



MARCH JOINT POWERS AUTHORITY

NOTICE OF A REGULAR TAC MEETING

THE TECHNICAL ADVISORY COMMITTEE
OF THE
MARCH JOINT POWERS AUTHORITY

NOTICE IS HEREBY GIVEN
A REGULAR MEETING OF THE TECHNICAL ADVISORY COMMITTEE
OF THE MARCH JOINT POWERS AUTHORITY

WILL BE HELD ON

Monday, August 7, 2023 from 3:30 p.m. to 5:00 p.m.

MARCH JOINT POWERS AUTHORITY OFFICE
14205 Meridian Parkway, Suite 140
Riverside, CA 92518

I hereby certify that the foregoing notice is a full, true and correct copy of a notice that was sent to the following locations:

1. County of Riverside
County Administrative Center
4080 Lemon Street
Riverside, CA
2. City of Perris
City Hall
101 North D Street
Perris, CA
3. City of Riverside
City Hall
3900 Main Street
Riverside, CA
4. City of Moreno Valley
City Hall
14177 Frederick Street
Moreno Valley, CA
5. March Joint Powers Authority Office
14205 Meridian Parkway, Suite 140
Riverside, CA 92518

I hereby further certify that a copy of the foregoing notice was dispatched by me on August 3, 2023 to each member of the Technical Advisory Committee of the March Joint Powers Authority.

Cindy Camargo
Cindy Camargo, Secretary to the TAC

Regular Meeting
of the
TECHNICAL ADVISORY COMMITTEE (TAC)
of the
MARCH JOINT POWERS AUTHORITY

Monday, August 7, 2023 at 3:30 p.m.

MARCH JOINT POWERS AUTHORITY
14205 Meridian Parkway, Suite 140
Riverside, CA 92518

AGENDA

1. Call to Order

2. Roll Call

3. Matters Subsequent to Posting Agenda

Approval of Agenda Additions or Corrections, as Necessary.

4. Approval of the Minutes of the Regular TAC Meeting held on June 5, 2023 - Page 4

5. Public Comments

Any person may address the Technical Advisory Committee on any subject pertaining to March Joint Powers Authority, March Inland Port Airport Authority, Successor Agency/former March Joint Powers Redevelopment Agency, and March Joint Powers Utilities Authority business not listed on the Agenda during this portion of the Meeting. A limitation of three (3) minutes shall be set for each person desiring to address the Commission.

6. Reports, Discussions and Actions

- a) Report: Truck Enforcement Report – Page 8
Dan Fairbanks, Planning Director
- b) Report: West March Upper Plateau – Page 11
Dan Fairbanks, Planning Director
- c) Report: Airport Parcel D-2 Assignment and Estoppel – Page 26
Dr. Grace Martin, Executive Director
- d) Report: Green Acres Military Housing Policy – Page 28
Dr. Grace Martin, Executive Director
- e) Report: Airport ENA with Riverside County Sheriff – Page 67
Dr. Grace Martin, Executive Director
- f) Report: Northeast Corner Buildings Demolition RFP – Page 69
Dr. Grace Martin, Executive Director
- g) Report: March JPA and Associated Entities Budget Adjustments – Page 70
Dr. Grace Martin, Executive Director
- h) Report: March JPA Personnel – Page 90
Dr. Grace Martin, Executive Director
- i) Report: Military Compatibility Use Study (MCUS) Update – Page 109

Simon Housman, ALUC

j) Report: Rolling Calendar and Future Agenda Items – Page 110
Dr. Grace Martin, Executive Director

7. TAC representation and report at the next scheduled JPC Regular Meeting – August 9, 2023

8. Reports and comments from Staff or TAC members regarding activities in their jurisdictions

9. Adjournment

In accordance with Government Code section 65009, anyone wishing to challenge any action taken by the members appointed by the March Joint Powers Commission of the entity listed in this agenda above in court may be limited to raising only those issues raised at the public hearing described in the notice or raised in written correspondence delivered to the hearing body, at or prior to the public hearing. Any written correspondence submitted to one or more of the March JPA Commissioners regarding a matter on this Agenda shall be carbon copied to the Commission Clerk and the project planner, if applicable, at or prior to the meeting date first referenced above.

Copies of written documentation relating to each item of business described above are on file in the office of the March Joint Powers Authority (March JPA), 14205 Meridian Parkway, Ste. 140, Riverside, California and are available for public inspection during regular office hours which are 7:30 a. m. to 5:00 p.m., Monday through Thursday, Friday-Closed. Written materials distributed to the March Joint Powers Technical Advisory Committee (TAC) within 72 hours of the TAC meeting are available for public inspection immediately upon distribution in the March JPA office at 14205 Meridian Parkway, Suite 140, Riverside, California (Government Code Section 54957.5(b)(2)). Copies of written materials may be purchased for \$0.20 per page. Pursuant to State law, this agenda was posted at least 72 hours prior to the meeting.

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted in accordance with the applicable legal requirements.

Dated: August 3, 2023

Signed: *Cindy Camargo*

Cindy Camargo, Secretary
MJPA Technical Advisory Committee

ADA: If you require special accommodations during your attendance at a meeting, please contact the March JPA at (951) 656-7000 at least 24 hours in advance of the meeting time.

**March Joint Powers Authority
14205 Meridian Parkway, Suite 140, Riverside, CA 92518
Phone: (951) 656-7000 FAX: (951) 653-5558**

Regular Meeting
of the
TECHNICAL ADVISORY COMMITTEE (TAC)
of the
MARCH JOINT POWERS AUTHORITY

Monday, June 5, 2023 at 3:30 p.m.

MARCH JOINT POWERS AUTHORITY
14205 Meridian Parkway, Suite 140
Riverside, CA 92518

Meeting Minutes

Present: Juan Perez, County of Riverside (arrived at 3:39 p.m.)
Thomas Ketcham, County of Riverside (Until Mr. Perez arrived.)
Mike Futrell, City of Riverside (arrived at 3:39 p.m.)
Michele Patterson, City of Moreno Valley, Acting Chair
Kenneth Phung, City of Perris

Absent: Tisa Rodriguez, Chair

Others in Attendance:

Scott Manno, RAMS	Tina Grande-Field, County of Riverside
Timothy Reeves, Lewis	Jeffrey Smith, March JPA
Dr. Grace Martin, March JPA	Cindy Camargo, March JPA
Adam Corral, Greens Group	Thomas Ketcham, County of Riverside
Lauren Sotelo, March JPA	Jeremy Holm, BB&K
Cindy Camargo, March JPA	Bree Bettencourt, March JPA
Dan Fairbanks, March JPA	Gary Gosliga, March JPA
Carlos Orellana, March JPA	Richard Beltran, March JPA
Michele Patterson, March JPA	Simon Housman, MCUS

1. Call to Order

Acting Chair Patterson called the meeting to order at 3:35 p.m.

2. Roll Call

Present: Kenneth Phung, Thomas Ketcham, Michele Patterson, Mike Futrell (arrived at 3:39 p.m.), Juan Perez (arrived at 3:39pm)

Absent: Tisa Rodriguez

3. Matters Subsequent to Posting Agenda

Approval of Agenda Additions or Corrections, as Necessary.

None.

**4. Approval of the Minutes of the Regular TAC Meeting held on April 3, 2023
May 1, 2023 TAC Meeting Cancelled.**

Motion to approve: Ketcham
Second: Phung
Abstain: None

5. Public Comments

Any person may address the Technical Advisory Committee on any subject pertaining to March Joint Powers Authority, March Inland Port Airport Authority, Successor Agency/former March Joint Powers Redevelopment Agency, and March Joint Powers Utilities Authority business not listed on the Agenda during this portion of the Meeting. A limitation of three (3) minutes shall be set for each person desiring to address the Commission.

Madam Clerk stated that there was a public comment received on Agenda item 6 (e) and has been placed in front of the members for viewing.

Motion to accept public comment regarding Agenda item 6 (e) into the record.

Motion: Ketcham
Second: Phung
Abstain: None

6. Reports, Discussions and Actions

a) Report: Receive and file a report for Landscaping and Lighting Maintenance District No. 1 (LLMD #1) Report

Dan Fairbanks, Planning Director provided an update for this item.

No questions or comments.

b) Report: Receive and file an update for CUP 22-03, Car Wash – Veterans Plaza Commercial Center, Van Buren Boulevard, Riverside

Jeffrey Smith, Principal Planner provided an update on this item.

Member Futrell stated that he is not familiar with the site and asked what is near the site that is actually built. Mr. Smith replied that there is a 157-room hotel, small retail building, a Chipotle, a dental office, In N Out, convenience store with a gas station and a Starbucks. Those are phase 1. He added that part of phase 2 will consist of the car wash facility, a second hotel, two more restaurants plus a couple more retail centers. Member Futrell asked Mr. Smith if he would consider this the highest and best use for this parcel. Adam Corral, Greens Group answered that their group conducted studies and due to parcel constraints the proposed use is the highest and best use for this specific site .

Member Ketcham asked if this is going to incorporate a new traffic queing design for In N Out as it is a busy site. Mr. Smith answered yes. Member Ketcham asked where the car que line is located. Mr. Corral pointed to a parcel directly north of the existing In N Out restaurant.

c) Report: Receive and file a report for the first amendment to the Sublease Agreement between March Field Museum Foundation and the Metropolitan Water District

Jeffrey Smith, Principal Planner provided an update on this item.

Dr. Martin stated that this item may be pulled as there is additional background information that they are waiting on and she wanted staff to provide a brief overview in the event that it does make it on the commission agenda.

d) Report: Receive and file a report for the Meridian Storm Drain Extension Project

Lauren Sotelo, Senior Planner provided an update on this item.

Member Phung asked how this is funded and if this project will impact the freeway for those traveling north and south. Ms. Sotelo stated not at all, it's on Avenue "A" which is a property owned by the cemetery and is not used other than by security twice a day.

e) Report: Receive and file a Village West Drive Extension Update

Lauren Sotelo, Senior Planner provided an update on this item.

Member Perez stated that he appreciates all the work on this project.

Member Futrell asked who is going to maintain this road. Member Perez answered that it would be county maintained. Member Futrell asked if there is any talk of building any additional housing there. Dr. Martin stated that the Westmont Village will benefit from that road extension. She added that there is a proposal right now for an expansion of that residential development and will come to the TAC at sometime in the near future.

f) Report: Receive and file a Signature Healthcare Services LLC Parcel Update

Dr. Grace Martin, Executive Director provided an update on this item.

No questions or comments.

g) Report: Receive and file the 2022 Audit (All MJPA Entities)

Scott Manno, RAMS provided an update on this item.

No questions or comments.

h) Report: Receive and file a report for Land Sales Revenue Disbursement

Dr. Grace Martin, provided an update on this item.

Member Futrell stated that the staff report states that the 5% is necessary due to the loss of sales tax and TOT revenues. He asked if that was an actual loss or if it is no longer coming from the county as described. Dr. Martin answered yes, both. She added that the county and the JPA have a municipals services agreement and under that agreement over the past years, the county had agreed to pass \$600k of sales taxes and TOT funds to the JPA for operations. She added that the JPA received those until this year when the agreements were approved by JPA members, that required the JPA to put those funds back into the overall bucket that the JPA members share. Dr. Martin added that it is a loss of revenue because it's what was used to support work in the JPA. Member Perez added that in order to begin the revenue sharing early, JPA wanted to be as self-sufficient as possible. Dr. Martin shared that last year JPA received a little over a million on pass through from the County and so these will not be the same and every year the numbers have gone up. The prior year FY 21/22 JPA received about \$600,000 and last year JPA received over \$1 million due to the TOT kicking in for the hotel. In FY 23-24 the TOT is expected to be higher because they would have received a full year of TOT assessments from the hotel.

Dr. Martin stated that this is on the consent calendar for the commission and if any members would like to pull it for discussion. Acting Chair Patterson asked if this is expected to be a one-time deal or is a 5% retention of each of them on the schedule foreseen. Dr. Martin stated that everything will be dependent upon the need for the agency. Member Perez stated that the county does not have a concern regarding the 5%. He added that it is important to keep in mind that at the end of the day as the JPA dissolves, they will all be working through

the books together figuring out what is remaining and what has been split amongst the member agencies and what is needed for the Airport Authority to continue operations. Member Futrell wanted to clarify with Member Perez that the county would not be asking for the same 5% division of land sales revenues, above equal share, for administration in the future and Member Perez responded “no”.

i) Report: Receive and file a report for Workforce Development - Summer Internship Program

Dr. Grace Martin, Executive Director provided an update on this item.

No questions or comments.

j) Military Compatibility Use Study (MCUS) Update

Simon Housman, ALUC provided an update on this item.

Mr. Housman reported on an MOU that he was hoping for everyone to sign on to follow through with an expanded plan on the MCUS. A formal resolution is not needed from members, unless the members want to propose one; however, they do need a memorandum of understanding that says that each jurisdiction acknowledges that they've gotten the findings, accepts the findings and agrees that in essence that they will work towards implementing those findings and recommendations.

k) Report: Rolling Calendar and Future Agenda Items

Dr. Grace Martin, Executive Director provided an update on this item.

7. TAC representation and report at the next scheduled JPC Regular Meeting – June 14, 2023.

Member Perez stated he would attend if Chair Rodriguez were unavailable.

8. Reports and comments from Staff or TAC members regarding activities in their jurisdictions

None.

9. Adjournment

This meeting adjourned at 4:56 p.m.

March Joint Powers Authority
14205 Meridian Parkway, Suite 140, Riverside, CA 92518
Phone: (951) 656-7000 FAX: (951) 653-5558

**MARCH JOINT POWERS AUTHORITY
TECHNICAL ADVISORY COMMITTEE
OF THE
MARCH JOINT POWERS AUTHORITY**

***Reports, Discussion and Action
Agenda Item No. 6a***

Meeting Date: August 7, 2023

Report: Truck Enforcement Report

Background:

Under the existing contract for Riverside County Sheriff's Department services with March JPA, the Sheriff's Department performs commercial truck route enforcement. Truck route enforcement within the Meridian Business Park has occurred since 2022. Provided below are the dates for each enforcement period by year.

2022

- 01/26/2022 thru 02/03/2022
- 04/07/2022 thru 05/10/2022

2023

- 04/13/2023 thru 04/18/2023
- 05/10/2023 thru 05/11/2023

The latest enforcement rounds occurred in April and May of 2023. Overall, 38 citations were issued, of which 25 were for violation of the approved truck route. A list of the latest enforcement actions is attached.

Attachments: 1. Incident Tracking Log for April 13 – April 18, 2023
2. Incident Tracking Log for May 10 – May 11, 2023

Date	Time	File Number	Location	Violation
4/13/2023	1213	MM231030004	VAN BUREN X COYOTE BUSH	21461(a) VC - FAILURE TO OBEY SIGN
4/13/2023	1213	MM231030005	VAN BUREN X COYOTE BUSH	4000(a)(1) VC - EXPIRED REGISTRATION
4/13/2023	1223	MM231030006	VAN BUREN X COYOTE BUSH	21461(a) VC - FAILURE TO OBEY SIGN
4/13/2023	1231	MM231030007	VAN BUREN X COYOTE BUSH	4000(a)(1) VC - EXPIRED REGISTRATION
4/13/2023	1240	MM231030008	VAN BUREN X COYOTE BUSH	9400.1(f)(4) VC - DECLARED WEIGHT VIOL
4/13/2023	1254	MM231030009	VAN BUREN X COYOTE BUSH	26708(a)(1) VC - WINDOW TINT
4/13/2023	1303	MM231030010	VAN BUREN X COYOTE BUSH	21461(a) VC - FAILURE TO OBEY SIGN
4/13/2023	1314	MM231030011	VAN BUREN X COYOTE BUSH	21461(a) VC - FAILURE TO OBEY SIGN
4/14/2023	1630	MM231040004	MERIDIAN PKWY X CACTUS AVE	4000(a)(1) VC - EXPIRED REGISTRATION
4/14/2023	1715	MM231040005	VAN BUREN X MERIDIAN PKWY	4000(a)(1) VC - EXPIRED REGISTRATION
4/14/2023	1735	MM231040006	VAN BUREN X COYOTE BUSH	26708(a)(1) VC - WINDOW TINT
4/14/2023	1740	MM231040007	VAN BUREN X COYOTE BUSH	27901 VC - DISPLAY COMPANY NAME
4/14/2023	1752	MM231040008	VAN BUREN X BARTON RD	21461(a) VC - FAILURE TO OBEY SIGN
4/14/2023	1756	MM231040009	VAN BUREN X BARTON RD	35784.5(a) VC - OPERATE WITHOUT A PERMIT
4/14/2023	1752	MM231040010	VAN BUREN X COYOTE BUSH	21461(a) VC - FAILURE TO OBEY SIGN
4/18/2023	1224	MM231080003	VAN BUREN X COYOTE BUSH	21461(a) VC - FAILURE TO OBEY SIGN
4/18/2023	1231	MM231080004	VAN BUREN X COYOTE BUSH	21461(a) VC - FAILURE TO OBEY SIGN
4/18/2023	1246	MM231080005	VAN BUREN X COYOTE BUSH	21461(a) VC - FAILURE TO OBEY SIGN
4/18/2023	1247	MM231080006	VAN BUREN X COYOTE BUSH	21461(a) VC - FAILURE TO OBEY SIGN
4/18/2023	1333	MM231080007	VAN BUREN X COYOTE BUSH	21461(a) VC - FAILURE TO OBEY SIGN
4/18/2023	1343	MM231080008	VAN BUREN X COYOTE BUSH	21461(a) VC - FAILURE TO OBEY SIGN
4/18/2023	1348	MM231080009	VAN BUREN X COYOTE BUSH	21461(a) VC - FAILURE TO OBEY SIGN
4/18/2023	1349	MM231080010	VAN BUREN X COYOTE BUSH	21461(a) VC - FAILURE TO OBEY SIGN

Total Hours 13.5

Date	Time	File Number	Location	Violation
5/10/2023	528	MM231300001	VAN BUREN X COYOTE BUSF	21453(a) VC - RED LIGHT VIOLATION
5/10/2023	535	MM231300002	VAN BUREN X TRAUTWIEN	21461(a) VC - FAILURE TO OBEY SIGN
5/10/2023	548	MM231300003	VAN BUREN X COYOTE BUSF	21453(a) VC - RED LIGHT VIOLATION
5/10/2023	625	MM231300005	VAN BUREN X BARTON	21461(a) VC - FAILURE TO OBEY SIGN
5/10/2023	635	MM231300006	VAN BUREN X BARTON	21461(a) VC - FAILURE TO OBEY SIGN
5/10/2023	642	MM231300007	VAN BUREN X BARTON	22350 VC - SPEED LIMIT VIOLATION
5/10/2023	658	MM231300008	VAN BUREN X BARTON	24612(a) VC - REFELCTORS REQUIRED
5/10/2023	705	MM231300009	VAN BUREN X COYOTE BUSF	21461(a) VC - FAILURE TO OBEY SIGN
5/10/2023	715	MM231300010	VAN BUREN X BARTON	21461(a) VC - FAILURE TO OBEY SIGN
5/10/2023	730	MM231300011	VAN BUREN X COYOTE BUSF	23123(a) VC - CELL PHONE VIOLATION
5/11/2023	540	MM231310001	VAN BUREN X COYOTE BUSF	21461(a) VC - FAILURE TO OBEY SIGN
5/11/2023	633	MM211310003	ALESSANDRO X TRAUTWEIN	10.56.050 RMC- OFF TRUCK ROUTE
5/11/2023	646	MM231310004	ALESSANDRO X TRAUTWEIN	21461(a) VC - FAILURE TO OBEY SIGN
5/11/2023	650	MM231310005	ALESSANDRO X TRAUTWEIN	10.56.050 RMC- OFF TRUCK ROUTE
5/11/2023	656	MM231310006	ALESSANDRO X TRAUTWEIN	12500(d) VC - DRIVING OUT OF CLASS / FAILURE TO OBEY SIGN

Total Hours 15.5

**MARCH JOINT POWERS
TECHNICAL ADVISORY COMMITTEE
OF THE
MARCH JOINT POWERS AUTHORITY**

***Reports, Discussion and Action
Agenda Item No. 6b***

Meeting Date: August 7, 2023

Report/Discussion: General Plan Amendment GP 21-01, Specific Plan SP-21-01, Zone Change ZC 21-01, Tentative Parcel Map 38063, Plot Plan PP 21-03, Plot Plan PP 21-04 and DA 21-01: Multiple applications allowing for approximately 22 buildable lots on 250.85 acres, 445.43 acres for conservation easement, 37.91 acres for public streets, 60.28 acres for public parks, and 17.72 acres for private open space for the West Campus Upper Plateau Specific Plan, located ¼ mile south of Alessandro Boulevard, one-half mile west of Interstate 215, on both sides of the Barton Street alignment.

Applicant: Meridian Park West, LLC

Background:

This item was previously discussed at the Technical Advisory Committee (TAC) meeting on August 1, 2022. At that time, the TAC directed staff to bring this item back at a future date.

Overview:

March JPA has received the following applications:

- **GP 21-01:** A request to amend the General Plan Land Use Map eliminating 122-acres of Parks/Recreation/Open Space, 63-acres of Industrial and 622.5 acres Business Park land uses to adopt the West Campus Upper Plateau Specific Plan (SP-9) on approximately 369.60 gross acres, adopting Public Facility on 2.87 acres, and adopting Parks/Recreations/Open Space on 445.43 acres for a future conservation area.
- **SP 21-01/ZC 21-01:** A request for Specific Plan approval for the West Campus Upper Plateau Specific Plan (SP-9) establishing land use zones, development standards, design guidelines, infrastructure master plans, maintenance responsibilities, and implementation procedures necessary to develop the West Campus Upper Plateau site consistent with the requested General Plan Amendment designations. The proposed land uses within Specific Plan SP-9 include 42.22 acres of Mixed Use, 65.32 acres of Business Park, 143.31 acres of Industrial, 28.86 acres of streets and roadways within the Specific Plan, 60.28 acres of Parks/Recreation/Open Space for parks use, 17.72 acres of open space for landscaped buffer areas, and 2.84 acres of Public Facilities. Parks/Recreation/Open Space Zoning would be placed on the 445.43-acre conservation easement.

- **TPM 38063:** A Tentative Parcel Map on 817.9 acres, providing 22 buildable lots on 250.85 acres, 445.43 acres for conservation easement, 37.91 acres for public streets, 60.28 acres for public parks, and 17.72 acres for private open space.
- **PP 21-03:** A Plot Plan proposal to allow a 1,250,000 sq/ft distribution warehouse on 59.55 acres located in the Industrial (proposed) zoning district at 20133 Cactus Avenue.
- **PP 21-04:** A plot plan proposal to allow a 587,000 sq/ft distribution warehouse on 27.58 acres located in the Industrial (proposed) zoning district at 20600 Cactus Avenue.
- **Development Agreement DA 21-01:** Due to the scale and complexity of the proposed Project, a Development Agreement is proposed to vest the Project entitlements, fees, ensure financing of public improvements based on conditions of approval, and provide certain Community Benefits. The Development Agreement is proposed between March JPA and Meridian Park, LLC with a 15-year term and two potential 5-year extensions.

Site Overview:



The proposed Specific Plan is surrounded by a minimum 300' buffer which will be placed within a conservation easement. Beyond the 300' buffer, the site is surrounded by county residential development to the north, the Mission Grove residential development to the northwest and west, Grove Community Church to the south, and the Orangecrest residential development to the south and southeast. The West Campus Upper Plateau project consists of approximately 250.85 acres of buildable lots and 28.86 acres of roadways located within the Specific Plan area. The project also includes a 60.28-acre park area located west of the planned Barton Street alignment and a 445.43-acre conservation area, which is planned to surround the developable area and parks area. Overall, the total project area inclusive of all open space and the conservation areas is 817.9 acres.

Previous Settlement Agreements:

2003 Settlement Agreement between the Center for Community Action and Environmental Justice (CCA EJ), Community Alliance for Riverside’s Economy and Environment (CAREE), LNR Riverside, LLC, and March JPA: On September 22, 2003, the CCA EJ, CAREE, LNR Riverside, LLC, and March JPA entered into a settlement and general release agreement addressing the lawsuit filed against the affected parties involving the Final EIR certified for the March Business Center Focused EIR. The settlement agreement included the following provisions as it relates to public amenities:

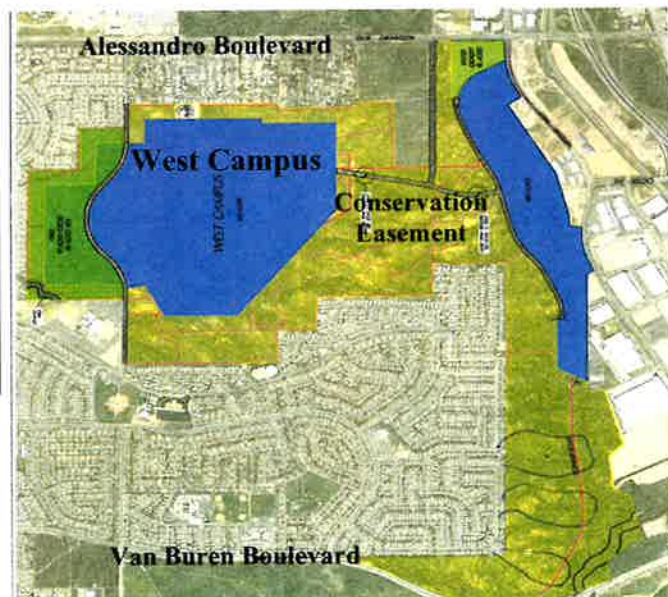
2.6.1 March JPA shall provide for active recreation in the form of a community park. The park is to consist of 48-acres initially with potential expansion to 60-acres (“Park”).

2.6.2 Specific use of the park shall be for softball, soccer, or football fields for youth or adult recreation or other appropriate uses as determined through a parks feasibility study.

Through the subsequent preparation of a Parks Safety Study (ESA: 5/17/2009) to review the appropriate location for the community park, the JPA’s parks subcommittee recommended the area in general proximity to Barton Street as the appropriate location for the park, in the March JPA’s Northwest planning area.

