

City of Jurupa Valley

Work Program: FY 2022- 2023

City of Jurupa Valley

Work Program: FY 2022- 2023

Department: Building and Safety

<i>Item</i>	<i>Action Summary</i>	<i>Division/Unit</i>	<i>Target Completion Date</i>	<i>Status</i>
1	Present a Solar Plan review, in-house training class (8 hours) to the Building Division staff	Building	12/31/2022	
2	Cross train all Permit Technicians to perform minor residential inspections	Building	6/30/2023	
3	Cross train 3 of the Building Inspectors to perform minor Public Works inspections	Building	6/30/2023	
4	Present a Swimming Pool Safety seminar for local Pool Contractors and staff	Building	6/30/2023	
5	Present Accela training to the Public Works Dept. and Dev. Services Dept. regarding deposit tracking and custom report writing.	Building	12/31/2022	
6	Complete configuration of Accela to process online payments for Building Permits	Building	8/1/2022	
7	Complete configuration of Accela to perform Electronic Plan check within Accela	Building	8/1/2022	
8	Develop training material and train Building Department Staff on Electronic Plan Check and Approvals	Building	8/1/2022	
9	Implement new fee structure into Accela (after fee study completion and approvals	Building	2/20/2023	
10	Prepare staff report and ordinance language for adoption of the 2022 California Building Standards Codes	Building	10/1/2022	
11	Research and implement electronic signature software with template and text functions	Building	3/20/2023	
12	Implement Laser fiche archiving integration with Accela	Building	4/20/2023	
13	Prepare and Train staff on Updates to the newly adopted 2022 CA Building Codes	Building	5/1/2023	

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14	Update Valuation Tables and Train Staff on proper method for determining project valuations	Building	1/20/2023	
15	Attend CALBO Training	Building	6/30/2023	
16	Submit the application for the CACEO Code Enforcement Dept. of the Year Award	Code	8/30/2022	
17	Ensure that 4 of the 7 Code Enforcement Officers obtain the ICC Residential Building Inspection certification	Code	6/30/2023	
18	Submit the application for Code Enforcement Officer of the Year for Irwin Salas	Code	8/30/2022	
19	Ensure that 4 of the 7 Code Enforcement Officers obtain the ICC Property Maintenance Inspector certification	Code	6/30/2023	
20	Ensure that 4 of the 7 Code Enforcement Officers obtain the ICC Zoning Inspector certification	Code	6/30/2023	
21	Ensure that all 7 code enforcement officers are CACEO certified	Code	6/30/2023	
22	Schedule code staff to attend CACEO training	Code	6/30/2023	
23	Integrate the Data Ticket system with the GoGovApps system	Code	6/30/2023	
24	Cross train at least 2 code officers to perform minor residential inspections	Code	6/30/2023	
25	Request reimbursement for city cost from Abandoned Vehicle Abatement program	Code	6/30/2023	

City of Jurupa Valley

Work Program 2022-2023

Department - City Clerk

<i>Item</i>	<i>Action Summary</i>	<i>Division/Unit</i>	<i>Target Completion Date</i>	<i>Status</i>
26	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.	City Clerk	7/1/2022	
27	Convert the current part-time deputy city clerk position to a full-time position to address increased workload, provide continuity, succession planning, and automate agenda process.	City Clerk	7/1/2022	
28	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.	City Clerk	7/1/2022	
29	Expand the department's records management division by providing support and training to city staff.	City Clerk	7/1/2022	
30	Coordinate the 2022 General Municipal Election for City Council Districts 1, 3, and 5, while ensuring all local, state, and federal laws are followed to ensure a fair and open election.	City Clerk	7/1/2022	
31	Implement a City Council technology upgrade for agenda meeting management and technological upgrades.	City Clerk	8/1/2022	
32	Coordinate the construction of an archives center at the JVOC with climate controls and fire suppression capable of serving as a repository for the City's permanent records.	City Clerk	2/1/2023	

City of Jurupa Valley**Work Program 2022-2023****Department - City Clerk**

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33	Work with the City Attorney to implement a lottery system for applicants who meet certain criteria to operate a retail dispensary in accordance with the voters' approval of Measure L in November, 2018.	City Clerk	4/1/2023	
34	Continually improve operational processes to ensure excellence and efficiency.	City Clerk	Ongoing	
35	Continue to comply with all legal mandates at the local, state, and federal levels to ensure open meetings, the integrity of the Political Reform Act; and compliance with the California Public Records Act.	City Clerk	Ongoing	
36	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 Clerk	Ongoing	

City of Jurupa Valley

Work Program FY 2022-2023

Department: City Manager's Department

<i>Item</i>	<i>Action Summary</i>	<i>Division/Unit</i>	<i>Target Completion</i>	<i>Status</i>
37	Organize and execute special events (i.e. community cleanups, mobile vaccination clinics, blood drives, State of the City, Veterans Celebration Parade, Tree Lighting Ceremony)	Special Events	Ongoing	
38	Create and maintain an ADA-compliant website	Communications	Ongoing	
39	Redesign official website to streamline service delivery, boost community engagement, improve public perception, and serve as the primary information source	Marketing/Communications	6/30/2023	
40	Assist with interdepartmental communications to distribute transparent and timely information through webpages and e-newsletters	Communications	Ongoing	
41	Transition and publicize service-request platform, GoGov	Communications	Ongoing	
42	Improve community outreach communications through integration and/or enhancement of e-mail subscription management system	Communications	7/30/2022	
43	Establish and launch social-media marketing campaign to boost awareness, engagement, and following	Marketing/Communications	Ongoing	
44	Develop social media strategic plan and social media policy	Marketing/Communications	7/30/2022	
45	Plan, design, and organize marketing in print and online to enhance the City's image and communicate city-related services, projects, and actions (i.e. badges, Budget in Brief, Community Profile, Council Goals, SOTC handouts, Legislation Platform...	Marketing/Communications	Ongoing	
46	Establish Strategic Communications, Marketing, and Civic Engagement Plan	Marketing/Communications/ Special Events	7/30/2022	

