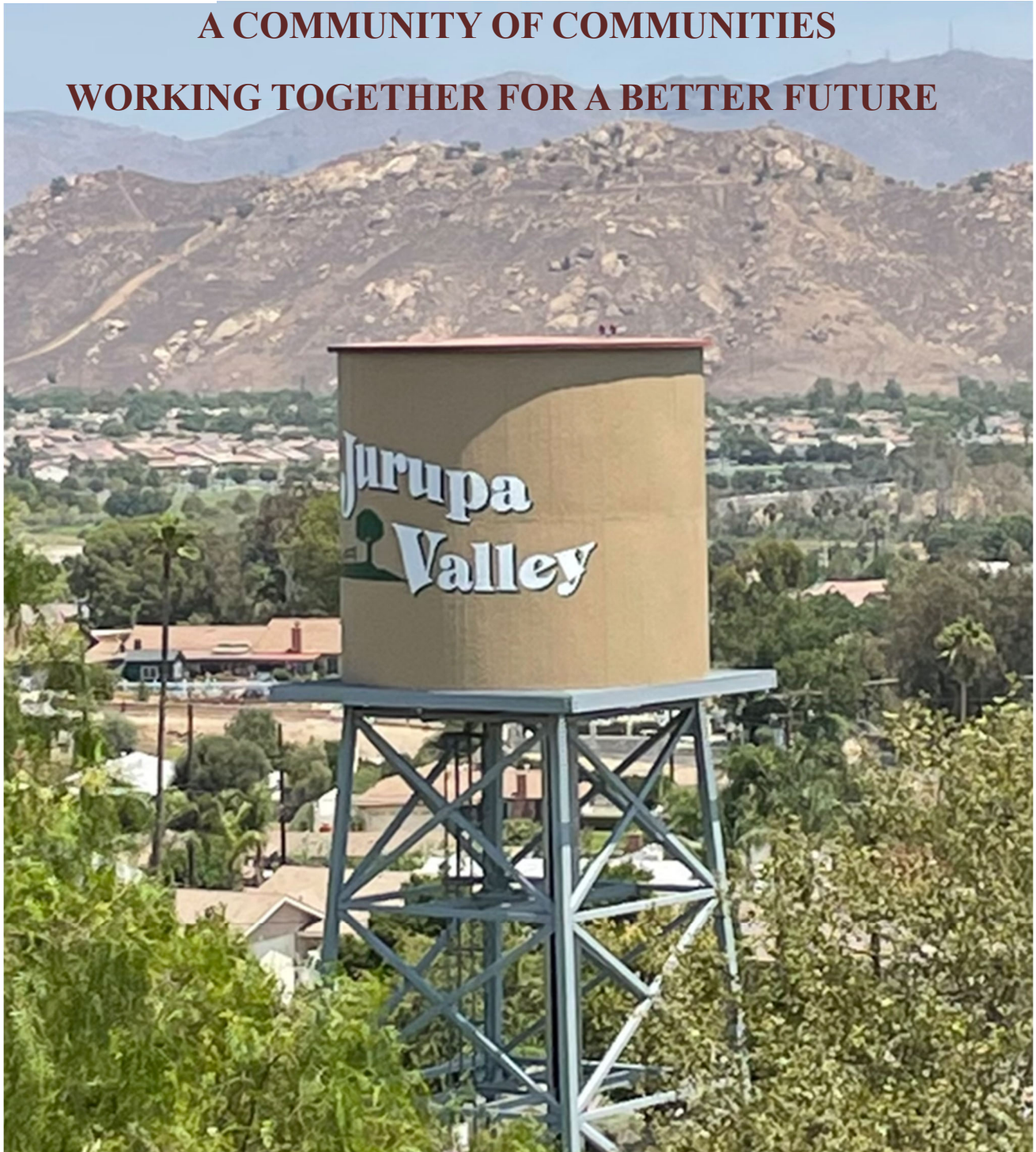




City of
JURUPA VALLEY
California

**A COMMUNITY OF COMMUNITIES
WORKING TOGETHER FOR A BETTER FUTURE**



**Fiscal Year 2022-2023
Adopted Budget**

APPROVED JUNE 16, 2022



CITY OF JURUPA VALLEY

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INTRODUCTION

WORKING TOGETHER TO MAKE A BETTER JURUPA VALLEY



CITY MANAGER'S BUDGET MESSAGE



City of Jurupa Valley

June 30, 2022

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

As your City Manager, it is my privilege to present you with the Fiscal Year 2022-2023 budget. As we begin our second decade of incorporation, your City organization continues to grow in a balanced, efficient, and purposeful manner; remaining respectful and protective of the lifestyle choices residents wish to maintain while strategically planning for the future service needs and infrastructure investments current and future residents deserve. It gives me great pleasure to deliver a budget that is not only balanced for the upcoming year, but also ensures fiscal sustainability for the years to come. As I have done each year, I will begin the budget narrative by remembering and recognizing the many individuals responsible for the City's formation. It is upon this courageous and stable foundation that the City's first decade and the decades to come has been built.

City of Jurupa Valley Incorporation

Over 10 years ago, the residents and businesses located in the nine previously unincorporated communities of Mira Loma, Glen Avon, Pedley, Indian Hills, Jurupa Hills, Sunnyslope, Crestmore Heights, Rubidoux, and Belltown formed the City of Jurupa Valley. With a vision to provide for a healthier place to live, by investing in infrastructure, improving public safety, creating effective partnerships, and growing the local economy, the newest City in California was forged from hard work, persistence, and local collective determination of will.

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 Vehicle License Fee (VLF) revenue from a handful of new cities, including Jurupa Valley. As a result, the newly formed City of Jurupa Valley opened its doors with an unsustainable financial deficit.

With an unprecedented grass roots effort and the support of State Senator Richard Roth and Assembly member Sabrina Cervantes, a legislative solution, SB 130, was signed by Governor Jerry Brown at the Jurupa Valley City Hall on May 12, 2017. With the VLF revenue restored, the City of Jurupa Valley was once again on its way.

The continued growth and success of the City has been a story of partnerships. It is the many services provided by the Riverside County Sheriff's Department, Cal Fire, Jurupa Area Recreation and Parks District, Jurupa Community Services District, Rubidoux Community Services District, Riverside County Animal Control, Riverside County Libraries and several contract services providers, that help make Jurupa Valley what it is today.

Progress Report

As we begin our second decade, the City is investing more resources in roadway improvements, increasing law enforcement, fire protection services, and providing more services to residents than at any other time in our history. Simultaneously, the City has built greater reserves, acquired more assets and has a stronger financial position than ever before. As a result, the City is able to transition toward an even more strategic, sustainable, and forward thinking organization.

In this Budget, each Department has identified dozens of important accomplishments and goals. Below are a few highlights from each Department that I feel are particularly noteworthy:

- Next year you can expect significant technological improvements. A new online payment and electronic plan check system, paperless agenda meeting management system, an exciting redesign for the website to streamline services, boost community engagement, and improve public access, document imaging of planning documents, a new financial system and a new mobile app for residents are all in the works.
- The continuation of the \$133.4 million Jurupa Road Grade Separation Project. Staff will continue to reach out to impacted businesses, link businesses to regional resources and connect them to Jurupa Valley's Local Economic Assistance Program.
- The development of an Emergency Operations Center (EOC) within the Jurupa Valley Operations Center (JVOC) is underway and will serve as the emergency services hub during a disaster.
- In 2022, the City was awarded \$28 million in American Rescue Plan Act (ARPA) Grant Funding. The City Council adopted ARPA Expenditure Plan directs staff to invest in roads, infrastructure, housing, homeless services, local business grants, utility bill rebates and bill reducing energy upgrades.
- The City Council and staff will continue to work with Riverside Community College District on the development of the Inland Empire Trade Tech Center. This collaborative

effort has recently been awarded over \$30 million for land acquisition, facility and curriculum planning. A special thank you to our elected officials for their efforts to secure this funding.

- Several major developments including the District at Jurupa Valley, Shops at Jurupa Valley and Rio Vista Specific Plan are working through the development process. When completed, these projects will bring the types of retail, hotels, and services we all want while building the housing and creating the jobs and revenue that we need.
- The City Council recently formed a new Public Works Committee that will review and recommend public works policies, implementation and guidelines. This is a great opportunity for the public to assist in shaping the infrastructure priorities and projects each year.
- The City Council continues to make improving roads and infrastructure a top priority. This year Public Works is planning over 35 Capital Improvement Projects, investing over \$30 million in the City's infrastructure.
- Jurupa Valley is actively working on flood prevention by partnering with Riverside County Flood Control District on a five-year flood prevention and mitigation plan.
- With the goals of maximizing the yield from City investments while maintaining the highest levels of investment security, staff will convene an Investment Committee and engage the services of a Financial Advisor.

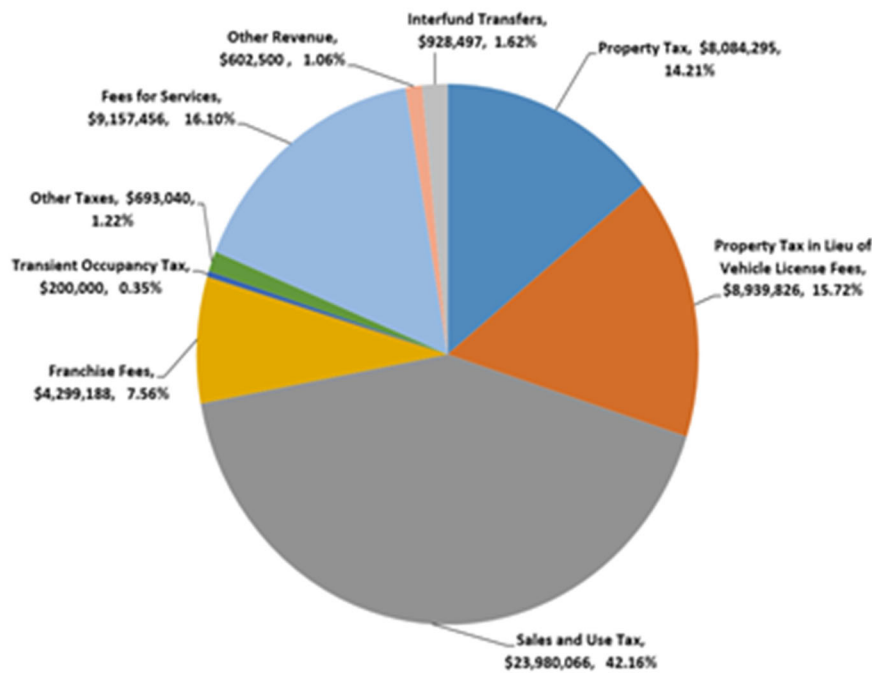
I am pleased to present the Fiscal Year (FY) 2022-23 Adopted Budget for the City of Jurupa Valley. The Operating Budget is an annual fiscal plan that provides information regarding the sources (revenues) and the uses (expenditures) of the funds that will be used to provide the City with the necessary services and programs for the upcoming year. The proposed budget was submitted to the City Council during a public hearing, allowing taxpayers the opportunity to provide input on the proposed budget. The FY 2022-23 budget was publicly adopted by the City Council on June 16, 2022.

General Fund

The General Fund is the primary operating fund of the City, and the revenues are used to fund public safety, animal services, legal, administration, planning and building, economic development, engineering, public works and other essential services provided by the City.

The total estimated General Fund net revenue for FY 2022-23 is \$56,884,868 while the estimated expenditures are \$54,725,143. The City has eighty-seven (87) full time and two (2) part time employees. The City continues to utilize contract services for Public Safety and Animal Services. We have brought many positions in-house over the last year; we still have active contracts with Civic Solutions and HR Green to provide supplemental services in planning, plan checking, engineering, building inspection and public works inspection.

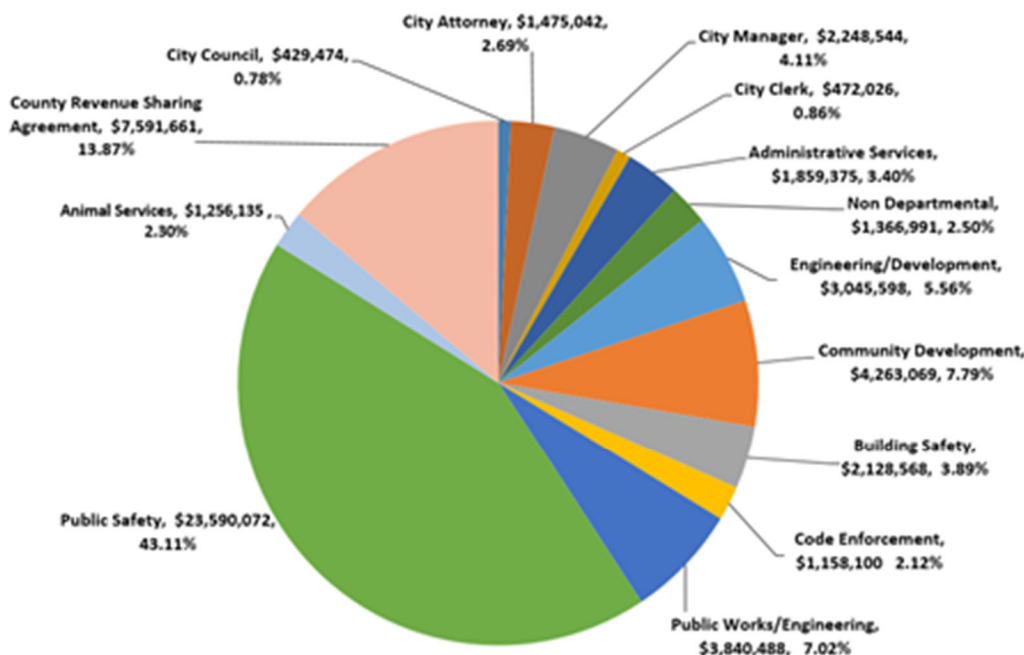
General Fund Sources - where the money comes from



The City receives the majority of its General Fund revenue from the following: Sales and Use Tax (42.16%), Property Taxes (14.21%), Fees for Services (16.10%) and Franchise Fees (7.56%).

SB130, which reallocated the Vehicle License Fees (VLF) (15.72%) of the General Fund revenue, is estimated \$8,939,826 for the City to provide additional needed services.

General Fund Uses - where does the money go



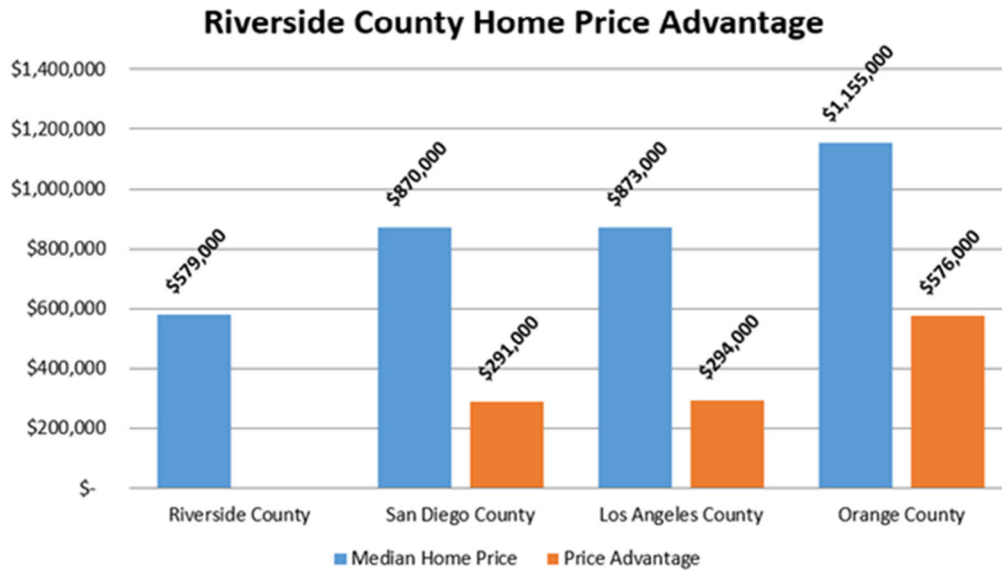
The City has budgeted 43.11% of its General Fund Budget to Public Safety, an increase of (6.77%) over FY 2021-22 (this is the contract with Riverside County Sheriff). Due to a newly set up department for County Revenue Sharing Agreement, an estimated shift in costs from Non-Departmental to this new department is expected to contribute to a decrease of \$6.9M.

Community Development Department increased 47.05% due to increase in development projects.

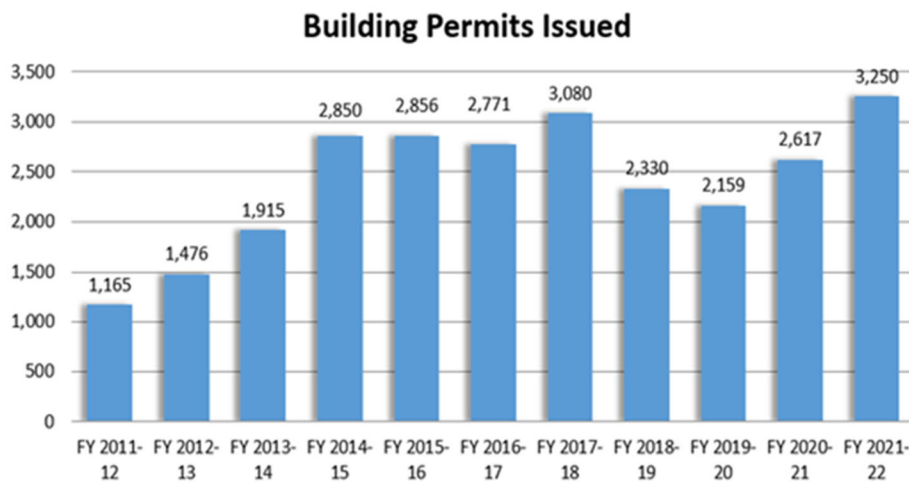
The Local Economy

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 median priced new and existing homes 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 2022 median priced new and existing homes of \$579,000 is a significant increase of 24.52% from last year's \$465,000.

