City of Norco
Adopted Budget
FY 2016-17

City Living in a Rural Atmosphere

TABLE OF CONTENTS

MAYOR'S BUDGET MESSAGE ..... *i*

MISSION STATEMENT ..... *iii*

CITY MANAGER TRANSMITTAL ..... *iv*

BUDGET OVERVIEW & ANALYSIS ..... *ix*

CITY COUNCIL & STAFF **1**
City Organization Chart **2**

BUDGET SUMMARY **3**

BUDGET BY FUNDS
BEGINNING & ENDING FUND BALANCES – ALL FUNDS **4**

GENERAL FUND
Projected General Fund Revenue **8**
General Fund Expenditures by Division **12**
General Fund Expenditures by Line Item **13**
Projected General Fund Balance..... **16**

WATER FUND
Summary of Revenues, Expenditures & Working Capital **18**
Detail of Water Fund Expenditures by Line Item **19-25**

SEWER FUND
Summary of Revenues, Expenditures & Working Capital **27**
Detail of Sewer Fund Expenditures by Line Item **28-34**

GAS TAX FUND
Summary of Revenues, Expenditures & Fund Balance **36**
Detail of Gas Tax Fund Expenditures by Line Item **37-40**

NPDES STORM DRAINAGE FUND
Summary of Revenues, Expenditures & Fund Balance **42**
Detail of NPDES Storm Drain Fund Expenditures by Line Item **43-45**

MISCELLANEOUS GRANTS
Summary of Revenues, Expenditures & Fund Balance **47**
Detail of Misc. Grants Fund Expenditures **48-49**

INFORMATION TECHNOLOGY – memo only
Program Description **51**
Summary of Revenues, Expenditures & Fund Balance **52**

Detail of Data Processing Fund by Line Item **53-54**

VEHICLE REPLACEMENT FUND – memo only
Summary of Revenue, Expenditures & Fund Balance **56**

BENEFITS AND INSURANCE FUND – memo only
Summary of Revenue, Expenditures & Fund Balance..... **58-59**

REDEVELOPMENT OBLIGATION RETIREMENT FUND
Budget Summary **61**
Budget Detail **62**
Debt Service Schedule **63**

BUDGET BY DEPARTMENT
LEGISLATIVE
Program Description **66**
Department Budget Summary **67**
CITY COUNCIL
Program Description **69**
Budget Summary **70**
Budget Detail **71**
CITY ATTORNEY
Program Description **73**
Budget Summary **74**
Budget Detail **75**

CITY MANAGER, CITY CLERK, ECONOMIC DEVELOPMENT & HUMAN RESOURCES
Budget Summary **77**
CITY MANAGER
Program Description **79**
Budget Summary **80**
Budget Detail **81-83**
CITY CLERK
Program Description **85**
Budget Summary **87**
Budget Detail **88-89**
ECONOMIC DEVELOPMENT
Goals & Objectives..... **91**
Budget Summary **92**
Budget Detail **93-94**
HUMAN RESOURCES
Goals & Objectives..... **96**
Budget Summary **97**
Budget Detail **98-100**
NON-DEPARTMENTAL
Budget Summary **102**
Budget Detail **103-104**

FISCAL & SUPPORT SERVICES
Program Description **106**
Budget Summary **107**
Budget Detail **108-111**

POLICE PROTECTION
Program Description **113**
Budget Summary **114**
Budget Detail **115-119**

FIRE AND EMERGENCY MEDICAL SERVICES
Program Description **121**
Budget Summary **122**
Budget Detail **123-126**

PLANNING DEPARTMENT
Department Budget Summary **128**

PLANNING DIVISION
Program Description **130**
Budget Summary **131**
Budget Detail **132-133**
CODE COMPLIANCE
Program Description..... **135**
Budget Summary..... **136**
Budget Detail..... **137**
BUILDING AND SAFETY
Program Description **139**
Budget Summary **140**
Budget Detail **141-142**

PARKS, RECREATION, COMMUNITY SERVICES & ANIMAL CONTROL
Program Description **144**
Department Budget Summary **145**
RECREATION
Program Description **147**
Budget Summary **148**
Budget Detail **149-150**
YOUTH AND TEEN
Program Description **152**
Budget Summary **153**
Budget Detail **155-155**
PARK MAINTENANCE
Program Description **157**
Budget Summary **158**
Budget Detail **158-160**
SENIOR CITIZENS
Program Description **162**
Budget Summary **163**
Budget Detail **164-167**
PUBLIC BUILDING MAINTENANCE
Program Description **169**
Budget Summary **171**
Budget Detail **172-174**

ANIMAL CONTROL
Program Description **175**
Budget Summary **176**
Budget Detail **177-178**

SPECIAL EVENTS..... **180-191**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
Budget Summary **193**
Budget Detail **194**

PUBLIC WORKS
Program Description **196**
Department Budget Summary **197**
ENGINEERING
Program Description **199**
Budget Summary **200**
Budget Detail **201-206**
WATER OPERATIONS
Program Description **208**
Budget Summary **209**
Budget Detail **210-211**
SEWER OPERATIONS
Program Description **213**
Budget Summary **214**
Budget Detail **215-216**
PARKWAY MAINTENANCE
Program Description **218**
Budget Summary **219**
Budget Detail **220**
STREET MAINTENANCE
Program Description **222**
Budget Summary **223**
Budget Detail **224**
STORM DRAIN OPERATIONS
Program Description **226**
Budget Summary **227**
Budget Detail **228**
PUBLIC WORKS INSPECTION
Program Description **230**
Budget Summary **231**
Budget Detail **232-236**

LANDSCAPE MAINTENANCE DISTRICTS (LMD) **238-249**

PERSONNEL AUTHORIZATION **251-255**

BUDGET ACCOUNT DESCRIPTIONS **257-261**

RESOLUTION..... **263**

Mayor's Budget Message

CITY of NORCO

CITY HALL ● 2870 CLARK AVENUE ● NORCO CA 92860 ● (951) 735-3900 ● www.norco.ca.us ●

July 1, 2016

To the Residents of Norco,

I am honored to be serving as your Mayor during these exciting times in the history of our City. As Norco continues to cherish its rural equestrian lifestyle anchored by large residential lots, we are seeing a positive transformation into a national destination point with the recent opening of the SilverLakes Equestrian and Sports Park; a facility that is attracting more than 30,000 visitors every week. With SilverLakes, we have a great opportunity to build on our recent successes in economic development and thus, improve the City's future budget outlook, preserve and protect "City Living in a Rural Atmosphere" and promote "HorseTown USA" as a national destination point. In coming months and years, City Council and staff will continue efforts to attract new hotels to increase transient occupancy tax revenues and, through business retention and recruitment programs, increase sales tax in general.

The City's spending plan (budget) for Fiscal Year (FY) 2016-2017, which begins on July 1, 2016, and ends on June 30, 2017, continues to build on our tradition of ensuring financial stability by presenting a balance between projected revenues and expenditures for the City's Operating Budget, which totals $35.1 million. Since the bottom of the recession, the City's sales tax revenue has nearly doubled and transient occupancy tax revenue has more than tripled. These are significant signs of a vibrant Norco economy. This budget maintains existing service levels and provides additional funding for economic development, facilities maintenance, tree trimming and improved customer service.

While the City's economic condition continues to show significant improvement since the end of the economic recession several years ago, challenges remain ahead. Because of our zoning requirements (which we have protected for more than 50 years), lack of residential development and limited land availability, property tax revenue, which is usually a major revenue contributor to local governments, remains largely unchanged. Nevertheless, with the growth in sales and transient occupancy tax revenues along with significant cost controls implemented during the economic recession, Norco has been able to grow General Fund reserves from $2.1 million in FY 2009-2010 to estimated $8.9 million in FY 2015-2016.

However, it is a reality and a matter of historical fact, that sales tax revenue cannot be expected to continue to grow at the rate that it has since the bottom of the economic recession. Additionally, while significant expenditure savings were realized from contracting out services and reducing personnel and benefit costs during the economic recession, we are now seeing steady increases in the cost to maintain existing service levels. These cost increases, which are due to rising third party contractual costs, rising pension contribution rates, retiree healthcare costs, and increases in other maintenance and operating costs, are likely to create future structural budget imbalance in the General Fund.

CITY COUNCIL

KEVIN BASH	GREG NEWTON	ROBIN GRUNDMEYER	BERWIN HANNA	TED HOFFMAN
Mayor	Mayor Pro Tem	Council Member	Council Member	Council Member

Late in FY 2014-2015, the State Water Resources Control Board mandated water conservation measures, which applies to all water agencies including the City of Norco. These measures, which restricted water use, have had a significant negative financial impact on the City's Water Fund; meaning, revenues have declined significantly due to lower consumption. Unfortunately, the significant drop in revenues cannot be overcome by reduction in expenditures because most of Water Fund's expenditures are fixed. As result, the Norco Water Fund is projected to have an estimated shortfall of $1.7 million in FY 2016-2017. In the short-term, this deficit will be covered through expected one-time sale of stored water with the Chino Basin Water Master and transfer from Water Capital Fund. In the long-term, staff will be reviewing current water rates to ensure that rates are properly adjusted to cover total operating expenditures.

In addition to the challenge of maintaining a balanced operating budget, the City is also challenged to find sustainable revenue sources to support the timely maintenance and replacement of the City's aging infrastructure and other capital facilities. Over the next 20 years, the City will need nearly $90 million or $4.5 million annually to maintain and replace critical governmental infrastructure which is essential to attracting economic development and providing services to residents. During a recent Strategic Planning Workshop, City Council, Commissioners, staff and other stakeholders agreed that establishing a specific revenue source to fund infrastructure is a key strategic priority of the City. The action plans necessary to implement this objective will be developed early in FY 2016-2017. In addition to governmental infrastructure, major infrastructure investments will also be needed for the City's public utilities – water and sewer systems. The infrastructure needs of the City's water and sewer systems will be part of rate analysis that will be completed during the first half of FY 2016-2017.

In closing, the challenge of maintaining our lifestyle and City services in a fiscally prudent manner cannot be done without the cooperation and collaboration of my colleagues on the City Council, staff and most importantly, you the residents. I am grateful for your support as we work together to address the challenges ahead. In order to gain more understanding of the City's budget, I encourage you to read the additional information presented in the City's Manager's transmittal letter and in the Budget Overview and Analysis Section of this budget document.

Sincerely,

Kevin L. Bash, Mayor

Mission Statement

Revised per Strategic Planning Session, May 21, 2016

The mission of the City of Norco is to serve its residents, businesses, and visitors in a friendly, ethical and cost effective manner with excellent customer service to provide and preserve a high quality of life that values its identity as Horsetown USA.

City Manager's Letter

CITY of NORCO

CITY HALL ● 2870 CLARK AVENUE ● NORCO CA 92860 ● (951) 735-3900 ● www.norco.ca.us ●

June 15, 2016

Honorable Mayor and Members of the City Council:

Pursuant to the provisions of the City of Norco Municipal Code, I am pleased to submit to you for review and approval the recommended annual budget for Fiscal Year (FY) 2016-2017. The annual budget includes the FY 2016-2017 Operating Budget as well as the FY 2016-2017 through FY 2020-2021 Capital Improvement Program Budget. The Operating Budget is an annual fiscal plan that provides information regarding the sources (revenues) and uses (expenditures) of monies for various City services and programs. The Capital Improvement Program (CIP) Budget is intended to be a five-year fiscal plan that outlines the necessary investments in capital assets and infrastructure in order to sustain service delivery to residents and businesses in the City.

Operating Budget:

The City's Operating Budget for FY 2016-2017 includes; the General Fund, Water Fund, Sewer Fund, Gas Tax Fund, AQMD, NPDES Storm Drain Maintenance Fund and Miscellaneous Grants Fund; with total projected spending of $35.2 million. While the City's Chief Operating Fund, the General Fund, is balanced even in the face of rising contractual, health and pension related costs; the Water Fund is facing significant operating shortfall due to obligations under purchase water contracts which cannot be covered by lower consumption level due to state mandated water conservation requirements.

General Fund: The General Fund is the Chief Operating Fund of the City and is the primary source of monies used to pay for public safety services (fire and police), culture and leisure, animal control, administration, legal, planning and building, engineering and other essential government type services. The FY 2016-2017 General Fund budget does not only provide funding to maintain existing services levels at increased costs, it also provides funding for service enhancements in economic development, building maintenance and recreation by adding three full-time employees and providing for higher facilities maintenance. This reverses several years of reduction in the number of full-time City employees.

The total estimated General Fund revenue for FY 2016-2017 is $17.4 million while the total estimated expenditure amount is $17.8 million. The projected operating deficit of $0.4 million will be covered by estimated carry-over expenditure savings and revenue gains from the FY 2015-2016 year-end close-out. In FY 2016-2017 the total General Fund expenditure amount is projected to increase by 5.8% over the FY 2015-2016 final budget amount; while total revenues are estimated to decrease by slightly over 2% from FY 2015-2016 year-end estimates. The increase in expenditures is primarily due to the increase in the cost for fire and police services contracts as well as cost increases in pension and retiree healthcare costs.

CITY COUNCIL

KEVIN BASH	GREG NEWTON	BERWIN HANNA	ROBIN GRUNDMEYER	TED HOFFMAN
Mayor	Mayor Pro Tem	Council Member	Council Member	Council Member

Even though the General Fund will end FY 2015-2016 with the fifth consecutive year of rising fund balance, the potential for future structural budget imbalance remains very likely as future revenues are not likely to keep pace with the rate of rising operating expenditures. Sales tax revenue which makes up over 36% of total General Fund revenues has nearly doubled from $3.3 million at the bottom of the recession in FY 2009-2010 to a projected $6.4 million in FY2015-2016. However, given limited development opportunities and the high percentage of sales tax that is derived from autos and transportation, the high rate of growth in sales tax revenue is not likely to continue in the years to come. To increase General Fund revenues, the City will be focusing on how to leverage the opportunity created by the opening of Silverlakes Equestrian and Sports Complex to attract additional hotels into the City. More information regarding the General Fund has been provided in the Budget Overview and Analysis Section and elsewhere in the budget document.

Water Fund: Providing reliability high quality water is one of the key aspects of municipal services that the City provides to residents and businesses. Unlike the General Fund, the Water Fund receives no tax revenues. All revenues required to ensure the operation and maintenance of the system including capital improvements and replacements are generated through user charges in the form of water rates. The Water Fund receives no tax revenues. The amount of revenue generated is directly related to water consumption/usage.

In 2014 Governor Edmund G. Brown proclaimed a drought emergency and subsequently issued an executive order mandating certain reductions in potable urban water usage (the "Executive Order"). Under the related State Water Resources Control Board regulations, the City was required to achieve a 36% reduction as compared to the City's potable water usage in 2013. The efforts by residents and businesses to help the City meet the mandated water conservation requirements coupled with obligations to purchase minimum quantities of water at very expensive rate has resulted in a rapid deterioration in the Water Fund's financial condition. Due to low consumption arising from water conservation requirements, the FY 2016-2017 projected total Water Fund revenues of $8.3 million is significantly lower than total estimated expenditures of $10.1 million. In FY 2013-2014 when the last increase was implemented total Water Fund revenues were $9.8 million. This large drop off in revenues is attributable to lower consumption. Unfortunately, expenditures cannot easily be reduced in the short-term to offset the decrease in water sales due to minimum obligations under "take-or-pay" purchase water contracts and the fixed nature of other expenditures such as debt service.

To meet the cash flow necessary to ensure continued operation and maintenance of the water system, the following actions have been incorporated into the FY 2016-2017 Water Fund budget:

1. Elimination of annual $300,000 transfer from Water Operating Budget to Capital Budget. This reduces total expenditures to $9.8 million from $10.1 million.
2. Transfer from Water Capital Budget to Water Operating Budget $700,000

3. One-time sale of water stored with Chino Basin Water Master to another agency $1,000,000

This is a temporary fix which will not address the structural imbalance between expenditures and revenues. The structural imbalance will have to be addressed through rate adjustments. During the Fiscal Year, staff will retain a consultant to conduct a rate study that will align revenues with expenditures.

Sewer Fund: In addition to providing water service to residents and businesses, the City also provides wastewater treatment services. Like the Water Fund, the cost of operating and maintaining the sewer system including capital improvement and replacement is recovered through user charges. In FY 2015-2016, total estimated Sewer Fund revenues are $6.5 million compared to total estimated expenditures of $6.3 million providing a estimated slight gain in working capital. However, projected total expenditures do not include $250,000 annual transfer from the Sewer Fund Operating Budget to the Sewer Fund Capital Budget for future capital replacements. Similar to the Water Fund, sewer rate study will be conducted during the Fiscal Year in other to align sewer rates to current expenditure structure. Like the Water Fund, the Sewer Fund receives no tax revenues and thus, must pay for all expenditures (capital and operating) from user fees.

Other Operating Funds: In addition to the General Fund, Water and Sewer Funds, the FY 2016-2017 recommended Operating Budget also includes estimated revenues and expenditures for other Funds such as Gas Tax, Storm Drain Maintenance and Miscellaneous Grant Funds. The budgets for these Funds are balanced for FY 2016-2017. During FY 2016-2017 the City estimates grant funding in the amount of $159,932 will be provided by Riverside County Transportation Commission and the federal government for senior housing and supplemental law enforcement programs, respectively. Funding storm drainage maintenance programs in the City continues to be a challenge due to the low level of revenues generated through property assessments for this purpose. Consequently, the General Fund provides the funding necessary to close the gap between revenues received from assessments and total estimated program expenditures. Estimated FY 2016-2017 Gas Tax Fund revenues are $172,000 below projected expenditures. The gap is recommended to be made up from fund balance accumulated from prior years. It is worthy to note that the FY 2016-2017 budget for Gas Tax Fund includes increased funding for tree trimming and removal.

Capital Improvement Program Budget:

Recognizing the poor conditions of the City's governmental infrastructure assets and the rapidly declining available financial needed to maintain and replace these assets in the wake of Redevelopment agency dissolution, the City Council appointed the Ad-Hoc Committee on Infrastructure Needs and Funding Options in early 2014. The purpose of the Ad-hoc Committee was to assist the City Council in quantifying the City's future infrastructure needs and to provide recommendations regarding potential future revenue funding sources to meet the identified infrastructure needs funding gaps. The Ad-hoc Committee completed its work in March 2015 and issued a report that identified $4.5 million

annual gap in infrastructure needs, excluding water, sewer and storm drain. The infrastructure included in the Ad-Hoc Committee's review and report comprise of streets, roads, trails, parks and public buildings.

At a recent Strategic Planning Workshop that included City Council, Commissioners, staff and residents, the issue of infrastructure funding was once again discussed. At the end of the Workshop, participants adopted as one of the City's strategic priorities "establish funding for planning, maintenance, replacement, and development of infrastructure." While finding means to meet the City's infrastructure funding is now generally recognized as a top City priority, executing the actual action steps that will be required to meet this top priority for the City will be challenging.

Infrastructure is critical in maintaining a high quality of life and providing essential services in "Horsetown USA." As shown in the CIP Budget, the only ongoing source of revenue to plan, replace and perform capital maintenance on City streets and roads is the estimated $600,000 annual receipt of "Measure A" Program which is managed by Riverside County Transportation Commission. This amount falls very short of the $4.5 million annual infrastructure funding needs as determined by the Infrastructure Ad-Hoc Committee. Without additional funding source, the City's Pavement Condition Index (PCI) which is already below acceptable standard will continue to decline further. The Ad-Hoc Committee estimates that the City will need to spend nearly $70 million in order to maintain and preserve its streets and roads infrastructure in acceptable condition. Similar situation exists regarding the City's ability to provide the necessary funding for trail, parks, and building improvements. In FY 2016-2017, the City will only be able to spend $227,000 of the $500,000 minimum annual requirement for trail improvements. After FY 2016-2017 the Trail Improvement fund will run out of money leaving annual funding gap of $500,000. Unfortunately, the situation is not much better for other governmental infrastructure assets including parks and public building improvements. The Infrastructure Ad-Hoc Committee's report identified $433,000 as the annual funding that is required in order to maintain public buildings and park facilities to acceptable minimum standards. While the CIP Budget includes $507,000 in funding for FY 2016-2017, it is very important to note that no funding has been identified for future needs beyond FY 2016-2017.

The FY 2016-2017 through FY 2020-2021 includes a list of capital improvements needed over the next five years to ensure the reliability of the City's water and sewer systems. The average annual funding requirement for the Water Fund is over $5.5 million while the average funding requirement for the Sewer Fund is over $3.3 million. The CIP budget estimates that if scheduled improvements for FY 2016-2017 are made, both Funds will run out of money by Fiscal Year 2017-2018. Because these Funds receive no tax revenues, funding for capital improvements must be generated through user fees. Consequently, the rate structure must include provision for funding future capital needs in addition to operating needs.

In closing, the City's Operating Budgets will continue to face pressure due to rising pension, healthcare, and third party contractual costs which cannot be offset by similar increases in

revenues. Despite this scenario, staff continues to find ways to hold down costs and to do more with less. So, I want to express my personal appreciation for the dedication of the City's management team and employees in preparing this budget and managing in a fiscally prudent manner. I specifically want to acknowledge the efforts of the Fiscal and Support Services Department staff for their efforts in compiling both the Operating and Capital Program Budgets.

Respectfully submitted,

V. Andy Okoro
City Manager

Budget Overview & Analysis

BUDGET OVERVIEW AND ANALYSIS

SUMMARY

The Fiscal Year (FY) 2016-2017 Operating Budgets for the City are based on maintaining services at current levels. Except for the Water Fund, the FY 2016-2017 Operating Budgets provides a balance between projected revenues and expenditures. The City will end FY 2015-2016 with the fifth year of a favorable fund balance following several years of significant financial stress from the impacts of the severe recession that began in early FY 2008-2009. The last five fiscal years have been marked by improving revenues. However, the City's Operating Budgets still face significant challenges in the future. Sales tax, which is the General Fund's major source of revenue, has been steadily increasing at healthy rates over the last five years and is projected to continue to grow in FY 2016-2017. Along with improving sales tax revenues, property tax revenues are also inching up slightly as a result of the improvement in assessed values and residual tax increment receipts from the dissolved Redevelopment Agency. In the coming fiscal year, General Fund revenue is projected to decrease by 2.3% rate due to conservative development projections, decreased transfers to other funds, and a one-time Sales Tax Triple Flip payment in FY2015-2016. Expenditures are projected to grow at 5.8% due to increases in third party costs such as police, fire and pension costs.

The Operating Budget for FY 2016-2017 provides funding to make the required contribution to pension, post-retirement healthcare benefits, and provides an adequate contribution to fund future equipment replacement needs. In addition to a balanced General Fund budget, the City's Sewer Fund budget is also balanced along with all other Operating Funds except for the Water Fund. The Water Fund has a structural imbalance which will be addressed through a rate study and rate adjustments. In FY 2016-2017, the Water Fund will be supported with a one-time transfer of $700,000 from Water Capital and the Sale of Water for $1,000,000. The City will be conducting a rate analysis study and implementing water and sewer rates adjustments during the fiscal year.

During the recession, which significantly reduced General Fund revenues, especially sales tax, the City embarked on aggressive expenditure reductions. The budget savings achieved through organizational restructuring, including contracting out services and implementation of a hiring freeze, remains in place today and continues to generate permanent savings to the budget. During the recessionary years, the City's structural budget deficit was addressed by drawing from fund balance, deferring certain expenditures, and use of one-time revenues. Over the last four years, the City has rebuilt the General Fund balance to help cushion the impact of future economic downturns. The proposed FY 2016-2017 General Fund budget does not defer expenditures or rely on the use of one-time revenues.

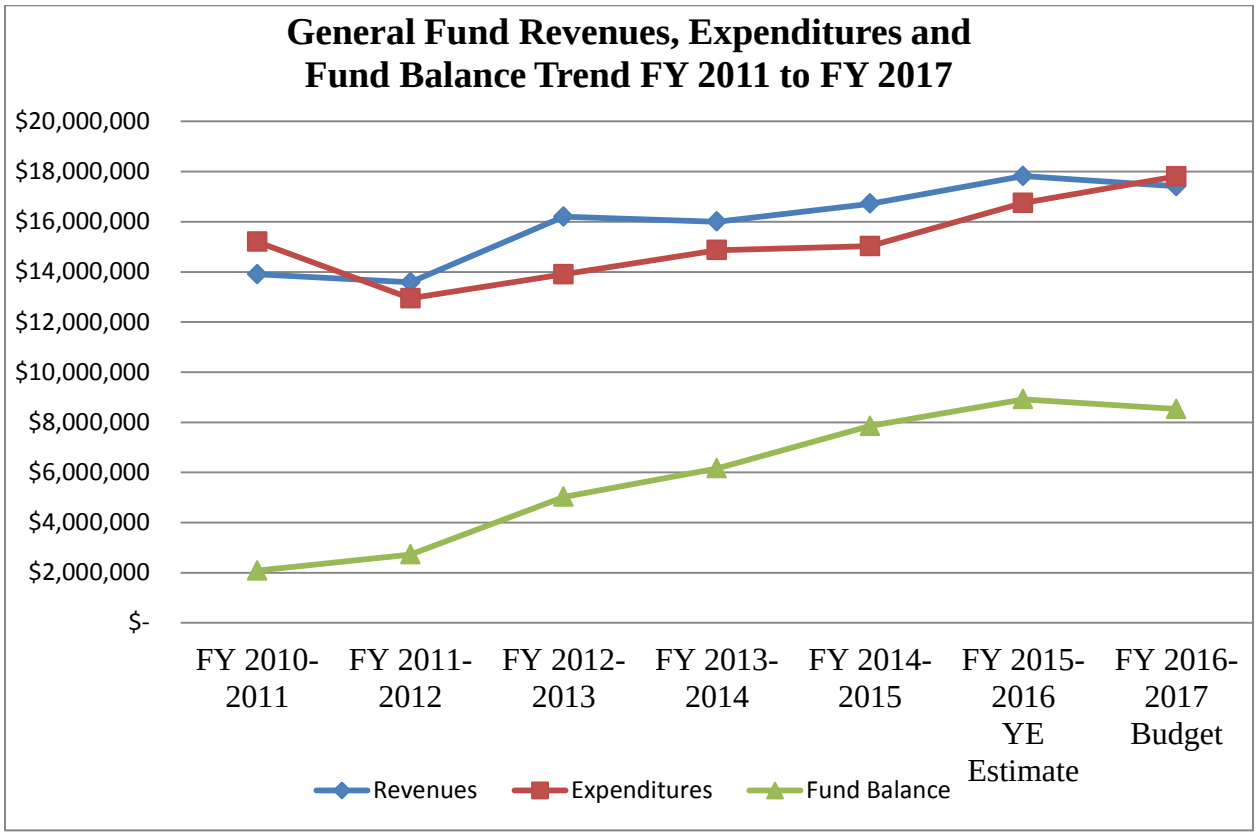
The budget accomplishes the following:

- Maintains a healthy fund balance estimated at nearly $8.9 million by the end of the FY 2015-2016. This rainy day fund represents 48% of total General Fund Operating Budget for FY 2016-2017.

- Maintains existing service levels.
- Provides funding for estimated 7% increase in Sheriff's contract and estimated 4.6% increase in County Fire contracts.
- Provides funding to continue paying down City liability for post-retirement medical insurance costs.
- Provides funding to pay for pass-through CalPERS pension rate increases.
- Provides $75,000 to NPDES Storm Drain Operations Fund to cover anticipated budget shortfall created by increasing compliance requirements and mandates.

General Fund Revenues, Expenditures and Fund Balance Trend

The chart below provides historical trend information regarding General Fund revenues, expenditures, and fund balance over the last six years as well as the projected FY 2016-2017 budget information. This chart is useful in assessing the City's efforts to control expenditures, enhance revenues, and build a healthy "rainy day" fund balance.



As can be seen from this multi-year trend, operating expenditures exceeded operating revenues in FY 2011. Consequently, the City drew from fund balance to close the structural budget deficit. In FY 2012, with the deferral of certain expenditures

(contributions to equipment replacement reserve and post-retirement healthcare) actual operating revenues and expenditures were nearly in balance and fund balance reached a bottom. In FY 2012-2013, revenues exceeded expenditures due to an increase in operating revenues and receipt of one-time revenues from inter-fund borrowing (Special Asset Revenue Fund). In FY 2013-2014, the $1.0 million borrowing from Special Asset Revenue Fund was repaid by the General Fund and yet the City managed to add to fund balance. As a result, fund balance started to increase again in FY 2014 and FY 2015 after several years of reductions. It is now anticipated that fund balance will reach $8.9 million at the beginning of FY 2016-2017. In the proposed FY 2016-2017 budget, staff estimates that total expenditures will exceed total revenues by $394,204. The gap is recommended to be covered by using a portion of projected net revenue gains of $553,249 and next expenditure savings of $86,721 from FY 2015/2016. The proposed FY 2016-2017 budget projects total General Fund revenues of $17,410,634 and expenditures of $17,804,839.

General Fund Expenditures Overview: During FY 2011-2012, the City made significant progress towards expenditure reduction and control by making changes in the way public safety services are delivered to City residents and businesses. The staffing changes made for police services and the contracting out of fire services continues to generate significant permanent savings to the General Fund. Significant expenditure reductions have also been achieved over the last five years by capping City subsidy for health insurance and requiring all employees to contribute a minimum towards the cost of funding for their pension retirement benefits. In FY 2016 -2017, employees will be contributing 8% of their pay towards retirement benefits. This increased contribution by employees will help contain the rapidly increasing cost of pension benefits to the City. Through re-organizations, attrition and contracting out, the total number of full-time employees was reduced from 103 in FY 2008-2009 to 56 through June 30, 2017. Due increasing demand for services and reorganization, personnel have been added over the last year in Planning, Public Works and Information Technology. In the proposed FY 2016-2017 budget, an additional three positions have been added to support George Ingalls, Recreation and Administration.

The proposed FY 2016-2017 budget includes total General Fund projected expenditures of $17,804,839 compared to total estimated FY 2015-2016 year-end estimated expenditures of $16,749,971. Further detailed information regarding the changes from FY 2015-2016 to FY 2016-2017 is provided in the expenditure analysis section of this report. Outlined below are the key factors that affected the FY 2016-2017 proposed expenditure budget:

- No major change in projected service levels especially for public safety programs which make up more than 53% of total General Fund expenditures.
- Staffing levels will increase by three Full-Time positions and Part-Time positions will decrease by three positions. Full-time employees' salaries are projected to increase by 3% with employees contributing additional 2% of their pay towards pension benefit costs. Hence, the overall cost impact of the proposed salary adjustment to the City is 1%.

- Expenditure projection includes increase in third party pass-through costs including fire contract, sheriff contract, pension rates, and other contractual services.
- Expenditure projections also include maintaining the amount of FY 2015-2016 contributions of $300,000 from the General Fund towards the payment of accrued liability for retiree medical insurance; and $75,000 towards NPDES Fund to cover that Fund's budget structural shortfall created by increasing requirements on the City by third parties to control storm water run-off.

The proposed FY 2016-2017 budget includes projected rate increase of 7% and 4.6% respectively, for sheriff and fire contracts. Increases are also projected for pension rates, retiree medical insurance, and contractual services. Pension rates are projected to increase from 33.201% in FY 2015-2016 to 38.233% in FY 2016-2017. The level of contribution to fund accrued liability for retiree medical insurance, and equipment replacement is projected to remain unchanged from FY 2015-2016. Further analysis and information are provided in the detail expenditure analysis section.

General Fund Revenues Overview: The City is continuing with aggressive efforts to increase economic development by attracting sales tax generators that complement the City's "Horsetown USA" image. These efforts are continuing to pay dividends based on the number of high profile retailers that have chosen to locate in the City over the last year. During the year, Silverlakes Equestrian and Sports Park opened and the City entered into an agreement with Paul Blanco The Good Car Company. As a result of these efforts, and in conjunction with the recovering economy, the City's sales tax revenue is continuing to see noticeable increases. Before the recession, sales tax peaked at $6.2 million annually and at the depth of the recession, sales tax revenue reached a low of $3.3 million. The FY 2016-2017 General Fund budget includes estimated sales tax revenues of over $6.2 million, which is equals the pre-recession high of $6.2 million. The ability of the City to balance its General Fund budget in the future largely depends on future sales tax growth. However, it is also important to note that given the size of the City and sales tax numbers prior to the recession, sales tax growth is expected to level off in the near future without continued economic development.

Other major ongoing operating revenues of the General Fund, including motor vehicle in lieu license fees and charges for services, are projected to remain essentially flat for FY 2016-2017. Property tax is projected to increase slightly in FY 2016-2017 from FY 2015-2016 due to increased receipts and higher than anticipated residual tax increment allocation from the County in FY 2015-2016. Franchise fees are projected to increase due to an increase in the franchise fee rate to the City's Refuse Franchise Agreement with Waste Management.

Other Funds: The FY 2016-2017 recommended operating budget also includes the operating activities of the City's Water, Sewer, Gas Tax, and NPDES Funds. The budget estimates show that there will be sufficient ongoing revenues to cover expenditures in all of these Funds except for the Water and NPDES Funds. Due to minimal revenues received from assessments and expanding storm drain regulatory

requirements, the FY 2016-2017 NPDES Fund budget relies on a transfer of $75,000 from the General Fund in order to achieve a balanced budget. Staff will continue to look for options for generating additional revenues which are needed to meet the minimum costs of complying with program requirements imposed on the City by other government agencies. While the Water Fund budget is not currently balanced, the City will retain a consultant to conduct a rate study that will align revenues and expenditures. The structural imbalance will be addressed through rate adjustments. Additionally, the Water Fund and Sewer Fund budgets have in the past included set-aside amounts of $300,000 and $250,000, respectively, for future water and sewer capital infrastructure replacement. The FY 2016-2017 budget does not include the transfers and the monies have been allocated towards operations.

Budget Presentation

The City's FY 2016-2017 operating budget is summarized by programs departments/functions and Funds. The presentation of the budget by Fund is intended to demonstrate and ensure legal compliance and restrictions over the use of the various financial resources that the City receives. The budget is also presented by programs and departments/function to show the level of financial resources the City has allocated to various programs and functions. The presentation by department is also designed to show the level of budgetary control and responsibility by department managers.

The City's Operating Budget consists of the following Funds:

1. General Fund
2. Water Fund
3. Sewer Fund
4. Gas Tax Fund
5. Miscellaneous Grants Fund
6. NPDES Storm Drain Fund

FY 2016-2017 GENERAL FUND BUDGET ANALYSIS

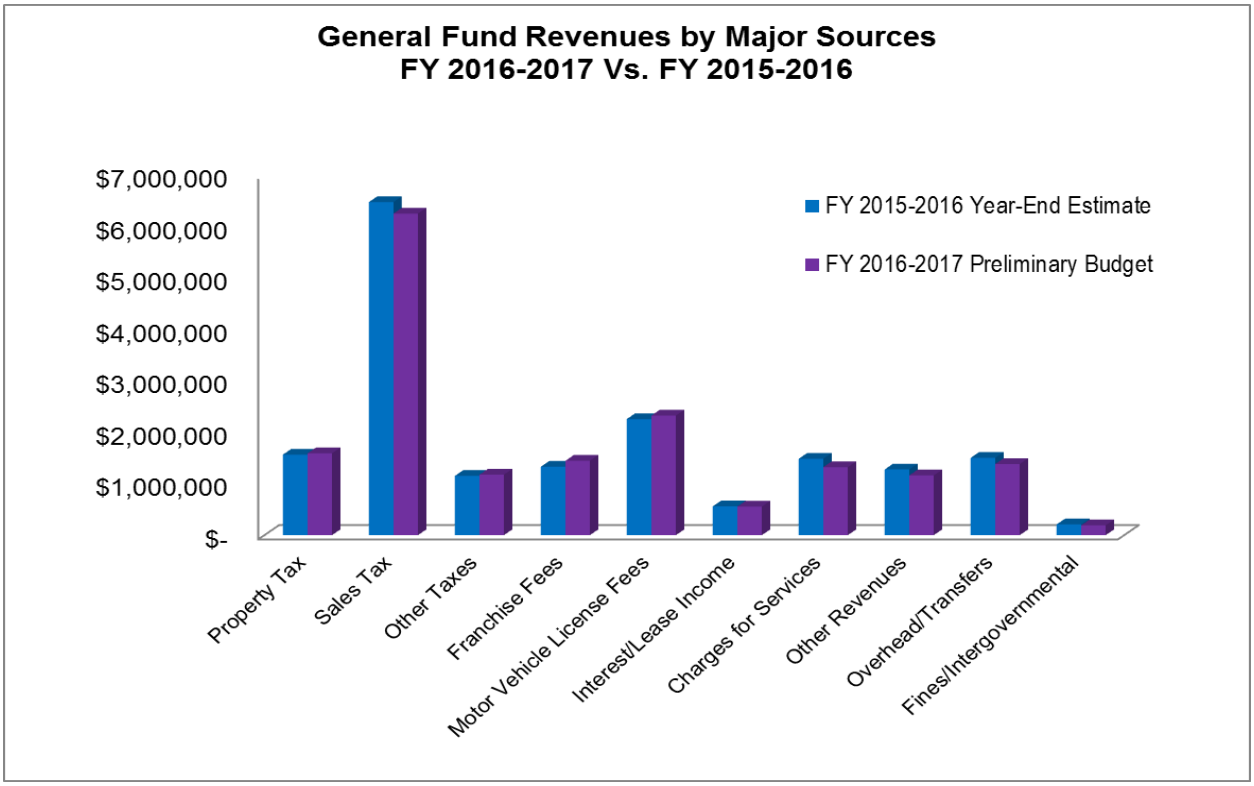
General Fund Revenues

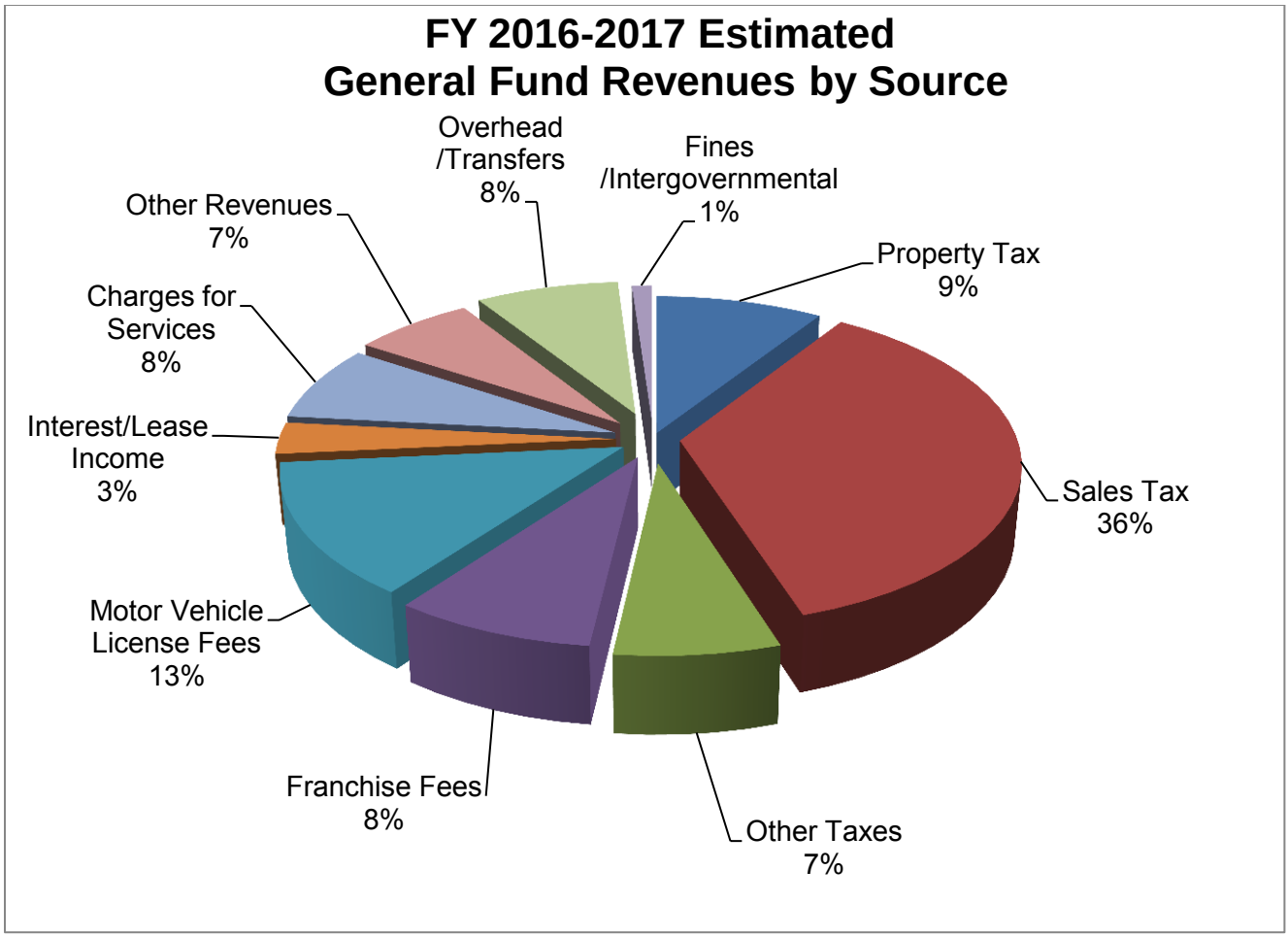
General Fund revenues for FY 2016-2017 are estimated based on the most available information through May 30, 2016. These estimates are subject to change as more information becomes available throughout the year. Changes to the budget estimates are usually approved by the City Council as part of mid-year budget amendments. General Fund revenues are presented by detail line items and are summarized by major categories beginning on page 8 of this budget document. Please refer to these schedules for more information on the City's General Fund revenues.

The total estimated General Fund revenues for FY 2016-2017 is $17,410,634 compared to FY 2015-2016 estimated year-end amount of $17,819,988 reflecting a decrease of $409,354 or -2.30%. Most of the projected net revenue decrease in FY 2016-2017 is from the wind down of the Sales Tax Triple Flip, conservative estimates in development

fees, and other revenue categories. The following schedule and chart provide a graphical comparison between FY 2015-2016 year-end General Fund estimated total revenues and FY 2016-2017 projected revenues.

Revenue Category	FY 2015-2016 Amended Budget	FY 2015-2016 Year-End Estimate	FY 2016-2017 Preliminary Budget	Percentage Change from Year-end Estimate
Property Tax	$ 1,536,673	1,566,751	1,591,239	1.56%
Sales Tax	6,317,995	6,479,690	6,256,751	-3.44%
Other Taxes	1,117,817	1,152,518	1,176,460	2.08%
Franchise Fees	1,315,445	1,329,932	1,446,254	8.75%
Motor Vehicle License Fees	2,258,416	2,258,120	2,325,985	3.01%
Interest/Lease Income	534,491	559,470	555,267	-0.75%
Charges for Services	1,399,504	1,485,221	1,322,906	-10.93%
Other Revenues	1,202,793	1,277,345	1,162,123	-9.02%
Overhead/Transfers	1,383,149	1,502,732	1,383,149	-7.96%
Fines/Intergovernmental	200,456	208,209	190,500	-8.51%
Total	$ 17,266,739	17,819,988	17,410,634	-2.30%





Property Tax: Property tax revenues are projected to show a slight increase in FY 2016-2017 compared to FY 2015-2016 due to more than anticipated FY 2016-2017 receipt and residual tax increment sharing. Staff projects property tax revenues based on the assessed value of real property in the City of Norco as provided by the County Assessor. The County Assessor is responsible for determining the value of real property within the County. The final assessed value for the FY 2016-2017 budget year is expected to be provided to cities in late August. At this time, preliminary information from the City's property tax consultant, HDL, indicates an increase of about 2%. Property tax represents 9% of total estimated General revenues for FY 2016-2017. The property tax portion of total General Fund revenue has improved since the dissolution of the RDA due to residual tax increments from the dissolved RDA that is now allocated to the General Fund and other taxing entities. The residual amount is largely attributable to elimination of the 20% set-aside for Low-Moderate-Income Housing Fund.

Sales Tax: For many years, sales tax has represented the highest share of total General Fund revenues. During the national economic recession, sales tax revenues decreased from a peak of $6.2 million in FY 2006-2007 to a low of $3.3 million in FY 2009-2010. While recent trends suggests continuing sales tax revenue growth, estimated sales tax receipts of $6.2 million in FY 2016-2017 equals the peak amount of $6.2 million in FY 2006-2007. For FY 2016-2017, sales tax is projected to decrease by

3.44% based on the one-time Triple Flip payment in FY 2015-2016. Sales tax is estimated to grow conservatively in FY 2016-2017 but new sources of sales tax revenue will be required to sustain existing operations in the future. In FY 2016-2017, estimated sales tax revenue is projected to account for 36% of total projected General Fund revenues.