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47	Identify citywide locations to install permanent poles for marketing materials	Marketing/Communications/ Special Events	7/30/2022	
48	Develop citywide branding standards	Marketing	6/30/2023	
49	Jurupa Valley Grade Separation Project - Outreach to impacted business and establish rapport, link businesses to Riverside County resources as well as connect them to JV's LEAP program. Maintain ongoing communication and schedule regular check in meetings with all area business owners	Economic Dev.	3/31/2023	
50	Establish monthly events/workshops - promote small business participation, provide informative and educational presentations to assist in business retention strategies	Economic Dev.	Ongoing	
51	LEAP Program Outreach- Collaborate with consultant to disperse small business grant funds	Economic Dev.	4/30/2023	
52	AguaMansa Workforce Development - work with developer to target and prioritize recruitment of JV residents for 2,000-3,000 jobs	Economic Dev.	3/31/2023	
53	Rubidoux Commerce Park - Work with Matt Enghart on proposed community garden project - Tour Huerta Del Valle	Economic Dev.	1/31/2023	
54	State of the City - Assist the Chamber of Commerce in the development of the State of the City presentation for the business luncheon	Economic Dev./Marketing/Special Events	2/28/2023	
55	City parcel inventory - Catalog all existing city-owned parcels	Economic Dev.	9/30/2022	
56	ICSC - Assist with event registration, identify/schedule key developer meetings	Economic Dev.	5/1/2023	
57	Mayor's Visits - Develop Mayor's Business Visitation Program	Economic Dev.	Ongoing	
58	Develop Retention Program for "Top" Businesses	Economic Dev.	9/30/2022	

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59	Business Recruitment Strategy - Research vacant small business sites - attracting new businesses to the city	Economic Dev.	TBD	
60	Mexican Consulate - Create program with Mexican Consulate	Economic Dev.	4/30/2023	
61	68th Street Property - Develop plan for property	Economic Dev.	3/31/2023	
62	City Logo- Create logo and ID for Economic Development	Economic Dev.	TBD	
63	Broadband Plan - Research communities programs	Economic Dev.	TBD	
64	Develop Emergency Operations Plan	Emergency Services	12/31/2022	
65	Prepare an emergency needs assessment for both buildings for supplies, water, etc.	Emergency Services	6/30/2023	
66	Conduct 2 Trainings (EOC) - tabletop, functional, earthquake evacuation and Intruder Webinar	Emergency Services	Ongoing	
67	SEMS/NIMS certification of staff IS 100, 200 & 700	Emergency Services	Annually	
68	CPR/FirstAid Training	Emergency Services	9/1/2022	
69	EOC Coordinator Consultant Position from Riverside County EMD	Emergency Services	7/1/2022	
70	Develop plan for EOC buildout for the new JVOC -	Emergency Services	12/1/2022	
71	Develop plan for EOC backup - City Hall	Emergency Services	12/22/2022	
72	Submit earmark requests - Monitor and submit as appropriate	Legislation	4/30/2023	
73	Facilitate Legilative Tour in Sacramento	Legislation	1/30/2023	
74	Explore options for Council consideration fo a Federal Lobbiest	Legislation	9/30/2022	
75	Analyze report and distribute legislative updates to staff and council	Legislation	Ongoing	
76	Prepare a legislative information page for website and collect info. for sharing on social media	Legislation	Ongoing	
77	Hire grant writing support staff	Grants	9/1/2022	
78	Track grant opportunities	Grants	Ongoing	
79	Coordinate Food Pantry operations	ACM	7/30/2022	

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80	Develop Strategic Plan for the American Recovery Plan Act Funding	ACM	7/30/2022	
81	Continue to Manage the Study of the Hybrid Policing Model	ACM	8/30/2022	
82	Develop City Work Plans and performance measurement tool	ACM	6/30/2022	
83	Strategic Planning Process with Executives	ACM	12/30/2022	
84	Develop long-term comprehensive strategy for Santa Ana River/Downey Park	ACM	10/31/2022	
85	Coordinate tenant improvements and internal office move	ACM	11/30/2022	
86	Coordinate with RCCD on development of IE Tech Center	ACM	Ongoing	
87	Conduct energy efficiency study at city buildings	ACM	11/30/2022	
88	Develop Council Goal Setting Process	ACM	9/30/2022	
89	Begin strategic planning for long term Civic Center needs	ACM	1/31/2023	
90	Improve coordination and communication with JCSD, RCCD, RCSD, JARPD, JUSD, Library, Animal Control, County Parks	ACM	Ongoing	
91	Identify priority areas for coordinated traffic and code enforcement	ACM	10/31/2023	
92	Explore feasibility of Trauma Intervention Program	ACM	7/30/2022	
93	Community Development Block Grant 5 year Consolidation Action Plan	ACM	3/30/2023	
94	Local Economic Assistance Program	ACM	Ongoing	
95	Community Grants	ACM	5/31/2023	
96	Improve regional network via CCCA and WRCOG	ACM	Ongoing	
97	CDBG Annual Allocation Process	ACM	Ongoing	
98	5 Year CDBG Consolidated Action Plan	ACM	6/30/2023	

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Department: Community Development

