



Report to City Council

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, Assistant City Manager
Mike Lee, City Manager

AGENDA DATE: February 16, 2021

TITLE: FISCAL YEAR 2020/21 MID-YEAR BUDGET REVIEW AND
APPROVAL OF THE FY2020/21 MID-YEAR BUDGET
AMENDMENTS

RECOMMENDED ACTION

Recommendations: That the City Council:

1. Receive and file the Fiscal Year 2020/21 Mid-Year Budget Review.
2. Adopt Resolution No. 2021-XX. A resolution of the City Council of the City of Moreno Valley, California, adopting the revised budgets for fiscal year 2020/21.
3. Approve the revised City Position Summary.
4. Approve the Job Class Specification for the Principal Engineer.

Recommendations: That the CSD:

1. Adopt Resolution No. CSD 2020-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 (FY) 2020/21.

SUMMARY

This report provides the Mid-Year Budget Report, which updates the Mayor and City Council regarding current year financial trends, and provides the Fiscal Year 2020/21 Mid-Year Budget Review through December 31, 2020. This report also requests the

approval of certain FY 2020/21 revenue and expenditure budget amendments.

DISCUSSION

Based on a long-term practice of maintaining a structurally balanced budget and being identified as one of the most fiscally fit cities in the Country, on May 7, 2019, the City Council continued this trend and adopted the Two-Year Operating Budget for Fiscal Years 2019/20 – 2020/21, while adhering to those past practices. Additionally, as established after the last recession, the budget continues to fund and maintain separate reserves specifically established for periods of economic uncertainty or natural disasters. 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 2020/21 Mid-Year Review for the first 6 months, July thru December. The Mid-Year budget review will focus primarily on the City's General Fund. This review will also present six-month 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 2020/21 MID-YEAR REVIEW:

This Mid-Year 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 50% of the fiscal year has elapsed, based on historic trends revenues are estimated to be at approximately 30% of the budgeted amount. Actual revenues received are currently 30% of budget. As the FY 2020/21 revenue estimates were developed prior to the adoption of the budget on May 7, 2019, the revenue estimates may require adjustments based on the FY 2020/21 actuals and revised projections throughout the year. 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 50% of budget for the year at the end of the first six months. As of December 31, 2020, total General Fund expenditures were at 43%. This pace is within expectations for most activities in the General Fund.

FISCAL YEAR 2020/21 BUDGET ADJUSTMENTS

The FY 2020/21 General Fund revenue budget, as amended, totals approximately \$111.7 million. Based on economic activity and revenue collections through December 2020, staff is recommending Mid-Year budget minor increase of \$75,000 to approximately \$111.7 million.

The FY 2020/21 General Fund expenditures budget as currently amended, and excluding one-time expenditures from fund balance, totals approximately \$111.7 million. The recommended Mid-Year budget amendments increase expenditures by \$15,000 to \$111.7 million. *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 2020//21 Amended Budget	Proposed Adjustments	FY 2020/21 Amended Budget	Proposed Adjustments (%)
General Fund	Rev	\$111,683,653	\$75,000	\$111,758,653	<1%
General Fund	Exp	\$111,743,653	\$15,000	\$111,758,653	<1%
	Net Total	(\$60,000)	\$60,000	\$0	

Summaries of Other Major Funds

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

Gas Tax (Fund 2000)

Revenue increase of \$1,025,779 based on the League of California Cities revenue projections.

Debt Service (Fund 3711 & 3715)

Revenue and expense increase of \$20,382,556 to record the refunding of the 2013 TRIP COP's with the 2020 TRIP Bond.

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:

<u>Department / Position Title</u>		<u>Adjustment</u>	<u>FY 2020/21 Requested Budget Amendment</u>
<u>Parks & Community Services</u>			
Community Services Supervisor	FT	(1)	\$ -
Community Services Superintendent	FT	1	\$ -
Community Services Coordinator	FT	(4)	\$ -
Community Services Supervisor	FT	4	\$ -
Senior Recreation Program Leader	PT	(2)	\$ -
Community Services Coordinator	PT	4	\$ -
Recreation Program Leader	PT	(7)	(\$27,000)
Community Services Asst. Coordinator	PT	4	\$ -
<u>Public Works</u>			
Management Analyst	FT	(1)	\$ -
Senior Management Analyst	FT	1	\$ -
Transportation Division Manager/City Traffic Engineer	FT	(1)	(\$ 27,604)
Principal Engineer/City Traffic Engineer	FT	1	\$ -
Capital Projects Division Manager	FT	(1)	(\$17,556)
Principal Engineer	FT	1	\$ -
Senior Engineer	FT	(1)	\$17,226
Principal Engineer	FT	1	\$ -
Total Adjustments		(1)	(\$54,934)

ALTERNATIVES

1. Approve Recommended Actions as set forth in this staff report, including the approval of the budget adjustments, as presented in Exhibit A. The approval of these items will allow 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.*

1. Do not approve proposed Recommended Actions as set forth in this staff report, including the resolutions adopting the budget adjustments to the 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 are identified in Exhibits A.

NOTIFICATION

Publication of the agenda.

PREPARATION OF STAFF REPORT

Prepared By:
Stephanie Cuff
Management Analyst

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

Concurred By:
Brian Mohan
Financial Resources Division Manager

Approved by:
Mike Lee
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 1.6: Establish Moreno Valley as the worldwide model in logistics development.

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

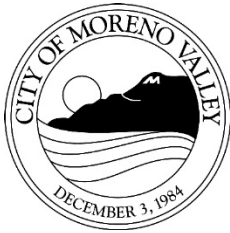
ATTACHMENTS

- 1. Mid-Year Financial Report FY 2020-21
- 2. City Resolution 2021-XX
- 3. CSD Resolution 2021-XX
- 4. Exhibit A - Proposed Amendments v1
- 5. City Position Summary FY 19/20 - 20/21
- 6. Principal Engineer Class Specification

APPROVALS

Budget Officer Approval	<u>✓ Approved</u>	2/10/21 1:44 PM
City Attorney Approval	<u>✓ Approved</u>	
City Manager Approval	<u>✓ Approved</u>	2/11/21 2:49 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Victoria Baca, Mayor Pro Tem
SECONDER:	David Marquez, Council Member
AYES:	Dr. Yxstian A. Gutierrez, Victoria Baca, David Marquez, Ulises Cabrera



City of Moreno Valley Fiscal Year 2020/21 Mid-Year Financial Summary

TO: Mayor and City Council
FROM: Marshall Eyerman, Chief Financial Officer/City Treasurer
DATE: February 16, 2021

Note from the Chief Financial Officer/City Treasurer

Due to the public health emergency related to the COVID-19 pandemic, the State of California issued a Statewide “Stay-at-Home” directive (EO N-33-20) on March 19, 2020. At the time of this directive, economic forecasting models estimated revenue shortfalls at \$9.9 million for FY 2020/21. The City Council approved a budget plan to reduce revenues and expenditures accordingly in order to comply with our budget and fiscal policies. As we are now nine months into the pandemic for this reporting period, the actual revenues have been negatively impacted, but not as severe as economist had originally thought.

The economic climate is ever changing during this pandemic due to constant changing of the opening/closing guidelines based on the number of positive cases that are continuing to increase. For these reasons, the City must remain optimistically cautious and only increase revenues when they are actually received. Staff will continue to monitor and request quarterly revenue adjustment based on this approach. These revenue adjustments will be offset by replenishing our expenditure levels accordingly.

INTRODUCTION

On May 7, 2019, the City Council adopted the Two-Year Operating Budget for Fiscal Years (FY) 2019/20 – 2020/21. During the two-year budget period, the City Council will be kept apprised of the City’s financial condition through the process of Mid-Year, 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 Mid-Year of FY 2020/21 (July 2020 – December 2020, 50% of the fiscal year).

CITYWIDE OPERATING EXPENDITURE SUMMARY

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

Table 1. Citywide Operating Expenditures

Citywide Expenditures

Fund/Component Unit	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	Actuals as of 12/31/20 (unaudited)	% of Amended Budget
General Fund	\$ 116,773,613	\$ 111,743,653	\$ 48,258,234	43.2%
Community Services District (CSD)	21,936,223	22,446,855	8,916,232	39.7%
Successor Agency	5,089,728	2,957,002	1,350,441	45.7%
Housing Fund	250,000	1,452,000	1,247,581	85.9%
Special Revenue Funds	41,270,569	90,926,598	21,372,310	23.5%
Capital Projects Funds	5,935,000	29,953,318	5,208,798	17.4%
Electric Utility Funds	32,751,206	43,771,882	20,887,184	47.7%
Internal Service Funds	10,013,938	14,105,555	4,806,147	34.1%
Debt Service Funds	4,327,834	4,327,834	43,463,185	1004.3% *
Total	\$ 238,348,111	\$ 321,684,697	\$ 155,510,111	48.3%

*Due to bond refinancing.