Other Taxes: Other taxes, which include public safety sales tax, business license tax, transient occupancy tax, and property transfer taxes are projected to increase overall by 2%. The increase is due to a projected increase in hotel stays for transient occupancy tax. Business License revenue is anticipated to remain flat. The City will continue to pursue business license enforcement that includes the use of data matching to identify businesses that are not complying with the City's business license regulations.

Franchise Fees: Overall, these revenue items are projected to increase by 8.7% due to projected increase in refuse franchise revenues. Refuse franchise revenues are projected to increase by $130,809 due to increase in refuse franchise fee rate for residential and commercial accounts. Refuse franchise fee will increase from 13.16% to 14.74% for residential customers and 15.27% to 17.90% for commercial customers.

Motor Vehicle License Fees (MVLF): MVLF receipts are a tax on the ownership of a registered vehicle in place of taxing vehicles as personal property. By law, all revenues from the VLF fund city and county services, but the state legislature controls the tax rate and the allocation among local governments. In 2004, the state legislature permanently reduced the VLF tax rate and eliminated state general fund backfill to cities and counties. Instead, cities and counties now receive additional transfers of property tax revenues in lieu of VLF. Consequently, the revenue estimate for FY 2016-2017 is based on the in-lieu amount, determined by property tax revenue growth, as provided by the state, which is slightly higher than the amount received in FY 2015-2016. This revenue item, which is largely controlled by the State, represents the second highest portion of total General Fund revenues at 13%.

Other Revenues: Other revenues include fines, penalties, intergovernmental, voluntary emergency medical subscription fees, fire inspection and plan check fees, dog license, and other miscellaneous revenues. FY 2016-2017 total revenues from this category are projected to total $1,162,123 compared to FY 2015-2016 year-end estimate of $1,277,345 which is an decrease of $115,222 or 9%. The decrease is primarily due to one-time reimbursements of administrative costs associated with bond refinancing. Other Revenues category makes up 7% of total General Fund revenues.

Charges for Services: Charges for services comprise of engineering, planning and building fees; community services parks and recreation fees; and Wee People program revenues. This revenue category is projected to have a net increase of $40,907 in FY 2016-2017. The projected increase in community services/recreation programs is largely offset by conservative projections in planning and building permit fees. Charges for services revenues are estimated to make up 8% of total General Fund revenues in FY 2016-2017.

Lease and Interest Earnings: Lease and interest earnings consist of investment earnings on fund balance, Silverlakes lease, Library lease, and cellular phone site leases. The projected decrease in this revenue category is due to expected termination of the lease of library building by the County of Riverside Library System. Lease income for FY 2016-2017 includes full-year lease revenue from the lease of Silverlakes property and four months lease revenue for the lease of library building. While, staff is working on additional cell site agreements at the time of this budget, no additional revenues have been included in the budget for these potential new agreements. If the agreements are finalized during the new fiscal year, appropriate revenues will be recognized as part of the mid-year budget review process. It is to be noted that investment earnings from the Special Asset Revenue Fund are credited to the General Fund. Interest and lease revenues make up 3% of total General Fund revenues.

Overhead Reimbursements and Transfers: Overhead reimbursements and transfers to the General Fund represent each transferring Fund's share of overhead costs which are paid by the General Fund. The reimbursement to the General Fund from other Funds including enterprise, community facilities districts, landscape maintenance districts, and capital project funds is based on the most recent cost allocation plan. Examples of costs paid by the General Fund and proportionately reimbursed by other benefiting funds are general administrative costs, liability insurance premiums, workers compensation premiums, rents, retiree medical insurance, and self-insurance expenditures. Overhead reimbursements to the General Fund also include the $250,000 administrative cost reimbursement from the State Department of Finance (DOF) for the City to serve as the Successor Agency to the former Redevelopment Agency. Similarly, the DOF reimburses the City $108,258 annually to pay for the former redevelopment agency's estimated share of pension and post-retirement healthcare liabilities. Reimbursements and transfers to the General Fund are projected to remain unchanged from the FY 2016-2017 budgeted amount. Overhead reimbursements and transfers account for 8% of total General Fund revenues.

General Fund Expenditures

General Fund expenditures are estimated based on staffing and service levels and the estimated increase of third party pass-through costs. Staffing costs include third party items such as group health insurance premiums and pension contributions to California Public Employees Retirement System (CalPERS). The City's safety retirement plan for the former fire employees became inactive as of January 1, 2012 when the employees transitioned to County employment. Since the transition, the City was not required to make any contribution to the inactive safety plan. However, beginning with FY 2015-2016 the City is required to make annual contribution to CalPERS to fund outstanding Unfunded Accrued Liability (UAL) outstanding at the time the plan became inactive. The required contribution for FY 2016-2017 of $297,724 has been in included in the recommended General Fund budget under non-departmental. Other significant third party costs in the General Fund expenditure budget include county sheriff and county fire contract costs, liability, and workers compensation premiums. Both County sheriff and fire contract costs are determined based on City contracted service levels and County contract rates. Liability and workers compensation premiums are largely driven by coverage rates and covered payroll levels.

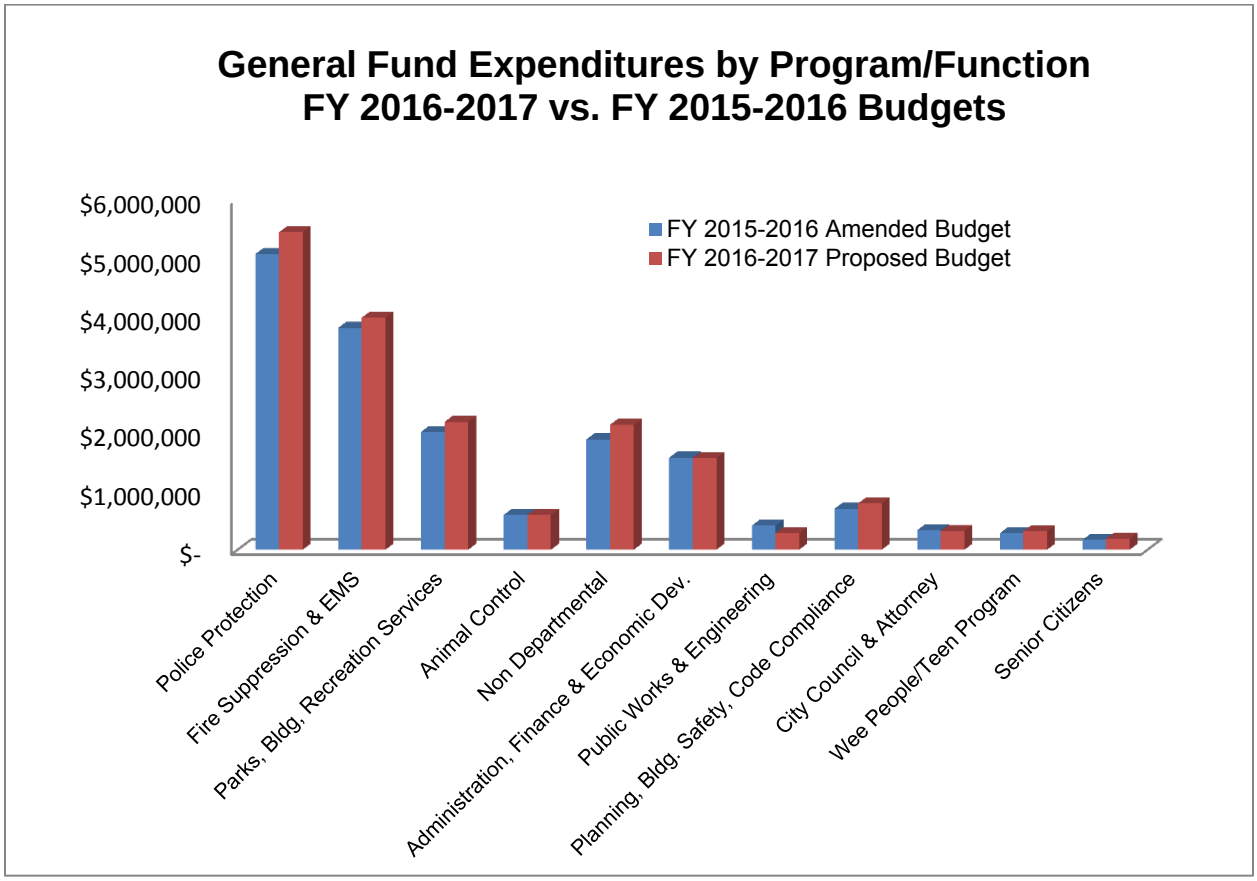
The following provides a summary of the key assumptions used to project General Fund expenditures for FY 2016-2017:

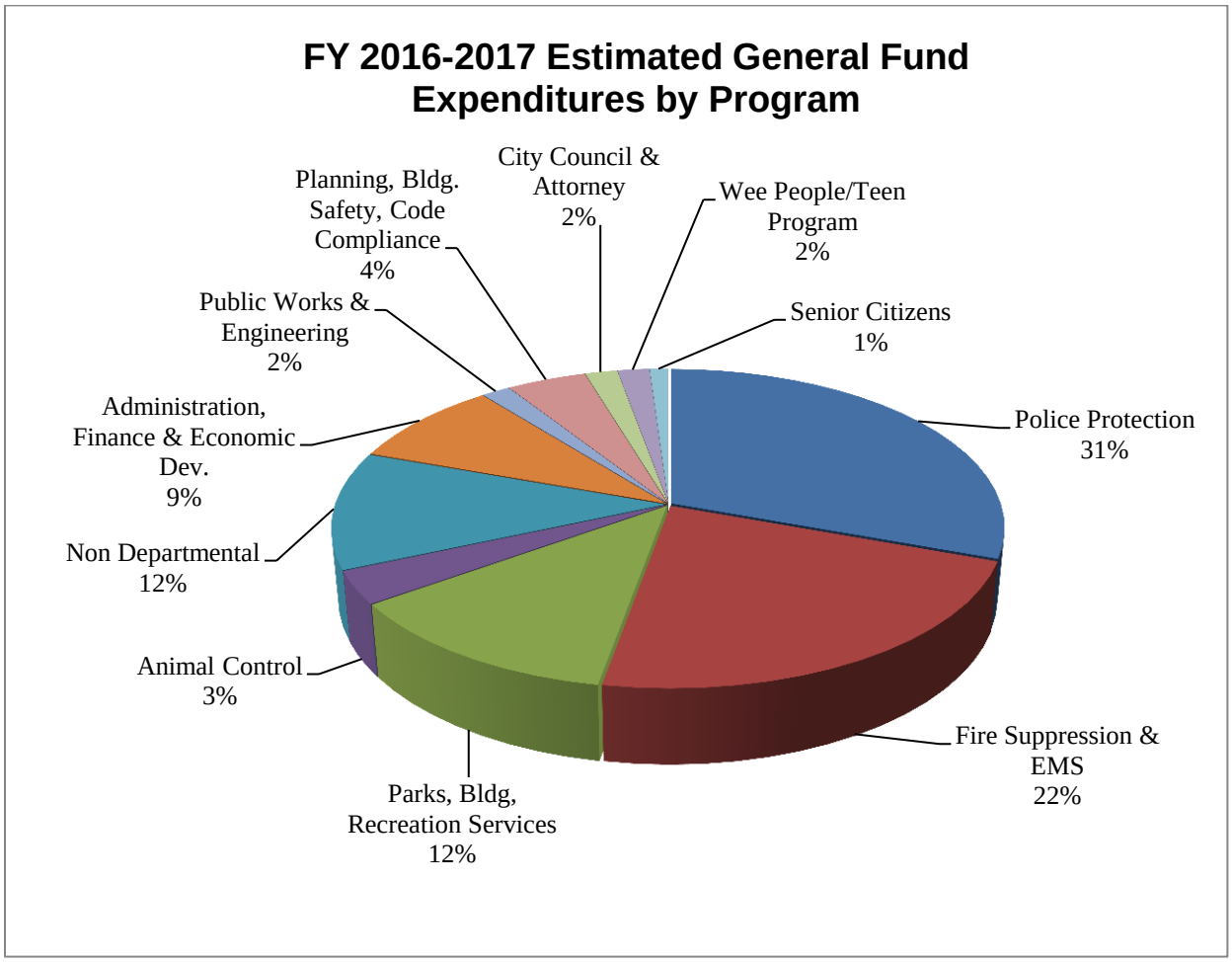
- Police protection services provided by Riverside County Sheriff will be funded at the same level as FY 2016-2017 and an estimated contract rate increase of 7% from the previous year. Traffic enforcement will continue to be funded at prior year levels.
- Fire and emergency medical services provided by Riverside County Fire will be funded at the same service level as in FY 2015-2016. The contract rate for fire and emergency medical services is estimated to increase by 4.6 from FY 2015-2016 rates. The county has indicated that the contract rate may increase in the future due to salary and benefit increases.
- The budget includes a $300,000 contribution for post-retirement healthcare insurance obligation. It also includes a $75,000 transfer to NPDES Fund to meet program requirements.
- The CalPERS pension contribution rate is estimated to increase by 15% from 33.201% to 38.233%. Employees hired prior to October 31, 2010 will increase their contribution from 6% to 8% during the fiscal year. Employees hired after October 31, 2010 who are classic members are required to pay 100% of the 8% employee contribution rate. Employees hired after December 31, 2012 are subject to the provisions of Public Employees' Pension Reform Act (PEPRA) of 2013. PEPRA created new retirement formula for these employees. The City's required contribution rate for these employees will be 6.555% during FY 2016-2017. These employees are required to make contributions equal to the City's contribution rate.
- The budget includes funding for estimated increase in third party contractual costs for utilities, landscape maintenance, building maintenance and other services.
- Medical health insurance subsidy paid by the City for employees, spouses and dependents will continue to be capped at a maximum of $1,250 per month. The cost of retiree medical insurance premiums has been estimated to increase by 5% for the second half of the fiscal year.
- The budget includes a 3% pay adjustments for employees but the city will decrease its contributions for employees for CalPERS pension from 2% to 0% during FY 2016-2017. Employees will be making additional 2% contribution. The net cost impact of this change to City is approximately 1%.

For FY 2016-2017, total General Fund expenditures are projected to be $17,804,839 million compared to $16,836,692 million for FY 2015-2016. This represents estimated budget increase of 5.75% from FY 2015-2016 budget amount. Additional detailed information regarding the increase in the budget is provided following the expenditure by function/program charts.

Summary of General Fund Expenditures by Program

		FY 2015-2016 Amended Budget	FY 2015-2016 Estimated Year-End Estimate	FY 2016-2017 Proposed Budget	Percentage Change Budget to Budget
Police Protection	$	5,061,410	5,068,956	5,433,956	7.36%
Fire Suppression & EMS		3,797,158	3,839,564	3,972,545	4.62%
Parks, Bldg, Recreation Services		2,015,114	2,031,186	2,187,727	8.57%
Animal Control		595,963	603,706	595,636	-0.05%
Non Departmental		1,888,815	1,836,282	2,139,060	13.25%
Administration, Finance & Economic Dev.		1,576,391	1,480,230	1,568,986	-0.47%
Public Works & Engineering		413,792	383,963	285,631	-30.97%
Planning, Bldg. Safety, Code Compliance		701,922	699,085	793,938	13.11%
City Council & Attorney		334,930	325,576	320,706	-4.25%
Wee People/Teen Program		282,968	279,001	318,181	12.44%
Senior Citizens		168,229	202,422	188,473	12.03%
Total	$	16,836,692	16,749,971	17,804,839	5.75%





As shown by the chart above, public safety costs consisting of police, fire protection, and emergency medical services make up 53% of total General Fund expenditures. Prior to contracting out fire and emergency medical services and reducing the sheriff's staffing level, public safety expenditures made up over 67% of total General Fund Budget. Other key direct programs which consist of parks, building maintenance, recreation services, animal control, senior citizens, public works, planning, building and safety, engineering, inspections, and Wee People make up another 24% of total expenditures. Non-departmental, which are mostly non-discretionary costs makes up 12%; while support programs like fiscal and support services, City Clerk, City Manager, City Attorney and City Council cost make up 11% of total General Fund expenditures.

Outlined below are some of the budgetary actions and factors that affect the budget for various programs and functions;

Police Protection: Police protection services are provided to the City through a contract with the Riverside County Sheriff's Department. Under the contract, the City pays the full cost of each full-time officer plus related allocated facility, equipment, and support costs. While the FY 2016-2017 Sheriff's contract rates are projected to increase by 7% from FY 2015-2016 rates, the overall total projected budget increase for the Sheriff Department is 7.30%. This overall increase is due to other budget items increasing greater than 7% such as utilities, supplies and services, and vehicle operations.

Fire Protection and Emergency Medical Services: The City operates a full-service Fire Suppression and Emergency Medical Services Department through a contract with Riverside County Fire that became effective January 1, 2012. The proposed budget for the department is based on the cost estimates provided by the County for Fiscal Year 2016-2017 using current staffing levels and that provides 24-hour comprehensive fire and emergency medical services from two Norco stations. The estimated budget increase includes a projected contract rate increase of 4.6% from FY 2015-2016 budget rates. However, total expenditures for the department are projected to increase by 4.49% from FY 2015-2016 amended budget due to the cost of other items in the budget which are not projected to increase by 4.6%.

Parks, Recreation and Building Maintenance: Expenditure projections for parks and recreation programs are based on status quo expected service levels. The FY 2016-2017 projected expenditure budget for the Parks, Recreation and Building Maintenance Divisions is $2,187,727compared to the FY 2015-2016 amount of $2,015,114. The estimated increase of 8.57% or $172,613 is due to the addition of full-time positions for Building Maintenance/George Ingalls Equestrian Center and an Administrative Clerk in Recreation and the painting of the Moreno Arena for $65,000.

Animal Control Division: The FY 2016-2017 estimated budget for the Animal Control Division reflects total expenditures of $595,636 compared to FY 2015-2016 budget amount of $595,963 for a decrease of .05% or $327. The budget is relatively flat due to a review of operations for cost savings opportunities. The budget will be reviewed at mid-year to determine if the savings is sustainable. Employer pension contribution increases had little impact on the budget for this Division because most of the employees in the Division are covered under the new pension benefit formula approved by the state effective January 1, 2013.

Senior Citizens Division: The Senior Citizens Program is funded partly by the General Fund and partly by grants from the Riverside County Transportation Commission (RCTC). The General Fund portion of the budget for FY 2016-2017 is estimated to be $188,473 compared to $168,229 for FY 2015-2016. The budget includes the addition of $20,000 for Party Partners to continue the current levels of service.

Fiscal and Support Services: Fiscal and Support Services Division, provides support services to all operating and other support departments, special districts and the City Council. The division is also in charge of providing key accounting and financial management services related to the winding down of the former Redevelopment

Agency. In addition to direct funding allocation from the General Fund, division employees performing direct accounting and billing services for Water and Sewer Funds charge proportionate share of their time to these Funds. The total estimated General Fund budget for FY 2016-2017 is $606,249 compared to FY 2015-2016 amount of $657,161. The budget has a net decrease of $50,912 as compared to FY 2015-2016 amended budget mainly due to the movement of Human Resources to Administration as well as an increase in overhead charges.

City Manager, City Clerk, Economic Development and Human Resources: The total estimated budget for FY 2016-2017 for this function is $962,736 compared to FY 2015-2016 budget amount of $919,230. This represents an increase of $43,506. The change consists net increase related to the inclusion of Human Resources into Administration and a full-time Management Analyst position. The inclusion of a full-time analyst position has allowed the city to eliminate a part-time position as well as reduce the scope of some contractual services.

Planning, Building and Code Compliance: The total estimated FY 2016-2017 budget for this division is $793,938 compared to FY 2015-2016 budget amount of $701,922. The 13.11% increase is due to the addition of a full-time Permit Technician during the year. The City will continue to use the City Attorney to deal with most Code violation issues during the Fiscal Year.

Engineering/Public Works: Engineering and public works functions included in the General Fund consist of public works inspection, engineering administration, and parkway maintenance. The total estimated General Fund expenditures for these activities in FY 2016-2017 are $285,631 compared to FY 2015-2016 budget amount of $413,792. The projected decrease in the budget is primarily due to the elimination of part-time hours and reduction of contractual services in Engineering related to El Nino.

Non-Departmental General Expenditures: Expenditures budgeted as non-departmental are those that are not easily traceable to specific City departments and programs. Examples of these expenditure items are insurance premium and third party administration costs related to the City's workers compensation and general liability self-insurance programs, medical insurance costs for retirees, claims settlement expenditures, and transfers to other Funds. The FY 2016-2017 budget reflects total projected expenditures of $2,139,060 compared to FY 2015-2016 amount of $1,886,815. The increase of $252,245 is mainly attributed to the increase in the public safety retirement contribution from $52,051 to $297,424. Over the last year, the outstanding liability for public safety retirement has decreased from $4.1 million to $3.9 million.

Fund Balance:

The estimated fund balance of the General Fund at the end of FY 2015-2016 is $8,919,370. The estimated year-end revenue surplus is $553,249, which includes a $119,586 overhead charge to the Storm Drain Fund (as approved by the Riverside County Flood Control District), increases in Community Development Fees $119,743, Sales Tax $161,695, and various adjustments in other revenue. The estimated year-end

expenditure savings is a net $86,721. The majority of the expenditures savings is in salary savings and in Non-Departmental contractual services.

As a result, the estimated cumulative increase to fund balance is $639,970 for a total estimated ending balance of $8,919,370 for FY 2015-2016. A portion of cumulative increase is being recommended to be used to cover the estimated gap of $394,204 between revenues and expenditures in FY 2016-2017. Based on the recommended total General Fund budget of $17,804,839 the minimum required fund balance is $4,451,209. Existing City Council resolution requires that a minimum of 25% of General expenditures be maintained as fund balance for emergencies. The estimated fund balance of $8,525,166 at the end of FY 2016-2017 represents 47.8% of total recommended budget. While this is a healthy fund balance that demonstrates the success of City efforts in controlling expenditure and increasing revenues, it is also important to note that this fund balance is a way to ensure that existing services can continue to be funded during economic downturns.

WATER FUND BUDGET SUMMARY

During FY 2010-2011, the City Council approved water rate adjustments, which were implemented over 18 months through FY 2012-2013. The purpose of the rate adjustment was to ensure that sufficient revenues are generated to cover the total cost of operating and maintaining the water system including debt service, eliminate accumulated deficit, and build working capital so that debt service coverage ratios can be improved. The goal also included setting aside funds for future capital maintenance and replacement. The performance of the rate adjustments over the last four fiscal years show that progress still remains to be made towards accomplishing all of the objectives of the rate adjustments. While the rate adjustments generated sufficient revenues in FY 2011-2012 through FY 2013-2014 to cover expenditures and eliminate accumulated working capital deficit, purchased water costs have continued to increase.

Late in FY 2014-2015, following the Governor's orders, the State Water Resources Board (SWRB) mandated water conservation measures which applies to all water agencies in the state including the City of Norco. These measures which provide for water use restrictions in the state have had negative financial impact on the City's Water Fund revenues. The City is a party to two water purchase contracts, Western Municipal Water District and Chino Desalter Authority, which requires the City to pay for minimum amount of water at agreed-upon rates (take-or-pay contracts). With the state's water restrictions, there is a possibility that the City will be obligated to purchase more water than it needs at higher costs. If this happens, the City will be forced to reduce its cheaper domestic water production causing the overall cost of Water Fund to go higher and thus, necessitating higher water rates.

Although the City implemented a purchased water cost pass-through rate adjustment of 10% in January 2016, the rate adjustment covered only the pass-through cost increase from third party water suppliers under the City's "take or pay" contract obligations. Due to lower consumption, revenue from this rate change is not at the level that was estimated. As a result, the estimated FY 2016-2017 revenues are not sufficient to cover

total estimated expenditures. Consequently, staff will be recommending water rate adjustment during FY 2016-2017. It is important to note that as a result of low debt service coverage ratios, Standard and Poor's Rating Agency did downgrade the rating of the water and sewer systems outstanding enterprise revenue bond late in 2012.

Water Fund Revenues

Water Fund revenues are derived primarily from water sales to residential, commercial and industrial customers within City limits. As previously discussed above, the SWRB mandates regarding water conservation have had negative impact on the City's Water Fund revenues. The preliminary Water Fund budget included a $1.7 million operating deficit at year end due to a dramatic decrease in consumption levels because of conservation efforts. In order to eliminate the operating deficit, one-time measures are proposed that include the sale of water reserves for $1,000,000; the transfer of $700,000 from the Water Capital Fund; and the temporary deferral of the annual transfer of $300,000 from the Water Operating Fund to the Water Capital Fund.

As a result of the one-time measures, the FY 2016-2017 projected revenues for the Water Fund is $10,021,513 and total estimated expenditures are $9,775,722. Due to the ongoing negative fund balance of the Water Fund, the estimated ending fund balance is anticipated to be $424,800. The budget includes a water rate analysis study to properly align rates to current expenditure levels.

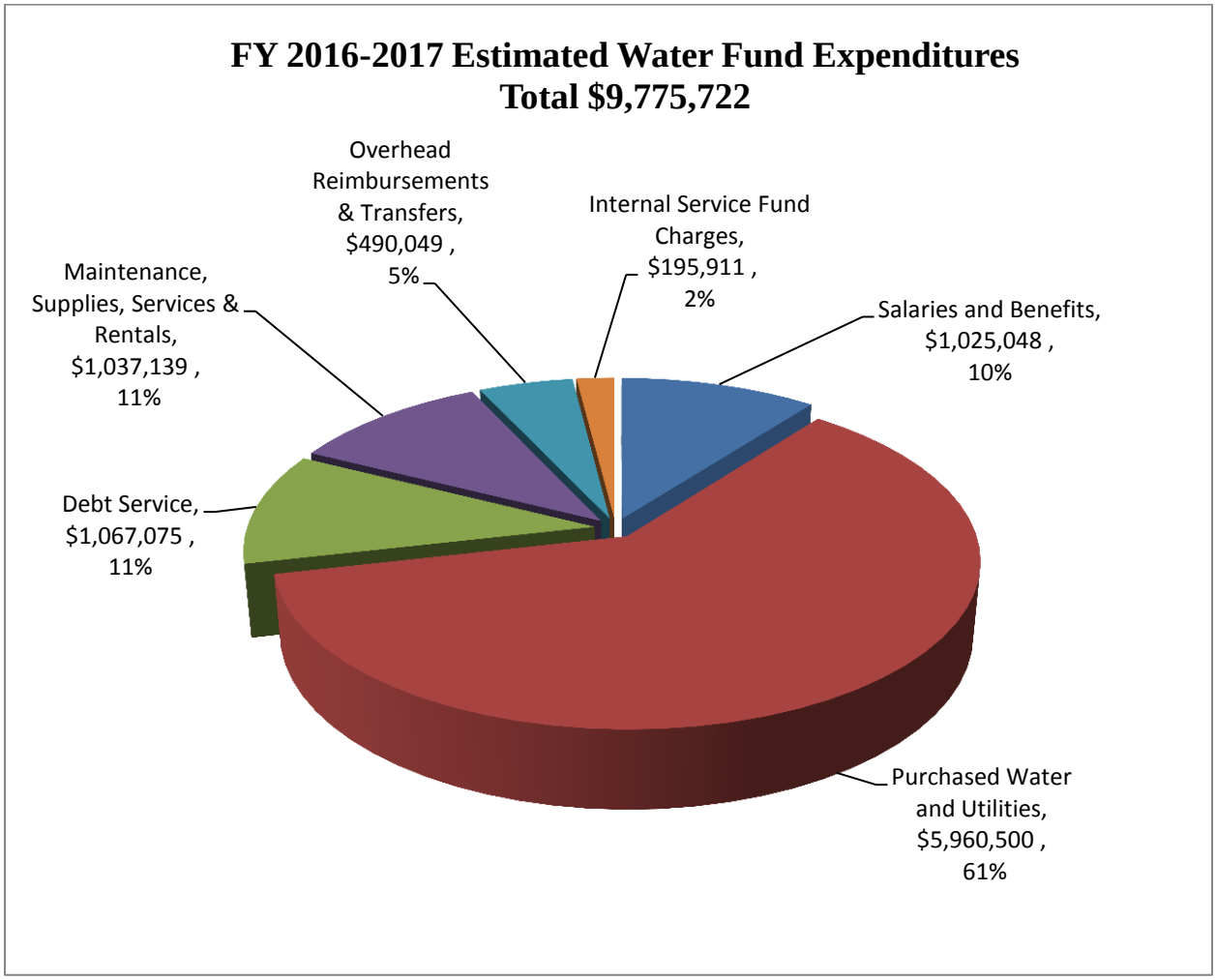
Water Fund Expenditure

Water Fund expenditures consist primarily of purchased water, utilities, debt service, salaries and benefits, maintenance and services, internal service fund charges, overhead reimbursements to the General Fund, and transfers to Water Capital Projects Fund. The total estimated FY 2016-2017 expenditures is $9,775,722 compared to total FY 2015-2016 budget amount of $10,543,058.

The charts below provides a summary breakdown of total Water Fund expenditures.

Summary of Projected Water Fund Expenditures by Category
For Fiscal Years 2015-2016 and 2016-2017

Expenditure Category	FY 2015-2016	FY 2016-2017	Change
Salaries and Benefits	$ 1,119,226	1,025,048	-8.41%
Purchased Water and Utilities	6,135,400	5,960,500	-2.85%
Debt Service	1,067,485	1,067,075	-0.04%
Maintenance, Supplies, Services & Rentals	1,222,739	1,037,139	-15.18%
Overhead Reimbursements/Transfers	789,439	490,049	-37.92%
Internal Service Fund Charges	208,769	195,911	-6.16%
Totals	$ 10,543,058	9,775,722	-7.28%



As can be seen from the chart , 61% of total Water Fund expenditures are pass-through purchased water and utilities costs. Most of purchased water costs are fixed costs which the City must pay under take-or-pay Purchase Water Agreements. The City has minimal control over these costs in the short-term. Total purchased water costs have been projected to increase based on expected per-acre increase in third party cost from FY 2015-2016 rate. Another 11% of total expenditures are for debt service, which is also a fixed cost item. Salaries and benefits comprise 10% of total expenditures. Cost of maintenance, contractual services, supplies, and rental is 11% of the total budget and has increased by 3% due to increased cost for contractual services and operating supplies. Internal service fund charges, which include the cost for equipment operations and replacement, maintenance and payment of liability claims, are projected to go up slightly due to cost increases related to maintenance support for Information Technology equipment and software.

SEWER FUND BUDGET SUMMARY

Like the Water Fund, the City Council approved Sewer Fund rate adjustments during FY 2010-2011. The last phase of the rate increases was implemented on July 1, 2012. Since the implementation of the sewer rate adjustment, the City has been able to provide an annual contribution of $250,000 to the Sewer Capital Projects Fund for future capital replacement. Additionally, over this time, revenues have exceeded expenditures from a high of $1,092,139 in FY 2012-2013 to an estimated $159,338 operating surplus in FY 2016-2017.

The total FY 2016-2017 projected revenues for the Sewer Fund is $6,459,022 while total estimated expenditures are $6,299,684. This represents $159,338 operating budget surplus. However, this year the total estimated expenditure amount does not include $250,000 annual transfer from Sewer Operating Fund to Sewer Capital Fund. This transfer is temporarily being deferred in order to balance FY 2016-2017 Operating Budget. Base revenues for FY 2016-2017 include revenues for providing sewer services to the Navy and California Rehabilitation Center as well as anticipated receipts from the City of Corona for the City's sale of Santa Ana Regional Intercept (SARI) Line discharge rights.

Sewer Fund Revenues

Sewer Fund revenues are derived from sewer service charges on residential, commercial and industrial customers. Most of Sewer Fund revenues (estimated at 87%) are from the fixed component of the rate which is currently $51 per month for all connected customers. All residential customers connected to the system pay only the fixed monthly charge of $51. The remaining revenues (estimated at 13%) are derived from the variable rate component which is only assessed to commercial and industrial users at the rate of $8 per unit exceeding the base consumption of 10 units. Non-connected customers are required to pay a fixed monthly charge, which is currently $19.

The total estimated Sewer Fund revenues for FY 2016-2017 are $6,459,022 which is conservatively estimated to be at the same levels of FY 2015-2016. To the extent that water usage has been reduced due to the SWRB conservation mandates, total Sewer Fund revenues are anticipated to decrease. The City of Norco will also be receiving revenues in the amount of $365,248 annually from the City of Corona from Norco's sale of Santa Ana Regional Intercept (SARI) line discharge rights to the City of Corona. However, City costs are expected to rise due to services to be provided to the Navy and CDCR. The commercial and industrial portion of Sewer Fund charges is dependent on water usage.

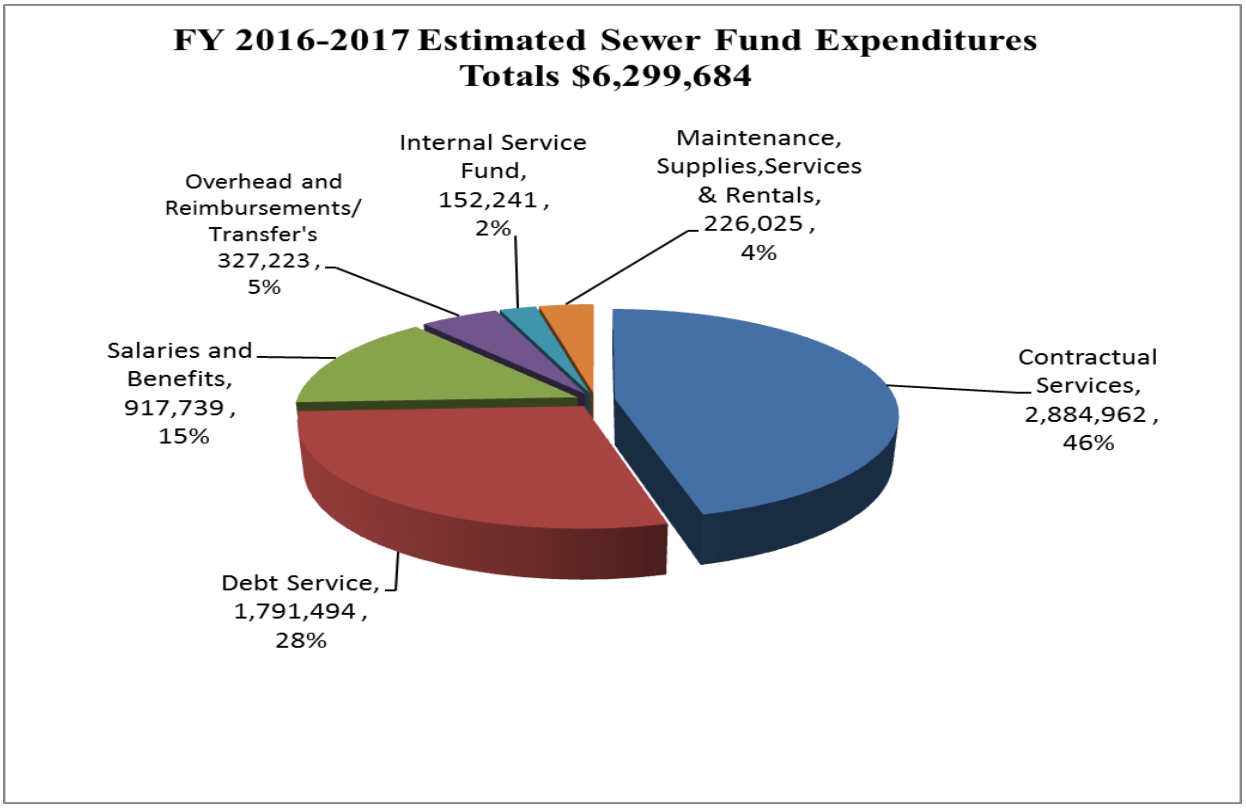
Sewer Fund Expenditures

Sewer Fund expenditures consist primarily of debt service, contracted sewer operations and maintenance costs, salaries and benefits, in-house maintenance costs, internal service fund charges, overhead reimbursements, and transfer to the Sewer Capital Projects Fund. The total estimated FY 2016-2017 expenditures is $6,299,684. This compares to FY 2015-2016 estimated expenditures budget amount of $6,369,434. This represents a projected net decrease of 1.10%. The Sewer fund includes increasing contractual costs for sewage treatment to the Western Riverside County Regional

Wastewater Authority. In addition, the city is increasing cleanouts of sewer lines. Contractual costs are anticipated to increase by 46%. Debt Service is decreasing by $382,576 due to a decrease in. Sewer Salaries and Benefits have been reallocated with the Water Fund after a review of cost centers resulting in an increase of 32%. The increase in internal service fund charges is associated with increase in support services for Information Technology. The Maintenance & Supplies category is 46% lower than year-end due to a one-time Special Departmental expenditure of $250,000 in FY 2015-2016. Transfers and Reimbursements are less in FY 2016-2017 due to the removal of a $250,000 transfer to the Sewer Capital Fund due to the increasing operational costs.

Summary of Projected Sewer Fund Expenditures by Category
FY 2015-2016 and FY 2016-2017

Expenditure Category	FY 2015-2016	FY 2016-2017	Change
Contractual Services	$ 2,377,565	2,884,962	21.34%
Debt Service	2,156,831	1,791,494	-16.94%
Salaries and Benefits	693,022	917,739	32.43%
Overhead and Reimbursements/Transfers	577,223	327,223	-43.31%
Internal Service Fund	141,079	152,241	7.91%
Maintenance, Supplies, Services & Rentals	423,714	226,025	-46.66%
Totals	$ 6,369,434	6,299,684	-1.10%



GAS TAX BUDGET SUMMARY

Gas Tax Fund revenues are derived from State allocation of gasoline tax. The State uses a complicated allocation formula that includes population, number of registered vehicles, and transportation needs to determine the amount of gas tax revenues that are allocated to each local government. The total estimated revenues for FY 2016-2017 is $562,880 compared to FY 2015-2017 estimated total revenue of $612,336. The decrease in revenue is due to lower projected receipts by the state and the state's reduced allocation to local governments. Gas Tax revenues are the primary source of funding for traffic light maintenance, tree trimming, traffic light utilities and miscellaneous street maintenance. The use of gas tax revenues is restricted to eligible streets and roads work.

NPDES FUND BUDGET SUMMARY

The NPDES fund is used to account for revenues and expenditures pertaining to the City's efforts to comply with various mandates designed to prevent pollution of storm drains. Revenues are derived primarily through a minimal assessment to property owners.. The City has recently completed an audit of the current assessments to insure the County the correct assessment information. As a result, revenues are anticipated to increase by $6,724 in FY 2016-2017. The General Fund will continue to provide an additional direct subsidy of $75,000 accomplished through a fund transfer. Estimated total revenues of $146,274 include an estimated assessment of $71,724 and the General Fund subsidy of $75,000. The total FY 2016-2017 expenditures are projected to be $137,425, which consists of salaries, benefits, and contracted costs. The gap between expenditures and revenues is being made up by General Fund transfer. Staff

is continuing to look for other potential options to generate sufficient revenues to meet the minimum costs of the mandates placed on the City.

Other Information

Detailed department-by-department budget information can be found in this budget document beginning on page 67. Detailed Fund-by-Fund expenditure and revenue information can be found beginning from page 12. Questions regarding the FY 2016-2017 budget overview should be directed to the City Manager at (951) 270-5611 or Finance Officer at (951) 270-5650.