<i>Item</i>	<i>Action Summary</i>	<i>Division/Unit</i>	<i>Target Completion</i>	<i>Status</i>
99	Update Land Use and Zoning Maps	CD	On-Going	
100	Provide Quarterly development updates on major projects on City website	CD	On-Going	
101	Update Planning webpage once a month	CD	On-Going	
102	Conduct 4 Planning Commission training workshops	CD	On-Going	
103	Housing Element Implementation: Apply for grant to help increase opportunities for disabled persons in affordable residential units rehabilitated or constructed through City or County programs.	CD	On-Going	
104	Update Land Use and Zoning Maps	CD	On-Going	
105	Code Amendment: Inclusionary Housing Ordinance	CD	7/15/2022	
106	Document Imaging of Planning Documents	CD	7/30/2022	
107	Develop Housing Checklists in accordance with HCD & State Housing laws	CD	7/30/2022	
108	General Plan: Revise Safety Element (SB99-Identify residential developments in recognized hazard areas without two evacuation routes.	CD	8/1/2022	
109	Major Project Review: Shops @ Jurupa Valley-Revised Permit for hotel at Bldg. 19, and other revised conditions on 30 acres.	CD	8/1/2022	
110	Major Project Review: Pre Application for 72,288 sft Industrial Spec Building on a 3.68 acres (Havana Investment Spec Building)	CD	8/1/2022	
111	Major Project Review: Add 9 Mobile homes to Old Plantation	CD	8/1/2022	
112	Code Amendment: Development Standards and Processing requirements for Gasoline Service Stations	CD	8/1/2022	

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113	Housing Element Implementation Work - Change zoning in certain areas identified in Housing Element to be consistent with General Plan	CD	9/1/2022	
114	Implement Community Development Fee Study	CD	9/1/2022	
115	Implement in house GIS and maintenance of system	CD	9/3/2022	
116	Complete and Implement Community Facilities District Fee	CD	9/30/2022	
117	Code Amendment Part II: Comprehensive Revision of Alcoholic Beverage Sales regulation - Designate appropriate zones to allow distilleries, wineries, and breweries	CD	9/30/2022	
118	2017 General Plan Final Document	CD	10/1/2022	
119	Develop Design Guidelines - Gas Station	CD	10/1/2022	
120	Community Benefit Permit: Amend the 45-day requirement for a hearing	CD	10/1/2022	
121	Major Project Review: Saddlehorn Ranch 32 lot subdivision for single family homes on 19.42 acres.	CD	10/1/2022	
122	Major Project Review: Century Communities: Emerald Ridge South	CD	10/1/2022	
123	Create General Plan consistency with Zoning for shopping centers and business parks (e.g. center on (1) Jurupa & Van Buren (MSC & BP); (2) De Anza)	CD	10/31/2022	
124	Create and implement SB330 Application Fee	CD	10/31/2022	
125	Code Amendment: Revisions to Detached Accessory structure and include a definition of detached accessory structure and add architecture review (consider noticing)	CD	11/1/2022	

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126	Code Amendment: Family Daycare Homes	CD	11/1/2022	
127	Code Amendment: Revise Sec. 9.245.040. - On-site advertising structures and signs to include a maximum percentage of window signage and possibly include a definition	CD	11/1/2022	
128	Housing Element Implementation: Develop Accessory Dwelling Unit informational materials, user guide, and 'Permit Ready' sample plans.	CD	11/30/2022	
129	"Small home lot development" - create process, policies, and possibly code amendment	CD	12/1/2022	
130	Major Project Review: Century Communities- Paradise Knolls PA 2	CD	12/28/2022	
131	Major Project Review: Emerald Ridge North - Revision to TTM36947 and Amend development plan: For the purpose of extending "A" St. from existing CUL-DE-SAC terminus, Westerly to connect to La Canada Dr. Property is subdivided into 97 single-family residential lots and 118 townhome units, and include water quality basins, various recreational amenities, open space (including natural, graded, and community open space), as well as roadways and other supporting infrastructure	CD	12/29/2022	
132	Major Project Review: Rio Vista Specific Plan- 917 acres that consists of the following uses: 1,697 residential units, 1,428,768 sq. ft. business park, 1,269,774 sq. ft. light industrial park, 13.4 acre for an elementary school, and 572.6 acres of open space conservation and recreation.	CD	12/30/2022	

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133	Major Project Review: Rubidoux Commerce Park General Plan Amendment to modify Mira Loma Warehouse & Distribution Overlay to allow a total of 1.3 million sq. ft. of logistics on 88.46 acres.	CD	12/30/2022	
134	Major Project Review: Bellgrave Market Place - Pre Application for a 2,170 sq. ft. carniceria, cold storage 20k sq. ft., 3,600 sq. ft. feed store, 1,200 sq. ft. commercial kitchen, and fruit stand 2,100 sq. ft. office on 3.31 acres.	CD	12/30/2022	
135	Major Project Review: Burrtec Waste Industries, Inc. - New waste collection operations facility (office, shop building, truck parking empty bin storage, and alternative fuel facilities on 9.82 acres	CD	12/30/2022	
136	Major Project Review: Mobile Modular - CUP for storage of shipping containers - refurbish to reuse and rent as offices on 3.31 acres	CD	12/30/2022	
137	Major Project Review: Caterpillar Industrial Park	CD	12/30/2022	
138	Major Project Review: Hobbs - Las Palmas - TTM 37857 - 39 single-family lots on 3.84 acres	CD	12/30/2022	
139	Major Project Review: Madone Collection Residential (Camino Real) - Subdivision of 6.92 acres into 36 single-family units (includes 3 affordable units) (5.2 du/ac)	CD	12/30/2022	
140	General Plan Implementation: Coduct a study of commercial truck movements and operations in the City and establish weight-restricted truck routes away from noise-sensitive areas.	CD	12/30/2022	