Actions taken by the City Council subsequent to the May 7, 2019 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.
- The majority of this Mid-Year 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.
- Due to the public health emergency related to the COVID-19 pandemic, the State of California issued a Statewide "Stay-at-Home" directive (EO N-33-20) on March 19, 2020. At the time of this directive, economic forecasting models estimated revenue shortfalls at \$9.9 million for FY 2020/21. The City Council approved a budget plan to reduce revenues and expenditures accordingly in order to comply with our budget and fiscal policies

GENERAL FUND OPERATING

Table 2. General Fund Operations

	FY 2020/21 Adopted Budget	FY 2020/21 Amended Budget	Actuals as of 12/31/20 (unaudited)	% of Amended Budget
Revenues:				
Taxes:				
Property Tax	\$ 16,553,200	\$ 16,637,300	\$ 5,323,275	32.0%
Property Tax in-lieu	21,290,000	21,290,000	-	0.0%
Utility Users Tax	16,100,000	15,717,540	7,271,179	46.3%
Sales Tax	21,635,000	17,127,026	7,743,374	45.2%
Other Taxes	15,915,000	12,627,832	4,358,524	34.5%
Licenses & Permits	5,153,936	4,973,535	2,212,428	44.5%
Intergovernmental	313,000	3,016,243	2,825,478	93.7%
Charges for Services	13,045,435	11,613,657	6,228,016	53.6%
Use of Money & Property	5,097,806	5,122,806	(2,629,863)	-51.3%
Fines & Forfeitures	604,500	301,343	239,121	79.4%
Miscellaneous	165,600	165,600	193,446	116.8%
Total Revenues	\$ 115,873,477	\$ 108,592,882	\$ 33,764,978	31.1%
Expenditures:				
Personnel Services	\$ 25,662,073	\$ 23,092,443	\$ 10,048,586	43.5%
Contractual Services	78,868,243	74,900,925	31,393,068	41.9%
Material & Supplies	2,097,824	4,252,613	1,067,917	25.1%
General Government	-	-	-	-
Debt Service	-	-	-	-
Fixed Charges	5,933,338	4,934,910	2,623,405	53.2%
Fixed Assets	50,000	57,546	48,944	85.1%
Total Expenditures	\$ 112,611,478	\$ 107,238,437	\$ 45,181,920	42.1%
<i>Excess (Deficiency) of Revenues Over (Under) Expenditures</i>	\$ 3,261,999	\$ 1,354,445	\$ (11,416,942)	
Transfers:				
Transfers In	\$ 913,836	\$ 3,090,771	\$ 25,002	0.8%
Transfers Out	4,162,135	4,505,216	3,076,314	68.3%
Net Transfers	\$ (3,248,299)	\$ (1,414,445)	\$ (3,051,312)	
Total Revenues & Transfers In	\$ 116,787,313	\$ 111,683,653	\$ 33,789,980	30.3%
Total Expenditures & Transfers Out	116,773,613	111,743,653	48,258,234	43.2%
Net Change of Fund Balance	\$ 13,700	\$ (60,000)	\$ (14,468,254)	

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 2020/21 Adopted Budget	FY 2020/21 Amended Budget	Actuals as of 12/31/20 (unaudited)	% of Amended Budget
Revenues:				
Taxes:				
Property Tax	\$ 16,553,200	\$ 16,637,300	\$ 5,323,275	32.0%
Property Tax in-lieu	21,290,000	21,290,000	-	0.0%
Utility Users Tax	16,100,000	15,717,540	7,271,179	46.3%
Sales Tax	21,635,000	17,127,026	7,743,374	45.2%
Other Taxes	15,915,000	12,627,832	4,358,524	34.5%
Licenses & Permits	5,153,936	4,973,535	2,212,428	44.5%
Intergovernmental	313,000	3,016,243	2,825,478	93.7%
Charges for Services	13,045,435	11,613,657	6,228,016	53.6%
Use of Money & Property	5,097,806	5,122,806	(2,629,863)	-51.3%
Fines & Forfeitures	604,500	301,343	239,121	79.4%
Miscellaneous	165,600	165,600	193,446	116.8%
Total Revenues	\$ 115,873,477	\$ 108,592,882	\$ 33,764,978	31.1%

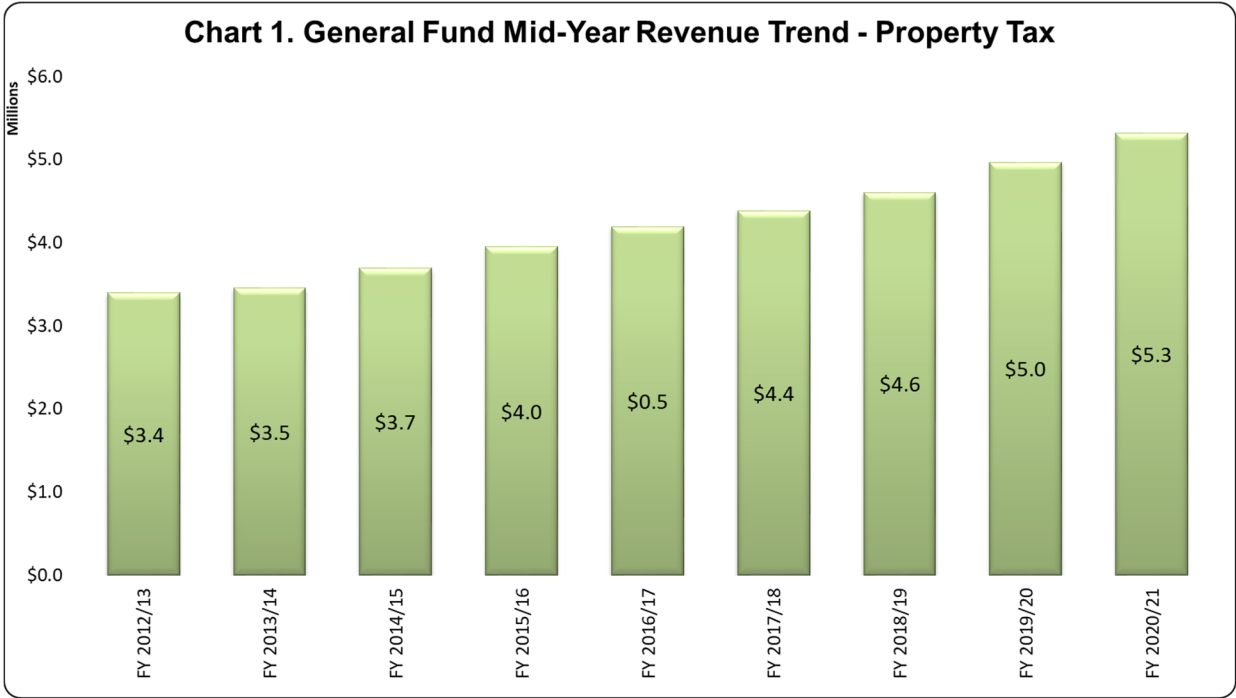
Property Taxes/Property Taxes In-Lieu

Property taxes were budgeted to increase by 2.7% from the FY 2019/20 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