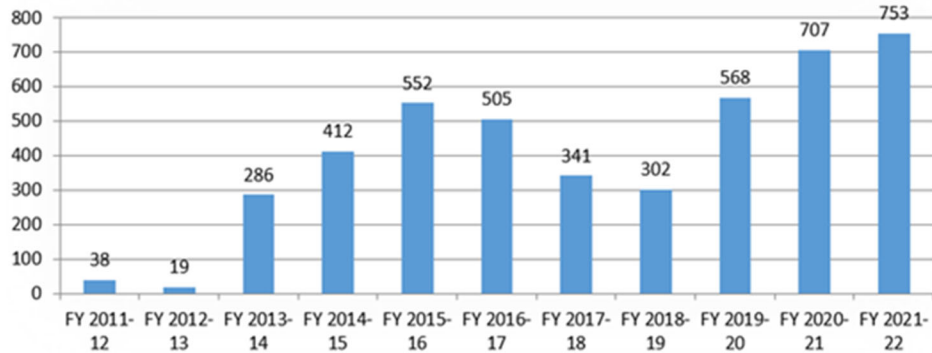


Source: Inland Empire Economic Partnership, April 2022



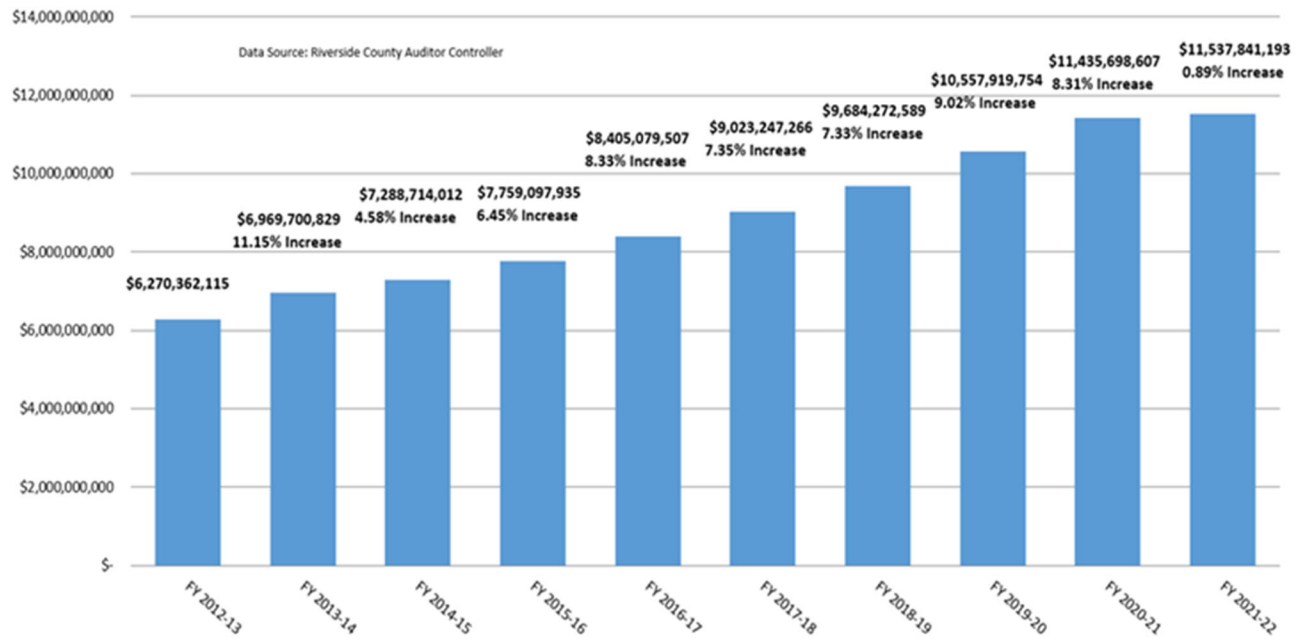
The City of Jurupa Valley experienced an increase in the number of Building Permits Issued to 3,250 in FY 2021-22. Of the permits issued, new home permits increased by 633 as compared to FY 2020-21 by 458; and FY 2019-20 by decrease of (171).

New Dwelling Unit Permits Issued



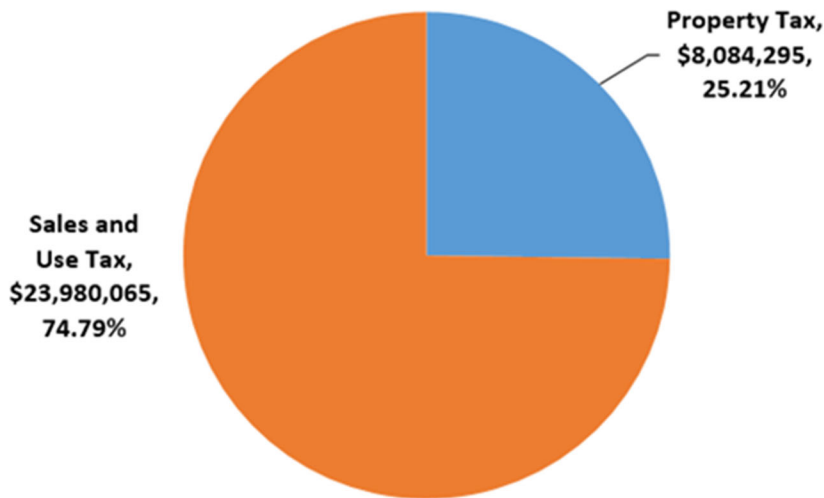
New Dwelling Units are up 6.51% due to continued growth within the City of Jurupa Valley and continued need for housing and the State of California housing shortage. The City continues to remain attractive to developers and new homebuyers due to its close proximity to major freeways and to the Ontario International Airport.

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 major, commercial, and industrial development projects and the number of new homes being built and sold within the City limits.

Fiscal Year 2022-2023 Tax Appropriations



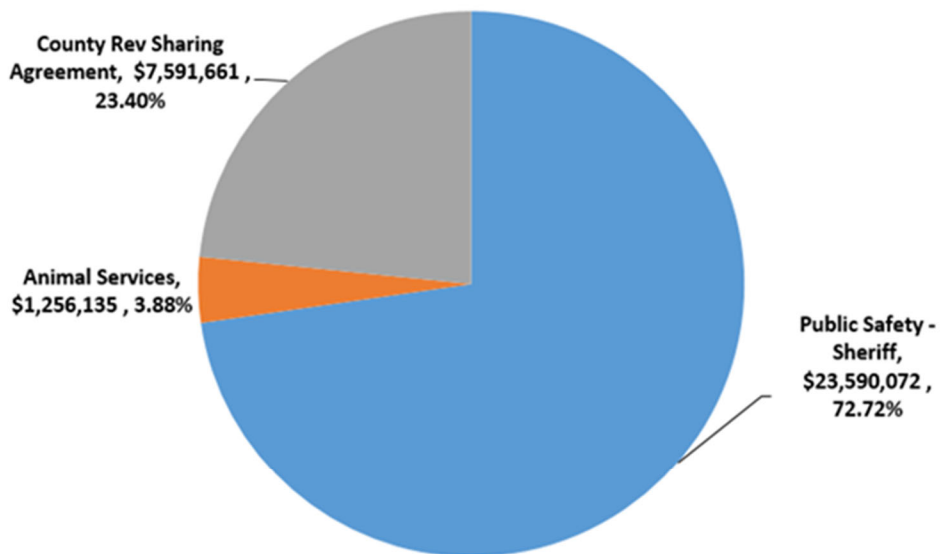
For Fiscal Year 2022/2023 the budget for Sales and Use Tax and Property Tax total the amount of **\$32,064,360**

It is estimated to be **56.37 %** of the total General Fund Revenue Budget

Fiscal Year 2022-2023 Contract Services Riverside County

For Fiscal Year 2022/2023 the budgeted expenditures for Public Safety, County Revenue Sharing Agreement and Animal Control total to the amount of **\$32,437,868**

It is estimated to be **59.27 %** of the total General Fund Expenditure Budget



Conclusion

As stated in our Mission Statement: **“The City of Jurupa Valley is dedicated to providing a continuously improving quality of life for the community through safe, ethical, inclusive and responsible municipal services while maintaining our unique culture and character.”**

It is the intent of the budget process to not only reflect the values contained within our Mission Statement, but afford the City Council and residents the opportunity to provide the necessary input and direction to ensure that these values are built upon successfully each year. The balancing of competing values, prioritization of expenditures, forecasting of volatile revenue streams and investing in the needs of today while preparing for the unknown financial uncertainty of the future is a complex and challenging task.

I would like to thank the Administrative Services Department staff and each Department’s staff for the hard work and dedication required to complete the preparation of this budget. Last but not least, I would like to thank the City Council for their vision, leadership and direction during this process. This document is a direct result of their efforts.

Respectfully submitted,



Rod B. Butler
City Manager

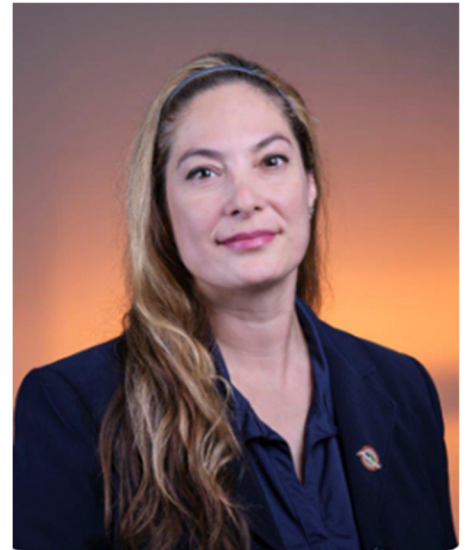
JURUPA VALLEY CITY COUNCIL



**MAYOR PRO TEM
LESLIE ALTAMIRANO**



**MAYOR
CHRIS BARAJAS**



**COUNCIL MEMBER
LORENA BARAJAS BISBEE**



**COUNCIL MEMBER
GUILLERMO SILVA**



**COUNCIL MEMBER
BRIAN BERKSON**

SUMMARIES

WORKING TOGETHER TO GROW OUR
LOCAL ECONOMY



Agua Mansa Commerce Park



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 \$24,932,329, based on current year expenditure and revenue projections.

General Fund revenues for FY 2022-23 are estimated at \$56,884,868 and expenditures are proposed at \$54,725,143. The estimated Fund Balance at FY 2022-23 year-end would be \$25,631,810. This includes a surplus of \$699,480 from the estimated balance at the end of the fiscal year. This is primarily due to new one time and new ongoing programs, city staff and inclusion of two CSO's and two additional traffic deputies.

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 2022-23.

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 five new hybrid vehicles and a carryover of two Ford Escape vehicles from FY 21/22 that were not received. 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 (LLMD) as well as the 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 General Fund 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 2022-23.

Revenue Summary-General Fund

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

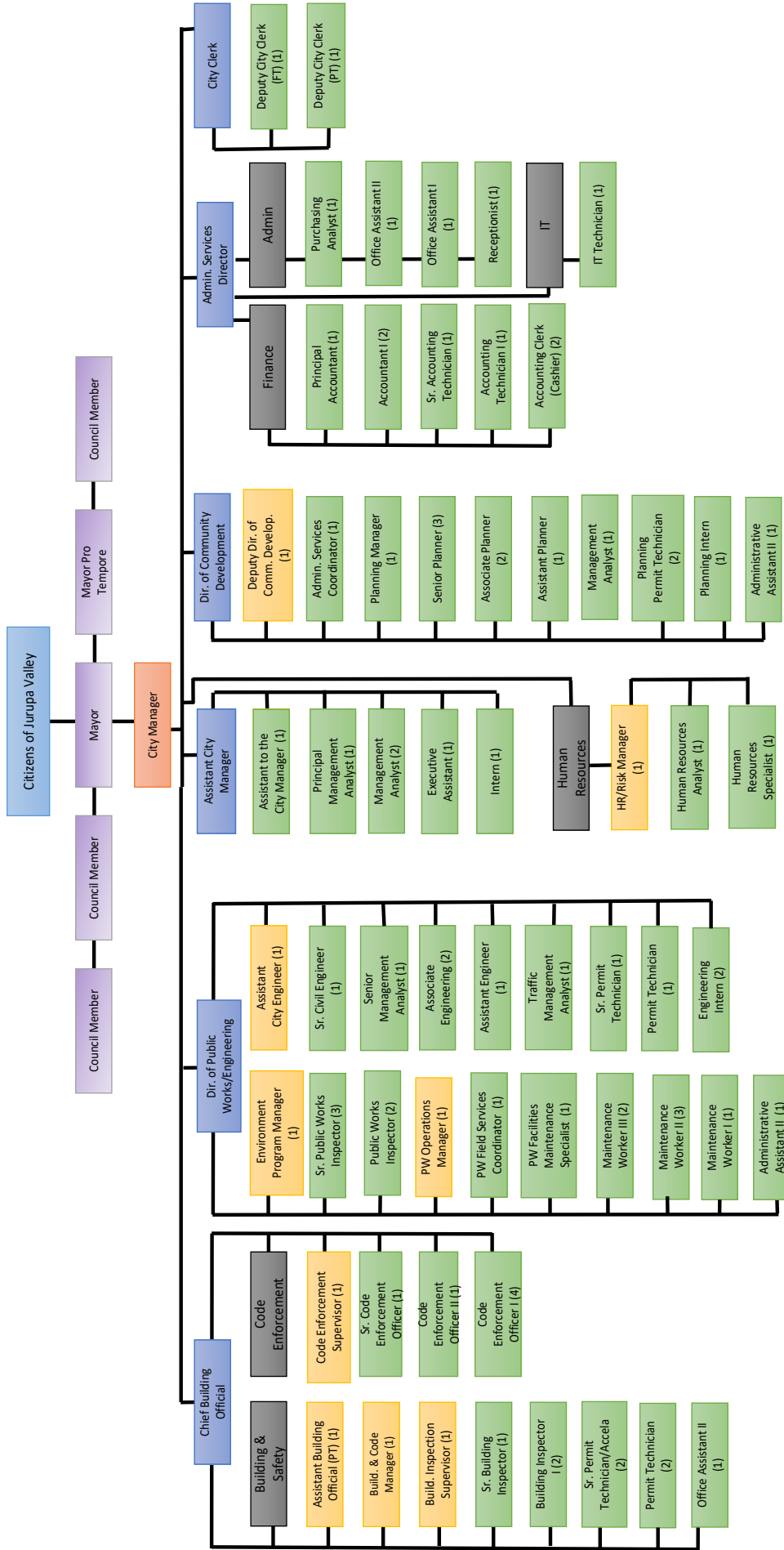
Revenue Summary- Miscellaneous (Restricted) Funds

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.

CITY OF JURUPA VALLEY ORGANIZATION CHART 2022-2023



City of Jurupa Valley
FY 2022-23 City Personnel Allocations
By Full Time Equivalent

Title	FTE	City Mgr	Admin	City Clerk	Finance	Com. Dev.	Blgd & Safety	Code Enf	Eng/PW	Gas Tax	NPDES	LLMD/CFD
Percentage of Time Allocated to Departments/ Programs												
City Manager												
City Manager	1.00	100%										
Assistant City Manager	1.00	100%										
Assistant to the City Manager	1.00	100%										
Principal Management Analyst	0.80	100%										
Management Analyst	1.00	100%										
Management Analyst	1.00	100%										
Executive Assisant	1.00	100%										
Human Resources/Risk & Safety Manager	1.00	100%										
Human Resources Analyst	1.00	100%										
Human Resources Specialist	1.00	100%										
Intern	1.00	100%										
Total City Manager:	10.80											
City Clerk												
City Clerk	1.00			100%								
Deputy City Clerk	1.00			100%								
Deputy City Clerk	0.50			100%								
Total City Clerk:	2.50											
Administrative Services												
Administrative Services Director	1.00				100%							
Principal Accountant	1.00				100%							
Purchasing Analyst	1.00				100%							
IT Technician	1.00				100%							
Accountant II	1.00				100%							
Accountant II	1.00				100%							
Senior Accounting Technician	1.00				100%							
Accounting Technician	1.00				100%							
Accounting Clerk	1.00				100%							
Accounting Clerk	1.00				100%							
Office Assistant II	1.00		100%									
Office Assistant I	1.00		100%									
Receptionist	1.00		100%									
Total Administrative Services:	13.00											

City of Jurupa Valley
FY 2022-23 City Personnel Allocations
By Full Time Equivalent

Title	FTE	City Mgr	Admin	City Clerk	Finance	Com. Dev.	Bigd & Safety	Code Enf	Eng/ PW	Gas Tax	NPDES	LLMD/ CFD
Percentage of Time Allocated to Departments/ Programs												
Community Development												
Community Development Director	1.00					100%						
Deputy Director of Community Development	1.00					100%						
Planning Manager	1.00					100%						
Senior Planner	3.00					100%						
Associate Planner	2.00					100%						
Assitant Planner	1.00					100%						
Planning Technician	2.00					100%						
Management Analyst	0.50					50%						
Administrative Services Coordinator	1.00					100%						
Administrative Assistant	1.00					100%						
Planning Intern	1.00					100%						
Total Community Development:	14.50											
Public Works/ Engineering												
Director of Public Works-City Engineer	1.00								100%			
Assistant City Engineer	1.00								100%			
Senior Civil Engineer	1.00								100%			
Assistant Engineer	1.00								100%			
Associate Engineer	2.00								100%			
Public Works Operations Manager	1.00									90%		10%
Public Works Field Services	1.00									100%		
Public Works Facilities	1.00									100%		
Maintenance Worker III	2.00									100%		
Maintenance Worker II	3.00									100%		
Maintenance Worker I	1.00									100%		
Env. Program Manager	1.00								100%			
Traffic Management Analyst	1.00								100%			
Sr. Public Works Inspector	3.00										100%	
Public Works Inspector	2.00											
Sr. Management Analyst	1.00											
Sr. Engineering Technician	1.00											
Engineering Technician	1.00											
Administrative Assistant II	1.00											
Engineering Intern	2.00											
Total Public Works:	28.00											

City of Jurupa Valley
FY 2022-23 City Personnel Allocations
By Full Time Equivalent