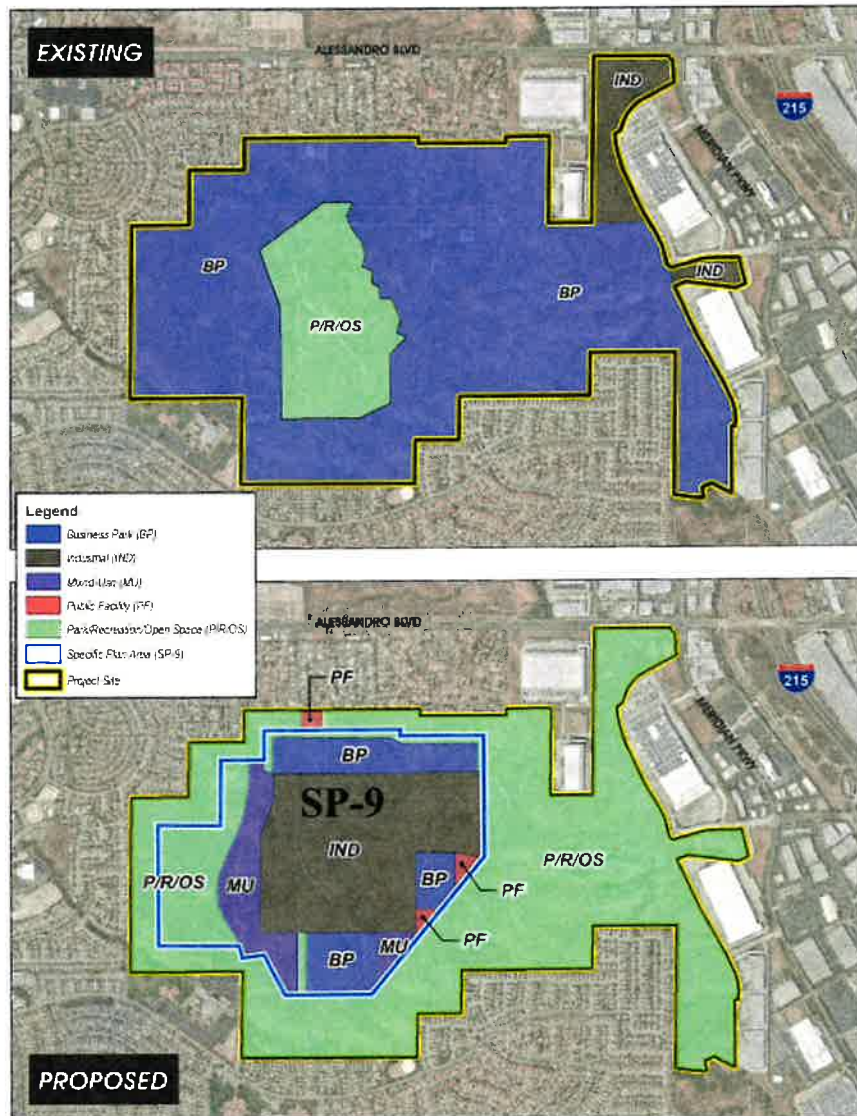
2012 Settlement Agreement between the Center for Biological Diversity (CBD), San Bernardino Audubon Society (SBAS), March JPA, LNR Riverside, LLC: On December 29, 2003 and May 22, 2006, the US Fish and Wildlife Service and California Department of Fish and Game determined that the trade out criteria identified in the 1999 Stephen’s Kangaroo Rat Biological Opinion had been satisfied allowing the trade-out of the March JPA management area for the Potrero Reserve. On August 27, 2009, the Center for Biological Diversity and San Bernardino Valley Audubon Society initiated a lawsuit against the U.S. Fish and Wildlife Service alleging a failure to conduct appropriate review under the National Environmental Quality Act. On September 21, 2012, the Center for Biological Diversity, San Bernardino Valley Audubon Society, LNR Riverside, LLC, and March JPA entered into a Settlement Agreement to achieve a full and complete resolution of all claims asserted by the plaintiffs, to allow conservation of portions of the former management area while allowing development of other areas.

Exhibit A from the Settlement Agreement identifies the yellow area as a conservation easement:



General Plan Amendment:

General Plan Amendment GP 21-01 would amend the General Plan Land Use Map from 122-acres of Parks/Recreation/Open Space, 63-acres of Industrial and 622.5 acres Business Park to Specific Plan (SP-9) on approximately 369.6 gross acres, Public Facility on 2.87 acres, and to Parks/Recreations/Open Space on 445.43 acres. The 445.43 acres would be placed in a conservation easement to manage the open space in perpetuity for wildlife and for passive recreation including hiking and mountain biking.



The General Plan amendment would also modify Exhibit 2-1, Transportation Plan; and Exhibit 2-3, Transportation Road Systems (March JPA 1999). The amendment to the Transportation Element of the General Plan will incorporate an extended Cactus Avenue west to Airman Drive with a gated emergency vehicle access roadway extending to Barton Street, extension of Barton Street from Alessandro Boulevard to Grove Community Drive (consistent with the City of Riverside Land Use and Urban Design Element), extension of Brown Street from Alessandro Boulevard to Cactus Avenue, and addition of Arlight Drive, Linebacker Drive, Bunker Hill Drive, and Airman Drive.

West Campus Upper Plateau Specific Plan SP-9/Zone Change ZC 21-01:

Land Use Plan: The West Campus Upper Plateau Specific Plan land uses includes 143.31 acres of Industrial development, 65.32 acres of Business Park development, and 42.22 acres of Mixed-Use development. The Specific Plan also includes 78-acres of planned park space and private open space buffers.

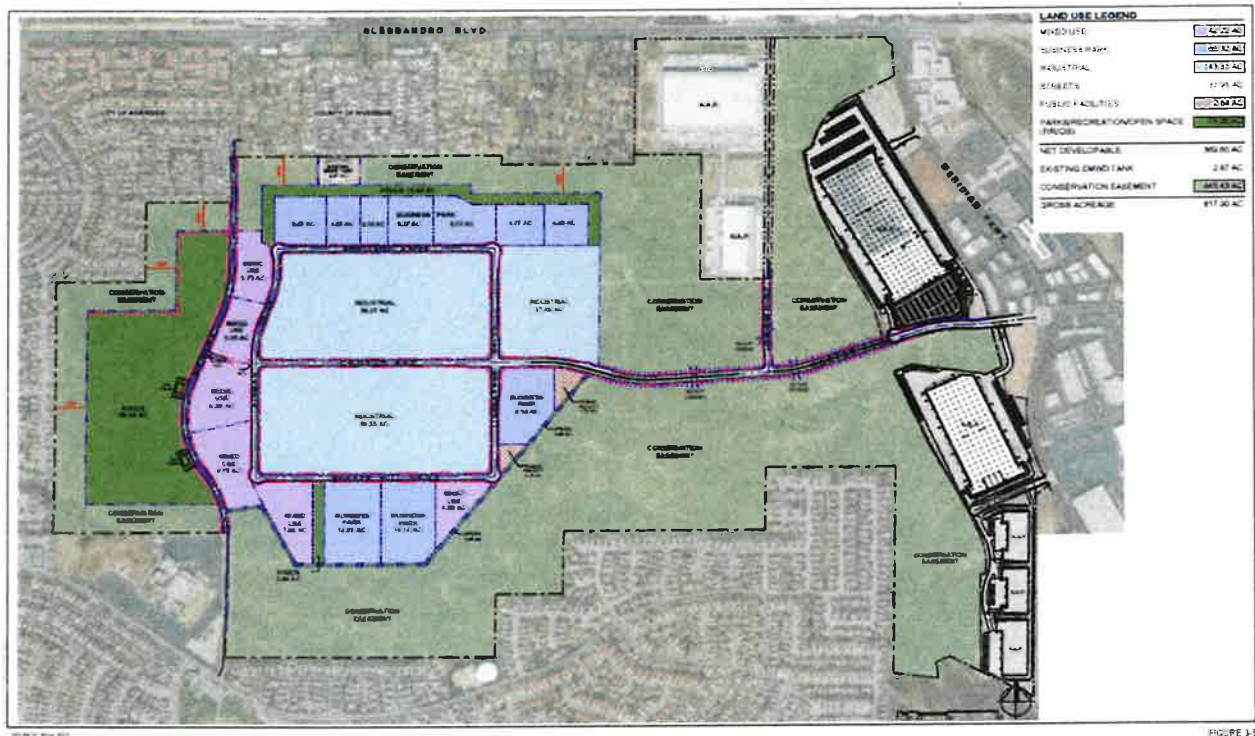


FIGURE 3-1

- Business Park land use: Includes administrative, financial, light manufacturing, business enterprise, and commercial services.
- Mixed Use land use: Includes complementary uses, including commercial retail, office, research and development, industrial, business enterprise, and others.
- Industrial land use: Includes manufacturing, warehousing, e-commerce and associated uses.
- Public Facility land use: Intended for Edison electrical substation and WMWD water pump facility.
- Park/Recreation/Open Space land use: Contains three (3) general land areas: 1) 60.28 acre park site; 2) the 15.32 acre perimeter landscape buffer and the 2.4 acres of private open space containing two former Air Force preserved bunker structures.

Development Standards: The proposed development includes similar development standards to the Meridian South Campus, and allows the Business Enterprise use, a use allowing up to a 200,000 sq/ft warehouse, within the Business Park and Mixed-Use land use designations, subject to enhanced setbacks from residential zones. The table below identifies the requested development standards for the Industrial, Business Park and Mixed-Use zones:

Table 3-2 Development Standards

Dimensions	Business Park ⁵	Industrial ⁵	Mixed-Use ⁵
Minimum Lot Size	1 acre	5 acres	1 acre
Street Frontage (minimum)	200 ft.	600 ft.	200 ft.
Lot Width (minimum)	200 ft.	600 ft.	200 ft.
Minimum Yards			
Front Yard Setback	20 ft.	20 ft.	20 ft.
Interior Side Yard Setback ¹	0 ft.	0 ft.	0 ft.
Street Side Yard Setback	20ft.	20 ft.	20 ft.
Rear Yard Setback ¹	10 ft.	10 ft.	10 ft.
Building Height – Max.	45 ft.	50 ft.	45 ft.
Screen Wall – Max.	14 ft. ²	14 ft. ²	14 ft. ²
Floor Area Ratio – Max. ³	0.45	0.50	0.35
Site Landscaping – Min.	10%	10%	20%
Building Setback from Residential (minimum)	800 feet for buildings greater than 100,000SF in size/300 feet for buildings 100,000SF or less ⁴	1000 feet for buildings greater than 200,000SF in size/300 feet for buildings 200,000SF or less ⁴	800 feet for buildings greater than 100,000 SF in size/300 feet for buildings 100,000 SF or less ⁴

¹Structure shall be constructed on the property line or a minimum of 3 feet from the property line.
²Screen wall height allowed to exceed maximum when required for noise attenuation or grade differences requiring additional screen height from public right-of-way.
³Based upon building net floor area, excluding stairwells and elevator shafts, equipment rooms, lofts or mezzanines of warehouse buildings use for equipment and conveyor systems, and floors below the first or ground floor, except when used for human habitation. Such non-habitable areas are still subject to school and TUMF fees.
⁴Loading docks, doors and bays shall be located and be facing away from residences for all industrial buildings located less than 1,000 feet from a residential property line.
⁵Buildings within 800 feet of a residential zone or sensitive receptors shall be limited to a maximum square footage of 100,000 SF.

Project Modifications: Project changes incorporated through public participation process.

- Northern Business Park lots reduced in size to facilitate smaller buildings.
- Buildings within 800’ of a residential zone will not exceed 100,000 square feet in size.
- Distribution Warehouses (3) to meet 1,000-foot setback from residential zone.
- Building height for Business Park and Mixed-Use development reduced from 50’ to 45’.

West Campus Upper Plateau Specific Plan Design Guidelines: The proposed West Campus Upper Plateau project design guidelines are similar to and generally consistent with the design guidelines used throughout the Meridian development. They differ in that the design objective for the nearby Meridian development was intended to complement the existing earth tones of March Air Reserve Base, whereas the West Campus Upper Plateau uses a more contemporary appearance through lighter off-white and gray color palettes and stone, glass and steel accents not incorporated into the previous Meridian development. The development also proposes taller concrete/masonry walls to screen truck courts (14’ versus 12’), in comparison to the Meridian development.

In addition to the architectural guidelines, the development incorporates theme fencing and trailheads to provide access for mountain bikers and pedestrians to the conservation area, while prohibiting motorized vehicles. The vignettes below identify details of the theme fencing consisting of tubular steel fencing and composite split rail fences that serve to secure the conservation easement. Trailheads are designed to include informational kiosks and educational signage to provide information to the public.



Figure 2-5

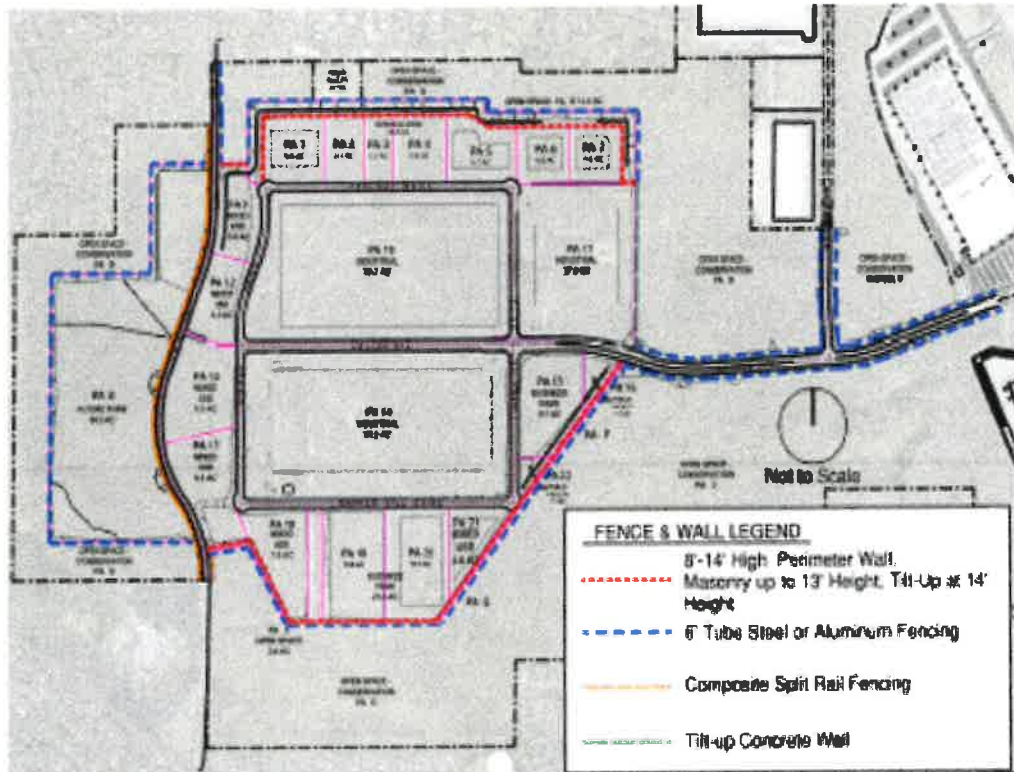
Note: Monument signs shall be located within LLMD limits. LLMD can be adjusted to work around monument signs as needed due to site constraints. Signs shall be located in general vicinity as shown in above exhibits and Key Map, Figure 4-2.



12' Long Minor Monument Signs along Barton Street, North and South Site Entries



20' Long Major Monument Sign with Wing Walls at Cactus Avenue Site Entry



Plan View: Fence and Wall Locations

Note: Truck court and dock screening wall locations per Plot Plan Review



TILT-UP CONCRETE SCREEN WALL - 14' HIGH, MAXIMUM



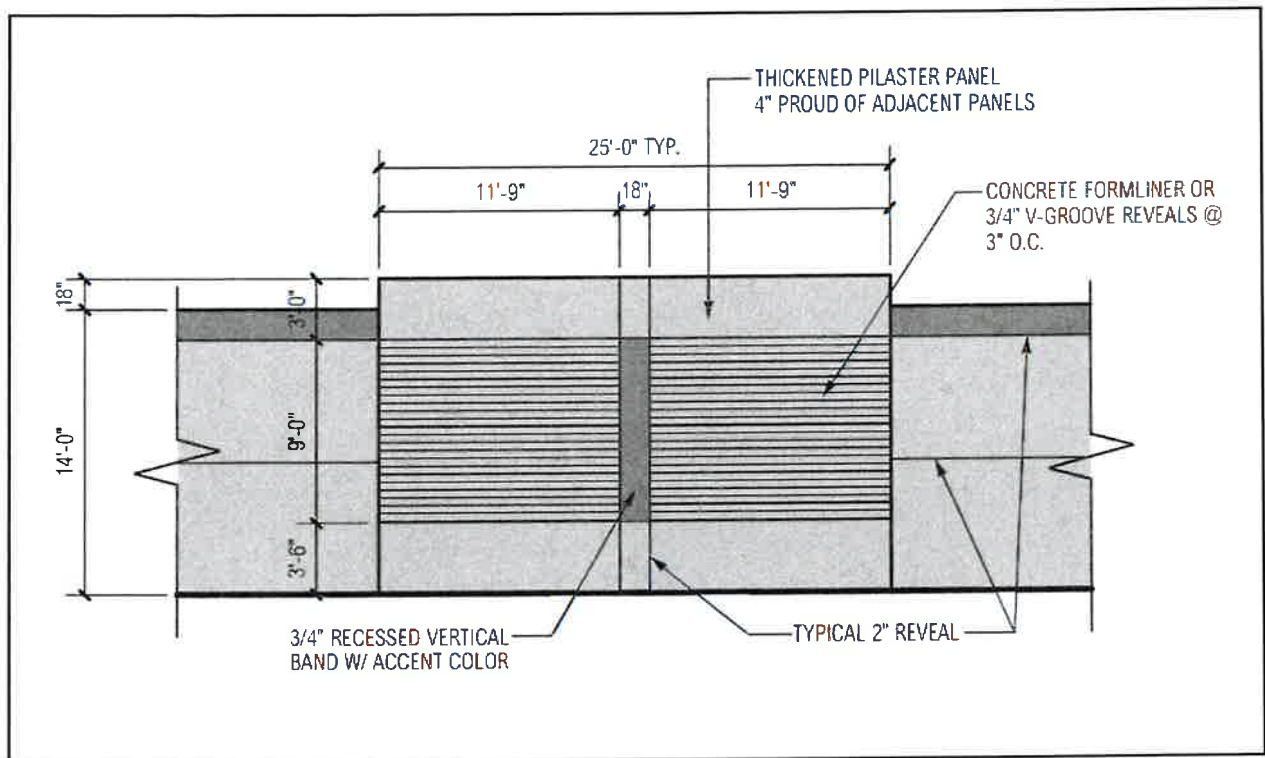
6' HIGH MASONRY WALL WITH WALL CAP - TO BE PAINTED BASKET BEIGE ON SIDE TO BE MAINTAINED BY LUMD



SPLIT-RAIL FENCING ALONG BARTON STREET
MULTI-PURPOSE TRAIL & TRAILHEAD LOCATIONS - COMPOSITE, MATTE FINISH



CONSERVATION / OPEN SPACE PERIMETER FENCING - BLACK TUBE STEEL OR ALUMINUM



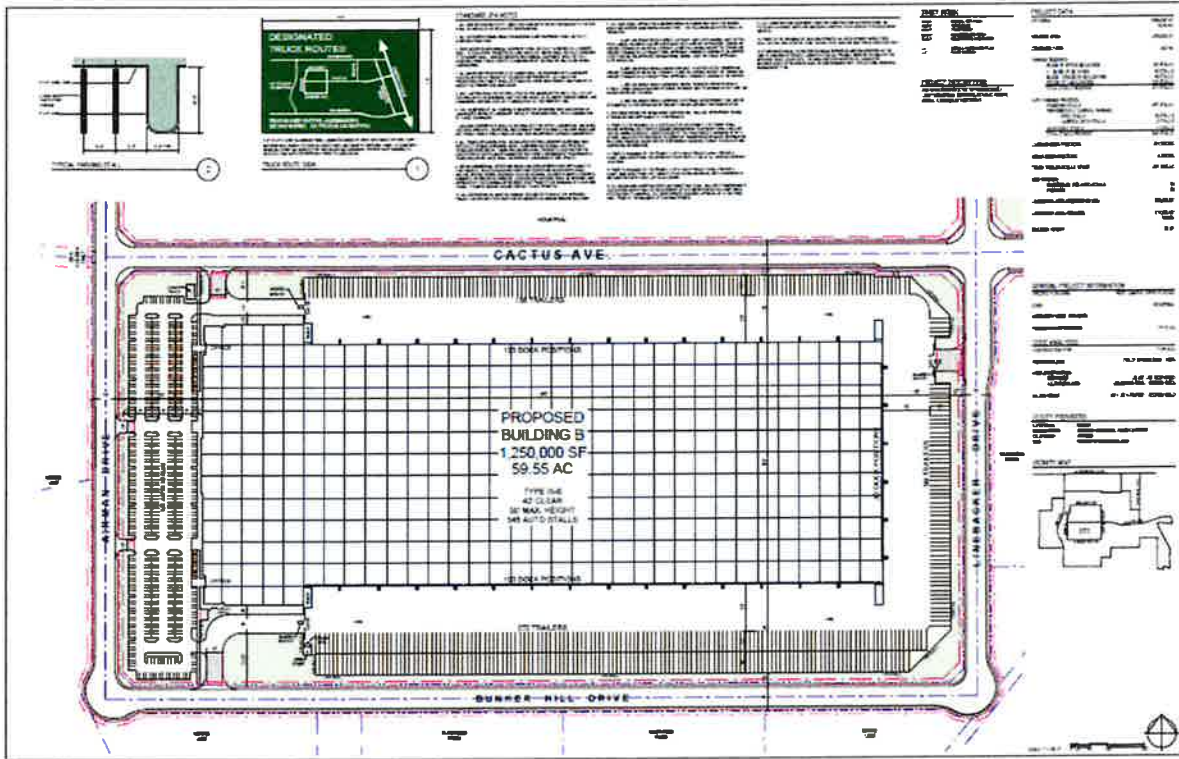
Plot Plan 21-03:

Plot Plan 21-03 is a proposal to construct a 1,250,000 sq/ft distribution warehouse on 59.55 acres located in the Industrial (proposed) zoning district at 20133 Cactus Avenue. Specifically, the project is the southernmost Industrial parcel bounded by the planned Cactus Avenue alignment to the north, Linebacker Drive to the east, Bunker Hill Drive to the south, and Airman Drive to the west. The site accommodates 545 passenger cars, which would include carpool, electric vehicle, and accessible stalls and 28 bike parking spaces. The building incorporates truck courts on the north and south side with 241 dock doors, 4 at-grade doors and 467 truck/trailer parking spaces. The truck courts are screened behind 14' screening walls. The building is 1,850' in length and 660' in width, with a maximum height of 50'. The applicant is proposing 200,720 sq/ft of landscape area (7.92 % of site area).

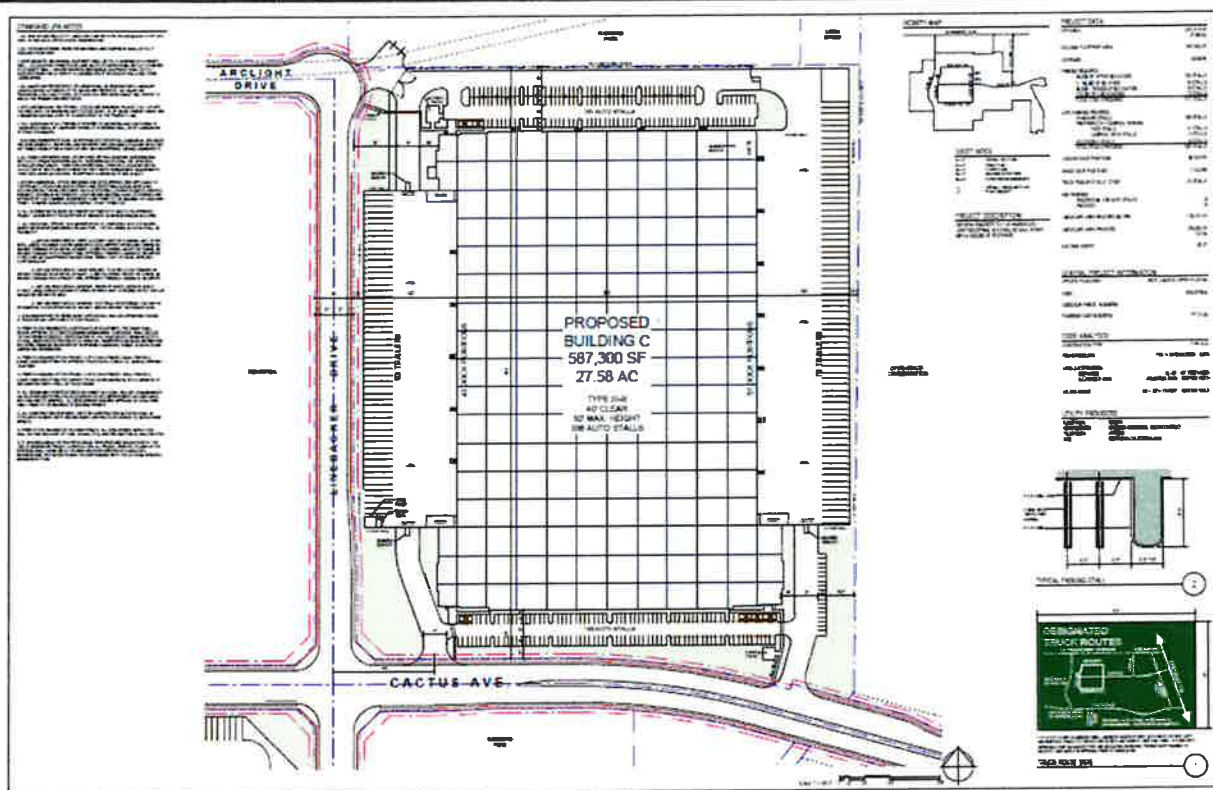
Plot Plan 21-04:

Plot Plan 21-04 is a proposal to construct a 587,000 sq/ft distribution warehouse on 27.58 acres located in the Industrial (proposed) zoning district at 21600 Cactus Avenue. Specifically, the project is the easternmost Industrial parcel located adjacent to Cactus Avenue and Linebacker Drive. The site accommodates 306 passenger cars, which includes carpool, electric vehicle, and accessible stalls and 16 bike parking spaces. The site incorporates truck courts on the east and west side with 94 dock doors, 3 at-grade doors and 123 truck/trailer parking spaces. The truck courts are screened behind 14' screening walls. The building is 950' in length and 500' in width, with a maximum height of 50'. The applicant is proposing 160,000 sq/ft of landscape area (13.3 % of site area).

