CITY OF NORCO | HORSETOWN USA

ADOPTED BUDGET

FY 2018-19

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Mayor's Budget Message

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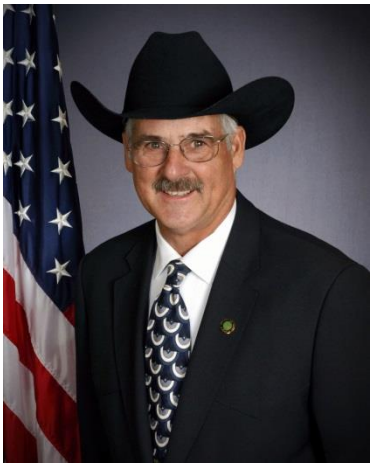
CITY OF NORCO

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

July 1, 2018

To the Residents of Norco,



On behalf of my colleagues on the Norco City Council, I am pleased to transmit to you the City of Norco Operating Budget for Fiscal Year 2018-2019 and the Five Year Capital Improvement Program (CIP) Budget for Fiscal Years 2018-2019 through 2022-2023. The FY 2018-2019 Operating Budget includes total projected expenditures of $39.7 million for various City programs and services. The budget also reflects the sources of revenues to pay for these programs and services. The CIP Budget provides for $29.5 million of capital investments in various City infrastructure assets during FY 2018-2019.

Except for the General Fund and Gas Tax Fund, all other Operating Funds are projected to generate sufficient revenues to cover projected expenditures. Total projected General Fund revenues are less than projected expenditures by $1.3 million while total projected Gas Tax Fund revenues are less than total projected expenditures by $0.2 million. The annual budget workshop began with initial General Fund projected deficit of $1.8 million. Following extensive review of the budget, the City Council approved cost reductions totaling nearly $0.5 million. Reductions were made to part-time time staffing, equipment replacement, contractual services, travel/seminars, contribution to unfunded retiree medical insurance and building maintenance. These expenditure reductions lowered the projected deficit to $1.3 million which will be covered by use of fund balance. The projected deficit in the Gas Tax Fund will be made up from prior year unspent allocation. The projected deficit in the General Fund is largely due to flattening revenue and the increasing cost to provide public safety services. Even with the anticipated draw of $1.3 million from fund balance, the General Fund is still projected to have over $9.5 million of fund balance by the end of FY 2018-2019.

Providing for the safety of our residents is the City Council's highest priority. Consequently, the FY 2018-2019 General Fund's projected total expenditure budget of $20.8 million includes $11.0 million for police, fire and emergency medical services. The Sheriff's budget also includes additional $100,000 in grant funds for police services. Recognizing the importance of public safety services and the increase in traffic complaints and violations throughout the City, the budget for the Sheriff's contract includes full-year funding for one dedicated traffic deputy and one community service officer. The dedicated traffic deputy will help to ensure consistent ongoing traffic enforcement in the City while the additional community service officer will help free valuable time for sworn deputies to timely respond to higher priority calls for service.

During FY 2016-2017, the City Council made the tough decision to raise water and sewer rates to address the growing gap between revenues and expenditures. This decision to increase rates was necessary to meet the City's fiduciary obligation to ensure that rates are adequate to cover the cost of operations, maintenance and capital replacement. These rate adjustments have stabilized the financial condition of the Water Fund. Both the Water and Sewer Funds are projected to generate

CITY COUNCIL

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

sufficient revenues to cover operating costs, add to working capital and rate stabilization reserves while providing funding for investments in water and sewer infrastructure projects, to ensure that vital water and wastewater treatment services will continue to be provided to Norco residents and businesses. It is important to note that the sewer rate adjustment that was approved to go into effect on July 1, 2018 has been temporarily suspended because current projected revenues will be sufficient to cover operating costs and provide addition to working capital reserve and capital projects.

During my State of the City Address earlier this year, I spoke about the City's long-term budget challenges and I urged Norco residents to be part of this discussion. So, the City Council has voted to place a revenue measure on the November 2018 municipal election ballot to allow residents to be part of the solution for the City's budget challenges.

Along with the challenge of maintaining a balanced operating budget, the City must also find sustainable revenue source to support the timely maintenance and replacement of the City's aging governmental infrastructure facilities. The conversation with residents to address this challenge began nearly five years ago when the City Council formed the Ad-Hoc Committee on Infrastructure Needs and Funding Options. The conversation continued as part of the City's Strategic Planning Workshop in FY 2015-2016. Recently, the City completed a long-term financial forecast of City infrastructure funding needs which estimates that the City has annual funding gap of over $4.5 million to update and replace governmental infrastructure and facilities. In the coming months City staff will continue to engage residents to assist them to better understand the City's budget challenges so that the community can determine the best options for meeting these challenges and establishing future spending priorities.

The City of Norco provides a unique quality of lifestyle that residents value and appreciate. Protecting this lifestyle is important to maintaining high property values in the City. We choose to live here because we value the unique animal-keeping lifestyle with access to trails and open space. Protecting this unique lifestyle with limited housing and commercial development options means we have to be creative and prudent in managing the City's limited financial resources, but we also have to sacrifice by generating locally controlled revenues that cannot be taken away by Sacramento politicians. The City Council, staff and residents must collaborate in finding the best funding options to support our cherished lifestyle.

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,

Ted Hoffman, Mayor
City of Norco

City Manager's Letter

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CITY OF NORCO

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July 1, 2018

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 Operating Budget for Fiscal Year (FY) 2018-2019 and Capital Improvement Program Budget for FY 2018-2019 through FY 2022-2023. 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 proposed investments in capital assets and infrastructure as necessary to preserve these assets and ensure service delivery to the residents and businesses in the City. Both the City's Operating and Capital Improvement Program Budgets continue to face significant pressure as available funds along with future projected revenues are not sufficient to maintain current service levels and fund investments in governmental infrastructure assets.

Operating Budget:

The City's Operating Budget for FY 2018-2019 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 $39.7 million. The City's General Fund, which is the primary source for funding municipal services, includes total recommended expenditures and projected revenues of $20.8 million and $19.5 million, respectively. The estimated General Fund operating deficit of $1.3 million will be covered by using existing fund balance. The Water Fund has total recommended operating expenditures of $10.7 million and total projected revenues of $12.9 million, while the Sewer Fund includes total recommended operating expenditures of $6.7 million and total projected revenues of $7.9 million. The difference between total projected revenues and expenditures in the Water and Sewer Funds of $2.2 million and $1.2 million, respectively, will be used to fund operating/stabilization reserves and capital projects.

General Fund: The General Fund is the primary Operating Fund of the City and is the main source of monies used to pay for public safety services (fire and police), parks and recreation, animal control, administration, legal, planning and building, engineering, code enforcement, senior programs and other essential governmental type services. The FY 2018-2019 General Fund budget provides funding to maintain existing service levels while adding one (1) dedicated Traffic Enforcement Officer and one (1) Community Service Officer.

Since the end of the great recession in FY 2010, the City has prudently managed General Fund expenditures in order to build a healthy fund balance (rainy day reserve) to cushion against anticipated flattening of revenues, future recession and the rising costs to maintain existing services. The current FY 2018-2019 appears to mark the beginning of the reversal of the trend we have seen in the previous seven years when total General Fund revenues exceeded expenditures. The proposed

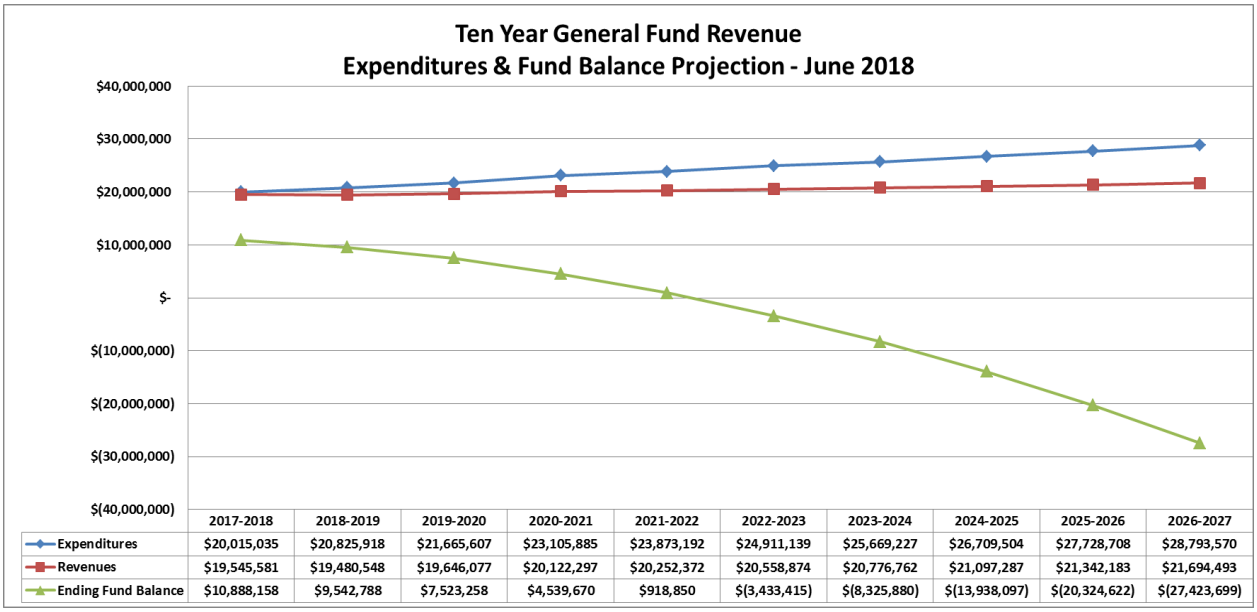
CITY COUNCIL

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

FY 2018-2019 General Fund budget projects operating deficit of $1.3 million, which will result in a reduction to the "rainy day reserve." It is estimated that total General Fund reserves or fund balance will stand at nearly $11 million at June 30, 2018, which is the beginning of FY 2018-2019. While this amount still represents a healthy fund balance, it can reasonably be said that this balance will likely continue to dwindle based on current revenue and expenditure trends, unless substantial reductions are made to existing services and programs including public safety services and/or new revenue sources are identified.

General Fund Revenue, Expenditure & Fund Balance Outlook

The chart below provides a long-term projection of General Fund revenues, expenditures and fund balance.



	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Expenditures	$20,015,035	$20,825,918	$21,665,607	$23,105,885	$23,873,192	$24,911,139	$25,669,227	$26,709,504	$27,728,708	$28,793,570
Revenues	$19,545,581	$19,480,548	$19,646,077	$20,122,297	$20,252,372	$20,558,874	$20,776,762	$21,097,287	$21,342,183	$21,694,493
Ending Fund Balance	$10,888,158	$9,542,788	$7,523,258	$4,539,670	$918,850	$(3,433,415)	$(8,325,880)	$(13,938,097)	$(20,324,622)	$(27,423,699)

During the great recession, sales tax, which is the largest source of revenue to the General Fund, was devastated, dropping by fifty percent in a short period of time. After the recession, sales tax rebounded very well eclipsing the previous high established before the recession as auto sales increased and the City brought in new sales tax generating businesses. However, current trends and projections indicate that sales tax growth in the City has stalled with no expectation that the post-recession growth trend will return anytime soon. In addition to flattening sales tax revenues, other major categories of General Fund revenues including property tax, franchise fees, motor vehicle license fees, and charges for services are also not expected to show any meaningful growth over the next several years. The only major source of General Fund revenue expected to show any noticeable growth in the next coming years is Transient Occupancy Tax (TOT).

As the City becomes more of a destination point with more activities at SilverLakes Equestrian and Sports Park and the George Ingalls Equestrian Event Center, interest in hotel development has increased in recent years. Two new hotels were built over the last five years. Two additional hotels

were recently approved to be constructed this coming fiscal year. While these hotels will boost the City's TOT revenues in the coming years, the projected revenue increase from this source is not expected to be enough in the long term to make significant impact in the overall projected structural deficit (gap between ongoing revenues and expenditures) in the City's General Fund.

As General Fund revenues are projected to be flat in the coming years, expenditures are projected to continue to rise at faster rates even without increase in the current service levels. The projected increase in expenditures is largely due to rising costs of third party obligations including police, fire, pension contributions, medical insurance premiums and contractual services.

Excluding the effects of one-time items for infrastructure funding in the amount of $0.7 million included in the FY 2017-2018 General Fund, expenditures in FY 2018-2019 are projected to increase by net of $1 million. This increase consists of the following:

- $0.3 million due to increase in minimum wage, salary adjustments, and required pension contributions
- $0.7 million increase in fire and police contracts
- $0.1 million increase in professional services
- $0.1 million increase in insurance and settlement costs
- The increases above are partially offset by $0.2 million reduction in contribution to fund retiree medical insurance premium liability and equipment replacement.

Even though the City's General Fund is projected to have nearly $11 million of fund balance at the beginning of FY 2018-2019, the flattening of long term revenue projection and the rising costs to maintain current service levels is expected to result in the depletion of fund balance by Fiscal year 2022-2023 (see the chart above). To ensure the long-term financial stability of the City's General Fund and avoid significant reduction in service levels, it is essential for the City to find ways to generate additional revenues.

Water Fund: Providing reliable high quality water is one of the key aspects of the municipal services that the City provides to residents and businesses. Unlike the General Fund, the Water Fund operates like a business enterprise and receives no tax revenues. All revenues required to ensure the operation and maintenance of the system, including capital improvements and replacements, are expected to be generated through user charges in the form of water rates. After several years of operating in the red due to state water consumption restrictions, low water rates and rising cost of imported water, the financial condition of the Water Fund began to strengthen in FY 2017 following multi-year rate adjustments. The financial condition is projected to continue to improve as the rate adjustments are implemented through FY 2021.

The multi-year rate adjustments were designed to generate sufficient revenues in the long-term to cover operating expenditures, provide funding for working capital reserve and rate stabilization reserves, as well as generate sufficient cash flows to fund capital maintenance and replacement.

The total projected Water Fund revenue in FY 2018-2019 is $12.9 million compared to total projected operating expenditures of $10.7 million. Total projected revenues should generate sufficient cash flows to meet all operating costs, provide required addition to working capital, and rate stabilization reserve while providing $1.5 million contribution for capital projects. However, the Water Fund's unmet capital projects funding needs estimated to be $24 million through FY 2022-2023 still remains very high.

Sewer Fund: In addition to providing water service to residents and businesses, the City also provides wastewater treatment services in a manner similar to business operation. Like the Water Fund, the cost of operating and maintaining the sewer system, including capital improvement and replacement, is recovered through user charges. The Sewer Fund doesn't receive any tax revenues.

As we begin FY 2018-2019, the financial condition of the Sewer Fund remains strong. The Fund currently generates adequate cash flows to fund operations, maintenance and near term capital improvement expenditures. Due the current financial condition of the Sewer Fund, the approved rate adjustment, which was approved in FY 2017 to go into effect on July 1, 2018, will be held in abeyance. Staff will continue to monitor the financial condition of the Sewer Fund and will implement the approved rate adjustments as necessary to ensure that the cash flow needs off the Sewer Fund are met.

The total estimated Sewer Fund revenue in FY 2018-2019 is $7.9 million compared to total estimated expenditures of $6.7 million providing for an estimated increase in working capital of $1.2 million during the year. After funding operating reserves, the balance of working capital will be transferred to the Sewer Capital Project Fund for sewer capital projects. Along with the estimated transfer in FY 2018-2019, sufficient cash balance exists in the Sewer Fund to meet capital project needs over the next three years.

Other Operating Funds: In addition to the General Fund, Water and Sewer Funds, the FY 2018-2019 recommended Operating Budget also includes estimated revenues and expenditures for other Funds including Gas Tax, Storm Drain Maintenance and Miscellaneous Grant Funds. The budgets for these Funds are balanced for FY 2018-2019.

Capital Improvement Program Budget:

Recognizing the poor conditions of the City's governmental infrastructure assets and the rapidly declining available financial resources 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 funding sources to meet the identified infrastructure funding gaps. The Ad-hoc Committee completed its work in March 2015 and issued a report that identified over $4 million annual funding gap in infrastructure needs, excluding water, sewer and storm drain. The infrastructure included in the Ad-Hoc Committee's review and report comprised of streets, roads, trails, parks and public buildings.

As part of the City's ten-year financial forecast in April 2018, governmental infrastructure needs was re-assessed and it was determined that the annual funding gap has grown to over $4.5 million.

At a Strategic Planning Workshop in 2016 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 ways 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 will be challenging. Residents will need a better understanding of the City's infrastructure funding needs as well as the constraints on existing financial resources.

The City's Capital Improvement Program (CIP) budget estimates that existing available funds to maintain and replace City streets will be exhausted by the end of FY 2018-2019. Following the depletion of available street funds, the only ongoing source of revenue to plan, replace and perform capital maintenance on City streets and roads is the estimated $679,000 to $746,000 projected annual receipts from "Measure A." This amount falls very short of the $3.8 million average annual funding needs over the next twenty years as determined by the City's most recent infrastructure funding needs analysis. If additional funding is not identified, the Pavement Condition Index (PCI), which is already below recommended standard will continue to degrade resulting in street closures and potential abandonment.

The situation is not better with regards to meeting other governmental infrastructure funding needs. In FY 2018-2019, City funding for the improvement and replacement of trails is $190,000, which represents the amount of the available funds dedicated for trail improvements in the City (excluding Landscape Maintenance District areas). Current estimates show that the City will need about $600,000 annually over the next twenty years to re-construct and fence the City's valued trail system. This does not include the cost of ongoing maintenance. Without the necessary funding, trail improvement and replacement, which is critical to preserving Norco's Horsetown USA lifestyle, will be greatly jeopardized.

