



## **Report to City Council**

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**TO:** Mayor and City Council  
Mayor and City Council Acting in its Capacity as  
President and Members of the Board of Directors of the  
Moreno Valley Community Services District (CSD)

**FROM:** Marshall Eyerman, Chief Financial Officer  
Thomas M. DeSantis, City Manager

**AGENDA DATE:** November 13, 2018

**TITLE:** FISCAL YEAR 2018/19 FIRST QUARTER BUDGET  
REVIEW AND APPROVAL OF THE FISCAL YEAR 2018/19  
FIRST QUARTER BUDGET AMENDMENTS

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### **RECOMMENDED ACTION**

#### **Recommendations: That the City Council:**

1. Receive and file the Fiscal Year 2018/19 First Quarter Budget Review. (Attachment 1)
2. Adopt Resolution No. 2018-XX. A resolution of the City Council of the City of Moreno Valley, California, adopting the revised operating and capital budgets for Fiscal Year (FY) 2018/19.
3. Approve the City Position Summary. Specific positions are discussed within this staff report and listed on Attachment 5 to this staff report.
4. Approve the reclassification of the Senior Management Analyst to Economic Development Division Manager.
5. Approve the reclassification of one Construction Inspector to a Construction Inspector Supervisor.
6. Approve the reclassification of two Construction Inspectors to Senior Construction Inspectors.

7. Approve the Job Class Specifications for the Economic Development Department Program Manager and the Construction Inspector Supervisor.

**Recommendations: That the CSD:**

1. Adopt Resolution No. CSD 2018-XX. A resolution of the Moreno Valley Community Services District of the City of Moreno Valley, California, adopting the revised operating and capital budget for FY 2018/19.

**SUMMARY**

This report provides the First Quarter Budget Report which updates the Mayor and City Council regarding current year financial trends and provides the Fiscal Year (FY) 2018/19 First Quarter Budget Review through September 30, 2018. This report also requests the approval of recommended amendments to FY 2018/19 revenues and expenditures, along with recommended position reclassifications.

**DISCUSSION**

On May 2, 2017, the City Council adopted the Two-Year Budget for Fiscal Years 2017/18 and 2018/19. The budget included all component units of the City, including the General Fund, Community Services District, Housing Authority and Successor Agency. During the two-year budget period, the City Council will be updated of the City's financial condition through the process of Quarterly Budget Reviews. This ongoing process ensures a forum to review expenditure and revenue changes from the estimates made in the budget document. Additionally, any significant changes in projected revenue or unanticipated expenditures that may occur will be presented to the City Council.

This report provides the FY 2018/19 First Quarter Review for the first three months, July thru September. The First Quarter Budget Review will focus primarily on the City's General Fund. This review will also present three months of operational results from other key funds.

The City Council's direction of "Maintain a Balanced General Fund Budget" serves as a foundation for the fiscal status of City operations. Ongoing funding is directed to sustain ongoing operational expenses; one-time funding is directed toward one-time expenditures. This report identifies the budget adjustments as recommended by the City Manager.

**FISCAL YEAR 2018/19 FIRST QUARTER REVIEW:**

This First Quarter Report updates the Mayor and City Council regarding current year financial trends and provides the opportunity for the City Council to review the recommended actions as they relate to revenues and expenditures.

**General Fund Revenue Update**

Revenue receipts do not follow an even schedule. Although 25% of the fiscal year has elapsed, based on historic trends revenues are estimated to be at approximately 10% of the budgeted amount. Actual revenues received are currently 13% of budget. As the FY 2018/19 revenue estimates were developed prior to the adoption of the budget on May 2, 2017, the revenue estimates may require adjustments based on the FY 2017/18 projected actuals. With the first year of the two-year budget completed, revenue collections have exceeded the original estimated revenue, requiring an increase of \$781,359. Although there will be variances in some of the amounts budgeted, the total is expected to remain within 1% of the amended budget for the year. It should be noted that the lag in timing of revenue receipts helps illustrate the need for an operating cash reserve throughout each fiscal year.

### General Fund Expenditure Update

Although not all expenditures follow a straight-line spending pattern, operating expenditures should track close to within 25% of budget for the year at the end of the first three months. As of September 30, 2018, total General Fund expenditures were at 21%. This pace is within expectations for most activities in the General Fund.

### **FISCAL YEAR 2018/19 BUDGET ADJUSTMENTS**

The FY 2018/19 General Fund revenue budget, as amended, totals approximately \$107.5 million. Based on economic activity and revenue collections through September 2018, staff is recommending First Quarter budget increase of \$781,359 to approximately \$108.3 million.

The FY 2018/19 General Fund expenditures budget as currently amended, and excluding one-time expenditures from fund balance, totals approximately \$108.1. The recommended First Quarter budget changes increase expenditures by \$39,322 to \$108.1 million. This is primarily due to adjustments in completed project operating costs. The fund continues to be structurally balanced, without the use of fund balance for ongoing operations. The specific budget adjustments for the General Fund are summarized in Exhibit A attached to the City Council Resolutions recommended for approval.

Fund	Type (Rev/Exp)	FY 2018/19 Amended Budget	Proposed Adjustments (\$)	Proposed Adjustments (%)	FY 2018/19 Amended Budget (1)
General Fund	Rev	\$107,538,982	\$781,359	<1%	\$108,320,341
General Fund	Exp	\$108,100,964	\$39,322	<1%	\$108,140,286
Net Total (2)		(\$562,982)	\$742,037		\$180,055

1. Does not reflect \$180,049 in net carryovers approved by Council October 16, 2018.

2. Excludes one-time expenditures from fund balance. In FY 18/19, Council approved the use of General Fund fund balance of \$1,100,000 be allocated to street improvements.

City Position Summary Action

The City Position Summary as amended by the City Council serves as an important internal control tool for City Council to establish authorized positions for the City while enabling staff to manage within the authorized and funded positions. The City Position Summary addresses career authorized positions and does not include temporary positions. As a result of operational changes, some positions are being requested to be adjusted based on current and projected demands for those positions and services. Staff recommends the following updates to the City Position Summary:

- Reclassify an Economic Development Senior Management Analyst position to an Economic Development Division Manager (C30 \$91,607 - \$128,976). This will bring the position in line with the duties currently being performed by this position and allow for greater economic development efforts within the City. Estimated costs of \$10,000 will be absorbed within the current budget and no additional funding is being requested.
- Reclassify one Construction Inspector to a Construction Inspector Supervisor (C25 \$71,776 - \$101,056) and two Construction Inspectors to two Senior Construction Inspectors (C23 \$65,103 - \$91,661). This reflects the results of recent classification studies, align with operational changes as well as demands for development and inspection services for both the City and Moreno Valley Utility. Estimated costs of \$20,000 will be absorbed within the current budget and no additional funding is being requested.

<u>Department / Position Title</u>		<b>FY 2018/19 Adjustment</b>	<b>Requested Budget Amendment</b>
<u>Economic Development Department</u>			
Senior Management Analyst	FT	(1)	\$0
Economic Development Division Manager *	FT	1	
<u>Public Works Department</u>			
Construction Inspector	FT	(3)	
Construction Inspector Supervisor	FT	1	\$0
Senior Construction Inspector	FT	2	
<b>Total Adjustment</b>		<b>0</b>	<b>\$0</b>

\*Position may be currently under filled with an Economic Development Department Program Manager.

Summaries of Major Fund Changes for FY 2018/19

The following provides a summary of some of the proposed budget adjustments to other major funds. A complete list of all changes is identified in Exhibit A to the Resolutions.

## Community Development Block Grant (Fund 2512)

Based on the City Council adopted CDBG funding for sub recipients, adjustments are proposed to adjust certain Code and Facilities expenditures and revenues.

## Special Districts Funds (Funds 2006, 2050, 5012, 5014, 5110, 5111, 5112, 5114)

Adjusting revenue to match parcel charge/special taxes applied to Riverside County Property Tax Roll. Additional adjustments are requested for the ongoing reinvestment of restricted funds into maintenance and repairs.

## **ALTERNATIVES**

1. Approve Recommended Actions as set forth in this staff report, including the approval of the budget adjustments for FY 2018/19, as presented in Exhibit A. The approval of these items will allow for ongoing activities to be carried out in the current fiscal year and the City is able to modify budgets and operations as necessary through this quarterly review, while retaining a structurally balanced General Fund budget. *Staff recommends this alternative.*
2. Do not approve proposed Recommended Actions as set forth in this staff report, including the resolutions adopting the budget adjustments to the FY 2018/19 budget, as presented in Exhibit A. *Staff does not recommend this alternative.*

## **FISCAL IMPACT**

The City's Operating and Capital Budgets provide the funding and expenditure plan for all funds. As such, they serve as the City's financial plan for the fiscal year. The fiscal impacts for the proposed budget amendments and carryovers are identified in Exhibit A to the City Resolution.

## **NOTIFICATION**

Publication of the agenda.

## **PREPARATION OF STAFF REPORT**

Prepared By:  
Stephanie Cuff  
Management Analyst

Concurred By:  
Brian Mohan  
Financial Resources Division Manager

Department Head Approval:  
Marshall Eyerman  
Chief Financial Officer/City Treasurer

Approved by:  
Thomas M. DeSantis  
City Manager

## **CITY COUNCIL GOALS**

**Revenue Diversification and Preservation.** Develop a variety of City revenue sources and policies to create a stable revenue base and fiscal policies to support essential City services, regardless of economic climate.

**Public Safety.** Provide a safe and secure environment for people and property in the community, control the number and severity of fire and hazardous material incidents, and provide protection for citizens who live, work and visit the City of Moreno Valley.

**Public Facilities and Capital Projects.** Ensure that needed public facilities, roadway improvements, and other infrastructure improvements are constructed and maintained.

## **CITY COUNCIL STRATEGIC PRIORITIES**

- 1. Economic Development**
- 2. Public Safety**
- 3. Library**
- 4. Infrastructure**
- 5. Beautification, Community Engagement, and Quality of Life**
- 6. Youth Programs**

Objective 1.1: Proactively attract high-quality businesses.

Objective 1.2: Market all the opportunities for quality industrial development in Moreno Valley by promoting all high-profile industrial and business projects that set the City apart from others.

Objective 6.2: Improve health, wellness and fitness for Moreno Valley youth through recreation and sports programs.

## **ATTACHMENTS**

1. First Qtr Financial Summary Report FY1819
2. City Resolution 2018-XX
3. Exhibit A - Proposed Amendments
4. CSD Resolution 2018-XX
5. City Position Summary FY1718 - FY1819
6. Economic Development Department Program Manager
7. Construction Inspector Supervisor

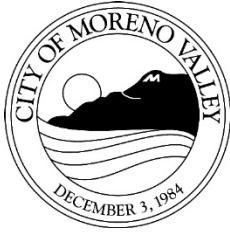
## **APPROVALS**

Budget Officer Approval	<u>✓ Approved</u>	10/30/18 5:33 PM
City Attorney Approval	<u>✓ Approved</u>	11/06/18 11:38 AM

City Manager Approval

✓ Approved

11/06/18 12:18 PM



# City of Moreno Valley

## Fiscal Year 2018/19

### First Quarter Financial Summary

**TO:** Mayor and City Council

**FROM:** Marshall Eyerman, Chief Financial Officer/City Treasurer

**DATE:** November 13, 2018

#### INTRODUCTION

On May 2, 2017, the City Council adopted the Two-Year Operating Budget for Fiscal Years (FY) 2017/18 – 2018/19. During the two-year budget period the City Council will be kept apprised of the City’s financial condition through the process of First Quarter, Mid-Year Budget and Third Quarter Reviews. This ongoing process ensures a forum to look at expenditure and revenue deviations from the estimates made in the budget document. Additionally, any significant changes in projected revenue or unanticipated expenditures that may occur will be shared with the City Council.

This report provides a review of the unaudited financial results at the First Quarter of FY 2018/19 (July 2018 – September 2018, 25% of the fiscal year).

#### CITYWIDE OPERATING EXPENDITURE SUMMARY

The following table contains a summary of the adopted budget, amended budget and the First Quarter expenditures. The totals represent each major fund type and component unit of the City.

