



Report to City Council

TO: Mayor and City Council

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

AGENDA DATE: June 19, 2018

TITLE: APPROVAL OF THE REVISED OPERATING BUDGETS
FOR THE FOURTH QUARTER OF FISCAL YEAR 2017/18
AND FOR FISCAL YEAR 2018/19 (RESO NO. 2018-64)

RECOMMENDED ACTION

Recommendations: That the City Council:

1. Adopt Resolution No. 2018-64. A resolution of the City Council of the City of Moreno Valley, California, adopting the revised budgets for Fiscal Year 2017/18 and Fiscal Year 2018/19.
2. Approve the City Position Summary. Specific positions are discussed within this staff report and listed on Attachment 3 to this staff report.
3. Approve the elimination of the vacant Executive Assistant I position for Fiscal Year 2018/19.
4. Approve the reactivation of the Senior Deputy City Clerk position for Fiscal Year 2018/19.

SUMMARY

This report requests the approval of recommended position control roster changes and budget amendments to the FY 2017/18 and 2018/19 revenues and expenditures.

DISCUSSION

The City Council's direction of "Maintain a Balanced General Fund Budget" continues to be the goal regarding the fiscal status of City operations. Changes were considered where necessary to adjust for expenditure needs that could not be absorbed within

current approved appropriations and to correct some one-time requirements in some funds. This report identifies the budget adjustments as recommended by the City Manager.

FISCAL YEAR 2017/18 BUDGET ADJUSTMENTS

The FY 2017/18 General Fund revenue budget, as amended, totals approximately \$105.2 million. Based on economic activity and revenue collections through June 2018, staff does not anticipate any revenue increases.

The FY 2017/18 General Fund expenditures budget as currently amended, and excluding one-time expenditures from fund balance, totals approximately \$104.6 million. There are no recommended increases or decreases in the expenditure budget. *The fund continues to be structurally balanced, without the use of fund balance for ongoing operations.* The specific budget adjustments are summarized in Exhibit A attached to the City Council Resolution recommended for approval.

Fund	Type (Rev/Exp)	FY 2017/18 Amended Budget	Proposed Adjustments (\$)	Proposed Adjustments (%)	FY 2017/18 Amended Budget (1)
General Fund	Rev	\$105,164,414	\$0	0%	\$105,164,414
General Fund	Exp	\$104,590,434	\$0	0%	\$104,590,434
Net Total*		\$573,980	\$0		\$573,980

*Excludes one-time expenditures from fund balance as described below.

The City ended FY 2016/17 with a budget surplus in excess of \$5 million due to annual savings and reduction of expenses below budgets. The surplus reflects the Operating Budget is being effectively managed and allows for the use of the funds for one-time expenditures in FY 2017/18. Based on the City Council’s prior actions, the following provides a summary of the approved one-time expenditures to date from these one-time revenues:

Gas Tax Allocation	(\$361,985)
Carryovers	(\$363,418)
Turf Replacement - Community Park	(\$1,000,000)
Street Improvements	(\$1,200,000)
Fire Stations Security Improvements	(\$445,965)

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, one position is being requested to be reactivated and another vacant position eliminated based on current and projected

demands for this Department. Staff recommends the following update to the City Position Summary:

1. Eliminate the vacant Executive Assistant I position in the City Clerk Department for Fiscal Year 2018/19.
2. Reactivate the Senior Deputy City Clerk position in the City Clerk Department for Fiscal Year 2018/19.
3. The following table provides a summary of all position changes:

<u>Department / Position Title</u>		FY 2018/19 Adjustment	FY 2018/19 Budget Impacts
<u>City Clerk</u>			
Executive Assistant I	FT	(1)	
Senior Deputy City Clerk	FT	1	\$0
Total Adjustment		0	\$0

Note: Above reflects a C19 to C21 change, but no budget increase is necessary.

Summaries of Major Funds

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

Development Impact Fees (Funds 2901 – 2914)

Increasing Development Impact Fee revenues to align with current projected revenues, based on increased development.