City Council & Staff

CITY OF NORCO

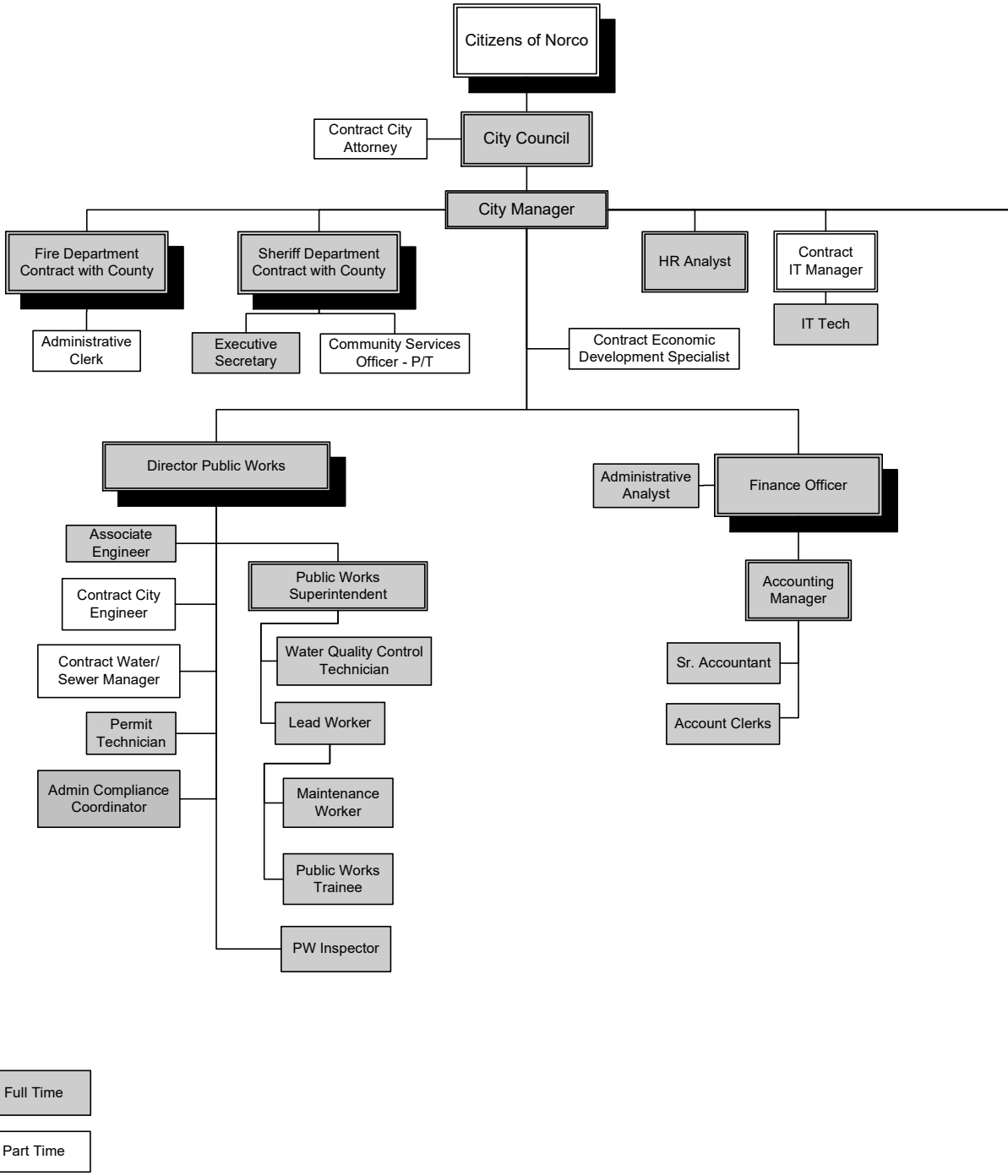
CITY COUNCIL MEMBERS

		TERM ENDING YEAR
Kevin Bash	Mayor	2017
Gregory Newton	Mayor Pro Tem	2017
Robin Grundmeyer	Council Member	2019
Berwin Hanna	Council Member	2019
Ted Hoffman	Council Member	2019

CITY OFFICIALS

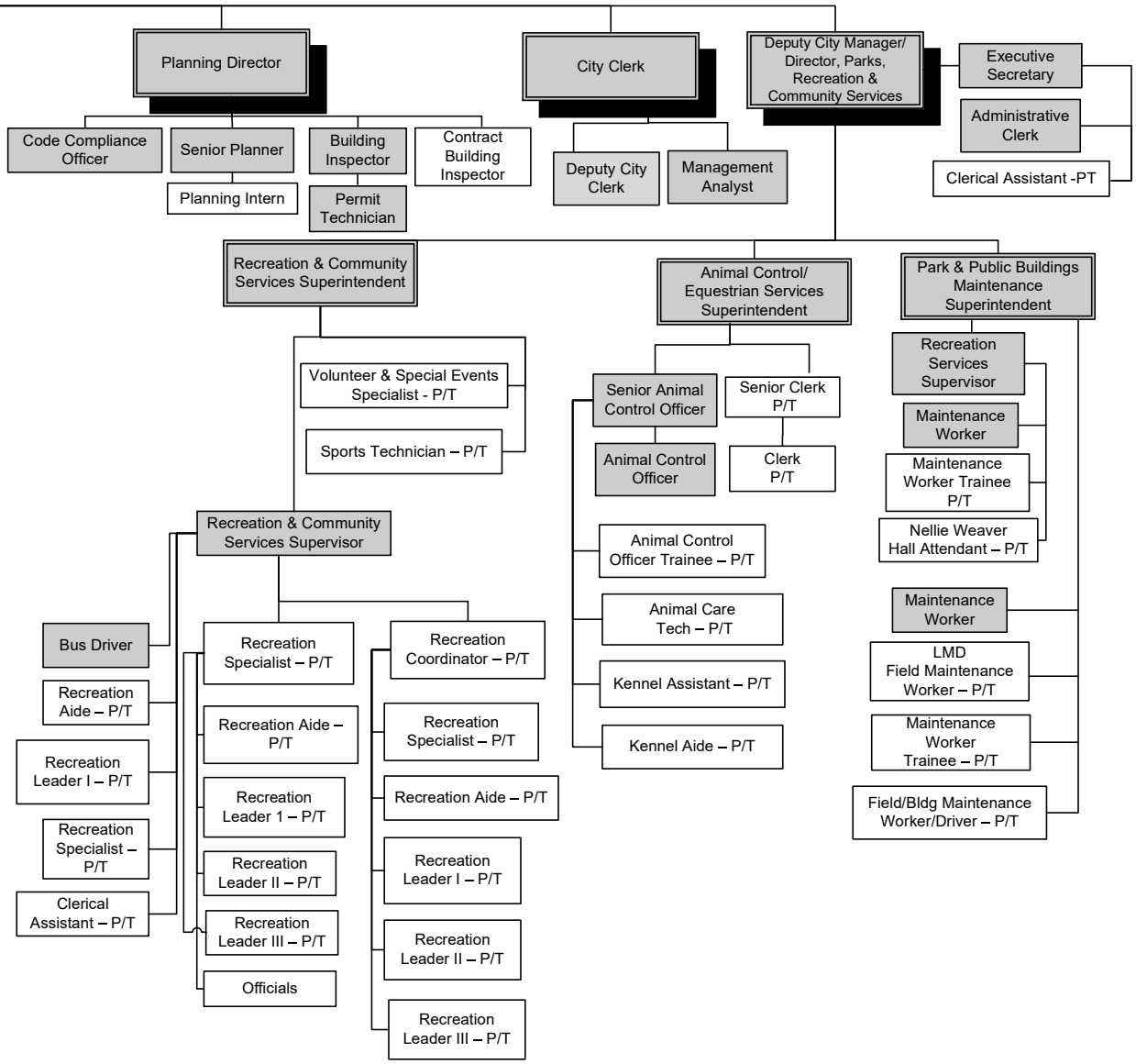
Andy Okoro	City Manager
Brian Petree	Deputy City Manager/Director of Parks, Recreation & Community Services
Cheryl Link	City Clerk
Gina Schuchard	Finance Officer
Steve King	Planning Director
Chad Blais	Director of Public Works
Scott Lane	Battalion Chief, Cal Fire
Richard Owens	Battalion Chief, Cal Fire
Lt. Eric Briddick	Police Chief, Riverside County Sheriff

CITY OF NORCO



Full Time

Part Time


Planning Director
Code Compliance Officer
Senior Planner
Planning Intern
Building Inspector
Permit Technician
Contract Building Inspector
City Clerk
Deputy City Clerk
Management Analyst
Deputy City Manager/ Director, Parks, Recreation & Community Services
Executive Secretary
Administrative Clerk
Clerical Assistant -PT
Recreation & Community Services Superintendent
Volunteer & Special Events Specialist - P/T
Sports Technician – P/T
Recreation & Community Services Supervisor
Bus Driver
Recreation Aide – P/T
Recreation Leader I – P/T
Recreation Specialist – P/T
Clerical Assistant – P/T
Recreation Specialist – P/T
Recreation Aide – P/T
Recreation Leader 1 – P/T
Recreation Leader II – P/T
Recreation Leader III – P/T
Officials
Recreation Coordinator – P/T
Recreation Specialist – P/T
Recreation Aide – P/T
Recreation Leader I – P/T
Recreation Leader II – P/T
Recreation Leader III – P/T
Animal Control/ Equestrian Services Superintendent
Senior Animal Control Officer
Animal Control Officer
Senior Clerk P/T
Clerk P/T
Animal Control Officer Trainee – P/T
Animal Care Tech – P/T
Kennel Assistant – P/T
Kennel Aide – P/T
Park & Public Buildings Maintenance Superintendent
Recreation Services Supervisor
Maintenance Worker
Maintenance Worker Trainee P/T
Nellie Weaver Hall Attendant – P/T
Maintenance Worker
LMD Field Maintenance Worker – P/T
Maintenance Worker Trainee – P/T
Field/Bldg Maintenance Worker/Driver – P/T

Budget Summary

City of Norco, California
FY 2017 Operating Budget Summary

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	4,922,324	5,822,969	5,588,322	6,495,177
Employee Related Expenditures		81,287	100,624	89,840	108,327
Supplies and Services		1,549,544	2,132,986	2,188,604	1,748,221
Maintenance and Rentals		512,656	379,006	353,024	405,805
Operations and Utilities		5,639,408	6,580,860	5,838,993	6,398,898
Contractual and Professional Services		12,105,235	13,856,357	13,160,519	14,648,342
Miscellaneous/Pass Through		619,108	688,890	673,441	642,196
Debt Service		2,862,815	3,224,316	2,859,068	2,858,569
Internal Service Fund Charges		1,101,255	1,113,190	1,042,800	1,166,500
Capital Outlay		12,388	151,312	53,919	295,360
Transfers Out		854,446	879,446	879,446	329,446
Total Expenditures	$	30,260,466	34,929,956	32,727,976	35,096,842

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	14,984,300	16,836,692	16,749,971	17,804,839
Water Fund		8,741,864	10,543,058	9,627,518	9,775,722
Sewer Fund		5,431,144	6,369,434	5,454,892	6,299,684
Gas Tax Fund		819,093	775,412	589,406	734,879
NPDES Storm Drainage Fund		104,581	158,689	134,687	137,425
Grants (CDBG & Miscellaneous)		179,485	246,671	171,502	344,292
Total Funding Sources	$	30,260,466	34,929,956	32,727,976	35,096,842

A = Excludes AQMD Transfers Out of $1,500 and $90,000 in vehicle purchases.

Budget by Funds

Beginning & Ending Fund Balances—All Funds

City of Norco
FY 2016 - 2017 Budget
Beginning and Ending Fund Balances
(Operating Funds Only)

Fund #	*Fund Name*	*Revenues*	*Est. Beg. Balance July 1, 2016*	*FY 2016-2017 Estimated Revenues*	*FY 2016-2017 Transfers In*	*FY 2016-2017 Transfers Out*	*FY 2016-2017 Estimated Expenditures*	*Estimated Ending Balance June 30, 2017*	Increase (Decrease) in Fund Balance
121	General	17,410,634	$ 8,919,370	17,000,038	410,596	75,000	17,729,839	8,525,166	(394,204)
123	CDBG Funds	184,360	-	184,360	-	-	184,360	-	-
122, 160-65	Miscellaneous Grants	159,932	-	159,932	-	-	159,932	-	-
124	Water	10,021,513	(670,591)	10,021,513	-	127,223	9,648,499	(424,800)	245,791
126	Sewer	6,459,022	3,947,510	6,459,022	-	127,223	6,172,461	4,106,848	159,338
133	Gas Tax	562,880	846,924	562,880	-	-	734,879	674,925	(171,999)
139	NPDES	146,274	31,920	71,274	75,000	-	137,425	40,769	8,849
156	AQMD	33,000	125,906	33,000	-	1,500	90,000	67,406	(58,500)
	Special Districts - Memo (	-	-	-	-	154,650	-	-	-
	Subtotal	34,977,615	13,201,040	34,492,019	485,596	485,596	34,857,396	12,990,313	(210,727)
Internal Service Funds - Memo Only									
128	Vehicle Replacement		2,721,754	386,808	-	-	299,748	2,808,814	87,060
134	Benefits & Insurance		51,768	301,192	-	-	298,192	54,768	3,000
135	Information Technology		805,984	425,350	-	-	413,919	817,416	11,431
	Subtotal		3,579,506	1,113,350	-	-	1,011,859	3,680,998	101,491
	Grand Total		$ 16,780,546	35,605,369	485,596	485,596	35,869,254	16,671,311	(109,235)

General Fund

City of Norco, California
Projected General Fund Revenue

Account Number		*FY 2016 Amended Budget*	*FY 2016 YTD as of 4/20*	*FY 2016 Estimated Year-End Total*	*FY 2017 Budget Estimate*
Property Taxes					
121-000-50100	Current Secured Taxes	$ 1,240,748	793,487	1,224,400	1,248,888
121-000-50105	Current Unsecured	50,729	49,846	49,846	49,846
121-000-50115	Homeowner's exemption	15,550	7,789	15,550	15,550
121-000-50120	Prior Years Sec'd & Unsec'd	59,000	19,444	59,000	59,000
121-000-50125	Supplemental Taxes	22,500	13,785	22,500	22,500
121-000-50135	Tax Penalties	800	467	800	800
121-000-50140	Tax Increment	147,346	97,346	194,655	194,655
	Total	**1,536,673**	**982,164**	**1,566,751**	**1,591,239**
Sales Taxes					
121-000-50150	Sales Tax	5,159,884	2,849,655	5,297,172	6,256,751
121-000-50155	In-lieu Sales Tax	1,158,111	251,744	1,182,518	-
	Total	**6,317,995**	**3,101,399**	**6,479,690**	**6,256,751**
Other Taxes					
121-000-50160	Public Safety Sales Tax	296,000	223,741	296,000	302,820
121-000-50165	Property Transfer Tax	100,035	59,068	83,518	100,035
121-000-50170	Transient Occupancy Tax	481,000	366,043	521,000	523,605
121-000-50185	Business Licenses	240,782	249,001	252,000	250,000
	Total	**1,117,817**	**897,852**	**1,152,518**	**1,176,460**
Franchise Fees					
121-000-52100	Cable TV Franchise	218,000	474,215	218,500	218,000
121-000-52105	Electric Franchise	258,692	-	278,582	278,582
121-000-52110	Gas Franchise	98,753	-	84,850	98,672
121-000-52115	Refuse Franchise	740,000	541,644	748,000	851,000
	Total	**1,315,445**	**1,015,859**	**1,329,932**	**1,446,254**
Motor Vehicle License Fees					
121-000-52200	VLF in Excess	131,100	10,920	10,920	10,920
121-000-50130	In Lieu VLF	2,127,316	1,123,600	2,247,200	2,315,065
	Total	**2,258,416**	**1,134,520**	**2,258,120**	**2,325,985**
Intergovernmental					
121-000-53205	FEMA & OES Grants	388	388	388	-
121-000-53536	City of Eastvale	818	819	819	-
121-000-57620	State and Federal Reimbursement	40,000	38,102	38,102	40,000
	Total	**41,206**	**39,309**	**39,309**	**40,000**
Fines and Penalties					
121-000-54100	Vehicle Code Fines	67,000	53,548	80,000	60,000
121-000-54105	Parking Citations	38,100	26,384	33,400	35,000
121-000-54110	Municipal Code Violations - A/C	12,000	11,565	18,000	18,000
121-000-54112	Municipal Code Violations - Code Enforcement	18,000	16,067	18,000	18,000
121-000-54120	Vehicle Impound Fees	24,150	14,577	19,500	19,500
	Total	**159,250**	**122,143**	**168,900**	**150,500**
Interest Income/Lease					
121-000-54200	Interest Income	20,000	19,054	40,000	40,000
121-000-54215	Library Lease	30,505	30,507	36,470	11,928
121-000-54220	Communication Site Leases	65,000	51,600	64,014	65,000
121-000-54225	Silverlakes Rental Income	396,480	330,400	396,480	412,339
121-000-54226	Silverlakes Parking Lot Lease	22,506	18,172	22,506	26,000
	Total	**534,491**	**449,733**	**559,470**	**555,267**

City of Norco, California
Projected General Fund Revenue

Account Number		FY 2016 Amended Budget	FY 2016 YTD as of 4/20	FY 2016 Estimated Year-End Total	FY 2017 Budget Estimate
Community Development Fees					
Planning:					
121-000-55100	Planning Fees - CUP	68,329	76,246	85,000	60,000
121-000-55105	Site Plan (Major/Minor)	16,082	26,150	26,800	15,000
121-000-55110	Variance (Major/Minor)	11,880	11,880	11,880	9,400
121-000-55125	Tentative Parcel Map	7,626	7,626	7,626	-
121-000-55145	Zone Change	6,070	12,009	12,009	-
121-000-55155	Sign Review	6,364	7,530	8,800	6,100
121-000-55160	Entertainment Permit	543	543	543	1,930
121-000-55165	Special Use Permit	26	26	26	-
121-000-55170	Special Event Permit	1,760	4,673	4,900	4,500
121-000-55195	Publications	4,189	2,118	2,300	2,500
121-000-55200	ABC Letter	302	-	-	-
121-000-55205	Planning Information Letter	1,101	1,470	1,716	740
121-000-55210	Architecture Review	2,455	1,787	1,787	2,180
121-000-55220	Environmental Impact Reports	891	1,265	1,346	1,330
121-000-55235	Landscape Plan Check Review	1,365	910	910	1,400
121-000-55265	Appeal	90		90	400
Economic Development:					
121-000-55290	Sixth Street Gateway Sign Advertising	65,100	44,680	58,400	60,000
Building & Safety:					
121-000-55300	Building Permits	17,812	13,582	16,000	16,000
121-000-55305	Building Permit Fees	198,986	191,064	229,200	177,000
121-000-55310	Plan Check Fees	135,920	126,076	160,800	120,900
121-000-55315	Electrical Permit Fees	31,012	35,078	41,100	27,600
121-000-55320	Plumbing Permit Fees	20,024	22,042	24,900	17,800
121-000-55325	Mechanical Permit Fees	25,623	23,326	25,000	22,800
121-000-55330	Sewer Permit Fees	1,000	865	1,480	1,000
121-000-55335	Special Inspection Fees	2,008	1,004	1,004	2,000
Engineering:					
121-000-55400	Encroachment Fees	51,912	63,714	85,300	51,000
121-000-55405	Grading Permit	3,272	4,212	5,500	3,250
121-000-55410	Grading Plan Check Fees	5,334	3,588	3,588	5,000
121-000-55415	Overload Moving Permit	1,160	1,163	1,500	1,160
121-000-55420	Final Map Check	21,858	5,972	5,972	15,000
121-000-55425	Improvement Plan Check	8,791	13,952	15,367	10,000
121-000-55430	Lot Merger Adjustment	4,583	2,367	2,367	4,000
	Total	**723,468**	**706,918**	**843,211**	**639,990**
Community Services/Recreation					
121-000-55515	Adult Sports	18,000	18,597	20,800	22,180
121-000-55525	Dance-Rainbow	57,276	48,642	57,276	58,540
121-000-55550	Beginning Guitar	162	162	162	-
121-000-55600	Youth Sports	76,407	57,361	76,407	76,202
121-000-55605	Private Youth Sports	9,196	4,598	9,196	9,196
121-000-55610	Trifytt Sports	63	63	63	63
121-000-56200	Lacrosse	2,400	2,840	2,840	2,400
121-000-55615	Wee People/Day Camp	192,538	140,560	180,000	219,174
121-000-55625	Senior Citizen Excursion Fees	1,070	-	832	570
121-000-55825	Notary & Loan Signing	140	220	300	140
121-000-56210	Taekwon-do	948	2,099	2,800	2,340
121-000-56255	Horsemanship	240	-	240	240
121-000-56400	Ingalls Park/North	35,000	32,495	35,000	39,600
121-000-56405	Ingalls Park/South	73,000	53,624	66,700	72,000
121-000-56411	Veterans Memorial	-	200		
121-000-56420	Bleacher Rentals	9,300	2,325	9,300	5,650
121-000-56421	P&R Infrastructure Repair	-	9	286	-
121-000-56422	Rental Services	45,000	12,049	12,461	22,600
121-000-56423	Rental Facility Insurance	4,000	3,249	4,000	4,000

City of Norco, California
Projected General Fund Revenue

Account Number		FY 2016 Amended Budget	FY 2016 YTD as of 4/20	FY 2016 Estimated Year-End Total	FY 2017 Budget Estimate
121-000-56424	City Hall Room Rental	506	506	506	500
121-000-56425	Community Center	24,125	20,095	21,000	27,700
121-000-56615	Egg Hunt	-	450	930	1,059
121-000-56430	Field Lighting	23,978	17,251	23,978	24,000
121-000-56435	Shelter Rental	1,714	2,261	2,600	1,725
121-000-56445	Security Guards	7,500	10,566	10,566	11,000
121-000-56450	Cleaning Fees	6,550	7,565	7,565	7,500
121-000-56455	Cleaning Fees - Restrooms	1,500	1,201	1,500	1,550
121-000-56600	Breakfast with Santa	1,000	1,464	1,464	1,165
121-000-56605	Horse Parade	26,638	29,034	29,034	23,352
121-000-56620	Concerts in the Park	8,702	4,150	8,702	9,204
121-000-56625	Day of the Cowboy	9,356	8,193	8,193	7,312
121-000-56626	Horseweek	4,392	-	-	-
121-000-56800	Party Pardners Donations	2,500	14,467	14,467	-
121-000-56810	Senior Special Events	2,000	1,441	2,000	1,200
121-000-56811	SC Women's Exercise	-	265	402	600
121-000-56812	SC Doll Class	-	109	109	150
121-000-56813	SC Ceramics Class	-	340	340	650
121-000-56815	Wee People Special Events	975	-	327	975
121-000-56825	Park Donation	-	300	300	-
121-000-56900	AC After Hr Call Reimb	1,400	1,604	1,604	1,400
121-000-56902	Parks & Rec After Hours	1,500	712	800	1,000
121-000-56905	Banner Installation	1,960	1,960	1,960	980
121-000-56910	Parks & Rec Misc Revenue	25,000	20,526	25,000	25,000
	Total	**676,036**	**523,551**	**642,010**	**682,917**
Other Revenues					
121-000-55185	Fire Permit	4,577	1,638	1,638	4,577
121-000-56426	Film Permit Fees	-	325	325	-
121-000-57143	Bulky Community Cleanup Credit	3,386	3,387	3,387	3,386
121-000-57150	Refuse Billing & Collection	65,000	50,257	67,565	68,200
121-000-57155	Penalties	280,225	201,289	251,900	260,000
121-000-57305	Impound Fees	9,000	22,780	24,880	25,000
121-000-57310	Adoption Fees	10,000	7,980	9,100	8,700
121-000-57315	Spay & Neuter Services	22,000	11,925	14,200	18,799
121-000-57320	Animal Shelter Donation	9,000	8,223	10,500	9,000
121-000-57325	Dog Licenses	105,269	115,517	130,700	108,000
121-000-57330	Ranch Licenses	-	66	66	-
121-000-57340	Misc. Animal Control Fees	7,000	6,669	8,200	7,100
121-000-57345	AC Software Maintenance Fee	7,900	8,943	10,400	8,000
121-000-57400	Emergency Medical Subscription	340,000	262,626	335,000	340,000
121-000-57405	Emergency Response Recovery	1,060	2,882	11,541	1,060
121-000-57415	Ambulance Fines (Restricted)	6,500	6,829	10,187	6,500
121-000-57430	Fire Fees	700	366	427	700
121-000-57440	Fire Inspection Fee	82,000	81,475	81,619	82,000
121-000-57440.10	Fire Inspection Fee-Special Events	1,000	2,179	2,179	1,000
121-000-57445	Fire Plan Check Fees	17,000	14,782	18,400	17,000
121-000-57450	NART	-	120	120	-
121-000-57470	Weed & Lot Clearing	12,500	10,085	12,500	12,500
121-000-57606	Bad Debt Recovery	905	1,924	2,600	905
121-000-57610	Reimbursements	59,081	63,663	115,900	15,000
121-000-57611	WRCOG HERO Program	38,650	-	38,650	38,650
121-000-57700	Business License Renewal	36,917	37,093	37,093	37,000
121-000-57701	SB1186 Fee	100	83	90	100
121-000-57705	Business License Penalty	8,983	10,991	12,000	11,000
121-000-57715	License Processing Fees	26,000	24,855	27,000	28,500
121-000-57725	Truck Parking Permits	2,038	1,650	1,650	1,746
121-000-57730	Yard Sale Permits	1,500	1,116	1,600	1,700
121-000-57815	Finger Printing	7,000	5,454	7,000	7,000

City of Norco, California
Projected General Fund Revenue

Account Number		***FY 2016 Amended Budget***	***FY 2016 YTD as of 4/20***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Estimate***
121-000-57825	Photocopy Charges	1,000	1,726	1,900	1,000
121-000-57915	Miscellaneous	25,000	15,527	15,527	25,000
121-000-58100	Contributions	11,502	-	11,502	13,000
	Total	**1,202,793**	**984,426**	**1,277,345**	**1,162,123**
Overhead/Transfers					
121-000-57600	Overhead Charge Water	362,216	271,666	362,216	362,216
121-000-57600.10	Overhead Charge Sewer	200,000	150,002	200,000	200,000
121-000-57600.15	Overhead Charge for Senior Program	4,800	3,600	4,800	4,800
121-000-57600.20	Overhead to LMDS	47,279	35,459	47,276	47,279
121-000-57600-30	Overhead for Storm Drain projects	-	-	119,586	-
121-000-57601	Administration-Pension & Health	108,258	108,258	108,258	108,258
121-000-57602	Administration-Successor Agency	250,000	250,000	250,000	250,000
121-000-59215	Transfer - Air Quality	1,500	1,500	1,500	1,500
121-000-59400	Transfer In Special Asset RF				
121-000-59220.10	Transfer for Street Damage - Sewer	127,223	95,417	127,223	127,223
121-000-59220	Transfer for Street Damage - Water	127,223	95,417	127,223	127,223
121-000-59225	Miscellaneous Grants	-			
Overhead/Transfers (Continued)					
121-000-59250	Transfer In-Overhead to CFDS	119,650	89,737	119,650	119,650
121-000-59300	Transfer In-Overhead to CIPS	35,000	26,249	35,000	35,000
	Total	**1,383,149**	**1,127,305**	**1,502,732**	**1,383,149**

Revenue Category	**FY 2016 Amended Budget**	**FY 2016 YTD as of 4/20**	**FY 2016 Estimated Year-End Total**	**FY 2017 Budget Estimate**
Property Taxes	1,536,673	982,164	1,566,751	1,591,239
Sales Taxes	6,317,995	3,101,399	6,479,690	6,256,751
Other Taxes	1,117,817	897,852	1,152,518	1,176,460
Franchise Fees	1,315,445	1,015,859	1,329,932	1,446,254
Motor Vehicle in- Lieu Fees	2,258,416	1,134,520	2,258,120	2,325,985
Intergovernmental	41,206	39,309	39,309	40,000
Fines & Penalties	159,250	122,143	168,900	150,500
Interest Income/Lease	534,491	449,733	559,470	555,267
Community Development Fees	723,468	706,918	843,211	639,990
Community Services/Recreation	676,036	523,551	642,010	682,917
Other Revenues	1,202,793	984,426	1,277,345	1,162,123
Overhead/Transfers	1,383,149	1,127,305	1,502,732	1,383,149
Total	**$ 17,266,739**	**11,085,179**	**17,819,988**	**17,410,634**

City of Norco, California
General Fund Expenditures by Division
Fiscal Year 2016 - 2017

Department	***Department Number***	***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***	***Budget to Budget Change***
City Council	701	$ 97,439	104,930	95,576	90,706	-13.56%
City Manager	702	229,515	257,489	255,778	336,564	30.71%
Human Resources	703	-	-	-	88,487	N/A
City Clerk	704	227,487	309,259	304,124	279,884	-9.50%
City Attorney	705	218,093	230,000	230,000	230,000	0.00%
Fiscal and Support Services	706	484,780	657,161	604,827	606,249	-7.75%
Special Events	720	50,723	64,203	48,429	50,510	-21.33%
Non Departmental	724	1,615,264	1,888,815	1,836,282	2,139,060	13.25%
Recreation Services	730	714,164	667,893	660,376	707,561	5.94%
Youth and Teen	731	168,966	282,968	279,001	318,181	12.44%
Park Maintenance	733	518,717	528,336	525,637	555,851	5.21%
Senior Citizens	735	164,532	168,229	202,422	188,473	12.03%
Building Maintenance	737	781,003	754,682	796,745	873,805	15.78%
Public Works Inspection	740	31,579	36,536	36,091	36,929	1.08%
Economic Development	745	99,313	287,382	263,501	197,801	-31.17%
Gateway Sign	745.70	-	65,100	52,000	60,000	-7.83%
Planning	750	329,038	342,629	350,567	359,625	4.96%
Code Enforcement	751	61,046	89,204	80,733	97,490	9.29%
Building & Safety	752	269,514	270,089	267,785	336,822	24.71%
Riverside County Fire	761A	3,427,574	3,795,658	3,838,264	3,969,917	4.59%
NART	764	552	1,500	1,300	2,628	75.20%
Animal Control	765	572,798	595,963	603,706	595,636	-0.05%
Police Protection	772	4,612,902	5,007,415	5,008,657	5,372,772	7.30%
Crossing Guards	773	43,688	39,344	39,344	45,603	15.91%
Citizens Patrol	774	28,405	14,651	20,955	15,581	6.35%
Engineering	800	177,355	307,095	281,954	176,922	-42.39%
Parkway Maintenance	850	59,855	70,161	65,918	71,780	2.31%
Totals		$ 14,984,300	16,836,692	16,749,971	17,804,839	5.75%

City of Norco, California
General Fund Expenditures by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 1,591,838	1,864,032	1,798,580	2,141,112
30105	Salaries, Part Time	441,539	514,160	526,684	520,432
30110	Salaries, Overtime	38,152	25,859	38,562	34,338
30106	Salaries, Part Time (32 hour)	74,006	60,480	61,884	52,533
30202	Pension Replacement Benefit	7,066	3,500	4,177	3,500
30201	PERS Employer UAL	-	458,745	459,124	783,026
30200	PERS Retirement	422,574	213,593	203,701	222,875
30205	Employee Group Insurance	339,552	363,779	336,000	411,374
30210	Vehicle Allowance	19,734	22,560	22,065	23,760
30212	Cell Phone Stipend	1,435	1,620	1,545	1,716
30215	Medical Savings Account	3,815	4,184	3,773	4,450
30220	FICA/Medicare Insurance	31,918	35,740	35,011	39,602
30225	Sick leave buy back	24,350	25,290	24,206	26,490
30230	Annual Vacation Cash Out	23,780	26,890	23,594	31,690
30232	Vacation Payoff	455	-	-	-
30235	Deferred Compensation	10,982	13,960	13,112	13,291
30240	Continuous Service Bonus	1,450	5,550	5,550	2,600
30245	Workers Compensation	61,130	-	45,710	-
30250	Unemployment	45,199	40,000	12,000	30,000
30255	Tuition Reimbursement	-	800	-	1,408
	Subtotal - Salaries and Benefits	3,138,975	3,680,742	3,615,278	4,344,197
Employee Related Expenditures					
30300	Conferences and Meetings	12,690	26,653	21,776	30,105
30305	Auto Mileage	243	400	150	350
30310	Uniforms & Safety Gear	6,860	8,092	8,042	8,350
30315	Employee Hiring Costs	8,907	6,000	6,000	6,000
30320	Dues, Memberships and Subscriptions	33,053	35,569	33,772	34,672
	Subtotal - Employee Related	61,753	76,714	69,740	79,477
Supplies and Services					
30400	Office Supplies	35,248	29,029	27,817	31,014
30405	Printing & Copies	1,062	2,859	7,021	7,859
30410	Postage	2,669	2,744	2,831	3,244
30415	Special Departmental	66,486	88,319	86,060	83,193
30425	Small Tools	20,597	5,095	5,135	7,662
30430	Office Equipment (Small Tools)	238	-	309	-
30435	Software Expense	4,147	4,148	4,148	4,148
30440	Advertising and Promotion	1,446	3,300	15,500	16,775
30445	Legal Advertising	3,113	3,700	5,190	5,700
30455	Election	-	45,000	45,000	-
30460	Medical Insurance Administration	4,445	4,560	4,600	5,123
30465	Medical Insurance – Retirees	728,538	791,804	822,367	856,870
30470	Post Employment Ben-GASB45	300,000	300,000	300,000	300,000
30475	Performance Bonds	1,835	1,835	1,845	1,855
30480	Sr. Special Events	2,161	2,000	2,000	1,000
30481	SC Women's Exercise	-	-	600	600
30482	SC Doll Class	111	-	150	150
30483	SC Ceramics Class	154	-	650	650
30484	Seniors and Pets	-	-	500	-
30485	Wee People Special Events	1,717	975	975	975
30490	Party Pardners	9,355	2,500	5,658	2,833
30495	NCP Special Events	861	970	970	1,100
	Subtotal - Supplies and Services	1,184,184	1,288,838	1,339,326	1,330,751

City of Norco, California
General Fund Expenditures by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Maintenance and Rentals					
32100	Office Equipment Maintenance	1,142	1,120	850	1,050
32105	Equipment Rental	468	2,831	2,298	2,591
32200	Building and ground maintenance	73,208	84,055	80,872	82,050
32205	Refuse/ Nuisance Abatement	11,002	7,600	7,824	7,600
32352	Veterans Memorial Maintenance	5,778	2,000	2,500	3,000
32400	Trail Maintenance	25,481	28,000	28,000	28,000
	Subtotal - Maintenance & Rentals	117,080	125,606	122,344	124,291
Operations and Utilities					
33100	Utilities	292,121	308,997	305,392	292,539
	Subtotal - Operations & Utilities	292,121	308,997	305,392	292,539
Contractual and Professional Services					
34100	Contractual Services	1,271,591	1,414,688	1,445,156	1,314,030
34100.70	Norco Auto Mall Sign Maintenance	-	153,946	130,400	5,000
34105	Other Professional Services	51,170	188,000	91,500	135,840
34100.65	Gateway Sign Replacement Charges	-	-	32,359	34,200
34112	Cal Fire Contract	3,358,130	3,734,782	3,785,445	3,907,541
34115	Law Enforcement Contract	4,422,986	4,738,479	4,738,479	5,091,357
34125	Accounting & Auditing	22,855	32,914	30,868	33,900
34130	Financial Services	21,846	25,000	30,367	30,400
34145	Recreation Instructors	46,516	34,536	35,421	36,192
34150	Special Events	4,222	42,815	3,232	2,304
34160	Spay & Neuter	15,320	22,000	14,000	18,799
34165	Animal Impounds (Courts)	10,530	-	8,000	2,103
	Subtotal - Contractual & Professional	9,225,166	10,387,160	10,345,227	10,611,666
Miscellaneous					
35205	Property Taxes	5,387	5,495	-	-
35210	Administration Fees-Property Taxes	11,636	12,000	9,988	12,000
35215	Parking Fines Collection Costs	26,848	21,120	29,400	21,120
35270	Community Promotion	548	600	230	600
35275	Volunteer Recognition	1,067	1,067	1,067	1,500
35280	Employee Recognition	1,601	4,310	4,334	4,425
35285	Lake Norconian Club Foundation	-	60,000	43,225	16,775
35300	Highway Patrol DUI Testing	4,715	4,850	4,850	4,850
35311	Sixth Street Banner Program	291	-	291	300
35315	We-Tip	-	930	930	-
	Subtotal - Miscellaneous	52,092	110,372	94,315	61,570
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	80,040	94,250	94,360	87,300
42105	Vehicle Replacement Charges	74,596	72,050	72,050	74,456
42110	Computing and Comm. Equip Replacement	141,500	100,400	100,400	24,700
42115	Computing and Communications Operations	290,278	261,578	261,578	326,700
42200	Liability Insurance	77,754	84,565	84,565	152,201
42220	Self Insured Expenses	33,401	55,850	55,850	55,850
42225	Self Insured Settlements	57,936	29,800	29,800	29,800
42230	Excess Workers Comp	44,995	58,627	58,627	60,341
42235	Compensated Absences	50,042	-	-	-
	Subtotal - Internal Service Charges	850,542	757,120	757,230	811,348

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Capital Outlay					
41210	Public Projects	552	10,143	10,119	4,000
43110	Automotive Equipment	11,836	16,000	16,000	70,000
	Subtotal - Capital Outlay	12,388	26,143	26,119	74,000
Transfers					
44100	Transfers	50,000	75,000	75,000	75,000
	Subtotal - Transfers	50,000	75,000	75,000	75,000
	Total Expenditures	$ 14,984,300	16,836,692	16,749,971	17,804,839

City of Norco, California
Projected General Fund Balance
As of June 30, 2017

Audited Fund Balance June 30, 2015	$	7,849,353
FY 2016 Estimated Revenues/Transfers In		17,819,988
FY 2016 Estimated Expenditures/Transfers Out		16,749,971
Estimated Fund Balance July 1, 2016		8,919,370
FY 2017 Estimated Revenues/Transfers		17,410,634
FY 2017 Estimated Expenditures/Transfers		17,804,839
Estimated Fund Balance June 30, 2017	$	8,525,166

Water Fund

City of Norco, California
Water Fund - Summary of Revenues, Expenditures & Working Capital
Fiscal Year 2016 - 2017

Account Number	***Description - Revenues***		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
124-000-54200	Interest Income	$	15,905	13,000	13,000	13,000
124-000-57100	Water Tolls - Domestic		7,650,986	8,322,648	6,970,477	7,227,552
124-000-57105	Water Tolls - Irrigation		935,622	985,525	712,535	756,201
124-000-57115	Energy Pass Thru		84,559	86,205	76,570	83,326
124-000.57120	Sale of Water		-	-	-	1,000,000
124-000-57125	Bulk Water		33,187	27,000	27,000	27,000
124-000-57130	Reconnection Fee		7,770	7,200	7,200	7,200
124-000-57132	Other Service Fees		213,748	207,324	210,000	207,233
124-000-57915	Miscellaneous		-	16,000	-	-
124-000-59220	Transfer In from Water Capital		-	-	-	700,000
	Total Revenues	$	8,941,776	9,664,902	8,016,782	10,021,513

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	903,908	1,103,426	1,048,071	1,011,848
Employee Related Expenditures		14,146	15,800	13,100	13,200
Supplies and Services		198,715	455,824	459,039	266,960
Maintenance and Rentals		151,487	148,010	134,790	142,465
Operations and Utilities		5,211,172	6,135,400	5,352,196	5,960,500
Contractual and Professional Services		270,288	588,905	595,521	597,714
Overhead Charges		362,216	362,216	362,824	362,826
Debt Service		1,067,272	1,067,485	1,067,485	1,067,075
Internal Service Fund Charges		135,436	208,769	153,269	195,911
Capital Outlay		-	30,000	14,000	30,000
Transfers Out		427,223	427,223	427,223	127,223
Total Expenditures	$	8,741,864	10,543,058	9,627,518	9,775,722

Revenues Over (Under) Expenditures	$	245,791
Estimated Working Capital June 30, 2016		(670,591)
Estimated Working Capital June 30, 2017	$	(424,800)

City of Norco, California
Water Fund, Water Operations
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 303,046	369,018	336,439	302,976
30105	Salaries, Part Time	-	5,200	-	-
30110	Salaries, Overtime	76,445	70,000	70,000	70,000
30201	PERS Employer UAL	-	77,429	60,596	53,945
30200	PERS Retirement	82,605	39,988	33,149	28,187
30205	Employee Group Insurance	85,990	96,362	94,713	93,659
30215	Medical Savings Account	154	108	109	108
30220	FICA/Medicare Insurance	4,581	6,062	5,893	5,058
30225	Sick leave buy back	4,348	4,500	2,692	4,500
30230	Annual Vacation Cash Out	2,694	3,000	3,000	3,000
30235	Deferred Compensation	-	130	-	-
30245	Workers Compensation	23,562	-	32,600	-
	Subtotal - Salaries and Benefits	583,424	671,797	639,191	561,433
Employee Related Expenditures					
30300	Conferences and Meetings	2,820	4,000	2,500	3,000
30310	Uniforms & Safety Gear	6,437	7,600	7,600	5,700
30320	Dues, Memberships and Subscriptions	4,889	4,200	3,000	4,500
	Subtotal - Employee Related	14,146	15,800	13,100	13,200
Supplies and Services					
30400	Office Supplies	1,572	3,000	3,000	3,000
30415	Special Departmental	113,021	366,554	366,554	174,500
30425	Small Tools	2,413	3,000	3,500	3,500
30470	Post Employment Ben-GASB45	50,000	50,000	50,000	50,000
	Subtotal - Supplies and Services	167,006	422,554	423,054	231,000
Maintenance and Rentals					
32105	Equipment Rental	5,313	5,000	1,500	5,000
32200	Building and ground maintenance	6,358	6,310	3,000	3,175
32450	Well & Pump Maintenance	139,431	136,310	130,000	134,000
	Subtotal - Maintenance & Rentals	151,102	147,620	134,500	142,175
Operations and Utilities					
33100	Utilities	460,547	611,400	842,196	503,000
33105	Purchased water	4,750,626	5,349,000	4,500,000	5,282,500
33107	Purchase Water Capital	-	150,000	-	150,000
33115	Chino Pump Tax	-	25,000	10,000	25,000
	Subtotal - Operations & Utilities	5,211,172	6,135,400	5,352,196	5,960,500
Contractual and Professional Services					
34100	Contractual Services	203,301	517,850	527,850	528,680
	Subtotal - Contractual & Professional	203,301	517,850	527,850	528,680

City of Norco, California
Water Fund, Water Operations
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Miscellaneous					
35100	Interest Payments	704,907	689,553	689,553	672,998
35105	Principal Payments	362,365	377,932	377,932	394,077
35150	Administrative Overhead	362,216	362,216	362,216	362,216
35205	Property Taxes	-	-	608	610
	Subtotal - Miscellaneous	1,429,488	1,429,701	1,430,309	1,429,901
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	68,000	68,000	68,000	68,000
42105	Vehicle Replacement Charges	25,255	46,169	46,169	61,411
42110	Computing and Comm. Equip Replacement	2,600	1,300	1,300	1,200
42115	Computing and Communications Operations	18,900	13,000	13,000	16,000
42220	Self Insured Expenses	4,626	6,000	500	2,000
42225	Self Insured Settlements	(5,545)	60,000	10,000	30,000
	Subtotal - Internal Service Charges	113,836	194,469	138,969	178,611
Capital Outlay					
43100	Equipment	-	15,000	8,000	15,000
43115	Building Improvements	-	15,000	6,000	15,000
	Subtotal - Capital Outlay	-	30,000	14,000	30,000
Transfers					
44100	Transfers	427,223	427,223	427,223	127,223
	Subtotal - Transfers	427,223	427,223	427,223	127,223
	Total Expenditures	$ 8,300,698	9,992,414	9,100,392	9,202,723

City of Norco, California
Water Fund, Fiscal & Support Services
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 117,888	167,984	157,143	165,495
30105	Salaries, Part Time	5,293	-	-	-
30201	PERS Employer UAL	-	30,685	30,006	33,504
30200	PERS Retirement	26,925	17,700	16,230	16,020
30205	Employee Group Insurance	27,950	37,701	35,498	36,797
30210	Vehicle Allowance	-	1,200	1,050	1,200
30212	Cell Phone Stipend	-	150	75	150
30215	Medical Savings Account	208	284	211	267
30220	FICA/Medicare Insurance	1,802	2,436	2,279	2,400
30225	Sick leave buy back	1,585	2,400	1,705	2,400
30230	Annual Vacation Cash Out	843	2,500	-	2,500
30235	Deferred Compensation	132	-	-	-
30245	Workers Compensation	16	-	-	-
	Subtotal - Salaries and Benefits	182,642	263,040	244,197	260,732
Supplies and Services					
30400	Office Supplies	1,873	1,950	1,950	1,950
30405	Printing	3,622	3,970	4,800	4,970
30410	Postage	26,004	27,350	29,000	29,040
30430	Office Equipment	211	-	235	-
	Subtotal - Supplies and Services	31,710	33,270	35,985	35,960
Maintenance and Rentals					
32100	Office Equipment Maintenance	145	150	50	50
32105	Equipment Rental	240	240	240	240
	Subtotal - Maintenance & Rentals	385	390	290	290
Contractual and Professional Services					
34100	Contractual Services	45,628	46,734	44,520	44,901
34125	Accounting & Auditing	5,882	8,478	7,951	8,732
34130	Financial Services	15,477	15,843	15,200	15,401
	Subtotal - Contractual & Professional	66,987	71,055	67,671	69,034
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	2,700	1,300	1,300	1,300
42115	Computing and Communications Operations	18,900	13,000	13,000	16,000
	Subtotal - Internal Service Charges	21,600	14,300	14,300	17,300
	Total Expenditures	$ 303,324	382,055	362,443	383,316

City of Norco, California
Water Fund, Engineering Department
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 59,095	77,905	75,206	100,275
30105	Salaries, Part Time	-	2,500	2,500	2,500
30115	Constant Staffing	1,669	-	-	-
30201	PERS Employer UAL	-	12,632	10,435	14,439
30200	PERS Retirement	13,899	7,832	6,178	8,802
30205	Employee Group Insurance	9,282	7,776	10,744	18,330
30210	Vehicle Allowance	1,964	1,920	1,920	1,920
30212	Cell Phone Stipend	240	240	180	240
30215	Medical Savings Account	135	156	65	48
30220	FICA/Medicare Insurance	941	1,166	1,128	1,490
30225	Sick leave buy back	950	700	393	700
30230	Annual Vacation Cash Out	1,176	1,200	-	1,200
30235	Deferred Compensation	-	63	63	63
	Subtotal - Salaries and Benefits	$ 89,351.17	114,090	108,916	150,007

City of Norco, California
Water Fund, Public Works Inspection
Budget Detail by Line Item

Account Number	Account Description		FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits						
30100	Salaries, Full Time	$	13,725	15,798	15,419	15,349
30201	PERS Employer UAL		-	4,068	4,146	4,428
30200	PERS Retirement		4,054	1,943	1,906	1,690
30205	Employee Group Insurance		3,723	3,977	3,872	3,984
30220	FICA/Medicare Insurance		194	229	226	223
30225	Sick leave buy back		273	275	317	275
30230	Annual Vacation Cash Out		-	75	-	75
	Subtotal - Salaries and Benefits	$	21,969	26,365	26,035	26,024

City of Norco, California
Water Fund, City Manager
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 17,868	18,067.00	19,278.00	-
30201	PERS Employer UAL	-	4,652.00	5,178.00	-
30200	PERS Retirement	5,248	2,222.00	2,375.00	-
30205	Employee Group Insurance	1,690	1,591.00	1,684.00	-
30210	Vehicle Allowance	579	600.00	600.00	-
30215	Medical Savings Account	31	30.00	30.00	-
30220	FICA/Medicare Insurance	276	262.00	191.00	-
30225	Sick leave buy back	328	200.00	397.00	-
30230	Annual Vacation Cash Out	501	510.00	-	-
	Subtotal - Salaries and Benefits	26,522	28,134	29,733	-
	Total Expenditures	$ 26,522	28,134	29,733	-

City of Norco, California
Water Fund, Human Resources
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ -	-	-	8,676
30201	PERS Employer UAL	-	-	-	2,503
30200	PERS Retirement	-	-	-	955
30205	Employee Group Insurance	-	-	-	859
30210	Vehicle Allowance	-	-	-	-
30215	Medical Savings Account	-	-	-	29
30220	FICA/Medicare Insurance	-	-	-	126
30225	Sick leave buy back	-	-	-	175
30230	Annual Vacation Cash Out	-	-	-	160
30255	Tuition Reimbursement	-	-	-	96
	Subtotal - Salaries and Benefits	-	-	-	13,651
	Total Expenditures	$ -	-	-	13,651

Sewer Fund

City of Norco, California
Sewer Fund - Summary of Revenues, Expenditures & Working Capital
Fiscal Year 2016 - 2017

Account Number	Description- Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
126-000-54200	Interest Income	$ 10,263	19,200	19,200	19,200
126-000-57145	Sewer Service Charges	5,465,702	6,130,313	6,075,215	6,075,215
126-000-57915	Miscellaneous Revenue	224	1,000	1,000	1,000
126-000-53535	City of Corona	-	365,248	363,607	363,607
	Total Revenues	$ 5,476,189	6,515,761	6,459,022	6,459,022

Expenditures:	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits	$ 570,986	688,962	609,907	906,039
Employee Related Expenditures	3,863	4,060	5,500	11,700
Supplies and Services	92,968	345,324	347,539	107,460
Maintenance and Rentals	57,948	22,390	20,890	53,465
Operations and Utilities	31,383	41,000	86,600	50,100
Contractual and Professional Services	2,193,173	2,377,565	1,879,771	2,884,962
Overhead Charges	200,000	200,000	200,000	200,000
Debt Service	1,795,543	2,156,831	1,791,583	1,791,494
Internal Service Fund Charges	108,055	141,079	126,079	152,241
Capital Outlay	-	15,000	9,800	15,000
Transfers Out	377,223	377,223	377,223	127,223
Total Expenditures	$ 5,431,144	6,369,434	5,454,892	6,299,684