Title	FTE	City Mgr	Admin	City Clerk	Finance	Com. Dev.	Bigd & Safety	Code Enf	Eng/ PW	Gas Tax	NPDES	LLMD/ CFD
Percentage of Time Allocated to Departments/ Programs												
Building-Code												
Chief Building Official	0.80						50%	50%				
Assitant Building Official	0.60						100%					
Buildling -Code Manager	1.00						50%	50%				
Building Inspections Supervisor	1.00						100%					
Sr. Building Inspector	1.00						100%					
Building Inspector I	2.00						100%					
Sr. Permit Technician	2.00						100%					
Permit Technician	2.00						100%					
Management Analyst	0.50						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%				
Total Building-Code	18.90											
Fulltime Equivalent City Staff:	87.70											
Full-Time:	87.00											
Part-Time:	2.00											
	89.00											

	FTE
Total City Staff	87.70 80%
Total HR Green	12.27 11%
Total Civic Solutions	10.25 9%
	110.22 100%

**City of Jurupa Valley
FY 2022-23 City Contract Staff Allocations
By Full Time Equivalent**

Title	FTE	City Mgr	Engr Dev Svcs	Com. Dev.	Bldg & Safety	Eng/ PW Adm.	CDBG	CIP Projects	Gas Tax	Measure A	LLMD/ CFD & Spec Projects
Percentage of Time Allocated to Departments/ Programs											
Community Development											
Principal Planner	1.00			100%							
Principal Planner	0.50			100%							
Principal Planner	0.50			100%							
Senior Planner/Entitlement	0.25			100%							
Assistant Planner	1.00			100%							
Planning Analyst	1.00			100%							
Associate Planner	0.37			100%							
Admin Assistant	1.00			100%							
Principal Planner	0.37			100%							
Planning Svcs Director	0.23			100%							
Community Planning Svcs Mgr.	0.18			100%							
Principal Planner/Advance	1.00			100%							
Senior Planner/Entitlement	0.10			100%							
Associate Planner	1.00			100%							
Housing Manager	0.50			100%							
CEQA Administrator	0.88			100%							
Landscape Architect	0.37			100%							
Total Civic Solutions:	10.25										
City Manager											
Deputy City Manager	0.12	20%	80%								
Municipal Services Manager	0.03	100%									
Building/Safety											
Comb. Bldg Inspector	0.75				100%						
Comb. Bldg Inspector	1.00				100%						
Comb. Bldg Inspector	1.00										
Permit Technical (Plan Examiner)	0.75				100%						
Comb. Bldg Inspector (Plan Checker)	0.50				100%						
Engineering/Public Works											
City Engineer	0.32		20%			20%	5%	20%	10%	5%	20%
Deputy City Engineer	0.32		20%			5%		15%	10%	15%	35%
Environmental Programs Manager	0.00		10%								10%
NPDES/PW Inspector	0.00		5%								5%
Associate Engineer	0.75		10%			10%		5%	5%	20%	50%
Assistant Engineer	0.75		50%			5%		10%	5%	10%	20%
Associate Engineer	0.71		40%					10%	5%	20%	25%
Associate Engineer	0.32		40%								
Associate Engineer	0.32		10%								
Civil Plan Check Engineer	0.59		95%			5%					
Civil Plan Checker	0.70		100%								
Civil Plan Checker	0.83		100%								
Civil Plan Checker	0.00		100%								
Assistant Engineer	0.59		80%			5%		15%			
Civil Plan Checker	0.58		95%			5%					
Permit Technician (Admin)	0.35		100%								
Public Works Inspector	0.54		65%					35%			
Public Works Inspector	0.45		81%					19%			
Total HR Green	12.27										
FULL TIME EQUIVALENTS:	22.52										

Year to Year General Fund Analysis

	FY 2021-22 Estimated Actual	FY 2022-23 Proposed Budget
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Beginning Balance	22,221,783	24,932,329
Transfers In/Out*	(1,188,169)	(1,460,245)
Revenues	52,068,548	56,884,868
Available	73,102,162	80,356,952

Expenditures:

	Difference		% Diff.
Council	400,698	429,474	7%
City Attorney	1,432,080	1,475,042	3%
City Manager	1,540,700	2,248,544	31%
City Clerk	394,786	472,026	16%
Admin. Services	1,980,026	1,859,375	-6%
Non-Dept.	1,511,637	1,366,991	-11%
Engineering Dev.	1,785,620	3,045,597	41%
Community Development	2,880,930	4,263,069	32%
Building Safety	1,897,095	2,128,568	11%
Code Enforcement	1,079,541	1,158,100	7%
PW Operations	2,388,782	3,840,488	38%
Public Safety	22,216,624	23,590,072	6%
Animal Services	1,231,505	1,256,135	2%
County Rev. Sharing Agreement	7,429,809	7,591,661	2%

Expenditure Totals **48,169,833** **54,725,143** **6,555,310** **11.98%**

6,699,956

Balance Remaining **24,932,329** **25,631,810**

*For Risk Management and Informations Services

	Explanation of Changes
	Increased Community Events \$8,500
	Estimated increase for the Fiscal Year
	Senior Center under PW (\$175K), Human Resources \$551K; Consulting Svcs \$84K; Federal Lobbyist \$60K; Grant Writer \$70K & EOC \$60K; MDCS \$20K
	Increased \$55K election, Full Time Deputy City Clerk
	Transferred HR-Risk to City Manager; 1 new position Accounting Clerk
	Building & vehicle maintenance for all City Facilities moved to Public Works Operations
	Increases after COVID did not impact development
	New Sr. Planner, Admin. Assistant, Planning Tech, Intern; Increase consulting services
	Increased consulting services due to high development
	Two new Code Enforcement Officers
	Change due to building and vehicle maintenance & repairs transferred to PW; \$170K Senior Center
	4.09% Sheriff increase
	Annual cost increase
	County Revenue Neutrality Agreement transferred from Non-Dept.

All Funds Balance Sheet
Final FY 2022-2023

FUND	General	Gas Tax	Meas. A	AQMD	SB-1	CDBG	Risk Mgmt	Info Svcs	LLMD	CFD
Beginning Balance	24,932,329	227,683	2,445,551	446,322	2,544,780	(32,528)	-	-	742,355	3,240,521
Transfers In/Out	(1,460,245)	-	-	-	-	-	630,000	830,245	-	-
Revenues	56,884,868	3,147,273	3,567,000	139,510	2,473,935	2,019,768	-	-	906,788	1,391,758
Available	80,356,952	3,374,956	6,012,551	585,832	5,018,715	1,987,240	630,000	830,245	1,649,143	4,632,279

Operating Expenditures:

Council	429,474									
City Attorney	1,475,042									
City Manager	2,248,544									
City Clerk	472,026									
Admin Services	1,859,375									
Non-Dept	1,366,991									
Engineering Dev.	3,045,597									
Community Development	4,263,069									
Building Safety	2,128,568									
Code Enforcement	1,158,100									
PW Operations	3,840,488									
Public Safety	23,590,072									
Animal Services	1,256,135									
County Rev. Sharing Agreement	7,591,661									
Road Maint-Gas Tax		2,421,769	-							
Measure A			4,151,115							
AQMD				312,260						
RMRA SB-1				4,000,000					1,181,075	
LLM Districts										828,886
CFD's						1,200,000				
CDBG							630,000			
Risk Mgmt.	-							830,245		
Info Mgmt.	-									
Subtotal	54,725,143	2,421,769	4,151,115	312,260	4,000,000	1,200,000	630,000	830,245	1,181,075	828,886
Balance Remaining	25,631,810	953,187	1,861,436	273,572	1,018,715	787,240	-	-	468,068	3,803,393
Surplus	699,480									

City of Jurupa Valley

**GENERAL FUND
REVENUE**

	<u>FY 2020/21</u> ACTUAL	<u>FY 2021/22</u> BUDGET	<u>FY 2021/22</u> EST ACTUAL	<u>FY 2022/23</u> PROPOSED
<u>TAXES AND FRANCHISES</u>				
Property Tax - Secured	5,429,240	5,924,406	5,924,406	6,042,894
Property Tax - Unsecured	235,275	258,947	258,947	264,126
Property Tax - Supplemental	150,112	89,203	89,203	90,987
Property Tax - H.O. Exemption	51,681	77,348	77,348	78,895
Property Tax - RDA Pass Thru	2,371,261	1,575,876	1,575,876	1,607,393
Property Tax - SBE Collections	33,101	-	-	-
Property Tax - Miscellaneous	4,682	-	-	-
SB 130 Revenue	8,599,695	8,807,710	8,807,710	8,939,826
Sales and Use Tax	22,213,889	22,551,712	22,551,712	23,980,065
Franchise Fees - Utilities	1,881,028	1,830,085	1,830,085	1,848,385
Franchise Fees - Solid Waste	2,240,268	2,414,585	2,414,585	2,450,803
Admin Fees-Trash Liens	52,715	53,039	53,039	53,040
Property Transfer Tax	468,297	465,000	465,000	465,000
Transient Occupancy Tax	310,493	200,000	200,000	200,000
Measure L	159,580	175,000	175,000	175,000
Total	44,201,317	44,422,910	44,422,910	46,196,415
<u>LICENSES AND PERMITS</u>				
Business Registration	91,233	80,000	80,000	87,750
Engineering Fees	1,722,047	1,302,444	1,202,444	2,681,006
Planning Fees	1,480,318	1,656,600	1,231,600	3,351,600
Building Permits	1,694,331	1,678,696	1,678,696	2,153,000
Haul Fixed Fee	28,087	-	-	2,500
Microfilm Fees	73,976	70,000	70,000	70,000
SMIP & Green Admin Fees	3,491	1,400	1,400	1,400
Application Admin Processing Fee	113,840	95,000	95,000	95,000
DIF Admin fees	50,605	29,000	29,000	29,000
LMS Fee	87,568	55,000	55,000	55,000
Code Enforcement Fees	29,883	30,000	30,000	30,000
Foreclosure Registration Fees	3,900	4,000	4,000	4,000
NPDES Inspection Fees	56,645	55,000	55,000	55,000
Vending Permit Fee	5,940	4,200	4,200	4,200
Fines- Parking	162,938	200,000	200,000	200,000
Fines- Court	207,337	215,000	215,000	215,000
Vehicle Impounds	84,299	75,000	75,000	75,000
Total	5,896,439	5,551,340	5,026,340	9,109,456

City of Jurupa Valley

**GENERAL FUND
REVENUE**

INTERGOVERNMENTAL REVENUES

AMR System Fees (County)	39,980	48,000	48,000	48,000
Transfer in from SLESF-Grants	35,823	-	-	-
State Grants	12,022	-	-	-
County Reimbursement Revenue	38,195	-	-	-
Special Districts	133,835	-	-	-
Total	259,855	48,000	48,000	48,000

USE OF MONEY

Interest	105,430	200,000	200,000	200,000
Other	275,076	-	-	-
Total	380,506	200,000	200,000	200,000

OTHER REVENUES

Cell Tower Revenue	-	14,000	14,000	-
Vehicle Abatement	34,449	2,500	2,500	2,500
Cash Over/Short	316	-	-	-
Development Agreements	1,991,742	1,575,000	1,575,000	-
Other Revenue - Cannabis Permit Fee	12,500	-	-	-
Donations	1,484	-	-	-
Donations - Restricted - JVBC	104	-	-	-
Miscellaneous Revenue	-	400,000	400,000	400,000
Total	2,040,595	1,991,500	1,991,500	402,500

INTERFUND CHARGES

Transfer in from DIF	710,435	263,098	253,821	800,000
Measure A Proj. Administration	46,431	105,013	-	-
LLMD Administration	52,567	53,097	53,618	54,690
CFD Administration	70,941	72,359	72,359	73,807
Total	880,373	493,567	379,798	928,497

TOTAL GENERAL FUND REVENUE	53,659,085	52,707,317	52,068,548	56,884,868
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City of Jurupa Valley

**MISCELLANEOUS FUNDS
REVENUE**

	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
	ACTUAL	BUDGET	EST ACTUAL	PROPOSED
INTERGOVERNMENTAL REVENUES				
State HUTA-2103	714,429	916,670	916,670	1,064,647
State HUTA-2105	545,551	639,652	639,352	697,426
State HUTA-2106	335,062	386,992	386,992	422,405
State HUTA-2107	738,223	871,300	871,300	952,795
State HUTA-2107.5	10,000	10,000	10,000	10,000
SB-1 RMRA	1,985,163	2,138,959	2,138,959	2,364,035
SB-1 Traffic Cong. Relief	-	100,000	100,000	100,000
Interest Income-Grants-Other	-	15,000	9,910	9,900
Total HUTA	4,328,428	5,078,573	5,073,183	5,621,208
RCTC Measure A- Local	2,878,604	2,317,000	2,317,000	3,557,000
Transfer in from DIF- Limonite	53,202	-	-	-
Interest Income	7,793	13,000	13,000	10,000
Total Measure A	2,939,599	2,330,000	2,330,000	3,567,000
SC AQMD	139,826	138,338	138,338	138,757
Interest Income	1,315	2,500	2,500	753
Total AQMD	141,141	140,838	140,838	139,510
CDBG	779,034	1,157,789	1,157,789	1,200,000
Other Revenue	-	188,228	188,228	819,768
Total CDBG	779,034	1,346,017	1,346,017	2,019,768
TUMF	6,177,592	4,304,200	4,304,200	4,304,200
Other Funding	6,177,592	4,304,200	4,304,200	4,304,200

City of Jurupa Valley

MISCELLANEOUS FUNDS REVENUE

ATP	538,000	1,545,000	1,545,000	1,545,000
Transfer in From DIF- Streets	263,098	53,503	53,503	53,503
Transfer in From DIF- Signals	-	134,392	134,392	134,392
Transfer in From DIF- Trails	-	75,203	75,203	75,203
Other Funding	801,098	1,808,098	1,808,098	1,808,098
State Grants- SLESF	161,129	253,821	253,821	253,821
Other Funding	161,129	253,821	253,821	253,821
CalRecycle Ongoing Payment	28,000	28,383	28,383	28,383
Other Funding	28,000	28,383	28,383	28,383
Total Other Funding	7,167,819	6,394,502	6,394,502	6,394,502
<u>DIRECT ASSESSMENTS</u>				
Landscape and Lighting District 89-1	929,765	898,628	898,628	906,788
CFD 13-001 Bellegrave	515,600	487,019	480,697	487,019
CFD 14-001 Harvest	302,007	275,911	275,911	313,612
CFD 14-002 Mission Estates	159,329	169,658	169,658	165,950
CFD 15-001 Riverbend	118,110	100,352	100,352	122,499
CFD 15-002 Skypark	81,840	82,611	82,611	84,493
CFD 16-001 Quarry	100,274	103,682	103,682	103,758
CFD 14-003 Cantera/Granite Ridge	110,046	108,375	108,375	114,428
CFD 20-001 Shadow Rock/Vista Rio	67	-	-	-
CFD 18-002 Stone	33,663	-	-	-
Total Direct Assessments	2,350,701	2,226,236	2,219,914	2,298,546
Totals	17,706,722	17,516,166	17,504,454	20,040,534

DEPARTMENT BUDGET WORKSHEETS



**WORKING TOGETHER TO MAKE
JURUPA VALLEY SAFE**

CITY COUNCIL



City of Jurupa Valley

CITY COUNCIL
GENERAL FUND - 100-1110

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<i>PERSONNEL</i>				
Salaries	37,200	36,000	36,000	36,000
Cafeteria Benefits	67,200	67,200	67,200	79,200
Retirement Contribution	2,790	2,700	2,700	2,700
Other Employee Costs	3,546	2,607	2,607	1,624
Total Personnel	110,736	108,507	108,507	119,524
<i>OPERATING EXPENSES</i>				
Office Supplies	1,124	1,500	1,500	1,500
Professional Services	50,000	137,241	137,241	70,000
Community Promotion	15,148	63,000	63,000	148,000
Cell Phones	6,874	2,500	2,500	2,500
Meetings/Conferences	-	10,000	10,000	10,000
Grants	30,000	40,000	40,000	40,000
Dues/Memberships	23,862	28,750	28,750	28,750
Furniture & Equipment	-	9,200	9,200	9,200
Total Operating	127,007	292,191	292,191	309,950
TOTAL CITY COUNCIL	237,743	400,698	400,698	429,474

Expenditure Explanations

Salaries	Monthly stipend set by Government Code 36516 at \$600 per month per member. Council has the option of utilizing monthly \$1,650 cafeteria benefit for medical or retirement
Professional Services	
Community Promotion	\$30,000 Reach Out MOU, \$20,000 JV Chamber of Commerce-MOU, \$20,000 Rodeo \$10,000 Fireworks, \$6,500 Promotional items, \$5,000 Community Events, \$15,000 Christmas Tree Lighting, \$3,000 Council sponsorships, \$15,000 State of the City video; Misc other \$3,500, \$75,000 Annual Parade, \$15,000 Townhalls-Homeless
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

CITY ATTORNEY
GENERAL FUND - 100-1120

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<u>OPERATING EXPENSES</u>				
Legal Consulting Services	398,059	519,480	519,480	535,064
Litigation	761,381	912,600	912,600	939,978
<i>Total Operating</i>	1,159,440	1,432,080	1,432,080	1,475,042
TOTAL CITY ATTORNEY	1,159,440	1,432,080	1,432,080	1,475,042

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 Managers Department – City of Jurupa Valley

Key Achievements for FY 2021-22

Achievements

- The City organization continues to grow in a manner that ensures service delivery is responsive to needs while remaining fiscally prudent. Staffing plans were developed with the Director of Building/Code Enforcement, Director of Community Development, and Director of Public Works/City Engineer this year. This has resulted in new employees being hired, service levels being increased and significant cost savings being realized.
- Creating a team-oriented management climate where employees at all levels of the organization feel more comfortable in interacting and providing input to the City Manager's Office
- Increasing budget and financial oversight and beginning the process of establishing new policies and multi-year financial planning (e.g. formed an investment committee, updated investment policy, and quarterly investment reports).
- The COVID-19 pandemic has had a dramatic impact on every city over the past two years. With careful planning and proactive measures, the City of Jurupa Valley has been able to safely provide services while also following the restrictions that the Federal Government, the State of California and Riverside County Public Health issued. The City Manager's Office has continued to successfully balance the need to protect the employees while fulfilling our mission to serve the public.
- Completed the acquisition of the Riverside County Fleet Center Building, transitioned over 20 employees from City Hall to the new building (Jurupa Valley Operations Center), and began developing long-term plans for the building's use.
- Continued improvements to public outreach and transparency. Through the efforts of additional staff, the City is now communicating more effectively via social media, the Jurupa Valley on-line app, City website, special events, flyers, town hall meetings, digital billboards, electronic surveys and virtual meetings.
- Implemented a new policy to create Public Safety Community Facilities Districts (CFD's) for each new residential development to establish an additional revenue stream to fund enhanced law enforcement and fire services as development continues.
- Developed Jurupa Valley's first-ever Citywide Work Program to guide our efforts over the next year.