ALTERNATIVES

1. Recommend approval of proposed Recommended Actions as set forth in this staff report, including the approval of the budget adjustments for FY 2017/18 and 2018/19, 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.*
2. Do not recommend approval of proposed Recommended Actions as set forth in this staff report, including the resolution adopting the budget adjustments to the FY 2017/18 and 2018/19 budgets, as presented in Exhibit A. *Staff does not recommend this alternative.*

FISCAL IMPACT

The City's Budget provides the funding and expenditure plan for all funds. As such, it serves as the City's financial plan for the fiscal year. The fiscal impacts for the proposed budget amendments are identified in Exhibit A to the Resolution.

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:
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.

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**

ATTACHMENTS

1. City Resolution 2018-XX
2. City Position Summary FY 2017/18 & FY 2018/19
3. Exhibit A - Amendments FY 2017/18 & FY 2018/19
4. Class Specification Senior Deputy City Clerk

APPROVALS

Budget Officer Approval	<u>✓ Approved</u>	6/11/18 4:13 PM
City Attorney Approval	<u>✓ Approved</u>	6/12/18 12:37 PM
City Manager Approval	<u>✓ Approved</u>	6/12/18 5:49 PM

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 2017/18 AND FISCAL YEAR 2018/19

WHEREAS, the City Council approved the Operating and Capital Budgets for the City for Fiscal Year 2017/18 and 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 Third Quarter 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 2017/18 and 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 2017/18 and 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 3 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 2017/18 and 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 years.
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 19th day of June, 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 19th day of June, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(Council Members, Mayor Pro Tem and Mayor)

CITY CLERK

(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	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.
Accountant I	2	2	2	1	1	-	1	-	1
Accountant II	-	-	1	1	1	-	1	-	1
Accounting Asst	3	3	3	3	3	-	3	-	3
Accounting Technician	4	3	3	2	2	-	2	-	2
Accounts Payable Supervisor	1	1	1	1	1	-	1	-	1