Revenues Over (Under) Expenditures	$ 159,338
Estimated Working Capital June 30, 2016	3,947,510
Estimated Working Capital June 30, 2017	$ 4,106,848

City of Norco, California
Sewer Fund, Sewer Operations
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 144,936	164,157	138,976	288,834
30105	Salaries, Part Time	-	7,900	-	-
30110	Salaries, Overtime	30,232	25,000	2,500	30,000
30201	PERS Employer UAL	-	34,155	27,732	52,208
30200	PERS Retirement	37,664	17,689	15,381	26,991
30205	Employee Group Insurance	41,118	42,254	44,474	91,266
30215	Medical Savings Account	142	96	97	108
30220	FICA/Medicare Insurance	2,106	3,033	2,051	4,254
30225	Sick leave buy back	1,844	1,600	1,391	1,600
30230	Annual Vacation Cash Out	692	700	1,045	1,000
30235	Deferred Compensation	-	198	-	-
30245	Workers Compensation	9,252	-	11,800	-
	Subtotal - Salaries and Benefits	267,986	296,782	245,447	496,261
Employee Related Expenditures					
30300	Conferences and Meetings	176	1,000	200	3,000
30310	Uniforms & Safety Gear	3,687	2,860	5,000	5,700
30320	Dues, memberships and Subscriptions	-	200	300	3,000
	Subtotal - Employee Related	3,863	4,060	5,500	11,700
Supplies and Services					
30400	Office Supplies	739	1,000	200	1,000
30415	Special Departmental	9,248	260,054	260,054	17,000
30425	Small Tools	1,271	1,000	1,300	3,500
30470	Post Employment Ben-GASB45	50,000	50,000	50,000	50,000
	Subtotal - Supplies and Services	61,259	312,054	311,554	71,500
Maintenance and Rentals					
32105	Equipment Rental	13,633	5,000	5,000	5,000
32200	Building and ground maintenance	3,922	2,000	600	3,175
32450	Well & Pump Maintenance	40,008	15,000	15,000	45,000
	Subtotal - Maintenance & Rentals	57,563	22,000	20,600	53,175
Operations and Utilities					
33100	Utilities	31,383	41,000	86,600	50,100
	Subtotal - Operations & Utilities	31,383	41,000	86,600	50,100
Contractual and Professional Services					
34100	Contractual Services	2,125,371	2,305,396	1,810,000	2,810,780
	Subtotal - Contractual & Professional	2,125,371	2,305,396	1,810,000	2,810,780

City of Norco, California
Sewer Fund, Sewer Operations
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Miscellaneous					
35100	Interest Payments	1,234,136	1,212,848	1,212,848	1,189,878
35105	Principal Payments	561,407	943,983	578,735	601,616
35150	Administrative Overhead	200,000	200,000	200,000	200,000
	Subtotal - Miscellaneous	1,995,543	2,356,831	1,991,583	1,991,494
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	56,000	52,000	52,000	52,000
42105	Vehicle Replacement Charges	25,255	30,779	30,779	40,941
42110	Computing and Comm. Equip Replacement	1,900	1,500	1,500	1,000
42115	Computing and Communications Operations	14,200	17,300	17,300	16,000
42225	Self Insured Settlements	-	25,000	10,000	25,000
	Subtotal - Internal Service Charges	97,355	126,579	111,579	134,941
Capital Outlay					
43100	Equipment	-	7,500	7,500	7,500
43115	Building Improvements	-	7,500	2,300	7,500
	Subtotal - Capital Outlay	-	15,000	9,800	15,000
Transfers					
44100	Transfers	377,223	377,223	377,223	127,223
	Subtotal - Transfers	377,223	377,223	377,223	127,223
	Total Expenditures	$ 5,017,546	5,856,925	4,969,886	5,762,174

City of Norco, California
Sewer Fund, Fiscal & Support Services
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 105,761	142,346	128,433	138,917
30105	Salaries, Part Time	5,293	-	-	-
30201	PERS Employer UAL	-	25,396	25,334	27,338
30200	PERS Retirement	24,402	14,856	13,490	13,326
30205	Employee Group Insurance	25,712	33,913	31,666	32,676
30210	Vehicle Allowance	-	720	630	720
30212	Cell Phone Stipend	-	90	75	90
30215	Medical Savings Account	160	206	162	185
30220	FICA/Medicare Insurance	1,619	2,064	1,862	2,014
30225	Sick leave buy back	1,374	2,000	1,477	2,000
30230	Annual Vacation Cash Out	843	2,000	-	2,000
30235	Deferred Compensation	132	-	-	-
30245	Workers Compensation	16	-	-	-
	Subtotal - Salaries and Benefits	165,313	223,591	203,129	219,265
Supplies and Services					
30400	Office Supplies	1,873	1,950	1,950	1,950
30405	Printing	3,622	3,970	4,800	4,970
30410	Postage	26,004	27,350	29,000	29,040
30430	Office Equipment	211	-	235	-
	Subtotal - Supplies and Services	31,710	33,270	35,985	35,960
Maintenance and Rentals					
32100	Office Equipment Maintenance	145	150	50	50
32105	Equipment Rental	240	240	240	240
	Subtotal - Maintenance & Rentals	385	390	290	290
Contractual and Professional Services					
34100	Contractual Services	45,628	47,033	44,520	45,200
34125	Accounting & Auditing	5,882	8,478	7,951	8,732
34130	Financial Services	16,292	16,658	17,300	20,250
	Subtotal - Contractual & Professional	67,802	72,169	69,771	74,182
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	1,300	1,500	1,500	1,300
42115	Computing and Communications Operations	9,400	13,000	13,000	16,000
	Subtotal - Internal Service Charges	10,700	14,500	14,500	17,300
	Total Expenditures	$ 275,909	343,920	323,675	346,997

City of Norco, California
Sewer Fund, Engineering Department
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 59,095	77,905	75,206	100,275
30105	Salaries, Part Time	-	2,500	-	2,500
30115	Constant Staffing	1,669	-	-	-
30201	PERS Employer UAL	-	12,632	10,435	14,439
30200	PERS Retirement	13,899	7,832	6,178	8,802
30205	Employee Group Insurance	9,282	7,776	10,744	18,330
30210	Vehicle Allowance	1,964	1,920	1,920	1,920
30212	Cell Phone Stipend	240	240	180	240
30215	Medical Savings Account	135	156	65	48
30220	FICA/Medicare Insurance	941	1,166	1,090	1,490
30225	Sick leave buy back	950	700	393	700
30230	Annual Vacation Cash Out	1,176	1,200	-	1,200
30235	Deferred Compensation	-	63	-	63
	Subtotal - Salaries and Benefits	$ 89,351	114,090	106,211	150,007

City of Norco, California
Sewer Fund, Public Works Inspection
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 13,594	15,798	14,692	15,349
30110	Salaries, Overtime	-	-	149	-
30201	PERS Employer UAL	-	4,068	4,146	4,428
30200	PERS Retirement	4,018	1,943	1,906	1,690
30205	Employee Group Insurance	3,723	3,977	3,872	3,984
30220	FICA/Medicare Insurance	192	229	215	223
30225	Sick leave buy back	273	275	317	275
30230	Annual Vacation Cash Out	-	75	-	75
	Subtotal - Salaries and Benefits	$ 21,799	26,365	25,297	26,024

City of Norco, California
Sewer Fund, City Manager
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 17,868	18,067	19,278	-
30201	PERS Employer UAL	-	4,652	5,178	-
30200	PERS Retirement	5,248	2,222	2,375	-
30205	Employee Group Insurance	1,690	1,591	1,684	-
30210	Vehicle Allowance	595	600	600	-
30215	Medical Savings Account	31	30	30	-
30220	FICA/Medicare Insurance	277	262	280	-
30225	Sick leave buy back	328	200	397	-
30230	Annual Vacation Cash Out	501	510	-	-
	Subtotal - Salaries and Benefits	26,537	28,134	29,822	-
	Total Expenditures	$ 26,537	28,134	29,822	-

City of Norco, California
Sewer Fund, Human Resources
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ -	-	-	8,676
30201	PERS Employer UAL	-	-	-	2,503
30200	PERS Retirement	-	-	-	955
30205	Employee Group Insurance	-	-	-	859
30212	Cell Phone Stipend	-	-	-	72
30215	Medical Savings Account	-	-	-	859
30220	FICA/Medicare Insurance	-	-	-	126
30225	Sick leave buy back	-	-	-	175
30230	Annual Vacation Cash Out	-	-	-	160
30255	Tuition Reimbursement	-	-	-	96
	Subtotal - Salaries and Benefits	-	-	-	14,482
	Total Expenditures	$ -	-	-	14,482

Gas Tax Fund

City of Norco, California
Gas Tax Fund - Revenues, Expenditures & Fund Balance
Fiscal Year 2016 - 2017

Account Number	*Description- Revenues*		*FY 2015 Actual*	*FY 2016 Amended Budget*	*FY 2016 Estimated Year-End Total*	*FY 2017 Budget Request*
133-000-53429	2103 Apportionment	$	281,333	126,204	126,204	63,831
133-000-53430	2105 Apportionment		161,524	163,949	163,949	169,026
133-000-53435	2106 Apportionment		104,562	84,729	84,729	87,303
133-000-53440	2107 Apportionment		207,689	227,409	227,409	234,720
133-000-53445	2107.5 Apportionment		12,000	6,000	6,000	6,000
133-000-54200	Interest Income		1,276	1,000	2,000	2,000
133-000-57915	Miscellaneous Revenue		6,337	-	2,045	-
	Total Revenues	$	774,721	609,291	612,336	562,880

Expenditures:		*FY 2015 Actual*	*FY 2016 Amended Budget*	*FY 2016 Estimated Year-End Total*	*FY 2017 Budget Request*
Salaries and Benefits	$	207,261	231,762	225,006	146,060
Employee Related Expenditures		1,524	3,950	1,500	3,850
Supplies and Services		71,668	42,800	42,700	42,800
Maintenance and Rentals		186,142	83,000	75,000	85,584
Operations and Utilities		100,341	91,200	91,200	91,585
Contractual and Professional Services		252,157	317,700	150,000	360,000
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	5,000	4,000	5,000
Transfers Out		-	-	-	-
Total Expenditures	$	819,093	775,412	589,406	734,879

Revenues Over (Under) Expenditures	$ (171,999)
Estimated Fund Balance June 30, 2016	846,924
Estimated Fund Balance June 30, 2017	$ 674,925

City of Norco, California
Gas Tax Fund, Gas Tax Operations
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 84,157	100,819	92,757	43,289
30105	Salaries, Part Time	-	624	-	-
30110	Salaries, Overtime	17,725	15,000	15,000	15,000
30201	PERS Employer UAL	-	21,903	16,017	13,080
30200	PERS Retirement	22,096	11,129	9,485	4,026
30205	Employee Group Insurance	26,337	27,404	28,382	13,219
30215	Medical Savings Account	54	-	36	-
30220	FICA/Medicare Insurance	1,174	1,718	1,562	781
30225	Sick leave buy back	1,063	1,500	715	1,500
30230	Annual Vacation Cash Out	502	900	392	900
30235	Deferred Compensation	-	16	-	-
30245	Workers Compensation	12,980	-	10,600	-
	Subtotal - Salaries and Benefits	166,089	181,013	174,946	91,795
Employee Related Expenditures					
30300	Conferences and Meetings	-	100	-	100
30310	Uniforms & Safety Gear	1,524	3,850	1,500	3,750
	Subtotal - Employee Related	1,524	3,950	1,500	3,850
Supplies and Services					
30400	Office Supplies	-	100	-	100
30415	Special Departmental	71,392	41,500	41,500	41,500
30425	Small Tools	276	1,200	1,200	1,200
	Subtotal - Supplies and Services	71,668	42,800	42,700	42,800
Maintenance and Rentals					
32300	Traffic Signal Maintenance	186,142	83,000	75,000	85,584
	Subtotal - Maintenance & Rentals	186,142	83,000	75,000	85,584
Operations and Utilities					
33100	Utilities	100,341	91,200	91,200	91,585
	Subtotal - Operations & Utilities	100,341	91,200	91,200	91,585
Contractual and Professional Services					
34100	Contractual Services	252,157	317,700	150,000	360,000
	Subtotal - Contractual & Professional	252,157	317,700	150,000	360,000
Capital Outlay					
43100	Equipment	-	5,000	4,000	5,000
	Subtotal - Capital Outlay	-	5,000	4,000	5,000

City of Norco, California
Gas Tax Fund, Gas Tax Operations
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
	Total Expenditures	$ 777,921	724,663	539,346	680,614

City of Norco, California
Gas Tax Fund, Public Works Inspection
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 5,503	6,319	6,167	6,140
30110	Salaries, Overtime	-	-	60	-
30201	PERS Employer UAL	-	1,627	1,658	1,771
30200	PERS Retirement	1,625	777	762	676
30205	Employee Group Insurance	1,489	1,591	1,549	1,594
30220	FICA/Medicare Insurance	78	92	90	89
30225	Sick leave buy back	109	100	127	100
30230	Annual Vacation Cash Out	-	30	-	30
	Subtotal - Salaries and Benefits	8,804	10,536	10,413	10,400
	Total Expenditures	$ 8,804	10,536	10,413	10,400

City of Norco, California
Gas Tax Fund, Engineering
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 21,441	29,880	28,405	30,483
30105	Salaries, Part Time	-	625	-	-
30115	Constant Staffing	1,669	-	-	-
30201	PERS Employer UAL	-	3,158	2,609	3,610
30200	PERS Retirement	3,960	2,607	2,143	2,555
30205	Employee Group Insurance	3,847	2,258	5,251	5,579
30210	Vehicle Allowance	489	480	480	480
30212	Cell Phone Stipend	60	60	45	60
30215	Medical Savings Account	43	54	32	24
30220	FICA/Medicare Insurance	343	442	412	442
30225	Sick leave buy back	222	333	269	333
30230	Annual Vacation Cash Out	294	300	-	300
30235	Deferred Compensation	-	16	-	-
	Subtotal - Salaries and Benefits	32,368	40,213	39,646	43,866
	Total Expenditures	$ 32,368	40,213	39,646	43,866

NPDES - Storm Drain Fund

City of Norco, California
NPDES Storm Drain Fund - Revenues, Expenditures & Fund Balance
Fiscal Year 2016 - 2017

Account Number	Description-Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
139-000-53125	Tax Assessments	$ 64,135	65,000	65,000	71,274
139-000-59200	Transfers In	50,000	75,000	75,000	75,000
	Total Revenues	$ 114,135	140,000	140,000	146,274

Expenditures:	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits	$ 44,352	73,362	44,687	43,075
Employee Related Expenditures	-	100	-	100
Supplies and Services	2,008	200	-	250
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	58,221	85,027	90,000	94,000
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Transfers Out	-	-	-	-
Total Expenditures	$ 104,581	158,689	134,687	137,425

Revenues Over (Under) Expenditures	$ 8,849
Estimated Fund Balance June 30, 2016	31,920
Estimated Fund Balance June 30, 2017	$ 40,769

City of Norco, California
NPDES Fund, Storm Drain Operations
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 12,776	19,302	15,981	16,622
30105	Salaries, Part Time	-	6,757	-	-
30110	Salaries, Overtime	4,972	4,000	4,000	4,000
30201	PERS Employer UAL	-	3,917	2,202	4,755
30200	PERS Retirement	3,600	2,008	1,593	1,550
30205	Employee Group Insurance	4,766	5,665	6,327	5,203
30220	FICA/Medicare Insurance	267	436	290	279
30225	Sick leave buy back	163	150	93	150
30230	Annual Vacation Cash Out	-	110	-	110
30235	Deferred Compensation	-	169	-	-
30245	Workers Compensation	2,767	-	3,290	-
	Subtotal - Salaries and Benefits	29,311	42,514	33,776	32,675
Employee Related Expenditures					
30300	Conferences and Meetings	-	100	-	100
	Subtotal - Employee Related	-	100	-	100
Supplies and Services					
30415	Special Departmental	2,008	200	-	250
	Subtotal - Supplies and Services	2,008	200	-	250
Contractual and Professional Services					
34100	Contractual Services	58,221	85,027	90,000	94,000
	Subtotal - Contractual & Professional	58,221	85,027	90,000	94,000
	Total Expenditures	$ 89,540	127,841	123,776	127,025

City of Norco, California
NPDES Fund, Public Works Inspection
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 5,464	6,319	6,167	6,140
30201	PERS Employer UAL	-	1,627	1,658	1,771
30200	PERS Retirement	1,614.05	777	762	676
30205	Employee Group Insurance	1,488.96	1,591	1,548	1,594
30220	FICA/Medicare Insurance	76.95	92	89	89
30225	Sick leave buy back	109.08	100	127	100
30230	Annual Vacation Cash Out	-	30	-	30
	Subtotal - Salaries and Benefits	$ 8,753	10,536	10,351	10,400

City of Norco, California
NPDES Fund, Engineering
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ -	6,500	-	-
30115	Constant Staffing	5,708	10,080	520	-
30200	PERS Retirement	357	629	32	-
30205	Employee Group Insurance	-	2,700	-	-
30220	FICA/Medicare Insurance	82	240	8	-
30235	Deferred Compensation	-	163	-	-
	Subtotal - Salaries and Benefits	$ 6,147	20,312	560	-

Miscellaneous Grants

City of Norco, California
Miscellaneous Grant Funds - Revenues, Expenditures & Fund Balance
Fiscal Year 2016- 2017

Account Number	*Description- Revenues*	*FY 2015 Actual*	*FY 2016 Amended Budget*	*FY 2016 Estimated Year-End Total*	*FY 2017 Budget Request*
122-000-53206	Emergency Mgt Performance Grant	$ 5,302	-	9,398	
122-000-53310	Trash Round-up/Recycle	-	-	7,270	-
122-000-53305	Homeland Security Grant	9,972	4,512	-	-
122-000-53500	Riverside County Transp Commission	60,000	60,365	60,000	59,932
122-000-53506	Metropolitan Water District Community	861	-	-	-
162-000-53260	Supplemental Law Enforcement	106,230	100,000	100,000	100,000
	Total Revenues	$ 182,364	164,877	176,668	159,932

Expenditures:	*FY 2015 Actual*	*FY 2016 Amended Budget*	*FY 2016 Estimated Year-End Total*	*FY 2017 Budget Request*
Salaries and Benefits	$ 43,587	44,715	45,373	43,958
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	4,391	4,263	3,605	4,174
Contractual and Professional Services	106,230	100,000	100,000	100,000
Miscellaneous	4,800	4,800	4,800	4,800
Internal Service Charges	7,222	6,222	6,222	7,000
Capital Outlay	-	4,512	-	-
Transfers Out	-	-	-	-
Total Expenditures	$ 166,230	164,512	160,000	159,932
Revenues Over (Under) Expenditures				$ -
Estimated Fund Balance June 30, 2016				-
Estimated Fund Balance June 30, 2017				$ -

City of Norco, California
Miscellaneous Grant Funds
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 28,738	28,144	28,165	27,107
30201	PERS Employer UAL	-	7,247	7,636	7,820
30200	PERS Retirement	8,794	3,461	3,470	2,984
30205	Employee Group Insurance	5,539	5,395	5,633	5,594
30215	Medical Savings Account	72	60	61	60
30220	FICA/Medicare Insurance	443	408	408	393
	Subtotal - Salaries and Benefits	43,587	44,715	45,373	43,958
Operations and Utilities					
33100	Utilities	4,391	4,263	3,605	4,174
	Subtotal - Operations & Utilities	4,391	4,263	3,605	4,174
Miscellaneous					
35150	Administrative Overhead	4,800	4,800	4,800	4,800
	Subtotal - Miscellaneous	4,800	4,800	4,800	4,800
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	5,000	3,500	3,500	4,000
42115	Computing and Communications Operations	2,222	2,722	2,722	3,000
	Subtotal - Internal Service Charges	7,222	6,222	6,222	7,000
Capital Outlay					
43100	Equipment	-	4,512	-	-
	Subtotal - Capital Outlay	-	4,512	-	-
	Total Expenditures	$ 60,000	64,512	60,000	59,932

City of Norco, California
Miscellaneous Grant Funds, Supplemental Law Enforcement
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Contractual and Professional Services					
34115	Law Enforcement Contract	$ 106,230	100,000	100,000	100,000
	Subtotal - Contractual & Professional	106,230	100,000	100,000	100,000
	Total Expenditures	$ 106,230	100,000	100,000	100,000

Information Technology
Memo Only

FISCAL & SUPPORT SERVICES

Information Technology Division 135-901

The Information Technology staff is responsible for the purchase, maintenance and support of computer systems and related peripherals. The IT help desk assists all users at the City with computer related problems. The staff is also responsible for the maintenance and support of the telephone system.

City of Norco, California
Data Processing Fund - Revenues, Expenditures & Working Capital - Memo Only
Fiscal Year 2016 - 2017

Account Number	Description - Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
135-000-57625	Charges for Equipment Replacement	$ 50,000	31,000	31,000	29,500
135-000-57630	Charges for Operations	453,900	395,600	395,598	393,700
135-000-54200	Interest	1,017	900	2,000	2,000
135-000-57900	Property Sale	190	150	110	150
135-000-58100	Contributions	6,416	-	-	-
	Total Revenues	$ 511,523	427,650	428,708	425,350

Expenditures	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits	$ 134,278	95,553	117,201	142,456
Employee Related	346	350	210	1,300
Supplies and Services	45,759	81,742	106,192	92,893
Maintenance and Rentals	25,530	35,370	35,400	36,442
Operations and Utilities	777	27,480	20,046	20,034
Contractual and Professional Services	153,773	80,733	86,907	100,644
Internal Service Fund Charges	14	300	50	150
Miscellaneous	-	-	-	-
Capital Outlay	-	20,000	10,000	20,000
Transfers Out	-	-	-	-
Total Expenditures	$ 360,477	341,528	376,006	413,919

Revenues Over (Under) Expenditures	$ 11,431
Estimated Working Capital June 30, 2016	805,984
Estimated Working Capital June 30, 2017	$ 817,416

City of Norco, California
Information Technology Division 901, Data Processing Fund 135
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 92,356	53,189	78,880	108,525
30105	Salaries, Part Time	7,888	27,322	7,983	-
30110	Salaries, Overtime	-	-	10,759	6,691
30200	PERS Retirement	15,976	3,317	4,920	7,114
30205	Employee Group Insurance	15,145	7,475	12,805	15,957
30215	Medical Savings Account	114	-	-	-
30220	FICA/Medicare Insurance	2,063	1,167	1,416	1,769
30225	Sick leave buy back	538	600	239	600
30230	Annual Vacation Cash Out	-	1,000	-	1,000
30235	Deferred Compensation	197	683	200	-
30255	Tuition Reimbursement	-	800	-	800
	Subtotal - Salaries and Benefits	134,278	95,553	117,201	142,456
Employee Related Expenditures					
30300	Conferences and Meetings	-	-	-	1,000
30305	Auto Mileage	106	100	50	100
30320	Dues, memberships and Subscriptions	240	250	160	200
	Subtotal - Employee Related	346	350	210	1,300
Supplies and Services					
30400	Office Supplies	-	150	715	1,000
30410	Postage	14,176	12,000	12,000	12,000
30425	Small Tools	141	250	250	250
30430	Office Equipment	23,476	200	1,500	200
30435	Software Expense	7,966	69,142	91,727	79,443
	Subtotal - Supplies and Services	45,759	81,742	106,192	92,893
Maintenance and Rentals					
32100	Office Equipment Maintenance	1,323	4,190	400	2,340
32105	Equipment Rental	24,208	31,180	35,000	34,102
	Subtotal - Maintenance & Rentals	25,530	35,370	35,400	36,442
Operations and Utilities					
33100	Utilities	777	27,480	20,046	20,034
	Subtotal - Operations & Utilities	777	27,480	20,046	20,034
Contractual and Professional Services					
34100	Contractual Services	110,763	13,133	18,604	33,044
34105	Other Professional Services	43,010	67,600	68,303	67,600
	Subtotal - Contractual & Professional	153,773	80,733	86,907	100,644

City of Norco, California
Information Technology Division 901, Data Processing Fund 135
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	14	300	50	150
	Subtotal - Internal Service Charges	14	300	50	150
Capital Outlay					
43100	Equipment	-	20,000	10,000	20,000
	Subtotal - Capital Outlay	-	20,000	10,000	20,000
	Total Expenditures	$ 360,477	341,528	376,006	413,919

Vehicle Replacement Fund
Memo Only

City of Norco, California
Vehicle Replacement Internal Service Fund
Estimated Revenues, Expenditures, and Working Capital
Budget Summary by Major Objects

Account Number	Description - Revenues		FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
128-000-57625	Charges for Vehicle Replacement	$	125,106	148,998	148,998	176,808
128-000-57630	Charges for Operations		206,900	215,300	211,800	210,000
128-000-54200	Interest		3,946	-	-	-
128-000-57500.10	City Maintenance Yard/Vehicles		710	-	-	-
128-000-57605	Damage Claim		1,996		-	-
	Total Revenues	$	338,658	364,298	360,798	386,808

	Expenditures		FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
	Salaries and Benefits	$	-	-	-	-
	Employee Related		-	-	-	-
	Supplies and Services		-	-	-	-
	Maintenance and Rentals		-	-	-	-
	Operations and Utilities		-	-	-	-
	Contractual and Professional Services		-	-	-	-
	Miscellaneous		-	-	-	-
	Internal Service Charges		238,717	261,700	243,163	259,663
	Capital Outlay		-	92,000	92,000	40,085
	Transfers Out		-	-	-	-
	Total Expenditures	$	238,717	353,700	335,163	299,748

Revenues Over (Under) Expenditures	$ 87,060
Estimated Working Capital June 30, 2015	2,721,754
Estimated Working Capital June 30, 2016	$ 2,808,814

Benefits & Insurance Fund
Memo Only

City of Norco, California
Benefits and Insurance Fund - Revenues, Expenditures & Working Capital - Memo Only
Fiscal Year 2016 - 2017

Account Number	Description - Revenues		FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
134-000-54200	Interest	$	2,223	2,000	2,700	3,000
134-000-57630	Internal Service Operations		324,276	284,531	284,531	298,192
	Total Revenues	$	326,499	286,531	287,231	301,192

Expenditures		FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits	$	105,483	-	-	-
Employee Related		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		-	-	-	-
Internal Service Fund Charges		205,208	284,531	196,523	298,192
Miscellaneous		-	-	-	-
Capital Outlay		-	-	-	-
Transfers Out		-	-	-	-
Total Expenditures	$	310,691	284,531	196,523	298,192

Revenues Over (Under) Expenditures	$	3,000
Estimated Working Capital June 30, 2016		51,768
Estimated Working Capital June 30, 2017	$	54,768

City of Norco, California
Benefits and Insurance, Fund 134, Department 724
Budget Detail by Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30245	Workers Compensation	$ 105,483	-	-	-
	Subtotal - Salaries and Benefits	105,483	-	-	-
Internal Service Fund Charges					
42200	Liability Insurance	126,597	140,254	138,043	152,201
42220	Self Insured Expenses	20,543	55,850	500	55,850
42225	Self Insured Settlements	13,737	29,800	500	29,800
42230	Excess Workers Comp	44,330	58,627	57,480	60,341
	Subtotal - Internal Service Charges	205,208	284,531	196,523	298,192
	Total Expenditures	$ 310,691	284,531	196,523	298,192

Redevelopment Obligation Retirement Fund

City of Norco, California
Redevelopment Obligation Retirement Fund
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	-	-	-	-
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Miscellaneous		358,258	358,258	358,258	358,258
Debt Service		4,898,754	6,919,643	7,176,113	7,046,484
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Reimbursements to General Fund		-	-	12,423	-
Total Expenditures	$	5,257,012	7,277,901	7,546,794	7,404,742

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		5,257,012	7,277,901	7,546,794	7,404,742
Total Funding Sources	$	5,257,012	7,277,901	7,546,794	7,404,742

City of Norco, California
Redevelopment Obligation Retirement Fund 017
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Contractual and Professional Services					
34102	City Services	$ 358,258	358,258	358,258	358,258
	Subtotal - Contractual & Professional	358,258	358,258	358,258	358,258
Debt Service					
35100	Interest Payments	4,334,477	4,221,506	4,221,506	4,129,655
35105	Principal Payments		2,696,308	2,835,000	2,915,000
35110	Bond Issuance Costs	540,504	-	118,000	-
35115	Bond Discount	22,166	-	-	-
35205	Property Taxes	1,607	1,829	1,607	1,829
	Subtotal - Miscellaneous	4,898,754	6,919,643	7,176,113	7,046,484
Transfers					
44105	Inter-Fund	-	-	12,423	-
	Subtotal - Transfers	-	-	12,423	-
	Total Expenditures	$ 5,257,012	7,277,901	7,546,794	7,404,742

City of Norco, California
Redevelopment Obligation Retirement Fund
Debt Service Schedule

Account Number	***Description***	***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
017-5105-35100	2005 Refunding Tax Allocation Bonds Interest	$ 809,992	807,163	807,163	804,104
017-5105-35105	2005 Refunding Tax Allocation Bonds Principal	-	70,000	70,000	80,000
017-5108-35100	2009 School Pass-through Interest	736,273	724,365	724,365	711,186
017-5108-35105	2009 School Pass-through Principal	-	250,000	250,000	265,000
017-5111-35100	2010 Refunding Tax Allocation Bonds Interest	1,416,948	1,412,165	1,412,165	1,406,519
017-5111-35105	2010 Refunding Tax Allocation Bonds Principal	-	140,000	140,000	135,000
017-5101-35100	2014 Refunding Notes (Pass-through) Interest	530,967.32	509,300	509,300	495,000
017-5101-35105	2014 Refunding Notes (Pass-through) Principal	-	425,000	425,000	435,000
017-5104-35100	2014 Refunding Tax Allocation Bonds Interest	840,296.88	768,513	768,513	712,846
017-5104-35105	2014 Refunding Tax Allocation Bonds Principal	-	1,650,000	1,650,000	1,700,000
017-5010-35105	SERAF Borrowing Repayment	-	161,308	-	300,000
	Total CRA Debt Service	$ 4,334,477	6,917,814	6,756,506	7,044,655

Budget by Department

Legislative

LEGISLATIVE

The municipal government establised for the City of Norco is a “Council-Manager” form of government. Except as expressly stated in the City’s Charter and Charter Amendment, the general laws set forth in the constitution of the State of California and the laws of the State of California govern the City of Norco.

City of Norco, California
Legislative Department
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	92,649	100,330	91,231	86,206
Employee Related Expenditures		4,449	4,200	3,870	4,000
Supplies and Services		341	400	475	500
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		218,093	230,000	230,000	230,000
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers Out		-	-	-	-
Total Expenditures	$	315,531	334,930	325,576	320,706

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	315,531	334,930	325,576	320,706
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Grant Funds		-	-	-	-
Total Funding Sources	$	315,531	334,930	325,576	320,706

City Council

CITY COUNCIL

The five-member City Council is elected at large and is responsible for the legislative functions of the City. Each member serves a four-year term. The Mayor is elected by the members of the City Council and holds the office for one year. City Council members also serve as the Board of Directors of the Successor Agency to the Norco Redevelopment Agency. City Council meetings are held the first and third Wednesdays of each month at 7:00 p.m.

City of Norco, California
City Council, Department 701
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	92,649	100,330	91,231	86,206
Employee Related Expenditures		4,449	4,200	3,870	4,000
Supplies and Services		341	400	475	500
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		-	-	-	-
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	97,439	104,930	95,576	90,706

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	97,439	104,930	95,576	90,706
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	97,439	104,930	95,576	90,706

City of Norco, California
City Council, General Fund 121, Department 701
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 32,999	36,900	34,374	36,900
30201	PERS Employer UAL	-	7,601	6,582	6,387
30200	PERS Retirement	6,813	3,040	2,407	2,437
30205	Employee Group Insurance	52,165	52,089	47,095	39,617
30220	FICA/Medicare Insurance	506	535	498	535
30235	Deferred Compensation	165	165	275	330
	Subtotal - Salaries and Benefits	92,649	100,330	91,231	86,206
Employee Related Expenditures					
30300	Conferences and Meetings	4,449	4,200	3,870	4,000
	Subtotal - Employee Related	4,449	4,200	3,870	4,000
Supplies and Services					
30400	Office Supplies	341	400	475	500
	Subtotal - Supplies and Services	341	400	475	500
	Total Expenditures	$ 97,439	104,930	95,576	90,706

City Attorney

CITY ATTORNEY

The City Attorney represents the City of Norco in a wide variety of judicial and administrative proceedings. The City Attorney's office represents the City in litigation matters and prosecutes violators of City laws. The Office provides legal advice to the City Council, City Departments, as well as drafting ordinances, contracts, resolutions and agreements.

City of Norco, California
City Attorney, Department 705
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	-	-	-	-
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		218,093	230,000	230,000	230,000
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	218,093	230,000	230,000	230,000

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	218,093	230,000	230,000	230,000
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	218,093	230,000	230,000	230,000

City of Norco, California
City Attorney, General Fund 121, Department 705
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Contractual and Professional Services					
34100	Contractual Services	$ 218,093	230,000	230,000	230,000
	Subtotal - Contractual & Professional	218,093	230,000	230,000	230,000
	Total Expenditures	$ 218,093	230,000	230,000	230,000

City Manager, City Clerk, Economic Development & Human Resources

City of Norco, California
City Manager, City Clerk, Economic Development, and Human Resources
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	469,979	545,142	553,713	761,324
Employee Related Expenditures		2,625	6,725	4,670	13,880
Supplies and Services		8,537	50,385	72,431	25,825
Maintenance and Rentals		-	-	224	-
Operations and Utilities		388	500	388	500
Contractual and Professional Services		81,353	339,446	269,941	155,040
Miscellaneous		291	-	291	300
CRA Programs		-	-	-	-
Internal Service Fund Charges		46,202	33,300	33,300	34,000
Capital Outlay		-	-	-	-
Transfers Out		-	-	-	-
Total Expenditures	$	609,374	975,498	934,958	990,869

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	556,315	919,230	875,403	962,736
Water Fund		26,522	28,134	29,733	13,651
Sewer Fund		26,537	28,134	29,822	14,482
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Grant Funds		-	-	-	-
Total Funding Sources	$	609,374	975,498	934,958	990,869

City Manager

CITY MANAGER

The Municipal government established by the City of Norco Charter is a “Council-Manager” form of government. Under this form of government, the City Council establishes the policy direction of the City. The City Manager, as the Chief Executive Officer of the City, is responsible for implementing policy directions established by the City Council. The City Manager serves as the administrative head of City government and reports directly to the City Council. The City Manager recommends, plans, leads, directs and implements City Council policy decisions and regulatory compliance requirements. The City Manager directs the day-to-day operations of all City departments and staff, directly and through a management team of Department Directors. The City Manager provides technical advice to the City Council on overall management and operations of the City. The City Manager also serves as the Executive Director of the Successor Agency to the former Norco Community Redevelopment Agency.

2016-17 Goals & Objectives

- Effectively implement policy directions of the City Council.
- Provide effective direction and supervision to all City Departments to ensure effective service delivery and implementation of programs.
- Maintain positive ongoing relationships with other governmental entities and local service clubs.
- Complete update of the City’s Strategic plan and ensure implementation of key priority goals identified in the Strategic Plan
- Continue to successfully implement all activities required by law to wind down the activities of the former Norco Community Redevelopment Agency.
- Provide recommendations on ways to balance FY 2017-2018 Operating Budget.
- Work closely with Public Works and other Departments to ensure that at least 75% of all capital projects in the Capital Improvement Program Budget for FY 2016-2017 are completed during the fiscal year.
- Continue to actively participate in community and inter-governmental/regional activities.
- Provide recommendations to ensure the long term sustainability of the City’s water and sewer systems.

City of Norco, California
City Manager, Department 702
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	265,603	282,407	302,732	325,264
Employee Related Expenditures		1,670	6,000	2,500	5,100
Supplies and Services		114	150	13	-
Maintenance and Rentals		-	-	-	-
Operations and Utilities		388	500	388	500
Contractual and Professional Services		-	15,000	-	-
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		14,799	9,700	9,700	5,700
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	282,574	313,757	315,333	336,564

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	229,515	257,489	255,778	336,564
Water Fund		26,522	28,134	29,733	-
Sewer Fund		26,537	28,134	29,822	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Miscellaneous Grants		-	-	-	-
Total Funding Sources	$	282,574	313,757	315,333	336,564

City of Norco, California
City Manager, General Fund 121, Department 702
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 142,946	144,535	154,227	208,677
30201	PERS Employer UAL	-	37,218	41,629	60,203
30200	PERS Retirement	41,986	17,775	18,996	22,971
30205	Employee Group Insurance	13,669	12,725	13,469	15,937
30210	Vehicle Allowance	4,856	4,800	4,800	6,000
30215	Medical Savings Account	247	240	240	300
30220	FICA/Medicare Insurance	2,211	2,096	2,236	3,026
30225	Sick leave buy back	2,621	2,650	3,174	2,650
30230	Annual Vacation Cash Out	4,009	4,100	4,406	5,500
	Subtotal - Salaries and Benefits	212,544	226,139	243,177	325,264
Employee Related Expenditures					
30300	Conferences and Meetings	1,268	4,000	1,500	3,000
30320	Dues, Memberships and Subscriptions	402	2,000	1,000	2,100
	Subtotal - Employee Related	1,670	6,000	2,500	5,100
Supplies and Services					
30400	Office Supplies	114	-	13	-
30405	Printing & Copies	-	150	-	-
	Subtotal - Supplies and Services	114	150	13	-
Operations and Utilities					
33100	Utilities	388	500	388	500
	Subtotal - Operations & Utilities	388	500	388	500
Contractual and Professional Services					
34105	Other Professional Services	-	15,000	-	-
	Subtotal - Contractual & Professional	-	15,000	-	-
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	1,400	1,000	1,000	400
42115	Computing and Communications Operations	9,400	8,700	8,700	5,300
42235	Compensated absences	3,999	-	-	-
	Subtotal - Internal Service Charges	14,799	9,700	9,700	5,700
	Total Expenditures	$ 229,515	257,489	255,778	336,564

City of Norco, California
City Manager, Water Fund 124, Department 702
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 17,868	18,067	19,278	-
30201	PERS Employer UAL	-	4,652	5,178	-
30200	PERS Retirement	5,248	2,222	2,375	-
30205	Employee Group Insurance	1,690	1,591	1,684	-
30210	Vehicle Allowance	579	600	600	-
30215	Medical Savings Account	31	30	30	-
30220	FICA/Medicare Insurance	276	262	191	-
30225	Sick leave buy back	328	200	397	-
30230	Annual Vacation Cash Out	501	510	-	-
	Subtotal - Salaries and Benefits	$ 26,521.69	28,134	29,733	-

City of Norco, California
City Manager, Sewer Fund 126, Department 702
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 17,868	18,067	19,278	-
30201	PERS Employer UAL	-	4,652	5,178	-
30200	PERS Retirement	5,248	2,222	2,375	-
30205	Employee Group Insurance	1,690	1,591	1,684	-
30210	Vehicle Allowance	595	600	600	-
30215	Medical Savings Account	31	30	30	-
30220	FICA/Medicare Insurance	277	262	280	-
30225	Sick leave buy back	328	200	397	-
30230	Annual Vacation Cash Out	501	510		-
	Subtotal - Salaries and Benefits	$ 26,537.45	28,134	29,822	-

City Clerk

ADMINISTRATION
City Clerk

The City Clerk serves under the direction of the City Manager and also assists the City Manager in the day-to-day operations of the Administrative offices of the City. The City Clerk serves as the City's election official and custodian of all of the official records of the City of Norco. The City Clerk and staff facilitate the preparation of City Council agenda packets and prepare the minutes for all City Council meetings; serve as the City's election official; administer the City's records management system, maintain the City's Municipal Code, assist in the processing of all legal documents necessary for the operation of the City, ensure that elected and appointed officials comply with filing requirements in accordance with the Political Reform Act, serve as the City Council Liaison, assist in the fulfilling of Public Records Act requests, and are responsible for the input for the City Government Channel and portions of the City's Internet site. The City Clerk also serves as the Secretary of the Successor Agency to the Norco Community Redevelopment Agency and also Secretary of the Oversight Board.

2016-17 Goals & Objectives

- Provide services in an open and transparent manner, build cooperative partnerships and strong working relationships, and identify opportunities to extend and improve the services that the City Clerk's Office provides in order to meet the changing needs of the community.

- Enable and promote civic engagement and involvement through the electoral process, participation in public meetings, outreach, and partnerships with the community.

- Assist the City Manager in coordinating and facilitating the functions of the City's Administrative offices.

- Work as part of a "team" to provide leadership and administrative support.

- Improve and modernize the City's records management system to enable quick response to public records requests.

- Continue to enhance and promote accessibility and City Clerk services by updating the website for improved user experience.

- Expand the use of the Horsetown USA logo and name to include royalties or a fixed annual fee.

- Coordinate efforts to provide City Council agenda packets in a usable and functional electronic format available to the community.

- Encourage public engagement through the decision making process of the City, ensure the integrity of the participatory process, and enhance the public's trust in local government.

- Continue to monitor local, state, and federal legislation as it relates to all the operations and functions of the City of Norco to ensure compliance.

- Conduct Commission Member training and recruitment for vacancies in 2016.

- Conduct periodic training sessions with departments to revise internal workflow procedures and provide for uniformity with City Council and Commission agenda preparation.

City of Norco, California
City Clerk, Department 704
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	201,543	244,024	239,027	252,764
Employee Related Expenditures		545	500	420	720
Supplies and Services		2,196	48,235	48,177	4,400
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		2,500	2,500	2,500	5,000
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		20,703	14,000	14,000	17,000
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	227,487	309,259	304,124	279,884

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	227,487	309,259	304,124	279,884
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	227,487	309,259	304,124	279,884

City of Norco, California
City Clerk, General Fund 121, Department 704
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 121,095	137,979	134,744	141,628
30105	Salaries, Part Time	8,461	12,500	14,000	12,500
30201	PERS Employer UAL	-	35,530	36,343	40,860
30200	PERS Retirement	32,812	16,969	14,960	15,590
30205	Employee Group Insurance	29,192	30,011	30,800	31,098
30210	Vehicle Allowance	4,824	4,800	4,800	4,800
30212	Cell Phone Stipend	600	600	600	600
30215	Medical Savings Account	400	540	300	540
30220	FICA/Medicare Insurance	1,861	2,182	1,954	2,235
30225	Sick leave buy back	808	800	526	800
30230	Annual Vacation Cash Out	1,490	1,000	-	1,000
30235	Deferred Compensation	-	313	-	313
30255	Tuition Reimbursement	-	800	-	800
	Subtotal - Salaries and Benefits	201,543	244,024	239,027	252,764
Employee Related Expenditures					
30320	Dues, Memberships and Subscriptions	545	500	420	720
	Subtotal - Employee Related	545	500	420	720
Supplies and Services					
30400	Office Supplies	560	485	485	1,200
30405	Printing & Copies	-	150	-	100
30410	Postage	-	100	42	100
30416	City Merchandise	-	-	500	500
30445	Legal Advertising	1,637	2,500	2,150	2,500
30455	Election	-	45,000	45,000	-
	Subtotal - Supplies and Services	2,196	48,235	48,177	4,400
Contractual and Professional Services					
34100	Contractual Services	2,500	2,500	2,500	5,000
	Subtotal - Contractual & Professional	2,500	2,500	2,500	5,000
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	2,100	1,000	1,000	1,000
42115	Computing and Communications Operations	14,200	13,000	13,000	16,000
	Subtotal - Internal Service Charges	20,703	14,000	14,000	17,000
	Total Expenditures	$ 227,487	309,259	304,124	279,884

City of Norco, California
City Clerk, General Fund 121, Department 704
Budget Detail By Line Item

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
57902	Sale of Merchandise	$ -	-	500	500
	Total Revenues	$ -	-	500	500

Economic Development

Economic Development

2016-2017 Goals & Objectives

- Develop a comprehensive economic development strategy that addresses business attraction and retention, while also elevating the City's profile as a destination for visitors.

- Implement economic development strategies that increase municipal revenues and diversify the local tax base.

- Aggressively implement a "Destination: Norco," marketing campaign—utilizing print, digital and broadcast media—to attract tourists to Horsetown USA and work with local businesses to provide the amenities they seek.

- Continue the financially sustainable management of the Sixth Street Gateway Sign to publicize local events to residents and visitors, generating a modest revenue stream from paid advertisers.