Similar situation also exists regarding the City's ability to provide the necessary funding for parks, and building improvements. The 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. This amount has increased substantially based on recent analysis and estimates. For FY 2018-2019, there are no new allocations for capital projects due to lack of funds.

Conclusion: The City of Norco's FY 2018-2019 total recommended operating budget of $39.7 million is a balanced budget. The General Fund and Gas Tax Fund budgets are balanced by using existing fund balance to make up the gap between projected revenues and expenditures. Looking ahead, the City's General Fund will likely continue to face pressure due to the rising costs of public safety costs (police and fire) pension, healthcare, and other third party contractual costs. These rising costs are not expected to be offset by similar increases in revenues. General Fund revenues seem to have plateaued in the short-term. Even though the General Fund has a healthy fund balance estimated to be nearly $11 million at the beginning of the fiscal year, continuing revenue gap is not sustainable in

the long-term. Therefore, additional revenues and/or expenditure reductions will be required to eliminate this structural budget deficit.

The City Council's decision to restructure water and sewer rates in FY 2016-2017 is already yielding positive results towards achieving long-term financial stability for the Water and Sewer Funds. These Funds are now able to recover their operating costs while providing additional cash flows to fund operating/stabilization reserves and provide for capital project improvements. On the other hand, much work remains ahead in finding long-term funding for the replacement and improvement of governmental infrastructure assets. In the coming months, staff will continue with efforts to engage residents to provide information on the City's budget challenge and for staff to better understand the community's desired spending priorities.

In closing, 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 Budget and the Capital Improvement Program Budget.

Respectfully submitted,

V. Andy Okoro, City Manager
City of Norco

Budget Overview & Analysis

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BUDGET OVERVIEW AND ANALYSIS

SUMMARY

The Fiscal Year (FY) 2018-2019 Operating Budgets for the City are based on increasing public safety and maintaining core services at current levels. The City's primary operating fund budget, the General Fund, includes an increase in the Sheriff's contract for the addition of two Traffic Enforcement positions. The General Fund's expenditures exceed revenues by $ 1.3 million in FY 18-19. Reserves will be used to balance the budget. It is anticipated the General Fund will continue to have expenditures exceed revenues as third party costs including police, fire, pension contributions, medical insurance premiums and contractual services continue to rise. The operating budgets for the Water and Sewer Fund for FY 2018-2019 are balanced with projected revenues exceeding expenditures.

It is anticipated that the City's General Fund will end FY 2017-2018 with a projected decrease in general fund balance for the first time in seven years. The City has had six years 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 six fiscal years from FY 11-12 through FY 16-17 were marked by improving revenues. However, the City's Operating Budgets are now facing significant challenges. Public Safety contracts are increasing annually due to salary, benefit, and county administrative overhead costs. Pension rates are anticipated to increase due to adjustments in actuarial assumptions. In terms of revenue, Sales tax, which is the General Fund's major source of revenue, has recovered from recessionary levels but is now projected to increase at a slower pace and is nearing a financial plateau. Property tax revenues are slowly inching up 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 overall is projected to increase by 1.13% or -.33%, as compared to FY 17-18 adopted and year-end budgets respectively, mainly due to the plateauing of sales tax revenue and conservative development projections. Expenditures are projected to grow at 2.16% or 6.88%, as compared to FY 17-18 adopted and year-end budgets respectively. General Fund expenditures are increasing due to third party costs such as police and fire, the fully funded addition of personnel to the Traffic Enforcement program and increasing pension related costs.

During the recession, which significantly reduced General Fund revenues, especially sales tax, the City embarked on aggressive expenditure reductions. The budget savings achieved at the time, 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 the use of one-time revenues. Over the last seven years, the City has rebuilt the General Fund balance to help cushion the impact of future economic downturns. The General Fund balance is being used in the FY 18-19 budget expenditures are budgeted to exceed revenues due to the aforementioned increasing operating costs.

The budget accomplishes the following:

- Maintains a fund balance estimated at nearly $10.9 million by the end of the FY 2017-2018 and $9.5 million estimated for June 30, 2019. This rainy day fund represents 54% and 46% respectively of total General Fund Operating Budget for each year. Although the fund balance is decreasing, it remains well above the 25% threshold as required by City Council.
- Provides funding for estimated 6% increase or $323,201 for annual Sheriff Services and an additional $471,431 for the full year funding for one (1) Traffic Enforcement Deputy and one (1) Community Services Officer (CSO) with anticipated hiring of these deputies by the beginning of the coming fiscal year.
- Provides for an estimated 4% increase in County Fire contracts or $171,482
- Maintains existing non-public safety service levels with some program reductions (see Operating Fund Reductions)
- 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 and continues employee contributions towards retirement benefits.
- Includes $430,591 in General Fund operating reductions.

Operating Fund Reductions:

The FY 2018-2019 includes $430,591 in budget reductions. The following table details the reductions by division or department.

Amount	Dept./Division	Program Reduction
$100,000	Non-Departmental	Deferral of a portion of the Retiree Medical Benefits Unfunded Actuarial Accrued Liability (UAAL) contribution
$94,412	Equipment Replacement	Deferral of vehicle replacement contributions
$59,500	Building Maintenance	Reduce P/T staffing hours; eliminate conferences and training' reduce electricity charges; reduce contractual services for janitorial, air conditioning and other services
$50,000	City Attorney	Reduction of funding for code enforcement cases.
$42,613	Park Maintenance	Reduce water usage, training, contractual services resulting in less Park Maintenance, eliminate Basin Park area, and use CDF to abate weeds in the basin area.
$29,886	Senior Citizens	Eliminate Party Pardners program (P/T Recreation Specialist position), reduce utilities and supplies

Amount	Dept./Division	Program Reduction
$20,000	Fiscal & Support Services	Reduction in training and use FY 17-18 savings to fund business license software upgrade
$15,000	Economic Development	Eliminate travel and related materials; reduce supplies and historic resources consulting
$7,480	Animal Control	Reduce overtime budget.
$4,000	Recreation Services	Elimination of conferences and training
$3,000	City Manager's Office	Elimination of conferences and training
$2,000	City Clerk	Elimination of overnight training and conferences
$1,500	Human Resources	Elimination of overnight travel
$1,200	Planning	Eliminate travel and training
$430,591	TOTAL GENERAL FUND REDUCTIONS	

Deferral of a portion of the Retiree Medical Benefits UAAL contribution and equipment replacement contributions totaled $194,412 of the $430,591 of the General Fund cuts. Any service impacts resulting from the operating reductions will be reviewed on an on-going basis.

Other Funds: The FY 2018-2019 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 Gas Tax Fund and to a minor extent the NPDES Fund. The City's Water and Sewer Fund budget are balanced with revenues exceeding expenditures. In FY 16-17, the Water Fund had a structural imbalance requiring a one-time transfer of $700,000 from Water Capital and the Sale of Water for $1,130,000. The structural imbalance has been addressed through a five-year rate study and subsequent rate adjustments and reserve requirements.

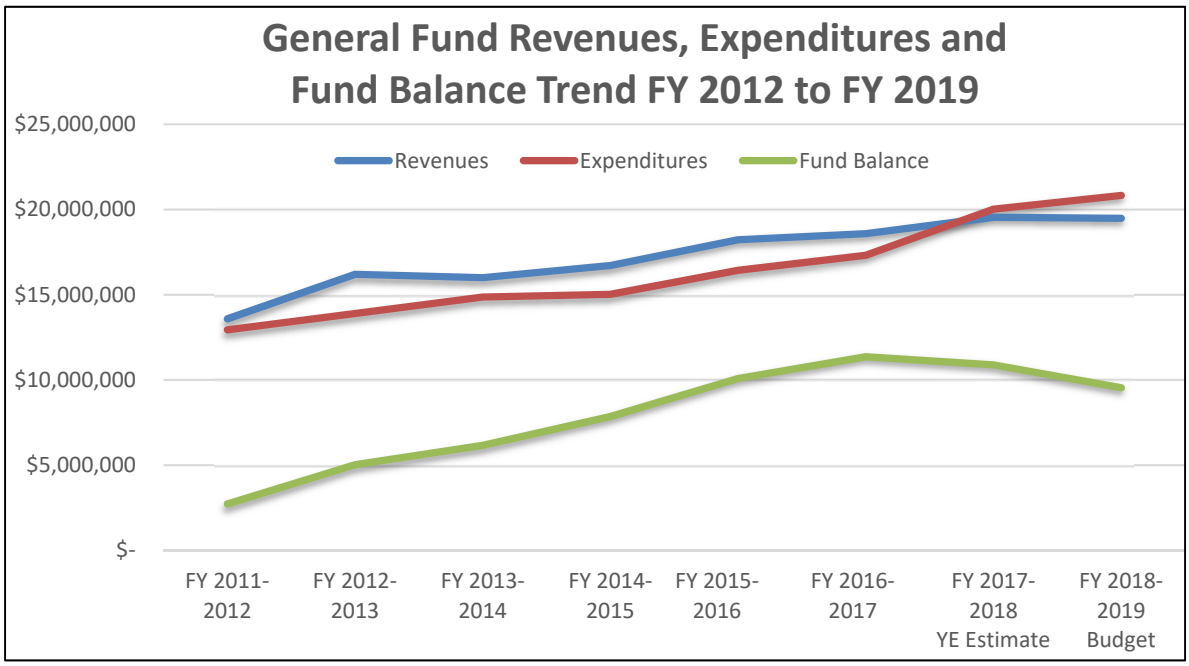
Fund Balance Trend for the General Fund:

The Fund Balance Trend chart provides historical trend information regarding General Fund revenues, expenditures, and fund balance over the last seven years as well as the projected FY 2018-2019 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 revenues exceeded operating expenditures in FY 2012. 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 General Fund repaid the $1.0 million borrowing from Special Asset Revenue Fund and yet the City managed to add to fund balance.

As a result, fund balance started to increase again after several years of reductions. Starting in FY 16-17, revenues began to plateau while public safety and pension related costs continued to increase. Fund balance reached a high of $11.3 million in FY 16-17 and is anticipated to be $10.8 million by June 30, 2018. The proposed FY 2018-2019 budget has total expenditures exceeding revenues by $1.34 million resulting in the reduction in fund balance to $9.5 million.



It should be noted, that as of the writing of this overview, final public safety invoices for FY 17-18 have not been received which may result in substantial year-end savings.

Budget Presentation:

The City's FY 2018-2019 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 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 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 2018-2019 GENERAL FUND BUDGET OVERVIEW AND ANALYSIS

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 few years. In 2016, Silverlakes Equestrian and Sports Park opened and the City entered into an agreement with Paul Blanco The Good Car Company. Also, in 2017, the Norco Village Center opened with a a Stater Brothers flagship grocery store as a site anchor. The Norco Village Center also includes a new CVS, Starbucks, Shell gas station, Miguel's Jr, Waba Grill, El Pollo Loco, Poke Town, Little Caesar's Pizza, Yobe Yogurt, Sandwich Spot, Nail & Spa, Cleaners, Critter Care, West Coast Dental, Great Clips, Comfort Care Reflexology and a UPS Store. Because 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 2018-2019 General Fund budget includes estimated sales tax revenues of over $7.0 million, which is exceeds 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, 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 2018-2019. Property tax is projected to increase slightly in FY 2018-2019 from FY 2017-2018 due to increased receipts, pass-through savings from bond refundings and higher than anticipated residual tax increment allocation from the County.

General Fund Revenues

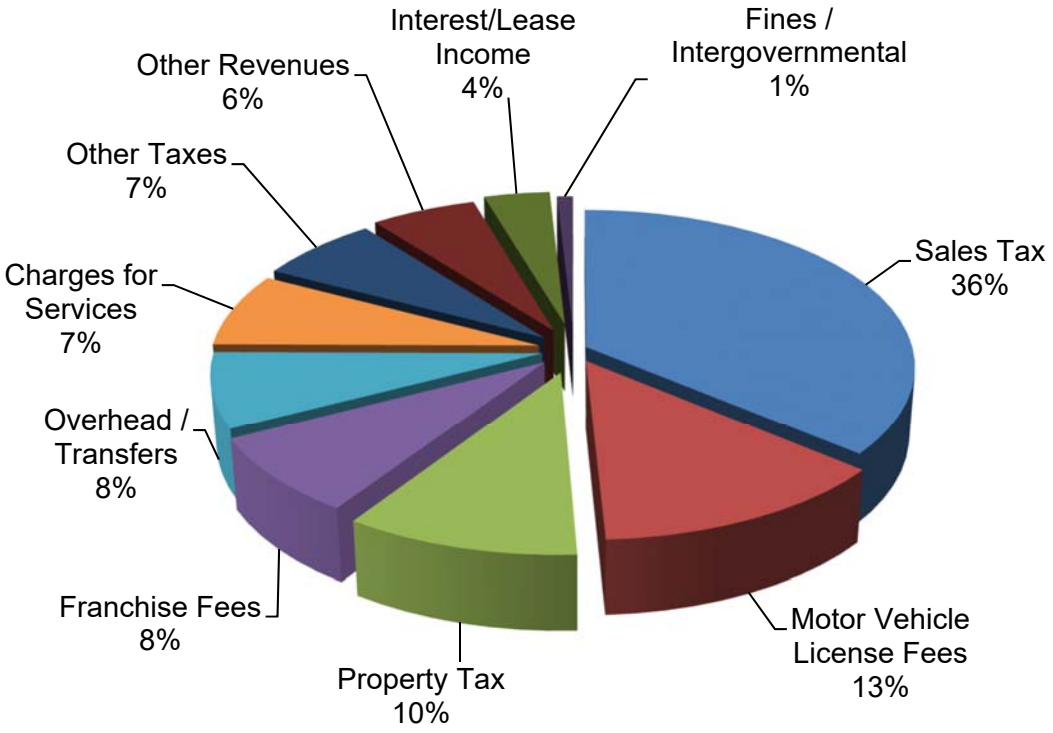
General Fund revenues for FY 2018-2019 are estimated based on the most available information through May 30, 2018. These estimates are subject to change as more information becomes available throughout the year. Changes to the budget estimates are usually approved by the City Council as part of mid-year budget amendments. General

Fund revenues are presented by detail line items and are summarized by major categories beginning on page 21.

The total estimated General Fund revenues for FY 2018-2019 is $19,480,548 compared to FY 2017-2018 estimated year-end amount of $19,545,581 reflecting a decrease of $65,033 or - 0.33%. Most of the projected net revenue decrease in FY 2018-2019 is from conservative estimates in development fees and one-time revenues. Decreased overhead reimbursement from the State of Department of Finance is continuing due to an ongoing dispute.

The following chart illustrates the General Fund revenue categories for FY 18-19 and the schedule provides a comparison between FY 2017-2018 and FY 18-19 revenues.

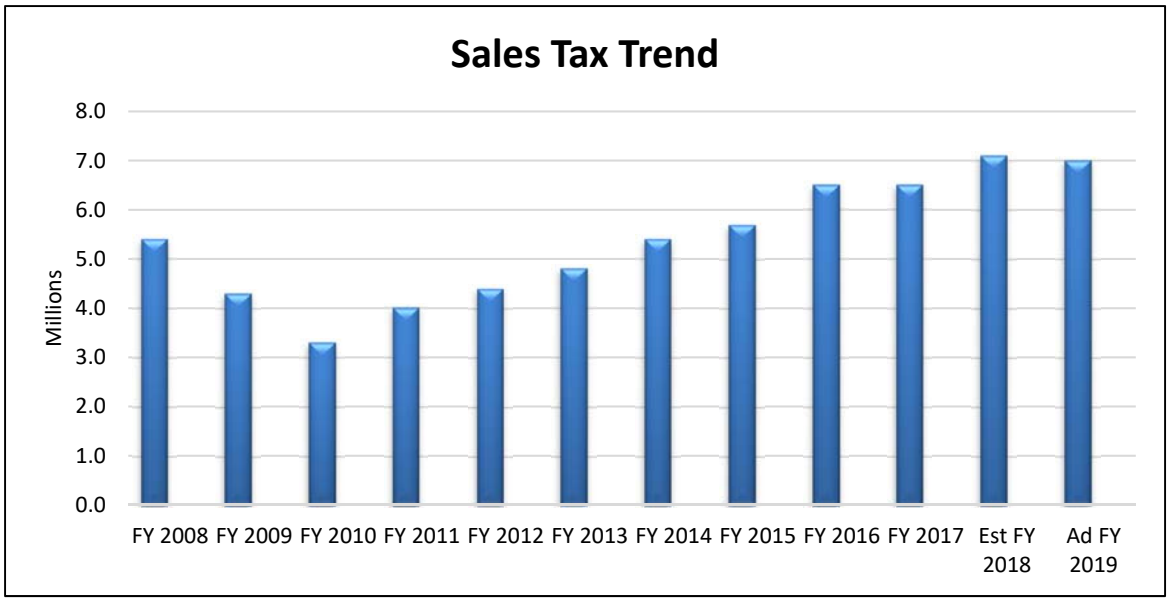
FY 2018-2019
Adopted General Fund Revenues by Source



General Fund Revenues Comparison by Source

Revenue Category	(A) FY 2017-2018 Amended Budget	(B) FY 2017-2018 Year-End Estimate	(C) FY 2018-2019 Adopted Budget	(C-B) $ Change YE Est. to FY 19 Budget	(C - B)/B % Change FY 18 YE Est. to FY 19 Budget	(C-A)/A % Change FY 18 Budget to FY 19 Budget
Sales Tax	$ 7,095,000	$ 7,136,830	$ 7,033,706	$ (103,124)	-1.44%	-0.86%
Motor Vehicle License Fees	2,451,337	2,453,458	2,556,934	103,476	4.22%	4.31%
Property Tax	1,859,740	1,945,623	1,961,378	15,755	0.81%	5.47%
Franchise Fees	1,513,575	1,534,091	1,574,740	40,649	2.65%	4.04%
Overhead/Transfers	1,465,952	1,466,675	1,506,852	40,177	2.74%	2.79%
Charges for Services	1,537,589	1,537,967	1,475,395	(62,571)	-4.07%	-4.04%
Other Taxes	1,254,053	1,296,613	1,327,136	30,523	2.35%	5.83%
Other Revenues	1,232,355	1,298,511	1,150,706	(147,805)	-11.38%	-6.63%
Interest/Lease Income	687,733	704,930	719,236	14,306	2.03%	4.58%
Fines/Intergovernmental	165,846	170,884	174,465	3,581	2.10%	5.20%
Total	$ 19,263,180	$ 19,545,581	$ 19,480,548	$ (65,033)	-0.33%	1.13%

Sales Tax: Sales tax represents the highest share of total General Fund revenues at 36%. 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. For FY 2017-2018 estimated sales tax receipts are projected to be $7.1 million. The amount surpasses the pre-recessionary peak amount of $6.2 million in FY 2006-2007 by $900,000. The increase is attributed to recent economic development but is expected to plateau in the coming years. The chart below provides a ten-year trend of the City's sales tax receipt. It highlights economic development efforts to increase and diversify sales tax base. There is a direct link between City sales tax receipt and the financial health of the General Fund.