Administrative Asst	5	8	7	7	8	-	8	-	8
Administrative Services Dir	1	1	1	1	1	(1)	-	-	-
After School Prog Coordinator	-	-	-	-	-	-	-	-	-
After School Prog Specialist	-	-	-	-	-	-	-	-	-
After School Prog Supervisor	-	-	-	-	-	-	-	-	-
Animal Care Technician	4	4	4	5	5	-	5	-	5
Animal Care Technician Supervisor	-	-	-	-	-	1	1	-	1
Animal Control Officer	7	7	7	7	7	-	7	-	7
Animal Rescue Coordinator	-	-	-	1	1	-	1	-	1
Animal Services Asst	2	2	2	4	4	-	4	-	4
Animal Svcs Dispatcher	1	2	2	1	1	-	1	-	1
Animal Svcs Division Manager	1	1	1	1	1	-	1	-	1
Animal Svcs Field Supervisor	1	1	1	1	1	-	1	-	1
Animal Svcs License Inspector	1	1	1	1	1	-	1	-	1
Animal Svcs Office Supervisor	1	1	1	1	1	-	1	-	1
Applications & DB Admin	2	2	2	2	1	-	1	-	1
Applications Analyst	2	2	2	2	1	-	1	-	1
Assistant City Attorney	-	-	-	1	1	-	1	-	1
Assistant City Clerk	-	-	-	-	-	-	-	-	-
Assoc Environmental Engineer	1	1	1	1	1	(1)	-	-	-
Associate Engineer	5	5	5	4	4	-	4	-	4
Associate Planner	4	4	4	4	4	-	4	-	4
Asst Buyer	2	2	2	2	2	-	2	-	2
Asst City Manager	1	1	1	1	1	-	1	-	1
Asst Crossing Guard Spvr	1	1	1	1	1	-	1	-	1
Asst Network Administrator	2	2	2	2	1	-	1	-	1
Asst to the City Manager	1	1	1	-	-	-	-	-	-
Asst. Applications Analyst	-	-	-	-	-	-	-	-	-
Banquet Facility Rep	1	1	1	1	1	-	1	-	1
Budget Officer	1	-	-	-	-	-	-	-	-
Building & Neighborhood Services Div Mgr	-	1	1	-	-	-	-	-	-
Building Safety Supervisor	-	-	-	1	1	-	1	-	1
Building Div Mgr / Official	1	-	-	-	-	-	-	-	-
Building Inspector I I	4	4	4	4	4	-	4	-	4
Business License Liaison	-	-	-	1	1	-	1	-	1
Bus. Support & Neigh Prog Admin	1	-	-	-	-	-	-	-	-
Cable TV Producer	2	2	2	4	2	-	2	-	2
Capital Projects Division Manager	-	-	-	-	1	-	1	-	1
Chief Financial Officer/City Treasurer	1	1	1	1	1	-	1	-	1
Child Care Asst	5	4	4	4	4	-	4	-	4
Child Care Instructor I I	5	4	4	4	4	-	4	-	4
Child Care Program Manager	1	1	1	1	1	-	1	-	1
Child Care Site Supervisor	5	4	4	4	4	-	4	-	4
City Attorney	1	1	1	1	1	-	1	-	1
City Clerk	1	1	1	1	1	-	1	-	1
City Manager	1	1	1	1	1	-	1	-	1
Code & Neigh Svcs Division Manager	-	-	-	-	-	1	1	-	1
Code & Neigh Svcs Official	1	-	-	-	-	-	-	-	-
Code Compliance Field Sup.	-	1	1	1	1	(1)	-	-	-
Code Compliance Officer I/I I	5	6	6	6	6	-	6	-	6
Code Supervisor	-	-	-	-	-	-	-	-	-
Comm & Economic Dev Director	1	1	-	-	-	-	-	-	-
Community Dev Director	-	-	1	1	1	-	1	-	1
Community Services Coordinator	-	-	-	-	3	-	3	-	3
Community Svcs Supervisor	1	1	1	1	1	-	1	-	1
Construction Inspector	5	5	5	5	5	-	5	-	5
Crossing Guard	35	35	35	35	35	-	35	-	35

