



## Report to City Council

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**TO:** Mayor and City Council

**FROM:** Marshall Eyerman, Chief Financial Officer

**AGENDA DATE:** May 3, 2016

**TITLE:** MID-YEAR BUDGET REVIEW AND APPROVAL OF THE REVISED OPERATING BUDGET FOR FISCAL YEAR 2015/16

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### **RECOMMENDED ACTION**

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

1. Receive and file the mid-year budget summary.
2. Adopt Resolution No. 2016-27, a Resolution of the City Council of the City of Moreno Valley, California, Adopting the Revised Budget for Fiscal Years 2015/16 – 2016/17.
3. Approve the Position Control Roster. Specific positions are discussed within this staff report and listed on Attachment 6 to this staff report.
4. Approve the reclassification of the Sustainability & Intergovernmental Program Manager to Public Information/Intergovernmental Relations Officer.
5. Within the Community Development Department, approve the reclassification of the Sr. Administrative Assistant to Executive Assistant I.
6. Approve the creation of a new Administrative Assistant position to support the City Council Office.
7. Approve the First Amendment to the Agreement for Temporary Staffing Services with Apple One Employment Services (Apple One), 16371 Beach Blvd., Suite 240 Huntington Beach, CA 92647 to provide additional professional temporary employment services and authorize the City Manager to execute the First Amendment.

8. Authorize an increase in the Purchase Order to Apple One in the amount of \$90,000.00 for a total contract of \$140,000 for the 2015/16 fiscal year once the First Amendment to Agreement has been signed by all parties.

**Recommendations: That the CSD:**

1. Adopt Resolution No. CSD 2016-11, a Resolution of the Moreno Valley Community Services District of the City of Moreno Valley, California, Adopting the Revised Budget for Fiscal Years 2015/16 – 2016/17.

**SUMMARY**

This Mid-Year Budget Report updates the Mayor and City Council regarding current year financial trends and provides the Fiscal Year 2015/16 Mid-Year Budget Review through December 31, 2015; requests the approval of certain FY 2015/16 revenue and expenditure appropriations; and requests position control adjustments in the way of one new position, one new job classification and one reclassification. This report also recommends approval of the First Amendment to the Agreement for Temporary Staffing Services with Apple One for additional professional temporary employment services for Fiscal Year 2015/16. These temporary positions will be funded by the hiring department's current budget with no cost increase to the general fund.

The Mid-Year staff report was made public as part of the March 16 and April 13 Finance Sub Committee agendas. On April 13, the Finance Sub Committee recommended the Mid-Year staff report be presented to the City Council for review.

The proposed budget amendments total less than 0.1% of the total General Fund.

**DISCUSSION**

On June 23, 2015, the City Council adopted the Two-Year Operating Budget for Fiscal Years 2015/16 – 2016/17. The budget included all component units of the City, including the General Fund, Community Services District and Successor Agency. During the two-year budget period, the City Council will be kept informed of the City's financial condition through the process of First Quarter and Mid-Year 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 will be shared with the City Council should they occur.

This report will provide a FY 2015/16 Mid-Year Review for the first six months of FY 2015/16, July through December. The mid-year budget review will focus primarily on the City's General Fund. The General Fund represents the greatest impacts as well as the most budget adjustments that are necessary for the remainder of the year. This review will also present three-month operational results from other key funds.

The City Council's direction to "Maintain a Balanced General Fund Budget" is reflected

in 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 2015/16 MID-YEAR:**

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 27% of the budgeted amount. Actual revenues received are currently 29% of budget. Revenue amounts continue to be stable. 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. Total General Fund revenue is estimated to be \$93.5 million. It should be noted that this lag in timing of revenue receipts is one reason an operating cash reserve is always necessary.

#### **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, 2015 total General Fund expenditures were at 47%. This pace is within expectations for most activities in the General Fund.

### **FISCAL YEAR 2015/16-2016/17 BUDGET ADJUSTMENTS**

Based on economic activity and revenue collections through December 2015, staff is not anticipating that total revenues will produce any significant variances over the amounts originally budgeted.

The FY 2015/16 General Fund expenditures budget, as currently amended, totals approximately \$93.4 million. The recommended mid-year budget changes increase expenditures by \$71,033 up to approximately \$93.5 million. The FY 2016/17 General Fund expenditures budget, as currently amended, totals approximately \$94.4 million. The recommended budget requests increase expenditures by \$76,470 up to approximately \$94.5 million. The specific budget adjustments for the General Fund are summarized in Exhibit A attached to the City Council Resolution recommended for approval.

#### **Position Control Actions**

The mid-year adjustments also contain position control changes that are requested to better align workloads. The Position Control Roster as amended by the City Council

serves as an important internal control tool for the City Council to establish authorized positions for the City while enabling staff to manage within the authorized and funded approved positions. Position Control addresses career authorized positions and does not include temporary positions. As a result of operational changes, some positions are being requested for adjustment based on current and projected demands for those positions.

The Sustainability & Intergovernmental Program Manager position in the City Manager's office is proposed to be reclassified to Public Information/Intergovernmental Relations Officer. This position is currently vacant, providing an opportunity to refine its scope. The growing expectation for timely, comprehensive communication with City residents (both directly and through traditional and informal media) exceeds the capacity of existing staffing levels. Meeting the City's ongoing commitment to transparency, supporting economic development activities and ensuring that the City delivers coordinated and targeted communication with residents and businesses leads staff to recommend this reclassification of an existing vacant position. As indicated in the proposed title, the incumbent would also manage the City's regular staff-level interaction with local/regional/state/federal government, while seeking and supporting opportunities for direct policy level advocacy conducted by our City Council with elected officials in other jurisdictions/agencies (Class C28 \$79,088 - \$111,351).

To aid in the support of the City Clerk and City Council's Office, the addition of one new administrative assistant position is being requested (Class C16 \$44,039 - \$62,004).

Following the separation of the Economic Development Department and the Community Development Department, the current Sr. Administrative Assistant position has been acting in a higher capacity and receiving acting pay. The proposed reclassification to Executive Assistant I is consistent with other Department staffing levels and the level of duties being performed. (Class C19 \$50,960 - \$71,777.)

The following table provides a summary of all position changes:

<u>Department / Position Title</u>	<u>FY 2015/16 Adj.</u>		<u>Budget Impacts</u>
<u>City Council</u>			
Administrative Assistant (New)	FT	1	\$72,829
<u>Community Development</u>			
Executive Assistant I (Reclassification)	FT	1	NA
Sr. Administrative Assistant	FT	(1)	NA
<u>City Manager</u>			
Public Information/Intergovernmental Relations Officer (Reclassification)	FT	1	NA
Sustainability & Intergovernmental Program Manager	FT	(1)	NA

To ensure consistent levels of service, many City departments utilize the services of temporary staffing agencies to meet specific workload demands, to fill temporary vacancies resulting from regular employees' leaves of absence or to fill vacancies during recruitment. In September of 2012, the City conducted an RFP process for temporary staffing services, which resulted in the selection of three temporary staffing services contracts. Apple One has been used frequently, as it is able to provide a wide range of staffing services to meet the needs of various City departments, are generally able to place staff quickly and have significantly lower service fees.

During the last several months, the City has been utilizing the services of Apple One more often to acquire temporary assistance within the City Clerk/City Council Office while vacant positions are being recruited; the Finance Department for high level functions related to year end closing and for the Acella software project for the replacement of the City's existing permit project tracking program. Furthermore, temporary staffing assistance has been utilized in several departments during employee medical leaves. The First Amendment to the Agreement for Temporary Staffing Services with Apple One will allow the City to continue to use professional temporary employment services as needed for Fiscal Year 2015/16. These temporary positions will be funded by the hiring department's current budget savings with no proposed increases.

## **SUMMARIES OF OTHER MAJOR FUNDS**

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

### **Measure A (Fund 2001)**

There is a budget adjustment recommended for the mid-year that increases expenditures by \$70,000 from existing fund balances. A new appropriation of \$70,000 is being requested for the design and construction for two Alessandro Boulevard "City of Moreno Valley" entry monument signs to replace the existing signs.

### **Special Districts (Funds 2006, 2050, 5012, 5013, 5014, 5110, 5111, 5112, 5114)**

Following the final submittal of property taxes to the County of Riverside for the operation of the individual Community Services District (CSD) Zones, Community Facilities Districts, and Landscape and Lighting Maintenance Districts, revenues are being reduced by approximately \$195,000 to match actual collections. Additionally, expenses are being reduced by approximately \$245,000 to reflect adjustments to the projected expenses for each district/zone. The fund balances contributed by the parcels within each district/zone must be maintained for the benefit of the parcels within each district/zone.

### **Fire Development Impact Fees and Fire Capital (Fund 2903, 3005)**

This project included the renovation of Fire Station No. 48 to improve accessibility and energy efficiency, and to modernize facilities. The project also converted the existing

open dormitory into five separate sleeping quarters, each accommodating two persons, for a total capacity of 10 beds. Renovation of the existing bathroom was completed to comply with current Americans with Disabilities Act (ADA) standards.

#### Corporate Yard Development Impact Fees and Facility Construction (Fund 2910, 3000)

An additional \$155,000 is being requested for the Corporate Yard project to cover the unanticipated increase in costs associated with utility service connection fees, shop drawing fees, and construction support fees. Additional costs were also incurred for review and approval of shop drawings for fire water supply, solar power panel installation, and design consultant support for engineering and architectural services during construction. These costs will be covered by current development impact fees received.