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141	Code Amendment: Adopt standards to address SB 9	CD	12/31/2022	
142	Post map and Development Agreements on City website that identifies properties subject to DA	CD	12/31/2022	
143	Code Amendment Part II: Multi-family Development Standards revisions (parking analysis)	CD	12/31/2022	
144	General Plan - Master Plan for Pedley Town Center	CD	12/31/2022	
145	Code Amendment: Recycling Facilities (SDP in Commercial Zones & CUP in Industrial Zones; review required entitlement and standards as well)	CD	12/31/2022	
146	Major Project Review: Mission Village Shopping Center - Development of a new Retail Commercial Shopping Center on 10.1 acres. Demolition of existing bldgs. on site to accommodate eight (8) new ground up retail/commercial bldgs. and related site improvements for a new shopping center.	CD	12/31/2022	
147	Major Project Review: O-Reilly Auto Parts Store - Construction of a new automobile parts supply store on 0.91 acres. NE Corner of Mission Blvd. and Agate	CD	12/31/2022	
148	Housing Element Implementation: Affordable Housing Development Review. Develop SB35 expedited review process guide and qualification checklist for the development of affordable housing units in the City for developers.	CD	12/31/2022	

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149	Major Project Review: District @ Jurupa Valley Specific Plan would permit development of up to 1,192 residential units; 3 million square feet of commercial and industrial land uses; a hotel with conference and hospitality area; and 7 acres of parks and open space.	CD	1/5/2023	
150	Major Project Review: The Marketplace at Bellgrave -25,943 sq. ft. retail center with three tenants on 1.28 acres. Note: This is located east of Shops at Bellegrave	CD	1/15/2023	
151	Major Project Review: Vernola Apartments – Phase B - Pre application for 200 (market-rate) apartment units on 8.3 acres of land	CD	1/15/2023	
152	Major Project Review: Vernola Ranch - Pre-application for new residential community of approximately 1,576 single-family and multi-family homes on 153 acres.	CD	1/15/2023	
153	Major Project Review: Paradise Knolls Planning Area 5- DR Horton - Subdivision of 31.59 acres into 217 single-family lots in Paradise Knolls SP site (PA-3 & PA-4) (6.9 du / ac). 220 sq. ft. subdivision within Paradise Knolls (Planning Area 5)	CD	2/15/2023	
154	Major Project Review: New Plumbing Supply Store - Warehouse-7,197 sq ft. on 0.56 acres - 3742 Riverview	CD	2/25/2023	
155	Code Amendment: Revise Sec. 9.240.340 - Findings and procedure for revocation of variances and permits (change B & S Official to CDD and other recommended changes)	CD	3/1/2023	
156	General Plan - Master Plan for Glen Avon Town Center	CD	3/1/2023	

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157	Code Amendment: Mobile Vending - Revise Sec. 6.20 to consider standards	CD	3/1/2023	
158	Major Project Review: Limonite and Wineville- Diversified Communities - Pre-Application for Wineville Project proposing on a 33 acres; plan unit development for 263 Housing Units; 2 Commercial Centers	CD	3/1/2023	
159	Major Project Review: SLRP, Inc. - For the subdivision of 162 acres into 54 parcels - Philadelphia Ave & East of Country Village	CD	3/1/2023	
160	Major Project Review: Tractor Supply - Commercial center on 4.48 acres (Tractor Supply Center will be Phase 1 and two future drive-thru restaurants will be Phase 2). Potential restaurants can include Carl`s Jr., and Starbucks.	CD	3/1/2023	
161	Implementation of the 5th Housing Element Housing Program - GPAs and CZs for 16 acres of land	CD	3/4/2023	
162	General Plan Implementation: Develop Town Center Standards and update the Zoning Ordinance to include them and to integrate the Rubidoux Design Standards with the new standards.	CD	3/20/2023	
163	Repeal of the Agua Mansa Industrial Corridor Specific Plan	CD	3/30/2023	
164	Code Amendment: Part II: Add provisions for assessing the need for an emergency shelter and to establish "Low Barrier	CD	4/1/2023	
165	Code Amendment: Electric Fence Standards	CD	4/1/2023	

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166	Major Project Review: Platinum Mini Storage- 88,898 sq. ft. mini storage facility on 4.73 acres in the MH zone and within half HI & BP land uses.	CD	4/20/2023	
167	Major Project Review: Jurupa Valley Apartments @ Mission Blvd. - 72 town home style apartments on 4.70 acres	CD	4/30/2023	
168	North Pyrite Master Plan	CD	4/30/2023	
169	Housing Element Implementation: Review and update the Zoning Code to ensure that transitional, temporary and	CD	4/30/2023	
170	Major Project Review: Nova Homes - 74-single-family lot subdivision on 25.07 acres North side of Limonite & East of Pedley Blvd.	CD	5/30/2023	
171	Major Project Review: Limonite Medical Office Park- Medical park with commercial, office and restaurant uses on 19.99 acres. This includes a 247,650 sq. ft. medical and commercial center on 19 acres. Proposed commercial retail/medical offices development includes: Four 2-Story Medical Office Bldgs. (20,250 sq. ft. each); Four 2-Story Medical Office Bldgs. (38,000 sq. ft. each); Two Drive-thru restaurants (2,880 sq. ft. each); A one-story. 8,880 sq. ft. retail building; 247,640 sq. ft. overall bldg. area.	CD	5/30/2023	
172	Repeal of the Mission de Anza Specific Plan	CD	5/30/2023	
173	Municipal Code Amendment: Density Bonus Law and Develop User Guide	CD	6/1/2023	