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 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 III	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
Economic Dev Mgr	-	-	-	1	1	-	1	-	1
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 II	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	(1)	8
Executive Asst II	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 II	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
Maintenance Worker I	-	7	-	-	-	-	-	-	-

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.
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	11	9	4	13	1	14
Management Asst	3	4	5	4	4	1	5	-	5
Media & Communications 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 & Acctng 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 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	-	4
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
Sr Payroll Technician	1	1	1	1	1	-	1	-	1
Sr Permit 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 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
Total	391	374	375	375	356	-	356	2	358

**CITY OF MORENO VALLEY
NON - GENERAL FUND
FY 2017/18 Proposed Amendments**

Department	Fund	Account Description	General Ledger Account	Project	Fiscal Year 2017/18 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
Financial & Management Services	3302	Transfers in - from DIF - TRAFFIC SIGNALS	3302-99-99-93302-802902		\$ 378,850	\$ (378,850)	\$ -	Updating budget as the transfer is not required.
Financial & Management Services	2901	Dev Impact Fee: Res-Single	2901-99-95-92901-506010		147,127	106,448	253,575	
Financial & Management Services	2901	Dev Impact Fee: Indust-General	2901-99-95-92901-506060		115,068	85,434	200,502	
Financial & Management Services	2902	Dev Impact Fee: Res-Single	2902-99-95-92902-506010		166,273	95,625	261,898	
Financial & Management Services	2903	Dev Impact Fee: Res-Single	2903-99-95-92903-506010		221,837	122,625	344,462	
Financial & Management Services	2903	Dev Impact Fee: Indust-General	2903-99-95-92903-506060		103,040	189,280	292,320	
Financial & Management Services	2904	Dev Impact Fee: Res-Single	2904-99-95-92904-506010		111,740	61,750	173,490	
Financial & Management Services	2904	Dev Impact Fee: Indust-General	2904-99-95-92904-506060		46,508	85,434	131,942	
Financial & Management Services	2904	Development Impact Fees	2904-99-95-92904-506000		100,000	(100,000)	-	
Financial & Management Services	2905	Dev Impact Fee: Res-Single	2905-99-95-92905-506010		200,000	(195,000)	5,000	
Financial & Management Services	2906	Dev Impact Fee: Res-Single	2906-99-95-92906-506010		616,754	338,396	955,150	
Financial & Management Services	2907	Dev Impact Fee: Res-Single	2907-99-95-92907-506010		157,141	86,750	243,891	
Financial & Management Services	2908	Dev Impact Fee: Res-Single	2908-99-95-92908-506010		74,268	41,000	115,268	Adjusting Development Impact Fee budgets to align with current actual revenue received.
Financial & Management Services	2909	Dev Impact Fee: Res-Single	2909-99-95-92909-506010		40,930	22,625	63,555	
Financial & Management Services	2909	Dev Impact Fee: Indust-General	2909-99-95-92909-506060		18,844	34,615	53,459	
Financial & Management Services	2910	Dev Impact Fee: Res-Single	2910-99-95-92910-506010		122,791	67,875	190,666	
Financial & Management Services	2910	Dev Impact Fee: Indust-General	2910-99-95-92910-506060		57,334	105,319	162,653	
Financial & Management Services	2911	Dev Impact Fee: Res-Single	2911-99-95-92911-506010		158,672	87,625	246,297	
Financial & Management Services	2911	Dev Impact Fee: Indust-General	2911-99-95-92911-506060		42,499	78,069	120,568	
Financial & Management Services	2912	Dev Impact Fee: Res-Single	2912-99-95-92912-506010		34,373	19,000	53,373	
Financial & Management Services	2912	Dev Impact Fee: Indust-General	2912-99-95-92912-506060		16,037	29,460	45,497	
Financial & Management Services	2913	Dev Impact Fee: Res-Single	2913-99-95-92913-506010		44,606	24,625	69,231	
Financial & Management Services	2914	Dev Impact Fee - 2% Study Update	2914-99-95-92914-506080		60,998	33,994	94,992	
Public Works	2000	State Gas Tax 2107	2000-99-99-92000-408000		1,476,830	21,792	1,498,622	
Public Works	2000	State Gas Tax 2106	2000-99-99-92000-408020		719,829	5,825	725,654	
Public Works	2000	State Gas Tax 2105	2000-99-99-92000-408030		1,197,731	9,571	1,207,302	Aligning with expected revenue.
Public Works	2000	State Gas Tax 2103	2000-99-99-92000-408040		823,267	18,051	841,318	
Public Works	2000	State Gas Tax - RMRA	2000-99-99-92000-408060		1,179,135	28,117	1,207,252	
REVENUE TOTAL					\$ 8,432,482	\$ 1,125,455	\$ 9,557,937	
Financial & Management Services	2902	Transfers to DIF TRAFFIC SIGNAL CAPITAL PRO	2902-99-95-92902-903302		\$ 378,850	\$ (378,850)	\$ -	Updating budget as the transfer is not required.
Financial & Management Services	6011	Depreciation	6011-99-99-96011-694110		1,430,000	(200,000)	1,230,000	Aligning with expected depreciation.
Public Works	3003	CIP Other	3003-70-77-80001-720199	801 0021 70 77	2,663,694	15,000	2,678,694	Adjusting to match expected reimbursement for engineering work.
EXPENSES TOTAL					\$ 4,472,544	\$ (563,850)	\$ 3,908,694	

**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
1010-99-99-91010-807510	1010	Transfers in - from EQUIP REPLACEMENT (FURN & EQUIP)	1010-99-99-91010-807510		\$ 193,632	\$ 50,000	\$ 243,632	Purchase of Media Production equipment.
REVENUE TOTAL					\$ 193,632	\$ 50,000	\$ 243,632	
1010-16-16-16210-660312	1010	Mach-Equip-New - Vehicles	1010-16-16-16110-660312		\$ -	\$ 50,000	\$ 50,000	Purchase of Media Production equipment.
EXPENSES TOTAL					\$ -	\$ 50,000	\$ 50,000	