#### Community Facilities District No. 1 (Fund 5113)

To provide \$45,000 of funding for upgrading the Calsense Irrigation Controllers at Celebration, TownGate II and Shadow Mt. Parks to assist with additional water savings.

### **ALTERNATIVES**

1. Recommend approval of proposed resolution adopting the revised operating budgets for fiscal years 2015/16 and 2016/17; and approval of the City Manager recommended actions. The approval of these items will allow the City to modify budgets and operations as necessary through this mid-year review. *Staff recommends this alternative.*
2. Do not recommend approval of proposed resolution adopting the revised operating budgets for fiscal years 2015/16 and 2016/17; or recommended actions. *Staff does not recommend this alternative.*

### **FISCAL IMPACT**

The City's Operating and Capital Budgets provide the funding and expenditure plan for all funds. As such, they serve as the City's financial plan for the fiscal year. The fiscal impacts for the proposed budget amendments are identified in Exhibits A and B to the Resolutions. There is no proposed budget adjustment for the First Amendment to the Apple One Agreement as these temporary positions will be funded through the current budget.

### **NOTIFICATION**

Publication of the agenda.

### **PREPARATION OF STAFF REPORT**

Prepared By:  
Dena Heald  
Financial Operations Division Manager

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

## **CITY COUNCIL GOALS**

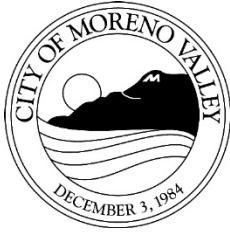
**Revenue Diversification and Preservation.** Develop a variety of City revenue sources and policies to create a stable revenue base and fiscal policies to support essential City services, regardless of economic climate.

## **ATTACHMENTS**

1. FY 2015-16 Mid-Year Financial Report
2. Resolution No. 2016-27
3. Exhibit A - General Fund
4. Exhibit B - Non-General Fund
5. Resolution No. CSD 2016-11
6. Position Control Roster
7. Public Information Intergov Relations Officer Job Description
8. First Amendment to Apple One Agreement

## **APPROVALS**

Budget Officer Approval	<u>✓ Approved</u>	4/18/16 10:49 AM
City Attorney Approval	<u>✓ Approved</u>	4/18/16 2:32 PM
City Manager Approval	<u>✓ Approved</u>	4/19/16 4:57 PM



# City of Moreno Valley

## Fiscal Year 2015/16

### Mid-Year Financial Summary

**TO:** Mayor and City Council

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

**DATE:** March 15, 2016

#### INTRODUCTION

On June 23, 2015, the City Council adopted the Two-Year Operating Budget for Fiscal Years (FY) 2015/16 – 2016/17. 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 and Mid-Year Budget 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 variances in projected revenue or unanticipated expenditures will be shared with the City Council should they occur.

This report provides a review of the unaudited financial results at the mid-year of FY 2015/16 (July 2015 – December 2015, 50% of the fiscal year).

#### CITYWIDE OPERATING EXPENDITURE SUMMARY

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

**Table 1. Citywide Operating Expenditures**

Fund/Component Unit	FY 2015/16 Adopted Budget	FY 2015/16 Amended Budget	Actuals as of 12/31/2015 (unaudited)	% of Amended Budget
General Fund	\$ 90,909,226	\$ 93,444,577	\$ 44,164,480	47.3%
Community Services District (CSD)	19,313,385	21,026,471	7,873,421	37.4%
Successor Agency	5,394,517	5,394,517	2,701,567	50.1%
Housing Fund	72,000	159,800	31,961	20.0%
Special Revenue Funds	27,492,559	47,726,287	13,782,508	28.9%
Capital Projects Funds	2,391,884	21,906,135	6,340,092	28.9%
Electric Utility Funds	23,688,897	23,816,592	10,512,586	44.1%
Internal Service Funds	20,106,545	25,603,616	13,443,380	52.5%
Debt Service Funds	6,237,300	6,237,300	4,699,691	75.3%
<b>Total</b>	<b>\$ 195,606,313</b>	<b>\$ 245,315,295</b>	<b>\$ 103,549,686</b>	<b>42.2%</b>



Actions taken by the City Council subsequent to the June 23, 2015 adoption of the two-year budget and included in the Amended Budget are:

- On May 26, 2015, the City Council approved the Capital Improvement Plan including approx. \$29.3 million (\$24,000 General Fund) of one-time carryovers from FY 2014/15.
- On September 22, 2015, the City Council approved the first phase of the City's El Niño Storm Preparation Strategy and the expenditure of \$325,000 for preparation and response.
- On October 13, 2015, the City Council approved the appropriation of \$200,000 for planning and design efforts of the Hubbard Street Storm Drain to fast track the project. These funds will be reimbursed by the Riverside County Flood Control and Water Conservation District.
- On November 10, 2015, the city Council approved one-time carryovers from FY 2014/15 with a net impact to the General Fund of \$389,734.
- Throughout the fiscal year there are also budget amendments to reflect the acceptance of grants and adjustments to contractual services and material/supplies. The individual amendments are reviewed as part of separate City Council agenda items.

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

# GENERAL FUND OPERATING

## Table 2. General Fund Operations

	FY 2015/16 Adopted Budget	FY 2015/16 Amended Budget	Actuals as of 12/31/2015 (unaudited)	% of Amended Budget
<b>Revenues:</b>				
Taxes:				
Property Tax	\$ 12,072,224	\$ 12,072,224	\$ 3,953,943	32.8%
Property Tax in-lieu	15,732,303	15,732,303	-	0.0%
Utility Users Tax	15,912,000	15,912,000	7,339,142	46.1%
Sales Tax	19,269,321	19,269,321	4,504,797	23.4%
Other Taxes	9,155,250	9,155,250	2,181,961	23.8%
Licenses & Permits	2,090,930	2,090,930	1,358,827	65.0%
Intergovernmental	230,000	665,000	637,682	95.9%
Charges for Services	10,733,409	10,815,689	5,138,001	47.5%
Use of Money & Property	3,469,962	3,469,962	1,150,271	33.1%
Fines & Forfeitures	623,760	623,760	215,780	34.6%
Miscellaneous	103,400	53,400	206,808	387.3%
<b>Total Revenues</b>	<b>\$ 89,392,559</b>	<b>\$ 89,859,839</b>	<b>\$ 26,687,211</b>	<b>29.7%</b>
<b>Expenditures:</b>				
Personnel Services	18,446,109	18,421,109	8,389,453	45.5%
Contractual Services	61,100,017	61,758,295	30,104,532	48.7%
Material & Supplies	3,614,989	4,992,250	1,181,306	23.7%
General Government	-	-	-	-
Debt Service	-	-	-	-
Fixed Charges	4,298,728	4,298,728	2,785,113	64.8%
Fixed Assets	50,000	274,000	4,000	1.5%
<b>Total Expenditures</b>	<b>\$ 87,509,843</b>	<b>\$ 89,744,382</b>	<b>\$ 42,464,404</b>	<b>47.3%</b>
<i>Excess (Deficiency) of Revenues Over (Under) Expenditures</i>	1,882,716	115,457	(15,777,193)	
<b>Transfers:</b>				
Transfers In	2,492,842	3,618,199	274,807	7.6%
Transfers Out	3,399,383	3,700,195	1,700,076	45.9%
<b>Net Transfers</b>	<b>\$ (906,541)</b>	<b>\$ (81,996)</b>	<b>\$ (1,425,269)</b>	
Total Revenues & Transfers In	91,885,401	93,478,038	26,962,019	28.8%
Total Expenditures & Transfers Out	90,909,226	93,444,577	44,164,480	47.3%
<b>Net Change of Fund Balance</b>	<b>\$ 976,175</b>	<b>\$ 33,461</b>	<b>\$ (17,202,462)</b>	

### General Fund Operating Revenues

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

**Table 3. General Fund Operating Revenues**

	FY 2015/16 Adopted Budget	FY 2015/16 Amended Budget	Actuals as of 12/31/2015 (unaudited)	% of Amended Budget
<b>Revenues:</b>				
Taxes:				
Property Tax	\$ 12,072,224	\$ 12,072,224	\$ 3,953,943	32.8%
Property Tax in-lieu	15,732,303	15,732,303	-	0.0%
Utility Users Tax	15,912,000	15,912,000	7,339,142	46.1%
Sales Tax	19,269,321	19,269,321	4,504,797	23.4%
Other Taxes	9,155,250	9,155,250	2,181,961	23.8%
Licenses & Permits	2,090,930	2,090,930	1,358,827	65.0%
Intergovernmental	230,000	665,000	637,682	95.9%
Charges for Services	10,733,409	10,815,689	5,138,001	47.5%
Use of Money & Property	3,469,962	3,469,962	1,150,271	33.1%
Fines & Forfeitures	623,760	623,760	215,780	34.6%
Miscellaneous	103,400	53,400	206,808	387.3%
<b>Total Revenues</b>	<b>\$ 89,392,559</b>	<b>\$ 89,859,839</b>	<b>\$ 26,687,211</b>	<b>29.7%</b>

