Vista Rio	145	-		
CFD 16-001 Quarry	99,798	100,926	101,663	103,682
<b>Total Direct Assessments</b>	<b>2,164,855</b>	<b>1,943,743</b>	<b>2,205,804</b>	<b>2,234,397</b>
<b>Totals</b>	<b>11,036,000</b>	<b>11,833,953</b>	<b>18,198,496</b>	<b>17,345,558</b>



# 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

	FY 2019/20 ACTUAL	FY 2020/21 BUDGET	FY 2020/21 EST. ACTUAL	FY 2021/22 PROPOSED
<b><u>PERSONNEL</u></b>				
Salaries	36,000	36,000	36,000	36,000
Retirement Contribution	2,700	2,700	2,700	2,700
Cafeteria Benefits	50,400	67,200	50,400	67,200
Other Employee Costs	3,289	3,438	2,746	2,607
<b>Total Personnel</b>	<b>92,389</b>	<b>109,338</b>	<b>91,846</b>	<b>108,507</b>
<b><u>OPERATING EXPENSES</u></b>				
Office Supplies	828	1,500	1,500	1,500
Professional Services	90,000	125,000	50,000	50,000
Community Promotion	77,533	26,500	26,500	143,000
Cell Phones	1,306	1,277	1,277	2,500
Meetings/Conferences	6,406	7,000	7,000	10,000
Grants	-	30,000	30,000	40,000
Dues/Memberships	28,162	28,750	28,750	28,750
<b>Total Operating</b>	<b>204,235</b>	<b>220,027</b>	<b>145,027</b>	<b>275,750</b>
<b>TOTAL CITY COUNCIL</b>	<b>296,625</b>	<b>329,365</b>	<b>236,873</b>	<b>384,257</b>

**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	\$30,000 - Reach Out- Healthy Jurupa Valley Program-MOU, \$20,000 - JV Chamber of Commerce-MOU
Community Promotion	\$10,000 Fireworks, \$6,500- Promotional items, \$15,000 Townhalls-Homeless, \$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, \$75,000 Annual Parade
Cell Phones	Cell Phone Invoice includes data charges for Tablets
Grants	\$40,000 Grants, maximum of \$5,000 a grant
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*

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

	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b><u>OPERATING EXPENSES</u></b>				
Legal Consulting Services	444,121	499,500	499,500	519,480
Litigation	1,062,547	877,500	877,500	912,600
<b><i>Total Operating</i></b>	<b>1,506,668</b>	<b>1,377,000</b>	<b>1,377,000</b>	<b>1,432,080</b>
<b>TOTAL CITY ATTORNEY</b>	<b>1,506,668</b>	<b>1,377,000</b>	<b>1,377,000</b>	<b>1,432,080</b>

**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 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b><u>PERSONNEL</u></b>				
Salaries	446,529	698,990	693,990	879,566
Cafeteria Benefit	77,000	117,600	117,600	117,600
Retirement Contribution	33,110	48,579	48,579	61,570
Other Employee Costs	18,704	26,769	26,769	33,398
<b>Total Personnel</b>	<b>575,343</b>	<b>891,938</b>	<b>886,938</b>	<b>1,092,134</b>
<b><u>OPERATING EXPENSES</u></b>				
Office Supplies	14,294	10,500	10,500	10,500
Books/Subscriptions	1,418	678	500	500
Professional Services	113,784	116,000	116,000	56,000
Stipends	1,400	1,400	1,400	1,400
Litigation Cost	30,000	-	-	-
Consulting Services	463,605	78,230	78,230	48,000
Comm. Promotion/Econ Dev	-	225,000	225,000	175,000
Postage	70	-	-	-
Cell Phone	1,153	1,320	1,320	1,320
Grant Expenditures	11,233	-		
Meetings/Conferences	(82)	5,000	5,000	5,000
Education/Training	110	3,000	3,000	3,000
Dues/Memberships	2,098	8,000	3,800	24,950
<b>Total Operating</b>	<b>639,083</b>	<b>449,128</b>	<b>444,750</b>	<b>325,670</b>
<b>TOTAL CITY MANAGER</b>	<b>1,214,427</b>	<b>1,341,066</b>	<b>1,331,688</b>	<b>1,417,804</b>

### **Expenditure Explanations**

Salaries	City Manager, Assistant to the City Manager, Management Aide, Admin Assistant, Economic Development Manager, Assistant City Manager, Principal Analyst
Office Supplies	\$3,000- Office Supplies, \$7,500- Economic Development Supplies/Materials
Books/Subscriptions	Press Enterprise Newspaper
Professional Services	\$36,000-Sacramento Lobbyist, \$20,000 Misc. Consulting Services
Stipends	Stipends for CDBG Committee
Consulting Services	HR Green contract services -Deputy City Manager
Comm. Promotion/Econ Dev	Eddie D Smith Senior Center \$175,000
Cell Phone	Cell phone costs for City Manager and PIO
Meetings/Conferences	ICSC, legislative meetings as necessary
Education/Training	Emergency Mgmt Training- Asst to CM/ PIO
Dues/Memberships	Membership ICSC, ICMA and CCMF, Cal Contract Cities \$21,150



# CITY CLERK



(This page is intentionally left blank)

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

### **Key Achievements for FY 2020-21**

#### **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.
- Processed Commercial Cannabis applications and worked with City staff 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 and Ordinance No. 2018-14.
- Responded to 416 public records requests using GovQA's Public Records Request Management software, which has allowed City Clerk staff to comply with public records requests, track, display and provide 24/7 access and status updates across all departments. The City Clerk's Office has been able to maintain business continuity and compliance during the COVID-19 crisis by utilizing this online portal with as little disruption as possible.
- Assisted in planning and executing staffing and operation improvements to provide high quality, cost-effective services to both internal and external customers of the City of Jurupa Valley.
- 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.

### **Key Goals for FY 2021-22**

#### **Goals**

- Implement a paperless Campaign Finance E-Filer application that will automate and validate financial campaign reports and provide a public viewing portal to allow the general public to view filing activity online.
- Implement a paperless Form 700 Administration application to efficiently pre-notify annual filing deadlines and validate each required filing. Create a new repository for updates to the City's Conflict of Interest Code and provide a public access portal where all Form 700's can be viewed online.
- Implement a City Council technology upgrade for agenda meeting management and technological upgrades.
- 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

	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b><u>PERSONNEL</u></b>				
Salaries	156,750	177,138	164,649	199,691
Cafeteria Benefit	16,800	19,600	16,800	16,800
Retirement Contribution	11,220	12,669	11,795	14,400
Other Employee Costs	6,498	6,581	6,021	7,001
<b>Total Personnel</b>	<b>191,269</b>	<b>215,988</b>	<b>199,266</b>	<b>237,892</b>
<b><u>OPERATING EXPENSES</u></b>				
Office Supplies	2,110	2,000	2,000	2,000
Books/Subscriptions	898	750	750	750
Professional Services	7,299	8,300	8,300	8,300
Elections	-	100,000	100,000	50,000
Public Notices	53,646	52,000	52,000	52,000
Postage	436	500	500	500
Meetings/Conferences	322	1,750	1,750	1,750
Education/Training	50	500	500	500
Dues/Memberships	-	500	500	500
<b>Total Operating</b>	<b>64,760</b>	<b>166,300</b>	<b>166,300</b>	<b>116,300</b>
<b>TOTAL CITY CLERK</b>	<b>256,029</b>	<b>382,288</b>	<b>365,566</b>	<b>354,192</b>

**Expenditure Explanations**

Salaries and Benefits	City Clerk and two Part-Time Deputy City Clerk
Copying Costs	Agendas now printed onsite to reduce costs
Professional Services	Municipal Code Publishing Services- Code updates
Elections	\$50,000 Census
Public Notices	Mandatory Public Notices (Includes cost to publish Trash Lien notices - Cost offset by admin charges)

# ADMINISTRATIVE SERVICES



(This page is intentionally left blank)

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

### **Finance**

#### **Key Achievements for FY 2020-21**

##### **Achievements**

- Completed the Annual Financial Audit and Comprehensive Annual Financial Report (CAFR) with an unmodified auditor opinion for FY 2019-20
- Completed the City's first Single Audit for FY 2019-20 with an unmodified auditor opinion (the City complied, in all material respects, with compliance requirements that could have a direct and material effect on the major program (CDBG) audited)
- Updating and tracking of the FY 2020-21 operating and capital improvement program budgets which includes DIF funded projects
- Provided oversight for third party audits during the fiscal year
- Continued implementation of new permit software, Accela, for Planning, Building and Engineering Departments
- Received CARES Act funding through the State of California's Coronavirus Relief Fund and successfully completed the reporting cycles required
- Monitoring/transfer of City funds to increase interest earnings through LAIF
- Cross training for Principal Accountant, two Accountants and Senior Accounting Technician progressed and segregation of duties over payroll processes implemented
- Worked with City management and finance consultants on COPs issuance and related policies for new building acquisition

#### **Key Goals for FY 2021-22**

##### **Goals**

- Continue the implementation of new permit software, Accela, for Planning, Building and Engineering Departments through the ACA process and implement online payments
- Billing and audit files for the Dept. of Justice COVID-19 grant
- Ensure successful timely completion of FY 2020-21 internal and external audits that result in audit reports containing no instances of material internal control weaknesses and unqualified auditor opinion for FY 2020-21 audit
- Continue to review department-wide business processes to improve efficiency and internal controls and develop a cohesive Finance Department procedures manual
- Continue to train and cross train employees to ensure excellent service and support to all city departments, vendors and residents
- Work with departments to complete the new permitting software, Accela, for deposit and balance reporting
- Finalize the implementation process utilizing Accela reports to balance with City financials
- Update Tyler/Eden financial software to up to date versions after year end closing (explore cloud based options)
- Update City investment policy
- Evaluate procedures related to federal grants funding that include risk assessment and evaluation over reporting and compliance]

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

### **Human Resources**

#### **Key Achievements for FY 2020-21**

##### **Achievements**

- Total of 35 recruitments from October 2021 to June 30, 2021(promotional or open to the public.)
- Hired 10 new hires and converted 6 contracted positions to staff positions between October 21 to June 30, 2021. Anticipate by July 31, 2021 to fill another 19 positions.
- Created and conducted 29 salary surveys and new classifications.
- Reclassified 6 positions and salary ranges (Development Services Coordinator, Receptionist, Accounting II, Principal Accountant, Sr. Code Enforcement Officer, Human Resources Manager)
- Fully implemented NeoGOV applicant tracking system for recruitment and on-line requisition process; and updated City's online employment application.
- Updated and posted all City job descriptions and job announcements on the City/HR webpage for public view and use.
- Updated City HR webpage with current employment, benefit summary, and risk management documents.
- Implemented and ensured compliance of the COVID-19 Prevention Program; coordinated staff COVID-19 training for all staff conducted by PERMA; and created a checklist of accountability of COVID requirements set by OSHA.
- Audited Emergency Safety Kits for key areas i.e. breakrooms, and City vehicles for field employees; and ensured fire extinguishers are inspected monthly in City Hall and in each field employee's assigned vehicle.
- Created the Blood borne Pathogen Policy and coordinated training for staff.
- Negotiated a reduced cost for City's Chiropractic services for employees.
- Created a Benefit Summary document for applicants and new employees.
- Posted required State and Federal posters in employee break rooms including no smoking signs pursuant to government code and capacity signs for the Council Chamber.
- Created an online 360 Evaluation Process for the City Manager's classification.
- Created a new salary schedule plan for 2021-22 to attract quality candidates and retain employees.
- Kicked-Off the Safety Committee Program to ensure compliance with OSHA requirements.
- Conducted Sexual Harassment Training for all Management Staff.
- Completed 6 PERMA Safety Training for all staff between January- June 2021.