For FY 2018-2019, sales tax is conservatively projected to decrease by 1.44% pending the amount and timing of the distribution of receipts by the State of California. Staff estimates that the City actually earned $6.7 million in FY 2016-2017 but actual receipts were lower due to under-advancement in the fourth quarter by the State Board of

Equalization. The true-up payment was received in FY 2017-2018. This led to an upward revision in FY 2017-2018 sales estimate during the mid-year budget review. We are projecting FY 2018-2019 to remain flat. Projections will be reviewed and updated during the Mid-Year Review process in February 2019 and will include revised estimates on a full year of the Norco Village Center operations.

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 are allocated for 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 2018-2019 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 2017-2018. MVLF is increasing by $103,000 from $2.45 million to $2.55 million. This revenue item, which is largely controlled by the State, represents the second highest portion of total General Fund revenues at 13%.

Property Tax: Property tax revenues are projected to show a slight increase in FY 2018-2019 compared to FY 2017-2018 due primarily to increased residual tax increment sharing which includes savings generated by the recent bond refundings. 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 2018-2019 budget year is expected to be provided to cities in late Fall 2018. At this time, preliminary information of assessed values is conservatively estimated and will be revised during the Mid-Year Review process in February 2019. 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. Property tax represents 10% of total estimated General revenues for FY 2018-2019.

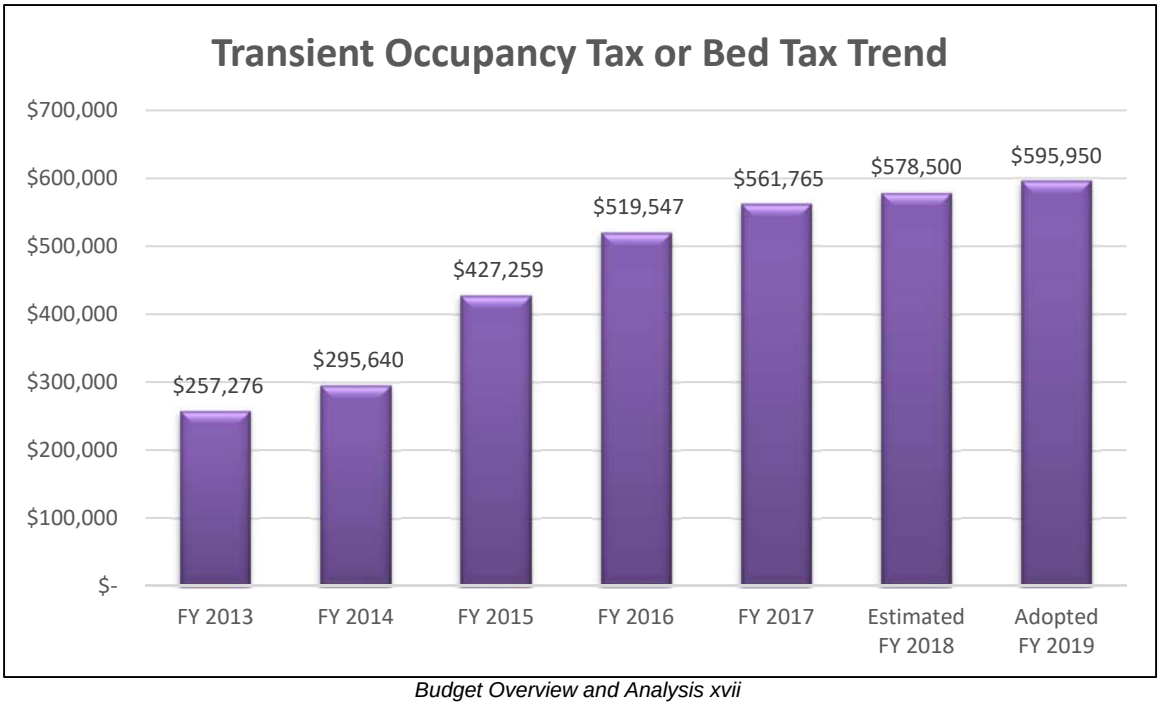
Franchise Fees: Overall, these revenue items are projected to increase by a net 2.65% due to the final contractual increase in Refuse franchise revenues. The Refuse franchise fee will increase from 16.32% to 17.902% for residential customers and 17.90% for commercial customers. The Refuse franchise fee will remain at these levels for the remainder of the refuse contract through 2024.

Overhead Reimbursements and Transfers: Overhead reimbursements and transfers to the General Fund represent each transferring Fund's share of overhead costs that are paid by the General Fund. The reimbursement to the General Fund from other Funds including enterprise, community facilities districts and landscape maintenance districts, 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 has reimbursed the City $108,258 annually to pay for the former redevelopment agency's estimated share of pension and post-retirement healthcare liabilities. For the second year, the DOF has declined to submit the reimbursement. It should be noted that the former Redevelopment Agency paid the pension benefit costs as they occurred but due to the dissolution former Redevelopment, the City continues to pay any adjustment or changes to those pensions resulting from any actuarial adjustments or investment shortcomings. The city is appealing the decision and has not anticipated the reimbursement in the current revenue projections. Reimbursements and transfers to the General Fund will remain relatively unchanged except for a one-time transfer of $40,000 from the Equipment Replacement Fund. The City is matching a $40,000 grant from the RCTC for a new bus for the Sr. Center. Overhead reimbursements and transfers account for 8% 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 decrease of $62,571 or 4% from $1.537 million to $1.475 million in FY 2018-2019. The projected increase in community services/recreation programs is 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 2018-2019.

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 2.35%. 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. The increase is due to a projected increase in hotel stays for transient occupancy tax. In recent years, the City has been aggressive with efforts to attract new hotels to the City.



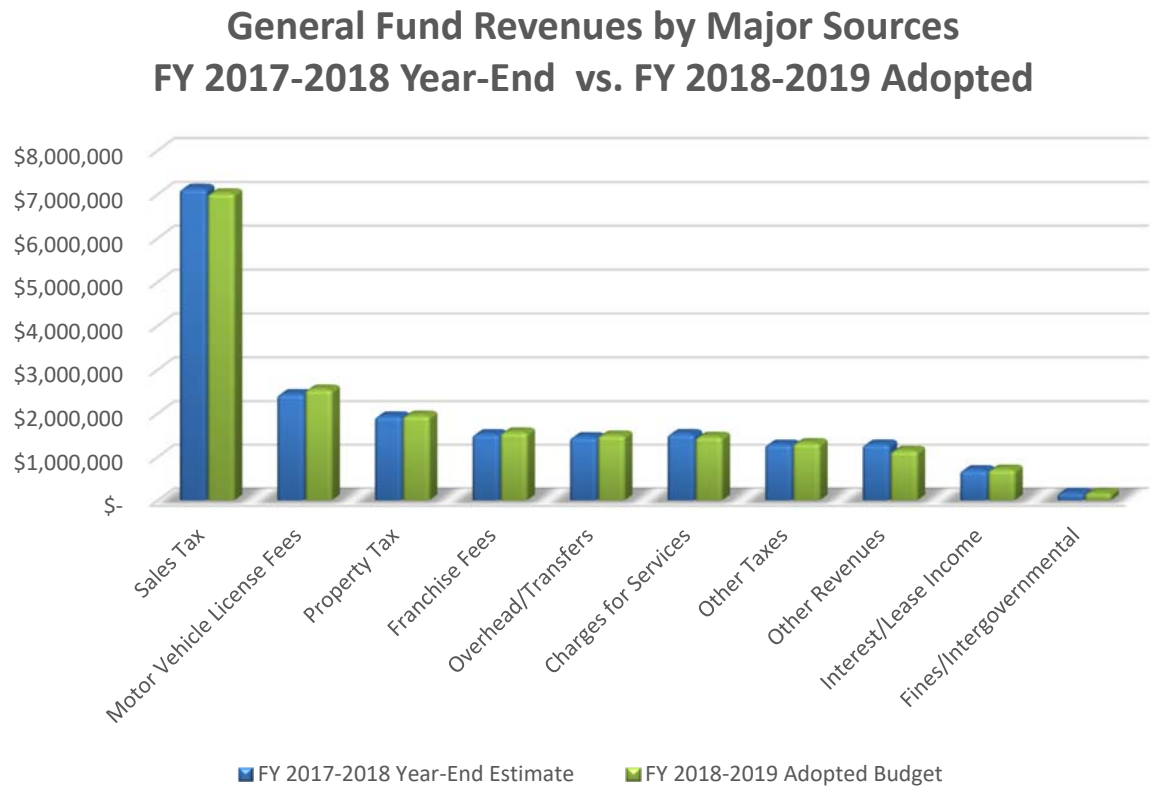
Because of economic development efforts and the growing interest in the City as a destination location, two new hotels were built and others are in the pipeline. Even with the limited rebate, the City provides to one of the new hotel operators, TOT revenues have more than doubled over the last five years as shown by the chart above.

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 2018-2019 total revenues from this category are decreasing by $147,000 as compared to the FY 2017-18 year-end estimate. The decrease is primarily due to one-time revenues from administrative bond reimbursement and cyclical revenues such as Dog License renewals. Other Revenues category makes up 6% of total General Fund revenues.

Interest Earnings and Lease Income: Interest Earning consists of investment earnings on fund balance. Lease Income includes the Silverlakes lease and cellular phone site leases. 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 4% of total General Fund revenues.

Fines/Intergovernmental: This includes revenues associated with code fines, parking fines, vehicle impound fees and revenues from other governments. The increase of 2% is primarily attributed to increased code enforcement activities.

This graph highlights the General Fund revenues as compared to the year-end estimate.



As General Fund revenues are anticipated to remain flat over the coming years, this is in contrast to expenditures, which are projected to rise without increases in current service levels.

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 by capping the 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, all employees contributed the full employee portion 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, 2019. Due to increasing demand for services and reorganization, personnel have been added over the last few years in Planning, Public Works and Information Technology. In the proposed FY 2018-2019 budget, full-time staffing levels will remain at 56 positions.

General Fund expenditures are estimated based on staffing, 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 2018-2019 of $458,908, or $93,285 more than last year, has been included in the recommended General Fund budget under Non-Departmental division. Other significant third party costs in the General Fund expenditure budget include county sheriff and county fire contract costs, liability, and workers compensation premiums. Liability and workers compensation premiums are largely driven by coverage rates and covered payroll levels. Both County sheriff and county fire contract costs are determined based on City contracted service levels and County contract rates. The final costs of these public safety contracts may fluctuate due to county or state salary negotiations and increasing liability, pension and overhead costs. The City budgets these county contracts conservatively resulting, on occasion, in year-end savings.

The proposed FY 2018-2019 budget includes total General Fund projected expenditures of $20,825,918 compared to total estimated FY 2017-2018 year-end estimated expenditures of $20,015,035 an increase of $810,883. Outlined below are the key factors that affected the FY 2018-2019 proposed General Fund expenditure budget:

- The proposed FY 2018-2019 budget includes projected rate increase of 6% and 4% respectively, for sheriff and fire contracts. The Sheriff services levels for Traffic

Enforcement is increasing in FY 18-19 with the inclusion of a full-time Traffic Enforcement Deputy and Community Service Officer. Fire and emergency medical services provided by Riverside County Fire will be funded at the same service level as in FY 2017-2018. Public safety programs make up more than 53% of total General Fund expenditures.

- Pension rates are projected to increase by 7.4% from 43.653% in FY 2017-2018 to 46.910% in FY 2018-2019 with employees continuing to contribute towards pension benefit costs. All employees who are considered 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 6.842% during FY 2018-2019. These employees are required to make contributions equal to the City's contribution rate.
- 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 medical insurance premiums has been estimated to increase by 5% for the second half of the fiscal year.
- The General Fund budget includes a $200,000 contribution for post-retirement healthcare insurance obligation.
- Full-time employees' salaries are projected to increase by 3% for the final year of a two-year contract.
- Increased costs for utilities for city operations
- The National Pollutant Discharge Elimination System (NPDES) transfer of $75,000 has been discontinued for the second year due to available fund balance to address the gap in FY 2018-2019.
- The budget includes funding for estimated increase in third party contractual costs for utilities, landscape maintenance, building maintenance and other services.
- Implementation of $430,591 in expenditure related reductions.

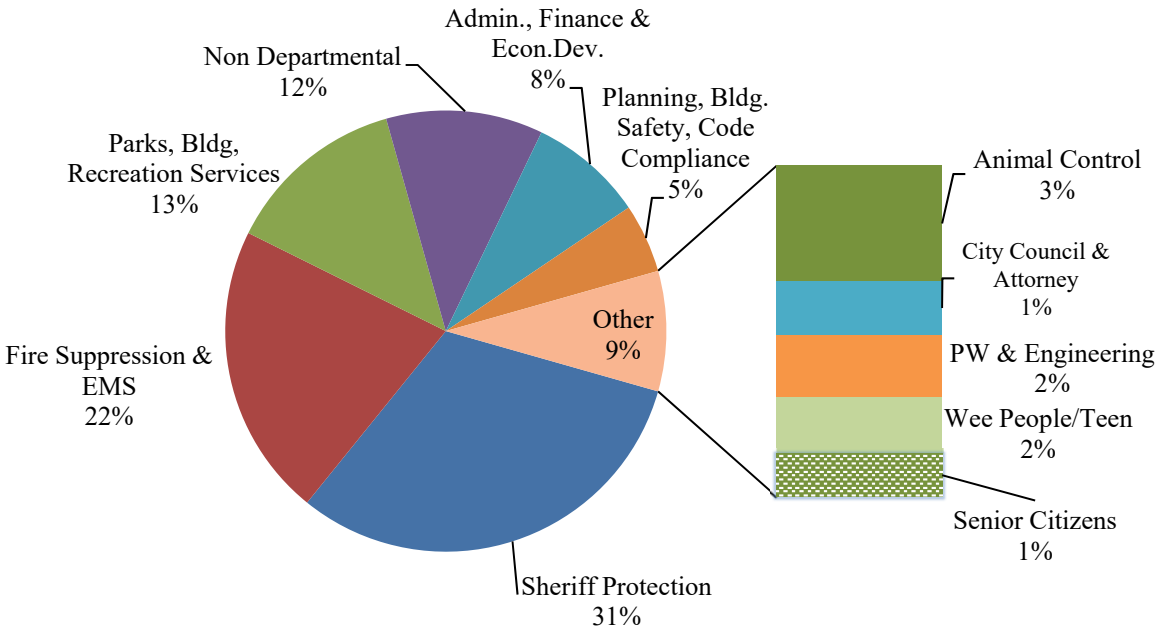
The following analysis provides additional information on the General Fund expenditure trends.

General Fund Expenditures:
As shown by the pie chart, 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.

The third largest function, Parks, Building & Recreation, is 13% but increases to 19% with Animal Control, Wee People/Teen and the Sr. Center programs. 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 9% of total General Fund expenditures. Planning & Building and Public Works

make up the additional 7% of total General Fund expenditures. The General Fund Expenditure summary is on page 25.

