



Report to City Council

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

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

AGENDA DATE: March 5, 2019

TITLE: FISCAL YEAR 2018/19 MID-YEAR BUDGET REVIEW AND APPROVAL OF THE FISCAL YEAR 2018/19 MID-YEAR BUDGET AMENDMENTS

RECOMMENDED ACTION

Recommendations: That the City Council:

1. Receive and file the Fiscal Year 2018/19 Mid-Year Budget Review. (Attachment 1)
2. Adopt Resolution No. 2019-XX. A resolution of the City Council of the City of Moreno Valley, California, adopting the revised operating and capital budgets for Fiscal Year (FY) 2018/19.
3. Approve the revised City Position Summary. (Attachment 5)
4. Approve the Job Class Specifications for the Fleet & Facilities Maintenance Supervisor.

Recommendation: That the CSD:

1. Adopt Resolution No. CSD 2019-XX. A resolution of the Moreno Valley Community Services District of the City of Moreno Valley, California, adopting the revised operating and capital budget for FY 2018/19.

SUMMARY

This report provides the Mid-Year Budget Report which updates the Mayor and City

Council regarding current year financial trends and provides the Fiscal Year (FY) 2018/19 Mid-Year Budget Review through December 31, 2018. This report also requests the approval of recommended amendments to FY 2018/19 revenues and expenditures.

DISCUSSION

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

This report provides the FY 2018/19 Mid-Year Review for the first six months, July thru December. The Mid-Year Budget Review will focus primarily on the City's General Fund. This review will also present six months operational results from other key funds.

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

FISCAL YEAR 2018/19 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 26% of the budgeted amount. Actual revenues received are currently 34% of budget. As the FY 2018/19 revenue estimates were developed prior to the adoption of the budget on May 2, 2017, the revenue estimates may require adjustments based on the current projected actuals. 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 the 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, 2018, total General Fund expenditures were at 49%. This pace is within expectations for most activities in the General Fund.

FISCAL YEAR 2018/19 BUDGET ADJUSTMENTS

The FY 2018/19 General Fund revenue budget, as amended, totals approximately \$110 million. Based on economic activity and revenue collections through December 2018, staff is recommending Mid-Year budget increase of \$699,240 to approximately \$110.7 million. The recommended increase includes an increase in engineering inspection fees based on projected trends and a replacement reserve transfer-in to cover a facilities management software replacement.

The FY 2018/19 General Fund expenditures budget as currently amended, and excluding one-time expenditures from fund balance, totals approximately \$110 million. The recommended Mid-Year budget changes increase expenditures by \$633,700 to \$110.6 million. The recommended increase includes an increase in contracted engineering professional services based on projected trends and a facilities case management software purchase. This also includes an additional \$50,000 for staff overtime to address potholes as a result of recent storms. Expenditures are offset with an increase in revenues. The fund continues to be structurally balanced, without the use of fund balance for ongoing operations. The specific budget adjustments for the General Fund are summarized in Exhibit A attached to the City Council Resolutions recommended for approval.

Fund	Type (Rev/Exp)	FY 2018/19 Amended Budget	Proposed Adjustments (\$)	Proposed Adjustments (%)	FY 2018/19 Amended Budget
General Fund	Rev	\$110,003,282	\$699,240	<1%	\$110,702,522
General Fund	Exp	\$110,003,276	\$633,700	<1%	\$110,636,976
Net Total (1)		\$6	\$65,540		\$65,546

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

City Position Summary Action

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

Department / Position Title

FY 2018/19

		Adjustments
Financial & Manager Services Department		
Senior Administrative Assistant/Financial Resources	FT	-1
Management Aide/Financial Resources (C18 \$51,009.71 - \$71,818.86) <i>Impact will be absorbed in current budget.</i>	FT	1
Senior Administrative Assistant/Financial Operations (New) (C17 \$48,580.69 - \$68,398.93) <i>Position funded through dedicated grant administration budget</i>	FT	1
Administrative Assistant/Moreno Valley Utility (New) (C16 \$46,267.31- \$65,141.65) <i>Impact will be absorbed in current budget.</i>	FT	1
Management Assistant/Purchasing (C24 \$68,358.16 - \$96,244.10) <i>Previously approved unfunded position. Funded from current savings.</i>	FT	-
Facilities Maintenance Supervisor/Facilities	FT	-1
Parks & Community Services Department		
Management Assistant (New) (C22 \$62,002.72 - \$87,296.14) <i>Position funded through dedicated grant administration budget</i>	FT	1
Public Works Department		
Fleet Supervisor	FT	-1
Fleet & Facilities Maintenance Supervisor (C27 \$79,133.18 – 111,414.78) <i>Impact will be absorbed in current budget.</i>	FT	1
Vehicle/Equipment Technician (C17 \$48,580.69 - \$68,398.93) <i>Impact will be absorbed in current budget.</i>	FT	1
Total Position Control Roster Changes		3

*No additional General Fund budget required. New positions funded by Grants or Utility.

Summaries of Major Fund Changes for FY 2018/19

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

Gas Tax (Fund 2000)

Revenue decrease of \$250,493 based on the State of California, Department of Finance revised Gas Tax revenue estimates.

Measure A (Fund 2001)

Revenue increase of \$215,000 based on Riverside County Transportation Commission Mid-Year revenue projections. Additional revenues may be programmed through future Capital Improvement Plans.

Electric (Fund 6010)

Expenditures are increasing by \$1,325,000 based on expected power purchases and renewable energy expenditures.

ALTERNATIVES

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

FISCAL IMPACT

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

NOTIFICATION

Publication of the agenda.

PREPARATION OF STAFF REPORT

Prepared By:
Stephanie Cuff
Management Analyst

Concurred By:
Brian Mohan
Financial Resources Division Manager

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

Approved by:
Thomas M. DeSantis
City Manager

CITY COUNCIL GOALS

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

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

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

CITY COUNCIL STRATEGIC PRIORITIES

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

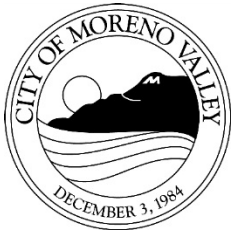
ATTACHMENTS

- 1. Mid-Year Financial Summary Report FY1819
- 2. City Resolution 2019-XX
- 3. CSD Resolution 2019-XX
- 4. Exhibit A - Proposed Amendments
- 5. City Position Summary FY 1819
- 6. Fleet and Facilities Maintenance Supervisor Class Specification

APPROVALS

Budget Officer Approval	<u>✓ Approved</u>	2/27/19 1:50 PM
City Attorney Approval	<u>✓ Approved</u>	2/28/19 3:14 PM
City Manager Approval	<u>✓ Approved</u>	2/28/19 4:06 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Marquez, Council Member
SECONDER:	Ulises Cabrera, Council Member
AYES:	Dr. Yxstian A. Gutierrez, Victoria Baca, David Marquez, Ulises Cabrera
ABSENT:	Dr. Carla J. Thornton



City of Moreno Valley Fiscal Year 2018/19 Mid-Year Financial Summary

TO: Mayor and City Council
FROM: Marshall Eyerman, Chief Financial Officer/City Treasurer
DATE: March 5, 2019

INTRODUCTION

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

This report provides a review of the unaudited financial results at Mid-Year of FY 2018/19 (July 2018 – December 2018, 50% of the fiscal year).

CITYWIDE OPERATING REVENUE FY2016/17

The City ended FY 2016/17 with a budget surplus due to annual savings and reduction of expenses. The surplus reflects that the Operating Budget is being effectively managed and allows for the use of the funds for one-time expenditure. City Council appropriated the remaining \$1,100,000 surplus for street improvements in FY 2018/19.

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

	FY 2018/19 Adopted Budget	FY 2018/19 Amended Budget	Actuals as of 12/31/18 (unaudited)	% of Amended Budget
Fund/Component Unit				
General Fund	\$ 104,746,641	\$ 111,103,276	\$ 54,775,823	49.3%
Community Services District (CSD)	20,009,590	20,919,213	8,720,139	41.7%
Successor Agency	4,773,517	4,308,217	2,020,134	46.9%
Housing Fund	250,000	250,000	168,962	67.6%
Special Revenue Funds	34,495,673	65,350,336	20,812,256	31.8%
Capital Projects Funds	3,316,702	21,861,430	3,350,281	15.3%
Electric Utility Funds	27,409,823	66,244,585	24,748,680	37.4%
Internal Service Funds	13,368,800	15,760,732	5,585,761	35.4%
Debt Service Funds	6,538,420	4,327,000	2,621,635	60.6%
Total	\$ 214,909,166	\$ 310,124,789	\$ 122,803,671	39.6%

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

- Throughout the fiscal year, there are also budget amendments to reflect the acceptance of grants and adjustments to contractual services and material/supplies. The individual amendments are reviewed as part of separate City Council agenda items.
 - Remaining \$1.1M of the FY 16/17 General Fund surplus was appropriated for street improvements.
- On June 19, 2018, Council approved lease/purchase agreement and the financing associated with the streetlight purchase from Southern California Edison. The approval also allowed staff to return to Council with the proposed budget adjustments related to these complex financing transactions, which will occur in the next quarter reporting.