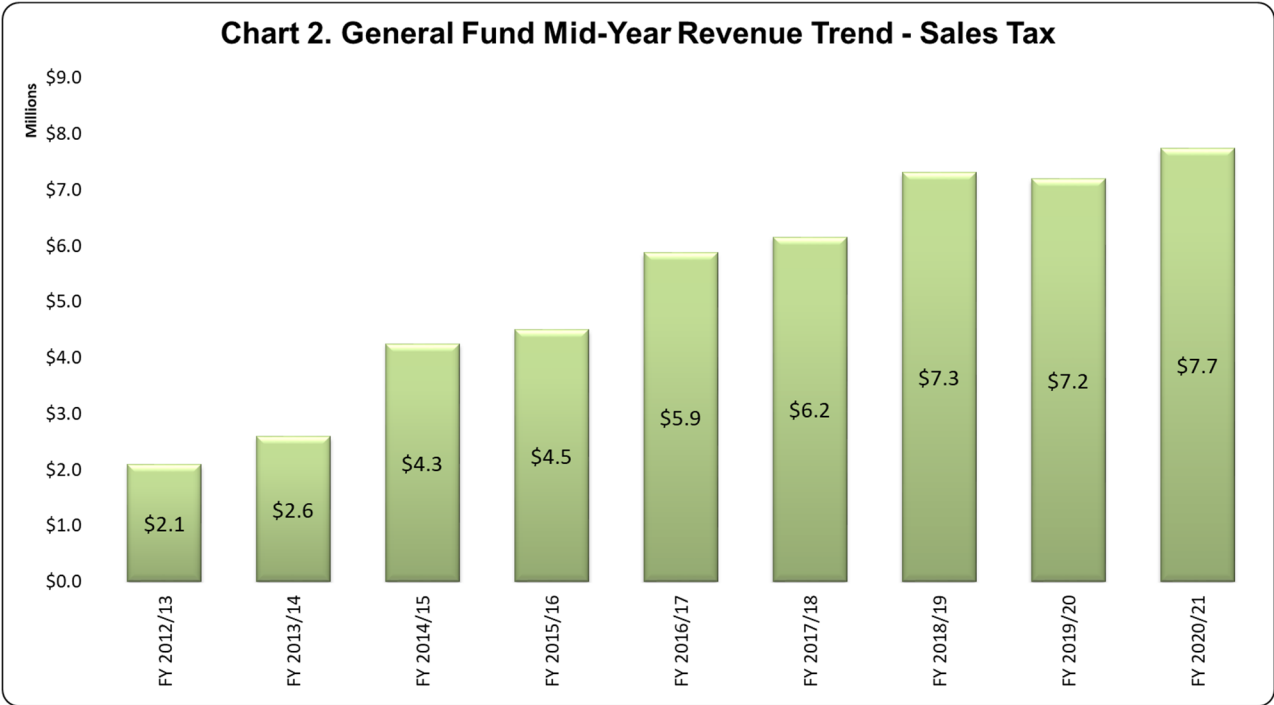
Based on historical averages of actual receipts, the City is estimated to receive up to 14% of the budgeted property tax revenue through Mid-Year. The City has currently received 14% through Mid-Year. Property taxes will continue to be monitored as property valuations may adjust through the year based on property sales and assessment appeals filed with the County.



Sales Taxes

Sales taxes were budgeted to increase by 4% from the FY 2019/20 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 28% of the budgeted sales tax revenue through Mid-Year. The City has currently received 45% through d Mid-Year.

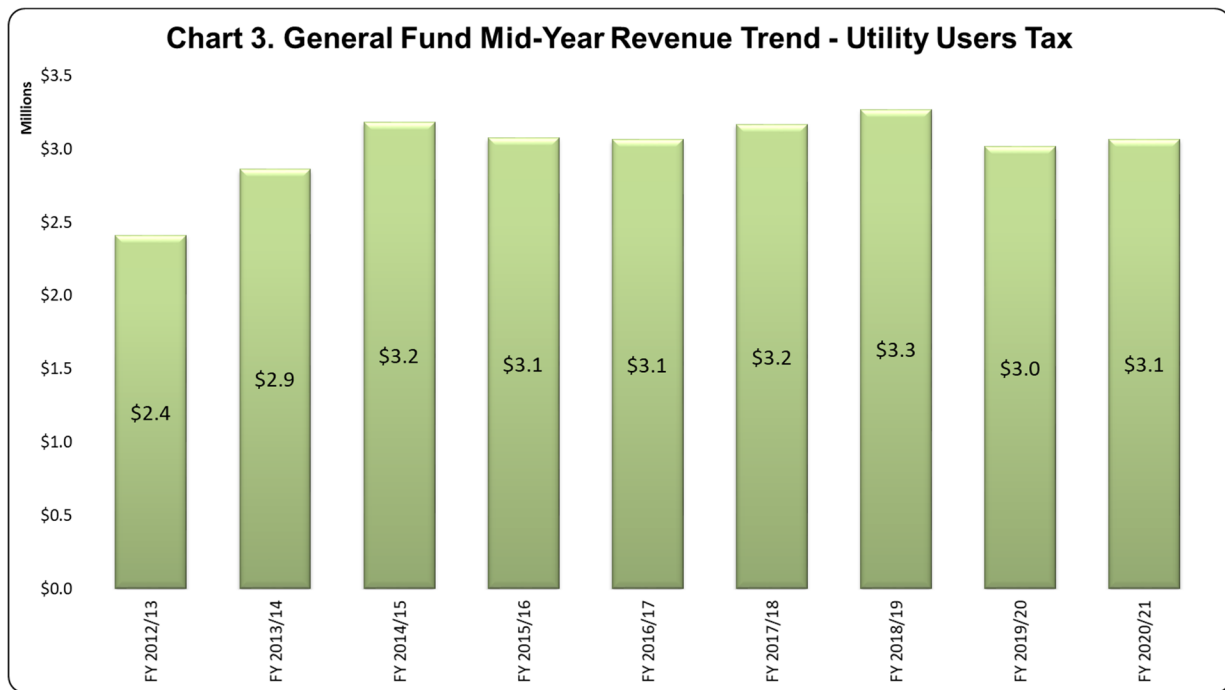


Note: For FY 2017/18, the reversal of revenues accrued to the prior fiscal year in accordance with the Government Accounting Standards Board (GASB) did not occur until the second quarter.

Utility Users Tax

Utility Users taxes were budgeted to increase less than 1% from the FY 2019/20 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.

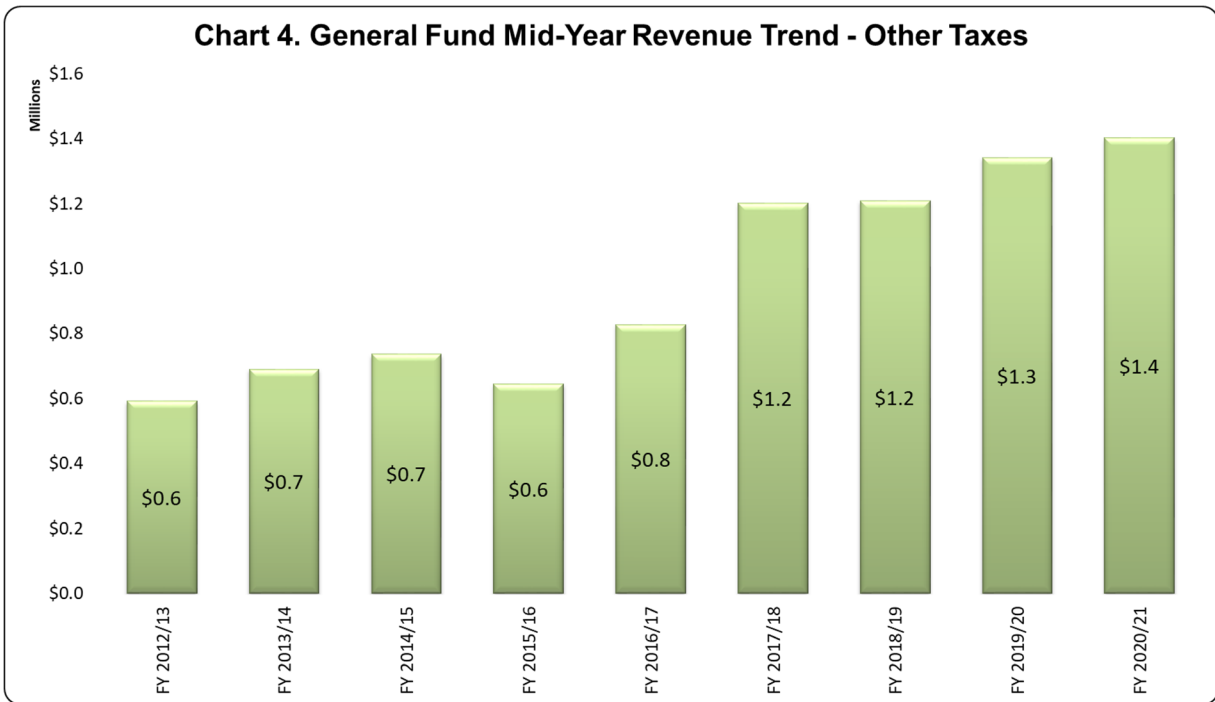
Based on historical averages of actual receipts, the City is estimated to receive 44% of the budgeted utility users tax revenue through Mid-Year. The City has currently received 46% through Mid-Year.



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 7.7% from the FY 2019/20 Amended Budget.