FY 2018-2019
Adopted General Fund Expenditures by Program



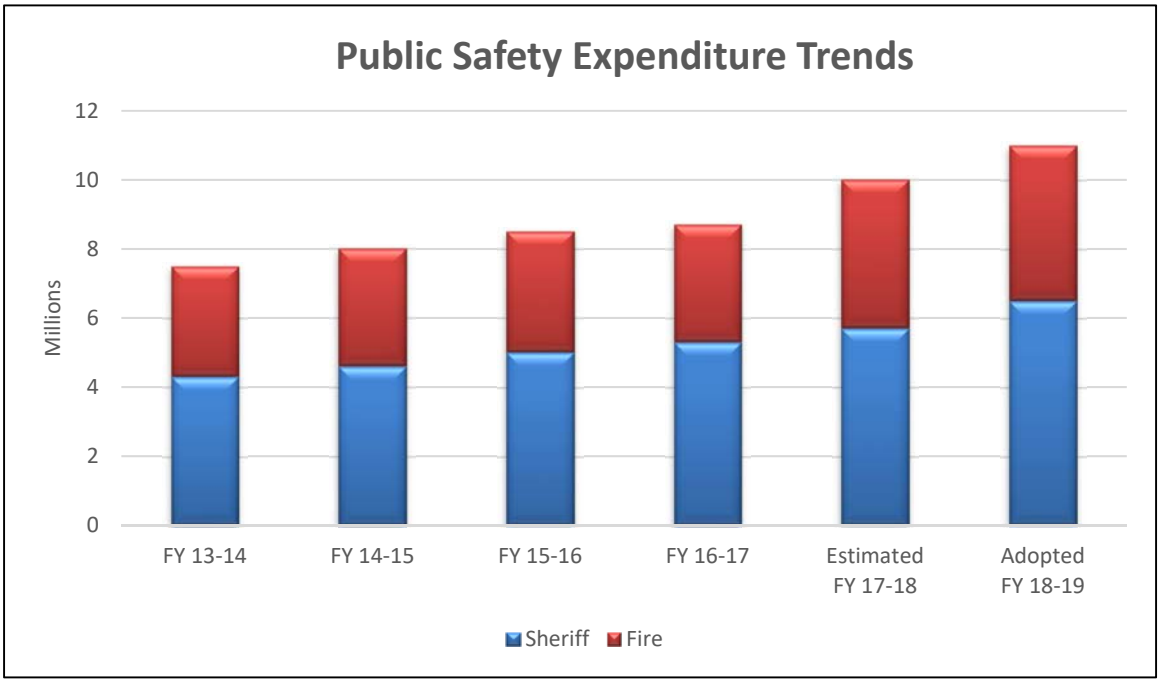
General Fund Expenditures Comparison by Program

	(A) FY 2017-2018 Amended Budget	(B) FY 2017-2018 Year-End Estimate	(C) FY 2018-2019 Adopted Budget	(C-B) $ Change YE Est. to FY 19 Budget	(C - B)/B % Change FY 18 YE Est. to FY 19 Budget	(C-A)/A % Change FY 18 Budget to FY 19 Budget
Sheriff Protection	$ 5,983,499	$ 5,821,939	$ 6,543,986	$ 722,047	12.40%	9.37%
Fire Suppression & EMS	4,309,232	4,305,363	4,479,667	174,304	4.05%	3.96%
Parks, Bldg, Recreation Services	2,711,877	2,787,804	2,770,944	(16,860)	-0.60%	2.18%
Non Departmental	2,859,952	2,831,409	2,393,821	(437,588)	-15.45%	-16.30%
Administration, Finance & Economic Dev.	1,697,368	1,581,717	1,751,018	169,301	10.70%	3.16%
Planning, Bldg. Safety, Code Compliance	983,661	917,252	1,052,499	135,247	14.74%	7.00%
Animal Control	625,247	609,263	640,284	31,021	5.09%	2.40%
City Council & Attorney	348,681	342,636	298,251	(44,385)	-12.95%	-14.46%
Public Works & Engineering	334,657	287,540	348,044	60,504	21.04%	4.00%
Wee People/Teen Program	292,216	296,970	310,972	14,002	4.72%	6.42%
Senior Citizens	239,117	233,142	236,430	3,288	1.41%	-1.12%
Total	$ 20,385,507	$ 20,015,035	$ 20,825,918	$ 810,883	4.05%	2.16%

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

Sheriff 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 2018-2019 Sheriff's contract rates are projected to increase by 6% from FY 2017-2018 rate, an additional 3.37% is mostly attributed to the full year funding of the new Traffic Enforcement program resulting in overall 9.37% increase. The increase of 12.4% as compared to year-end is primarily due to the delay in hiring the two new Traffic Enforcement positions and the conservative estimate regarding the final contract costs for FY 17-18. The Traffic Enforcement Program should be in operation in the summer of 2018. An additional $100,000 of Supplemental Law Enforcement Services funding is available in grant funds for frontline municipal police services.

Fire Suppression 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 2018-2019 using current staffing levels and that provides 24-hour comprehensive fire and emergency medical services from two Norco stations. The year-end increase of 4.05% as compared to year-end is a conservative estimate as the city receives final invoices in August. The estimated budget increase includes a projected contract rate increase of 4% from FY 2018-2019 budget rates.



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 2018-2019 budget reflects total projected expenditures of $2,393,821 compared to FY 2017-2018 amount of $2,859,952. The net decrease of $466,131 is mainly attributed to the one-time transfer for CIP projects such as Wayne Makin Sports Complex Electrical Infrastructure Project. The project replaces underground electrical and eliminates power interruptions. The Non-Departmental budget also includes the prior city employee's fire retirement contribution or unfunded actuarial accrued liability (UAAL) which increased from $365,623 to $458,908. UAAL is the amount of retirement costs that is owed in future years that exceed current assets and their projected growth.

City Manager, City Clerk, Economic Development and Human Resources: The total estimated budget for FY 2018-2019 for this function is $1,099,203 compared to FY 2017-2018 budget amount of $1,056,819. This represents an increase of $42,384 due primarily to the cost of the 2018 election.

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 2018-2019 is $651,815 compared to FY 2017-2018 amount of $640,549. The budget has a net increase of $11,266 as compared to FY 2017-2018 budget mainly due to the increasing salary and benefit adjustments.

Planning, Building and Code Compliance: The total estimated FY 2018-2019 budget for this division is $1,052,499 compared to FY 2017-2018 budget amount of $983,661. The 7% increase is due to the salary and benefit adjustments as well as a full year for on-site planning services.

Parks, Recreation and Building Maintenance: The FY 2018-2019 projected expenditure budget for the Parks, Recreation and Building Maintenance Divisions is $2,770,944 compared to the FY 2017-2018 amount of $2,711,877. The estimated increase of 2.18% or $59,067 is due to the increase in the cost of utilities, salary adjustments and minimum wage increases.

Animal Control Division: The FY 2018-2019 estimated budget for the Animal Control Division reflects total expenditures of $640,284 compared to FY 2017-2018 budget amount of $625,247 for an increase of 2.4% or $15,037. The budget is increasing due to minimum wage increases and salary adjustments.

City Council/City Attorney: The City Attorney budget was reduced by $50,000 associated with code enforcement assistance. City Attorney services will be used on an as-needed basis for code enforcement assistance.

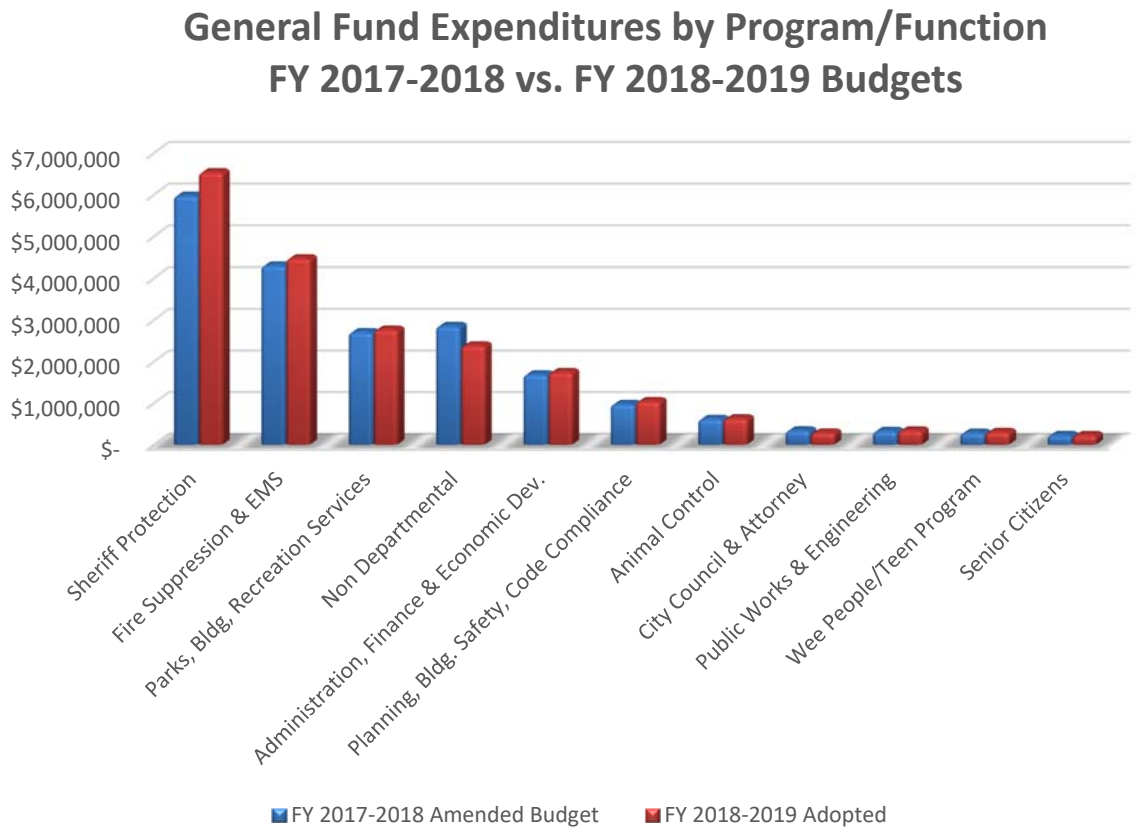
Engineering/Public Works: Engineering and public works functions included in the General Fund consist of public works inspection, engineering administration, and parkway

maintenance. The total estimated General Fund expenditures for these activities in FY 2018-2019 are $348,044 compared to FY 2017-2018 budget amount of $334,657. The projected increase of $13,387 or 4% is due to increased salary adjustments and benefits.

Wee People/Teen Program: The Wee People/Teen program has an increase of 6.4% primarily due to increasing supplies, contractual services and salary adjustments. Program revenues are included in the General Fund revenue projections and are reviewed in association with program expenditure increases.

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 2018-2019 is estimated to be $236,430 compared to $239,117 for FY 2017-2018. The budget includes a one-time transfer of $40,000 from the Equipment Replacement fund towards the purchase of a bus for the Senior Center through an RCTC grant match program.

This graph compares the FY 17-18 Amended budget to the Adopted FY 18-19 program budgets.



Fund Balance:
The estimated fund balance of the General Fund at the end of FY 2017-2018 is $10,888,158 or a decrease of $469,454 in fund balance. The projected $1.345 million gap between revenues and expenditures in FY 2018-2019 will be covered by using reserves/fund balance. Based on the recommended total General Fund budget of $20,825,918 the minimum required fund balance is $5.2 million. The estimated fund balance of $9.54 million at the end of FY 2018-2019 represents 46% of total recommended budget. This amount stands above the City Council resolution requirement of 25%. While this is a healthy fund balance that demonstrates the success of City efforts in controlling expenditure and increasing revenues, it is important to note that this fund balance will be depleted as public safety operating expenditures and pension obligations are anticipated to continue increasing in the future.

WATER FUND BUDGET HISTORY AND SUMMARY

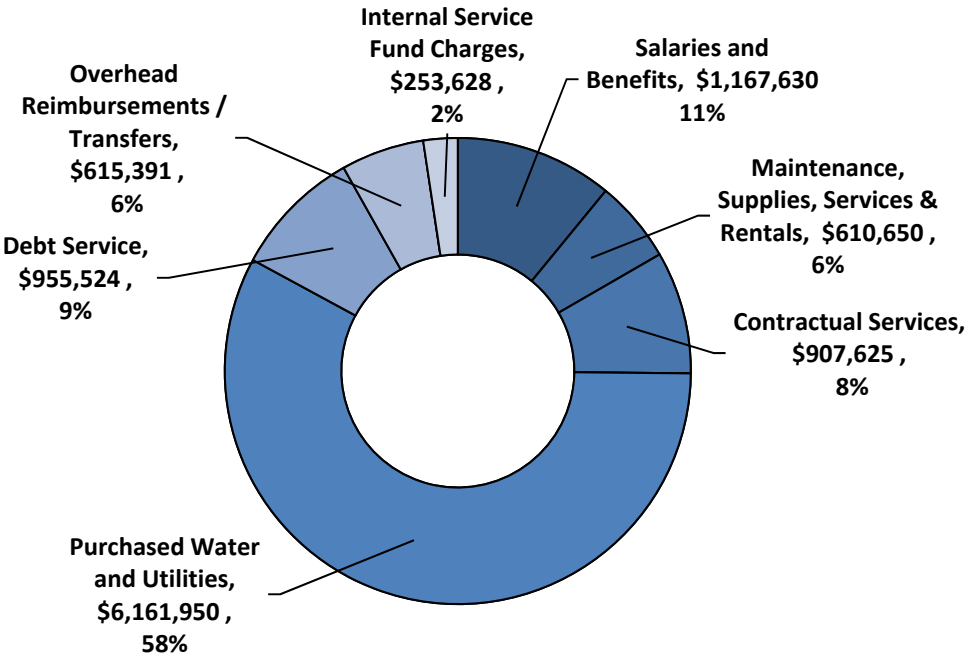
During FY 2010-2011, the City Council approved water rate adjustments, which were implemented over 18 months through FY 2012-2013. The purpose of the rate adjustment was to ensure that sufficient revenues are generated to cover the total cost of operating and maintaining the water system including debt 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. 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). During periods of water conservation, the state's water restrictions can cause the City to be obligated to purchase more water than it needs at higher costs. If this happens, the City would 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. During this period, the State's restrictions did not increase the cost of water but pass-through costs from providers did increase.

The City implemented a purchased water cost pass-through rate adjustment of 10% in January 2016 to cover the increasing provider costs. 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 decreased consumption, revenue from the rate change did not provide adequate revenue to support the Water Fund. As a result, the FY 2016-2017 budget included one-time revenues of $1.13 million for the Sale of Water to the Fontana Water Company and a $700,000 transfer from the Water Capital Fund. In the fall of 2016, the City completed a rate analysis, which resulted in the approval of

restructured water and sewer rates through FY 2021. The first rate increase was January 1st, 2017 and each subsequent increase will be on July 1st of each fiscal year through FY 2020-2021. The rate increase will begin to stabilize the Water Fund and provide for capital improvements and reserve funds. It is important to note that in late 2012, Standard and Poor's Rating Agency did downgrade the rating of the water and sewer systems outstanding enterprise revenue bond as a result of low debt service coverage ratios. The approved restructuring of the rates will also provide confidence to the financial markets regarding the Water Fund's financial condition.

FY 2018-2019 Adopted Water Fund Expenditures
Total $10,672,398



Summary of Projected Water Fund Expenditures by Category For Fiscal Years 2017-2018 and 2018-2019

Expenditure Category	Amended FY 2017-2018	Estimated FY 2017-2018	Adopted FY 2018-2019	Amended vs Adopted
Salaries and Benefits	$ 1,099,606	1,024,896	1,167,630	6.19%
Maintenance, Supplies, Services & Rentals	525,850	547,100	610,650	16.13%
Contractual Services	676,162	676,161	907,625	34.23%
Purchased Water and Utilities	5,967,700	4,930,200	6,161,950	3.26%
Debt Service	957,371	957,371	955,524	-0.19%
Overhead Reimbursements / Transfers	615,001	614,487	615,391	0.06%
Internal Service Fund Charges	211,698	432,309	253,628	19.81%
Totals	$ 10,053,388	9,182,524	10,672,398	6.16%

Water Fund Revenues and Expenditures: The projected FY 18-19 Water Fund assumptions are based on approved water rates effective July 1, 2018, current estimates of the cost of purchased water, an increase in contractual services for one-time reservoir inspection and the cleaning and on-call assistance for street paving after main breaks. The total FY 2018-2019-projected revenue for the Water Fund is $12,905,371 while total estimated expenditures are $10,672,398. The difference between revenues and expenditures, or $2.2 million, is added to Working Capital Balance. The total estimated Working Capital balance is $7.4 million.

The Water Fund's Working Capital Balance will annually be reviewed to determine the amount necessary to reach the target Operating and Rate Stabilization Reserves and make the necessary transfers to Water Capital Fund for the funding of capital projects. The target Operating Reserve equates to three (3) months of the cost of Water Fund Operations or $2.6 million for FY 18-19. The goal is to fully fund the Operating Reserve within five years or FY 2020-2021. The Rate Stabilization Reserve target is $2 million with a goal to fully fund the reserve by 2026. The estimated remaining Working Capital, after allocation of $2 million to reserves, totals $5.4 million and will be available for water capital projects.

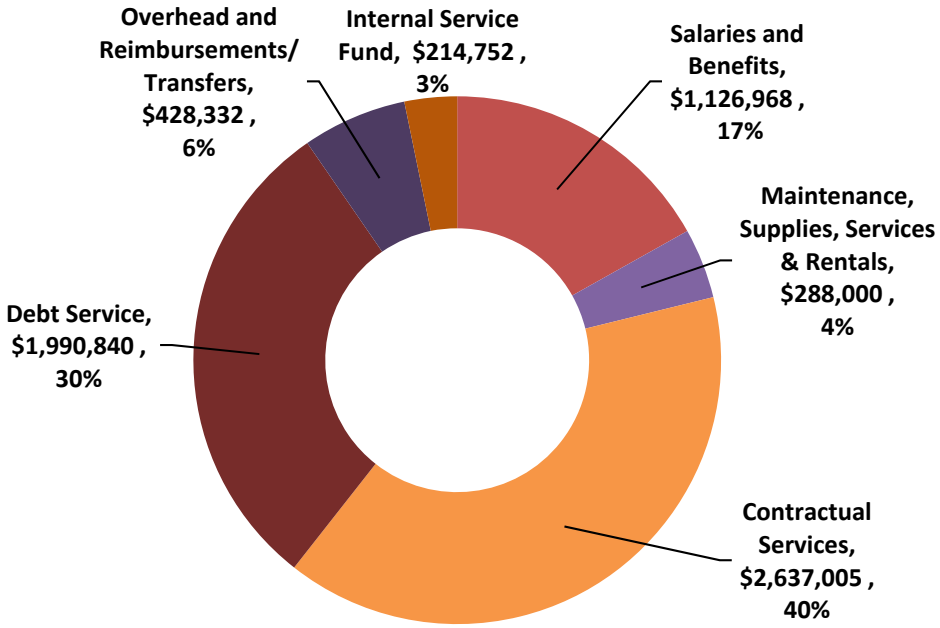
As can be seen from the chart , 58% of total Water Fund expenditures are pass-through purchased water and utilities costs. Most of purchased water costs are fixed costs which the City must pay under take-or-pay Purchase Water Agreements. The City has minimal control over these costs in the short-term. Total purchased water costs have been projected to increase based on expected per-acre increase in third party cost from the FY 2017-2018 rate. Another 9% of total expenditures are for debt service, which is also a fixed cost item. Salaries and benefits comprise 11% of total expenditures. Cost of maintenance, services, supplies, and rental is 6% of the total budget. Internal service fund charges, which include the cost for equipment operations and replacement, maintenance and payment of liability claims, are projected to go up due to cost increases related to maintenance support for Information Technology equipment and software. The Water Fund Summary and detail start on page 31.