The majority of this 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.

GENERAL FUND OPERATING

Table 2. General Fund Operations

	FY 2018/19 Adopted Budget	FY 2018/19 Amended Budget	Actuals as of 12/31/2018 (unaudited)	% of Amended Budget
Revenues:				
Taxes:				
Property Tax	\$ 14,422,000	\$ 14,760,000	\$ 4,605,591	31.2%
Property Tax in-lieu	19,000,000	19,920,000	-	0.0%
Utility Users Tax	16,400,000	16,000,000	7,287,585	45.5%
Sales Tax	18,746,000	19,918,810	7,310,041	36.7%
Other Taxes	12,526,500	12,339,000	3,285,829	26.6%
Licenses & Permits	2,799,824	4,402,072	2,447,019	55.6%
Intergovernmental	463,000	1,009,001	242,608	24.0%
Charges for Services	12,079,871	12,540,591	6,698,887	53.4%
Use of Money & Property	4,220,862	3,497,858	3,765,871	107.7%
Fines & Forfeitures	662,050	662,050	193,991	29.3%
Miscellaneous	69,647	69,647	114,544	164.5%
Total Revenues	\$ 101,389,754	\$ 105,119,029	\$ 35,951,966	34.2%
Expenditures:				
Personnel Services	\$ 17,623,387	\$ 21,226,497	\$ 10,609,340	50.0%
Contractual Services	73,725,763	73,675,718	35,907,678	48.7%
Material & Supplies	3,705,509	5,338,504	1,856,298	34.8%
Fixed Charges	5,739,869	5,824,611	2,947,736	50.6%
Fixed Assets	120,000	74,680	2,657	3.6%
Total Expenditures	\$ 100,914,528	\$ 106,140,010	\$ 51,323,708	48.4%
<i>Excess (Deficiency) of Revenues Over (Under) Expenditures</i>	\$ 475,226	\$ (1,020,981)	\$ (15,371,742)	
Transfers:				
Transfers In	\$ 3,426,691	\$ 4,884,253	\$ 1,713,348	35.1%
Transfers Out	3,832,113	4,963,266	3,452,115	69.6%
Net Transfers	\$ (405,422)	\$ (79,013)	\$ (1,738,767)	
Total Revenues & Transfers In	\$ 104,816,445	\$ 110,003,282	\$ 37,665,314	34.2%
Total Expenditures & Transfers Out	104,746,641	111,103,276	54,775,823	49.3%
Net Change of Fund Balance	\$ 69,804	\$ (1,099,994)	\$ (17,110,509)	

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. Different economic activity cycles and pressures affect each of these.

Table 3. General Fund Operating Revenues

	FY 2018/19 Adopted Budget	FY 2018/19 Amended Budget	Actuals as of 12/31/2018 (unaudited)	% of Amended Budget
Revenues:				
Taxes:				
Property Tax	\$ 14,422,000	\$ 14,760,000	\$ 4,605,591	31.2%
Property Tax in-lieu	19,000,000	19,920,000	-	0.0%
Utility Users Tax	16,400,000	16,000,000	7,287,585	45.5%
Sales Tax	18,746,000	19,918,810	7,310,041	36.7%
Other Taxes	12,526,500	12,339,000	3,285,829	26.6%
Licenses & Permits	2,799,824	4,402,072	2,447,019	55.6%
Intergovernmental	463,000	1,009,001	242,608	24.0%
Charges for Services	12,079,871	12,540,591	6,698,887	53.4%
Use of Money & Property	4,220,862	3,497,858	3,765,871	107.7%
Fines & Forfeitures	662,050	662,050	193,991	29.3%
Miscellaneous	69,647	69,647	114,544	164.5%
Total Revenues	\$ 101,389,754	\$ 105,119,029	\$ 35,951,966	34.2%

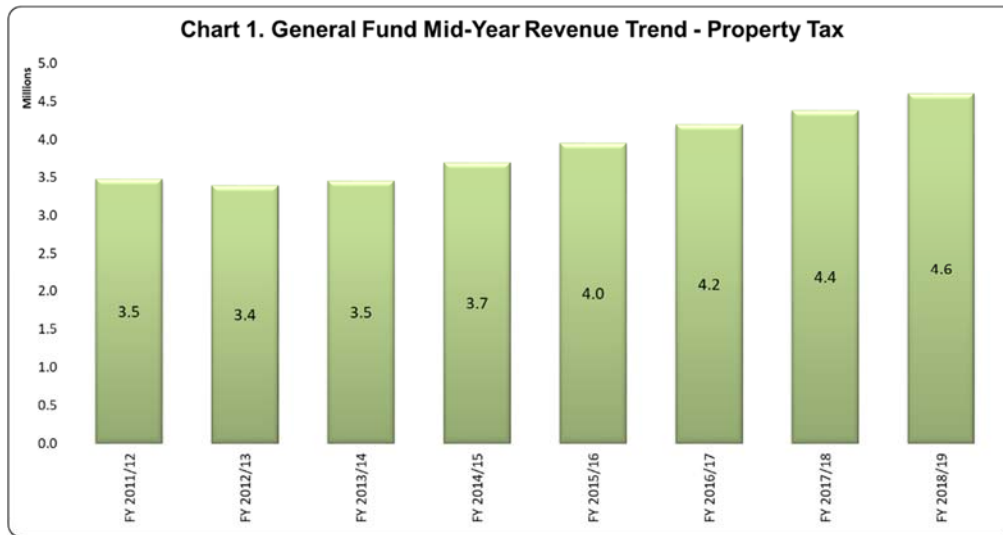
Property Taxes/Property Taxes In-Lieu

Property taxes were budgeted to increase by 4% from the FY 2017/18 Amended Budget. The annual schedule of property tax payments from the County of Riverside will provide payments to the City based on the following estimated schedule:

Secured Property Tax Payment Dates

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

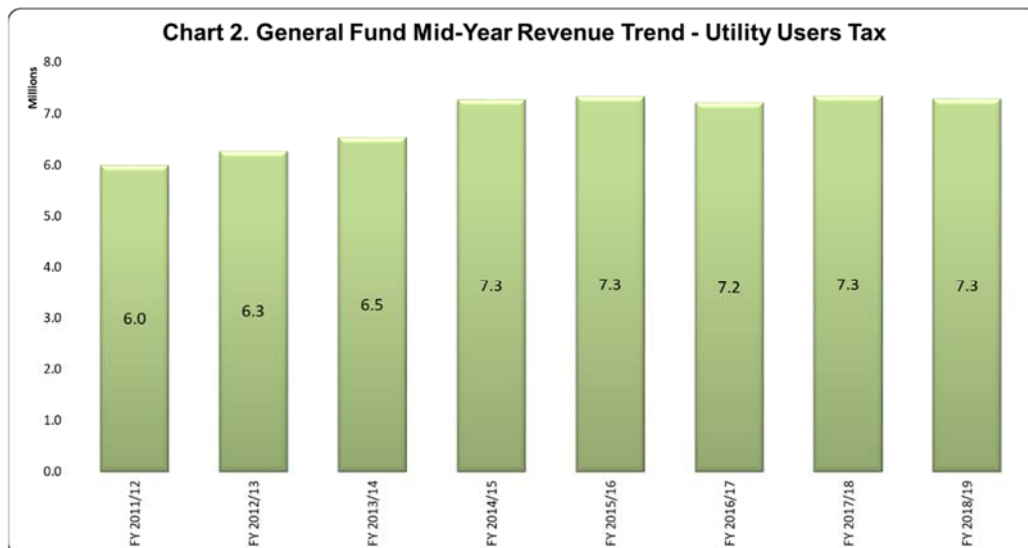
Based on historical averages of actual receipts, the City is estimated to receive 14% of the budgeted property tax revenue through Mid-Year. The City has currently received 13% through Mid-Year. Property taxes will continue to be monitored as property valuations may adjust through the year based on property sales and assessment appeals filed with the County.