Design Plan 21-03:



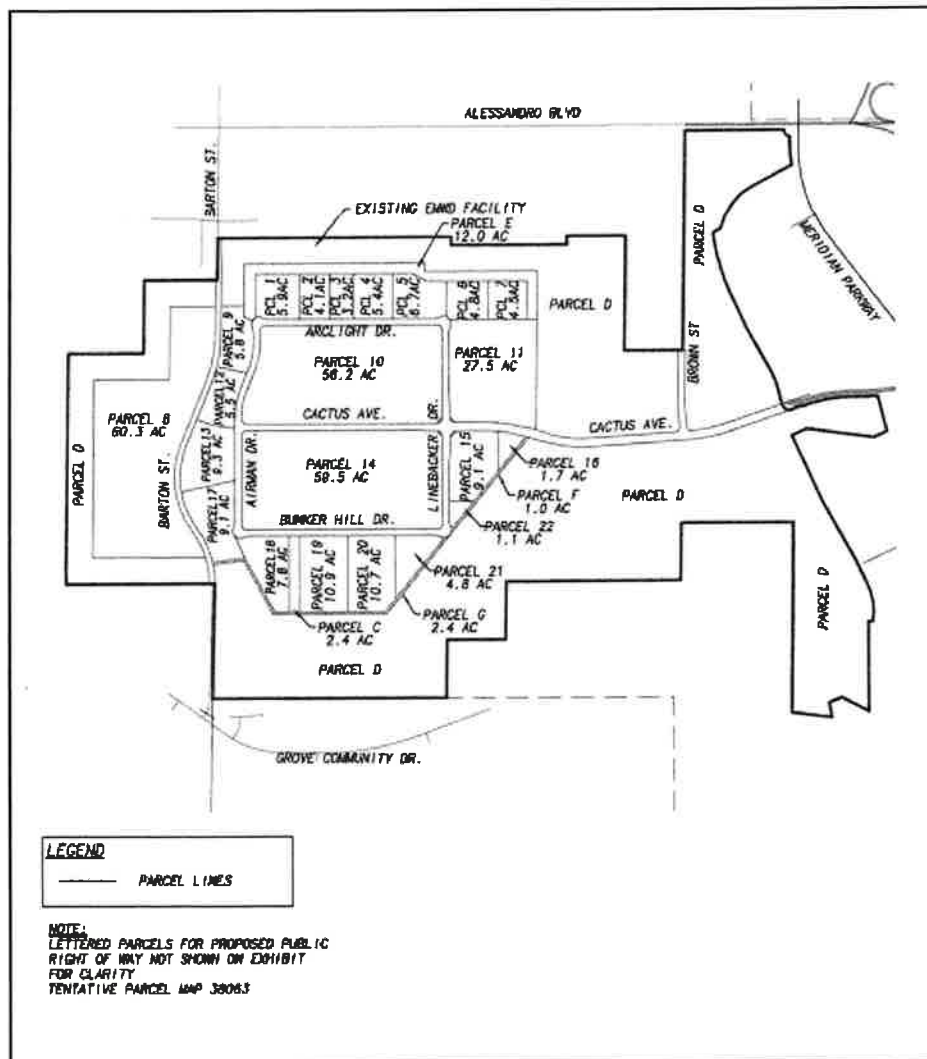
Design Plan 21-04:



Tentative Parcel Map 38063:

Concurrent with the General Plan Amendment, Specific Plan, and Plot Plans, approval of a Tentative Parcel Map is required for the Specific Plan boundaries and conservation easement area. Following the approval of Tentative Parcel Map, a Final Map would become the legal document that identifies developable parcels and conservation easement parcels within the Project area.

The proposed Tentative Parcel Map covers the full 817.9-acre site area. Of that area, 260 acres are developable lots, identified as parcels 1 – 22, including the 60.3-acre park site. Lettered lots A-K, include the Barton Street right-of-way (lot A), all other right of way (lot B), the retained bunkers parcel (Parcel C), the 448.29-acre conservation easement (Lot D - of which 2.84 acres is used as an Eastern Municipal Water District and therefore not part of the conservation easement), the 11.98 acre northern landscape buffer (lot E), the .96 acre southeast landscape buffer (lot F) and the 2.36-acre southern landscape buffer (lot G). Four, small, lettered lots are located internal to the project and accommodate additional landscape at the planned intersection of Linebacker Drive and Cactus Avenue.



Development Agreement DA 21-01:

Due to the scale and complexity of the proposed Project, a draft Development Agreement is proposed to vest the Project entitlements and fees, ensure financing of public improvements required by the conditions of approval, and provide certain Community Benefits. The Development Agreement is proposed between March JPA and Meridian Park LLC with a 15-year term and two potential 5-year extensions, and includes the following draft terms:

- Community Park: The Developer will contribute \$3,500,000 to the development of a community park.
- Fire Station: The Developer agrees to commence construction of a three-bay fire station with ancillary accommodations, including sleeping rooms, offices, and kitchen, prior to issuance of a Certificate of Occupancy for the first 1,000,000 square feet of development in the Upper Plateau.
- Credit and Reimbursement Agreement: The March JPA shall enter into a Credit and Reimbursement Agreement with the Developer to credit the Developer for any remaining development within the Meridian North and South Campus that is owned by Developer.
- Park Maintenance: The developer shall fund maintenance of the park through the formation of a CFD on properties within the West Campus Upper Plateau.
- Truck Route Enforcement: The developer will contribute \$200,000 toward truck route enforcement.

Environmental Analysis:

Notice of Preparation: A Notice of Preparation was circulated with the Project Initial Study with a review period of November 19, 2021 to December 20, 2021. The Notice of Preparation and date of the scoping meeting (December 8, 2021) was advertised in the Press Enterprise on December 19, 2021. Public notices identifying the circulation of the Notice of Preparation and the date of the scoping meeting were mailed to 93 individuals on November 18, 2021. During the comment period, eleven public comments were received from public agencies.

Notice of Availability: A Notice of Availability was circulated on January 9, 2023 providing the electronic link for the Project Draft Environmental Impact Report. In accordance with the request from area residents, the circulation period was advertised as 60-days, rather than the required 45-days. The Notice of Availability was advertised in the Press Enterprise on January 11, 2023. Notices were mailed to 134 public agencies, interested parties and native American tribes on January 9, 2023.

Community Input: Several Community and interested party meetings were held to discuss the project or specific project components:

- | | |
|--|--------------------|
| • Orange Terrace Community Center Meeting: | September 22, 2021 |
| • City of Riverside Police, County Sheriff and Fire: | November 8, 2021 |
| • Public Scoping Meeting: | December 8, 2021 |
| • Parks Meeting Riverside/Moreno Valley/County | February 14, 2022 |
| • Public Community Zoom Meeting: | February 24, 2022 |

- Riverside Resident Leaders Meeting: April 21, 2022
- Community Open House: August 18, 2022
- Sycamore Canyon/March Biking Community: August 23, 2022
- Riverside City Council Briefing: September 9, 2022
- March Air Field Museum Community Meeting: February 24, 2022

Project Traffic: The development is projected to have 35,314 vehicle trips, consisting of 31,060 employee vehicle trips, 2,054 truck trips and 2,200 vehicle trips associated with the park use. The vehicular circulation is designed to direct all truck trips to Cactus Avenue or Alessandro Boulevard (via Brown Street), with no truck trips using Barton Street. Employee/customer vehicles for the Mixed-Use lots adjacent to Barton Street would not have access to Barton Street. Payment of fair share costs to address operational deficiencies at off-site intersections within the member jurisdictions would be addressed through the contribution of \$321,799 as a fair share towards the improvement measures provided in the Table 1-4, Summary of Improvements and Rough Order of Magnitude Costs, of the traffic impact study.

TABLE 4-2: PROJECT TRIP GENERATION SUMMARY

Land Use ³	Quantity Units ¹	AM Peak Hour			PM Peak Hour			Weekday	Saturday Peak Hour		
		In	Out	Total	In	Out	Total	Daily	In	Out	Total
Building B: High-Cube Fulfillment	1,250,000 TSF										
Passenger Cars:		99	30	129	50	130	180	2,188	5	3	8
Trucks:		18	5	23	7	19	26	474	1	0	1
Total Trips²		117	35	152	57	149	206	2,662	6	3	9
Building C: High-Cube Fulfillment	587,000 TSF										
Passenger Cars:		47	14	61	24	61	85	1,028	2	1	3
Trucks:		9	3	12	3	9	12	222	0	0	0
Total Trips²		56	17	73	27	70	97	1,250	2	1	3
High-Cube Cold Storage Warehouse	500,000 TSF										
Passenger Cars:		38	2	40	10	36	46	686	1	1	2
Trucks:		5	11	16	8	8	16	376	0	0	0
Total Trips²		43	13	56	18	44	62	1,062	1	1	2
Remaining Industrial: High-Cube Fulfillment	725,561 TSF										
Passenger Cars:		58	17	75	29	75	104	1,270	3	2	5
Trucks:		11	3	14	4	11	15	276	0	0	0
Total Trips²		69	20	89	33	86	119	1,546	3	2	5
Business Park⁵	1,280,403 TSF										
Office Passenger Cars:	324,121 TSF	405	75	480	75	366	441	3,228	93	79	172
Office Passenger Cars:	60,000 TSF	95	17	112	19	90	109	744	17	15	32
Business Park Warehouse	896,282 TSF										
Warehouse Passenger Cars:		69	16	85	233	825	1,058	10,640	23	13	36
Warehouse Trucks:		29	7	36	8	28	36	512	6	3	9
Business Park⁵ (Mixed-Use, 75%)	482,765 TSF										
Office Passenger Cars:	144,830 TSF	203	36	239	39	187	226	1,602	41	35	76
Business Park Warehouse	337,936 TSF										
Warehouse Passenger Cars:		26	6	32	88	311	399	4,012	9	5	14
Warehouse Trucks:		11	3	14	3	11	14	194	2	1	3
Total Business Park Trips		838	160	998	465	1,818	2,283	20,932	191	151	342
Retail (Mixed-Use, 25%)	160,921 TSF										
Passenger Cars:		173	106	279	409	426	835	10,866	760	730	1,490
Pass-by Reduction (AM: 0%; PM/Daily: 40%) ⁴		0	0	0	-164	-164	-327	-4,348	-304	-292	-596
Total Retail Trips		173	106	279	245	262	508	6,518	456	438	894
Active Park	42.20 AC	137	137	274	95	95	190	2,110	187	203	390
Public Park	18.08 AC	6	6	12	4	4	8	90	19	20	39
Total Park Trips		143	143	286	99	99	198	2,200	206	223	429
Total Passenger Cars		1,356	462	1,818	911	2,442	3,354	34,116	856	815	1,671
Internal Trip Reduction ³		-86	-86	-172	-42	-42	-84	-856	-21	-21	-42
Total Trucks		83	32	115	33	86	119	2,054	9	4	13
Project Total Trips		1,353	408	1,761	902	2,486	3,389	35,314	844	798	1,642

¹ TSF = thousand square feet; AC = Acres

² Total Trips = Passenger Cars + Truck Trips

³ Internal trip reduction based on NCHRP 684 Internal Trip Capture Estimation Tool for the passenger car trips and commercial retail.

⁴ Pass-by reduction percentage source: ITE *Trip Generation Handbook*, 3rd Edition (2017).

⁵ 2-axis trucks have been evaluated as trucks as opposed to delivery vans or passenger cars.

Significant Impacts Identified in the Draft EIR:

AQ-1: The Project would conflict with or obstruct implementation of the applicable air quality plan (Operational Air Quality).

AQ-2: The Project would result in a cumulatively considerable net increase of a criteria pollutant for which the Project region is non-attainment under an applicable federal or state ambient air quality standard (Operational Air Quality).

AQ-CUM: The Project would result in cumulatively considerable effects related to air quality.

CUL-1: The Project would cause a substantial adverse change in the significance of a historical resource pursuant to CEQA Guidelines Section 15064.5.

CUL-2: The Project would cause a substantial adverse change in the significance of an archaeological resource pursuant to CEQA Guidelines Section 15064.5.

CUL-CUM: The Project would result in cumulatively considerable effects related to cultural resources (Historical and Archaeological).

NOI-1. The Project would result in generation of a substantial temporary or permanent increase in ambient noise levels in the vicinity of the project in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies.

NOI-CUM: The Project would result in cumulatively considerable effects related to noise.

TCR-1: The project would cause a substantial adverse change in the significance of a tribal cultural resource, defined in Public Resources Code section 21074 as either a site, feature, place, cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American tribe, and that is: a) Listed or eligible for listing in the California Register of Historical Resources, or in a local register of historical resources as defined in Public Resources Code section 5020.1(k); and b) A resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Public Resources Code Section 5024.1. In applying the criteria set forth in subdivision (c) of Public Resource Code Section 5024.1, the lead agency shall consider the significance of the resource to a California Native American tribe.

DEIR Comments: Approximately 1,000 comments were received on the draft EIR from public agencies, community organizations, Native American tribes, and residents. Issues of concern within comments included: Aesthetics; Air Quality; Climate Change; Hazardous Materials; Traffic/Transportation; Energy; Cultural Resources; Cumulative Analysis; Open Space Preservation; and Housing.

Attachment(s):

1. Draft West Campus Upper Plateau Specific Plan (SP-9), dated July 2023, available at: <https://marchjpa.com/wp-content/uploads/2023/08/WCUP-SP-6th-Draft-Clean-2023-07-31v2.pdf>
2. Draft EIR and Technical Reports for the West Campus Upper Plateau is available at: <https://marchjpa.com/mjpa-meridian-west-campus/>

**MARCH JOINT POWERS AUTHORITY
TECHNICAL ADVISORY COMMITTEE
OF THE
MARCH JOINT POWERS AUTHORITY**

***Reports, Discussion and Action
Agenda Item No. 6c***

Meeting Date: August 7, 2023

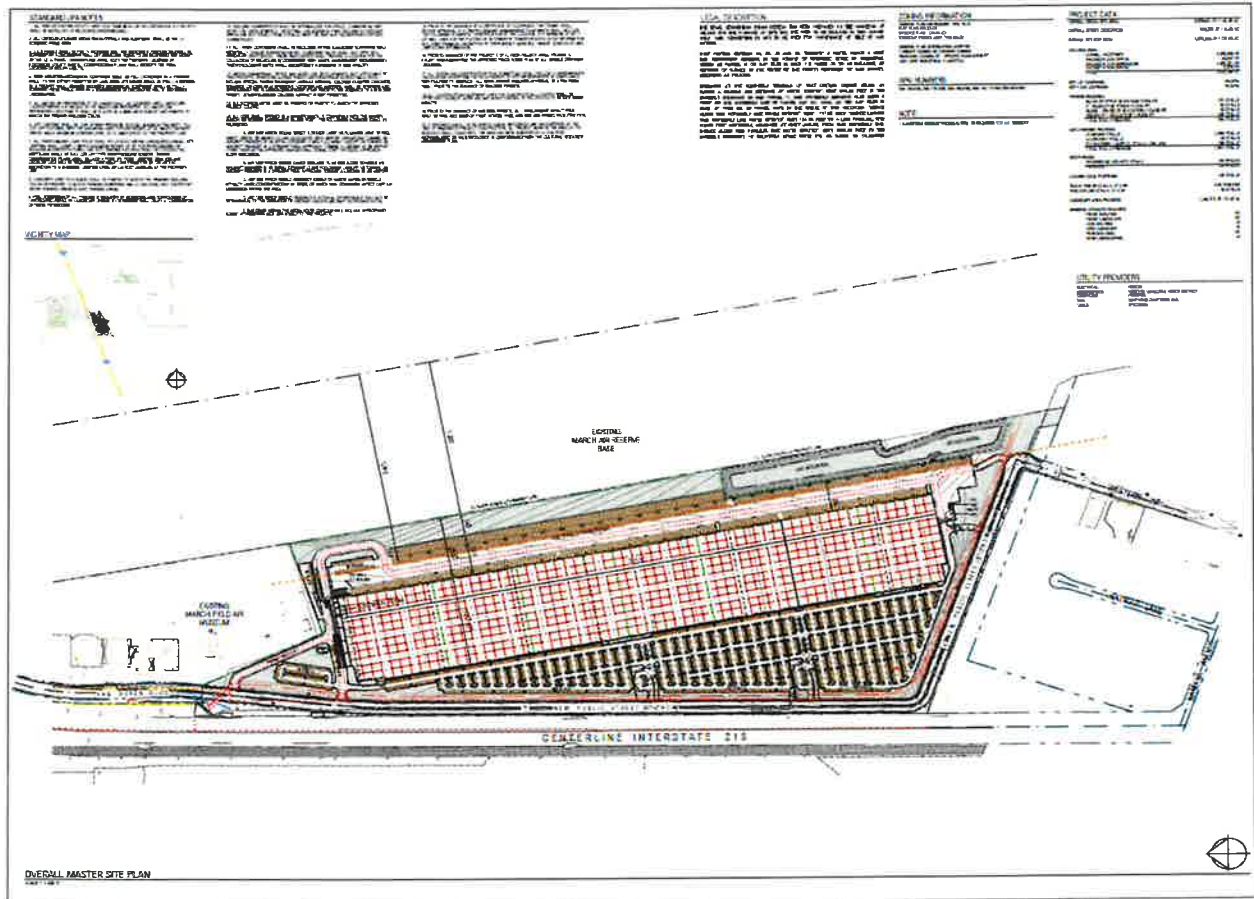
Report: Airport Parcel D-2 Assignment and Estoppel

Background:

On December 16, 2020, and January 13, 2021, the March JPA Commission considered and approved, pursuant to a Certified Environmental Impact Report, the Veterans Industrial Park 215 (VIP 215) Project. The 142.5-acre site is directly east of the I-215 Freeway off-ramp at Van Buren Boulevard, south of the existing March Field Air Museum, and west of the existing runways and facilities of the March Air Reserve Base and north of the boundary of the City of Perris, located within the boundaries of the March Inland Port Airport in unincorporated Riverside County, California. The originally approved VIP 215 Project consisted of a General Plan Amendment, Specific Plan, Tentative Parcel Map, Development Agreement and Plot Plan (PP 20-02) for a 2,022,364 square-foot industrial warehouse building. The project included 2,551 parking spaces for employees and visitors, 428 truck trailer parking stalls and 39 stalls for tractor cab parking. The project site does not provide access to existing runways or taxiways at March Air Reserve Base.

On May 26, 2021, the Commission approved amendments to the VIP 215 Project which allowed Riverside Inland Development, LLC (Hillwood), to modify the project design to accommodate a potential tenant, now known as Target. Project amendments included a footprint reduction on the building by 155,416 sq. ft.; parking reduction by 161 passenger vehicle spaces; addition of a pedestrian bridge; and addition of 572 truck trailer parking stalls. Environmental and site assessments determined that changes were consistent with previous entitlements.

This item will be placed on the Commission's August 23, 2023 agenda for consideration as Riverside Inland Development, LLC wishes to assign their ground lease with JPA to Target. The assignment of the ground lease is allowed within the JPA's agreement with Riverside Inland Development, LLC. The draft assignment agreement, with estoppel, are currently under review with JPA staff ensuring that terms are consistent with previously approved agreements with the leaseholder.



Attachment: None.

**MARCH JOINT POWERS AUTHORITY
TECHNICAL ADVISORY COMMITTEE
OF THE
MARCH JOINT POWERS AUTHORITY**

*Reports, Discussion and Action
Agenda Item No. 6d*

Meeting Date: August 7, 2023

Report: Green Acres Military Housing Policy

Background:

To the extent permissible under applicable state and federal law, the March Joint Powers Authority shall utilize a priority order whenever rental housing units at Green Acres are made available to otherwise qualified applicants.

The preferences will be numerically ranked, with number (1) being the highest preference(s), then date and time of application in the following order:

- (1) Current Residents of Green Acres. All current residents within Green Acres shall have first priority to transfer to another unit within Green Acres.
- (2) Military Affiliation. All applicants with past or present military affiliation shall have second priority. Such affiliation shall require submittal of proof of military identification or DD214.
- (3) Government Employees. All applicants currently employed with a government agency shall have third priority.
- (4) All other applicants. All other applicants shall have fourth priority.”

Attachment: DRAFT Policy

DRAFT POLICY

GREEN ACRES RESOLUTION LANGUAGE:

To the extent permissible under applicable state and federal law, the March Joint Powers Authority shall utilize a priority order whenever rental housing units at Green Acres are made available to otherwise qualified applicants.

The preferences will be numerically ranked, with number (1) being the highest preference(s), then date and time of application in the following order:

- (1) Current Residents of Green Acres. All current residents within Green Acres shall have first priority to transfer to another unit within Green Acres.
- (2) Military Affiliation. All applicants with past or present military affiliation shall have second priority. Such affiliation shall require submittal of proof of military identification or DD214.
- (3) Government Employees. All applicants currently employed with a government agency shall have third priority.
- (4) All other applicants. All other applicants shall have fourth priority.

GREEN ACRES POLICY AND PROCEDURES MANUAL

Adopted 09-25-19

Resolution #JPA 19-23

The purpose of this policy manual is two-fold. First, operating personnel use this manual as a reference guide. Secondly, managers can use it to streamline administrative functions and responsibilities.

This manual consists of six (6) sections, each designed to interlock with the others. Each section consists of responsibilities, possible objectives and requirements.

I. CUSTOMER SERVICE

II. MARKETING AND LEASING

III. MAINTENANCE

IV. ADMINISTRATION

V. ACCOUNTING AND REPORTING

VI. CONSTRUCTION STANDARDS

Administrative revisions to the text can be made at any time. All such requests shall be submitted and reviewed by the March Joint Powers Authority Executive Director for approval.

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ABBREVIATIONS:

Executive Director – (ED)

~~Operations Director – (OD)~~

~~Executive Management – (EM)~~

~~Administrative/Property Services Manager – A/PSM~~

~~Property Management Associate – (PMA)~~

~~Accounting Department – (AD)~~

~~Finance Director – (FD)~~

Property Manager (PM)

Accounting Technician – (AT)

~~Maintenance Department – (MD)~~

Maintenance Staff – (MS)

I. Customer Service

SECTION 1.1 - RESIDENT RELATIONS

REQUIREMENTS

Overall Program - Sets goals for any program that are reasonable, specific, and measurable. Develop a plan based on set goals and detail in the appropriate section of those plans. Any programs may be subject to change annually, as a minimum, based on budget approval.

Resident Relations - Schedule routine Resident visits and or resident "events" as budget allows.

Subject to market conditions - contact Residents with expiring leases 6 months in advance of lease termination.

SECTION 1.2 - RESIDENT VISITATION

REQUIREMENTS

Conduct annual inspections of the home to ensure smoke detectors and carbon monoxide detectors are in proper working order.

Maintain dates and results of visits in network drive under each respective home.

Conduct visits as situations arise or as allowable under Fair Housing laws, Practices and Regulations.

SECTION 1.3 - RESIDENT COMMUNICATIONS

REQUIREMENTS

Place literature or newsletters as developed on property bulletin board located at centralized mailbox area and/or email text or mail hard copies to residents if situation warrants.

Email announce community events and communications as warranted.

SECTION 1.4 - RESIDENT MOVE IN/OUT PROCEDURES

REQUIREMENTS

Checklist from move-in to be utilized for move-out as well and to be filed in Resident's lease file. JPA Property Management Staff to take detailed move-in/out photos. Complete and forward move-in/out notification form to Accounting to commence billing/close account with summary of all charges for move-in and within 21 days of move-out.

SECTION 1.5 - RESIDENT CONTACT LIST

REQUIREMENTS

Update electronic property management software and Microsoft Outlook address database lists upon move in/out of Residents; changes in contact name, telephone number and e-mail.

Distribution-Management. Never give list to anyone other than to Emergency Services (IE. Police, Fire, Ambulance Service, etc.) without the JPA Property Management Staff's approval and Executive Director's notification.

SECTION 1.6 - COMMUNITY RELATIONS

REQUIREMENTS

Notify Residents of any upcoming community events that may affect property, including Base activities and exercises.

SECTION 1.7 - PROPERTY INSPECTIONS

REQUIREMENTS

Monthly – Property Management Staff – Walk or drive all common areas – grounds, parking areas, gate equipment, street and pathway lighting, etc.

Monthly or Quarterly meetings and inspections to be held with JPA Maintenance staff.

Semi-Annual meetings and needed inspections with repair, landscape, janitorial, electrical and/or plumbing contractors, if applicable.

Annual – Schedule and walk-through each home to assess any necessary repairs due to resident neglect or abuse as well as any from general deterioration.

Inspection Methods - Informal walking tour, driving or physical inspection – Complete checklist format with comments.

Follow-up-

- Create work orders on all repairs.

- Distribute to respective vendors/contractors or maintenance staff for scheduling and completion.

- Follow up with vendors to ensure repair items are complete (if applicable).

- Follow up with resident on prior inspection to determine if work has been complete.

Work Orders/Service Requests

When a Resident comes in with a problem concerning their unit or the property, have them fill out a service request form (can be completed and submitted via March JPA website). Input request in property management software. Put Work Order number on top right-hand corner of request form. Give all Service Requests to PMA.

If a Resident would like to speak to the PMA regarding their concern, they will need to fill out a service request form while the PMA and the PSM are located. If no one from Property Management is available to meet with them, schedule a time for them to come in or arrange a phone call.

When a Resident calls in with property issues, fill out the service request form for the resident. In Signature portion, note that the request was phoned in and the time and

date the phone call was received. Input request in property management software. Put Work Order number on top right-hand corner of request form. Give all Service Requests to PMA.