SEWER FUND BUDGET HISTORY AND SUMMARY

Sewer Fund revenues are derived from sewer service charges on residential, commercial and industrial customers. The Sewer Fund has been relatively healthy, as compared to the Water Fund, and has been able to contribute to the to the Sewer Capital Projects Fund for future capital replacement. Additionally, over the last few years, revenues have exceeded expenditures with the balance contributing to Working Capital.

Sewer Fund Revenues: The projected FY 2018-2019 Sewer Fund assumptions are based on the existing sewer rate structure, the City's portion of the Western Riverside County Regional Wastewater Authority (WRCRWA) Treatment Plant, and the increasing costs for sewer line cleaning, treatments and maintenance. The total FY 2018-2019 projected revenues for the Sewer Fund is $7,893,980 while total estimated expenditures are $6,685,897.

FY 2018-2019 Adopted Sewer Fund Expenditures
Totals $6,685,897



Summary of Projected Sewer Fund Expenditures by Category
FY 2017-2018 and FY 2018-2019

Expenditure Category	Amended FY 2017-2018	Estimated FY 2017-2018	Adopted FY 2018-2019	Amended vs Adopted
Salaries and Benefits	$ 1,000,994	$ 954,737	$ 1,126,968	12.58%
Maintenance, Supplies, Services & Rentals	303,700	287,500	288,000	-5.17%
Contractual Services	2,569,840	2,171,840	2,637,005	2.61%
Debt Service	1,787,033	1,787,033	1,990,840	11.40%
Overhead and Reimbursements/ Transfers	428,332	428,332	428,332	0.00%
Internal Service Fund	175,632	150,632	214,752	22.27%
Totals	$ 6,265,531	$ 5,780,074	$ 6,685,897	6.71%

The difference between revenues and expenditures, or $1.2 million, is added to the Working Capital Balance. The total estimated Working Capital balance is $8.9 million. The Sewer Fund's Working Capital Balance will annually be reviewed to determine the amount to be allocated to meet Operating Reserve target and fund Sewer Capital Fund projects. The Operating Reserve target was set to equal three (3) months of the annual cost of Sewer Fund operations or $1.6 million. A rate stabilization reserve was not recommended for the Sewer Fund due to the stability of Water fund revenues. Sewer Fund revenues are derived largely from fixed charges. The remaining Working Capital after allocation of $1.7 million to operating reserves is estimated to be $7.2 million and will be available for sewer capital projects.

The rate study approved by the City Council in FY 2016-2017 includes approved increase to the sewer rate effective July 1, 2018. As a result of significant improvement in the financial position of the Sewer Fund due to revenue receipts exceeding the rate study projections, the July 1, 2018 approved rate increase is being deferred. The City has until FY 2020-2021 to implement the approved rates. Staff will continue to monitor the overall financial condition of the Sewer Fund to ensure that adequate funds are available to meet the cost of operation and fund capital improvement projects. The approved rates will be implemented as necessary prior to the expiration date for the approved rates to be implemented. The Sewer Fund Summary and detail start on page 41.

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 2018-2019 is $694,674 compared to FY 2017-2018 estimated total revenue of $596,517. The increase of over $100,000 is primarily due an increase in an anticipated increase in apportionment. Anticipated expenditures are $878,579 resulting in a reduction of $183,905 in Gas Tax Fund Balance. The budget provides initial funding for a five-year tree-trimming schedule throughout the City. 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.

The Road Repair and Accountability Act of 2017 or SB1 approved by the State of California resulting in $52.8 billion over the next decade for the backlog in deteriorating infrastructure. The City has allocated the FY 17-18 and FY 18-19 portion in the Streets Capital Fund. Upon full phase-in, each city and county would see their Highway Users Tax Accounts (HUTA, Streets and Highways Code Sec 2103-2107) funds double with annual growth from new annual CPI tax rate adjustments. FY 2017-2018 would include a partial year of additional funding. Cities and counties will also receive additional streets and road funding through allocations to counties that have passed countywide transportation sales taxes or other programs. The Gas Tax Fund Summary and detail start on page 51.

NPDES STORM DRAIN FUND BUDGET SUMMARY

The National Pollutant Discharge Elimination System (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 has the correct assessment information. As a result, revenues are anticipated to increase by $15,455 in FY 2018-2019. In FY 17-18, the City discontinued a General Fund subsidy of $75,000. In FY 2018-2019, the City will continue to rely on accumulated fund balance. A total amount of $41,569 will be used from fund balance to support the current program expenditures of $152,734. Upon the completion of the implementation of the audit, revenues will stabilize

at $124,000 per year. The total FY 2018-2019 expenditures consists of salaries, benefits, and contracted costs.

The NPDES Fund will be drawing on reserves due to prior year expenditure savings and as a result, the General Fund will not be transferring $75,000 as has been done in years past. The NPDES Fund Summary and detail start on page 57.

Other Information

Detailed Fund and Department budget information can be found in this budget document. Questions regarding the FY 2018-2019 budget overview should be directed to the City Manager at (951) 270-5611 or Finance Officer at (951) 270-5650.

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 in a community that values its identity as Horsetown USA.

Mission Statement

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City Council & Staff

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CITY OF NORCO

CITY COUNCIL MEMBERS

		TERM ENDING YEAR
Ted Hoffman	Mayor	2020
Robin Grundmeyer	Mayor Pro Tem	2020
Kevin Bash	Council Member	2018
Berwin Hanna	Council Member	2020
Greg Newton	Council Member	2018

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

Residents of the City of Norco

Mayor & City Council

City Attorney

City Manager

- Operations Overview
- Implementing Policy
- Legislative Advocacy
- Budget
- Project Overview
- Regulatory Compliance
- Oversight Board

Fire Department & EMS
Riverside Co. Fire/CALFIRE

- Station No. 47 & 57
- Fire Fighting/Prevention
- Emergency Operations Center
- Hazardous Materials
- Norco Animal Rescue Team

Sheriff's Department
Riverside Co. Sheriff

- City Hall Substation
- Public Safety
- Crime Prevention
- Traffic Enforcement
- Norco Citizens Patrol

Deputy City Manager
Parks, Recreation & Community Services

- Parks & Building Maintenance
- Animal Control
- Youth & Adult Sports
- Senior Center
- Wee People
- Party Pardners (eliminated 7/1/18)
- Landscape Maintenance Districts
- Special Events
- Parks & Public Works

Human Resources

- Employee Relations
- Recruitment
- Training
- Benefits Management
- Risk Management
- Workers Compensation
- Compliance

Economic Development

- Develop/Implement Economic Development Strategy
- Housing Program
- Utility Assistance Program
- Economic Development Advisory Council
- Historic Preservation Commission
- Marketing

Information Technology

- Purchase, Maintain & Support all Computer Systems & Software
- IT Help Desk
- Telephone & Fiber Optic Systems
- Web Site Maintenance

Functional Organization Chart

City Clerk's Office

- Elections Official
- Public Information Office
- Custodian of Records
- City Council Agenda & Minutes
- City Records Management
- Political Reform Filing Official
- Boards & Commissions
- Norco Youth Advisory Council
- City Council Support Services

Fiscal & Support Services

- Financial Reporting/ Accounting
- Payroll
- Accounts Payable & Receivable
- Business License
- Water, Sewer & Refuse Billing
- Debt Management

Public Works

- Engineering
- Water & Sewer Operations
- Street & Parkway Maintenance
- NPDES-Storm Drains
- Parks & Public Works Commission

Planning/Building & Safety

- Plan Checks
- Permit Issuance
- Land Use & Zoning
- Code Compliance
- Building Inspection
- Specific Plans
- Planning Commission

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Budget Summary

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City of Norco, California
FY 2019 Operating Budget Summary

Expenditures:	***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2019 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$ 6,085,601	6,982,219	6,744,969	7,600,251
Employee Related Expenditures	91,073	175,877	144,414	124,529
Supplies and Services	1,666,013	1,884,051	1,868,452	1,867,054
Maintenance and Rentals	267,829	457,155	439,393	479,715
Operations and Utilities	5,436,836	6,767,299	5,734,049	6,972,097
Contractual and Professional Services	13,031,477	15,580,476	14,963,085	16,767,669
Miscellaneous/Pass Through	859,100	874,166	872,103	855,004
Debt Service	1,950,900	2,744,404	2,744,404	2,946,364
Internal Service Fund Charges	1,114,598	1,195,638	1,391,449	1,333,040
Capital Outlay	105,260	511,309	502,145	539,000
Transfers Out	333,206	933,028	933,028	258,204
Total Expenditures	$ 30,941,893	38,105,622	36,337,491	39,742,926

Funding Sources:	***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2019 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$ 17,318,389	20,385,507	20,015,035	20,825,918
Water Fund	8,031,299	10,053,388	9,182,524	10,672,398
Sewer Fund	4,603,327	6,265,531	5,780,074	6,685,897
Gas Tax Fund	676,752	770,607	746,978	878,579
NPDES Storm Drainage Fund	85,814	142,353	89,391	152,734
Grants (CDBG & Miscellaneous)	226,312	488,236	523,489	527,400
Total Funding Sources	$ 30,941,893	38,105,622	36,337,491	39,742,926 A

A = Excludes AQMD Transfers Out of $1,500. Total Budget with AQMD is $39,744,426.

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Budget by Funds

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Beginning & Ending Fund Balances All Funds

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City of Norco
FY 2018 - 2019 Budget
Beginning and Ending Fund Balances
(Operating Funds Only)

Fund #	*Fund Name*	*Est. Beg. Balance July 1, 2018*	*FY 18-19 Estimated Revenues*	*Transfers In*	*Transfers Out*	*FY 18-19 Estimated Expenditures*	*Estimated Ending Balance June 30, 2019*	*Increase (Decrease) in Fund Balance*
121	General	$ 10,888,158	19,061,194	419,354	-	20,825,918	9,542,789	(1,345,370)
123	CDBG Funds	-	311,400	-	-	311,400	-	-
122, 160-65	Miscellaneous Grants	-	216,000	-	-	216,000	-	-
124	Water	5,227,420	12,905,371	-	129,102	10,543,296	7,460,393	2,232,973
126	Sewer	7,749,597	7,893,980	-	129,102	6,556,795	8,957,680	1,208,083
133	Gas Tax	507,694	694,674	-	-	878,579	323,789	(183,905)
139	NPDES	112,090	111,165	-	-	152,734	70,521	(41,569)
156	AQMD	142,214	33,000	-	1,500	-	173,714	31,500
	Special Districts Memo Only	-	-	-	119,650	-	-	-
	Subtotal	24,627,174	41,226,784	419,354	379,354	39,484,722	26,528,886	1,901,712
Internal Service Funds - Memo Only								
128	Vehicle Replacement	3,108,033	411,065	-	40,000	814,674	2,664,424	(443,609)
134	Benefits & Insurance	(125,344)	381,925	-	-	381,925	(125,344)	-
135	Information Technology	786,033	478,700	-	-	486,288	778,445	(7,588)
	Subtotal	3,768,723	1,271,690	-	40,000	1,682,887	3,317,526	(451,197)
	Grand Total	$ 28,395,898	42,498,474	419,354	419,354	41,167,609	29,846,412	1,450,515

Memo- Includes$119,650 in Overhead Charges from Special Districts

A transfer from the Vehicle Replacement Fund to the General Fund is a $40,000 Grant Match with RCTC for a bus for the Sr. Center.

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General Fund

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City of Norco, California
Projected General Fund Revenue

Account Number		FY 2018 Amended Budget	FY 2018 Preliminary YTD	FY 2018 Estimated Year-End Total	FY 2019 Budget Estimate
Property Taxes					
121-000-50100	Current Secured Taxes	$ 1,344,669	$ 734,372	$ 1,344,669	$ 1,367,330
121-000-50105	Current Unsecured	57,895	54,138	57,895	61,010
121-000-50115	Homeowner's exemption	17,326	7,512	17,326	16,555
121-000-50120	Prior Years Sec'd & Unsec'd	45,060	17,969	40,930	41,750
121-000-50125	Supplemental Taxes	33,165	14,567	35,970	26,100
121-000-50135	Tax Penalties	2,080	605	1,100	900
121-000-50140	Tax Increment	359,545	182,531	447,733	447,733
	Total	**1,859,740**	**1,011,694**	**1,945,623**	**1,961,378**
Sales Taxes					
121-000-50150	Sales Tax	7,095,000	3,618,350	7,136,830	7,033,706
	Total	**7,095,000**	**3,618,350**	**7,136,830**	**7,033,706**
Other Taxes					
121-000-50160	Public Safety Sales Tax	323,128	186,834	323,128	333,791
121-000-50165	Property Transfer Tax	102,635	70,760	120,330	122,740
121-000-50170	Transient Occupancy Tax	568,000	335,841	578,500	595,950
121-000-50185	Business Licenses	260,290	263,565	274,655	274,655
	Total	**1,254,053**	**856,999**	**1,296,613**	**1,327,136**
Franchise Fees					
121-000-52100	Cable TV Franchise	160,740	86,753	160,740	160,740
121-000-52105	Electric Franchise	240,000	-	263,447	260,000
121-000-52110	Gas Franchise	57,360	-	54,429	54,000
121-000-52115	Refuse Franchise	1,055,475	611,863	1,055,475	1,100,000
	Total	**1,513,575**	**698,616**	**1,534,091**	**1,574,740**
Motor Vehicle License Fees					
121-000-50130	In Lieu VLF	2,439,212	1,219,606	2,439,212	2,542,634
121-000-52200	VLF in Excess	12,125	-	14,246	14,300
	Total	**2,451,337**	**1,219,606**	**2,453,458**	**2,556,934**
Intergovernmental					
121-000-53520	Abandoned Vehicle Abatement	1,200	1,149	1,200	1,200
121-000-53536	City of Eastvale	(581)	(581)	(581)	-
	Total	**619**	**568**	**619**	**1,200**
Fines and Penalties					
121-000-54100	Vehicle Code Fines	72,000	38,585	72,000	75,000
121-000-54105	Parking Citations	35,000	15,580	25,000	25,000
121-000-54110	Municipal Code Violations - A/C	10,000	6,538	9,000	9,000
121-000-54112	Municipal Code Violations - Code Enforcement	30,662	40,487	47,000	47,000
121-000-54115	Municipal Code Admin Citations	300	-	-	-
121-000-54120	Vehicle Impound Fees	17,265	11,429	17,265	17,265
	Total	**165,227**	**112,619**	**170,265**	**173,265**
Interest Income/Lease					
121-000-54200	Interest Income	66,777	66,249	85,000	95,000
121-000-54215	Library Lease	-	-	-	-
121-000-54220	Communication Site Leases	166,758	117,811	165,732	170,038
121-000-54225	Silverlakes Rental Income	428,198	321,149	428,198	428,198
121-000-54226	Silverlakes Parking Lot Lease	26,000	19,500	26,000	26,000
	Total	**687,733**	**524,709**	**704,930**	**719,236**

City of Norco, California
Projected General Fund Revenue

Account Number		FY 2018 Amended Budget	FY 2018 Preliminary YTD	FY 2018 Estimated Year-End Total	FY 2019 Budget Estimate
Community Development Fees					
Planning:					
121-000-55100	Planning Fees - CUP	60,000	40,550	50,000	50,000
121-000-55105	Site Plan (Major/Minor)	23,616	28,558	38,000	38,000
121-000-55110	Variance (Major/Minor)	9,000	6,048	7,348	-
121-000-55120	Tentative Tract Map	817	817	817	500
121-000-55155	Sign Review	10,292	10,684	11,000	11,000
121-000-55160	Entertainment Permit	2,748	2,748	2,748	2,748
121-000-55170	Special Event Permit	2,500	2,036	2,500	2,500
121-000-55195	Publications	551	731	1,000	1,000
121-000-55205	Planning Information Letter	562	417	562	562
121-000-55210	Architecture Review	900	-	-	-
121-000-55220	Environmental Impact Reports	4,470	595	700	700
121-000-55235	Landscape Plan Check Review	2,395	2,395	2,746	2,746
121-000-55265	Appeal	400	-	-	-
Economic Development:					
121-000-55290	Sixth Street Gateway Sign Advertising	60,000	26,570	45,000	45,000
Building & Safety:					
121-000-55300	Building Permits	18,456	19,285	20,315	18,000
121-000-55305	Building Permit Fees	180,000	151,879	187,145	187,145
121-000-55310	Plan Check Fees	230,319	220,095	265,151	220,000
121-000-55315	Electrical Permit Fees	28,000	24,032	28,000	26,000
121-000-55320	Plumbing Permit Fees	15,500	15,790	18,330	15,000
121-000-55325	Mechanical Permit Fees	23,000	20,111	23,000	20,000
121-000-55330	Sewer Permit Fees	1,220	309	309	309
121-000-55335	Special Inspection Fees	344	344	688	688
121-000-55340	Microfilm & Imaging (Bldg)	6,102	6,781	7,657	7,000
					-
Engineering:					
121-000-55400	Encroachment Fees	90,600	65,938	86,000	86,000
121-000-55405	Grading Permit	24,239	8,341	9,000	9,000
121-000-55410	Grading Plan Check Fees	13,000	12,023	18,000	18,000
121-000-55415	Overload Moving Permit	1,160	1,083	1,179	1,179
121-000-55420	Final Map Check	3,604	3,604	3,604	3,604
121-000-55425	Improvement Plan Check	3,000	841	9,000	9,000
121-000-55430	Lot Merger Adjustment	300	-	-	-
121-000-55445	Water Quality Mgmt Plan	-	39	39	-
	Total	**817,095**	**672,644**	**839,838**	**775,681**
Community Services/Recreation					
121-000-55515	Adult Sports	28,628	15,410	28,628	28,628
121-000-55525	Dance-Rainbow	53,653	32,766	53,653	53,955
121-000-55545	Country Dance	2,328	1,368	2,328	2,520
121-000-55600	Youth Sports	78,901	56,216	78,901	95,462
121-000-55605	Private Youth Sports	9,196	-	9,196	9,196
121-000-55615	Wee People/Day Camp	180,187	105,398	180,187	180,187
121-000-55625	Senior Citizen Excursion Fees	500	165	200	200
121-000-55820	Fitness Class	36	36	-	-
121-000-55825	Notary & Loan Signing	160	105	160	160
121-000-56210	Taekwon-do	5,200	4,284	5,432	6,240
121-000-56215	SCMAF	-	-	-	1,800
121-000-56255	Horsemanship	-	-	390	600