Utility Users Tax

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

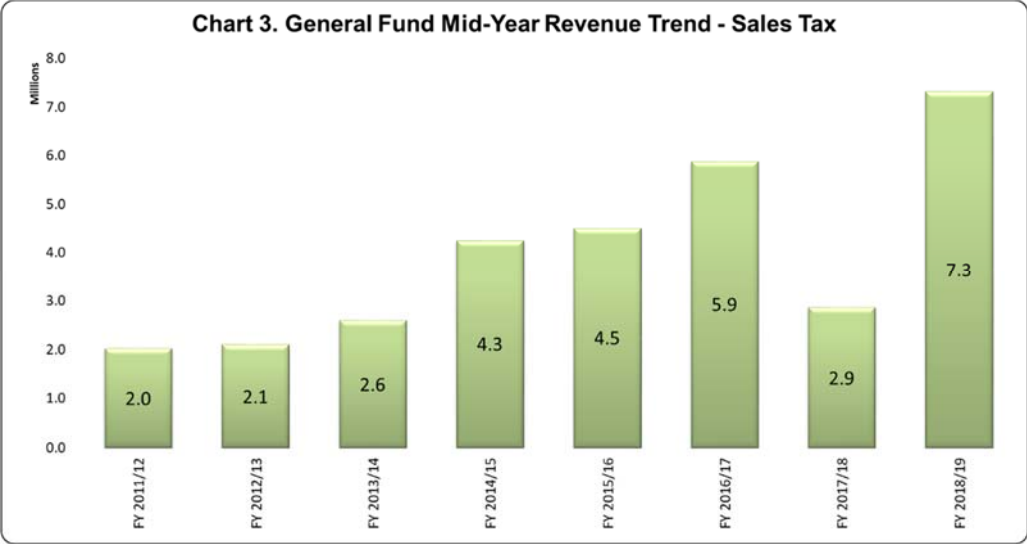
Based on historical averages of actual receipts, the City is estimated to receive 42.8% of the budgeted utility users tax revenue through Mid-Year. The City has currently received 43.2% through Mid-Year.



Sales Taxes

Sales taxes were budgeted to increase by 3% from the FY 2017/18 Amended Budget Sales tax receipts will need to be continually monitored through the year to determine if current trends begin to plateau or begin to decrease.

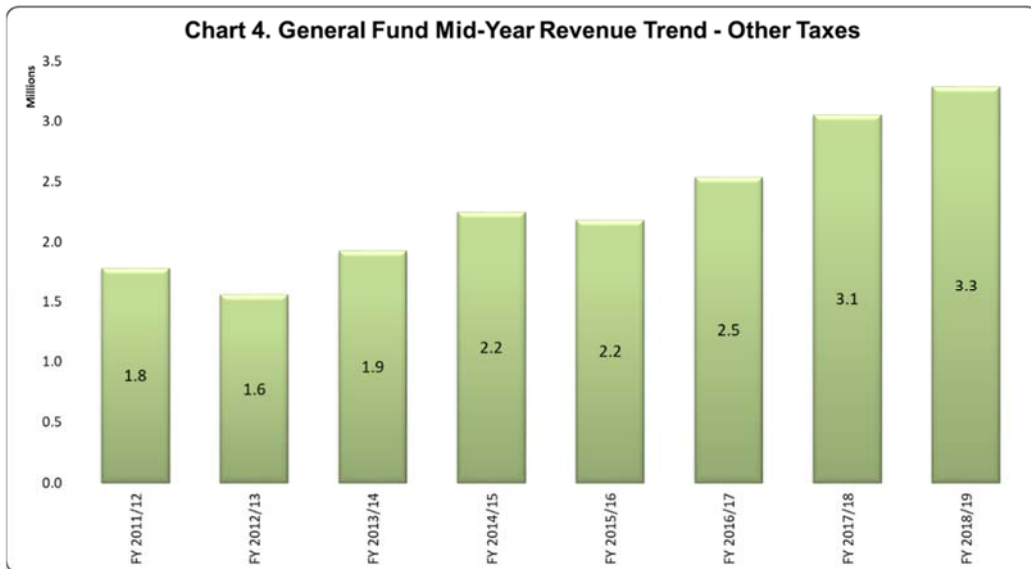
Based on historical averages of actual receipts, the City is estimated to receive 20% of the budgeted sales tax revenue through Mid-Year. The City has currently received 37% through Mid-Year.



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 3% from the FY 2017/18 Amended Budget.

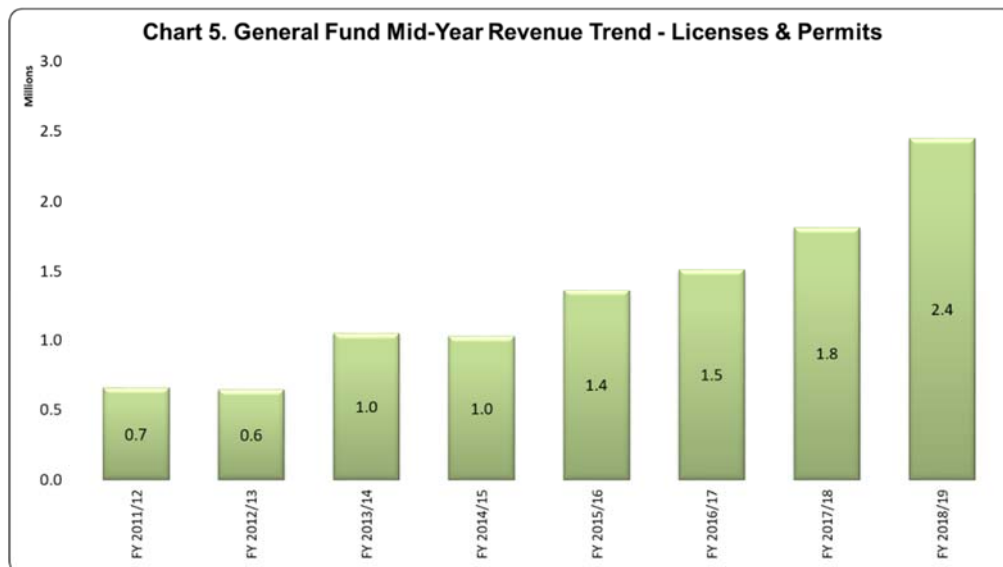
Based on historical averages of actual receipts, the City is estimated to receive 27% of the budgeted Other Taxes revenue through Mid-Year. The City has currently received 27% through Mid-Year.



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 increase by 5% from the FY 2017/18 Amended Budget. This increase reflects increases due to Commercial Cannabis Business Permits. This budget will be monitored for a possible future increase.

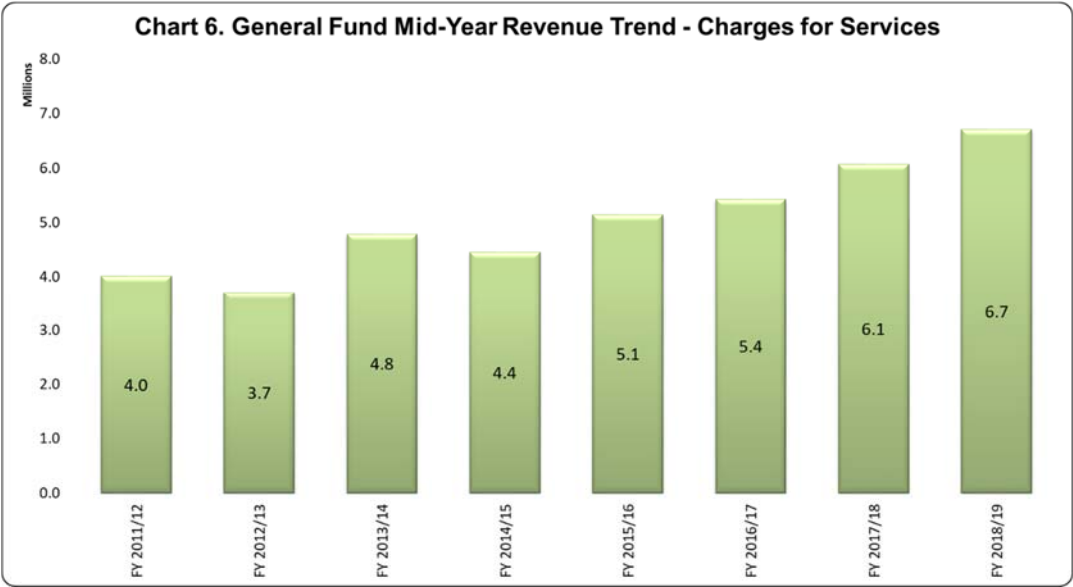
Based on historical averages of actual receipts, the City is estimated to receive 52% of the budgeted Licenses & Permits revenue through Mid-Year. The City has currently received 56% through Mid-Year. The higher growth rate is related primarily to the recent building and business license permit activities.