Key Goals for FY 2022-23

Goals

- Oversee the completion of Phase II of the Citygate Law Enforcement Services Study.
- Continue the successful onboarding of the new City employee positions that were approved by the City Council as part of the FY 2022-2023 City budget.
- Prepare a Multi-Year Street Maintenance Funding Strategy for City Council consideration.
- Conduct a City Council Candidate Orientation Session in Fall of 2022
- With the Community Development Director and Assistant City Manager, provide leadership on high-profile projects and development opportunity sites.
- Develop new Economic Development programs such as a Business Visitation Program, a Business Retention Program and City branding.
- Continue to build strong relationships with the City's key partner agencies: JUSD, JCSD, RCSD, JARPD, WRCOG, etc.
- 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.
- Develop and implement a strategic plan for the American Recovery Plan Act (ARPA) and ensure deadlines of obligations and expenditures will be met in compliance with Federal guidelines
- Continue to explore planning grant opportunities for the Santa Ana River
- Implement a Strategic Planning process with the Executive Team
- Develop an annual City Council Goal Setting process
- Begin strategic planning process for long term Civic Center needs
- Create a Legislative Platform
- Explore the creation of a developer fee to help fund public safety services

Office of the City Manager Department – City of Jurupa Valley

Human Resources

Key Achievements for FY 2021-22

Achievements

- Total of 25 recruitments from July 1, 2021 to June 30, 2022 (promotional or open to the public.); and received and processed 838 on-line job applications.
- Hired 21 new hires and converted 4 contracted positions to staff positions; created and conducted 4 salary surveys and new classifications between the months of July 1, 2021 to June 30, 2022.
- Reclassified 5 positions and salary ranges (PW Maintenance Coordinator, PW Facilities Specialist, Maintenance Worker III, and two Sr. Permit Technicians).
- 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.
- 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.
- Conducted the 360 Evaluation Process for the City Manager's classification for annual 2022 evaluation.
- Created a new salary schedule plan for 2021-22 to attract quality candidates and retain employees.
- Monitored Sexual Harassment Training for all Management and Administrative/Trade Staff.
- Completed 6 PERMA Safety Training for all staff between the months of January 2022-June 2022.
- Implemented an Internship Program to assist with special projects within the City.
- Coordination of 8 Employee Celebration Events including the City Manager's Quarterly Meetings.
- Transitions the City's PARS Retirement Plan to MissionSquare for providing additional investment options and savings to participants.
- Conducted 2 Focus Group Meetings to discuss Employee Job Satisfaction.

Key Goals for FY 2022-23

Goals

- Continue to expand the 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.
- Update the 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 2023 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 2022 to June 2023.
- Complete the City-Wide Classification and Compensation Study.
- Study the feasibility of a new STD Plan to reduce employee premiums.
- Study current Benefit Plans and Incentives for Employee Retention.

City of Jurupa Valley

CITY MANAGER
GENERAL FUND - 100-1130

	FY 2020/21	FY 2020/21	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<u>PERSONNEL</u>				
Salaries	660,320	839,977	839,977	1,231,676
Cafeteria Benefit	105,000	107,800	107,800	198,000
Retirement Contribution	46,044	59,006	59,006	86,217
Other Employee Costs	24,933	32,635	32,635	40,090
Total Personnel	836,298	1,039,418	1,039,418	1,555,984
<u>OPERATING EXPENSES</u>				
Office Supplies	5,060	10,500	10,500	16,000
Books/Subscriptions	1,248	500	500	10,700
Professional Services	83,642	212,112	212,112	391,000
Stipends	200	1,400	1,400	1,400
Litigation Cost	-	-	-	-
Consulting Services	227,213	62,500	62,500	173,360
Comm. Promotion/Econ Dev	184,088	175,000	175,000	25,000
Postage	-	-	-	300
Cell Phone	1,168	1,320	1,320	1,520
Grant Expenditures	41,460	-	-	-
Meetings/Conferences	(680)	10,000	10,000	32,100
Education/Training	8,154	3,000	3,000	4,000
Dues/Memberships	-	24,950	24,950	37,180
Furniture & Equipment	-	-	-	20,000
Total Operating	551,553	501,282	501,282	692,560
TOTAL CITY MANAGER	1,387,851	1,540,700	1,540,700	2,248,544

Expenditure Explanations

Salaries	City Manager, Assistant City Manager, Assistant to the City Manager, Human Resources/Risk Safety Manager, Human Resources Analyst, Human Resources Specialist, Principal Analyst, (2) Management Analysts, Executive Assistant, Intern
Office Supplies	\$3,000- Office Supplies, \$7,500- Economic Development Supplies/Materials; \$1,500-General supplies/open enrollment, ID card; \$1,000 -Risk Management; \$3,000 Ergonomic equipment & supplies
Books/Subscriptions	Press Enterprise Newspaper \$700 - HR Advertisement Jobs Available \$5,000; APWA \$2,500, Indeed \$2,500
Professional Services	\$36K-Sacramento Lobbyist; \$20K Misc. Consulting Services; \$60K Federal Lobbyist; \$75K H/R Professional Svcs, \$25K Risk Management; \$25K Civic Center Study; Grant Writer \$70K; EOC Riv. County \$80K
Stipends	Stipends for CDBG Committee
Consulting Services	HR Green contract services \$60K; Website Design \$80,000; \$7K audio visual; Executive Recruitment \$5,000; Legal Employment \$10,000; CPS Written Exam \$1,000; Professional Interpreters \$5,000; Pre-employment physical, background and degree checks \$5,000
Comm. Promotion/Econ Dev	Misc. \$25,000
Cell Phone	Cell phone costs for City Manager and PIO
Meetings/Conferences	ICSC \$4K; NEOGOV \$3K; SHRM \$2,500; CalPERA-HR Conference \$3K; Employee Celebration Committee \$14,700; PARMA \$150; LCW \$2,500; CalPERA-Risk \$2,250
Education/Training	MMASC \$1,500; CalEd \$1,500; Risk Management Certification Course (ARM) \$1,000
Dues/Memberships	Membership ICSC \$500; ICMA \$1,400; CCMF\$400, Cal Contract Cities \$21,150; LWC \$4,500; CALPELRA \$300; LCW \$5,500; PARMA \$300; CalPERA \$760; PRIMA \$770; CSDA \$1,600
Furniture & Equipment	Mobile Disaster-Communication Station (MDCS) \$20K for EOC

CITY CLERK



City Clerk Department – City of Jurupa Valley

Key Achievements for FY 2021-22

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 592 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 2022-23

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 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<u>PERSONNEL</u>				
Salaries	157,507	193,614	193,614	246,962
Cafeteria Benefit	16,800	16,800	16,800	39,600
Retirement Contribution	11,202	13,944	13,944	17,895
Other Employee Costs	6,615	6,878	6,878	7,769
Total Personnel	192,125	231,236	231,236	312,226
<u>OPERATING EXPENSES</u>				
Office Supplies	1,043	2,000	2,000	2,000
Books/Subscriptions	356	750	750	750
Professional Services	6,304	8,300	8,300	8,300
Elections	61,564	50,000	50,000	100,000
Consulting Services	-	56,250	56,250	-
Public Notices	62,513	43,000	43,000	43,000
Postage	36	500	500	500
Meetings/Conferences	-	1,750	1,750	1,750
Education/Training	462	500	500	3,000
Dues/Memberships	104	500	500	500
Total Operating	132,620	163,550	163,550	159,800
TOTAL CITY CLERK	324,745	394,786	394,786	472,026

Expenditure Explanations

Salaries and Benefits	City Clerk, (2) Deputy City Clerk (1 Full-Time / 1 Part-Time)
Books/Subscriptions	Minute Books
Professional Services	Municipal Code Publishing Services- Code updates
Elections	November 2022 General Municipal Election and Supplies
Public Notices	Mandatory Public Notices (Includes cost to publish Trash Lien notices - Cost offset by Admin. charges)
Education/Training	Certified Municipal Clerk Training - FT Deputy City Clerk
Dues/Memberships	International Institute of Municipal Clerks and California City Clerk's Association

ADMINISTRATIVE SERVICES



Administrative Services Department – City of Jurupa Valley

Finance

Key Achievements for FY 2021-22

- Updated City's investment policy
- Presented quarterly investment reports to City Council
- Completed the Annual Financial Audit and Comprehensive Annual Financial Report (CAFR) with an unmodified auditor opinion for FY 2020-21
- Completed the City's Single Audit for FY 2020-21 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) and no audit findings
- Provided oversight for third party audits during the fiscal year
- Received CARES Act funding through the State of California's Coronavirus Relief Fund and successfully completed the reporting cycles required
- Received American Rescue Plan Act (ARPA) funding and, with consultant, started quarterly reporting process
- Implemented GASB

Key Goals for FY 2022-23

- Continue the implementation of new permit software, Accela, for Planning, Building and Engineering Departments through the ACA process and implement online payments
- Work with departments to complete the new permitting software, Accela, for deposit and balance reporting, including working with Building Department to close out ALL old building permits issued before August 2019
- Develop quarterly budget/finance overview presentations to City Council
- Complete billing and audit files for the Dept. of Justice COVID-19 grant
- Update Tyler/Eden financial software to up to date versions after year end closing and begin phase 1 RFP process for new financial system software (explore cloud based options)
- Evaluate procedures related to federal grants funding that include risk assessment and evaluation over reporting and compliance
- Ensure successful timely completion of FY 2021-22 internal and external audits that result in audit reports containing no instances of material internal control weaknesses and unqualified auditor opinion for FY 2021-22 audit
- Establish Investment Committee
- Implement new investment strategy for idle cash to broaden City horizons beyond current investment portfolio (LAIF)
- Continue to review department-wide business processes to improve efficiency and internal controls and develop a cohesive Finance Department procedures manual
- Review department-wide business processes to improve efficiency and internal controls and develop a cohesive Finance Department procedures manual
- Identify strategies to expand cost allocation and reduce charges to General Fund
- Develop project timeline to produce the City's first multi-year Financial Plan
- Work with City Department to develop an asset inventory and ultimately a replacement schedule and asset replacement fund

Administrative Services Department – City of Jurupa Valley

Finance - Purchasing

Key Achievements for FY 2021-22

Achievements

- Established Purchase Order Process
- Centralized Online Account Orders
- Upgraded Postage Meter Equipment
- Coordination and Collaboration with Engineering, Public Works, Human Resources, City Manager's Office and Finance in publishing 17 project bid packages within a six-month period.
- AQMD Vehicle purchases in a disrupted supply chain
- Assisting Accounts Payable with Credit Card Purchases Tracking and Organization of Digital Receipts for Statement Reconciliation
- Coordination with Human Resources to create a tracking process for Risk Management Funds for Ergonomic Staff Needs
- Coordinated with I.T. to Assist Enrollment into CALNet First Responder Network Contract with AT&T

Key Goals for FY 2022-23

Goals

- Establishing Surplus Equipment Liquidation Processes
- Data Analysis of All City Utility Bills to Consolidate and Stream Line Account Billing Statements
- Establish RFP Requirements for Purchase, Implementation and Deployment of a New Financial System
- Establish Cal Card Credit Card Guidelines and Best Practices
- Procurement for City Hall Modernization Upgrade

City of Jurupa Valley

ADMINISTRATIVE SERVICES

GENERAL FUND - 100-1150

	FY 2020/21 ACTUAL	FY 2021/22 BUDGET	FY 2021/22 EST. ACTUAL	FY 2022/23 PROPOSED
<i>PERSONNEL</i>				
Salaries	589,250	993,564	993,564	963,888
Cafeteria Benefit	135,800	225,400	225,400	257,400
Retirement Contribution	40,300	69,582	69,582	67,472
Other Employee Costs	19,891	39,825	39,825	29,490
Total Personnel	785,241	1,328,371	1,328,371	1,318,250
<i>OPERATING EXPENSES</i>				
Office Supplies	5,772	8,000	8,000	8,000
Professional Services	501,299	577,400	577,400	449,740
Audit Services	36,080	36,500	36,500	46,200
Postage	149	150	150	200
Bank Service Fees	20,194	21,800	21,800	22,500
Meetings/Conferences	371	1,000	1,000	8,000
Education/Training	-	2,500	2,500	6,000
Dues/Memberships	1,010	4,305	4,305	485
Total Operating	566,153	651,655	651,655	541,125
TOTAL ADMIN SERVICES	1,351,394	1,980,026	1,980,026	1,859,375

Expenditure Explanations

Salaries and Benefits	Administrative Services Director, Principal Accountant, (2) Accountants II, Purchasing-Buyer, IT Tech, Sr. Accounting Tech, Accounting Tech, (2) Accounting Clerk, and (3) Admin. Support staff
Professional Services	HdL Sales Tax recovery service est. \$432K (15% of recoveries), \$17,300- HdL Prop Tax services and Statistical data for ACFR
Audit Services	Provides for Independent City Audit \$30K ACFR, \$2,500 AQMD, \$3K State Controller, GANN \$700 Single Audit \$5K each-\$10K
Bank Service Fees	Charges to process financial transactions such as credit cards.
Meetings/Conferences	CSMFO \$1,500, GFOA \$2,500 CAPPO \$1K, MISAC \$3K-IT
Education/Training	Finance \$1,000, IT \$5,000
Dues/Memberships	\$220 CSMFO, \$130 CAPPO, \$135 MISAC

NON-DEPARTMENTAL



City of Jurupa Valley

NON DEPARTMENTAL
GENERAL FUND - 100-1190

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<u>PERSONNEL</u>				
Salaries	-	-	-	-
Cafeteria Benefit	-	-	-	-
Retirement Contribution	-	-	-	-
Other Employee Costs	10,204	38,000	38,000	108,664
Total Personnel	10,204	38,000	38,000	108,664
<u>OPERATING EXPENSES</u>				
Office Supplies	15,826	16,000	16,000	10,000
Copying Costs	56,846	48,000	48,000	34,000
Equipment	493	-	-	-
Cleaning Supplies	-	15,000	15,000	-
Professional Services	15,408	15,820	15,820	15,820
Repairs & Maintenance	103,377	140,400	140,400	-
Vehicle Repair	42,636	60,000	60,000	-
Postage	17,277	28,000	28,000	18,000
Phone/Internet	36,908	42,000	42,000	42,000
Cell Phones	3,075	3,469	3,469	3,469
Electricity/Gas	34,276	35,000	35,000	-
Water and Sewer	4,515	4,500	4,500	-
Rent	5,727	3,400	3,400	-
Dues/Memberships	9,175	6,500	6,500	-
Furniture & Equipment	20,594	16,130	16,130	-
Debt-Principal & Interest Service	-	170,000	170,000	140,000
Interest Expense	11,441	161,699	161,699	195,038
Capital Equipment & Furniture	29,227	200,000	200,000	-
Buildings and Improvements	4,074,509	157,719	157,719	-
Capital Projects-DIF-HSIP	1,559,596	637,809	350,000	800,000
Total Operating	6,040,904	1,761,446	1,473,637	1,258,327
<u>INTERFUND CHARGES</u>				
Risk Management	176,922	591,743	591,743	630,000
Information Systems	342,684	349,017	596,426	830,245
Transfers Out	222,348	-	-	-
Total Interfund Charges	741,954	940,760	1,188,169	1,460,245
TOTAL NON-DEPARTMENTAL	6,793,062	2,740,206	2,699,806	2,827,236

Expenditure Explanations

Other Employee Costs	\$70K Tuition Program: \$33K cell phone allowance, both to be approved by City Council; \$5,400 Boot Reimbursement program
Copying Costs	Provides for all City copiers and per copy charges
Professional Services	Mission Square Admin (\$3,900) Shred It (\$720), Paychex processing (\$10,000), Paychex HR Admin (\$1,200)
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
Debt-Principal & Interest Service	Fleet Services Building
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 RBBB
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

PUBLIC WORKS ENGINEERING DEVELOPMENT



Public Works/Engineering Department Achievements and Goals

Key Achievements for 2021-22

Engineering Administration

- Completed the Local Roads and Safety Plan, which provides the framework for identifying and prioritizing roadway safety improvements on local roads
- Advertised Requests for Proposals for on-call engineering contracts including: traffic engineering, land surveying, and landscape architectural services
- Review scope, traffic control plans and issued 618 encroachment permits for work within the public right of way
- Review grading plans and issued 28 grading permits on various large sites citywide
- Successfully recruited three in-house engineers to support Development/CIP/PW Operations
- Successfully submitted various applications for senate/congressional funding for pavement maintenance on Mission Boulevard
- Submitted three grant applications for the Active Transportation Program (ATP) including: Granite Hill Safe Routes to School, Mira Loma Safe Routes to School and Agate Street Safe Routes to School

CIP/Design

- Completed the 2021/22 Citywide Slurry Seal, slurry sealing 126,000 square yards of local streets
- Completed Old Mira Loma Pavement Rehabilitation Phase 1
- Completed the Pacific Avenue Street Improvement Project
- Formally bid and awarded a construction agreement for Mission Boulevard Pavement Rehabilitation – Phase 2
- Formally advertised an RFP for professional design services for the Pacific Avenue Pedestrian and Bicycle Improvements Project and Market Street Roadway Widening Project
- Published a Request for Proposals for consulting services to assist in developing the Americans with Disabilities Act (ADA) Transition Plan

Public Works/Maintenance

- Initiated restructuring the Traffic Safety Committee to a Public Works Advisory Committee to expand their role and responsibilities
- Implemented GOGov, an online citizen request management system
- Completed and closed out approximately 1,950 service requests
- Successfully recruited three in-house maintenance staff
- Established a Citywide fleet management program
- Published a Request for Proposals for Citywide landscape maintenance
- Transitioned field staff to the new Jurupa Valley Operations Center