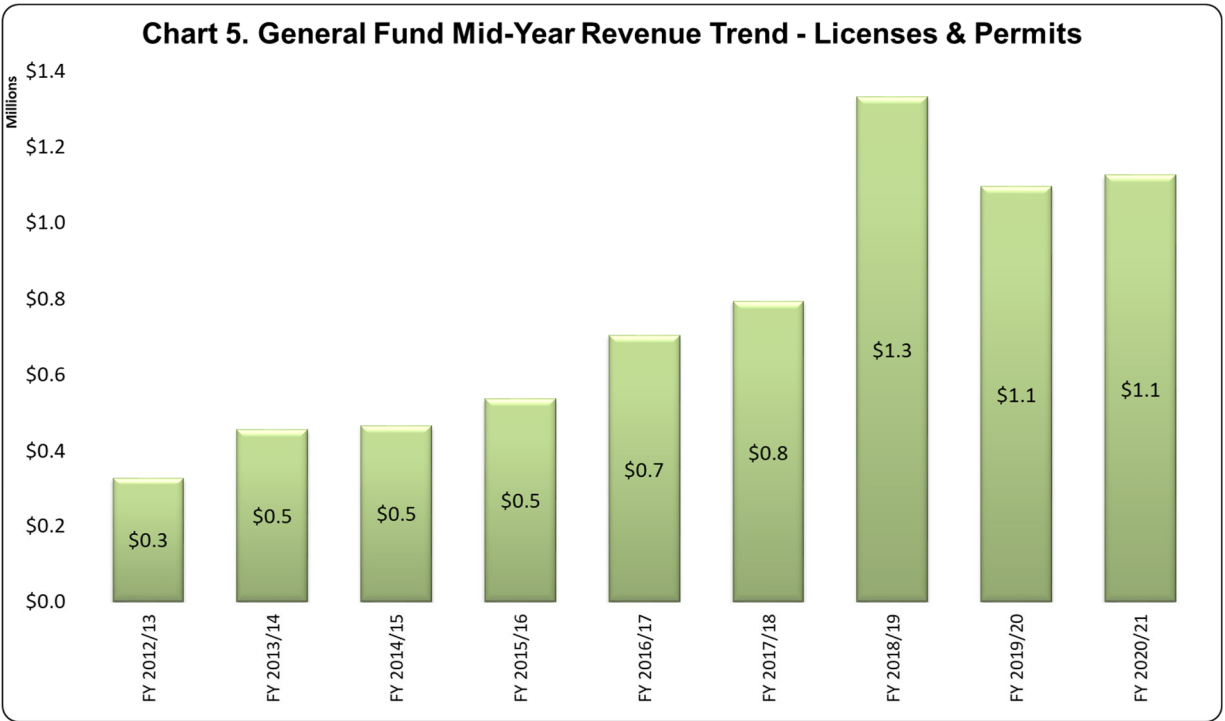
Based on historical averages of actual receipts, the City is estimated to receive 26% of the budgeted Other Taxes revenue through Mid-Year. The City has currently received 35% through Mid-Year.



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 decrease by 4% from the FY 2019/20 Amended Budget. This increase reflects increases due to Commercial Cannabis Business Permits. This budget will be monitored for a possible future increase.

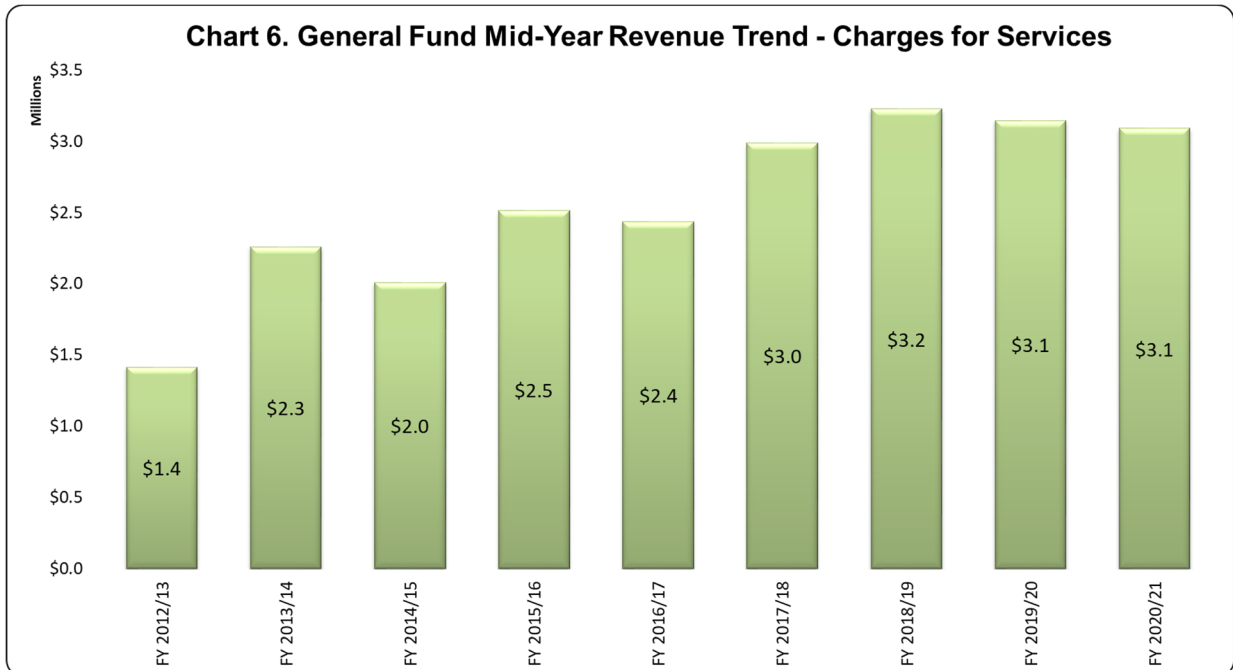
Based on historical averages of actual receipts, the City is estimated to receive 53% of the budgeted Licenses & Permits revenue through Mid-Year. The City has currently received 44% through Mid-Year. The collection rate is related primarily to building and business license permit activities.



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 decrease by 2% from the FY 2019/20 Amended Budget.

Based on historical averages of actual receipts, the City is estimated to receive 50% of the budgeted Charges for Services revenue through Mid-Year. The City has currently received 54% through Mid-Year.



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 (FOMC). The investments achieved a Yield to Maturity (YTM) for December 2020 of 1.75%. In addition, the City maintained funds in the State Local Agency Investment Fund Pool (LAIF) with a YTM of .54%. In the first six months, the FOMC decreased the federal funds target rate by 225 basis points to 0.0% - 0.50%. 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 2020/21 Adopted Budget	FY 2020/21 Amended Budget	Actuals as of 12/31/20 (unaudited)	% of Amended Budget
Department				
City Council	\$ 1,037,483	\$ 1,112,313	\$ 388,284	34.9%
City Clerk	1,054,060	855,366	240,743	28.1%
City Manager	2,039,696	1,819,639	627,143	34.5%
City Attorney	1,099,482	875,953	458,652	52.4%
Community Development	10,666,576	9,423,589	3,879,269	41.2%
Economic Development	2,464,235	2,203,524	706,755	32.1%
Financial & Management Services	11,818,382	12,501,344	4,556,545	36.4%
Public Works	7,771,229	7,636,732	3,545,508	46.4%
Non-Departmental	5,247,135	5,880,562	4,447,808	75.6%
Non-Public Safety Subtotal	\$ 44,758,786	\$ 42,309,022	\$ 18,850,707	44.6%
Public Safety				
Police	\$ 47,997,631	\$ 45,685,760	\$ 19,078,777	41.8%
Fire	24,017,196	23,748,871	10,328,750	43.5%
Public Safety Subtotal	\$ 72,014,827	\$ 69,434,631	\$ 29,407,527	42.4%
Total	\$ 116,773,613	\$ 111,743,653	\$ 48,258,234	

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 2020/21 Adopted Budget	FY 2020/21 Amended Budget	Actuals as of 12/31/20 (unaudited)	% of Amended Budget
Revenues:				
Taxes:				
Property Tax	\$ 5,499,288	\$ 5,499,288	\$ 1,793,523	32.6%
Other Taxes	6,719,200	6,725,053	68,759	1.0%
Charges for Services	5,698,574	5,598,349	185,853	3.3%
Use of Money & Property	1,022,020	1,098,335	(106,309)	-9.7%
Fines & Forfeitures	30,000	30,000	-	0.0%
Miscellaneous	22,010	541,035	1,692	0.3%
Transfers In	2,040,727	1,700,030	753,108	44.3%
Total Revenues	\$ 21,031,819	\$ 21,192,090	\$ 2,696,626	12.7%
Expenditures:				
Library Services Fund (5010)	\$ 2,708,319	\$ 2,741,331	\$ 1,418,008	51.7%
Zone A Parks Fund (5011)	10,258,968	9,982,473	3,976,914	39.8%
LMD 2014-01 Residential Street Lighting Fund (5012)	1,516,919	1,516,919	432,851	28.5%
Zone C Arterial Street Lighting Fund (5110)	875,414	875,414	284,894	32.5%
Zone D Standard Landscaping Fund (5111)	1,426,105	1,527,445	424,453	27.8%
Zone E Extensive Landscaping Fund (5013)	289,398	471,130	98,709	21.0%
5014 LMD 2014-02	2,832,609	3,062,800	1,587,211	51.8%
Zone M Median Fund (5112)	468,229	569,853	106,998	18.8%
CFD No. 1 (5113)	1,482,660	1,621,888	570,591	35.2%
Zone S Financial & Management Svcs (5114)	-	77,602	15,603	20.1%
Zone S Public Works (5114)	77,602	-	-	0.0%
Total Expenditures	\$ 21,936,223	\$ 22,446,855	\$ 8,916,232	39.7%
Net Change or Adopted Use of Fund Balance	\$ (904,404)	\$ (1,254,765)	\$ (6,219,606)	