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174	Code Amendment: Revise certain zones to include setbacks (ex. Chapter 9.65 R-A to include setbacks)	CD	6/1/2023	
175	Code Amendment: Add an Airport Zone for Flabob Airport	CD	6/1/2023	
176	Code Amendment: Industrial & Residential Buffering / Setbacks	CD	6/1/2023	
177	Development Application Approvals and Timelines Guide	CD	6/5/2023	
178	Implement Senate Bill (SB) 10 Ordinance to zone any parcel for up to 10 units of residential density if the parcel is located in a transit-rich area, which includes areas near rail transit or bus routes with peak headways of 15 minutes or faster, or an urban infill site.	CD	6/6/2023	
179	Major Project Review: KY Spices Manufacturing Facility - New 91,852 sq. ft. manufacturing facility for spices and canned foods on 4.78 acres.	CD	6/20/2023	
180	Housing Element Implementation: Identify vacant and underutilized properties as candidate sites for affordable or mixed market rate/affordable housing development and identify them in the Land Use Inventory.	CD	6/20/2023	
181	General Plan Implementation: Amend the Municipal Code to require that development entitlements comply with the Land Use/Noise Compatibility Matrix.	CD	6/20/2023	

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182	General Plan Implementation: Develop profiles for specific industrial opportunity sites, including information on site attributes, allowed land use and development standards, relevant County or City approvals, and potential development incentives.	CD	6/20/2023	
183	General Plan Implementation: Beautification of Commercial Areas. Develop and adopt standards for the maintenance and beautification of commercial areas.	CD	6/20/2023	
184	General Plan Implementation: Maintain up-to-date information regarding the location of mineral resource zones in the City.	CD	6/20/2023	
185	General Plan Implementation: Update City ordinances to require that all proposals for mineral extraction and reclamation be reviewed by the Planning Commission and City Council. Maintain up to date information regarding the location of mineral resource zones in the City.	CD	6/20/2023	
186	General Plan Implementation: Code Amendment to Implement Historic preservation initiatives and incentives, such as the Mills Act Tax Reduction program to encourage maintenance and restoration of historic properties.	CD	6/20/2023	
187	Activate 30 Opportunity Sites in the City	CD	6/30/2023	
188	Major Project Review: Retail Commercial Center - Paradise Knolls Planning Area 3	CD	6/30/2023	
189	Major Project Review: Philadelphia Avenue Subdivision - 44 lot subdivision and 84.54 acres of open space	CD	6/30/2023	

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Department: Community Development

<i>Item</i>	<i>Action Summary</i>	<i>Division/Unit</i>	<i>Target Completion</i>	<i>Status</i>
190	Adopt Minor Revisions to the Municipal Code to clean up language	CD	6/30/2023	
191	General Plan - Master Plan for Rubidoux Village Town Center	CD	6/30/2023	
192	Code Amendment: Modify Sec. 9.240.290.G.1 to allow separate conveyance of ADUs	CD	6/30/2023	
193	Code Amendment: Revise outdated Wireless Telecommunication Facilities section	CD	6/30/2023	
194	Lighting Standards - Add lighting standards to address lights flooding onto adjacent properties as there are currently no standards for residential zones. Ensure this is addressed in all zones and include general provisions for lighting standards.	CD	6/30/2023	
195	Code Amendment: Modify Extension of Time process for TPM/TTM and other entitlements - Modify code to include a detailed process including required hearing(s)	CD	6/30/2023	
196	Housing Element & General Plan Implementation: Establish and maintain a Land Use Inventory and a map that provide a mechanism to monitor a) acreage and location by General Plan designation, b) vacant and underutilized land, and c) build-out of approved projects.	CD	6/30/2023	
197	General Plan Implementation: Adopt Architectural Guidelines addressing site planning, building and landscape design, and signage.	CD	6/30/2023	
198	General Plan Implementation: Adopt an Ordinance to maintain and protect landmark and historic trees throughout the City.	CD	6/30/2023	

City of Jurupa Valley

Work Program 2022-2023

Department - Engineering

<i>Item</i>	<i>Action Summary</i>	<i>Division/Unit</i>	<i>Target Completion Date</i>	<i>Status</i>
199	Implement internal maintenance/service requests for facility improvements + work order tracking	PW/Engineering	12/30/2022	
200	Implement microsoft 365 suite for PW team - create sharepoint site, construction management/productivity tools	PW/Engineering	9/30/2022	
201	Continue recruitments for PW maintenance/engineering positions	PW/Engineering	On-going	
202	Update website to improve information dissemination to the public. Update standards/procedures for engineering + permitting, CIP projects, traffic, NPDES, maintenance	PW/Engineering	On-going	
203	Proposed Public Works Committee - Review and recommend the structure and role/responsibilities of the current Traffic Safety	PW/Engineering	9/30/2022	
204	Streamline/develop working relationship with JCSD, RCSD, County Transportation, RCTC, WRCOG, Caltrans, and JARPD.	PW/Engineering	On-going	
205	Ongoing reporting for SB1, Measure A, CDBG, ATP, HSIP and other funding sources	PW/Engineering	on-going	
206	Complete transition from Waste Management to Burrtec, additional franchise fees	PW/Engineering	9/30/2022	
207	Implement Organic Waste Compliance Program per SB 1383 and negotiate service fees	PW/Engineering	8/30/2022	
208	Advertise RFPs and award contracts for the following on-call services:	PW/Engineering	8/30/2022	
209	Pavement Repair Services	PW/Engineering	9/30/2022	
210	Citywide Tree Trimming	PW/Engineering	9/30/2022	