Environmental

- 808 commercial/industrial inspections completed
- 46 full capture devices installed to prevent trash from entering waterways
- Installed over 1,300 “No Dumping” catch basin markers
- Approved over 10 Water Quality Management Plans to reduce discharge of pollutants into urban runoff
- Performed annual catch basin inlet cleaning as part of the MS4 permit, cleaning a total of 863 basins
- Passed the City’s state mandated organic waste disposal reduction ordinance to comply with Senate Bill 1383 legislation
- Successfully consolidated the refuse program with Burrtec Waste Industries

Key Goals for 2022-23

- Continue seeking grant opportunities to fund future projects
 - Future opportunities include the Highway Safety Improvement Program and the Bridge Investment Program for unfunded transportation projects
- Continue transitioning from consultants to in-house City staff
- Continue to maintain the City’s tree inventory and implement a tree planting policy to develop a planting schedule and parkway landscape guidelines
- Publish a Request for Proposals to install additional full capture devices to maintain compliance with the MS4 permit
- Complete and initiate implementation of the Complete Street Safety Assessment
- Update the Street Pavement Management Program
- Update GIS maps to include CIP projects, road closures, maintenance information, and solid waste/street sweeping schedules.
- Continue to deliver projects per the Five Year Capital Improvement Program
 - Key projects include: Citywide Pavement Maintenance, Sunnyslope SRTS, Citywide Guardrail, Van Buren Widening, Market St Widening, and various street improvements (Mission Ph3, Van Buren Ph3, Riverside Dr, etc)
- Award agreements for land surveying, landscape architectural services, geotechnical services, and Citywide landscape maintenance
- Develop and adopt an ADA Transition Plan in accordance with Caltrans/Federal compliance requirements

City of Jurupa Valley

ENGINEERING/ DEVELOPMENT

GENERAL FUND - 100-1320

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<u>OPERATING EXPENSES</u>				
Office Supplies	51	500	500	500
Professional Services	79,208	72,000	72,000	597,000
Consulting Services	1,463,237	1,713,120	1,713,120	2,423,340
Postage	-	-	-	1,500
Meetings and conferences	-	-	-	5,257
Education and Training	-	-	-	5,000
Books and Subscriptions	-	-	-	7,000
Dues/Memberships	-	-	-	3,000
Public Notices	-	-	-	3,000
Total Operating	1,542,496	1,785,620	1,785,620	3,045,597
 TOTAL ENG/DEV	1,542,496	1,785,620	1,785,620	3,045,597

Expenditure Explanations

Books and Subscriptions	Subscription for Pavement Management Software Street Saver \$7,000
Professional Services	Program Compliance \$25,000; NPDES Permit \$75,000; Procurement of Full Capture Device to comply with MS4 permit \$75,000 ; Catch Basin Maintenance Repair \$10,000; \$50,000 City Wide Drainage Study
Consulting Engineering	Engineering/HR Green contract services for development related engineering services - fee offset. Includes costs of Engineering working on development projects being processed by Planning. Traffic Engineering Services \$100,000
Postage	Postage to mail invoices for annual NPDES inspections
Meetings and Conferences	CAQSA annual conference, APWA engineering specific conferences, Pretreatment Pollution Prevention & Storm Water Conference
Education and Training	Storm Water Certification and Training
Dues/memberships	CISEC annual renewal, continuing education units, and QSP certificates
Public Notices	Publish Bid request for Capital Improvement Projects

PUBLIC WORKS OPERATIONS



City of Jurupa Valley

PUBLIC WORKS OPERATIONS
GENERAL FUND - 100-1310

	<u>FY 2020/21</u> ACTUAL	<u>FY 2021/22</u> BUDGET	<u>FY 2021/22</u> EST. ACTUAL	<u>FY 2022/23</u> PROPOSED
<u>PERSONNEL</u>				
Salaries	259,200	1,259,215	1,259,215	2,275,685
Cafeteria Benefit	31,220	236,880	236,880	455,400
Retirement Contribution	17,739	88,819	88,819	159,298
Other Employee Costs	10,726	97,668	97,668	153,510
Total Personnel	318,885	1,682,582	1,682,582	3,043,892
<u>OPERATING EXPENSES</u>				
Office Supplies	2,841	6,000	6,000	10,000
Copying costs	-	-	-	-
Books/Subscriptions	-	500	500	500
Professional Services	-	-	-	262,000
Professional Services NPDES	24,814	38,000	38,000	-
Consulting Engineering	481,144	329,200	329,200	-
Contract (consulting)NPDES	512,345	245,000	245,000	-
Street Signs	-	10,000	10,000	-
Public Notices	-	1,000	1,000	-
Postage	65	1,500	1,500	500
Uniforms	-	-	-	-
Meetings/Conferences	-	-	-	-
Education/Training	-	-	-	4,000
Dues/Memberships	-	-	-	7,000
NPDES Permit	38,023	75,000	75,000	-
Vehicle Repair	-	-	-	124,800
Repairs and Maintenance	-	-	-	171,394
Utilities	-	-	-	130,000
Field Maintenance	-	-	-	55,272
Rentals	-	-	-	15,000
Capital Equipment & Furniture	-	-	-	16,130
Total Operating	1,059,233	706,200	706,200	796,596
TOTAL PUBLIC WORKS	1,378,118	2,388,782	2,388,782	3,840,488

Expenditure Explanations

Salaries and Benefits	City Engineer/PW Director, Deputy City Engineer, Sr. Civil Engineer, (2) Associate Engineers, Assistant Engineer, Public Works Operations Manager, PW Field Services Coordinator, PW Facilities Maintenance Specialist, Maintenance Worker III, (3) Maintenance Worker II, (2) Maintenance Worker I, Environmental Program Manager, Traffic Management Analyst, Sr. Management Analyst, (3) Sr. PW Inspectors, (2) PW Inspectors, Administrative Assistant, Sr. Permit Technician, Permit Technician, (2) Engineering Interns.
Professional Services	Consultant for Legislative refuse compliance \$20K; Employee uniforms Cintas agreement \$8K; Hazardous waste pickup \$8K; Janitorial Services \$56K; Senior Center JARPD Contract \$170K
Street Signs	To be designated during the Fiscal Year
Vehicle Repair	City's vehicle maintenance and fleet servicing \$60,000; Motor vehicle Fuel \$52,000; Vehicle safety retrofit/upgrades to various City vehicles \$10,000; Fuel Station maintenance South Coast AQMD permit \$2,800
Repairs and Maintenance	Building maintenance for all City facilities \$102,000; Fire safety equipment \$11,950, JVOC Emergency General annual generator maintenance \$2,700; Alarms/Surveillance Systems \$26,144; Miscellaneous exp \$5,000
Utilities	Utility services of Electricity, Gas, Water and Sewer for City Hall \$60,000, JVOC \$70,000
Field Maintenance	I-15 Interchange Maintenance \$25,272; Catch Basin Maintenance \$25,000; MCE assistance on special event staffing \$5,000
Capital Equipment & Furniture	Tools and equipment \$16,130

COMMUNITY DEVELOPMENT



Community Development Department – City of Jurupa Valley

Key Achievements for FY 2021-22

1. Adopted and Certified the 6th Cycle Housing Element
2. Adopted a Code Amendment to provide for stricter regulations on Alcohol Sales
3. Adopted a Code Amendment to provide development standards for Traditional Neighborhoods
4. Zone Code Amendment No. 20271 approving a (1) year Extension of Time for 2 Tentative Tract Maps (Nos 36957 & 36846) for Wineville Marketplace Project, LLC
5. Initiated a zoning code amendment to establish appropriate development standards and processing requirements for automobile fueling stations.
6. Adopted Urgency Ordinance No. 2021-18, imposing a moratorium on approval of building permits or other entitlements for automobile fueling stations
7. First Amendment to the Paradise Knolls Development with Paradise Jurupa, LLC, Equity Three Properties, LLC & Richmond American Homes re: removal of a requirement to provide Equestrian Stables and Arenas, Dedication of a One (1) Acre Site for a new park, & payment of \$600,000 Community Benefits fee

I. ACHIEVEMENTS

a. Adopted Code Amendments for the following items:

- Updated provisions for Accessory Dwelling Unit (ADU) and fee for ADU permit
- Updated MSCHP fees
- Revised provisions for Emergency Shelter
- Adopted a Code Amendment and complete land use study to address “Truck Intensive Uses” in certain zones
- Amend certain developments standards for Multiple Family Dwellings

b. Initiated a Code Amendment for the following items:

- Stricter regulations on Alcohol Sales
- Added development standards for Traditional Neighborhood
- Address “Truck Intensive Uses” in certain zones
- Establish appropriate development standards and processing requirements for automobile fueling stations

c. General Plan Implementation

- Annual Progress Report submitted to State HCD
- Completed and certified Housing Element 6th Cycle

II. MAJOR PROJECT APPROVALS

a. Commercial Projects:

- Extension of Time for Chevron Gas Station at Ben Nevis and Pedley (Shield Tech)
- New 7,380 sq ft. Autozone on the southeast corner of Limonite and Corey Blvd.
- Tractor Supply store and neighborhood commercial center with 2 drive-thrus at southwest corner of Sierra and Armstrong
- The Shops at Jurupa Valley- A new 32-acre shopping, dining, and commercial development on the corner of Pyrite St. and Mission Blvd. When finished, the “Shops at Jurupa Valley” project will include over 20 new buildings and over 230,000 square feet of retail/commercial space

b. Industrial Projects:

- West Coast Cold Storage facility on Rubidoux Blvd. & 26th St.
- Space Center: Overflow Truck and Trailer Parking at 11215 Riverside Drive

- Troy Court Industrial: 191,196 square-foot industrial park (total 3 buildings) at 4725, 4790, & 4795 Troy Court
- Agua Mansa Road Development: Development of 23.44 gross-acre property to accommodate two industrial buildings totaling 335,002 square feet

c. Housing Projects:

- a. Appaloosa Springs: 254 single-family lots located at 6501 Clay St.

III. PROPOSED MAJOR PROJECTS FOR FY 2022-23

a. Commercial Projects:

- Paradise Knolls Specific Plan Commercial Site: 2.2 acre commercial development with gas station with convenience store and drive-thru
- Aldi's: New supermarket at the Vernola Marketplace Shopping Center
- Shops at Jurupa Valley: Revise Permit to Amend Condition and adopt Cooperative Agreement
- The Marketplace at Bellgrave: 25,943 sq. ft. retail center with three tenants on 1.28 acres
- O'Reilly Auto Parts Store: Construction of a new automobile parts supply store on southeast corner of Agate and Mission Blvd.

b. Industrial Projects:

- 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
- Industrial Outdoor Ventures: Process Site Development Permit for a proposed 31,000 square foot industrial building on Riverside Drive and Wineville Road
- Keusder Homes Industrial Bldg.: Proposed construction of a 58,535 sq. ft. speculative industrial building on 3.44 acres on Bellgrave Ave. between 10055 and 10211 Bellegrave Ave.
- Burtec Waste Industries: New waste collection operations facility 9.82 acres.
- Rubidoux Commerce Park - 1.2 million square-foot Industrial Park - North of 28th St., West of Avalon St., and South of 25th St. - Proficiency Rubidoux, LLC

c. Residential Projects:

- DR Horton: 217 single-family units at Paradise Knolls Specific Plan
- Century Communities: 118 townhome development at Paradise Knolls Specific Plan area 2, lot 7
- Century Communities: 35 single family detached (cluster) homes development at Paradise Knolls Specific Plan area 2, lot 9
- Vernola Marketplace Apartments Phase B: 200 apartment units on 8.3 acres south of Vernola Marketplace Shopping Center, west of Pats Ranch and east of I-15 freeway
- Rexco Townhomes: Proposed Multi- family residential development of 66 town homes units on 4.12 acres
- Madone Collection: 35 single family residential units on 6.92 acres at 7586 Jurupa Rd.
- Saddlehorn Ranch: 32 single family residential units on 19.42 acres at 6550 Limonite Ave.
- Emerald Ridge North: 97 single-family residential lots and 118 townhome units on 42.68 acres on the southwest corner of 28th St. and Canal St.

a. 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.
- **District at Jurupa Valley:** Mixed-use development at 5520 30th St., with warehouse/logistics, industrial; general commercial; hospitality; mixed density residential, park and recreational uses on 250 acres.

II. SERVICES PROVIDED

SERVICES PROVIDED (FY 2021-2022)	
Total number of Planning Applications Received	344
Total number of Actions taken by Planning Commission	24
Total number of Planning Commission study sessions or work sessions held	7
Total Responses to Public Inquiries	14,961
• In person at the public counter	4,817
• Telephone	5,044
• Email	5,100
Total Plan Checks Completed	2,722
• Building Plan Checks	2,600
• Grading Plan Reviews	91
• Final Map Reviews	31

Community Development Department – City of Jurupa Valley

Key Goals for FY 2022-23

1. “Ready-Permit” Accessory Dwelling Unit
2. Adopt Inclusionary Housing Requirement and In-Lieu Fee option
3. Major Development Projects
 - Vernola Marketplace Apartment Community (Phase B)
 - District at Jurupa Valley
 - Rio Vista Specific Plan
 - Paradise Knolls Residential Projects (PA 2 and PA 5)
4. Complete Planning Department Filing and Laserfiche System
5. Pedley Village Master/ Strategic Plan
6. General Plan Amendment to revise Safety Element - Identify residential developments in recognized hazard areas without two evacuation routes.
7. Amendment to the Pedley Crossing Development Agreement to extend the term of the project
8. Zoning Code Amendments for the following:
 - a. Development Standards and Processing requirements for Gasoline Service Stations
 - b. Family Day Care (SB234)
 - c. Religious Institution Affiliated Housing Development (RIAHD)
 - d. Wireless Communication Facilities
 - e. Recycling Facilities
9. Initiation of a Zoning Code Text Amendment to Clarify the following:
 - a. Signage requirements for commercial buildings
 - b. Permit Expiration Periods and Extension of Time (EOT) Processing Procedures

City of Jurupa Valley

Community Development
GENERAL FUND - 100-1220

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<i>PERSONNEL</i>				
Salaries	180,303	967,424	967,424	1,455,868
Cafeteria Benefit	23,240	149,240	149,240	267,300
Retirement Contribution	12,448	68,109	68,109	101,911
Other Employee Costs	6,601	34,173	34,173	46,390
Total Personnel	222,592	1,218,946	1,218,946	1,871,469
<i>OPERATING EXPENSES</i>				
Office Supplies	7,842	14,772	14,772	15,000
Books/Subscriptions	-	912	912	2,500
Professional Services	340,501	300,000	300,000	233,850
Commissioner Stipends	4,550	6,000	6,000	6,000
Consulting Services-Reimb	-	563,180	563,180	1,663,200
Consulting Services	2,019,019	762,520	762,520	431,250
Public Notices	3,121	2,500	2,500	8,000
Postage	-	3,000	3,000	5,000
Meetings/Conferences	-	3,500	3,500	14,500
Education/Training	-	-	-	3,500
Dues/Memberships	-	3,600	3,600	3,600
Office Furniture and Equip.	-	-	2,000	5,200
Total Operating	2,375,033	1,659,984	1,661,984	2,391,600
TOTAL COMMUNITY DEV.	2,597,625	2,878,930	2,880,930	4,263,069

Expenditure Explanations

Salaries and Benefits	Community Development Director, Deputy Director of Community Development, Planning Manager, (3) Senior Planners, (2) Associate Planners, Assistant Planners, (2) Planning Technicians, (1) Planning Intern, Administrative Services Coordinator, Administrative Assistant II
Books/Subscriptions	Land Use Books:2022 Subdivision Map Act; 2022 Planning & Zoning Laws; Field Guide to American Houses; 2022 CEQA Handbook \$250; subscription to Western Cities \$100, Urban Land Magazine \$100
Professional Services	None required- Prof services for development projects are covered in Consulting Services-Reimb. Spanish Translation for public hearings, approx 6/meetings - \$5,000; Consultant services for GP & ZC updates - \$50,000; Economic Development/Housing on call services \$50,000
Commissioner Stipends	Planning commissioner stipends at \$50 per meeting attended
Consulting Services-Reimbursable	Civic Solutions contract services for fee based planning services
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	ICSC Las Vegas; (2) Staff Members \$2,000/ea- \$4,000; APA CA Conference & Hotel for (7) staff members - \$6,500; Planning Commission attendance at APA or similar conferences \$3,500; per diem and mileage - \$500
Dues/Memberships	APA memberships for each Commissioner
Office Furniture and Equip	File cabinets for planning case files; new copy machine \$5,200

BUILDING SAFETY



Building Department, Building Division – City of Jurupa Valley

Key Achievements for FY 2021-2022

- Accepting all plans for plan check electronically using the new Accela permit system.
- Building Inspection staff now able to input all inspection results into the Accela permit system from the field.
- Building Department activity reports are generated via the Accela permit system and posted on our City website.
- In-house technical training seminars for all Building Department staff were presented every month.
- Building Department staff meeting was held once a month.
- All Building Department staff attended an at least one 8 hour CALBO technical training seminar in Ontario or Orange County.
- 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.
- Collected fees that covered the Building Department costs to provide Plan Check and Inspection services.

Key Goals for FY 2022-2023

- Present a “Solar PV Plan Review”, in-house training class (8 hours) to the Building Division staff
- Cross train all Permit Technicians to perform minor residential inspections
- Cross train 3 of the Building Inspectors to perform minor Public Works inspections
- Present a Swimming Pool Safety seminar for local Pool Contractors and staff
- Present Accela training to the Public Works Dept. and Dev. Services Dept. regarding deposit tracking and custom report writing.
- Complete configuration of Accela to process online payments for Building Permits.
- Complete configuration of Accela to perform Electronic Plan check within Accela
- Develop training material and train Building Department Staff on Electronic Plan Check and Approvals
- Implement new fee structure into Accela (after fee study completion and approvals)
- Prepare staff report and ordinance language for adoption of the 2022 California Building Standards Codes
- Research and implement electronic signature software with template and text functions
- Implement Laserfiche archiving integration with Accela
- Prepare and Train staff on Updates to the newly adopted 2022 CA Building Codes
- Update Valuation Tables and Train Staff on proper method for determining project valuations
- Schedule all Staff to attend at least one CALBO Training Seminar.