- Ensure the efficient and equitable administration of housing programs providing affordable home repair, utility bill assistance and first-time homebuyer opportunities.

- Assist the Historic Preservation Commission with its efforts, making preservation an asset, not an obstacle, to future economic development.

- Enable the Historic Preservation Commission to fully organize the City's Historic Collection at the Community Center's Bob and Karlene Allen Room, enabling opportunities for public exhibitions.

- Work with the Economic Development Advisory Council (EDAC) to strengthen its role as a proactive partner in the City's economic development efforts.

- Ensure adequate professional staffing to maintain sustainable economic development activities that yield tangible results for the City.

- Assist local businesses with efforts to streamline and expand their operations, collaborating with other government agencies and the Chamber.

- Reach out to appropriate industries, marketing the City of Norco as a strategic, cost-effective location in which to conduct their business, utilizing targeted marketing techniques, networking and retail trade shows.

- Continue to create new content for the City website and Norco app, including general economic development, equestrian activities, housing, media relations, and Destination: Norco.

- Collaborate with other departments to influence prospective development plans, ensuring every proposal addresses the long-term economic benefits to the City.

City of Norco, California
Economic Development, Department 745
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	2,833	18,711	11,954	69,326
Employee Related Expenditures		410	225	1,750	5,860
Supplies and Services		6,226	2,000	24,241	20,975
Maintenance and Rentals		-	-	224	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		78,853	321,946	267,441	150,040
Miscellaneous		291	-	291	300
CRA Programs		-	-	-	-
Internal Service Fund Charges		10,700	9,600	9,600	11,300
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	99,313	352,482	315,501	257,801

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	99,313	352,482	315,501	257,801
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	99,313	352,482	315,501	257,801

City of Norco, California
Economic Development, General Fund 121, Department 745
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ -	-	-	55,890
30105	Salaries, Part Time	2,725	18,000	11,500	1,500
30200	PERS Retirement	-	-	-	3,664
30205	Employee Group Insurance	-	-	-	7,162
30215	Medical Savings Account	-	-	-	240
30220	FICA/Medicare Insurance	40	261	167	832
30235	Deferred Compensation	68	450	288	38
	Subtotal - Salaries and Benefits	2,833	18,711	11,954	69,326
Employee Related Expenditures					
30300	Conferences & Meetings	-	-	1,550	5,260
30320	Dues, Memberships and Subscriptions	410	225	200	600
	Subtotal - Employee Related	410	225	1,750	5,860
Supplies and Services					
30400	Office Supplies	6,226	1,000	900	1,000
30405	Printing & Copies	-	-	4,800	3,000
30415	Special Departmental	-	-	3,800	1,000
30440	Advertising and Promotion	-	-	14,000	15,175
	Subtotal - Supplies and Services	6,226	1,000	23,500	20,175
Maintenance and Rentals					
32205	Refuse / Nuisance Abatement	-	-	224	-
	Subtotal - Maintenance & Rentals		-	224	-
Contractual and Professional Services					
34100	Contractual Services	56,728	60,000	54,282	60,000
34100.70	Norco Auto Mall Sign Maintenance	-	129,846	130,400	-
34105	Other Professional Services	22,125	68,000	31,500	30,840
	Subtotal - Contractual & Professional	78,853	257,846	216,182	90,840
Miscellaneous					
35311	Sixth Street Banner Program	291	-	291	300
	Subtotal - Miscellaneous	291	-	291	300
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	1,300	900	900	700
42115	Computing and Communications Operations	9,400	8,700	8,700	10,600
	Subtotal - Internal Service Charges	10,700	9,600	9,600	11,300
	Total Expenditures	$ 99,313	287,382	263,501	197,801

City of Norco, California
Sixth Street Gateway Sign, General Fund 121, Department 745.70
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Supplies and Services					
30405	Printing & Copies	$ -	1,000	741	800
	Subtotal - Supplies and Services	-	1,000	741	800
Contractual and Professional Services					
34100	Contractual Services		40,000	18,900	20,000
34100.60	Gateway Sign Maintenance		24,100	-	5,000
34100.65	Gateway Sign Replacement Charges			32,359	34,200
	Subtotal - Contractual & Professional	-	64,100	51,259	59,200
	Total Expenditures	$ -	65,100	52,000	60,000

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
55290	Sixth Street Gateway Sign Advertising	$ -	-	52,000	60,000
	Total Revenues	$ -	-	52,000	60,000

Human Resources

ADMINISTRATION
Human Resources

Human Resources manages employee training and development programs; administers the City's position classification, compensation, and benefits system; oversees equal employment opportunity and affirmative action programs; ensures compliance with Federal and State mandates; and administers the workers' compensation and health insurance plans. Responsibilities include risk management, labor negotiations, employee labor relations, recruitment and selection, compensation and classification, benefits, training, employee performance management and investigations. Assists in developing personnel policies and procedures and is responsible for administering various agreements between the City and its employee associations.

2016-17 Goals & Objectives

- Assist the City Manager in the management of the City's risk programs including general liability, workers compensation, and retiree health benefits.
- Work as part of a "team" to provide administrative support.
- Provide training to promote citywide quality customer service.
- Continue to administer low cost training to City employees to ensure compliance to rules and regulations in personnel management practices and quality customer service.
- Continue to review local, state, and federal legislation as it relates to the Human Resources operations.
- Conduct recruitments for open positions.
- Continue to develop strategies and procedures necessary to implement recommendations from review of city's risk management and loss control practices.
- Complete revision of the City's Personnel Rules and Regulations

City of Norco, California
Human Resources, Department 703
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	-	-	-	113,970
Employee Related Expenditures		-	-	-	2,200
Supplies and Services		-	-	-	450
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		-	-	-	-
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	-	-	-	116,620

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	-	-	-	88,487
Water Fund		-	-	-	13,651
Sewer Fund		-	-	-	14,482
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	-	-	-	116,620

City of Norco, California
Human Resources, General Fund 121, Department 703
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ -	-	-	54,949
30201	PERS Employer UAL	-	-	-	15,853
30200	PERS Retirement	-	-	-	6,049
30205	Employee Group Insurance	-	-	-	5,443
30212	Cell Phone Stipend	-	-	-	456
30215	Medical Savings Account	-	-	-	182
30220	FICA/Medicare Insurance	-	-	-	797
30225	Sick leave buy back	-	-	-	500
30230	Annual Vacation Cash Out	-	-	-	1,000
30255	Tuition Reimbursement	-	-	-	608
	Subtotal - Salaries and Benefits	-	-	-	85,837
Employee Related Expenditures					
30300	Training	-	-	-	1,500
30305	Auto Mileage	-	-	-	50
30320	Dues, Memberships and Subscriptions	-	-	-	650
	Subtotal - Employee Related	-	-	-	2,200
Supplies and Services					
30400	Office Supplies	-	-	-	150
30410	Postage	-	-	-	300
	Subtotal - Supplies and Services	-	-	-	450
	Total Expenditures	$ -	-	-	88,487

City of Norco, California
Human Resources, Water Fund 124, Department 703
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ -	-	-	8,676
30201	PERS Employer UAL	-	-	-	2,503
30200	PERS Retirement	-	-	-	955
30205	Employee Group Insurance	-	-	-	859
30212	Cell Phone Stipend	-	-	-	72
30215	Medical Savings Account	-	-	-	29
30220	FICA/Medicare Insurance	-	-	-	126
30225	Sick leave buy back	-	-	-	175
30230	Annual Vacation Cash Out	-	-	-	160
30255	Tuition Reimbursement	-	-	-	96
	Subtotal - Salaries and Benefits	$ -	-	-	13,651

City of Norco, California
Human Resources, Sewer Fund 126, Department 703
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ -	-	-	8,676
30201	PERS Employer UAL	-	-	-	2,503
30200	PERS Retirement	-	-	-	955
30205	Employee Group Insurance	-	-	-	859
30212	Cell Phone Stipend	-	-	-	72
30215	Medical Savings Account	-	-	-	859
30220	FICA/Medicare Insurance	-	-	-	126
30225	Sick leave buy back	-	-	-	175
30230	Annual Vacation Cash Out	-	-	-	160
30255	Tuition Reimbursement	-	-	-	96
	Subtotal - Salaries and Benefits	$ -	-	-	14,482

Non Departmental

City of Norco, California
Non-Departmental Division 724
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	57,223	103,152	74,737	337,091
Employee Related Expenditures		36,768	35,437	34,600	33,505
Supplies and Services		1,038,554	1,103,164	1,131,267	1,168,443
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		72,613	163,765	128,729	171,909
Miscellaneous		46,019	104,455	88,107	54,920
CRA Programs		-	-	-	-
Internal Service Fund Charges		314,086	303,842	303,842	298,192
Capital Outlay		-	-	-	-
Transfers		50,000	75,000	75,000	75,000
Total Expenditures	$	1,615,264	1,888,815	1,836,282	2,139,060

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	1,615,264	1,888,815	1,836,282	2,139,060
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	1,615,264	1,888,815	1,836,282	2,139,060

City of Norco, California
Non-Departmental Division 724, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30202	Pension Replacement Benefit	$ 7,066	3,500	4,177	3,500
30201	PERS Employer UAL	-	50,202	50,658	297,439
30200	PERS Retirement - Survivor Benefit	3,360	3,900	2,352	3,552
30240	Continuous Service Bonus	1,450	5,550	5,550	2,600
30245	Workers Compensation - Cost Containment	148	-	-	-
30250	Unemployment Claims Payment	45,199	40,000	12,000	30,000
	Subtotal - Salaries and Benefits	57,223	103,152	74,737	337,091
Employee Related Expenditures					
30300	Training, Conferences, Meetings	1,803	3,100	2,600	3,100
30315	Employee Hiring Costs	8,907	6,000	6,000	6,000
30320	Dues, Memberships and Subscriptions	26,058	26,337	26,000	24,405
	Subtotal - Employee Related	36,768	35,437	34,600	33,505
Supplies and Services					
30400	Office Supplies	2,407	2,450	1,800	3,600
30415	Special Departmental	1,719	1,350	1,000	1,350
30440	Advertising and Promotion	1,446	3,000	1,500	1,500
30460	Medical Insurance Administration	4,445	4,560	4,600	5,123
30465	Medical Insurance – Retirees	728,538	791,804	822,367	856,870
30470	Post Employment Ben-GASB45	300,000	300,000	300,000	300,000
	Subtotal - Supplies and Services	1,038,554	1,103,164	1,131,267	1,168,443
Contractual and Professional Services					
34100	Contractual Services	35,672	32,282	32,282	34,832
34105	Other Professional Services	10,597	100,000	60,000	100,000
34125	Accounting & Auditing	4,498	6,483	6,080	6,677
34130	Bank Fees and Discount Charges	21,846	25,000	30,367	30,400
	Subtotal - Contractual & Professional	72,613	163,765	128,729	171,909
Miscellaneous					
35205	Property Taxes	5,387	5,495	-	-
35210	Administration Fees-Property Taxes	11,636	12,000	9,988	12,000
35215	Parking Fines Collection Costs	26,848	21,120	29,400	21,120
35270	Community Promotion	548	600	230	600
35280	Employee Recognition	1,601	4,310	4,334	4,425
35285	Lake Norconian Club Foundation	-	60,000	43,225	16,775
35315	We-Tip Program Participation	-	930	930	-
	Subtotal - Miscellaneous	46,019	104,455	88,107	54,920
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	100,000	75,000	75,000	-
42200	Liability Insurance	77,754	84,565	84,565	152,201
42220	Self Insured Expenses	33,401	55,850	55,850	55,850

City of Norco, California
Non-Departmental Division 724, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
42225	Self Insured Settlements	57,936	29,800	29,800	29,800
42230	Excess Workers Comp	44,995	58,627	58,627	60,341
	Subtotal - Internal Service Charges	314,086	303,842	303,842	298,192
Transfers					
44100	Transfers	50,000	75,000	75,000	75,000
	Subtotal - Transfers	50,000	75,000	75,000	75,000
	Total Expenditures	$ 1,615,264	1,888,815	1,836,282	2,139,060

Account Number	Department Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
57825	Photocopy Charges	$ 1,043	1,000	-	-
		$ 1,043	1,000	-	-

Fiscal & Support Services

FISCAL & SUPPORT SERVICES

The Fiscal and Support Services Department is responsible for the following functions: accounting and financial reporting, budget administration utility billing, special districts financial administration and cash/ investments management. The accounting and financial reporting function provides financial management and reporting, payroll, accounts payable, accounts receivable, business licensing, cashiering and general accounting services to the City consistent with professional standards and legal requirements. Through budget administration, the department provides financial support, direction, and oversight to the annual operating and capital budgets. This function also monitors the budgets to ensure compliance to the approved amounts. Utility Billing performs billing and collections for water, sewer and refuse services. The treasury function oversees the investment portfolio, cash flow monitoring, and technical assistance to special assessment and community facilities districts, debt administration and preparation of required reports. The department is also responsible for administering the fiscal affairs of the former Redevelopment Agency's Successor Agency.

2016-17 Goals and Objectives

- Provide leadership in the development of FY 2016-2017 operating and capital improvement program budgets. Prepare award winning Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2016.
- Ensure successful completion of all FY 2015-2016 external audits and that resulting audit reports contain no instances of material internal control weaknesses or other audit exceptions of findings.
- Ensure that all legally required Special District (Assessment and Community Facilities Districts) financial and other compliance reports, assessments, disclosures are completed timely and in accordance with applicable laws and bond indentures. Adequately manage CFD delinquencies.
- Continue to provide timely management reports to management and Council to ensure that budgets are adequately monitored and that expenditures are within authorized amounts.
- Provide leadership in managing and administering the activities of the Successor Agency. Work with State Department of Finance and Riverside Auditor-Controller to resolve ROPS and other compliance issues.
- Work with credit rating agencies as necessary to maintain and/or enhance the City's bond ratings.
- Create quarterly financial newsletter and long-term financial management plan.
- Revise Business License and Sewer and Water Utility Ordinances as appropriate to provide better clarification and ensure consistency in billing and collection activities.
- Monitor the Advanced Metering Infrastructure regularly to maintain the system and check for irregularities.

City of Norco, California
Fiscal and Support Services Department
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	723,484	1,036,212	951,171	961,878
Employee Related Expenditures		3,922	9,910	5,905	8,530
Supplies and Services		70,068	73,005	79,090	78,605
Maintenance and Rentals		1,114	930	630	630
Operations and Utilities		-	-	402	768
Contractual and Professional Services		169,409	186,729	177,287	188,151
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		96,016	76,350	76,460	98,000
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	1,064,013	1,383,136	1,290,945	1,336,562

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	484,780	657,161	604,827	606,249
Water Fund		303,324	382,055	362,443	383,316
Sewer Fund		275,909	343,920	323,675	346,997
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	1,064,013	1,383,136	1,290,945	1,336,562

City of Norco, California
Fiscal and Support Services Division 706, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 249,675	355,577	331,031	310,816
30110	Salaries, Overtime	-	-	82	-
30201	PERS Employer UAL	-	71,006	68,911	67,623
30200	PERS Retirement	59,770	38,891	35,378	30,812
30205	Employee Group Insurance	55,230	66,791	55,797	56,484
30210	Vehicle Allowance	-	2,880	2,520	2,880
30212	Cell Phone Stipen	-	360	300	-
30215	Medical Savings Account	589	770	596	608
30220	FICA/Medicare Insurance	3,711	5,156	4,801	4,507
30225	Sick leave buy back	4,157	5,150	4,429	5,150
30230	Annual Vacation Cash Out	1,758	3,000	-	3,000
30232	Vacation Payoff	455	-	-	-
30245	Workers Compensation	183	-	-	-
	Subtotal - Salaries and Benefits	375,528	549,581	503,845	481,881
Employee Related Expenditures					
30300	Conferences and Meetings	1,333	6,950	3,505	5,830
30305	Auto Mileage	243	400	150	300
30320	Dues, Memberships and Subscriptions	2,346	2,560	2,250	2,400
	Subtotal - Employee Related	3,922	9,910	5,905	8,530
Supplies and Services					
30400	Office Supplies	1,320	1,500	1,765	1,500
30405	Printing & Copies	614	680	680	680
30410	Postage	2,669	2,450	2,595	2,650
30430	Office Equipment	211	-	235	-
30475	Performance Bonds	1,835	1,835	1,845	1,855
	Subtotal - Supplies and Services	6,649	6,465	7,120	6,685
Maintenance and Rentals					
32100	Office Equipment Maintenance	344	150	50	50
	Subtotal - Maintenance & Rentals	344	150	50	50
Operations and Utilities					
33100	Utilities	-	-	402	768
	Subtotal - Operations & Utilities	-	-	402	768
Contractual and Professional Services					
34100	Contractual Services	16,264	17,074	15,057	17,712
34125	Accounting & Auditing	18,357	26,431	24,788	27,223
	Subtotal - Contractual & Professional	34,620	43,505	39,845	44,935

City of Norco, California
Fiscal and Support Services Division 706, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	306	250	360	400
42110	Computing and Comm. Equip Replacement	6,800	4,000	4,000	4,500
42115	Computing and Communications Operations	47,200	43,300	43,300	58,500
	Subtotal - Internal Service Charges	63,716	47,550	47,660	63,400
	Total Expenditures	$ 484,780	657,161	604,827	606,249

Account Number	Department Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
50170	Transient Occupancy Taxes	$ 427,260	481,000	495,264	505,169
50185	Business License	251,650	240,782	242,714	243,000
54200	Investment Earnings	27,955	20,000	20,000	40,000
57150	Refuse Billing Collection	64,517	65,000	65,000	66,000
57155	Penalties	261,499	280,225	280,225	260,000
57700	Business License Renewal Fee	35,040	36,917	36,917	37,000
57701	SB1186 Fee	161	100	100	100
57705	Business License Penalty	9,012	8,983	9,090	11,000
57715	License Processing Fee	33,515	26,000	26,000	28,500
57725	Truck Parking Permit	8,532	2,038	2,038	1,713
57730	Yard Sale permits	1,895	1,500	1,500	1,700
57815	Finger Printing	5,211	7,000	7,000	7,000
59250	Overhead to CFDS	119,650	119,650	119,650	119,650
	Total Revenues	$ 1,245,896	1,289,195	1,305,498	1,320,832

City of Norco, California
Fiscal and Support Services Division 706, Water Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 117,888	167,984	157,143	165,495
30105	Salaries, Part Time	5,293	-	-	-
30201	PERS Employer UAL	-	30,685	30,006	33,504
30200	PERS Retirement	26,925	17,700	16,230	16,020
30205	Employee Group Insurance	27,950	37,701	35,498	36,797
30210	Vehicle Allowance	-	1,200	1,050	1,200
30212	Cell Phone Stipen	-	150	75	150
30215	Medical Savings Account	208	284	211	267
30220	FICA/Medicare Insurance	1,802	2,436	2,279	2,400
30225	Sick leave buy back	1,585	2,400	1,705	2,400
30230	Annual Vacation Cash Out	843	2,500	-	2,500
30235	Deferred Compensation	132	-	-	-
30245	Workers Compensation	16	-	-	-
	Subtotal - Salaries and Benefits	182,642	263,040	244,197	260,732
Supplies and Services					
30400	Office Supplies	1,873	1,950	1,950	1,950
30405	Printing	3,622	3,970	4,800	4,970
30410	Postage	26,004	27,350	29,000	29,040
30430	Office Equipment	211	-	235	-
	Subtotal - Supplies and Services	31,710	33,270	35,985	35,960
Maintenance and Rentals					
32100	Office Equipment Maintenance	145	150	50	50
32105	Equipment Rental	240	240	240	240
	Subtotal - Maintenance & Rentals	385	390	290	290
Contractual and Professional Services					
34100	Contractual Services	45,628	46,734	44,520	44,901
34125	Accounting & Auditing	5,882	8,478	7,951	8,732
34130	Financial Services	15,477	15,843	15,200	15,401
	Subtotal - Contractual & Professional	66,987	71,055	67,671	69,034
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	2,700	1,300	1,300	1,300
42115	Computing and Communications Operations	18,900	13,000	13,000	16,000
	Subtotal - Internal Service Charges	21,600	14,300	14,300	17,300
	Total Expenditures	$ 303,324	382,055	362,443	383,316

City of Norco, California
Fiscal and Support Services Division 706, Sewer Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 105,761	142,346	128,433	138,917
30105	Salaries, Part Time	5,293	-	-	-
30201	PERS Employer UAL	-	25,396	25,334	27,338
30200	PERS Retirement	24,402	14,856	13,490	13,326
30205	Employee Group Insurance	25,712	33,913	31,666	32,676
30210	Vehicle Allowance	-	720	630	720
30212	Cell Phone Stipen	-	90	75	90
30215	Medical Savings Account	160	206	162	185
30220	FICA/Medicare Insurance	1,619	2,064	1,862	2,014
30225	Sick leave buy back	1,374	2,000	1,477	2,000
30230	Annual Vacation Cash Out	843	2,000		2,000
30235	Deferred Compensation	132	-	-	-
30245	Workers Compensation	16	-	-	-
	Subtotal - Salaries and Benefits	165,313	223,591	203,129	219,265
Supplies and Services					
30400	Office Supplies	1,873	1,950	1,950	1,950
30405	Printing	3,622	3,970	4,800	4,970
30410	Postage	26,004	27,350	29,000	29,040
30430	Office Equipment	211	-	235	-
	Subtotal - Supplies and Services	31,710	33,270	35,985	35,960
Maintenance and Rentals					
32100	Office Equipment Maintenance	145	150	50	50
32105	Equipment Rental	240	240	240	240
	Subtotal - Maintenance & Rentals	385	390	290	290
Contractual and Professional Services					
34100	Contractual Services	45,628	47,033	44,520	45,200
34125	Accounting & Auditing	5,882	8,478	7,951	8,732
34130	Financial Services	16,292	16,658	17,300	20,250
	Subtotal - Contractual & Professional	67,802	72,169	69,771	74,182
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	1,300	1,500	1,500	1,300
42115	Computing and Communications Operations	9,400	13,000	13,000	16,000
	Subtotal - Internal Service Charges	10,700	14,500	14,500	17,300
	Total Expenditures	$ 275,909	343,920	323,675	346,997

Police Protection

SHERIFF
Department 772

The Norco Sheriff's Office located in City Hall is a substation of the Riverside County Sheriff Department's Jurupa Valley Station.

Staff includes: a Sheriff's lieutenant assigned as the Police Chief, two Sheriff's sergeants who supervise the operation, 12.3 full-time equivalent deputy sheriff's assigned to patrol (resulting in a minimum daily staffing of two deputies on-duty 24-hours a day), two additional deputies assigned to the Special Enforcement Team (working to prevent crime by addressing some of the underlying causes of longer term problems), two civilian community service officers deployed so that most days there is one officer in the field to assist the patrol deputies and meeting logistical needs, and a city executive secretary to help coordinate Norco Citizen Patrol and part-time staff who keep the public lobby open from 10:00 am to 2:00 pm, Monday through Thursday.

Cases needing more follow-up investigative work than a patrol deputy can provide are referred to detectives at the Jurupa Valley Station. Clerical support, crime analysis, forensics and property needs are met through the Jurupa Valley Station which also provides supervision of patrol staff when the Norco sergeants are not available.

Norco Citizen's Patrol volunteers work at least one 4-hour patrol shift per week, direct traffic at collision scenes, handle security at crime scenes, conduct vacation checks and business checks all of which enables deputies to devote more time to investigating serious crime and arresting violators.

City of Norco, California
Sheriff's Department
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	113,027	112,203	112,235	115,485
Employee Related Expenditures		2,785	4,220	4,220	4,572
Supplies and Services		29,004	12,562	12,873	16,902
Maintenance and Rentals		2,232	2,425	3,300	3,000
Operations and Utilities		3,760	4,419	10,747	10,315
Contractual and Professional Services		4,613,128	4,995,113	4,995,113	5,348,881
Miscellaneous		5,782	5,917	5,917	6,350
CRA Programs		-	-	-	-
Internal Service Fund Charges		21,508	24,551	24,551	28,451
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	4,791,225	5,161,410	5,168,956	5,533,956

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	4,684,995	5,061,410	5,068,956	5,433,956
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Grant Funds		106,230	100,000	100,000	100,000
Total Funding Sources	$	4,791,225	5,161,410	5,168,956	5,533,956

City of Norco, California
Law Enforcement Division 772, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 49,288	51,008	50,997	52,038
30105	Salaries, Part Time	18,290	24,500	19,025	24,500
30201	PERS Employer UAL	-	13,135	13,755	15,013
30200	PERS Retirement	14,499	6,273	6,281	5,728
30205	Employee Group Insurance	13,517	13,439	13,643	14,343
30215	Medical Savings Account	241	240	240	240
30220	FICA/Medicare Insurance	981	1,095	1,015	1,110
30225	Sick leave buy back	786	500	499	500
30230	Annual Vacation Cash Out	-	1,400	-	1,400
30235	Deferred Compensation	457	613	476	613
	Subtotal - Salaries and Benefits	98,060	112,203	105,931	115,485
Employee Related Expenditures					
30300	Conferences and Meetings	383	970	970	970
30310	Uniforms & Safety Gear	844	1,455	1,455	1,455
30320	Dues, memberships and Subscriptions	85	97	97	97
	Subtotal - Employee Related	1,312	2,522	2,522	2,522
Supplies and Services					
30400	Office Supplies	6,149	5,335	5,335	6,000
30405	Printing & Copies	448	679	800	3,179
30410	Postage	-	97	97	97
30415	Special Departmental	957	970	970	1,000
30425	Small Tools	19,105	2,910	3,100	2,910
	Subtotal - Supplies and Services	26,659	9,991	10,302	13,186
Maintenance and Rentals					
32100	Office Equipment Maintenance	798	970	800	1,000
32200	Building and ground maintenance	1,434	1,455	2,500	2,000
	Subtotal - Maintenance & Rentals	2,232	2,425	3,300	3,000
Operations and Utilities					
33100	Utilities	2,207	3,104	9,432	9,000
	Subtotal - Operations & Utilities	2,207	3,104	9,432	9,000
Contractual and Professional Services					
34100	Contractual Services	40,223	117,290	117,290	111,921
34115	Law Enforcement Contract	4,422,986	4,738,479	4,738,479	5,091,357
	Subtotal - Contractual & Professional	4,463,209	4,855,769	4,855,769	5,203,278
Miscellaneous					
35300	Highway Patrol DUI Testing	4,715	4,850	4,850	4,850
	Subtotal - Miscellaneous	4,715	4,850	4,850	4,850

City of Norco, California
Law Enforcement Division 772, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	7,500	5,000	5,000	9,000
42105	Vehicle Replacement Charges	-	6,651	6,651	6,651
42110	Computing and Comm. Equip Replacement	1,200	600	600	500
42115	Computing and Communications Operations	4,700	4,300	4,300	5,300
42235	Compensated Absences	1,108	-	-	-
	Subtotal - Internal Service Charges	14,508	16,551	16,551	21,451
	Total Expenditures	$ 4,612,902	5,007,415	5,008,657	5,372,772

Account Number	Department Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
50160	Public Safety Sales Tax	$ 295,055	296,000	296,000	302,820
54100	Vehicle Code Fines	85,515	67,000	67,000	60,000
54105	Parking Fines	31,303	38,100	38,100	35,000
54120	Vehicle Impound Fees	23,670	24,150	13,025	19,500
57405	Emergency Response Cost Recovery	50	1,060	2,882	-
57620	State Mandated Cost	18,647	19,000	2,914	57,000
	Total Revenues	$ 454,240	445,310	419,921	474,320

City of Norco, California
Crossing Guards Division 773, General Fund
Budget Detail By Line Item

Account Number	Account Description		FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Contractual and Professional Services						
34100	Contractual Services	$	43,688	39,344	39,344	45,603
	Subtotal - Contractual & Professional		43,688	39,344	39,344	45,603
	Total Expenditures	$	43,688	39,344	39,344	45,603

Account Number	Department Generated Revenues		FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
53525	CNUSD Crossing Guards Reimbursement	$	10,956	-	-	-

City of Norco, California
Citizens on Patrol Division 774, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30245	Workers Compensation	$ 14,967	-	6,304	-
	Subtotal - Salaries and Benefits	14,967	-	6,304	-
Employee Related Expenditures					
30300	Conferences and Meetings	21	243	243	250
30310	Uniforms & Safety Gear	1,452	1,455	1,455	1,800
	Subtotal - Employee Related	1,473	1,698	1,698	2,050
Supplies and Services					
30400	Office Supplies	30	49	49	49
30410	Postage	-	97	97	97
30415	Special Departmental	969	970	970	970
30425	Small Tools	485	485	485	1,500
30495	NCP Special Events	861	970	970	1,100
	Subtotal - Supplies and Services	2,344	2,571	2,571	3,716
Operations and Utilities					
33100	Utilities	1,553	1,315	1,315	1,315
	Subtotal - Operations & Utilities	1,553	1,315	1,315	1,315
Miscellaneous					
35275	Volunteer Recognition	1,067	1,067	1,067	1,500
	Subtotal - Miscellaneous	1,067	1,067	1,067	1,500
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	7,000	8,000	8,000	7,000
	Subtotal - Internal Service Charges	7,000	8,000	8,000	7,000
	Total Expenditures	$ 28,405	14,651	20,955	15,581

City of Norco, California
Sheriff's Department Division 772, Supplemental Law Enforcement
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Contractual and Professional Services					
34115	Law Enforcement Contract	$ 106,230	100,000	100,000	100,000
	Subtotal - Contractual & Professional	106,230	100,000	100,000	100,000
	Total Expenditures	$ 106,230	100,000	100,000	100,000

Fire & Emergency Medical Services

FIRE DEPARTMENT
EMS Division

The Norco Fire Department operates two fire stations with two paramedic engine companies, a fire prevention bureau for planning and inspections, Emergency Operations Center and Volunteer Animal Rescue Team. To ensure the safest environment possible, public safety is a top priority. The Norco Fire Department is part of the CALFIRE/Riverside County Fire Department's regional integrated, cooperative fire protection organization. The fire department provides fire suppression, emergency medical rescue, hazardous materials response, planning and inspections. The equipment used by the department has the versatility to respond to both urban and rural emergency conditions. Through a Cooperative Fire Service Agreement with the Riverside County Fire Department, the City has access to additional emergency equipment such as aerial truck companies, brush engines, hazardous material units and breathing support units.

The City Manager serves as the Emergency Services Director for the City. The Fire Department is charged with maintaining the City Emergency Plan, maintaining the Emergency Operations Center (EOC), facilitating training and drills for the City and providing public education to schools, businesses and residents. The EOC is currently located in the Community Room at Station 47.

City of Norco, California
Riverside County/Cal Fire 761A
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	16,692	21,393	16,836	21,393
Employee Related Expenditures		-	-	-	-
Supplies and Services		9,959	10,500	8,300	10,500
Maintenance and Rentals		15,248	14,800	13,300	14,800
Operations and Utilities		-	-	-	-
Contractual and Professional Services		3,373,804	3,738,265	3,788,928	3,911,024
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		11,870	11,200	11,200	13,828
Capital Outlay		552	5,512	1,000	1,000
Transfers		-	-	-	-
Total Expenditures	$	3,428,126	3,801,670	3,839,564	3,972,545

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	3,428,126	3,797,158	3,839,564	3,972,545
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Miscellaneous Grants		-	4,512	-	-
Total Funding Sources	$	3,428,126	3,801,670	3,839,564	3,972,545

City of Norco, California
Riverside County/Cal Fire 761A, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ 16,058	20,580	16,196	20,580
30220	FICA/Medicare Insurance	233	298	235	298
30235	Deferred Compensation	401	515	405	515
	Subtotal - Salaries and Benefits	16,692	21,393	16,836	21,393
Supplies and Services					
30400	Office Supplies	1,199	1,000	1,000	1,000
30415	Special Departmental	8,760	9,000	7,000	9,000
	Subtotal - Supplies and Services	9,959	10,000	8,000	10,000
Maintenance and Rentals					
32200	Building and ground maintenance	4,247	7,200	5,700	7,200
32205	Weed Abatement	11,002	7,600	7,600	7,600
	Subtotal - Maintenance & Rentals	15,248	14,800	13,300	14,800
Contractual and Professional Services					
34100	Contractual Services	-	3,483	3,483	3,483
34112	Riverside County Fire	3,358,130	3,734,782	3,785,445	3,907,541
	Subtotal - Contractual & Professional	3,373,804	3,738,265	3,788,928	3,911,024
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	1,170	1,500	1,500	1,200
42110	Computing and Comm. Equip Replacement	1,300	1,000	1,000	900
42115	Computing and Communications Operations	9,400	8,700	8,700	10,600
	Subtotal - Internal Service Charges	11,870	11,200	11,200	12,700
	Total Expenditures	$ 3,427,574	3,795,658	3,838,264	3,969,917

City of Norco, California
Riverside County/Cal Fire 761A, General Fund
Budget Detail By Line Item

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
55185	Fire Permit	$ 3,488	4,577	4,577	4,577
57400	Emergency Medical Services	336,260	340,000	340,000	340,000
57415	Ambulance Fines (Restricted)	20,119	6,500	7,000	6,500
57430	Fire Fees	448	700	700	700
57440	Fire Inspection Fee	82,907	82,000	82,000	82,000
57440.10	Fire Inspection-Special Events	2,855	1,000	2,179	1,000
57445	Fire Plan Check Fees	17,658	17,000	17,000	17,000
57470	Weed and Lot Cleaning	13,258	12,500	12,500	12,500
	Total Revenues	$ 476,994	464,277	465,956	464,277

City of Norco, California
Norco Animal Rescue Team Division 764, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Supplies and Services					
30400	Office Supplies	$ -	100	-	100
30405	Printing & Copies	-	100	-	100
30415	Special Departmental	-	100	100	100
30425	Small Tools	-	200	200	200
	Subtotal - Supplies and Services	-	500	300	500
Internal Service Fund Charges					
42105	Vehicle Replacement Charges	-	-	-	1,128
	Subtotal - Internal Service Charges	-	-	-	1,128
Capital Outlay					
43100	Equipment	552	1,000	1,000	1,000
	Subtotal - Capital Outlay	552	1,000	1,000	1,000
	Total Expenditures	$ 552	1,500	1,300	2,628

City of Norco, California
Fire, Miscellaneous Grant Fund 122, Department 761
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Capital Outlay					
43100	Equipment	$ -	4,512		-
	Subtotal - Capital Outlay	-	4,512	-	-
	Total Expenditures	$ -	4,512	-	-

Planning Department, Code Compliance and Building & Safety

City of Norco, California
Planning Department, Code Compliance and Building & Safety
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	485,174	548,306	548,268	619,783
Employee Related Expenditures		1,607	2,355	2,842	2,105
Supplies and Services		3,924	5,600	7,340	11,650
Maintenance and Rentals		-	-	-	-
Operations and Utilities		1,175	1,270	1,244	1,300
Contractual and Professional Services		106,488	100,955	95,955	105,000
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		61,371	43,436	43,436	54,100
Capital Outlay		-	-	-	-
Transfers Out		-	-	-	-
Total Expenditures	$	659,739	701,922	699,085	793,938

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	659,598	701,922	699,085	793,938
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		141	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Grant Funds		-	-	-	-
Total Funding Sources	$	659,739	701,922	699,085	793,938

Planning Division

PLANNING DIVISION 750

The Planning Division is managed by the Planning Director with four staff members. The Planning Division is responsible for all current and advanced planning projects and reports as well as code compliance. Current planning projects consist of the land use entitlement process wherein property owners and developers obtain the right to develop their land consistent with the zoning requirements for the property in question. The process includes site plan review, conditional use permits, variances, tentative tract and parcel maps, zone changes, and specific plans. Current planning includes the necessary environmental analysis, establishment of mitigation measures, and documentation in accordance with the requirements of the California Environmental Quality Act (CEQA).

Advanced planning projects include maintaining the validity and legality of the General plan with periodic updates of the various elements of the General Plan as required by state mandate, or as is needed to reflect changes in state laws. In addition, annexations to the City and changes to the Sphere of Influence (where City boundaries are anticipated to expand in the future) are advanced planning issues. Advanced planning also includes regional and inter-agency planning to address such issues as regional habitat maintenance, demographic research and compilation, regional transportation planning, air quality, and climate change.

2016-17 Goals & Objectives

- Begin to address college access issues and campus expansion impacts.
- Update the Circulation Element of the General Plan once the college access congestion has a resolution.
- Update the Noise Element of the General Plan.
- Update the Open Space Element of the General Plan.
- Finish the revision and update to the temporary sign provisions in the NMC.
- Finish the update and revision of the C-4 zone (Sixth Street) pertaining to development standards that encourage economic development.
- Present to the Planning Commission for review the former Sixth Street Revitalization Specific Plan to incorporate some (or all) of the standards from that plan into the C-4 zone.
- Continue working with Economic Development and property owners to the development of tourist-oriented hospitality uses.

City of Norco, California
Planning Division 750
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	287,607	315,304	320,941	324,870
Employee Related Expenditures		930	1,055	1,542	1,555
Supplies and Services		2,368	2,200	4,040	4,200
Maintenance and Rentals		-	-	-	-
Operations and Utilities		398	270	244	300
Contractual and Professional Services		59	-	-	-
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		37,817	23,800	23,800	28,700
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	329,179	342,629	350,567	359,625

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	329,038	342,629	350,567	359,625
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		141	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	329,179	342,629	350,567	359,625

City of Norco, California
Planning Division 750, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 181,419	187,750	187,710	191,540
30105	Salaries, Part Time	12,474	16,390	18,480	16,390
30201	PERS Employer UAL	-	48,346	50,630	55,259
30200	PERS Retirement	53,364	23,089	23,120	21,085
30205	Employee Group Insurance	22,949	22,619	23,558	23,431
30210	Vehicle Allowance	4,824	4,800	4,800	4,800
30215	Medical Savings Account	543	540	540	540
30220	FICA/Medicare Insurance	2,969	2,960	2,990	3,015
30225	Sick leave buy back	3,405	3,300	3,287	3,300
30230	Annual Vacation Cash Out	5,208	5,100	5,364	5,100
30235	Deferred Compensation	312	410	462	410
	Subtotal - Salaries and Benefits	287,466	315,304	320,941	324,870
Employee Related Expenditures					
30300	Conferences and Meetings	-	-	487	500
30320	Dues, Memberships and Subscriptions	930	1,055	1,055	1,055
	Subtotal - Employee Related	930	1,055	1,542	1,555
Supplies and Services					
30400	Office Supplies	516	400	400	400
30415	Special Departmental	375	600	600	600
30445	Legal Advertising	1,476	1,200	3,040	3,200
	Subtotal - Supplies and Services	2,368	2,200	4,040	4,200
Operations and Utilities					
33100	Utilities	398	270	244	300
	Subtotal - Operations & Utilities	398	270	244	300
Contractual and Professional Services					
34100	Contractual Services	59	-	-	-
	Subtotal - Contractual & Professional	59	-	-	-
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	3,800	2,200	2,200	2,100
42115	Computing and Communications Operations	28,300	21,600	21,600	26,600
42235	Compensated Absences	5,717	-	-	-
	Subtotal - Internal Service Charges	37,817	23,800	23,800	28,700
	Total Expenditures	$ 329,038	342,629	350,567	359,625

City of Norco, California
Planning Division 750, General Fund
Budget Detail By Line Item

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
55100	Planning Fees	$ 90,694	68,329	68,329	60,000
55105	Site Plan (Major/Minor)	29,609	16,082	17,606	15,000
55110	Variance (Major/Minor)	4,844	11,880	11,880	9,400
55125	Tentative Parcel Map	159	7,626	7,626	-
55145	Zone Change	-	6,070	6,070	-
55155	Sign Review	4,900	6,364	6,364	6,100
55160	Entertainment Permit	-	543	543	1,930
55165	Special Use Permit	2,050	26	26	
55170	Special Event Permit	2,527	1,760	4,500	4,500
55195	Publications	4,951	4,189	4,189	2,500
55200	ABC Letter	-	302	-	-
55205	Information Letter	974	585	1,101	740
55210	Architecture Review	991	2,455	2,455	2,180
55220	Environmental Assessment	3,242	891	891	1,330
55235	Landscape Plan Check Review	1,812	1,365	1,365	1,400
55265	Appeal	320	90	90	400
	Total Revenues	$ 147,073	128,557	133,035	105,480

Code Compliance

CODE COMPLIANCE

Code Compliance is responsible for enforcing the land use regulations of the Municipal Code. The Code Compliance Officer works with the Engineering Division to ensure that no water quality violations exist in the City as a result of land use mismanagement. The Code Compliance Officer also works in conjunction with the Fire Department to ensure that properties are properly maintained for weed control.

2016-17 Goals & Objectives

- Provide monthly progress updates to the City Manager on outstanding cases.
- Do more trail parking violation enforcement.
- Expedite transmission of difficult/non-compliant cases for prosecution.
- Get more definitive coverage on weekends.

City of Norco, California
Code Compliance Division 751
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	59,934	67,504	64,033	69,640
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	500	500	6,650
Maintenance and Rentals		-	-	-	-
Operations and Utilities		388	500	500	500
Contractual and Professional Services		60	20,000	15,000	20,000
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		664	700	700	700
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	61,046	89,204	80,733	97,490

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	61,046	89,204	80,733	97,490
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	61,046	89,204	80,733	97,490

City of Norco, California
Code Compliance Division 751, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 48,846	56,204	53,530	57,339
30105	Salaries, Part Time	97	-	-	-
30200	PERS Retirement	3,109	3,505	3,339	3,759
30205	Employee Group Insurance	6,545	6,430	6,388	7,162
30220	FICA/Medicare Insurance	810	815	776	831
30225	Sick leave buy back	524	550	-	550
30235	Deferred Compensation	2	-	-	-
	Subtotal - Salaries and Benefits	59,934	67,504	64,033	69,640
Supplies and Services					
30400	Office Supplies	-	150	150	150
30415	Special Departmental	-	350	350	6,500
	Subtotal - Supplies and Services	-	500	500	6,650
Operations and Utilities					
33100	Utilities	388	500	500	500
	Subtotal - Operations & Utilities	388	500	500	500
Contractual and Professional Services					
34100	Contractual Services	60	20,000	15,000	20,000
	Subtotal - Contractual & Professional	60	20,000	15,000	20,000
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	664	700	700	700
	Subtotal - Internal Service Charges	664	700	700	700
	Total Expenditures	$ 61,046	89,204	80,733	97,490

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
53520	Abandon Vehicle Abatement	$ 4,542	-	-	4,500
54112	Municipal Code Violations	18,639	18,000	18,000	18,000
	Total Revenues	$ 23,181	18,000	18,000	22,500

Building & Safety

PLANNING DEPARTMENT
Building & Safety Division 752

The Building and Safety Division operates under the direction of the Director of Public Works with three staff members and a contracted Building Official responsible for the administration of the health and safety related codes from the California Building Code. The primary purpose of the Building and Safety Division is to insure the safety of citizens in the built environment. To ensure this safety, the Building Division monitors new and remodel construction providing plan check services, permitting services, construction inspections, final building inspections, and certificate of occupancy inspections. The Building Division coordinates the review of building plans with the Fire and Sheriffs Departments, and with the City Engineering and Planning Divisions, as well as with County and State agencies as necessary when a project needs to be in compliance with requirements related to those respective agencies.

2016-17 Goals & Objectives

- Increase the speed of training and transfer for counter personnel to start fulfilling tasks that are currently being covered by the Deputy City Clerk for the Planning Division.

- Cross-train counter staff to be able to start providing paperwork and file support for the Code Enforcement Division.

- Time and staff-permitting, increase the number of files and plans being scanned; and discard those that can be discarded in accordance with the City's Destruction of Obsolete Records Policy.

- Continue monitoring the business permit review and issuance process to insure the best public service is being provided for citizens and developers.