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 2020/21 Adopted Budget	FY 2020/21 Amended Budget	Actuals as of 12/31/20 (unaudited)	% of Amended Budget
Revenues:				
Taxes:				
Property Tax	\$ 2,812,910	\$ 2,812,910	\$ 922,669	32.8%
Other Taxes	4,977,000	4,977,000	62,741	1.3%
Charges for Services	1,148,683	1,156,483	98,716	8.5%
Use of Money & Property	925,659	947,718	127,478	13.5%
Miscellaneous	18,000	42,700	1,000	2.3%
Transfers In	528,237	12,678	-	0.0%
Total Revenues	\$ 10,410,489	\$ 9,949,489	\$ 1,212,604	12.2%
Expenditures:				
35010 Parks & Comm Svcs - Admin	\$ 750,716	\$ 703,732	\$ 299,235	42.5%
35210 Park Maintenance - General	3,851,191	3,608,683	1,582,833	43.9%
35211 Contract Park Maintenance	467,121	463,557	155,116	33.5%
35212 Park Ranger Program	361,567	333,840	139,362	41.7%
35213 Golf Course Program	490,200	433,031	205,298	47.4%
35214 Parks Projects	223,598	207,256	89,320	43.1%
35310 Senior Program	588,633	561,281	254,583	45.4%
35311 Community Services	500,997	498,402	147,718	29.6%
35312 Community Events	285,606	262,455	83,366	31.8%
35313 Conf & Rec Cntr	420,626	643,818	308,677	47.9%
35314 Conf & Rec Cntr - Banquet	377,698	358,338	142,195	39.7%
35315 Recreation Programs	1,210,541	1,189,566	395,932	33.3%
35317 July 4th Celebration	111,990	110,190	308	0.3%
35318 Sports Programs	587,584	537,999	142,229	26.4%
35319 Towngate Community Center	30,900	28,520	9,993	35.0%
35320 Amphitheater	-	41,805.00	1,356	3.2%
95011 Non-Dept Zone A Parks	-	-	19,395	0.0%
Total Expenditures	\$ 10,258,968	\$ 9,982,473	\$ 3,976,914	39.8%

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 6524 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 2020/21 Adopted Budget	FY 2020/21 Amended Budget	Actuals as of 12/31/20 (unaudited)	% of Amended Budget
Revenues:				
Taxes:				
Charges for Services	\$ 35,344,376	\$ 35,344,376	\$ 19,759,442	55.9%
Use of Money & Property	158,000	158,000	(238,861)	-151.2%
Miscellaneous	152,500	152,500	1,597,852	1047.8%
Transfers In	-	-	535,332	0.0%
Total Revenues	\$ 35,654,876	\$ 35,654,876	\$ 21,653,764	60.7%
Expenditures:				
45510 Electric Utility - General	\$ 26,287,723	\$ 28,193,143	\$ 14,083,971	50.0%
45511 Public Purpose Program	1,702,376	1,781,857	552,135	31.0%
45512 SCE Served Street Lights	400,000	637,889	562,814	88.2%
80005 CIP - Electric Utility	-	7,529,886	837,675	11.1%
45530 2005 Lease Revenue Bonds	-	-	-	0.0%
96010 Non-Dept Electric	-	634,000	653,045	103.0%
96030 Non-Dept 2005 Lease Revenue Bonds	2,109,081	2,109,081	1,792,549	85.0%
96021 Non-Dept 2016 Tax LRB of 07 Tax	829,775	829,775	416,675	50.2%
96031 Non-Dept 2013 Refunding 05 LRB	21,336	21,336	170,826	800.6%
96032 Non-Dept 2014 Refunding 2005 LRB	119,174	119,174	59,859	50.2%
96040 Non-Dept 2015 Taxable LRB	447,769	447,769	437,784	97.8%
96050 Non-Dept 2018 Streetlight Fin	833,972	833,972	1,003,249	120.3%
96060 Non-Dept 2019 Taxable LRB	-	634,000	316,600	49.9%
Total Expenditures	\$ 32,751,206	\$ 43,771,882	\$ 20,887,184	47.7%
Net Change or				
Adopted Use of Fund Balance	\$ 2,903,670	\$ (8,117,006)	\$ 766,581	

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

SUMMARY

The City of Moreno Valley has experienced certain levels of growth and continued to maintain a structurally balanced Budget without the use of reserves.

The economic climate is ever changing during this pandemic due to constant changing of the opening/closing guidelines based on the number of positive cases that are continuing to increase. For these reasons, the City must remain optimistically cautious and only increase revenues when they are actually received. Staff will continue to monitor and request quarterly revenue adjustment based on this approach. These revenue adjustments will be offset by replenishing our expenditure levels accordingly.

RESOLUTION NO. 2021-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, CALIFORNIA, ADOPTING THE REVISED OPERATING AND CAPITAL BUDGETS FOR FISCAL YEAR 2020/21

WHEREAS, the City Council approved the Operating and Capital Budgets for the City for Fiscal Year 2020/21, 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 2020/21, 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 2020/21.

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 2020/21.
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 16th day of February, 2021.

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. 2021-XX was duly and regularly adopted by the City Council of the City of Moreno Valley at a regular meeting thereof held on the 16th day of February, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(Council Members, Mayor Pro Tem and Mayor)

CITY CLERK

(SEAL)

RESOLUTION NO. CSD 2021-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 YEAR 2020/21

WHEREAS, the CSD Board approved the Operating and Capital Budgets for the City for Fiscal Year 2020/21, 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 2020/21, 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 2020/21.

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. 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 16th day of February, 2021.

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

ATTEST:

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

APPROVED AS TO FORM:

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 2021-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 16th day of February, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(Board members, Vice-President and President)

SECRETARY

(SEAL)

**CITY OF MORENO VALLEY
GENERAL FUND
FY 2020/21 Proposed Amendments**

Department	Fund	Account Description	General Ledger Account	Project	Fiscal Year 2020/21 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
Community Development	1010	Building Permits	1010-20-28-20310-425000		\$ 2,600,000	\$ 200,000	\$ 2,800,000	Budgeting for expected revenue.
Community Development	1010	Parking Control Fees	1010-20-26-20110-501020		1,050,000	(300,000)	750,000	Adjusting budget based on expected revenue.
Community Development	1010	Foreclosure Registration Fees	1010-20-26-20110-525080		187,000	(107,000)	80,000	Adjusting budget based on expected revenue.
Community Development	1010	Planning Fees	1010-20-27-20211-525000		1,206,124	193,876	1,400,000	Budgeting for expected revenue.
Financial & Management Services	1010	Interest Income	1010-99-99-91010-460040		708,953	(708,953)	-	Adjust budget based on actual trends.
Financial & Management Services	1010	Sales Tax - General	1010-99-99-91010-402000		17,252,026	797,077	18,049,103	Budgeting for expected revenue.
REVENUE TOTAL					\$ 23,004,103	\$ 75,000	\$ 23,079,103	

Department	Fund	Account Description	General Ledger Account	Project	Fiscal Year 2020/21 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
Financial & Management Services	1010	Technical Svcs - Janitorial	1010-22-25-20012-620710		22,000	20,000	42,000	Adjust for expected expenses.
Financial & Management Services	1010	Technical Svcs - Janitorial	1010-60-66-40110-620710		15,000	(5,000)	10,000	Reallocation of budget.
Financial & Management Services	1010	Transfers to LMD 2014-01	1010-99-99-91010-905012		430,500	10,000	440,500	Budgeting for expected expenses.
EXPENSES TOTAL					\$ 467,500	\$ 25,000	\$ 492,500	