Charges for Services

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

Based on historical averages of actual receipts, the City is estimated to receive 50% of the budgeted Charges for Services revenue through Mid-Year. The City has currently received 53% 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. The investments managed by Chandler Asset Management achieved a Yield to Maturity (YTM) for December 2018 of 2.14%. This compares to a YTM in December 2017 of 1.73 %. The investments managed by Insight Investments achieved a Yield to Maturity (YTM) for December 2018 of 1.90%. This compares to a YTM in December 2017 of 1.44%. In addition, the City maintained funds in the State Local Agency Investment Fund Pool (LAIF) with a YTM of 2.29%. This is a very low rate of return compared to historical experience, but is indicative of how investment income is performing everywhere, which is the reason the City utilizes the active management approach.

General Fund Expenditures

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

Table 4. General Fund Expenditures

	FY 2018/19 Adopted Budget	FY 2018/19 Amended Budget	Actuals as of 12/31/18 (unaudited)	% of Amended Budget
Department				
City Council	\$ 1,019,127	\$ 1,249,156	\$ 444,982	35.6%
City Clerk	958,242	968,805	278,798	28.8%
City Manager	6,038,211	6,079,382	2,998,054	49.3%
City Attorney	899,961	893,528	369,118	41.3%
Community Development	9,170,762	9,772,797	4,321,189	44.2%
Economic Development	1,933,827	1,928,168	901,104	46.7%
Financial & Management Services	4,370,601	5,978,999	1,890,308	31.6%
Human Resources	1,080,522	1,211,758	609,546	50.3%
Public Works	7,293,505	9,119,594	4,239,467	46.5%
Non-Departmental	4,019,955	5,151,108	4,748,960	92.2%
Non-Public Safety Subtotal	\$ 36,784,713	\$ 42,353,295	\$ 20,801,526	49.1%
Public Safety				
Police	\$ 44,523,283	\$ 44,980,812	\$ 22,882,977	50.9%
Fire	23,438,645	23,769,169	11,091,320	46.7%
Public Safety Subtotal	\$ 67,961,928	\$ 68,749,981	\$ 33,974,297	49.4%
Total	\$ 104,746,641	\$ 111,103,276	\$ 54,775,823	

OTHER KEY FUNDS

The following summaries describe other major funds in the City.

Moreno Valley Community Services District

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

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

past years, and the recent economic downturn slowing new parcel growth, property owners have been resistant to efforts to fully fund service levels.

Table 5. CSD Operations

	FY 2018/19 Adopted Budget	FY 2018/19 Amended Budget	Actuals as of 12/31/18 (unaudited)	% of Amended Budget
Revenues:				
Taxes:				
Property Tax	\$ 4,610,427	\$ 4,610,427	\$ 1,562,355	33.9%
Other Taxes	5,353,200	5,357,833	56,975	1.1%
Charges for Services	6,020,400	5,510,369	644,682	11.7%
Use of Money & Property	821,201	891,869	745,661	83.6%
Fines & Forfeitures	50,000	50,000	13,691	27.4%
Miscellaneous	13,500	32,700	30,150	92.2%
Transfers In	2,153,113	1,909,496	1,319,657	69.1%
Total Revenues	\$ 19,021,841	\$ 18,362,694	\$ 4,373,171	23.8%
Expenditures:				
Library Services Fund (5010)	\$ 2,433,229	\$ 2,494,590	\$ 1,132,207	45.4%
Zone A Parks Fund (5011)	9,563,447	9,844,959	4,494,349	45.7%
LMD 2014-01 Residential Street Lighting Fund (5012)	1,589,879	1,601,729	701,737	43.8%
Zone C Arterial Street Lighting Fund (5110)	901,354	913,854	340,538	37.3%
Zone D Standard Landscaping Fund (5111)	1,137,750	1,337,750	389,763	29.1%
Zone E Extensive Landscaping Fund (5013)	320,547	322,547	124,275	38.5%
5014 LMD 2014-02	2,389,330	2,644,730	844,766	31.9%
Zone M Median Fund (5112)	242,528	327,528	88,805	27.1%
CFD No. 1 (5113)	1,364,358	1,364,358	585,090	42.9%
Zone S (5114)	67,168	67,168	18,178	27.1%
5211 Zone A Parks - Restricted Assets	0	0	431	0%
Total Expenditures	\$ 20,009,590	\$ 20,919,213	\$ 8,720,139	41.7%
Net Change or Adopted Use of Fund Balance	\$ (987,749)	\$ (2,556,519)	\$ (4,346,968)	

Community Services District Zone A – Parks & Community Services

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

Table 6. CSD Zone A Operations

	FY 2018/19 Adopted Budget	FY 2018/19 Amended Budget	Actuals as of 12/31/18 (unaudited)	% of Amended Budget
Revenues:				
Taxes:				
Property Tax	\$ 2,403,800	\$ 2,403,800	\$ 803,922	33.4%
Other Taxes	4,930,000	4,930,000	51,980	1.1%
Charges for Services	1,182,900	1,215,500	563,116	46.3%
Use of Money & Property	761,601	832,269	500,541	60.1%
Miscellaneous	11,500	30,700	26,607	86.7%
Transfers In	524,084	693,237	264,120	38.1%
Total Revenues	\$ 9,813,885	\$ 10,105,506	\$ 2,210,286	21.9%
Expenditures:				
35010 Parks & Comm Svcs - Admin	\$ 472,792	\$ 472,792	\$ 207,840	44.0%
35210 Park Maintenance - General	3,500,190	3,740,190	1,731,609	46.3%
35211 Contract Park Maintenance	508,471	508,471	180,032	35.4%
35212 Park Ranger Program	375,038	375,038	174,067	46.4%
35213 Golf Course Program	389,707	389,707	178,582	45.8%
35214 Parks Projects	211,309	211,309	98,588	46.7%
35310 Senior Program	571,579	571,579	264,577	46.3%
35311 Community Services	199,496	225,196	102,711	45.6%
35312 Community Events	98,937	98,937	74,809	75.6%
35313 Conf & Rec Cntr	557,610	566,610	259,424	45.8%
35314 Conf & Rec Cntr - Banquet	361,414	365,567	168,466	46.1%
35315 Recreation Programs	1,466,791	1,441,091	648,913	45.0%
35317 July 4th Celebration	132,183	132,183	60,473	45.7%
35318 Sports Programs	645,805	674,164	297,156	44.1%
35319 Towngate Community Center	72,125	72,125	30,245	41.9%
95011 Non-Dept Zone A Parks	-	-	16,856	0.0%
Total Expenditures	\$ 9,563,447	\$ 9,844,959	\$ 4,494,349	45.7%
Net Change or Adopted Use of Fund Balance	\$ 250,438	\$ 260,547	\$ (2,284,063)	

Electric Utility

The Moreno Valley Utility (MVU) manages the operation, maintenance and business planning of the City's electric utility. MVU's basic purpose is to purchase and distribute electricity to customers in newly developed areas of the City. The City began serving new customers in February 2004, and now serves more than 6,652 customers. As it reaches fiscal and operational maturity, MVU will continue to be a key component of the City's economic development strategy. The City Council has established special tiered rates for electric utility customers based upon factors such as the number of jobs created.

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

Table 7. MVU Operations

	FY 2018/19 Adopted Budget	FY 2018/19 Amended Budget	Actuals as of 12/31/2018 (unaudited)	% of Amended Budget
Revenues:				
Charges for Services	\$ 31,641,643	\$ 31,641,643	\$ 17,498,971	55.3%
Use of Money & Property	155,500	155,500	248,523	159.8%
Miscellaneous	141,500	141,500	67,187	47.5%
Transfers In	-	8,030,892	8,032,392	100.0%
Total Revenues	\$ 31,938,643	\$ 39,969,535	\$ 25,847,073	64.7%
Expenditures:				
45510 Electric Utility - General	\$ 21,963,138	\$ 30,433,853	\$ 12,132,022	39.9%
45511 Public Purpose Program	2,060,185	2,060,185	332,171	16.1%
80005 CIP - Electric Utility	5,000	22,605,155	2,619,326	11.6%
96010 Non-Dept Electric	0	0	11,332	0.0%
96030 Non-Dept 2005 Lease Revenue Bonds	1,550,000	1,550,000	431,169	27.8%
96021 Non-Dept 2016 Tax LRB of 07 Tax	867,700	867,700	434,638	50.1%
96031 Non-Dept 2013 Refunding 05 LRB	179,500	37,500	184,425	491.8%
96032 Non-Dept 2014 Refunding 2005 LRB	119,300	119,300	59,859	50.2%
96040 Non-Dept 2015 Taxable LRB	665,000	460,000	432,847	94.1%
96050 Non-Dept 2018 Streetlight Fin	0	8,110,892	8,110,892	100.0%
Total Expenditures	\$ 27,409,823	\$ 66,244,585	\$ 24,748,680	37.4%
Net Change or Adopted Use of Fund Balance	\$ 4,528,820	\$ (26,275,050)	\$ 1,098,393	

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

- On June 19, 2018, Council approved lease/purchase agreement and the financing associated with the streetlight purchase from Southern California Edison (96050).