**Table 1. Citywide Operating Expenditures**

Fund/Component Unit	FY 2018/19 Adopted Budget	FY 2018/19 Amended Budget	Actuals as of 9/30/18 (unaudited)	% of Amended Budget
General Fund	\$ 104,746,641	\$ 109,200,964	\$ 23,555,197	21.6%
Community Services District (CSD)	20,009,590	20,306,516	4,280,103	21.1%
Successor Agency	4,773,517	4,308,217	1,191,257	27.7%
Housing Fund	250,000	250,000	60,539	24.2%
Special Revenue Funds	34,495,673	43,140,948	7,584,505	17.6%
Capital Projects Funds	3,316,702	11,126,824	362,218	3.3%
Electric Utility Funds	27,409,823	31,383,148	6,530,941	20.8%
Internal Service Funds	13,368,800	14,289,205	3,010,438	21.1%
Debt Service Funds	6,538,420	4,327,000	2,000	0.0%
<b>Total</b>	<b>\$ 214,909,166</b>	<b>\$ 238,332,822</b>	<b>\$ 46,577,199</b>	<b>19.5%</b>



Actions taken by the City Council subsequent to the May 2, 2017 adoption of the two-year budget and included in the Amended Budget are:

- Throughout the fiscal year there are also budget amendments to reflect the acceptance of grants and adjustments to contractual services and material/supplies. The individual amendments are reviewed as part of separate City Council agenda items.
- FY 2017/18 carryover adjustments were approved on the October 16, 2018 Council meeting. These adjustments will be reflected in the 2<sup>nd</sup> Quarter Budget Review and are not reflected in this report.
- On June 19, 2018, Council approved lease/purchase agreement and the financing associated with the streetlight purchase from Southern California Edison. The approval also allowed staff to return to Council with the proposed budget adjustments related to these complex financing transactions which will occur in the next quarter reporting.

The majority of this First Quarter update will focus on the General Fund, as it supports all basic services provided to City residents. Highlights for other key component funds will be discussed at a summary level as well.

# GENERAL FUND OPERATING

## Table 2. General Fund Operations

	FY 2018/19 Adopted Budget	FY 2018/19 Amended Budget	Actuals as of 09/30/2018 (unaudited)	% of Amended Budget
<b>Revenues:</b>				
Taxes:				
Property Tax	\$ 14,422,000	\$ 14,422,000	\$ 514,684	3.6%
Property Tax in-lieu	19,000,000	19,000,000	-	0.0%
Utility Users Tax	16,400,000	16,400,000	3,269,314	19.9%
Sales Tax	18,746,000	19,206,000	1,229,337	6.4%
Other Taxes	12,526,500	12,526,500	1,209,114	9.7%
Licenses & Permits	2,799,824	4,402,072	1,333,084	30.3%
Intergovernmental	463,000	572,573	131,475	23.0%
Charges for Services	12,079,871	12,540,591	3,226,208	25.7%
Use of Money & Property	4,220,862	4,260,858	2,409,222	56.5%
Fines & Forfeitures	662,050	662,050	69,839	10.5%
Miscellaneous	69,647	69,647	59,877	86.0%
<b>Total Revenues</b>	<b>\$ 101,389,754</b>	<b>\$ 104,062,291</b>	<b>\$ 13,452,154</b>	<b>12.9%</b>
<b>Expenditures:</b>				
Personnel Services	\$ 17,623,387	\$ 20,740,691	\$ 5,129,076	24.7%
Contractual Services	73,725,763	73,360,208	14,753,690	20.1%
Material & Supplies	3,705,509	3,755,509	1,185,503	31.6%
General Government	-	-	-	-
Debt Service	-	-	-	-
Fixed Charges	5,739,869	6,178,717	1,518,300	24.6%
Fixed Assets	120,000	50,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 100,914,528</b>	<b>\$ 104,085,125</b>	<b>\$ 22,586,569</b>	<b>21.7%</b>
<i>Excess (Deficiency) of Revenues Over (Under) Expenditures</i>				
	\$ 475,226	\$ (22,834)	\$ (9,134,415)	
<b>Transfers:</b>				
Transfers In	\$ 3,426,691	\$ 3,476,691	\$ 856,674	24.6%
Transfers Out	3,832,113	5,115,839	968,628	18.9%
<b>Net Transfers</b>	<b>\$ (405,422)</b>	<b>\$ (1,639,148)</b>	<b>\$ (111,954)</b>	
Total Revenues & Transfers In	\$ 104,816,445	\$ 107,538,982	\$ 14,308,828	13.3%
Total Expenditures & Transfers Out	104,746,641	109,200,964	23,555,197	21.6%
<b>Net Change of Fund Balance</b>	<b>\$ 69,804</b>	<b>\$ (1,661,982)</b>	<b>\$ (9,246,369)</b>	

## General Fund Operating Revenues

The General Fund is comprised of several revenue types. However, the main sources include property tax, utility users tax, and sales tax. Each of these is affected by different economic activity cycles and pressures.

**Table 3. General Fund Operating Revenues**

	FY 2018/19 Adopted Budget	FY 2018/19 Amended Budget	Actuals as of 09/30/2018 (unaudited)	% of Amended Budget
<b>Revenues:</b>				
Taxes:				
Property Tax	\$ 14,422,000	\$ 14,422,000	\$ 514,684	3.6%
Property Tax in-lieu	19,000,000	19,000,000	-	0.0%
Utility Users Tax	16,400,000	16,400,000	3,269,314	19.9%
Sales Tax	18,746,000	19,206,000	1,229,337	6.4%
Other Taxes	12,526,500	12,526,500	1,209,114	9.7%
Licenses & Permits	2,799,824	4,402,072	1,333,084	30.3%
Intergovernmental	463,000	572,573	131,475	23.0%
Charges for Services	12,079,871	12,540,591	3,226,208	25.7%
Use of Money & Property	4,220,862	4,260,858	2,409,222	56.5%
Fines & Forfeitures	662,050	662,050	69,839	10.5%
Miscellaneous	69,647	69,647	59,877	86.0%
<b>Total Revenues</b>	<b>\$ 101,389,754</b>	<b>\$ 104,062,291</b>	<b>\$ 13,452,154</b>	<b>12.9%</b>

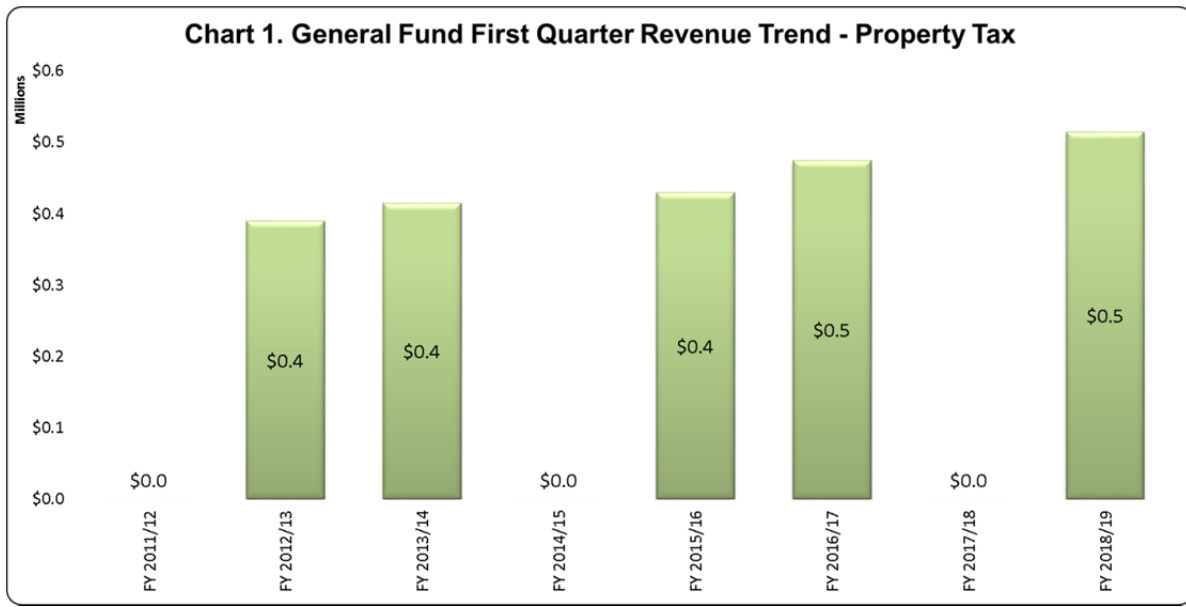
## Property Taxes/Property Taxes In-Lieu

Property taxes were budgeted to increase by 3% from the FY 2017/18 Amended Budget. The annual schedule of property tax payments from the County of Riverside will provide payments to the City based on the following estimated schedule:

### Secured Property Tax Payment Dates

Settlement 1	January
Settlement 2	May
Settlement 3	August
Teeter Settlement	October

Based on historical averages of actual receipts, the City is estimated to receive 1% of the budgeted property tax revenue through first quarter. The City has currently received 1.5% through first quarter. Property taxes will continue to be monitored as property valuations may adjust through the year based on property sales and assessment appeals filed with the County.

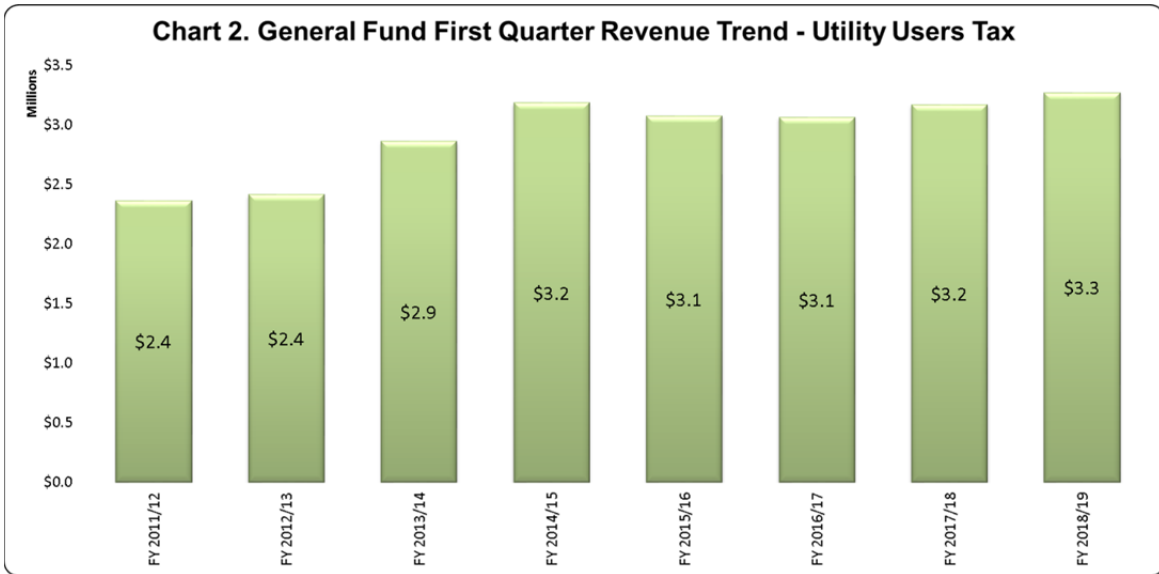


Note: FYs 2011/12, 2014/15 and 2017/18 did not receive any property tax revenues in the first quarter.

### **Utility Users Tax**

Utility Users taxes were budgeted to increase by 1% from the FY 2017/18 Amended Budget. This projection is primarily due to competitive forces within the communications markets. Both the wireless and wired markets experienced downturns year over year. Based on our discussions with utility tax experts, there are a couple of causes for this trend. First is competition and bundling practices within the market as more small players continue to join the market. Second is the migration of customers from contract plans to prepaid plans.