**CITY OF MORENO VALLEY
NON - GENERAL FUND
FY 2020/21 Proposed Amendments**

Department	Fund	Account Description	General Ledger Account	Project	Fiscal Year 2020/21 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
Financial & Management Services	5014	Turf Removal Rebate	5014-30-79-25721-585200		\$ 505,725	\$ 400,000	\$ 905,725	Budgeting for expected revenue.
Financial & Management Services	5012	Transfers in - from GENERAL FUND	5012-99-99-95012-801010		430,500	10,000	440,500	Budgeting for expected expenses.
Financial & Management Services	3711	Transfers in - from 2020 REFUNDING OF TRIP COP 13A	3711-99-90-93711-803715		0	20,382,556	20,382,556	Record the refunding of the 2013 TRIP COP with the 2020 TRIP Bond.
Financial & Management Services	3715	Bond Proceeds	3715-99-90-93715-589000		0	20,970,000	20,970,000	Record the refunding of the 2013 TRIP COP with the 2020 TRIP Bond.
Parks & Community Services	2905	Transfers in - from PCS CAPITAL PROJ (PARK IMPRVMTS)	2905-99-95-92905-803015		44,535	101,462	145,997	Project completion.
Parks & Community Services	2019	Transfers in - from PCS CAPITAL PROJ (QUIMBY)	2019-99-99-92019-803016		1,850	304,042	305,892	Project completion.
Parks & Community Services	3000	Transfers in - from DIF - PARK IMPROVEMENTS	3000-99-99-93000-802905		-	450,000	450,000	DIF transfer for park project.
Parks & Community Services	2201	Fed Grant-Operating Revenue	2201-50-92-75011-485000		290,341	8,142	298,483	Appropriation for FY2020/21 childcare budget.
Public Works	2300	Fed Reimb- Capital	2300-99-99-92300-482020	801 0021 70 77	-	1,875,000	1,875,000	Hazard Mitigation Grant Program award of FEMA Funds for Moreno Beach project.
Public Works	2000	State Gas Tax 2107	2000-99-99-92000-408000		1,501,775	(91,490)	1,410,285	Revised budget per California City Finance.
Public Works	2000	State Gas Tax 2106	2000-99-99-92000-408020		727,150	(52,171)	674,979	Revised budget per California City Finance.
Public Works	2000	State Gas Tax 2105	2000-99-99-92000-408030		1,209,759	(98,687)	1,111,072	Revised budget per California City Finance.
Public Works	2000	State Gas Tax 2103	2000-99-99-92000-408040		791,239	820,717	1,611,956	Revised budget per California City Finance.
Public Works	2000	State Gas Tax - Loan Repay	2000-99-99-92000-408050		235,039	(235,039)	-	Revised budget per California City Finance.
Public Works	2000	State Gas Tax - RMRA	2000-99-99-92000-408060		3,459,343	257,921	3,717,264	Revised budget per California City Finance.
Public Works	3002	Reimbursement Agreement	3002-99-99-93002-500600	804 0016-3002-98	6,904,386	(65,375)	6,839,011	Reallocation of project budget.
Public Works	3002	Reimbursement Agreement	3002-99-99-93002-500600	804 0014-3002-98	6,904,386	65,375	6,969,761	Reallocation of project budget.
REVENUE TOTAL					\$ 23,006,028	\$ 45,102,453	\$ 68,108,481	

Department	Fund	Account Description	General Ledger Account	Project	Fiscal Year 2020/21 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
Financial & Management Services	5014	Maint & Repair - Bldg & Ground	5014-30-79-79006-620910	806 0001-5014-SD LMMD ZN 03	\$ 389,991	\$ 400,000	\$ 789,991	For expected expenses.
Financial & Management Services	2201	Technical Svcs - Janitorial	2201-50-92-75011-620710		6,900	5,000	11,900	Reallocation of budget.
Financial & Management Services	5013	Utilities - Water	5013-30-79-25705-621030	SD ZN E-ZONE E8-Operations	37,200	2,000	39,200	Budgeting for expected expenses.
Financial & Management Services	5012	Utilities - Electricity	5012-30-79-25703-621010		1,332,000	10,000	1,342,000	Budgeting for expected expenses.
Financial & Management Services	3711	Bond Principal	3711-99-90-93711-870314		600,000	20,382,556	20,982,556	Record the refunding of the 2013 TRIP COP with the 2020 TRIP Bond.
Financial & Management Services	3715	Transfers to TRIP DEBT SERVICE	3715-99-90-93715-903711		-	20,382,556	20,382,556	Record the refunding of the 2013 TRIP COP with the 2020 TRIP Bond.
Parks & Community Services	2201	Oper Mtrls - Recreation	2201-50-92-75011-630312		8,142	8,142	16,284	Appropriation for FY2020/21 childcare budget.
Parks & Community Services	3016	CIP Other	3015-50-57-80007-720199	807 0043-3015-99	861,503	(76,717)	784,786	Project completion.
Parks & Community Services	3015	CIP Other	3015-50-57-80007-720199	807 0039-3015-99	442,346	(24,745)	417,601	Project completion.
Parks & Community Services	3016	CIP Other	3016-50-57-80003-720199	803 0027-3016-99	660,842	(200,000)	460,842	Project completion.
Parks & Community Services	3016	CIP Other	3016-50-57-80003-720199	803 0034-3016-99	660,842	(53,667)	607,175	Project completion.
Parks & Community Services	3015	CIP Other	3016-50-57-80007-720199	807 0043-3016-99	442,346	(50,375)	391,971	Project completion.
Parks & Community Services	5113	CIP Other	5113-50-57-80007-720199	807 0051-5113-99	171,228	(24,718)	146,510	Project completion.
Parks & Community Services	3015	Transfers to DIF - PARKLAND FACILITIES	3015-99-99-93015-902905		44,535	101,462	145,997	Project completion.
Parks & Community Services	3016	Transfers to - QUIMBY PARK FEES	3016-99-99-93016-902019		1,850	304,042	305,892	Project completion.
Parks & Community Services	2905	Transfers to FACILITY CONST FUND	2905-99-95-92905-903000		-	450,000	450,000	For expected expenses.
Parks & Community Services	3000	CIP Other	3000-50-57-80003-720199	803 0037-3000-99	5,596,854	450,000	6,046,854	For expected expenses.
Public Works	6010	Resource Adequacy	6010-70-80-45510-710146		1,264,800	334,500	1,599,300	Budgeting for expected expenses.
Public Works	2000	CIP Other	2000-70-77-80001-720199	801 0087-2000A-99	7,711,969	424,528	8,136,497	Budgeting for expected expense off-set by expected revenue.
Public Works	3002	CIP Other	3002-70-77-80004-720199	804 0016-3002-99	4,593,588	(65,375)	4,528,213	Reallocation of project budget.
Public Works	3002	CIP Other	3002-70-77-80004-720199	804 0014-3002-99	4,593,588	65,375	4,658,963	Reallocation of project budget.
Public Works	2300	CIP Other	2300-70-77-80001-720199	801 0021 70 77	-	1,875,000	1,875,000	Hazard Mitigation Grant Program award of FEMA Funds for Moreno Beach project.
Public Works	2000	CIP Other	2000-70-77-80001-720199	801 0081-2000A-99	7,711,969	(919)	7,711,050	Reallocation of project budget.
Public Works	2000	CIP Other	2000-70-77-80001-720199	801 0085-2000A-99	7,711,969	919	7,712,888	Reallocation of project budget.
EXPENSES TOTAL					\$ 44,844,462	\$ 44,699,564	\$ 89,544,026	

City of Moreno Valley
 FY 2019/20 - 2020/21
 City Position Summary

Position Title	FY 2019/20 No.	FY 2020/21 Adj.	FY 2020/21 No.
Accountant I	1	-	1
Accountant II	1	-	1
Accounting Asst	3	-	3
Accounting Technician	1	-	1
Accounts Payable Supervisor	1	-	1
Administrative Asst	8	(1)	7
Administrative Services Dir	-	-	-
After School Prog Coordinator	-	-	-
After School Prog Specialist	-	-	-
After School Prog Supervisor	-	-	-
Animal Care Technician	5	-	5
Animal Care Technician Supervisor	1	-	1
Animal Control Officer	7	-	7
Animal Rescue Coordinator	1	-	1
Animal Services Assistant	4	-	4
Animal Services Dispatcher	1	-	1
Animal Services Division Manager	1	-	1
Animal Services Field Supervisor	1	-	1
Animal Services License Inspector	1	-	1
Animal Svcs Office Supervisor	1	-	1
Applications & DB Admin	1	-	1
Applications Analyst	1	-	1
Assistant City Attorney	1	(1)	-
Assistant City Clerk	-	-	-
Assoc Environmental Engineer	-	-	-
Associate Engineer	4	-	4
Associate Planner	4	-	4
Asst Buyer	2	(2)	-
Asst City Manager	-	-	-
Asst Crossing Guard Spvr	1	-	1
Asst Network Administrator	1	-	1
Assistant City Manager (Development Services)	1	-	1
Asst. Applications Analyst	-	-	-
Assistant City Manager (Administration)/Chief Financial Officer	1	-	1
Banquet Facility Rep	1	-	1
Budget Officer	-	-	-
Building & Neighborhood Services Div Mgr	-	-	-
Building Safety Supervisor	1	-	1
Building Div Mgr / Official	-	-	-
Building Inspector I I	4	-	4
Business License Liaison	1	-	1
Bus. Support & Neigh Prog Admin	-	-	-
Cable TV Producer	2	-	2
Capital Projects Division Manager	1	(1)	-
Chief Financial Officer/City Treasurer	-	-	-