SUMMARY

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

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

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

RESOLUTION NO. 2019-XX

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

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

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

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

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

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

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

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

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

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

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

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

APPROVED AND ADOPTED this 5th day of March, 2019.

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. 2019-XX was duly and regularly adopted by the City Council of the City of Moreno Valley at a regular meeting thereof held on the 5th day of March, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(Council Members, Mayor Pro Tem and Mayor)

CITY CLERK

(SEAL)

RESOLUTION NO. CSD 2019-XX

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

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

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

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

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

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

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

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

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

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

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

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

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

APPROVED AND ADOPTED this 5th day of March, 2019.

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 2019-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 5th day of March, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(Board members, Vice-President and President)

SECRETARY

(SEAL)

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

Department	Fund	Account Description	General Ledger Account	Project	Fiscal Year 2018/19 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
Public Works	1010	Insp Fees - Engineering	1010-70-29-20410-523010		\$ 450,000	\$ 300,000	\$ 750,000	Budgeting for expected expenditures which will be offset by inspection fees.
Fire	1010	Annual Fire Inspection Fees	1010-40-46-30210-520010		281,000	194,000	475,000	Budgeting for expected revenue with increased development.
Fire	1010	Fire Plan Check Fees	1010-40-46-30210-540030		329,760	(179,760)	150,000	Solar revenue is now within the Building Division.
Fire	1010	Nuisance Abatement Fees	1010-40-46-30211-501030		144,000	(25,000)	119,000	Adjusting budget based on revenue trends.
Fire	1010	Annual Fire Inspection Fees	1010-40-46-30211-520010		245,530	60,000	305,530	Adjusting budget based on revenue trends.
Financial & Management Services	1010	Transfers in - from EQUIP REPLACEMENT (FURN & EQUIP)	1010-99-99-91010-807510		250,000	350,000	600,000	Transfer in for ACP module subscription for facilities software replacement
REVENUE TOTAL					\$ 1,700,290	\$ 699,240	\$ 2,399,530	
Public Works	1010	Professional Svcs - Other	1010-70-29-20410-620299		\$ 175,000	\$ 230,700	\$ 405,700	Budgeting for expected expenditures which will be offset by inspection fees.
Public Works	1010	Transfers to GAS TAX FUND	1010-99-99-91010-902000		\$ 250,000	\$ 50,000	\$ 300,000	Staff overtime to address potholes as a result of recent storms.
City Clerk	1010	Council - Dist 2 Discretionary	1010-10-01-10012-620112		3,000	3,000	6,000	Allocating discretionary budget.
Financial & Management Services	1010	Software Maint/Support/License	1010-30-40-18310-625010		0	350,000	350,000	ACP module subscription for facilities software replacement
EXPENSES TOTAL					\$ 428,000	\$ 633,700	\$ 1,061,700	

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

Department	Fund	Account Description	General Ledger Account	Fiscal Year 2018/19 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
Public Works	2001	RCTC - Sales Tax	2001-99-99-92001-480180	\$ 4,025,000	\$ 215,000	\$ 4,240,000	Riverside County Transportation Commission Mid-Year revenue projections.
Public Works	2000	State Gas Tax 2107	2000-99-99-92000-408000	1,501,775	24,392	1,526,167	Department of Finance revised Gas Tax revenue estimates.
Public Works	2000	State Gas Tax 2106	2000-99-99-92000-408020	727,150	(4,929)	722,221	Department of Finance revised Gas Tax revenue estimates.
Public Works	2000	State Gas Tax 2105	2000-99-99-92000-408030	1,209,759	(47,726)	1,162,033	Department of Finance revised Gas Tax revenue estimates.
Public Works	2000	State Gas Tax 2103	2000-99-99-92000-408040	791,239	(54,728)	736,511	Department of Finance revised Gas Tax revenue estimates.
Public Works	2000	State Gas Tax - Loan Repay	2000-99-99-92000-408050	235,039	(895)	234,144	Department of Finance revised Gas Tax revenue estimates.
Public Works	2000	State Gas Tax - RMRA	2000-99-99-92000-408060	3,459,343	(166,607)	3,292,736	Department of Finance revised Gas Tax revenue estimates.
Public Works	5112	Transfers in - from CFD No. 2014-01	5112-99-99-95112-802050	0	3,994	3,994	Transfer of revenue collected from CFD 2014-01 parcels (fund 2050) for the benefit of maintaining Zone M (fund 5112) medians.
Public Works	4105	Special Taxes	4105-99-99-94105-404000	118,200	(5,960)	112,240	Adjusting to match the Special Tax requirement for each bonded district.
Public Works	4105	Transfers In - From SUCCESSOR AGENCY ADMIN FUND	4105-99-99-94105-804800	283,200	(3,424)	279,776	Adjusting to match the Special Tax requirement for each bonded district.
Public Works	4106	Transfers In - From SUCCESSOR AGENCY ADMIN FUND	4106-99-99-94106-804800	1,190,000	(18,404)	1,171,596	Adjusting to match the Special Tax requirement for each bonded district.
Public Works	4108	Special Taxes	4108-99-99-94108-404000	430,390	(4,083)	426,307	Adjusting to match the Special Tax requirement for each bonded district.
Public Works	4114	Special Taxes	4114-99-99-94114-404000	199,890	(199,890)	0	Adjusting to match the Special Tax requirement for each bonded district.
Public Works	5013	Parcel Fees	5013-70-79-25705-500800	117,020	(46,636)	70,384	Allocating budget for expected parcel and transfer revenue.
Public Works	2000	Transfers in - from GENERAL FUND	2000-99-99-92000-801010	250,000	50,000	300,000	Staff overtime to address potholes as a result of recent storms.
Parks & Community Services	5011	Transfers in - from EQUIP REPLACEMENT (FURN & EQUIP)	5011-99-99-95011-807510	165,000	20,985	185,985	Allocating budget for replacement of scoreboard equipment. Replacement funds available.
Financial & Management Services	2512	Fed Grant-Operating Revenue	2512-99-99-92512-485000	3,968,980	(1,003)	3,967,977	Bringing fund into balance.
Financial & Management Services	7220	Transfers in - from ELECTRIC FUND	7220-99-99-97220-806010	0	5,354	5,354	Budgeting for camera equipment for the City network.
Parks & Community Services	2019	Transfers in - from DIF - QUIMBY IN-LIEU PARK FEES	2019-99-99-92019-802906	0	387,650	387,650	Reallocating budget with a net affect of zero.
Parks & Community Services	2905	Transfers in - from DIF - QUIMBY IN-LIEU PARK FEES	2905-99-95-92905-802906	0	1,093,091	1,093,091	Reallocating budget with a net affect of zero.
REVENUE TOTAL				\$ 18,671,985	\$ 1,246,181	\$ 19,918,166	
Parks & Community Services	5211	Mach-Equip-Repl - Furn & Equip	5211-50-57-35210-660320	\$ -	\$ 33,000	\$ 33,000	FY 17/18 approved budget for equipment replacement.
Financial & Management Services	7220	Depreciation	7220-99-99-97220-694110	800,000	(250,000)	550,000	Based on incurred depreciation expense thru 12/31/18.
Public Works	2000	Benefits - Bank	2000-70-77-45220-612120	(4,250)	23,436	19,186	Reallocate personnel budget.
Public Works	2000	Benefits - Medicare	2000-70-77-45220-612130	(330)	2,071	1,741	Reallocate personnel budget.
Public Works	2000	Benefits - Group Life Insurance	2000-70-77-45220-612140	(116)	730	614	Reallocate personnel budget.
Public Works	2000	Benefits - ST/LT Disability	2000-70-77-45220-612145	(187)	1,187	1,000	Reallocate personnel budget.
Public Works	2000	Benefits - Annuity	2000-70-77-45220-612160	(300)	1,500	1,200	Reallocate personnel budget.
Public Works	2001	Benefits - Bank	2001-70-77-45230-612120	9,593	4,250	13,843	Reallocate personnel budget.
Public Works	2001	Benefits - Medicare	2001-70-77-45230-612130	871	330	1,201	Reallocate personnel budget.
Public Works	2001	Benefits - Group Life Insurance	2001-70-77-45230-612140	308	116	424	Reallocate personnel budget.
Public Works	2001	Benefits - ST/LT Disability	2001-70-77-45230-612145	499	187	686	Reallocate personnel budget.
Public Works	2001	Benefits - Annuity	2001-70-77-45230-612160	600	300	900	Reallocate personnel budget.
Public Works	2050	Communications	2050-70-79-25722-620410	210	2,090	2,300	Allocating budget for expected project expenditures.
Public Works	2050	Utilities - Electricity	2050-70-79-25722-621010	11,200	36,800	48,000	Allocating budget for expected project expenditures.
Public Works	2050	Utilities - Water	2050-70-79-25722-621030	5,400	6,500	11,900	Allocating budget for expected project expenditures.
Public Works	2050	Transfers to ZONE "M" MEDIAN FUND	2050-99-99-92050-905112	0	3,994	3,994	Transfer of revenue collected from CFD 2014-01 parcels (fund 2050) for the benefit of maintaining Zone M (fund 5112) medians.
Public Works	5013	Communications	5013-70-79-25705-620410	170	330	500	Allocating budget for expected expenditures.
Public Works	5013	Communications	5013-70-79-25713-620410	200	600	800	Allocating budget for expected expenditures.
Public Works	5013	Communications	5013-70-79-25714-620410	200	600	800	Allocating budget for expected expenditures.
Public Works	5014	Communications	5014-70-79-25721-620410	SD LMD ZN 03-MVRW 6,660	580	7,240	Allocating budget for expected project expenditures.
Public Works	5014	Communications	5014-70-79-25721-620410	SD LMD ZN 05-SR 6,660	270	6,930	Allocating budget for expected project expenditures.
Public Works	5014	Communications	5014-70-79-25721-620410	SD LMD ZN 06-MF 6,660	160	6,820	Allocating budget for expected project expenditures.
Public Works	5014	Communications	5014-70-79-25721-620410	SD LMD ZN 07-CEL 6,660	280	6,940	Allocating budget for expected project expenditures.
Public Works	5014	Communications	5014-70-79-25721-620410	SD LMD ZN 09-SV 6,660	480	7,140	Allocating budget for expected project expenditures.
Public Works	5111	Communications	5111-70-79-25704-620410	6,280	3,620	9,900	Allocating budget for expected expenditures.
Public Works	5112	Communications	5112-70-79-25719-620410	2,460	340	2,800	Allocating budget for expected expenditures.
Public Works	5114	Communications	5114-70-79-25720-620410	1,520	80	1,600	Allocating budget for expected expenditures.
Public Works	4105	Professional Svcs - Other	4105-99-99-94105-620299	3,200	150	3,350	Adjusting to match the Special Tax requirement for each bonded district.
Public Works	4105	Interest Expense	4105-99-99-94105-670410	91,620	(9,943)	81,677	Adjusting to match the Special Tax requirement for each bonded district.
Public Works	4105	Admin Chrg - Special Dist	4105-99-99-94105-692020	32,700	(3,628)	29,072	Adjusting to match the Special Tax requirement for each bonded district.
Public Works	4106	Interest Expense	4106-99-99-94106-670410	160,110	(24,003)	136,107	Adjusting to match the Special Tax requirement for each bonded district.
Public Works	4108	Professional Svcs - Other	4108-99-99-94108-620299	18,200	(14,000)	4,200	Adjusting to match the Special Tax requirement for each bonded district.
Public Works	4114	Professional Svcs - Other	4114-99-99-94114-620299	6,950	300	7,250	Adjusting to match the Special Tax requirement for each bonded district.
Public Works	4114	Agency Svcs - Cnty	4114-99-99-94114-620320	200	(200)	0	Adjusting to match the Special Tax requirement for each bonded district.