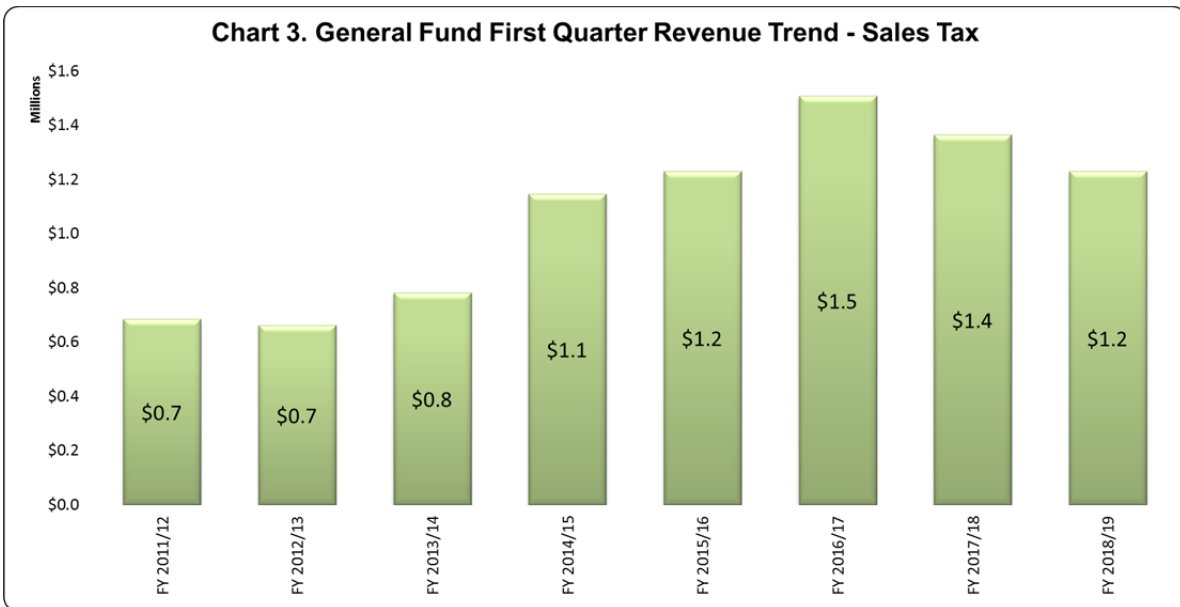
Based on historical averages of actual receipts, the City is estimated to receive 18.2% of the budgeted utility users tax revenue through first quarter. The City has currently received 19.9% through first quarter.



**Sales Taxes**

Sales taxes were budgeted to increase by 5% from the FY 2017/18 Amended Budget. Sales tax receipts will need to be continually monitored through the year to determine if current trends begin to plateau or begin to decrease.

Based on historical averages of actual receipts, the City is estimated to receive 6% of the budgeted sales tax revenue through first quarter. The City has currently received 6% through first quarter.

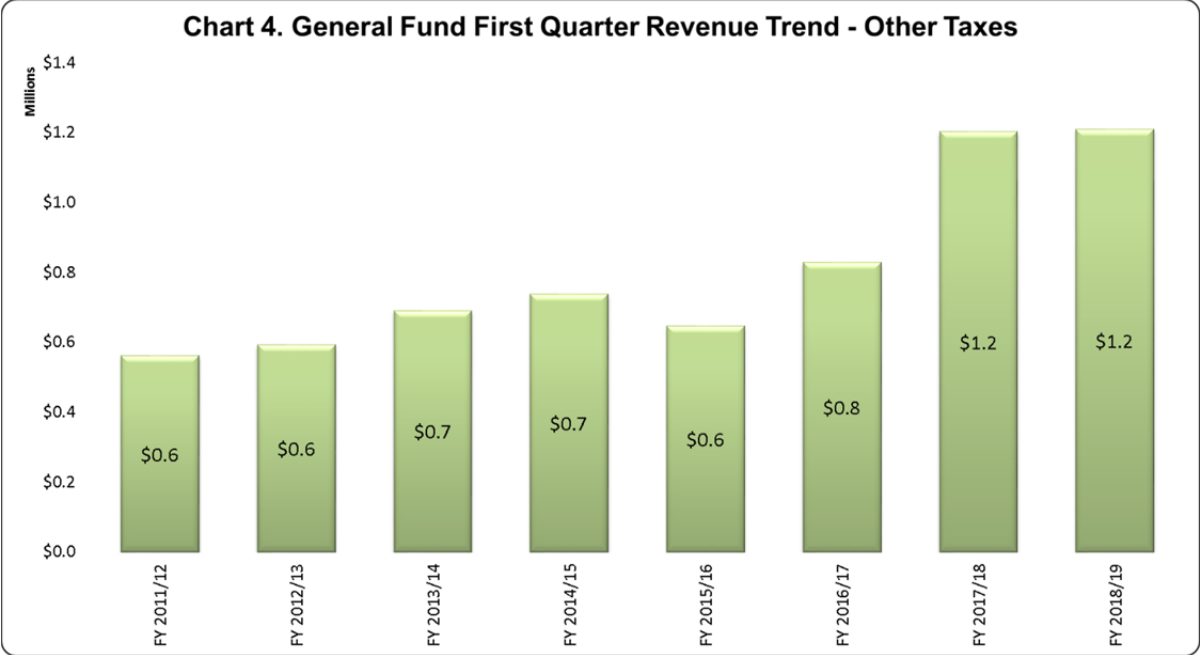


Note: For FY 2017/18, the reversal of revenues accrued to the prior fiscal year in accordance with the Government Accounting Standards Board (GASB) did not occur until the second quarter.

**Other Taxes**

Other taxes are primarily composed of Business Gross Receipts, Transient Occupancy Tax, Documentary Transfer Tax, and Franchise Fees. Collectively, other taxes were budgeted to increase 3% from the FY 2017/18 Amended Budget.

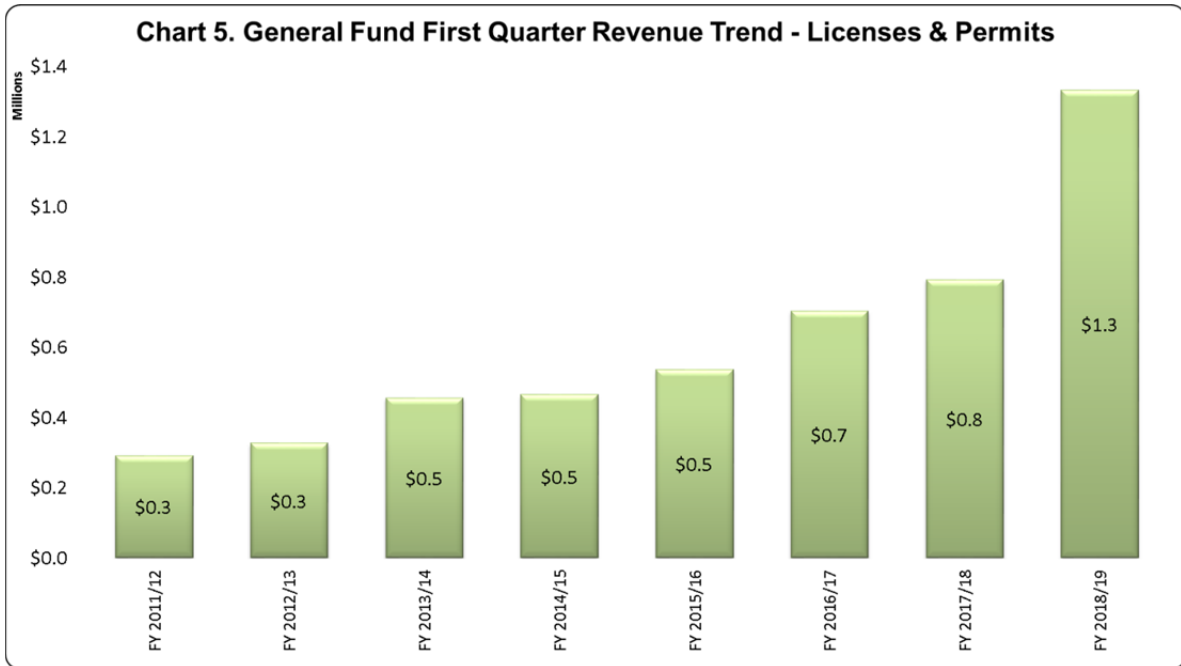
Based on historical averages of actual receipts, the City is estimated to receive 8% of the budgeted Other Taxes revenue through first quarter. The City has currently received 10% through first quarter.



**Licenses & Permits**

Licenses & Permits are primarily composed of Business and Animal Licenses, along with Building, Electrical, Mechanical, Plumbing and other permits. Collectively, Licenses & Permits were budgeted to increase by 29% from the FY 2017/18 Amended Budget. This increase reflects increases due to Commercial Cannabis Business Permits. This budget will be monitored for a possible future increase.

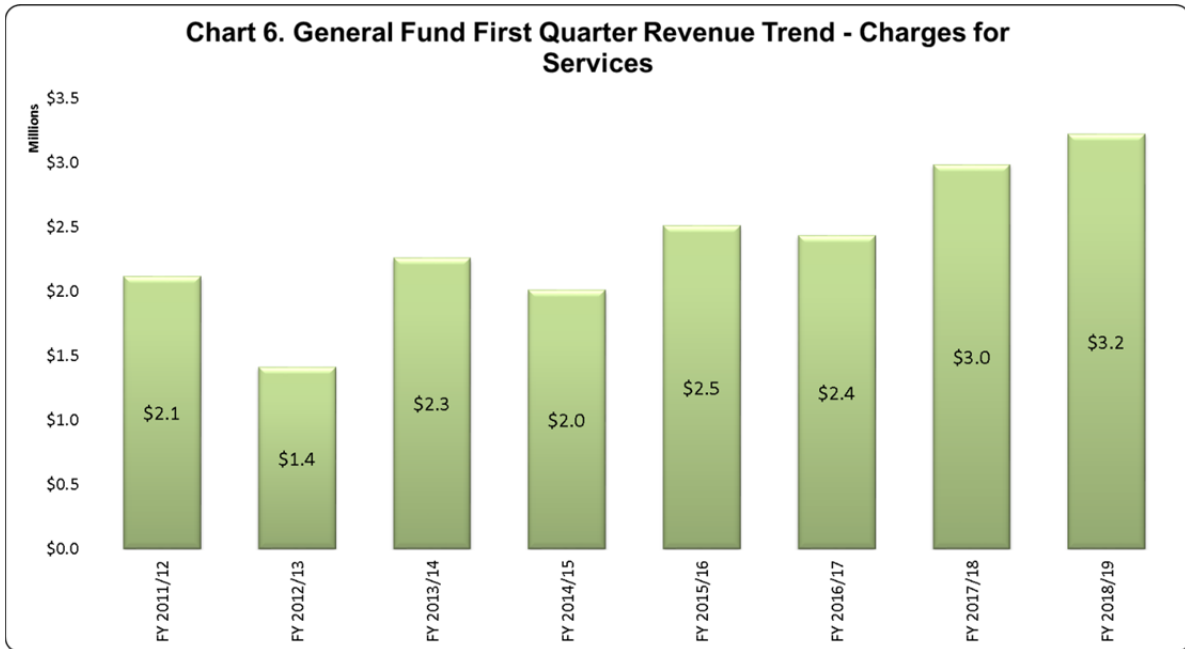
Based on historical averages of actual receipts, the City is estimated to receive 24% of the budgeted Licenses & Permits revenue through first quarter. The City has currently received 30% through first quarter. The higher growth rate is related primarily to the recent building and business license permit activities.



**Charges for Services**

Charges for Services are primarily composed of Plan Check Fees, Inspection Fees, Administrative Charges to other funds, and Parking Control Fines. Collectively, Charges for Services were conservatively budgeted to increase by 3% from the FY 2017/18 Amended Budget. This budget will be monitored for a possible future increase.

Based on historical averages of actual receipts, the City is estimated to receive 23% of the budgeted Charges for Services revenue through first quarter. The City has currently received 26% through first quarter.



***Use of Money and Property***

Investment income continues to remain low due to extremely low rates of return for fixed income investments, but has increased over the last year due to actions taken by the Federal Open Market Committee. The investments managed by Chandler Asset Management achieved a Yield to Maturity (YTM) for September 2018 of 2.04%. This compares to a YTM in September 2017 of 1.68 %. The investments managed by Insight Investments achieved a Yield to Maturity (YTM) for September 2018 of 1.76%. This compares to a YTM in September 2017 of 1.38%. In addition, the City maintained funds in the State Local Agency Investment Fund Pool (LAIF) with a YTM of 2.06%. This is a very low rate of return compared to historical experience, but is indicative of how investment income is performing everywhere, which is the reason the City utilizes the active management approach.