Once PMA has assigned vendor, if applicable, add vendor to work order in property management software and file work order in that contractors file, located at the reception desk. For work orders assigned to JPA Maintenance staff, add to MJPA Work Order log (work with Maintenance staff to schedule resident appointments).

Each morning PMA and staff check MJPA Work Order log for any completed items.

As work orders are completed by vendors update work order in property management software with completed work summary.

All completed work orders from vendors and JPA staff will need to be filed in Unit file located in the PMA office.

II. Marketing and Leasing

SECTION 2.1 - MARKETING PRESENTATIONS

REQUIREMENTS

Provide upon appointment or on an as-needed basis.

Update JPA website with pictures, floorplans and property information (as needed).

All materials must be approved by A/PSM.

SECTION 2.2 - FLOOR PLANS

REQUIREMENTS

The Floor Plan details will have information regarding size of the homes and general layout of each model.

Ensure copies of floor plans are available for distribution, if needed.

SECTION 2.3 - LEASE FILES (ORIGINAL HARD COPY)

REQUIREMENTS

Maintain original Resident Lease files by address according to Fair Housing standards. Copy of lease only is to be kept in a location of the office that is accessible to all pertinent personnel (PMA office in active lease files).

Each Resident file should contain the following (not inclusive): Lease Documents, Billing/Accounts Receivable, Correspondence, Completed Service Work Orders/Maintenance Requests.

Review all files and dated materials stored in the designated areas on an annual basis.

Purge the Lease file from the system based on the retention schedule or upon termination of a Lease or as applicable by law and Fair Housing Standards and Practices.

Maintain database of Residents' lease expirations in property management software.

SECTION 2.4 - PUBLIC RELATIONS

REQUIREMENTS

Develop and implement written crisis communication & operational communication programs to include specific individuals designated depending upon circumstances.

Provide updated list annually by email to each active resident and post list in bulletin board, if available.

SECTION 2.5 - PROSPECT DEVELOPMENT

REQUIREMENTS

Advertise at property, locally in stores, newspaper publications and on JPA website.

SECTION 2.6 - PRESENTATION AND PROMOTIONAL MATERIALS

REQUIREMENTS

Update as needed.

Maintain on website.

SECTION 2.7 - STANDARD LEASE DOCUMENTS

REQUIREMENTS

Review regularly for changes in Fair Housing practices, the law and market, and submit changes to the Legal Counsel for review and guidance.

Any updates required by law must be approved by ~~A/PSM~~ or EM.

The JPA Property Management Staff is to meet annually to review all leases and approve updates. For immediate update requirements staff can meet as necessary.

SECTION 2.8 – LEASE DOCUMENTATION AND PROCESSING

REQUIREMENTS

The following narrative describes, but is not limited to, the lease process from the submission of a lease application to the receipt of a signed lease from the Resident:

- Provide Qualifications Guidelines and Lease Application to a qualified prospect.
- Accept all paperwork with credit check fees prior to processing.
- Process application, reference checks (employment, prior rental history), financial and credit check information and a full criminal background check.
- Review financial and credit information prior to final negotiations.
- Provide application packet with routing slip and all backup and terms and conditions of the lease to ~~A/PSM~~ PM with approval or denial for final review and approval/denial by ~~EM/OD~~ PM.
- If the terms and conditions change from the original proposed lease, then revise the new lease proposal to incorporate the new terms and conditions and reroute to ~~A/PSM~~ PM.
- ~~PM~~A notifies new resident of approval/denial and provides information regarding funds needed for deposits and rents to resident, if approved.
- ~~PM~~A verifies all deposit/ rent funds are cleared prior to drafting lease.
- The ~~PM~~A generates and submits a standard lease document incorporating the approved terms and conditions to A/PSM. ED or OD with then provide final execution.
- Any significant issue will be submitted to the ~~A/PSM~~ or ED or ~~AD~~ for review and/or approval/denial.
- Upon approval and execution of lease, ~~PM~~A schedules appointment with new resident to sign all lease documents and provide move-in package. Each lease proposal must contain all standard disclaimer language with applicable addendums, attachments and exhibits.
- All documents must be executed by all parties.

New Move-In Procedure

PMA – set up account and one-time/recurring charges in property management software.
Receptionist – can accept payments once charges are established in property management software.

SECTION 2.9 - CREDIT APPROVAL

OBJECTIVE

To clearly understand the financial viability and credit history of each Resident signing a new lease, change of lease, or a renewal lease, and to determine what, if any, security should be posted and whom, if anyone, must guarantee lease.

Fair Isaac and Company (FICO) score must be a minimum of 625 for each application received. All FICO scores below 625 must be reviewed by ED for merit based determination.** JPA will accept co-signor/guarantor applications for anyone who may have been denied on a rental application, subject to several requirements.**

No evictions, open Bankruptcies or debt owed to a property management company and/or landlord will be accepted.

REQUIREMENTS

Analyze the financial and credit worthiness and payment information with trend analysis of cash, debt (short and long-term) and capability to pay rent and all utility charges that are applicable. Applicants must have no evictions. JPA requires first months rent, security deposits that may include additional deposits (if applicable).

If an applicant does not have a SSN, they cannot be denied on that basis. Credit must be obtained using their name, date of birth and address information. SSN section is entered as 000-00-0000 or blank depending on the credit report agency's software.

***All above actions are based upon, but not inclusive of, "GREEN ACRES RESIDENT ACCEPTANCE CRITERIA POLICY" Adopted 01-19-2011 (located at JPA offices in Policy Binder)*

SECTION 2.10 - LEASE ACTIVITY REPORT

REQUIREMENTS

Utilize and incorporate a standard format into the Monthly Property Report from the property management software.

Front Office Assistant/Receptionist to distribute report to PMA and A/PSM by the 6th of each month.

SECTION 2.11 - TRAINING/CONTINUING EDUCATION

REQUIREMENTS

Property Management staff, including maintenance staff may be required to attend any classes required by state law. Classes and/or conferences must be in the approved annual budget.

III. MAINTENANCE

SECTION 3.1 - LIFE SAFETY SYSTEMS

REQUIREMENTS

Annual (at minimum) in-house inspections and testing of smoke detectors.
Ensure maintenance staff and/or vendors have replaceable items on vacancy checklist.

SECTION 3.2 - PREVENTATIVE MAINTENANCE MANAGEMENT PLAN-EQUIPMENT

REQUIREMENTS

Maintenance Staff will implement a preventative maintenance system addressing all structural, mechanical, and cosmetic aspects of each piece of equipment used in Green Acres. Servicing, adjustments, and testing information shall be obtained from equipment operational manuals, technical bulletins, and/or recommendations of competent technical personnel. All preventative maintenance will be adequately documented.

SECTION 3.3 - VENDOR DIR, LICENSE AND INSURANCE

REQUIREMENTS

All vendors/contractors or anyone working on-site must provide proof of DIR, if applicable, business license and all required insurances and dates of expiration.
Keep the original of all licensing and permits in a fire-proof and secured cabinet.

SECTION 3.4 - INVENTORY CONTROL

REQUIREMENTS

Develop and implement an inventory system that identifies critical parts, maintains all necessary vendor information to permit emergency procurement, maintains historically adequate inventory of critical lead time parts, and provides for the security and accountability of the inventory.

SECTION 3.5 - ACCESS CONTROL

REQUIREMENTS

Ensure maintenance and/or immediate repair of all access control equipment at gate entrance and exit gate and any supplies as needed. Ensure collection and deprogramming the access cards from Residents that have vacated.
Do not distribute vendor or JPA gate access codes to any outside parties or residents.

SECTION 3.6 - ENVIRONMENTAL ISSUES

REQUIREMENTS

Ensure all residents have applicable hazards disclosures and lease addendums at move in. Utilize contractors/vendors with experience in handling hazardous and dangerous materials and working in historic homes.

IV. ADMINISTRATION

SECTION 4.1 - WORK ORDER SYSTEM (VENDOR AND JPA MAINTENANCE STAFF)

REQUIREMENTS

PMA will record all incoming resident service work order requests and enter the information into the property management software.

Each work request, both work specific to the property and resident work requests, is then documented on the Service/Work Request form (date the request was taken and identify the work to be performed and contact name and number) by a member of the property management staff.

Property Management or Maintenance staff will reconcile the work orders on a weekly basis. All billable items to residents will be itemized and given to the Accountant for posting and invoicing and Property Management staff posts in property management software on residents account.

The staff member who performs the required task(s) completes the form (date, time, and materials) then form will be scanned into the network drive file for each corresponding home. Shred upon scanning.

SECTION 4.2 - SERVICE CONTRACT ADMINISTRATION

OBJECTIVE

To ensure a comprehensive analysis of all Professional Service Agreements, specifying all pertinent economic and service details of each contract (i.e., commencement and renewal dates, costs, services to be performed, etc.). These Professional Service Agreement files should be accessible to all for review.

RESPONSIBILITY

The PMA shall be responsible for maintaining Service Agreement folders that shall contain executed copies of any applicable current contracts. The original files shall be kept in the Clerk's fire files in the A/PSM's office.

A comprehensive list of all the service contractors, contact names and phone numbers, the corresponding service(s) provided, and contract expirations should be incorporated into the JPA file directory and property management software. Additionally, information regarding service contract billing should also be noted.

REQUIREMENTS

Include all service contracts in the Professional Services Agreements folders.

Stagger contract expiration dates to minimize the stress generated from a multitude of contracts expiring and being renewed or bid simultaneously.

SECTION 4.3 - RECYCLING/WASTE REMOVAL

REQUIREMENTS

If chosen to do so, residents are to be supplied with waste (individual charge) and recycling (separate charge) receptacles and dispose of the materials in the appropriate, designated containers assigned.

No waste is to be set on the ground next to the waste containers. If trash is not properly disposed of by the residents (i.e. in the assigned container(s), resident will be charged for removal by the JPA).

SECTION 4.4 - LANDSCAPING AND GROUNDS MANAGEMENT

REQUIREMENTS

JPA to bid and/or negotiate contract a minimum of every three (3) years.

Conduct weekly property reviews with the landscaping account representative and bi-weekly with members of the Property management staff.

Keep a maintenance log of the property inspections and all subsequent items that were discussed.

Include the provision for the immediate disposal and replacement of damaged or dying items in maintenance department files.

SECTION 4.5 - AUTHORIZATION LEVELS

REQUIREMENTS

Executive Management is responsible for setting the approval/authorization limits for each staff member that is authorizing property expenses.

A/PSM authorizes administrative staff and PMA to accept/receive and post rent and late or service fees payments in property management software.

Property Management staff will provide daily report of all monies received (if applicable).

PMA and/or A/PSM approve final posting of fees to property management software after review of final monthly report.

SECTION 4.6 - RISK-MANAGEMENT

REQUIREMENTS

Track claims.

Provide information of insurance providers listing, type, deductible, and coverage period.

Work directly with FD for claims against the JPA that may arise within the property boundaries

SECTION 4.7 - INCIDENT REPORTING/ INSURANCE CLAIM FORM

REQUIREMENTS

Develop and utilize a standard Incident Reporting Form by all personnel. Additionally, a standardized routing procedure should be implemented so that key management personnel are kept informed. Incident Reports should be kept on file for a minimum of seven (7) years. A/PSM must be notified of all "incidents" and potential or actual claims. Submit incident report to the PERMA via FD.

SECTION 4.8 - CERTIFICATES OF INSURANCE AND WORKERS COMPENSATION

REQUIREMENTS

Identify and communicate to all vendors performing work the required coverage and the name of the March Joint Powers Authority as additional insured. A Sample Certificate of Insurance should be completed and faxed or emailed to the JPA offices Attn: PMA.

Maintain a tickler file in property management software and update annually for vendors so that notification can occur regarding vendors with expiring Certificates of Insurance, DIR and business license's and when they are to be renewed prior to expiration.

No service contractor is to be allowed to perform any work on the property until they have supplied evidence of the required Certificate of Insurance with Workers Compensation coverage, business license and DIR, if applicable.

The PMA is responsible for maintaining the Certificate of Insurance and Workers Comp proof files for all service providers on the property.

SECTION 4.9 - JPA PERSONNEL RULES AND REGULATIONS AND POLICIES

REQUIREMENTS

Develop and distribute the office JPA Personnel Rules and Regulations and policies to the staff under separate cover.

These shall include office hours, employee conduct, harassment, appearance, behavior, lunch breaks and lunch area policies, overtime authorization procedures, processing of vacation requests, contact required to be made when out ill or with personal emergencies, employee benefits administration, emergency procedures, confidentiality requirements, disciplinary process, and resolution procedures, etc.

Ensure that all employees receive a copy of both and return a Receipt of Acknowledgment Form to be filed in their personnel files.

SECTION 4.10 - MANAGEMENT OFFICE HOURS

OBJECTIVE

To establish and maintain communication to all residents of the JPA hours of operation and emergency contact information when needed.

RESPONSIBILITY

JPA Property Management Staff.

REQUIREMENTS

Post JPA hours of operation at bulletin board. distribute list to new residents with all contact information included for maintenance and property management staff.

In the event of an after-hours emergency or need. the resident will notify the JPA Property Management Staff's cellular telephone.

Administrative/Property Services Manager - Carey Allen (951) 378-3246

Property Management Associate – Brittney Escandon (909) 815-6776

All members of the Green Acres management staff carry cellular telephones. The JPA Property Management Staff makes certain that ample personnel are available to report to the property on any given holiday in the event of an emergency.

SECTION 4.11 - FILE MANAGEMENT STANDARDIZATION

RESPONSIBILITY

JPA Property Management Staff.

The PMA is responsible for the organization and maintenance of the on-site Resident, vendor, and correspondence files.

REQUIREMENTS

Establish and maintain separate files for the various aspects of the property (Resident, Vendor, Account Payables and Receivables, and Correspondence). File resident files by the home address. Files should be kept in a location in the office that is accessible to all pertinent personnel but remain locked after business hours. Each residents file should, at minimum, contain the following sections: Lease Documents, Photos, Billing/Accounts Receivable, Work Order(s), Correspondence.

Review all files and purge dated materials to the JPA storage room or shed as new tenancy occurs.

Retain an executed original of all resident lease documents in addition to the files kept on-site for the JPA, Accounting and Legal Counsel for the duration of time applicable by law and Fair Housing standards.

SECTION 4.12 - FILE RETENTION

OBJECTIVE

To ensure that records are maintained in good condition for the period of time required by law and/or Fair Housing standards/requirements and practices.

RESPONSIBILITY

Property Management Associate, A/PSM.

REQUIREMENTS

Maintain all accounts payable, expired and terminated resident files, and contractor/vendor files on-site for a period of seven (7) years or as otherwise stated by Legal Counsel or JPA retention schedule or by Fair Housing standards/requirements.

SECTION 4.13 - SECURITY

OBJECTIVE

To ensure the health and safety of the property and residents while minimizing the properties' potential exposure for negative publicity and/or liability or criminal activity.

RESPONSIBILITY

Moreno Valley Police Department as contracted with Riverside County Sheriff's Department.

REQUIREMENTS

Contact 911 in an emergency or MVPD (951) 486-6855 if non-emergency situations arise.

V. ACCOUNTING and REPORTING

SECTION 5.1 - BUDGET

OBJECTIVE

To provide a benchmark for the operations of the property.

RESPONSIBILITY

A/PSM and JPA Property Management Staff.

REQUIREMENTS

Accounting provides Property Management staff with past years budget and any projected budget for upcoming year in report format.

Property Management staff will prepare budget based upon projections and current balances. Begin budgeting process in or around May with preliminary planning. the first draft due date by May 20th of each year for the new fiscal year or as specified by Accounting. First draft given to FD and EM to review and edit. if necessary. Budget reviewed by A/PSM . Finance Sub-Committee, EM and FD.

Mid-year budget adjustments that may be necessary should be prepared by January 30th of each year with review to the same staff as annual budget. All presentations of budget materials will include the latest reforecast for the current year. Explanations of the changes from the original plan to re-forecast and re-forecast to next year budget must be included.

Coordinate the budget process with the assistance of FD. Property Management is responsible for producing the following sections: operating expenses, income projections operating expense, pass-throughs, and capital expenditures.

SECTION 5.2 - BALANCE SHEETS

REQUIREMENTS

Review the balance sheet monthly and reconcile all accounts at a detailed level. Various spreadsheets are to be included in the monthly reporting package. Each and every balance on the balance sheet should have a reconciliation performed. It is also recommended to compare balances to the prior month for reasonableness as a review step.

SECTION 5.3 - INCOME STATEMENT

OBJECTIVE

To provide an accurate statement representing the financial operations for the current month and year-to-date operations in relationship to the annual budget and the latest reforecast or purchase pro-forma.

RESPONSIBILITY

JPA Finance Director.

REQUIREMENTS

Produce monthly reports in conjunction with the financial package. The report can be run from the accounting software utilized unless special requirements are communicated. Conform the categories presented to those on the approved budget summary.

SECTION 5.4 - CHART OF ACCOUNTS

OBJECTIVE

To ensure comparability of transactions within the Green Acres portfolio and to provide sufficient separation of activity to report.

RESPONSIBILITY

JPA Finance Director.

REQUIREMENTS

Submit monthly or as needed.

Establish specific chart of accounts requirements and limitations.

Any changes are to be communicated to EM and A/PSM.

Chart of Accounts will be replaced annually and provided to the Property Management staff.

SECTION 5.5 - GENERAL LEDGER SYSTEM

OBJECTIVE

To provide financial history for all financial events occurring during the month.

RESPONSIBILITY

JPA Finance Director.

REQUIREMENTS

Submit monthly to JPA Property Management Staff.

Post all accounting transactions to the general ledger on a monthly basis from the AP, AR, and any other subsystems. Utilize the current JPA accounting software and Green Acres (GA) Property Management database/software. It is important to utilize proper coding descriptions for all general ledger and account payables transactions in JPA software (e.g., utilities should include period covered). Be sure the general ledger is in balance.

This may not be readily apparent with all accounting systems since JPA and GA software may not work in conjunction.

Reconcile any discrepancy's monthly with A/PSM and Finance/Accounting staff to ensure both systems are balanced.

SECTION 5.6 - CASH FLOW REPORTING

OBJECTIVE

To provide projections of property cash flows to assist in cash management activities.

RESPONSIBILITY

JPA Finance Director.

REQUIREMENTS

Submit monthly (with monthly report).

The monthly report contains a Statement of Cash Flows which satisfies the monthly requirements. Quarterly, a projection of cash flows is performed that includes a 90-day projection of cash needs compared to original budget.

SECTION 5.7 - CASH MANAGEMENT – RECEIPTS

OBJECTIVE

To provide control of all cash received.

RESPONSIBILITY

JPA Finance Director.

The Finance Director is responsible for overseeing all banking relationships in accordance with any requirements established by the March Joint Powers Commission.

REQUIREMENTS

Where applicable, rents are mailed from the residents directly to the JPA offices or hand delivered or in the after-hours drop box located at the JPA hours. A log is maintained documenting the monies received in GA software. All property receipts are given to Accounting along with a report stating all residents' account balances.

Payment Receipts – (Full procedures can be found at front desk)

Payment Receipts

As residents come in with rent or utility payments, they will need to be entered into the property management software.

After printing receipt and giving the resident one copy, attach "File copy" receipt to the payment and place into black "Rents" folder (can be found at Reception desk).

At the end of each day, rent receipts will need to be deposited.

After deposit has been entered give to the AT.

SECTION 5.7A - CASH MANAGEMENT – DISBURSEMENTS

OBJECTIVE

To provide control over cash disbursed at the property through adequate controls over the disbursement of property funds and to minimize or eliminate the possibility of loss

RESPONSIBILITY

JPA Finance Director.

REQUIREMENTS

Establish separation of duties for the disbursements of property funds. All invoice entry is performed by the Accounting department staff.

Checks are printed by the AT or FD. Check signing is performed by the Executive Management.

SECTION 5.8 - CASH RECEIPT

RESPONSIBILITY

JPA Finance Director.

REQUIREMENTS

NO CASH IS ACCEPTED UNDER ANY CIRCUMSTANCES FOR GREEN ACRES.

SECTION 5.9 - WATER BILLING

OBJECTIVE

To properly bill residents for water expenses.

RESPONSIBILITY

Accounts Receivable. JPA Property Management Staff.

REQUIREMENTS

Update as rates increase by Western Municipal Water District at a minimum.

Maintain records of all resident direct billing of water.

Maintain a spreadsheet that calculates water costs based on the current month billing.

Determine monthly billing using the following formula: (total monthly bill ÷ property total square footage × individual house square footage = individual house monthly water bill).

Water bill payments are due by the 15th of each month.

Accounts Receivable will generate a monthly billing statement for each home to be mailed by the last day of each month.

SECTION 5.10 - RESIDENT BILLINGS

OBJECTIVE

To provide notification of current amounts due from the residents and to assist in the timely collection of rents through proper billing documentation.

RESPONSIBILITY

JPA Property Management Staff/Accounting Technicians

REQUIREMENTS

Provide monthly rental billings by the 20th of each month. Include in the billings all current month recurring rental charges as well as any other billings such as late fees, water and resident charge-back work orders. Retain the resident statements for a period of 2 to 3 months such that if any resident questions arise, both the resident and A/PSM and

PMA will have the same document in question. Statements older than 6 months can be discarded as all statements are still viewable electronically in JPA accounting software. No billing to the resident's account should occur without properly executed lease.

Recurring Payments and Recording

Front Office Staff –

- Intake & recording of payments that satisfy existing charges in GA software
- PMA to generate a daily report of recurring charges deposited
 - o Provided to Finance Dept

Monthly Charges- (From Front Office Procedures Binder)

Each month Rent, Water Charges and Late Fees need to be posted.

By the 20th of each month Rents for the next month will be posted. Before charging any residents rent, move-outs and move-in's will need to be confirmed with the PMA. The PMA should have already posted any prorated rent amounts for those residents. After move-ins and move-outs are confirmed, PMA will print a rent and water report. PMA will initial that report and give it to the AT(s).

On the 6th day of each month late fees will need to be charged for anyone who did not have their rent turned in by the end of the 2nd day of each month and their water in by the 5th day of the month. A late fee report will need to be printed, initialed and submitted to the AT(s).

Maintenance charges will be given to front office staff from the AT as instructed by the PMA or the A/PSM. A separate approval of these items is not required. Post charge to resident account and mail invoiced provided by the AT.

SECTION 5.11 RESIDENT CHARGE-BACKS

OBJECTIVE

To assure that all work authorized and goods purchased and installed due to resident damage are properly charged and tracked.

RESPONSIBILITY

JPA Property Management staff.

REQUIREMENTS

Copy and forward all resident reimbursements to the JPA to the Accounting Department. Log the charges to GA software recording the house number, resident, vendor, date, and amount. Property Management or front office staff to check and update all work orders against the log(s).

SECTION 5.12 - SECURITY DEPOSITS

OBJECTIVE

To record and maintain accurate records of all security deposits held. To release deposit at lease termination after property inspection and any charges have been deducted.

RESPONSIBILITY

JPA Property Management Staff/ JPA Finance Department.

REQUIREMENTS

Record upon receipt of deposit or move-out of resident.

Collect security deposits at the time the lease is signed by the resident. Clearly note on the check all security deposits received as "security deposit for house number #___."

Deposit the security deposit after approval of the lease, and the payments are recorded to the resident's GA software lease file via the GA accounting and JPA software systems.

Request all residents vacating to have the move-out notification form completed and turned in 30 days prior to their departure.

After move-out inspection, create summary statement in GA software which will indicate any portion of the deposit to be held for property damages. Before releasing the deposit, an outstanding receivable report should be prepared identifying any unpaid charges, and appropriate deductions from the resident's deposit should be made.

Monthly, the bank statement is reconciled to the general ledger and any differences are resolved.

Any outstanding balance after security deposit is applied will be directly billed to resident at the forwarding address provided at move-in. A letter stating the amount due with charges explained will be drafted and sent to the past residents' forwarding address provided (if any). Past resident will be given 30 days to pay outstanding amount due. If payment arrangements cannot be initialized with past resident, staff will draft Notice of Collection. If no response is received, JPA Property Management Associate will refer the account to a collection agency to proceed with collecting outstanding amount due and report to credit agencies.

If rent is paid late and late fees or other charges are incurred, resident will be notified that subsequent payments will be credited first toward the account's outstanding balance, i.e. late charges, maintenance charges, water bills etc. and then the rent charge will be due. If needed, a payment plan can be arranged and approved through the A/PSM and/or EM.

SECTION 5.13 - AGED RECEIVABLES REPORT

OBJECTIVE

To produce an accurate report detailing delinquent balances by resident and billing code in order to facilitate collections and determine the probability of same.

RESPONSIBILITY

Finance Department.

REQUIREMENTS

Include in monthly report/prepare as needed.

Prepare to determine delinquencies for collections as needed. The aged accounts receivable report is prepared off the system at month end and balances are outlined with any comments added for each amount outstanding. Prepaid balances are listed separately.

This monthly review should be utilized to follow up on any balances that may remain.

Prepare spreadsheet for subsequent review by the JPA Property Management staff for inclusion in the monthly report to the ED and A/PSM.

Notify resident of delinquent balance via certified letter with explanation that the next regular month's rent will be used toward past due amounts until brought current thereby making that current month's rent immediately deficient. Should the rent not be paid by the 5th of that current month, a three day notice to pay or quit will be posted and sent by certified mail.

Any balance not paid for more than 90 days will be cause for immediate quit or pay notice and the eviction process to be implemented should the resident not pay within the three days.

SECTION 5.14 - COLLECTIONS

OBJECTIVE

To assure the timely collection of rents due in accordance with the lease agreement in effect.

Additionally, to enforce late fees when applicable to offset collection costs and encourage timely payments. Collections will be initiated when all other means of collecting past due amounts or late fees or past rent have been exhausted and/or when it is a past resident and no response has been received within the required 30 days.

RESPONSIBILITY

JPA Property Management Staff/Accounting Department.

REQUIREMENTS

Current Residents full rent:

Three Day Notice posted and mailed on 6th of each month.

Send to eviction 3 days after (depending on weekends or holidays when counting 3 days).

Current resident partial balances (i.e. late fees or water).

PMA to send delinquent residents a copy of their statement on the 6th of each month.

PMA to obtain a promise to pay date from Resident.