City of Moreno Valley
FY 2019/20 - 2020/21
City Position Summary

Position Title	FY 2019/20 No.	FY 2020/21 Adj.	FY 2020/21 No.
Child Care Asst	4	-	4
Child Care Instructor I I	4	-	4
Child Care Program Manager	1	-	1
Child Care Site Supervisor	4	-	4
City Attorney	1	(1)	-
City Clerk	1	-	1
City Manager	1	-	1
Code & Neigh Svcs Division Manager	1	-	1
Code & Neigh Svcs Official	-	-	-
Code Compliance Field Sup.	-	-	-
Code Compliance Officer I	2	-	2
Code Compliance Officer I I	2	-	2
Code Supervisor	-	-	-
Comm & Economic Dev Director	-	-	-
Community Dev Director	1	-	1
Community Enhancement Officer I	1	-	1
Community Enhancement Officer II	1	-	1
Community Services Assistant Coordinator	-	4	4
Community Services Coordinator	-	4	4
Community Svcs Superintendent	-	1	1
Community Svcs Supervisor	5	(1)	4
Construction Inspector	2	-	2
Construction Inspector Supervisor	1	-	1
Crossing Guard	35	-	35
Crossing Guard Supervisor	1	-	1
Customer Service Asst	-	-	-
Dep PW Dir /Asst City Engineer	-	-	-
Deputy City Attorney I	1	(1)	-
Deputy City Attorney I I I	-	-	-
Deputy City Clerk	1	-	1
Deputy City Manager	1	-	1
Deputy Finance Director	1	-	1
Dep. Comm & Economic Dev Director	-	-	-
Development Svcs Coordinator	-	-	-
Economic Dev Director	1	-	1
Economic Dev Division Mgr	2	-	2
Electric Utility Chief Engineer	1	-	1
Electric Utility Division Mgr	1	-	1
Electric Utility Program Coord	1	-	1
Emerg Mgmt & Vol Svc Prog Spec	1	-	1
Emerg Mgmt & Vol Svcs Prog Mgr	1	-	1
Engineering Division Manager/Assistant City Engineer	1	-	1
Engineering Technician I I	1	-	1
Enterprise Systems Admin	1	-	1
Environmental Analyst	-	-	-

City of Moreno Valley
 FY 2019/20 - 2020/21
 City Position Summary

Position Title	FY 2019/20 No.	FY 2020/21 Adj.	FY 2020/21 No.
Equipment Operator	4	-	4
Exec Asst to Mayor / City Council	1	-	1
Exec. Assistant to the City Manager	-	-	-
Executive Asst I	7	-	7
Executive Asst I I	1	(1)	-
Facilities Maint Mechanic	1	-	1
Facilities Maint Worker	3	-	3
Facilities Maintenance Spvr	-	-	-
Financial Analyst	-	-	-
Financial Operations Div Mgr	1	(1)	-
Financial Resources Div Mgr	1	-	1
Fire Inspector I	-	-	-
Fire Inspector I I	-	-	-
Fire Marshall	-	-	-
Fire Safety Specialist	-	-	-
Fleet Supervisor	-	-	-
Fleet & Facilities Maintenance Supervisor	1	-	1
GIS Administrator	-	1	1
GIS/Applications Analyst	-	1	1
GIS Specialist	1	-	1
GIS Technician	1	(1)	-
Housing Program Coordinator	-	-	-
Housing Program Specialist	-	-	-
Human Resources Analyst	1	-	1
Human Resources Director	-	-	-
Human Resources Division Manager	1	-	1
Human Resources Technician	-	-	-
Info Technology Technician	2	-	2
Landscape Development Coord	-	-	-
Landscape Irrigation Tech	-	-	-
Landscape Svcs Inspector	2	-	2
Landscape Svcs Supervisor	1	-	1
Lead Animal Care Technician	-	-	-
Lead Facilities Maint Worker	1	-	1
Lead Maintenance Worker	4	-	4
Lead Parks Maint Worker	6	-	6
Lead Traffic Sign/Marking Tech	2	-	2
Lead Vehicle / Equip Tech	1	-	1
Legal Secretary	-	-	-
Lib Serv Div Mgr	-	-	-
Librarian	-	-	-
Library Asst	-	-	-
Library Circulation Supervisor	-	-	-
Maint & Operations Div Mgr	1	-	1
Maintenance Worker I	-	-	-

City of Moreno Valley
 FY 2019/20 - 2020/21
 City Position Summary

Position Title	FY 2019/20 No.	FY 2020/21 Adj.	FY 2020/21 No.
Maintenance Worker II	1	-	1
Maintenance Worker I/II	17	-	17
Management Aide	5	2	7
Management Analyst	13	-	13
Management Asst	7	-	7
Media & Communications Division Manager	1	-	1
Media & Production Supervisor	-	-	-
Network Administrator	1	-	1
Office Asst	-	-	-
Paralegal	1	-	1
Park Ranger	3	-	3
Parking Control Officer	2	-	2
Parks & Community Services Deputy Director	1	-	1
Parks & Community Services Director	1	-	1
Parks & Community Services Division Manager	-	-	-
Parks Maintenance Division Manager	-	-	-
Parks Maint Supervisor	2	-	2
Parks Maint Worker	12	-	12
Parks Projects Coordinator	1	(1)	-
Payroll Supervisor	1	-	1
Permit Technician	5	-	5
Planning Commissioner	7	-	7
Planning Div Mgr / Official	1	-	1
Principal Accountant	1	-	1
Principial Engineer	-	2	2
Principial Engineer / City Traf Engr	-	1	1
Principal Planner	1	-	1
Public Information/Intergovernmental Relations Officer	1	-	1
Public Safety Contract Administrator	1	-	1
Purch & Facilities Div Mgr	1	-	1
PW Director / City Engineer	1	-	1
Recreation Program Coord	-	-	-
Recreation Program Leader	7	(7)	-
Recreation Supervisor	-	-	-
Recycling Specialist	1	-	1
Resource Analyst	-	-	-
Risk Division Manager	-	-	-
Security Guard	2	-	2
Spec Dist Budg & Accting Spvr	-	-	-
Spec Districts Div Mgr	1	-	1
Special Districts Prog Mgr	-	-	-
Sr Accountant	3	-	3
Sr Administrative Asst	15	(1)	14
Sr Applications Analyst	1	-	1
Sr Citizens Center Coord	-	-	-

City of Moreno Valley
FY 2019/20 - 2020/21
City Position Summary

Position Title	FY 2019/20 No.	FY 2020/21 Adj.	FY 2020/21 No.
Sr Code Compliance Officer	1	-	1
Sr. Community Enhancement Officer	1	-	1
Sr Construction Inspector	2	-	2
Sr Customer Service Asst	3	(3)	-
Sr Deputy City Clerk	1	-	1
Sr Electrical Engineer	1	-	1
Sr Engineer, P.E.	5	(1)	4
Sr Engineering Technician	1	-	1
Sr Equipment Operator	1	-	1
Sr Financial Analyst	-	-	-
Sr GIS Analyst	1	(1)	-
Sr Graphics Designer	1	-	1
Sr Human Resources Analyst	1	-	1
Sr IT Technician	-	-	-
Sr Landscape Svcs Inspector	-	-	-
Sr Management Analyst	3	1	4
Sr Office Asst	2	2	4
Sr Park Ranger	-	-	-
Sr Parking Control Officer	1	-	1
Sr Parks Maint Technician	2	-	2
Sr Payroll Technician	1	-	1
Sr Permit Technician	2	-	2
Sr Planner	1	-	1
Sr Recreation Program Leader	2	(2)	-
Sr Telecomm Technician	1	-	1
Sr Traffic Engineer	-	-	-
Sr Traffic Signal Technician	1	-	1
Storekeeper	1	(1)	-
Storm Water Prog Mgr	-	-	-
Strategic Initiatives Manager	1	-	1
Street Maintenance Supervisor	2	-	2
Sustainability & Intergovernmental Prog Mgr	-	-	-
Technology Services Div Mgr	-	-	-
Telecomm Engineer / Admin	1	-	1
Telecomm Technician	1	-	1
Traffic Operations Supervisor	1	-	1
Traffic Sign / Marking Tech I	1	-	1
Traffic Sign/Marking Tech II	2	-	2
Traffic Signal Technician	2	-	2
Trans Div Mgr / City Traf Engr	1	(1)	-
Treasury Operations Div Mgr	1	-	1
Tree Trimmer	-	-	-
Vehicle / Equipment Technician	3	-	3
Total	362	(10)	352