***General Fund Expenditures***

Expenditures are being spent in-line with prior year expenditures. Each Department’s activities will be monitored throughout the year as they may be impacted by different operational activities and project timelines.



**Table 4. General Fund Expenditures**

	FY 2018/19 Adopted Budget	FY 2018/19 Amended Budget	Actuals as of 09/30/18 (unaudited)	% of Amended Budget
<b>Department</b>				
City Council	\$ 1,019,127	\$ 1,118,413	\$ 206,164	18.4%
City Clerk	958,242	974,742	117,322	12.0%
City Manager	6,038,211	6,117,579	1,530,339	25.0%
City Attorney	899,961	899,961	188,487	20.9%
Community Development	9,170,762	9,414,798	2,054,767	21.8%
Economic Development	1,933,827	1,933,827	441,973	22.9%
Financial & Management Services	4,370,601	5,994,629	911,955	15.2%
Human Resources	1,080,522	1,170,159	287,155	24.5%
Public Works	7,293,505	7,580,085	2,307,799	30.4%
Non-Departmental	4,019,955	5,303,681	1,892,186	35.7%
<b>Non-Public Safety Subtotal</b>	<b>\$ 36,784,713</b>	<b>\$ 40,507,874</b>	<b>\$ 9,938,146</b>	<b>24.5%</b>
<b>Public Safety</b>				
Police	\$ 44,523,283	\$ 44,841,152	\$ 8,033,468	17.9%
Fire	23,438,645	23,851,938	5,583,584	23.4%
<b>Public Safety Subtotal</b>	<b>\$ 67,961,928</b>	<b>\$ 68,693,090</b>	<b>\$ 13,617,052</b>	<b>19.8%</b>
<b>Total</b>	<b>\$ 104,746,641</b>	<b>\$ 109,200,964</b>	<b>\$ 23,555,197</b>	

## OTHER KEY FUNDS

The following summaries describe other major funds in the City.

### ***Moreno Valley Community Services District***

The Moreno Valley Community Services District (CSD) was formed by the voters in 1984 to collect fees and certain taxes to provide an array of services including parks, recreation and community services, streetlights, landscaping and ongoing maintenance. The CSD provides these services through separate “zones” that define the services that are provided.

For certain zones, the primary revenue source used to provide services to properties is parcel fees or taxes levied on properties via their annual tax bill. Proposition 218, passed by California voters in November 1996, and has posed a serious challenge to managing the future operation of the CSD zones. Prop. 218 requires any revenue increase to be addressed through a voting process by affected property owners. For a period following the initial implementation of Prop. 218, the CSD was successful in receiving approval for some new or increased revenues. There were also revenue increases due to the growth of developed parcels within the zones. However, due to cost increases that exceed any offsetting increases in the revenues over the past years, and the recent economic downturn slowing new parcel growth, property owners have been resistant to efforts to fully fund service levels.

**Table 5. CSD Operations**

	FY 2018/19 Adopted Budget	FY 2018/19 Amended Budget	Actuals as of 09/30/18 (unaudited)	% of Amended Budget
<b>Revenues:</b>				
Taxes:				
Property Tax	\$ 4,610,427	\$ 4,610,427	\$ 174,736	3.8%
Other Taxes	5,353,200	5,353,200	-	0.0%
Licenses & Permits	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Charges for Services	6,020,400	6,021,600	344,080	5.7%
Use of Money & Property	821,201	872,201	462,296	53.0%
Fines & Forfeitures	50,000	50,000	7,364	14.7%
Miscellaneous	13,500	13,500	11,905	88.2%
Transfers In	2,153,113	2,392,266	548,877	22.9%
<b>Total Revenues</b>	<b>\$ 19,021,841</b>	<b>\$ 19,313,194</b>	<b>\$ 1,549,258</b>	<b>8.0%</b>
<b>Expenditures:</b>				
Library Services Fund (5010)	\$ 2,433,229	\$ 2,470,602	\$ 557,740	22.6%
Zone A Parks Fund (5011)	9,563,447	9,740,600	2,314,311	23.8%
LMD 2014-01 Residential Street Lighting Fund (5012)	1,589,879	1,589,879	343,415	21.6%
Zone C Arterial Street Lighting Fund (5110)	901,354	901,354	185,012	20.5%
Zone D Standard Landscaping Fund (5111)	1,137,750	1,137,750	162,049	14.2%
Zone E Extensive Landscaping Fund (5013)	320,547	322,547	46,703	14.5%
5014 LMD 2014-02	2,389,330	2,434,730	335,497	13.8%
Zone M Median Fund (5112)	242,528	277,528	39,943	14.4%
CFD No. 1 (5113)	1,364,358	1,364,358	289,291	21.2%
Zone S (5114)	67,168	67,168	6,141	9.1%
<b>Total Expenditures</b>	<b>\$ 20,009,590</b>	<b>\$ 20,306,516</b>	<b>\$ 4,280,103</b>	<b>21.1%</b>
<b>Net Change or Adopted Use of Fund Balance</b>	<b>\$ (987,749)</b>	<b>\$ (993,322)</b>	<b>\$ (2,730,845)</b>	

**Community Services District Zone A – Parks & Community Services**

The largest Zone within the CSD is Zone A. It accounts for the administration and maintenance of the Parks & Community Services facilities and programs. Funding sources for these services come from a combination of property taxes, fees for service and smaller amounts from other City funds.

**Table 6. CSD Zone A Operations**

	FY 2018/19 Adopted Budget	FY 2018/19 Amended Budget	Actuals as of 09/30/18 (unaudited)	% of Amended Budget
<b>Revenues:</b>				
Taxes:				
Property Tax	\$ 2,403,800	\$ 2,403,800	\$ 89,988	3.7%
Other Taxes	4,930,000	4,930,000	-	0.0%
Charges for Services	1,182,900	1,184,100	306,901	25.9%
Use of Money & Property	761,601	812,601	287,396	35.4%
Miscellaneous	11,500	11,500	9,162	79.7%
Transfers In	524,084	693,237	132,060	19.0%
<b>Total Revenues</b>	<b>\$ 9,813,885</b>	<b>\$ 10,035,238</b>	<b>\$ 825,507</b>	<b>8.2%</b>
<b>Expenditures:</b>				
35010 Parks & Comm Svcs - Admin	\$ 472,792	\$ 472,792	\$ 101,032	21.4%
35210 Park Maintenance - General	3,500,190	3,665,190	911,347	24.9%
35211 Contract Park Maintenance	508,471	508,471	66,717	13.1%
35212 Park Ranger Program	375,038	375,038	86,816	23.1%
35213 Golf Course Program	389,707	389,707	92,320	23.7%
35214 Parks Projects	211,309	211,309	48,609	23.0%
35310 Senior Program	571,579	571,579	130,105	22.8%
35311 Community Services	199,496	225,196	55,632	24.7%
35312 Community Events	98,937	98,937	25,482	25.8%
35313 Conf & Rec Cntr	557,610	566,610	135,960	24.0%
35314 Conf & Rec Cntr - Banquet	361,414	365,567	81,141	22.2%
35315 Recreation Programs	1,466,791	1,441,091	353,127	24.5%
35317 July 4th Celebration	132,183	132,183	55,235	41.8%
35318 Sports Programs	645,805	644,805	144,964	22.5%
35319 Towngate Community Center	72,125	72,125	15,070	20.9%
95011 Non-Dept Zone A Parks	-	-	10,755	0.0%
<b>Total Expenditures</b>	<b>\$ 9,563,447</b>	<b>\$ 9,740,600</b>	<b>\$ 2,314,311</b>	<b>23.8%</b>
<b>Net Change or Adopted Use of Fund Balance</b>	<b>\$ 250,438</b>	<b>\$ 294,638</b>	<b>\$ (1,488,804)</b>	

**Electric Utility**

The Moreno Valley Utility (MVU) manages the operation, maintenance and business planning of the City's electric utility. MVU's basic purpose is to purchase and distribute electricity to customers in newly developed areas of the City. The City began serving new customers in February 2004, and now serves more than 6,500 customers. As it reaches fiscal and operational maturity, MVU will continue to be a key component of the City's economic development strategy. The City Council has established special tiered rates for electric utility customers based upon factors such as the number of jobs created.

The main revenue source for this fund is derived from charges for services. The customer base includes residential, commercial and industrial customers. The growth in customer base will continue to provide for the ability to create rate stabilization and replacement reserve funding.

**Table 7. MVU Operations**

	FY 2018/19 Adopted Budget	FY 2018/19 Amended Budget	Actuals as of 09/30/2018 (unaudited)	% of Amended Budget
<b>Revenues:</b>				
Taxes:				
Charges for Services	\$ 31,641,643	\$ 31,641,643	11,201,650	35.4%
Use of Money & Property	155,500	155,500	177,437	114.1%
Miscellaneous	141,500	141,500	39,607	28.0%
Transfers In	-	-	-	0.0%
<b>Total Revenues</b>	<b>\$ 31,938,643</b>	<b>\$ 31,938,643</b>	<b>\$ 11,418,695</b>	<b>35.8%</b>
<b>Expenditures:</b>				
45510 Electric Utility - General	\$ 21,963,138	\$ 22,402,961	\$ 6,184,008	27.6%
45511 Public Purpose Program	2,060,185	2,060,185	147,377	7.2%
80005 CIP - Electric Utility	5,000	13,690,963	193,578	1.4%
96010 Non-Dept Electric	0	0	5,978	0.0%
96030 Non-Dept 2005 Lease Revenue Bonds	1,550,000	1,550,000	-	0.0%
96021 Non-Dept 2016 Tax LRB of 07 Tax	867,700	867,700	-	0.0%
96011 Non-Dept Electric - Restricted	-	-	-	0.0%
96031 Non-Dept 2013 Refunding 05 LRB	179,500	37,500	-	0.0%
96032 Non-Dept 2014 Refunding 2005 LRB	119,300	119,300	-	0.0%
96040 Non-Dept 2015 Taxable LRB	665,000	460,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 27,409,823</b>	<b>\$ 41,188,609</b>	<b>\$ 6,530,941</b>	<b>15.9%</b>
<b>Net Change or Adopted Use of Fund Balance</b>	<b>\$ 4,528,820</b>	<b>\$ (9,249,966)</b>	<b>\$ 4,887,754</b>	

MVU's revenues and expenses will fluctuate annually based on energy demands.

- On June 19, 2018, Council approved lease/purchase agreement and the financing associated with the streetlight purchase from Southern California Edison. The approval also allowed staff to return to Council with the proposed budget adjustments related to these complex financing transactions which will occur in the next quarter reporting.

## SUMMARY

The City of Moreno Valley is experiencing certain levels of growth and continues to maintain a structurally balanced Budget without the use of reserves.

Although the City has experienced positive results in some areas through FY 2017/18 and through the First Quarter of FY 2018/19, the City should look toward the future with constrained optimism as we proceed through the fiscal year.

As positive fund balances begin to grow, we will bring back to the City Council for discussion options to address the other challenges and unfunded liabilities.

RESOLUTION NO. 2018-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, CALIFORNIA, ADOPTING THE REVISED OPERATING AND CAPITAL BUDGETS FOR FISCAL YEAR 2018/19

WHEREAS, the City Council approved the Operating and Capital Budgets for the City for Fiscal Year 2018/19, a copy of which, as may have been amended by the City Council, is on file in the Office of the City Clerk and is available for public inspection; and

WHEREAS, the City Council approves amendments to the budgets throughout the fiscal year and such prior amendments are reflected within the current amended budget and further ratified as part of the adoption of the quarterly budget amendments; and

WHEREAS, the City Manager has heretofore submitted to the City Council proposed amendments to the Operating and Capital Budgets for the City for Fiscal Year 2018/19, a copy of which, as may have been amended by the City Council, is on file in the Office of the City Clerk and is available for public inspection; and

WHEREAS, the said proposed amendments to the Operating and Capital Budgets contain estimates of the services, activities and projects comprising the budget, and contains expenditure requirements and the resources available to the City; and

WHEREAS, the said proposed amendments to the Operating and Capital Budgets contain the estimates of uses of fund balance as required to stabilize the delivery of City services during periods of operational deficits; and

WHEREAS, the City Council has made such revisions to the proposed amended Operating and Capital Budgets as so desired; and

WHEREAS, the amended Operating and Capital Budgets, as herein approved, will enable the City Council to make adequate financial plans and will ensure that City officers can administer their respective functions in accordance with such plans.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

1. The proposed amendments to the Operating and Capital Budgets, as Exhibit A to this Resolution and as on file in the Office of the City Clerk, and as may have been amended by the City Council, are hereby approved and adopted as the annual Operating and Capital Budgets of the City of Moreno Valley for Fiscal Year 2018/19.