Miscellaneous work orders and miscellaneous delinquent charges other than base rents are actively pursued after they become thirty (30) days' delinquent.

The Accounting Department notifies PMA who then prepares notices and appropriate back up support to facilitate collection.

A second letter is sent after thirty (30) days if non-payment continues. A letter will be sent to any resident who is consistently paying the wrong amount in order to notify them that their monthly balance needs to be paid in full and correctly each month no overages and no underpayments.

Former tenants – see Section 5.12 Security Deposits.

SECTION 5.15 - LEGAL SERVICES FEES

OBJECTIVE

To obtain competitive legal fees for nature of service rendered.

RESPONSIBILITY

JPA Property Management Staff/EM.

REQUIREMENTS

Limit legal services to specific property management issues and resident defaults. Legal services outside of those stated above must have approval of the A/PSM and EM. Obtain authorization prior to utilizing outside services for issues not approved.

SECTION 5.16 - WRITE-OFF

OBJECTIVE

To eliminate uncollectible balances from the assets of amounts exceeding \$250.

RESPONSIBILITY

A/PSM and ED.

REQUIREMENTS

Review after exhaustion of collecting has occurred. all legal efforts have been utilized and completion of asset search.

Attempt all collection efforts available. If all efforts are unsuccessful, then a write-off request is submitted to the A/PSM or ED identifying the Resident and nature of uncollectible charges with an explanation of what attempts have been made to date to collect charges.

The Property Management Staff is provided final approval/denial from ED prior to recording the bad debt and removing from assets or retaining the amount on aging report.

If amount is to be written off, PMA to update residents file in software with action of changing tenancy to evicted instead of past evicted. This removes the balance from software and stops any further charges from accruing.

A copy of all documentation is also provided to Accounting for updating JPA accounting software.

All hard copies are retained in stored lease file under residents' name.

SECTION 5.17 - LITIGATION

OBJECTIVE

To minimize damages through legal channels.

RESPONSIBILITY

JPA Property Management Staff.

REQUIREMENTS

Refer all questioning, papers served, etc., to legal counsel.

For any slip and fall injury also copy general liability insurance carrier (PERMA).

SECTION 5.18 - VENDOR TAX IDENTIFICATION NUMBER & INSURANCE

OBJECTIVE

To comply with tax regulations in regard to vendor payment.

RESPONSIBILITY

JPA Property Management Staff.

REQUIREMENTS

Obtain W-9 prior to new vendor payment.

Contact the vendor to obtain its tax identification number and nature of its business form (i.e., contractor, partnership, corporation). A W-9 form request is sent to the vendor for its completion and return. Forward the form to the Accounting for adding to JPA accounting software.

Update GA software with Vendor Tax ID.

Accounting to retain W-9 form's provided by vendors.

SECTION 5.19 - PURCHASING

OBJECTIVE

To control the authorization of the purchase of goods and services to achieve the lowest operating costs while maintaining the historic nature of the homes and property.

RESPONSIBILITY

JPA Property Management Staff.

REQUIREMENTS

Regulate the control of purchasing at several levels.

Obtain approval from A/PSM for purchasing anything in any amount over \$1,000.

Any rebates or credits are to be received directly by the JPA/Green Acres. No employee of the JPA is to receive any personal benefits from agreements entered into on behalf of the property.

Expenditures from the Green Acres Petty Cash Fund are not to exceed \$100 per purchase and must be supported by a paid invoice or a receipt. Any amount chargeable against a specific agency must be approved by the Custodian and the Accounting Department. The Petty Cash Fund is an imprest fund, meaning that the fund must always remain at the same value.

VI. CONSTRUCTION STANDARDS

SECTION 6.1 - BUILDING STANDARDS

OBJECTIVE

To ensure the quality and integrity of the historic property and ensure compliance with all State regulatory requirements under the State Historic Preservation Office and March Field Historic District.

RESPONSIBILITY

JPA Property Management, Maintenance and all vendor staff.

REQUIREMENTS

Work with Historic Preservation Manual to develop and implement a complete and comprehensive program of Building Standards in Green Acres. The program must address all materials and procedures where appropriate, to maintain consistent and optimum levels of finish and construction throughout the property. Implement Standard Building Rules and Regulations that comply with State Historic Preservation guidelines. Any guidance on capital projects or any project not already addressed in the historic manual that may alter the appearance or integrity of the historic nature of the property must be reviewed by State Historic Preservation Property (SHPO) and/or contracted Historic consultant.

SECTION 6.2 - PROJECT PROCESS

OBJECTIVE

To ensure authorization of any capital funds expended.

RESPONSIBILITY

A/PSM and Executive Management.

REQUIREMENTS

Specifically identify each capital improvement project in the annual approved budget. Ensure SHPO and JPA planning processes are thoroughly adhered to and maintenance manual is followed.

RESOLUTION # JPA 19-23

**A RESOLUTION OF THE MARCH JOINT POWERS COMMISSION OF THE
MARCH JOINT POWERS AUTHORITY APPROVING THE POLICIES AND
PROCEDURES MANUAL FOR GREEN ACRES**

WHEREAS, the March Joint Powers Authority ("Authority") is a joint powers agency created by a joint powers agreement dated September 7, 1993 to act as the federally recognized reuse authority, local land use authority, redevelopment agency and airport authority for the former March Air Force Base; and

WHEREAS, the Authority is comprised of the County of Riverside, the City of Riverside, the City of Moreno Valley, and the City of Perris; and

WHEREAS, approximately 6,500 acres formerly known as the March Air Force Base was placed under the jurisdiction of the Authority pursuant to the Retrocession of Legislative Jurisdiction from the United States, recorded in the County of Riverside on May 17, 1996, and Chapter 663 of the Statutes of 1996 of the State of California, effective on September 19, 1996; and

WHEREAS, the Authority is the owner of certain real property located at southwest the corner of Riverside Drive and Meyer Drive in the City of Riverside, County of Riverside, State of California, know as Green Acres consisting of 111 single family homes many with garage units ("Green Acres"); and

WHEREAS, the March Joint Powers Commission of the March Joint Powers Authority ("Commission") desires to establish objective policies and procedures for staff to continue to effectively manage the Green Acres homes and to ensure compliance with legal and regulatory requirements; and

WHEREAS, the Commission wishes to adopt the "Policies and Procedures Manual for Green Acres" attached hereto as **Exhibit A** and incorporated herein by this reference for the purposes set forth herein; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

**NOW, THEREFORE, THE MARCH JOINT POWERS
COMMISSION OF THE MARCH JOINT POWERS AUTHORITY DOES
HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. Based on the entire record before the Authority and all written and oral evidence presented to the Authority, the Commission hereby approves the "Policies and Procedures Manual for Green Acres" as shown on the attached **Exhibit A**, attached hereto and incorporated herein by this reference.

SECTION 2. The Commission hereby authorizes and directs the Executive Director, or his or her designee, to make any necessary future amendment to the Policies and Procedures Manual for Green Acres upon review of the Authority's Legal Counsel for legal sufficiency.

SECTION 3. The Chair of the March Joint Powers Authority Commission shall sign this Resolution and the Clerk of the Commission shall certify the adoption thereof.

SECTION 4. This Resolution shall be effective immediately upon its adoption.

ADOPTED AND APPROVED this 25th day of September, 2019.




Michael M. Vargas, Chairman
March Joint Powers Authority Commission

ATTEST:

I, Carey L. Allen, Clerk of the March Joint Powers Authority Commission, California, do hereby certify that the foregoing Resolution #JPA 19-23 was duly and regularly adopted by the Commission of the March Joint Powers Authority at a regular meeting thereof held this 25th day of September, 2019, by the following called vote:

Ayes: Gardner, Rogers, Hewitt, Thornton, Melendrez, Jeffries, Baca, Vargas
Noes: None
Absent: None
Abstain: None

September 25, 2019



Carey L. Allen, CMC, Clerk
March Joint Powers Authority Commission



March Joint Powers Authority
 Green Acres
 14205 Meridian Pkwy #140
 Riverside, CA 92518
 (951) 656-7000
 (951) 653-5558
 www.marchjpa.com

Green Acres Community

Qualification Guidelines

All applicants must complete the entire application in full prior to March Joint Powers Authority processing the application. Including all phone numbers, account numbers and current/prior landlord contact information. Please inform current/prior landlords and employers that our office will be contacting them to verify the information and authorize them to release and confirm the information as stated.

Applicants with any prior evictions or judgments will not be accepted. Applicants currently in eviction will not be accepted. Credit score must be a minimum of **625**. Applicant's gross income must be at least **TWO and a HALF (2½)** times the amount of rent. All income must be verifiable and documented. We must be able to contact current and prior landlords and/or mortgage companies and employers.

The following documents are required:

- Most recent paystubs (minimum of 1 month).
- Social Security Number.
- Current Driver's License or valid government issued ID.
- Income tax papers are required for all self-employed applicants.
- Any additional information and/or documentation may be requested to provide clarity and verification on certain information listed on your application.
- If you have filed for bankruptcy in the last seven years, we will require a copy of your discharge papers.
- Each adult applicant is required to pay a non-refundable credit, criminal report, and processing fee of **\$40.00**. This fee applies to spouses, adult children, and/or roommates.
- All roommate applications must meet the credit qualification guidelines individually. Income guidelines may be met jointly.
- All payments for credit and application processing and future rent payments can be paid by cashier's check, money order and personal checks (**NO CASH WILL BE ACCEPTED**).

Upon Acceptance of Application the Following Applies

Holding deposit of \$200.00 is required to be paid at the time the application is submitted. All holding deposits will be applied toward the total move-in costs. **If you notify us within 24 hours of submitting your application that you are withdrawing your application, you will receive a full refund of your holding deposit. Application fees are not refundable once paid.**

The remaining security deposit balance equal to one month's rent is required to be in our office within 24 hours of notification that your application has been accepted. Deposits cannot be transferred to another home once approved for the property stated on your application. The security deposit due to move-in is equal to one (1) month's rent plus \$200.00 (i.e. if the rent is \$2,000 per month, the deposit would be \$2,200.)

If applicable, an increased security deposit of \$500.00 per animal will be added. In addition a \$25.00 fee per pet will be added each month to the total rent due. A maximum of two (2) pets are allowed and must be less than 25 pounds. (No Pit Bull, mix of Pit Bull or Rottweiler will be permitted). Pets must be on a leash at all times. Pet food must be kept indoors. Any aggressive or destructive behavior will not be permitted. Pets must be at least one (1) year of age, be spayed or neutered. The current vaccination record and a photo of the pet must be provided prior to move in.

Move-In fees including deposits and rent are to be paid by Cashier's Checks and Money Orders only – No Exceptions

PLEASE READ & SIGN QUALIFICATION GUIDELINES PRIOR TO SUBMITTING APPLICATION

Applicant Signature: _____ Date: _____



Property Address _____ Date _____



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**APPLICATION TO RENT/SCREENING/PROCESSING FEE
 APPLICATION TO RENT**

THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANICIPATED MINOR.

Applicant is completing Application as a (check one): Tenant Tenant with Co-Tenant(s)

Total number of applicants _____

PREMISES INFORMATION

Application to rent property at _____
 ("Premises")
 Rent: \$ _____ per _____ Proposed move-in date _____

PERSONAL INFORMATION

Full Name of Applicant _____ D.O.B. _____
 Social Security No. _____ Drivers License No. _____ State _____ Expires _____
 Phone Number Home _____ Work _____ Other _____
 Email _____
 Name(s) of all other proposed occupant(s) and relationship to applicant _____

 Pet(s) or service animals (number and type) _____
 Auto: Make _____ Model _____ Year _____ License No. _____ State _____ Color _____
 Other vehicle(s): _____
 In case of emergency, person to notify _____ Relationship _____
 Address _____
 Does applicant or any proposed occupant plan to use liquid-filled furniture? Yes No Type _____
 Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? Yes No
 If yes, explain _____
 (Please provide a copy of discharge papers for any bankruptcy explained above)
 Has applicant or any proposed occupant even been asked to move out of a residence? Yes No
 If yes, explain _____
 Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? Yes No
 If yes, explain _____
 Notice: Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained the Department of Justice at www.meganslaw.ca.gov. Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP code in which he or she resides.



Property Address _____ Date _____



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RESIDENCE HISTORY

Current address _____	Previous Address _____
City/State/Zip _____	City/State/Zip _____
From _____ to _____	From _____ to _____
Name of Landlord/Manager _____	Name of Landlord/Manager _____
Landlord/Manager's phone _____	Landlord/Manager's phone _____
Do you own this property? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for leaving current address: _____	Do you own this property? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for leaving current address: _____

EMPLOYMENT AND INCOME HISTORY

Current Employer _____	Employer's Address _____
Supervisor's Name _____	Supervisor's Phone _____
Position or Title _____ Date of Hire _____	Phone Number to verify Employment _____
Employment Gross Income \$ _____ per _____	Other \$ _____ per _____ Source _____
Previous Employer _____	Employer's Address _____
Supervisor's Name _____	Supervisor's Phone _____
Position or Title _____	Employment Gross Income \$ _____ per _____

CREDIT INFORMATION

Name of Creditor	Account Number	Monthly Payment	Balance Due

Name of Bank/Branch	Account Number	Type of Account	Account Balance

PERSONAL REFERENCES

Name _____ Phone _____	Name _____ Phone _____
Address _____	Address _____
Length of acquaintance _____ Occupation _____	Length of acquaintance _____ Occupation _____

NEAREST RELATIVE(S)

Name _____ Phone _____	Name _____ Phone _____
Address _____	Address _____
Relationship _____	Relationship _____



Property Address _____ Date _____



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Applicant understands and agrees: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; and (ii) Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to (i) verify the information provided; and (ii) obtain credit report on application.

If application is not fully completely, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned

Applicant _____ Date _____ Time _____

Property Address _____ Date _____

Return your complete application and any applicable fee not already paid to:

March Joint Powers Authority Address 14205 Meridian Pkwy #140 City Riverside State CA Zip 92518

SCREENING/PROCESSING FEES

THIS SECTION TO BE COMPLETED BY OWNER, LANDLORD, MANAGER OR AGENT.

Applicant has paid a nonrefundable screening fee of \$ 40.00 , applied as follows:

\$ 29.50 for credit reports prepared by NCR ; \$ _____ for _____ (other out-of-pocket expenses); and \$ 10.50 for application processing.

The undersigned has read the foregoing and acknowledges receipt of a copy.

Applicant Signature

Date

The undersigned has received the screening fee indicated above.

Landlord Signature

Date



Property Address _____ Date _____



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AUTHORIZATION TO VERIFY EMPLOYMENT

Applicant Name _____

Current Employer _____ Address _____

Applicant represents that all the information is true and correct and hereby authorizes March Joint Powers Authority to verify Applicants employment history.

 Employee's Signature Date

TO BE FILLED OUT BY EMPLOYER

1. Tenant has been employed from ____ / ____ to ____ / ____
Month Year Month Year

2. Salary \$ _____ per year.
 Please check one: Full time Part time

3. Is this a permanent or temporary position?
 Please check one: Permanent Temporary

4. Employee's Position _____

5. Supervisor's Title _____ Business Phone # _____

6. Signature of person completing this form _____



Property Address _____ Date _____



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AUTHORIZATION TO VERIFY RESIDENCY

(Please complete for past 7 years. Duplicate page and sign for each residence. One form per residence.)

Applicant Name _____

Current Address Previous Address; Move-in Date _____

Address _____ Apt. # _____

City _____ State _____ Zip _____

Apartment Community Name: _____

Telephone # _____ Fax # _____

Applicant represents that all the above information is true and correct and hereby authorizes verification of the above items including but not limited to the obtaining of credit report and agrees to furnish additional credit references on request.

 Applicant Signature Date

FOR OFFICE USE ONLY

Move-in date _____ Current Lease Expires _____

Move-out date _____

Was proper notice given to vacate? Yes No

Was rent paid on time? Yes No If No, how many times late? _____

Rent Amount \$ _____

Is this account in any type of Eviction Process or had this account ever been evicted? Yes No

Is this account currently past due? Yes No If yes, how much \$ _____

Verified by _____ Position _____

Please Fax to (951) 653-5558.

For questions, please call (951) 656-7000 and ask for the **Property Manager**.



Property Address _____ Date _____

**MARCH JOINT POWERS AUTHORITY
TECHNICAL ADVISORY COMMITTEE
OF THE
MARCH JOINT POWERS AUTHORITY**

***Reports, Discussion and Action
Agenda Item No. 6e***

Meeting Date: August 7, 2023

Subject: Airport ENA with Riverside County Sheriff

Background:

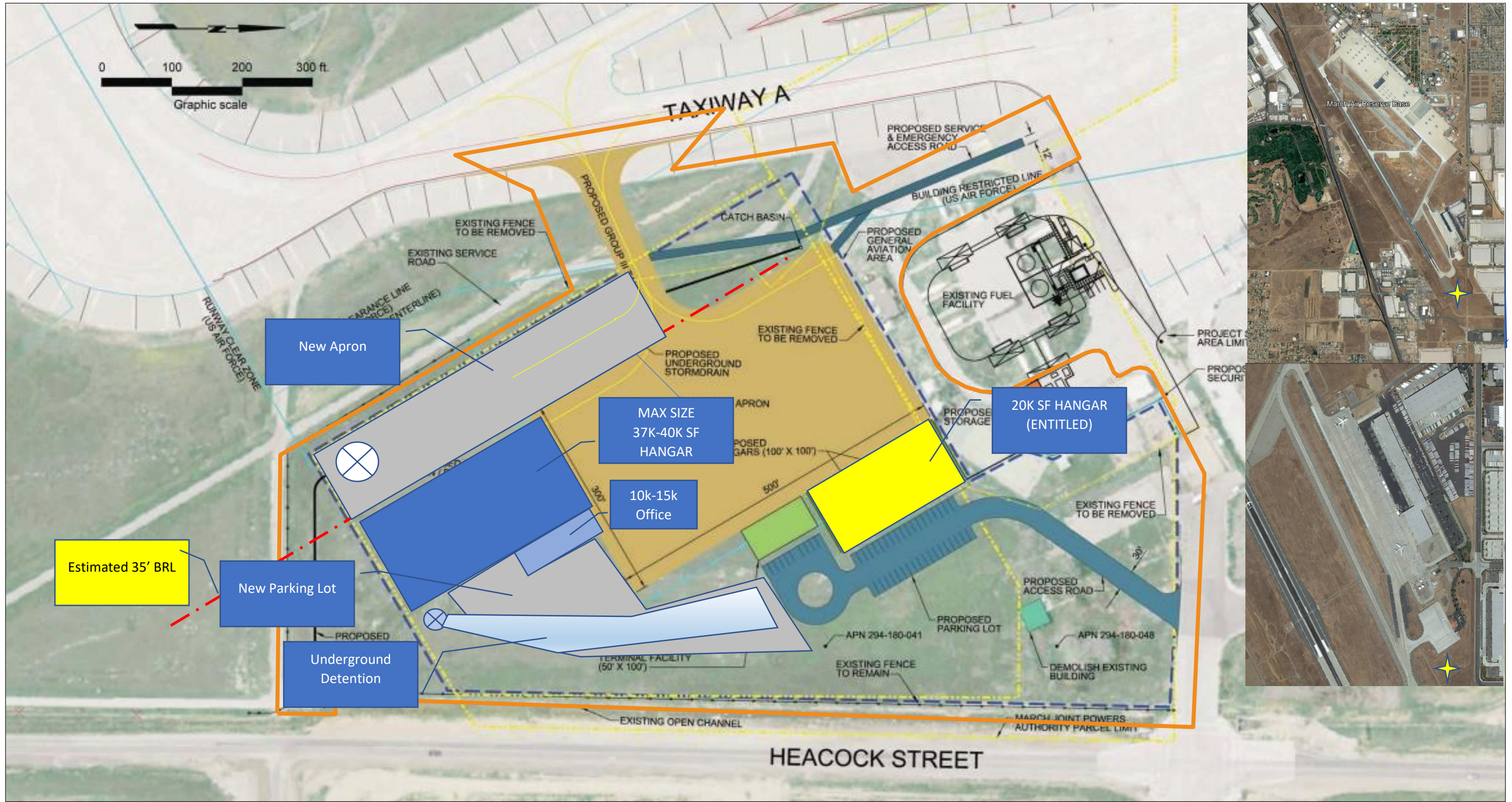
Since the early 2000s, the Riverside County Sheriff's Department Aviation Unit (RCSDAU) has operated as many as five Airbus AS350/H125 AStar helicopters. The current fleet consists of one B2, two B3 and two B3E models, each configured with a complement of mission equipment and external rescue hoists. According to an article released by the Sheriff's department in September of 2022, "the unit responded to 3,400 law enforcement calls for service, turning 3,000 hours on the five AStars."

On March 22, 2023, Sheriff Chad Bianco and Riverside County Sheriff's Department staff shared a presentation with Commission related to their aviation unit in Hemet. According to Sheriff Bianco, he is excited to expand their force's sky operations with plans to possibly acquire up to two H125s to replace one of the high-time AStars. As access and weather play significant roles in the success of their operations, it is Sheriff's desire to move their home base to March and on properties owned by the March Inland Port Airport.

At the August 23rd Commission meeting the Commission will consider an Exclusive Negotiating Agreement (ENA) with the Riverside County Sheriff's department, with a goal of exploring the feasibility of the Sheriff's proposed vision for their aviation unit.

Draft terms would include: a no-fee deposit to enter into a 12-month ENA with the JPA to consider a 20,000 sq. ft. maintenance hangar and office near the JPA's general aviation terminal.

Attachment: Proposed Facilities



SOURCE: C&S Companies, 2012; and ESA Airports, 2012

MIP General Aviation Facilities Development – EIR . 210174

Figure 2-4
Proposed General Aviation Facilities

**MARCH JOINT POWERS AUTHORITY
TECHNICAL ADVISORY COMMITTEE
OF THE
MARCH JOINT POWERS AUTHORITY**

***Reports, Discussion and Action
Agenda Item No. 6f***

Meeting Date: August 7, 2023

Subject: Advertise a Request for Proposals for March Northeast Corner Buildings Demolition

Background:

On December 2nd, 2009, the Commission approved the March LifeCare Specific Plan and certified the EIR for the March LifeCare Campus. In January of 2010, the Commission approved the abatement and demolition of former buildings located within the northeast corner of the JPA planning area to clear properties for anticipated healthcare developments. However, several buildings were still occupied at the time of demolition and were not vacated until much later.

As medical campus developments have not occurred since the approval of the specific plan, remaining vacated buildings have become a public nuisance with staff increasing its security and local police efforts to deter crime in the area. The master developer for the March LifeCare campus has not provided any indication that development would occur within the next twelve months; as such, staff will be requesting authorization by the Commission to advertise a Request for Proposals to secure a contractor that will demolish remaining buildings within the Northeast corner.

Given that the JPA has an existing Exclusive Negotiating Agreement with the California Military Department on the former Naval Operations Support Command building at the northeast corner of Riverside Drive and Z Street, that building will be excluded from demolition efforts. The requested budget will be \$500,000.

Attachment: None

**MARCH JOINT POWERS AUTHORITY
TECHNICAL ADVISORY COMMITTEE
OF THE
MARCH JOINT POWERS AUTHORITY**

***Reports, Discussion and Action
Agenda Item No. 6g***

Meeting Date: August 7, 2023

Subject: March JPA and Associated Entities Budget Adjustments

Background:

This item is presented to the TAC for review and feedback. It is anticipated that budget adjustments will be presented to the Commission on August 23, 2023.

In December of 2021, the March Joint Powers Commission directed staff to prepare a Sunset plan for the March JPA that would relinquish certain duties under the Authority and refocus the March JPA's mission to operating the March Inland Port airport.

With 1,000 more acres of former Air Force properties left for development, the adopted two-year budget for FY 22/23 and FY 23/24 reflected the continuation of operations until the Commission formally approved a plan to modify the role of the March JPA within the region. In February and March of 2023, JPA member agencies successfully adopted a sunset plan that will relinquish the March JPA's land use authority on June 30, 2025. As such, the following budget adjustments reflect the continuation of existing JPA operations through June 30, 2024. In June of 2024, staff will present a new FY 24/25 budget that would outline operational costs for the Authority during its final year going into its transition to the airport.

Land Use Authority

On March 11, 1997, land use authority was transferred to March JPA from the County of Riverside. The March JPA has adopted development and building codes and standards. The March JPA General Plan has been developed by the March JPA in accordance with state statutes, as well as the associated Master Environmental Impact Report. The March JPA General Plan is designed to implement the March Final Reuse Plan and related activities.

Utility Authority

Formed in 2002, the March Joint Powers Utility Authority was formed to operate and maintain former military gas and electric utilities inherited by the JPA as part of the BRAC process. Due to the aging condition of existing utility infrastructure, the lack of funds associated with managing utilities, the March Joint Powers Utility Authority Commission endeavors to release assets to a public utility and dissolve the Utility Authority in perpetuity.

Successor Agency to the March JPA Redevelopment Agency

The March Joint Powers Redevelopment Agency was established with the formation of the March AFB Redevelopment Project Area, which includes the entire 6,500-acre former active-

duty base area, and approximately 450 acres adjacent to the base in the industrial area of the City of Moreno Valley. In 2012, the State Legislature enacted AB 26 which dissolved all California Redevelopment Agencies and provided for Successor Agencies to assume rights, powers, and duties of former redevelopment agencies. As a result, the March JPA became the Successor Agency to the March JPA Redevelopment Agency and administers the former Redevelopment Agency's closing operations and obligations.

Airport Authority

The March Inland Port Airport Authority, Airport Authority, is a governing body under the umbrella of the March JPA. The Airport Authority is responsible for the development and operation of the March Inland Port (MIP) airport, a joint-use aviation facility targeted for air cargo operations.