City of Jurupa Valley

Work Program 2022-2023

Department - Engineering

<i>Item</i>	<i>Action Summary</i>	<i>Division/Unit</i>	<i>Target Completion Date</i>	<i>Status</i>
211	Street Striping	PW/Engineering	9/30/2022	
212	Procure Landscape Service Truck and other City vehicles	PW/Engineering	12/30/2022	
213	Establish Fleet Management Program (pool vehicles, maintenance, fueling, etc)	PW/Engineering	3/31/2023	
214	Develop tree/landscape policy and guidelines	PW/Engineering	3/31/2023	
215	Plan and Begin City Hall Renovations + Facility Repairs	PW/Engineering	6/30/2023	
216	Collaborate with JCSD on open space/demonstration garden on City property (beautification/stormwater treatment)	PW/Engineering	6/30/2023	
217	Continue responding to service requests and on-going/maintenance operations	PW/Engineering	On-going	
218	Develop and adopt an ADA Transition Plan to ensure compliance for federal projects	PW/Engineering	6/30/2023	
219	Initiate update of GIS maps to include CIP projects, hauling/sweeping routes, pavement moratorium, active construction, and catch basins	PW/Engineering	6/30/2023	
220	Continue to seek grant opportunities to fund future/unfunded PW/transportation projects	PW/Engineering	On-going	
221	Update engineering standard drawings/specifications	PW/Engineering	12/30/2022	
222	Review/develop a billing structure for deposit based accounts for development/encroachment permits	PW/Engineering	12/30/2022	

City of Jurupa Valley

Work Program 2022-2023

Department - Engineering

<i>Item</i>	<i>Action Summary</i>	<i>Division/Unit</i>	<i>Target Completion Date</i>	<i>Status</i>
223	Work with WRCOG to initiate Nexus Study to prioritize future TUMF projects for the zone	PW/Engineering	6/30/2023	
224	Review/Update ordinance for u-turn enforcement	PW/Engineering	12/31/2022	
225	Review/Update ordinance for truck restrictions	PW/Engineering	12/31/2022	
226	Udate/review Street Master Plan	PW/Engineering	6/30/2023	
227	Update/Review Street Pavement Management Program	PW/Engineering	6/30/2023	
228	Coordinate Golden West Pump Station Upgrades with RCSD	PW/Engineering	On-going	
229	Advertise RFPs and award contracts for the following on-call services:	PW/Engineering		
230	Review and update storm water compliance/MS4 permit and inspection program	PW/Engineering	Ongoing	
231	Develop plan and install full capture systems	PW/Engineering	6/30/2023	
232	Review and update 5 year Capital Improvement Project Program	PW/Engineering	Ongoing	
233	Design current/future CIP Projects (RFPs, complete design, obtain clearances, prepare for construction)	PW/Engineering	6/30/2023	
234	Mission Blvd. Pvmt. Rehab. - Ph. 2 (21103)	PW/Engineering	9/30/2022	
235	21/22 Citywide Pvmt. Rehab. (21101)	PW/Engineering	9/30/2022	
236	Van Buren Blvd. Widening (17-B.1)	PW/Engineering	12/31/2022	
237	Citywide Guardrail Replacement (19112)	PW/Engineering	12/31/2022	
238	21/22 Misc. Traffic Signal Upgrades (21104)	PW/Engineering	12/31/2022	

City of Jurupa Valley

Work Program 2022-2023

Department - Engineering

<i>Item</i>	<i>Action Summary</i>	<i>Division/Unit</i>	<i>Target Completion Date</i>	<i>Status</i>
239	21/22 Misc. Drainage Repairs (21105)	PW/Engineering	12/31/2022	
240	Pacific Avenue Street Improvements Project - CDBG	PW/Engineering	6/30/2023	
241	Bellegrave Ave. Widening (21107) - Planning/Design Only	PW/Engineering	6/30/2023	
242	Riverside Dr. Widening (21108)	PW/Engineering	6/30/2023	
243	HSIP Citywide Traffic Signal Coord. and Safety Upgrades (21112)	PW/Engineering	6/30/2023	
244	Mission Blvd. Pvmt. Rehab. - Ph. 3 (21110)	PW/Engineering	12/31/2022	
245	Van Buren Blvd. Pvmt. Rehab. - Ph. 3 (21111)	PW/Engineering	3/31/2023	
246	Mission Blvd. Street Improvements (21113) - Pyrite to 1500' east	PW/Engineering	6/30/2023	
247	Market Street Bridge	PW/Engineering	6/30/2023	
248	Mission Blvd. Bridge	PW/Engineering	6/30/2023	
249	Limonite Ave. widening, Bain to Homestead	PW/Engineering	6/30/2023	
250	Rubidoux Blvd. and SR60 Interchange Improvements - PAED Phase	PW/Engineering	on-going	
251	Jurupa Rd Grade Separation Project	PW/Engineering	6/30/2023	
252	Review/Processing/Inspection for current/future Development Projects during entitlement, map recordation, LLMD/CFD formation/annexation, plan review, permits, construction, acceptance. Some major projects include, but not limited to:	PW/Engineering	on-going	