2. The Proposed Amendments to City Position Summary included within the staff report and contained in the City Position Summary attached as Attachment 5 and on file in the Office of the City Clerk, and as may have been amended by the City Council, is hereby adopted as part of the Approved City Position Summary of the City of Moreno Valley for Fiscal Year 2018/19.
3. The amounts of proposed expenditures, which include the uses of fund balance specified in the approved budget, are hereby appropriated for the various budget programs and units for said fiscal year.
4. Within fifteen (15) days after the adoption of this Resolution, the City Clerk shall certify to the adoption hereof and, as so certified, cause a copy to be posted in at least three (3) public places within the City.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

APPROVED AND ADOPTED this 13<sup>th</sup> day of November, 2018.

\_\_\_\_\_  
Mayor of the City of Moreno Valley

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**RESOLUTION JURAT**

STATE OF CALIFORNIA        )  
COUNTY OF RIVERSIDE       ) ss.  
CITY OF MORENO VALLEY     )

I, Pat Jacquez-Nares, City Clerk of the City of Moreno Valley, California, do hereby certify that Resolution No. 2018-xx was duly and regularly adopted by the City Council of the City of Moreno Valley at a regular meeting thereof held on the 13<sup>th</sup> day of November, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(Council Members, Mayor Pro Tem and Mayor)

\_\_\_\_\_  
CITY CLERK

(SEAL)

**CITY OF MORENO VALLEY  
GENERAL FUND  
FY 2018/19 Proposed Amendments**

Department	Fund	Account Description	General Ledger Account	Project	Fiscal Year 2018/19 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
Financial & Management Services	1010	Revenue Close to Bal Sheet - Use of M&P-Prin/Int Income	1010-99-99-91010-469999		\$ -	\$ (763,000.00)	\$ (763,000.00)	Accounting adjustment for the Towngate Mall note.
Financial & Management Services	1010	Utility Users Tax	1010-99-99-91010-407000		\$ 16,400,000.00	\$ (400,000.00)	\$ 16,000,000.00	Adjusted based on updated budget projections.
Financial & Management Services	1010	Franchise Fees	1010-99-99-91010-500010		\$ 6,509,000.00	\$ (300,000.00)	\$ 6,209,000.00	Adjusted based on updated budget projections.
Financial & Management Services	1010	Sales Tax - General	1010-99-99-91010-402000		\$ 19,206,000.00	\$ 712,810.00	\$ 19,918,810.00	Adjusted based on updated budget projections.
Financial & Management Services	1010	Property Tax - Secured	1010-99-99-91010-401000		\$ 6,080,000.00	\$ 304,000.00	\$ 6,384,000.00	Adjusted based on updated budget projections.
Financial & Management Services	1010	Transient Occupancy Tax	1010-99-99-91010-403000		\$ 2,450,000.00	\$ 100,000.00	\$ 2,550,000.00	Adjusted based on updated budget projections.
Financial & Management Services	1010	Property Tax in Lieu-VLF	1010-99-99-91010-401060		\$ 19,000,000.00	\$ 920,000.00	\$ 19,920,000.00	Adjusted based on updated budget projections.
Financial & Management Services	1010	Property Tax - Redevelopment Redistribution	1010-99-99-91010-401065		\$ 420,000.00	\$ 34,000.00	\$ 454,000.00	Adjusted based on updated budget projections.
Financial & Management Services	1010	Documentary Transfer Tax	1010-99-99-91010-406000		\$ 757,500.00	\$ 12,500.00	\$ 770,000.00	Adjusted based on updated budget projections.
Fire	1010	Annual Fire Inspection Fees	1010-40-46-30210-520010		\$ 181,000.00	\$ 100,000.00	\$ 281,000.00	Adjusted based on updated budget projections.
Fire	1010	Fire Plan Check Fees	1010-40-46-30210-540030		\$ 429,760.00	\$ (100,000.00)	\$ 329,760.00	Adjusted based on updated budget projections.
Police	1010	Asset Forfeitures	1010-60-65-40010-480150		\$ 109,573.00	\$ 161,049.00	\$ 270,622.00	Budgeting for carryover and forecasted revenue.
<b>REVENUE TOTAL</b>					<b>\$ 71,542,833</b>	<b>\$ 781,359</b>	<b>\$ 72,324,192</b>	
City Attorney	1010	ISF - Purch & Fac	1010-14-10-14010-690390		\$ 54,400	\$ (6,433)	\$ 47,967	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
City Clerk	1010	Contractual	1010-10-01-10010-625099		-	85,000	85,000	Adjusting budget based on projected election/operational costs.
City Clerk	1010	ISF - Purch & Fac	1010-12-05-12010-690390		50,200	(5,937)	44,263	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
City Council	1010	Training & Travel	1010-10-01-10011-620510		2,000	2,000	4,000	Budget adjusted based on historical activity.
City Council	1010	Training & Travel	1010-10-01-10012-620510		2,000	2,000	4,000	Budget adjusted based on historical activity.
City Council	1010	Training & Travel	1010-10-01-10013-620510		2,000	2,000	4,000	Budget adjusted based on historical activity.
City Council	1010	Training & Travel	1010-10-01-10014-620510		2,000	2,000	4,000	Budget adjusted based on historical activity.
City Council	1010	Training & Travel	1010-10-01-10015-620510		2,000	2,000	4,000	Budget adjusted based on historical activity.
City Manager	1010	Transfers Out	1010-99-99-91010-905010		475,000	(475,000)	-	Adjusted based on updated budget projections and needs.
City Council	1010	ISF - Purch & Fac	1010-10-01-10010-690390		80,200	(9,484)	70,716	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
City Manager	1010	ISF - Purch & Fac	1010-16-15-16010-690390		91,200	(10,785)	80,415	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
City Manager	1010	ISF - Purch & Fac	1010-16-16-16210-690390		33,800	(3,997)	29,803	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
City Manager	1010	ISF - Purch & Fac	1010-16-39-25410-690390		198,000	(23,415)	174,585	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Community Development	1010	ISF - Purch & Fac	1010-20-25-20011-690390		73,300	(8,668)	64,632	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Community Development	1010	ISF - Purch & Fac	1010-20-26-20110-690390		73,700	(8,716)	64,984	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Community Development	1010	ISF - Purch & Fac	1010-20-27-20211-690390		93,900	(11,104)	82,796	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Community Development	1010	ISF - Purch & Fac	1010-20-28-20310-690390		75,000	(8,869)	66,131	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Community Development	1010	ISF - Purch & Fac	1010-20-38-18210-690390		169,200	(20,009)	149,191	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Economic Development	1010	ISF - Purch & Fac	1010-22-25-20010-690390		47,850	(5,659)	42,191	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Financial & Management Services	1010	ISF - Purch & Fac	1010-30-35-25010-690390		48,400	(5,724)	42,676	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Financial & Management Services	1010	ISF - Purch & Fac	1010-30-36-25110-690390		126,300	(14,936)	111,364	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Financial & Management Services	1010	ISF - Purch & Fac	1010-30-37-25210-690390		64,700	(7,651)	57,049	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Financial & Management Services	1010	ISF - Purch & Fac	1010-30-40-18310-690390		78,800	(9,319)	69,481	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Fire	1010	ISF - Purch & Fac	1010-40-45-30110-690390		516,100	(61,033)	455,067	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Fire	1010	ISF - Purch & Fac	1010-40-46-30210-690390		1,100	(130)	970	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Fire	1010	ISF - Purch & Fac	1010-40-46-30211-690390		87,500	(10,348)	77,152	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Fire	1010	ISF - Purch & Fac	1010-40-47-30310-690390		95,200	(11,258)	83,942	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Human Resources	1010	ISF - Purch & Fac	1010-18-21-18020-690390		50,100	(5,925)	44,175	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Police	1010	ISF - Purch & Fac	1010-60-65-40010-690390		513,900	(60,773)	453,127	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Public Works	1010	ISF - Purch & Fac	1010-70-29-20410-690390		139,200	(16,462)	122,738	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Public Works	1010	ISF - Purch & Fac	1010-70-75-45010-690390		47,200	(5,582)	41,618	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Public Works	1010	ISF - Purch & Fac	1010-70-76-45110-690390		87,100	(10,300)	76,800	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Public Works	1010	ISF - Purch & Fac	1010-70-77-45210-690390		98,000	(11,589)	86,411	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Community Development	1010	Communications	1010-20-26-20110-620410		14,684	294	14,978	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Community Development	1010	Salaries-Regular	1010-20-26-20110-611110		912,596	194,107	1,106,703	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Community Development	1010	Salaries-Temporary	1010-20-26-20110-611310		19,300	34,209	53,509	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Community Development	1010	Salaries-Addl - Other	1010-20-26-20110-611699		34,859	8,806	43,665	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Community Development	1010	Benefits - PERS & ERP Def Comp	1010-20-26-20110-612110		231,690	63,312	295,002	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Community Development	1010	Benefits - Bank	1010-20-26-20110-612120		146,751	38,073	184,824	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Community Development	1010	Benefits - Medicare	1010-20-26-20110-612130		12,294	3,367	15,661	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Community Development	1010	Benefits - Group Life Insurance	1010-20-26-20110-612140		3,951	1,158	5,109	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Community Development	1010	Benefits - ST/LT Disability	1010-20-26-20110-612145		7,027	1,894	8,921	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Community Development	1010	Benefits - Annuity	1010-20-26-20110-612160		4,562	880	5,442	Adjusting budget due to reallocation of CDBG funding previously approved by Council.
Police	1010	Maint & Repair - Machine Equip	1010-60-65-40010-620930		140,713	25,000	165,713	Allocating budget for expected fleet maintenance of motorcycle.
Public Works	1010	Transfers to TUMF CAPITAL PROJECTS FUND	1010-99-99-91010-903003		-	204,086	204,086	Close-out of completed projects.
Public Works	1010	Salaries-Reimbursable (In/Out)	1010-70-77-45210-611510		(1,131,014)	140,000	(991,014)	Allocating budget for operational expenditures and recovered costs.
Public Works	1010	Transfers to GAS TAX FUND	1010-99-99-91010-902000		160,000	90,000	250,000	Allocating budget for expected maintenance activities.
Public Works	1010	Transfers to LMD 2014-02	1010-99-99-91010-905014		220,529	(31,758)	188,771	Adjusting budget to be consistent with FY2018/19 Engineer's Report as approved by City Council on 6/19/18.
<b>EXPENSES TOTAL</b>					<b>\$ 4,257,292</b>	<b>\$ 39,322</b>	<b>\$ 4,296,614</b>	