Attachment: DRAFT Budget Adjustments

MARCH JOINT POWERS AUTHORITY - ACROSS ALL FUNDS AND DEPARTMENTS
SUMMARY OF SIGNIFICANT BUDGET ADJUSTMENTS

	Description	Adopted 2022-2023 Budget	Proposed Budget Adjustment	Proposed Revised 2022-2023 Budget		Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
	ACROSS ALL FUNDS							
	REVENUES							
	BUILDING PERMIT FEES	\$ 2,034,000	\$ (1,296,107)	\$ 737,893		\$ 2,034,000	\$ (1,234,000)	\$ 800,000
	FRANCHISE FEES	1,270,000	-	1,270,000		1,270,000	(1,270,000)	-
	TOTAL REVENUE	\$ 3,304,000	\$ (1,296,107)	\$ 2,007,893		\$ 3,304,000	\$ (2,504,000)	\$ 800,000
	EXPENSES							
	Salaries and Wages and Benefits	\$ 2,402,482	\$ 15,588	\$ 2,418,070		\$ 2,354,622	\$ 23,455	\$ 2,378,077
	Liability Insurance - PERMA	143,623	70,571	214,194		163,500	73,900	237,400
	Property Insurance - PERMA	98,822	-	98,822		105,000	175,000	280,000
	Legal Services - All	257,400	239,984	497,384		280,000	195,500	475,500
	Consulting Services	350,000	98,340	448,340		350,000	102,000	452,000
	Demolition Costs	-	-	-		-	500,000	500,000
	Bad Debt Expense	3,500	-	3,500		3,500	30,000	33,500
	TOTAL EXPENSES	\$ 3,255,827	\$ 424,483	\$ 3,680,310		\$ 3,256,622	\$ 1,099,855	\$ 4,356,477
	NET CHANGE		\$ (871,624)				\$ (1,404,145)	

MARCH JOINT POWERS AUTHORITY - GENERAL FUND
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Dept	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
100				GENERAL FUND									
				REVENUE									
	00	40100	00	LEASE REVENUE	\$ 196,748	\$ 248,962	\$ -	\$ -	\$ -	\$ 196,748.00	\$ 140,461		\$ 140,461
	00	40300	00	PLANNING FEES	1,035,000	1,306,134	-	-	-	1,035,000	1,035,000	265,000	1,300,000
	00	40400	00	BUILDING PERMIT FEES	2,034,000	737,893	-	(1,296,107)	(1,296,107)	737,893	2,034,000	(1,234,000)	800,000
	00	40430	00	PUBLIC WORKS FEES	500,000	394,116	-	(105,884)	(105,884)	394,116	500,000	(100,000)	400,000
	00	40600	00	INTEREST INCOME	168,000	362,640	-	-	-	168,000	168,000	-	168,000
	00	40650	00	PROCEEDS/SALE OF FIXED ASSET	-	54,000	-	-	-	-	-	-	-
	00	40655	00	FOREIGN TRADE ZONE	71,000	57,000	-	(14,000)	(14,000)	57,000	71,000	-	71,000
	00	40675	00	TRAINING & FILMING FEES	1,100	100	-	(1,000)	(1,000)	100	1,100	-	1,100
	00	40715	00	FRANCHISE FEES	1,270,000	1,228,732	-	(41,268)	(41,268)	1,228,732	1,270,000	(1,270,000)	-
	00	40750	00	MISCELLANEOUS	1,000	50,135	-	-	-	1,000	1,000	-	1,000
	00	40800	00	SUCCESSOR AGENCY FEES	250,000	250,000	-	-	-	250,000	250,000	-	250,000
				Total Operating Revenue	5,526,848	4,689,712	-	(1,458,259)	(1,458,259)	4,068,589	5,470,561	(2,339,000)	3,131,561
				OTHER FINANCING SOURCES									
	00	40650	00	PROCEEDS/SALE OF FIXED ASSET	-	15,500,000	-	15,500,000	15,500,000	15,500,000	-	-	-
				Total Other Financing Sources	-	15,500,000	-	15,500,000	15,500,000	15,500,000	-	-	-
				TOTAL REVENUE	5,526,848	20,189,712	-	14,041,741	14,041,741	19,568,589	5,470,561	(2,339,000)	3,131,561
				EXPENSES									
				ADMINISTRATION DEPT									
				Personnel									
	10	50100	05	Salaries and Wages	925,673	829,744	(95,929)	-	(95,929)	829,744	847,890	-	847,890
	10	50100	10	Benefits	115,297	130,587	7,865	7,425	15,290	130,587	117,926	-	117,926
	10	50100	15	PERS Contributions	95,961	91,315	(4,646)	-	(4,646)	91,315	103,131	-	103,131
	10	50100	20	Medicare Tax	12,983	12,495	-	-	-	12,983	13,855	-	13,855
	10	50100	25	Unemployment	2,000	-	-	-	-	2,000	2,000	-	2,000
	10	50100	30	Workers Compensation Ins.	12,086	19,499	-	7,413	7,413	19,499	12,770	-	12,770
	10	50100	32	Temporary Employee	10,000	-	(10,000)	-	(10,000)	-	10,000	-	10,000
	10	50100	35	Employee Recruitment	1,000	-	-	-	-	1,000	1,000	-	1,000
	10	50100	99	Unfunded Accrued Liability (AUL)	96,792	93,573	(3,219)	-	(3,219)	93,573	111,312	-	111,312
				Total Personnel	1,271,792	1,177,213	(105,929)	14,838	(91,091)	1,180,701	1,219,884	-	1,219,884

MARCH JOINT POWERS AUTHORITY - GENERAL FUND
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Dept	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
100				GENERAL FUND									
				Operating Cost									
	10	50150	02	Mileage Reimbursement	1,000	-	-	-	-	1,000	1,000	-	1,000
	10	50150	04	Payroll Services	7,500	5,807	-	-	-	7,500	7,500	-	7,500
	10	50150	06	Periodicals/Memberships	2,000	5,234	-	3,234	3,234	5,234	2,000	3,500	5,500
	10	50150	08	Education/Training	10,000	10,252	-	252	252	10,252	10,000	2,500	12,500
	10	50150	12	Travel	30,000	36,169	-	6,169	6,169	36,169	30,000	40,000	70,000
	10	50150	14	JPC Members' Stipend	17,300	11,700	-	-	-	17,300	17,300	-	17,300
	10	50150	15	Meeting Expenses	13,000	7,205	-	-	-	13,000	13,000	-	13,000
	10	50150	16	Office Supplies	15,000	13,795	-	-	-	15,000	15,000	-	15,000
	10	50150	18	Telephone & Internet Expense	6,500	7,086	-	586	586	7,086	6,750	450	7,200
	10	50150	20	Mobile Phones	6,000	9,005	-	3,005	3,005	9,005	6,000	3,000	9,000
	10	50150	24	Postage	3,750	2,170	-	-	-	3,750	3,750	-	3,750
	10	50150	26	Liability Insurance - PERMA	97,347	145,180	-	47,833	47,833	145,180	102,000	58,000	160,000
	10	50150	30	Printing - Outside	3,500	549	-	-	-	3,500	3,500	-	3,500
	10	50150	32	Equipment Leases	12,000	9,711	-	-	-	12,000	12,000	-	12,000
	10	50150	34	Equipment Maintenance	57,000	26,506	-	-	-	57,000	57,000	-	57,000
	10	50150	35	Vehicle Maintenance & Fuel	4,100	3,332	-	-	-	4,100	4,100	-	4,100
	10	50150	38	Production/Artwork	13,000	2,228	-	-	-	13,000	13,000	-	13,000
	10	50150	39	Marketing / Branding	25,000	2,249	-	-	-	25,000	25,000	-	25,000
	10	50150	40	Promotional Activities	50,000	39,215	-	-	-	50,000	50,000	-	50,000
	10	50150	42	Bank Fees / Investment Fees	27,000	35,632	-	8,632	8,632	35,632	27,000	10,000	37,000
	10	50150	46	Office Custodial	6,000	6,869	-	869	869	6,869	6,000	1,000	7,000
	10	50150	47	Office Rent	65,500	70,258	-	4,758	4,758	70,258	66,100	5,900	72,000
	10	50150	48	Office Utilities	10,700	12,039	-	1,339	1,339	12,039	10,900	2,100	13,000
	10	50150	50	Office Building Insurance	600	-	-	(600)	(600)	-	600	(600)	-
				Total Operating Costs	483,797	462,191	-	76,077	76,077	559,874	489,500	125,850	615,350

MARCH JOINT POWERS AUTHORITY - GENERAL FUND
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Dept	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
100				GENERAL FUND									
				Professional Services									
	10	50200	02	General Legal Services (88%)	189,400	172,913	-	-	-	189,400	200,500	(500)	200,000
	10	50200	04	Special Legal Services	31,500	43,238	-	11,738	11,738	43,238	33,000	12,000	45,000
	10	50200	10	Legal Property Surveys	1,000	132,500	-	131,500	131,500	132,500	1,000	9,000	10,000
	10	50200	14	Annual Audit	35,000	37,675	-	2,675	2,675	37,675	35,000	5,000	40,000
	10	50200	20	Lobbyist	94,000	122,756	-	28,756	28,756	122,756	94,000	36,000	130,000
	10	50200	22	Engineering Services	2,000	2,031	-	31	31	2,031	2,000	(2,000)	-
	10	50200	25	Consulting Services	350,000	554,269	105,929	98,340	204,269	554,269	350,000	102,000	452,000
	10	50200	40	Foreign Trade Zone	7,100	7,104	-	4	4	7,104	7,100	900	8,000
				Total Professional Services	710,000	1,072,486	105,929	273,044	378,973	1,088,973	722,600	162,400	885,000
				Capital Expenses - Office									
	10	50300	02	Equipment/Furniture	10,000	10,478	478	-	478	10,478	10,000	-	10,000
	10	50300	04	Computer Hardware	10,000	1,136	(478)	-	(478)	9,522	10,000	-	10,000
	10	50300	06	Computer Software	20,000	19,243	-	-	-	20,000	20,000	-	20,000
				Total Capital Expenses - Office	40,000	30,857	-	-	-	40,000	40,000	-	40,000
				ADMINISTRATION DEPT TOTAL	2,505,589	2,742,747	-	363,959	363,959	2,869,548	2,471,984	288,250	2,760,234
				FACILITIES MGMT DEPT									
	20	51150	00	Property Insurance - PERMA	15,586	15,586	-	-	-	15,586	18,000	30,000	48,000
	20	51200	00	Building Maintenance	40,000	50,440	10,440	-	10,440	50,440	40,000	-	40,000
	20	51250	00	Grounds Maintenance	70,000	42,771	(27,229)	-	(27,229)	42,771	70,000	-	70,000
	20	51255	00	Street & Lighting Maintenance	35,000	13,802	(21,198)	-	(21,198)	13,802	35,000	-	35,000
	20	51300	00	Equipment Maintenance	2,300	51,372	37,987	11,085	49,072	51,372	2,300	-	2,300
	20	51350	00	Utilities	25,750	4,266	-	-	-	25,750	25,750	(5,000)	20,750
	20	51355	00	Fuel Costs	2,000	104	-	-	-	2,000	2,500	-	2,500
	20	51360	00	Police Patrols	225,000	240,594	-	15,594	15,594	240,594	237,000	8,000	245,000
				Total Facilities Management Dept	415,636	418,935	-	26,679	26,679	442,315	430,550	33,000	463,550

MARCH JOINT POWERS AUTHORITY - GENERAL FUND
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Dept	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
100				GENERAL FUND									
				Project Costs									
	20	51335	00	Demolition Costs	-		-	-	-	-		500,000	500,000
	20	51400	00	Bad Debt Expense	3,500		-	-	-	3,500	3,500	-	3,500
				Total Project Costs	3,500		-	-	-	3,500	3,500	500,000	503,500
				FACILITIES MGMT DEPT	419,136	418,935	-	26,679	26,679	445,815	434,050	533,000	967,050
				PLANNING DEPT									
	30	52200	00	Plan Check/Inspection Fees	1,440,000	735,311	-	(704,689)	(704,689)	735,311	1,325,000	-	1,325,000
	30	52220	00	Education/Training/Periodicals/Membership	2,500		-	(2,500)	(2,500)		2,500	(2,500)	
	30	52250	00	Environmental Fees	45,000	43,858	-	-	-	45,000	45,000	-	45,000
	30	52300	00	Printing Costs	10,000	1,377	-	-	-	10,000	10,000	-	10,000
	30	52325	00	Planning Software	25,500	23,100	-	-	-	25,500	25,500	-	25,500
	30	52350	00	Public Notices/Filings	3,000	333	-	-	-	3,000	3,000	-	3,000
	30	52400	00	Environmental Review	2,500		-	-	-	2,500	2,500	-	2,500
				PLANNING DEPT	1,528,500	803,979	-	(707,189)	(707,189)	821,311	1,413,500	(2,500)	1,411,000
				OTHER FINANCING USES									
	10	50900	10	Transfer of sale proceeds to other agencies	-	15,500,000	-	15,500,000	15,500,000	15,500,000	-	-	-
				Total Other Financing Uses	-	15,500,000	-	15,500,000	15,500,000	15,500,000	-	-	-
				Total Revenues	5,526,848	20,189,712	-	41,741	41,741	5,568,589	5,470,561	(2,339,000)	3,131,561
				Total Expenses	4,453,225	19,465,661	-	15,183,449	15,183,449	19,636,674	4,319,534	818,750	5,138,284
				Projected Net Revenue	1,073,623	724,051	-	(15,141,708)	(15,141,708)	(14,068,085)	1,151,027	(3,157,750)	(2,006,723)
				FUND BALANCE:									
				Fund Balance, Unassigned - Beginning	27,661,815	27,661,815				27,661,815	28,385,866		28,385,866
				Projected Net Revenue	1,073,623	724,051				1,073,623	1,151,027		1,151,027
				PROJECTED ENDING FUND BALANCE, UNASSIGNED	\$ 28,735,438	\$ 28,385,866				\$ 28,735,438	\$ 29,536,893	\$ -	\$ 29,536,893

MARCH JOINT POWERS AUTHORITY - LLM D
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Dept.	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
120				LLMD									
				REVENUE									
	00	40260	00	ASSESSMENTS	\$ 2,191,985	\$ 2,235,077	\$ -	\$ -	\$ -	\$ 2,191,985	\$ 2,236,000	\$ -	\$ 2,236,000
				Net Operating Revenue	2,191,985	2,235,077	-	-	-	2,191,985	2,236,000	-	2,236,000
				Total Revenue	2,191,985	2,235,077	-	-	-	2,191,985	2,236,000	-	2,236,000
				EXPENSES									
				IMPROVEMENTS									
	40	65005	00	Traffic Signals	30,000	20,581	-	-	-	30,000	30,000	-	30,000
	40	65010	00	Signage	350	-	-	-	-	350	350	-	350
	40	65015	00	Lighting	68,000	63,379	-	-	-	68,000	69,500	-	69,500
	40	65020	00	Landscaping	798,600	852,663	54,063	-	54,063	852,663	838,500	11,500	850,000
	40	65025	00	Drainage	105,000	-	(54,063)	-	(54,063)	50,937	125,000	-	125,000
	40	65030	00	Street Sweeping	38,000	23,099	-	-	-	38,000	38,800	-	38,800
	40	65035	00	Graffiti Removal / Vandalism	4,500	38	-	-	-	4,500	4,500	-	4,500
				Total Improvements Expenses	1,044,450	959,760	-	-	-	1,044,450	1,106,650	11,500	1,118,150
				INCIDENTAL EXPENSES									
	40	65118	05	Salaries and Wages	77,707	64,210	(13,497)	-	(13,497)	64,210	62,408	12,482	74,890
	40	65118	10	Benefits	9,933	8,596	-	-	-	9,933	10,066	2,013	12,079
	40	65118	15	PERS Contributions	5,924	5,866	-	-	-	5,924	6,161	1,232	7,393
	40	65118	20	Medicare Tax	995	784	-	-	-	995	1,038	208	1,246
	40	65118	30	Workers Compensation Ins.	4,342	980	-	-	-	4,342	4,447	889	5,336
	40	65118	99	Unfunded Accrued Liability	25,568	24,717	-	-	-	25,568	29,403	5,881	35,284
	40	65120	00	Operations	6,210	18,205	-	11,995	11,995	18,205	6,460	13,522	19,982
	40	65125	00	Transportation/Communication	8,500	7,055	-	-	-	8,500	8,500	1,700	10,200
	40	65130	00	Liability Insurance - PERMA	7,180	10,708	-	3,528	3,528	10,708	12,000	2,400	14,400
	40	65135	00	Assessment Engineer	9,000	9,000	-	-	-	9,000	9,000	1,800	10,800
	40	65140	00	Professional Services	9,200	88,602	13,497	65,905	79,402	88,602	9,200	81,800	91,000
	40	65145	00	Publication	200	-	-	-	-	200	200	40	240
	40	65200	00	Contingency	14,383	-	-	(14,383)	(14,383)	-	14,500	(14,500)	-
				Total Incidental Expenses	179,142	238,723	-	67,045	67,045	246,187	173,383	109,467	282,850

MARCH JOINT POWERS AUTHORITY - LLMD
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Dept.	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
120				LLMD									
				CAPITAL IMPROVEMENTS									
	40	65500	01	Meridian Parkway Impr-Sidewalk Repairs	150,000	134,677	-	-	-	150,000	150,000	150,000	300,000
	40	65500	05	Tree Replacement	150,000	11,446	-	-	-	150,000	150,000	150,000	300,000
	40	65500	15	Park Improvements	-	-	-	-	-	-	-	235,000	235,000
				TOTAL CAPITAL IMPROVEMENTS	300,000	146,123	-	-	-	300,000	300,000	535,000	835,000
				Total Revenue	2,191,985	2,235,077	-	-	-	2,191,985	2,236,000	-	2,236,000
				Total Expenses	1,523,592	1,344,606	-	67,045	67,045	1,590,637	1,580,033	655,967	2,236,000
				Projected Net Revenue	668,393	890,471	-	(67,045)	(67,045)	601,348	655,967	(655,967)	-
				FUND BALANCE:									
				Fund Balance, Restricted: Maintenance & Landscaping - Beginning	2,549,149	2,549,149				2,549,149	3,439,620		3,439,620
				Projected Net Revenue	668,393	890,471	-			601,348	655,967		655,967
				PROJECTED ENDING FUND BALANCE, RESTRICTED	\$ 3,217,542	\$ 3,439,620				\$ 3,150,497	\$ 4,095,587		\$ 4,095,587

MARCH JOINT POWERS AUTHORITY - CFD
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Dept.	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
140				CFD									
				REVENUE									
	00	40260	00	ASSESSMENTS	\$ 74,061	\$ 57,388	\$ -	\$ (16,673)	\$ (16,673)	\$ 57,388	\$ 74,061	\$ (12,000)	\$ 62,061
				Net Operating Revenue	74,061	57,388	-	(16,673)	(16,673)	57,388	74,061	(12,000)	62,061
				Total Revenue	74,061	57,388	-	(16,673)	(16,673)	57,388	74,061	(12,000)	62,061
				EXPENSES									
				IMPROVEMENTS									
	40	65005	00	Traffic Signals	4,200	2,680	-	-	-	4,200	4,200	-	4,200
	40	65015	00	Lighting	2,500	9,718	-	7,218	7,218	9,718	2,500	7,500	10,000
	40	65020	00	Landscaping	4,500	1,250	-	-	-	4,500	4,500	-	4,500
	40	65025	00	Drainage	7,500	-	-	(7,500)	(7,500)	-	7,500	(7,500)	-
	40	65030	00	Street Sweeping	6,000	4,111	-	-	-	6,000	6,000	-	6,000
	40	65035	00	Graffiti Removal/ Vandalism	750	-	-	-	-	750	750	-	750
				Total Improvements Expenses	25,450	17,759	-	(282)	(282)	25,168	25,450	-	25,450
				INCIDENTAL EXPENSES									
	40	65110	00	Project Manager	-	750	-	750	750	750	-	750	750
	40	65118	05	Salaries and Wages	14,348	12,259	-	-	-	14,348	14,635	-	14,635
	40	65118	10	Benefits	2,683	2,591	-	-	-	2,683	2,684	-	2,684
	40	65118	15	PERS Contributions	2,016	1,725	-	-	-	2,016	2,057	-	2,057
	40	65118	20	Medicare Tax	245	162	-	-	-	245	249	-	249
	40	65118	30	Workers Compensation Ins.	2,626	356	-	-	-	2,626	2,678	-	2,678
	40	65120	00	Operations	-	19,839	-	-	-	-	-	-	-
	40	65130	00	Liability Insurance - PERMA	2,150	3,206	-	1,056	1,056	3,206	3,500	1,500	5,000
	40	65135	00	Assessment Engineer	3,000	3,000	-	-	-	3,000	3,000	-	3,000
	40	65140	00	Professional Services	3,000	-	-	-	-	3,000	3,000	-	3,000
	40	65150	00	County Cost Tax Roll	90	-	-	(90)	(90)	-	90	(90)	-
				Total Incidental Expenses	30,158	43,888	-	1,716	1,716	31,874	31,893	2,160	34,053

MARCH JOINT POWERS AUTHORITY - CFD
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Dept.	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
140				CFD									
				Total Revenues	74,061	57,388	-	(16,673)	(16,673)	57,388	74,061	(12,000)	62,061
				Total Expenses	55,608	61,647	-	1,434	1,434	57,042	57,343	2,160	59,503
				Projected Net Revenue	18,453	(4,259)	-	(18,107)	(18,107)	346	16,718	(14,160)	2,558
				FUND BALANCE:									
				Fund Balance, Restricted: Maintenance & Landscaping - Beginning	191,425	191,425				191,425	187,166		187,166
				Projected Net Revenue	18,453	(4,259)				18,453	16,718		16,718
				PROJECTED ENDING FUND BALANCE, RESTRICTED	\$ 209,878	\$ 187,166				\$ 209,878	\$ 203,884		\$ 203,884

MARCH JOINT POWERS AUTHORITY - GREEN ACRES ENTERPRISE FUND
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Dept.	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
300				GREEN ACRES ENTERPRISE FUND									
		REVENUE											
	00	40200	00	RENTAL INCOME	\$ 2,000,000	\$ 1,974,082	\$ -	\$ (25,918)	\$ (25,918)	\$ 1,974,082	\$ 2,000,000	\$ -	\$ 2,000,000
	00	40225	00	UTILITY CHARGES	60,000	60,960	-	-	-	60,000	60,000	5,000	65,000
	00	40250	00	LATE FEES & NSF FEES	1,000	1,180	-	-	-	1,000	1,000	100	1,100
	00	40300	00	CREDIT CHECK FEES	1,000	400	-	(600)	(600)	400	1,000	-	1,000
	00	40600	00	INTEREST INCOME	30,000	25,033	-	(4,967)	(4,967)	25,033	30,000	-	30,000
	00	40675	00	HOLDING FEES FORFEITURE	120		-	(120)	(120)	-	120	-	120
	00	40750	00	MISCELLANEOUS	400	414	-	-	-	400	400	100	500
				TOTAL REVENUE	2,092,520	2,062,069	-	(31,605)	(31,605)	2,060,915	2,092,520		2,097,720
				Net Operating Revenue	2,092,520	2,062,069	-	(31,605)	(31,605)	2,060,915	2,092,520		2,097,720

MARCH JOINT POWERS AUTHORITY - GREEN ACRES ENTERPRISE FUND
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Dept.	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
300				GREEN ACRES ENTERPRISE FUND									
				EXPENSES									
				ADMINISTRATION DEPT									
				Personnel									
	10	50100	05	Salaries and Wages	207,006	196,262	-	-	-	207,006	207,932	-	207,932
	10	50100	10	Benefits	36,614	35,720	-	-	-	36,614	36,888	-	36,888
	10	50100	15	PERS Contributions	16,316	15,727	-	-	-	16,316	17,197	-	17,197
	10	50100	20	Medicare Tax	3,362	3,156	-	-	-	3,362	3,510	-	3,510
	10	50100	30	Workers Compensations Ins.	14,769	4,365	-	-	-	14,769	15,142	-	15,142
	10	50100	99	Unfunded Accrued Liability	12,784	12,359	-	-	-	12,784	14,701	-	14,701
				Total Personnel	290,851	267,589	-	-	-	290,851	295,370	-	295,370
				Operating Cost									
	10	50150	06	Periodicals/Memberships	2,500	914	-	-	-	2,500	2,500	-	2,500
	10	50150	08	Education/Training	500	391	-	-	-	500	500	-	500
	10	50150	16	Office Supplies	1,500	2,474	-	974	974	2,474	1,500	500	2,000
	10	50150	18	Telephone & Internet Expense	1,000	586	-	-	-	1,000	1,000	-	1,000
	10	50150	20	Mobile Phones	1,300	1,073	-	-	-	1,300	1,300	-	1,300
	10	50150	24	Postage	100	-	-	-	-	100	100	-	100
	10	50150	26	Liability Insurance - PERMA	18,473	27,550	-	9,077	9,077	27,550	23,000	7,000	30,000
	10	50150	30	Printing-Outside	-	555	-	555	555	555	-	-	-
	10	50150	42	Bank Fees / Investment Fees	4,000	3,641	-	-	-	4,000	4,000	-	4,000
	10	50150	44	Tenant Relations	1,000	-	-	-	-	1,000	1,000	-	1,000
	10	50150	47	Office Rent	8,000	8,708	-	708	708	8,708	8,000	1,000	9,000
	10	50150	48	Office Utilities	2,000	1,080	-	-	-	2,000	2,000	-	2,000
	10	50150	50	Depreciation	301,617	301,617	-	-	-	301,617	301,617	-	301,617
	10	50300	02	Office Equipment	500	-	-	-	-	500	500	-	500
	10	50300	06	Computer Software	8,000	2,689	-	-	-	8,000	8,000	-	8,000
				Total Operating Costs	350,490	351,278	-	11,314	11,314	361,804	355,017	8,500	363,517
				Professional Services									
	10	50200	02	General Legal Services (Court Costs)	500	-	-	-	-	500	500	-	500
	10	50200	15	Credit Check Services	1,000	275	-	-	-	1,000	1,000	-	1,000
	10	50200	30	Security Measures	-	-	-	-	-	-	-	-	-
				Total Professional Services	1,500	275	-	-	-	1,500	1,500	-	1,500