City of Norco, California
Building & Safety Division 752
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	137,633	165,498	163,294	225,272
Employee Related Expenditures		677	1,300	1,300	550
Supplies and Services		1,557	2,900	2,800	800
Maintenance and Rentals		-	-	-	-
Operations and Utilities		388	500	500	500
Contractual and Professional Services		106,368	80,955	80,955	85,000
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		22,891	18,936	18,936	24,700
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	269,514	270,089	267,785	336,822

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	269,514	270,089	267,785	336,822
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	269,514	270,089	267,785	336,822

City of Norco, California
Building & Safety Division 752, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 83,779	107,877	105,814	149,497
30105	Salaries, Part Time	7,210	7,550	8,919	-
30110	Salaries, Overtime	-	-	42	-
30106	Salaries, Part Time (32 hour)	6,665	-	-	-
30201	PERS Employer UAL	-	15,260	16,187	17,442
30200	PERS Retirement	16,745	8,522	8,279	14,128
30205	Employee Group Insurance	20,710	21,813	21,942	40,037
30220	FICA/Medicare Insurance	1,405	1,673	1,664	2,168
30225	Sick leave buy back	938	1,000	224	1,000
30230	Annual Vacation Cash Out	-	1,000	-	1,000
30235	Deferred Compensation	180	803	223	-
	Subtotal - Salaries and Benefits	137,633	165,498	163,294	225,272
Employee Related Expenditures					
30300	Conferences and Meetings	-	600	600	-
30310	Uniforms & Safety Gear	124	300	300	300
30320	Dues, Memberships and Subscriptions	553	400	400	250
	Subtotal - Employee Related	677	1,300	1,300	550
Supplies and Services					
30400	Office Supplies	557	300	300	300
30405	Printing & Copies	-	100	-	-
30415	Special Departmental	999	2,500	2,500	500
	Subtotal - Supplies and Services	1,557	2,900	2,800	800
Operations and Utilities					
33100	Utilities	388	500	500	500
	Subtotal - Operations & Utilities	388	500	500	500
Contractual and Professional Services					
34100	Contractual Services	106,368	80,955	80,955	85,000
	Subtotal - Contractual & Professional	106,368	80,955	80,955	85,000
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	2,400	2,000	2,000	2,000
42105	Vehicle Replacement Charges	2,736	2,736	2,736	-
42110	Computing and Comm. Equip Replacement	2,000	1,200	1,200	1,400
42115	Computing and Communications Operations	14,200	13,000	13,000	21,300
42235	Compensated Absences	1,555	-	-	-
	Subtotal - Internal Service Charges	22,891	18,936	18,936	24,700
	Total Expenditures	$ 269,514	270,089	267,785	336,822

City of Norco, California
Building & Safety Division 752, General Fund
Budget Detail By Line Item

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
55300	Building Permits	$ 11,500	17,812	17,812	16,000
55305	Building Permit Fees	190,474	198,986	198,986	177,000
55310	Plan Check Fees	139,286	135,920	135,920	120,900
55315	Electrical Permit Fees	37,760	31,012	31,012	27,600
55320	Plumbing Permit Fees	16,215	20,024	20,024	17,800
55325	Mechanical Permit Fees	24,553	25,623	25,623	22,800
55330	Sewer Permit Fees	750	1,000	1,000	1,000
55335	Special Inspection Fees	9,479	2,008	2,008	2,000
	Total Revenues	$ 430,017	432,385	432,385	385,100

Parks, Recreation
Community Services & Animal Control

PARKS, RECREATION & COMMUNITY SERVICES

Parks, Recreation & Community Services Department consists of six divisions: Recreation & Community Services, Youth & Teens, Parks, Senior Citizens, Buildings and Public Facilities, Animal Control and Shelter Services.

The Department runs its operations seven days a week and serves over several thousand patrons weekly. The Department maintains approximately 700 acres of open space , 7 neighborhood or pocket parks, 5 that have Equestrian Arenas, 3 sports oriented parks, 3 equestrian oriented parks, Community Center and Equestrian Event Center as well as all City buildings, including the Sheriff Department sub-station and both Fire Stations as well as the oversight of Animal Control Services and shelter.

Vision Statement

The City of Norco Parks, Recreation & Community Services Department provides the fabric that connects our values as far as what we want our community to be. The Department works to create community in Norco through people, animals, trails, parks and programs and is a vital part of the City's services to the community. The benefits of parks and recreation are highly valued by the community. The Department's focus is to sponsor and promote health and wellness, foster human development, strengthen safety and security, protect natural resources, support economic development, increase cultural unity, establish standards for the care and health of animals, provide a safe haven for animals, enforce laws to protect the wellbeing of all animals in the community and to sponsor the adoption and placement for animals within our care.

City of Norco, California
Parks, Recreation & Community Services Department
Budget Summary By Major Categories

Expenditures:	***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$ 1,476,451	1,618,227	1,652,378	1,832,053
Employee Related Expenditures	9,562	13,767	13,633	12,785
Supplies and Services	83,871	89,362	94,570	79,246
Maintenance and Rentals	75,935	83,231	80,470	81,441
Operations and Utilities	290,860	306,771	295,966	283,530
Contractual and Professional Services	797,797	714,310	742,716	696,417
Miscellaneous	4,800	16,302	16,302	17,800
CRA Programs	-	-	-	-
Internal Service Fund Charges	293,045	266,663	266,663	286,677
Capital Outlay	11,836	95,800	25,119	244,360
Transfers Out	-	-	-	-
Total Expenditures	$ 3,044,157	3,204,433	3,187,817	3,534,309

Funding Sources:	***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$ 2,970,902	3,062,274	3,116,315	3,290,017
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
Grant Funds	73,255	142,159	71,502	244,292
Total Funding Sources	$ 3,044,157	3,204,433	3,187,817	3,534,309

Recreation

PARKS, RECREATION and COMMUNITY SERVICES
Recreation Division 730

This Division is responsible for building a strong community now and into the future through its belief that Parks Make Life Better! Recreation is critical to help build and support relationships that are the foundation of a strong community.

By providing a safe space to play, learn, exercise and recreate, the Division fosters physical and social human development, focusing on young adolescents through senior citizens. Through programs and facilities, we provide youth organized and positive alternatives to undesirable and criminal activities and facilitate special connections and lifelong learning. As dedicated professionals, the Recreation Division is responsible to plan, organize, implement and evaluate comprehensive year-round recreation programs which include but are not limited to youth and adult sports and a variety of recreation and leisure classes. Additionally, the Division promotes and contracts with unique entities to support the brand Horsetown USA, thus enhancing overall economic development within the city. By partnering with and supporting local businesses, we create valuable, lasting relationships that support economic development within the community. Special events such as National Day of the American Cowboy and Horsetown Parade of Lights and Christmas Festival draw participants from around the region, introducing new customers to our local businesses. They bring individuals together and unite in cultural and community celebration, thus building a successful community. Strong volunteer efforts positively impact the success of the Division and are utilized for support in many endeavors throughout the City. The Recreation Division also coordinates the efforts of various local non-profit private youth sports organizations through the use and rental of City facilities.

2016-17 Goals & Objectives

- Continue the partnership with Riverside County Development of Public Social Services Workforce Connection on providing additional resources to the City at no charge to the General Fund.

- Continue improvement/special projects such as new signage at Community Center and backdrop decorations for Parade of Lights and Winter Festival through the assistance of Eagle Scouts and local church organizations.

- Work with Administration on the development and implementation of a Non-Profit to assist in the goals and objectives to support community events and special projects.

- Continue to look for additional avenues in social media to advertise and promote Horsetown USA including all events, programs and services.

- Work with representatives from Silverlakes to coordinate an annual calendar for usage of the facility and opportunities of partnership with Special Events.

City of Norco, California
Recreation Division 730
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	495,652	492,912	485,723	543,044
Employee Related Expenditures		222	965	1,016	965
Supplies and Services		21,043	9,800	9,873	9,800
Maintenance and Rentals		310	1,200	1,198	1,200
Operations and Utilities		44,079	45,480	43,119	30,660
Contractual and Professional Services		70,021	41,536	43,447	44,192
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		71,001	63,000	63,000	72,700
Capital Outlay		11,836	13,000	13,000	5,000
Transfers		-	-	-	-
Total Expenditures	$	714,164	667,893	660,376	707,561

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	714,164	667,893	660,376	707,561
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	714,164	667,893	660,376	707,561

City of Norco, California
Recreation Division 730, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 238,212	272,242	267,048	309,406
30105	Salaries, Part Time	132,690	68,975	65,687	53,521
30110	Salaries, Overtime	14	-	-	-
30106	Salaries, Part Time (32 hour)	295	-	-	-
30201	PERS Employer UAL	-	70,102	69,773	80,128
30200	PERS Retirement	70,014	33,480	31,861	32,649
30205	Employee Group Insurance	28,657	27,861	28,328	45,260
30210	Vehicle Allowance	4,824	4,800	4,800	4,800
30212	Cell Phone Stipend	175	-	-	-
30215	Medical Savings Account	784	780	788	780
30220	FICA/Medicare Insurance	5,708	4,948	4,825	5,262
30225	Sick leave buy back	4,204	4,000	5,036	4,000
30230	Annual Vacation Cash Out	6,706	4,000	5,935	5,900
30235	Deferred Compensation	3,370	1,724	1,642	1,338
	Subtotal - Salaries and Benefits	495,652	492,912	485,723	543,044
Employee Related Expenditures					
30300	Conferences and Meetings	25	215	266	215
30310	Uniforms& Safety Gear	12	100	100	100
30320	Dues, Memberships and Subscriptions	185	650	650	650
	Subtotal - Employee Related	222	965	1,016	965
Supplies and Services					
30400	Office Supplies	6,997	6,000	6,000	6,000
30415	Special Departmental	14,020	3,800	3,799	3,800
30430	Office Equipment	27	-	74	-
	Subtotal - Supplies and Services	21,043	9,800	9,873	9,800
Maintenance and Rentals					
32200	Building and ground maintenance	310	1,200	1,198	1,200
	Subtotal - Maintenance & Rentals	310	1,200	1,198	1,200
Operations and Utilities					
33100	Utilities	44,079	45,480	43,119	30,660
	Subtotal - Operations & Utilities	44,079	45,480	43,119	30,660
Contractual and Professional Services					
34100	Contractual Services	23,504	7,000	8,026	8,000
34145	Recreation Instructors	46,516	34,536	35,421	36,192
	Subtotal - Contractual & Professional	70,021	41,536	43,447	44,192
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	14,000	15,000	15,000	15,000
42105	Vehicle Replacement Charges	3,401	-	-	-

City of Norco, California
Recreation Division 730, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
42110	Computing and Comm. Equip Replacement	6,400	4,700	4,700	4,500
42115	Computing and Communications Operations	47,200	43,300	43,300	53,200
	Subtotal - Internal Service Charges	71,001	63,000	63,000	72,700
Capital Outlay					
43115	Building Improvements	11,836	13,000	13,000	5,000
	Subtotal - Capital Outlay	11,836	13,000	13,000	5,000
	Total Expenditures	$ 714,164	667,893	660,376	707,561

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
53425	Misc. State Grant	-	-	1,742	-
55525	Dance-Rainbow	$ 68,930	57,276	57,276	58,540
55550	Beginning Guitar	216	162	162	-
55605	Private Youth Sports	9,196	9,196	9,196	9,196
55610	Tri-Fytt Sports	-	63	63	63
55825	Notary & Loan Signing	504	140	150	140
56200	Lacrosse	-	2,400	2,840	2,400
56210	Taekwon-do	2,178	948	1,334	2,340
56255	Horsemanship	-	240	240	240
56424	City Hall Room Rental	1,475	506	506	500
56425	Community Center	17,606	24,125	24,125	27,700
56430	Field Lights	26,723	23,978	23978	24,000
56435	Picnic Shelter Rental	2,495	1,714	1,823	1,725
56910	P & R Administrative Maintenance Fund	34,968	25,000	25,000	25,000
	Total Revenues	$ 164,291	145,748	146,693	151,844

Youth & Teen Services

PARKS, RECREATION and COMMUNITY SERVICES
Youth/Teen and Sports Division 731

Key trends are addressed by this Division to keep youth active and on the road to becoming positive members of society which facilitates community problem solving. The Youth Division establishes a foundation and provides clear recreational opportunities where children ages 2-15 can grow emotionally, intellectually, socially and physically through play in a safe and wholesome environment; all which embrace the principles of youth development. With the diversity of the community, this Division addresses and increases cultural unity. Among the recreational experiences offered that promote health and wellness and foster human development are Wee People Playschool, Kidz Camps, and youth and adult sports.

The division creates partnerships with many local service clubs and agencies such as Norco Lions Club and United Neighbors Involving Today's Youth (UNITY) to promote constructive recreational opportunities for the youth. Continuous partnerships are a necessity to sustain programs and special events within the division. The Youth Division works closely with Corona Norco Unified School District and United Norconians for Life Over Alcohol and Drugs (U.N.L.O.A.D.) by providing education to young people about the adverse effects of alcohol and drugs and related behaviors, on their safety, quality of life and future opportunities. Increasing awareness among parents, grandparents and other caregivers of their responsibilities to help young people to avoid the negative consequences associated with alcohol and drug use is another goal shared by U.N.L.O.A.D. and the youth division. Positive energy, countless opportunities and deliberate investments in youth are important aspects which we promote in our community and can be proud of.

2016-17 Goals & Objectives

- Seek new trending recreation opportunities for youth and adults which are self-supporting.
- Continue fundraising opportunities to provide supplemental monies for infrastructure needs at Riley Gymnasium.
- Develop a Youth Advisory Commission

City of Norco, California
Youth and Teen Division 731
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	135,900	192,488	203,273	236,066
Employee Related Expenditures		216	650	650	650
Supplies and Services		2,879	20,010	16,607	17,965
Maintenance and Rentals		94	1,200	1,115	1,200
Operations and Utilities		5,305	29,200	18,000	22,140
Contractual and Professional Services		4,605	19,620	19,580	20,160
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		19,968	14,200	14,200	17,000
Capital Outlay		-	5,600	5,576	3,000
Transfers		-	-	-	-
Total Expenditures	$	168,966	282,968	279,001	318,181

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	168,966	282,968	279,001	318,181
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	168,966	282,968	279,001	318,181

City of Norco, California
Youth and Teen Division 731, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 27,010	-	260	-
30105	Salaries, Part Time	66,870	149,037	163,212	188,612
30106	Salaries, Part Time (32 hour)	20,990	25,200	22,407	26,208
30201	PERS Employer UAL	-	6,703	6,295	7,561
30200	PERS Retirement	13,532	2,595	2,322	2,885
30205	Employee Group Insurance	3,719	2,700	-	2,970
30215	Medical Savings Account	121	-	1	-
30220	FICA/Medicare Insurance	1,707	2,527	2,695	3,115
30225	Sick leave buy back	215	-	-	-
30235	Deferred Compensation	1,717	3,726	4,080	4,715
30245	Workers Compensation	19	-	2,000	-
	Subtotal - Salaries and Benefits	135,900	192,488	203,273	236,066
Employee Related Expenditures					
30300	Conferences and Meetings	31	250	250	250
30310	Uniforms & Safety Gear	-	200	200	200
30320	Dues, Memberships and Subscriptions	185	200	200	200
	Subtotal - Employee Related	216	650	650	650
Supplies and Services					
30400	Office Supplies	646	1,000	1,000	1,000
30415	Special Departmental	517	18,035	14,632	15,990
30485	Wee People Special Events	1,717	975	975	975
	Subtotal - Supplies and Services	2,879	20,010	16,607	17,965
Maintenance and Rentals					
32200	Building and ground maintenance	94	1,200	1,115	1,200
	Subtotal - Maintenance & Rentals	94	1,200	1,115	1,200
Operations and Utilities					
33100	Utilities	5,305	29,200	18,000	22,140
	Subtotal - Operations & Utilities	5,305	29,200	18,000	22,140
Contractual and Professional Services					
34100	Contractual Services	4,605	19,620	19,580	20,160
	Subtotal - Contractual & Professional	4,605	19,620	19,580	20,160
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	1,000	-	-	-
42105	Vehicle Replacement Charges	2,768	-	-	-
42110	Computing and Comm. Equip Replacement	2,000	1,200	1,200	1,000

City of Norco, California
Youth and Teen Division 731, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
42115	Computing and Communications Operations	14,200	13,000	13,000	16,000
	Subtotal - Internal Service Charges	19,968	14,200	14,200	17,000
Capital Outlay					
43100	Equipment	-	2,600	2,576	3,000
43115	Building Improvements	-	3,000	3,000	-
	Subtotal - Capital Outlay	-	5,600	5,576	3,000
	Total Expenditures	$ 168,966	282,968	279,001	318,181

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
55515	Adult Sports	$ 21,741	18,000	18,000	22,180
55600	Youth Sports	81,760	76,407	76,407	76,202
55615	Wee People Program Fees	180,348	192,538	192,538	219,174
56815	Wee People Donation	1,717	975	975	975
	Total Revenues	$ 285,565	287,920	287,920	318,531

Park Maintenance

PARKS, RECREATION and COMMUNITY SERVICES
Parks Maintenance Division 733

The Park Maintenance Division's mission is to maintain, improve and develop City parks and recreation areas that provide residents with facilities in which to enjoy passive and active recreation and to protect our environment and its resources while providing safe and secure spaces to recreate. The Division goal is to protect, expand, enhance and extend the life of the City's active and open space assets, including 17 parks totaling more than 900 acres of active and passive park land, horse trails and various arenas. It is staff's goal to address the open space and active uses that matter to participants. The Division is a valuable partner and support team to the Recreation, Youth, Building and Animal Control Divisions and takes pride maintaining high expectations and standards for clean, presentable facilities, providing the public recreational experiences in a safe and secure environment. Along with irrigation repair, water management and shrub/tree trimming using current Society of Arboricultural standards, the Division is responsible for park lighting, fencing, walkways, horse trails, playground equipment, and tennis courts. The Division also manages contracts that provide turf grass management as well as weed and pest control. Park Maintenance Division maintains and administers the contracts for the city-wide Landscape areas with in the Maintenance Districts.

2016-17 Goals & Objectives

- To lower water usage in our park system.
- Replace two picnic shelters at Community Center Ballpark and replace the restroom to make it handicap accessible.
- Start horse trail fence replacement in parks starting with Neal Snipes Park.

City of Norco, California
Park Maintenance Division 733
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	61,176	74,756	68,662	79,926
Employee Related Expenditures		3,071	2,450	1,850	2,450
Supplies and Services		1,366	1,250	1,195	1,250
Maintenance and Rentals		26,251	27,500	26,550	28,500
Operations and Utilities		61,955	55,000	60,000	60,000
Contractual and Professional Services		347,416	345,000	345,000	355,629
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		17,480	22,380	22,380	28,096
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	518,717	528,336	525,637	555,851

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	518,717	528,336	525,637	555,851
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	518,717	528,336	525,637	555,851

City of Norco, California
Park Maintenance Division 733, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 28,321	37,995	31,250	38,762
30105	Salaries, Part Time	11,108	11,467	10,149	15,000
30110	Salaries, Overtime	23	-	-	-
30106	Salaries, Part Time (32 hour)	90	-	-	-
30201	PERS Employer UAL	-	9,784	10,149	11,183
30200	PERS Retirement	8,322	4,673	4,673	4,267
30205	Employee Group Insurance	8,055	7,953	7,953	7,819
30212	Cell Phone Stipend	300	300	300	300
30215	Medical Savings Account	121	120	120	120
30220	FICA/Medicare Insurance	559	717	717	728
30225	Sick leave buy back	562	560	584	560
30230	Annual Vacation Cash Out	867	900	1,488	900
30235	Deferred Compensation	270	287	287	287
30245	Workers Compensation	2,579	-	992	-
	Subtotal - Salaries and Benefits	61,176	74,756	68,662	79,926
Employee Related Expenditures					
30300	Conferences and Meetings	2,213	1,500	900	1,500
30310	Uniforms & Safety Gear	583	700	700	700
30320	Dues, memberships and Subscriptions	275	250	250	250
	Subtotal - Employee Related	3,071	2,450	1,850	2,450
Supplies and Services					
30400	Office Supplies	159	150	145	150
30415	Special Departmental	822	900	800	900
30425	Small Tools	385	200	250	200
	Subtotal - Supplies and Services	1,366	1,250	1,195	1,250
Maintenance and Rentals					
32105	Equipment Rental	176	500	500	500
32200	Building and ground maintenance	18,137	22,000	20,550	22,000
32352	Veterans Memorial Maintenance	5,778	2,000	2,500	3,000
32400	Trail Maintenance	2,161	3,000	3,000	3,000
	Subtotal - Maintenance & Rentals	26,251	27,500	26,550	28,500
Operations and Utilities					
33100	Utilities	61,955	55,000	60,000	60,000
	Subtotal - Operations & Utilities	61,955	55,000	60,000	60,000
Contractual and Professional Services					
34100	Contractual Services	347,416	345,000	345,000	355,629
	Subtotal - Contractual & Professional	347,416	345,000	345,000	355,629

City of Norco, California
Park Maintenance Division 733, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	4,000	7,300	7,300	6,000
42105	Vehicle Replacement Charges	2,780	5,680	5,680	10,796
42110	Computing and Comm. Equip Replacement	1,300	700	700	700
42115	Computing and Communications Operations	9,400	8,700	8,700	10,600
	Subtotal - Internal Service Charges	17,480	22,380	22,380	28,096
	Total Expenditures	$ 518,717	528,336	525,637	555,851

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
54220	Communication Lease Parks and Rec	$ 62,352	65,000	62,954	65,000
54226	Silverlakes parking lot lease	-	-	22,506	26,000
	Total Revenues	$ 62,352	$ 65,000	$ 85,460	$ 91,000

Senior Citizens

PARKS, RECREATION and COMMUNITY SERVICES
Senior Citizens Division 735

The objective of the Norco Senior Center is to provide recreational experiences and valuable resources which facilitate the physical, mental, emotional and social health of seniors and to meet the challenges to preserve their independent living. The program strengthens the safety and security of those it serves and strives to foster the development of the older adult. Through its many programs, services and activities which promote health and wellness (including a 1.4 acre award-winning garden), this population has the opportunity to increase their cultural unity and quality of life, all while creating lasting memories.

Special events, a daily nutrition program, a door-to-door transportation program, counseling and referral programs also assist in achieving these important goals in a safe and caring environment. Through intergenerational programming, activities facilitate in community problem solving and give individuals an opportunity to make a positive impact on those they encounter. Additionally, as mature adults are more active longer in life, staff is committed to keeping up with the changing trends to provide quality programming to new generations.

This Division creates partnerships with many agencies including but not limited to Riverside Community College, Riverside Office on Aging, Riverside County Transportation Commission and Corona Regional Medical Center to take advantage of the resources available to those in need.

This Division also strengthens community image and sense of place through the Party Pardners program, a therapeutic program for developmentally challenged adults. Party Pardners provides a recreational opportunity for a unique group of individuals within the city and surrounding communities. This rewarding program promotes a sense of belonging, encourages everlasting friendships and creates lifelong memories.

2016-17 Goals & Objectives

- Continue to seek sponsorship opportunities to support senior services and Party Pardners Program.
- Increase veteran and unique ridership in the transportation program for FY 16-17.
- Increase volunteerism to assist with senior services needs in programs and service delivery.
- Seek to serve new generation of older adults (Baby Boomers) through creative programming.

City of Norco, California
Senior Citizens Division 735
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	130,854	152,524	169,943	178,244
Employee Related Expenditures		727	3,082	3,082	1,000
Supplies and Services		14,822	9,280	18,471	8,453
Maintenance and Rentals		4,091	6,000	5,395	5,450
Operations and Utilities		18,473	17,491	16,047	11,830
Contractual and Professional Services		14,453	14,852	24,485	15,328
Miscellaneous		4,800	4,800	4,800	4,800
CRA Programs		-	-	-	-
Internal Service Fund Charges		36,312	20,200	20,200	23,300
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	224,532	228,229	262,423	248,405

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	164,532	168,229	202,422	188,473
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Miscellaneous Grants		60,000	60,000	60,000	59,932
Total Funding Sources	$	224,532	228,229	262,423	248,405

City of Norco, California
Senior Citizens Division 735, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 17,598	45,784	45,499	51,166
30105	Salaries, Part Time	41,251	12,280	28,524	31,370
30201	PERS Employer UAL	-	11,789	11,860	14,761
30200	PERS Retirement	4,621	5,630	5,599	5,632
30205	Employee Group Insurance	2,953	7,321	5,435	9,037
30215	Medical Savings Account	36	156	156	168
30220	FICA/Medicare Insurance	789	842	1,073	1,197
30225	Sick leave buy back	845	1,300	648	1,300
30230	Annual Vacation Cash Out	873	900	900	900
30235	Deferred Compensation	958	307	713	784
30245	Workers Compensation	-	-	2,414	-
	Subtotal - Salaries and Benefits	69,924	86,309	102,821	116,315
Employee Related Expenditures					
30300	Conferences and Meetings	265	2,625	2,625	630
30310	Uniforms & Safety Gear	223	282	282	195
30320	Dues, Memberships and Subscriptions	239	175	175	175
	Subtotal - Employee Related	727	3,082	3,082	1,000
Supplies and Services					
30400	Office Supplies	1,026	1,110	900	1,000
30415	Special Departmental	2,015	3,670	8,013	2,220
30480	Sr. Special Events	2,161	2,000	2,000	1,000
30481	SC Women's Exercise	-	-	600	600
30482	SC Doll Class	111	-	150	150
30483	SC Ceramics Class	154	-	650	650
30484	Seniors and Pets	-	-	500	-
30490	Party Pardners	9,355	2,500	5,658	2,833
	Subtotal - Supplies and Services	14,822	9,280	18,471	8,453
Maintenance and Rentals					
32200	Building and ground maintenance	4,091	6,000	5,395	5,450
	Subtotal - Maintenance & Rentals	4,091	6,000	5,395	5,450
Operations and Utilities					
33100	Utilities	8,176	9,817	9,281	1,745
	Subtotal - Operations & Utilities	8,176	9,817	9,281	1,745
Contractual and Professional Services					
34100	Contractual Services	14,453	14,852	24,485	15,328
	Subtotal - Contractual & Professional	14,453	14,852	24,485	15,328
Internal Service Fund Charges					

City of Norco, California
Senior Citizens Division 735, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
42100	Vehicle Operations and Maintenance	-	1,500	1,500	1,000
42105	Vehicle Replacement Charges	7,705	-	-	-
42110	Computing and Comm. Equip Replacement	1,900	1,200	1,200	1,300
42115	Computing and Communications Operations	4,318	5,278	5,278	7,000
42235	Compensated Absences	7,507	-	-	-
	Subtotal - Internal Service Charges	21,430	7,978	7,978	9,300
	Total Expenditures	$ 133,623	137,318	171,513	157,591

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
53425	Misc. State Grant	-	-	743	-
53535	Corona Loan Payment	$ 16,738	-	-	-
55625	Senior Citizens Excursion Fees	164	1,070	570	570
56800	Party Pardners Donation	452	2,500	4,684	-
56800.10	Party Pardners Special Donation	-	-	20,000	-
56810	Senior Special Events	2,502	2,000	2,000	1,200
56811	SC Women's Exercise	-	-	600	600
56812	SC Doll Class	-	-	150	150
56813	SC Ceramics Class	-	-	650	650
58100	Contributions (New CDBG Account)	-	11,502	11,502	11,502
56814	Seniors and Pets	-	-	500	-
56810	Senior Citizens	-	-	14,000	-
	Total Revenues	$ 19,856	17,072	54,656	14,672

City of Norco, California
Senior Citizens Division - RCTC 735A, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 11,097	13,462	13,448	10,882
30201	PERS Employer UAL	-	3,466	3,610	3,139
30200	PERS Retirement	3,479	1,656	1,656	1,198
30205	Employee Group Insurance	2,577	2,697	2,815	2,582
30215	Medical Savings Account	12	24	24	12
30220	FICA/Medicare Insurance	178	195	195	158
	Subtotal - Salaries and Benefits	17,343	21,500	21,748	17,971
Operations and Utilities					
33100	Utilities	5,906	3,411	3,161	5,911
	Subtotal - Operations & Utilities	5,906	3,411	3,161	5,911
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	-	1,000	1,000	1,000
42115	Computing and Communications Operations	7,660	5,000	5,000	6,000
	Subtotal - Internal Service Charges	7,660	6,000	6,000	7,000
	Total Expenditures	$ 30,909	30,911	30,909	30,882

City of Norco, California
Senior Citizens Division 735A, Fund 122
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 28,738	28,144	28,165	27,107
30201	PERS Employer UAL	-	7,247	7,636	7,820
30200	PERS Retirement	8,794	3,461	3,470	2,984
30205	Employee Group Insurance	5,539	5,395	5,633	5,594
30215	Medical Savings Account	72	60	61	60
30220	FICA/Medicare Insurance	443	408	408	393
	Subtotal - Salaries and Benefits	43,587	44,715	45,373	43,958
Operations and Utilities					
33100	Utilities	4,391	4,263	3,605	4,174
	Subtotal - Operations & Utilities	4,391	4,263	3,605	4,174
	Subtotal - Contractual & Professional	-	-	-	-
Miscellaneous					
35150	Administrative Overhead	4,800	4,800	4,800	4,800
	Subtotal - Miscellaneous	4,800	4,800	4,800	4,800
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	5,000	3,500	3,500	4,000
42115	Computing and Communications Operations	2,222	2,722	2,722	3,000
	Subtotal - Internal Service Charges	7,222	6,222	6,222	7,000
	Total Expenditures	$ 60,000	60,000	60,000	59,932

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
53500	RCTC Grant	$ 60,000	60,365	60,000	60,000

Public Building Maintenance

PARKS, RECREATION and COMMUNITY SERVICES

Public Buildings and Facilities Maintenance Division 737

This Division is the key component to strengthen community image and sense of place. It is responsible in upkeep and maintenance of all public buildings, and facilities. This division creates a safe and secure environment for the public to utilize. This Division is responsible for maintenance and operations, capital outlay and improvements of facilities as well as scheduling and managing all events at the George Ingalls Equestrian Event Center which includes the two covered arena(s), Nellie Weaver Hall banquet room, Pikes Peak Park, 4-H area, George Ingalls Veterans Memorial Plaza and adjacent parking lots. The Division is a partner and support team to the Recreation, Youth, Parks, Rose Eldridge Senior Center and Animal Control Divisions and takes pride maintaining high expectations and standards for clean, presentable and safe facilities in which the public can enjoy recreational experiences. Public facilities include Norco City Hall, Rose Eldridge Senior Center, Norco Library, Community Center, Fire Stations, George Ingalls Equestrian Event Center, Sheriff Station, Scout House/Youth Center, Nellie Weaver Hall, sports fields, park restrooms, snack bars, Riley Gym, and Animal Control offices.

2016-17 Goals & Objectives

- Prepare individual facility information listing amenities, display photos of past events and highlight regional and national events on City's website and Facebook.

- Complete the installation of white vinyl WoodGuard fencing at east and south areas of the GIEEC complex. This fence will protect the bio swales and V Ditch area. This fence was selected for its durability and low maintenance with expansion capability if needed. The importance of high visibility is a factor taking into consideration that animals and livestock are on location for events and may become startled or get loose.

- Complete sound system upgrade to Moreno arena and install sound system at Clark arena. Moreno arena sound system is 14 years in age and improvements and upgrades are required to provide better quality sound possible. The installation of a new sound system at Clark arena will provide a more constant sound feature at this facility. Sound is critical to events and is a must to entice other events to the center.

- Install and complete a new Parks Department yard as an area to store, maintain, and protect tools and equipment from sun damage and corrosion minimizing repairs and extends the life of the assets. This area will also deter vandalism.

- Install and compete installation of new ADA restroom/shower unit to meet the demands of the events and public needs.

- Seed parking lot 3 with hybrid grass to meet compliance and eliminate NPDES) (no sand bags) Sandbags have to be adjusted during all heavy attended special events and give the perception that the facility will never be completed.

City of Norco, California
Building Maintenance Division 737
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	250,030	280,028	301,120	360,171
Employee Related Expenditures		1,882	3,400	3,905	4,900
Supplies and Services		2,791	2,400	3,200	2,400
Maintenance and Rentals		30,969	30,200	29,932	30,200
Operations and Utilities		144,658	141,800	141,800	141,800
Contractual and Professional Services		271,157	204,462	224,396	187,687
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		79,515	85,849	85,849	81,647
Capital Outlay		-	6,543	6,543	65,000
Transfers		-	-	-	-
Total Expenditures	$	781,003	754,682	796,745	873,805

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	781,003	754,682	796,745	873,805
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	781,003	754,682	796,745	873,805

City of Norco, California
Building Maintenance Division 737, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 113,132	130,347	121,786	187,061
30105	Salaries, Part Time	49,842	59,218	65,500	56,000
30110	Salaries, Overtime	4,026	1,423	3,421	1,423
30106	Salaries, Part Time (32 hour)	1,046	-	14,411	-
30201	PERS Employer UAL	-	33,564	32,221	41,049
30200	PERS Retirement	33,516	16,030	16,143	18,598
30205	Employee Group Insurance	28,753	29,237	29,250	45,785
30212	Cell Phone Stipend	300	300	300	300
30215	Medical Savings Account	362	360	363	360
30220	FICA/Medicare Insurance	2,599	2,769	2,974	2,896
30225	Sick leave buy back	2,327	2,300	1,581	2,300
30230	Annual Vacation Cash Out	2,575	3,000	3,532	3,000
30235	Deferred Compensation	1,342	1,480	1,638	1,400
30245	Workers Compensation	10,210	-	8,000	-
	Subtotal - Salaries and Benefits	250,030	280,028	301,120	360,171
Employee Related Expenditures					
30300	Conferences and Meetings	-	1,000	1,600	2,500
30310	Uniforms & Safety Gear	1,362	1,600	1,550	1,600
30320	Dues, memberships and Subscriptions	520	800	755	800
	Subtotal - Employee Related	1,882	3,400	3,905	4,900
Supplies and Services					
30400	Office Supplies	1,535	1,400	1,000	1,400
30415	Special Departmental	945	500	1,700	500
30425	Small Tools	312	500	500	500
	Subtotal - Supplies and Services	2,791	2,400	3,200	2,400
Maintenance and Rentals					
32105	Equipment Rental	293	200	432	200
32200	Building and ground maintenance	30,676	30,000	29,500	30,000
	Subtotal - Maintenance & Rentals	30,969	30,200	29,932	30,200
Operations and Utilities					
33100	Utilities	144,658	141,800	141,800	141,800
	Subtotal - Operations & Utilities	144,658	141,800	141,800	141,800
Contractual and Professional Services					
34100	Contractual Services	271,157	204,462	224,396	187,687
	Subtotal - Contractual & Professional	271,157	204,462	224,396	187,687
Internal Service Fund Charges					

City of Norco, California
Building Maintenance Division 737, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
42100	Vehicle Operations and Maintenance	27,000	37,000	37,000	32,000
42105	Vehicle Replacement Charges	37,648	39,249	39,249	38,147
42110	Computing and Comm. Equip Replacement	1,300	900	900	900
42115	Computing and Communications Operations	9,400	8,700	8,700	10,600
	Subtotal - Internal Service Charges	79,515	85,849	85,849	81,647
	Capital Outlay				
43100	Equipment	-	6,543	6,543	-
43115	Building Improvements	-	-	-	65,000
	Subtotal - Capital Outlay	-	6,543	6,543	65,000
	Total Expenditures	$ 781,003	754,682	796,745	873,805

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
54215	Library Lease	$ 34,393	30,505	30,505	11,928
56400	Ingalls Park North	37,419	35,000	35,000	39,600
56405	Ingalls Park South	77,549	73,000	73,000	72,000
56420	Bleacher Rental	9,450	9,300	5,650	5,650
56422	Rental Services	50,196	45,000	20,600	22,600
56423	Rental Facility Insurance	4,453	4,000	4,000	4,000
56445	Security Guard Services	10,981	7,500	11,000	11,000
56450	Cleaning Fee	7,831	6,550	7,500	7,500
56455	Cleaning Fee - Restrooms	3,021	1,500	1,500	1,550
56902	Parks & Rec After Hours	1,677	1,500	1,125	1,000
56905	Banner Installation	1,030	1,960	1,470	980
		$ 238,000	215,815	191,350	177,808

Animal Control

PARKS, RECREATION and COMMUNTIY SERVICES
Animal Control Division 765

Creating a responsible community which understands the care and protected treatment of animals is a vital part of the Animal Control Division in this unique animal-keeping and equestrian City. This Division is dedicated to foster the development of animals in a safe and secure environment. By abiding by State and Local ordinances and laws pertaining to animal keeping, the Division ensures the health and wellness for animals throughout the community as well as investigates and prosecutes animal abuse cases. The animal shelter handles more than 5,000 calls per year, cares for more than 1,000 impounded animals each year, takes pride in its success to process the adoption of dogs and cats at a high rate for an Animal Control facility in Southern California and ultimately facilitates community problem solving. We continue to look for ways to promote our animals through pet expos and community events throughout the year. Animal Control staff has implemented a fostering program to help with our animals that may need more intensive care. The staff assists with the rehabilitation and subsequent release of injured wild animals and birds and provides emergency rescue assistance, all strengthening community image and sense of place.

2016-17 GOALS & OBJECTIVES

- To implement and send out sympathy cards to those residents who have recently lost or had to humanly euthanize a pet.

- To continue improvements to the shelter facility thorough community organizations like the Eagle Scouts and Girl Scouts.

- To create a Policy and Procedure on Conditional Use Permits (C.U.P.) based on the Norco Municipal Code to allow additional animal units on a property including dogs.

- To provide exceptional customer service to Norco residents and the surrounding community.

- To continue to promote the Norco Animal Shelter as the number 1 facility in Norco that volunteers sign up for to donate their time.

City of Norco, California
Animal Control Division 765
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	382,076	413,861	415,704	425,197
Employee Related Expenditures		3,444	3,220	3,130	2,820
Supplies and Services		36,020	39,048	37,948	30,683
Maintenance and Rentals		14,219	15,000	14,914	13,000
Operations and Utilities		16,389	17,800	17,000	17,100
Contractual and Professional Services		51,880	46,000	53,976	42,902
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		68,769	61,034	61,034	63,934
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	572,798	595,963	603,706	595,636

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	572,798	595,963	603,706	595,636
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	572,798	595,963	603,706	595,636

City of Norco, California
Animal Control Division 765, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 146,577	170,944	158,107	174,396
30105	Salaries, Part Time	63,615	97,100	96,600	96,600
30110	Salaries, Overtime	27,784	18,201	26,000	26,000
30106	Salaries, Part Time (32 hour)	36,780	25,200	23,336	24,960
30201	PERS Employer UAL	-	32,982	31,550	37,699
30200	PERS Retirement	41,693	17,383	17,563	18,887
30205	Employee Group Insurance	32,615	41,267	30,718	34,093
30215	Medical Savings Account	241	240	240	240
30220	FICA/Medicare Insurance	3,929	4,516	4,409	5,108
30225	Sick leave buy back	2,226	2,100	2,797	2,800
30230	Annual Vacation Cash Out	-	1,500	1,969	2,000
30235	Deferred Compensation	1,575	2,428	2,415	2,415
30245	Workers Compensation	25,042	-	20,000	-
	Subtotal - Salaries and Benefits	382,076	413,861	415,704	425,197
Employee Related Expenditures					
30300	Conferences and Meetings	864	900	810	500
30310	Uniforms & Safety Gear	2,259	2,000	2,000	2,000
30320	Dues, Memberships and Subscriptions	320	320	320	320
	Subtotal - Employee Related	3,444	3,220	3,130	2,820
Supplies and Services					
30400	Office Supplies	4,547	5,700	5,600	4,900
30415	Special Departmental	27,171	29,000	28,000	21,483
30425	Small Tools	155	200	200	152
30435	Software Expense	4,147	4,148	4,148	4,148
	Subtotal - Supplies and Services	36,020	39,048	37,948	30,683
Maintenance and Rentals					
32200	Building and ground maintenance	14,219	15,000	14,914	13,000
	Subtotal - Maintenance & Rentals	14,219	15,000	14,914	13,000
Operations and Utilities					
33100	Utilities	16,389	17,800	17,000	17,100
	Subtotal - Operations & Utilities	16,389	17,800	17,000	17,100
Contractual and Professional Services					
34100	Contractual Services	26,030	24,000	31,976	22,000
34160	Spay & Neuter	15,320	22,000	14,000	18,799
34165	Animal Impounds (Courts)	10,530	-	8,000	2,103
	Subtotal - Contractual & Professional	51,880	46,000	53,976	42,902

Internal Service Fund Charges

City of Norco, California
Animal Control Division 765, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
42100	Vehicle Operations and Maintenance	15,000	15,000	15,000	12,000
42105	Vehicle Replacement Charges	17,558	17,734	17,734	17,734
42110	Computing and Comm. Equip Replacement	3,800	2,300	2,300	2,300
42115	Computing and Communications Operations	28,300	26,000	26,000	31,900
	Subtotal - Internal Service Charges	68,769	61,034	61,034	63,934
	Total Expenditures	$ 572,798	595,963	603,706	595,636

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
54110	Municipal Code Violations - Animal Control	$ 18,964	12,000	12,500	10,000
56900	AC After Hr Call Reimb	1,230	1,400	1,700	1,400
57305	Impound Fees	9,729	9,000	10,000	9,400
57305.10	Animal Impounds (Courts)	3,852	13,188	13,188	2,103
57310	Adoption Fees	10,740	10,000	9,000	8,700
57315	Spay & Neuter Services	15,320	22,000	14,000	18,799
57320	Animal Donation(water bill)	9,996	9,000	9,000	9,000
57325	Dog License	112,763	105,269	116,000	108,000
57330	Ranch License	290	-	-	-
57335	Poultry License Fee	43	-	-	-
57340	Miscellaneous Animal Control Fees	9,826	7,000	7,000	7,100
57345	AC Software Maintenance Fee	10,290	7,900	9,100	8,000
57620	Animal Adoption (State Reimbursements)	73,126	14,000	20,596	-
	Total Revenues	$ 276,169	210,757	222,084	182,502

Special Events

City of Norco, California
Special Events, Department 720
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	7,508	11,658	7,955	9,405
Employee Related Expenditures		-	-	-	-
Supplies and Services		4,949	7,574	7,276	8,695
Maintenance and Rentals		-	2,131	1,366	1,891
Operations and Utilities		-	-	-	-
Contractual and Professional Services		38,266	42,840	31,832	30,519
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	50,723	64,203	48,429	50,510

Funding Sources:		***FY 2015 Actual***		***FY 2016 Amended Budget***		***FY 2016 Estimated Year-End Total***		***FY 2017 Budget Request***
General Fund	$	50,723	$	64,203	$	48,429	$	50,510
Water Fund		-		-		-		-
Sewer Fund		-		-		-		-
Gas Tax Fund		-		-		-		-
NPDES Storm Drainage Fund		-		-		-		-
Internal Service Fund		-		-		-		-
Miscellaneous Grants		-		-		-		-
Total Funding Sources	$	50,723		64,203		48,429		50,510

City of Norco, California
Ingalls Division 720.10, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	-	-	-	208
30220	FICA/Medicare Insurance	-	-	-	3
30235	Deferred Compensation	-	-	-	5
	Subtotal - Salaries and Benefits	-	-	-	216
Supplies and Services					
30400	Office Supplies	-	-	-	50
	Subtotal - Supplies and Services	-	-	-	50
Maintenance and Rentals					
32105	Equipment Rental	-	-	-	65
	Subtotal - Maintenance & Rentals	-	-	-	65
Contractual and Professional Services					
34150	Special Events	-	-	-	100
	Subtotal - Contractual & Professional	-	-	-	100
	Total Expenditures	$ -	-	-	431

City of Norco, California
Parade of Lights Division 720.15, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 57	-	-	-
30105	Salaries, Part Time	2,094	1,506	1,419	1,506
30110	Salaries, Overtime	2,346	2,003	2,340	2,500
30106	Salaries, Part Time (32 hour)	274	-	34	-
30220	FICA/Medicare Insurance	-	51	-	58
30235	Deferred Compensation	-	38	-	38
	Subtotal - Salaries and Benefits	4,770	3,598	3,793	4,102
Supplies and Services					
30400	Office Supplies	46	-	-	-
30415	Special Departmental	393	3,530	4,362	4,000
30440	Advertising and Promotion	-	200		-
	Subtotal - Supplies and Services	439	3,730	4,362	4,000
Maintenance and Rentals					
32105	Equipment Rental	-	289	-	250
	Subtotal - Maintenance & Rentals	-	289	-	250
Contractual and Professional Services					
34100	Contractual Services	18,863	-	13,430	15,000
34150	Special Events	3,667	19,021	-	-
	Subtotal - Contractual & Professional	22,530	19,021	13,430	15,000
	Total Expenditures	$ 27,739	26,638	21,585	23,352

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
56605	Parade of Lights	$ 27,739	26,638	21,585	23,352

City of Norco, California
Horseweek Division 720.20, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ -	3,423		-
30110	Salaries, Overtime	-	1,232	1,415	1,415
30220	FICA/Medicare Insurance	-	68	21	21
30235	Deferred Compensation	-	-	37	37
	Subtotal - Salaries and Benefits	-	4,723	1,473	1,473
Supplies and Services					
30415	Special Departmental	-	2,394	-	-
	Subtotal - Supplies and Services	-	2,394	-	-
Maintenance and Rentals					
32105	Equipment Rental	-	1,842	291	291
	Subtotal - Maintenance & Rentals	-	1,842	291	291
Contractual and Professional Services					
34100	Contractual Services	490	-	270	270
34150	Special Events	-	-	1,579	1,579
	Subtotal - Contractual & Professional	490	-	1,849	1,849
	Total Expenditures	$ 490	8,959	3,613	3,613