**CITY OF MORENO VALLEY  
NON - GENERAL FUND  
FY 2018/19 Proposed Amendments**

Department	Fund	Account Description	General Ledger Account		Fiscal Year 2018/19 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
City Manager	5010	Transfers in - from GENERAL FUND	5010-99-99-95010-801010		\$ 475,000.00	\$ (475,000.00)	-	Adjusted based on updated budget projections and needs.
City Manager	7210	Transfers in - within categ TECHNOLOGY REPLACEMENT RESERVE	7210-99-99-97210-827230		\$ 200,000.00	\$ 651,000.00	851,000	Aligning funding with expenditures.
Economic Development	2300	Other Grant-Operating Revenue	2300-22-25-72202-489000		-	\$ 40,501.00	40,501	Mayor's Challenge grant carryover.
Financial & Management Services	2512	Fed Grant-Operating Revenue	2512-99-99-92512-485000		\$ 2,068,143.00	\$ 45,894.00	2,114,037	Adjusting budget due to reallocation of CDBG funding previously approved by Council
Financial & Management Services	7310	Administrative Charges	7310-30-40-18410-585020		\$ 4,193,850.00	\$ (354,106.00)	3,839,744	Adjusting budget due to reallocation of CDBG funding previously approved by Council
Parks & Community Services	2300	Fed Grant-Operating Revenue	2300-50-58-75014-485000		\$ 33,750.00	\$ 33,750.00	67,500	Budgeting for the 21st Century Community Learning Center grant.
Parks & Community Services	5011	Donations	5011-50-58-35310-580200		\$ 5,000.00	\$ 4,200.00	9,200	Allocating budget for expected donations.
Parks & Community Services	5011	Donations	5011-50-58-35311-580200		-	\$ 7,500.00	7,500	Allocating budget for expected donations.
Parks & Community Services	5011	Spl Seasonal Events	5011-50-58-35312-507090		\$ 7,000.00	\$ 4,800.00	11,800	Allocating budget for expected donations.
Parks & Community Services	5011	Spl Seasonal Events-4th of Jul	5011-50-58-35317-507080		\$ 50,000.00	\$ 1,000.00	51,000	Allocating budget for expected donations.
Parks & Community Services	5011	Donations	5011-50-58-35318-580200		-	\$ 7,500.00	7,500	Allocating budget for expected donations.
Public Works	5114	Transfers in - from Zone L	5114-99-99-95114-805010		-	\$ 23,988.00	23,988	Reallocating budget for maintenance.
Public Works	3005	Transfers in - from DIF - FIRE	3005-99-99-93005-802903		\$ 950,000.00	\$ (950,000.00)	-	True-up based on currently available funding.
Public Works	3003	Transfers in - from GENERAL FUND	3003-99-99-93003-801010		-	\$ 204,086.00	204,086	Close-out of completed projects.
Public Works	2001	Fed Reimb-Capital	2001-99-99-92001-482020		\$ 219,650.00	\$ (219,650.00)	-	Allocating revenue budgets to projects and adjusting for updated projections.
Public Works	2001	Reimbursements - Other Govts	2001-99-99-92001-483010	801 0049 70 76	\$ -	\$ 46,505.00	46,505	Allocating revenue budgets to projects and adjusting for updated projections.
Public Works	2301	Fed Reimb-Capital	2301-99-99-92301-482020		\$ 4,415,000.00	\$ (4,415,000.00)	-	Allocating revenue budgets to projects and adjusting for updated projections.
Public Works	2301	Fed Reimb-Capital	2301-99-99-92301-482020	808 0018	\$ 4,415,000.00	\$ 1,137,772.00	5,552,772	Allocating revenue budgets to projects and adjusting for updated projections.
Public Works	3002	Reimbursement Agreement	3002-99-99-93002-500600		\$ 1,870,382.00	\$ (788,882.00)	1,081,500	Allocating revenue budgets to projects and adjusting for updated projections.
Public Works	3008	Fed Reimb-Capital	3008-99-99-93008-482020	802 0003 70 77	-	\$ (17,095.00)	(17,095)	Allocating revenue budgets to projects and adjusting for updated projections.
Public Works	3015	Transfer in - within category PARKS-COMM SERV CAPITAL PROJECTS	3015-99-99-93015-823006		-	\$ 357,024.00	357,024	Moving to funds 3015 & 3016 to match projects.
Public Works	3016	Transfer in - within category PARKS-COMM SERV CAPITAL PROJECTS	3016-99-99-93016-823006		-	\$ 606,435.00	606,435	Moving to funds 3015 & 3016 to match projects.
Public Works	2200	Waste Managmt. Recycling	2200-70-78-77311-486200		\$ 55,000.00	\$ 14,663.00	69,663	Budgeting for grant expenses and off-setting revenue.
Public Works	2207	State Grant-Operating Revenue	2207-70-78-77415-486000		\$ 55,462.00	\$ 45,783.00	101,245	Budgeting for grant expenses and off-setting revenue.
Public Works	2000	Transfers in - from GENERAL FUND	2000-99-99-92000-801010		\$ 160,000.00	\$ 90,000.00	250,000	Allocating budget for expected maintenance activities.
Public Works	5014	Transfers in - from GENERAL FUND	5014-99-99-95014-801010	SD LMD ZN 01-TG	\$ 220,529.00	\$ (2,709.00)	217,820	Adjusting budget to be consistent with FY2018/19 Engineer's Report as approved by City Council on 6/19/18.
Public Works	5014	Transfers in - from GENERAL FUND	5014-99-99-95014-801010	SD LMD ZN 01A-RP	\$ 220,529.00	\$ (562.00)	219,967	Adjusting budget to be consistent with FY2018/19 Engineer's Report as approved by City Council on 6/19/18.
Public Works	5014	Transfers in - from GENERAL FUND	5014-99-99-95014-801010	SD LMD ZN 02-HS	\$ 220,529.00	\$ (5,077.00)	215,452	Adjusting budget to be consistent with FY2018/19 Engineer's Report as approved by City Council on 6/19/18.
Public Works	5014	Transfers in - from GENERAL FUND	5014-99-99-95014-801010	SD LMD ZN 03-MVRW	\$ 220,529.00	\$ (10,170.00)	210,359	Adjusting budget to be consistent with FY2018/19 Engineer's Report as approved by City Council on 6/19/18.
Public Works	5014	Transfers in - from GENERAL FUND	5014-99-99-95014-801010	SD LMD ZN 03A-LPP	\$ 220,529.00	\$ 8,242.00	228,771	Adjusting budget to be consistent with FY2018/19 Engineer's Report as approved by City Council on 6/19/18.
Public Works	5014	Transfers in - from GENERAL FUND	5014-99-99-95014-801010	SD LMD ZN 04-MVRE	\$ 220,529.00	\$ (21,231.00)	199,298	Adjusting budget to be consistent with FY2018/19 Engineer's Report as approved by City Council on 6/19/18.
Public Works	5014	Transfers in - from GENERAL FUND	5014-99-99-95014-801010	SD LMD ZN 05-SR	\$ 220,529.00	\$ (765.00)	219,764	Adjusting budget to be consistent with FY2018/19 Engineer's Report as approved by City Council on 6/19/18.
Public Works	5014	Transfers in - from GENERAL FUND	5014-99-99-95014-801010	SD LMD ZN 06-MF	\$ 220,529.00	\$ (1,387.00)	219,142	Adjusting budget to be consistent with FY2018/19 Engineer's Report as approved by City Council on 6/19/18.
Public Works	5014	Transfers in - from GENERAL FUND	5014-99-99-95014-801010	SD LMD ZN 07-CEL	\$ 220,529.00	\$ 522.00	221,051	Adjusting budget to be consistent with FY2018/19 Engineer's Report as approved by City Council on 6/19/18.
Public Works	5014	Transfers in - from GENERAL FUND	5014-99-99-95014-801010	SD LMD ZN 08-SM	\$ 220,529.00	\$ (596.00)	219,933	Adjusting budget to be consistent with FY2018/19 Engineer's Report as approved by City Council on 6/19/18.
Public Works	5014	Transfers in - from GENERAL FUND	5014-99-99-95014-801010	SD LMD ZN 09-SV	\$ 220,529.00	\$ 1,975.00	222,504	Adjusting budget to be consistent with FY2018/19 Engineer's Report as approved by City Council on 6/19/18.
Public Works	5012	Parcel Fees	5012-70-79-25703-500800		\$ 954,700.00	\$ 1,231.00	955,931	Adjust parcel charge/special taxes revenue to match applied fixed charges.
Public Works	5110	Special Taxes	5110-70-79-25703-404000		\$ 423,200.00	\$ 4,633.00	427,833	Adjust parcel charge/special taxes revenue to match applied fixed charges.
Public Works	5111	Parcel Fees	5111-70-79-25704-500800		\$ 1,201,900.00	\$ (274,873.00)	927,027	Adjust parcel charge/special taxes revenue to match applied fixed charges.
Public Works	5112	Parcel Fees	5112-70-79-25719-500800		\$ 114,900.00	\$ 3,399.00	118,299	Adjust parcel charge/special taxes revenue to match applied fixed charges.
Public Works	5114	Parcel Fees	5114-70-79-25720-500800		\$ 59,600.00	\$ 2,069.00	61,669	Adjust parcel charge/special taxes revenue to match applied fixed charges.
Public Works	5014	Parcel Fees	5014-70-79-25721-500800	SD LMD ZN 01-TG	\$ 2,179,300.00	\$ (15,482.00)	2,163,818	Adjust parcel charge/special taxes revenue to match applied fixed charges.
Public Works	5014	Parcel Fees	5014-70-79-25721-500800	SD LMD ZN 01A-RP	\$ 2,179,300.00	\$ 1,730.00	2,181,030	Adjust parcel charge/special taxes revenue to match applied fixed charges.
Public Works	5014	Parcel Fees	5014-70-79-25721-500800	SD LMD ZN 02-HS	\$ 2,179,300.00	\$ (6,681.00)	2,172,619	Adjust parcel charge/special taxes revenue to match applied fixed charges.
Public Works	5014	Parcel Fees	5014-70-79-25721-500800	SD LMD ZN 03-MVRW	\$ 2,179,300.00	\$ (24,369.00)	2,154,931	Adjust parcel charge/special taxes revenue to match applied fixed charges.
Public Works	5014	Parcel Fees	5014-70-79-25721-500800	SD LMD ZN 03A-LPP	\$ 2,179,300.00	\$ 196.00	2,179,496	Adjust parcel charge/special taxes revenue to match applied fixed charges.
Public Works	5014	Parcel Fees	5014-70-79-25721-500800	SD LMD ZN 04-MVRE	\$ 2,179,300.00	\$ (4,134.00)	2,175,166	Adjust parcel charge/special taxes revenue to match applied fixed charges.
Public Works	5014	Parcel Fees	5014-70-79-25721-500800	SD LMD ZN 06-MF	\$ 2,179,300.00	\$ (1,944.00)	2,177,356	Adjust parcel charge/special taxes revenue to match applied fixed charges.
Public Works	5014	Parcel Fees	5014-70-79-25721-500800	SD LMD ZN 07-CEL	\$ 2,179,300.00	\$ (33.00)	2,179,267	Adjust parcel charge/special taxes revenue to match applied fixed charges.



Public Works	2000	CIP Other	2000-70-77-80001-720199	801 0078-2000A	3,681,096	51,030	3,732,126	Allocating budget for expected expenses.
Public Works	2000	CIP Other	2000-70-77-80001-720199	801 0078-2000A	3,681,096	(21,753)	3,659,343	Reallocating budget to Citywide Pavement Rehabilitation program
Public Works	3006	Transfers to within Category PCS CAPITAL PROJ (PARKLAND)	3006-99-99-93006-923015		-	357,024	357,024	Moving to funds 3015 & 3016 to match projects.
Public Works	3006	Transfers to within Category PCS CAPITAL PROJ (QUIMBY)	3006-99-99-93006-923016		-	606,435	606,435	Moving to funds 3015 & 3016 to match projects.
Public Works	3008	CIP Other	3008-70-77-80002-720199		-	(163,821)	(163,821)	Adjusting budget to match expenses.
Public Works	2200	Salaries-Regular	2200-70-78-77311-611110		30,701	11,663	42,364	Budgeting for grant expenses and off-setting revenue.
Public Works	2200	Marketing Svcs - Advertising	2200-70-78-77311-620610		-	3,000	3,000	Budgeting for grant expenses and off-setting revenue.
Public Works	2207	Salaries-Regular	2207-70-78-77415-611110		30,702	37,783	68,485	Budgeting for grant expenses and off-setting revenue.
Public Works	2207	Marketing Svcs - PR/Promotions	2207-70-78-77415-620620		692	8,000	8,692	Budgeting for grant expenses and off-setting revenue.
Public Works	2000	Salaries-Reimbursable (In/Out)	2000-70-78-45314-611510		-	90,000	90,000	Allocating budget for expected maintenance activities.
Public Works	5014	Maint & Repair - Bldg & Ground	5014-70-79-25721-620910		1,241,600	45,000	1,286,600	Projected maintenance in Zone 4.
Public Works	2006	Salaries-Addl - Bilingual	2006-70-79-25701-611620		420	3,180	3,600	For expected operational expense.
Public Works	2006	Professional Svcs - Temp Staff	2006-70-79-25701-620210		-	25,000	25,000	For expected operational expense.
Public Works	2006	Salaries-Temporary	2006-70-79-25701-611310		-	30,000	30,000	For expected operational expense.
Public Works	2006	Salaries-Addl - Acting Pay	2006-70-79-25701-611610		-	5,000	5,000	For expected operational expense.
Public Works	2006	Professional Svcs - Other	2006-70-79-25701-620299		57,531	75,000	132,531	Professional Services for Landscape Design Guidelines
<b>EXPENSES TOTAL</b>					<b>\$ 16,992,694</b>	<b>\$ (1,836,257)</b>	<b>\$ 15,156,437</b>	