City of Jurupa Valley

Work Program 2022-2023

Department - Engineering

<i>Item</i>	<i>Action Summary</i>	<i>Division/Unit</i>	<i>Target Completion Date</i>	<i>Status</i>
253	Rio Vista Specific Plan, Paradise Knolls, District at JV, Shops at JV, Vernola Marketplace Ph2, Vernola Ranch, Emerald Ridge North, Emerald Ridge South, Hudson Subdivision, Montecito, Space Center, Agua Mansa Commerce Park, Appalloosa Springs, Van Buren Marketplace, Las Palmas, and various others	PW/Engineering	on-going	
254	On-going inspection + review of encroachment permits - processed 800 EPs in 2021	PW/Engineering	on-going	
255	Coordinate + Inspect SCE RTRP Project	PW/Engineering	on-going	
256	Coordinate + Inspect JCSD/RCSD water/sewer CIP Projects	PW/Engineering	on-going	
257	Coordinate with Riverside County Flood Control District - Trash Capture Device installation (RIVCO Funds)	PW/Engineering	on-going	
258	Coordinate with Riverside County Flood Control District - 5 year storm CIP	PW/Engineering	on-going	
259	Coordinate with Riverside County Flood Control District - Pyrite Area MDP Update	PW/Engineering	on-going	
260	Coordinate with Riverside County Flood Control District on Army Corp of Engineers - Santa Ana River Levy Project	PW/Engineering	on-going	

City of Jurupa Valley

Work Program: FY 2022- 2023

Department: Administrative Services - Finance

<i>Item</i>	<i>Action Summary</i>	<i>Division/Unit</i>	<i>Target Completion Date</i>	<i>Status</i>
261	Implementation of permitting software, Accela, for Planning, Building and Engineering Departments through the ACA process and implement online payments	Finance	7/31/2022	
262	Lease Back followup with City Hall callateral used for JVOC	Finance/CM	7/31/2022	
263	Develop the format for a New Quarterly Budget/Finance Overview to be presented to City Council as a Quarterly Information Item - Consent Calendar	Finance	9/30/2022	
264	Update City investment policy	Finance	9/30/2022	
265	Complete Billing and audit files for the Dept. of Justice COVID-19 grant	Finance	12/31/2022	
266	Update Tyler/Eden financial software to up to date versions after year end closing (explore cloud based options)	Finance	12/31/2022	
267	Evaluate procedures related to federal grants funding that include risk assessment and evaluation over reporting and compliance	Finance	12/31/2022	
268	Work with departments to complete the permitting software, Accela, for deposit and balance reporting	Finance	12/31/2022	
269	Ensure successful timely completion of annual internal and external audits that result in audit reports containing no instances of material internal control weaknesses and unqualified auditor opinion for annual audit	Finance	12/31/2022	
270	Create Investment Committee	Finance	12/31/2022	
271	Implement new investment strategy for idle cash to broaden City horizons beyond LAIF	Finance	4/30/2023	
272	Work with Building Department to close out ALL old building permits issued before 08/2019	Finance	4/30/2023	
273	Continue to train and cross train employees to ensure excellent service and support to all city departments, vendors and residents	All Admin Svcs Div	Ongoing	

City of Jurupa Valley

Work Program: FY 2022- 2023

Department: Administrative Services - Finance

<i>Item</i>	<i>Action Summary</i>	<i>Division/Unit</i>	<i>Target Completion Date</i>	<i>Status</i>
274	Review department-wide business processes to improve efficiency and internal controls and develop a cohesive Finance Department procedures manual	Finance	3/31/2023	
275	Identify strategies to expand cost allocation and reduce charges to General Fund	Finance	3/31/2023	
276	Finalize the implementation process utilizing Accela reports to balance with City fin	Finance	6/30/2023	
277	New Financial system software - phase 1 RFP process	Finance	6/30/2023	
278	Develop project timeline to produce the City's first multi-year Financial Plan	Finance	6/30/2023	
279	Work with City Department to develop an asset inventory and ultimately a replacement schedule and asset replacement fund	Finance and Purchasing	6/30/2023	

City of Jurupa Valley

Work Program FY 2022-2023

Department - Human Resources

<i>Item</i>	<i>Action Summary</i>	<i>Division/Unit</i>	<i>Target Completion Date</i>	<i>Status</i>
280	Complete an Employee Benefit Survey for Recruiting and Retaining Quality Employees	HR/Risk	7/1/2022	
281	Conduct a City Wide Total Class and Compensation Study and Develop a Compensation Plan Document	HR/Risk	7/1/2022	
282	Create updated safety training calendar for all employees from July 2022 to June 2023.	HR/Risk	9/1/2022	
283	Prepare for the Kick Off of Open Enrollment 2023 including virtual health fair and benefit meetings.	HR/Risk	10/1/2022	
284	Update 125 Cafeteria Plan Document and review current Benefit Plan.	HR/Risk	10/1/2022	
285	Develop an ADA Transition Plan in coordination with Public Works Department	HR/Risk	12/1/2022	
286	Implement a HRIS Program to track and maintain employee's records and activities including work and salary history	HR/Risk	12/1/2022	
287	Market Long and Short Term Disability Programs vs. EDD Cost	HR/Risk	1/1/2023	
288	Complete an Ergonomic Study of each department/staff needs	HR/Risk	2/7/2023	
289	Create an Internship Program to assist with special projects within the City	HR/Risk	6/30/2023	
290	Continue to evaluate and transition contract employees to City staff.	HR/Risk	6/30/2023	
291	Purchase and implement a customer app for main lobby to check in guest, visitors, customers, and employees with QR Code.	HR/Risk	6/30/2023	
292	Implement the DOJ Fingerprint Process, employee ID program and E-Verification for the I-9 Immigration verification program.	HR/Risk	6/30/2023	
293	Collaborate with Public Works to update the Vehicle Maintenance Program to track vehicles/trucks to maintenance schedule.	HR/Risk	6/30/2023	