Account Number		*FY 2018 Amended Budget*	*FY 2018 Preliminary YTD*	*FY 2018 Estimated Year-End Total*	*FY 2019 Budget Estimate*
121-000-56400	Ingalls Park/North	42,500	25,552	35,500	37,500
121-000-56405	Ingalls Park/South	81,500	55,160	81,500	81,500
121-000-56405.30	Spider Box Rentals	-	870	5,000	5,000
121-000-56410	Amphitheatre-Ingalls Park	-	(339)	(339)	-
121-000-56411	Veterans Memorial	11,875	7,876	7,976	7,976
121-000-56420	Bleacher Rentals	3,150	3,625	3,625	3,150
121-000-56421	P&R Infrastructure Repair	2,592	2,632	2,746	2,746
121-000-56422	Rental Services	24,000	9,661	19,000	14,600
121-000-56423	Rental Facility Insurance	6,750	2,919	6,735	4,200
121-000-56424	City Hall Room Rental	400	-	-	-
121-000-56424.10	Senior Center Rental	-	104	104	500
121-000-56425	Community Center	20,590	10,424	15,000	16,000
121-000-56430	Field Lighting	37,775	20,536	35,939	36,766
121-000-56435	Shelter Rental	1,970	2,278	3,247	2,800
121-000-56445	Security Guards	11,000	3,375	6,000	7,000
121-000-56450	Cleaning Fees	7,500	6,279	7,505	7,600
121-000-56455	Cleaning Fees - Restrooms	1,587	1,677	1,757	1,650
121-000-56600	Breakfast with Santa	3,435	3,435	3,435	2,025
121-000-56605	Parade of Lights	24,352	23,591	25,780	27,045
121-000-56608	George Inglalls Day	78	78	78	-
121-000-56615	Egg Hunt	1,118	700	1,117	1,400
121-000-56620	Concerts in the Park	9,630	2,500	7,690	11,780
121-000-56625	Day of the Cowboy	6,722	3,630	4,738	8,795
121-000-56627	Wheel Chair Basketball	7,000	3,257	7,669	8,900
121-000-56700	Gold Star/Blue Star Mothers Monument	6,105	6,105	6,105	-
121-000-56701	POW/MIA Memorial at George Ingalls	5,000	5,000	5,000	-
121-000-56800	Party Pardners Donations	5,000	3,685	5,000	-
121-000-56810	Senior Special Events	8,377	8,660	9,412	1,000
121-000-56815	Wee People Special Events	975	-	-	600
121-000-56900	AC After Hr Call Reimb	1,400	1,166	1,275	1,400
121-000-56902	Parks & Rec After Hours	1,864	2,302	3,000	1,864
121-000-56903	Riley Gym Banner Program	500	500	500	500
121-000-56905	Banner Installation	1,960	1,470	1,960	1,470
121-000-56910	Parks & Rec Misc Revenue	25,000	15,782	25,000	25,000
	Total	**720,494**	**450,237**	**698,129**	**699,715**
Other Revenues					
121-000-55185	Fire Permit	1,800	730	1,000	1,000
121-000-56426	Film Permit Fees	1,059	945	1,400	1,400
121-000-57143	Bulky Community Cleanup Credit	3,386	-	-	-
121-000-57150	Refuse Billing & Collection	68,200	43,498	68,200	68,200
121-000-57155	Penalties	260,000	216,149	284,855	284,855
121-000-57210	NCP Donations	3,227	3,227	3,227	3,227
121-000-57305	Impound Fees	12,000	8,223	11,000	11,000
121-000-57310	Adoption Fees	13,376	6,613	10,500	9,500
121-000-57315	Spay & Neuter Services	19,000	14,090	18,000	19,000
121-000-57320	Animal Shelter Donation	8,000	4,856	7,300	7,200
121-000-57321	Animal Control Special Services Donation	4,043	4,232	5,000	5,500
121-000-57325	Dog Licenses	116,000	115,398	140,585	114,000
121-000-57330	Ranch Licenses	112	112	112	112
121-000-57335	Poultry Licenses	-	-	484	500
121-000-57340	Misc. Animal Control Fees	6,500	5,875	7,100	7,000
121-000-57345	AC Software Maintenance Fee	8,500	7,646	9,500	9,300
121-000-57400	Emergency Medical Subscription	331,000	227,170	331,000	331,000

City of Norco, California
Projected General Fund Revenue

Account Number		*FY 2018 Amended Budget*	*FY 2018 Preliminary YTD*	*FY 2018 Estimated Year-End Total*	*FY 2019 Budget Estimate*
121-000-57405	Emergency Response Recovery	21,000	15,255	21,000	21,000
121-000-57415	Ambulance Fines (Restricted)	21,000	3,833	4,000	4,000
121-000-57430	Fire Fees	186	-	-	-
121-000-57440	Fire Inspection Fee	84,338	84,794	87,000	87,000
121-000-57440.10	Fire Inspection Fee-Special Events	1,360	1,182	1,360	1,360
121-000-57445	Fire Plan Check Fees	25,600	20,979	25,600	25,600
121-000-57470	Weed & Lot Clearing	12,500	5,333	8,000	8,000
121-000-57605	Damage Claims	376	-	-	-
121-000-57606	Bad Debt Recovery	2,643	1,086	2,000	2,000
121-000-57610	Reimbursements	66,167	50,289	70,492	15,000
121-000-53512	WRCOG BEYOND Economic Dev. Program	19,850	-	-	-
121-000-53512.10	WRCOG BEYOND Parks Program	6,000	-	6,000	6,000
121-000-57700	Business License Renewal	39,809	39,937	40,097	40,097
121-000-57701	SB1186 Fee	1,225	1,378	1,650	1,650
121-000-57705	Business License Penalty	9,997	10,542	11,800	10,000
121-000-57715	License Processing Fees	25,438	24,449	31,910	31,910
121-000-57725	Truck Parking Permits	1,746	1,260	1,500	1,500
121-000-57730	Yard Sale Permits	1,700	1,242	1,700	1,700
121-000-57735	Miscellaneous Sponsorship	(300)	(300)	-	-
121-000-57815	Finger Printing	7,000	3,661	4,000	4,000
121-000-57825	Photocopy Charges	1,000	764	1,000	1,000
121-000-57902	Sale of Merchandise	1,095	731	1,095	1,095
121-000-57915	Miscellaneous	15,000	14,592	79,195	15,000
121-000-58100	Contributions- CDBG	11,422	-	-	-
121-000-58200	Cash Over/Short	-	(151)	(151)	-
	Total	**1,232,355**	**939,620**	**1,298,511**	**1,150,706**
Overhead/Transfers					
121-000-57600	Overhead Charge Water	485,289	323,500	485,289	485,289
121-000-57600.10	Overhead Charge Sewer	299,230	199,486	299,230	299,230
121-000-57600.15	Overhead Charge for Senior Program	4,800	3,200	4,800	5,700
121-000-57600.20	Overhead to LMDS	47,279	31,520	47,279	47,279
121-000-57600.30	Overhead for Storm Drain projects	-	669	723	-
121-000-57601	Administration-Pension & Health	-	-	-	-
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
121-000-59220.10	Transfer for Street Damage - Sewer	129,102	86,066	129,102	129,102
121-000-59220	Transfer for Street Damage - Water	129,102	86,066	129,102	129,102
121-000-59250	Transfer In-Overhead to CFDS	119,650	79,766	119,650	119,650
121-000-59400	Transfer in- Equipment Replacement Fund	-	-	-	40,000
	Total	**1,465,952**	**1,061,773**	**1,466,675**	**1,506,852**

Revenue Category	**FY 2018 Amended Budget**	**FY 2018 Preliminary YTD**	**FY 2018 Estimated Year-End Total**	**FY 2019 Budget Estimate**
Property Taxes	1,859,740	1,011,694	1,945,623	1,961,378
Sales Taxes	7,095,000	3,618,350	7,136,830	7,033,706
Other Taxes	1,254,053	856,999	1,296,613	1,327,136
Franchise Fees	1,513,575	698,616	1,534,091	1,574,740
Motor Vehicle in- Lieu Fees	2,451,337	1,219,606	2,453,458	2,556,934
Intergovernmental	619	568	619	1,200
Fines & Penalties	165,227	112,619	170,265	173,265
Interest Income/Lease	687,733	524,709	704,930	719,236
Community Development Fees	817,095	672,644	839,838	775,681
Community Services/Recreation	720,494	450,237	698,129	699,715
Other Revenues	1,232,355	939,620	1,298,511	1,150,706
Overhead/Transfers	1,465,952	1,061,773	1,466,675	1,506,852
Total	**$ 19,263,180**	**11,167,436**	**19,545,581**	**19,480,548**

City of Norco, California
General Fund Expenditures by Division
Fiscal Year 2018 - 2019

Department	*Department Number*	*FY 2017 Actual*	*FY 2018 Amended Budget*	*FY 2018 Estimated Year-End Total*	*FY 2019 Budget Request*	*Budget to Budget Change*
City Council	701	$ 80,288	93,681	87,636	93,251	-0.46%
City Manager	702	353,187	355,203	354,071	365,064	2.78%
Human Resources	703	111,523	111,038	101,317	116,873	5.26%
City Clerk	704	292,056	326,326	305,109	388,553	19.07%
City Attorney	705	250,116	255,000	255,000	205,000	-19.61%
Fiscal and Support Services	706	566,534	640,549	606,336	651,815	1.76%
Special Events	720	43,209	56,968	76,761	94,261	65.46%
Non Departmental	724	2,048,531	2,859,952	2,831,409	2,393,821	-16.30%
Recreation Services	730	735,084	780,378	773,951	805,688	3.24%
Youth and Teen	731	263,869	292,216	296,970	310,972	6.42%
Park Maintenance	733	625,991	821,962	832,087	843,676	2.64%
Senior Citizens	735	187,003	239,117	233,142	236,430	-1.12%
Building Maintenance	737	968,926	1,052,569	1,105,005	1,027,320	-2.40%
Public Works Inspection	740	37,927	41,571	38,218	45,725	9.99%
Economic Development	745	185,188	204,252	194,467	185,608	-9.13%
Gateway Sign	745.70	70,151	60,000	20,416	43,105	-28.16%
Planning	750	367,909	418,746	375,147	468,515	11.89%
Code Enforcement	751	116,452	143,719	133,244	146,997	2.28%
Building & Safety	752	376,061	421,196	408,861	436,986	3.75%
Riverside County Fire	761A	3,417,631	4,306,604	4,302,735	4,478,167	3.98%
NART	764	1,983	2,628	2,628	1,500	-42.92%
Animal Control	765	605,699	625,247	609,263	640,284	2.40%
Sheriff Protection	772	5,312,020	5,919,771	5,754,056	6,472,621	9.34%
Crossing Guards	773	45,556	47,628	47,628	50,610	6.26%
Citizens Patrol	774	20,912	16,100	20,255	20,755	28.91%
Engineering	800	172,836	195,532	182,098	207,523	6.13%
Parkway Maintenance	850	61,747	97,554	67,224	94,796	-2.83%
Totals		$ 17,318,389	$ 20,385,507	$ 20,015,035	$ 20,825,918	2.16%
	REVENUES		19,263,180	19,545,581	19,480,548	
	DIFFERENCE		(1,122,327)	(469,454)	(1,345,370)	

City of Norco, California
General Fund Expenditures by Line Item

Account Number	Account Description		FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits						
30100	Salaries, Full Time	$	2,038,681	2,224,668	2,115,403	2,282,664
30105	Salaries, Part Time		456,498	617,260	573,527	681,465
30106	Salaries, Part Time (32 hour)		47,576	52,793	60,720	58,405
30110	Salaries, Overtime		45,867	34,113	48,656	44,474
30200	PERS Retirement		213,107	231,875	222,505	246,509
30201	PERS Employer UAL		755,304	926,457	893,211	1,107,251
30202	Pension Replacement Benefit		3,154	3,500	2,760	3,000
30205	Employee Group Insurance		404,371	433,605	399,419	420,714
30210	Vehicle Allowance		23,760	23,760	24,777	23,760
30212	Cell Phone Stipend		1,721	1,731	1,181	1,131
30215	Medical Savings Account		4,308	4,456	4,389	4,484
30220	FICA/Medicare Insurance		39,218	42,630	40,750	44,691
30221	Administrative Leave Cash Out		15,139	-	19,106	22,705
30225	Sick leave buy back		26,563	31,811	26,068	33,718
30230	Annual Vacation Cash Out		30,708	40,922	34,567	38,472
30235	Deferred Compensation		11,674	16,243	15,272	17,891
30240	Continuous Service Bonus		2,820	1,700	1,920	3,320
30245	Workers Compensation		23,302	-	81,213	3,055
30250	Unemployment		8,273	12,000	28,674	28,000
30255	Tuition Reimbursement		1,134	1,408	-	3,008
	Subtotal - Salaries and Benefits		4,153,177	4,700,932	4,594,119	5,068,718
Employee Related Expenditures						
30300	Conferences and Meetings		29,771	57,545	42,945	29,095
30305	Auto Mileage		102	350	350	350
30310	Uniforms & Safety Gear		5,443	8,395	8,849	9,495
30315	Employee Hiring Costs		5,747	6,000	6,000	6,000
30320	Dues, Memberships and Subscriptions		31,220	35,987	34,670	35,989
	Subtotal - Employee Related		72,283	108,277	92,814	80,929

City of Norco, California
General Fund Expenditures by Line Item

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Supplies and Services					
30400	Office Supplies	34,165	38,435	38,386	38,705
30405	Printing & Copies	5,327	7,780	4,290	7,780
30410	Postage	1,031	2,950	3,125	3,150
30415	Special Departmental	79,211	86,385	84,053	90,419
30416	City Merchandise	978	3,300	3,300	3,300
30425	Small Tools	6,153	7,752	6,552	7,735
30435	Software Expense	4,138	34,140	34,140	4,140
30440	Advertising and Promotion	14,405	8,500	8,090	2,100
30445	Legal Advertising	4,601	5,860	5,200	5,500
30455	Election	35	-	-	45,000
30460	Medical Insurance Administration	4,852	5,016	5,016	5,627
30465	Medical Insurance – Retirees	857,657	900,604	854,949	885,123
30470	Post Employment Ben-GASB45	300,000	300,000	300,000	200,000
30475	Performance Bonds	1,835	1,855	1,855	1,855
30480	Sr. Special Events	1,216	1,200	1,200	1,200
30481	SC Women's Exercise	639	600	-	-
30482	SC Doll Class	292	229	-	-
30483	SC Ceramics Class	537	650	-	-
30484	Seniors and Pets	202	-	-	-
30485	Wee People Special Events	224	975	2,076	600
30490	Party Pardners	5,234	5,000	5,000	-
30495	NCP Special Events	150	500	500	500
30496	NCP Fund Raising	1,366	-	-	-
	Subtotal - Supplies and Services	1,324,247	1,411,731	1,357,732	1,302,734
Maintenance and Rentals					
32100	Office Equipment Maintenance	33	1,050	1,050	1,050
32105	Equipment Rental	1,428	2,275	1,622	3,635
32200	Building and ground maintenance	79,879	87,650	108,541	84,250
32205	Refuse/ Nuisance Abatement	2,093	7,600	7,600	7,600
32352	Veterans Memorial Maintenance	9,419	3,000	4,500	3,000
32400	Trail Maintenance	23,697	33,000	23,000	28,000
	Subtotal - Maintenance & Rentals	116,549	134,575	146,313	127,535
Operations and Utilities					
33100	Utilities	297,180	370,871	370,312	366,462
33100.10	Water Charges	114,062	277,205	285,485	289,076
	Subtotal - Operations & Utilities	411,242	648,076	655,797	655,538