## Key Goals for FY 2021-22

### Goals

- Create an Internship Program to assist with special projects within the City.
- Continue to update City employees and managers on changes in State and Federal Employment Laws.
- Conduct annual review and update Personnel Policies and Procedures.
- Continue to evaluate and transition contract employees to City staff.
- Recruit and hire City staff as approved by Council.
- Created a Volunteer Manual and on-line application process.
- Develop and implement an on-line annual performance review program.
- Purchase and implement a customer app for main lobby to check in guest, visitors, customers, and employees with QR Code.
- Implement the DOJ Fingerprint Process, employee ID program and E-Verification for the I-9 Immigration verification program.
- Develop an ADA Transition Plan.
- Prepare for the Kick Off of Open Enrollment 2022 including virtual health fair and benefit meetings.
- Collaborate with Public Works to update the Vehicle Maintenance Program to track vehicles/trucks to maintenance schedule.
- Review and purchase software for Onboarding, HR Database with Employee Portal and Timekeeping processes.
- Update 125 Cafeteria Plan Document and review current Benefit Plan.
- Develop a Risk Management Manual/Plan and training supervisor and managers on reducing risk liability.
- Create updated safety training calendar for all employees from July 2021 to June 2022.

# City of Jurupa Valley

## ADMINISTRATIVE SERVICES

GENERAL FUND - 100-1150

	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b><u>PERSONNEL</u></b>				
Salaries	466,639	596,965	556,751	1,035,140
Cafeteria Benefit	105,000	145,600	134,400	235,200
Retirement Contribution	29,959	41,788	38,973	72,460
Other Employee Costs	15,930	21,374	19,856	35,435
<b>Total Personnel</b>	<b>617,528</b>	<b>805,727</b>	<b>749,980</b>	<b>1,378,235</b>
 <b><u>OPERATING EXPENSES</u></b>				
Office Supplies	2,090	3,500	2,000	2,000
Professional Services	997,634	272,400	671,305	717,400
Audit Services	29,647	35,810	36,080	36,500
Consulting Services	6,316	4,900	4,900	25,000
Postage	49	150	150	150
Bank Service Fees	11,090	9,800	9,800	9,800
Meetings/Conferences	241	1,000	1,000	1,000
Education/Training	5,950	2,500	2,500	2,500
Dues/Memberships	215	4,305	4,305	4,305
<b>Total Operating</b>	<b>1,053,232</b>	<b>334,365</b>	<b>732,040</b>	<b>798,655</b>
 <b>TOTAL ADMIN SERVICES</b>	<b>1,670,760</b>	<b>1,140,092</b>	<b>1,482,020</b>	<b>2,176,890</b>

### Expenditure Explanations

Salaries and Benefits	Administrative Services Director, Principal Accountant, HR Manager, Accountants (2), Accounting Technicians (2), Accounting Clerk, H/R and Admin. Support staff
Professional Services	HdL Sales Tax recovery service est. \$650,000 (15% of recoveries), \$15,400- HdL Prop Tax services. Pre-employment lab and background checks \$2,000. City wide Classification and Compensation Study \$50,000
Audit Services	Provides for Independent City audit \$33,710 and Statistical info for CAFR \$600, Single Audit \$1,500
Consulting Services	Accounting Agreement FY 21-22
Bank Service Fees	Charges to process financial transactions such as credit cards.
Meetings/Conferences	CPA (\$1,000)
Education/Training	HR (\$1,500), Finance (\$1,000)
Dues/Memberships	\$3,690- LWC, Jobs Available \$45, \$220- CSMFO, \$350- CALPELRA

# NON-DEPARTMENTAL



(This page is intentionally left blank)

*City of Jurupa Valley*

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

	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b><u>PERSONNEL</u></b>				
Salaries	21,626	-	-	-
Cafeteria Benefit	3,360	-	-	-
Retirement Contribution	1,508	-	-	-
Other Employee Costs	21,799	9,824	-	25,000
<b>Total Personnel</b>	<b>48,293</b>	<b>9,824</b>	<b>-</b>	<b>25,000</b>
<b><u>OPERATING EXPENSES</u></b>				
Office Supplies	10,732	10,000	10,000	10,000
Copying Costs	55,207	34,000	34,000	34,000
Professional Services	6,105	15,820	15,820	15,820
Repairs & Maintenance	127,941	75,493	75,000	140,400
Vehicle Repair	-	-	25,000	35,000
Motor Vehicle Fuel- Maint	39,690	25,000	25,000	25,000
Postage	22,665	18,000	18,000	18,000
Phone/Internet	28,759	42,000	42,000	42,000
Cell Phones	3,548	3,469	3,469	3,469
Electricity/Gas	38,729	35,000	35,000	35,000
Water and Sewer	3,795	4,500	4,500	4,500
Rent	6,664	4,262	3,400	3,400
EOC Materials and Supplies	-	-	-	-
Dues/Memberships	4,727	5,500	5,500	6,500
Revenue Neutrality	7,091,460	6,316,698	6,316,698	6,520,254
Furniture & Equipment	15,010	16,130	16,130	16,130
Debt-Principal & Interest Service	-	-	-	350,000
Capital Equipment & Furniture	59,276	28,900	28,900	200,000
Buildings and Improvements	21,575	186,250	4,186,250	157,719
Capital Projects-DIF	610,475	-	508,727	3,475,500
<b>Total Operating</b>	<b>8,146,357</b>	<b>6,821,022</b>	<b>11,353,394</b>	<b>11,092,692</b>
<b><u>INTERFUND CHARGES</u></b>				
Risk Management	127,280	176,609	176,609	176,609
Information Systems	413,025	384,014	384,014	461,200
<b>Total Interfund Charges</b>	<b>540,305</b>	<b>560,623</b>	<b>560,623</b>	<b>637,809</b>
<b>TOTAL NON-DEPARTMENTAL</b>	<b>8,734,955</b>	<b>7,391,469</b>	<b>11,914,017</b>	<b>11,755,501</b>

**Expenditure Explanations**

Salaries and Benefits	Other Employee cost
Copying Costs	Provides for all City copiers and per copy charges
Professional Services	PARS Admin (\$3,900) Shred It (\$720), Paychex processing (\$10,000), Paychex HR Admin (\$1,200)
Repairs & Maintenance	Building Maint costs: Janitorial contract, A/C systems, Alarm systems, Pest
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	\$16,130- tools and equipment for PW
Debt-Principal & Interest Service	Fleet Services Building
Capital Equipment & Furniture	\$106,000 for Skip loader, \$80,000 Dump Truck, PW equipment
Buildings and Improvements	\$157,719 remaining roof repairs for City Hall
Capital Projects-DIF	Various CIP projects DIF carryover from FY 2020/21 \$1,375,500; new CIP for DIF FY 2021/22 Traffic Signal Upgrades \$250,000 and \$1,850,000 RBBD
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



## ACHEIVEMENTS AND GOALS

### ENGINEERING/PUBLIC WORKS AND DEVELOPMENT SERVICES

#### City of Jurupa Valley

#### Public Works/Engineering/Development Department

#### Key Achievements for 2020-21

##### Engineering Administration

- Actively participated in development review meetings and provide written project conditions
- Created and managed special districts addressing community needs
- Commenced with the development of the City's Local Road Safety Plan (LRSP)
- 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

- Completed construction of HSIP (Pedley Road) project
- Continued implementation and expansion of the City's first ever multi-year Capital Improvement Program (through FY 25/26)
- Commenced with Phase 1 of Mission Boulevard Pavement Rehabilitation project.
- Completed reconstruction of Lucretia Avenue pavement (Limonite Avenue to Jurupa Road), while collaborating with JCSD on a sanitary sewer pipeline replacement
- Completed alley reconstruction for the Fort Freemont Alley in downtown Rubidoux

##### 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
- Implemented Accela Citizen Access (ACA) during the pandemic to make remote permitting and inspection available while city hall was closed.

##### Traffic and Transportation

- Implemented a streamlined work order procedure for completing traffic safety improvements
- Implemented speed hump request policy and permit parking request policy



## NPDES

- 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
- Collaborated with RCFC&WCD and other Co-Permittees to the MS4 Permit to develop a possible regional BMP approach (instead of individual agencies developing multiple BMPs that can be used closer to an outfall)

## Solid Waste

- Successfully presented the City's first mandatory commercial recycling and organics collection ordinance
- Successfully presented the City's first fee-supported Construction & Demolition Waste Recycling permit system
- Implemented the City's fully electronic Construction & Demolition Waste Management system (Green Halo)

## Maintenance Technician and On Call Contractor Work

- Repaved sections of asphalt on Country Village Road
- Replaced concrete panels along Mission Boulevard
- Performed annual catch basin inlet cleaning as part of the City MS4 permit cleaning out a total of 837 basins
- Received 1,571 maintenance related requests between July 1, 2020 and June 30, 2021 completing and closing out 1,549 of those requests

## Key Goals for 2021-22

- Complete the Master Plan of Streets and Trails (component of General Plan) in collaboration with Planning
- Complete the Local Road Safety Plan (LSRP) for the City, which provides the framework for identifying and prioritizing roadway safety improvements on local roads
- Release Requests for Proposals for City-wide landscape maintenance, traffic engineering, and land surveying and geotechnical services
- Continue to provide logistical support to Burrtec Waste in preparation for the Waste Management Service area and implement an organic waste disposal reduction ordinance to comply with new legislation
- Continue to maintain the City's tree inventory and implement a tree planting policy to develop a planting schedule and parkway landscape guidelines
- Recruit and develop an in-house staff team per the approved budget

*City of Jurupa Valley*

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

	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b><u>OPERATING EXPENSES</u></b>				
Office Supplies	-	500	500	500
Professional Services	96,736	102,000	102,000	102,000
Consulting Services	1,453,352	1,864,618	2,079,618	2,288,120
<b>Total Operating</b>	<b>1,550,088</b>	<b>1,967,118</b>	<b>2,182,118</b>	<b>2,390,620</b>
<b>TOTAL ENG/DEV</b>	<b>1,550,088</b>	<b>1,967,118</b>	<b>2,182,118</b>	<b>2,390,620</b>