City of Jurupa Valley

BUILDING SAFETY
GENERAL FUND - 100-1230

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<u>PERSONNEL</u>				
Salaries	295,024	861,584	861,584	930,090
Cafeteria Benefit	33,600	170,800	170,800	198,000
Retirement Contribution	20,971	60,686	60,686	65,841
Other Employee Costs	12,000	47,769	47,769	48,029
Total Personnel	361,595	1,140,839	1,140,839	1,241,960
<u>OPERATING EXPENSES</u>				
Office Supplies	9,605	19,600	19,600	11,800
Books and Subscriptions	4,337	1,500	1,500	6,200
Equipment	2,562	6,200	6,200	3,360
Consulting Services	1,882,983	709,656	709,656	852,618
Cell Phone	2,090	12,000	12,000	1,800
Meeting/Conferences	6	-	-	-
Education and Training	4,279	6,740	6,740	10,270
Dues/Memberships	855	560	560	560
Total Operating	1,906,718	756,256	756,256	886,608
TOTAL BUILDING	2,268,313	1,897,095	1,897,095	2,128,568

Expenditure Explanations

Salaries	50% of City Building Official, Building/Code Manager, Part-time Assistant Building Official, Building Inspection Supervisor, Sr. Building Inspector, Management Analyst (2) Building Inspectors, (2) Sr. Permit Technicians, (2) Permit Technicians, 50% Office Assistant II
Office Supplies	Office supplies to support 10 staff, 3000 permits, Plan labels \$1,700; Correction Notices \$2K; Door hangers (Notice of Attempt to Inspect) \$500; Inspection card stock \$1,100; Large project files folders \$500; C of O Stationary \$1,000; Printers ink (3 Pringers) \$2,800; Office supplies \$1,000; Kitchen Supplies \$1,200
Books and Subscriptions	The State of California is adopting the 2022 California Codes: 11 separate codes (\$1,300 per set) \$5,200. Supplementary handbooks and reference manuals \$1,000
Equipment	New Equipment needed to support field staff \$300; Shirts, jackets 18 Building division staff \$3,060
Consulting Services	HR Green contract services for all building related activities - fee offset.
Cell Phone	Wi-Fi for iPads used by Building Inspectors \$1,800
Education and Training	CALBO Education Week, two days for all Building division staff \$7,020
Dues/Memberships	ICC, CALBO

CODE ENFORCEMENT



Code Enforcement Division – City of Jurupa Valley

Key Achievements for FY 2021-22

- Code Enforcement Officer Appreciation Week proclamation was signed by Mayor
- The Building and Code Manager Mr. Ibarra successfully passed the ICC Residential Electrical Inspector, ICC Residential Mechanical Inspector, ICC Residential Plumbing Inspector, ICC Accessibility Inspector/Plans Examiner exams. He also obtained the ICC Residential Combination Inspector and the Master Code Enforcement Professional certification
- The Code Enforcement Supervisor Salas obtained the ICC Residential Plumbing Inspector.
- The Senior Code Enforcement Officer Batista obtained the ICC Residential Building Inspector Certification
- Code Officer Zimmermann obtained the ICC Zoning Inspector Certification.
- The Building and Code Manager Mr. Ibarra received the CACEO Award for Code Enforcement Officer of the Year.
- Responded to 4,730 complaints, opened 3,508 cases and resolved 3,331 cases (July 1, 2021 to June 30, 2022).
- Issued 882 Notice of Violation Letters (7/1/2021-6/30/2022)
- Issued 653 Administrative Citations (7/1/2021-6/30/2022)
- Issued 1,257 Notice of Possible Violation (Door Hangers) (7/1/2021-6/30/2022)
- Conducted 7,699 Inspections (7/1/2021-6/30/2022)
- Recorded 30 Declaration of Sub Standard Property Notices (7/1/2021-6/30/2022)
- Managed the solid and organic waste disposal program and report statistical information to State agencies.

Code Enforcement Division – City of Jurupa Valley

Key Goals for FY 2022-2023

- Ensure that 4 of the 7 Code Enforcement Officers attain the International Code Council Residential certification.
- Ensure that 4 of the 7 Code Enforcement Officers attain the International Code Council Property Maintenance Inspector certification.
- Ensure that 4 of the 7 Code Enforcement Officers attain the International Code Council Zoning Inspector certification.
- Ensure that all 7 code enforcement officers are CACEO certified.
- Schedule Code Enforcement staff to attend CACEO training.
- Submit the application for the CACEO Code Enforcement Department of the Year Award
- Submit the application for Code Enforcement Officer of the Year for Irwin Salas
- Integrate the Data Ticket System with the GoGovApps system
- Cross train at least 2 code officers to perform minor residential inspections
- Request reimbursement for city cost from Abandoned Vehicle Abatement Program.

City of Jurupa Valley

CODE ENFORCEMENT
GENERAL FUND - 100-1240

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<u>PERSONNEL</u>				
Salaries	474,860	636,550	636,550	672,607
Cafeteria Benefit	102,200	138,600	138,600	168,300
Retirement Contribution	33,054	44,590	44,590	47,083
Other Employee Costs	41,152	70,630	70,617	64,140
Total Personnel	651,266	890,370	890,357	952,130
<u>OPERATING EXPENSES</u>				
Office Supplies	2,556	7,310	7,310	10,576
Books and Subscriptions	-	1,528	1,528	1,546
Equipment	4,155	10,560	10,560	8,140
Professional Services	6,320	-	-	40,000
Consulting Services	41,610	40,000	40,000	-
Weed Abatement	1,990	10,000	10,000	10,000
Graffiti Abatement	80,000	80,000	80,000	80,000
Vehicle Abatement	-	3,000	3,000	3,000
Postage	7,000	12,000	12,000	12,000
Cell Phone	3,180	13,560	13,560	7,980
Meetings and conferences	-	-	-	500
Education and Training	5,511	10,256	10,256	13,498
Dues/Memberships	1,160	970	970	2,770
Total Operating	153,481	189,184	189,184	205,970
TOTAL CODE ENFORCE	804,748	1,079,554	1,079,541	1,158,100

Expenditure Explanations

Salaries	50% of City Building Official, Building/Code Manager, Code Enforcement Supervisor, Senior Code Enforcement Officer, Code Enforcement II, (4) Code Enforcement Officer I, 50% Office Assistant II
Office Supplies	Notice of violation, Citations, Door hangers, Correction notices
Books and Subscriptions	CA adopting 2022 CA Codes. 8 copies of the CA Residential Code and 12 copies of Int. Property Maint. Code
Equipment	Includes Equipment for field work and electronics
Professional 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, iPads, N5x1 Ticketing device data
Meetings and conferences	Point in Count Hosting, Homeless point in time count
Education and Training	CACEO Annual Training, ICC Exam Cost, CALBO Education week
Dues/Memberships	CACEO Membership and application renewal fee

PUBLIC SAFETY



City of Jurupa Valley

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

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
<u>OPERATING EXPENSES</u>				
Professional Services	-	-	-	12,000
Police Contract	18,533,300	21,876,016	21,876,016	23,157,877
Fire Responsibility Area	230,656	340,608	340,608	420,195
<i>Total Operating</i>	18,763,956	22,216,624	22,216,624	23,590,072
TOTAL PUBLIC SAFETY	18,763,956	22,216,624	22,216,624	23,590,072

Expenditure Explanations

Professional Services	TIP Program
Police Contract	Dedicated patrol officers for Jurupa Valley. 2.50% deputy rate increase
Fire Responsibility Area	Wildland fire protection services agreement with Calfire; 50% of Fire Inspector \$300,000 estimated \$150K

City of Jurupa Valley

ANIMAL SERVICES GENERAL FUND - 100-1420

	FY 2020/21 ACTUAL	FY 2021/22 BUDGET	FY 2021/22 EST. ACTUAL	FY 2022/23 PROPOSED
<u>OPERATING EXPENSES</u>				
Animal Control	464,089	1,231,505	1,231,505	1,256,135
Total Operating	464,089	1,231,505	1,231,505	1,256,135
TOTAL ANIMAL SERVICES	464,089	1,231,505	1,231,505	1,256,135

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
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City of Jurupa Valley

COUNTY REVENUE SHARING AGREEMENT
GENERAL FUND - 100-1430

	<u>FY 2020/21</u> ACTUAL	<u>FY 2021/22</u> BUDGET	<u>FY 2021/22</u> EST. ACTUAL	<u>FY 2022/23</u> PROPOSED
<i>OPERATING EXPENSES</i>				
Revenue Neutrality	7,434,610	7,429,809	7,429,809	7,591,661
Total Operating	7,434,610	7,429,809	7,429,809	7,591,661
TOTAL PUBLIC SAFETY	7,434,610	7,429,809	7,429,809	7,591,661

Expenditure Explanations

Revenue Neutrality Agreement with County of Riverside

WORKING TOGETHER TO IMPROVE OUR INFRASTRUCTURE

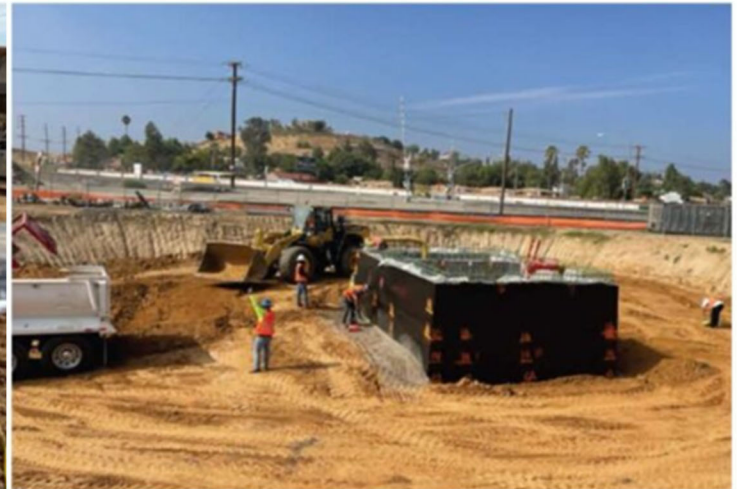


Crews working on the future retaining wall system where the lowered Jurupa Rd. will be constructed.

SPECIAL FUNDS



Crews working on the retaining wall system where Jurupa Road will be lowered.



Crews backfilling the Storm Water Pump Station structure.

PROJECT PARTNERS



City of Jurupa Valley

GAS TAX ROAD MAINTENANCE
SPECIAL REVENUE - 200-2000

	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Beginning Fund Balance	(119,057)	227,683	227,683	677,882
<u>REVENUE</u>				
Section 2103	714,429	903,285	916,670	1,064,647
Section 2105	545,551	622,685	639,652	697,426
Section 2106	335,062	380,863	386,992	422,405
Section 2107	738,223	790,374	871,300	952,795
Section 2107.5	10,000	10,000	10,000	10,000
Grants	-	-	-	-
Transfers in/out	265,014	-	-	-
Interest Earnings-Other	-	15,000	9,910	9,900
TOTAL REVENUE	2,608,280	2,722,207	2,834,524	3,157,173
Balance Available	2,489,223	2,949,890	3,062,207	3,835,055
<u>PERSONNEL</u>				
Salaries	169,660	183,259	183,259	209,978
Cafeteria Benefit	50,400	50,400	50,400	59,400
Retirement Contribution	11,776	12,828	12,828	14,698
Other Employee Costs	20,099	23,118	23,118	22,972
Total Personnel	251,935	269,605	269,605	307,049

City of Jurupa Valley

GAS TAX ROAD MAINTENANCE SPECIAL REVENUE - 200-2000

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Operating Expenses				
Professional Services	1,200	-	-	-
Consulting Engineering	-	-	-	-
Street Maintenance	777,038	740,000	740,000	740,000
Signal Maintenance	482,125	275,000	275,000	275,000
Tree Trimming	167,915	200,000	200,000	200,000
Contract Street Materials	67,874	100,000	100,000	100,000
Street Striping	106,350	150,000	150,000	150,000
Street Signs	40,050	100,000	100,000	100,000
On Call Pvmnt Repair	99,470	120,000	120,000	120,000
Repairs & Maintenance	7,520	10,000	10,000	10,000
Weed Abatement	-	5,000	5,000	5,000
Graffiti Abatement Services	20,000	20,000	20,000	20,000
Electric/Gas Cost	122,878	124,720	124,720	124,720
Median Maintenance	53,612	50,000	50,000	50,000
Education/Training	50	5,000	5,000	5,000
Capital Projects	63,524	215,000	215,000	215,000
Total Operating	2,009,605	2,114,720	2,114,720	2,114,720
TOTAL EXPENSES	2,261,540	2,384,325	2,384,325	2,421,769
Ending Fund Balance	227,683	565,565	677,882	1,413,286

Expenditure

Salaries and Benefits	Includes 3 Public Works personnel and a portion of the Public Works Operations Manager
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 2022-23 CIP \$65K-Citywide Guardrail Replacement, \$150K Misc. Drainage Repairs, Traffic Safety related items \$123,524

City of Jurupa Valley

SB-1 RMRA SPECIAL REVENUE -201-2010

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Beginning Fund Balance	1,681,404	2,544,780	2,544,780	2,584,381
<u>REVENUE</u>				
SB-1	1,985,163	2,077,597	2,138,959	2,364,035
Traffic Congestion Relief	-	100,000	100,000	100,000
Interest Earnings	9,910	-	-	-
Transfer In	-	-	-	-
TOTAL REVENUE	1,995,073	2,177,597	2,238,959	2,464,035
Balance Available	3,676,477	4,722,377	4,783,739	5,048,416
<u>Operating Expenses</u>				
Consulting Engineering	227,683	199,358	199,358	-
Capital Projects	904,014	4,247,251	2,000,000	4,000,000
Projects Administration	-	-	-	-
Total Operating	1,131,697	4,446,609	2,199,358	4,000,000
TOTAL EXPENSES	1,131,697	4,446,609	2,199,358	4,000,000
Ending Fund Balance	2,544,780	275,768	2,584,381	1,048,416

Expenditure Explanations

Capital Projects	Capital project construction and engineering inspection costs for FY 2022-23 includes project funding more specifically identified in the City's FY 2022-23 CIP and carryovers from FY 21/22
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City of Jurupa Valley

MEASURE A ROAD MAINTENANCE
SPECIAL REVENUE - 210-2100

	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Beginning Fund Balance	1,540,861	2,445,551	2,445,551	1,126,648
	-			
REVENUE	-			
Measure A	2,878,604	2,317,000	2,970,000	3,557,000
Interest Earnings	7,793	13,000	13,000	10,000
Transfer In	53,202	-	-	-
TOTAL REVENUE	2,939,599	2,330,000	2,983,000	3,567,000
Balance Available	4,480,460	4,775,551	5,428,551	4,693,648
EXPENSES				
Operating Expenses				
Office Supplies	-	4,000	4,000	4,000
Professional Services	3,000	3,000	3,000	3,000
Consulting Engineering	-	-	-	-
Debt Service	790,000	1,057,800	1,057,800	820,000
Interest Expense	266,854	-	-	237,800
Capital Projects	928,624	2,981,302	3,132,090	2,981,302
Projects Administration	46,431	105,013	105,013	105,013
Total Operating	2,034,909	4,151,115	4,301,903	4,151,115
TOTAL EXPENSES	2,034,909	4,151,115	4,301,903	4,151,115
Ending Fund Balance	2,445,551	624,436	1,126,648	542,533

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 2022-23 includes project funding more specifically identified in the City's FY 2022-23 CIP Carryovers from FY 21/22
Projects Administration	Administrative overhead for Measure A Capital Projects Program

City of Jurupa Valley

AQMD
SPECIAL REVENUE - 230-2300

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Beginning Fund Balance	388,258	446,322	446,322	544,411
REVENUE				
Intergovernmental	139,826	138,338	138,757	138,757
Interest Earnings	1,315	2,500	753	753
TOTAL REVENUE	141,141	140,838	139,510	139,510
Balance Available	529,399	587,160	585,832	683,921
Operating Expenses				
Professional Services	-	-	13,856	10,000
Motor Vehicle Fuel	-	-	-	-
Street Signs	-	12,000	-	12,000
Vehicle Purchases	83,077	175,130	27,565	290,260
Total Operating	83,077	187,130	41,421	312,260
TOTAL EXPENSES	83,077	187,130	41,421	312,260
Ending Fund Balance	446,322	400,030	544,411	371,661

Expenditure Explanations

Professional Services	Upgrade/Replace plug in charges at JVOC
Street Signs	Two each-Electronic Reader Signs
Vehicle Purchases	Ford Escape Hybrid \$55,130 C/O; \$50K Van Pool-Chrysler Pacifica Plug in Hybrid for CM, \$65K each Planning Inspection Vehicles; \$55,130 for two each Ford Escape Hybrids for Building Inspectors

City of Jurupa Valley

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

	<u>FY 2020/21</u> ACTUAL	<u>FY 2021/22</u> BUDGET	<u>FY 2021/22</u> EST. ACTUAL	<u>FY 2022/23</u> PROPOSED
Beginning Fund Balance	(32,528)	(32,528)	(32,528)	(65,056)
<u>REVENUE</u>				
Federal CDBG	779,034	1,157,789	1,490,221	1,200,000
Other Revenue	-	188,228	261,826	373,550
Carryover Revenue	-	-	-	446,218
TOTAL REVENUE	779,034	1,346,017	1,752,047	2,019,768
Balance Available	746,506	1,313,489	1,719,519	1,954,712
<u>EXPENSES</u>				
Operating Expenses				
Professional Services	22,180	25,000	25,000	-
Community Service Programs	170,144	173,668	346,039	170,000
CDBG Administration	107,229	96,943	76,961	76,000
Grant Expenditures	114,535	104,000	51,996	104,000
Capital Projects	364,946	1,655,525	1,284,579	850,000
Total Operating	779,034	2,055,136	1,784,575	1,200,000
TOTAL EXPENSES	779,034	2,055,136	1,784,575	1,200,000
Ending Fund Balance	(32,528)	(741,647)	(65,056)	754,712

Expenditure Explanations

Community Svcs. Programs	Various community services programs- Recommended, Homeless Services, Senior Nutrition. \$150,000 Path of Life, \$20,000 FSA
CDBG Administration	GRC Associates and City Staff Admin \$88,994
Grant Expenditures	Housing Rehab Grants and GRC Admin \$104,000
Capital Projects	New Capital Projects \$850K. Various carryover projects per CIP