City of Norco, California
General Fund Expenditures by Line Item

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Contractual and Professional Services					
34100	Contractual Services	1,497,653	1,600,952	1,596,583	1,597,679
34100.60	Gateway Sign Maintenance	2,063	5,000	2,000	5,000
34105	Other Professional Services	163,405	143,993	137,856	247,940
34110	Engineering Services	56,627	33,690	-	19,190
34112	Cal Fire Contract	3,365,547	4,242,793	4,242,793	4,413,456
34115	Law Enforcement Contract	5,020,536	5,626,018	5,470,546	6,177,051
34125	Accounting & Auditing	31,020	34,920	34,920	35,970
34130	Financial Services	22,767	28,000	28,000	28,000
34145	Recreation Instructors	43,045	42,783	37,073	41,258
34150	Special Events	2,401	3,325	397	495
34160	Spay & Neuter	22,115	19,000	18,000	18,000
34165	Animal Impounds (Courts)	7,125	-	-	-
	Subtotal - Contractual & Professional	10,234,302	11,780,474	11,568,168	12,584,039
Miscellaneous					
35210	Administration Fees-Property Taxes	12,448	-	14,251	-
35215	Parking Fines Collection Costs	18,440	21,120	21,120	21,120
35270	Community Promotion	626	850	850	850
35271	Community Outreach	-	25,000	25,000	-
35275	Volunteer Recognition	1,613	2,500	2,500	3,000
35280	Employee Recognition	4,634	5,545	5,545	5,340
35285	Lake Norconian Club Foundation	-	-	-	16,775
35300	Highway Patrol DUI Testing	1,260	5,000	2,000	5,000
35311	Sixth Street Banner Program	-	300	-	300
	Subtotal - Miscellaneous	39,020	72,815	71,266	52,385
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	90,464	77,735	77,735	81,375
42105	Vehicle Replacement Charges	74,456	91,036	91,036	-
42110	Computing and Comm. Equip Replacement	24,700	28,300	28,300	25,200
42115	Computing and Communications Operations	326,700	333,800	334,000	371,540
42200	Liability Insurance	72,355	125,891	125,891	173,687
42220	Self Insured Expenses	55,850	50,500	50,500	40,275
42225	Self Insured Settlements	29,800	29,800	29,800	94,500
42230	Excess Workers Comp	60,341	67,246	67,246	73,463
42235	Compensated Absences	81,780	-	-	-
	Subtotal - Internal Service Charges	816,446	804,308	804,508	860,040

City of Norco, California
General Fund Expenditures by Line Item

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Capital Outlay					
41210	Public Projects	855	24,000	24,000	19,000
43110	Automotive Equipment	75,268	13,495	13,495	5,000
43140	Parks Play Structures	-	12,000	12,000	30,000
	Subtotal - Capital Outlay	76,123	49,495	49,495	94,000
Transfers					
44100	Transfers	75,000	674,824	674,824	-
	Subtotal - Transfers	75,000	674,824	674,824	-
	Total Expenditures	$ 17,318,389	20,385,507	20,015,035	20,825,918

City of Norco, California
Projected General Fund Balance
As of June 30, 2019

Audited Fund Balance June 30, 2017	$	11,357,613
FY 2018 Estimated Revenues/Transfers In		19,545,581
FY 2018 Estimated Expenditures/Transfers Out		20,015,035
Estimated Fund Balance July 1, 2018		10,888,158
FY 2019Estimated Revenues/Transfers		19,480,548
FY 2019 Estimated Expenditures/Transfers		20,825,918
Estimated Fund Balance June 30, 2019	$	9,542,789

Water Fund

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City of Norco, California
Water Fund - Summary of Revenues, Expenditures & Working Capital
Fiscal Year 2018 - 2019

Account Number	***Description - Revenues***		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
124-000-54200	Interest Income	$	21,374	25,000	25,000	35,000
124-000-57100	Water Tolls - Domestic		8,527,027	10,155,656	10,438,055	11,481,861
124-000-57105	Water Tolls - Irrigation		840,163	1,010,724	1,069,891	1,176,880
124-000-57115	Energy Pass Thru		73,528	79,995	79,995	85,000
124-000.57120	Sale of Water		1,130,000	-	-	-
124-000-57125	Bulk Water		21,945	15,000	61,166	25,000
124-000-57130	Reconnection Fee		17,876	9,000	36,630	36,630
124-000-57132	Other Service Fees		166,188	200,000	15,000	20,000
124-000-57915	Miscellaneous Charges		55,281	15,000	45,000	45,000
124-000-59220	Transfer In from Water Capital		700,000	-	-	-
	Total Revenues	$	11,553,383	11,510,375	11,770,737	12,905,371

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	891,957	1,058,006	992,396	1,145,030
Employee Related Expenditures		10,274	41,600	32,500	22,600
Supplies and Services		214,041	300,060	347,310	395,560
Maintenance and Rentals		48,568	165,790	159,790	165,090
Operations and Utilities		4,873,111	5,967,700	4,930,200	6,161,950
Contractual and Professional Services		521,712	676,162	676,161	907,625
Overhead Charges		505,624	485,899	485,385	486,289
Debt Service		672,998	957,371	957,371	955,524
Internal Service Fund Charges		163,911	211,698	432,309	253,628
Capital Outlay		-	60,000	40,000	50,000
Transfers Out		129,103	129,102	129,102	129,102
Total Expenditures	$	8,031,299	10,053,388	9,182,524	10,672,398

	FY 17-18	FY 18-19
Beginning Balance Working Capital	$ 2,638,807	1,227,561
Revenues Over (Under) Expenditures	2,588,213	$ 2,232,973
Less Reserves for Operating Contingency and Rate Stabilization	(1,227,561)	(1,983,403)
Est. Available Working Capital to Transfer to Fd 144 Water Capital*	$ 3,999,459	$ 1,477,131

**Transfer will be reflected in Final Budget as a Transfer Out from 124-804-44105 to Water Capital Projects Fund 144.*

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 232,814	332,467	303,402	360,134
30110	Salaries, Overtime	73,442	70,000	70,000	70,000
30200	PERS Retirement	22,998	29,003	26,694	32,548
30201	PERS Employer UAL	44,526	51,765	44,551	62,231
30205	Employee Group Insurance	72,379	90,497	86,376	88,557
30212	Cell Phone Stipend	195	522	210	522
30215	Medical Savings Account	107	108	164	216
30220	FICA/Medicare Insurance	4,135	5,508	5,414	5,788
30221	Administrative Leave Cash Out	783	-	1,365	1,530
30225	Sick leave buy back	2,633	3,500	2,794	3,500
30230	Annual Vacation Cash Out	2,017	3,000	1,211	3,000
30245	Workers Compensation	13,295	-	367	-
	Subtotal - Salaries and Benefits	469,325	586,370	542,849	628,526
Employee Related Expenditures					
30300	Conferences and Meetings	2,667	10,000	5,500	5,000
30310	Uniforms & Safety Gear	4,952	23,500	20,000	9,500
30320	Dues, Memberships and Subscriptions	2,656	8,100	7,000	8,100
	Subtotal - Employee Related	10,274	41,600	32,500	22,600
Supplies and Services					
30400	Office Supplies	2,223	5,750	2,500	5,750
30415	Special Departmental	120,045	199,500	250,000	295,000
30425	Small Tools	3,644	8,000	8,000	8,000
30470	Post Employment Ben-GASB45	50,000	50,000	50,000	50,000
	Subtotal - Supplies and Services	175,913	263,250	310,500	358,750
Maintenance and Rentals					
32105	Equipment Rental	1,775	5,000	2,500	5,000
32200	Building and ground maintenance	2,406	6,500	3,000	5,800
32450	Well & Pump Maintenance	44,114	154,000	154,000	154,000
	Subtotal - Maintenance & Rentals	48,295	165,500	159,500	164,800
Operations and Utilities					
33100	Utilities	321,329	505,000	325,000	505,000
33100.10	Water Charges	3,031	5,200	5,200	5,200
33105	Purchased water	4,548,750	5,282,500	4,600,000	5,626,750
33107	Purchase Water Capital	-	150,000	-	-
33115	Chino Pump Tax	-	25,000	-	25,000
	Subtotal - Operations & Utilities	4,873,111	5,967,700	4,930,200	6,161,950
Contractual and Professional Services					
34100	Contractual Services	446,472	603,000	603,000	834,000
	Subtotal - Contractual & Professional	446,472	603,000	603,000	834,000
Miscellaneous					

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
35100	Interest Payments	672,998	653,821	653,821	638,124
35105	Principal Payments	-	303,550	303,550	317,400
35150	Administrative Overhead	485,142	485,289	485,289	485,289
35205	Property Taxes	600	610	96	1,000
35510	Bad Debt Expense	13,910	-	-	-
	Subtotal - Miscellaneous	1,178,622	1,443,270	1,442,756	1,441,813
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	68,000	87,000	87,000	87,000
42105	Vehicle Replacement Charges	61,411	59,898	59,898	98,328
42110	Computing and Comm. Equip Replacement	1,200	1,100	1,100	700
42115	Computing and Communications Operations	16,000	15,200	15,200	17,200
42220	Self Insured Expenses	-	2,000	5,492	2,000
42225	Self Insured Settlements	-	30,000	247,119	30,000
	Subtotal - Internal Service Charges	146,611	195,198	415,809	235,228
Capital Outlay					
43100	Equipment	-	30,000	25,000	10,000
43115	Building Improvements	-	30,000	15,000	40,000
	Subtotal - Capital Outlay	-	60,000	40,000	50,000
Transfers					
44100	Transfers	129,103	129,102	129,102	129,102
	Subtotal - Transfers	129,103	129,102	129,102	129,102
	Total Expenditures	$ 7,477,725	9,454,990	8,606,216	10,026,769

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 162,595	170,460	168,596	191,523
30105	Salaries, Part Time	-	-	3,026	-
30110	Salaries, Overtime	521	-	-	-
30200	PERS Retirement	14,726	16,538	15,728	18,927
30201	PERS Employer UAL	31,049	38,397	35,419	45,825
30205	Employee Group Insurance	30,992	33,982	30,411	31,938
30210	Vehicle Allowance	1,200	1,200	1,200	1,200
30212	Cell Phone Stipend	-	150	-	-
30215	Medical Savings Account	239	267	222	255
30220	FICA/Medicare Insurance	2,397	2,472	2,489	2,777
30221	Administrative Leave Cash Out	463	-	1,353	1,624
30225	Sick leave buy back	1,736	1,736	1,521	1,736
30230	Annual Vacation Cash Out	1,157	800	1,027	1,109
30235	Deferred Compensation	-	-	76	-
	Subtotal - Salaries and Benefits	247,075	266,002	261,068	296,915
Supplies and Services					
30400	Office Supplies	2,931	2,950	2,950	2,950
30405	Printing	5,972	7,820	7,820	7,820
30410	Postage	29,226	26,040	26,040	26,040
	Subtotal - Supplies and Services	38,129	36,810	36,810	36,810
Maintenance and Rentals					
32100	Office Equipment Maintenance	33	50	50	50
32105	Equipment Rental	240	240	240	240
	Subtotal - Maintenance & Rentals	273	290	290	290
Contractual and Professional Services					
34100	Contractual Services	54,094	50,466	50,466	50,660
34125	Accounting & Auditing	7,985	8,995	8,995	9,265
34130	Financial Services	13,160	13,701	13,700	13,700
	Subtotal - Contractual & Professional	75,240	73,162	73,161	73,625
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	1,300	1,300	1,300	1,200
42115	Computing and Communications Operations	16,000	15,200	15,200	17,200
	Subtotal - Internal Service Charges	17,300	16,500	16,500	18,400
	Total Expenditures	$ 378,016	392,764	387,829	426,040

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 92,382	105,292	97,659	108,454
30105	Salaries, Part Time	-	6,870	-	6,870
30200	PERS Retirement	8,247	9,207	8,890	9,930
30201	PERS Employer UAL	14,221	16,548	15,952	19,752
30205	Employee Group Insurance	14,233	14,872	15,203	15,532
30210	Vehicle Allowance	1,920	1,920	1,920	1,920
30212	Cell Phone Stipend	240	240	240	240
30215	Medical Savings Account	112	48	168	168
30220	FICA/Medicare Insurance	1,362	1,627	1,416	1,573
30221	Administrative Leave Cash Out	946	-	1,341	1,390
30225	Sick leave buy back	1,160	1,392	1,588	1,906
30230	Annual Vacation Cash Out	-	1,200	600	1,200
30235	Deferred Compensation	-	172	-	172
	Subtotal - Salaries and Benefits	$ 134,823	159,388	144,977	169,107

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

Account Number	Account Description		FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits						
30100	Salaries, Full Time	$	15,585	16,469	15,685	17,654
30110	Salaries, Overtime		541	800	500	800
30200	PERS Retirement		1,726	1,820	1,739	2,042
30201	PERS Employer UAL		4,495	5,287	4,873	6,567
30205	Employee Group Insurance		4,041	3,990	4,045	3,990
30220	FICA/Medicare Insurance		224	251	235	268
30225	Sick leave buy back		327	350	-	350
30230	Annual Vacation Cash Out		-	75	452	500
	Subtotal - Salaries and Benefits	$	26,940	29,042	27,529	32,171

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 9,035.41	10,930	10,295	11,283
30200	PERS Retirement	995	1,208	1,139	1,305
30201	PERS Employer UAL	2,490	3,508	3,075	4,197
30205	Employee Group Insurance	841	868	865	895
30212	Cell Phone Stipend	66	72	72	72
30215	Medical Savings Account	29	29	29	29
30220	FICA/Medicare Insurance	143	158	149	164
30225	Sick leave buy back	104	175	159	80
30230	Annual Vacation Cash Out	-	160	191	190
30255	Tuition Reimbursement	92	96	-	96
	Subtotal - Salaries and Benefits	13,795	17,204	15,974	18,311

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Sewer Fund

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City of Norco, California
Sewer Fund - Summary of Revenues, Expenditures & Working Capital
Fiscal Year 2018 - 2019

Account Number	Description- Revenues	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
126-000-54200	Interest Income	$ 40,942	30,000	45,000	55,000
126-000-54200.10	Loan Interest	152,283	143,379	149,793	143,379
126-000-54202	Corona Loan Payments	-	220,228	213,814	220,228
126-000-57145	Sewer Service Charges	6,830,378	7,420,000	7,470,373	7,470,373
	Miscellaneous Revenue	13,328	1,000	5,000	5,000
	Total Revenues	$ 7,036,931	7,814,607	7,883,980	7,893,980

Expenditures:	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits	$ 812,047	980,494	940,737	1,111,468
Employee Related Expenditures	7,027	20,500	14,000	15,500
Supplies and Services	91,598	119,810	112,110	116,810
Maintenance and Rentals	11,399	56,790	33,290	71,090
Operations and Utilities	54,417	47,100	47,100	50,100
Contractual and Professional Services	1,782,937	2,569,840	2,171,840	2,637,005
Overhead Charges	309,656	299,230	299,230	299,230
Debt Service	1,277,902	1,787,033	1,787,033	1,990,840
Internal Service Fund Charges	127,241	175,632	150,632	214,752
Capital Outlay	-	80,000	95,000	50,000
Transfers Out	129,103	129,102	129,102	129,102
Total Expenditures	$ 4,603,327	6,265,531	5,780,074	6,685,897

	FY 17-18	FY 18-19
Beginning Balance Working Capital	$ 5,645,691	$ 1,566,383
Revenues Over (Under) Expenditures	2,103,906	1,208,083
Less Operating Reserves	(1,566,383)	(1,671,474)
Est. Available Working Capital to Transfer to Fd 147 Sewer Capital*	$ 6,183,214	$ 1,102,992

**Transfer will be reflected in Final Budget as a Transfer Out from 126 -809-44105 to Sewer Capital Projects Fund 147.*

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 222,558	318,332	304,988	372,317
30110	Salaries, Overtime	62,743	55,000	55,000	55,000
30200	PERS Retirement	21,664	27,930	27,721	34,548
30201	PERS Employer UAL	41,898	50,702	50,239	71,408
30205	Employee Group Insurance	67,258	88,835	85,087	93,448
30212	Cell Phone Stipend	235	642	330	642
30215	Medical Savings Account	107	108	164	216
30220	FICA/Medicare Insurance	3,689	5,073	5,220	5,753
30221	Administrative Leave Cash Out	783	-	1,365	1,530
30225	Sick leave buy back	2,526	2,700	2,752	2,700
30230	Annual Vacation Cash Out	1,711	1,400	1,211	1,400
30245	Workers Compensation	5,053	-	235	-
	Subtotal - Salaries and Benefits	430,225	550,722	534,312	638,962
Employee Related Expenditures					
30300	Conferences and Meetings	1,021	10,000	5,500	5,000
30310	Uniforms & Safety Gear	5,301	7,500	7,000	7,500
30320	Dues, memberships and Subscriptions	706	3,000	1,500	3,000
	Subtotal - Employee Related	7,027	20,500	14,000	15,500
Supplies and Services					
30400	Office Supplies	513	1,000	300	1,000
30415	Special Departmental	1,369	22,000	15,000	22,000
30425	Small Tools	1,707	7,000	7,000	7,000
30470	Post Employment Ben-GASB45	50,000	50,000	50,000	50,000
	Subtotal - Supplies and Services	53,589	80,000	72,300	80,000
Maintenance and Rentals					
32105	Equipment Rental	-	5,000	-	5,000
32200	Building and ground maintenance	-	6,500	3,000	5,800
32450	Well & Pump Maintenance	11,126	45,000	30,000	60,000
	Subtotal - Maintenance & Rentals	11,126	56,500	33,000	70,800
Operations and Utilities					
33100	Utilities	54,417	47,100	47,100	50,100
	Subtotal - Operations & Utilities	54,417	47,100	47,100	50,100
Contractual and Professional Services					
34100	Contractual Services	1,710,057	2,498,000	2,100,000	2,565,000
	Subtotal - Contractual & Professional	1,710,057	2,498,000	2,100,000	2,565,000