Items highlighted below for ratification only. Items were on BA 2019-1764.

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

Department	Fund	Account Description	General Ledger Account	Fiscal Year 2018/19 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment	
Public Works	4800	Transfers to TOWNGATE IMPR SPCL TAX	4800-99-99-94800-904105	283,200	(3,424)	279,776	Adjusting to match the Special Tax requirement for each bonded district.	
Public Works	4800	Transfers to 2007 TOWNGATE SPCL TAX	4800-99-99-94800-904106	1,190,000	(18,404)	1,171,596	Adjusting to match the Special Tax requirement for each bonded district.	
Public Works	2006	Salaries-Reimbursable (In/Out)	2006-70-79-25701-611510	(754,500)	(96,948)	(851,448)	True up of allocation of salaries reimbursable.	
Public Works	2050	Salaries-Reimbursable (In/Out)	2050-70-79-25722-611510	3,600	(1,343)	2,257	True up of allocation of salaries reimbursable.	
Public Works	5111	Salaries-Reimbursable (In/Out)	5111-70-79-25704-611510	121,800	11,725	133,525	True up of allocation of salaries reimbursable.	
Public Works	5013	Salaries-Reimbursable (In/Out)	5013-70-79-25705-611510	72,800	10,749	83,549	True up of allocation of salaries reimbursable.	
Public Works	5014	Salaries-Reimbursable (In/Out)	5014-70-79-25721-611510	344,400	5,912	350,312	True up of allocation of salaries reimbursable.	
Public Works	5014	Salaries-Reimbursable (In/Out)	5014-70-79-25721-611510	344,400	1,839	346,239	True up of allocation of salaries reimbursable.	
Public Works	5014	Salaries-Reimbursable (In/Out)	5014-70-79-25721-611510	344,400	15,090	359,490	True up of allocation of salaries reimbursable.	
Public Works	5014	Salaries-Reimbursable (In/Out)	5014-70-79-25721-611510	344,400	18,212	362,612	True up of allocation of salaries reimbursable.	
Public Works	5014	Salaries-Reimbursable (In/Out)	5014-70-79-25721-611510	344,400	1,466	345,866	True up of allocation of salaries reimbursable.	
Public Works	5014	Salaries-Reimbursable (In/Out)	5014-70-79-25721-611510	344,400	15,185	359,585	True up of allocation of salaries reimbursable.	
Public Works	5014	Salaries-Reimbursable (In/Out)	5014-70-79-25721-611510	344,400	1,750	346,150	True up of allocation of salaries reimbursable.	
Public Works	5014	Salaries-Reimbursable (In/Out)	5014-70-79-25721-611510	344,400	2,850	347,250	True up of allocation of salaries reimbursable.	
Public Works	5014	Salaries-Reimbursable (In/Out)	5014-70-79-25721-611510	344,400	3,107	347,507	True up of allocation of salaries reimbursable.	
Public Works	5014	Salaries-Reimbursable (In/Out)	5014-70-79-25721-611510	344,400	1,418	345,818	True up of allocation of salaries reimbursable.	
Public Works	5014	Salaries-Reimbursable (In/Out)	5014-70-79-25721-611510	344,400	1,025	345,425	True up of allocation of salaries reimbursable.	
Public Works	5112	Salaries-Reimbursable (In/Out)	5112-70-79-25719-611510	24,300	2,910	27,210	True up of allocation of salaries reimbursable.	
Public Works	5114	Salaries-Reimbursable (In/Out)	5114-70-79-25720-611510	4,400	445	4,845	True up of allocation of salaries reimbursable.	
Public Works	2050	Maint & Repair - Bldg & Ground	2050-70-79-25722-620910	16,730	600	17,330	Adjustments for proposed tree trimming.	
Public Works	5013	Maint & Repair - Bldg & Ground	5013-70-79-25713-620910	73,700	1,000	74,700	Adjustments for proposed tree trimming.	
Public Works	5014	Maint & Repair - Bldg & Ground	5014-70-79-25721-620910	1,451,600	1,000	1,452,600	Adjustments for proposed tree trimming.	
Public Works	5014	Maint & Repair - Bldg & Ground	5014-70-79-25721-620910	1,451,600	2,000	1,453,600	Adjustments for proposed tree trimming.	
Public Works	5014	Maint & Repair - Bldg & Ground	5014-70-79-25721-620910	1,451,600	700	1,452,300	Adjustments for proposed tree trimming.	
Public Works	5014	Maint & Repair - Bldg & Ground	5014-70-79-25721-620910	1,451,600	1,000	1,452,600	Adjustments for proposed tree trimming.	
Public Works	5014	Maint & Repair - Bldg & Ground	5014-70-79-25721-620910	1,451,600	1,000	1,452,600	Adjustments for proposed tree trimming.	
Public Works	5014	Maint & Repair - Bldg & Ground	5014-70-79-25721-620910	1,451,600	1,000	1,452,600	Adjustments for proposed tree trimming.	
Public Works	5014	Maint & Repair - Bldg & Ground	5014-70-79-25721-620910	1,451,600	600	1,452,200	Adjustments for proposed tree trimming.	
Public Works	5014	Maint & Repair - Bldg & Ground	5014-70-79-25721-620910	1,451,600	1,100	1,452,700	Adjustments for proposed tree trimming.	
Public Works	5014	Maint & Repair - Bldg & Ground	5014-70-79-25721-620910	1,451,600	500	1,452,100	Adjustments for proposed tree trimming.	
Public Works	5111	Maint & Repair - Bldg & Ground	5111-70-79-25704-620910	386,300	3,600	389,900	Adjustments for proposed tree trimming.	
Public Works	5114	Maint & Repair - Bldg & Ground	5114-70-79-25720-620910	31,900	400	32,300	Adjustments for proposed tree trimming.	
Public Works	2001	CIP Other	2001-70-78-80001-720199	801 0017 70 78	0	60,000	60,000	Allocating budget for the Pavement Rehabilitation program.
Public Works	3002	CIP Other	3002-70-77-80001-720199	801 0011 70 77	2,350,014	(2,200,000)	150,014	Decreasing project budget due to funding changes.
Public Works	3002	CIP Other	3002-70-77-80001-720199	801 0047 70 77	2,350,014	(150,014)	2,200,000	Decreasing budget due to project completion.