City of Jurupa Valley

RISK MANAGEMENT INTERNAL SERVICE - 710-7100

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2021/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Beginning Fund Balance				
<u>REVENUE</u>				
Interfund Charges				
Transfer In from Gen Fund	176,922	591,743	591,743	630,000
TOTAL REVENUE	176,922	591,743	591,743	630,000
Operating Expenses				
Insurance Premiums	176,922	591,743	591,743	630,000
Total Operating	176,922	591,743	591,743	630,000
TOTAL EXPENSES	176,922	591,743	591,743	630,000
Ending Fund Balance	-	-	-	-

Expenditure Explanations

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

Administrative Services Department – City of Jurupa Valley

Information Services

Key Achievements for FY 2021-22

Achievements

- Transition to On Site IT Support
- Setup network (switches, router, WiFi Access Points, Firewall), internet access and workstations for employee move to JVOC
- Setup new copiers and printers at City Hall and JVOC
- Setup JVOC Conference Room, ready for meetings/trainings
- Upgrading User PCs - ALL users (95% completed)
- Implement Shared Cloud solution (Office 365/Sharepoint) on department basis, Engineering and Public Works, City Manager's Office, IT, Finance (partial)
- GoGov Ecitizen - Mobile App
- Smart Sheet implementation
- Work at home, VPN access created for phased roll out
- Implement Photo ID Badge system (printer, physical access system, Entrapass)
-

Key Goals for FY 2022-23

Goals

- Accela - Training, expand to employees, Accela administration
- Implement IT Policies for the City
- Cybersecurity Best Practices-Training and Implementation (information, email phishing)
- Setup MDM Mobile Device Management
- Setup Inventory logging, device check out system
- Finalize physical access to buildings (permission levels, hours, workdays, employee /consultant)
- Install and rewire network rack
- Implement Shared Cloud solution (Office 365/Sharepoint) City Wide
- Technology access for redesign of City Hall Conf Rooms, cubes, offices
- Server, Network Hardware upgrade/ replacement
- HDL Prime End of Life, Integrate Business registrations into Accela
- Work with Management Office/ Devyn to migrate web services from Civic Plus to Granicus
- Training Room setup JVOC
- Guest Access system and tracking (work with Human Resources)
- EOC Emergency Operations Center setup, implementation JVOC
- Setup Wifi/ network for Charging station in Parking lot
- Direct Circuit between City Hall and JVOC

City of Jurupa Valley

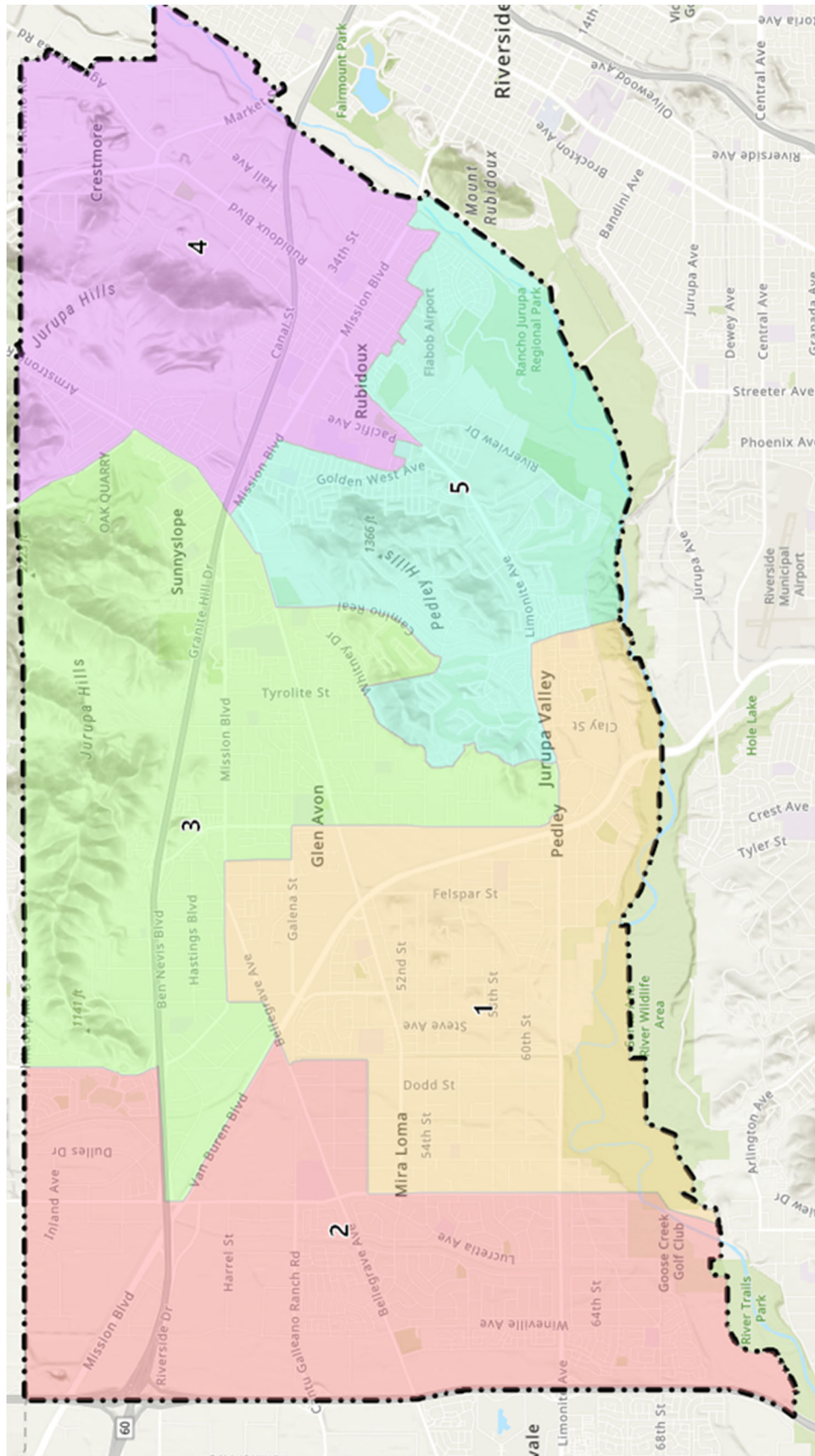
INFORMATION SYSTEMS
INTERNAL SERVICE - 720-7200

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Beginning Fund Balance	-	-	-	-
REVENUE				
Interfund Charges	-	-	-	-
Transfer In from Gen Fund	342,684	596,426	549,426	830,245
TOTAL REVENUE	342,684	596,426	549,426	830,245
Operating Expenses				
Professional Services	34,765	48,840	48,840	48,840
Hardware/Software Support	198,478	349,017	349,017	449,261
GIS Systems	47,329	55,500	55,500	178,850
Microfilm/Scanning	18,721	112,136	112,136	83,461
Software	30,867	30,433	30,433	30,433
Hardware	12,523	500	500	39,400
Total Operating	342,684	596,426	596,426	830,245
TOTAL EXPENSES	342,684	596,426	596,426	830,245
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 (\$115,450), GoGovApps (\$32,017), 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-New Fee Study updates (\$71K), Green Tec-WORM-Laserfiche (\$2,211), Adobe (\$1,700), CivicPlus-Website support (\$5,136), Bluebeam Licenses \$650x7=\$4,550, Qless Queuing System \$20,000
GIS Systems-fee paid	HR Green GIS services; Community Development
Microfilm/Scanning - fee paid	Laserfiche Scanning & Imaging - cost offset w/ Microfilm/Scanning fees \$33,461 Bldg, \$50,000 Planning
Software	Server upgrades-from Microsoft Windows Server 2008-\$20,000, Cloud-to-cloud backup \$10,433
Hardware	Hardware updated description - 16 User Computers (new hires), PC Monitors, Keyobard, Mice, Webcams, power strips, (\$32,000) Replace IT User Devices, old monitors printers, keyboards, mice, printers and plotter repairs (\$5,000) Miscellaneous hardware and cabling and cable/network tools, and shelving. (\$2,400)

SPECIAL DISTRICTS



City of Jurupa Valley

LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT 89-1

	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Beginning Fund Balance	724,103	742,355	464,193	186,031
REVENUE				
Special Assessments	890,944	898,628	898,628	862,528
Balance Transfer from County	-	-	-	-
Other Revenue	36,086	-	-	36,100
Interest Earnings	2,736	8,160	8,160	8,160
TOTAL REVENUE	929,765	906,788	906,788	906,788
Balance Available	1,653,868	1,649,143	1,370,981	1,092,819
EXPENSES				
Personnel				
Salaries	11,345	11,260	11,260	11,260
Cafeteria Benefit	1,540	1,680	1,680	788
Retirement Contribution	750	788	788	1,680
Other Employee Costs	401	430	430	430
Total Personnel	14,036	14,158	14,158	14,158
Operating Expenses				
Consulting Services	31,998	52,429	52,429	52,429
Landscaping/Tree Trimming	427,391	246,948	246,948	246,947
Repairs and Maint	35,495	28,325	28,325	28,325
Traffic Signal/Pump Electric	105,236	106,657	106,657	106,657
Street Lighting	143	-	-	-
Water and Sewer	225,368	653,184	653,184	653,184
LLMD Maintenance	19,278	27,497	27,497	23,807
Total Operating	844,910	1,115,040	1,115,040	1,111,350
Interfund Charges				
Administrative Overhead 5%	52,567	55,752	55,752	55,567
Total Interfund Charges	52,567	55,752	55,752	55,567
TOTAL EXPENSES	911,513	1,184,950	1,184,950	1,181,075
Ending Fund Balance	742,355	464,193	186,031	(88,256)

Expenditure

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

CFD 2013-001

BELLGRAVE



City of Jurupa Valley

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

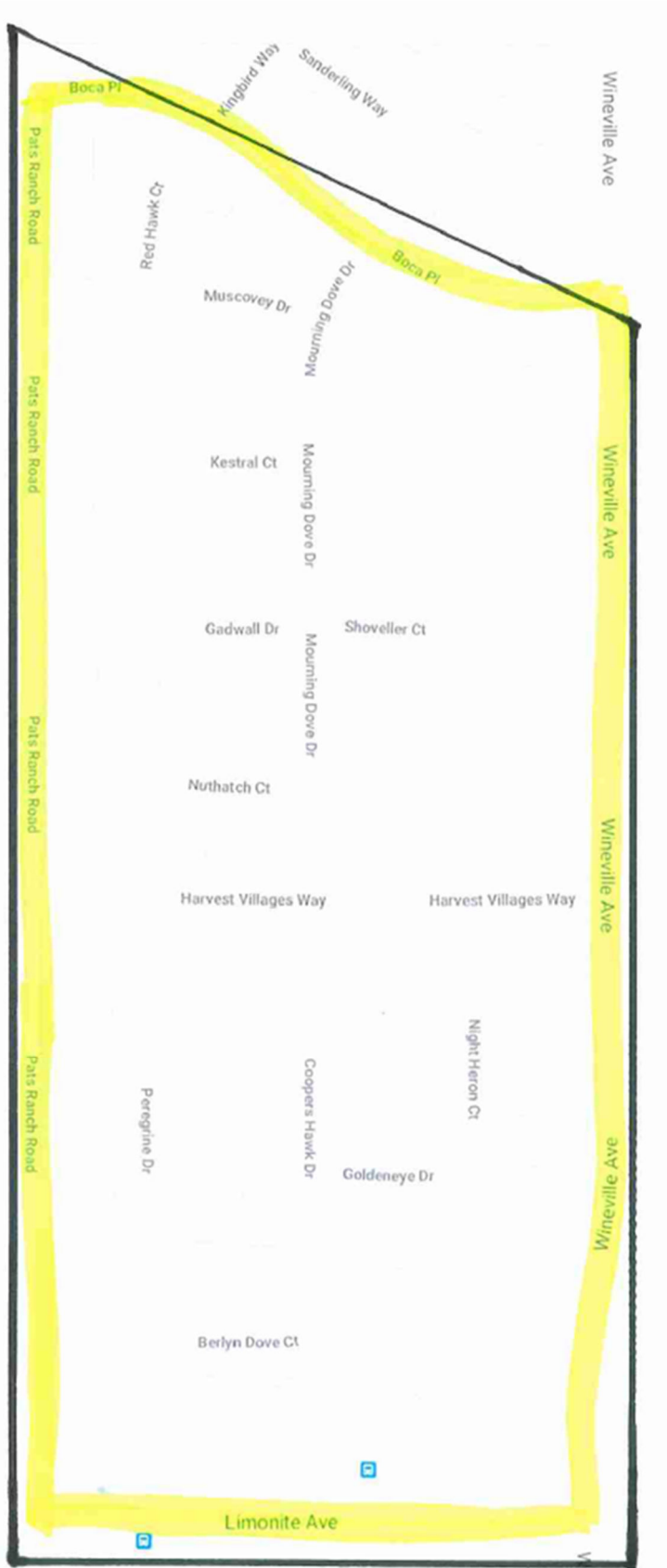
	<u>FY 2020/21</u> ACTUAL	<u>FY 2021/22</u> BUDGET	<u>FY 2021/22</u> EST. ACTUAL	<u>FY 2022/23</u> PROPOSED
Beginning Fund Balance	863,599	1,073,796	1,323,220	1,566,322
REVENUE				
Special Assessments	511,897	487,019	470,955	477,082
Interest Earnings	3,703	-	9,742	9,937
TOTAL REVENUE	515,600	487,019	480,697	487,019
Balance Available	1,379,199	1,560,815.27	1,803,917	2,053,341
Operating Expenses				
Consulting Services	5,895	24,646	24,646	7,133
Signal Maintenance	812	74	74	983
Landscaping/Tree Trimming	202,997	103,073	103,073	245,626
Repairs and Maint	9,023	-	-	10,918
Electricity/Natural Gas	15,303	-	-	16,833
Street Lighting	16,027	35,279	35,279	19,392
Water and Sewer	26,503	-	-	-
CFD Maintenance	1,079	37,665	37,665	1,306
Water Quality Maint.	-	15,259	15,259	-
Total Operating	277,639	215,996	215,996	302,192
Interfund Charges				
Administrative Overhead 10%	25,044			
Transfers Out	2,720	21,599	21,599	30,219
Total Interfund Charges	27,764	21,599	21,599	30,219
TOTAL EXPENSES	305,403	237,595	237,595	332,411
Ending Fund Balance	1,073,796	1,323,220	1,566,322	1,720,930

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

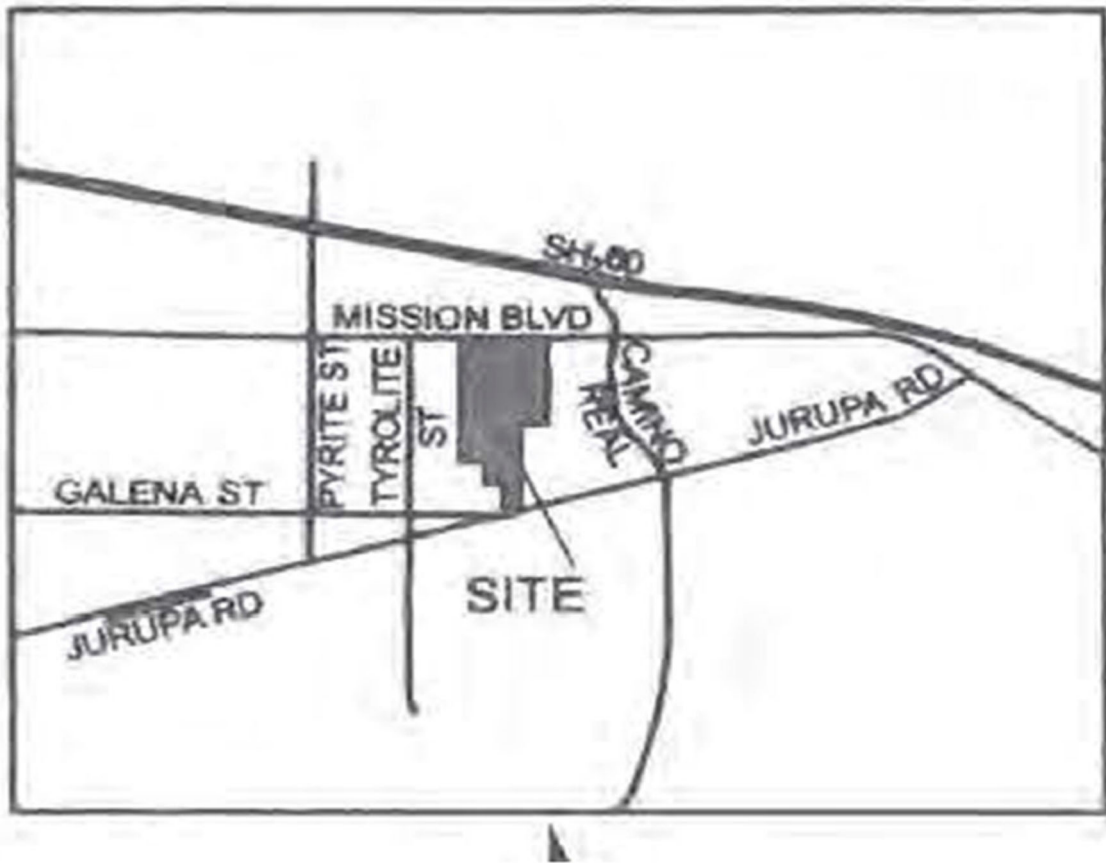
CFD 14-001 Harvest
351 - 3510

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Beginning Fund Balance	550,735	611,132	668,418	725,704
REVENUE				
Special Assessments	299,730	275,911	275,911	311,243
Interest Earnings	2,277	-	-	2,369
TOTAL REVENUE	302,007	275,911	275,911	313,612
Balance Available	852,742	887,043	944,329	1,039,316
Operating Expenses				
Consulting Services	4,135	15,239	15,239	5,003
Signal Maintenance	-	-	-	-
Landscaping/Tree Trimming	161,661	108,309	108,309	195,610
Repairs and Maint	15,092	-	-	18,261
Graffiti Abatement Services	-	-	-	-
Street Lighting	7,242	10,085	10,085	8,763
Water and Sewer	29,845	-	-	-
CFD Maintenance	1,670	41,551	41,551	-
Water Basin Maint	-	23,566	23,566	-
Total Operating	219,646	198,750	198,750	227,637
Interfund Charges				
Administrative Overhead 10%	-	-	-	22,764
Transfers Out	21,965	19,875	19,875	-
Total Interfund Charges	21,965	19,875	19,875	22,764
TOTAL EXPENSES	241,610	218,625	218,625	250,401
Ending Fund Balance	611,132	668,418	725,704	788,915