RESOLUTION NO. CSD 2018-XX

A RESOLUTION OF THE MORENO VALLEY COMMUNITY SERVICES DISTRICT OF THE CITY OF MORENO VALLEY, CALIFORNIA, ADOPTING THE REVISED OPERATING AND CAPITAL BUDGETS FOR FISCAL YEAR 2018/19

WHEREAS, the CSD Board approved the Operating and Capital Budgets for the City for Fiscal Year 2018/19, a copy of which, as may have been amended by the CSD Board, is on file in the Office of the City Clerk and is available for public inspection; and

WHEREAS, the CSD Board approves amendments to the budgets throughout the fiscal year and such prior amendments are reflected within the current amended budget and further ratified as part of the adoption of the quarterly budget amendments; and

WHEREAS, the City Manager has heretofore submitted to the President and Board Members of the Moreno Valley Community Services District proposed amendments to the Operating and Capital Budgets for the District for Fiscal Year 2018/19, a copy of which, as may have been amended by the District's Board of Directors, is on file in the Office of the City Clerk and is available for public inspection; and

WHEREAS, the said proposed amendments to the Operating and Capital Budgets contain estimates of the services, activities and projects comprising the budget, and contain expenditure requirements and the resources available to the Community Services District; and

WHEREAS, the said proposed amendments to the Operating and Capital Budgets contain the estimates of uses of fund balance as required to stabilize the delivery of CSD services during periods of operational deficits; and

WHEREAS, the President and Board of Directors have made such revisions to the proposed amended Operating and Capital Budgets as so desired; and

WHEREAS, the amended Operating and Capital Budgets, as herein approved, will enable the Community Services District to make adequate financial plans and will ensure that District officers can administer their respective functions in accordance with such plans.

NOW, THEREFORE, THE MORENO VALLEY COMMUNITY SERVICES DISTRICT OF THE CITY OF MORENO VALLEY, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

1. The proposed amendments to the Operating and Capital Budgets, as Exhibit

A to this Resolution and as on file in the Office of the City Clerk, and as may have been amended by the Community Services District's Board of Directors, is hereby approved and adopted as the annual Operating and Capital Budgets of the Moreno Valley Community Services District for the Fiscal Year 2018/19.

2. The amounts of proposed expenditures, which include the uses of fund balance specified in the approved budget, are hereby appropriated for the various budget programs and units for said fiscal year.
3. Pursuant to Section 61047 of the California Government Code, compensation for the City Council acting in the capacity of the Directors of the Community Services District, shall be \$100 per meeting or for each day's service rendered as a Director, not to exceed six days or \$600 in any calendar month. In addition, the Directors shall be compensated for actual and necessary traveling and incidental expenses incurred while on official business.
4. Within fifteen (15) days after the adoption of this Resolution, the City Clerk shall certify to the adoption hereof and, as so certified, cause a copy to be posted in at least three (3) public places within the City.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

APPROVED AND ADOPTED this 13<sup>th</sup> day of November, 2018.

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Mayor of the City of Moreno Valley,  
Acting in the capacity of President of the  
Moreno Valley Community Services District

ATTEST:

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City Clerk, acting in the capacity of  
Secretary of the Moreno Valley  
Community Services District

APPROVED AS TO FORM:

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City Attorney, acting in the capacity  
of General Counsel of the Moreno  
Valley Community Services District

**RESOLUTION JURAT**

STATE OF CALIFORNIA     )  
COUNTY OF RIVERSIDE    ) ss.  
CITY OF MORENO VALLEY )

I, Pat Jacquez-Nares, Secretary of the Moreno Valley Community Services District, Moreno Valley, California do hereby certify that Resolution No. CSD 2018-XX was duly and regularly adopted by the Board of Directors of the Moreno Valley Community Services District at a regular meeting held on the 13<sup>th</sup> day of November, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(Board members, Vice-President and President)

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SECRETARY

(SEAL)



City of Moreno Valley  
FY 2017/18 - 2018/19  
City Position Summary

Position Title	FY	FY	FY	FY	FY	FY	FY	FY	FY
	2012/13 No.	2013/14 No.	2014/15 No.	2015/16 No.	2016/17 No.	2017/18 Adj.	2017/18 No.	2018/19 Adj.	2018/19 No.
Crossing Guard	35	35	35	35	35	-	35	-	35
Crossing Guard Supervisor	1	1	1	1	1	-	1	-	1
Customer Service Asst	1	-	-	-	-	-	-	-	-
Dep PW Dir /Asst City Engineer	1	1	1	1	-	-	-	-	-
Deputy City Attorney I	-	-	-	-	1	-	1	-	1
Deputy City Attorney I I I	2	-	1	-	-	-	-	-	-
Deputy City Clerk	1	1	1	1	1	-	1	-	1
Deputy City Manager	-	-	-	-	-	-	-	-	-
Dep. Comm & Economic Dev Director	-	-	-	-	-	-	-	-	-
Development Svcs Coordinator	-	-	-	-	-	-	-	-	-
Economic Dev Director	-	-	1	1	1	-	1	-	1
<b>Economic Dev Division Mgr</b>	-	-	-	1	1	-	1	1	2
Electric Utility Chief Engineer	-	-	-	-	-	-	-	1	1
Electric Utility Division Mgr	1	1	1	1	1	-	1	-	1
Electric Utility Program Coord	1	1	1	1	1	-	1	-	1
Emerg Mgmt & Vol Svc Prog Spec	1	1	1	1	1	-	1	-	1
Emerg Mgmt & Vol Svcs Prog Mgr	1	1	1	1	1	-	1	-	1
Engineering Division Manager/Assistant City Engineer	-	1	1	1	1	-	1	-	1
Engineering Technician I I	1	1	1	1	1	-	1	-	1
Enterprise Systems Admin	2	2	2	2	1	-	1	-	1
Environmental Analyst	1	1	1	1	1	(1)	-	-	-
Equipment Operator	4	4	4	4	4	-	4	-	4
Exec Asst to Mayor / City Council	1	1	1	1	1	-	1	-	1
Exec. Assistant to the City Manager	-	-	-	-	-	-	-	-	-
Executive Asst I	9	9	9	9	9	-	9	-	9
Executive Asst I I	1	1	1	1	1	-	1	-	1
Facilities Maint Mechanic	1	1	1	1	1	-	1	-	1
Facilities Maint Worker	3	3	2	3	3	-	3	-	3
Facilities Maintenance Spvr	-	-	-	-	1	-	1	-	1
Financial Analyst	-	-	-	1	1	(1)	-	-	-
Financial Operations Div Mgr	1	1	1	1	1	-	1	-	1
Financial Resources Div Mgr	-	1	1	1	1	-	1	-	1
Fire Inspector I	-	2	2	-	-	-	-	-	-
Fire Inspector I I	2	2	1	-	-	-	-	-	-
Fire Marshall	1	1	-	-	-	-	-	-	-
Fire Safety Specialist	1	2	1	-	-	-	-	-	-
Fleet Supervisor	-	-	-	1	1	-	1	-	1
GIS Administrator	2	2	-	-	-	-	-	-	-
GIS Specialist	2	2	2	2	1	-	1	-	1
GIS Technician	-	-	2	2	1	-	1	-	1
Housing Program Coordinator	1	1	1	-	-	-	-	-	-
Housing Program Specialist	3	-	-	-	-	-	-	-	-
Human Resources Analyst	1	1	1	1	1	-	1	(1)	-
Human Resources Director	-	-	-	-	-	1	1	-	1
Human Resources Technician	-	-	-	-	-	-	-	-	-
Info Technology Technician	4	4	4	4	2	-	2	-	2
Landscape Development Coord	-	-	-	-	-	-	-	-	-
Landscape Irrigation Tech	1	1	1	1	1	(1)	-	-	-
Landscape Svcs Inspector	3	2	2	2	2	-	2	-	2
Landscape Svcs Supervisor	-	-	1	1	1	-	1	-	1
Lead Animal Care Technician	1	1	1	1	1	(1)	-	-	-
Lead Facilities Maint Worker	-	-	1	1	1	-	1	-	1
Lead Maintenance Worker	3	3	3	4	4	-	4	-	4
Lead Parks Maint Worker	5	5	5	6	6	-	6	-	6
Lead Traffic Sign/Marking Tech	2	2	2	2	2	-	2	-	2
Lead Vehicle / Equip Tech	1	1	1	-	-	-	-	-	-
Legal Secretary	1	1	1	-	-	-	-	-	-
Lib Serv Div Mgr	1	-	-	-	-	-	-	-	-
Librarian	4	-	-	-	-	-	-	-	-
Library Asst	13	-	-	-	-	-	-	-	-
Library Circulation Supervisor	1	-	-	-	-	-	-	-	-
Maint & Operations Div Mgr	1	1	1	1	1	-	1	-	1



City of Moreno Valley  
 FY 2017/18 - 2018/19  
 City Position Summary

Position Title	FY	FY	FY	FY	FY	FY	FY	FY	FY
	2012/13 No.	2013/14 No.	2014/15 No.	2015/16 No.	2016/17 No.	2017/18 Adj.	2017/18 No.	2018/19 Adj.	2018/19 No.
Maintenance Worker I	-	7	-	-	-	-	-	-	-
Maintenance Worker II	1	1	-	-	-	-	-	-	-
Maintenance Worker I/II	12	12	18	18	18	-	18	-	18
Management Aide	-	-	1	2	2	(1)	1	-	1
Management Analyst	14	12	11	10	9	4	13	1	14
Management Asst	3	4	5	4	4	1	5	-	5
Media Division Manager	-	-	-	-	-	1	1	-	1
Media & Production Supervisor	1	1	1	2	1	(1)	-	-	-
Network Administrator	2	2	2	2	1	-	1	-	1
Office Asst	1	1	-	-	-	-	-	-	-
Paralegal	-	-	-	1	1	-	1	-	1
Park Ranger	3	3	3	3	3	-	3	-	3
Parking Control Officer	2	2	2	2	2	-	2	-	2
Parks & Community Services Deputy Director	-	-	-	-	-	1	1	-	1
Parks & Community Services Director	1	1	1	1	1	-	1	-	1
Parks & Community Services Division Manager	1	1	1	1	1	(1)	-	-	-
Parks Maintenance Division Manager	-	-	-	-	-	-	-	-	-
Parks Maint Supervisor	2	2	2	2	2	-	2	-	2
Parks Maint Worker	13	13	13	12	12	-	12	-	12
Parks Projects Coordinator	1	1	1	1	1	-	1	-	1
Payroll Supervisor	1	1	1	1	1	-	1	-	1
Permit Technician	6	5	5	5	5	-	5	-	5
Planning Commissioner	7	7	7	7	7	-	7	-	7
Planning Div Mgr / Official	1	1	1	1	1	-	1	-	1
Principal Accountant	1	1	1	1	1	-	1	-	1
Public Information/Intergovernmental Relations Officer	-	-	-	1	1	-	1	-	1
Public Safety Contract Administrator	-	-	-	-	-	1	1	-	1
Purch & Facilities Div Mgr	1	1	1	1	1	-	1	-	1
PW Director / City Engineer	1	1	1	1	1	-	1	-	1
Recreation Program Coord	1	1	1	2	-	-	-	-	-
Recreation Program Leader	7	7	7	7	7	-	7	-	7
Recreation Supervisor	1	1	1	-	-	-	-	-	-
Recycling Specialist	-	1	1	2	1	-	1	-	1
Resource Analyst	-	-	-	-	-	-	-	-	-
Risk Division Manager	-	-	-	-	-	-	-	-	-
Security Guard	2	2	2	2	2	-	2	-	2
Spec Dist Budg & Accting Spvr	-	-	-	-	-	-	-	-	-
Spec Districts Div Mgr	1	1	1	1	1	-	1	-	1
Special Districts Prog Mgr	1	1	1	-	-	-	-	-	-
Sr Accountant	1	1	1	2	2	1	3	-	3
Sr Administrative Asst	16	14	17	17	17	-	17	-	17
Sr Applications Analyst	-	-	2	2	1	-	1	-	1
Sr Citizens Center Coord	1	1	1	1	-	-	-	-	-
Sr Code Compliance Officer	-	-	-	-	-	2	2	-	2
Sr Construction Inspector	-	-	-	-	-	-	-	2	2
Sr Customer Service Asst	3	3	3	3	3	-	3	-	3
Sr Deputy City Clerk	-	-	-	-	-	-	-	1	1
Sr Electrical Engineer	1	1	1	1	1	-	1	-	1
Sr Engineer, P.E.	9	9	9	7	6	(1)	5	-	5
Sr Engineering Technician	1	1	1	1	1	-	1	-	1
Sr Equipment Operator	1	1	1	1	1	-	1	-	1
Sr Financial Analyst	2	2	1	-	-	-	-	-	-
Sr GIS Analyst	2	2	2	2	1	-	1	-	1
Sr Graphics Designer	1	1	1	2	1	-	1	-	1
Sr Human Resources Analyst	1	1	1	1	1	-	1	-	1
Sr IT Technician	-	-	-	-	-	-	-	-	-
Sr Landscape Svcs Inspector	1	1	-	-	-	-	-	-	-
Sr Management Analyst	2	2	3	4	5	(1)	4	(1)	3
Sr Office Asst	5	4	3	3	3	(1)	2	-	2
Sr Park Ranger	-	-	-	-	-	-	-	-	-
Sr Parking Control Officer	1	1	1	1	1	-	1	-	1
Sr Parks Maint Technician	2	2	2	2	2	-	2	-	2