### ***Property Taxes/Property Taxes In-Lieu***

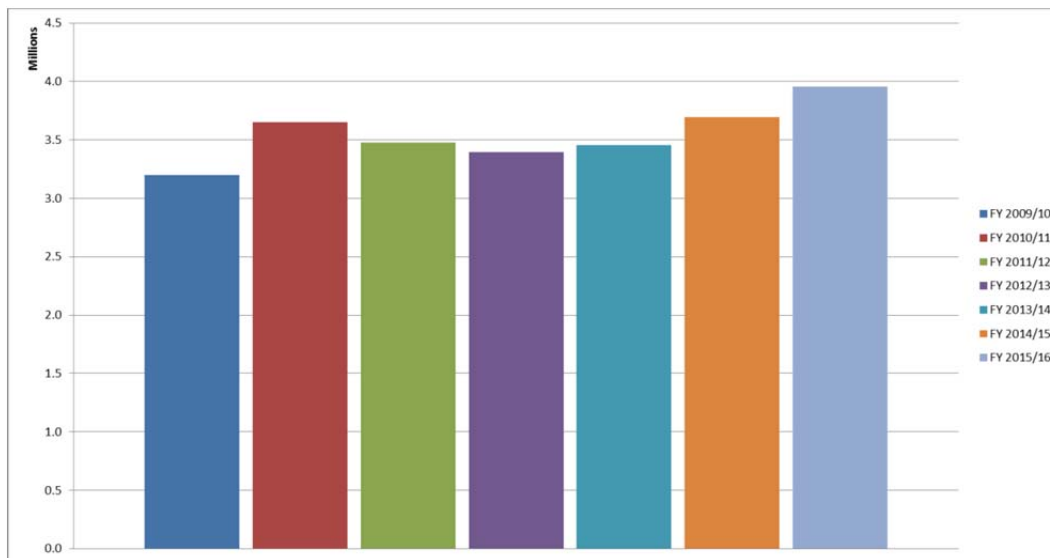
Property taxes were budgeted to increase by 6.5% from the FY 2014/15 Amended Budget. The annual schedule of property tax payments from the County of Riverside will provide payments to the City based on the following estimated schedule:

#### 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 15% of the budgeted property tax revenue through mid-year. The City has currently received 14% during 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.

**Chart 1. General Fund Mid-Year Revenue Trend – Property Taxes**

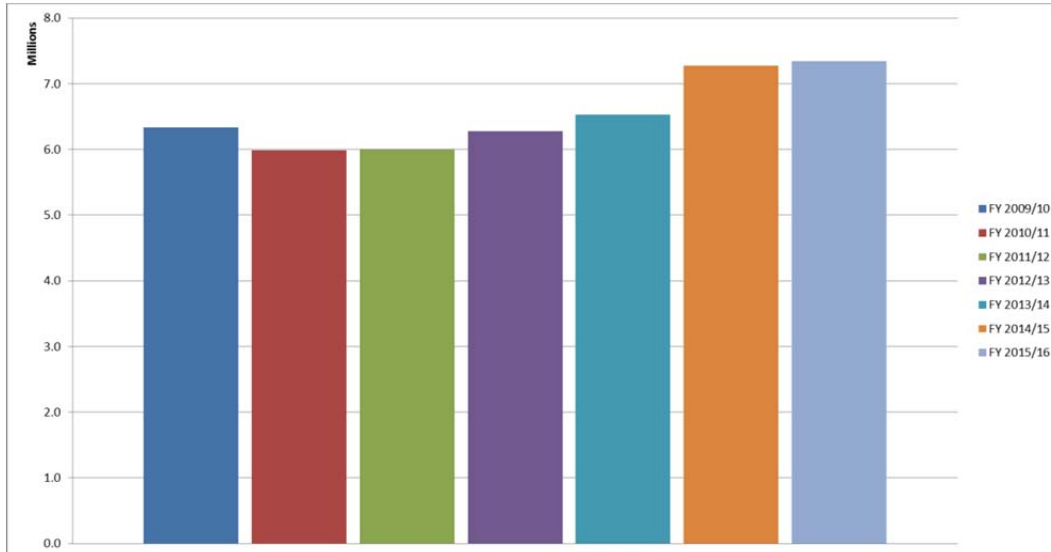


### ***Utility Users Tax***

Utility Users taxes were budgeted to remain flat from the FY 2014/15 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. Currently there is no method within the State to capture UUT related to prepaid wireless plans. There is currently legislation in Sacramento trying to address this and close that gap.

Based on historical averages of actual receipts, the City is estimated to receive 40% of the budgeted utility users tax revenue through mid-year. The City has currently received 46% through mid-year.

**Chart 2. General Fund Mid-Year Revenue Trend – Utility Users Taxes**

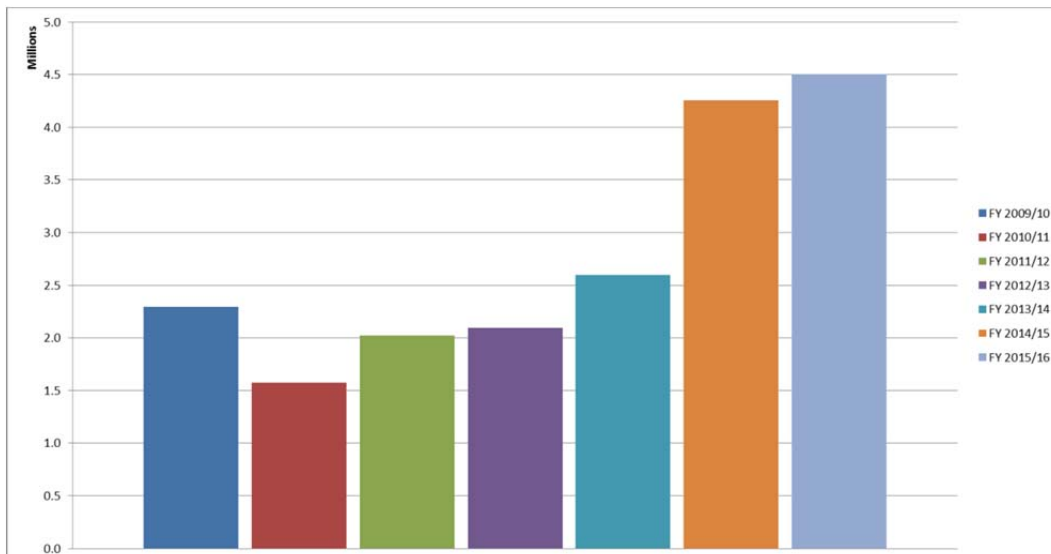


### **Sales Taxes**

Based on the recovering economy and new businesses that began operating in the City, the FY 2015/16 sales tax budget was increased by 8.5%. 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 19% of the budgeted sales tax revenue through mid-year. The City has currently received 23% through mid-year.

**Chart 3. General Fund Mid-Year Revenue Trend – Sales Taxes**

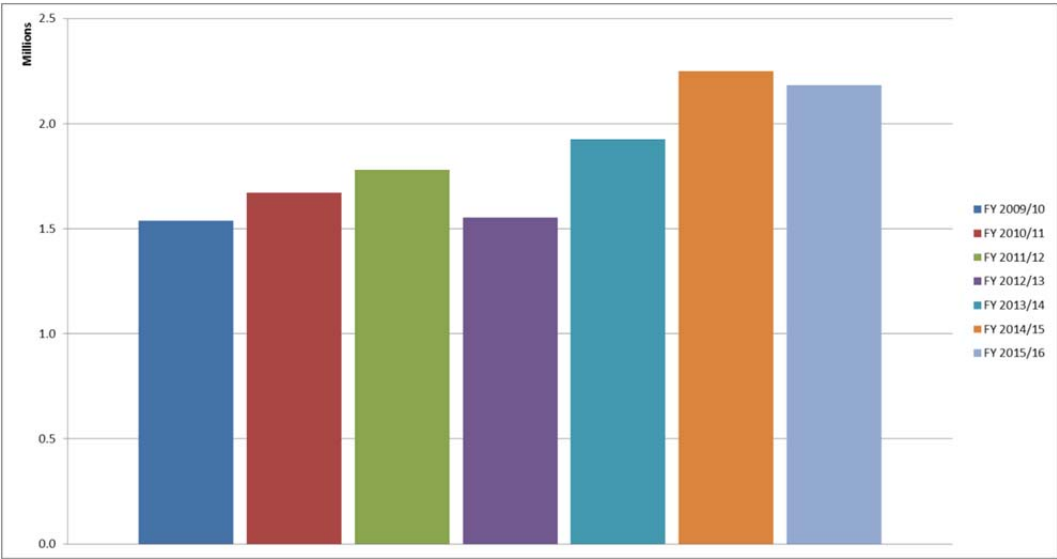


**Other Taxes**

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 9.7% from the FY 2014/15 Amended Budget.

Based on historical averages of actual receipts, the City is estimated to receive 23% of the budgeted Other Taxes revenue through mid-year. The City has currently received 23% through mid-year.