**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. Traffic Eng. Services \$100,000

# **PUBLIC WORKS/ ENGINEERING**



(This page is intentionally left blank)

*City of Jurupa Valley*

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

	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b><u>PERSONNEL</u></b>				
Salaries	13,407	233,199	198,449	1,116,109
Cafeteria Benefit	3,360	40,880	35,280	187,372
Retirement Contribution	939	16,324	13,891	77,236
Other Employee Costs	341	21,267	20,015	82,333
<b>Total Personnel</b>	<b>18,047</b>	<b>311,670</b>	<b>267,635</b>	<b>1,463,050</b>
<b><u>OPERATING EXPENSES</u></b>				
Office Supplies	3,526	2,000	2,000	2,500
Copying costs				
Books/Subscriptions				
Professional Services				
Consulting Engineering	599,238	628,222	628,222	329,200
Consulting NPDES	516,340	480,838	480,838	245,000
Professional Svcs NPDES	-	38,000	38,000	38,000
Street Signs				10,000
NPDES Permit	57,263	50,000	50,000	50,000
Public Notices	250	500	500	1,000
Postage	513	1,000	1,000	1,500
<b>Total Operating</b>	<b>1,177,130</b>	<b>1,200,560</b>	<b>1,200,560</b>	<b>677,200</b>
<b>TOTAL PUBLIC WORKS</b>	<b>1,195,177</b>	<b>1,512,230</b>	<b>1,468,195</b>	<b>2,140,250</b>

**Expenditure Explanations**

Salaries and Benefits	Includes City Engineer/PW Director, Deputy City Engineer, Public Works Manager, (6) Field Personnel, Sr. Management Analyst, and Engineering Support Staff. 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	
Professional Svcs AB 939	City share of Riverside Flood Control District consultant costs- ongoing
Street Signs	To be designated during the Fiscal Year
NPDES Permit	SAWPA and State Water Resources permits

# PLANNING



## Community Development Department – City of Jurupa Valley

### Key Achievements for FY 2020-21

#### I. ACHIEVEMENTS

##### a. Adopted Code Amendments for the following items:

- Updated provisions for Accessory Dwelling Unit (ADU) and fee for ADU permit
- Change terminology from "Second Unit Permit" to "Accessory Dwelling Unit"
- Added development standards for Multi-family Dwellings
- Updated MSCHP fees
- Changed Planning Direction with Community Development Director in the Municipal code
- Revised provisions for Emergency Shelter
- Add "Motor Sports Raceways" as a permitted use in the C-T Zone

##### b. Initiated a Code Amendment for the following items:

- Stricter regulations on Alcohol Sales
- Add development standards for Traditional Neighborhood
- Address "Truck Intensive Uses" in certain zones
- "Ready-Permit" Accessory Dwelling Unit

##### c. Transition of Planning Department Core Staff to City Employees

##### d. Received \$500,000 LEAP Grant

##### e. General Plan Implementation

- Completed 2017 General Plan Zoning Consistency Process
- Annual Progress Report submitted to State HCD
- Certified Housing Element 5th Cycle
- Amended Municipal Code to modify Emergency Shelter
- Completed Draft Housing Element

#### II. MAJOR PROJECT APPROVALS

##### a. Commercial Projects:

- New Animal Hospital in Petco at the Vernola Shopping Center
- Extension of Time for Chevron Gas Station at Ben Nevis and Pedley (Shield Tech)

##### b. Industrial Projects:

- West Coast Cold Storage facility on Rubidoux Blvd. & 26th St.
- Wheeler Upfitters – establish a commercial vehicle customizing use with the construction of a 25,910 square-foot building on 15 acres on the east side of Rubidoux Blvd., south of Market St., and north of 24<sup>th</sup> St.
- Construct a 190,000 square-foot Industrial Business Park on 9.95-acres on the east side of Rubidoux Blvd., between 26<sup>th</sup> St. & 28<sup>th</sup> St.

##### c. Mixed-Use Projects: Rubidoux Gateway Project: Mixed-used affordable housing apartments and commercial building (formerly Northtown)

#### III. PROPOSED MAJOR PROJECTS

##### a. Commercial Projects:

- Paradise Knolls Specific Plan Commercial Site: 2.2 acre commercial development with gas station with convenience store and drive-thru
- Tractor Supply Co.: Tractor Supply store with 2 drive-thrus at southwest corner of Sierra and Armstrong

##### b. Industrial Projects:

- Space Center: Overflow Truck and Trailer Parking at 11215 Riverside Drive

- **Freeway Commerce Center:** 27-acre proposed travel center (gas station with convenience store, drive-thru restaurant, full-service restaurant, truck fuel station and repair, lodging, RV and Truck Sales lot) proposed on the north side of Granite Hill and west of Pyrite Street
- **Troy Court Industrial:** 191,196 square-foot industrial park (total 3 buildings) at 4725, 4790, & 4795 Troy Court
- **Manitou Court Logistics Center:** Total of 2.1 million sq. ft. of warehouse and distribution use (3 buildings) on 105-acres of land at west of Space Center Court and north of Iberia Street

**c. Residential Projects:**

- **DR Horton:** Proposed 220 single-family units at Paradise Knolls Specific Plan
- **Vernola Marketplace Apartments Phase B:** 200 apartment (market-rate) units on 8.3 acres south of Vernola Marketplace Shopping Center, west of Pats Ranch and east of I-15 freeway

**d. Mixed-Use Projects:**

- **New Rio Vista Specific Plan:** A master planned community (1,115 multifamily residential units, 774 single-family units, business park, light industrial park, public school, and open space) on 900+ acres located north of Canal, south of the City Boundary with Fontana and San Bernardino County, east of Sierra Rd. and west of Rubidoux Blvd.

**IV. SERVICES PROVIDED**

<b>SERVICES PROVIDED (FY 2021-2022)</b>	
<b>Total number of Planning Applications Received</b>	212
<b>Total number of Actions taken by Planning Commission</b>	26
<b>Total number of Planning Commission study sessions or work sessions held</b>	4
<b>Total Responses to Public Inquiries</b>	14,650
• In person at the public counter	3,950
• Telephone	7,100
• Email	3,600
<b>Total Plan Checks Completed</b>	2,717
• Building Plan Checks	2,600
• Grading Plan Reviews	89
• Final Map Reviews	28

**Key Goals for FY 2021-22**

1. Adopt and Certify the Housing Element
2. Adopt a Code Amendment to provide for stricter regulations on Alcohol Sales
3. Adopt a Code Amendment to provide development standards for Traditional Neighborhood
4. Adopt a Code Amendment to amend certain developments standards for Multiple Family Dwellings
5. Adopt a Code Amendment and complete land use study to address "Truck Intensive Uses" in certain zones
6. Complete Planning Department Filing and Laserfiche System
7. Initiation of Zoning Ordinance Update
8. Initiation of Pedley Village and Glen Avon Master Plans
9. North Rubidoux/Belltown Master Plan



# City of Jurupa Valley

## PLANNING

GENERAL FUND - 100-1220

	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>EST. ACTUAL</u>	<u>PROPOSED</u>
<b><u>PERSONNEL</u></b>				
Salaries	53,630	221,568	153,431	864,092
Cafeteria Benefit	13,440	31,640	30,240	131,040
Retirement Contribution	3,755	14,091	10,740	60,486
Other Employee Costs	1,363	7,226	5,605	30,468
<b>Total Personnel</b>	<b>72,188</b>	<b>274,525</b>	<b>200,016</b>	<b>1,086,086</b>
 <b><u>OPERATING EXPENSES</u></b>				
Office Supplies	3,534	4,000	4,000	6,000
Professional Services	-	-	-	-
Commissioner Stipends	4,600	6,000	6,000	6,000
Consulting Services-Reimb	1,749,875	1,905,280	1,905,280	297,600
Consulting Services	344,444	762,520	762,520	848,100
Public Notices	1,088	1,200	1,200	2,500
Postage	-	100	100	3,000
Meetings/Conferences	-	1,500	1,500	3,500
Dues/Memberships	-	2,000	2,000	2,500
Office Furniture and Equip.	-	-	-	2,000
<b>Total Operating</b>	<b>2,103,540</b>	<b>2,682,600</b>	<b>2,682,600</b>	<b>1,171,200</b>
 <b>TOTAL COMMUNITY DEV.</b>	 <b>2,175,728</b>	 <b>2,957,125</b>	 <b>2,882,616</b>	 <b>2,257,286</b>

### Expenditure Explanations

Salaries and Benefits	Community Development Director, Deputy Director of Community Development, Planning Manager, (2) Senior Planner, (2) Associate Planner, and Planning Support Staff
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 Department, Building Division – City of Jurupa Valley**

### **Key Achievements for FY 2020-2021**

#### **Achievements**

- Continued to upload the 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 the following plan check and inspection service levels:
  - o Plan check for new residential, commercial and industrial structures: 15 working days for initial plan reviews, 10 working days for re-checks.
  - o Plan check for tenant improvements and room additions: 10 working days.
  - o Inspection: Perform inspections the following day after the request has been received, 100% of the time.
- Continued to issue all building permits utilizing our Accela Permit software.
- Continued inputting all inspection results into the Accela permit system from the field by the Building Inspection staff.
- Continued to have most of the cost of services recovered by fees and deposits.
- Continued to utilize the Accela Citizens Access (ACA) portal so that the public can apply for building permits on-line.
- Maintained an inspection request feature on the City website. This allows the public to schedule inspections 24 hours a day, 7 days a week.
- Provided a 1 ½ hour, in-house technical training for Inspectors, Plans Examiners and Permit Technicians, once a month.
- Provided a 1 ½ hour staff meeting once a month where staff learned technical information and policies and procedures.
- Continued to generate all Building Department activity reports using the new Accela permit system and posted them on our city website.
- Continued to accept the submittal of architectural plans electronically using the Accela permit system.
- Prepared and submitted all statistical information for the Building Department fee study.
- The JV Building Department was awarded “Building Dept. of the Year” by California Building Officials (Calbo) on May 17, 2021.