MARCH JOINT POWERS AUTHORITY - GREEN ACRES ENTERPRISE FUND
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Dept.	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
300				GREEN ACRES ENTERPRISE FUND									
				Capital Expenses									
	10	50300	10	Appliance Purchase	22,000	15,866	-	-	-	22,000	22,000	-	22,000
	10	50300	15	Security Entrance Gates	8,000	5,738	-	-	-	8,000	8,000	-	8,000
				Total Capital Expenses - Office	30,000	21,604	-	-	-	30,000	30,000	-	30,000
				Total ADMINISTRATION DEPT	672,841	640,746	-	11,314	11,314	684,155	681,887	8,500	690,387
				FACILITIES MGMT DEPT									
	20	51150	00	Property Insurance - PERMA	56,399	56,399	-	-	-	56,399	58,000	95,000	153,000
	20	51160	00	Property Taxes	40,000	-	-	-	-	40,000	40,000	-	40,000
	20	51200	00	Building Maintenance	150,000	65,101	(70,267)	-	(70,267)	79,733	150,000	-	150,000
	20	51250	00	Grounds Maintenance	250,000	192,729	(21,026)	-	(21,026)	228,974	250,000	-	250,000
	20	51300	00	Equipment Maintenance	55,000	125,267	70,267	-	70,267	125,267	55,000	-	55,000
	20	51350	00	Utilities	425,000	446,026	21,026	-	21,026	446,026	425,000	-	425,000
		51360	00	Bad Debt Expense	2,500	-	-	-	-	2,500	2,500	-	2,500
				Total FACILITIES MGMT DEPT	978,899	885,522	-	-	-	978,899	980,500	95,000	1,075,500
				OTHER FINANCING USES									
		5% of Rental Inco		Transfer to Designated Repair & Maint Func	100,000	100,000	-	-	-	100,000	100,000	-	100,000
				Total OTHER FINANCING USES	100,000	100,000	-	-	-	100,000	100,000	-	100,000
				Total Revenue	2,092,520	2,062,069	-	(31,605)	(31,605)	2,060,915	2,092,520	-	2,097,720
				Total Expenses	1,751,740	1,626,268	-	11,314	11,314	1,763,054	1,762,387	103,500	1,865,887
				Projected Net Revenue	340,780	435,801	-	(42,919)	(42,919)	297,861	330,133	(103,500)	231,833
				NET POSITION:									
				Net Position, Unrestricted - Beginning	3,515,687	3,515,687				3,515,687	3,951,488		3,951,488
				Projected Net Revenue	340,780	435,801				340,780	330,133		330,133
				PROJECTED ENDING NET POSITION, UNRESTRICTED	\$ 3,856,467	\$ 3,951,488				\$ 3,856,467	\$ 4,281,621		\$ 4,281,621

MARCH JOINT POWERS AUTHORITY - GREEN ACRES ENTERPRISE FUND
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Dept.	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
301				Green Acres Maintenance Fund									
				TRANSFERS IN									
	00	48025	00	Designated Set Aside (5% of Rental Income)	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000
				Total Transfers In	100,000	100,000	-	-	-	100,000	100,000	-	100,000
				EXPENSES									
	20	51250	00	Roof Repairs	27,000	19,370	-	-	-	27,000	27,000	-	27,000
	20	51200	03	Unit Improvements (Kitchens)	55,000	-	-	-	-	55,000	55,000	-	55,000
				Total Expenses	82,000	19,370	-	-	-	82,000	82,000	-	82,000
				Total Transfers In	100,000	100,000	-	-	-	100,000	100,000	-	100,000
				Total Expenses	82,000	19,370	-	-	-	82,000	82,000	-	82,000
				Projected Net Revenue	18,000	80,630	-	-	-	18,000	18,000	-	18,000
				NET POSITION:									
				Net Position, Net Investment in Capital Assets - Beginning	166,689	166,689				166,689	247,319		247,319
				Projected Net Revenue	18,000	80,630				18,000	18,000		18,000
				PROJECTED ENDING NET POSITION - NET INVESTMENT IN CAPITAL ASSETS	\$ 184,689	\$ 247,319				\$ 184,689	\$ 265,319		\$ 265,319

MARCH INLAND PORT AIRPORT AUTHORITY
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Dept	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
500				MARCH INLAND PORT AIRPORT AUTHORITY									
				REVENUE									
				OPERATING REVENUE:									
	00	40100	00	LEASE REVENUE	\$ 1,259,000	\$ 927,550	\$ -	\$ (331,450)	\$ (331,450)	\$ 927,550	\$ 2,454,360	\$ -	\$ 2,454,360
	00	40300	00	PERMIT FEES	3,000	3,500	-	-	-	3,000	3,500	-	3,500
	00	44050	02	FUEL FLOWAGE FEES	554,260	355,275	-	(198,985)	(198,985)	355,275	570,888	-	570,888
	00	44050	04	AIRCRAFT LANDING FEES	467,000	279,244	-	(187,756)	(187,756)	279,244	481,010	-	481,010
	00	44050	22	AIRPLANE PARKING FEES	3,000	9,167	-	-	-	3,000	4,000	-	4,000
	00	44050	16	SECURITY FEES	12,000	500	-	(11,500)	(11,500)	500	13,000	-	13,000
	00	44050	18	SURCHARGES ON VENDORS	185,000	319,863	-	-	-	185,000	190,000	-	190,000
	00	44050	20	AIRCRAFT TIE DOWN	5,000	-	-	(5,000)	(5,000)	-	5,000	-	5,000
	00	44050	14	RAMP USE FEES	2,500	2,834	-	-	-	2,500	3,000	-	3,000
				TOTAL OPERATING REVENUE	2,490,760	1,897,933	-	(734,691)	(734,691)	1,756,069	3,724,758	-	3,724,758
				CAPITAL PROJECTS REVENUE:									
	00	40500	00	Grants/Federal	1,208,685	185,208	-	-	-	1,208,685	-	1,023,477	1,023,477
	00	40500	XX	FAA Grant (Environmental Apron 1)	-	-	-	-	-	-	270,000	-	270,000
	00	40500	XX	Master plan/PMP AIP 15 (761,726 MP/94, 389 PMP)	621,115	-	-	-	-	621,115	-	621,115	621,115
	00	40500	XX	FAA Future Grants	-	-	-	-	-	-	1,800,000	-	1,800,000
	00	40500	XX	ARPA FAA Grant AIP 17 (Relief Grant 587, 570 debt)	587,570	587,570	-	-	-	587,570	-	-	-
	00	40500		TOTAL CAPITAL PROJECTS REVENUE	2,417,370	772,778	-	-	-	2,417,370	2,070,000	1,644,592	3,714,592
				TOTAL REVENUE	4,908,130	2,670,711	-	(734,691)	(734,691)	4,173,439	5,794,758	1,644,592	7,439,350

MARCH INLAND PORT AIRPORT AUTHORITY
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Dept	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
500				MARCH INLAND PORT AIRPORT AUTHORITY									
				EXPENSES									
				OPERATING EXPENSES									
				Personnel									
	10	50100	05	Salaries and Wages	508,250	502,667	-	-	-	508,250	508,548	-	508,548
	10	50100	10	Benefits	69,786	65,966	-	-	-	69,786	70,377	-	70,377
	10	50100	15	PERS Contributions	52,248	50,571	-	-	-	52,248	53,809	-	53,809
	10	50100	20	Medicare Tax	8,015	7,546	-	-	-	8,015	8,288	-	8,288
	10	50100	30	Workers Compensation Ins.	7,670	6,681	-	-	-	7,670	7,915	-	7,915
	10	50100	99	Unfunded Accrued Liability	47,483	45,904	-	-	-	47,483	54,605	-	54,605
				Total Personnel	693,452	679,335	-	-	-	693,452	703,542	-	703,542
				Operations									
	10	50150	02	Mileage Reimbursement	1,500	-	-	-	-	1,500	1,700	-	1,700
	10	50150	06	Periodicals/Memberships	3,600	2,504	-	-	-	3,600	3,650	-	3,650
	10	50150	08	Education/Training (Seminars)	4,000	-	-	-	-	4,000	5,000	-	5,000
	10	50150	12	Travel	5,000	-	-	-	-	5,000	5,000	-	5,000
	10	50150	16	Office Supplies	1,500	890	-	-	-	1,500	1,500	-	1,500
	10	50150	18	Telephone & Internet Expense	16,000	19,374	-	3,374	3,374	19,374	17,000	3,000	20,000
	10	50150	20	Mobile Phones	2,500	635	-	-	-	2,500	2,500	-	2,500
	10	50150	24	Postage	50	-	-	-	-	50	100	-	100
	10	50150	26	Liability Insurance - PERMA	18,473	27,550	-	9,077	9,077	27,550	23,000	5,000	28,000
	10	50150	30	Printing - Outside	250	36	-	-	-	250	250	-	250
	10	50150	32	Office Equipment Leases	1,600	2,285	-	685	685	2,285	1,700	800	2,500
	10	50150	34	Office Equipment Maintenance	8,000	8,978	-	978	978	8,978	8,000	1,000	9,000
	10	50150	36	Advertisement	3,500	1,105	-	-	-	3,500	3,500	-	3,500
	10	50150	38	Production/Artwork	1,000	325	-	-	-	1,000	1,000	-	1,000
	10	50150	40	Promotional Activities	15,000	2,249	-	-	-	15,000	15,000	-	15,000
	10	50150	47	Office Rent	4,400	3,214	-	-	-	4,400	4,600	-	4,600
	10	50150	48	Office Utilities	8,000	9,649	-	1,649	1,649	9,649	8,000	2,000	10,000
	10	50150	50	Depreciation	778,698	778,698	-	-	-	778,698	778,698	-	778,698
	10	50715	00	Interest Expense	104,500	-	-	-	-	104,500	104,500	-	104,500
	10	50300	06	Computer Software and Hardware	7,000	845	-	-	-	7,000	7,000	-	7,000
				Total Operations	984,571	858,337	-	15,763	15,763	1,000,334	991,698	11,800	1,003,498

MARCH INLAND PORT AIRPORT AUTHORITY
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Dept	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
500				MARCH INLAND PORT AIRPORT AUTHORITY									
				Professional Services									
	10	50200	02	General Legal Services (10%)	20,000	62,894	-	42,894	42,894	62,894	25,000	75,000	100,000
	10	50200	06	Legal Litigation	-	14,135	-	14,135	14,135	14,135	-	20,000	20,000
	10	50200	04	Special Legal Services	15,000	54,717	-	39,717	39,717	54,717	20,000	80,000	100,000
	10	50200	11	Environmental Review	15,000	5,612	-	-	-	15,000	15,000	-	15,000
	10	50200	14	Annual Audit	10,000	11,010	-	1,010	1,010	11,010	10,000	5,000	15,000
	10	50200	15	Financial Consulting	1,000	-	-	-	-	1,000	1,000	-	1,000
	10	50200	26	Aviation Planning	35,000	3,596	-	-	-	35,000	35,000	15,000	50,000
				Total Professional Services	96,000	151,964	-	97,756	97,756	193,756	106,000	195,000	301,000
				Facilities Management									
	20	51150	00	Property Insurance - PERMA	26,837	26,837	-	-	-	26,837	29,000	50,000	79,000
	20	51155	00	Airside Liability Insurance	45,000	21,900	-	-	-	45,000	50,000	-	50,000
	20	51200	00	Building Maintenance	20,000	22,612	2,612	-	2,612	22,612	20,000	-	20,000
	20	51250	00	Grounds Maintenance	11,000	4,231	(2,612)	-	(2,612)	8,388	11,000	4,000	15,000
	20	51300	00	Equipment Maintenance	1,500	616	-	-	-	1,500	2,000	-	2,000
	20	51350	00	Utilities	14,000	18,101	-	4,101	4,101	18,101	16,000	4,000	20,000
	20	52150	00	Ramp Maintenance	10,000	972	-	-	-	10,000	10,000	-	10,000
	20	52175	00	Taxiway Maintenance	10,000	6,710	-	-	-	10,000	10,000	-	10,000
	20	52200	00	Obstruction Lighting	8,000	-	-	-	-	8,000	8,000	-	8,000
	20	52300	00	Airport Equip. Maintenance	2,000	-	-	-	-	2,000	2,000	-	2,000
	20	55005	00	Fuel Facility O & M	15,000	105	-	-	-	15,000	15,000	-	15,000
	20	54020	00	Vehicle Maintenance & Fuel	3,500	2,573	-	-	-	3,500	3,500	-	3,500
	20	55000	00	Environmental Fees	20,000	21,134	-	1,134	1,134	21,134	22,000	3,000	25,000
	20	55010	00	Airfield Maintenance	12,000	11,071	-	-	-	12,000	12,000	3,000	15,000
	20	55015	00	Air Force Payments (JUA)	135,000	77,265	-	-	-	135,000	137,000	-	137,000
				Total Facilities Management	333,837	214,127	-	5,235	5,235	339,072	347,500	64,000	411,500
				Improvements									
	23	56005	00	Traffic Signals	-	-	-	-	-	-	15,000	-	15,000
	23	56010	00	Signage	-	-	-	-	-	-	1,000	-	1,000
	23	56015	00	Lighting	-	-	-	-	-	-	15,000	-	15,000
	23	56020	00	Landscaping	-	-	-	-	-	-	400,000	-	400,000
	23	56025	00	Drainage	-	-	-	-	-	-	20,000	-	20,000
	23	56030	00	Street Sweeping	-	-	-	-	-	-	10,000	-	10,000
	23	56035	00	Graffiti Removal/Vandalism	-	-	-	-	-	-	5,000	-	5,000
				Total Improvements	-	-	-	-	-	-	466,000	-	466,000
				TOTAL OPERATING EXPENSES	2,107,860	1,903,763	-	118,754	118,754	2,226,614	2,614,740	270,800	2,885,540

MARCH INLAND PORT AIRPORT AUTHORITY
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Dept	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
500				MARCH INLAND PORT AIRPORT AUTHORITY									
				CAPITAL IMPROVEMENTS									
500	10	50300	12	FAA Grant (Environmental Apron 1)	-		-	-	-	-	300,000	-	300,000
500	10	50300	30	Master Plan/PMP AIP 15 (761,726 MP/94,389 PMP)	621,115	201,413	-	-	-	621,115	-	419,702	419,702
500	10	50300	05	ARPA FAA Grant AIP 17 (Relief Grant 587,570 debt pay)	587,750	-	-	(587,750)	(587,750)	-	-	-	-
500	10	50300	05	ARPA FAA Grant AIP 17 (Relief Grant 587,570 debt pay)	-		-	-	-	-	2,000,000	-	2,000,000
				TOTAL CAPITAL IMPROVEMENTS	1,208,865	201,413	-	(587,750)	(587,750)	621,115	2,300,000	419,702	2,719,702
				Total Revenue	4,908,130	2,670,711	-	(734,691)	(734,691)	4,173,439	5,794,758	1,644,592	7,439,350
				Total Expenses	3,316,725	2,105,176	-	(468,996)	(468,996)	2,847,729	4,914,740	690,502	5,605,242
				Projected Net Revenue	1,591,405	565,535	-	(265,695)	(265,695)	1,325,710	880,018	954,090	1,834,108
				NET POSITION:									
				Net Position, Unrestricted - Beginning	2,811,054	2,811,054				2,811,054	3,376,589		3,376,589
				Projected Net Revenue	1,591,405	565,535				1,591,405	880,018		880,018
				PROJECTED ENDING NET POSITION, UNRESTRICTED	\$ 4,402,459	\$ 3,376,589				\$ 4,402,459	\$ 4,256,607		\$ 4,256,607

MARCH JOINT POWERS UTILITY AUTHORITY
TWO YEAR BUDGET ADJUSTMENTS FOR FISCAL YEARS 2022/2023 & 2023/2024

Fund	Acct	Sub Acct	Description	Adopted 2022-2023 Budget	Unaudited 2022-2023 Actual	Proposed Budget Transfer	Proposed Budget Adjustment	Total Proposed Adjustment	Proposed Revised 2022-2023 Budget	Adopted 2023-2024 Budget	Proposed Budget Adjustment	Proposed Revised 2023-2024 Budget
600			MARCH JPA UTILITY AUTHORITY FUND									
			REVENUE									
	00	40620	00 GAS COMMODITY	\$ 175,000	\$ 443,071	\$ -	\$ 268,071	\$ 268,071	\$ 443,071	\$ 180,000	\$ 270,000	\$ 450,000
	00	40625	00 GAS OPERATION & MAINTENANCE FEES	38,000	54,925	-	-	-	38,000	38,000	-	38,000
			TOTAL REVENUE	213,000	497,996	-	268,071	268,071	481,071	218,000	270,000	488,000
			EXPENSES									
			ADMINISTRATIVE									
	10	50200	02 General Legal Services (2%)	-	-	-	-	-	-	-	-	-
	10	50200	14 Annual Audit	5,500	6,690	-	1,190	1,190	6,690	5,500	-	5,500
			Total ADMINISTRATIVE	5,500	6,690	-	1,190	1,190	6,690	5,500	-	5,500
			FACILITIES MGMT DEPT									
	20	51350	00 Gas Commodity Expense	175,000	292,723	24,520	93,203	117,723	292,723	180,000	270,000	450,000
	20	51360	00 Gas Operation and Maintenance	25,000	480	(24,520)	-	(24,520)	480	25,000	(20,000)	5,000
			FACILITIES MGMT DEPT TOTAL	200,000	293,203	-	93,203	93,203	293,203	205,000	250,000	455,000
			Total Revenue	213,000	497,996	-	-	-	213,000	218,000	270,000	488,000
			Total Expenses	205,500	299,893	-	-	-	205,500	210,500	250,000	460,500
			Projected Net Revenue	7,500	198,103	-	-	-	7,500	7,500	20,000	27,500
			NET POSITION:									
			Net Position, Unrestricted - Beginning	(225,595)	(225,595)	-	-	-	(225,595)	(27,492)	-	(27,492)
			Projected Net Revenue	7,500	198,103	-	-	-	7,500	7,500	20,000	27,500
			PROJECTED ENDING NET POSITION, UNRESTRICTED	\$ (218,095)	\$ (27,492)	\$ -	\$ -	\$ -	\$ (218,095)	\$ (19,992)	\$ 20,000	\$ 8

**MARCH JOINT POWERS AUTHORITY
TECHNICAL ADVISORY COMMITTEE
OF THE
MARCH JOINT POWERS AUTHORITY**

***Reports, Discussion and Action
Agenda Item No. 6h***

Meeting Date: August 7, 2023

Subject: March JPA Personnel

Background:

In February and March of 2022, member agencies of the March Joint Powers Authority approved the 14th Amendment to the March Joint Powers Agreement. The action set in motion the sunseting timeline for the March JPA with a land use authority sunset date of June 30, 2025. Given the departure of two key JPA employees this calendar year, and the extensive tasks associated with handing off land use tasks to the county, while standing up the Airport Authority, the following staff changes are recommended:

1. Delete the Finance Director position (currently vacant);
2. Delete the Airport Director position (currently vacant);
3. Add a Finance Manager/Controller position (new);
4. Add a Permit Technician position (new);
5. Amend the existing Deputy Director position;

The overall goal of the reorganization is to ensure that the JPA is maintaining a successful operation while minimizing fiscal impacts to the agency. The proposed changes would have no fiscal impact to the Authority, nor would it require budget amendments for FY 2022 through FY 2024.

Attachments:

- 1) Resolution JPA 23-15
- 2) Amended Organizational Chart

RESOLUTION JPA 23-15

**A RESOLUTION OF THE MARCH JOINT POWERS AUTHORITY
COMMISSION OF THE MARCH JOINT POWERS AUTHORITY
APPROVING THREE (3) JOB DESCRIPTIONS AND REVISED SALARY
SCALE.**

WHEREAS, as part of the sunset process set forth by the March Joint Powers Authority Commission, staff is requesting approval for the following job descriptions: Deputy Director, Accounting Manager/Controller, and Permit Technician;

WHEREAS, the Deputy Director job description was revised to reflect the current needs of the March Joint Powers Authority (MJPA) and the future needs of the March Inland Port Airport (MIPA);

WHEREAS, the Accounting Manager/Controller and Permit Technician job descriptions are new to reflect the current needs of the MJPA and the future needs of the MIPA;

WHEREAS, the Accounting Manager/Controller job description replaces the current Finance Director job description;

WHEREAS, these positions, as well as others, will secure long-term viability of the March Inland Port Airport Authority to ensure continued successful operation and performance of the MIPA and the protection of the March Air Reserve Base;

WHEREAS, as the MJPA continues to develop its sunset plans and moves forward in the transition phase, the proposed personnel positions are necessary to meet current and future operational needs;

WHEREAS, staff is also requesting approval of the attached March Joint Powers Authority Revised Salary Scale, which will include the following positions: Deputy Director, Accounting Manager/Controller, and Permit Technician;

NOW, THEREFORE, the Joint Powers Commission of the March Joint Powers Authority does hereby resolve as follows:

SECTION 1. The Commission finds that all the foregoing recitals presented herewith are true and correct and are hereby incorporated and adopted as findings of the Commission as if fully set forth herein.

SECTION 2. That the job descriptions for Deputy Director, Accounting Manager/Controller, and Permit Technician and the Revised Salary Scale for the March Joint

Powers Authority,” are hereby adopted as heretofore considered and discussed, in the form attached hereto as Exhibit “A” and incorporated herein by this reference.

SECTION 3. This Resolution shall be effective immediately upon adoption.

PASSED, APPROVED, and ADOPTED this 9th day of August, 2023.

Chuck Conder, Chair
March Joint Powers Authority Commission

ATTEST:

I, Cindy Camargo, Clerk of the March Joint Powers Commission, do hereby certify that the foregoing Resolution JPA 23-15 was duly and regularly adopted by the March Joint Powers Commission as its regularly scheduled meeting on August 9, 2023, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Dated: August 9, 2023

Cindy Camargo, CAP, Clerk
March Joint Powers Authority Commission

EXHIBIT "A"

**DEPUTY DIRECTOR JOB DESCRIPTION
ACCOUNTING MANAGER/CONTROLLER JOB DESCRIPTION
PERMIT TECHNICIAN JOB DESCRIPTION
MARCH JOINT POWERS AUTHORITY REVISED SALARY SCALE**

[ATTACHED]



March Joint Powers Authority Job Description

Job Title: Deputy Director

Job Grade: A through F

FLSA Status: Mid-Management

Date: August 2023

JOB SUMMARY

Under the direction of the Executive Director, the Deputy Director will provide support to the March Joint Powers Authority, the March Inland Port Airport Authority, the March Joint Powers Authority Successor Agency, and the March Joint Powers Authority Utilities Authority.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Job Descriptions are intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, job descriptions may not include all duties performed by individuals within a classification. In addition, job descriptions are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.

- Attend meetings and coordinate base reuse planning and implementation efforts.
- Represent the Executive Director at outside agency and committee working meetings.
- Assist in the preparation of meeting agendas and packets.
- Perform a variety of administrative research and technical assignments.
- Coordinate and compile data.
- Assist in drafting the annual budget and work program preparation.
- Conduct special studies as directed by the Executive Director on organizational matters such as JPA policy development, procedures, and administrative matters.
- Prepare a variety of correspondence.
- Prepare oral and written reports.
- Assist with the administration of facilities, equipment, and supplies.
- Provide the March Joint Powers Commission and staff managerial support, as needed.

Deputy Director
August 2023
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- Provide support to the Executive Director in varied other activities that may prove to be beneficial to the efforts of the Joint Powers Authority.
- Works with vendors and accounting staff related to contracts, billing, and budgeting.
- Acts as Procurement Officer as delegated by the Executive Director.
- Supervises and evaluates the performance of assigned staff and establishes performance requirements.

JOB SPECIFICATIONS

Knowledge:

- Coordinating the activities of federal, state, local, private, and non-profit agencies, and organizations.
- Consensus and coalition building.
- Project management, database, and word processing.
- Problem solver.
- Budget preparation and management.
- Managing and directing a multiplicity of projects among numerous agencies.
- Cooperation and service oriented with March Joint Powers Authority's master developers.

Skills and Abilities:

- Work with minimal direction to complete new and varied assignments.
- Support initiatives and help guide and direct the organization to fulfill its mission.
- Effectively organize groups to accomplish planning and implementation goals.
- Be flexible in working scheduling, hours of work at the office, etc.
- Periodically attend pre or post business hour meetings.
- Excellent public relations skills.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

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

Physical Demands

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

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

Mental Demands

While performing the duties of this job, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and

solve problems; use reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with March JPA Management, staff, vendors, representatives of other government agencies, customers, the public and others encountered in the course of work.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing these essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet.

QUALIFICATIONS

Education, Training and/or Previous Work Experience:

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- Bachelor's degree or equivalent plus an advanced degree in Public Administration, Business Administration, or a related field.
- Eight (8) years of related work experience, including experience in an executive management capacity.
- Demonstrated experience with local government in the areas of airport development and operations, planning, development processing, and/or redevelopment.
- Experience working with the military, medic, and on public relations campaigns.
- Military base reuse experience is highly desirable.
- Succession planning experience is highly desirable.
- Additional points given to U.S. military veterans with comparable leadership experience.

License / Certificate:

- Possession of a driver's license, issued by the State of California, and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.

Other requirements:

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.



March Joint Powers Authority Job Description

Job Title: Accounting Manager/Controller

Job Grade: A through F

FLSA Status: Professional/Administrative Management

Date: August 2023

JOB SUMMARY

Under the direction of the Executive Director, the Accounting Manager/Controller manages and handles all accounting functions including handling accounts receivable systems, accounts payable, payroll; assist with the preparation of the Agency's annual budget, audit, capital improvement program, and the administration of the Agency's Debt Portfolio; provide accounting and payroll services and instruction to Agency departments.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Job Descriptions are intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, job descriptions may not include all duties performed by individuals within a classification. In addition, job descriptions are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.

- Participate in the development and implementation of goals, objectives, policies, and procedures, particularly as they relate to accounting, finance, and payroll.
- Manage and handle the maintenance and integration of the automated accounting system, including year closing.
- Maintain a general accounting system for the Agency and departments.
- Maintain the records of current inventories of all property of the Agency by department.
- Review, analyze, and recommend improvements to accounting, reporting, and recording methods and procedures which must enable the Agency to meet State Controller's and GAAP guidelines.
- Supervise and be responsible for the disbursement of all moneys and have control of all expenditures to ensure that budget appropriations are not exceeded; audit all purchase

Accounting Manager/Controller

August 2023

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orders before issuance; audit and approve, before payment, all bills, invoices, payrolls, demands, or charges against the Agency, with the advice of Legal Counsel, when necessary, determine the regularity, legality and correctness of such claims, demands or charges.