**Chart 4. General Fund Mid-Year Revenue Trend – Other Taxes**

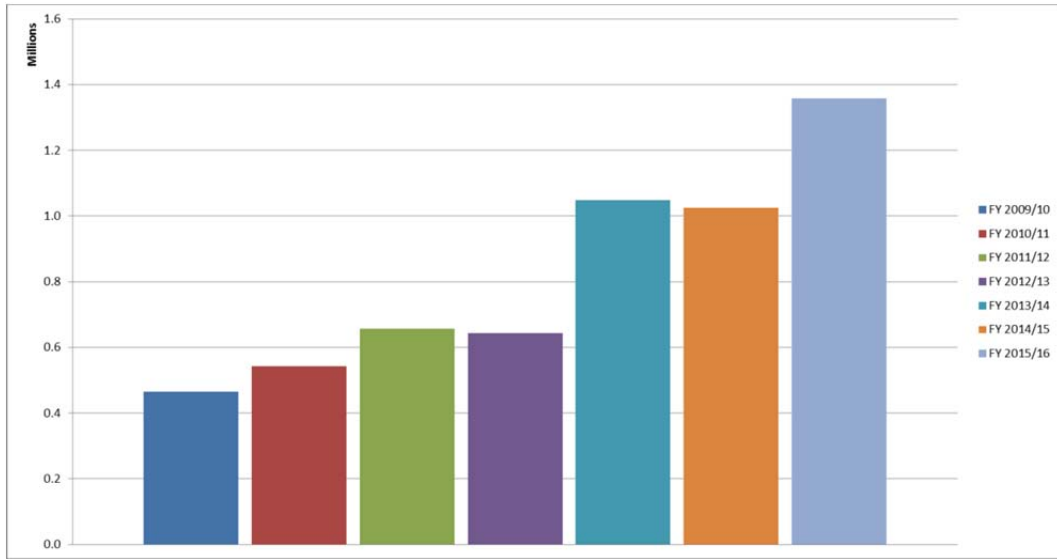


**Licenses & Permits**

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 27% from the FY 2014/15 Amended Budget.

Based on historical averages of actual receipts, the City is estimated to receive 47% of the budgeted Licenses & Permits revenue through mid-year. The City has currently received 65% through mid-year. The higher growth rate is related primarily to the recent building permit activities.

**Chart 5. General Fund Mid-Year Revenue Trend – Licenses & Permits**

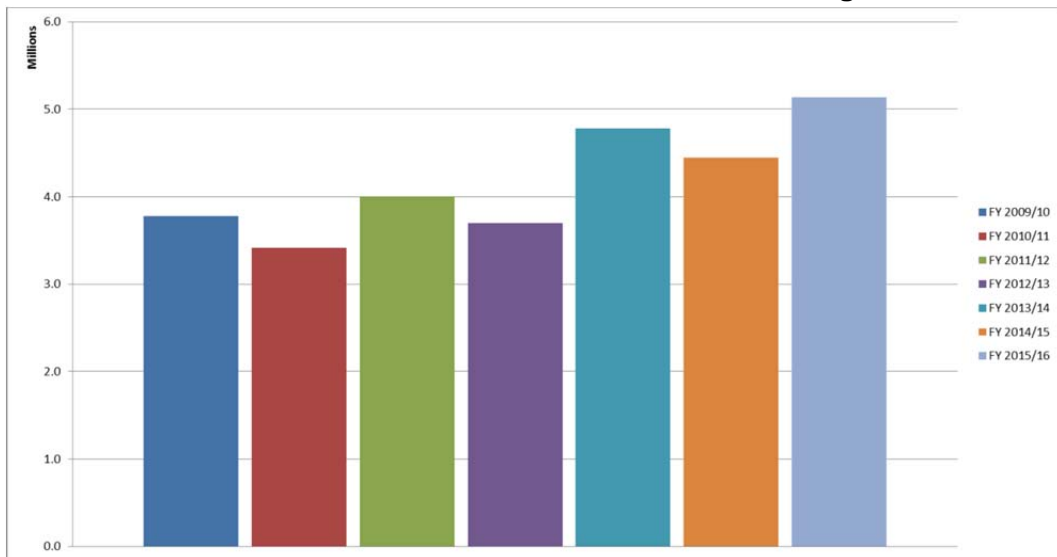


**Charges for Services**

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 budgeted to increase 14% from the FY 2014/15 Amended Budget.

Based on historical averages of actual receipts, the City is estimated to receive 43% of the budgeted Charges for Services revenue through mid-year. The City has currently received 47% through mid-year.

**Chart 6. General Fund Mid-Year Revenue Trend – Charges for Services**



## Use of Money and Property

Investment income continues to remain low due to extremely low rates of return for fixed income investments. The investments managed by Chandler Asset Management totaled \$82,433,426 at par and achieved a Yield to Maturity (YTM) for December 2015 of 1.43%. This compares to a YTM in June 2015 of 1.38% and a YTM in December 2014 of 1.47%. The investments managed by Insight Investments totaled \$54,312,737 at par and achieved a Yield to Maturity (YTM) for December 2015 of 1.08%. This compares to a YTM in June 2015 of 1.08% and a YTM in December 2014 of 1.36%. In addition, the City maintained \$16,633,566 in the State Local Agency Investment Fund Pool (LAIF) with a YTM of 0.446%. This is a very low rate of return compared to historical experience, but is indicative of how investment income is performing everywhere. As the market begins to move upward, there will be less opportunity for the trading gains that are generally available under an 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 economic activity cycles and pressures.

**Table 4. General Fund Expenditures**

Department	FY 2015/16 Adopted Budget	FY 2015/16 Amended Budget	Actuals as of 12/31/2015 (unaudited)	% of Amended Budget
City Council	\$ 621,116	\$ 805,346	\$ 331,761	41.2%
City Clerk	512,583	512,583	264,197	51.5%
City Manager	1,640,137	3,847,712	600,795	15.6%
City Attorney	723,542	733,587	189,945	25.9%
Community Development	5,624,400	5,744,400	2,383,356	41.5%
Economic Development	1,129,753	1,129,753	441,463	39.1%
Financial & Management Services	7,496,505	5,129,700	3,000,305	58.5%
Administrative Services	3,938,047	3,998,047	1,819,903	45.5%
Public Works	7,884,460	8,862,893	2,504,668	28.3%
Non-Departmental	3,973,383	4,274,195	3,267,111	76.4%
<b>Non-Public Safety Subtotal</b>	<b>33,543,926</b>	<b>35,038,216</b>	<b>14,803,504</b>	<b>42.2%</b>
Public Safety				
Police	39,309,484	39,781,069	20,246,233	50.9%
Fire	18,055,816	18,625,292	9,114,743	48.9%
<b>Public Safety Subtotal</b>	<b>57,365,300</b>	<b>58,406,361</b>	<b>29,360,976</b>	<b>50.3%</b>
<b>Total</b>	<b>\$ 90,909,226</b>	<b>\$ 93,444,577</b>	<b>\$ 44,164,480</b>	



## OTHER KEY FUNDS

The following summaries describe other major funds in the City.

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

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

For certain zones, the primary revenue source used to provide services to properties is parcel fees or taxes levied on properties via their annual tax bill. Proposition 218, passed by California voters in November 1996, 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 2015/16 Adopted Budget	FY 2015/16 Amended Budget	Actuals as of 12/31/2015 (unaudited)	% of Amended Budget
<b>Revenues:</b>				
Taxes:				
Property Tax	\$ 4,045,429	\$ 4,045,429	\$ 1,348,697	33.3%
Other Taxes	6,392,300	6,392,300	72,801	1.1%
Charges for Services	6,162,347	6,162,347	688,759	11.2%
Use of Money & Property	743,900	743,900	388,128	52.2%
Fines & Forfeitures	50,000	50,000	18,200	36.4%
Miscellaneous	9,150	1,036,052	39,692	3.8%
Transfers In	1,560,375	1,894,936	780,570	41.2%
<b>Total Revenues</b>	<b>18,963,501</b>	<b>20,324,964</b>	<b>3,336,847</b>	<b>16.4%</b>
<b>Expenditures:</b>				
Library Services Fund (5010)	\$ 1,747,334	\$ 1,747,334	\$ 874,347	50.0%
Zone A Parks Fund (5011)	9,068,071	9,061,673	4,238,107	46.8%
LMD 2014-01 Residential Street Lighting Fund (5012)	1,700,769	1,700,769	610,951	35.9%
Zone C Arterial Street Lighting Fund (5110)	1,005,200	1,005,200	344,360	34.3%
Zone D Standard Landscaping Fund (5111)	1,228,678	1,757,736	363,082	20.7%
Zone E Extensive Landscaping Fund (5013)	527,795	670,395	72,028	10.7%
5014 LMD 2014-02	2,326,393	2,730,381	723,316	26.5%
Zone M Median Fund (5112)	195,126	486,940	57,143	11.7%
CFD No. 1 (5113)	1,410,481	1,416,879	572,970	40.4%
Zone S (5114)	53,346	53,346	17,116	32.1%
5211 ZONE A PARKS - RESTRICTED ASSETS	50,192	395,818	-	0.0%
<b>Total Expenditures</b>	<b>19,313,385</b>	<b>21,026,471</b>	<b>7,873,421</b>	<b>37.4%</b>
<b>Net Change or Adopted Use of Fund Balance</b>	<b>\$ (349,884)</b>	<b>\$ (701,507)</b>	<b>\$ (4,536,574)</b>	