## **Building Department, Building Division – City of Jurupa Valley**

### **Key Goals for FY 2021-2022**

#### **Goals**

- Continue to accept all plans for plan check electronically using the new Accela permit system.
- Continue to input all inspection results into the Accela permit system from the field, by the Building Inspection staff.
- Continue to generate all Building Dept. activity reports via the Accela permit system and post them on our City website.
- Continue to maintain the following plan check and inspection service levels:
  - o Plan check for new residential, commercial and industrial structures: 15 working days for initial plan reviews, 10 working days for re-checks.
  - o Plan check for tenant improvements and room additions: 10 working days.
  - o Inspection: Perform inspections the following day after the request has been received, 100% of the time.
- Continue to have most of the Building Dept. costs for services recovered by fees and deposits.
- Provide a 1½ hour in-house technical training seminar for all Building Department staff once a month.
- Provide a 1 ½ hour Building Department staff meeting once a month.
- Schedule all Building Department staff to attend an 8 hour CALBO technical training seminar in Ontario or Orange County.
- Present Building Department fee study to the City Council for approval.
- Manage the solid and organic waste disposal program and report statistical information to State agencies.

# City of Jurupa Valley

## BUILDING SAFETY

GENERAL FUND - 100-1230

	FY 2019/20 ACTUAL	FY 2020/21 BUDGET	FY 2020/21 PROPOSED	FY 2021/22 PROPOSED
<b><u>PERSONNEL</u></b>				
Salaries	59,292	290,349	282,542	836,782
Cafeteria Benefit	8,400	33,600	33,600	126,000
Retirement Contribution	4,150	20,166	20,166	58,998
Other Employee Costs	2,846	11,599	11,599	45,627
<b>Total Personnel</b>	<b>74,689</b>	<b>355,714</b>	<b>347,907</b>	<b>1,067,407</b>
 <b><u>OPERATING EXPENSES</u></b>				
Office Supplies	7,760	10,407	10,407	19,600
Books and Subscriptions	4,131	4,080	4,080	1,500
Equipment	8,230	2,370	2,370	2,700
Consulting Services	1,992,064	1,794,174	1,262,515	799,656
Cell Phone	2,078	2,064	2,064	12,000
Education and Training	830	5,850	5,850	6,240
Dues/Memberships	240	1,135	1,135	560
<b>Total Operating</b>	<b>2,015,333</b>	<b>1,820,080</b>	<b>1,288,421</b>	<b>842,256</b>
 <b>TOTAL BUILDING</b>	<b>2,090,022</b>	<b>2,175,794</b>	<b>1,636,328</b>	<b>1,909,663</b>

### Expenditure Explanations

Salaries	50% of City Building Official and Building/Code Manager, Part-time Assistant Building Official, Building Inspection Supervisor, and Office Assistant, Sr. Building Inspector, (2) Building Inspectors, (3) Sr. Permit Technicians
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. IKC Consultants
Cell Phone	Cell phones and Wi-Fi for iPads used by Building Inspectors
Education and Training	CALBO
Dues/Memberships	CALBO

# CODE ENFORCEMENT



(This page is intentionally left blank)



## **Building Department, Code Enforcement Division – City of Jurupa Valley**

### **Key Achievements for FY 2020-21**

#### **Achievements**

- Provided in-house technical training for Officers once a month.
- Responded to 3,628 complaints, opened 2,710 cases and resolved 2,760 cases (July 1, 2020 to June 21, 2021).
- The entire Code Enforcement staff (6) obtained the CACEO Certified Code Enforcement Officers certification 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.
- All full time code enforcement officers have a Certificate of Competency Pepper Spray Defense.
- Closed down all illegal marijuana dispensaries in the City.
- The Building and Code Manager successfully passed the ICC Residential Building Inspector, Zoning Inspector, Property Maintenance and Housing Inspector exams. He also obtained the Certified Code Administrator Certification.
- The Code Enforcement Supervisor obtained the ICC Residential Building Inspector.
- CALBO Building Department of the Year awarded to the City of Jurupa Valley's Building Department for exceptional service.
- Achieved 73% compliance in the citywide commercial truck storage enforcement program. 92 cases closed for unpermitted truck storage yard out of 126 cases (7/1/2020-6/21/2021)
- Issued 891 Notice of Violation Letters (7/1/2020-6/21/2021)
- Issued 406 Administrative Citations (7/1/2020-6/21/2021)
- Issued 1,061 Notice of Possible Violation (Door Hangers) (7/1/2020-6/21/2021)
- Conducted 5,893 Inspections (7/1/2020-6/21/2021)
- Recorded 23 Declaration of Sub Standard Property Notices (7/1/2020-6/21/2021)

## **Building Department, Code Enforcement Division – City of Jurupa Valley**

### **Key Goals for FY 2021-22**

#### **Goals**

- Insure that all Code Enforcement Officers attain the International Code Council certification. (Two staff members have already completed this goal)
- Achieve 100% compliance in the citywide weed abatement program.
- Achieve 80% compliance in citywide graffiti abatement program.
- Schedule all Code Enforcement staff to attend a CACEO 8 hour technical training seminar.
- Achieve 50% compliance in the citywide commercial truck storage enforcement program.
- Achieve 50% compliance in the citywide on commercial pallet yard enforcement program.
- Achieve 50% compliance in the citywide on Commercial waste and recycling and organics enforcement program
- Achieve 50% compliance in the citywide Public Property clean-up Ordinance.
- 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 Sheriff's Department with enforcement of inoperable vehicles on public right of way
- 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.
- The Code Enforcement Department will be applying for Innovative Department of the Year Award and the Code Enforcement of the Year Award for this fiscal year.
- Code staff will work on getting a proclamation approval for Code Enforcement Officer Week.

# City of Jurupa Valley

## CODE ENFORCEMENT GENERAL FUND - 100-1240

	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b><u>PERSONNEL</u></b>				
Salaries	59,292	444,163	444,163	683,643
Cafeteria Benefit	8,400	100,800	100,800	126,000
Retirement Contribution	4,150	31,092	31,092	47,855
Other Employee Costs	3,206	49,322	49,322	72,577
<b>Total Personnel</b>	<b>75,049</b>	<b>625,377</b>	<b>625,377</b>	<b>930,075</b>
<b><u>OPERATING EXPENSES</u></b>				
Office Supplies	3,042	6,310	6,310	6,310
Books and Subscriptions		250	250	928
Equipment	6,371	8,257	8,257	10,560
Consulting Services	1,389,231	5,729	5,729	40,000
Weed Abatement	-	10,000	10,000	10,000
Graffiti Abatement	79,999	80,000	80,000	80,000
Vehicle Abatement	-	3,000	3,000	3,000
Postage	-	7,000	7,000	12,000
Cell Phone	3,607	3,225	3,225	13,560
Education and Training	256	6,883	6,883	10,256
Dues/Memberships	380	1,145	1,145	970
<b>Total Operating</b>	<b>1,482,886</b>	<b>131,799</b>	<b>131,799</b>	<b>187,584</b>
<b>TOTAL CODE ENFORCE</b>	<b>1,557,935</b>	<b>757,176</b>	<b>757,176</b>	<b>1,117,659</b>

### Expenditure Explanations

Salaries	50% of City Building Official, Building/Code Manager, and Office Assistant, (6) Code Enforcement
Books and Subscriptions	CA Residential Code, Technical code books
Equipment	Includes Equipment for field work and electronics
Consulting Services	\$15,000 VPS (Vacant Property), \$25,000 Silver & Wright-Code Enf Attorney fees
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/installments
Education and Training	CACEO Annual Training
Dues/Memberships	CACEO Membership

(This page is intentionally left blank)

# PUBLIC SAFETY



*City of Jurupa Valley*

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

	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b><u>OPERATING EXPENSES</u></b>				
Police Contract	19,758,732	20,715,359	19,862,827	21,577,886
Fire Responsibility Area	230,656	230,656	230,656	415,608
<b>Total Operating</b>	<b>19,989,389</b>	<b>20,946,015</b>	<b>20,093,483</b>	<b>21,993,494</b>
<b>TOTAL PUBLIC SAFETY</b>	<b>19,989,389</b>	<b>20,946,015</b>	<b>20,093,483</b>	<b>21,993,494</b>

**Expenditure Explanations**

Police Contract	Dedicated patrol officers for Jurupa Valley. 4.75% deputy rate increase
Fire Responsibility Area	Wildland fire protection services agreement with Calfire, additional land protections \$31,000; 50% of Fire Inspector \$300,000 estimated

*City of Jurupa Valley*

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

	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b><u>OPERATING EXPENSES</u></b>				
Animal Control	864,803	1,107,360	507,360	1,381,505
<b>Total Operating</b>	<b>864,803</b>	<b>1,107,360</b>	<b>507,360</b>	<b>1,381,505</b>
<b>TOTAL ANIMAL SERVICES</b>	<b>864,803</b>	<b>1,107,360</b>	<b>507,360</b>	<b>1,381,505</b>

**Expenditure Explanations**

Animal Control	Dedicated services for Jurupa Valley. Net of offsetting revenue. Four Spay/Neuter or Vaccination/Micro Chip services at \$3,000 each
----------------	--

(This page is intentionally left blank)



# WORKING TOGETHER TO IMPROVE OUR INFRASTRUCTURE



## SPECIAL FUNDS



### PROJECT PARTNERS



(This page is intentionally left blank)

*City of Jurupa Valley*

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

	FY 2019/20 <b>ACTUAL</b>	FY 2020/21 <b>BUDGET</b>	FY 2020/21 <b>EST. ACTUAL</b>	FY 2021/22 <b>PROPOSED</b>
<b>Beginning Fund Balance</b>	(156,706)	(119,057)	(119,057)	(0)
<b>REVENUE</b>				
Section 2103	733,102	842,664	822,664	903,285
Section 2105	542,337	574,314	567,108	622,685
Section 2106	329,986	356,071	346,870	380,863
Section 2107	684,804	786,674	719,831	790,374
Section 2107.5	10,000	10,000	10,000	10,000
Grants	-	-	-	-
Transfers in/out	-	-	-	-
Interest Earnings-Other	37,247	35,000	-	-
<b>TOTAL REVENUE</b>	<b>2,337,476</b>	<b>2,604,723</b>	<b>2,466,473</b>	<b>2,707,207</b>
<b>Balance Available</b>	<b>2,180,770</b>	<b>2,485,666</b>	<b>2,347,416</b>	<b>2,707,207</b>
<b>PERSONNEL</b>				
Salaries	229,859	169,871	169,871	183,259
Cafeteria Benefit	62,160	50,400	50,400	50,400
Retirement Contribution	16,119	11,891	11,891	12,828
Other Employee Costs	21,606	9,948	15,347	23,118
<b>Total Personnel</b>	<b>329,744</b>	<b>242,110</b>	<b>247,509</b>	<b>269,605</b>
<b>Operating Expenses</b>				
Professional Services	-	-	1,200	-
Consulting Engineering	243,644	199,358	199,358	199,358
Street Maintenance	748,878	740,000	740,000	740,000
Signal Maintenance	278,578	275,000	275,000	275,000
Contract Street Materials	121,646	100,000	100,000	100,000
Repairs & Maintenance	6,636	-	5,945	10,000
Weed Abatement	-	-	-	5,000
Graffiti Abatement Services	20,000	20,000	20,000	20,000
Electric/Gas Cost	111,570	90,000	122,274	124,720
Tree Trimming	144,123	150,000	175,000	200,000
Median Maintenance	48,197	50,000	55,000	50,000
On Call Pmnt Repair	79,877	100,000	100,000	120,000
Street Striping	104,894	100,000	100,000	150,000
Street Signs	16,076	75,000	75,000	100,000
Education/Training	-	-	-	5,000
Capital Projects	45,965	182,918	131,130	338,524
<b>Total Operating</b>	<b>1,970,083</b>	<b>2,082,276</b>	<b>2,099,907</b>	<b>2,437,602</b>
<b>TOTAL EXPENSES</b>	<b>2,299,827</b>	<b>2,324,386</b>	<b>2,347,416</b>	<b>2,707,207</b>
<b>Ending Fund Balance</b>	<b>(119,057)</b>	<b>161,280</b>	<b>(0)</b>	<b>(0)</b>