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
56626	Horseweek	$ -	4,392	1,474	1,474

City of Norco, California
Day of the Cowboy Division 720.25, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ 405	830	89	250
30106	Salaries, Part Time (32 hour)	203	-	-	150
30220	FICA/Medicare Insurance	-	12	-	6
30235	Deferred Compensation	-	21	-	6
	Subtotal - Salaries and Benefits	607	863	89	412
Supplies and Services					
30400	Office Supplies	128	-	-	40
30415	Special Departmental	2,163	-	1,305	2,230
	Subtotal - Supplies and Services	2,291	-	1,305	2,270
Maintenance and Rentals					
32105	Equipment Rental			-	210
	Subtotal - Maintenance & Rentals	-	-	-	210
Contractual and Professional Services					
34100	Contractual Services	3,436	-	5,848	4,420
34150	Special Events	312	14,497	1,150	-
	Subtotal - Contractual & Professional	3,748	14,497	6,998	4,420
	Total Expenditures	$ 6,646	15,360	8,392	7,312

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
56625	Day of the Cowboy	$ 6,646	9,356	8,392	7,312

City of Norco, California
Rose Elridge Division 720.30, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ -	-	30	35
30220	FICA/Medicare Insurance	-	-	-	1
30235	Deferred Compensation	-	-	-	1
	Subtotal - Salaries and Benefits	-	-	30	36
Supplies and Services					
30400	Office Supplies	255	-	-	25
	Subtotal - Supplies and Services	255	-	-	25
Contractual and Professional Services					
34100	Contractual Services	74	25	-	-
34150	Special Events	-	147	125	125
	Subtotal - Contractual & Professional	74	172	125	125
	Total Expenditures	$ 329	172	155	186

City of Norco, California
Concerts in the Park Division 720.35, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ 178	675	700	822
30220	FICA/Medicare Insurance	-	10	10	12
30235	Deferred Compensation	-	17	18	21
	Subtotal - Salaries and Benefits	178	702	728	854
Supplies and Services					
30400	Office Supplies	2	-	-	-
30415	Special Departmental	78	-	325	325
	Subtotal - Supplies and Services	80	-	325	325
Contractual and Professional Services					
34100	Contractual Services	6,384	-	8,023	8,025
34150	Special Events	-	8,000	-	-
	Subtotal - Contractual & Professional	6,384	8,000	8,023	8,025
	Total Expenditures	$ 6,643	8,702	9,076	9,204

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
56620	Concerts in the Park	$ 6,643	8,702	9,076	9,204

City of Norco, California
July Fourth Division 720.40, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ 1,329	1,234	362	450
30106	Salaries, Part Time (32 hour)	120	-	1,000	1,000
30220	FICA/Medicare Insurance	-	18	5	21
30235	Deferred Compensation	-	31	-	11
	Subtotal - Salaries and Benefits	1,449	1,283	1,367	1,482
Supplies and Services					
30400	Office Supplies	127	-	-	-
30415	Special Departmental	876	-	72	400
30440	Advertising and Promotion	-	100	-	100
	Subtotal - Supplies and Services	1,003	100	72	500
Contractual and Professional Services					
34100	Contractual Services	4,796	-	1,029	500
34150	Special Events	243	1,150	378	500
	Subtotal - Contractual & Professional	5,039	1,150	1,407	1,000
	Total Expenditures	$ 7,491	2,533	2,846	2,982

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
56606	July Fourth	$ 4,387	-	-	-

City of Norco, California
Breakfast with Santa Division 720.45, General Fund
Budget Detail By Line Item

Account Number	Account Description		FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits						
30105	Salaries, Part Time	$	241	345	111	373
30106	Salaries, Part Time (32 hour)		79	-	90	125
30220	FICA/Medicare Insurance		-	5	-	7
30235	Deferred Compensation		-	9	-	9
	Subtotal - Salaries and Benefits		320	359	201	514
Supplies and Services						
30415	Special Departmental		230	650	457	650
	Subtotal - Supplies and Services		230	650	457	650
	Total Expenditures	$	550	1,009	658	1,164

Account Number	Department-Generated Revenues		FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
56600	Breakfast with Santa	$	550	1,000	658	1,165

City of Norco, California
Egg Hunt Division 720.60, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ 86	125	85	90
30106	Salaries, Part Time (32 hour)	98	-	86	90
30220	FICA/Medicare Insurance	-	2	1	3
30235	Deferred Compensation	-	3	2	2
	Subtotal - Salaries and Benefits	183	130	175	185
Supplies and Services					
30415	Special Departmental	653	700	755	875
	Subtotal - Supplies and Services	653	700	755	875
	Total Expenditures	$ 836	830	930	1,060

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
56615	Egg Hunt	$ 836	-	930	1,059

City of Norco, California
Norco Fair Division 720.65, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30110	Salaries, Overtime	$ -	-	2,090	2,090
30220	FICA/Medicare Insurance	-	-	30	30
30235	Deferred Compensation	-	-	30	30
	Subtotal - Salaries and Benefits	-	-	2,150	2,150
Maintenance and Rentals					
32105	Equipment Rental	-	-	635	635
	Subtotal - Maintenance & Rentals	-	-	635	635
Contractual and Professional Services					
34150	Special Events	-	-	1,645	1,645
	Subtotal - Contractual & Professional	-	-	1,645	1,645
	Total Expenditures	$ -	-	4,430	4,430

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
56612	Norco Fair	$ -	-	1,742	1,742

City of Norco, California
Founders Day Division 720.90, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ -	-	96	125
30220	FICA/Medicare Insurance	-	-	1	2
30235	Deferred Compensation	-	-	2	3
	Subtotal - Salaries and Benefits	-	-	99	130
Maintenance and Rentals					
32105	Equipment Rental	-	-	1,075	1,075
	Subtotal - Maintenance & Rentals	-	-	1,075	1,075
	Total Expenditures	$ -	-	1,174	1,205

Community Development Block Grant (CDBG)

City of Norco, California
Community Development Block Grant Division 915
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	13,255	-	-	-
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		-	-	-	-
Miscellaneous		-	11,502	11,502	13,000
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	70,657	-	171,360
Transfers		-	-	-	-
Total Expenditures	$	13,255	82,159	11,502	184,360

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Grants		13,255	82,159	11,502	184,360
Total Funding Sources	$	13,255	82,159	11,502	184,360

City of Norco, California
Community Development Block Grant Division 915, Fund 123
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ 12,731	-	-	-
30220	FICA/Medicare Insurance	192	-	-	-
30235	Deferred Compensation	331	-	-	-
	Subtotal - Salaries and Benefits	13,255	-	-	-
Miscellaneous					
35350	Senior Rec/Comm Svc Leader	-	11,502	11,502	13,000
	Subtotal - Miscellaneous	-	11,502	11,502	13,000
Capital Outlay					
43115	Building Improvements	-	70,657	-	171,360
	Subtotal - Capital Outlay	-	70,657	-	171,360
	Total Expenditures	$ 13,255	82,159	11,502	184,360

Public Works

PUBLIC WORKS DEPARTMENT

The Director of Public Works manages the Engineering, Water, Sewer, Recycled Water, Streets, Storm Drain, and Parkway Maintenance. The Department is responsible for all capital improvement design, review, construction and inspection, and maintenance activities within the public right-of-way and transportation corridors, production and distribution of potable water supply, collection/transmission of wastewater to the regional treatment plant, construction/maintenance of storm drain pipelines connecting to larger backbone facilities, street repair and replacement, and the installation/maintenance of the equestrian trail system in the City.

City of Norco, California
Public Works Department
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	1,487,645	1,738,004	1,587,753	1,759,963
Employee Related Expenditures		19,569	24,010	20,100	28,950
Supplies and Services		305,285	788,008	782,258	356,550
Maintenance and Rentals		418,127	277,620	255,100	305,934
Operations and Utilities		5,343,226	6,267,900	5,530,246	6,102,485
Contractual and Professional Services		2,672,551	3,387,774	2,731,850	3,841,920
Miscellaneous		562,216	562,216	562,824	562,826
Debt Service		2,862,815	3,224,316	2,859,068	2,858,569
CRA Programs		-	-	-	-
Internal Service Fund Charges		257,157	353,848	283,348	353,252
Capital Outlay		-	50,000	27,800	50,000
Transfers Out		804,446	804,446	804,446	254,446
Total Expenditures	$	14,733,036	17,478,142	15,444,793	16,474,895

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	268,789	413,792	383,963	285,631
Water Fund		8,412,018	10,132,869	9,235,343	9,378,754
Sewer Fund		5,128,697	5,997,380	5,101,395	5,938,205
Gas Tax Fund		819,093	775,412	589,406	734,879
NPDES Storm Drainage Fund		104,440	158,689	134,687	137,425
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	14,733,036	17,478,142	15,444,793	16,474,895

Engineering

PUBLIC WORKS DEPARTMENT
Engineering Division 800

The Engineering Division is responsible for the design, plan checking, issuing of encroachment permits and construction inspection of all improvements within the public right-of-way (i.e. water, sewer, streets, recycled water, storm drains, equestrian trails and fencing) throughout the City, whether constructed by private developer or through Capital Improvement Funding. Engineering staff is also responsible for plan checking tract and parcel maps, plan checking and permitting of grading and drainage improvements, review and implementation of National Pollutant Discharge Elimination System ("NPDES") regulations, issuing overload traffic permits, stockpile and self-haul refuse permits including "will serve" water and sewer letters. Engineering staff is responsible for creating and updating City Standard Drawings and City Maps.

2016-17 Goals & Objectives

- Selection & Integration of new citywide work order & asset management system.
- Development of GIS database.
- Continued communication between other divisions on projects.
- Continue to implement citywide Capital Improvement Program.
- Hire new Administrative Compliance Coordinator to administer the City's backflow and meter reading programs.
- Development of Rules and Regulations governing use of Recycled Water.

City of Norco, California
Engineering Division 800
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	322,502	411,999	358,787	448,742
Employee Related Expenditures		35	100	-	100
Supplies and Services		885	2,700	2,500	2,700
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		30,484	153,001	148,000	35,160
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		40,666	28,000	28,000	34,100
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	394,572	595,800	537,287	520,802

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	177,355	307,095	281,954	176,922
Water Fund		89,351	114,090	108,916	150,007
Sewer Fund		89,351	114,090	106,211	150,007
Gas Tax Fund		32,368	40,213	39,646	43,866
NPDES Storm Drainage Fund		6,147	20,312	560	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	394,572	595,800	537,287	520,802

City of Norco, California
Engineering Division 800, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 71,893	80,867	76,729	78,593
30105	Salaries, Part Time	6,516	8,425	6,000	-
30110	Salaries, Overtime	-	-	83	-
30106	Salaries, Part Time (32 hour)	7,366	10,080	520	-
30201	PERS Employer UAL		3,158	2,609	3,610
30200	PERS Retirement	7,135	6,008	4,926	5,709
30205	Employee Group Insurance	9,728	10,381	9,705	13,552
30210	Vehicle Allowance	407	480	345	480
30212	Cell Phone Stipend	60	60	45	60
30215	Medical Savings Account	115	174	153	120
30220	FICA/Medicare Insurance	1,263	1,441	1,208	1,140
30225	Sick leave buy back	345	700	981	700
30230	Annual Vacation Cash Out	294	900	-	900
30235	Deferred Compensation	163	620	150	-
	Subtotal - Salaries and Benefits	105,285	123,294	103,454	104,862
Employee Related Expenditures					
30300	Conferences and Meetings	35	100	-	100
	Subtotal - Employee Related	35	100	-	100
Supplies and Services					
30400	Office Supplies	363	500	500	500
30415	Special Departmental	387	2,000	2,000	2,000
30425	Small Tools	135	200	-	200
	Subtotal - Supplies and Services	885	2,700	2,500	2,700
Contractual and Professional Services					
34100	Contractual Services	27,709	148,001	148,000	30,160
34105	Other Professional Services	2,775	5,000	-	5,000
	Subtotal - Contractual & Professional	30,484	153,001	148,000	35,160
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	4,300	2,000	2,000	2,200
42115	Computing and Communications Operations	28,300	26,000	26,000	31,900
42235	Compensated Absences	8,066	-	-	-
	Subtotal - Internal Service Charges	40,666	28,000	28,000	34,100
	Total Expenditures	$ 177,355	307,095	281,954	176,922

City of Norco, California
Engineering Division 800, General Fund
Budget Detail By Line Item

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
55400	Encroachment Fees	$ 99,230	51,912	60,000	51,000
55405	Grading Permit	4,231	3,272	4,000	3,250
55410	Grading Plan Check Fees (inc. WQMP)	9,168	5,334	4,000	5,000
55415	Overload Moving Permit	1,061	1,160	1,000	1,160
55420	Final Map Check	-	21,858	7,000	15,000
55425	Improvement Plan Check	489	8,791	15,000	10,000
55430	Lot Merger/Adjustment/PAKA	1,845	4,583	3,000	4,000
		$ 116,024	96,910	94,000	89,410

City of Norco, California
Engineering, Water Fund 124, Division 800
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 59,095	77,905	75,206	100,275
30105	Salaries, Part Time	-	2,500	2,500	2,500
30110	Salaries, Overtime	-	-	104	-
30106	Salaries, Part Time (32 hour)	1,669	-	-	-
30201	PERS Employer UAL	-	12,632	10,435	14,439
30200	PERS Retirement	13,899	7,832	6,178	8,802
30205	Employee Group Insurance	9,282	7,776	10,744	18,330
30210	Vehicle Allowance	1,964	1,920	1,920	1,920
30212	Cell Phone Stipend	240	240	180	240
30215	Medical Savings Account	135	156	65	48
30220	FICA/Medicare Insurance	941	1,166	1,128	1,490
30225	Sick leave buy back	950	700	393	700
30230	Annual Vacation Cash Out	1,176	1,200	-	1,200
30235	Deferred Compensation	-	63	63	63
	Subtotal - Salaries and Benefits	$ 89,351	114,090	108,916	150,007

City of Norco, California
Engineering, Sewer Fund 126, Division 800
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 59,095	77,905	75,206	100,275
30105	Salaries, Part Time	-	2,500	-	2,500
30106	Salaries, Part Time (32 hour)	1,669	-	-	-
30201	PERS Employer UAL	-	12,632	10,435	14,439
30200	PERS Retirement	13,899	7,832	6,178	8,802
30205	Employee Group Insurance	9,282	7,776	10,744	18,330
30210	Vehicle Allowance	1,964	1,920	1,920	1,920
30212	Cell Phone Stipend	240	240	180	240
30215	Medical Savings Account	135	156	65	48
30220	FICA/Medicare Insurance	941	1,166	1,090	1,490
30225	Sick leave buy back	950	700	393	700
30230	Annual Vacation Cash Out	1,176	1,200	-	1,200
30235	Deferred Compensation	-	63	-	63
	Subtotal - Salaries and Benefits	$ 89,351	114,090	106,211	150,007

City of Norco, California
Engineering, Gas Tax Fund 133, Division 800
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 21,441	29,880	28,405	30,483
30105	Salaries, Part Time	-	625	-	-
30106	Salaries, Part Time (32 hour)	1,669	-	-	-
30201	PERS Employer UAL	-	3,158	2,609	3,610
30200	PERS Retirement	3,960	2,607	2,143	2,555
30205	Employee Group Insurance	3,847	2,258	5,251	5,579
30210	Vehicle Allowance	489	480	480	480
30212	Cell Phone Stipend	60	60	45	60
30215	Medical Savings Account	43	54	32	24
30220	FICA/Medicare Insurance	343	442	412	442
30225	Sick leave buy back	222	333	269	333
30230	Annual Vacation Cash Out	294	300	-	300
30235	Deferred Compensation	-	16	-	-
	Subtotal - Salaries and Benefits	$ 32,368	40,213	39,646	43,866

City of Norco, California
Engineering, NPDES Fund 139, Division 800
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ -	6,500	-	-
30106	Salaries, Part Time (32 hour)	5,708	10,080	520	-
30200	PERS Retirement	357	629	32	-
30205	Employee Group Insurance	-	2,700	-	-
30220	FICA/Medicare Insurance	82	240	8	-
30235	Deferred Compensation	-	163	-	-
	Subtotal - Salaries and Benefits	$ 6,147	20,312	560	-

Water Operations

PUBLIC WORKS
Water Division 804

The Water Division is responsible for the production, acquisition and delivery of potable water to City residents. The operations group maintains and repairs service laterals, water mains, and installs meters. City staff operates a SCADA system that controls and monitors production and distribution of groundwater wells, booster pumps, reservoirs, treatment facilities, blending stations, and agency inter-connections. Certified State of California operators and laboratory are responsible for collection and testing of water to assure that safe drinking water standards are met. Staff serves on the Chino Basin Desalter Authority Technical Advisory Committee, the Arlington Desalter Technical Advisory Committee and the Chino Basin Watermaster Advisory Group.

2016-17 Goals & Objectives

- Complete water rate study.
- Implement a work order and asset management program.
- Implement a GIS program and plan to improve available data.
- Identify, design and construct well and reservoir system improvements.
- Continue improvements of the Recycled Water System to help reduce potable water demand.
- Complete the update to the Water Master Plan and new Recycled Water Master Plan.
- Continue public education of mandates for water conservation.

City of Norco, California
Water Operations Division 804
Budget By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	583,424	671,797	639,191	561,433
Employee Related Expenditures		14,146	15,800	13,100	13,200
Supplies and Services		167,006	422,554	423,054	231,000
Maintenance and Rentals		151,102	147,620	134,500	142,175
Operations and Utilities		5,211,172	6,135,400	5,352,196	5,960,500
Contractual and Professional Services		203,301	517,850	527,850	528,680
Miscellaneous		362,216	362,216	362,824	362,826
Debt Service		1,067,272	1,067,485	1,067,485	1,067,075
CRA Programs		-	-	-	-
Internal Service Fund Charges		113,836	194,469	138,969	178,611
Capital Outlay		-	30,000	14,000	30,000
Transfers		427,223	427,223	427,223	127,223
Total Expenditures	$	8,300,698	9,992,414	9,100,392	9,202,723

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	-	-	-	-
Water Fund		8,300,698	9,992,414	9,100,392	9,202,723
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	8,300,698	9,992,414	9,100,392	9,202,723
		-	-	-	-

City of Norco, California
Water Operations Division 804, Water Fund 124
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 303,046	369,018	336,439	302,976
30105	Salaries, Part Time	-	5,200	-	-
30110	Salaries, Overtime	76,445	70,000	70,000	70,000
30201	PERS Employer UAL		77,429	60,596	53,945
30200	PERS Retirement	82,605	39,988	33,149	28,187
30205	Employee Group Insurance	85,990	96,362	94,713	93,659
30215	Medical Savings Account	154	108	109	108
30220	FICA/Medicare Insurance	4,581	6,062	5,893	5,058
30225	Sick leave buy back	4,348	4,500	2,692	4,500
30230	Annual Vacation Cash Out	2,694	3,000	3,000	3,000
30235	Deferred Compensation	-	130	-	-
30245	Workers Compensation	23,562	-	32,600	-
	Subtotal - Salaries and Benefits	583,424	671,797	639,191	561,433
Employee Related Expenditures					
30300	Conferences and Meetings	2,820	4,000	2,500	3,000
30310	Uniforms & Safety Gear	6,437	7,600	7,600	5,700
30320	Dues, Memberships and Subscriptions	4,889	4,200	3,000	4,500
	Subtotal - Employee Related	14,146	15,800	13,100	13,200
Supplies and Services					
30400	Office Supplies	1,572	3,000	3,000	3,000
30415	Special Departmental	113,021	366,554	366,554	174,500
30425	Small Tools	2,413	3,000	3,500	3,500
30470	Post Employment Ben-GASB45	50,000	50,000	50,000	50,000
	Subtotal - Supplies and Services	167,006	422,554	423,054	231,000
Maintenance and Rentals					
32105	Equipment Rental	5,313	5,000	1,500	5,000
32200	Building and ground maintenance	6,358	6,310	3,000	3,175
32450	Well & Pump Maintenance	139,431	136,310	130,000	134,000
	Subtotal - Maintenance & Rentals	151,102	147,620	134,500	142,175
Operations and Utilities					
33100	Utilities	460,547	611,400	842,196	503,000
33105	Purchased water	4,750,626	5,349,000	4,500,000	5,282,500
33107	Purchase Water Capital	-	150,000	-	150,000
33115	Chino Pump Tax	-	25,000	10,000	25,000
	Subtotal - Operations & Utilities	5,211,172	6,135,400	5,352,196	5,960,500
Contractual and Professional Services					
34100	Contractual Services	203,301	517,850	527,850	528,680
	Subtotal - Contractual & Professional	203,301	517,850	527,850	528,680
Miscellaneous					
35100	Interest Payments	704,907	689,553	689,553	672,998
35105	Principal Payments	362,365	377,932	377,932	394,077
35150	Administrative Overhead	362,216	362,216	362,216	362,216
35205	Property Taxes	-	-	608	610
	Subtotal - Miscellaneous	1,429,488	1,429,701	1,430,309	1,429,901
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	68,000	68,000	68,000	68,000
42105	Vehicle Replacement Charges	25,255	46,169	46,169	61,411
42110	Computing and Comm. Equip Replacement	2,600	1,300	1,300	1,200

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
42115	Computing and Communications Operations	18,900	13,000	13,000	16,000
42220	Self Insured Expenses	4,626	6,000	500	2,000
42225	Self Insured Settlements	(5,545)	60,000	10,000	30,000
	Subtotal - Internal Service Charges	113,836	194,469	138,969	178,611
Capital Outlay					
43100	Equipment	-	15,000	8,000	15,000
43115	Building Improvements	-	15,000	6,000	15,000
	Subtotal - Capital Outlay	-	30,000	14,000	30,000
Transfers					
44100	Transfers	427,223	427,223	427,223	127,223
	Subtotal - Transfers	427,223	427,223	427,223	127,223
	Total Expenditures	$ 8,300,698	9,992,414	9,100,392	9,202,723

Account Number	Department-Generated Revenues	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
124-000-54200	Interest Income	$ 15,904.50	13,000	13,000	13,000
124-000-57100	Water Tolls Domestic	7,650,985.82	8,322,648	6,970,477	7,227,552
124-000-57105	Irrigation - Residential	935,621.65	985,525	712,535	756,201
124-000-57115	Energy Pass Thru	84,559.16	86,205	76,570	83,326
124-000.57120	Sale of Water	-	-	-	1,000,000
124-000-57125	Bulk Water	33,186.86	27,000	27,000	27,000
124-000-57130	Reconnection Fee	7,769.68	7,200	7,200	7,200
124-000-57132	Other Servie Fees	213,748.20	207,324	210,000	207,233
124-000-57915	Miscellaneous	-	16,000	-	-
124-000-59220	Transfer In from Water Capital	-	-	-	700,000
	Total Revenues	$ 8,941,776	9,664,902	8,016,782	10,021,513

Sewer Operations

PUBLIC WORKS
Sewer Division 809

The Sewer Division is responsible for the maintenance of the sewer collection system and various lift stations located throughout the City. Staff oversees the annual cleaning of the collection system and monitors the industrial and commercial users connected to the system (Sewer Pretreatment Program). Staff also serves on the Western Riverside County Regional Wastewater Authority Executive Committee.

2016-17 Goals & Objectives

- Complete sewer and recycled water rate study.
- Improve facility maintenance.
- Ongoing sanitary sewer collection system cleaning.
- Implement a work order and asset management program.
- Implement a GIS program and plan to improve available data.
- Identify, design and constructed booster pump improvements at WRCRWA plant to push recycled water into the Norco Recycled Water System.
- Implement recycle water permitting and operational training.
- Public education on what not to put into the system.

City of Norco, California
Sewer Operations Division 809
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	267,986	296,782	245,447	496,261
Employee Related Expenditures		3,863	4,060	5,500	11,700
Supplies and Services		61,259	312,054	311,554	71,500
Maintenance and Rentals		57,563	22,000	20,600	53,175
Operations and Utilities		31,383	41,000	86,600	50,100
Contractual and Professional Services		2,125,371	2,305,396	1,810,000	2,810,780
Miscellaneous		200,000	200,000	200,000	200,000
Debt Service		1,795,543	2,156,831	1,791,583	1,791,494
CRA Programs		-	-	-	-
Internal Service Fund Charges		97,355	126,579	111,579	134,941
Capital Outlay		-	15,000	9,800	15,000
Transfers		377,223	377,223	377,223	127,223
Total Expenditures	$	5,017,546	5,856,925	4,969,886	5,762,174

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		5,017,546	5,856,925	4,969,886	5,762,174
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	5,017,546	5,856,925	4,969,886	5,762,174

City of Norco, California
Sewer Operations Division 809, Sewer Fund 126
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 144,936	164,157	138,976	288,834
30105	Salaries, Part Time	-	7,900	-	-
30110	Salaries, Overtime	30,232	25,000	2,500	30,000
30201	PERS Employer UAL	-	34,155	27,732	52,208
30200	PERS Retirement	37,664	17,689	15,381	26,991
30205	Employee Group Insurance	41,118	42,254	44,474	91,266
30215	Medical Savings Account	142	96	97	108
30220	FICA/Medicare Insurance	2,106	3,033	2,051	4,254
30225	Sick leave buy back	1,844	1,600	1,391	1,600
30230	Annual Vacation Cash Out	692	700	1,045	1,000
30235	Deferred Compensation	-	198	-	-
30245	Workers Compensation	9,252	-	11,800	-
	Subtotal - Salaries and Benefits	267,986	296,782	245,447	496,261
Employee Related Expenditures					
30300	Conferences and Meetings	176	1,000	200	3,000
30310	Uniforms & Safety Gear	3,687	2,860	5,000	5,700
30320	Dues, memberships and Subscriptions	-	200	300	3,000
	Subtotal - Employee Related	3,863	4,060	5,500	11,700
Supplies and Services					
30400	Office Supplies	739	1,000	200	1,000
30415	Special Departmental	9,248	260,054	260,054	17,000
30425	Small Tools	1,271	1,000	1,300	3,500
30470	Post Employment Ben-GASB45	50,000	50,000	50,000	50,000
	Subtotal - Supplies and Services	61,259	312,054	311,554	71,500
Maintenance and Rentals					
32105	Equipment Rental	13,633	5,000	5,000	5,000
32200	Building and ground maintenance	3,922	2,000	600	3,175
32450	Well & Pump Maintenance	40,008	15,000	15,000	45,000
	Subtotal - Maintenance & Rentals	57,563	22,000	20,600	53,175
Operations and Utilities					
33100	Utilities	31,383	41,000	86,600	50,100
	Subtotal - Operations & Utilities	31,383	41,000	86,600	50,100
Contractual and Professional Services					
34100	Contractual Services	2,125,371	2,305,396	1,810,000	2,810,780
	Subtotal - Contractual & Professional	2,125,371	2,305,396	1,810,000	2,810,780
Miscellaneous					
35100	Interest Payments	1,234,136	1,212,848	1,212,848	1,189,878
35105	Principal Payments	561,407	943,983	578,735	601,616

City of Norco, California
Sewer Operations Division 809, Sewer Fund 126
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
35150	Administrative Overhead	200,000	200,000	200,000	200,000
	Subtotal - Miscellaneous	1,995,543	2,356,831	1,991,583	1,991,494
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	56,000	52,000	52,000	52,000
42105	Vehicle Replacement Charges	25,255	30,779	30,779	40,941
42110	Computing and Comm. Equip Replacement	1,900	1,500	1,500	1,000
42115	Computing and Communications Operations	14,200	17,300	17,300	16,000
42225	Self Insured Settlements	-	25,000	10,000	25,000
	Subtotal - Internal Service Charges	97,355	126,579	111,579	134,941
Capital Outlay					
43100	Equipment	-	7,500	7,500	7,500
43115	Building Improvements	-	7,500	2,300	7,500
	Subtotal - Capital Outlay	-	15,000	9,800	15,000
Transfers					
44100	Transfers	377,223	377,223	377,223	127,223
	Subtotal - Transfers	377,223	377,223	377,223	127,223
	Total Expenditures	$ 5,017,546	5,856,925	4,969,886	5,762,174

Parkway Maintenance

PUBLIC WORKS
Parkway Maintenance Division 850

The Parkway Maintenance Division is responsible for the maintenance of the equestrian trails located within the public right-of-way replacing trail fencing rails and posts as well as replacing decomposed granite (DG) trail material. Staff is responsible for ensuring street trees are pruned to maintain proper clearance for equestrians and streets.

2016-17 Goals & Objectives

- Identify new sources for decomposed granite.
- Community outreach regarding citizens responsibilities for parkway/trail.
- Update Trail Master Plan through Streets, Trails & Utilities Commission
- Continue to identify and resolve trail encroachments.
- Continue to look at alternative trail material over driveway approaches to minimize erosion and impacts to equestrian activities.

City of Norco, California
Parkway Maintenance Division 850
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	30,798	28,461	32,268	24,980
Employee Related Expenditures		-	-	-	-
Supplies and Services		2,390	7,600	2,400	8,200
Maintenance and Rentals		23,321	25,000	25,000	25,000
Operations and Utilities		330	300	250	300
Contractual and Professional Services		3,017	8,800	6,000	13,300
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	59,855	70,161	65,918	71,780

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	59,855	70,161	65,918	71,780
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	59,855	70,161	65,918	71,780

City of Norco, California
Parkway Maintenance Division 850, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 11,542	15,604	13,524	13,153
30110	Salaries, Overtime	3,961	3,000	5,000	3,000
30201	PERS Employer UAL	-	4,018	1,387	2,503
30200	PERS Retirement	2,972	1,843	1,559	1,249
30205	Employee Group Insurance	4,049	3,673	4,458	4,781
30215	Medical Savings Account	6	-	12	-
30220	FICA/Medicare Insurance	227	273	269	244
30225	Sick leave buy back	61	50	59	50
30245	Workers Compensation	7,981	-	6,000	-
	Subtotal - Salaries and Benefits	30,798	28,461	32,268	24,980
Supplies and Services					
30415	Special Departmental	2,371	7,200	2,000	6,200
30425	Small Tools	19	400	400	2,000
	Subtotal - Supplies and Services	2,390	7,600	2,400	8,200
Maintenance and Rentals					
32400	Trail Maintenance	23,321	25,000	25,000	25,000
	Subtotal - Maintenance & Rentals	23,321	25,000	25,000	25,000
Operations and Utilities					
33100	Utilities	330	300	250	300
	Subtotal - Operations & Utilities	330	300	250	300
Contractual and Professional Services					
34100	Contractual Services	3,017	8,800	6,000	13,300
	Subtotal - Contractual & Professional	3,017	8,800	6,000	13,300
	Total Expenditures	$ 59,855	70,161	65,918	71,780

Street Maintenance

PUBLIC WORKS
Street Maintenance Division 801

The Street Maintenance Division is responsible for the maintenance of the roadway right-of-ways within the City of Norco. Street Maintenance includes asphalt, curb and sidewalk repairs, striping, signage, traffic signals, tree trimming and street sweeping.

2016-17 Goals & Objectives

- Continue to input data into pavement management system.
- Create database for sign inventory and incorporate into GIS.
- Modernization of pavement maintenance strategies.
- Identify and complete street repaving and reconstruction projects.

City of Norco, California
Street Maintenance Division 801
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	166,089	181,013	174,946	91,795
Employee Related Expenditures		1,524	3,950	1,500	3,850
Supplies and Services		71,668	42,800	42,700	42,800
Maintenance and Rentals		186,142	83,000	75,000	85,584
Operations and Utilities		100,341	91,200	91,200	91,585
Contractual and Professional Services		252,157	317,700	150,000	360,000
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	5,000	4,000	5,000
Transfers		-	-	-	-
Total Expenditures	$	777,921	724,663	539,346	680,614

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		777,921	724,663	539,346	680,614
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	777,921	724,663	539,346	680,614

City of Norco, California
Street Maintenance Division 801, Gas Tax Fund 133
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 84,157	100,819	92,757	43,289
30105	Salaries, Part Time	-	624	-	-
30110	Salaries, Overtime	17,725	15,000	15,000	15,000
30201	PERS Employer UAL	-	21,903	16,017	13,080
30200	PERS Retirement	22,096	11,129	9,485	4,026
30205	Employee Group Insurance	26,337	27,404	28,382	13,219
30215	Medical Savings Account	54	-	36	-
30220	FICA/Medicare Insurance	1,174	1,718	1,562	781
30225	Sick leave buy back	1,063	1,500	715	1,500
30230	Annual Vacation Cash Out	502	900	392	900
30235	Deferred Compensation	-	16	-	-
30245	Workers Compensation	12,980	-	10,600	-
	Subtotal - Salaries and Benefits	166,089	181,013	174,946	91,795
Employee Related Expenditures					
30300	Conferences and Meetings	-	100	-	100
30310	Uniforms & Safety Gear	1,524	3,850	1,500	3,750
	Subtotal - Employee Related	1,524	3,950	1,500	3,850
Supplies and Services					
30400	Office Supplies	-	100	-	100
30415	Special Departmental	71,392	41,500	41,500	41,500
30425	Small Tools	276	1,200	1,200	1,200
	Subtotal - Supplies and Services	71,668	42,800	42,700	42,800
Maintenance and Rentals					
32300	Traffic Signal Maintenance	186,142	83,000	75,000	85,584
	Subtotal - Maintenance & Rentals	186,142	83,000	75,000	85,584
Operations and Utilities					
33100	Utilities	100,341	91,200	91,200	91,585
	Subtotal - Operations & Utilities	100,341	91,200	91,200	91,585
Contractual and Professional Services					
34100	Contractual Services	252,157	317,700	150,000	360,000
	Subtotal - Contractual & Professional	252,157	317,700	150,000	360,000
Capital Outlay					
43100	Equipment	-	5,000	4,000	5,000
	Subtotal - Capital Outlay	-	5,000	4,000	5,000
	Total Expenditures	$ 777,921	724,663	539,346	680,614

NPDES - Storm Drain Fund

PUBLIC WORKS
Storm Drain Division 802

The Storm Drain Division is responsible for maintaining certain drainage facilities within the community that are less than 36 inches diameter. Staff coordinates with Riverside Flood Control & Water Conservation District for maintenance of all channels, improved and unimproved and larger diameter pipelines. Staff is responsible for taking actions to comply with NPDES requirements such as street sweeping and testing of run-off for pollutants.

2016-17 Goals & Objectives

- Continue inspection program due to new requirements of the MS4 permit.
- Continue to seek grant funding from Riverside County Flood Control and Water Conservation District to complete additional storm drain projects.

City of Norco, California
Storm Drain Operations Division 802
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	29,311	42,514	33,776	32,675
Employee Related Expenditures		-	100	-	100
Supplies and Services		2,008	200	-	250
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		58,221	85,027	90,000	94,000
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	89,540	127,841	123,776	127,025

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		89,540	127,841	123,776	127,025
Internal Service Fund		-	-	-	-
Total Funding Sources	$	89,540	127,841	123,776	127,025

City of Norco, California
Storm Drain Operations Division 802, NPDES Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 12,776	19,302	15,981	16,622
30105	Salaries, Part Time	-	6,757	-	-
30110	Salaries, Overtime	4,972	4,000	4,000	4,000
30201	PERS Employer UAL	-	3,917	2,202	4,755
30200	PERS Retirement	3,600	2,008	1,593	1,550
30205	Employee Group Insurance	4,766	5,665	6,327	5,203
30215	Medical Savings Account			-	6
30220	FICA/Medicare Insurance	267	436	290	279
30225	Sick leave buy back	163	150	93	150
30230	Annual Vacation Cash Out	-	110	-	110
30235	Deferred Compensation	-	169	-	-
30245	Workers Compensation	2,767	-	3,290	-
	Subtotal - Salaries and Benefits	29,311	42,514	33,776	32,675
Employee Related Expenditures					
30300	Conferences and Meetings	-	100	-	100
	Subtotal - Employee Related	-	100	-	100
Supplies and Services					
30400	Office Supplies				
30415	Special Departmental	2,008	200	-	250
	Subtotal - Supplies and Services	2,008	200	-	250
Contractual and Professional Services					
34100	Contractual Services	58,221	85,027	90,000	94,000
	Subtotal - Contractual & Professional	58,221	85,027	90,000	94,000
	Total Expenditures	$ 89,540	127,841	123,776	127,025

Public Works Inspection

PUBLIC WORKS
Inspections 740

The Inspection Division operates under the direction of the Director of Public Works. The Division inspects all Public Works Capital Improvement Projects, including water, sewer, roadways, trails, and storm drain infrastructure improvements. Staff also inspects public and private developments and coordinates with developers, contractors, and regulatory agencies to maintain NPDES compliance.

2016-17 Goals & Objectives

- Coordinate other division requirements and relay to customer at time of permit.
- Assist in education of residents and businesses regarding water conservation.

City of Norco, California
Public Works Inspection Division 740
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	87,535	105,438	103,338	104,077
Employee Related Expenditures		-	-	-	-
Supplies and Services		69	100	50	100
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		-	-	-	-
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		5,300	4,800	4,800	5,600
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	92,904	110,338	108,188	109,777

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	31,579	36,536	36,091	36,929
Water Fund		21,969	26,365	26,035	26,024
Sewer Fund		21,799	26,365	25,297	26,024
Gas Tax Fund		8,804	10,536	10,413	10,400
NPDES Storm Drainage Fund		8,753	10,536	10,351	10,400
Internal Service Fund		-	-	-	-
Total Funding Sources	$	92,904	110,338	108,188	109,777

City of Norco, California
Public Works Inspection Division 740, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 16,352	18,957	18,502	18,419
30110	Salaries, Overtime	-	-	179	-
30201	PERS Employer UAL	-	4,881	4,975	5,314
30200	PERS Retirement	4,832	2,331	2,287	2,028
30205	Employee Group Insurance	4,468	4,772	4,646	4,781
30220	FICA/Medicare Insurance	231	275	271	267
30225	Sick leave buy back	327	330	381	330
30230	Annual Vacation Cash Out	-	90	-	90
	Subtotal - Salaries and Benefits	26,210	31,636	31,241	31,229
Supplies and Services					
30415	Special Departmental	69	100	50	100
	Subtotal - Supplies and Services	69	100	50	100
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	600	500	500	300
42115	Computing and Communications Operations	4,700	4,300	4,300	5,300
	Subtotal - Internal Service Charges	5,300	4,800	4,800	5,600
	Total Expenditures	$ 31,579	36,536	36,091	36,929

City of Norco, California
Public Works Inspection Division 740, Water Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 13,725	15,798	15,419	15,349
30110	Salaries, Overtime	-	-	149	-
30201	PERS Employer UAL	-	4,068	4,146	4,428
30200	PERS Retirement	4,054	1,943	1,906	1,690
30205	Employee Group Insurance	3,723	3,977	3,872	3,984
30220	FICA/Medicare Insurance	194	229	226	223
30225	Sick leave buy back	273	275	317	275
30230	Annual Vacation Cash Out	-	75	-	75
	Subtotal - Salaries and Benefits	$ 21,969	26,365	26,035	26,024

City of Norco, California
Public Works Inspection Division 740, Sewer Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 13,594	15,798	14,692	15,349
30110	Salaries, Overtime	-	-	149	-
30201	PERS Employer UAL	-	4,068	4,146	4,428
30200	PERS Retirement	4,018	1,943	1,906	1,690
30205	Employee Group Insurance	3,723	3,977	3,872	3,984
30220	FICA/Medicare Insurance	192	229	215	223
30225	Sick leave buy back	273	275	317	275
30230	Annual Vacation Cash Out	-	75	-	75
	Subtotal - Salaries and Benefits	$ 21,799	26,365	25,297	26,024

City of Norco, California
Public Works Inspection Division 740, Gas Tax Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 5,503	6,319	6,167	6,140
30110	Salaries, Overtime	-	-	60	-
30201	PERS Employer UAL	-	1,627	1,658	1,771
30200	PERS Retirement	1,625	777	762	676
30205	Employee Group Insurance	1,489	1,591	1,549	1,594
30220	FICA/Medicare Insurance	78	92	90	89
30225	Sick leave buy back	109	100	127	100
30230	Annual Vacation Cash Out	-	30	-	30
	Subtotal - Salaries and Benefits	$ 8,804	10,536	10,413	10,400

City of Norco, California
Public Works Inspection Division 740, NPDES Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 5,464	6,319	6,167	6,140
30201	PERS Employer UAL	-	1,627	1,658	1,771
30200	PERS Retirement	1,614	777	762	676
30205	Employee Group Insurance	1,489	1,591	1,548	1,594
30220	FICA/Medicare Insurance	77	92	89	89
30225	Sick leave buy back	109	100	127	100
30230	Annual Vacation Cash Out	-	30	-	30
	Subtotal - Salaries and Benefits	$ 8,753	10,536	10,351	10,400

Landscape Maintenance Districts (LMD)

City of Norco, California
LMD 1 Division 791, Fund 179
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	1,622	2,086	1,448	2,247
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		-	-	-	-
Operations and Utilities		2,015	3,939	2,458	3,159
Contractual and Professional Services		4,871	4,040	4,028	4,028
Miscellaneous		739	1,414	2,228	1,394
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	9,247	11,479	10,162	10,828

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Grants		9,247	11,479	10,162	10,828
Total Funding Sources	$	9,247	11,479	10,162	10,828

City of Norco, California
LMD 1 Division 791, Fund 179
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30110	Salaries, Overtime	$ -	-	19	-
30106	Salaries, Part Time (32 hour)	1,273	1,411	1,013	1,485
30201	PERS Employer UAL	-	145	294	428
30200	PERS Retirement	330	375	107	163
30205	Employee Group Insurance	-	135	-	149
30220	FICA/Medicare Insurance	19	20	15	22
	Subtotal - Salaries and Benefits	1,622	2,086	1,448	2,247
Operations and Utilities					
33100-10	Water Charges	1,811	3,570	2,100	2,800
33100-20	Electricity Charges	-	180	170	170
33100-30	Telephone Charges	203	189	188	189
	Subtotal - Operations & Utilities	2,015	3,939	2,458	3,159
Contractual and Professional Services					
34100-10	Landscape Maintenance	2,883	2,640	2,628	2,628
34105	Other Professional Services	1,988	1,400	1,400	1,400
	Subtotal - Contractual & Professional	4,871	4,040	4,028	4,028
Miscellaneous					
35150	Administrative Overhead	577	586	1,400	586
35210	Administration Fees-Property Taxes	162	170	170	150
35512	Operating Contingency	-	658	658	658
	Subtotal - Miscellaneous	739	1,414	2,228	1,394
	Total Expenditures	$ 9,247	11,479	10,162	10,828

City of Norco, California
LMD 2 Division 792, Fund 176
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	8,109.78	10,428	7,348	11,236
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		4	-	4	-
Operations and Utilities		45,787	55,142	49,387	49,712
Contractual and Professional Services		75,257	58,337	73,600	67,836
Miscellaneous		8,021	8,184	8,184	8,184
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	137,179	132,091	138,523	136,968

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Grants		137,179	132,091	130,117	136,968
Total Funding Sources	$	137,179	132,091	130,117	136,968

City of Norco, California
LMD 2 Division 792, Fund 176
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30110	Salaries, Overtime	$ -	-	216	-
30106	Salaries, Part Time (32 hour)	6,367	7,050	5,064	7,426
30201	PERS Employer UAL	-	1,875	1,459	2,142
30200	PERS Retirement	1,648	726	534	817
30205	Employee Group Insurance	-	675	-	743
30220	FICA/Medicare Insurance	94	102	75	108
	Subtotal - Salaries and Benefits	8,110	10,428	7,348	11,236
Maintenance and Rentals					
32200	Building and ground maintenance	4	-	4	-
	Subtotal - Maintenance & Rentals	4	-	4	-
Operations and Utilities					
33100-10	Water Charges	39,933	48,930	43,200	43,500
33100-20	Electricity Charges	5,648	5,985	5,960	5,985
33100-30	Telephone Charges	206	227	227	227
	Subtotal - Operations & Utilities	45,787	55,142	49,387	49,712
Contractual and Professional Services					
34100-10	Landscape Maintenance	47,295	44,342	27,200	34,260
34100-30	Wet Lands Area	-	500	-	500
34100-40	Park Maintenance	-	5,995	-	5,076
34100-50	Trails	14,143	5,000	33,900	15,000
34105	Other Professional Services	13,819	2,500	12,500	13,000
	Subtotal - Contractual & Professional	75,257	58,337	73,600	67,836
Miscellaneous					
35150	Administrative Overhead	7,786	7,942	7,942	7,942
35210	Administration Fees-Property Taxes	235	242	242	242
	Subtotal - Miscellaneous	8,021	8,184	8,184	8,184
	Total Expenditures	$ 137,179	132,091	130,117	136,968