- Assist in the development, justification, and administration of divisional and departmental budgets and accounts.
- Provide information regarding the budgetary status of all Agency funds and accounts.
- Submit to the March JPA Commission through the Executive Director a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the Agency; and, as of the end of each fiscal year, submit a complete financial statement and report.
- Supervise external audit activities, analyzing audit steps and progress.
- Prepare financial statements for both the Agency and component units; meet provisions of federal requirements, including the Single Audit Act, various grants, and other reports.
- Supervise the research and analysis of departmental and divisional fiscal, administrative, personnel, and operational activities.
- Participate in data processing procedures related to automated accounting systems or those systems that affect the general ledger. Provide necessary testing and support to determine that automated systems are performing appropriately.
- Perform the annual Appropriations Limit (Gann Proposition 4) calculations derived from City and State data.
- Respond to citizen inquiries and complaints regarding accounts payable and a variety of other accounting and budgetary matters.
- Coordinate accounting related activities with other Agency departments and with outside governmental and community agencies.
- Advise the Executive Director of financial implications and fund availability of items in March JPA Commission reports.
- Review legislation and accounting and/or recording pronouncements affecting the Agency or any component units.
- Assist in the administration of the Agency's Debt Portfolio.
- Assist with the preparation of the Agency's annual budget and capital improvement program.
- Post and reconcile general ledger and special fund accounts.
- Reconcile all bank accounts.
- Make journal entries.
- Process Payroll and file reports and process payments to the Public Employee's Retirement System (PERS).
- Perform related duties as assigned.

JOB SPECIFICATIONS

Knowledge:

- General and fund accounting principles and practices.
- Theories, principles, and practices of financial administration, budgeting, reporting, financial planning, and internal and external auditing.

- Applications of automatic data processing to accounting and related practices, including the use of computers and related software.
- Management and research techniques and procedures and methods of report presentation.
- Principles and practices, methods and procedures of budgeting, accounting, analysis, fiscal planning, and control.
- Pertinent state, federal, and local laws, regulations, ordinances, and legislative processes controlling the Agency's functions, programs, and operations.
- Generally Accepted Accounting Principles (GAAP), Government Accounting Principles, and the Government Accounting Standards Board (GASB) requirements.
- Principles and practices of auditing and internal control, cash management, budgeting, cost estimating and contract administration.
- Advanced operation and use of standard spreadsheet, database and presentation software; computer operations as related to internal controls, financial and billing systems; modern office procedures methods and equipment.
- Fund accounting and payroll processing.

Skills and Abilities:

- Plan, organize, supervise, and review accounting administrative, financial, budgeting, payroll, and accounting related activities.
- Communicate clearly and concisely, orally and in writing.
- Assess, develop, revise, and install automated and manual accounting systems and procedures.
- Analyze a variety of administrative problems and develop effective solutions.
- Prepare financial statements and reports from the Agency's comprehensive annual financial report to individual activity reports.
- Exercise leadership and authority tactfully and effectively.
- Create and deliver sophisticated public presentations.
- Organize, analyze, and evaluate complex data and financial reports.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

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

Physical Demands

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

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

Mental Demands

While performing the duties of this job, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with March JPA Management, staff, vendors, representatives of other government agencies, customers, the public and others encountered in the course of work.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing these essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

QUALIFICATIONS

Education, Training and/or Previous Work Experience:

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a closely related field.
- Certified Public Accountant designation and/or a Master's degree in Public Administration, Business, Finance, or Accounting are highly desirable.
- Extensive experience in computerized accounting programs, word processing, and spreadsheets.
- At least five (5) years of professional experience in government accounting and experience preparing financial statements.
- Experience with Springbrook is highly desirable.
- Experience with local government is highly desirable.

License / Certificate:

- Possession of a driver's license, issued by the State of California and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.

Other requirements:

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.



March Joint Powers Authority Job Description

Job Title: Permit Technician

Job Grade: A through F

FLSA Status: Non-Exempt

Date: August 2023

JOB SUMMARY

Under the direction of the Planning Director, the Permit Technician performs routine to moderately complex technical, administrative, and public contact work in the acceptance and processing of a wide variety of building and land development-related permits and plans. The Permit Technician also provides information to the public on permit application, building inspection, and plan checking processes and requirements and performs related duties as required.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Job Descriptions are intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, job descriptions may not include all duties performed by individuals within a classification. In addition, job descriptions are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.

- Provides quality customer service at a public counter and by telephone providing information to developers, contractors, homeowners, members of the public and private agencies on matters pertaining to permitting processes, policies, functions, and other information required by law.
- Calculates and collects a variety of fees for plan checks, permits, and other charges in accordance with established fee schedules.
- Resolves or assists in resolving permitting issues.
- Reviews applications for completeness, documents and plan submittals for appropriate approvals and required attachments to assure accuracy, completeness, and compliance with pertinent laws and established criteria.
- Verifies data regarding contractors' licenses.
- Files and/or routes plans and permits to appropriate departments and staff.
- Researches and coordinates permit activities with staff and outside agencies.

Permit Technician

August 2023

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- Enters and updates information in the computerized permit system to prepare a variety of forms, letters, reports, and other materials to include the permit issuance database.
- Maintains accurate and detailed records and files, verifies accuracy of information, provides status reports, researches discrepancies and records information.
- Calculates and maintains statistical data and records and prepares a variety of reports as required.
- Researches, reviews, and compiles data for special projects and various reports.
- Works with the Accounting staff and tracks deposits.
- Acts as permitting contact for agencies on JPA projects being developed.
- Ensures constant follow-up with various agencies regarding plans and projects.
- Works with in-house consultants on project status.
- Ensures maintenance of official public agency records.
- Responds to planning information requests in a timely manner.
- Provides back up support to the front office Receptionist.
- Provides phone support and meet and greet the public at the March JPA office.

JOB SPECIFICATIONS

Knowledge:

- Permit and plan checking procedures, rules, regulations, and guidelines.
- Local, state, and federal building, engineering, and planning codes and regulations related to the permit process.
- Building inspection and minor plan checking procedures and requirements.
- Building construction methods, practices, techniques, and materials.
- Codes and standards governing building and construction activities.
- Available resources and materials related to planning and building code requirements.
- Computer applications as they relate to area assigned to include specialized permit issuance and report software.
- Basic mathematics.
- Principles and practices of effective customer service and telephone etiquette.
- Modern office practices and procedures, including filing and recordkeeping.

Skills and Abilities:

- Read and interpret construction blueprints, plans, and specifications.
- Apply laws and regulations affecting the issuance of building permits.
- Operate a computer and use applicable software.
- Communicate clearly and effectively, both orally and in writing.
- Make accurate mathematical computations.
- Understand and carry out oral and written directions independently.
- Coordinate work assignments with other departments and agencies.
- Prepare clear, concise, and comprehensive correspondence, reports, and other written materials.
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Establish and maintain effective working relationships with management, staff, developers, contractors, homeowners, members of the public, representatives of private

Permit Technician

August 2023

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agencies, and others encountered in the course of work.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

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

Physical Demands

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

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

Mental Demands

While performing the duties of this job, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with March JPA management, staff, vendors, representatives of other government agencies, customers, the public and others encountered in the course of work.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing these essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

QUALIFICATIONS

Education, Training and/or Previous Work Experience:

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- High school diploma or GED equivalent.
- Two (2) years of journey level administrative or technical experience with public contact related to land use regulations, the building process, construction, and permitting, or an equivalent combination of training and experience.
- Two (2) years of experience with Accela and HDL Permit Software Programs.

License / Certificate:

- Possession of a valid California Driver's License

Other requirements:

- All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from March JPA employment.)

**March Joint Powers Authority
Salary Scale
Effective October 12, 2022**

POSITION	STATUS	Grade	A	B	C	D	E	F
Receptionist/Office Assistant	NE	1	\$ 40,246	\$ 42,709	\$ 45,324	\$ 48,098	\$ 51,042	\$ 54,166
			\$ 19.35	\$ 20.53	\$ 21.79	\$ 23.12	\$ 24.54	\$ 26.04
		2	\$ 41,051	\$ 43,564	\$ 46,230	\$ 49,060	\$ 52,063	\$ 55,249
			\$ 19.74	\$ 20.94	\$ 22.23	\$ 23.59	\$ 25.03	\$ 26.56
		3	\$ 41,872	\$ 44,435	\$ 47,155	\$ 50,041	\$ 53,104	\$ 56,354
			\$ 20.13	\$ 21.36	\$ 22.67	\$ 24.06	\$ 25.53	\$ 27.09
Grounds/Maintenance Worker III	NE	1	\$ 52,258	\$ 55,457	\$ 58,851	\$ 62,453	\$ 66,276	\$ 70,332
			\$ 25.12	\$ 26.66	\$ 28.29	\$ 30.03	\$ 31.86	\$ 33.81
		2	\$ 53,303	\$ 56,566	\$ 60,028	\$ 63,702	\$ 67,601	\$ 71,739
			\$ 25.63	\$ 27.20	\$ 28.86	\$ 30.63	\$ 32.50	\$ 34.49
		3	\$ 54,369	\$ 57,697	\$ 61,229	\$ 64,976	\$ 68,953	\$ 73,174
			\$ 26.14	\$ 27.74	\$ 29.44	\$ 31.24	\$ 33.15	\$ 35.18
Permit Technician	NE	1	\$ 59,904	\$ 63,571	\$ 67,462	\$ 71,591	\$ 75,973	\$ 80,623
			\$ 28.80	\$ 30.56	\$ 32.43	\$ 34.42	\$ 36.53	\$ 38.76
		2	\$ 61,102	\$ 64,842	\$ 68,811	\$ 73,023	\$ 77,492	\$ 82,235
			\$ 29.38	\$ 31.17	\$ 33.08	\$ 35.11	\$ 37.26	\$ 39.54
		3	\$ 62,324	\$ 66,139	\$ 70,187	\$ 74,483	\$ 79,042	\$ 83,880
			\$ 29.96	\$ 31.80	\$ 33.74	\$ 35.81	\$ 38.00	\$ 40.33
Business Development Specialist	PAM	1	\$ 60,081	\$ 63,758	\$ 67,661	\$ 71,802	\$ 76,197	\$ 80,861
			\$ 28.89	\$ 30.65	\$ 32.53	\$ 34.52	\$ 36.63	\$ 38.88
		2	\$ 61,282	\$ 65,033	\$ 69,014	\$ 73,238	\$ 77,721	\$ 82,478
			\$ 29.46	\$ 31.27	\$ 33.18	\$ 35.21	\$ 37.37	\$ 39.65
		3	\$ 62,508	\$ 66,334	\$ 70,394	\$ 74,703	\$ 79,275	\$ 84,128
			\$ 30.05	\$ 31.89	\$ 33.84	\$ 35.91	\$ 38.11	\$ 40.45
Airport Operations Coordinator	PAM	1	\$ 63,686	\$ 67,584	\$ 71,721	\$ 76,110	\$ 80,769	\$ 85,713
			\$ 30.62	\$ 32.49	\$ 34.48	\$ 36.59	\$ 38.83	\$ 41.21
		2	\$ 64,960	\$ 68,936	\$ 73,155	\$ 77,633	\$ 82,384	\$ 87,427
			\$ 31.23	\$ 33.14	\$ 35.17	\$ 37.32	\$ 39.61	\$ 42.03
		3	\$ 66,259	\$ 70,314	\$ 74,618	\$ 79,185	\$ 84,032	\$ 89,176
			\$ 31.86	\$ 33.80	\$ 35.87	\$ 38.07	\$ 40.40	\$ 42.87
Property Manager	PAM	1	\$ 69,475	\$ 73,727	\$ 78,240	\$ 83,028	\$ 88,110	\$ 93,504
			\$ 33.40	\$ 35.45	\$ 37.62	\$ 39.92	\$ 42.36	\$ 44.95
		2	\$ 70,864	\$ 75,201	\$ 79,804	\$ 84,689	\$ 89,873	\$ 95,374
			\$ 34.07	\$ 36.15	\$ 38.37	\$ 40.72	\$ 43.21	\$ 45.85
		3	\$ 72,281	\$ 76,705	\$ 81,400	\$ 86,383	\$ 91,670	\$ 97,281
			\$ 34.75	\$ 36.88	\$ 39.13	\$ 41.53	\$ 44.07	\$ 46.77
Executive Assistant / Clerk	MM	1	\$ 76,847	\$ 81,550	\$ 86,542	\$ 91,839	\$ 97,460	\$ 103,426
			\$ 36.95	\$ 39.21	\$ 41.61	\$ 44.15	\$ 46.86	\$ 49.72
		2	\$ 78,384	\$ 83,181	\$ 88,273	\$ 93,676	\$ 99,410	\$ 105,494
			\$ 37.68	\$ 39.99	\$ 42.44	\$ 45.04	\$ 47.79	\$ 50.72
		3	\$ 79,951	\$ 84,845	\$ 90,038	\$ 95,549	\$ 101,398	\$ 107,604
			\$ 38.44	\$ 40.79	\$ 43.29	\$ 45.94	\$ 48.75	\$ 51.73
Senior Planner	PAM	1	\$ 87,185	\$ 92,521	\$ 98,184	\$ 104,194	\$ 110,572	\$ 117,340
			\$ 41.92	\$ 44.48	\$ 47.20	\$ 50.09	\$ 53.16	\$ 56.41
		2	\$ 88,929	\$ 94,372	\$ 100,148	\$ 106,278	\$ 112,783	\$ 119,686
			\$ 42.75	\$ 45.37	\$ 48.15	\$ 51.10	\$ 54.22	\$ 57.54
		3	\$ 90,707	\$ 96,259	\$ 102,151	\$ 108,404	\$ 115,039	\$ 122,080
			\$ 43.61	\$ 46.28	\$ 49.11	\$ 52.12	\$ 55.31	\$ 58.69

**March Joint Powers Authority
Salary Scale**

Effective October 12, 2022

POSITION	STATUS	Grade	A	B	C	D	E	F
Principal Planner	PAM	1	\$ 110,797	\$ 117,578	\$ 124,775	\$ 132,412	\$ 140,517	\$ 149,118
			\$ 53.27	\$ 56.53	\$ 59.99	\$ 63.66	\$ 67.56	\$ 71.69
		2	\$ 113,012	\$ 119,930	\$ 127,270	\$ 135,060	\$ 143,327	\$ 152,100
			\$ 54.33	\$ 57.66	\$ 61.19	\$ 64.93	\$ 68.91	\$ 73.12
		3	\$ 115,273	\$ 122,328	\$ 129,816	\$ 137,762	\$ 146,194	\$ 155,142
			\$ 55.42	\$ 58.81	\$ 62.41	\$ 66.23	\$ 70.29	\$ 74.59
Accounting Manager / Controller	PAM	1	\$ 128,160	\$ 136,004	\$ 144,329	\$ 153,163	\$ 162,538	\$ 172,486
			\$ 61.62	\$ 65.39	\$ 69.39	\$ 73.64	\$ 78.14	\$ 82.93
		2	\$ 130,723	\$ 138,725	\$ 147,216	\$ 156,226	\$ 165,789	\$ 175,936
			\$ 62.85	\$ 66.69	\$ 70.78	\$ 75.11	\$ 79.71	\$ 84.58
		3	\$ 133,338	\$ 141,499	\$ 150,160	\$ 159,351	\$ 169,104	\$ 179,455
			\$ 64.10	\$ 68.03	\$ 72.19	\$ 76.61	\$ 81.30	\$ 86.28
Planning Director	MM	1	\$ 129,955	\$ 137,910	\$ 146,351	\$ 155,309	\$ 164,815	\$ 174,903
			\$ 62.48	\$ 66.30	\$ 70.36	\$ 74.67	\$ 79.24	\$ 84.09
		2	\$ 132,554	\$ 140,668	\$ 149,278	\$ 158,415	\$ 168,111	\$ 178,401
			\$ 63.73	\$ 67.63	\$ 71.77	\$ 76.16	\$ 80.82	\$ 85.77
		3	\$ 135,206	\$ 143,481	\$ 152,263	\$ 161,583	\$ 171,473	\$ 181,969
			\$ 65.00	\$ 68.98	\$ 73.20	\$ 77.68	\$ 82.44	\$ 87.49
Finance Director	MM	1	\$ 131,573	\$ 139,626	\$ 148,172	\$ 157,241	\$ 166,866	\$ 177,079
			\$ 63.26	\$ 67.13	\$ 71.24	\$ 75.60	\$ 80.22	\$ 85.13
		2	\$ 134,204	\$ 142,418	\$ 151,135	\$ 160,386	\$ 170,203	\$ 180,621
			\$ 64.52	\$ 68.47	\$ 72.66	\$ 77.11	\$ 81.83	\$ 86.84
		3	\$ 136,888	\$ 145,267	\$ 154,158	\$ 163,594	\$ 173,607	\$ 184,233
			\$ 65.81	\$ 69.84	\$ 74.11	\$ 78.65	\$ 83.46	\$ 88.57
Airport Director	MM	1	\$ 135,680	\$ 143,985	\$ 152,798	\$ 162,150	\$ 172,075	\$ 182,607
			\$ 65.23	\$ 69.22	\$ 73.46	\$ 77.96	\$ 82.73	\$ 87.79
		2	\$ 138,394	\$ 146,864	\$ 155,854	\$ 165,393	\$ 175,517	\$ 186,260
			\$ 66.54	\$ 70.61	\$ 74.93	\$ 79.52	\$ 84.38	\$ 89.55
		3	\$ 141,161	\$ 149,802	\$ 158,971	\$ 168,701	\$ 179,027	\$ 189,985
			\$ 67.87	\$ 72.02	\$ 76.43	\$ 81.11	\$ 86.07	\$ 91.34
Deputy Director	MM	1	\$ 135,680	\$ 143,985	\$ 152,798	\$ 162,150	\$ 172,075	\$ 182,607
			\$ 65.23	\$ 69.22	\$ 73.46	\$ 77.96	\$ 82.73	\$ 87.79
		2	\$ 138,394	\$ 146,864	\$ 155,854	\$ 165,393	\$ 175,517	\$ 186,260
			\$ 66.54	\$ 70.61	\$ 74.93	\$ 79.52	\$ 84.38	\$ 89.55
		3	\$ 141,161	\$ 149,802	\$ 158,971	\$ 168,701	\$ 179,027	\$ 189,985
			\$ 67.87	\$ 72.02	\$ 76.43	\$ 81.11	\$ 86.07	\$ 91.34
Executive Director Current Annual Contract Amount								\$ 265,000

Non-shaded rows indicate authorized and filled positions. Shaded rows indicate unfilled positions.

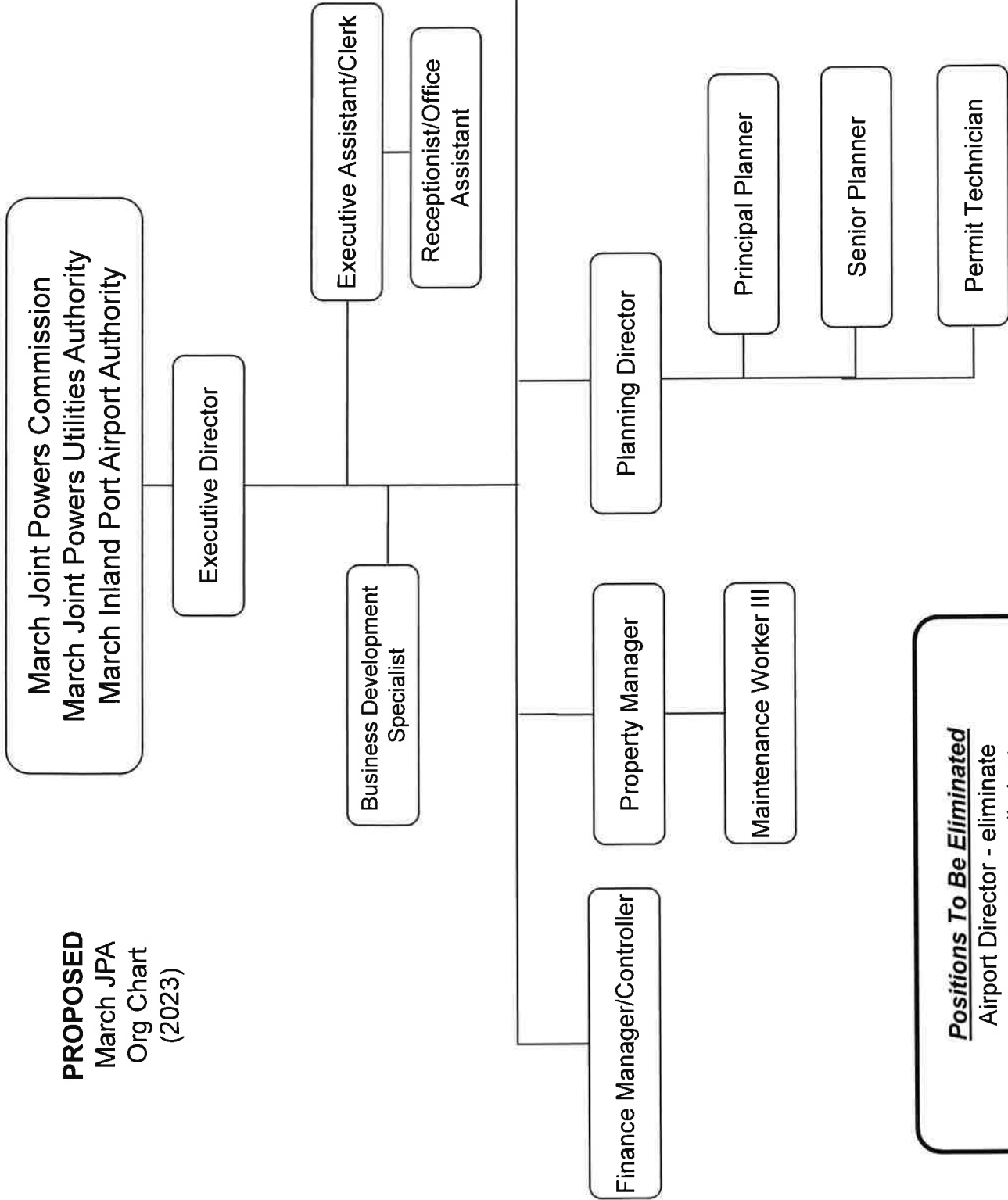
Annual and Hourly equivalent wage rates are indicated.

NE: Non-Exempt PAM: Professional/Administrative Management MM: Mid-Management EM: Executive Management

Benefit Bank package for all employees is \$12,604 per year.

Management receives an additional management package as follows: PAM=2% of Salary, MM=4% of Salary, EM=6% of Salary

PROPOSED
 March JPA
 Org Chart
 (2023)



Positions To Be Eliminated
 Airport Director - eliminate
 Finance Director - eliminate

**MARCH JOINT POWERS AUTHORITY
TECHNICAL ADVISORY COMMITTEE
OF THE
MARCH JOINT POWERS AUTHORITY**

***Reports, Discussion and Action
Agenda Item No. 6i***

Meeting Date: August 7, 2023

Subject: Military Compatibility Use Study (MCUS) Update

Background:

As directed by the TAC, an MCUS status report will be included as a part of regularly scheduled TAC meetings. These reports will be provided by Simon Housman.

Attachment: None

**MARCH JOINT POWERS AUTHORITY
TECHNICAL ADVISORY COMMITTEE
OF THE
MARCH JOINT POWERS AUTHORITY**

***Reports, Discussion and Action
Agenda Item No. 6j***

Meeting Date: August 7, 2023

Subject: Rolling Calendar and Future Agenda Items

Background:

The following information is shared to update the TAC on upcoming agenda items for Joint Powers Commission meetings in the month of August.

Attachment: March Joint Powers Commission Rolling Calendar

JPC - August 9th & 23rd 2023		
8/9/2023	Interns Presentation ~ Dr. Grace Martin	
8/9/2023	Truck Route Enforcement Update ~ Dan Fairbanks & Lauren Sotelo	
JPA		
8/9/2023	Water Tank Demolition Easement ~ Dr. Grace Martin & Lauren Sotelo	
8/9/2023	DRAFT Green Acres Military Housing Policy ~ Dr. Grace Martin & Brittney Escandon	
8/9/2023	March JPA Personnel Positions ~ Dr. Grace Martin & Amelia Ayala (Deputy Director/Accounting Manager-Controller/Permit Technician job descriptions & salary schedule)	
8/9/2023	RAMS PSA for finance processing ~ Dr. Grace Martin	
8/9/2023	Audit RFP ~ Dr. Grace Martin	
8/9/2023	BrightView Landscape Maintenance Contract Revewal & Amendments - including: War Dog Memorial Park Maintenance / Barton & Gless Ranch Road (POC #1) Landscape Maintenance / Caroline Way (POC #2) Landscape Maintenance / Coyote Bush Road (POC #3) Landscape Maintenance / Van Buren/Veteran's (Hillwood-Target) Landscape Maintenance	
8/9/2023	Grant Oversight Policy ~ Dr. Grace Martin	MIPAA
8/9/2023	C&S PSA ~ Dr. Grace Martin	MIPAA
8/9/2023	Closed Session - Real Property Negotiations - March1 DDA	
8/9/2023	Closed Session - Real Property Negotiations - DA WCUP	
8/23/2023	Military Compatibility Use Study (MCUS) Update ~ Simon Housman	
8/23/2023 or 09/13/23	Target Estoppel (Possibly take over lease from Hillwood.) ~ Dr. Grace Martin	Presentation
8/23/2023	Monthly Financial Reports & Disbursements and 4th Quarter Investment Report ~ Finance	
8/23/2023	Mid-Year Budget Adjustment/Review (including PERMA) ~ Dr. Grace Martin	
8/23/2023	Northeast Corner Buildings Demolition RFP ~ Dr. Grace Martin	
8/23/2023	Airport ENA with Riverside County Sheriff	
MIPAA		
	Monthly Financial Reports & Disbursements ~ Finance	
MJPUA		
	Monthly Financial Reports & Disbursements ~ Finance	
MJPA-SA		
	Monthly Financial Reports & Disbursements ~ Finance	