<b>Expenditure</b>	
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
Capital Projects	FY 2021-22 CIP \$65K-Citywide Guardrail Replacement, \$150K Misc. Drainage Repairs, Traffic Safety related items \$123,524

*City of Jurupa Valley*

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

	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b>Beginning Fund Balance</b>	834,698	1,540,861	1,540,861	940,065
	-			
<b>REVENUE</b>	-			
Measure A	2,244,525	1,851,000	2,256,000	2,317,000
Other Revenue	-	-		
Interest Earnings	19,360	24,000	10,000	13,000
Transfer In	10,167	-	-	-
<b>TOTAL REVENUE</b>	<b>2,274,052</b>	<b>1,875,000</b>	<b>2,266,000</b>	<b>2,330,000</b>
<b>Balance Available</b>	<b>3,108,750</b>	<b>3,415,861</b>	<b>3,806,861</b>	<b>3,270,065</b>
<b>EXPENSES</b>				
<b>Operating Expenses</b>				
Office Supplies	3,159	4,000	4,000	4,000
Professional Services	3,935	1,300	3,000	3,000
Consulting Engineering	-	-	-	-
Debt Service	765,000	1,059,400	790,000	820,000
Interest Expense	288,701	-	269,400	237,800
Capital Projects	483,430	2,402,163	1,714,663	2,100,250
Projects Administration	23,664	94,496	85,733	105,013
<b>Total Operating</b>	<b>1,567,889</b>	<b>3,561,359</b>	<b>2,866,796</b>	<b>3,270,063</b>
<b>TOTAL EXPENSES</b>	<b>1,567,889</b>	<b>3,561,359</b>	<b>2,866,796</b>	<b>3,270,063</b>
<b>Ending Fund Balance</b>	<b>1,540,861</b>	<b>(145,498)</b>	<b>940,065</b>	<b>3</b>

**Expenditure Explanations**

Professional Services	\$3,000- CMFA Fee for bonds
Debt Service	\$1,057,800 annual debt service payment on COP's for Street rehab project
Capital Projects	Capital project Cons.& Eng. inspection costs for FY 2021-22 includes project funding more specifically identified in the City's FY 2021-22 CIP Carryovers from FY 20/21
Projects Administration	Administrative overhead for Measure A Capital Projects Program

*City of Jurupa Valley*

**SB-1 RMRA**  
SPECIAL REVENUE -201-2010

	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b>Beginning Fund Balance</b>	1,299,706	1,681,403	1,681,403	1,818,537
<b>REVENUE</b>				
SB-1	1,841,414	2,015,335	1,897,349	2,077,597
Traffic Congestion Relief	119,525	100,000	100,000	100,000
Interest Earnings	23,653	-	13,920	15,000
Transfer In	70,170	-	-	-
<b>TOTAL REVENUE</b>	<b>2,054,762</b>	<b>2,115,335</b>	<b>2,011,269</b>	<b>2,192,597</b>
<b>Balance Available</b>	3,354,468	3,796,738	3,692,672	4,011,134
<b>Operating Expenses</b>				
Consulting Engineering	-	-	-	-
Capital Projects	1,673,064	3,192,248	1,874,135	2,400,000
Projects Administration	-	-	-	-
<b>Total Operating</b>	<b>1,673,064</b>	<b>3,192,248</b>	<b>1,874,135</b>	<b>2,400,000</b>
<b>TOTAL EXPENSES</b>	<b>1,673,064</b>	<b>3,192,248</b>	<b>1,874,135</b>	<b>2,400,000</b>
<b>Ending Fund Balance</b>	1,681,403	604,490	1,818,537	1,611,134

**Expenditure Explanations**

Capital Projects                      Capital project construction and engineering inspection costs for FY 2021-22 includes project funding more specifically identified in the City's FY 2021-22 CIP and carryovers from FY 20/21

# City of Jurupa Valley

**AQMD**  
SPECIAL REVENUE - 230-2300

	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b>Beginning Fund Balance</b>	298,395	388,258	388,258	439,654
<b><u>REVENUE</u></b>				
Intergovernmental	133,437	132,674	132,674	138,338
Interest Earnings	4,398	4,000	1,800	2,500
<b>TOTAL REVENUE</b>	<b>137,835</b>	<b>136,674</b>	<b>134,474</b>	<b>140,838</b>
<b>Balance Available</b>	<b>436,229</b>	<b>524,932</b>	<b>522,732</b>	<b>580,492</b>
<b>Operating Expenses</b>				
Motor Vehicle Fuel	-	-	-	-
Street Sweeping	-	-	-	-
Street Signs	-	-	-	12,000
Vehicle Purchases	47,971	180,000	83,078	120,000
<b>Total Operating</b>	<b>47,971</b>	<b>180,000</b>	<b>83,078</b>	<b>132,000</b>
<b>TOTAL EXPENSES</b>	<b>47,971</b>	<b>180,000</b>	<b>83,078</b>	<b>132,000</b>
<b>Ending Fund Balance</b>	<b>388,258</b>	<b>344,932</b>	<b>439,654</b>	<b>448,492</b>

### Expenditure Explanations

Street Signs                      Two each-Electronic Reader Signs  
 Vehicle Purchases                Ford Escape Hybrid \$46,000, F-250 Truck CNG \$74,000 for PW

*City of Jurupa Valley*

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
SPECIAL REVENUE - 240-2400

	FY 2019/20 ACTUAL	FY 2020/21 BUDGET	FY 2020/21 EST. ACTUAL	FY 2021/22 PROPOSED
<b>Beginning Fund Balance</b>	(87,924)	(32,528)	(32,528)	535,000
<b><u>REVENUE</u></b>				
Federal CDBG	1,848,490	1,243,729	1,243,729	1,157,789
Other Revenue	-	702,928	702,928	188,228
Carryover Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>1,848,490</b>	<b>1,946,657</b>	<b>1,946,657</b>	<b>1,346,017</b>
<b>Balance Available</b>	<b>1,760,566</b>	<b>1,914,129</b>	<b>1,914,129</b>	<b>1,881,017</b>
<b><u>EXPENSES</u></b>				
<b>Operating Expenses</b>				
Professional Services	23,927	-	-	25,000
Community Service Programs	174,610	179,237	179,237	173,668
CDBG Administration	142,869	135,492	135,492	96,943
Grant Expenditures	22,750	104,000		104,000
Capital Projects	1,428,938	1,074,065	1,064,400	1,481,406
<b>Total Operating</b>	<b>1,793,093</b>	<b>1,492,794</b>	<b>1,379,129</b>	<b>1,881,017</b>
<b>TOTAL EXPENSES</b>	<b>1,793,093</b>	<b>1,492,794</b>	<b>1,379,129</b>	<b>1,881,017</b>
<b>Ending Fund Balance</b>	<b>(32,528)</b>	<b>421,335</b>	<b>535,000</b>	<b>0</b>

**Expenditure Explanations**

Professional Services	Fair Housing contract services, \$25,000
Community Svcs. Programs	Various community services programs- Recommended, Homeless Services, Senior Nutrition. \$153,668 Path of Life, \$20,000 FSA
CDBG Administration	GRC Associates \$ 55,000-City Staff Admin \$41,943
Grant Expenditures	Housing Rehab Grants \$80,000- GRC Admin \$24,000
Capital Projects	New Capital Projects \$946,406. Various carryover projects per CIP

*City of Jurupa Valley*

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

	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b><i>Beginning Fund Balance</i></b>				
<b><u>REVENUE</u></b>				
Interfund Charges				
Transfer In from Gen Fund	127,280	127,280	176,609	176,609
<b>TOTAL REVENUE</b>	<b>127,280</b>	<b>127,280</b>	<b>176,609</b>	<b>176,609</b>
<b><u>Operating Expenses</u></b>				
Insurance Premiums	127,280	176,609	176,609	176,609
<b>Total Operating</b>	<b>127,280</b>	<b>176,609</b>	<b>176,609</b>	<b>176,609</b>
<b>TOTAL EXPENSES</b>	<b>127,280</b>	<b>176,609</b>	<b>176,609</b>	<b>176,609</b>
<b><i>Ending Fund Balance</i></b>	-	-	-	

**Expenditure Explanations**

Insurance Premiums                      Insurance premiums paid to PERMA (Public Employer Risk Mgmt. Assoc.)



*City of Jurupa Valley*

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

	FY 2019/20 ACTUAL	FY 2020/21 BUDGET	FY 2020/21 PROPOSED	FY 2021/22 PROPOSED
<b>Beginning Fund Balance</b>	-	-	-	-
<b><u>REVENUE</u></b>				
Interfund Charges	-	-	-	-
Transfer In from Gen Fund	413,025	404,370	384,014	461,200
<b>TOTAL REVENUE</b>	<b>413,025</b>	<b>404,370</b>	<b>384,014</b>	<b>461,200</b>
<b>Operating Expenses</b>				
Professional Services	57,768	48,840	48,840	48,840
Hardware/Software Support	156,723	196,358	173,002	213,791
GIS Systems	69,342	100,000	100,000	55,500
Microfilm/Scanning	24,336	43,461	43,461	112,136
Software	26,934	10,211	10,211	30,433
Hardware	77,922	8,500	8,500	500
<b>Total Operating</b>	<b>413,025</b>	<b>407,370</b>	<b>384,014</b>	<b>461,200</b>
<b>TOTAL EXPENSES</b>	<b>413,025</b>	<b>407,370</b>	<b>384,014</b>	<b>461,200</b>