Public Works	2001	CIP Other	2001-70-77-80001-720199	801 0009 70 77	1,668,515	(1,746)	1,666,769	Decreasing budget due to project completion.
Public Works	2000	Salaries-Overtime	2000-70-78-45311-611210	43,000	50,000	93,000	Staff overtime to address potholes as a result of recent storms.	
Community Development	2013	Nuisance Abatement	2013-14-10-14011-625015	45,000	40,000	85,000	Allocating budget for expected abatement expenditures.	
Financial & Management Services	6010	Purchased Power	6010-30-80-45510-710110	11,322,000	1,000,000	12,322,000	Budgeting for expected expenditures based on historical data.	
Financial & Management Services	6010	Renewable Energy	6010-30-80-45510-710148	719,600	325,000	1,044,600	Budgeting for expected expenditures.	
Parks & Community Services	3006	CIP Other	3006-50-57-80003-720199	803 0030-3006Q-99	50,000	(50,000)	0	Reallocating project budget. Net zero impact.
Parks & Community Services	3006	CIP Other	3006-50-57-80007-720199	807 0045-3006Q-99	5,000	(5,000)	0	Reallocating project budget. Net zero impact.
Parks & Community Services	3006	CIP Other	3006-50-57-80007-720199	807 0005 50 57-3006Q-99	100,000	(100,000)	0	Reallocating project budget. Net zero impact.
Parks & Community Services	3016	CIP Other	3016-50-57-80003-720199	803 0030	30,925	50,000	80,925	Reallocating project budget. Net zero impact.
Parks & Community Services	3016	CIP Other	3016-50-57-80007-720199	807 004	7,850	5,000	12,850	Reallocating project budget. Net zero impact.
Parks & Community Services	3016	CIP Other	3016-50-57-80007-720199	807 0005 50 57	186,120	100,000	286,120	Reallocating project budget. Net zero impact.
Parks & Community Services	5011	Salaries-Regular	5011-50-58-35318-611110	261,742	17,423	279,165	Budget reallocation due to employee distribution change.	
Parks & Community Services	5011	Benefits - PERS & ERP Def Comp	5011-50-58-35318-612110	85,684	3,736	89,420	Budget reallocation due to employee distribution change.	
Parks & Community Services	5011	Benefits - Other	5011-50-58-35318-612199	0	4,215	4,215	Budget reallocation due to employee distribution change.	
Parks & Community Services	5011	Salaries-Regular	5011-50-57-35210-611110	899,375	(15,680)	883,695	Budget reallocation due to employee distribution change.	
Parks & Community Services	5011	Benefits - PERS & ERP Def Comp	5011-50-57-35210-612110	293,978	(2,084)	291,894	Budget reallocation due to employee distribution change.	
Parks & Community Services	5011	Benefits - Other	5011-50-57-35210-612199	17,720	(5,073)	12,647	Budget reallocation due to employee distribution change.	
Parks & Community Services	5113	Salaries-Regular	5113-50-57-35216-611110	400,943	(1,743)	399,200	Budget reallocation due to employee distribution change.	
Parks & Community Services	5113	Benefits - PERS & ERP Def Comp	5113-50-57-35216-612110	130,982	(1,652)	129,330	Budget reallocation due to employee distribution change.	
Parks & Community Services	5113	Benefits - Other	5113-50-57-35216-612199	26,880	858	27,738	Budget reallocation due to employee distribution change.	
Parks & Community Services	5211	Mach-Equip-New - Furn & Equip	5211-50-57-35210-660310	0	33,000	33,000	Allocating carryover budget.	
Parks & Community Services	7510	Transfers to ZONE "A" PARKS FUND	7510-99-97-88190-905011	165,000	20,985	185,985	Allocating budget for replacement of scoreboard equipment. Replacement funds available.	
Parks & Community Services	5011	Mach-Equip-Repl - Furn & Equip	5011-50-58-35313-660320	0	20,985	20,985	Allocating budget for replacement of scoreboard equipment. Replacement funds available.	
Parks & Community Services	5011	Oper Mtrls - Recreation	5011-50-58-35310-630312	9,500	4,200	13,700	Requesting Appropriations for expenditure of \$25,000 offset by MVU Sponsorship funds for 2018/19.	
Parks & Community Services	5011	Contractual Svcs - Other	5011-50-58-35312-625099	40,000	12,800	52,800	Requesting Appropriations for expenditure of \$25,000 offset by MVU Sponsorship funds for 2018/19.	
Parks & Community Services	5011	Oper Mtrls - Furn & Equip	5011-50-58-35313-630330	1,000	5,500	6,500	Requesting Appropriations for expenditure of \$25,000 offset by MVU Sponsorship funds for 2018/19.	
Parks & Community Services	5011	Training & Travel	5011-50-58-35315-620510	1,800	2,500	4,300	Requesting Appropriations for expenditure of \$25,000 offset by MVU Sponsorship funds for 2018/19.	
Financial & Management Services	7510	Transfers to GENERAL FUND	7510-99-97-88190-901010	0	350,000	350,000	ACP module subscription.	

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

Department	Fund	Account Description	General Ledger Account		Fiscal Year 2018/19 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
Financial & Management Services	6010	Transfers to TECHNOLOGY SERVICES ASSET FUND	6010-99-99-96010-907220		0	5,354	5,354	Budgeting for camera equipment for the City network.
Financial & Management Services	7220	Computer-New - Hardware	7220-16-39-25412-660410		0	5,354	5,354	Budgeting for camera equipment for the City network.
Parks & Community Services	2906	Transfers to - QUIMBY PARK FEES	2906-99-95-92906-902019		0	387,650	387,650	Reallocating budget with a net affect of zero.
Parks & Community Services	2906	Transfers to DIF - PARKLAND FACILITIES	2906-99-95-92906-902905		0	1,093,091	1,093,091	Reallocating budget with a net affect of zero.
EXPENSES TOTAL					\$ 40,700,280	\$ 875,230	\$ 41,575,510	