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 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
	ACTUAL	ACTUAL	EST. ACTUAL	PROPOSED
Beginning Fund Balance	499,435	588,065	658,703	729,341
<u>REVENUE</u>				
Special Assessments	157,286	169,658	169,658	163,825
Interest Earnings	2,043	-	-	2,125
TOTAL REVENUE	159,329	169,658	169,658	165,950
Balance Available	658,764	757,723	828,361	895,291
Operating Expenses				
Consulting Services	4,353	8,949	8,949	5,267
Signal Maintenance	-	-	-	-
Landscaping/Tree Trimming	40,593	34,069	34,069	49,117
Repairs and Maint	695	2,038	2,038	765
Graffiti Abatement Services	-	-	-	-
Traffic Signal/Pump Electric	5,794	8,200	8,200	7,011
Street Lighting	2,384	333	333	2,885
Water and Sewer	9,603	-	-	-
CFD Maintenance	850	24,160	24,160	-
Water Quality Maint.	-	12,269	12,269	-
Total Operating	64,272	90,018	90,018	65,045
Interfund Charges				
Administrative Overhead 10%	-	-	-	6,504
Transfers Out	6,427	9,002	9,002	-
Total Interfund Charges	6,427	9,002	9,002	6,504
TOTAL EXPENSES	70,699	99,020	99,020	71,549
Ending Fund Balance	588,065	658,703	729,341	823,742

Expenditure

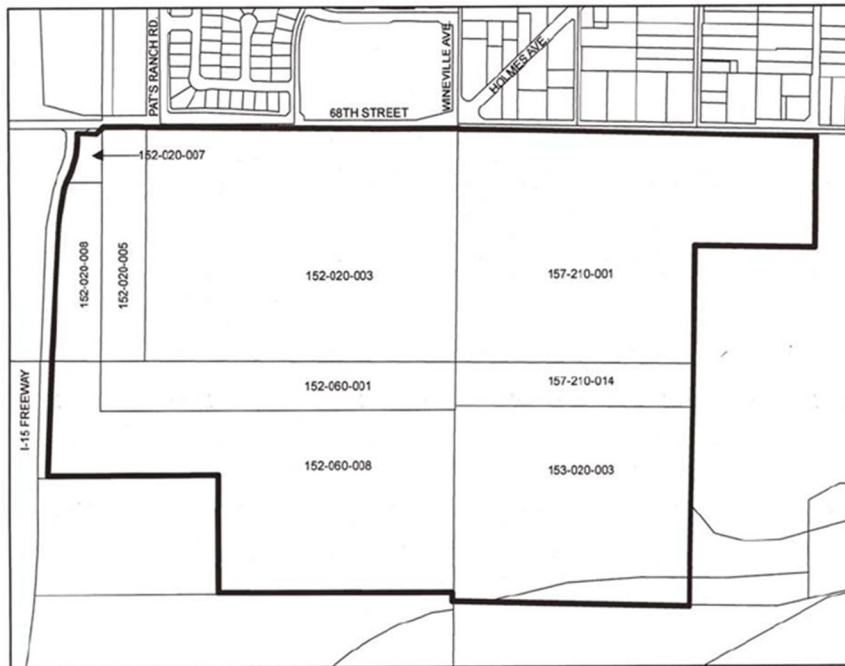
Consulting Services	Management of maintenance agreements and inspection services
Landscaping/Tree Trimming	Cost of contract for landscape maintenance services

CFD 2015-001

RIVERBEND

PROPOSED BOUNDARY
COMMUNITY FACILITIES DISTRICT NO. 2015-001 (RIVERBEND)
 OF THE CITY OF JURUPA VALLEY
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

SHEET 1 OF 1



Legend
 PROPOSED BOUNDARY

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

- 152-020-003
- 152-020-005
- 152-020-007
- 152-020-008
- 152-060-001
- 152-060-008
- 153-020-003
- 157-210-001
- 157-210-014

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING THE PROPOSED BOUNDARIES OF COMMUNITY FACILITIES DISTRICT NO. 2015-001 (RIVERBEND) OF THE CITY OF JURUPA VALLEY, RIVERSIDE COUNTY, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY OF JURUPA VALLEY AT A REGULAR MEETING HELD ON THE 3rd DAY OF March 2016, BY ITS RESOLUTION NO. 2016-04.
Natasha Maske
 CITY CLERK
 CITY OF JURUPA VALLEY

FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF JURUPA VALLEY, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA THIS 1st DAY OF March 2016.
Natasha Maske
 CITY CLERK
 CITY OF JURUPA VALLEY

RECORDED THIS 20th DAY OF March 2016 AT THE HOUR OF 2:57 O'CLOCK P.M. IN BOOK 78 OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE 13, IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.



City of Jurupa Valley

CFD 15-001 Riverbend
353 - 3530

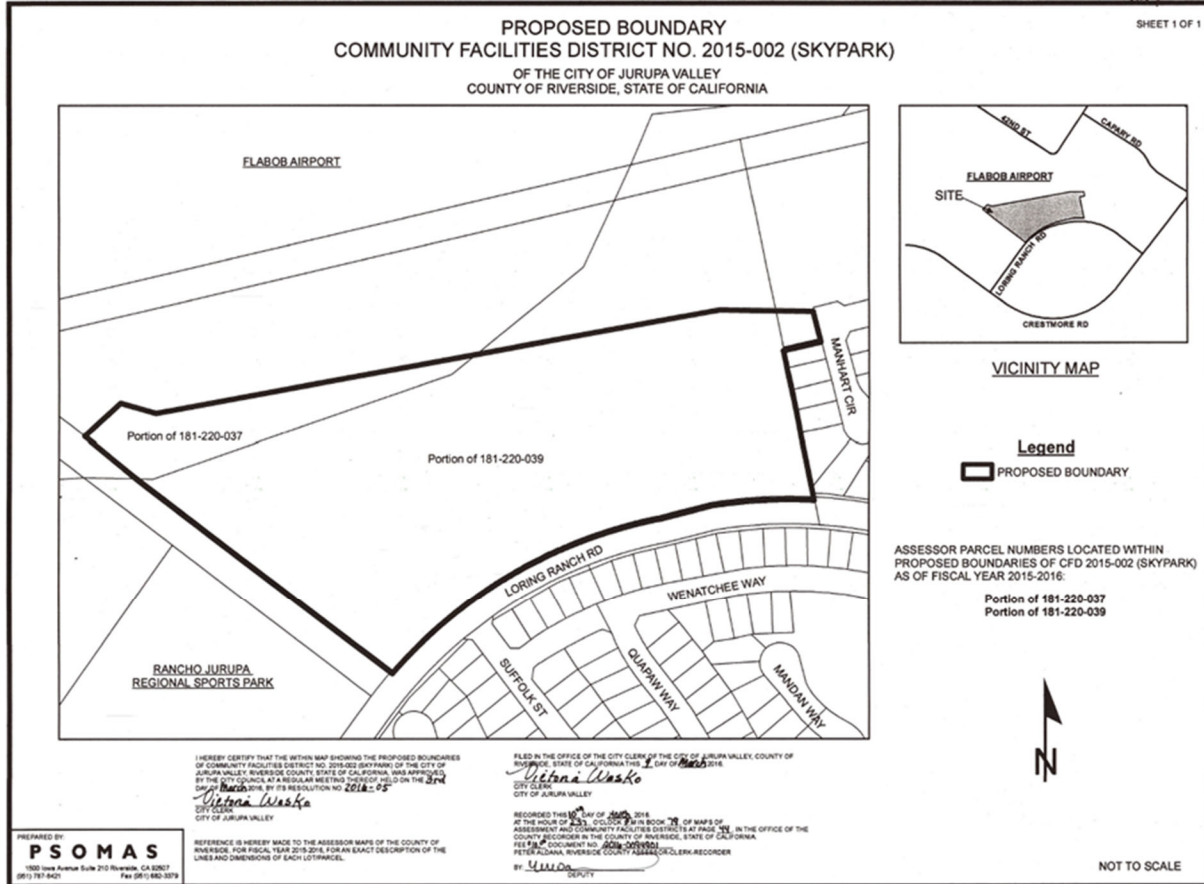
	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Beginning Fund Balance	196,130	303,654	396,007	488,360
REVENUE				
Special Assessments	117,177	100,352	100,352	121,527
Interest Earnings	934	-	-	971
TOTAL REVENUE	118,110	100,352	100,352	122,499
Balance Available	314,240	404,006	496,359	610,859
Operating Expenses				
Consulting Services	4,368	5,992	5,992	5,992
Signal Maintenance	-	1,280	1,280	-
Graffiti Abatement Services	-	-	-	-
Street Lighting	-	-	-	-
Signal maintenance	5,255	-	-	1,280
Total Operating	9,623	7,272	7,272	7,272
Interfund Charges				
Administrative Overhead 10%	-	-	-	-
Transfers Out	962	727	727	-
Total Interfund Charges	962	727	727	-
TOTAL EXPENSES	10,586	7,999	7,999	7,272
Ending Fund Balance	303,654	396,007	488,360	603,587

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

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Beginning Fund Balance	131,627	175,527	212,434	249,341
<u>REVENUE</u>				
Special Assessments	81,216	82,611	82,611	84,493
Interest Earnings	624	-	-	649
TOTAL REVENUE	81,840	82,611	82,611	84,493
Balance Available	213,466	258,137.79	295,045	333,833
Operating Expenses				
Consulting Services	4,135	6,162	6,162	5,003
Signal Maintenance	-	-	-	-
Landscaping/Tree Trimming	25,633	10,665	10,665	31,016
Graffiti Abatement Services	-	-	-	-
Street Lighting	685	281	281	829
CFD Maintenance	4,038	24,441	24,441	4,886
Water Quality Maint.	-	-	-	-
Total Operating	34,490	41,549	41,549	41,733
Interfund Charges				
Administrative Overhead 10%	-	-	-	-
Transfers Out	3,449	4,155	4,155	-
Total Interfund Charges	3,449	4,155	4,155	-
TOTAL EXPENSES	37,940	45,704	45,704	41,733
Ending Fund Balance	175,527	212,434	249,341	292,100

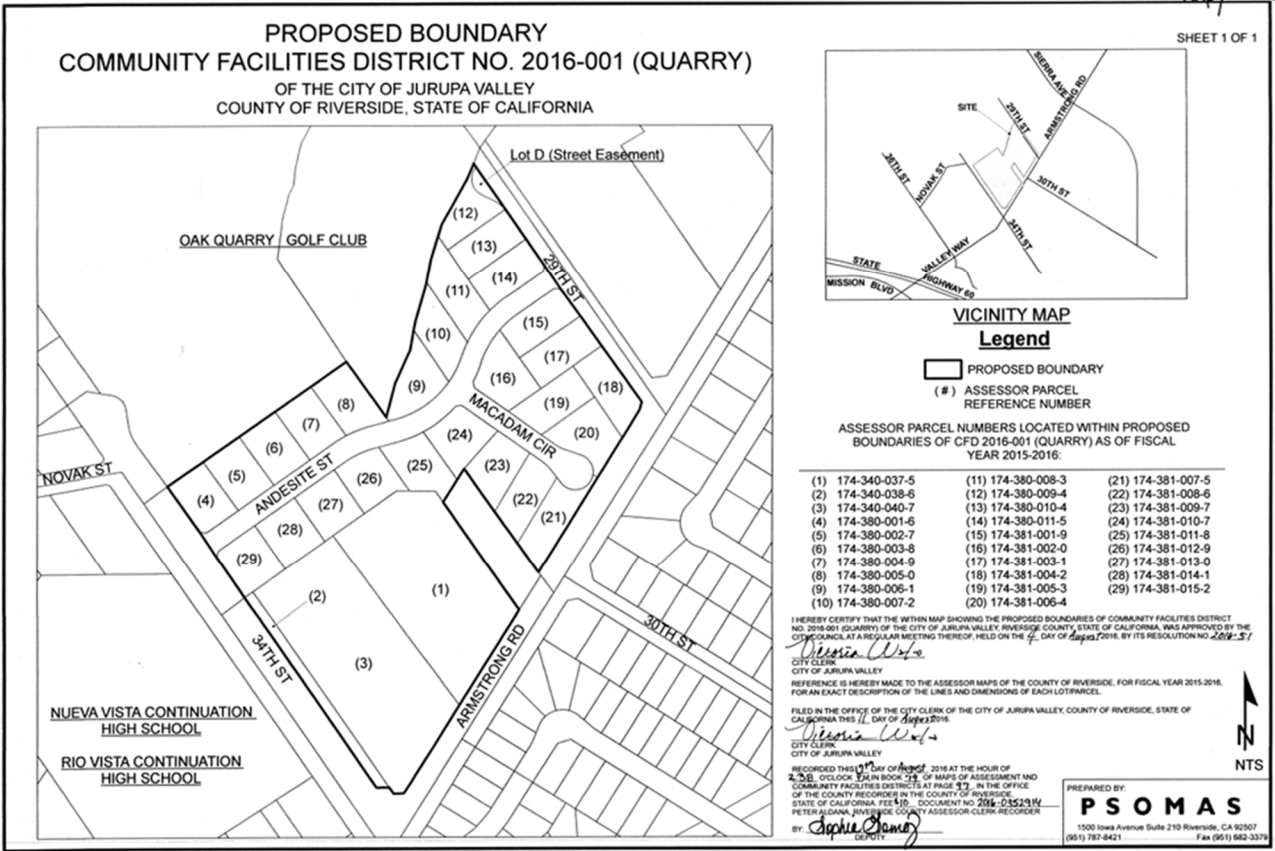
Expenditure

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

CFD 2016-001

QUARRY

copy
SHEET 1 OF 1



City of Jurupa Valley

CFD 16-001 Quarry 355 - 3550

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Beginning Fund Balance	199,344	261,732	308,792	355,852
<u>REVENUE</u>				
Special Assessments	99,690	103,682	103,682	103,758
Interest Earnings	583	-	-	607
TOTAL REVENUE	100,274	103,682	103,682	103,758
 Balance Available	 299,618	 365,414	 412,474	 459,610
Operating Expenses				
Consulting Services	4,282	6,219	6,219	5,181
Signal Maintenance	-	-	-	-
Landscaping/Tree Trimming	28,389	21,488	21,488	34,350
Graffiti Abatement Services	-	-	-	-
Street Lighting	1,721	551	551	2,083
CFD Maintenance	50	23,217	23,217	61
Water Quality Maint.	-	-	-	-
Total Operating	34,442	51,475	51,475	41,674
Interfund Charges				
Administrative Overhead 10%	-	-	-	-
Transfers Out	3,444	5,147	5,147	-
Total Interfund Charges	3,444	5,147	5,147	-
TOTAL EXPENSES	37,886	56,622	56,622	41,674
 Ending Fund Balance	 261,732	 308,792	 355,852	 417,935

Expenditure

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

City of Jurupa Valley

CFD 14-003 Granite Ridge/Cantera 356 - 3560

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Beginning Fund Balance	158,475	192,298	214,882	239,236
REVENUE				
Special Assessments	109,404	108,375	108,375	113,760
Interest Earnings	642	-	-	668
TOTAL REVENUE	110,046	108,375	108,375	114,428
Balance Available	268,521	300,673.38	323,257.38	353,663.72
Operating Expenses				
Consulting Services	4,135	6,403	4,548	5,003
Signal Maintenance	-	-	-	-
Landscaping/Tree Trimming	57,929	33,573	63,722	70,094
Graffiti Abatement Services	-	-	-	-
Street Lighting	812	-	893	982
CFD Maintenance	4,807	14,242	5,288	5,817
Water Quality Maint.	1,611	23,774	1,772	1,949
Total Operating	69,293	77,992	76,222	83,844
Interfund Charges				
Administrative Overhead 10%	-	-	-	-
Transfers Out	6,929	7,799	7,799	-
Total Interfund Charges	6,929	7,799	7,799	-
TOTAL EXPENSES	76,222	85,791	84,021	83,844
Ending Fund Balance	192,298	214,882	239,236	269,819

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 20-001 Shadow Rock
358 - 3580

	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Beginning Fund Balance	588	655	655	655
<u>REVENUE</u>				
Special Assessments	-	-	-	-
Interest Earnings	67	-	-	-
TOTAL REVENUE	67	-	-	-
Balance Available	655	655	655	655
Operating Expenses				
Consulting Services	-	-	-	-
Signal Maintenance	-	-	-	-
Landscaping/Tree Trimming	-	-	-	-
Graffiti Abatement Services	-	-	-	-
Street Lighting	-	-	-	-
CFD Maintenance	-	-	-	-
Water Quality Maint.	-	-	-	-
Total Operating	-	-	-	-
Interfund Charges				
Administrative Overhead 10%	-	-	-	-
Transfers Out	-	-	-	-
Total Interfund Charges	-	-	-	-
TOTAL EXPENSES	-	-	-	-
Ending Fund Balance	655	655	655	655

City of Jurupa Valley

CFD 18-002 Stone
359 - 3590

	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
Beginning Fund Balance	-	33,663	33,663	33,663
<u>REVENUE</u>				
Special Assessments	33,663	-	-	-
Interest Earnings	-	-	-	-
TOTAL REVENUE	33,663	-	-	-
Balance Available	33,663	33,663	33,663	33,663
Operating Expenses				
Consulting Services	-	-	-	-
Signal Maintenance	-	-	-	-
Landscaping/Tree Trimming	-	-	-	-
Graffiti Abatement Services	-	-	-	-
Street Lighting	-	-	-	-
CFD Maintenance	-	-	-	-
Water Quality Maint.	-	-	-	-
Total Operating	-	-	-	-
Interfund Charges				
Administrative Overhead 10%	-	-	-	-
Transfers Out	-	-	-	-
Total Interfund Charges	-	-	-	-
TOTAL EXPENSES	-	-	-	-
Ending Fund Balance	33,663	33,663	33,663	33,663

GLOSSARY



Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COLA – An acronym for Cost of Living Adjustment

Glossary (continued)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Glossary (continued)

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

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

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

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

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

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

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

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

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

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

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

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

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

Glossary (continued)

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

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

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

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

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

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

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

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

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

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

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

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

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

Glossary (continued)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Glossary (continued)

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

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