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

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

**Table 6. CSD Zone A Operations**

	FY 2015/16 Adopted Budget	FY 2015/16 Amended Budget	Actuals as of 12/31/2015 (unaudited)	% of Amended Budget
<b>Revenues:</b>				
Taxes:				
Property Tax	\$ 2,133,544	\$ 2,133,544	\$ 696,715	32.7%
Other Taxes	4,930,000	4,930,000	66,456	1.3%
Charges for Services	1,075,350	1,075,350	577,472	53.7%
Use of Money & Property	671,200	671,200	370,940	55.3%
Miscellaneous	7,150	7,150	33,715	471.5%
Transfers In	521,021	521,021	260,508	50.0%
<b>Total Revenues</b>	<b>9,338,265</b>	<b>9,338,265</b>	<b>2,005,807</b>	<b>21.5%</b>
<b>Expenditures:</b>				
35010 Parks & Comm Svcs - Admin	\$ 496,229	\$ 496,229	\$ 213,539	43.0%
35210 Park Maintenance - General	3,362,922	3,382,114	1,541,804	45.6%
35211 Contract Park Maintenance	485,131	485,131	165,314	34.1%
35212 Park Ranger Program	379,377	379,377	154,380	40.7%
35213 Golf Course Program	271,857	271,857	144,093	53.0%
35214 Parks Projects	205,777	205,777	96,150	46.7%
35310 Senior Program	564,102	564,102	250,650	44.4%
35311 Community Services	188,893	176,098	95,137	54.0%
35312 Community Events	82,767	82,767	78,758	95.2%
35313 Conf & Rec Cntr	486,736	486,736	242,958	49.9%
35314 Conf & Rec Cntr - Banquet	342,162	342,162	159,660	46.7%
35315 Recreation Programs	1,333,706	1,333,706	636,921	47.8%
35317 July 4th Celebration	134,054	134,054	60,637	45.2%
35318 Sports Programs	666,855	654,060	282,896	43.3%
35319 Towngate Community Center	67,503	67,503	30,762	45.6%
95011 Non-Dept Zone A Parks	-	-	84,448	
<b>Total Expenditures</b>	<b>9,068,071</b>	<b>9,061,673</b>	<b>4,238,107</b>	<b>46.8%</b>
<b>Net Change or Adopted Use of Fund Balance</b>	<b>\$ 270,194</b>	<b>\$ 276,592</b>	<b>\$ (2,232,300)</b>	

## Electric Utility

The Moreno Valley Utility (MVU) manages the operation, maintenance and business planning of the City's electric utility. MVU's basic purpose is to purchase and distribute electricity to customers in newly developed areas of the City. The City began serving new customers in February 2004, and now serves more than 5,600 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 2015/16 Adopted Budget	FY 2015/16 Amended Budget	Actuals as of 12/31/2015 (unaudited)	% of Amended Budget
<b>Revenues:</b>				
Charges for Services	\$ 27,153,398	\$ 27,153,398	\$ 16,523,396	60.9%
Use of Money & Property	80,500	80,500	23,315	29.0%
Miscellaneous	81,721	81,721	137,642	168.4%
<b>Total Revenues</b>	<b>27,315,619</b>	<b>27,315,619</b>	<b>16,684,352</b>	<b>61.1%</b>
<b>Expenditures:</b>				
45510 Electric Utility - General	\$ 18,809,614	\$ 18,809,614	\$ 8,824,511	46.9%
45511 Public Purpose Program	2,740,147	2,837,842	700,474	24.7%
Taxable Lease Rev Bonds	1,831,700	1,831,700	987,602	53.9%
<b>Total Expenditures</b>	<b>23,381,461</b>	<b>23,479,156</b>	<b>10,846,524</b>	<b>46.2%</b>
<b>Net Change or Adopted Use of Fund Balance</b>	<b>\$ 3,934,158</b>	<b>\$ 3,836,463</b>	<b>\$ 5,837,829</b>	

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

## SUMMARY

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

Although the City has experienced positive results in some areas through FY 2014/15 and through the mid-year of FY 2015/16, the City should remain cautiously optimistic 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, as well as examining the reserve fund balances held by the City.

RESOLUTION NO. 2016-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, CALIFORNIA, ADOPTING THE REVISED BUDGET FOR FISCAL YEARS 2015/16 – 2016/17

WHEREAS, the City Council approved the Operating Budget for the City for Fiscal Years 2015/16 – 2016/17, 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 Manager has heretofore submitted to the City Council proposed amendments to the Budgets for the City for Fiscal Years 2015/16 – 2016/17, 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 Budgets contain estimates of the services, activities and projects comprising the budget, and contain expenditure requirements and the resources available to the City; and

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

WHEREAS, the amended 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 Budgets, as shown on Exhibits A and B to this Resolution and as on file in the Office of the City Clerk, and as may have been amended by the City Council, is hereby approved and adopted as part of the Budgets of the City of Moreno Valley for Fiscal Years 2015/16 – 2016/17.
2. The Proposed Amendments to Position Control included within the staff report and contained in the Position Control Roster attached as Attachment 6 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 Position Control of the City of Moreno Valley for Fiscal Years 2015/16 – 2016/17.

3. The amounts of proposed expenditures, which may 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 3<sup>rd</sup> day of May, 2016.

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Mayor

ATTEST:

---

City Clerk

APPROVED AS TO FORM:

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City Attorney

**RESOLUTION JURAT**

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

I, Leslie Keane, Interim City Clerk of the City of Moreno Valley, California, do hereby certify that Resolution No. 2016-27 was duly and regularly adopted by the City Council of the City of Moreno Valley at a regular meeting thereof held on the 3rd day of May, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(Council Members, Mayor Pro Tem and Mayor)

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CITY CLERK

(SEAL)

CITY OF MORENO VALLEY  
GENERAL FUND  
FY 2015/16 Proposed Amendments

EXHIBIT A

Department	Fund	Account Description	GL Account	FY 2015/16 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
Public Works - Special Districts	1010	Transfers Out	1010-99-99-91010-905014	\$ 217,724	\$ (1,796)	\$ 215,928	Decrease Gen. Fund contribution to be consistent with Engineer's Report for LMD 2014-02
<b>TOTAL EXPENSES</b>					<b>\$ (1,796)</b>		

CITY OF MORENO VALLEY  
GENERAL FUND  
FY 2016/17 Proposed Amendments

EXHIBIT A

Department	Fund	Account Description	GL Account	FY 2016/17 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
<b>TOTAL EXPENSES</b>					<b>\$ -</b>		