City of Norco, California
LMD 3 Division 793, Fund 177
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	6,487.69	8,345	5,783	8,988
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		5,530	5,802	5,750	-
Operations and Utilities		31,257	33,453	32,005	29,005
Contractual and Professional Services		33,917	30,674	30,140	35,924
Miscellaneous		5,138	6,683	6,683	6,683
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	82,330	84,957	80,361	80,600

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Grants		82,330	84,957	80,361	80,600
Total Funding Sources	$	82,330	84,957	80,361	80,600

City of Norco, California
LMD 3 Division 793, Fund 177
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30110	Salaries, Overtime	$ -	-	75	-
30106	Salaries, Part Time (32 hour)	5,094	5,641	4,051	5,940
30201	PERS Employer UAL	-	1,501	1,169	1,714
30200	PERS Retirement	1,319	581	428	654
30205	Employee Group Insurance	-	540	-	594
30220	FICA/Medicare Insurance	75	82	60	86
	Subtotal - Salaries and Benefits	6,488	8,345	5,783	8,988
Maintenance and Rentals					
32200	Building and ground maintenance	4	-	-	-
32400	Trail Maintenance	5,526	5,802	5,750	-
	Subtotal - Maintenance & Rentals	5,530	5,802	5,750	-
Operations and Utilities					
33100-10	Water Charges	29,455	31,500	30,000	27,000
33100-20	Electricity Charges	1,747	1,890	1,942	1,942
33100-30	Telephone Charges	55	63	63	63
	Subtotal - Operations & Utilities	31,257	33,453	32,005	29,005
Contractual and Professional Services					
34100-10	Landscape Maintenance	30,537	28,174	28,140	28,140
34100-50	Trails				5,784
34105	Other Professional Services	3,380	2,500	2,000	2,000
	Subtotal - Contractual & Professional	33,917	30,674	30,140	35,924
Miscellaneous					
35150	Administrative Overhead	4,969	5,068	5,068	5,068
35210	Administration Fees-Property Taxes	169	266	266	266
35512	Operating Contingency	-	1,349	1,349	1,349
	Subtotal - Miscellaneous	5,138	6,683	6,683	6,683
	Total Expenditures	$ 82,330	84,957	80,361	80,600

City of Norco, California
LMD 4 Division 794, Fund 186
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	11,353.47	14,602	10,122	15,730
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		81,537	77,828	77,656	5,000
Operations and Utilities		131,630	134,467	82,109	82,109
Contractual and Professional Services		128,821	139,400	169,336	231,092
Miscellaneous		30,522	31,125	51,096	51,842
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		2,109	260,008	95,000	95,000
Transfers		-	-	-	-
Total Expenditures	$	385,973	657,430	485,319	480,773

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Grants		385,973	657,430	485,319	480,773
Total Funding Sources	$	385,973	657,430	485,319	480,773

City of Norco, California
LMD 4 Division 794, Fund 186
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30110	Salaries, Overtime	$ -	-	132	-
30106	Salaries, Part Time (32 hour)	8,914	9,871	7,091	10,396
30201	PERS Employer UAL	-	2,626	2,045	2,999
30200	PERS Retirement	2,308	1,017	749	1,144
30205	Employee Group Insurance	-	945	-	1,040
30220	FICA/Medicare Insurance	132	143	105	151
	Subtotal - Salaries and Benefits	11,353	14,602	10,122	15,730
Maintenance and Rentals					
32200	Building and ground maintenance	28	-	-	-
32400	Trail Maintenance	81,509	72,828	72,756	-
32405	Tree Replacement	-	5,000	4,900	5,000
	Subtotal - Maintenance & Rentals	81,537	77,828	77,656	5,000
Operations and Utilities					
33100-10	Water Charges	78,345	78,750	70,000	70,000
33100-20	Electricity Charges	52,620	55,000	11,392	11,392
33100-30	Telephone Charges	665	717	717	717
	Subtotal - Operations & Utilities	131,630	134,467	82,109	82,109
Contractual and Professional Services					
34100-10	Landscape Maintenance	117,212	119,800	149,736	131,548
34100-20	Natural Open Space	2,254	11,000	-	11,000
34100-30	Wet Lands Area	902	5,000	11,000	5,000
34100-40	Park Maintenance	-	-	5,000	7,188
34100-50	Trails	-	-	-	72,756
34105	Other Professional Services	8,454	3,600	3,600	3,600
	Subtotal - Contractual & Professional	128,821	139,400	169,336	231,092
Miscellaneous					
35150	Administrative Overhead	30,122	30,724	30,728	30,724
35210	Administration Fees-Property Taxes	400	401	401	401
35511	Incidentals	-	-	-	750
35512	Operating Contingency	-	-	19,967	19,967
	Subtotal - Miscellaneous	30,522	31,125	51,096	51,842
Capital Outlay					
43130	Land Improvements	2,109	240,008	75,000	75,000
43180	Storm Sewer Lines	-	20,000	20,000	20,000
	Subtotal - Capital Outlay	2,109	260,008	95,000	95,000
	Total Expenditures	$ 385,973	657,430	485,319	480,773

City of Norco, California
LMD 5 Division 795, Fund 187
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	4,865.75	6,257	4,333	6,741
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		6,940	7,368	7,320	-
Operations and Utilities		7,541	8,456	7,617	7,456
Contractual and Professional Services		16,887	31,668	17,140	24,460
Miscellaneous		4,259	5,561	5,627	5,561
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	40,492	59,310	42,037	44,218

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Grants		40,492	59,310	42,037	44,218
Total Funding Sources	$	40,492	59,310	42,037	44,218

City of Norco, California
LMD 5 Division 795, Fund 187
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30110	Salaries, Overtime	$ -	-	91	-
30106	Salaries, Part Time (32 hour)	3,820	4,230	3,038	4,455
30201	PERS Employer UAL	-	1,125	839	1,285
30200	PERS Retirement	989	436	321	490
30205	Employee Group Insurance	-	405	-	446
30220	FICA/Medicare Insurance	56	61	45	65
	Subtotal - Salaries and Benefits	4,866	6,257	4,333	6,741
Maintenance and Rentals					
32400	Trail Maintenance	6,940	7,368	7,320	-
	Subtotal - Maintenance & Rentals	6,940	7,368	7,320	-
Operations and Utilities					
33100-10	Water Charges	7,477	8,000	7,161	7,000
33100-20	Electricity Charges	-	390	390	390
33100-30	Telephone Charges	63	66	66	66
	Subtotal - Operations & Utilities	7,541	8,456	7,617	7,456
Contractual and Professional Services					
34100-10	Landscape Maintenance	13,772	29,168	14,640	14,640
34100-50	Trails	-	-	-	7,320
34105	Other Professional Services	3,115	2,500	2,500	2,500
	Subtotal - Contractual & Professional	16,887	31,668	17,140	24,460
Miscellaneous					
35150	Administrative Overhead	4,105	2,956	3,022	2,956
35210	Administration Fees-Property Taxes	154	243	243	243
35512	Operating Contingency	-	2,362	2,362	2,362
	Subtotal - Miscellaneous	4,259	5,561	5,627	5,561
	Total Expenditures	$ 40,492	59,310	42,037	44,218

City of Norco, California
LMDS Division 791-5, Fund 179, 176, 177, 186, AND 187
Budget Summary By Major Categories

Expenditures:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
Salaries and Benefits	$	32,439	41,718	29,034	44,941
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		94,011	90,998	90,730	5,000
Operations and Utilities		218,229	235,457	173,576	171,441
Contractual and Professional Services		259,752	264,119	294,244	363,340
Miscellaneous		48,679	52,967	73,818	73,664
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		2,109	260,008	95,000	95,000
Transfers		-	-	-	-
Total Expenditures	$	655,220	945,267	756,402	753,386

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Grants		655,220	945,267	756,402	753,386
Total Funding Sources	$	655,220	945,267	756,402	753,386

City of Norco, California
LMDS Division 791-5, Fund 179, 176, 177, 186, AND 187
Budget Detail By Line Item

Account Number	Account Description	FY 2015 Actual	FY 2016 Amended Budget	FY 2016 Estimated Year-End Total	FY 2017 Budget Request
Salaries and Benefits					
30110	Salaries, Overtime	$ -	-	533	-
30106	Part Time Salaries-32 Hour	25,469	28,203	20,257	29,702
30201	PERS Employer UAL	-	7,272	5,806	8,569
30200	PERS Retirement	6,594	3,135	2,138	3,270
30205	Employee Group Insurance	-	2,700	-	2,970
30220	FICA/Medicare Insurance	376	408	299	431
	Subtotal - Salaries and Benefits	32,439	41,718	29,034	44,941
Maintenance and Rentals					
32200	Building and ground maintenance	36	-	4	-
32400	Trail Maintenance	93,975	85,998	85,826	-
32405	Tree Replacement	-	5,000	4,900	5,000
	Subtotal - Maintenance & Rentals	94,011	90,998	90,730	5,000
Operations and Utilities					
33100-10	Water Charges	157,021	170,750	152,461	150,300
33100-20	Electricity Charges	60,015	63,445	19,854	19,879
33100-30	Telephone Charges	1,193	1,262	1,261	1,262
	Subtotal - Operations & Utilities	218,229	235,457	173,576	171,441
Contractual and Professional Services					
34100-10	Landscape Maintenance	211,699	224,124	222,344	211,216
34100-20	Natural Open Space	2,254	11,000	-	11,000
34100-30	Wet Lands Area	902	5,500	11,000	5,500
34100-40	Park Maintenance	-	5,995	5,000	12,264
34105	Other Professional Services	30,755	12,500	22,000	22,500
	Subtotal - Contractual & Professional	259,752	264,119	294,244	363,340
Miscellaneous					
35150	Administrative Overhead	47,559	47,276	48,160	47,276
35210	Administration Fees-Property Taxes	1,120	1,322	1,322	1,302
35512	Operating Contingency	-	4,369	24,336	24,336
	Subtotal - Miscellaneous	48,679	52,967	73,818	73,664
Capital Outlay					
43130	Land Improvements	2,109	240,008	75,000	75,000
43180	Storm Sewer Lines	-	20,000	20,000	20,000
	Subtotal - Capital Outlay	2,109	260,008	95,000	95,000
	Total Expenditures	$ 655,220	945,267	756,402	753,386

Personnel Authorization

CITY OF NORCO
PERSONNEL AUTHORIZATION
2004-2005 through 2016-2017

Position Title	2004 - 2005	2005 - 2006	2006 - 2007	2007 - 2008	2008- 2009	2009- 2010	2010- 2011	2011- 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016	2016- 2017
CITY COUNCIL & COMMISSIONS													
CITY COUNCIL	5	5	5	5	5	5	5	5	5	5	5	5	5
COMMUNITY SERVICES COMMISSION	5	5	5	5	0	0	0	0	0	0	0	0	0
PLANNING COMMISSION	5	5	5	5	5	5	5	5	5	5	5	5	5
HISTORIC PRESERVATION COMMISSION	-	-	-	-	-	5	5	5	5	5	5	5	5
PARKS & RECREATION COMMISSION	5	5	5	5	5	5	5	5	5	5	5	5	5
STREETS & TRAILS COMMISSION	5	5	5	5	0	0	0	0	0	0	0	0	0
STREETS, TRAILS & UTILITIES COMMISSION	-	-	-	-	7	7	7	7	7	7	7	7	7
FULL-TIME POSITIONS													
ADMINISTRATION													
City Manager	1	1	1	1	1	1	1	1	1	1	1	1	1
City Clerk/Assistant to the City Manager	-	-	-	-	-	1	1	1	1	1	1	1	1
Deputy City Clerk	-	-	-	-	-	1	1	1	1	1	1	1	1
Human Resources Analyst (moved from F&SS)	-	-	-	-	-	-	-	-	-	-	-	-	1
Management Analyst	-	-	-	-	-	-	-	-	-	-	-	-	1
Executive Secretary	1	0	0	0	0	0	0	0	0	0	0	0	0
Secretary to the City Manager	-	1	1	1	1	0	0	0	0	0	0	0	0
Administrative Clerk	-	-	-	-	-	1	0	0	0	0	0	0	0
Sr. Administrative Clerk	-	-	-	-	-	-	1	0	0	0	0	0	0
Administrative Assistant	1	1	0	0	0	0	0	0	0	0	0	0	0
Total	3	3	2	2	2	4	4	3	3	3	3	3	5
PLANNING/CODE ENFORCEMENT													
Planning Director	-	-	-	-	-	-	1	1	1	1	1	1	1
Planning Manager	-	-	-	-	1	1	0	0	0	0	0	0	0
Senior Planner	-	-	-	-	1	1	1	1	1	1	1	1	1
Permit Technician	-	-	-	-	-	-	-	-	-	-	-	2	2
Executive Secretary	-	-	-	-	1	1	0	0	0	0	0	0	0
Building Inspector	-	-	-	-	-	-	-	-	-	1	1	1	1
Senior Code Enforcement Officer	-	-	-	-	-	-	-	-	-	1	1	1	1
Total	0	0	0	0	3	3	2	2	2	4	4	6	6
CITY CLERK (moved to ADMINISTRATION)													
City Clerk	1	1	1	1	1	0	0	0	0	0	0	0	0
Deputy City Clerk	1	1	1	0	1	0	0	0	0	0	0	0	0
Secretary II	-	-	-	1	0	0	0	0	0	0	0	0	0
Clerk Typist	1	1	1	0	0	0	0	0	0	0	0	0	0
Administrative Clerk	-	-	-	1	1	0	0	0	0	0	0	0	0
Total	3	3	3	3	3	0	0	0	0	0	0	0	0
FISCAL & SUPPORT SERVICES													
Director of Fiscal & Support Services	1	1	1	1	1	0	0	0	0	0	0	0	0
Director of Finance	-	-	-	-	-	1	1	1	1	1	1	0	0
Finance Officer	-	-	-	-	-	-	-	-	-	-	-	1	1
Executive Secretary	1	1	1	1	1	1	1	1	1	0	0	0	0

CITY OF NORCO
PERSONNEL AUTHORIZATION
2004-2005 through 2016-2017

Position Title	2004 - 2005	2005 - 2006	2006 - 2007	2007 - 2008	2008- 2009	2009- 2010	2010- 2011	2011- 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016	2016- 2017
Administrative Analyst	-	-	-	-	-	-	-	-	-	1	1	1	1
Accounting Manager	1	1	1	1	1	1	1	1	1	1	1	1	1
Human Resources Analyst	1	1	1	1	1	1	1	1	1	1	1	1	0
Network Administrator	1	1	0	0	0	0	0	0	0	0	0	0	0
Information Technology Manager	-	-	1	1	1	1	1	1	1	1	1	0	0
Senior Accountant	-	-	-	-	-	-	-	-	-	-	-	-	1
Accountant	1	1	1	1	1	1	1	1	1	1	1	1	0
FISCAL & SUPPORT SERVICES (Cont.)													
Computer Information Systems Technician	1	1	1	0	0	0	0	0	0	0	1	2	2
I.T. Analyst	-	-	-	1	1	1	1	1	1	1	0	0	0
Account Clerks	-	-	8	8	8	7	6	6	6	6	6	6	6
Account Clerk II	4	4	0	0	0	0	0	0	0	0	0	0	0
Account Clerk I	3	3	0	0	0	0	0	0	0	0	0	0	0
Office Assistant	1	1	0	0	0	0	0	0	0	0	0	0	0
Total	15	15	15	15	15	14	13	13	13	13	13	13	12
PARKS & RECREATION													
Dep City Manager/Director of Parks, Rec & Comm	-	-	-	-	-	-	-	-	-	-	-	1	1
Director of Parks,Recreation&Community Services	1	1	1	1	1	1	1	1	1	1	1	0	0
Executive Secretary	1	1	1	1	1	1	1	1	1	1	1	1	1
Administrative Clerk	1	1	1	1	0	0	0	0	0	0	0	0	1
Recreation&Community Services Superintendent	1	1	1	1	1	1	1	1	1	1	1	1	1
Parks&Building Superintendent	1	1	1	1	1	1	0	0	0	0	0	0	0
Parks&Public Buildings Maintenance Superintende	-	-	-	-	-	-	-	-	-	-	-	1	1
Parks&Public Buildings Maintenance Supervisor	-	-	-	-	-	-	-	1	1	1	1	0	0
Receation&Community Services Supervisor	2	2	2	3	3	1	1	1	1	1	1	1	2
Administrative/Facilities Coordinator	-	-	-	-	-	-	-	-	-	1	1	1	0
Recreation&Community Services Coordinator	2	2	1	0	0	0	0	0	0	0	0	0	0
Lead Worker	-	-	-	-	-	-	1	0	0	0	0	0	0
Maintenance Workers	3	3	3	3	2	3	2	1	1	1	1	1	1
Maintenance Worker Trainee	-	-	-	1	1	0	0	0	0	0	0	0	1
Bus Driver	-	-	1	1	1	1	1	1	1	1	1	1	1
Custodian	1	1	0	0	0	0	0	0	0	0	0	0	0
Total	13	13	12	13	11	9	8	7	7	8	8	8	10
ECONOMIC DEVELOPMENT													
Director of Economic Development	1	1	1	1	1	1	1	0	0	0	0	0	0
Executive Secretary	-	-	-	-	1	1	1	0	0	0	0	0	0
Housing Manager	-	-	-	-	1	1	1	1	0	0	0	0	0
Total					3	3	3	1	0	0	0	0	0
COMMUNITY DEVELOPMENT (moved to Public Works)													
Director of Community Development	1	1	1	1	1	0	0	0	0	0	0	0	0
Director of Economic Development	1	1	1	1	0	0	0	0	0	0	0	0	0
Executive Secretary	1	1	1	1	0	0	0	0	0	0	0	0	0
Senior Planner	1	1	1	1	0	0	0	0	0	0	0	0	0
Associate Planner	1	1	1	1	0	0	0	0	0	0	0	0	0
Code Enforcement Officer	1	0	0	0	0	0	0	0	0	0	0	0	0
City Engineer/Director of Public Works	1	0	0	0	0	0	0	0	0	0	0	0	0
Deputy City Engineer	1	0	0	0	0	0	0	0	0	0	0	0	0
Executive Secretary	1	1	0	0	0	0	0	0	0	0	0	0	0
Assistant Civil Engineer	1	1	0	0	0	0	0	0	0	0	0	0	0
Associate Civil Engineer	-	-	1	1	0	0	0	0	0	0	0	0	0

CITY OF NORCO
PERSONNEL AUTHORIZATION
2004-2005 through 2016-2017

Position Title	2004 - 2005	2005 - 2006	2006 - 2007	2007 - 2008	2008- 2009	2009- 2010	2010- 2011	2011- 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016	2016- 2017
Building Official	1	1	1	1	1	0	0	0	0	0	0	0	0
Bldg Ops Support Coord/Senior Permit Tech	1	1	1	0	0	0	0	0	0	0	0	0	0
Permit Technician	2	3	3	3	3	0	0	0	0	0	0	0	0
Plans Examiner Senior Building Inspector	1	1	1	1	1	0	0	0	0	0	0	0	0
Building Inspector	2	3	3	3	1	0	0	0	0	0	0	0	0
Total	17	16	15	14	7	0	0	0	0	0	0	0	0
FIRE DEPARTMENT													
Fire Chief	1	1	1	1	1	1	0	0	0	0	0	0	0
Executive Secretary	1	1	1	1	0	0	0	0	0	0	0	0	0
Account Clerk I	1	0	0	0	0	0	0	0	0	0	0	0	0
Code Enforcement Officer	-	1	1	1	0	0	0	0	0	0	0	0	0
Fire Prevention Specialist	1	1	1	1	1	1	1	1	1	0	0	0	0
Battalion Chief	3	3	3	3	3	2	2	0	0	0	0	0	0
Fire Captain	6	6	6	6	6	6	6	6	0	0	0	0	0
FIRE DEPARTMENT (Cont.)													
Fire Engineer	6	6	6	6	6	6	6	6	0	0	0	0	0
Firefighter Paramedic	6	10	11	11	11	11	8	6	0	0	0	0	0
Firefighter	6	2	1	1	1	1	1	0	0	0	0	0	0
Total	31	31	31	31	29	28	24	19	1	0	0	0	0
ANIMAL CONTROL													
Animal Control/Equestrian Services Superintenden	1	1	1	1	1	1	1	1	1	1	1	1	1
Animal Control Supervisor	1	1	1	1	1	1	1	0	0	0	0	0	0
Secretary II	1	1	1	1	0	0	0	0	0	0	0	0	0
Administrative/Facilities Coordinator	-	-	-	-	1	1	1	1	1	0	0	0	0
Kennel Officer	1	1	1	1	1	1	1	0	0	0	0	0	0
Senior Animal Control Officer	-	-	-	-	-	-	-	-	1	1	1	1	1
Animal Control Officer	1	1	2	2	2	2	2	2	1	1	1	1	1
Total	5	5	6	6	6	6	6	4	4	3	3	3	3
SHERIFF													
Executive Secretary	1	1	1	1	1	1	1	1	1	1	1	1	1
Total	1	1	1	1	1	1	1	1	1	1	1	1	1
PUBLIC WORKS													
Director of Public Works	-	1	1	1	1	1	1	1	1	1	1	1	1
Deputy Director of Public Works/Senior Engineer	-	-	-	-	-	-	-	-	1	0	0	0	0
Water and Sewer Utilities Manager	-	-	-	-	-	-	-	-	-	1	0	0	0
Associate Civil Engineer	-	-	-	-	-	-	-	-	-	-	1	1	1
Executive Secretary	1	1	1	1	1	1	1	1	1	1	1	0	0
Public Works Superintendent	1	0	0	0	0	1	1	1	1	1	1	1	1
Public Works Supervisor	1	1	1	1	1	0	0	0	0	0	0	0	0
Inspector II	-	-	-	-	-	-	-	-	-	-	-	1	1
Inspector I	2	2	1	0	0	1	1	1	1	1	1	0	0
PW/LMD Inspector Supervisor	-	-	-	1	1	1	0	0	0	0	0	0	0
Lead Worker	-	-	-	-	-	1	1	1	1	1	1	1	1
Maintenance Workers	5	4	4	6	5	6	8	7	7	5	5	8	5
Water Quality Control Technician	2	2	1	1	1	1	1	1	1	1	1	1	2
Meter Technician I	1	1	1	1	1	0	0	0	0	0	0	0	0
Public Works Trainee	4	5	8	6	6	5	2	3	3	5	5	3	5
Senior Engineer	-	-	-	-	1	1	1	1	0	0	0	0	0
Permit Technician	-	-	-	-	3	2	1	1	1	1	1	1	1
Administrative Compliance Coordinator	-	-	-	-	-	-	-	-	-	-	-	1	1
Plans Examiner Senior Building Inspector	-	-	-	-	1	1	0	0	0	0	0	0	0
Building Inspector	-	-	-	-	1	1	1	1	1	1	0	0	0
Total	17	17	18	18	23	23	19	19	19	19	18	19	19

CITY OF NORCO
PERSONNEL AUTHORIZATION
2004-2005 through 2016-2017

Position Title	2004 - 2005	2005 - 2006	2006 - 2007	2007 - 2008	2008- 2009	2009- 2010	2010- 2011	2011- 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016	2016- 2017
TOTAL FULL TIME POSITIONS	**105**	**104**	**104**	**104**	**103**	**91**	**80**	**69**	**50**	**51**	**50**	**53**	**56**
					PART-TIME POSITIONS								
TEMPORARY EMPLOYEES													
Fire													
Fire Prevention Intern	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Temporary Employees	0	0	0	0	0	0	0	0	0	0	0	0	0
32-HOUR PART-TIME EMPLOYEES													
Community Development													
Assistant Planner	0	0	1	0	0	0	0	0	0	0	0	0	0
Public Works													
Permit Technician	0	0	0	0	0	0	0	0	0	1	1	0	0
Permit Technician	0	0	1	0	0	0	0	0	0	1	0	0	0
Parks & Recreation													
Recreation&Community Services Specialist	3	3	4	3	3	3	2	2	2	0	0	0	0
Recreation&Community Services Coordinator	-	-	-	-	-	-	-	1	1	1	1	1	1
Irrigation Technician	-	-	-	-	-	-	-	-	-	1	1	1	1
Maintenance Workers	1	1	1	0	0	0	0	0	0	0	0	0	0
Volunteer Coordinator	1	1	0	0	0	0	0	0	0	0	0	0	0
Aquatic Manager	0	0	0	1	0	0	0	0	0	0	0	0	0
Parks & Recreation (Cont.)													
Adult & Youth Sport Specialist	0	0	0	1	1	1	1	0	0	0	0	0	0
Animal Control													
Kennel Assistant	1	1	2	2	2	2	2	1	1	1	0	0	0
Administrative Clerk	-	-	-	-	-	-	-	1	1	1	1	0	0
Animal Control Officer Trainee	1	1	1	0	0	0	0	1	1	1	1	1	1
Total 32-Hour Employees	7	7	10	7	6	6	5	6	6	7	5	3	3
20-HOUR OR LESS PART-TIME													
Administration													
Marketing Intern (Economic Development)	-	-	-	-	-	-	-	-	-	-	-	1	0
City Clerk													
Clerical Assistant	-	-	-	-	-	-	-	-	-	-	-	1	0
Facilities Maintenance Assistant	0	0	1	1	0	0	0	0	0	0	0	0	0
Customer Service Specialist	0	0	0	1	0	0	0	0	0	0	0	0	0
Fiscal & Support Services													
Account Clerk	0	0	0	0	0	0	1	1	0	2	2	0	0
Crossing Guards													
Crossing Guard	9	9	10	0	0	0	0	0	0	0	0	0	0
Parks & Recreation													
Facility Booking Specialist	0	0	2	0	0	0	0	0	0	0	0	0	0
Sports Technician/Recreation Specialist	-	-	-	-	-	-	-	-	1	1	1	1	1
Senior Administrative Clerk	-	-	-	-	-	-	-	-	-	-	-	1	0
Clerical/Counter Clerk/Recreation Specialist	0	0	0	2	2	2	3	2	3	2	2	2	1
Volunteer and Special Events Specialist	-	-	-	-	-	-	-	-	-	1	1	1	1
Recreation&Community Services Specialist	-	-	-	-	2	2	2	0	2	2	2	3	1
Recreation&Community Services Leader I, II, III	20	20	38	32	32	32	32	32	32	10	10	10	10
Recreation&Community Services Aide	10	10	21	31	31	31	31	31	31	20	18	18	18
Sports Coordinator	-	-	-	-	-	-	-	-	-	-	-	-	1
Aquatics Manager	1	1	1	0	1	1	1	1	0	0	0	0	0
Pool Maintenance Manager	-	-	-	-	-	-	-	1	1	0	0	0	0

CITY OF NORCO
PERSONNEL AUTHORIZATION
2004-2005 through 2016-2017

Position Title	2004 - 2005	2005 - 2006	2006 - 2007	2007 - 2008	2008- 2009	2009- 2010	2010- 2011	2011- 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016	2016- 2017
Life Guard III	3	3	3	2	3	3	3	3	0	0	0	0	0
Life Guard II	8	8	8	12	15	15	15	15	0	0	0	0	0
Life Guard I	8	8	5	6	9	9	9	9	0	0	0	0	0
Field Maintenance Worker/Driver	5	5	5	5	5	5	5	4	5	4	4	4	0
Driver/General Labor Assistant	-	-	-	-	-	-	-	-	-	-	-	4	6
Bus Driver	3	3	3	3	3	1	1	1	0	0	0	0	0
Parks Maintenance Worker	0	0	0	1	1	0	1	3	4	3	3	0	3
George Ingalls Maintenance Worker	-	-	-	-	-	-	-	-	-	-	-	-	2
Nellie Weaver Hall Attendant	-	-	-	-	-	-	-	-	2	2	5	5	5
Fire Department													
Fire Chief	0	0	0	0	0	0	1	1	0	0	0	0	0
Battalion Chief	-	-	-	-	-	-	-	2	0	0	0	0	0
Code Compliance Officer	0	0	0	1	0	0	0	0	0	0	0	0	0
Administrative Clerk	0	1	1	1	2	2	1	1	0	0	1	1	1
Executive Secretary	-	-	-	-	-	-	-	1	0	0	0	0	0
Planning/Code Enforcement													
Part-Time Code Compliance Officer	0	0	0	0	0	0	1	1	0	1	1	1	1
Planning Intern	-	-	-	-	-	1	1	1	1	1	1	1	0
Planning Aide	-	-	-	-	-	-	-	-	-	-	-	-	1
Executive Secretary	-	-	-	-	-	-	1	1	0	0	0	0	0
Sheriff													
Community Service Officer	-	-	-	-	-	-	-	2	2	1	1	1	1
Community Development													
Minutes Clerk	1	1	1	1	0	0	0	0	0	0	0	0	0
Part-Time Typing Aide/Admin Clerk	1	0	1	1	1	0	0	0	0	0	0	0	0
Planning Intern	1	0	1	1	1	0	0	0	0	0	0	0	0
PUBLIC WORKS													
Director of Public Works	-	-	-	-	-	-	-	-	1	1	0	0	0
Part-Time Typing Aide/Admin Clerk	-	-	-	-	-	1	1	1	1	0	0	0	0
Clerical Assistant (Permits)	-	-	-	-	-	-	1	1	1	0	0	0	0
Intern	-	-	-	-	-	-	-	-	-	1	1	1	0
Counter Tech/Backflow Coordinator	-	-	-	-	-	-	-	-	-	-	-	1	0
Engineering Clerk/Permit Technician	-	-	-	-	-	-	-	-	-	-	-	1	0
Plans Examiner Senior Building Inspector	-	-	-	-	-	-	1	1	0	1	0	0	0
CRA													
Part-Time Administrative Intern	0	0	1	1	0	0	0	0	0	0	0	0	0
Part-Time Housing Specialist	1	0	0	0	0	0	0	0	0	0	0	0	0
Animal Control													
Senior Administrative Clerk	-	-	-	-	-	-	-	-	-	-	-	2	2
Customer Service/Administrative Clerk	-	-	-	-	1	1	1	0	0	2	2	1	1
Animal Care Technician	-	-	-	-	-	-	-	-	-	-	2	2	2
Kennel Attendant/Aide	2	2	0	1	2	3	3	4	4	4	4	5	5
Total 20-Hour or Less Employees	73	71	102	103	111	109	116	120	91	59	61	66	63

Budget Account Descriptions

Budget Account Descriptions
Fiscal year 2016/2017

Object Code	***Description***	***Purpose***
Salaries and Benefits		
30100	Salaries, Full Time	Full time employees salaries including holiday pay, but excluding overtime
30105	Part Time Salaries	Part time employees salaries
30110	Overtime	Payment of overtime
30225	Sick leave buy back	Eligible unused sick leave earned during the year that is paid to employees
30230	Annual Vacation Cash Out	Cash-out of 36 hours of accrued vacation hours on a fiscal-year basis
30115	Constant Staffing	Cost of salaries paid to firefighters when they are called to cover an absence.
30120	FLSA	Fair Labor Standards Act allows workers to earn one and a half times their regular rate after 40 hours of work in a workweek
30125	Strike Team	Five fire engines with four firefighters in each engine and a leader
30130	USAR	Urban Search and Rescue involves the location, rescue and initial medical stabilization of victims trapped in confined spaces.
30200	PERS Retirement	Used for retirement contribution payments to CalPERS (employer and employee share paid by city)
30205	Employee Group Insurance	Medical and life insurance premiums paid by the City for employee benefit
30245	Workers' Compensation	Cost of workers' compensation paid to injured employees
30235	Deferred Compensation	Contractual fringe benefits paid into deferred compensation account for
30250	Unemployment	Cost of unemployment insurance
30220	FICA/Medicare Insurance	City's share of 1.45% Medicare and FICA tax
30210	Vehicle Allowance	Monthly car allowance to executive employees for use of personal car for city business
30212	Cell Phone Stipend	City provides a taxable monthly stipend of $50 to Council members who choose to use their own phone for City business.
30215	Medical Savings Account	Payment by the city into a flexible spending account for eligible employees
30240	Continuous Service Bonus	Payment to employees for continuous service after 5, 10, 15, and 20 years of service
30255	Tuition Reimbursement	Reimbursement of tuition and/or book expense incurred by employee
42235	Compensated Absences Adjustment	Calculation made yearly reflecting the increase in the accumulated leave bank of all employees by Fund/Department

Employee Related Expenditures		
30300	Conferences and meetings	Work related training, seminars, and meetings
30305	Auto Mileage	Mileage reimbursement to employees for use of their personal autos for City business
30315	Employee Hiring Costs	Costs associated with recruiting and hiring new employees (for Human Resources use only)
30310	Uniforms and Safety Gear	Cost of uniforms and safety gear paid by the City
30320	Dues, Memberships and Subscriptions	Cost of dues to organizations, associations, and subscriptions as authorized.

Supplies and Services		
30450	City Newsletter	All costs associated with publishing and distribution of City and CRA Newsletter (excluding postage)
30455	Elections	Incurred costs for election
30420	Training Supplies	Cost of supplies associated with training in the Fire Department

Object Code	Description	Purpose
Supplies and Services (Continued)		
30415	Special Departmental	Cost of services incurred by a department that are unique to a department
30400	Office Supplies	Cost of consumable office supplies
30405	Printing & Copies	Cost of printing, photocopy machine usage, outside printing, and reprographics
30435	Software Expense	Cost of software for the network, personal computers, and other technological equipment
30410	Postage	Metered and non-metered postal delivery costs, including express and courier services.
30445	Legal Advertising	Cost of newspaper publishing of required legal notices
30440	Advertising and promotion	Cost of advertising and promotion not included elsewhere
30425	Small Tools	Cost of hand tools costing less than $5,000
30430	Office Equipment	Cost of office equipment including furniture costing less than $5,000
42200	Liability Insurance	Liability insurance premium for the primary and excess liability insurance
42215	Self-Insurance Admin.	Cost of administering the city's self insurance programs (PERMA & SCRMA)
42220	Self Insured Expenses	Expenses related to the self-insurance program including attorney fees, witness fees, investigator fees, and other costs
42225	Self-Insurance Settlements	Cost of liability insurance settlements up to $125,000 per claim
42230	Excess Workers Comp	Cost of workers' compensation insurance coverage above the City's self insured amount of $250,000 per case limit.
30460	Medical Insurance Administration	Cost paid to CalPERS to administer retiree and employee medical insurance programs
30465	Medical Insurance – Retirees	Cost of retirees' medical insurance as per MOU
30470	Post Employment Benefits	Cost of providing medical coverage for active and retired employees as an annual required contribution in accordance with GASB 45.
30475	Performance Bonds	Cost of bonding City employees

Maintenance and Rentals		
32205	Weed Abatement	Cost of Weed Abatement services
32450	Well & Pump Maintenance	Cost of repairs and maintenance of water wells and pump
32200	Building and Ground Maintenance	Cost of maintaining city buildings and grounds
32300	Traffic Signal Maintenance	Cost of maintaining city traffic lights
32100	Office Equipment Maintenance	Cost of maintaining office equipment such as typewriters and fax machines
32400	Trail Maintenance	Cost of fence posts, rails, and other trail materials
32105	Equipment Rental	Cost of equipment rented on as needed basis

Operations and Utilities		
33105	Purchased water	Water purchases to supplement city well water
33115	Chino Pump Tax	Tax on the Chino Basin for water replenishment
33100	Utilities	Cost of electricity, telephone, and gas

Budget Account Descriptions
Fiscal year 2016/2017

Object Code	***Description***	***Purpose***
Contractual and Professional Services		
34145	Recreation Program Instructors	Cost of services provided by Recreation Program Instructors (Recreation Dept. only)
34100	Contractual Services	Professional services where a contract is negotiated
34115	Law Enforcement Contract	Cost of Riverside County law enforcement contract including overtime
34140	Public Education & Promotion	Cost of spay/neuter and related expenses
34150	Special Events	Contracted services associated with special events.
34125	Accounting & Auditing	Accounting and auditing services provided to the City, usually through Finance Department oversight
34105	Other Professional Services	Cost of professional services that do not require a contract, or are not included elsewhere
34110	Engineering Services	Contracted engineering services.
34130	Financial Services	Financial advisory; analytical and processing fees, including bank and investment charges
34135	CFD/AD Administration	Includes all costs associated with administering the Community Facilities Districts and Assessment Districts

Miscellaneous		
35205	Property Taxes	Payment for property taxes
35200	Lease/Purchase Payments	Payment for the lease of equipment or property
35100	Interest Payments	Interest payment on outstanding debt
35105	Principal Payments	Principal payments on outstanding debt
35125	Pass Through Agreement	Amount deducted as pass through from tax increments receipts
35110	Cost of Issuance	Costs related to the issuance of bonds.
35115	Bond Discount	Underwriters discount on bond issues
35130	Developer Reimbursement Agreement	To record the contribution by developers of infrastructure assets
35155	County Charge	Charges by County for processing, collection, or administration
35150	Administrative Overhead	Administrative costs allocated to other funds from the general fund
35305	Trash Round-up/Recycle (Non-Departmental)	Payments for trash recycle and round-up program
35270	Community Promotion (Non_Departmental)	Cost of promoting the City of Norco
35280	Employee Recognition Program (Non-Departmental)	Provides for the annual employee recognition banquet, annual picnic, service pin and suggestion awards
35265	City Historian	Payments to the City Historian (Non-Departmental)
35275	Volunteer Recognition	Cost associated with coordinating a function to recognize volunteers
35300	Highway Patrol DUI Testing	Cost associated with the testing of individuals driving under the influence by the Highway Patrol
35315	We-Tip (Non-Departmental)	Cost of administering the local We-Tip Program
35250	Beautification Committee (Non-Departmental)	Expenses related to the Beautification Committee
35255	Chamber of Commerce (Non-Departmental)	City support to Norco Chamber of Commerce
35310	Adopt-a-Trail	Citizens are provided the opportunity to adopt a trail and keep it litter free
35350	Senior Recreation /Community Services Leader	Program provides a part-time staff person at the Norco Senior Center to coordinate senior activities and special events for seniors

Object Code	***Description***	***Purpose***
Miscellaneous (Continued)		
35355	Norco Party Pardners	Program provides planned recreational and social activities for developmentally
35400	Reading Club for the Elderly	Program provides extended hours at the County Library, Norco, Branch, for senior citizens
35405	Corona Regional Mobile Medical Program	Program provides medical services and community health outreach by providing free health screenings, nutritional counseling, etc. to seniors.
35500	Loss on Sale of Fixed Assets	Represents loss on sale of an asset
35505	Loss on Sale of Land	Represents loss on sale of land
35515	Depreciation Expense	To record the yearly depreciation amount for all assets

Community Redevelopment Agency Programs		
41215	Fair Housing Programs	Cost of providing Fair Housing services, tenant/landlord mediation services
41255	Sewer Service Assistance	Cost of offering qualified seniors a subsidy on their monthly sewer fees
41220	Infill Housing Program (Land)	Cost of developing substandard lot(s) for the infill housing program
41265	Sewer Grant Program	Cost of providing assistance to qualified homeowners with their annual property sewer tax
41235	Deferred Loan Program	Cost of rehabilitating homes for City of Norco residents
41260	Sewer Loan Program	Cost of lateral hook up to City sewer system
41230	First-Time Home Buyer	Cost of assisting qualified applicants to own their first home
41270	Senior Housing Program	Assisting developers with funding assistance to develop low/moderate senior housing
41205	Relocation Costs	Financial assistance to businesses for relocating
41200	Development Incentives	Assisting private developers with financial incentives for new development

Internal Service Fund Charges		
42100	Vehicle Operations & Maintenance	Rental charge by Equipment Maintenance Fund 128 to all departments for maintaining all city vehicles; also, cost of all vehicle maintenance during the year directly charged to Fund 128.
42105	Vehicle Replacement Charges	Fee by Equipment Maintenance Fund used for accumulating a replacement amount for all vehicles
42110	Computing and Comm Replacement	Fee by the Data Processing Fund used for accumulating a replacement amount for all equipment
42115	Computing and Communicatns Operations	Rental charge to departments for maintaining computers, printers, the network, and other data processing equipment

Capital Outlay		
43160	Streets, Curb, Gutters, Sidewalks	Capital project cost of streets, curb, gutters, and sidewalks
43170	Traffic Signals	Capital project cost for traffic signals
43250	Sanitary Sewer Lines	Capital project cost for sewer lines and mains
43180	Storm Sewer Lines	Capital project cost for storm lines and mains
43210	Water Lines & Mains	Capital project cost for water lines and mains
43125	Land	Cost of purchase of land

Object Code	***Description***	***Purpose***
Capital Outlay (Continued)		
43130	Land Improvements	Capital project cost for land improvements as fences, walls, trails, etc.
43190	Water Meters	Cost of purchasing water meters for City use and for use by developers
43200	Fire Hydrants	Capital project cost of purchasing fire hydrants
43140	Parks	Capital project cost of building a park
43220	Wells, Pumps & Boosters	Capital project cost of constructing well, pumps, and boosters
43230	Water Reservoir	Capital project cost of constructing a reservoir
43240	Water Supply Facilities	Capital project cost of constructing water supply facilities
43260	Sewer Supply Facilities	Capital project cost of constructing sewer supply facilities
43150	Park Structures/Enhancements	Capital project cost of park structures
43105	Paramedic Equipment	Cost of any paramedic equipment
41210	Public Projects	Capital project cost for public projects in the Redevelopment Agency
43110	Automotive Equipment	Cost of purchasing automobiles
43115	Building/Improvements	Capital project cost of buildings, building additions, roof repair, painting, or any other modification that improves the building
43100	Equipment	Cost of the purchase of any equipment greater than or equal to $5,000
43120	Improvements Other than Buildings	Capital project costs for any improvement other than to buildings

Resolution

RESOLUTION NO. 2016-39

A RESOLUTION OF THE CITY OF NORCO APPROVING AND ADOPTING THE CITY OPERATING BUDGET FOR FISCAL YEAR 2016/2017 AND AUTHORIZING APPROPRIATIONS THEREFROM

WHEREAS, the Fiscal Year 2016/2017 Operating Budget for the City of Norco includes total appropriations in the amount of $35,188,341 as summarized in Attachment "A" for all Operating Funds and as listed in the budget detail on file in the Office of the City Clerk of the City of Norco; and

WHEREAS, budget workshops were held on May 4, 2016 and May 18, 2016 to review the Proposed Fiscal Year 2016/2017 Budget; and

WHEREAS, the budget includes the conversion of two part-time positions to two full-time positions; Maintenance Worker and Administrative Clerk; and

WHEREAS, the budget includes the conversion of one part-time position to a newly created Management Analyst position; and

WHEREAS, the budget includes the reclassification of an Accountant position to a newly created Senior Accountant title; and

WHEREAS, the budget includes the reclassification of a Facilities Coordinator position to Recreation Supervisor title; and

WHEREAS, the budget includes a salary range adjustment from $5,786-$7,033 to $6,076 - $7,385 monthly for the Accounting Manager position; and

WHEREAS, a public hearing was held as required in order to adopt the Proposed Fiscal Year 2016/2017 Budget;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco, does hereby authorize the recommended appropriations and expenditure of monies as set forth in said Budget subject to budgetary control.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 15, 2016.

Kevin Bash, Mayor
City of Norco, California

ATTEST:

Cheryl Link, CMC, City Clerk
City of Norco, California

I, Cheryl Link, City Clerk of the City of Norco, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on June 15, 2016, by the following vote of the City Council:

AYES:	BASH, NEWTON, GRUNDMEYER, HANNA, HOFFMAN
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on June 15, 2016.

Cheryl Link, CMC, City Clerk
City of Norco, California

Attachment: Attachment A – Appropriations Schedule

City of Norco
FY 2016-2017 Operating Budget
Appropriation Schedule

Fund #	*Fund Name*	*Estimated Beginning Fund Balance July 1, 2016*	*FY 2016-2017 Estimated Revenues*	*FY 2016-2017 Transfers In*	*FY 2016-2017 Transfers Out*	*FY 2016-2017 Estimated Expenditures*	*Estimated Ending Balance June 30, 2017*
121	General Fund	$ 8,919,370	17,000,038	410,596	75,000	17,729,839	8,525,165
123	CDBG Funds	-	184,360	-	-	184,360	-
122, 160-65	Miscellaneous Grants	-	159,932	-	-	159,932	0
124	Water	(670,591)	10,021,513	-	127,223	9,648,499	(424,800)
126	Sewer	3,947,510	6,459,022	-	127,223	6,172,461	4,106,848
133	Gas Tax	846,924	562,880	-	-	734,879	674,925
139	NPDES	31,920	71,274	75,000	-	137,425	40,769
156	AQMD	125,906	33,000	-	1,500	90,000	67,406
	Special Districts Memo Only			-	154,650	-	
	Subtotal	$ 13,201,039	34,492,019	485,596	485,596	34,857,395	12,990,313

Attachment A