**CITY OF MORENO VALLEY
NON - 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
Public Works	2000	State Gas Tax 2107	2000-99-99-92000-408000		\$ 1,476,830	\$ (40,360)	\$ 1,436,470	Aligning with expected revenue.
Public Works	2000	State Gas Tax 2106	2000-99-99-92000-408020		719,829	1,370	721,199	
Public Works	2000	State Gas Tax 2105	2000-99-99-92000-408030		1,197,731	16,022	1,213,753	
Public Works	2000	State Gas Tax 2103	2000-99-99-92000-408040		823,267	(113,301)	709,966	
Public Works	2000	State Gas Tax - Loan Repay	2000-99-99-92000-408050		235,039	42	235,081	
Public Works	2000	State Gas Tax - RMRA	2000-99-99-92000-408060		1,179,135	(21,753)	1,157,382	
REVENUE TOTAL					\$ 5,631,831	\$ (157,980)	\$ 5,473,851	
City Manager	7510	Transfers to GENERAL FUND	7510-99-97-88110-901010		\$ 193,632	\$ 50,000	\$ 243,632	Purchase of Media Production equipment.
EXPENSES TOTAL					\$ 193,632	\$ 50,000	\$ 243,632	

**CLASS SPECIFICATION
Senior Deputy City Clerk**

GENERAL PURPOSE

Under general supervision, performs complex administrative work involving legislation and election matters, and assists the City Clerk and Assistant City Clerk in carrying out City and Code-mandated duties; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class performs highly responsible, complex administrative duties pertaining to City legislation and election operations and contract compliance involving agreements and insurance. Work requires a high degree of initiative, judgment and sensitivity and involves extensive public contact and interface with other City departments. Decisions are made independently in accordance with established systems and procedures, and are reviewed through internal controls and periodic audits.

This class differs from Deputy Clerk of the Council by the complexity of the work performed, the degree of independent judgment exercised and familiarity with legal or procedural requirements associated with the work.

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. Drafts City Council meeting agendas and provides updated agendas to the City Clerk; arranges for official publication and posting of notices regarding City Council meetings and agendas; prepares meeting minutes; assists in preparing and distributing follow ups on Council actions and directions to City staff; maintains and updates City Council planning guides/preliminary agendas; finalizes resolutions, ordinances, minutes and other documents in preparation for signature; attends City Council meetings as requested; returns bid bonds to unsuccessful bidders; prepares closed and study session minutes; sends documents to the County Recorder for recording as needed.
2. Assists the City Clerk in conducting City elections; performs pre-election support functions including assembling packets and instructions to candidates, publishing legal election notices, processing election documents, preparing and maintaining candidate lists and statement logs, processing deposit refunds to candidates and verifying residency and candidacy requirements; provides information to candidates and the public on election and candidacy requirements and procedures; organizes and administers the filing of Statements of Economic Interest and campaign financing statements and reporting; monitors and reviews filings to ensure they are complete and in compliance with FPPC requirements; tracks and notifies candidates of filing requirements; monitors FPPC filings for conflicts under the City's Conflict of Interest Code.
3. Assists with the City Council boards and commissions; monitors and tracks commission term expiration dates, unscheduled vacancies and appointments and prepares reports in compliance with Maddy Act provisions; maintains board and commission rosters; prepares staff reports for board/commission appointments; prepares notices of board/commission openings ensuring compliance with legal requirements; schedules and makes arrangements for interviews with the City Council; prepares Council interview and appointment packets.
4. Prepares, updates and proofreads a wide variety of documents; compiles information and data, verifies accuracy of information and researches discrepancies; updates and makes edits to

chronological indices for City ordinances and resolutions; publishes public hearing notices, ordinances and resolutions in accordance with legal requirements; prepares ordinance summaries; maintains various lists and logs; maintains and updates the City's Municipal Code and distributes new City ordinances for codification.