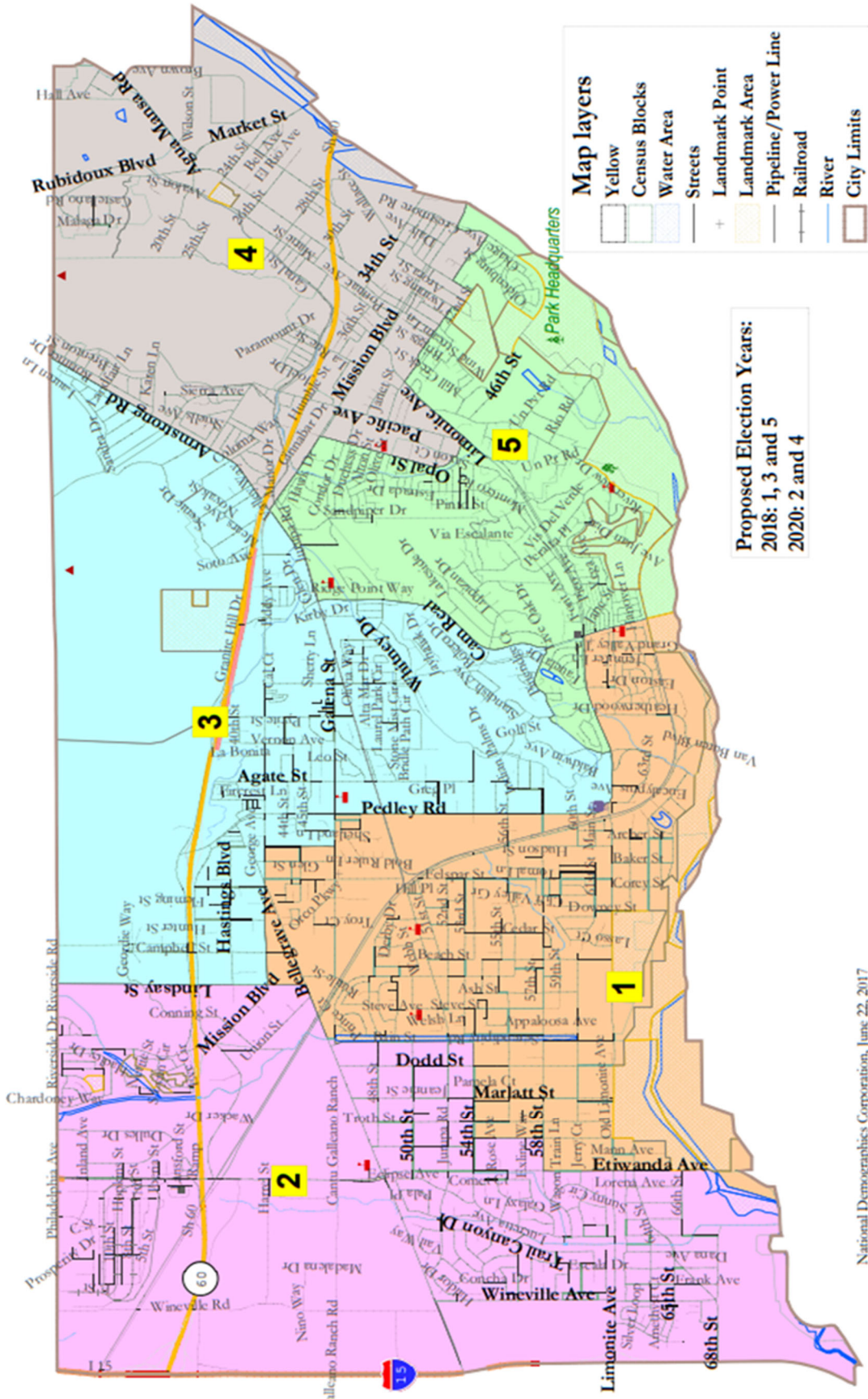
**Ending Fund Balance** -

**Expenditure Explanations**

Professional Services	Professional Services to manage City's network, devices and website - Brea I.T (\$48,840)
Software Support	Tyler-finance system (\$8,087), Barracuda (\$6,714), Fortinet (\$1,200), HdL Bus Lic Software (\$2,300), ESET anti-virus(\$727), City Sourced software (\$10,609), cloud based MS Office e-mail back-up service(\$5,346), Annual Accela permit system support (\$90,450), GoGovApps (\$20,676), Public Records request annual subscription fee GOVQA (\$8,110), NeoGov (\$4,200) HR, Video streaming subscription (\$19,640), Green Halo (\$2,460), Virtual Graffiti (\$2,025), IK Consulting for Accela support (\$15,000), Green Tec-WORM-Laserfiche (\$2,211), Adobe (\$1,700), CivicPlus-Website support (\$5,136)
GIS Systems-fee paid	ESRI for GIS system cost \$5,500 offset w/LMS fees, HR Green GIS services
Microfilm/Scanning - fee paid	Laserfiche Scanning & Imaging - cost offset w/ Microfilm/Scanning fees \$33,461 Bldg, \$78,675 Planning
Software	Server upgrades-from Microsoft Windows Server 2008-\$20,000, Cloud-to-cloud backup \$10,433
Hardware	Miscellaneous hardware and cabling as needed (\$500)

(This page is intentionally left blank)

# SPECIAL DISTRICTS



National Demographics Corporation, June 22, 2017

*City of Jurupa Valley*

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

	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b>Beginning Fund Balance</b>	763,688	724,103	559,316	329,796
<b><u>REVENUE</u></b>				
Special Assessments	839,893	845,616	856,591	862,528
Balance Transfer from County	-	-	-	-
Other Revenue	34,698	-	35,392	36,100
Interest Earnings	8,384	8,000	8,551	8,160
<b>TOTAL REVENUE</b>	<b>882,974</b>	<b>853,616</b>	<b>900,534</b>	<b>906,788</b>
<b>Balance Available</b>	<b>1,646,662</b>	<b>1,577,719</b>	<b>1,459,850</b>	<b>1,236,584</b>
<b><u>EXPENSES</u></b>				
<b>Personnel</b>				
Salaries	10,813	10,418	11,894	11,260
Cafeteria Benefit	1,680	1,748	1,848	788
Retirement Contribution	754	729	829	1,680
Other Employee Costs	402	381	442	430
<b>Total Personnel</b>	<b>13,649</b>	<b>13,276</b>	<b>15,014</b>	<b>14,158</b>
<b>Operating Expenses</b>				
Consulting Services	45,393	63,187	49,932	52,429
Landscaping/Tree Trimming	117,594		235,188	246,947
Repairs and Maint	24,524	1,961	26,976	28,325
Traffic Signal/Pump Electric	92,344	97,141	101,578	106,657
Street Lighting	-	6,734	-	-
Water and Sewer	565,527	683,466	622,080	653,184
LLMD Maintenance	23,807	104,775	26,188	27,497
<b>Total Operating</b>	<b>869,189</b>	<b>957,264</b>	<b>1,061,943</b>	<b>1,115,040</b>
<b>Interfund Charges</b>				
Administrative Overhead 5%	39,720	47,863	53,097	55,752
<b>Total Interfund Charges</b>	<b>39,720</b>	<b>47,863</b>	<b>53,097</b>	<b>55,752</b>
<b>TOTAL EXPENSES</b>	<b>922,558</b>	<b>1,018,403</b>	<b>1,130,054</b>	<b>1,184,950</b>
<b>Ending Fund Balance</b>	<b>724,103</b>	<b>559,316</b>	<b>329,796</b>	<b>51,635</b>

**Expenditure**

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



*City of Jurupa Valley*

**CFD 13-001 Bellegrave  
350 - 3500**

	<u>FY 2019/20</u> <b>ACTUAL</b>	<u>FY 2020/21</u> <b>BUDGET</b>	<u>FY 2020/21</u> <b>EST. ACTUAL</b>	<u>FY 2021/22</u> <b>PROPOSED</b>
<b>Beginning Fund Balance</b>	588,684	863,596	1,106,727	1,371,429
<b><u>REVENUE</u></b>				
Special Assessments	461,720	306,356	470,955	477,082
Interest Earnings	9,551	-	9,742	9,937
<b>TOTAL REVENUE</b>	<b>471,271</b>	<b>306,356</b>	<b>480,697</b>	<b>487,019</b>
<b>Balance Available</b>	<b>1,059,955</b>	<b>1,169,952.00</b>	<b>1,587,424</b>	<b>1,858,448</b>
<b>Operating Expenses</b>				
Consulting Services	20,369	7,653	22,405	24,646
Signal Maintenance	61	-	67	74
Landscaping/Tree Trimming	85,185	3,796	93,703	103,073
Repairs and Maint		261	-	-
Graffiti Abatement Services	-	-	-	-
Street Lighting	29,156	23,259	32,072	35,279
CFD Maintenance	31,128	22,300	34,240	37,665
Water Quality Maint.	12,611	208	13,872	15,259
<b>Total Operating</b>	<b>178,509</b>	<b>57,477</b>	<b>196,360</b>	<b>215,995</b>
<b>Interfund Charges</b>				
Administrative Overhead 10%	17,851	5,748	19,636	21,600
<b>Total Interfund Charges</b>	<b>17,851</b>	<b>5,748</b>	<b>19,636</b>	<b>21,600</b>
<b>TOTAL EXPENSES</b>	<b>196,359</b>	<b>63,225</b>	<b>215,995</b>	<b>237,595</b>
<b>Ending Fund Balance</b>	<b>863,596</b>	<b>1,106,727</b>	<b>1,371,429</b>	<b>1,620,853</b>