CITY OF MORENO VALLEY  
NON - GENERAL FUND  
FY 2015/16 Proposed Amendments

EXHIBIT B

Department	Fund	Account Description	GL Account	FY 2015/16 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
Financial & Management Svcs	2017	Rebates-Energy Efficiency	2017-99-99-92017-580080	\$ -	\$ 21,400	\$ 21,400	To account for revenue received to date
Public Works	2050	Special Taxes	2050-70-79-25722-404000	40,000	(12,500)	27,500	Decrease parcel charge revenue based on applied fixed charges.
Public Works	3000	Transfer In	3000-99-99-93000-802910	-	155,000	155	Additional funds are needed for the Corporate Yard project to cover the unanticipated increase in costs associated with utility service connection fees, shopdrawing/plan check fees, and construction support fees.
Public Works	3005	Transfers in - from DIF - FIRE	3005-99-99-93005-802903	15,500	161,000	176,500	This project included the renovation of Fire Station No. 48 to improve accessibility and energy efficiency, and to modernize facilities. The project also converted the existing open dormitory into five separate sleeping quarters, each accommodating two persons, for a total capacity of 10 beds. Renovation of the existing bathroom was completed to comply with current Americans with Disabilities Act (ADA) standards.
Public Works	5012	Parcel Fees	5012-70-79-25703-500800	958,200	(17,000)	941,200	Decrease parcel charge revenue based on applied fixed charges.
Public Works	5013	Parcel Fees	5013-70-79-25705-500800	397,900	(14,800)	383,100	Decrease parcel charge revenue based on applied fixed charges.
Public Works	5014	Parcel Fees	5014-70-79-25721-500800	2,074,897	(23,500)	2,051,397	Decrease parcel charge revenue based on applied fixed charges.
Public Works	5014	Transfer In	5014-99-99-95014-801010	217,724	(1,796)	215,928	Decrease GF contribution to be consistent with Engineer's Report for LMD 2014-02
Public Works	5110	Advanced Energy Fees	5110-70-79-25703-501100	163,700	(113,700)	50,000	Decrease Advanced Energy Fees. Projects have not started development.
Public Works	5110	Other Fees	5110-70-79-25703-509000	-	20,000	20,000	Increase revenue for reimbursements from cities participating in CASL
Public Works	5111	Parcel Fees	5111-70-79-25704-500800	1,218,000	(33,600)	1,184,400	Decrease parcel charge revenue based on applied fixed charges.
Public Works	5112	Parcel Fees	5112-70-79-25719-500800	167,300	(10,300)	157,000	Decrease parcel charge revenue based on applied fixed charges.
<b>TOTAL REVENUES</b>					<b>\$ 130,204</b>		
Public Works	2001	CIP Other	2001-70-77-80001-720199	\$ 7,171,650	\$ 70,000	\$ 7,241,650	The new appropriation of \$70,000 is for the design and construction costs for two Alessandro Boulevard "City of Moreno Valley" entry monument signs.
Public Works	2006	Salaries, Reimbursable (In/Out)	2006-70-79-25701-611510	(809,483)	(14,200)	(823,683)	Salaries Reimbursable reallocated across multiple funds.
Public Works	2050	Salaries, Reimbursable (In/Out)	2050-70-79-25722-611510	1,603	100	1,603	Salaries Reimbursable reallocated across multiple funds.
Parks & Community Services	2202	ISF - TS Oper	2202-50-58-75312-690118	6,256	(6,256)	-	Reduction of ISF charges per grant requirements.
Public Works	2903	Transfers to FIRE SERVICES CAP FUND	2903-99-95-92903-903005	15,500	161,000	176,500	This project included the renovation of Fire Station No. 48 to improve accessibility and energy efficiency, and to modernize facilities. The project also converted the existing open dormitory into five separate sleeping quarters, each accommodating two persons, for a total capacity of 10 beds. Renovation of the existing bathroom was completed to comply with current Americans with Disabilities Act (ADA) standards.
Public Works	2910	Transfer Out	2910-99-95-92910-903000	-	155,000	155,000	For the Corporate Yard project to cover the unanticipated increase in costs associated with utility service connection fees, shopdrawing/plan check fees, and construction support fees. Additional costs were also incurred for Fire Department review and approval of shop drawings for fire water supply, solar power panel installation, and design consultant support for engineering and architectural services during construction.
Public Works	3000	CIP Other	3000-70-77-80003-720199	2,475,088	155,000	2,630,088	For the Corporate Yard project to cover the unanticipated increase in costs associated with utility service connection fees, shopdrawing/plan check fees, and construction support fees. Additional costs were also incurred for Fire Department review and approval of shop drawings for fire water supply, solar power panel installation, and design consultant support for engineering and architectural services during construction.
Public Works	3005	CIP Other	3005-70-77-80003-720199	45,642	55,000	100,642	This project included the renovation of Fire Station No. 48 to improve accessibility and energy efficiency, and to modernize facilities. The project also converted the existing open dormitory into five separate sleeping quarters, each accommodating two persons, for a total capacity of 10 beds. Renovation of the existing bathroom was completed to comply with current Americans with Disabilities Act (ADA) standards.
Public Works	3411	CIP Other	3411-70-77-80001-720199	7,183,614	(627,000)	6,556,614	Construction costs for the Nason Street Improvement project were lower than estimated resulting in budget savings. This action re-appropriates funds to the Citywide Annual Pavement Resurfacing project.
Public Works	3411	CIP Other	3411-70-77-80001-720199	7,183,614	627,000	7,810,614	Construction costs for the Nason Street Improvement project were lower than estimated resulting in budget savings. This action re-appropriates funds to the Citywide Annual Pavement Resurfacing project.
Parks & Community Services	5011	Oper Mtrls - Grounds	5011-50-57-35213-630316	7,200	25,000	32,200	Complete replacement of drain at Golf Course due to current flooding, and concerns about El Nino damage.
Parks & Community Services	5011	ISF - TS Oper	5011-50-55-35010-690118	23,632	6,256	29,888	Reduction of ISF charges per grant requirements.
Public Works	5013	Salaries, Reimbursable (In/Out)	5013-70-79-25705-611510	21,391	500	21,891	Salaries Reimbursable reallocated across multiple funds.
Public Works	5013	Maint & Repair - Bldg & Ground	5013-70-79-25714-620910	303,300	(117,000)	186,300	Maintenance responsibility of flood control facilities has not transferred to City as of 12/31/15
Public Works	5013	Utilities - Water	5013-70-79-25714-621030	30,800	(20,800)	10,000	Decreased for maintenance responsibility not assumed yet for Line F
Public Works	5013	Utilities - Water	5013-70-79-25713-621030	37,700	2,000	39,700	Increase in water costs related to turf rebate program and drought.
Public Works	5014	Salaries, Reimbursable (In/Out)	5014-70-79-25721-611510	393,850	7,000	400,850	Salaries Reimbursable reallocated across multiple funds.
Public Works	5014	Postage - Mail	5014-70-79-25721-630110	4,644	5,000	9,644	Increase legal, engineering and advertising costs for landscape maintenance RFP and ballots
Public Works	5014	Marketing Svcs - Advertising	5014-70-79-25721-620610	372	500	872	Increase legal, engineering and advertising costs for landscape maintenance RFP and ballots
Public Works	5014	Professional Svcs - Legal Svcs	5014-70-79-25721-620230	200	4,000	4,200	Increase legal, engineering and advertising costs for landscape maintenance RFP and ballots
Public Works	5014	Professional Svcs - Other	5014-70-79-25721-620299	38,329	4,700	43,029	Increase legal, engineering and advertising costs for landscape maintenance RFP and ballots
Public Works	5014	Maint & Repair - Bldg & Ground	5014-70-79-25721-620910	1,485,225	(31,900)	1,453,325	Maintenance responsibility of flood control facilities has not transferred to City as of 12/31/15
Public Works	5014	Maint & Repair - Improvements	5014-70-79-25721-620920	14,700	6,800	21,500	Unanticipated irrigation line expenses
Public Works	5014	Utilities - Water	5014-70-79-25721-621030	456,400	7,100	463,500	Increase in water costs related to turf rebate program and drought.
Public Works	5111	Salaries, Reimbursable (In/Out)	5111-70-79-25704-611510	193,937	5,900	199,837	Salaries Reimbursable reallocated across multiple funds.
Public Works	5111	Professional Svcs - Other	5111-70-79-25704-620299	170,400	(130,400)	40,000	Decrease professional services; will not be transitioning Zone D to LMD this FY
Public Works	5111	Maint & Repair - Improvements	5111-70-79-25704-620920	600	7,900	8,500	Additional lighting responsibilities in Zone D and repairs related to Traffic Collision
Public Works	5111	Utilities - Water	5111-70-79-25704-621030	270,300	13,600	283,900	Increase in water costs related to turf rebate program and drought.
Public Works	5112	Salaries, Reimbursable (In/Out)	5112-70-79-25719-611510	16,720	500	17,220	Salaries Reimbursable reallocated across multiple funds.
Public Works	5112	Utilities - Water	5112-70-79-25719-621030	67,500	3,400	70,900	Increase in water costs related to turf rebate program and drought.
Parks & Community Services	5113	Oper Mtrls - Improvements	5113-50-57-35216-630332	14,000	45,000	59,000	For upgrading the Calsense Irrigation Controllers at Celebration, TownGate II and Shadow Mt. Parks.
Public Works	5114	Salaries, Reimbursable (In/Out)	5114-70-79-25720-611510	4,258	200	4,458	Salaries Reimbursable reallocated across multiple funds.
<b>TOTAL EXPENSES</b>					<b>\$ 420,900</b>		



RESOLUTION NO. CSD 2016-11

A RESOLUTION OF THE MORENO VALLEY COMMUNITY SERVICES DISTRICT OF THE CITY OF MORENO VALLEY, CALIFORNIA, ADOPTING THE REVISED BUDGET FOR FISCAL YEARS 2015/16 – 2016/17

WHEREAS, the President and Board Members of the Moreno Valley Community Services District approved the Operating Budgets for the District for Fiscal Years 2015/16 – 2016/17, 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 City Manager has heretofore submitted to the President and Board Members of the Moreno Valley Community Services District proposed amendments to the Budgets for the District for Fiscal Years 2015/16 – 2016/17, 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 Revised Budget contains estimates of the services, activities and projects comprising the budget, and contains expenditure requirements and the resources available to the Community Services District; and

WHEREAS, the said Proposed Revised Budget contains the estimates of uses of fund balance as required to stabilize the delivery of City services; and

WHEREAS, the President and Board of Directors have made such revisions to the Proposed Revised Operating Budget as so desired; and

WHEREAS, the Proposed Revised Budget, 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 Budgets, as shown on Exhibits A and B 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 part of the Budgets of the Moreno Valley Community Services District for the Fiscal Years 2015/16 – 2016/17.
2. The amounts of proposed expenditures, which may 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.

3. Within fifteen (15) days after the adoption of this Resolution, the City Clerk shall certify to the adoption hereof and, as so certified, cause a copy to be posted in at least three (3) public places within the City.

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

APPROVED AND ADOPTED this 3<sup>rd</sup> day of May, 2016.

\_\_\_\_\_  
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, Leslie Keane, Interim Secretary of the Moreno Valley Community Services District, Moreno Valley, California do hereby certify that Resolution No. CSD 2016-11 was duly and regularly adopted by the Board of Directors of the Moreno Valley Community Services District at a regular meeting held on the 3<sup>rd</sup> day of May, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(Boardmembers, Vice-President and President)

\_\_\_\_\_  
SECRETARY

(SEAL)

City of Moreno Valley  
FY 2015/16 - 2016/17  
City Position Summary

Position Title	FY	FY	FY	FY	FY	FY	FY	FY	FY
	2010/11	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16	2015/16	2016/17
	No.	No.	No.	No.	Adj.	No.	Adj.	No.	Adj.
Accountant I	2	2	2	2	-	2	(1)	1	-
Accountant II	-	-	-	-	1	1	-	1	-
Accounting Asst	5	3	3	3	-	3	-	3	-
Accounting Technician	4	4	4	3	-	3	(1)	2	-
Accounts Payable Supervisor	1	1	1	1	-	1	-	1	-
Administrative Asst	5	5	5	8	(1)	7	1	8	-
Administrative Services Dir	1	1	1	1	-	1	-	1	-
After School Prog Coordinator	4	-	-	-	-	-	-	-	-
After School Prog Specialist	8	-	-	-	-	-	-	-	-
After School Prog Supervisor	1	-	-	-	-	-	-	-	-
Animal Care Technician	4	4	4	4	-	4	1	5	-
Animal Control Officer	7	7	7	7	-	7	-	7	-
Animal Rescue Coordinator	-	-	-	-	-	-	1	1	-
Animal Services Asst	2	2	2	2	-	2	2	4	-
Animal Svcs Dispatcher	2	1	1	2	-	2	(1)	1	-
Animal Svcs Division Manager	1	1	1	1	-	1	-	1	-
Animal Svcs Field Supervisor	1	1	1	1	-	1	-	1	-
Animal Svcs License Inspector	1	1	1	1	-	1	-	1	-
Animal Svcs Office Supervisor	1	1	1	1	-	1	-	1	-
Applications & DB Admin	1	1	1	1	-	1	-	1	-
Applications Analyst	1	1	1	1	-	1	-	1	-
Assistant City Attorney	-	-	-	-	-	-	1	1	-
Assistant City Clerk	-	-	-	-	-	-	-	-	-
Assoc Environmental Engineer	1	1	1	1	-	1	-	1	-
Associate Engineer	6	5	5	5	-	5	(1)	4	-
Associate Planner	4	4	4	4	-	4	-	4	-
Asst Buyer	2	2	2	2	-	2	-	2	-
Asst City Manager	1	1	1	1	-	1	-	1	-
Asst Crossing Guard Spvr	1	1	1	1	-	1	-	1	-
Asst Network Administrator	1	1	1	1	-	1	-	1	-
Asst to the City Manager	1	1	1	1	-	1	(1)	-	-
Asst. Applications Analyst	-	-	-	-	-	-	-	-	-
Banquet Facility Rep	1	1	1	1	-	1	-	1	-
Budget Officer	1	-	1	-	-	-	-	-	-
Building & Neighborhood Services Div Mgr	-	-	-	1	-	1	(1)	-	-
Building Safety Supervisor	-	-	-	-	-	-	1	1	-
Building Div Mgr / Official	1	1	1	-	-	-	-	-	-
Building Inspector I I	4	4	4	4	-	4	-	4	-
Business License Liaison	-	-	-	-	-	-	1	1	-
Bus. Support & Neigh Prog Admin	1	1	1	-	-	-	-	-	-
Cable TV Producer	2	2	2	2	-	2	-	2	-
Chief Financial Officer/City Treas	1	1	1	1	-	1	-	1	-
Child Care Asst	5	5	5	4	-	4	-	4	-
Child Care Instructor I I	5	5	5	4	-	4	-	4	-
Child Care Program Manager	1	1	1	1	-	1	-	1	-
Child Care Site Supervisor	5	5	5	4	-	4	-	4	-
City Attorney	1	1	1	1	-	1	-	1	-
City Clerk	1	1	1	1	-	1	-	1	-
City Manager	1	1	1	1	-	1	-	1	-
Code & Neigh Svcs Official	1	1	1	-	-	-	-	-	-
Code Compliance Field Sup.	-	-	-	1	-	1	-	1	-
Code Compliance Officer I/I I	5	5	5	6	-	6	-	6	-
Code Supervisor	-	-	-	-	-	-	-	-	-
Comm & Economic Dev Director	1	1	1	1	(1)	-	-	-	-
Community Dev Director	1	-	-	-	1	1	-	1	-
Community Svcs Supervisor	1	1	1	1	-	1	-	1	-
Construction Inspector	4	5	5	5	-	5	-	5	-
Crossing Guard	35	35	35	35	-	35	-	35	-
Crossing Guard Supervisor	1	1	1	1	-	1	-	1	-
Customer Service Asst	1	1	1	-	-	-	-	-	-
Dep PW Dir /Asst City Engineer	1	1	1	1	-	1	-	1	-
Deputy City Attorney I I I	2	2	2	-	1	1	(1)	-	-
Deputy City Clerk	1	1	1	1	-	1	-	1	-
Deputy City Manager	-	-	-	-	-	-	-	-	-
Dep. Comm & Economic Dev Director	-	-	-	-	-	-	-	-	-
Development Svcs Coordinator	1	1	-	-	-	-	-	-	-
Economic Dev Director	-	-	-	-	1	1	-	1	-
Economic Dev Mgr	-	-	-	-	-	-	1	1	-
Electric Utility Division Mgr	1	1	1	1	-	1	-	1	-
Electric Utility Program Coord	1	1	1	1	-	1	-	1	-
Emerg Mgmt & Vol Svc Prog Spec	2	1	1	1	-	1	-	1	-

City of Moreno Valley  
FY 2015/16 - 2016/17  
City Position Summary

Position Title	FY	FY	FY	FY	FY	FY	FY	FY	FY
	2010/11	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16	2015/16	2016/17
	No.	No.	No.	No.	Adj.	No.	Adj.	No.	Adj.
Emerg Mgmt & Vol Svcs Prog Mgr	1	1	1	1	-	1	-	1	-
Engineering Division Manager	1	1	1	1	-	1	-	1	-
Engineering Technician I I	1	1	1	1	-	1	-	1	-
Enterprise Systems Admin	1	1	1	1	-	1	-	1	-
Environmental Analyst	1	1	1	1	-	1	-	1	-
Equipment Operator	4	4	4	4	-	4	-	4	-
Exec Asst to Mayor / City Council	1	1	1	1	-	1	-	1	-
Exec. Assistant to the City Manager	-	-	-	-	-	-	-	-	-
Executive Asst I	7	7	9	9	-	9	-	9	-
Executive Asst I I	1	1	1	1	-	1	-	1	-
Facilities Maint Mechanic	1	1	1	1	-	1	-	1	-
Facilities Maint Worker	3	3	3	3	(1)	2	1	3	-
Facilities Maintenance Spvr	1	-	-	-	-	-	-	-	-
Financial Analyst	-	-	-	-	-	-	1	1	-
Financial Operations Div Mgr	1	1	1	1	-	1	-	1	-
Financial Resources Div Mgr	-	-	-	1	-	1	-	1	-
Fire Inspector I	-	-	-	2	-	2	(2)	-	-
Fire Inspector I I	2	2	2	2	(1)	1	(1)	-	-
Fire Marshall	1	1	1	1	(1)	-	-	-	-
Fire Safety Specialist	1	1	1	2	(1)	1	(1)	-	-
Fleet Supervisor	-	-	-	-	-	-	1	1	-
GIS Administrator	1	1	1	1	(1)	-	-	-	-
GIS Specialist	1	1	1	1	-	1	-	1	-
GIS Technician	1	1	-	-	1	1	-	1	-
Housing Program Coordinator	1	1	1	1	-	1	-	1	-
Housing Program Specialist	3	3	3	-	-	-	-	-	-
Human Resources Analyst	1	1	1	1	-	1	-	1	-
Human Resources Technician	2	1	-	-	-	-	-	-	-
Info Technology Technician	2	2	2	2	-	2	-	2	-
Landscape Development Coord	1	1	-	-	-	-	-	-	-
Landscape Irrigation Tech	1	1	1	1	-	1	-	1	-
Landscape Svcs Inspector	7	5	3	2	-	2	-	2	-
Landscape Svcs Supervisor	-	-	-	-	1	1	-	1	-
Lead Animal Care Technician	1	1	1	1	-	1	-	1	-
Lead Facilities Maint Worker	-	-	-	-	1	1	-	1	-
Lead Maintenance Worker	3	3	3	3	-	3	1	4	-
Lead Parks Maint Worker	5	5	5	5	-	5	1	6	-
Lead Traffic Sign/Marking Tech	2	2	2	2	-	2	-	2	-
Lead Vehicle / Equip Tech	1	1	1	1	-	1	(1)	-	-
Legal Secretary	1	1	1	1	-	1	(1)	-	-
Lib Serv Div Mgr	1	1	1	-	-	-	-	-	-
Librarian	4	4	4	-	-	-	-	-	-
Library Asst	13	13	13	-	-	-	-	-	-
Library Circulation Supervisor	1	1	1	-	-	-	-	-	-
Maint & Operations Div Mgr	1	1	1	1	-	1	-	1	-
Maintenance Worker I	-	-	-	7	(7)	-	-	-	-
Maintenance Worker II	1	1	1	1	(1)	-	-	-	-
Maintenance Worker I/II	12	12	12	12	6	18	-	18	-
Management Aide	-	-	-	-	1	1	1	2	-
Management Analyst	11	11	14	12	(1)	11	(1)	10	-
Management Asst	3	3	3	4	1	5	(1)	4	-
Media & Production Supervisor	1	1	1	1	-	1	-	1	-
Network Administrator	1	1	1	1	-	1	-	1	-
Office Asst	1	1	1	1	(1)	-	-	-	-
Paralegal	-	-	-	-	-	-	1	1	-
Park Ranger	3	3	3	3	-	3	-	3	-
Parking Control Officer	2	2	2	2	-	2	-	2	-
Parks & Comm Svcs Director	1	1	1	1	-	1	-	1	-
Parks & Comm Svcs Div Mgr	-	-	1	1	-	1	-	1	-
Parks Maint Division Manager	1	1	-	-	-	-	-	-	-
Parks Maint Supervisor	2	2	2	2	-	2	-	2	-
Parks Maint Worker	13	13	13	13	-	13	(1)	12	-
Parks Projects Coordinator	1	1	1	1	-	1	-	1	-
Payroll Supervisor	1	1	1	1	-	1	-	1	-
Permit Technician	6	6	6	5	-	5	-	5	-
Planning Commissioner	7	7	7	7	-	7	-	7	-
Planning Div Mgr / Official	1	1	1	1	-	1	-	1	-
Principal Accountant	1	1	1	1	-	1	-	1	-
Public Information/Intergovernmental Relations Officer	-	-	-	-	-	-	1	1	-
Purch & Facilities Div Mgr	1	1	1	1	-	1	-	1	-
PW Director / City Engineer	1	1	1	1	-	1	-	1	-

City of Moreno Valley  
FY 2015/16 - 2016/17  
City Position Summary

Position Title	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY
	2010/11	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16	2015/16	2016/17	2016/17
	No.	No.	No.	No.	Adj.	No.	Adj.	No.	Adj.	No.
PW Program Manager	-	-	-	-	-	-	-	-	-	-
Recreation Program Coord	2	2	1	1	-	1	1	2	-	2
Recreation Program Leader	7	7	7	7	-	7	-	7	-	7
Recreation Supervisor	-	-	1	1	-	1	(1)	-	-	-
Recycling Specialist	-	-	-	1	-	1	-	1	-	1
Resource Analyst	-	-	-	-	-	-	-	-	-	-
Risk Division Manager	1	1	-	-	-	-	-	-	-	-
Security Guard	3	2	2	2	-	2	-	2	-	2
Spec Dist Budg & Accting Spvr	1	-	-	-	-	-	-	-	-	-
Spec Districts Div Mgr	1	1	1	1	-	1	-	1	-	1
Special Districts Prog Mgr	1	1	1	1	-	1	(1)	-	-	-
Sr Accountant	1	1	1	1	-	1	1	2	-	2
Sr Administrative Asst	19	14	16	14	3	17	-	17	-	17
Sr Applications Analyst	-	-	-	-	1	1	-	1	-	1
Sr Citizens Center Coord	1	1	1	1	-	1	-	1	-	1
Sr Code Compliance Officer	1	-	-	-	-	-	-	-	-	-
Sr Customer Service Asst	3	3	3	3	-	3	-	3	-	3
Sr Deputy Clerk	-	-	-	-	-	-	-	-	-	-
Sr Electrical Engineer	1	1	1	1	-	1	-	1	-	1
Sr Engineer, P.E.	11	9	9	9	-	9	(2)	7	-	7
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	2	2	(1)	1	(1)	-	-	-
Sr GIS Analyst	1	1	1	1	-	1	-	1	-	1
Sr Graphics Designer	1	1	1	1	-	1	-	1	-	1
Sr Human Resources Analyst	1	1	1	1	-	1	-	1	-	1
Sr IT Technician	-	-	-	-	-	-	-	-	-	-
Sr Landscape Svcs Inspector	1	1	1	1	(1)	-	-	-	-	-
Sr Management Analyst	2	2	2	2	1	3	1	4	-	4
Sr Office Asst	6	5	5	4	(1)	3	-	3	-	3
Sr Park Ranger	1	-	-	-	-	-	-	-	-	-
Sr Parking Control Officer	1	1	1	1	-	1	-	1	-	1
Sr Parks Maint Technician	1	1	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	1	1	1	1	-	1	-	1	-	1
Sr Traffic Engineer	1	1	1	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	-	1
Street Maintenance Supervisor	2	2	2	2	-	2	-	2	-	2
Sustainability & Intergovernmental Prog Mgr	-	-	-	1	-	1	(1)	-	-	-
Technology Services Div Mgr	1	1	1	1	-	1	-	1	-	1
Telecomm Engineer / Admin	1	1	1	1	-	1	-	1	-	1
Telecomm Technician	1	1	1	1	-	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 II	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	1	-	1	(1)	-	-	-
Vehicle / Equipment Technician	2	2	2	3	-	3	-	3	-	3
<b>Total</b>	<b>411</b>	<b>376</b>	<b>378</b>	<b>360</b>	<b>-</b>	<b>360</b>	<b>(4)</b>	<b>356</b>	<b>-</b>	<b>356</b>

\* Excludes City Council Members and temporary positions

**CLASS SPECIFICATION**  
**Public Information & Intergovernmental Relations Officer**

**GENERAL PURPOSE**

Under direction of the Assistant City Manager, this position will plan, manage and coordinate the City's public information and intergovernmental relations programs; to include the programs of public relations, employee communications, community relations and government relations; represent the City's interests with various government agencies and officials; act as the City's spokesperson; write and edit City publications; interact with citizens, elected officials, and other individuals and groups; work with minimal supervision; and perform related duties as assigned. This position may, if needed, supervise other personnel.

**DISTINGUISHING CHARACTERISTICS**

The Public Information & Intergovernmental Relations Officer manages the City's public information and intergovernmental programs; works with City Council on intergovernmental issues and developing legislative priorities and platforms, serves as City representative in various groups involving interaction with other governmental jurisdictions, and consistently performs high level and complex analytical assignments that have great impact to the City, including proposed state and federal legislation.

**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. Develops, implements, and coordinates a comprehensive communications program for the City which identifies audiences, messages, communications tools and evaluation measures.
2. Synthesizes City-wide vision, mission, strategic goals and key issues into messages for internal and external dissemination. Coordinates communication activities to foster understanding among the public and City employees of City-wide vision, strategic priorities, program goals and services.
3. Maintains a strong working relationship with business and community leadership and community organizations.
4. Prepares and distributes a wide variety of public information regarding City business and issues including news releases, public service announcements, newsletters, articles, special presentations and related materials.

5. Works with the City Council on intergovernmental issues and developing annual legislative priorities and platforms; establishes appropriate mediums to communicate and inform elected officials of relevant issues.
6. Reviews, researches and analyzes proposed state and federal legislation affecting the City; facilitates the review of technical/programmatic information by City departments; monitors regional agency activities as needed and provides reports on these activities to the City Manager.
7. Coordinates the preparation of communication on activities associated with the intergovernmental relations program and responses to intergovernmental requests for information; assists with representing the City's interests with other government entities; assists in the legislative process by monitoring hearings and drafting testimony to be presented before legislative committees; meets with individual legislators and their staffs to advocate the City's position.
8. Serves as City representative in various projects, committees and programs involving interaction with other governmental jurisdictions; acts as the City's liaison with the League of California Cities staff; monitors contracts for state and/or federal level advocates.

#### **OTHER DUTIES**

1. May provide work direction and guidance to office support staff.
2. Performs a variety of special projects as assigned.
3. Represents the City or department on committees and in a variety of meetings and other functions applicable to areas of responsibility; may attend and give testimony before the City Council.

#### **QUALIFICATIONS**

Knowledge of:

- Techniques and methods used in development and evaluation of communications
- Interviewing techniques, communications, media services and resources
- Proper English, grammar, and spelling
- Mass communication media, including traditional, emerging, digital, e-mail, social media and live streaming
- Public administration and governmental operations
- Strategy development principles and procedures
- Applicable local, state and federal laws, codes, rules, and regulations
- Program development and administration principles and practices
- Public relations principles



**Ability to:**

- Effectively plan, develop, and implement the public relations, community relations and government relations needs of the City
- Prioritize and assign work
- Manage projects
- Manage multiple priorities simultaneously
- Speak in public, communicate effectively, orally and in writing; present conclusions and recommendations clearly and logically
- Analyze and develop policies and procedures
- Ensure compliance with applicable federal, state, and local laws, codes, rules and regulations
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Prepare and administer budgets
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, legislators and their staffs, regional partners, etc. to sufficiently exchange or convey information and to receive work direction
- Maintain files, records and documentation
- Exercise independent judgment and initiative within established guidelines

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major coursework in public or business administration, communications, public relations or a closely related field; and at least five years of progressively responsible professional experience performing public information journalism, public relations, or related field, or equivalent administrative or practical experience which would demonstrate exposure to and utilization of required skills, knowledge and abilities in performing job related duties and responsibilities. Experience working in or closely with governmental agencies is preferred. Outstanding writing ability is a key to success in this position.

**Licenses; Certificates; Special Requirements:**

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

**PHYSICAL AND MENTAL DEMANDS**

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

**Physical Demands**

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

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

**Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skill; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of management, employees, 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.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet.

## FIRST AMENDMENT TO AGREEMENT

The First Amendment to Agreement is by and between the CITY OF MORENO VALLEY, a municipal corporation, hereinafter referred to as “City,” and AppleOne Employment Services, a corporation, hereinafter referred to as “Consultant.” This First Amendment to Agreement is made and entered into effective on the date the City signs this Amendment.

### RECITALS:

Whereas, the City and Consultant entered into an Agreement entitled “AGREEMENT FOR ON-SITE AND/OR PROFESSIONAL SERVICES,” hereinafter referred to as “Agreement,” dated November 12, 2015.

Whereas, the Consultant is providing professional temporary employment services.

### SECTION 1 AMENDMENT TO ORIGINAL AGREEMENT:

1.1 The Agreement termination date of June 30, 2016 will not be extended by this Amendment.

1.2 Exhibit “B” to the Agreement is hereby amended by adding to the scope of work section described in “Exhibit A – First Amendment,” entitled “Amended Scope of Work.”

1.3 Exhibit “D” to the Agreement is hereby further amended by adding to the cost proposal section thereof described in “Exhibit A – First Amendment,” entitled “Amended Scope of Work.”

1.4 The City agrees to pay the Consultant and the Consultant agrees to receive a “Not-to-Exceed” fee of \$140,000, as set forth in the above-referenced Cost Summary, in consideration of the Consultant’s performance of the work set forth in “Exhibit A – First Amendment.”

1.5 The total "Not-to-Exceed" fee for this contract is \$140,000 (\$50,000 for the original Agreement plus \$90,000 for the First Amendment to Agreement).

## SECTION 2

2.1 Except as otherwise specifically provided in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

**SIGNATURE PAGE TO FOLLOW**

IN WITNESS HEREOF, the parties have each caused their authorized representative to execute this Agreement.

City of Moreno Valley

AppleOne Employment Services

By: \_\_\_\_\_

By: \_\_\_\_\_

City Manager

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(President of Vice President)

Date: \_\_\_\_\_

INTERNAL USE ONLY

APPROVED AS TO FORM:

By: \_\_\_\_\_

\_\_\_\_\_

City Attorney

Title: \_\_\_\_\_

\_\_\_\_\_

Date

(Corporate Secretary)

Date: \_\_\_\_\_

RECOMMENDED FOR APPROVAL:

\_\_\_\_\_

Department Head

\_\_\_\_\_

Date

Attachments: Exhibit A – First Amendment