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.
Maint & Operations Div Mgr	1	1	1	1	1	-	1	-	1
Maintenance Worker I	-	7	-	-	-	-	-	-	-
Maintenance Worker II	1	1	-	-	-	-	-	-	-
Maintenance Worker I/II	12	12	18	18	18	-	18	-	18
Management Aide	-	-	1	2	2	(1)	1	1	2
Management Analyst	14	12	11	10	9	4	13	1	14
Management Asst	3	4	5	4	4	1	5	1	6
Media Division Manager	-	-	-	-	-	1	1	-	1
Media & Production Supervisor	1	1	1	2	1	(1)	-	-	-
Network Administrator	2	2	2	2	1	-	1	-	1
Office Asst	1	1	-	-	-	-	-	-	-
Paralegal	-	-	-	1	1	-	1	-	1
Park Ranger	3	3	3	3	3	-	3	-	3
Parking Control Officer	2	2	2	2	2	-	2	-	2
Parks & Community Services Deputy Director	-	-	-	-	-	1	1	-	1
Parks & Community Services Director	1	1	1	1	1	-	1	-	1
Parks & Community Services Division Manager	1	1	1	1	1	(1)	-	-	-
Parks Maintenance Division Manager	-	-	-	-	-	-	-	-	-
Parks Maint Supervisor	2	2	2	2	2	-	2	-	2
Parks Maint Worker	13	13	13	12	12	-	12	-	12
Parks Projects Coordinator	1	1	1	1	1	-	1	-	1
Payroll Supervisor	1	1	1	1	1	-	1	-	1
Permit Technician	6	5	5	5	5	-	5	-	5
Planning Commissioner	7	7	7	7	7	-	7	-	7
Planning Div Mgr / Official	1	1	1	1	1	-	1	-	1
Principal Accountant	1	1	1	1	1	-	1	-	1
Public Information/Intergovernmental Relations Officer	-	-	-	1	1	-	1	-	1
Public Safety Contract Administrator	-	-	-	-	-	1	1	-	1
Purch & Facilities Div Mgr	1	1	1	1	1	-	1	-	1
PW Director / City Engineer	1	1	1	1	1	-	1	-	1
Recreation Program Coord	1	1	1	2	-	-	-	-	-
Recreation Program Leader	7	7	7	7	7	-	7	-	7
Recreation Supervisor	1	1	1	-	-	-	-	-	-
Recycling Specialist	-	1	1	2	1	-	1	-	1
Resource Analyst	-	-	-	-	-	-	-	-	-
Risk Division Manager	-	-	-	-	-	-	-	-	-
Security Guard	2	2	2	2	2	-	2	-	2
Spec Dist Budg & Accting Spvr	-	-	-	-	-	-	-	-	-
Spec Districts Div Mgr	1	1	1	1	1	-	1	-	1
Special Districts Prog Mgr	1	1	1	-	-	-	-	-	-
Sr Accountant	1	1	1	2	2	1	3	-	3
Sr Administrative Asst	16	14	17	17	17	-	17	-	17
Sr Applications Analyst	-	-	2	2	1	-	1	-	1
Sr Citizens Center Coord	1	1	1	1	-	-	-	-	-
Sr Code Compliance Officer	-	-	-	-	-	2	2	-	2
Sr Construction Inspector	-	-	-	-	-	-	-	2	2
Sr Customer Service Asst	3	3	3	3	3	-	3	-	3
Sr Deputy City Clerk	-	-	-	-	-	-	-	1	1
Sr Electrical Engineer	1	1	1	1	1	-	1	-	1
Sr Engineer, P.E.	9	9	9	7	6	(1)	5	-	5
Sr Engineering Technician	1	1	1	1	1	-	1	-	1
Sr Equipment Operator	1	1	1	1	1	-	1	-	1
Sr Financial Analyst	2	2	1	-	-	-	-	-	-
Sr GIS Analyst	2	2	2	2	1	-	1	-	1
Sr Graphics Designer	1	1	1	2	1	-	1	-	1
Sr Human Resources Analyst	1	1	1	1	1	-	1	-	1
Sr IT Technician	-	-	-	-	-	-	-	-	-
Sr Landscape Svcs Inspector	1	1	-	-	-	-	-	-	-
Sr Management Analyst	2	2	3	4	5	(1)	4	(1)	3
Sr Office Asst	5	4	3	3	3	(1)	2	-	2
Sr Park Ranger	-	-	-	-	-	-	-	-	-
Sr Parking Control Officer	1	1	1	1	1	-	1	-	1

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.
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
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	1	4
Total	391	374	375	374	356	-	356	5	361

CLASS SPECIFICATION
Fleet and Facilities Maintenance Supervisor

GENERAL PURPOSE

Under general supervision, plans, coordinates, directs and supervises activities of vehicle and equipment maintenance operations involved in the maintenance, diagnoses, repairs and overhauling a wide variety of diesel and gas-powered heavy and light vehicles and equipment; plans, schedules and supervises facilities maintenance crews engaged in maintaining the City's facilities in a safe and aesthetically pleasing manner for staff and the public's use and enjoyment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Fleet and Facilities Maintenance Supervisor reports to the Maintenance and Operations Division Manager overseeing the operation of Fleet Services and Facilities Maintenance. Provides supervision, scheduling, technical assistance, evaluating and training to the Fleet Services staff and the Facilities Maintenance crews and contractors. Incumbents inspect and assess fleet and facility maintenance needs, plan and estimate requirements to address these needs. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

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, coordinates, inspects, supervises the work of assigned staff and contractors. Participates in the maintenance and repair of equipment, facilities, and vehicles when required; coordinates maintenance and repair activity with City departments.
2. Implements and monitors work plans to achieve assigned goals and objectives; contributes to the development and monitoring of performance against the annual facilities maintenance budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve City goals, objectives and performance measures consistent with the City's quality and service expectations.
3. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's human resources policies and labor contract provisions.
4. Provides day-to-day leadership and participates in programs and activities that promote a positive employee relations environment; Supervises work methods and operations to ensure a high performance and customer service oriented work environment; monitors maintenance and operating

costs; procures materials; processes and follows up on payment of invoices; ensures fleet and facilities maintenance policies, procedures and services are effectively rendered; makes suggestions and recommends changes to increase effectiveness; participates in the development of the division budget.

5. Plans, schedules, inspects and evaluates the work of skilled and semi-skilled personnel engaged in the construction, maintenance and improvement of City equipment, facilities, and vehicles; provides technical assistance to staff, vendors and others regarding the maintenance and care of equipment, facilities and vehicles.
6. Supervises programs relative to the preventative maintenance and repair of equipment, facilities and vehicles; inspects equipment, facilities and vehicles to assess the extent and cost of needed repair; maintains related records, including inventory and stock, and prepares correspondence and reports regarding vehicle, facilities and equipment service.
7. Assess the maintenance needs of facilities and plans and schedules work as required; estimates labor, material and equipment requirements for assigned work and projects; requisitions parts, tools, equipment and material for assigned work and projects.
8. Assists in the evaluation for replacement and development of specifications and projection of cost for new City vehicles and equipment, and capital equipment related to equipment and vehicle maintenance.
9. Maintains computerized work order records system of staff activities and progress; assists in developing and assembling documents for public bid processes for construction or maintenance contracts.
10. Oversees and supervises the work of outside firms providing contract maintenance in facilities and fleet maintenance; act as Project Manager for Facilities Maintenance projects as needed.

OTHER DUTIES

1. Ensures cleanliness of shop and vehicle service areas and ensures supplies and equipment are maintained in orderly condition; orders parts and supplies as needed.
2. Participates in after-hours emergency and non-emergency responses to equipment failures, facility needs, alarms, or equipment/vehicle breakdowns; conducts emergency repairs in the field as needed.
3. Review plans and blueprints for accurate application of City needs and requirements.
4. Oversees the division tools, supply and surplus material storage and activities.

QUALIFICATIONS

Knowledge of:

1. Methods, techniques, parts, tools and materials used in the overhaul, maintenance and repair of diesel- and gasoline-powered vehicles, including automatic and manual transmissions, brakes, suspension and steering systems.

2. Principles, practices, techniques, methods, equipment and tools used in facilities maintenance, including maintenance of commercial buildings and grounds, building components including HVAC and other mechanical items, proper plumbing and electrical procedures and applications, interior and exterior lighting and alarm systems.
3. Principles and practices of employee supervision, including work scheduling.
4. Purchasing procedures.
5. Safe work methods and safety practices pertaining to the work, including OSHA standards; relevant codes and regulations; federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility including the application of ADA requirements, handling and disposal of hazardous waste, clean air requirements, air quality regulations.
6. Operation and maintenance of a wide variety of equipment, hand, shop and power tools common to the field.
7. Machine and welding shop methods and practices.
8. Fuel delivery systems.
9. Methods and techniques of commercial building operations, repair and maintenance.
10. Methods of building energy efficiency.
11. City safety policies and procedures and safe work practices.
12. Uses and operations of computers and standard business software.
13. Principles and practices of effective supervision.
14. City human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, supervise, set goals, assign, inspect and evaluate the work of others; develop and implement work standards.
2. Organize, set priorities and schedules and exercise sound independent judgment within areas of responsibility; calculate staffing, equipment and materials requirements.
3. Interpret and work with blueprints, diagrams and sketches; read and interpret manuals, specifications and drawings.
4. Prepare clear, concise and comprehensive records of work completed, correspondence, reports and other written materials.
5. Operate and maintain equipment and tools used in the field.
6. Identify and implement effective courses of action to complete assigned work.
7. Coordinate work assignments with other divisions and departments.

8. Exercise independent judgment and initiative without close supervision.
9. Train others in the performance of skilled facilities maintenance duties and equipment operation.
10. Use mathematics to make calculations.
11. Safe work methods and safety regulations pertaining to the work.
12. Operate light and heavy equipment used in the scope of work projects and train others in its usage.
13. Establish and maintain effective working relationships with City management, staff, vendors and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; five years of related journey-level mechanical and/or facilities maintenance, construction or a closely related field experience, including four years of lead/supervisory experience, preferably in management of a commercial or government fleet or facilities maintenance.

Licenses; Certificates; Special Requirements:

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

Desirable Certifications: ASE Certificate; Building Operator Certificate

Class B driver's license with Air Brake and Tank Endorsements is required prior to the conclusion of the probationary period.

Class A driver's license and/or Passenger Endorsements are 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 job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear. The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve basic problems; use simple math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with interruptions; and interact with City management, staff, vendors 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 frequently works near moving mechanical parts or in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level is moderately noisy.