**Expenditure**

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

# CFD 2014-001

# HARVEST



## *City of Jurupa Valley*

### CFD 14-001 Harvest 351 - 3510

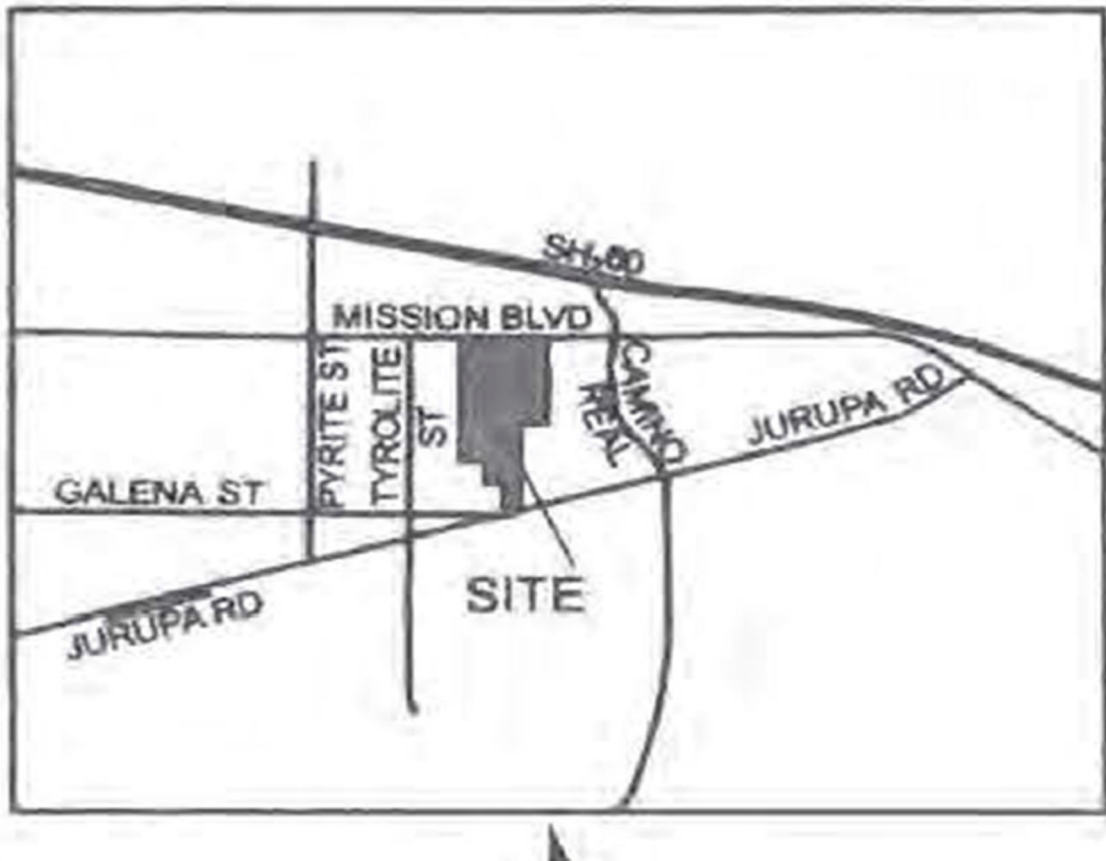
	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b>Beginning Fund Balance</b>	437,392	521,734	694,521	766,096
<b>REVENUE</b>				
Special Assessments	258,512	272,695	263,683	269,136
Interest Earnings	6,512	-	6,642	6,775
<b>TOTAL REVENUE</b>	<b>265,024</b>	<b>272,695</b>	<b>270,325</b>	<b>275,911</b>
<b>Balance Available</b>	<b>702,416</b>	<b>794,429</b>	<b>964,845</b>	<b>1,042,007</b>
<b>Operating Expenses</b>				
Consulting Services	12,594	6,770	13,854	15,239
Signal Maintenance	-	-	-	-
Landscaping/Tree Trimming	89,511	39,997	98,462	108,309
Repairs and Maint	-	-	-	-
Graffiti Abatement Services	-	-	-	-
Street Lighting	8,335	5,600	9,168	10,085
CFD Maintenance	34,340	38,407	37,774	41,551
Water Basin Maint	19,476	52	21,423	23,566
<b>Total Operating</b>	<b>164,256</b>	<b>90,826</b>	<b>180,682</b>	<b>198,750</b>
<b>Interfund Charges</b>				
Administrative Overhead 10%	16,426	9,083	18,068	19,875
<b>Total Interfund Charges</b>	<b>16,426</b>	<b>9,083</b>	<b>18,068</b>	<b>19,875</b>
<b>TOTAL EXPENSES</b>	<b>180,682</b>	<b>99,909</b>	<b>198,750</b>	<b>218,625</b>
<b>Ending Fund Balance</b>	<b>521,734</b>	<b>694,521</b>	<b>766,096</b>	<b>823,382</b>

### **Expenditure**

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



**CFD 2014-002**  
**MISSION ESTATES**



*City of Jurupa Valley*

**CFD 14-002 Mission Estates**  
352 - 3520

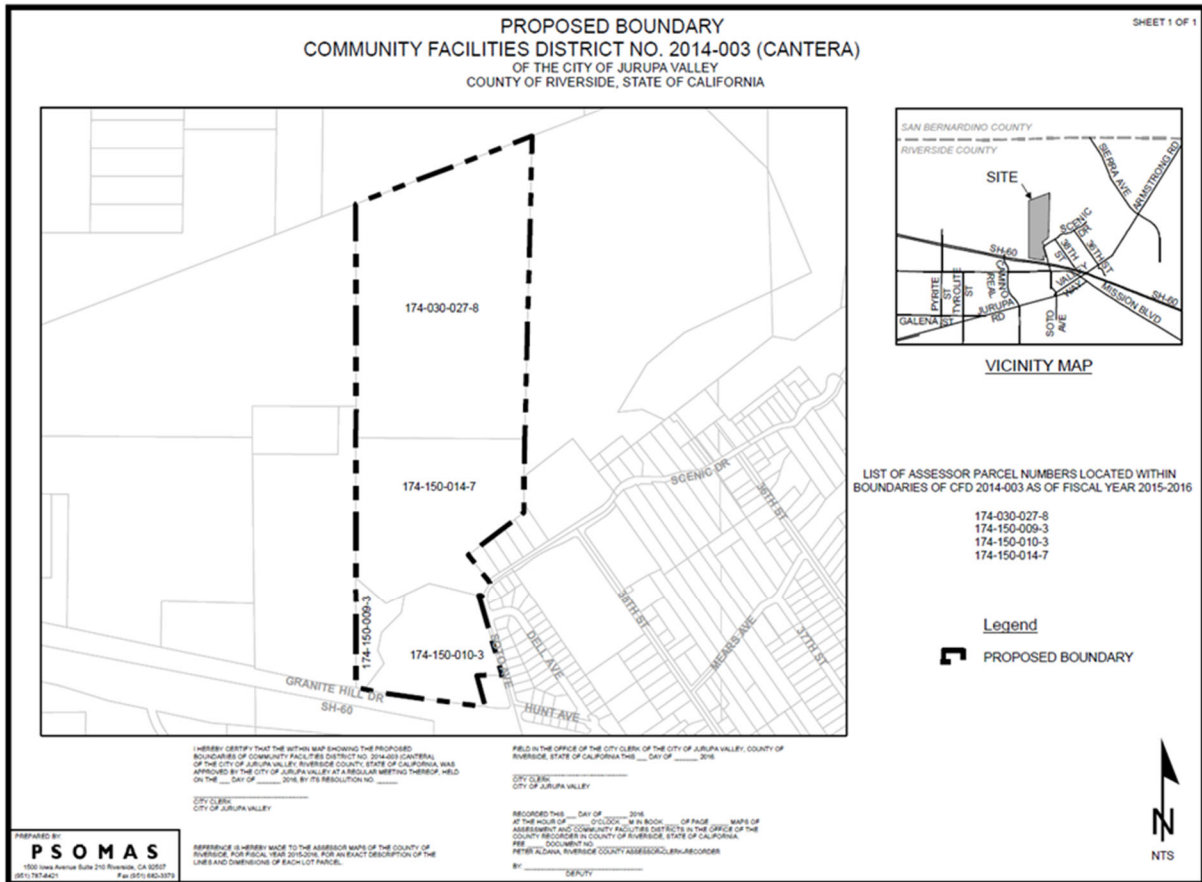
	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
<b>Beginning Fund Balance</b>	<b>418,423</b>	<b>499,436</b>	<b>604,984</b>	<b>681,261</b>
<b><u>REVENUE</u></b>				
Special Assessments	156,766	161,792	159,901	163,137
Interest Earnings	6,268	-	6,394	6,522
<b>TOTAL REVENUE</b>	<b>163,034</b>	<b>161,792</b>	<b>166,295</b>	<b>169,658</b>
<b>Balance Available</b>	<b>581,457</b>	<b>661,228</b>	<b>771,279</b>	<b>850,919</b>
<b>Operating Expenses</b>				
Consulting Services	7,396	8,398	8,136	8,949
Signal Maintenance	-	-	-	-
Landscaping/Tree Trimming	28,157	16,917	30,972	34,070
Repairs and Maint	1,853	-	1,853	2,038
Graffiti Abatement Services	-	-	-	-
Traffic Signal/Pump Electric	6,777	5,351	7,455	8,200
Street Lighting	275	523	303	333
CFD Maintenance	19,967	19,890	21,963	24,160
Water Quality Maint.	10,140	52	11,154	12,269
<b>Total Operating</b>	<b>74,564</b>	<b>51,131</b>	<b>81,835</b>	<b>90,018</b>
<b>Interfund Charges</b>				
Administrative Overhead 10%	7,456	5,113	8,183	9,002
<b>Total Interfund Charges</b>	<b>7,456</b>	<b>5,113</b>	<b>8,183</b>	<b>9,002</b>
<b>TOTAL EXPENSES</b>	<b>82,020</b>	<b>56,244</b>	<b>90,018</b>	<b>99,020</b>
<b>Ending Fund Balance</b>	<b>499,436</b>	<b>604,984</b>	<b>681,261</b>	<b>751,899</b>

**Expenditure**

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

# CFD 2014-003

## CANTERA



# City of Jurupa Valley

**CFD 14-003 Granite Ridge/Cantera**  
356 - 3560

	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b>Beginning Fund Balance</b>	125,256	158,475	258,941	287,153
<b>REVENUE</b>				
Special Assessments	102,206	106,639	104,250	106,383
Interest Earnings	1,915		1,953	1,992
<b>TOTAL REVENUE</b>	<b>104,121</b>	<b>106,639</b>	<b>106,203</b>	<b>108,375</b>
<b>Balance Available</b>	<b>229,377</b>	<b>265,114.32</b>	<b>365,144.53</b>	<b>395,528.18</b>
<b>Operating Expenses</b>				
Consulting Services	5,292	5,491	5,821	6,403
Signal Maintenance	-	-	-	-
Landscaping/Tree Trimming	27,746	-	30,520	33,573
Graffiti Abatement Services	-	-	-	-
Street Lighting	-	-	-	-
CFD Maintenance	11,770	121	12,947	14,242
Water Quality Maint.	19,648	-	21,613	23,774
<b>Total Operating</b>	<b>64,456</b>	<b>5,612</b>	<b>70,901</b>	<b>77,992</b>
<b>Interfund Charges</b>				
Administrative Overhead 10%	6,446	561	7,090	7,799
<b>Total Interfund Charges</b>	<b>6,446</b>	<b>561</b>	<b>7,090</b>	<b>7,799</b>
<b>TOTAL EXPENSES</b>	<b>70,901</b>	<b>6,173</b>	<b>77,992</b>	<b>85,791</b>
<b>Ending Fund Balance</b>	<b>158,475</b>	<b>258,941</b>	<b>287,153</b>	<b>309,737</b>