5. Oversees and assist in processing and maintenance of the City-Wide agreements and insurance. Performing document imaging processes; scans and indexes files; ensures quality control of scanned files and records; oversees and trains staff on document imaging and indexing procedures and processes; assigns scanning and quality control duties to staff.
6. Assists in the administration of the City's record management and document imaging program in accordance with current federal, state and municipal legal requirements; oversees the preservation and maintenance of historical documents such as minutes, resolutions, ordinances, deeds and easements; organizes and prepares Council and committee agendas, minutes, resolutions and ordinances for document imaging; archives and indexes records annually; oversees the retrieval, destruction and storage of records according to City records management policies and procedures
7. Responds to inquiries requiring interpretation of policies, procedures, precedents, rules and regulations, and federal, state and local laws as applicable to City Clerk and Council operations; provides information and access to City records to City staff and the public; conducts research on the more complex inquiries, retrieves and makes copies of City Council actions and other public documents upon request; responds to subpoenas and compiles requested documents; ensures compliance with Public Records Act requirements and other applicable regulations; ensures all who contact the office receive excellent customer service; completes surveys from other public agencies as required.

OTHER DUTIES

1. Acts for the City Clerk and Assistant City Clerk in those individual's absence.
2. Conducts research and prepares or participates in the preparation of special reports and other documents.
3. Performs a variety of administrative support functions in support of daily office operations; prepares the Office budget and monitors expenditures; orders and maintains office supplies; prepares requests for payment and reimbursement and researches discrepancies; issues open purchase orders for selected vendors; issues purchase requisitions requisitions and direct pay requests and processes invoices for payment; makes travel arrangements for office staff and issues travel requests; reconciles Cal-Card bank statements; prepares invoices for copy services and serves as key operator for the Office copy machine; provides backup support for administrative and clerical staff as needed.

QUALIFICATIONS

Knowledge of:

1. Policies, procedures and requirements governing the actions of an elected City Council and the general functions of a municipal government.
2. Organization, functions, procedures and rules of the Council and Council Committees.
3. Municipal Code provisions related to the operations of the City Clerk's function and matters which come before the Council and its Committees.
4. The Brown Act and rules and procedures governing the notice and conduct of public hearings.

5. Election procedures and Fair Political Practices Commission rules and requirements.
6. Standard office administrative practices and procedures.
7. Principles, practices, methods and techniques applicable to administering a City-wide records management program.

Ability to:

1. Operate a personal computer and standard office equipment.
2. Organize work, set priorities, meet critical deadlines and follow up on work assignments with a minimum of supervision.
3. Proofread materials for conformance with City policies and procedures and for correct English usage.
4. Analyze and interpret administrative policies and procedures, regulations, legal documents and contracts.
5. Exercise sound independent judgment within established guidelines.
6. Meet critical deadlines while maintaining sufficient flexibility to meet other office needs.
7. Prepare clear, concise and complete meeting documentation and other written correspondence and reports.
8. Exercise tact and diplomacy in interpersonal dealings which are difficult, highly sensitive and confidential.
9. Establish and maintain effective working relationships with City staff, elected officials, other public and private organizations, the public and others.

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate's degree. Three years of progressively responsible administrative experience including one year as a Deputy City Clerk in the City Clerk or similar office; or any equivalent combination of college-level education and experience which provides the desirable knowledge, skills and abilities. Graduation from an accredited four year college with a degree in Public Administration, Business Administration, Political Science or in a related field is highly desirable.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

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

Current license as a Notary Public issued by the State of California is highly desirable.

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 class, an employee is frequently required to walk and stand. An employee is regularly required to sit; talk or hear, both in person, in public meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms; kneel or crouch; and lift up to 10 pounds. Specific vision abilities required by this class include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret information and documents; analyze and solve problems; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines and with constant interruptions; and interact with the City Manager, Mayor, City Council, City departments, other public and private entities, citizen groups, candidates, the media, the public 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.

An employee in this class works under typical office conditions, and the noise level is usually quiet.