CLASS SPECIFICATION
Principal Engineer
(At-will Employment)

GENERAL PURPOSE

Under general direction from either the Public Works Director/City Engineer, Engineering Division Manager/Assistant City Engineer, Electric Utility Division Manager, or Electric Utility Chief Engineer, the Principal Engineer plans, assigns, supervises, and reviews the activities of the engineering function of an assigned work unit. Plans, organizes, directs, manages, oversees and integrates the operations and staff of an assigned work unit; provides expert professional advice and assistance to City officials and management staff in areas of expertise of Engineering disciplines, including but not limited to engineering plan review, capital improvement planning, design and implementation, water quality/stormwater management, and transportation related activities. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is responsible for planning and supervising the activities of the engineering function of assigned work units within the Public Works Department. The incumbent is expected to carry out responsibilities independently and with awareness of good engineering principals, judgement, and safety issues and sensitivities. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

The Principal Engineer is distinguished from the Senior Engineer and Senior Electrical Engineer in that the incumbent in the former class is responsible for planning, organizing, directing, and reviewing the work of staff engaged in the preparation of plans, specifications, designs, estimates, schedules, inspections, surveying, and project management activities for a variety of projects and programs. The incumbent is expected to use initiative and independent judgment in negotiating, prioritizing project activities, exercising cost and budget controls, and ensuring the coordination, quantity, and quality of work performed in accordance with project goals. This class is distinguished from the Engineering Division Manager/Assistant City Engineer and the Electric Utility Chief Engineer in that the latter have overall responsibility for all divisional leadership, engineering projects, and activities.

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, controls, manages and evaluates the work of the assigned work unit; with subordinate managers and supervisors, participates in establishing operational plans and initiatives to meet department/division goals and objectives; implements work unit plans, work programs, processes, procedures and policies required to achieve overall performance results;

coordinates and integrates functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against annual budgets; establishes performance requirements and personnel development targets; provides coaching for performance improvement and development; takes disciplinary action to address performance deficiencies, in accordance with the City's human resources policies and procedures and labor contract provisions.

2. Participates with other managers in establishing strategic plans for the Public Works Department; sets overall management and policy goals and objectives for assigned work unit; coordinates division program and policy issues with managers of other divisions and departments and/or on a City-wide basis. 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.
3. Supervises, plans, organizes, directs, and reviews the work of professional and para-professional engineering teams in the preparation and/or review of engineering plans, specifications, designs, cost estimates, reviews and sets requirements/conditions for various types of development projects, easements and legal descriptions, plan checks, construction inspections, permit issuance, project water quality conformance, and materials testing for a wide variety of construction and maintenance projects; performs traffic engineering and transportation planning activities and studies; schedules and budgets and recommends adjustments as needed to expedite projects and ensure reasonableness; reviews drawings and specifications for compliance with City standards; ensures project compliance with federal, state and local laws, regulations and policies
4. Supervises the Project Manager or Resident Engineer on capital improvement projects; approves project descriptions, job scope, cost estimates and projections, schedules, procedures, timelines, right of way plans, acquisition and environmental documents and reports, and purchases. Confers with other professional and technical staff; coordinates work with other City departments, outside agencies, contractors and consultants.
5. Develops and monitors systems and procedures for contract administration to ensure compliance with technical and legal requirements; oversees preparation of bid documents and selection of consultants and contractors.
6. Performs difficult engineering work, contract administration, highly specialized design, research, analysis and economic evaluations; prepares and submits a variety of documents and reports
7. Coordinates and integrates multi-phase design, development and construction projects with various regional, state or federal jurisdictions, as well as with special-interest groups, other stakeholders and the public; drafts interagency agreements for reimbursement and conveyance of easements; reviews and verifies rights-of-way procedures for projects to ensure proper acquisition.
8. Represents the City with other public and governmental agencies, community and business organizations, citizens, the media and the public; promotes communication and understanding of City operations, policies and goals by attending and participating in various meetings, committees and task forces, internally and in the public arena; delivers presentations and prepares reports summaries for City Council meetings; responds to and provides information to external agencies

and citizens as required; participates and provides review and recommendations for Developer Project Design Review Committees and attends Planning Commission meetings as needed representing their work unit.

9. Oversees the preparation of complex grant applications for project funding from various governmental agencies. Oversees project compliance with grant requirements.
10. Maintains administrative and engineering records.
11. Supervise and participate in the preparation of special engineering studies and reports related to current and long-range assigned work unit goals and develops recommendations to meet these goals.
12. Coordinate related engineering activities with other City departments, divisions, and outside agencies.
13. Supervise, train, and evaluate professional and technical staff.

May be assigned to Land Development, Transportation Engineering, Capital Projects, or Moreno Valley Electric Utility

When assigned to the Electric Utility:

- Supervise the development of plans and estimates for design and construction and major repair of electrical systems, including underground distribution lines, street lights, substations, communications, and related facilities.
- Supervise and participate in electrical system planning and load management.
 - Review and approve engineering drawings and work authorizations.
 - Participate in development of power contracts and implementation of programs.
 - Direct and supervise technology development and support as it relates to the Electric Utility.
 - May act as the Electric Utility Chief Engineer in that individual's absence.

When assigned to Transportation Engineering:

Will be designated as the City Traffic Engineer as defined by the Municipal Code and is expected to carry out responsibilities independently and with awareness of traffic operations and safety issues and sensitivities. Oversee the operation and development of the City's Transportation Management Center. Conduct Transportation Safety Committee meetings.

OTHER DUTIES

1. Attends a variety of training sessions, committees, conferences and seminars as assigned.
2. Provides backup to other professional engineering staff as required.

3. May act as the Division Manager in that individual's absence.

QUALIFICATIONS

Knowledge of:

1. Applicable federal and state laws and regulations.
2. Modern developments, current literature, and sources of information regarding the assigned area of engineering.
3. Applicable laws and regulatory codes related to engineering, operations, and construction in the area of assignment.
4. Principles and practices of sound business communication.
5. Technical report writing.
6. Information technology and computer capabilities applicable to functional responsibilities.
7. Theories, principles and practices of civil, mechanical, structural, transportation/traffic and/or electrical/engineering design and construction.
8. Principles, methods, techniques, and standards used in the design, construction, and operation of a variety of engineering projects.
9. Principles and practices of public administration, including budgeting, purchasing, contract administration and maintenance of public records.
10. Project management methods and practices for planning, budgeting, scheduling, monitoring performance and evaluating results.
11. Research methods and analysis techniques.
12. Principles and practices of effective management and supervision.
13. City human resources policies and procedures and labor contract provisions.

When assigned to the Electric Utility:

1. Principles and practices of electrical engineering, engineering economics and other engineering disciplines used in the electric utility and/or communication industries.
2. Methods, techniques, and standards used in the design, construction, and operation of a variety of electric utility projects.

Ability to:

1. Plan, direct, manage, coordinate and integrate the activities of the engineering function within an assigned area.
2. Prepare, direct preparation of and review complex engineering designs, plans, specifications and legal contracts.
3. Perform difficult technical research and analyze complex engineering and mathematical problems, evaluating alternatives and recommending or adopting effective courses of action.
4. Define complex management and fiscal issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
5. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions applicable to areas of responsibility.
6. Present proposals and recommendations clearly, logically and persuasively in public meetings.
7. Operate a personal computer using standard or customized software applications appropriate to assigned tasks.
8. Represent the City effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Exercise sound, expert independent judgment within general policy guidelines.
11. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
12. Establish and maintain effective working relationships with all levels of City management, the City Council, other governmental officials, consultants, contractors, employees, the public, the media and others encountered in the course of work.

Education, Training and Experience:

A bachelor's degree in civil, electrical, mechanical, or structural engineering or a related engineering discipline. A minimum of seven years of progressively responsible professional engineering experience, at least two of which were in a supervisory or program/project management capacity.

Licenses; Certificates; Special Requirements:

Current, valid certification as a Professional Civil, Electrical, Mechanical, or Structural Engineer issued by the California State Licensing Board for Professional Engineers.

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 all levels of City management, the City Council, other governmental officials, consultants, contractors, employees, the public, the media 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. The employee may occasionally be required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud.