

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, CALIFORNIA, ADOPTING THE REVISED OPERATING AND CAPITAL BUDGETS FOR FISCAL YEARS 2023/24 AND 2024/25

WHEREAS, the City Council approved the Operating and Capital Budgets for the City for Fiscal Years 2023/24 and 2024/25, 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 Years 2023/24 and 2024/25, 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 City Manager may authorize submittal of grant applications and is also authorized to accept grant awards on behalf of the City as further described in the Grants Administrative Procedure; and

WHEREAS, it is the intent to ensure that maximum efficiency and savings are realized in the procurement of the annual technology maintenance agreements, the City Manager is authorized to approve such agreements as long as budget was previously appropriated by the City Council and approved by the City Attorney; and

WHEREAS, it is the intent to ensure that maximum efficiency and savings are realized in the procurement of the annual legal services agreements, the City Manager is authorized to approve such agreements as long as budget was previously appropriated by the City Council and approved by the City Attorney; and

WHEREAS, it is the intent to ensure that maximum efficiency and savings are realized in the procurement of the Moreno Valley Utility purchase power agreements, the City Manager is authorized to approve such agreements as long as budget was previously appropriated by the City Council and approved by the City Attorney; and

WHEREAS, it is the intent to ensure that maximum efficiency and savings are realized in the procurement of annual temporary staffing service agreements, the City Manager is authorized to approve such agreements as long as budget was previously appropriated by the City Council and approved by the City Attorney; and

WHEREAS, it is the intent to ensure that maximum efficiency and savings are realized in the procurement of facility furniture purchases, the City Manager is authorized to approve such agreements as long as budget was previously appropriated by the City Council and approved by the City Attorney; and

WHEREAS, it is the intent to ensure that maximum efficiency and savings are realized in the procurement of annual advertisement and marketing materials/services, the City Manager is authorized to approve such agreements as long as budget was previously appropriated by the City Council and approved by the City Attorney; 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, attached as Exhibit A 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 Years 2023/24 and 2024/25.
2. The Proposed Amendments to the City Position Summary, included as Exhibit B to this Resolution, 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 Years 2023/24 and 2024/25.
3. The Proposed Amendments to the Career Positions Salary Schedule, included as Exhibit C to this Resolution, 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 Career Positions Salary Schedule of the City of Moreno Valley for Fiscal Years 2023/24 and 2024/25.
4. The Fund Balance and Financial Reserves Policy, as Exhibit D to this Resolution is hereby amended.

5. The Procurement Administrative Procedure, as Exhibit E to this Resolution is hereby amended.
6. Within fifteen (15) days after the adoption of this Resolution, the City Clerk shall certify to the adoption hereof and, as so certified, cause a copy to be posted in at least three (3) public places within the City.

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

APPROVED AND ADOPTED this 19th day of November, 2024.

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

ATTEST:

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

APPROVED AS TO FORM:

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

**RESOLUTION JURAT**

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

I, M. Patricia Rodriguez, CMC, Acting City Clerk of the City of Moreno Valley, California, do hereby certify that Resolution No. 2024-XX was duly and regularly adopted by the City Council of the City of Moreno Valley at a regular meeting thereof held on the 19th day of November, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

(Council Members, Mayor Pro Tem and Mayor)

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ACTING CITY CLERK

(SEAL)

**CITY OF MORENO VALLEY  
GENERAL FUND  
FY 2024/25 Proposed Amendments**

Department	Fund	Account Description	General Ledger Account	Project	Fiscal Year 2024/25 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
Financial & Management Services	1010	Transfers in - from ZONE "E" EXT LDSC FUND	1010-99-99-91010-805013		\$ 3,903,873	\$ (374,706)	\$ 3,529,167	Budget true-up
Non-Department	1010	Property Tax in Lieu-VLF	1010-99-99-91010-401060		28,100,000	2,077,972	30,177,972	Budget true-up
Public Works	1010	Administrative Charges	1010-99-99-91010-585020		17,977	115	18,092	Budget true-up
<b>REVENUE TOTAL</b>					<b>\$ 32,021,850</b>	<b>\$ 1,703,381</b>	<b>\$ 33,725,231</b>	

Department	Fund	Account Description	General Ledger Account	Project	Fiscal Year 2024/25 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
City Manager	1010	CIP Materials	1010-70-76-80010-720142	808 0042-1010-99	\$ -	\$ 800,000	\$ 800,000	Projected expenses
Human Resources	1010	Professional Svcs - Other	1010-18-21-18020-620299		98,000	402,000	500,000	Projected expenses
Financial & Management Services	1010	Transfers to LMD 2014-02	1010-99-99-91010-905014		210,000	14,922	224,922	Budget true-up
Financial & Management Services	1010	Transfers to LMD 2014-02	1010-99-99-91010-905014		210,000	18,147	228,147	Budget true-up
<b>EXPENSE TOTAL</b>					<b>\$ 518,000</b>	<b>\$ 1,235,069</b>	<b>\$ 1,753,069</b>	

**CITY OF MORENO VALLEY  
NON-GENERAL FUND  
FY 2024/2025 Proposed Amendments**

Department	Fund	Account Description	General Ledger Account	Project	Fiscal Year 2024/25 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
City Manager	2512	Fed Grant-Operating Revenue	2512-30-39-80010-485000	810 0027-2512-98	\$ -	\$ 220,267	\$ 220,267	Projected revenues
City Manager	2512	Fed Grant-Operating Revenue	2512-16-92-72612-485000	GR CDBG CV 19-ADMIN-GRANT ADMIN	-	165,907	165,907	Projected revenues
Financial & Management Services	2008	Transfers in - from ZONE "E" EXT LDSC FUND	2008-99-99-92008-805013		38,047	243	38,290	Budget true-up
Financial & Management Services	2050	Special Taxes	2050-30-79-25722-404000		600,000	278,146	878,146	Budget true-up
Financial & Management Services	5012	Parcel Fees	5012-30-79-25703-500800		999,000	9,153	1,008,153	Budget true-up
Financial & Management Services	5013	Parcel Fees	5013-30-79-25705-500800		194,000	33,492	227,492	Budget true-up
Financial & Management Services	5014	Parcel Fees	5014-30-79-25721-500800		2,557,753	86,959	2,644,712	Budget true-up
Financial & Management Services	5014	Transfers in - from GENERAL FUND	5014-99-99-95014-801010		210,000	14,922	224,922	Budget true-up
Financial & Management Services	5014	Transfers in - from GENERAL FUND	5014-99-99-95014-801010		210,000	18,147	228,147	Budget true-up
Financial & Management Services	5110	Special Taxes	5110-30-79-25703-404000		433,700	7,804	441,504	Budget true-up
Financial & Management Services	5111	Parcel Fees	5111-30-79-25704-500800		1,200,000	35,311	1,235,311	Budget true-up
Financial & Management Services	5112	Transfers in - from CFD No. 2014-01	5112-99-99-95112-802050		15,000	645	15,645	Budget true-up
Financial & Management Services	5113	Transfers in - from ZONE "E" EXT LDSC FUND	5113-99-99-95113-805013		34,465	2,047	36,512	Budget true-up
Financial & Management Services	5114	Parcel Fees	5114-30-79-25720-500800		70,000	6,631	76,631	Budget true-up
Non-Department	7220	Transfers in - within categ TECHNOLOGY REPLACEMENT RESERVE	7220-99-99-97220-827230		200,000	36,795	236,795	Projected revenues
Non-Department	7510	Replacement Charge Revenue	7510-99-97-88190-585000		107,235	968,000	1,075,235	Budget true-up
Parks & Community Services	2350	State Grant-Operating Revenue	2350-50-92-75021-486000		-	1,000,000	1,000,000	Projected revenues
Parks & Community Services	5011	Special Taxes	5011-99-99-95011-404000		5,024,390	258,510	5,282,900	Projected revenues
Parks & Community Services	5016	Special Taxes	5016-99-99-95016-404000		170,000	143,745	313,745	Projected revenues
Public Works	2008	Parcel Fees	2008-99-99-92008-500800		764,679	\$ 212,689	977,368	Projected revenues
Public Works	2010	Parcel Fees	2010-70-29-25804-500800		84,969	4,613	89,582	Projected revenues
Public Works	6010	Interest Income - Investments	6010-70-80-45510-460010		275,000	2,000,000	2,275,000	Projected revenues
Public Works	6010	MVU Large General Service - TOU	6010-70-80-45510-562442		16,056,812	2,500,000	18,556,812	Projected revenues
Public Works	6010	MVU Residential - Sch A	6010-70-80-45510-560440		13,756,640	2,000,000	15,756,640	Projected revenues
<b>REVENUE TOTAL</b>					<b>\$ 43,001,690</b>	<b>\$ 10,004,026</b>	<b>\$ 53,005,716</b>	

City Manager	2512	CIP Equipment	2512-30-39-80010-720140	810 0027-2512-99	\$ -	\$ 220,267	\$ 220,267	Projected expenses
City Manager	2512	Professional Svcs - Other	2512-16-92-72612-620299	GR CDBG CV 19-ADMIN-GRANT ADMIN	-	165,907	165,907	Projected expenses
Financial & Management Services	2050	Transfers to ZONE "M" MEDIAN FUND	2050-99-99-92050-905112		15,000	645	15,645	Budget true-up
Financial & Management Services	5013	Transfers to CFD#1	5013-99-99-95013-905113		34,465	2,047	36,512	Budget true-up
Financial & Management Services	5013	Transfers to GENERAL FUND	5013-99-99-95013-901010		17,977	115	18,092	Budget true-up
Financial & Management Services	5013	Transfers to STORM WATER MANAGEMENT	5013-99-99-95013-902008		38,047	243	38,290	Budget true-up
Human Resources	7010	Insurance - General	7010-18-21-14020-650110		1,800,000	1,600,000	3,400,000	Projected expenses
Non-Department	7230	Transfers to - within cat TECHNOLOGY SERVICES ASSET FUND	7230-99-99-97230-927220		200,000	36,795	236,795	Projected expenses
Parks & Community Services	2300	Contractual Svcs - Other	2300-50-92-75021-625099		1,000,000	(1,000,000)	-	Projected expenses
Parks & Community Services	2350	Contractual Svcs - Other	2350-50-92-75021-625099		-	1,000,000	1,000,000	Projected expenses
Parks & Community Services	5011	Contractual Svcs - Other	5011-50-58-35324-625099		-	70,000	70,000	Projected expenses
Parks & Community Services	5011	Maint & Repair - Bldg & Ground	5011-50-57-35210-620910		70,000	350,000	420,000	Projected expenses
Parks & Community Services	5113	Maint & Repair - Bldg & Ground	5113-50-57-35216-620910		239,000	260,277	499,277	Projected expenses
Public Works	2001	Maint & Repair - Bldg & Ground	2001-70-78-45315-620910		45,000	193,830	238,830	Projected expenses
Public Works	2001	Contractual Svcs - Other	2001-70-77-45230-625099		5,000	120,000	125,000	Projected expenses
Public Works	3000	CIP Other	3000-70-40-80003-720199	803 0053-3000-99	10,407,579	250,000	10,657,579	Projected expenses
Public Works	3000	Transfers in - from FACILITIES REPLACEMENT RESERVE	3000-99-99-93000-807330		2,985,000	250,000	3,235,000	Projected expenses
Public Works	6010	Resource Adequacy	6010-70-80-45510-710146		1,500,000	6,500,000	8,000,000	Projected expenses
Public Works	6010	Admin Chrg - GF - Cost Alloc	6010-70-80-45510-692010		1,031,289	(374,706)	656,583	Budget true-up
Public Works	6010	Benefits - Group Life Insurance	6010-70-80-45510-612140		5,250	574	5,824	Budget true-up
Public Works	6010	Benefits - ST/LT Disability	6010-70-80-45510-612145		11,280	1,204	12,484	Budget true-up
Public Works	6010	Benefits - Annuity	6010-70-80-45510-612160		16,332	1,511	17,843	Budget true-up

**CITY OF MORENO VALLEY  
NON-GENERAL FUND  
FY 2024/2025 Proposed Amendments**

Department	Fund	Account Description	General Ledger Account	Project	Fiscal Year 2024/25 Amended Budget	Proposed Amendment	Revised Budget	Description - Proposed Adjustment
Public Works	6010	Benefits - Medicare	6010-70-80-45510-612130		19,401	2,009	21,410	Budget true-up
Public Works	6010	Benefits - Addl % Mgmt Pkg	6010-70-80-45510-612150		15,066	2,407	17,473	Budget true-up
Public Works	6010	Benefits - Bank	6010-70-80-45510-612120		114,202	13,440	127,642	Budget true-up
Public Works	6010	Benefits - PERS & ERPD Def Comp	6010-70-80-45510-612110		488,083	49,785	537,868	Budget true-up
Public Works	6010	Salaries-Regular	6010-70-80-45510-611110		1,234,750	122,728	1,357,478	Budget true-up
Public Works	6011	CIP Other	6011-70-80-80005-720199	805 0080-6011-99	27,318,943	5,400,000	32,718,943	Projected expenses
Public Works	6011	CIP Other	6011-70-80-80005-720199	805 0081-6011-99	27,318,943	700,000	28,018,943	Projected expenses
Public Works	6011	CIP Other	6011-70-80-80005-720199	805 0082-6011-99	27,318,943	300,000	27,618,943	Projected expenses
Public Works	6011	CIP Other	6011-70-80-80005-720199	805 0083-6011-99	27,318,943	721,000	28,039,943	Projected expenses
Public Works	7330	Transfers to FACILITY CONST FUND	7330-99-99-97330-903000		2,985,000	250,000	3,235,000	Projected expenses
<b>EXPENSE TOTAL</b>					<b>\$ 133,553,493</b>	<b>\$ 17,210,078</b>	<b>\$ 150,763,571</b>	

**CITY OF MORENO VALLEY  
GENERAL FUND  
FY 2023/24 Ratification Amendments**

Department	Fund	Account Description	General Ledger Account	Project	Amendment	Description - Ratification
Community Development	1010	Parking Cntrl Penalties - Disabled Person (DP) Placard/Plate	1010-20-26-20110-440080		\$ (58,000)	Reallocation of budget
Community Development	1010	Parking Control Fees	1010-20-26-20110-501020		58,000	Reallocation of budget
<b>REVENUE TOTAL</b>					-	
Police	1010	Agency Svcs - Cnty - Cont Mile	1010-60-65-40010-620328		(20,000)	Reallocation of budget
Police	1010	Agency Svcs - Cnty - Cont Mile	1010-60-66-40110-620328		30,000	Reallocation of budget
Police	1010	Agency Svcs - Cnty - Cont Mile	1010-60-67-40210-620328		(10,000)	Reallocation of budget
Police	1010	Agency Svcs - Cnty - Cont Mile	1010-60-68-40310-620328		30,000	Reallocation of budget
Police	1010	Agency Svcs - Cnty - Cont Mile	1010-60-69-40410-620328		(30,000)	Reallocation of budget
<b>EXPENSE TOTAL</b>					\$ -	

**CITY OF MORENO VALLEY  
NON-GENERAL FUND  
FY 2023/24 Ratification Amendments**

Department	Fund	Account Description	General Ledger Account	Project	Amendment	Description - Ratification
Parks & Community Services	5011	P & R Advertising Sales	5011-50-55-35010-507320		\$ 32,500	Budget true-up
Parks & Community Services	5011	P & R Advertising Sales	5011-50-58-35311-507320		(19,200)	Budget true-up
Parks & Community Services	5011	Donations	5011-50-58-35311-580200		(13,300)	Budget true-up
Police	2410	State Grant-Operating Revenue	2410-60-69-76012-486000		252,511	Allocate SLESA budget
<b>REVENUE TOTAL</b>					\$ 252,511	
Parks & Community Services	3016	CIP Other	3016-50-57-80007-720199	807 0004 50 57-99	\$ 252,561	Reallocation of budget
Parks & Community Services	3016	CIP Other	3016-50-57-80007-720199	807 0045-99	(252,561)	Reallocation of budget
Parks & Community Services	5011	Salaries-Regular	5011-50-58-35311-611110		(16,516)	Budget true-up
Parks & Community Services	5011	Salaries-Regular	5011-50-58-35313-611110		16,516	Budget true-up
Police	2410	Agency Svcs - Cnty	2410-60-69-76012-620320		252,511	Allocate SLESA budget
Public Works	3000	CIP Other	3000-70-40-80003-720199	803 0064	(160,000)	Reallocation of budget
Public Works	3000	CIP Other	3000-70-40-80003-720199	803 0065-99	160,000	Reallocation of budget
Public Works	3008	CIP Other	3008-70-77-80001-720199	801 0101-3008-99	750,000	Reallocation of budget
Public Works	3008	CIP Other	3008-70-77-80001-720199	801 0096-3008-99	(750,000)	Reallocation of budget
<b>EXPENSE TOTAL</b>					\$ 252,511	

**CITY OF MORENO VALLEY  
GENERAL FUND  
FY 2024/25 Ratification Amendments**

Department	Fund	Account Description	General Ledger Account	Project	Amendment	Description - Ratification
Community Development	1010	Parking Cntrl Penalties - Disabled Person (DP) Placard/Plate	1010-20-26-20110-440080		\$ (33,000)	Reallocation of budget
Community Development	1010	Parking Control Fees	1010-20-26-20110-501020		33,000	Reallocation of budget
<b>REVENUE TOTAL</b>					\$ -	
Financial & Management Services	1010	Salaries-Benefits	1010-30-35-25111-6XXXXX		\$ (549,624)	Reallocation of budget
Financial & Management Services	1010	Salaries-Benefits	1010-30-93-25111-6XXXXX		549,624	Reallocation of budget
<b>EXPENSE TOTAL</b>					\$ -	

**CITY OF MORENO VALLEY  
NON-GENERAL FUND  
FY 2024/25 Ratification Amendments**

Department	Fund	Account Description	General Ledger Account	Project	Amendment	Description - Ratification
Community Development	2300	State Grant-Operating Revenue	2300-20-38-73312-486000		\$ 75,200	Snipember Spay/Neuter Grant
Community Development	2300	State Grant-Operating Revenue	2300-20-38-73312-486000		(75,200)	<del>Snipember Spay/Neuter Grant</del>
Community Development	2300	State Grant-Operating Revenue	2300-20-38-73312-486000	GR C4AA SNIP 24-VET - C4AA SNIPTEMBER 24 GRANT	75,200	Snipember Spay/Neuter Grant
Community Development	4016	Other Grant-Operating Revenue	4016-20-38-18211-489000	GR GMO-VET Grey Muzzle Organization Grant - Veterinary Services	15,000	Grey Muzzle Organization Grant
Financial & Management Services	2300	State Grant-Operating Revenue	2300-30-34-72208-486000	GL OWR4 - SB 1383 Local Assistance Grant - Cycle 4	547,390.00	SB 1383 Grant
Parks & Community Services	5011	P & R Advertising Sales	5011-50-55-35010-507320		32,500	Budget True-up
Parks & Community Services	5011	P & R Advertising Sales	5011-50-58-35311-507320		(19,200)	Budget True-up
Parks & Community Services	5011	Donations	5011-50-58-35311-580200		(13,300)	Budget True-up
<b>REVENUE TOTAL</b>					\$ 637,590	

**CITY OF MORENO VALLEY  
NON-GENERAL FUND  
FY 2024/25 Ratification Amendments**

Department	Fund	Account Description	General Ledger Account	Project	Amendment	Description - Ratification
Community Development	2300	Professional Svcs - Veterinary Svcs	2300-20-38-73312-620250		\$ 75,200	Sniptember Spay/Neuter Grant
Community Development	2300	Professional Svcs - Veterinary Svcs	2300-20-38-73312-620250		(75,200)	Sniptember Spay/Neuter Grant
Community Development	2300	Professional Svcs - Veterinary Svcs	2300-20-38-73312-620250	GR C4AA SNIP 24-VET - C4AA SNIPTMBER 24 GRANT	75,200	Sniptember Spay/Neuter Grant
Community Development	4016	Professional Svcs - Veterinary Svcs	4016-20-38-18211-620250	GR GMO-VET Grey Muzzle Organization Grant , Veterinary Services	15,000	Grey Muzzle Organization Grant
Financial & Management Services	2300	Salaries-Regular - Other	2300-30-34-72208-611199	GL OWR4 - SB 1383 Local Assistance Grant - Cycle 4	30,000	SB 1383 Grant
Financial & Management Services	2300	Contractual Svcs - Other	2300-30-34-72208-625099	GL OWR4 - SB 1383 Local Assistance Grant - Cycle 4	517,390	SB 1383 Grant
Parks & Community Services	5011	Salaries-Regular	5011-50-58-35312-611110		(89,147)	Reallocation of budget
Parks & Community Services	5011	Salaries-Regular	5011-50-58-35318-611110		(47,833)	Reallocation of budget
Parks & Community Services	5011	Salaries-Regular - Other	5011-50-58-35318-611199		(3,072)	Reallocation of budget
Parks & Community Services	5011	Benefits - Other	5011-50-58-35318-612199		(1,904)	Reallocation of budget
Parks & Community Services	5011	Salaries-Regular	5011-50-59-35312-611110		89,147	Reallocation of budget
Parks & Community Services	5011	Salaries-Regular	5011-50-59-35318-611110		47,833	Reallocation of budget
Parks & Community Services	5011	Salaries-Regular - Other	5011-50-59-35318-611199		3,072	Reallocation of budget
Parks & Community Services	5011	Benefits - Other	5011-50-59-35318-612199		1,904	Reallocation of budget
Parks & Community Services	5011	Salaries-Regular	5011-50-58-35311-611110		(17,434)	Budget True-up
Parks & Community Services	5011	Salaries-Regular	5011-50-58-35313-611110		17,434	Budget True-up
<b>EXPENSE TOTAL</b>					<b>\$ 637,590</b>	



City of Moreno Valley  
 FY 2023/24 - 2024/25  
 City Position Summary

Position Title	Adopted Qtrly					
	FY	FY	FY	FY	FY	FY
	2022/23 No.	2023/24 Adj.	2023/24 Adj.	2023/24 No.	2024/25 Adj.	2024/25 No.
Accountant I	1	-	-	1	-	1
Accountant II	1	-	-	1	-	1
Accounting Assistant	3	(1)	-	2	-	2
Accounting Technician	1	-	-	1	-	1
Accounts Payable Supervisor	1	-	-	1	-	1
Administrative Assistant	7	3	-	10	-	10
Animal Care Technician	5	-	-	5	-	5
Animal Care Technician Supervisor	1	-	-	1	-	1
Animal Control Officer	6	-	-	6	-	6
Animal Rescue Coordinator	1	-	-	1	-	1
Animal Services Assistant	4	-	-	4	-	4
Animal Services Dispatcher	1	-	-	1	-	1
Animal Services Division Manager	1	-	-	1	-	1
Animal Services Field Supervisor	1	-	-	1	-	1
Animal Services License Inspector	1	-	-	1	-	1
Animal Services Office Supervisor	1	-	-	1	-	1
Applications & Database Administrator	1	-	-	1	-	1
Applications Analyst	1	1	-	2	-	2
Assistant City Manager (Administration)	1	-	-	1	-	1
Assistant City Manager (Development)	1	-	-	1	-	1
Assistant to the City Manager	1	-	-	1	-	1
Assistant Crossing Guard Supervisor	1	-	-	1	-	1
Assistant Engineer	2	-	-	2	-	2
Assistant Network Administrator	1	-	-	1	-	1
Associate Engineer I	2	-	-	2	-	2
Associate Engineer II	3	-	-	3	-	3
Associate Planner	4	-	-	4	-	4
Audio Visual Technician	2	-	-	2	-	2
Banquet Facility Representative	1	-	-	1	-	1
Building Division Manager/Official	1	-	-	1	-	1
Building Inspector II	4	(1)	-	3	-	3
Building Safety Supervisor	1	-	-	1	-	1
Business License Liaison	1	-	-	1	-	1
Chief Financial Officer	-	1	-	1	-	1
Child Care Assistant	4	-	-	4	-	4
Child Care Instructor II	4	-	-	4	-	4
Child Care Program Manager	1	-	-	1	-	1
Child Care Site Supervisor	4	-	-	4	-	4
City Manager	1	-	-	1	-	1
Community Development Director	1	-	-	1	-	1
Community Enhancement Division Manager	1	-	-	1	-	1
Community Enhancement Officer I	6	-	-	6	-	6
Community Enhancement Officer II	3	-	-	3	-	3
Community Enhancement Supervisor	1	-	-	1	-	1
Community Services Assistant Coordinator	4	-	-	4	-	4
Community Services Coordinator	4	-	-	4	-	4
Community Services Division Manager	-	1	-	1	-	1
Community Services Superintendent	1	(1)	-	-	-	-
Community Services Supervisor	4	-	-	4	-	4
Construction Inspector	2	-	-	2	-	2
Construction Inspector Supervisor	1	-	-	1	-	1
Crossing Guard	35	-	-	35	-	35
Crossing Guard Supervisor	1	-	-	1	-	1
Customer Service Manager	-	1	-	1	-	1
Deputy City Clerk	1	-	-	1	-	1
Deputy City Manager	1	-	-	1	-	1
Deputy Compliance Director	-	1	-	1	-	1
Deputy Finance Director	1	-	-	1	-	1
Economic Development Division Manager	2	-	-	2	-	2
Economic Development & Housing Director	-	1	-	1	-	1
Electric Utility Assistant Manager	-	-	1	1	-	1
Electric Utility Chief Engineer	1	-	(1)	-	-	-

City of Moreno Valley  
 FY 2023/24 - 2024/25  
 City Position Summary

Position Title	Adopted Qtrly					
	FY	FY	FY	FY	FY	FY
	2022/23	2023/24	2023/24	2023/24	2024/25	2024/25
No.	Adj.	Adj.	No.	Adj.	No.	
Electric Utility Division Manager	1	-	-	1	-	1
Electric Utility Program Coordinator	1	-	-	1	-	1
Emergency Management Coordinator	-	-	2	2	-	2
Emergency Management & Volunteer Services Program Manager	1	-	-	1	-	1
Emergency Management & Volunteer Services Program Specialist	1	-	(1)	-	-	-
Engineering Division Manager/Assistant City Engineer	1	-	-	1	-	1
Enterprise Systems Administrator	1	-	-	1	-	1
Equipment Operator	6	-	-	6	-	6
Executive Assistant I	5	-	-	5	-	5
Executive Assistant to Mayor/City Council	1	-	-	1	-	1
Facilities Maintenance Mechanic	1	-	-	1	-	1
Facilities Maintenance Worker	3	-	-	3	1	4
Financial Operations Division Manager	1	-	-	1	-	1
Financial Resources Division Manager	1	-	-	1	-	1
Fleet & Facilities Division Manager	-	1	-	1	-	1
Fleet & Facilities Maintenance Supervisor	1	-	-	1	-	1
GIS Administrator	1	-	-	1	-	1
GIS Applications Analyst	1	-	-	1	-	1
GIS Specialist	1	-	(1)	-	-	-
Grants Division Manager	1	-	-	1	-	1
Grants Program Manager	1	-	(1)	-	-	-
Human Resources Analyst	1	-	-	1	-	1
Human Resources Director	-	1	-	1	-	1
Human Resources Division Manager	1	-	-	1	-	1
Human Resources Technician	-	2	-	2	-	2
Information Technology Technician	2	-	-	2	-	2
Landscape Services Inspector	2	-	-	2	-	2
Lead Facilities Maintenance Worker	1	-	-	1	-	1
Lead Maintenance Worker	4	-	-	4	-	4
Lead Parks Maintenance Worker	7	-	-	7	-	7
Lead Traffic Sign/Marking Technician	2	-	-	2	-	2
Lead Vehicle/Equipment Technician	1	-	-	1	-	1
Maintenance & Operations Division Manager	1	-	-	1	-	1
Maintenance Worker I/II	27	-	-	27	-	27
Maintenance Worker/Work Release Coordinator	1	-	-	1	-	1
Management Aide	7	-	-	7	-	7
Management Analyst	8	(1)	-	7	-	7
Management Assistant	8	4	(2)	10	-	10
Manager of the Office of Mayor & City Council/City Clerk	1	-	-	1	-	1
Media & Communications Division Manager	1	-	-	1	-	1
Network Administrator	1	-	-	1	-	1
Network & Systems Specialist	1	-	-	1	-	1
Paralegal	1	-	-	1	-	1
Park Ranger	4	-	-	4	-	4
Parking Control Officer	2	-	-	2	-	2
Parks & Community Services Administration & Financial Services Division Manager	-	1	-	1	-	1
Parks & Community Services Deputy Director	1	(1)	-	-	-	-
Parks & Community Services Director	1	-	-	1	-	1
Parks & Landscape Services Division Manager	1	-	-	1	-	1
Parks Maintenance Supervisor	2	-	-	2	-	2
Parks Maintenance Worker	18	-	-	18	-	18
Parks Project Manager	1	-	-	1	-	1
Payroll Division Manager	-	-	1	1	-	1
Payroll Supervisor	1	-	(1)	-	-	-
Permit Technician	4	-	-	4	-	4
Planning Division Manager/Official	1	-	-	1	-	1
Power Supply Manager	-	-	1	1	-	1
Principal Accountant	1	-	-	1	-	1
Principal Engineer	2	-	-	2	-	2
Principal Engineer/City Traffic Engineer	1	-	-	1	-	1
Principal Planner	1	-	-	1	-	1
Program Analyst	-	-	1	1	-	1

City of Moreno Valley  
FY 2023/24 - 2024/25  
City Position Summary

Position Title	Adopted Qtrly					
	FY	FY	FY	FY	FY	FY
	2022/23	2023/24	2023/24	2023/24	2024/25	2024/25
No.	Adj.	Adj.	No.	Adj.	No.	
Public Information/Intergovernmental Relations Officer	1	-	-	1	-	1
Public Safety Contracts Administrator	1	-	-	1	-	1
Purchasing Division Manager	1	-	-	1	-	1
Public Works Director/City Engineer	1	-	-	1	-	1
Recycling Specialist	1	1	-	2	-	2
Registered Veterinary Technician	1	-	-	1	-	1
Resource Analyst	-	1	(1)	-	-	-
Security Guard	2	-	-	2	-	2
Senior Accountant	4	-	-	4	-	4
Senior Administrative Assistant	13	(1)	(1)	11	(1)	10
Senior Applications Analyst	1	1	-	2	-	2
Senior Building Inspector	-	1	-	1	-	1
Senior Community Enhancement Officer	2	-	-	2	-	2
Senior Construction Inspector	2	-	-	2	-	2
Senior Deputy City Clerk	1	-	-	1	-	1
Senior Electrical Engineer	1	-	-	1	-	1
Senior Engineer, P.E.	5	-	-	5	-	5
Senior Equipment Operator	1	-	-	1	-	1
Senior Graphics Designer	1	-	-	1	-	1
Senior Human Resources Analyst	1	-	-	1	-	1
Senior Landscape Services Inspector	1	-	-	1	-	1
Senior Management Analyst	13	3	1	17	-	17
Senior Office Assistant	3	-	-	3	-	3
Senior Parking Control Officer	1	-	-	1	-	1
Senior Parks Maintenance Technician	2	-	-	2	-	2
Senior Payroll Technician	1	-	-	1	-	1
Senior Permit Technician	3	-	-	3	-	3
Senior Planner	1	-	-	1	-	1
Senior Risk Analyst	-	1	-	1	-	1
Senior Telecommunications Technician	1	-	-	1	-	1
Senior Traffic Signal Technician	1	-	-	1	-	1
Special Districts Division Manager	1	-	-	1	-	1
Special Events & Facilities Division Manager	1	-	-	1	-	1
Storekeeper	1	1	-	2	-	2
Strategic Initiatives Manager	1	-	-	1	-	1
Street Maintenance Supervisor	2	-	-	2	-	2
Telecommunications Engineer/Administrator	1	-	-	1	-	1
Telecommunications Technician	1	-	1	2	-	2
Traffic Operations Supervisor	1	-	-	1	-	1
Traffic Signal Technician	2	-	-	2	-	2
Traffic Sign/Marking Technician I	1	-	-	1	-	1
Traffic Sign/Marking Technician II	2	-	-	2	-	2
Utility Finance Manager	-	1	-	1	-	1
Vehicle/Equipment Technician	3	-	-	3	-	3
<b>Total</b>	<b>381</b>	<b>22</b>	<b>(1)</b>	<b>402</b>	<b>-</b>	<b>402</b>

Note: Excludes City Council Members, Planning Commissioners and temporary positions.

Per Municipal Code 2.18.010, the Planning Commission shall consist of seven members who shall receive such compensation as may be established from time to time by resolution of the City Council.

**CITY OF MORENO VALLEY**

**SALARY SCALE - CAREER POSITIONS**

**EFFECTIVE 07/06/2024**

Exhibit C

TITLE	GRP	GRADE										
			A	B	C	D	E	F	G	H	I	
			5.0%		5.0%	5.0%	5.0%	5.0%	5.0%	2.5%	2.5%	
Accountant I	NE	C22	Annual	75,628.80	79,414.40	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	103,875.20	106,475.20
			Monthly	6,302.40	6,617.87	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,656.27	8,872.93
			Hourly	36.3600	38.1800	40.0900	42.0900	44.1900	46.4000	48.7200	49.9400	51.1900
Accountant II	PAM	C24	Annual	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	106,412.80	111,737.60	114,524.80	117,395.20
			Monthly	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,867.73	9,311.47	9,543.73	9,782.93
			Hourly	40.0900	42.0900	44.1900	46.4000	48.7200	51.1600	53.7200	55.0600	56.4400
Accounting Assistant	NE	C14	Annual	51,209.60	53,768.00	56,451.20	59,280.00	62,254.40	65,374.40	68,640.00	70,366.40	72,134.40
			Monthly	4,267.47	4,480.67	4,704.27	4,940.00	5,187.87	5,447.87	5,720.00	5,863.87	6,011.20
			Hourly	24.6200	25.8500	27.1400	28.5000	29.9300	31.4300	33.0000	33.8300	34.6800
Accounting Technician	NE	C17	Annual	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	75,670.40	79,456.00	81,452.80	83,491.20
			Monthly	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,305.87	6,621.33	6,787.73	6,957.60
			Hourly	28.5000	29.9300	31.4300	33.0000	34.6500	36.3800	38.2000	39.1600	40.1400
Accounts Payable Supervisor	NE	C22	Annual	75,628.80	79,414.40	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	103,875.20	106,475.20
			Monthly	6,302.40	6,617.87	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,656.27	8,872.93
			Hourly	36.3600	38.1800	40.0900	42.0900	44.1900	46.4000	48.7200	49.9400	51.1900
Administrative Assistant	NE	C16	Annual	56,451.20	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	75,670.40	77,563.20	79,497.60
			Monthly	4,704.27	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,305.87	6,463.60	6,624.80
			Hourly	27.1400	28.5000	29.9300	31.4300	33.0000	34.6500	36.3800	37.2900	38.2200
Animal Care Technician	NE	C11	Annual	44,241.60	46,446.40	48,776.00	51,209.60	53,768.00	56,451.20	59,280.00	60,756.80	62,275.20
			Monthly	3,686.80	3,870.53	4,064.67	4,267.47	4,480.67	4,704.27	4,940.00	5,063.07	5,189.60
			Hourly	21.2700	22.3300	23.4500	24.6200	25.8500	27.1400	28.5000	29.2100	29.9400
Animal Care Technician Supervisor	PAM	C21	Annual	72,051.20	75,649.60	79,435.20	83,408.00	87,588.80	91,977.60	96,574.40	98,987.20	101,462.40
			Monthly	6,004.27	6,304.13	6,619.60	6,950.67	7,299.07	7,664.80	8,047.87	8,248.93	8,455.20
			Hourly	34.6400	36.3700	38.1900	40.1000	42.1100	44.2200	46.4300	47.5900	48.7800
Animal Control Officer	NE	C15	Annual	53,768.00	56,451.20	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	73,881.60	75,732.80
			Monthly	4,480.67	4,704.27	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,156.80	6,311.07
			Hourly	25.8500	27.1400	28.5000	29.9300	31.4300	33.0000	34.6500	35.5200	36.4100
Animal Rescue Coordinator	NE	C11	Annual	44,241.60	46,446.40	48,776.00	51,209.60	53,768.00	56,451.20	59,280.00	60,756.80	62,275.20
			Monthly	3,686.80	3,870.53	4,064.67	4,267.47	4,480.67	4,704.27	4,940.00	5,063.07	5,189.60
			Hourly	21.2700	22.3300	23.4500	24.6200	25.8500	27.1400	28.5000	29.2100	29.9400
Animal Services Assistant	NE	C10	Annual	42,120.00	44,220.80	46,425.60	48,755.20	51,188.80	53,747.20	56,430.40	57,844.80	59,300.80
			Monthly	3,510.00	3,685.07	3,868.80	4,062.93	4,265.73	4,478.93	4,702.53	4,820.40	4,941.73
			Hourly	20.2500	21.2600	22.3200	23.4400	24.6100	25.8400	27.1300	27.8100	28.5100
Animal Services Dispatcher	NE	C10	Annual	42,120.00	44,220.80	46,425.60	48,755.20	51,188.80	53,747.20	56,430.40	57,844.80	59,300.80
			Monthly	3,510.00	3,685.07	3,868.80	4,062.93	4,265.73	4,478.93	4,702.53	4,820.40	4,941.73
			Hourly	20.2500	21.2600	22.3200	23.4400	24.6100	25.8400	27.1300	27.8100	28.5100
Animal Services Division Manager	DMG	C30	Annual	111,758.40	117,353.60	123,219.20	129,376.00	135,844.80	142,646.40	149,780.80	153,524.80	157,372.80
			Monthly	9,313.20	9,779.47	10,268.27	10,781.33	11,320.40	11,887.20	12,481.73	12,793.73	13,114.40
			Hourly	53.7300	56.4200	59.2400	62.2000	65.3100	68.5800	72.0100	73.8100	75.6600

**CITY OF MORENO VALLEY**

**SALARY SCALE - CAREER POSITIONS**

**EFFECTIVE 07/06/2024**

TITLE	GRP	GRADE										
			A	B	C	D	E	F	G	H	I	
			5.0%		5.0%	5.0%	5.0%	5.0%	5.0%	2.5%	2.5%	
Animal Services Field Supervisor	PAM	C22	Annual	75,628.80	79,414.40	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	103,875.20	106,475.20
			Monthly	6,302.40	6,617.87	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,656.27	8,872.93
			Hourly	36.3600	38.1800	40.0900	42.0900	44.1900	46.4000	48.7200	49.9400	51.1900
Animal Services License Inspector	NE	C11	Annual	44,241.60	46,446.40	48,776.00	51,209.60	53,768.00	56,451.20	59,280.00	60,756.80	62,275.20
			Monthly	3,686.80	3,870.53	4,064.67	4,267.47	4,480.67	4,704.27	4,940.00	5,063.07	5,189.60
			Hourly	21.2700	22.3300	23.4500	24.6200	25.8500	27.1400	28.5000	29.2100	29.9400
Animal Services Office Supervisor	PAM	C21	Annual	72,051.20	75,649.60	79,435.20	83,408.00	87,588.80	91,977.60	96,574.40	98,987.20	101,462.40
			Monthly	6,004.27	6,304.13	6,619.60	6,950.67	7,299.07	7,664.80	8,047.87	8,248.93	8,455.20
			Hourly	34.6400	36.3700	38.1900	40.1000	42.1100	44.2200	46.4300	47.5900	48.7800
Applications & Database Administrator	PAM	C29	Annual	106,412.80	111,737.60	117,332.80	123,198.40	129,355.20	135,824.00	142,625.60	146,182.40	149,843.20
			Monthly	8,867.73	9,311.47	9,777.73	10,266.53	10,779.60	11,318.67	11,885.47	12,181.87	12,486.93
			Hourly	51.1600	53.7200	56.4100	59.2300	62.1900	65.3000	68.5700	70.2800	72.0400
Applications Analyst	PAM	C25	Annual	87,568.00	91,956.80	96,553.60	101,379.20	106,454.40	111,779.20	117,374.40	120,307.20	123,323.20
			Monthly	7,297.33	7,663.07	8,046.13	8,448.27	8,871.20	9,314.93	9,781.20	10,025.60	10,276.93
			Hourly	42.1000	44.2100	46.4200	48.7400	51.1800	53.7400	56.4300	57.8400	59.2900
Assistant to the City Manager	PAM	C24	Annual	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	106,412.80	111,737.60	114,524.80	117,395.20
			Monthly	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,867.73	9,311.47	9,543.73	9,782.93
			Hourly	40.0900	42.0900	44.1900	46.4000	48.7200	51.1600	53.7200	55.0600	56.4400
Assistant Crossing Guard Supervisor	NE	C05	Annual	38,209.60	38,209.60	40,123.20	42,120.00	42,120.00	44,220.80	44,220.80	46,425.60	46,425.60
			Monthly	3,184.13	3,184.13	3,343.60	3,510.00	3,510.00	3,685.07	3,685.07	3,868.80	3,868.80
			Hourly	18.3700	19.2900	20.2500	20.2500	20.2500	21.2600	21.2600	22.3200	22.3200
Assistant Engineer	PAM	C25	Annual	87,568.00	91,956.80	96,553.60	101,379.20	106,454.40	111,779.20	117,374.40	120,307.20	123,323.20
			Monthly	7,297.33	7,663.07	8,046.13	8,448.27	8,871.20	9,314.93	9,781.20	10,025.60	10,276.93
			Hourly	42.1000	44.2100	46.4200	48.7400	51.1800	53.7400	56.4300	57.8400	59.2900
Assistant Network Administrator	PAM	C26	Annual	91,936.00	96,532.80	101,358.40	106,433.60	111,758.40	117,353.60	123,219.20	126,297.60	129,459.20
			Monthly	7,661.33	8,044.40	8,446.53	8,869.47	9,313.20	9,779.47	10,268.27	10,524.80	10,788.27
			Hourly	44.2000	46.4100	48.7300	51.1700	53.7300	56.4200	59.2400	60.7200	62.2400
Associate Engineer I	PAM	C28	Annual	101,358.40	106,433.60	111,758.40	117,353.60	123,219.20	129,376.00	135,844.80	139,235.20	142,708.80
			Monthly	8,446.53	8,869.47	9,313.20	9,779.47	10,268.27	10,781.33	11,320.40	11,602.93	11,892.40
			Hourly	48.7300	51.1700	53.7300	56.4200	59.2400	62.2000	65.3100	66.9400	68.6100
Associate Engineer II	PAM	C29	Annual	106,412.80	111,737.60	117,332.80	123,198.40	129,355.20	135,824.00	142,625.60	146,182.40	149,843.20
			Monthly	8,867.73	9,311.47	9,777.73	10,266.53	10,779.60	11,318.67	11,885.47	12,181.87	12,486.93
			Hourly	51.1600	53.7200	56.4100	59.2300	62.1900	65.3000	68.5700	70.2800	72.0400
Associate Planner	PAM	C25	Annual	87,568.00	91,956.80	96,553.60	101,379.20	106,454.40	111,779.20	117,374.40	120,307.20	123,323.20
			Monthly	7,297.33	7,663.07	8,046.13	8,448.27	8,871.20	9,314.93	9,781.20	10,025.60	10,276.93
			Hourly	42.1000	44.2100	46.4200	48.7400	51.1800	53.7400	56.4300	57.8400	59.2900
Audio Visual Technician	NE	C18	Annual	62,233.60	65,353.60	68,619.20	72,051.20	75,649.60	79,435.20	83,408.00	85,488.00	87,630.40
			Monthly	5,186.13	5,446.13	5,718.27	6,004.27	6,304.13	6,619.60	6,950.67	7,124.00	7,302.53
			Hourly	29.9200	31.4200	32.9900	34.6400	36.3700	38.1900	40.1000	41.1000	42.1300

**CITY OF MORENO VALLEY**

**SALARY SCALE - CAREER POSITIONS**

**EFFECTIVE 07/06/2024**

Exhibit C

TITLE	GRP	GRADE														
			A	B	C	D	E	F	G	H	I					
			5.0%		5.0%		5.0%		5.0%		5.0%		2.5%		2.5%	
Banquet Facility Representative	PAM	C19	Annual	65,332.80	68,598.40	72,030.40	75,628.80	79,414.40	83,387.20	87,547.20	89,731.20	91,977.60				
			Monthly	5,444.40	5,716.53	6,002.53	6,302.40	6,617.87	6,948.93	7,295.60	7,477.60	7,664.80				
			Hourly	31.4100	32.9800	34.6300	36.3600	38.1800	40.0900	42.0900	43.1400	44.2200				
Building Division Manager/Official	DMG	C34	Annual	145,745.60	153,025.60	160,680.00	168,708.80	177,153.60	186,014.40	195,312.00	200,200.00	205,212.80				
			Monthly	12,145.47	12,752.13	13,390.00	14,059.07	14,762.80	15,501.20	16,276.00	16,683.33	17,101.07				
			Hourly	70.0700	73.5700	77.2500	81.1100	85.1700	89.4300	93.9000	96.2500	98.6600				
Building Inspector II	NE	C24	Annual	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	106,412.80	111,737.60	114,524.80	117,395.20				
			Monthly	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,867.73	9,311.47	9,543.73	9,782.93				
			Hourly	40.0900	42.0900	44.1900	46.4000	48.7200	51.1600	53.7200	55.0600	56.4400				
Building Safety Supervisor	PAM	C27	Annual	96,532.80	101,358.40	106,433.60	111,758.40	117,353.60	123,219.20	129,376.00	132,620.80	135,928.00				
			Monthly	8,044.40	8,446.53	8,869.47	9,313.20	9,779.47	10,268.27	10,781.33	11,051.73	11,327.33				
			Hourly	46.4100	48.7300	51.1700	53.7300	56.4200	59.2400	62.2000	63.7600	65.3500				
Business License Liaison	NE	C16	Annual	56,451.20	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	75,670.40	77,563.20	79,497.60				
			Monthly	4,704.27	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,305.87	6,463.60	6,624.80				
			Hourly	27.1400	28.5000	29.9300	31.4300	33.0000	34.6500	36.3800	37.2900	38.2200				
Child Care Assistant	GRA	CC09	Annual	36,628.80	2,204.80	38,833.60	38,833.60	47,195.20	49,545.60	52,020.80	54,620.80	57,345.60				
			Monthly	3,052.40	183.73	3,236.13	3,236.13	3,932.93	4,128.80	4,335.07	4,551.73	4,778.80				
			Hourly	18.6700	19.6000	20.5800	21.6100	22.6900	23.8200	25.0100	26.2600	27.5700				
Child Care Instructor II	GRA	CC11	Annual	41,953.60	44,054.40	46,259.20	48,568.00	51,001.60	53,560.00	56,243.20	57,657.60	59,092.80				
			Monthly	3,496.13	3,671.20	3,854.93	4,047.33	4,250.13	4,463.33	4,686.93	4,804.80	4,924.40				
			Hourly	20.1700	21.1800	22.2400	23.3500	24.5200	25.7500	27.0400	27.7200	28.4100				
Child Care Program Manager	PAM	C19	Annual	65,332.80	68,598.40	72,030.40	75,628.80	79,414.40	83,387.20	87,547.20	89,731.20	91,977.60				
			Monthly	5,444.40	5,716.53	6,002.53	6,302.40	6,617.87	6,948.93	7,295.60	7,477.60	7,664.80				
			Hourly	31.4100	32.9800	34.6300	36.3600	38.1800	40.0900	42.0900	43.1400	44.2200				
Child Care Site Supervisor	GRA	C15	Annual	53,768.00	56,451.20	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	73,881.60	75,732.80				
			Monthly	4,480.67	4,704.27	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,156.80	6,311.07				
			Hourly	25.8500	27.1400	28.5000	29.9300	31.4300	33.0000	34.6500	35.5200	36.4100				
Community Enhancement Division Manager	DMG	C30	Annual	111,758.40	117,353.60	123,219.20	129,376.00	135,844.80	142,646.40	149,780.80	153,524.80	157,372.80				
			Monthly	9,313.20	9,779.47	10,268.27	10,781.33	11,320.40	11,887.20	12,481.73	12,793.73	13,114.40				
			Hourly	53.7300	56.4200	59.2400	62.2000	65.3100	68.5800	72.0100	73.8100	75.6600				
Community Enhancement Officer I	NE	C18	Annual	62,233.60	65,353.60	68,619.20	72,051.20	75,649.60	79,435.20	83,408.00	85,488.00	87,630.40				
			Monthly	5,186.13	5,446.13	5,718.27	6,004.27	6,304.13	6,619.60	6,950.67	7,124.00	7,302.53				
			Hourly	29.9200	31.4200	32.9900	34.6400	36.3700	38.1900	40.1000	41.1000	42.1300				
Community Enhancement Officer II	NE	C20	Annual	68,598.40	72,030.40	75,628.80	79,414.40	83,387.20	87,547.20	91,915.20	94,203.20	96,553.60				
			Monthly	5,716.53	6,002.53	6,302.40	6,617.87	6,948.93	7,295.60	7,659.60	7,850.27	8,046.13				
			Hourly	32.9800	34.6300	36.3600	38.1800	40.0900	42.0900	44.1900	45.2900	46.4200				
Community Enhancement Supervisor	PAM	C23	Annual	79,435.20	83,408.00	87,588.80	91,977.60	96,574.40	101,400.00	106,475.20	109,137.60	111,862.40				
			Monthly	6,619.60	6,950.67	7,299.07	7,664.80	8,047.87	8,450.00	8,872.93	9,094.80	9,321.87				
			Hourly	38.1900	40.1000	42.1100	44.2200	46.4300	48.7500	51.1900	52.4700	53.7800				

**CITY OF MORENO VALLEY**

**SALARY SCALE - CAREER POSITIONS**

**EFFECTIVE 07/06/2024**

TITLE	GRP	GRADE											
				A	B	C	D	E	F	G	H	I	
					5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	2.5%	2.5%
Community Services Assistant Coordinator	NE	C08	Annual	38,209.60	40,123.20	42,120.00	44,220.80	46,425.60	48,755.20	51,188.80	52,478.40	53,788.80	
			Monthly	3,184.13	3,343.60	3,510.00	3,685.07	3,868.80	4,062.93	4,265.73	4,373.20	4,482.40	
			Hourly	18.3700	19.2900	20.2500	21.2600	22.3200	23.4400	24.6100	25.2300	25.8600	
Community Services Coordinator	NE	C10	Annual	42,120.00	44,220.80	46,425.60	48,755.20	51,188.80	53,747.20	56,430.40	57,844.80	59,300.80	
			Monthly	3,510.00	3,685.07	3,868.80	4,062.93	4,265.73	4,478.93	4,702.53	4,820.40	4,941.73	
			Hourly	20.2500	21.2600	22.3200	23.4400	24.6100	25.8400	27.1300	27.8100	28.5100	
Community Services Division Manager	DMG	C30	Annual	111,758.40	117,353.60	123,219.20	129,376.00	135,844.80	142,646.40	149,780.80	153,524.80	157,372.80	
			Monthly	9,313.20	9,779.47	10,268.27	10,781.33	11,320.40	11,887.20	12,481.73	12,793.73	13,114.40	
			Hourly	53.7300	56.4200	59.2400	62.2000	65.3100	68.5800	72.0100	73.8100	75.6600	
Community Services Supervisor	PAM	C19	Annual	65,332.80	68,598.40	72,030.40	75,628.80	79,414.40	83,387.20	87,547.20	89,731.20	91,977.60	
			Monthly	5,444.40	5,716.53	6,002.53	6,302.40	6,617.87	6,948.93	7,295.60	7,477.60	7,664.80	
			Hourly	31.4100	32.9800	34.6300	36.3600	38.1800	40.0900	42.0900	43.1400	44.2200	
Construction Inspector	NE	C22	Annual	75,628.80	79,414.40	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	103,875.20	106,475.20	
			Monthly	6,302.40	6,617.87	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,656.27	8,872.93	
			Hourly	36.3600	38.1800	40.0900	42.0900	44.1900	46.4000	48.7200	49.9400	51.1900	
Construction Inspector Supervisor	PAM	C25	Annual	87,568.00	91,956.80	96,553.60	101,379.20	106,454.40	111,779.20	117,374.40	120,307.20	123,323.20	
			Monthly	7,297.33	7,663.07	8,046.13	8,448.27	8,871.20	9,314.93	9,781.20	10,025.60	10,276.93	
			Hourly	42.1000	44.2100	46.4200	48.7400	51.1800	53.7400	56.4300	57.8400	59.2900	
Crossing Guard Supervisor	NE	C07	Annual	38,209.60	40,123.20	42,120.00	44,220.80	46,425.60	48,755.20	51,188.80	52,478.40	53,788.80	
			Monthly	3,184.13	3,343.60	3,510.00	3,685.07	3,868.80	4,062.93	4,265.73	4,373.20	4,482.40	
			Hourly	18.3700	19.2900	20.2500	21.2600	22.3200	23.4400	24.6100	25.2300	25.8600	
Customer Service Manager	PAM	C26	Annual	91,936.00	96,532.80	101,358.40	106,433.60	111,758.40	117,353.60	123,219.20	126,297.60	129,459.20	
			Monthly	7,661.33	8,044.40	8,446.53	8,869.47	9,313.20	9,779.47	10,268.27	10,524.80	10,788.27	
			Hourly	44.2000	46.4100	48.7300	51.1700	53.7300	56.4200	59.2400	60.7200	62.2400	
Deputy City Clerk	NE	C17	Annual	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	75,670.40	79,456.00	81,452.80	83,491.20	
			Monthly	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,305.87	6,621.33	6,787.73	6,957.60	
			Hourly	28.5000	29.9300	31.4300	33.0000	34.6500	36.3800	38.2000	39.1600	40.1400	
Deputy City Manager	DMG	C30	Annual	111,758.40	117,353.60	123,219.20	129,376.00	135,844.80	142,646.40	149,780.80	153,524.80	157,372.80	
			Monthly	9,313.20	9,779.47	10,268.27	10,781.33	11,320.40	11,887.20	12,481.73	12,793.73	13,114.40	
			Hourly	53.7300	56.4200	59.2400	62.2000	65.3100	68.5800	72.0100	73.8100	75.6600	
Deputy Compliance Director	DMG	C35	Annual	153,046.40	160,700.80	168,729.60	177,174.40	186,035.20	195,332.80	205,108.80	210,246.40	215,508.80	
			Monthly	12,753.87	13,391.73	14,060.80	14,764.53	15,502.93	16,277.73	17,092.40	17,520.53	17,959.07	
			Hourly	73.5800	77.2600	81.1200	85.1800	89.4400	93.9100	98.6100	101.0800	103.6100	
Deputy Finance Director	DMG	C34	Annual	145,745.60	153,025.60	160,680.00	168,708.80	177,153.60	186,014.40	195,312.00	200,200.00	205,212.80	
			Monthly	12,145.47	12,752.13	13,390.00	14,059.07	14,762.80	15,501.20	16,276.00	16,683.33	17,101.07	
			Hourly	70.0700	73.5700	77.2500	81.1100	85.1700	89.4300	93.9000	96.2500	98.6600	
Economic Development Division Manager	DMG	C30	Annual	111,758.40	117,353.60	123,219.20	129,376.00	135,844.80	142,646.40	149,780.80	153,524.80	157,372.80	
			Monthly	9,313.20	9,779.47	10,268.27	10,781.33	11,320.40	11,887.20	12,481.73	12,793.73	13,114.40	
			Hourly	53.7300	56.4200	59.2400	62.2000	65.3100	68.5800	72.0100	73.8100	75.6600	

**CITY OF MORENO VALLEY**

**SALARY SCALE - CAREER POSITIONS**

**EFFECTIVE 07/06/2024**

Exhibit C

TITLE	GRP	GRADE										
			A	B	C	D	E	F	G	H	I	
			5.0%		5.0%	5.0%	5.0%	5.0%	5.0%	2.5%	2.5%	
Electric Utility Assistant Manager	PAM	C34	Annual	145,745.60	153,025.60	160,680.00	168,708.80	177,153.60	186,014.40	195,312.00	200,200.00	205,212.80
			Monthly	12,145.47	12,752.13	13,390.00	14,059.07	14,762.80	15,501.20	16,276.00	16,683.33	17,101.07
			Hourly	70.0700	73.5700	77.2500	81.1100	85.1700	89.4300	93.9000	96.2500	98.6600
Electric Utility Division Manager	DMG	C36	Annual	168,438.40	176,862.40	185,702.40	194,979.20	204,734.40	214,968.00	225,721.60	231,358.40	237,140.80
			Monthly	14,036.53	14,738.53	15,475.20	16,248.27	17,061.20	17,914.00	18,810.13	19,279.87	19,761.73
			Hourly	80.9800	85.0300	89.2800	93.7400	98.4300	103.3500	108.5200	111.2300	114.0100
Electric Utility Program Coordinator	PAM	C27	Annual	96,532.80	101,358.40	106,433.60	111,758.40	117,353.60	123,219.20	129,376.00	132,620.80	135,928.00
			Monthly	8,044.40	8,446.53	8,869.47	9,313.20	9,779.47	10,268.27	10,781.33	11,051.73	11,327.33
			Hourly	46.4100	48.7300	51.1700	53.7300	56.4200	59.2400	62.2000	63.7600	65.3500
Emergency Management Coordinator	PAM	C22	Annual	75,628.80	79,414.40	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	103,875.20	106,475.20
			Monthly	6,302.40	6,617.87	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,656.27	8,872.93
			Hourly	36.3600	38.1800	40.0900	42.0900	44.1900	46.4000	48.7200	49.9400	51.1900
Emergency Management & Volunteer Services Program Manager	DMG	C30	Annual	111,758.40	117,353.60	123,219.20	129,376.00	135,844.80	142,646.40	149,780.80	153,524.80	157,372.80
			Monthly	9,313.20	9,779.47	10,268.27	10,781.33	11,320.40	11,887.20	12,481.73	12,793.73	13,114.40
			Hourly	53.7300	56.4200	59.2400	62.2000	65.3100	68.5800	72.0100	73.8100	75.6600
Engineering Division Manager/Assistant City Engineer	DMG	C34	Annual	145,745.60	153,025.60	160,680.00	168,708.80	177,153.60	186,014.40	195,312.00	200,200.00	205,212.80
			Monthly	12,145.47	12,752.13	13,390.00	14,059.07	14,762.80	15,501.20	16,276.00	16,683.33	17,101.07
			Hourly	70.0700	73.5700	77.2500	81.1100	85.1700	89.4300	93.9000	96.2500	98.6600
Enterprise Systems Administrator	PAM	C31	Annual	117,332.80	123,198.40	129,355.20	135,824.00	142,625.60	149,760.00	157,248.00	161,179.20	165,214.40
			Monthly	9,777.73	10,266.53	10,779.60	11,318.67	11,885.47	12,480.00	13,104.00	13,431.60	13,767.87
			Hourly	56.4100	59.2300	62.1900	65.3000	68.5700	72.0000	75.6000	77.4900	79.4300
Equipment Operator	NE	C17	Annual	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	75,670.40	79,456.00	81,452.80	83,491.20
			Monthly	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,305.87	6,621.33	6,787.73	6,957.60
			Hourly	28.5000	29.9300	31.4300	33.0000	34.6500	36.3800	38.2000	39.1600	40.1400
Executive Assistant I	NE	C19	Annual	65,332.80	68,598.40	72,030.40	75,628.80	79,414.40	83,387.20	87,547.20	89,731.20	91,977.60
			Monthly	5,444.40	5,716.53	6,002.53	6,302.40	6,617.87	6,948.93	7,295.60	7,477.60	7,664.80
			Hourly	31.4100	32.9800	34.6300	36.3600	38.1800	40.0900	42.0900	43.1400	44.2200
Executive Assistant to Mayor/City Council	DMG	C30	Annual	111,758.40	117,353.60	123,219.20	129,376.00	135,844.80	142,646.40	149,780.80	153,524.80	157,372.80
			Monthly	9,313.20	9,779.47	10,268.27	10,781.33	11,320.40	11,887.20	12,481.73	12,793.73	13,114.40
			Hourly	53.7300	56.4200	59.2400	62.2000	65.3100	68.5800	72.0100	73.8100	75.6600
Facilities Maintenance Mechanic	NE	C15	Annual	53,768.00	56,451.20	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	73,881.60	75,732.80
			Monthly	4,480.67	4,704.27	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,156.80	6,311.07
			Hourly	25.8500	27.1400	28.5000	29.9300	31.4300	33.0000	34.6500	35.5200	36.4100
Facilities Maintenance Worker	NE	C13	Annual	48,755.20	51,188.80	53,747.20	56,430.40	59,259.20	62,212.80	65,332.80	66,976.00	68,660.80
			Monthly	4,062.93	4,265.73	4,478.93	4,702.53	4,938.27	5,184.40	5,444.40	5,581.33	5,721.73
			Hourly	23.4400	24.6100	25.8400	27.1300	28.4900	29.9100	31.4100	32.2000	33.0100
Financial Operations Division Manager	DMG	C33	Annual	135,574.40	142,355.20	149,468.80	156,936.00	164,777.60	173,014.40	181,667.20	186,201.60	190,860.80
			Monthly	11,297.87	11,862.93	12,455.73	13,078.00	13,731.47	14,417.87	15,138.93	15,516.80	15,905.07
			Hourly	65.1800	68.4400	71.8600	75.4500	79.2200	83.1800	87.3400	89.5200	91.7600



**CITY OF MORENO VALLEY**  
**SALARY SCALE - CAREER POSITIONS**  
**EFFECTIVE 07/06/2024**

TITLE	GRP	GRADE										
			A	B	C	D	E	F	G	H	I	
				5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	2.5%	2.5%
Financial Resources Division Manager	DMG	C33	Annual	135,574.40	142,355.20	149,468.80	156,936.00	164,777.60	173,014.40	181,667.20	186,201.60	190,860.80
			Monthly	11,297.87	11,862.93	12,455.73	13,078.00	13,731.47	14,417.87	15,138.93	15,516.80	15,905.07
			Hourly	65.1800	68.4400	71.8600	75.4500	79.2200	83.1800	87.3400	89.5200	91.7600
Fleet & Facilities Division Manager	DMG	C31	Annual	117,332.80	123,198.40	129,355.20	135,824.00	142,625.60	149,760.00	157,248.00	161,179.20	165,214.40
			Monthly	9,777.73	10,266.53	10,779.60	11,318.67	11,885.47	12,480.00	13,104.00	13,431.60	13,767.87
			Hourly	56.4100	59.2300	62.1900	65.3000	68.5700	72.0000	75.6000	77.4900	79.4300
Fleet & Facilities Maintenance Supervisor	PAM	C27	Annual	96,532.80	101,358.40	106,433.60	111,758.40	117,353.60	123,219.20	129,376.00	132,620.80	135,928.00
			Annual	8,044.40	8,446.53	8,869.47	9,313.20	9,779.47	10,268.27	10,781.33	11,051.73	11,327.33
			Hourly	46.4100	48.7300	51.1700	53.7300	56.4200	59.2400	62.2000	63.7600	65.3500
GIS Administrator	PAM	C29	Annual	106,412.80	111,737.60	117,332.80	123,198.40	129,355.20	135,824.00	142,625.60	146,182.40	149,843.20
			Monthly	8,867.73	9,311.47	9,777.73	10,266.53	10,779.60	11,318.67	11,885.47	12,181.87	12,486.93
			Hourly	51.1600	53.7200	56.4100	59.2300	62.1900	65.3000	68.5700	70.2800	72.0400
GIS Applications Analyst	PAM	C25	Annual	87,568.00	91,956.80	96,553.60	101,379.20	106,454.40	111,779.20	117,374.40	120,307.20	123,323.20
			Monthly	7,297.33	7,663.07	8,046.13	8,448.27	8,871.20	9,314.93	9,781.20	10,025.60	10,276.93
			Hourly	42.1000	44.2100	46.4200	48.7400	51.1800	53.7400	56.4300	57.8400	59.2900
Grants Division Manager	DMG	C33	Annual	135,574.40	142,355.20	149,468.80	156,936.00	164,777.60	173,014.40	181,667.20	186,201.60	190,860.80
			Monthly	11,297.87	11,862.93	12,455.73	13,078.00	13,731.47	14,417.87	15,138.93	15,516.80	15,905.07
			Hourly	65.1800	68.4400	71.8600	75.4500	79.2200	83.1800	87.3400	89.5200	91.7600
Human Resources Analyst	PAM	C24	Annual	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	106,412.80	111,737.60	114,524.80	117,395.20
			Monthly	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,867.73	9,311.47	9,543.73	9,782.93
			Hourly	40.0900	42.0900	44.1900	46.4000	48.7200	51.1600	53.7200	55.0600	56.4400
Human Resources Division Manager	DMG	C34	Annual	145,745.60	153,025.60	160,680.00	168,708.80	177,153.60	186,014.40	195,312.00	200,200.00	205,212.80
			Monthly	12,145.47	12,752.13	13,390.00	14,059.07	14,762.80	15,501.20	16,276.00	16,683.33	17,101.07
			Hourly	70.0700	73.5700	77.2500	81.1100	85.1700	89.4300	93.9000	96.2500	98.6600
Human Resources Technician	NE	C22	Annual	75,628.80	79,414.40	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	103,875.20	106,475.20
			Monthly	6,302.40	6,617.87	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,656.27	8,872.93
			Hourly	36.3600	38.1800	40.0900	42.0900	44.1900	46.4000	48.7200	49.9400	51.1900
Information Technology Technician	NE	C20	Annual	68,598.40	72,030.40	75,628.80	79,414.40	83,387.20	87,547.20	91,915.20	94,203.20	96,553.60
			Monthly	5,716.53	6,002.53	6,302.40	6,617.87	6,948.93	7,295.60	7,659.60	7,850.27	8,046.13
			Hourly	32.9800	34.6300	36.3600	38.1800	40.0900	42.0900	44.1900	45.2900	46.4200
Landscape Services Inspector	NE	C18	Annual	62,233.60	65,353.60	68,619.20	72,051.20	75,649.60	79,435.20	83,408.00	85,488.00	87,630.40
			Monthly	5,186.13	5,446.13	5,718.27	6,004.27	6,304.13	6,619.60	6,950.67	7,124.00	7,302.53
			Hourly	29.9200	31.4200	32.9900	34.6400	36.3700	38.1900	40.1000	41.1000	42.1300
Lead Facilities Maintenance Worker	NE	C18	Annual	62,233.60	65,353.60	68,619.20	72,051.20	75,649.60	79,435.20	83,408.00	85,488.00	87,630.40
			Monthly	5,186.13	5,446.13	5,718.27	6,004.27	6,304.13	6,619.60	6,950.67	7,124.00	7,302.53
			Hourly	29.9200	31.4200	32.9900	34.6400	36.3700	38.1900	40.1000	41.1000	42.1300
Lead Maintenance Worker	NE	C19	Annual	65,332.80	68,598.40	72,030.40	75,628.80	79,414.40	83,387.20	87,547.20	89,731.20	91,977.60
			Monthly	5,444.40	5,716.53	6,002.53	6,302.40	6,617.87	6,948.93	7,295.60	7,477.60	7,664.80
			Hourly	31.4100	32.9800	34.6300	36.3600	38.1800	40.0900	42.0900	43.1400	44.2200

**CITY OF MORENO VALLEY**

**SALARY SCALE - CAREER POSITIONS**

**EFFECTIVE 07/06/2024**

Exhibit C

TITLE	GRP	GRADE														
			A	B	C	D	E	F	G	H	I					
			5.0%		5.0%		5.0%		5.0%		5.0%		2.5%		2.5%	
Lead Parks Maintenance Worker	NE	C15	Annual	53,768.00	56,451.20	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	73,881.60	75,732.80				
			Monthly	4,480.67	4,704.27	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,156.80	6,311.07				
			Hourly	25.8500	27.1400	28.5000	29.9300	31.4300	33.0000	34.6500	35.5200	36.4100				
Lead Traffic Sign/Marking Technician	NE	C18	Annual	62,233.60	65,353.60	68,619.20	72,051.20	75,649.60	79,435.20	83,408.00	85,488.00	87,630.40				
			Monthly	5,186.13	5,446.13	5,718.27	6,004.27	6,304.13	6,619.60	6,950.67	7,124.00	7,302.53				
			Hourly	29.9200	31.4200	32.9900	34.6400	36.3700	38.1900	40.1000	41.1000	42.1300				
Lead Vehicle/Equipment Technician	NE	C19	Annual	65,332.80	68,598.40	72,030.40	75,628.80	79,414.40	83,387.20	87,547.20	89,731.20	91,977.60				
			Monthly	5,444.40	5,716.53	6,002.53	6,302.40	6,617.87	6,948.93	7,295.60	7,477.60	7,664.80				
			Hourly	31.4100	32.9800	34.6300	36.3600	38.1800	40.0900	42.0900	43.1400	44.2200				
Maintenance & Operations Division Manager	DMG	C31	Annual	117,332.80	123,198.40	129,355.20	135,824.00	142,625.60	149,760.00	157,248.00	161,179.20	165,214.40				
			Monthly	9,777.73	10,266.53	10,779.60	11,318.67	11,885.47	12,480.00	13,104.00	13,431.60	13,767.87				
			Hourly	56.4100	59.2300	62.1900	65.3000	68.5700	72.0000	75.6000	77.4900	79.4300				
Maintenance Worker I	NE	C12	Annual	46,446.40	48,776.00	51,209.60	53,768.00	56,451.20	59,280.00	62,254.40	63,814.40	65,416.00				
			Monthly	3,870.53	4,064.67	4,267.47	4,480.67	4,704.27	4,940.00	5,187.87	5,317.87	5,451.33				
			Hourly	22.3300	23.4500	24.6200	25.8500	27.1400	28.5000	29.9300	30.6800	31.4500				
Maintenance Worker II	NE	C15	Annual	53,768.00	56,451.20	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	73,881.60	75,732.80				
			Monthly	4,480.67	4,704.27	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,156.80	6,311.07				
			Hourly	25.8500	27.1400	28.5000	29.9300	31.4300	33.0000	34.6500	35.5200	36.4100				
Maintenance Worker/Work Release Coordinator	NE	C16	Annual	56,451.20	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	75,670.40	77,563.20	79,497.60				
			Monthly	4,704.27	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,305.87	6,463.60	6,624.80				
			Hourly	27.1400	28.5000	29.9300	31.4300	33.0000	34.6500	36.3800	37.2900	38.2200				
Management Aide	NE	C18	Annual	62,233.60	65,353.60	68,619.20	72,051.20	75,649.60	79,435.20	83,408.00	85,488.00	87,630.40				
			Monthly	5,186.13	5,446.13	5,718.27	6,004.27	6,304.13	6,619.60	6,950.67	7,124.00	7,302.53				
			Hourly	29.9200	31.4200	32.9900	34.6400	36.3700	38.1900	40.1000	41.1000	42.1300				
Management Analyst	PAM	C24	Annual	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	106,412.80	111,737.60	114,524.80	117,395.20				
			Monthly	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,867.73	9,311.47	9,543.73	9,782.93				
			Hourly	40.0900	42.0900	44.1900	46.4000	48.7200	51.1600	53.7200	55.0600	56.4400				
Management Assistant	PAM	C22	Annual	75,628.80	79,414.40	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	103,875.20	106,475.20				
			Monthly	6,302.40	6,617.87	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,656.27	8,872.93				
			Hourly	36.3600	38.1800	40.0900	42.0900	44.1900	46.4000	48.7200	49.9400	51.1900				
Media & Communications Division Manager	DMG	C33	Annual	135,574.40	142,355.20	149,468.80	156,936.00	164,777.60	173,014.40	181,667.20	186,201.60	190,860.80				
			Monthly	11,297.87	11,862.93	12,455.73	13,078.00	13,731.47	14,417.87	15,138.93	15,516.80	15,905.07				
			Hourly	65.1800	68.4400	71.8600	75.4500	79.2200	83.1800	87.3400	89.5200	91.7600				
Network Administrator	PAM	C31	Annual	117,332.80	123,198.40	129,355.20	135,824.00	142,625.60	149,760.00	157,248.00	161,179.20	165,214.40				
			Monthly	9,777.73	10,266.53	10,779.60	11,318.67	11,885.47	12,480.00	13,104.00	13,431.60	13,767.87				
			Hourly	56.4100	59.2300	62.1900	65.3000	68.5700	72.0000	75.6000	77.4900	79.4300				
Network & Systems Specialist	PAM	C24	Annual	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	106,412.80	111,737.60	114,524.80	117,395.20				
			Monthly	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,867.73	9,311.47	9,543.73	9,782.93				
			Hourly	40.0900	42.0900	44.1900	46.4000	48.7200	51.1600	53.7200	55.0600	56.4400				

**CITY OF MORENO VALLEY**

**SALARY SCALE - CAREER POSITIONS**

**EFFECTIVE 07/06/2024**

Exhibit C

TITLE	GRP	GRADE															
				A	B	C	D	E	F	G	H	I					
				5.0%		5.0%		5.0%		5.0%		5.0%		2.5%		2.5%	
Paralegal	NE	C20	Annual	68,598.40	72,030.40	75,628.80	79,414.40	83,387.20	87,547.20	91,915.20	94,203.20	96,553.60					
			Monthly	5,716.53	6,002.53	6,302.40	6,617.87	6,948.93	7,295.60	7,659.60	7,850.27	8,046.13					
			Hourly	32.9800	34.6300	36.3600	38.1800	40.0900	42.0900	44.1900	45.2900	46.4200					
Park Ranger	NE	C16	Annual	56,451.20	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	75,670.40	77,563.20	79,497.60					
			Monthly	4,704.27	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,305.87	6,463.60	6,624.80					
			Hourly	27.1400	28.5000	29.9300	31.4300	33.0000	34.6500	36.3800	37.2900	38.2200					
Parking Control Officer	NE	C12	Annual	46,446.40	48,776.00	51,209.60	53,768.00	56,451.20	59,280.00	62,254.40	63,814.40	65,416.00					
			Monthly	3,870.53	4,064.67	4,267.47	4,480.67	4,704.27	4,940.00	5,187.87	5,317.87	5,451.33					
			Hourly	22.3300	23.4500	24.6200	25.8500	27.1400	28.5000	29.9300	30.6800	31.4500					
Parks & Community Services Administration & Financial Services Division Manager	DMG	C30	Annual	111,758.40	117,353.60	123,219.20	129,376.00	135,844.80	142,646.40	149,780.80	153,524.80	157,372.80					
			Monthly	9,313.20	9,779.47	10,268.27	10,781.33	11,320.40	11,887.20	12,481.73	12,793.73	13,114.40					
			Hourly	53.7300	56.4200	59.2400	62.2000	65.3100	68.5800	72.0100	73.8100	75.6600					
Parks & Landscape Services Division Manager	DMG	C31	Annual	117,332.80	123,198.40	129,355.20	135,824.00	142,625.60	149,760.00	157,248.00	161,179.20	165,214.40					
			Monthly	9,777.73	10,266.53	10,779.60	11,318.67	11,885.47	12,480.00	13,104.00	13,431.60	13,767.87					
			Hourly	56.4100	59.2300	62.1900	65.3000	68.5700	72.0000	75.6000	77.4900	79.4300					
Parks Maintenance Supervisor	PAM	C25	Annual	87,568.00	91,956.80	96,553.60	101,379.20	106,454.40	111,779.20	117,374.40	120,307.20	123,323.20					
			Monthly	7,297.33	7,663.07	8,046.13	8,448.27	8,871.20	9,314.93	9,781.20	10,025.60	10,276.93					
			Hourly	42.1000	44.2100	46.4200	48.7400	51.1800	53.7400	56.4300	57.8400	59.2900					
Parks Maintenance Worker	NE	C12	Annual	46,446.40	48,776.00	51,209.60	53,768.00	56,451.20	59,280.00	62,254.40	63,814.40	65,416.00					
			Monthly	3,870.53	4,064.67	4,267.47	4,480.67	4,704.27	4,940.00	5,187.87	5,317.87	5,451.33					
			Hourly	22.3300	23.4500	24.6200	25.8500	27.1400	28.5000	29.9300	30.6800	31.4500					
Parks Project Manager	PAM	C25	Annual	87,568.00	91,956.80	96,553.60	101,379.20	106,454.40	111,779.20	117,374.40	120,307.20	123,323.20					
			Monthly	7,297.33	7,663.07	8,046.13	8,448.27	8,871.20	9,314.93	9,781.20	10,025.60	10,276.93					
			Hourly	42.1000	44.2100	46.4200	48.7400	51.1800	53.7400	56.4300	57.8400	59.2900					
Payroll Division Manager	DMG	C32	Annual	126,131.20	132,433.60	139,048.00	145,995.20	153,296.00	160,971.20	169,020.80	173,243.20	177,569.60					
			Monthly	10,510.93	11,036.13	11,587.33	12,166.27	12,774.67	13,414.27	14,085.07	14,436.93	14,797.47					
			Hourly	60.6400	63.6700	66.8500	70.1900	73.7000	77.3900	81.2600	83.2900	85.3700					
Permit Technician	NE	C18	Annual	62,233.60	65,353.60	68,619.20	72,051.20	75,649.60	79,435.20	83,408.00	85,488.00	87,630.40					
			Monthly	5,186.13	5,446.13	5,718.27	6,004.27	6,304.13	6,619.60	6,950.67	7,124.00	7,302.53					
			Hourly	29.9200	31.4200	32.9900	34.6400	36.3700	38.1900	40.1000	41.1000	42.1300					
Planning Division Manager/Official	DMG	C34	Annual	145,745.60	153,025.60	160,680.00	168,708.80	177,153.60	186,014.40	195,312.00	200,200.00	205,212.80					
			Monthly	12,145.47	12,752.13	13,390.00	14,059.07	14,762.80	15,501.20	16,276.00	16,683.33	17,101.07					
			Hourly	70.0700	73.5700	77.2500	81.1100	85.1700	89.4300	93.9000	96.2500	98.6600					
Power Supply Manager	PAM	C32	Annual	126,131.20	132,433.60	139,048.00	145,995.20	153,296.00	160,971.20	169,020.80	173,243.20	177,569.60					
			Monthly	10,510.93	11,036.13	11,587.33	12,166.27	12,774.67	13,414.27	14,085.07	14,436.93	14,797.47					
			Hourly	60.6400	63.6700	66.8500	70.1900	73.7000	77.3900	81.2600	83.2900	85.3700					
Principal Accountant	PAM	C28	Annual	101,358.40	106,433.60	111,758.40	117,353.60	123,219.20	129,376.00	135,844.80	139,235.20	142,708.80					
			Monthly	8,446.53	8,869.47	9,313.20	9,779.47	10,268.27	10,781.33	11,320.40	11,602.93	11,892.40					
			Hourly	48.7300	51.1700	53.7300	56.4200	59.2400	62.2000	65.3100	66.9400	68.6100					

**CITY OF MORENO VALLEY**  
**SALARY SCALE - CAREER POSITIONS**  
**EFFECTIVE 07/06/2024**

TITLE	GRP	GRADE										
			A	B	C	D	E	F	G	H	I	
			5.0%		5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	2.5%	2.5%
Principal Engineer	DMG	C33	Annual	135,574.40	142,355.20	149,468.80	156,936.00	164,777.60	173,014.40	181,667.20	186,201.60	190,860.80
			Monthly	11,297.87	11,862.93	12,455.73	13,078.00	13,731.47	14,417.87	15,138.93	15,516.80	15,905.07
			Hourly	65.1800	68.4400	71.8600	75.4500	79.2200	83.1800	87.3400	89.5200	91.7600
Principal Engineer/City Traffic Engineer	DMG	C33	Annual	135,574.40	142,355.20	149,468.80	156,936.00	164,777.60	173,014.40	181,667.20	186,201.60	190,860.80
			Monthly	11,297.87	11,862.93	12,455.73	13,078.00	13,731.47	14,417.87	15,138.93	15,516.80	15,905.07
			Hourly	65.1800	68.4400	71.8600	75.4500	79.2200	83.1800	87.3400	89.5200	91.7600
Principal Planner	PAM	C33	Annual	135,574.40	142,355.20	149,468.80	156,936.00	164,777.60	173,014.40	181,667.20	186,201.60	190,860.80
			Monthly	11,297.87	11,862.93	12,455.73	13,078.00	13,731.47	14,417.87	15,138.93	15,516.80	15,905.07
			Hourly	65.1800	68.4400	71.8600	75.4500	79.2200	83.1800	87.3400	89.5200	91.7600
Program Analyst	PAM	C24	Annual	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	106,412.80	111,737.60	114,524.80	117,395.20
			Monthly	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,867.73	9,311.47	9,543.73	9,782.93
			Hourly	40.0900	42.0900	44.1900	46.4000	48.7200	51.1600	53.7200	55.0600	56.4400
Public Information/Intergovernmental Relations Officer	PAM	C28	Annual	101,358.40	106,433.60	111,758.40	117,353.60	123,219.20	129,376.00	135,844.80	139,235.20	142,708.80
			Monthly	8,446.53	8,869.47	9,313.20	9,779.47	10,268.27	10,781.33	11,320.40	11,602.93	11,892.40
			Hourly	48.7300	51.1700	53.7300	56.4200	59.2400	62.2000	65.3100	66.9400	68.6100
Public Safety Contracts Administrator	DMG	C30	Annual	111,758.40	117,353.60	123,219.20	129,376.00	135,844.80	142,646.40	149,780.80	153,524.80	157,372.80
			Monthly	9,313.20	9,779.47	10,268.27	10,781.33	11,320.40	11,887.20	12,481.73	12,793.73	13,114.40
			Hourly	53.7300	56.4200	59.2400	62.2000	65.3100	68.5800	72.0100	73.8100	75.6600
Purchasing Division Manager	DMG	C32	Annual	126,131.20	132,433.60	139,048.00	145,995.20	153,296.00	160,971.20	169,020.80	173,243.20	177,569.60
			Monthly	10,510.93	11,036.13	11,587.33	12,166.27	12,774.67	13,414.27	14,085.07	14,436.93	14,797.47
			Hourly	60.6400	63.6700	66.8500	70.1900	73.7000	77.3900	81.2600	83.2900	85.3700
Recycling Specialist	NE	C16	Annual	56,451.20	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	75,670.40	77,563.20	79,497.60
			Monthly	4,704.27	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,305.87	6,463.60	6,624.80
			Hourly	27.1400	28.5000	29.9300	31.4300	33.0000	34.6500	36.3800	37.2900	38.2200
Registered Veterinary Technician	NE	C16	Annual	56,451.20	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	75,670.40	77,563.20	79,497.60
			Monthly	4,704.27	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,305.87	6,463.60	6,624.80
			Hourly	27.1400	28.5000	29.9300	31.4300	33.0000	34.6500	36.3800	37.2900	38.2200
Security Guard	NE	C08	Annual	38,209.60	40,123.20	42,120.00	44,220.80	46,425.60	48,755.20	51,188.80	52,478.40	53,788.80
			Monthly	3,184.13	3,343.60	3,510.00	3,685.07	3,868.80	4,062.93	4,265.73	4,373.20	4,482.40
			Hourly	18.3700	19.2900	20.2500	21.2600	22.3200	23.4400	24.6100	25.2300	25.8600
Senior Accountant	PAM	C25	Annual	87,568.00	91,956.80	96,553.60	101,379.20	106,454.40	111,779.20	117,374.40	120,307.20	123,323.20
			Monthly	7,297.33	7,663.07	8,046.13	8,448.27	8,871.20	9,314.93	9,781.20	10,025.60	10,276.93
			Hourly	42.1000	44.2100	46.4200	48.7400	51.1800	53.7400	56.4300	57.8400	59.2900
Senior Administrative Assistant	NE	C17	Annual	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	75,670.40	79,456.00	81,452.80	83,491.20
			Monthly	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,305.87	6,621.33	6,787.73	6,957.60
			Hourly	28.5000	29.9300	31.4300	33.0000	34.6500	36.3800	38.2000	39.1600	40.1400
Senior Applications Analyst	PAM	C27	Annual	96,532.80	101,358.40	106,433.60	111,758.40	117,353.60	123,219.20	129,376.00	132,620.80	135,928.00
			Monthly	8,044.40	8,446.53	8,869.47	9,313.20	9,779.47	10,268.27	10,781.33	11,051.73	11,327.33
			Hourly	46.4100	48.7300	51.1700	53.7300	56.4200	59.2400	62.2000	63.7600	65.3500

**CITY OF MORENO VALLEY**

**SALARY SCALE - CAREER POSITIONS**

**EFFECTIVE 07/06/2024**

Exhibit C

TITLE	GRP	GRADE		SALARY SCALE								
				A	B	C	D	E	F	G	H	I
					5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	2.5%	2.5%
Senior Building Inspector	PAM	C25	Annual	87,568.00	91,956.80	96,553.60	101,379.20	106,454.40	111,779.20	117,374.40	120,307.20	123,323.20
			Monthly	7,297.33	7,663.07	8,046.13	8,448.27	8,871.20	9,314.93	9,781.20	10,025.60	10,276.93
			Hourly	42.1000	44.2100	46.4200	48.7400	51.1800	53.7400	56.4300	57.8400	59.2900
Senior Community Enhancement Officer	PAM	C22	Annual	75,628.80	79,414.40	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	103,875.20	106,475.20
			Monthly	6,302.40	6,617.87	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,656.27	8,872.93
			Hourly	36.3600	38.1800	40.0900	42.0900	44.1900	46.4000	48.7200	49.9400	51.1900
Senior Construction Inspector	PAM	C23	Annual	79,435.20	83,408.00	87,588.80	91,977.60	96,574.40	101,400.00	106,475.20	109,137.60	111,862.40
			Monthly	6,619.60	6,950.67	7,299.07	7,664.80	8,047.87	8,450.00	8,872.93	9,094.80	9,321.87
			Hourly	38.1900	40.1000	42.1100	44.2200	46.4300	48.7500	51.1900	52.4700	53.7800
Senior Deputy City Clerk	DMG	C30	Annual	111,758.40	117,353.60	123,219.20	129,376.00	135,844.80	142,646.40	149,780.80	153,524.80	157,372.80
			Monthly	9,313.20	9,779.47	10,268.27	10,781.33	11,320.40	11,887.20	12,481.73	12,793.73	13,114.40
			Hourly	53.7300	56.4200	59.2400	62.2000	65.3100	68.5800	72.0100	73.8100	75.6600
Senior Electrical Engineer	PAM	C31	Annual	117,332.80	123,198.40	129,355.20	135,824.00	142,625.60	149,760.00	157,248.00	161,179.20	165,214.40
			Monthly	9,777.73	10,266.53	10,779.60	11,318.67	11,885.47	12,480.00	13,104.00	13,431.60	13,767.87
			Hourly	56.4100	59.2300	62.1900	65.3000	68.5700	72.0000	75.6000	77.4900	79.4300
Senior Engineer, P.E.	PAM	C31	Annual	117,332.80	123,198.40	129,355.20	135,824.00	142,625.60	149,760.00	157,248.00	161,179.20	165,214.40
			Monthly	9,777.73	10,266.53	10,779.60	11,318.67	11,885.47	12,480.00	13,104.00	13,431.60	13,767.87
			Hourly	56.4100	59.2300	62.1900	65.3000	68.5700	72.0000	75.6000	77.4900	79.4300
Senior Equipment Operator	NE	C18	Annual	62,233.60	65,353.60	68,619.20	72,051.20	75,649.60	79,435.20	83,408.00	85,488.00	87,630.40
			Monthly	5,186.13	5,446.13	5,718.27	6,004.27	6,304.13	6,619.60	6,950.67	7,124.00	7,302.53
			Hourly	29.9200	31.4200	32.9900	34.6400	36.3700	38.1900	40.1000	41.1000	42.1300
Senior Graphics Designer	NE	C19	Annual	65,332.80	68,598.40	72,030.40	75,628.80	79,414.40	83,387.20	87,547.20	89,731.20	91,977.60
			Monthly	5,444.40	5,716.53	6,002.53	6,302.40	6,617.87	6,948.93	7,295.60	7,477.60	7,664.80
			Hourly	31.4100	32.9800	34.6300	36.3600	38.1800	40.0900	42.0900	43.1400	44.2200
Senior Human Resources Analyst	PAM	C27	Annual	96,532.80	101,358.40	106,433.60	111,758.40	117,353.60	123,219.20	129,376.00	132,620.80	135,928.00
			Monthly	8,044.40	8,446.53	8,869.47	9,313.20	9,779.47	10,268.27	10,781.33	11,051.73	11,327.33
			Hourly	46.4100	48.7300	51.1700	53.7300	56.4200	59.2400	62.2000	63.7600	65.3500
Senior Landscape Services Inspector	PAM	C20	Annual	68,598.40	72,030.40	75,628.80	79,414.40	83,387.20	87,547.20	91,915.20	94,203.20	96,553.60
			Monthly	5,716.53	6,002.53	6,302.40	6,617.87	6,948.93	7,295.60	7,659.60	7,850.27	8,046.13
			Hourly	32.9800	34.6300	36.3600	38.1800	40.0900	42.0900	44.1900	45.2900	46.4200
Senior Management Analyst	PAM	C27	Annual	96,532.80	101,358.40	106,433.60	111,758.40	117,353.60	123,219.20	129,376.00	132,620.80	135,928.00
			Monthly	8,044.40	8,446.53	8,869.47	9,313.20	9,779.47	10,268.27	10,781.33	11,051.73	11,327.33
			Hourly	46.4100	48.7300	51.1700	53.7300	56.4200	59.2400	62.2000	63.7600	65.3500
Senior Office Assistant	NE	C13	Annual	48,755.20	51,188.80	53,747.20	56,430.40	59,259.20	62,212.80	65,332.80	66,976.00	68,660.80
			Monthly	4,062.93	4,265.73	4,478.93	4,702.53	4,938.27	5,184.40	5,444.40	5,581.33	5,721.73
			Hourly	23.4400	24.6100	25.8400	27.1300	28.4900	29.9100	31.4100	32.2000	33.0100
Senior Parking Control Officer	NE	C14	Annual	51,209.60	53,768.00	56,451.20	59,280.00	62,254.40	65,374.40	68,640.00	70,366.40	72,134.40
			Monthly	4,267.47	4,480.67	4,704.27	4,940.00	5,187.87	5,447.87	5,720.00	5,863.87	6,011.20
			Hourly	24.6200	25.8500	27.1400	28.5000	29.9300	31.4300	33.0000	33.8300	34.6800

**CITY OF MORENO VALLEY**

**SALARY SCALE - CAREER POSITIONS**

**EFFECTIVE 07/06/2024**

Exhibit C

TITLE	GRP	GRADE										
			A	B	C	D	E	F	G	H	I	
			5.0%		5.0%	5.0%	5.0%	5.0%	5.0%	2.5%	2.5%	
Senior Parks Maintenance Technician	NE	C19	Annual	65,332.80	68,598.40	72,030.40	75,628.80	79,414.40	83,387.20	87,547.20	89,731.20	91,977.60
			Monthly	5,444.40	5,716.53	6,002.53	6,302.40	6,617.87	6,948.93	7,295.60	7,477.60	7,664.80
			Hourly	31.4100	32.9800	34.6300	36.3600	38.1800	40.0900	42.0900	43.1400	44.2200
Senior Payroll Technician	NE	C18	Annual	62,233.60	65,353.60	68,619.20	72,051.20	75,649.60	79,435.20	83,408.00	85,488.00	87,630.40
			Monthly	5,186.13	5,446.13	5,718.27	6,004.27	6,304.13	6,619.60	6,950.67	7,124.00	7,302.53
			Hourly	29.9200	31.4200	32.9900	34.6400	36.3700	38.1900	40.1000	41.1000	42.1300
Senior Permit Technician	NE	C20	Annual	68,598.40	72,030.40	75,628.80	79,414.40	83,387.20	87,547.20	91,915.20	94,203.20	96,553.60
			Monthly	5,716.53	6,002.53	6,302.40	6,617.87	6,948.93	7,295.60	7,659.60	7,850.27	8,046.13
			Hourly	32.9800	34.6300	36.3600	38.1800	40.0900	42.0900	44.1900	45.2900	46.4200
Senior Planner	PAM	C27	Annual	96,532.80	101,358.40	106,433.60	111,758.40	117,353.60	123,219.20	129,376.00	132,620.80	135,928.00
			Monthly	8,044.40	8,446.53	8,869.47	9,313.20	9,779.47	10,268.27	10,781.33	11,051.73	11,327.33
			Hourly	46.4100	48.7300	51.1700	53.7300	56.4200	59.2400	62.2000	63.7600	65.3500
Senior Risk Analyst	PAM	C27	Annual	96,532.80	101,358.40	106,433.60	111,758.40	117,353.60	123,219.20	129,376.00	132,620.80	135,928.00
			Monthly	8,044.40	8,446.53	8,869.47	9,313.20	9,779.47	10,268.27	10,781.33	11,051.73	11,327.33
			Hourly	46.4100	48.7300	51.1700	53.7300	56.4200	59.2400	62.2000	63.7600	65.3500
Senior Telecommunications Technician	NE	C22	Annual	75,628.80	79,414.40	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	103,875.20	106,475.20
			Monthly	6,302.40	6,617.87	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,656.27	8,872.93
			Hourly	36.3600	38.1800	40.0900	42.0900	44.1900	46.4000	48.7200	49.9400	51.1900
Senior Traffic Signal Technician	PAM	C23	Annual	79,435.20	83,408.00	87,588.80	91,977.60	96,574.40	101,400.00	106,475.20	109,137.60	111,862.40
			Monthly	6,619.60	6,950.67	7,299.07	7,664.80	8,047.87	8,450.00	8,872.93	9,094.80	9,321.87
			Hourly	38.1900	40.1000	42.1100	44.2200	46.4300	48.7500	51.1900	52.4700	53.7800
Special Districts Division Manager	DMG	C34	Annual	145,745.60	153,025.60	160,680.00	168,708.80	177,153.60	186,014.40	195,312.00	200,200.00	205,212.80
			Monthly	12,145.47	12,752.13	13,390.00	14,059.07	14,762.80	15,501.20	16,276.00	16,683.33	17,101.07
			Hourly	70.0700	73.5700	77.2500	81.1100	85.1700	89.4300	93.9000	96.2500	98.6600
Special Events & Facilities Division Manager	DMG	C30	Annual	111,758.40	117,353.60	123,219.20	129,376.00	135,844.80	142,646.40	149,780.80	153,524.80	157,372.80
			Monthly	9,313.20	9,779.47	10,268.27	10,781.33	11,320.40	11,887.20	12,481.73	12,793.73	13,114.40
			Hourly	53.7300	56.4200	59.2400	62.2000	65.3100	68.5800	72.0100	73.8100	75.6600
Storekeeper	NE	C14	Annual	51,209.60	53,768.00	56,451.20	59,280.00	62,254.40	65,374.40	68,640.00	70,366.40	72,134.40
			Monthly	4,267.47	4,480.67	4,704.27	4,940.00	5,187.87	5,447.87	5,720.00	5,863.87	6,011.20
			Hourly	24.6200	25.8500	27.1400	28.5000	29.9300	31.4300	33.0000	33.8300	34.6800
Strategic Initiatives Manager	DMG	C34	Annual	145,745.60	153,025.60	160,680.00	168,708.80	177,153.60	186,014.40	195,312.00	200,200.00	205,212.80
			Monthly	12,145.47	12,752.13	13,390.00	14,059.07	14,762.80	15,501.20	16,276.00	16,683.33	17,101.07
			Hourly	70.0700	73.5700	77.2500	81.1100	85.1700	89.4300	93.9000	96.2500	98.6600
Street Maintenance Supervisor	PAM	C25	Annual	87,568.00	91,956.80	96,553.60	101,379.20	106,454.40	111,779.20	117,374.40	120,307.20	123,323.20
			Monthly	7,297.33	7,663.07	8,046.13	8,448.27	8,871.20	9,314.93	9,781.20	10,025.60	10,276.93
			Hourly	42.1000	44.2100	46.4200	48.7400	51.1800	53.7400	56.4300	57.8400	59.2900
Telecommunications Engineer/Administrator	PAM	C29	Annual	106,412.80	111,737.60	117,332.80	123,198.40	129,355.20	135,824.00	142,625.60	146,182.40	149,843.20
			Monthly	8,867.73	9,311.47	9,777.73	10,266.53	10,779.60	11,318.67	11,885.47	12,181.87	12,486.93
			Hourly	51.1600	53.7200	56.4100	59.2300	62.1900	65.3000	68.5700	70.2800	72.0400

**CITY OF MORENO VALLEY**

**SALARY SCALE - CAREER POSITIONS**

**EFFECTIVE 07/06/2024**

Exhibit C

TITLE	GRP	GRADE										
			A	B	C	D	E	F	G	H	I	
				5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	2.5%	2.5%
Telecommunications Technician	NE	C20	Annual	68,598.40	72,030.40	75,628.80	79,414.40	83,387.20	87,547.20	91,915.20	94,203.20	96,553.60
			Monthly	5,716.53	6,002.53	6,302.40	6,617.87	6,948.93	7,295.60	7,659.60	7,850.27	8,046.13
			Hourly	32.9800	34.6300	36.3600	38.1800	40.0900	42.0900	44.1900	45.2900	46.4200
Traffic Operations Supervisor	PAM	C26	Annual	91,936.00	96,532.80	101,358.40	106,433.60	111,758.40	117,353.60	123,219.20	126,297.60	129,459.20
			Monthly	7,661.33	8,044.40	8,446.53	8,869.47	9,313.20	9,779.47	10,268.27	10,524.80	10,788.27
			Hourly	44.2000	46.4100	48.7300	51.1700	53.7300	56.4200	59.2400	60.7200	62.2400
Traffic Signal Technician	NE	C22	Annual	75,628.80	79,414.40	83,387.20	87,547.20	91,915.20	96,512.00	101,337.60	103,875.20	106,475.20
			Monthly	6,302.40	6,617.87	6,948.93	7,295.60	7,659.60	8,042.67	8,444.80	8,656.27	8,872.93
			Hourly	36.3600	38.1800	40.0900	42.0900	44.1900	46.4000	48.7200	49.9400	51.1900
Traffic Sign/Marking Technician I	NE	C13	Annual	48,755.20	51,188.80	53,747.20	56,430.40	59,259.20	62,212.80	65,332.80	66,976.00	68,660.80
			Monthly	4,062.93	4,265.73	4,478.93	4,702.53	4,938.27	5,184.40	5,444.40	5,581.33	5,721.73
			Hourly	23.4400	24.6100	25.8400	27.1300	28.4900	29.9100	31.4100	32.2000	33.0100
Traffic Sign/Marking Technician II	NE	C15	Annual	53,768.00	56,451.20	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	73,881.60	75,732.80
			Monthly	4,480.67	4,704.27	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,156.80	6,311.07
			Hourly	25.8500	27.1400	28.5000	29.9300	31.4300	33.0000	34.6500	35.5200	36.4100
Utility Finance Manager	PAM	C28	Annual	101,358.40	106,433.60	111,758.40	117,353.60	123,219.20	129,376.00	135,844.80	139,235.20	142,708.80
			Monthly	8,446.53	8,869.47	9,313.20	9,779.47	10,268.27	10,781.33	11,320.40	11,602.93	11,892.40
			Hourly	48.7300	51.1700	53.7300	56.4200	59.2400	62.2000	65.3100	66.9400	68.6100
Vehicle/Equipment Technician	NE	C17	Annual	59,280.00	62,254.40	65,374.40	68,640.00	72,072.00	75,670.40	79,456.00	81,452.80	83,491.20
			Monthly	4,940.00	5,187.87	5,447.87	5,720.00	6,006.00	6,305.87	6,621.33	6,787.73	6,957.60
			Hourly	28.5000	29.9300	31.4300	33.0000	34.6500	36.3800	38.2000	39.1600	40.1400

# CITY OF MORENO VALLEY

## SALARY SCALE - EXECUTIVE POSITIONS

EFFECTIVE 07/06/2024

Exhibit C

TITLE	GRP	GRADE	Description		Minimum	Maximum
Assistant City Manager (Administration)	EMG	106	7.5% Above 105	Annual	188,323.20	299,936.00
				Monthly	15,693.60	24,994.67
				Hourly	90.5400	144.2000
Assistant City Manager (Development)	EMG	106	7.5% Above 105	Annual	188,323.20	299,936.00
				Monthly	15,693.60	24,994.67
				Hourly	90.5400	144.2000
Chief Financial Officer	EMG	105	7.5% Above 104	Annual	175,177.60	279,011.20
				Monthly	14,598.13	23,250.93
				Hourly	84.2200	134.1400
City Council Member	ELE		Set by Vote/Ord			
City Manager	CMG	109	Per contract	Annual	268,132.80	427,044.80
				Monthly	22,344.40	35,587.07
				Hourly	128.9100	205.3100
Community Development Director	EMG	104	7.5% Above 103	Annual	162,968.00	259,542.40
				Monthly	13,580.67	21,628.53
				Hourly	78.3500	124.7800
Economic Development & Housing Director	EMG	104	7.5% Above 103	Annual	162,968.00	259,542.40
				Monthly	13,580.67	21,628.53
				Hourly	78.3500	124.7800
Human Resources Director	EMG	104	7.5% Above 103	Annual	162,968.00	259,542.40
				Monthly	13,580.67	21,628.53
				Hourly	78.3500	124.7800
Manager of the Office of Mayor & City Council/City Clerk	EMG	101	7.5% Above 100	Annual	131,185.60	208,915.20
				Monthly	10,932.13	17,409.60
				Hourly	63.0700	100.4400
Parks & Community Services Director	EMG	104	7.5% Above 103	Annual	162,968.00	259,542.40
				Monthly	13,580.67	21,628.53
				Hourly	78.3500	124.7800
Public Works Director/City Engineer	EMG	105	7.5% Above 104	Annual	175,177.60	279,011.20
				Monthly	14,598.13	23,250.93
				Hourly	84.2200	134.1400



## Fund Balance and Financial Reserves Policy

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**PURPOSE:** The City of Moreno Valley is dedicated to maintaining the fiscal stability of the City. It is essential that adequate levels of unrestricted funds be maintained to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and/or other similar circumstances. This policy will provide guidance on establishing and maintaining reasonable levels of reserves in both governmental and proprietary funds. In addition, this policy will improve financial reporting by establishing fund balance classifications that create a hierarchy based on the extent to which the City is bound to observe spending constraints that govern how the City can use amounts reported in the governmental fund balance sheet.

**SCOPE:** As referencing governmental funds, this policy in conjunction with Resolution 2011-62 (adopted June 14, 2011) satisfies the requirements of Governmental Accounting Standards Board (GASB) Statement No. 54.

**DEFINITIONS:**

- **Calculation Date:** June 30<sup>th</sup> every year. Reviewed during audit and adjusted prior to closing General Ledger.
- **Capital Projects Funds:** are used to account for all financial resources restricted, committed or assigned to expenditures for acquisition or construction of capital assets.
- **Debt Service Funds:** are used to account for all financial resources restricted, committed or assigned to expenditures for principal and interest.
- **Fund Balance** is the excess of total assets as compared to total liabilities in a governmental fund.
  - Fund Balances are listed under five categories:
    - **Non-spendable:** Amounts that cannot be spent because they are either not in the spendable form or are legally and contractually required to be maintained intact.
    - **Restricted:** Amounts that are constrained on the use of resources by external creditors, grantors, contributor, or laws or regulations of other governments; or, by law through constitutional provisions or enabling legislature.
    - **Committed:** Amounts that can be used only for the specific purposes pursuant to constraints imposed by formal action of the government's highest authority, City Council.
    - **Assigned:** Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.
    - **Unassigned:** the residual amounts that have not been restricted, committed, or assigned to specific purposes.
- **General Funds:** are used to account for all financial resources not accounted for and reported in another fund.
- **Operating Expenditures:** All expenses excluding Capital Improvement Projects, Capital Assets and Transfers In/Out.

## Fund Balance and Financial Reserves Policy

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- **Permanent Funds:** are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the City's purposes.
- **Special Revenue Funds:** are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt services or capital projects.
- **Unaudited Actual:** Estimated operating expenses as of June 30 every year.

### POLICY:

#### I. Fund Balance Classification in Governmental Funds

- A. GASB 54 outlines the requirement to report the fund balance for governmental funds in specific classifications, which create a hierarchy primarily based on the extent to which the City is bound to the constraints on the specific purposes for which funds can be spent.
  1. The Fund Balance consists of the following five categories:
    - a. Non-spendable
    - b. Restricted
    - c. Committed
    - d. Assigned
    - e. Unassigned
- B. An individual governmental fund could include non-spendable resources and amounts that are restricted, committed, assigned, unassigned, or any combination of those classifications.
- C. Restricted amounts are to be considered spent when expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available and committed or assigned.
- D. Unassigned amounts are considered to have been spent when expenditure is incurred for purposes which amounts in any of these unrestricted fund balance classifications can be used.
- E. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.
- F. The general fund is the only fund that may report a positive unassigned fund balance.
  1. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.
- G. Stabilization Arrangements
  1. Per GASB 54, governments have the option to formally set aside unrestricted fund balance amounts to use for budget or revenue stabilization, working capital needs, and contingencies or emergencies.
    - a. The authority to set aside such amounts can be established by statute, ordinance, or resolution.

## **Fund Balance and Financial Reserves Policy**

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- b. These amounts are subject to controls that dictate the circumstances under which they can be spent.
- c. The formal action that imposes the parameters for spending should identify and describe the specific circumstances under which a need for stabilization arises.
  - i. Those circumstances should be such that they would not be expected to occur routinely.
- d. Stabilization amounts should be reported in the general fund as restricted or committed if they meet the criteria of restricted or committed fund balance.
- e. A stabilization arrangement would satisfy the criteria to be reported as a separate special revenue fund only if the resources derive from the specific restricted or committed revenue source.

### **II. Committing Fund Balance**

- A. For the City of Moreno Valley, the City Council is the highest level of decision-making authority.
- B. The formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council at a City Council meeting.
  - 1. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made.
  - 2. The amount subject to the constraint may be determined in the subsequent period.

### **III. Assigned Fund Balance**

- A. The City Council has authorized the City Manager [or designee \(Chief Financial Officer\)](#) as the official authorized to assign fund balance to a specific purpose as approved by this fund balance policy.
  - 1. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular year.

### **IV. Reporting Encumbrances**

- A. Encumbering amounts in governmental funds for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts.
- B. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed, or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

### **V. Hierarchy of Fund Balance Use**

- A. When multiple categories of fund balance are available for expenditures, the City will spend the most restricted funds first before moving down the category with available funds in the following order:

## Fund Balance and Financial Reserves Policy

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1. Restricted
2. Committed
3. Assigned
4. Unassigned

### VI. Minimum Level of Fund Balance/Net Assets

#### A. General Fund

1. It is the goal of the City to achieve and maintain a minimum unrestricted (committed, assigned and unassigned) fund balance in its General Fund.
  - a. Committed Fund Balance for Financial Stabilization Arrangement
    - i. The City's General Fund balance committed for Operating Reserve Stabilization is established at a minimum goal of 15% of the General Fund's operating expenditures.
      - 1) These funds are to be used for catastrophic events, major emergencies, or in periods of severe fiscal crisis.
    - ii. An Operating Reserve Stabilization Fund Balance in the General Fund is established for the purpose of providing funds for an urgent catastrophic event or major disaster that affects the safety of residents, employees, or property (e.g. earthquake, wildfires, terrorist attack, etc.)
      - 1) The recognition of an urgent event must be established by the City Council by adoption of a resolution explaining the nature of the fiscal crisis and requires approval by a majority vote of the City Council.
      - 2) A budget revision must be approved by the City Council. A maximum of 50% of the prior fiscal year ending balance in the Operating Reserve Stabilization Fund may be drawn.
      - 3) The City Council must approve and adopt a plan to restore the fund balance per Section VII, if the fund balance falls below the minimum requirement.
  - b. Assigned Fund Balance
    - i. The City's assigned fund balance for Economic Uncertainty Reserve is established at a minimum of 15% of the General Fund's operating expenditures.
      - 1) These funds are to be used during times of severe economic distress such as recessionary periods, State raids on local resources, or other impactful unforeseen events, which greatly diminish the financial ability of the City to deliver core services.

## Fund Balance and Financial Reserves Policy

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- 2) The Economic Uncertainty Reserve will be used during periods of economic distress as measured by one of the following triggers:
    - a) Consumer Price Index exceeds the index for the previous year by more than five percent for two consecutive years.
    - b) Local unemployment rate exceeds 9% for three consecutive quarters.
    - c) The rate of inflation exceeds the growth in property tax revenue by 5% for two consecutive fiscal years.
    - d) Significant State take-aways of revenue totaling more than 5% of total revenue in a given fiscal year.
    - e) Sales Tax revenue falls by 5% over the previous quarter.
  - 3) Once the City Council or their designee (City Manager or Chief Financial Officer) has determined that it is necessary to draw down fund balance, a resolution approving the additional appropriation shall be made at the next City Council meeting accompanied by a formal report explaining the nature of the fiscal crisis and the plan to restore the fund balance per Section VII.
- ii. The City's other assigned fund balances may include:
- 1) Continuing appropriations which arise when expenditures are planned and budgeted in one fiscal year and for unforeseen circumstances are not incurred until a subsequent fiscal year.
  - 2) Funds assigned to the receipt and programmatic commitment to administration of grant and/or federal and state award funding projects including any required match obligation.
- c. Unassigned Fund Balance
- i. The City will achieve and maintain a minimum unassigned fund balance in its General Fund of no less than two months (17%) with a maximum of 70% of the General Fund's operating expenditures.
    - 1) The minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain budgeted level of services.
  - ii. The City Council must approve and adopt a plan to restore the fund balance per Section VII, if the fund balance falls below the minimum requirement.
- B. Special Revenue Funds

## Fund Balance and Financial Reserves Policy

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1. Special revenue funds are created to account for the proceeds from specific revenue sources that are legally restricted for specific purposes (e.g. CSD zones, grants, gas tax).
  2. Each fund is unique based on the timing of revenue receipts.
    - a. No specific minimum fund balance requirement is created by this policy.
    - b. Each fund must adhere to any underlying guidelines attached to that revenue source
- C. Debt Service Funds
1. The minimum fund balance requirement for any outstanding issue will be consistent with the bond covenants.
- D. Capital Projects Funds
1. Capital projects funds are created to account for resources set aside to construct or acquire fixed assets or improvements.
  2. These projects may extend beyond one fiscal year.
  3. No specific amount for minimum fund balance is required per this policy.
- E. Enterprise Funds – [Moreno Valley Utility](#)
1. Enterprise funds should strive for positive net operating income to provide for necessary operating and capital expenses while maintaining sufficient debt service coverage ratios.
  2. A specific percentage or dollar amount will vary due to the considerations for working capital, debt coverage, asset replacement, rate stabilization, and revenue volatility.
    - a. Assigned Fund Balance
      - i. The City's Moreno Valley Utility assigned fund balance for Operating Reserve is established at a minimum of 20% of the Moreno Valley Utility's operating expenses (not including depreciation and amortization).
        - 1) The funds are to be used for maintaining payment of operating expenses including procurement of materials and restoration of service during periods of scarcity of materials and energy supplies at potentially elevated costs.
      - ii. The City's Moreno Valley Utility assigned fund balance for Capital Reserve is established at a minimum of 5% of the Moreno Valley Utility's fiscal year end Capital Assets (net of depreciation).
        - 1) The funds are to be used for anticipated and approved infrastructure projects and/or repairs to serve existing and future customers.
      - iii. The City's Moreno Valley Utility assigned fund balance for Emergency/Contingency Reserve is established at a minimum of 2% of

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02/07/17

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## Fund Balance and Financial Reserves Policy

the Moreno Valley Utility's fiscal year end Capital Assets (net of depreciation).

1) These funds are to be used for emergency or unforeseen infrastructure repair and/or replacements to maintain or restore electric service to customers.

b. Unrestricted Fund Balance (Net Position)

i. The City's Moreno Valley Utility will achieve and maintain a minimum unrestricted fund balance of not less than 25% of the operating expenditures.

1) The minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain budgeted level of services.

~~Moreno Valley Utility shall develop a separate Financial Reserves Policy.~~

### F. Internal Service Funds

1. Internal Service Funds, by nature are designed to operate on a break-even basis for operations, while, if applicable, accruing additional funds to finance future capital costs or potential liabilities.

a. General Liability

i. The minimum fund balance requirement will be based on the actuarial recommended funding level at June 30<sup>th</sup> each fiscal year.

b. Workers' Compensation

i. The minimum fund balance requirement will be based on the actuarial recommended funding level at June 30<sup>th</sup> each fiscal year.

c. Technology Maintenance and Replacement

i. The City's computer network, communications systems, desktop and peripheral hardware, and technology software expenses are accounted for in the technology internal service fund.

ii. This fund is utilized for periodic replacement of desktop computers, the annual expense related to enterprise-wide software licenses, upgrades to servers and networks, and maintenance and upkeep of the communications system.

iii. This policy establishes a minimum reserve level of 75%, with a maximum of 150% of the recorded purchase price for the current assets at June 30<sup>th</sup> each fiscal year. The maximum reserve level exceeds 100% to allow for the cost increases related to future replacement value for the equipment.

d. Facilities Maintenance and Replacement

i. The facilities internal service fund is responsible for costs related to routine maintenance (i.e., custodial services) and major rehabilitation

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## Fund Balance and Financial Reserves Policy

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(i.e., roof replacement, remodel or expansion) of City buildings.

- ii. The City maintains a long-term, facilities master plan that is utilized to guide long-range budgeting for major building expenses.
- iii. This policy establishes a minimum reserve level of 3%, with a maximum of 50% of the recorded purchase price for the current assets at June 30<sup>th</sup> each fiscal year.
  - 1) The lower reserve levels are established based on the longer life of the facilities and the potential of available financing for these types of assets.
- e. Fleet Maintenance and Replacement
  - i. The City has a fleet of rolling stock and other equipment that is maintained and replaced through the equipment internal service fund.
  - ii. The City's Public Works and Parks and Community Services Departments comprise the largest users of and contributors to the equipment internal service fund.
  - iii. This fund receives operating resources from Departments in order to provide for fleet maintenance (annual ongoing costs) and to fund the regular replacement of major pieces of equipment (primarily rolling stock) at their economic obsolescence.
  - iv. This policy establishes a minimum reserve level of 50%, with a maximum of 100% of the recorded purchase price for the current assets at June 30<sup>th</sup> each fiscal year.
    - 1) The definition of rolling stock includes such equipment as Public Works utility trucks, and Parks and Community Services utility vehicles.
    - 2) The replacement value shall be that updated and used annually as part of the budget development process.
- f. Equipment Maintenance and Replacement
  - i. The City has equipment that is maintained and replaced through the equipment internal service fund.
  - ii. This fund receives operating resources from Departments in order to provide for equipment maintenance (annual ongoing costs) and to fund the regular replacement of major pieces of equipment at their economic obsolescence.
  - iii. This policy establishes a minimum reserve level of 75%, with a maximum of 150% of the recorded purchase price for the current assets at June 30<sup>th</sup> each fiscal year. The maximum reserve level exceeds 100% to allow for the cost increases related to future replacement value for the equipment.
- g. Unfunded Liabilities

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## Fund Balance and Financial Reserves Policy

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- i. This fund should allocate all of the costs related to maintaining a highly functioning full-time and part-time work force.
- ii. The major expenses allocated to each Department and Program through this fund is unfunded liabilities, including but not limited to, compensated absences/annual leave, etc.
- iii. This policy states that the fund balance level for the unfunded liabilities fund related to compensated absences will be calculated using the total amount of compensated absences, as noted in the ACFR “Long-Term Debt (Note 6)” for Governmental and Internal Service Funds.
  - 1) This amount represents the total outstanding liability of all accrued employee annual leave that is eligible to be paid to the employees at separation.
  - 2) The minimum reserve level is set at 25% of the current liability for compensated absences at June 30<sup>th</sup> each fiscal year, with a maximum of 100%.
  - 3) Using “compensated absences” as a measurement for appropriate fund balance allows for one type of liability to be covered.
  - 4) Being able to show how the “compensated absences” liability could be fully covered, if in the highly unlikely scenario the entire amount needed to be converted to an expense, is a useful metric upon which to base a reserve level policy.
- iv. The City Council has authorized the City Manager as the official authorized to reserve other unfunded liabilities as approved by this fund balance policy.
  - 1) Any amounts recorded and authorized by the City Manager as other unfunded liability will be designated for a specific purposes at the time of recordation (i.e. pension liability, OPEB liability, deferred maintenance, etc.).

## **Fund Balance and Financial Reserves Policy**

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- 2) **No other unfunded liability reserve level has a designated** minimum reserve level at June 30<sup>th</sup> each fiscal year, and no other unfunded liability reserve will exceed the maximum of 100%.

### **VII. Replenishing Minimum Reserve Balance Deficiencies**

- A. When the General Fund's minimum fund balance falls below the required thresholds, the City Council must approve and adopt a plan to restore this balance to the target minimum level within five years using the following budget strategies:
1. The City will use budget surplus or,
  2. The City will reduce recurring expenditures to eliminate any structural deficit or,
  3. The City will increase revenues or pursue other fund sources, or,
  4. A combination of the three options above.
- B. Unless a repayment plan is pre-established at the time reserves are allocated, Staff shall bring for Council consideration a replenishment plan, within 90-days of allocation from the reserve.
1. It would be Council's expectation that every effort would be made to replenish the reserve as soon as it is financially feasible and practical to do so.
- C. If the reserve cannot be replenished by the next annual budget, a repayment plan not to exceed five years should be approved by Council by a majority vote.

### **VIII. Deficit Unassigned Fund Balance**

- A. If the General Fund fund balance or net asset balance is not positive at any year-end, the City shall develop a funding plan and a timeframe to bring it into a positive state.

The unassigned fund balance deficit in General Fund will be restored through the same steps as set forth in Section VII.

### **IX. During Close of Fiscal Year Surplus Fund Balance**

- A. At June 30<sup>th</sup> each fiscal year, if the Committed and Assigned fund requirements have been met and the minimum Unassigned fund balance has been met as stated in section VI, any fiscal year end surplus of revenues over expenditures (including any carryovers) will be Committed by the City Manager as follows:
1. The remaining amounts may be utilized to increase any reserve balance beyond the minimum funding level, but never in excess of the maximum as covered by the policy.

### **X. Surplus Unassigned Fund Balance**

- A. Unassigned fund balance in General Fund will be considered a surplus if over 35% of the budgeted expenditures and outgoing transfers of future budget year.
1. If unassigned fund balance of the General Fund ever exceed 70%, the City will consider

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## Fund Balance and Financial Reserves Policy

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such fund balance surpluses, in conjunction with the annual budget process, to be used, in no particular order of priority, for:

- i. Provide additional funding for other assigned or committed fund balance requirements.
  - ii. Capital projects and equipment.
  - iii. Payment of long-term obligations.
  - iv. One-time expenditures that are non-recurring in nature and which will not require additional future expense outlay for maintenance, additional staffing or other recurring expenditures.
- B. Appropriation from General Fund's unassigned fund balance to fund reserves shall require the approval of City Council.

### XI. Implementation and Review

- A. Upon adoption of this policy, the City Council authorizes the Financial and Management Services Department to establish standards and procedures, which may be necessary for its implementation.
- B. The City Council shall review and approve this policy via resolution at a minimum of every two years to ensure it continues to meet the needs of the City given economic factors and the current financial status at that time interval.

## Moreno Valley Fund Balance and Financial Reserves Summary

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### General Fund

	<u>Minimum</u>	<u>Maximum</u>
Committed to: Reserve Stabilization (“Emergency Fund”)	15%	
Assigned to: Economic Uncertainty Reserve (“Rainy Day Fund”)	15%	
Unassigned (“Cash Flow”)	17%	70%

### Debt Service

Reserve Set by Debt Covenants

### Enterprise (MVU)

<u>See MVU Financial Reserve Policy</u>	<u>Minimum</u>	<u>Maximum</u>
<u>Assigned to: Operating Reserve</u>	20%	100%
<u>Assigned to: Capital Reserve</u>	5%	100%
<u>Assigned to: Emergency/Contingency Reserve</u>	2%	10%
<u>Unrestricted (“Cash Flow”)</u>	25%	75%

### Internal Service Funds

	<u>Minimum</u>	<u>Maximum</u>
General Liability*		
Workers’ Compensation*		
Technology **	75%	150%
Facilities **	3%	50%
Fleet **	50%	100%
Equipment **	75%	150%
Unfunded Liabilities ***	25%	100%

\* Based on Actuarial recommended funding level

\*\* Based on recorded purchase price

\*\*\* Based on accrued or actuarial liability

**PURPOSE:** To establish the manner by which all City procurement is to be conducted and to ensure City compliance with applicable laws relating to the expenditure of public funds.

**POLICY:** When authorized to procure materials or services, all City employees shall follow this policy to correctly and ethically process a procurement need and ensure the efficient use of public funds. Public Works projects follow state and federal guidelines. All City rules, regulations, laws, resolutions, and the City Purchasing Ordinance No. 844 are incorporated herein by reference (see Chapter 3.12 of the Municipal Code). *For an explanation of terms, see the Definitions at the end of this document.*

## I Overview

The Purchasing and Sustainability Division of the City of Moreno Valley is responsible for oversight of the procurement of materials, equipment, supplies, and services for all City departments. It is also responsible for administrating the Purchasing and Sustainability Division warehouse and mail operations. These activities will be conducted most cost effectively and efficiently, consistent with City requirements, schedules, and sound Purchasing practices.

This Procurement Procedure (“Procedure”): (a) provides for a coordinated and controlled Purchasing system; (b) effects City Council delegations of authority to conduct Purchasing activities and to execute related contracts to specified staff; (c) promotes a system of financial and administrative internal controls for the efficient expenditure of public funds in accordance with City Council directives, and (d) sets forth the limits for City Purchasing and public works contracts identified in the City’s Purchasing Ordinance.

The City’s Purchasing Ordinance and Procurement Procedures are in place to ensure materials and services are purchased legally and cost-effectively. Remember that services generally have some risk associated with them and typically require additional insured documentation and/or a City Agreement. There are four ways to encumber and/or expend City funds for products and services:

1. Purchase Order
2. Procurement Card(CAL-Card)
3. Direct Pay
4. Petty Cash

The encumbrance accounting system is essential to our procurement process, which allows departments (and Financial & Management Services) to control department spending by knowing what amounts have been committed before the actual invoice and payment of services. A verbal commitment with a vendor and the absence of a purchase order is unacceptable. If a City staff member was to verbally commit to a vendor and not issue a purchase order, it would circumvent the entire budgetary control and competitive process. The process of obtaining a purchase order from the Purchasing and Sustainability Division is the primary method of encumbering City funds. Exceptions to this rule are:

1. Use of a procurement card to purchase material under \$10,000 (does not include professional services)
2. Purchase of material on competitively awarded contract and paid for with a procurement card under \$10,000
3. Special circumstance pre-approved by the Purchasing and Sustainability Division Manager

No purchase order or contract shall be approved unless the Authorized Department Purchaser making the purchase first certifies an adequate unencumbered balance of appropriation(s) to be charged against the cost of the order or contract. Upon adoption by the City Council of annual budgets (both Operating Budgets and Capital Budgets), the appropriations included in the adopted budgets will constitute the authority to spend for the public purposes indicated in the budgets, subject to the methods and authorities outlined in this Procedure. City policies & procedures are designed to optimize usage of its computerized Purchasing system, which is integrated into the City’s computerized financial accounting system. Document and approval routing will occur within the computerized purchasing system to take advantage of the system’s data integration features. Such features are intended to (a) reduce errors, (b) maximize administrative and financial

internal controls, and (c) make “funds available” status checks more accurate by encumbering appropriations upon purchase order issuance. To encumber the appropriations, executed contracts shall be entered into the automated purchase order system.

Accounts Payable will pay approved vendor invoices with an appropriate and valid purchase order number issued from the Purchasing and Sustainability Division. Any invoice with a payment/work period that overlaps two different fiscal years must be paid separately. The vendor must provide two separate invoices and specify the date/month/fiscal year for each invoice.

If a purchase order number was not issued before procurement, the department would be required to complete a purchase order and explain why it was not completed before procurement.

Purchase Orders related to annual operational appropriations will be closed at the end of each fiscal year. Purchase Orders related to the City capital budgets continuing into the next fiscal year will continue intact until the purchase order is no longer needed.

**II Signature Authority**

A. Levels of procurement signature authority are determined by City Council Resolution No. 2023-32 or as amended occasionally. The current signature authority is as follows:

<i>Authorized Signer</i>	<i>Amount to be Procured</i>
Division Manager:	up to \$15,000
Department Head:	up to \$30,000
Chief Financial Officer:	up to \$60,000
City Manager (or designee):	up to \$75,000 (\$100,000 for public works projects*)
Mayor: (upon Council approval)	over \$75,000 (\$100,000 for public works projects*)

*\* Per CA Labor Code 1720*

1. Total signature authority is only applicable to the annual value of an agreement.
2. Route documents through each appropriate management level based on the above chart.
3. Signature levels may be amended occasionally per Council Resolution.
4. Electronic signatures and/or approvals are accepted.

B. Exceptions to Signature Authority

1. Minor procurement needs, as defined in this policy (under \$10,000), may be processed using an authorized City issued procurement card. Any item(s) purchased on a procurement card valued over \$10,000 shall include an e-mail or wet signature from an individual with the appropriate signature authority, prior to making the purchase. Single or Sole Source justification or additional quotes are required for items over \$10,000.
2. Emergency purchases (see Chapter 3.12 of the Municipal Code).
3. Revenue Sharing Services
4. Cost Recovery & Reduction Services
5. An individual with signature authority may give (in writing) signature authority to a subordinate supervisor or designee during his or her absence.
  - a. Notify Accounts Payable, Payroll, and all Department Heads and Division Managers.
6. The City Manager or designee may authorize exceptions to this signature authority.

C. Payment Authorization Signature Authority

1. Signature authority to authorize payment against a purchase order is administratively given to Division Managers and may be granted to employees classified as Professional/Administrative/Management (PAM).
  - a. For vendor invoices authorized to be paid by the Direct Pay process, please refer to the procurement signature authority levels for authorization.
2. Where the expenditure is for another division (i.e., Public Works project for CDD or Facilities Project for the Library), approval, signatures, or documentation are required from each responsible division from the individual who validates the work or product and the responsible budget division.
3. The authorized invoice payment signature levels for purchase order invoices are as follows:

<i>Authorized Signer</i>	<i>Amount To Be Paid</i>
Professional/Administrative/Management (PAM)	up to \$15,000
Division Manager:	up to Purchase Order total

**III Vendor Set-Up**

- A. Vendor set-up in the ERP system is done through the Purchasing and Sustainability Division. A new vendor set-up form is on the Purchasing and Sustainability Forms page on the Intranet. Please complete the requested forms and request a copy of the vendor's W-9 form. Once received, please email all documents to Purchasing to be added to the ERP system.
- B. Vendors wishing to do business with the City in the future should be directed to the City's web page located here: <http://www.moval.org/departments/financial-mgmt-svcs/departments-bid-rfps.html>

**IV Ethical Considerations**

- A. Circumventing the Signature or Spending Authority (Splitting of Purchases)
 

Defined as: Intentional splitting of a purchase into two or more smaller orders for the purpose of evading a procedural rule or bidding law.

  1. Purchases of the same or related items in a manner that evades or appears to evade the limitations of a predefined limit, such as a procurement card purchase limit, signature limit, or bid limit, are strictly prohibited.
- B. Confidential Information
  1. Information furnished by suppliers and/or contractors in a Request for Proposal (RFP) regarding price, terms, performance specifications, or other data will be held confidential until after the award for purchase. This shall not apply to public bid openings. After the award of the bid, all papers pertaining to a transaction are public information and will be available for review upon submittal of a public records request by an interested person, unless good cause exists for a bidder to specifically request that certain proprietary information (under patent, trademark, or copyright) not be released. Departments should seek specific guidance from the City Attorney's office as required.
- C. Employee Interest in Supplies/Contractors
  1. No City employee who participates in the selection or approval of a contract for products, sources of supply, specifications, or who has supervisory responsibility for such employees

shall have any financial or personal interest in the company that furnishes the supplies or services being procured.

D. Standards and Ethics

1. The highest ethical standards will be maintained in all Purchasing activities. All Purchasing shall be in full accord with the appropriate codes of the City of Moreno Valley and the State of California Government Code and the standards of good business practice. The Purchasing and Sustainability Division will also operate under the principles and standards of Purchasing advocated by the National Association of Purchasing Management and the California Association of Public Purchasing Officers.

E. Gifts and Rebates

1. City employees are expressly prohibited from accepting any rebate, gift, money, or anything of value whatsoever when it could be perceived as intent to influence the employee in their official capacity.
2. City employees may accept token advertising items (e.g., pens, hats, coffee mugs, etc.) so long as the value remains below mandated disclosure limits set by the Fair Political Practices Commission limits for gifts for the current year. Additionally, other gifts may only be accepted when approved by a department head and should be shared with other employees in the department. In no instance shall gifts be received by any employee that would exceed the Fair Political Practices Commission's gift limitations.
3. All rebates given in the regular course of business will be turned over to the Purchasing and Sustainability Division. The Purchasing and Sustainability Division will use the rebates to maximize utility for the City.

F. Vendor-Paid Meals

1. Vendor-paid meals may be accepted only in limited circumstances. City employees are expressly prohibited from accepting any meal when it could be perceived as intent to influence the employee in their official capacity.

Employees may only accept vendor-paid meals if the following criteria are met:

- Vendor is in attendance.
- There is a legitimate business purpose to the meeting with the vendor.
- The cost of the meal is nominal.
- The meal is for the convenience of the participants or process.
- The meal is promptly reported to the employee's manager.
- The meal is valued under the Fair Political Practices Commission's disclosure limits for the current year.
- No alcoholic beverages are consumed during the meal or paid for by the vendor.

G. Purchasing for Personal Use is Prohibited

1. Purchases shall not be made for any City employee's personal use, using the City's procurement personnel, facilities, processes, or accounts. Purchases made with a purchase order and/or procurement card shall not be made for any City Employee's personal use.

**V Procurement/Payment Methods**

A. Procurement/Payment Methods

1. Purchase Order

- a. The Financial & Management Services Department has designated the purchase order as the primary and preferable procurement and payment method.



- b. The Purchase Order (PO) is the primary source of encumbering and procuring services and materials. The PO is used to communicate to a vendor the City's terms and conditions, authorizes an encumbrance of City funds, and is a contractual agreement to order goods and some services. The PO is used to process payments and track expenditures in the ERP system.
  - c. Most services and projects will require a standard City agreement and/or insurance, which can be found on the City's Intranet. Each agreement must be approved as to form by the City Attorney.
    - i. Contact the City Attorney with questions regarding the need for a City agreement. If the agreement states that insurance is required, please email the Certificate of Insurance to [insurance@moval.org](mailto:insurance@moval.org) for insurance review. If an insurance waiver is requested, please include this request within the body of the email requesting insurance review. Insurance waivers are authorized by the Human Resources Risk Management Department.
2. Procurement Card
- a. The City's Procurement Card (CAL-Card) is a purchase and payment method used to procure budgeted low-value items that do not exceed \$10,000. Purchases above \$10,000 may be made in limited circumstances and require additional approval from the Purchasing and Sustainability Manager and Chief Financial Officer or designee. The Cardholder and the cardholder's manager are responsible for the proper use of the procurement card. The cardholder's manager, with the approval of the Chief Financial Officer or designee, is to designate original and subsequent spending limits and types of authorized purchases. Requests for single purchase limits exceeding \$10,000 must be approved by the City Manager. See Section VII of this policy for additional details regarding the procurement card procedures.
3. Direct Pay
- a. This is a limited use payment method that is typically used for refunds, one-time payments for emergency orders and other payments as further outlined in this policy. See Section VIII in this document for acceptable uses. Is not to be used for payment of services or routine/re-occurring payment of goods.
4. Petty Cash
- a. This is for reimbursements under \$100 to an employee, who paid out-of-pocket for an unplanned departmental purchase. Approval from the Division Manager or designee may be required for reimbursement.
5. Electronic Funds Transfer
- a. This is a limited-use payment method that is typically used for transactions with large values and which are time-sensitive, excluding standard Automatic Clearing House (ACH) payments. Types of payments that are routinely processed by means of a wire are debt service payments, the purchase of securities, homeowner assistance loans, escrow accounts, and other approved electronic funds transfers authorized by the Chief Financial Officer or designee.
- B. The Purchasing and Sustainability Division will determine the best procurement method based on all applicable laws, ordinances, policies, and procedures. All procurement/payment method decisions will be reviewed for appropriateness.

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- C. Refunds of any sort should be issued as a credit to the City and/or a credit to the appropriate procurement card. Store credit shall not be accepted from the vendor. Please contact the Purchasing and Sustainability Manager if you have a vendor that will only issue a store credit voucher/card.

## VI Purchase Orders

- A. To issue a purchase order, the following conditions shall be met:
1. The end user creates a purchase order in the ERP system. If the vendor is known, then apply the correct vendor number from the system list. Create each line item as required or a Lump Sum item to cover a service.
  2. When a vendor is known but not in the ERP system, a vendor profile must be created in the ERP system. The end user shall institute new vendors by providing Purchasing staff with the vendor information (See Section III).
    - a. Utilize the “Vendor Set-Up Form” located on the Purchasing and Sustainability Forms page on the Intranet.
  3. The purchase order will be automatically routed based on value and commodity. For example, if the end user designates a software item (coded in the ERP system as 625010) the purchase order will be routed to Technology Services for review.
  4. In the event a bid solicitation is needed, all ordinances, policies, and procedures must be adhered to. Upon bid opening, Purchasing staff will validate all bid results and forward them to the appropriate department. All bid submittals under \$75,000 and the City’s electronic bid management system was not utilized, the following documents must be attached to the purchase order before routing to the Purchasing and Sustainability Division for approval:
    - a. A listing of all vendors who were invited and provided a quote/proposal.
    - b. Quotes/proposals provided by vendors (minimum of 3), where applicable.
    - c. Documentation showing the comparison of the quotes/proposals submitted for selection or award.
    - d. Executed agreement, including the scope of work.
    - e. Approved certificate of insurance (see below).
  5. The City’s Human Resources Risk Management Department shall approve the insurance required by the City. Approved copies of insurance documents shall be attached to the purchase order. See Risk Management Administrative Procedure (AP) Nos. AP 611, AP 612, and AP 613 for insurance requirements.
    - a. The requesting division/department is responsible for keeping all required insurance and agreement documentation up to date and on file.
  6. Capital expenditures require approval during the budget process. Such expenditures, whether new or carried over from a prior fiscal year, shall be listed on a capital expenditure, capital assets, or capital improvement program budget report.
    - a. If additional funds are required and approved by the City Council, a copy of the staff report and Council Meeting Summary of Actions shall be attached to the purchase order. The City’s ERP software shall be used to complete a budget adjustment journal. Once the transfer is completed, a purchase order will be issued.

7. When an expenditure is approved by the City Council, apart from the formal budget process, a copy of the staff report and Council Meeting Summary of Actions shall be attached to the purchase order.
    - a. Highlight the approved item on the Council Meeting Summary of Actions.
  8. Fixed asset expenditures that exceed the approved budgeted amount will be permitted up to 10% over the originally approved amount budgeted for the item. The funds must be available in the budget and will require written confirmation by the requesting department's Division Manager or Department Head.
  9. When requesting a single or sole source vendor or purchase, a single or sole source request form, including a written explanation for the request, shall be sent to the Purchasing and Sustainability Division Manager for approval prior to submitting your purchase order to Purchasing. Upon approval, please attach the signed document to the purchase order request.
    - a. When the material or general non-professional service is valued at an amount over \$10,000:
      - i. A single or sole source can be used as an option for the purchase where applicable.
      - ii. When fewer than three quotes are obtained, provide details as to why another source could not supply an item. The Purchasing and Sustainability Division Manager will review the explanation and approve or deny the request.
  10. Per the California Public Contract Code, single or sole source procedures do not apply to Public Works projects except as permitted by state law. (Ord. 844 § 2, 2012).
  11. A professional service (non-public works) is exempt from the multiple-quote requirement if it is less than \$35,000. However, a single or sole source request shall accompany the purchase order.
    - a. A professional service is defined as architectural, material testing, inspection services, appraising, ad campaigns, engineering, environmental, finance, fine arts, insurance, land surveying, landscape architectural, legal management consultants, management information consultants, right of way, grants, janitorial, medical, document processing services, municipal program implementation, performing arts, personnel, psychological, sports, and underwriting or any other professional service as deemed appropriate by the Purchasing and Sustainability Division Manager.
  12. All procurements of legal services shall be coordinated with the City Attorney to allow for the evaluation of prospective legal service providers by a qualified lawyer and to ensure the identity of "the client" is clearly set forth in the agreement.
- B. Annual Purchase Orders and Agreements
1. Annual purchase orders for materials or services may be requested where the budget is sufficient to cover the expenditure.
    - a. The total annual fiscal value of the expenditure involved with a single or group of like or associated items shall dictate the required signature authority.
    - b. Annual expenditures of an item, or group of like items that go together, exceed \$10,000 and require competitive quotes. Examples:
      - i. Janitorial supplies over \$10,000 annually require three informal quotes.

- ii. Miscellaneous one-time or annual supply needs under \$10,000 do not require additional quotes.
    - c. When applicable, annual purchase orders should list City personnel who have been given the authority to procure items against the annual purchase order. For example, a Costco annual PO should list appropriate staff authorized to use the PO.
  - 2. Annual purchase orders, or agreements that extend to a subsequent fiscal year, are subject to the appropriation of funds through the annual budget process and must include a copy of the approved City Council staff report and City Council Summary Minutes attached to the annual purchase order. Staff should also include a brief note to the PO explaining the nature of the multi-year agreement or PO.
  - 3. The total value of the agreement will determine if additional quotes are required. For example, a five-year agreement with an annual value of less than \$10,000 per year for sandbags does not require additional quotes. A five-year agreement with an annual value of more than \$10,000 per year for landscape service would need additional quotes since the total is greater than \$10,000.
  - 4. The City Manager, or designee, may authorize deviations from this section as deemed necessary.
- C. Change Orders to an Original Purchase Order
- 1. Change order approvals are to be authorized by signature authority as defined in this procedure (refer to Section II (A)).
    - a. Amount to be approved is the total of the original purchase order plus all subsequent change orders.

Example (non-public works)

Original Base Purchase Order Amount	Change Order #1	Change Order#2	Total for Approval	Signature Required
\$8,500	\$500		\$9,000	Division Manager
\$28,000	\$1,000		\$29,000	Department Head
\$56,000	\$1,500	\$500	\$58,000	Chief Financial Officer
\$68,000	\$6,000		\$74,000	City Manager
\$72,000	\$10,000		\$82,000	City Council

- 2. A non-monetary change order may bypass the approval process, except for Purchasing's initial review; thereafter, send directly to the Purchasing and Sustainability Manager in the ERP system.
- D. Urgent needs shall be handled in the following manner:
- 1. When there is an urgent request to procure a product or service, it may be in relation to an ongoing project.

*Example #1:* If a vendor has been issued a PO to trim ten trees and wind damage creates the need for additional work, verbal approval to the vendor from a Division Manager or above will temporarily suffice. The Division Manager will immediately send an email describing the nature of the emergency to the Purchasing and Sustainability Division Manager and a

change order (CO) shall be created for the additional work. A copy of the email and supporting quote documentation must be attached to the CO.

*Example #2:* A PO has been issued to install an electrical conduit between two buildings. During excavation, a water main is found that was not on the plans and the water main must be modified to allow the job to continue. City staff should contract with an appropriate vendor who has the required expertise. If an executed City agreement and current insurance is not on file for an appropriate vendor, City staff shall notify the City Manager's Office or designee, for approval to move forward. City staff will immediately send an email describing the nature of the emergency to the City Manager's Office, and a change order (CO) will be created for the emergency work. A copy of the email and supporting cost documentation will be attached to the CO. The responsible division will review the invoice for accuracy and forward it to the Accounts Payable Division for processing.

- E. Closing a Purchase Order
1. When a purchase order is complete, that is, when all items or services have been received, the end user shall close it. Closing the PO and/or line item will unencumber the funds for other uses or provide budget savings.
  2. The process for closing a PO is to create a Change Order on the PO and void/complete the PO. Void/Complete each line item to close out the entire PO or individual lines as needed, and add a note to the closed PO that details the reason for the closure. Validate, approve, and forward to Purchasing staff (approval can bypass the Department Division Manager and above). Purchasing staff will finalize the void/completed PO.

## VII Procurement Card Method (aka: CAL-Card)

- A. Payment of Charges on Procurement Card Purchases
1. It is in the City's best interest to pay the procurement card billing in a timely manner and avoid any interest expense. Accounting staff will pay the entire monthly invoice upon receipt. CAL-Card holders are responsible for allocating the appropriate account to each transaction, and Purchasing staff will review and ensure each transaction is reconciled correctly through the use of appropriate account codes entered by the cardholder. Once all the charges have been reconciled, a journal entry is created and imported into the City's ERP system for final processing.
- B. Mandatory Training
1. Recipients of a procurement card must attend a cardholder training session and sign the Cardholder User Agreement before being issued a procurement card. A copy of the CAL-Card Procedures and submittal schedule is provided to staff as a reference. If the cardholder elects to assign allocation approval to another staff member, additional training will be required for the new user. Additional annual training may be required if staff violates any of the set processes.
- C. Use of Procurement Cards
1. Personalized Cards
    - a. A Division Manager or Department Head, (also known as Approving Official), shall determine which City staff members are to be assigned a personalized procurement card.
    - b. The procurement card may only be used for budgeted City-related business expenses.

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- c. Original and subsequent single and monthly transaction limits are to be authorized by the cardholder's Division Manager, Department Head, Chief Financial Officer, and/or City Manager if limits exceed the limitation established in Section D below.
  - d. The Approving Official may require prior approval before each use or may give blanket Purchasing authority based on the cardholder's predefined limits.
  - e. Once such cards are assigned, staff shall abide by the procurement policy set forth herein.
2. Purchases of Services
    - a. Services are typically not to be paid for with a procurement card unless preauthorization from the Purchasing and Sustainability Division Manager has been received.
    - b. On-site service-related needs are not authorized to be ordered and paid for utilizing a procurement card. Any variance from this rule must be in writing from the Division Manager and approved by the Purchasing and Sustainability Manager in advance of the purchase.
    - c. Off-site minor service purchases, such as printing, minor car repairs less than \$10,000, picture framing, etc., are permitted. Please contact Purchasing staff for further interpretation as needed.
- D. Limitations On Use of Procurement Card
1. Only the employee whose name is embossed on the card may use the procurement card. No other person is authorized to use the card.
  2. The procurement card is to be used for City authorized purchases only. The procurement card cannot be used for any personal use. Any such use will require immediate reimbursement and may result in disciplinary action, which may include dismissal.
  3. Purchases made with a procurement card are limited to a single purchase limit of \$10,000 (higher authorized limits vary and require approval of the Purchasing and Sustainability Division Manager, Chief Financial Officer, and City Manager or designee in advance of the purchase). **All requests for exceptions must be documented in writing and approved by the Purchasing and Sustainability Division Manager and Chief Financial Officer in advance of the purchase.**
- E. Program Management
1. The Chief Financial Officer will assign the following Procurement Card program management staff:
    - a. Procurement Card Program Administrator (Purchasing and Sustainability Division Manager or designee)
    - b. Purchasing Division Reviewer
    - c. Approving Official (Department Heads/Division Managers)
- F. Cardholder Responsibilities and Procedures
1. Complete required procurement card training before being issued a procurement card.
  2. Hold and secure the procurement card (Allowing no one else to use the card).
  3. Charges are for City business only.
  4. Collect and save sale receipts.

5. Ensure receipts provide the date of the transaction, description of the product, and the total amount of purchase.
6. Verify that goods have been received.
7. Match receipts with monthly card statement.
8. Review monthly statements for the validity of all transactions.
9. Sign monthly statements to acknowledge and authorize charges.
10. Allocate an account code for each transaction (include project code if needed).
11. Verifies appropriate sales tax has been charged to applicable expenses. Please contact the Purchasing and Sustainability Division for additional interpretation if needed.
12. Identify disputed charges, notify Purchasing staff of the dispute, file the dispute with the U.S. Bank, and attach the completed "U.S. Bank Print Transaction Summary" form.
13. Provide Purchasing with supporting documentation for the dispute, if any.
14. Provide the Approving Official with the completed and signed monthly statement packet, including all supporting documents, by the internal deadline set by the department/division.
15. The Cardholder is responsible for ensuring the approved procurement card package is submitted to the Purchasing and Sustainability Division, including a scanned copy of the completed CAL-Card procurement card package, by the due date provided by Purchasing staff.
16. Upon termination of employment, surrender procurement cards to Purchasing staff. Please verify that there are no unallocated charges on the CAL-Card holder's statement.
17. Report Lost or Stolen Procurement Cards.
  - a. In case of a lost or stolen card, it is the cardholder's responsibility to immediately notify U.S. Bank and record the date, time and name of the individual contacted at the issuing bank.
  - b. The cardholder must immediately inform his or her Approving Official and the Purchasing and Sustainability Division.

G. Transaction Approver (Division Representative)

1. Review Monthly Bank Card Statements:
2. Assist with disputed items and ensure appropriate action is taken.
3. Forward statements and supporting documentation, including original receipts, to the Purchasing Division by the program deadline.
4. Verify budget availability for purchases and process budget adjustments as necessary.
5. Verify the U.S. Bank statement of all transactions prior to the issuance of their last payroll check from employees ceasing employment.

G-H. Approving Officials (Division Manager / Department Head) Responsibilities

1. Assign transaction and monthly spending limits to subordinate cardholders.
2. Request procurement cards for designated employees.
3. Designate representatives responsible for reviewing/reconciling charges.
4. Review, approve, and sign bank statement.
5. Ensure the cardholder submits to Purchasing the approved procurement card package by the due date provided by Purchasing staff.

H.I. Purchasing Division Reviewers

1. Coordinate issuance and cancellations of cards with the issuing bank.
2. Receive and issue cards.
3. Review all procurement card requests.
4. Participate in resolving supplier disputes.
5. Pursue supplier discount opportunities.
6. Evaluate procurement card feedback from supplier.
7. Verifies appropriate sales tax has been charged to applicable expenses.
8. Provide initial and ongoing training to all cardholders and transaction approvers.
9. Participate in resolving billing issues.
10. Receive approved monthly statements from all cardholders.
11. Ensure every monthly statement has been scanned to the designated Purchasing file and the physical copy is date stamped with employee initials.
12. Notify divisions when approved monthly statements are not received.
13. Review transactions for possible split charges, mistakes and/or misuse situations.
14. Prepare and send out notifications of incorrect/unauthorized actions to cardholders.
15. Review and record cardholder suspensions or revocations.
16. Suspend or revoke cardholder privileges subject to Purchasing and Sustainability Division Manager approval.
17. Prepare and maintain a cardholder reference file.

H.J. Purchasing Procurement Card Program Administrator

1. Receives approved monthly statements from Purchasing staff reviewers.
2. Receives consolidated statement from issuing bank and confirms that all charges are authorized by cardholder.
3. Notify cardholders when approved monthly statements are not received.
4. Pays all monthly charges from the consolidated statement for both Cal Cards and Use-Tax.
5. Reviews accounting lines per transaction and notifies employees of inaccurate accounts and/or project codes.
6. Files and stores statements, receipts, etc.
7. Administers Use-Tax reporting process.
8. Participate in resolving billing disputes.
9. Coordinates program procedural issues.
10. Coordinates and maintains internal controls.
11. Participates in ongoing program reviews and recommended process improvements.
12. Maintains procedural and cardholder guides/manuals.
13. Conducts periodic operational and compliance audits.
14. Review transactions for possible misuse situations and report to the Purchasing and



Sustainability Division Manager.

15. Provide the Purchasing and Sustainability Division Manager with a list of possible cardholder violations.

J.K. Authorized Purchases

1. Cardholder must sign a Cardholder Agreement before being issued a procurement card.
2. The cardholder named on the City procurement card is the only authorized person to procure business-related items with his/her individual procurement card.
3. With prior approval, the procurement card may be used for travel-related expenses, including airfare, fuel, lodging, car rentals, and other miscellaneous travel expenses.
4. When Per Diem is granted for approved travel, the procurement card shall not be used to pay for meals or incidentals that are to be covered under the Per Diem amount given.
5. Vendors who require payment through a PayPal or similar service account set up with the procurement card must receive pre-approval from the Purchasing and Sustainability Division Manager before making the transaction.

K-L. Unauthorized Use of the City's Procurement Card

1. No cardholder shall loan the procurement card or give out the procurement card number to any other individual.
2. **Transactions shall not be intentionally split to go beyond a cardholders' cardholder's transaction limit.** Splitting an order with another card holder or in multiple transactions in order to go beyond a cardholder's transaction limit is prohibited.
3. Unauthorized and/or split purchases can result in the suspension of cardholder privileges and possible disciplinary action up to and including dismissal.
4. The following types of items shall **NOT BE** purchased with a procurement card, regardless of the dollar amount, unless preauthorized by the Purchasing and Sustainability Division Manager:
  - a. Gasoline, fuel, or oil for personal vehicles
  - b. Gasoline fuel for Citywide vehicles unless gas pump at Corporate City Yard is unavailable (reason must be included on monthly statement)
  - c. Cash advances
  - ~~d. Any additional goods or services specifically restricted by their department/division or by the Purchasing and Sustainability Division Manager including furniture (unless furniture is a lesser value than a citywide contract and approved by Purchasing and Sustainability Division Manager, Chief Financial Officer, or City Manager)~~
  - e.d. Maintenance and service agreements
  - f.e. Transactions that must meet the City's insurance requirements such as services performed on-site or hand delivered on-site (other than common courier delivery or approved by the Purchasing and Sustainability Division Manager, Chief Financial Officer, or designee)
  - g.f. Items purchased that DO NOT serve a public purpose (**includes purchases of a personal nature**)

L.M. Non-Compliance with Policy

1. Improper use and/or abuse of the procurement or credit card policy may result in disciplinary

- action including, but not limited to, removal from the procurement card program or, for proven fraud, termination from City employment.
2. Cardholders who fail to render a timely accounting can be suspended of their card use privilege.
  3. Inappropriate use or late submittal of reconciled statements may result in suspension or revocation of cardholder privileges.
  4. Failure to adhere to this policy may result in the following:
    - a. First violation: Written Memo – Notice of Violation to cardholder and notification to their Division Manager/Department Head
    - b. Second violation: Written Memo – Notice of Violation to cardholder and notification to their Division Manager/Department Head for temporary suspension of card privileges until cardholder completes CAL-Card re-training
    - c. Third violation: Written Memo – Notice of Violation to cardholder and notification to the Chief Financial Officer and the City Manager or designee, with possible permanent suspension of credit card privileges

**All violation forms will be signed by the Division Manager, Department Head, CFO, and/or City Manager or designee, as applicable, and returned to the Purchasing and Sustainability Division Manager.**

#### VIII Direct Pay

- A. The Direct Pay signature authority shall follow the procurement signature authority table as outlined in Section II (A). The use of a Direct Pay shall be limited to the following areas:
  1. Direct Pay requests are allowed for non-service items that are valued up to \$10,000.
    - a. Use of a procurement card or purchase order is encouraged as a first payment method.
  2. Employee reimbursement (*in most cases the use of petty cash is the preferred payment method when the amount is under \$100*).
  3. Benefit payments.
  4. Emergency purchases (see Chapter 3.12 of the Municipal Code).
  5. Refunds, i.e. Business License, canceled classes, False Alarm, Planning Fees, etc.
  6. Utility payments, e.g. Electricity, Gas, Water, Sewer, and Communication expenses.
  7. Debt Service payments.
  8. Financial management activities, e.g. Investments, Payments to Bond Trustees, Paying Agents.
  9. The following items must be submitted to release Retention excluding escrow accounts.
    - a. Vendor's original retention invoice, appropriately reviewed and signed by the project manager
    - b. Copy of the consent of surety for bonds
    - c. Copy of the Conditional Waiver and Release on Final Payment from the contractor and subcontractors
    - d. Copy of Contract Retainage and Reconciliation Report
    - e. Copy of the recorded Notice of Completion, copies of all above-mentioned documents must be attached to the direct pay request and submitted to Accounts Payable

- 10. Other direct payment needs not described above must be authorized by the Chief Financial Officer or designee. An email explaining the circumstances and attaching all supporting documents will most likely be sufficient.
- B. Direct Pay requests that do not meet the criteria listed above will be returned with a request to process a purchase order.
- C. Direct Pay Forms submitted for any reason other than those listed in section VIII (A) of this Procurement Procedure shall be specifically approved by the Department Head or designee. The Department Head shall explain in writing to the Chief Financial Officer the circumstances regarding the need for payment without a City-issued purchase order.

#### **IX Electronic Fund Transfers**

- A. The use of an Electronic Fund Transfer shall be limited to the following areas:
  - 1. Financial Management Services activities, e.g. Investments, Payments to Bond Trustees, and Paying Agent
  - 2. Monthly Procurement Card statements
  - 3. Debt Service payments
  - 4. Homeowner Assistance loans
  - 5. Payments for services under City agreements
  - 6. Payroll benefits and deductions
  - 7. Escrow Accounts (Release of Retention)
- B. All Electronic Fund Transfers must be pre-approved by the Chief Financial Officer.
- C. Payments must be submitted on the Electronic Funds Transfer form and may require the following supporting documentation or similar support:
  - 1. Vendor's original invoice appropriately signed as needed
  - 2. Copy of the staff report recommending action
  - 3. Copy of the City Council Summary of Actions
  - 4. Copy of the signed agreement
  - 5. Executed Escrow Agreement
  - 6. Wire Transfer Instructions
  - 7. Additional supporting documents
- D. City processing of the Electronic Fund Transfer will be coordinated and performed by the Chief Financial Officer or designee.
- E. Confirmation will be provided back to the requesting department.

Note: Since Electronic Fund Transfers generally involve large dollar amounts, at least one day's prior notice is required to ensure funds are available.

#### **X Minor Purchase**

- A. Minor purchases do not require competitive quotes. The value of a minor purchase is \$10,000 or less. This value represents a one-time per fiscal year purchase or the total value of multiple purchases of the same item or group of similar items throughout the fiscal year.

*Minor Purchase Example:*

One Air Compressor @\$8,200

- a. A minor purchase may be a single item or a group of like items that relate to one another, e.g. sprinkler bodies and sprinkler heads, misc. promotional items, etc.
- B. Agreements to purchase, on an annual basis (annual purchase order or other form of agreement), an item or group of items that relate to one another fall into two categories:
  - 1. An annual fiscal year total value for the product or non-professional service of \$10,000 or less will be considered a minor purchase.
  - 2. An annual fiscal year total value for the product or non-professional service exceeding \$10,000 will require competitive quotes for award and are **not** considered minor purchases.

**XI Bid Solicitations (Non-Public Works Projects)**

- A. Electronic bidding and vendor management system
  - 1. The City utilizes an electronic vendor and bid management system to solicit bids and proposals. The electronic bid management system will be utilized for all solicitations in excess of \$75,000 and may be used for lower amounts. Utilizing this bid management system standardizes bidding and evaluation procedures, achieves economy-of-scale benefits, provides consistency in dealing with vendors, and ensures an open, fair, and competitive procurement process.
  - 2. To Process an RFP, RFQ or Bid by the Purchasing and Sustainability Division:
    - a. Submit a Purchasing Request form two (2) weeks prior to the bid opening date:
      - i. The scope of work and/or specifications
      - ii. Requested due date
      - iii. Advertisement (if applicable)
      - iv. Evaluator information

*Please note that the process may change depending on assessment by Purchasing staff.*

- B. Methods and Determination
  - 1. The anticipated level of expenditure shall determine the method selected to secure the best value for the City. Approved budgeted capital expenditures and fixed assets typically will require a formal RFQ, RFP, or BID. See the chart below for the most appropriate method for purchasing non-public works.

Up to \$10,000	>\$10,000 - \$35,000	>\$35,000 - \$75,000	>\$75,000
No competitive quotes required.	Informal Quotes*	Informal Bid Solicitations**	Bid Solicitations (Awarded By Council)***

<ul style="list-style-type: none"> <li>• No quotes required</li> <li>• Use professional judgment to ensure best value for the City</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of three quotes for supplies/services</li> <li>• May be verbal quotes that are documented via written notes</li> <li>• Submit quote notes with purchase paperwork</li> <li>• If single or sole source, attach letter (See Sole Source requirements)</li> </ul>	<ul style="list-style-type: none"> <li>• Informal competitive proposals for professional services required from three or more sources</li> <li>• Minimum of three quotes for supplies (may be verbal quotes that are documented via written notes)</li> <li>• If single or sole source, attach form (See Sole Source requirements)</li> </ul>	<ul style="list-style-type: none"> <li>• Formal legal advertising if &gt; \$100,000.</li> <li>• Award by City Council.</li> <li>• Staff report, proof of Council award and a valid signed agreement are to be attached to the PO.</li> </ul>
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\*\$10,000 - \$35,000 – Services may be procured by obtaining three quotes for Supplies, Maintenance Work, and General Services or three proposals for Professional Service. Contracts for purchase at this award level must be signed based upon the procurement signatory authority thresholds.

\*\*\$35,000 - \$75,000 – Services may be procured by informal procurement process for Supplies and General Professional Services. Contracts for purchase at this award level must be signed based upon the procurement signatory authority thresholds.

\*\*\*Over \$75,000 – Purchases at this level must be formally procured and approved by City Council. Copy of the approved staff report, City Council minutes, executed agreement (if applicable), bid solicitation evaluation results, certificate of insurance/waiver, and DIR registration (if applicable).

C. Advertising requirements for formal bids

1. Materials, supplies, and equipment shall be advertised pursuant to Chapter 3.12 of the Municipal Code.
2. Professional Services (refer to Purchasing Procurement Thresholds)

Professional services are services rendered by members of a recognized profession or possessing a special skill. Such services are generally acquired to obtain information, advice, training, or direct assistance, including any type of professional service that may be lawfully rendered but does not include public projects.

- a. A professional service is defined as architectural, material testing, inspection services, appraising, ad campaigns, engineering, environmental, finance, fine arts, insurance, land surveying, landscape architectural, legal management consultants, management information consultants, right of way, grants, janitorial, medical, document processing services, municipal program implementation, performing arts, personnel, psychological, sports and underwriting or any other professional service as deemed appropriate by the Purchasing and Sustainability Division Manager.

D. Public projects shall be processed and awarded in accordance with all state and federal codes, acts and laws as described in Chapter 3.12 of the Municipal Code.

E. Exceptions ([requires available budget appropriations previously approved by City Council as part of the Adopted or Amended budget process](#))

1. Legal Services [Agreements](#)
2. Revenue Sharing Services
3. Cost Recovery & Reduction Services
4. Library Circulation Materials

- a. Competitive quotations are not required to purchase library books, tapes, periodicals, and other information delivery formats (such as microfilm, CD-ROM, and online information) in accordance with the budget approved by the City Council as long as sufficient unencumbered funds exist pay the expense.
5. Temporary Staffing Service Agreements
6. Technology Maintenance Agreements
7. Moreno Valley Utility Purchase Power Agreements
8. Facility Furniture
- a. Competitive quotations are not required
9. Agreement between the City Council and non-profit or governmental entities including the procurement, transfer, sale or exchange of goods and/or services
10. Procurement of dues and membership in trade or professional organizations; subscriptions for periodicals; advertisements; postage; paralegals, expert witness, court reporter services, and specialized legal services; abstracts of titles for real property; title insurance for real property; water, sewer, and electric utility services; copyrighted materials; patented materials; art and artistic services; employment agreements; and fees and costs of job-related travel, seminars, tuition, registration and training
11. Real Property
- a. Requires City Council approval in closed session
12. Goods and/or services given, or accepted by the City via grant, gift or bequest
13. Goods and/or services purchased under \$10,000 in accordance with established City policy
14. Purchases from state or federal GSA term contracts
15. Awarded bids by any local, state, or national government agency, cooperative purchasing organizations, or purchasing organizations
16. Any other item specifically exempted by the City Procurement Policy
17. When purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution. Purchases from Federal GSA contracts, state contracts, state university system cooperative bid agreements, contracts awarded by any local, state or national government agency, cooperative purchasing organizations, or purchasing associations, and any other entities specifically excluded by the Procurement Ordinance, and non-profit organizations, shall be an acceptable source selection method and may be authorized without additional City Council Approval. Items for resale shall be exempt from bid requirements. Purchase of these items require prior authorization by the Purchasing & Sustainability Division Manager

## XII Solicitation (Public Works projects)

- A. Uniform Public Construction Cost Accounting Act (UPCCA)
1. The City utilizes the UPCCA which provides for alternative bidding procedures when an agency performs public project work by contract. **Contact the Purchasing and Sustainability Division prior to utilizing UPCCA.**
  2. Public projects of \$60,000 or less may be performed by force account, negotiated contract, or purchase order (PCC 22032(a)). The State of California may adjust this value from time to time.

3. Public projects of \$200,000 or less may be let to contract by the informal bidding procedures set forth in the Act (PCC 22032(b)). This value may be adjusted from time to time by the State of California.

4. Public projects of more than \$200,000 shall be let to contract by formal bidding procedures (PCC 22032(c)). This value may be adjusted from time to time by the State of California.

Copy of approved staff report, city council Summary of Actions, executed agreement, approved certificate of insurance, DIR registration must be attached to the purchase order in order for Purchasing staff to review and approve.

B. On-Call Professional Service Consultant

1. Pre-qualified on-call consultant lists are negotiated and established for citywide departments for a variety of professional and technical support services. A Request for Qualifications is solicited through the City's electronic bid management system. City staff will review qualifications and create a list of qualified on-call consultants for each discipline. As appropriate, the City may conduct an additional competitive process (e.g. solicit bids or issue Request for Proposal prior to awarding contracts. These services will be on an as-needed or on-call basis.

**XIII Cooperative or "Piggybacking" Agreements**

A. An optional method used to procure material or service that has been awarded by another public agency, either by competitive award, volume pricing or negotiated best value, eliminates the full RFP/RFQ or Bid process when the below requirements are met.

B. Documentation Requirements:

1. Copy of the originating agency's bid solicitation showing an award based on the above criteria.

2. Copy of the executed agreement on which the City is "piggybacking" must be valid/awarded within the prior 36 months.

3. Copy of the executed cooperative agreement which references the binding agreement between the cooperative agency and vendor.

4. Bid solicitation documentation referencing the originating agency's selected vendor.

C. Slight modifications to the product are permitted if they do not alter the major operation or intended use of the service(s) or item(s) purchased.

**XIV Grant or Governmental Contract related Purchases**

A. The City will comply with all special Purchasing requirements imposed by grants-in-aid (state, federal, or otherwise) or state or federal contracts with special Purchasing requirements. However, if the City has discretion or if the grant or contract is silent, the provisions of the City's Purchasing Procedures will prevail in the event of any conflict or potential conflict among Purchasing provisions. The City will comply with all Federal and State Grant requirements where applicable in the following:

1. Debarment and Suspension: No contract will be awarded to any person debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549.

2. End users must verify if their proposed vendor is on the debarment and suspension list at: <https://sam.gov/content/home>
  3. Buy America: All steel, iron, and manufactured products used in projects requiring a Buy America provision must be manufactured in the U.S., as demonstrated by a Buy America certificate, or, in the case of rolling stock, the cost of components produced in the United States is more than 60 percent of the cost of all components and final assembly of the vehicle takes place in the U.S. (49 CFR part 661). Additionally, Appendix A to 49 CFR section 661.7 provides general waivers of the Buy America program.
  4. Specify Federal Grant Amounts: Authorized Purchasers are to be aware of and comply with the requirement enacted in Section 623 of the Treasury, Postal Service and General Government Appropriations Act, 1993, and reenacted in Section 621 of the fiscal year 1994 Appropriations Act. This Section requires grantees to specify in any announcement of the awarding of contracts, with an aggregate value of \$500,000 or more, the amount of Federal funds that will be used to finance the acquisitions.
  5. Accounting and Reporting. Finance and Project managers (for grant funded projects) will establish and maintain procedures to assure compliance with all grant requirements concerning purchases, accounting and recordkeeping, grant cash management, and reporting to the grantor.
- B. The above list is not intended to be a complete listing; other requirements may apply.

#### XV Disabled Veteran Preference

- A. It is the policy and practice to encourage the utilization of and participation in Disabled Veterans Business Enterprises (DVBE) in City procurements and to align the qualification of a DVBE with the State of California requirements and City Municipal Code 5.02.660. This Disabled Veterans policy shall not be utilized where restricted by law or funding source requirements.
  - a. A “disabled veteran” is a veteran of the U.S. military, naval, or air service; the veteran must have a service-connected disability of at least 10 percent or more, and the veteran must reside in California.
- B. This policy shall apply to agreements, contracts, acquisition leases, and purchase orders for materials, services, professional services, professional consultants or trainers from firms or individuals engaged in “for profit” business activities paid for in whole or in part out of funds administered by the City. To the extent of any conflict between this procedure and any requirements imposed by the federal and state government relating to participation in a contract by a DVBE as a condition of receipt of federal or state funds, the federal or state requirements shall prevail.
  - a. The business must be at least 51 percent owned by one or more disabled veterans.
  - b. Limited liability companies must be wholly owned by one or more disabled veterans.
  - c. The daily business operations must be managed and controlled by one or more disabled veterans. The disabled veteran who manages and controls the business is not required to be an owner of the business.
  - d. The home office must be located in the U.S. The home office cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.
- C. A 5% preference shall be given to DVBE’s for the purchase of professional and non- professional services, supplies, materials, and equipment.
- D. When a DVBE’s bid is within 5% of the non-local supplier's proposal on competitively bid solicitation, the DVBE will be provided the opportunity to price match the non-DVBE’s cost.
- E. In the quantitative evaluation of proposals of professional and non-professional services, an additional 5 percentage points shall be provided in the total rating score for the DVBE.



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**XVI City Agreement and Insurance Requirements**

- A. A City agreement is typically required for most service needs. Assistance preparing City agreements can be sought from the Purchasing and Sustainability Division. Agreements are to be entered and maintained in the Contracts Module of the ERP system.
1. City agreement templates are found on the Intranet under the City Attorney's section: <http://visage/forms/legal.shtml>.
  2. Any revisions to the agreement template require City Attorney review and approval.
  3. Agreement requires signature authority from the vendor, City Attorney, and manager approval (refer to signature authority thresholds).
  4. Copy of approved certificate of insurance (COI), email referencing approved COI, and COI checklist must be attached to the contract.
  5. Contact the Purchasing and Sustainability Division if verification is needed on COI requirements.
  6. A copy of a waiver email shall be attached to the contract.
- B. Non-project-related agreements typically have a total term of five years. An agreement may be written with an annual not-to-exceed amount of \$75,000 or a total term amount of \$375,000 as authorized by the City Council.
- C. Multiple types of insurance are required to protect the City against loss. It is the responsibility of the requesting division to secure the proper insurance, regardless of the method chosen for procurement.
- D. See the Risk Management Administrative Policy 6.12 through 6.15 here: <http://visage/policies/admin.shtml>
1. Insurance coverage must be current and applicable to the service being performed.
  2. The City's Human Resources Risk Management Department, must approve all insurance documents.
  3. Insurance must be approved and in place prior to the beginning of work.
  4. City insurance and endorsement documents must be approved in order for a purchase order to be issued.
  5. Waiving Insurance Requirements:
    - a. Due to the variety of services provided to the City, and based on an evaluation of risk exposure involved, there is occasionally the need to waive insurance requirements. The City's Human Resources Risk Management Department may waive insurance requirements. Waiver documentation must be attached to the contract and/or purchase order.

**XVII Local Small Business Vendor Preference**

- A. Local small business vendor is a firm, individual, partnership, association, corporation, or other legal entity that meets the following requirements:
- a. A business entity that has for at least the last twelve (12) months prior to submittal of its RFP response or quote, held a current city business license and maintained fixed offices or distribution points located within the City's geographic boundaries; and that either employs fewer than one hundred (100) employees or has average annual gross receipts of ten million dollars (\$10,000,000.00) or less over the previous three years as required per Municipal Code 3.12.010.

- b. Occupies an actual business facility whose address is within the City of Moreno Valley.
  - c. Possesses and maintains a valid business license as issued within the City of Moreno Valley and the address matches that of their local facility.
  - d. Suppliers of materials and equipment must possess and maintain a valid resale license (where sales tax will be applied to the purchase) issued by the State Franchise Tax Board, and the address must match that of their local facility.
- B. A 5% preference shall be given to local small business vendors for the purchase of non-professional services, supplies, materials, and equipment, per Municipal Code 3.12.
  - C. When a local vendor's bid is within 5% of the non-local supplier's proposal on a competitively bid solicitation, the local small business vendor will be provided the opportunity to price match the non-local supplier's cost.
  - D. In the quantitative evaluation of proposals for non-professional services, an additional 5 percentage points shall be included in the total rating score for the local small business vendor.

**XVIII Purchases of Recycled Material**

- A. Where all things are equal, the purchasing of recycled material is encouraged.
- B. City departments and direct service providers to the City, as applicable, must comply with recovered organic waste products recycled-content paper per municipal code 6.03.150
  - 1. Recordkeeping in accordance with the city's recycled-content paper procurement policy(ies) must be maintained when the division or department is unable to purchase recycled paper for products.

**XIX Emergency Purchases**

- A. In certain situations, emergency purchases may be necessary, which must bypass the pre-approvals outlined above. Per municipal code 3.12.140, an emergency purchase may be made when there is an immediate need to acquire particular materials, goods, supplies, equipment, or services not already available to City staff to deal with an emergency.
- B. For Purchasing purposes, an emergency situation is one in which there is an immediate threat to life or property or a substantial disruption of a vital public service or where the public health, welfare, or safety may be at substantial risk. The emergency must be of such a nature that the Department Head, Assistant City Manager, City Manager, or designee would be contacted to advise them of the situation, regardless of when such emergency may occur. Such situations must be determined to be an emergency (subject to later justification for such determination) and such emergency purchases must be approved by a Department Head, Assistant City Manager, City Manager, or designee.

**XX Pre-Qualification**

- A. The City may maintain a list of pre-qualified contractors for particular types of work or may pre-qualify a list of contractors for a particular project requiring City-specified minimum levels of background, experience, training, and education to be able to satisfactorily perform a task or type of project. The specific processes and approvals for pre-qualification will be in accordance with the Uniform Public Construction Cost Accounting Act (PCC 22036). Formal Proposals and Requests for Qualifications will be solicited in any such process to give maximum exposure to all potential contractors of the opportunity to apply for inclusion on such a list.

**XXI Capitalization**

- A. The City's capitalization threshold, including tangible and intangible assets, is \$10,000. Capital assets are capitalized if they have a cost in excess of \$10,000 and have a useful life of at least two years. Capital assets that have a cost below \$10,000 are deemed expended during the fiscal year they are acquired. Items that meet the capitalization threshold must be identified and communicated to the Finance Department through the capital asset accounting process established and overseen by

the Finance Department. Please reference the Capital Asset Management Administrative Procedures Policy 3.15.

## **XXII Value and Price Policies**

- A. Departments are expected to make maximum use of standard products. The Purchasing and Sustainability Division will work with departments to achieve standardization of purchased materials, supplies, and services to the extent that such action serves the needs of the City.
- B. When bids are solicited from responsible vendors/contractors who are qualified, capable, and willing to meet City requirements/specifications, the City desires to achieve the lowest ultimate cost to the City.

In order to ensure that every reasonable effort is made to buy only those items that represent actual value in relation to their necessary function, staff may be required to perform a full value analysis when the potential benefits of the analysis outweigh the certainty of the costs to perform the analysis. This analysis will be a comparison of offers based on total costs and value to the City, which includes, but is not limited to, the following factors:

- a. Actual cost
- b. Delivery costs
- c. Life expectancy
- d. Maintenance costs
- e. Parts availability

## **XXIII Surplus and Property Transfers**

- A. See the Surplus Supplies, Materials, and Equipment Administrative Procedure 3.05.

## **DEFINITIONS**

**ANNUAL PURCHASE ORDER:** A purchaser's written document to a vendor allowing for the purchase of a variety of materials and supplies by authorized personnel during a specified period. Issued for a specific amount of consideration that is drawn from throughout the specified time frame for payment of invoices related to the annual purchase order.

**AGREEMENT:** A legal document between two or more parties. It conveys terms, conditions, insurance, scope, and other City requirements. It provides language regarding indemnification of liability to the City if an accident or other legal issue arises. It is also commonly known as a "contract."

**ARCHITECTURAL AND ENGINEERING SERVICES:** Professional services within the scope of the practice of architecture and professional engineering, as defined by the jurisdiction, usually involving research, design, development, construction, alteration, or repair of real property. This includes architectural, landscape architectural, engineering, environmental, geotechnical, or land surveying services as well as incidental services that members of these professions and those in their employ may logically or justifiably perform.

**BEST AND FINAL OFFER: (BAFO).** In competitive negotiation, the final proposal submitted after negotiations are completed contains the vendor's most favorable terms for the price and service of products to be delivered. Used in the Request for Proposal (RFP) and multi-step bidding process.

**BID FOR PUBLIC PROJECT:** (See Competitive Sealed Bid and Competitive Sealed Proposal below). Any proposal submitted to the City of Moreno Valley, the Moreno Valley Community Services District, and the Moreno Valley Housing Authority in competitive bidding for the construction, alteration, demolition, repair, maintenance, or improvement of any structure, building, road, property, or other improvement of any kind.

**BID SPLITTING:** It is unlawful to split or separate procurement into smaller work orders or projects for any public work project for the purpose of evading the provisions of Article 4, Division 2, Section 20163 of the Public Contract Code, requiring public work to be done by contract after competitive bidding. Every person who willfully violates this provision of this section is guilty of a misdemeanor.

**BLANKET PURCHASE ORDER:** A purchaser's written document to a vendor formalizing all the terms, conditions, and fixed, firm pricing for a specific commodity. Fixed pricing is established first through an agreement and releases/deliveries are requested from the vendor as required by the Purchasing entity.

**CAL-CARD:** A Visa Procurement card sponsored by the State of California. Used by state and local governments to procure low-value items. See the Procurement Card definition below.

**CAPITAL ASSET:** An asset with a life of more than one year, either tangible or intangible, with a value above a certain minimum amount set by an agency.

**CAPITAL EXPENDITURE:** Money spent for the acquisition of an item, inclusive of all costs, relating to assets that add to long-term net worth. It can be used for the acquisition of hardware, equipment, real property, buildings, or permanent improvements to existing assets. Must meet a certain level of criteria and/or expense set by the Purchasing agency.

**COMPETITIVE NEGOTIATION:** A method for acquiring goods, services, and construction for public use. Discussions or negotiations may be conducted with responsible offerors who submit proposals in the competitive range. (See request for proposal, best and final offers, and award). It is also called a competitive sealed proposal. (Compare with competitive sealed bidding).

**COMPETITIVE QUOTE:** A statement of price, terms of sale, and description of goods or services offered by a vendor to a prospective purchaser. Used by the purchaser to evaluate and compare quotes from competing sources.

**COMPETITIVE SEALED BID:** Also referred to as a Formal Bid. An offer submitted to the City's bid management system by a prospective vendor in response to an invitation to bid issued by a Purchasing authority becomes a contract upon acceptance by the buyer. Differs from a Competitive Sealed Proposal as follows.

- a. Bid opening: The City will only consider bids that have been transmitted successfully and have been issued an ebid confirmation number with a time stamp from the Bid Management System indicating that the bid was submitted successfully. All bids are opened virtually through the City's Bid Management System. No discussion with bidders, responses are taken under submission for review, evaluation, and verified by a Purchasing authority against specifications and required documents. Once the City has received a bid, no changes may be made. The recommendation to award is made to the lowest responsive and responsible bidder. The entire record is public after the award. (See Competitive Sealed Proposals).

**COMPETITIVE SEALED BIDDING:** Preferred method for acquiring goods, services, and construction for public use in which award is made to the lowest responsive and responsible bidder, based solely on the response to the criteria set forth in the invitation to bid. Does not include discussions or negotiations with bidders.

**COMPETITIVE SEALED PROPOSAL:** Also referred to as Request for Proposal (RFP). A method for acquiring goods, services, and construction services for public use from responsible offerors who submit proposals in the competitive range. Differs from a Competitive Sealed Bidding as follows:

- a. Bid opening: The City will only consider bids that have been transmitted successfully and have been issued an ebid confirmation number with a time stamp from the Bid and Vendor Management System indicating that the bid was submitted successfully. All bids are opened virtually through the City's Bid Management System. The evaluation of responses against evaluation criteria and competing proposals are conducted by appropriate staff. Discussion with proposers is permitted and encouraged after the evaluation. The proposal most advantageous to the entity is awarded. Negotiations on price, terms, and other factors are allowed.

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Only the awarded contract is public.

**DESIGN-BUILD:** Where a single source has absolute accountability for both design and construction. The design-build approach may be used but is not limited to use when it is anticipated that it will: reduce project cost, expedite project completion, or provide design features not achievable through the design-bid-build method. May award the project using best value. Specific local agencies must be granted authority by the state legislature to use the design-build method.

**DIRECT PAY:** A limited-use payment method. Typically used for refunds, one-time payments for emergency orders, and other payments as further outlined in this policy. Not for routine payment of goods and services.

**FIXED ASSET:** An economic resource that is physical in nature, such as property, buildings, and equipment. It must meet the expense level set by the Purchasing agency. Fixed assets may be purchased as new or replacement items.

**FUNDING OUT CLAUSE:** An agreement whereby multi-year contracts may be continued each fiscal year only after funding appropriations and program approvals have been granted by the City Council. In the event that City Council does not grant necessary funding appropriation and/or program approval, then the affected multi-year contract becomes null and void, effective July 1st of the fiscal year for which such approvals have been denied.

**LOCAL SMALL BUSINESS VENDOR:** Per City of Moreno Valley Ordinance 3.12; IA "Local small business vendor" means a business entity that has for at least the last twelve (12) months prior to submittal of its RFP response or quote: (1) held a current business license issued by the City, and (2) maintained fixed offices or distribution points located within the City's geographic boundaries; and (3) that either employs fewer than one hundred (100) employees or has average annual gross receipts of ten million dollars (\$10,000,000.00) or less over the previous three years.

**MULTI-STEP BIDDING:** (Also referred to as a Two-step Process). This source selection method involves at least two competitive steps, combining the elements of competitive sealed bids (formal bids) and competitive sealed proposals. The first step requires the submission of unpriced, technical proposals. In the second step, bidders with acceptable technical proposals are asked to submit sealed bid prices. A percentage (weighted average) is typically assigned to each element of the proposal to help analyze and determine the award.

**OPEN MARKET PURCHASE:** The procurement of materials, supplies, or equipment, usually of a limited monetary amount, from any available and reliable source. Open market purchases shall be made when feasible and in the City's best interest utilizing the methods prescribed herein.

**PIGGYBACK:** A form of intergovernmental cooperative Purchasing in which an agency purchaser requests competitive sealed bids, enters into a contract, and arranges, as part of the contract, for other public Purchasing agencies to purchase from the selected vendor under the same terms and conditions as itself.

**ELECTRONIC BID MANAGEMENT SYSTEM:** A subscription platform held in the Cloud for vendors to register and receive RFQ/RFP and Bid solicitations from the City.

**POWER SUPPLY PRODUCTS:** Any of a variety of market products that provide energy, capacity, or environmental attributes necessary for the operation of an electric utility. These products ensure reliable service, regulatory compliance, and support for sustainability goals.

- a. Energy Products - Energy products are contracts or purchases that provide the actual electricity required to meet customer demand.
- b. Capacity Products - Capacity products provide a commitment of resources that can generate or reduce load as needed, ensuring that MVU can meet peak demand reliably.
- a-c. Environmental Products - Environmental products encompass renewable energy credits (RECs) and

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[other certificates that represent the environmental attributes of renewable generation.](#)

**PREVAILING WAGE:** Wage determination based on the job duties of a worker. Designated wage determinations are made by the state and change from time-to-time. Are geographical in nature and are assigned based on regions of the state. Prevailing wages are generally required to be paid by the contractor to his/her workers on a public works project or maintenance on a publicly owned facility if the job value is over \$1,000. See California Senate Bill 854.

**PROCUREMENT:** Purchasing, renting, leasing, or otherwise acquiring any supplies, services, or construction; includes all functions that pertain to the acquisition, including description or requirements, selection and solicitation or sources, preparation and award of contract, and all phases of contract administration. It also pertains to the combined functions of Purchasing, inventory control, traffic, and transportation, receiving, receiving inspection, storekeeping, and salvage and disposal operations.

**PROCUREMENT CARD:** A purchase and payment method used to procure budgeted low-value items. It may be used for higher-value purchases on an approved basis. The cardholder and manager are responsible for the proper use of the procurement card. The cardholder's manager designates spending limits and types of authorized purchases. The procurement card differs from a "Credit Card" as it has built-in transaction limitations. It is controlled and audited by the Purchasing and Sustainability Division.

**PROFESSIONAL SERVICES:** Services rendered by members of a recognized profession or possessing a special skill. Such services are generally acquired to obtain information, advice, training, or direct assistance. For purposes of this document, the following are, but not limited to, professional services:

- a. Architectural, construction management, construction surveys, material testing, inspection services, appraising, ad campaigns, engineering, environmental, land surveying, landscape architectural, and legal management consultants. Providers of such services are hereinafter referred to individually as "consultant" or collectively as "consultants".

**PROPOSAL:** In competitive negotiations, the document submitted by the offeror in response to the RFP is to be used as the basis for negotiations to enter into a contract.

**PUBLIC WORKS PROJECT:** As pertains to bidding on public contracts and as defined in Section 22002 of the Public Contract Code, "public project" means any of the following:

- a. Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.
- b. Painting or repainting of any publicly owned, leased, or operated facility.
- c. In the case of a publicly owned utility system, a "public project" shall include only the construction, erection, improvement, or repair of dams, reservoirs, power plants, and electrical transmission lines of 230,000 volts and higher.
- d. "Public Work or Project" does not include maintenance work. For purposes of this section, "maintenance work" includes all of the following:
  1. Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
  2. Minor repainting.
  3. Resurfacing of streets and highways at less than one inch.

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4. Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
  5. Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, power plants, and electrical transmission lines of 230,000 volts and higher.

Exceptions to “maintenance” projects for the purposes of payment of prevailing wage includes:

Exception #1: Janitorial or custodial services of a routine, recurring or usual nature is excluded.

Exception #2: Protection of the sort provided by guards, watchmen, or other security forces is excluded.

Exception #3: Landscape maintenance work by "sheltered workshops" is excluded.  
(For purposes of this section, "facility" means any plant, building, structure, ground facility, real property, streets and highways, utility system (subject to the limitation found in “c” above), or other public work improvement).

**PURCHASE ORDER:** The primary procurement method. Used to communicate to a vendor the City’s terms and conditions, authorizes an encumbrance of City funds, and is a contractual agreement to pay for acceptable goods or services received. Used to process payments and track an expenditure in the financial system.

**REQUEST FOR PROPOSAL (RFP):** A document that solicits a proposal, often made through a bidding process, by an agency or company interested in procurement of a commodity, service, or valuable asset to potential suppliers to submit business proposals. (refer to competitive sealed bid)

**RETENTION:** The withholding of a part of the payment due, until final acceptance of the project by the purchaser, in accordance with the contract terms.

**REQUEST FOR QUOTE (FORMAL RFQ):** Three competitive quotes are required through a more formal process than competitive quotes as described above, following administrative policies and procedures for signature authority and approved level of expenditure. Process duplicates the formal bid process by requiring a written document with an RFQ number assigned, scope, and/or specifications, issued to a list of potential bidders, has a final receiving date and time, but is received by the requestor, not the City Clerk, analyzed, and awarded to the most responsive and responsible bidder meeting all requirements and criteria set forth in the RFQ. The names of the bidders involved may be announced. However, the quotes received are confidential until after the award. No negotiation is permitted.

**SINGLE SOURCE:** A contract for the purchase of goods or services entered after soliciting and negotiating only with one source, usually because of the technology required or the uniqueness of the product or service provided. (Compare to Sole Source). Single-source procedures are not applicable to public works projects except as permitted by state law. (Ord. 844 § 2, 2012).

**SOLE SOURCE:** When only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation, such as technical qualifications, matching to currently owned equipment or supplies, the ability to deliver at a particular time, or services from a public utility. (Compare to Single Source). Sole source procedures are not applicable to public works projects except as permitted by state law. (Ord. 844 § 2, 2012).

**UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT:** A program created in 1983 that allows local agencies to perform public project work up to \$60,000 with its own workforce if the agency elects to follow the cost accounting procedures set forth in the Cost Accounting Policies and Procedures Manual of the California Uniform Construction Cost Accounting Commission (Commission). The Act is enacted under Public Contracts Code Section 22000 through 22045 (hereafter abbreviated as PCC 22000-22045). In addition, the Act provides for alternative bidding

procedures when an agency performs public project work by contract. (a) Public projects of \$60,000 or less may be performed by negotiated contract or by purchase order (PCC 22032(a)). (b) Public projects of \$200,000 or less may be let to contract by the informal procedures set forth in the Act (PCC 22032(b)). (c) Public projects of more than \$200,000 shall be let to contract by formal bidding procedures (PCC 22032(c)).



## ADDENDUM "A"

## EXAMPLES OF WHEN TO USE THE FIVE PAYMENT METHODS

<i>Expense Item</i>	<i>Purchase Order</i>	<i>Procurement Card (CAL-Card)</i>	<i>Direct Pay</i>	<i>Petty Cash</i>	<i>Wire Transfer</i>
Cab Fare <u>Reimbursement</u> (\$15)				X	
So. Cal. Edison Pole Move Request	X				
Bond Payment					X
Office Chair	X				
Desk Calculator		X			
Fee Refund of Cancelled Event (>\$100)			X		
Riding Lawn Mower	X				
Office Supplies		X			
Plan Copies from outside agency*	X	X			
Copies at PIP or Office Depot		X			
Tree Trimming Service	X				
Purchase of Truck	X				
Hire of Temporary Worker	X				
Professional Memberships**	X	X			

\*Service order

\*\* First choice would be the CAL-Card. If unacceptable, then use a purchase order.