City of Moreno Valley  
 FY 2017/18 - 2018/19  
 City Position Summary

Position Title	FY	FY	FY	FY	FY	FY	FY	FY	FY
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2017/18	2018/19	2018/19
	No.	No.	No.	No.	No.	Adj.	No.	Adj.	No.
Sr Payroll Technician	1	1	1	1	1	-	1	-	1
Sr Permit Technician	2	2	2	2	2	-	2	-	2
Sr Planner	2	2	2	2	2	-	2	-	2
Sr Recreation Program Leader	2	2	2	2	2	-	2	-	2
Sr Telecomm Technician	2	2	2	2	1	-	1	-	1
Sr Traffic Engineer	1	1	1	-	-	-	-	-	-
Sr Traffic Signal Technician	1	1	1	1	1	-	1	-	1
Storekeeper	1	1	1	1	1	-	1	-	1
Storm Water Prog Mgr	1	1	1	1	1	(1)	-	-	-
Strategic Initiatives Manager	-	-	-	-	-	1	1	-	1
Street Maintenance Supervisor	2	2	2	2	2	-	2	-	2
Sustainability & Intergovernmental Prog Mgr	-	1	1	-	-	-	-	-	-
Technology Services Div Mgr	2	2	2	2	1	(1)	-	-	-
Telecomm Engineer / Admin	2	2	2	2	1	-	1	-	1
Telecomm Technician	2	2	2	2	1	-	1	-	1
Traffic Operations Supervisor	1	1	1	1	1	-	1	-	1
Traffic Sign / Marking Tech I	1	1	1	1	1	-	1	-	1
Traffic Sign/Marking Tech I I	2	2	2	2	2	-	2	-	2
Traffic Signal Technician	2	2	2	2	2	-	2	-	2
Trans Div Mgr / City Traf Engr	1	1	1	1	1	-	1	-	1
Treasury Operations Div Mgr	1	1	1	1	1	-	1	-	1
Tree Trimmer	1	1	1	-	-	-	-	-	-
Vehicle / Equipment Technician	2	3	3	3	3	-	3	-	3
<b>Total</b>	<b>391</b>	<b>374</b>	<b>375</b>	<b>374</b>	<b>356</b>	<b>-</b>	<b>356</b>	<b>2</b>	<b>358</b>

**CLASS SPECIFICATION**  
**Economic Development Department Program Manager**

**GENERAL PURPOSE**

Under the direction of the Economic Development Director, this key Program Manager position organizes, integrates, evaluates and manages the activities and staff of the Economic Development Department; responsible for planning, implementing, and evaluating economic development projects and program activities related to business attraction, business retention, and workforce development, including providing direction and supervision of workforce development staff, and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position class is responsible for planning, overseeing, coordinating, integrating and evaluating the work of professional and administrative staff in the Economic Development Department. An incumbent is also responsible for diverse and specialized administrative, financial, and management analyses, recommend actions and assist in formulating programs related to business attraction, business retention, and workforce development. Promote City economic development and workforce initiatives and programs. Prepare staff reports and memorandums, presentation to City Council, as well as presentations to Commissions and business groups. Assignments are often complex and require knowledge of economic development administration, business attraction, business retention, and workforce development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, integrates, evaluates and manages the work of the Economic Development Department; with staff, participates in establishing program plans and initiatives to meet Economic Development Department goals and objectives; implements program plans, processes, procedures and policies required to achieve targeted program results; coordinates and integrates program functions and responsibilities to achieve optimal efficiency and effectiveness; develops and monitors performance against the annual budget and financial plan projections.
2. Evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Plans, manages, directs, monitors, evaluates and integrates the activities and staff of the Economic Development Department; administers program activities, recommend legislative or policy change, draft proposed contracts and agreements, as well as, a variety of other supporting documents. Monitor contract performance and approve contract invoices within guidelines and authority.
5. Serves as liaison with other governmental agencies, developers, developers' consultants, professionals in real estate development and investing, urban planning, land and traffic engineering, fire prevention, building code application, media & communications, educational partners, and various City staff.
6. Prepares reports, memoranda, letters and other documents regarding program issues for both internal and external distribution; ensures the maintenance of detailed records of program activities and results.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Practices, policies and procedures of municipal government operations and program management.
2. Principles, practices and legal requirements relating to economic development.
3. Principles and practices of public policy.
4. Principles, practices and methods of program and organizational analysis.
5. Principles, practices, tools and techniques of program planning and management.
6. Principles and practices of public administration, including purchasing, grant writing, contracting and maintenance of public records.
7. Principles, practices and methods of budget development and budget management.
8. Principles and practices of sound business communication.
9. Principles and practices of effective management and supervision.
10. City human resources policies and labor contract provisions.

### **Ability to:**

1. Plan, organize, manage and direct a variety of complex economic development and workforce development program functions and activities to achieve program goals and objectives.
2. Identify and analyze complex program, administrative, operational and organizational objectives and issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
3. Collect, evaluate and interpret applicable data conduct complex analyses.
4. Coordinate economic development program activities with multiple stakeholders and facilitate compliance with program requirements.
5. Apply sound, creative problem-solving techniques to resolve difficult program issues and problems.
6. Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to economic development and workforce development program operations.

7. Understand, interpret and respond to internal and external stakeholder needs and expectations.
8. Prepare clear, concise and comprehensive financial analyses, technical reports, position papers and other documents appropriate to the audience.
9. Present conclusions and recommendations clearly, logically and persuasively to both internal and external program stakeholders.
10. Ensure the maintenance of all required files, records and documentation.
11. Exercise independent judgment and initiative within established guidelines.
12. Exercise tact and diplomacy in dealing with difficult and sensitive issues and situations.

**Education, Training and Experience:**

A Bachelor's Degree with a major in public administration, business administration, marketing, economics, social sciences or a closely related field. A minimum of five years of related work experience within a municipal economic development department, community development department, redevelopment agency, and/or an economic development corporation, real estate development or public relations; and four years of related supervisory experience. A Master's Degree in a related field is desirable.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions. and interact with managers, staff, representatives of other public agencies, developers, builders. property and business owners and others encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions and the noise level is usually quiet.

**CLASS SPECIFICATION**  
**Construction Inspector Supervisor**

**GENERAL PURPOSE**

Under general supervision, plans, schedules, assigns and reviews the work of all construction inspection staff; supervises and coordinates inspection of construction projects performs detailed inspections of City construction projects as assigned; interprets plans, details and specifications to ensure construction and contract compliance; prepares detailed project inspection reports; and performs related duties as assigned. Exercises direct supervision over assigned technical and office support staff.

**DISTINGUISHING CHARACTERISTICS**

Construction Inspector Supervisor is the advanced level class in the Construction Inspector class series. Incumbents are responsible for supervising, coordinating, and performing multi-disciplined inspections of City construction projects.

Construction Inspector Supervisor must possess advanced technical knowledge and experience and be responsible for providing lead supervision of inspection staff and performing the most difficult and complex construction inspection functions and duties. Duties performed require a high degree of initiative, independent judgment and discretion along with the ability to handle new and unusual circumstances as they arise.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Leads a team of construction inspectors to ensure assigned projects are being constructed in accordance with contract requirements and established policies and procedures. Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the inspection of all City public works, infrastructure, utility and capital improvement construction projects.
2. Participates in the development and implementation of goals, objectives, policies and priorities for assigned services and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications; maintains a variety of records and prepares routine reports of work performance.
3. Performs supervisory field inspections on complex or difficult public building construction, infrastructure, grading and street construction projects.
4. Researches, prepares and presents construction inspection training classes for staff. Directs, trains, and supervises staff. Evaluates staffing requirements; evaluates staff performance and provides first

line supervision. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situation.

5. Assists the project managers/engineers to schedule and utilize personnel resources in the most effective manner.
6. Monitors contractor schedules and forecasts inspection personnel resource needs. Prepare required construction progress reports in compliance with City Specifications and Caltrans Local Assistance Procedure Manual (LAPM).
7. Monitors project safety procedures and methods.
8. Monitors stormwater BMPs for SWPPP compliance.
9. Ensures proper placement and maintenance of signs, barricades and warning devices; ensures proper safety practices are followed at work sites.
10. Performs field interviews and verifies certified payroll information to ensure contractors are paying prevailing wages to their staff and approved workforce is being used; provides field review forms and certified payroll reviews to project managers.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Federal, state and local laws, statutes, codes and ordinances governing construction projects.
2. Common engineering construction methods.
3. Proper use of construction materials and equipment.
4. Safety requirements and procedures pertaining to work practices.
5. Theories, principles and practices of engineering, electronics and mathematics, including algebra, geometry and trigonometry.
6. Earthwork, asphalt paving and concrete construction principles, methods and techniques.
7. Surveying principles, methods and techniques.
8. Compaction principles, methods and techniques.
9. Principles and practices of mechanical equipment and paint/coating inspection.
10. Electric wire, conduit, electrical metallic tubing, cable tray and cable materials and terminology.
11. Electrical and telemetry principles, circuits, devices and systems.
12. National Pollutant Discharge Elimination System (NPDES) and Municipal Separate Storm Sewer System (MS4) Permit.



**Ability to:**

1. Exercise considerable judgment and diplomacy in field conditions.
2. Ability to counsel, mediate, and/or provide first line supervision.
3. Analyze, interpret, prepare and make recommendations on complex construction plans, specifications, drawings, sketches, diagrams and codes.
4. Operate and use common electronic, construction, surveying and drafting tools including electronic locators, electronic multimeters, cameras, two-way radios, compaction and concrete testing equipment and nuclear density gauges.
5. Make quantity calculations and prepare estimates.
6. Inspect routine and difficult engineering construction.
7. Enforce and interpret regulations with firmness, tact and impartiality.
8. Record and design accurate and neat sketches during on-site field inspections.
9. Perform field tests following precise procedures and interpret observations and test results to determine acceptability.
10. Coordinate necessary work between several entities.
11. Establish and maintain effective working relationships with City management, staff, contractors, the public and others encountered in the course of work.
12. Prepare Incident Reports pertaining to construction activities.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and five years of experience in construction inspection or ten years of trades experience working on large public works construction projects; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Desirable valid certifications/registrations include: (1) California General Permit Qualified SWPPP Practitioner (QSP), (2) Qualified SWPPP Developer (QSD), and/or (3) Construction Inspector – Public Works as administered by ACIA or equivalent.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City management, staff, contractors, the public and others encountered in the course of work, some of whom may be dissatisfied or quarrelsome.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts; is exposed to wet and/or humid conditions, vibration, and street/road traffic; and works in high, precarious places. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is frequently loud.