**Expenditure**

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

*City of Jurupa Valley*

<b>CFD 15-001 Riverbend</b>				
<b>353 - 3530</b>				

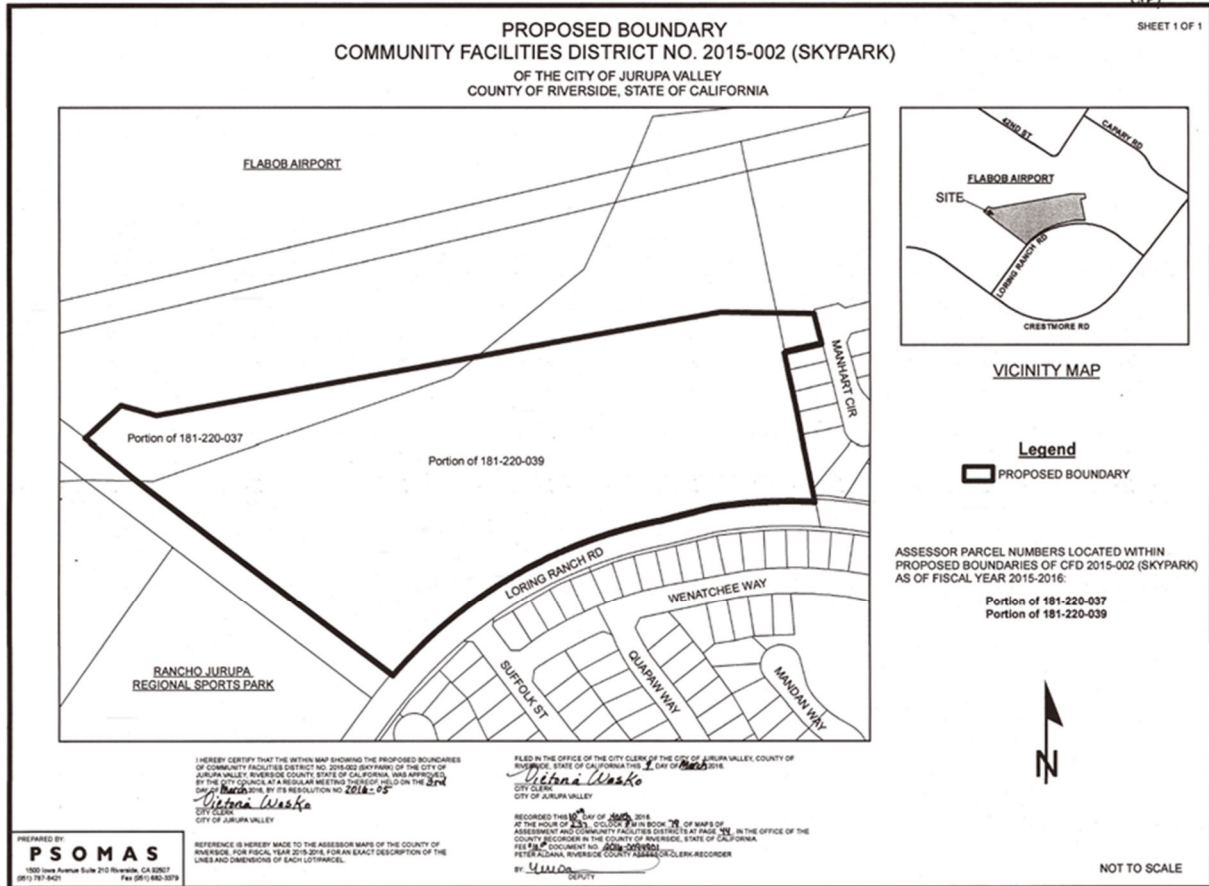
	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b>Beginning Fund Balance</b>	104,456	196,131	252,055	343,847
<b><u>REVENUE</u></b>				
Special Assessments	95,082	62,296	96,983	98,229
Interest Earnings	2,040		2,081	2,122
<b>TOTAL REVENUE</b>	<b>97,122</b>	<b>62,296</b>	<b>99,064</b>	<b>100,352</b>
<b>Balance Available</b>	201,577	258,427	351,120	444,199
<b>Operating Expenses</b>				
Consulting Services	4,952	5,792	5,447	5,992
Signal Maintenance	-	-	-	-
Graffiti Abatement Services	-	-	-	-
Street Lighting	-	-	-	-
Signal maintenance	-	-	1,164	1,280
<b>Total Operating</b>	<b>4,952</b>	<b>5,792</b>	<b>6,611</b>	<b>7,272</b>
<b>Interfund Charges</b>				
Administrative Overhead 10%	495	579	661	727
<b>Total Interfund Charges</b>	<b>495</b>	<b>579</b>	<b>661</b>	<b>727</b>
<b>TOTAL EXPENSES</b>	<b>5,447</b>	<b>6,371</b>	<b>7,272</b>	<b>7,999</b>
<b>Ending Fund Balance</b>	<b>196,131</b>	<b>252,055</b>	<b>343,847</b>	<b>436,200</b>

**Expenditure Explanations**

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

# CFD 2015-002

## SKYPARK



*City of Jurupa Valley*

**CFD 15-002 Skypark  
354 - 3540**

	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b>Beginning Fund Balance</b>	<b>88,034</b>	<b>131,627</b>	<b>188,111</b>	<b>227,584</b>
<b><u>REVENUE</u></b>				
Special Assessments	79,434	79,423	81,022	82,611
Interest Earnings	1,931		1,970	2,009
<b>TOTAL REVENUE</b>	<b>81,365</b>	<b>79,423</b>	<b>81,022</b>	<b>82,611</b>
<b>Balance Available</b>	<b>169,399</b>	<b>211,050.14</b>	<b>269,133</b>	<b>310,195</b>
<b>Operating Expenses</b>				
Consulting Services	5,093	9,159	5,602	6,162
Signal Maintenance	-	-	-	-
Landscaping/Tree Trimming	8,814	-	9,696	10,665
Graffiti Abatement Services	-	-	-	-
Street Lighting	232	-	255	281
CFD Maintenance	20,199	11,695	22,219	24,441
Water Quality Maint.	-	-	-	-
<b>Total Operating</b>	<b>34,338</b>	<b>20,854</b>	<b>37,772</b>	<b>41,549</b>
<b>Interfund Charges</b>				
Administrative Overhead 10%	3,434	2,085	3,777	4,155
<b>Total Interfund Charges</b>	<b>3,434</b>	<b>2,085</b>	<b>3,777</b>	<b>4,155</b>
<b>TOTAL EXPENSES</b>	<b>37,772</b>	<b>22,939</b>	<b>41,549</b>	<b>45,704</b>
<b>Ending Fund Balance</b>	<b>131,627</b>	<b>188,111</b>	<b>227,584</b>	<b>264,491</b>

**Expenditure**

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

# CFD 2016-001

# QUARRY

copy

**PROPOSED BOUNDARY  
COMMUNITY FACILITIES DISTRICT NO. 2016-001 (QUARRY)  
OF THE CITY OF JURUPA VALLEY  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

SHEET 1 OF 1



**VICINITY MAP**

**Legend**

- PROPOSED BOUNDARY
- (#) ASSESSOR PARCEL REFERENCE NUMBER

ASSESSOR PARCEL NUMBERS LOCATED WITHIN PROPOSED BOUNDARIES OF CFD 2016-001 (QUARRY) AS OF FISCAL YEAR 2015-2016:

(1) 174-340-037-5	(11) 174-380-008-3	(21) 174-381-007-5
(2) 174-340-038-6	(12) 174-380-009-4	(22) 174-381-008-6
(3) 174-340-040-7	(13) 174-380-010-4	(23) 174-381-009-7
(4) 174-380-001-6	(14) 174-380-011-5	(24) 174-381-010-7
(5) 174-380-002-7	(15) 174-381-001-9	(25) 174-381-011-8
(6) 174-380-003-8	(16) 174-381-002-0	(26) 174-381-012-9
(7) 174-380-004-9	(17) 174-381-003-1	(27) 174-381-013-0
(8) 174-380-005-0	(18) 174-381-004-2	(28) 174-381-014-1
(9) 174-380-006-1	(19) 174-381-005-3	(29) 174-381-015-2
(10) 174-380-007-2	(20) 174-381-006-4	

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING THE PROPOSED BOUNDARIES OF COMMUNITY FACILITIES DISTRICT NO. 2016-001 (QUARRY) OF THE CITY OF JURUPA VALLEY, RIVERSIDE COUNTY, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF, HELD ON THE 14<sup>th</sup> DAY OF August 2016, BY ITS RESOLUTION NO. 2016-57

*Maria U. ...*  
CITY CLERK  
CITY OF JURUPA VALLEY

REFERENCE IS HEREBY MADE TO THE ASSESSOR MAPS OF THE COUNTY OF RIVERSIDE, FOR FISCAL YEAR 2015-2016, FOR AN EXACT DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH LOT/PARCEL.

FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF JURUPA VALLEY, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA THIS 14<sup>th</sup> DAY OF August 2016.

*Maria U. ...*  
CITY CLERK  
CITY OF JURUPA VALLEY

RECORDED THIS 14<sup>th</sup> DAY OF August 2016 AT THE HOUR OF 2:58. CLOCK IN BOOK 28 OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE 93. IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF RIVERSIDE, STATE OF CALIFORNIA. FEE \$10. DOCUMENT NO. 206-015214

PETER ALDANA, RIVERSIDE COUNTY ASSESSOR-CLERK-RECORDER  
BY *Apple ...*  
CITY

PREPARED BY:  
**PSOMAS**  
1500 Inna Avenue Suite 210 Riverside, CA 92507  
(951) 382-4421 Fax (951) 682-3379





# City of Jurupa Valley

## CFD 16-001 Quarry 355 - 3550

	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<b>Beginning Fund Balance</b>	145,432	198,264	259,997	310,016
<b><u>REVENUE</u></b>				
Special Assessments	99,670	100,926	101,663	103,682
Interest Earnings	128		131	133
<b>TOTAL REVENUE</b>	<b>99,798</b>	<b>100,926</b>	<b>101,663</b>	<b>103,682</b>
<b>Balance Available</b>	<b>245,230</b>	<b>299,190</b>	<b>361,661</b>	<b>413,698</b>
<b>Operating Expenses</b>				
Consulting Services	5,140	5,510	5,653	6,219
Signal Maintenance	-	-	-	-
Landscaping/Tree Trimming	17,759	-	19,535	21,488
Graffiti Abatement Services	-	-	-	-
Street Lighting	455	126	501	551
CFD Maintenance	19,187	29,942	21,106	23,216
Water Quality Maint.	155	52	155	-
<b>Total Operating</b>	<b>42,696</b>	<b>35,630</b>	<b>46,950</b>	<b>51,475</b>
<b>Interfund Charges</b>				
Administrative Overhead 10%	4,270	3,563	4,695	5,147
<b>Total Interfund Charges</b>	<b>4,270</b>	<b>3,563</b>	<b>4,695</b>	<b>5,147</b>
<b>TOTAL EXPENSES</b>	<b>46,966</b>	<b>39,193</b>	<b>51,645</b>	<b>56,622</b>
<b>Ending Fund Balance</b>	<b>198,264</b>	<b>259,997</b>	<b>310,016</b>	<b>357,076</b>

### Expenditure

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 of service charges for the support of governmental activities.

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

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

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

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

## **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.