City of Jurupa Valley

Work Program FY 2022-2023

Department - Human Resources

<i>Item</i>	<i>Action Summary</i>	<i>Division/Unit</i>	<i>Target Completion Date</i>	<i>Status</i>
294	Develop a Risk Management Manual/Plan and training supervisor and managers on reducing risk liability.	HR/Risk	6/30/2023	
295	Transition Risk and Workers' Compensation Program from PERMA to	HR/Risk	7/1/2023	
296	Coordinate Annual Service Award	HR/Risk	Annually	
297	Continue to update City employees and managers on changes in State and Federal Employment Laws.	HR/Risk	on-going	
298	Conduct annual review and update Personnel Policies and Procedures	HR/Risk	on-going	
299	Develop a Supervisor/Manager Orientation Training Program	HR/Risk	6/30/2023	
300	Recruit and hire City staff as approved by Council.	HR/Risk	on-going	
301	Coordinate and Maintain COVID-19 New Laws and Regulations	HR/Risk	on-going	
302	Conduct and Monitor Risk Management Controls for i.e. Liability Claims: Trees , Sidewalk, & Employment Best Practices	HR/Risk	on-going	
303	Coodinate Quarterly Safety Committee Meetings	HR/Risk	Quarterly	
304	Coordinate Quarterly All Employee Meetings for City Manager	HR/Risk	Quarterly	

City of Jurupa Valley

Work Program: FY 2022- 2023

Department: Administrative Services - IT

<i>Item</i>	<i>Action Summary</i>	<i>Division/ Unit</i>	<i>Target Completion Date</i>	<i>Status</i>
305	Implement Shared Cloud solution (Dropbox, Office 365/Sharepoint) on department basis, or CityWide	IT	7/1/2022	
306	Upgrading User PCs - ALL users	IT	7/1/2022	
307	Technology access for redesign of City Hall Conf Rooms, cubes, offices	IT	6/30/2023	
308	Implement IT Policies for the City	IT	6/30/2023	
309	Install and rewire network rack	IT	6/30/2023	
310	Cybersecurity Best Practices and Implementation Training	IT	6/30/2023	
311	Server, Network Hardware upgrade/ replacement	IT	7/31/2022	
312	Accela - Training, expand to employees	IT	12/1/2022	
313	HDL Prime End of Life, Integrate Business registrations into Accela	IT	6/30/2023	
314	Work with Management Office/ Devyn to migrate web services from Civic Plus to Granicus	IT / Management	6/30/2023	
315	Implement GoGov Ecitizen - Mobile App	IT, Multiple Departments	12/1/2022	
316	SmartSheet Application implementation for Public Works projects	IT/Public Works	12/1/2022	
317	Create work at home, VPN access	IT	6/30/2023	
318	Conference Room renovation	IT PW	7/1/2022	
319	Training Room setup	IT PW	7/1/2022	
320	EOC Emergency Operations Center technology setup	IT / Depts.	12/1/2022	

City of Jurupa Valley

Work Program: FY 2022- 2023

Department: Administrative Services - IT

<i>Item</i>	<i>Action Summary</i>	<i>Division/ Unit</i>	<i>Target Completion Date</i>	<i>Status</i>
321	Setup Wifi/ network for Charging station in Parking lot	IT/PW	12/1/2022	
322	Direct Circuit between City Hall and JVOC	IT / 3rd party	6/30/2023	

City of Jurupa Valley

Work Program: FY 2022- 2023

Department: Administrative Services - Purchasing

<i>Item</i>	<i>Action Summary</i>	<i>Division/Unit</i>	<i>Target Completion Date</i>	<i>Status</i>
323	Utilize Leverage Purchasing Agreements by joining National Purchasing Consortiums	Admin/Fin/ Purchasing	Ongoing	
324	Review Bid documents and update language as well as review insurance liability to be compliant with current recommended amounts for fiscal year 2022-2023	Admin/Fin Svc/Purchasing & PW	7/1/2022	
325	Introduce Micropurchasing strategy for federal funds	Purchasing	12/31/2022	
326	Work with Accounts Payable to establish procedures "from Req to Check"	Admin/ Fin Svc	10/6/2022	
327	Consolidate contract services to receive government discounts - such as CALNET/First Responder - AT&T	Admin Fin Services/IT	7/1/2022	
328	Tracking of purchases, receiving, vendor returns, warranty information	Purchasing	9/30/2023	
329	Establish procedures and tracking for Equipment and Fleet Inventory	Purchasing/ Public Works	12/31/2022	
330	Establish Equipment Surplus procedures	Admin/Fin/ Purch/PW	8/17/2022	
331	City Hall 1st Floor remodel project; procurement of furniture, equipment, supplies and services	Purchasing/ Building	Ongoing	
332	Data analysis of all utility accounts for all City owned sites for service/account consolidation and costs savings. Example SCE	Fin/IT/AP/ Purchasing	12/31/2022	
333	Begin data analysis for RFP requirements for purchase, Implementation and Deployment of Integrated Enterprise Resource Planning (ERP) System	Admin/Fin/IT/HR/ PW/Eng	Ongoing	

City of Jurupa Valley

Work Program: FY 2022- 2023

Department: Administrative Services - Purchasing

<i>Item</i>	<i>Action Summary</i>	<i>Division/Unit</i>	<i>Target Completion Date</i>	<i>Status</i>
334	Assist with New Financial System - Upgrade & Implementation to ensure system includes Purchasing module the integrates bids, RFPs, requisition, purchase orders and receiving.	Admin/Fin/PW	6/30/2023	