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Miscellaneous					
35100	Interest Payments	1,277,902	1,163,019	1,163,019	1,240,832
35105	Principal Payments	-	624,014	624,014	750,008
35150	Administrative Overhead	299,231	299,230	299,230	299,230
	Subtotal - Miscellaneous	1,587,558	2,086,263	2,086,263	2,290,070
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	52,000	78,000	78,000	88,000
42105	Vehicle Replacement Charges	40,941	39,932	39,932	65,552
42110	Computing and Comm. Equip Replacement	1,000	1,000	1,000	700
42115	Computing and Communications Operations	16,000	15,200	15,200	17,200
42225	Self Insured Settlements	-	25,000	-	25,000
	Subtotal - Internal Service Charges	109,941	159,132	134,132	196,452
Capital Outlay					
43100	Equipment	-	50,000	80,000	10,000
43115	Building Improvements	-	30,000	15,000	40,000
	Subtotal - Capital Outlay	-	80,000	95,000	50,000
Transfers					
44100	Transfers	129,103	129,102	129,102	129,102
	Subtotal - Transfers	129,103	129,102	129,102	129,102
	Total Expenditures	$ 4,093,043	5,707,319	5,245,209	6,085,986

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 134,970	143,085	138,699	163,327
30105	Salaries, Part Time	-	-	3,026	-
30110	Salaries, Overtime	521	-	1,000	-
30200	PERS Retirement	12,331	13,755	13,102	15,926
30201	PERS Employer UAL	25,619	31,330	29,121	37,389
30205	Employee Group Insurance	27,191	29,759	26,877	28,643
30210	Vehicle Allowance	720	720	720	720
30212	Cell Phone Stipend	-	90	-	-
30215	Medical Savings Account	166	185	154	177
30220	FICA/Medicare Insurance	1,988	2,075	2,070	2,368
30221	Administrative Leave Cash Out	313	-	955	1,146
30225	Sick leave buy back	1,458	1,500	1,353	1,500
30230	Annual Vacation Cash Out	986	800	790	854
30235	Deferred Compensation	-	-	76	-
	Subtotal - Salaries and Benefits	206,264	223,299	217,942	252,050
Supplies and Services					
30400	Office Supplies	2,811	2,950	2,950	2,950
30405	Printing	5,972	7,820	7,820	7,820
30410	Postage	29,226	29,040	29,040	26,040
	Subtotal - Supplies and Services	38,009	39,810	39,810	36,810
Maintenance and Rentals					
32100	Office Equipment Maintenance	33	50	50	50
32105	Equipment Rental	240	240	240	240
	Subtotal - Maintenance & Rentals	273	290	290	290
Contractual and Professional Services					
34100	Contractual Services	51,734	48,845	48,845	48,740
34125	Accounting & Auditing	7,985	8,995	8,995	9,265
34130	Financial Services	13,160	14,000	14,000	14,000
	Subtotal - Contractual & Professional	72,880	71,840	71,840	72,005
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	1,300	1,300	1,300	1,100
42115	Computing and Communications Operations	16,000	15,200	15,200	17,200
	Subtotal - Internal Service Charges	17,300	16,500	16,500	18,300
	Total Expenditures	$ 334,726	351,739	346,382	379,455

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 92,382	105,292	97,659	108,454
30105	Salaries, Part Time	-	6,870	-	6,870
30110	Salaries, Overtime	-	-	-	-
30200	PERS Retirement	8,247	9,207	8,890	9,930
30201	PERS Employer UAL	14,221	16,548	15,952	19,752
30205	Employee Group Insurance	14,233	14,872	15,203	15,532
30210	Vehicle Allowance	1,920	1,920	1,920	1,920
30212	Cell Phone Stipend	240	240	240	240
30215	Medical Savings Account	112	48	168	168
30220	FICA/Medicare Insurance	1,362	1,627	1,416	1,573
30221	Administrative Leave Cash Out	946	-	1,341	1,390
30225	Sick leave buy back	1,160	1,392	1,588	1,906
30230	Annual Vacation Cash Out	-	1,200	600	1,200
30235	Deferred Compensation	-	172	-	172
	Subtotal - Salaries and Benefits	$ 134,823	159,388	144,977	169,107

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 15,585	16,469	15,685	17,654
30110	Salaries, Overtime	541	800	500	800
30200	PERS Retirement	1,726	1,820	1,739	2,042
30201	PERS Employer UAL	4,495	5,287	4,873	6,567
30205	Employee Group Insurance	4,041	3,990	4,045	3,990
30220	FICA/Medicare Insurance	224	251	235	268
30221	Administrative Leave Cash Out	-	-	-	-
30225	Sick leave buy back	327	350	-	350
30230	Annual Vacation Cash Out	-	75	452	500
	Subtotal - Salaries and Benefits	$ 26,940	29,042	27,529	32,171

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 9,035	10,930	10,298	11,283
30200	PERS Retirement	995	1,208	1,139	1,305
30201	PERS Employer UAL	2,500	3,508	3,075	4,197
30205	Employee Group Insurance	841	868	865	895
30212	Cell Phone Stipend	66	72	72	72
30215	Medical Savings Account	29	868	29	895
30220	FICA/Medicare Insurance	143	158	149	164
30221	Administrative Leave Cash Out	-	-	-	-
30225	Sick leave buy back	104	175	159	80
30230	Annual Vacation Cash Out	-	160	191	190
30255	Tuition Reimbursement	82	96	-	96
	Subtotal - Salaries and Benefits	13,795	18,043	15,977	19,177

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Gas Tax Fund

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City of Norco, California
Gas Tax Fund - Revenues, Expenditures & Fund Balance
Fiscal Year 2018 - 2019

Account Number	Description- Revenues		FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
133-000-53429	2103 Apportionment	$	68,246	107,763	107,763	207,482
133-000-53430	2105 Apportionment		152,354	156,780	156,780	155,809
133-000-53435	2106 Apportionment		97,810	98,395	98,395	97,804
133-000-53440	2107 Apportionment		201,056	193,313	193,313	193,313
133-000-53445	2107.5 Apportionment		6,000	6,000	6,000	6,000
133-000-54200	Interest Income		3,474	3,000	3,500	3,500
133-000-57915	Miscellaneous Revenue		5,000	30,965	30,766	30,766
	Total Revenues	$	533,940	596,216	596,517	694,674

Expenditures:		FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits	$	133,887	148,057	122,728	160,529
Employee Related Expenditures		1,488	5,250	4,850	5,250
Supplies and Services		36,040	51,700	51,300	51,700
Maintenance and Rentals		91,313	100,000	100,000	116,000
Operations and Utilities		92,719	100,600	100,600	100,600
Contractual and Professional Services		317,485	360,000	362,500	439,500
Miscellaneous		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		3,821	5,000	5,000	5,000
Transfers Out		-	-	-	-
Total Expenditures	$	676,752	770,607	746,978	878,579

Revenues Over (Under) Expenditures	$ (183,905)
Estimated Fund Balance June 30, 2018	507,694
Estimated Fund Balance June 30, 2019	$ 323,789

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 38,873	36,155	35,758	40,692
30110	Salaries, Overtime	11,577	20,000	10,000	20,000
30200	PERS Retirement	3,856	3,163	3,180	3,728
30201	PERS Employer UAL	7,428	11,944	5,383	14,989
30205	Employee Group Insurance	13,122	9,963	9,643	10,111
30212	Cell Phone Stipend	15	90	30	90
30215	Medical Savings Account	19	12	18	24
30220	FICA/Medicare Insurance	684	792	663	848
30221	Administrative Leave Cash Out	131	-	152	170
30225	Sick leave buy back	397	1,000	334	1,000
30230	Annual Vacation Cash Out	311	900	450	900
30245	Workers Compensation	3,598	-	69	-
	Subtotal - Salaries and Benefits	80,010	84,019	65,680	92,552
Employee Related Expenditures					
30300	Conferences and Meetings	-	1,000	600	1,000
30310	Uniforms & Safety Gear	1,488	4,250	4,250	4,250
	Subtotal - Employee Related	1,488	5,250	4,850	5,250
Supplies and Services					
30400	Office Supplies	-	500	100	500
30415	Special Departmental	35,674	50,000	50,000	50,000
30425	Small Tools	366	1,200	1,200	1,200
	Subtotal - Supplies and Services	36,040	51,700	51,300	51,700
Maintenance and Rentals					
32300	Traffic Signal Maintenance	91,313	100,000	100,000	116,000
	Subtotal - Maintenance & Rentals	91,313	100,000	100,000	116,000
Operations and Utilities					
33100	Utilities	92,719	100,600	100,600	100,600
	Subtotal - Operations & Utilities	92,719	100,600	100,600	100,600
Contractual and Professional Services					
34100	Contractual Services	317,485	360,000	362,500	439,500
	Subtotal - Contractual & Professional	317,485	360,000	362,500	439,500
Capital Outlay					
43100	Equipment	3,821	5,000	5,000	5,000
	Subtotal - Capital Outlay	3,821	5,000	5,000	5,000
	Total Expenditures	$ 622,875	706,569	689,930	810,602

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	6,234	6,588	6,274	7,061
30120	FLSA	216	350	95	350
30201	PERS Employer UAL	690	728	696	817
30202	Pension Replacement Benefit	1,798	2,115	1,949	2,627
30210	Vehicle Allowance	1,616	1,596	1,618	1,596
30221	Administrative Leave Cash Out	90	101	92	107
30226	Sick Leave Taken	131	140	-	140
30231	Vacation Taken	-	30	181	200
	Subtotal - Salaries and Benefits	10,776	11,648	10,905	12,899

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 29,670	32,402	31,800	33,376
30110	Salaries, Overtime	-	-	-	-
30200	PERS Retirement	2,502	2,699	2,660	2,911
30201	PERS Employer UAL	3,555	4,137	3,988	4,938
30205	Employee Group Insurance	5,601	5,572	5,557	5,711
30210	Vehicle Allowance	480	480	480	480
30212	Cell Phone Stipend	60	60	60	60
30215	Medical Savings Account	40	24	54	54
30220	FICA/Medicare Insurance	429	550	461	564
30221	Administrative Leave Cash Out	320	-	422	440
30225	Sick leave buy back	444	533	510	612
30230	Annual Vacation Cash Out	-	300	150	300
	Subtotal - Salaries and Benefits	43,101	52,390	46,143	55,079

NPDES
Storm Drain Fund

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City of Norco, California
NPDES Storm Drain Fund - Revenues, Expenditures & Fund Balance
Fiscal Year 2018 - 2019

Account Number	Description-Revenues	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
139-000-53125	Tax Assessments	$ 63,114	93,747	95,710	111,165
139-000-59200	Transfers In	75,000	-	-	-
	Total Revenues	$ 138,114	93,747	95,710	111,165

Expenditures:	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits	$ 40,378	47,353	44,141	52,734
Employee Related Expenditures	-	250	250	250
Supplies and Services	87	750	-	250
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	45,348	94,000	45,000	99,500
Miscellaneous	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Transfers Out	-	-	-	-
Total Expenditures	$ 85,814	142,353	89,391	152,734

Revenues Over (Under) Expenditures	$ (41,569)
Estimated Fund Balance June 30, 2018	112,090
Estimated Fund Balance June 30, 2019	$ 70,521

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 14,365	18,078	16,734	20,346
30110	Salaries, Overtime	3,931	5,500	5,500	5,500
30200	PERS Retirement	1,542	1,581	1,802	1,864
30201	PERS Employer UAL	2,889	4,961	3,159	6,339
30205	Employee Group Insurance	5,013	4,981	5,359	5,056
30212	Cell Phone Stipend	13	15	15	15
30215	Medical Savings Account	7	6	11	12
30220	FICA/Medicare Insurance	274	323	322	350
30221	Administrative Leave Cash Out	44	-	76	85
30225	Sick leave buy back	144	150	154	160
30230	Annual Vacation Cash Out	104	110	67	110
30245	Workers Compensation	1,278	-	35	-
	Subtotal - Salaries and Benefits	29,603	35,705	33,234	39,836
Employee Related Expenditures					
30300	Conferences and Meetings	-	250	250	250
	Subtotal - Employee Related	-	250	250	250
Supplies and Services					
30400	Office Supplies	-	50	-	50
30415	Special Departmental	87	700	-	200
	Subtotal - Supplies and Services	87	750	-	250
Contractual and Professional Services					
34100	Contractual Services	45,348	94,000	45,000	99,500
	Subtotal - Contractual & Professional	45,348	94,000	45,000	99,500
	Total Expenditures	$ 75,039	130,705	78,484	139,836

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

Account Number	Account Description		FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits						
30100	Salaries, Full Time	$	6,234	6,588	6,274	7,061
30110	Salaries, Overtime		216	350	96	350
30200	PERS Retirement		690	728	696	817
30201	PERS Employer UAL		1,798	2,115	1,949	2,627
30205	Employee Group Insurance		1,616	1,596	1,618	1,596
30220	FICA/Medicare Insurance		89	101	92	107
30225	Sick leave buy back		131	140	-	140
30230	Annual Vacation Cash Out		-	30	181	200
	Subtotal - Salaries and Benefits	$	10,775	11,648	10,906	12,898

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Miscellaneous Grants

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City of Norco, California
Miscellaneous Grant Funds - Revenues, Expenditures & Fund Balance
Fiscal Year 2018 - 2019

Account Number	*Description- Revenues*		*FY 2017 Actual*	*FY 2018 Amended Budget*	*FY 2018 Estimated Year-End Total*	*FY 2019 Budget Request*
122-000-53205	FEMA & OES Grants	$	4,228	-	-	-
122-000-53206	Emergency Mgt Performance Grant		14,775	9,911	9,911	-
122-000-53305	Homeland Security Grant		18	3,926	3,926	-
122-000-53500	Riverside County Transp Commission		60,000	60,000	60,000	116,000
162-000-53260	Supplemental Law Enforcement		129,324	100,000	139,416	100,000
162-000-54200	Interest Income		-	-	-	-
	Total Revenues	$	208,345	173,837	213,254	216,000

	Expenditures:		*FY 2017 Actual*	*FY 2018 Amended Budget*	*FY 2018 Estimated Year-End Total*	*FY 2019 Budget Request*
	Salaries and Benefits	$	42,852	47,377	50,848	61,771
	Employee Related Expenditures		-	-	-	-
	Supplies and Services		-	-	-	-
	Maintenance and Rentals		-	-	-	-
	Operations and Utilities		5,348	3,823	352	3,909
	Contractual and Professional Services		129,324	100,000	139,416	100,000
	Miscellaneous		4,800	4,800	4,800	5,700
	Internal Service Charges		7,000	4,000	4,000	4,620
	Capital Outlay		10,761	13,837	13,837	40,000
	Transfers Out		-	-	-	-
	Total Expenditures	$	200,084	173,837	213,254	216,000

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 25,707	27,920	27,920	30,690
30105	Salaries, Part Time	-	-	3,216	10,125
30110	Salaries, Overtime	21	-	175	-
30200	PERS Retirement	2,877	3,085	3,085	3,085
30201	PERS Employer UAL	7,829	8,962	8,962	7,378
30205	Employee Group Insurance	5,977	6,945	6,945	9,600
30215	Medical Savings Account	58	60	60	48
30220	FICA/Medicare Insurance	384	405	405	592
30235	Deferred Compensation	-	-	80	253
	Subtotal - Salaries and Benefits	42,852	47,377	50,848	61,771
Operations and Utilities					
33100	Utilities	5,348	3,823	352	3,909
	Subtotal - Operations & Utilities	5,348	3,823	352	3,909
Miscellaneous					
35150	Administrative Overhead	4,800	4,800	4,800	5,700
	Subtotal - Miscellaneous	4,800	4,800	4,800	5,700
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	4,000	4,000	4,000	660
42115	Computing and Communications Operations	3,000	-	-	3,960
	Subtotal - Internal Service Charges	7,000	4,000	4,000	4,620
Capital Outlay					
43100	Equipment	10,761	13,837	13,837	-
43110	Automotive Equipment	-	-	-	40,000
	Subtotal - Capital Outlay	10,761	13,837	13,837	40,000
	Total Expenditures	$ 70,761	73,837	73,837	116,000

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Contractual and Professional Services					
34115	Law Enforcement Contract	$ 129,324	100,000	139,416	100,000
	Subtotal - Contractual & Professional	129,324	100,000	139,416	100,000
	Total Expenditures	$ 129,324	100,000	139,416	100,000

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Information Technology Memo Only

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Information Technology Division

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 2018 - 2019

Account Number	Description - Revenues	FY 2017 Actual	FY 2018 Amende d Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
135-000-57625	Charges for Equipment Replacement	$ 29,500	33,000	33,000	28,900
135-000-57630	Charges for Operations	393,700	394,600	394,600	444,300
135-000-54200	Interest	3,730	4,000	5,500	5,500
135-000-57900	Property Sale	-	150	-	-
135-000-58100	Contributions	1,923	-	-	-
135-000-57915	Miscellaneous	-	-	-	-
135-000-57630	Transfers In-General Fund	-	-	-	-
	Total Revenues	$ 428,853	431,750	433,100	478,700

Expenditures	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits	$ 138,583	154,014	149,884	162,262
Employee Related	2,395	4,400	4,685	4,685
Supplies and Services	97,206	123,178	117,520	135,093
Maintenance and Rentals	44,946	39,544	52,752	62,340
Operations and Utilities	14,715	19,740	19,740	19,740
Contractual and Professional Services	83,188	85,024	88,273	85,118
Internal Service Fund Charges	1,998	150	150	150
Miscellaneous	-	-	-	-
Capital Outlay	-	29,911	10,467	16,900
Transfers Out	-	-	-	-
Total Expenditures	$ 383,031	455,961	443,471	486,288

Revenues Over (Under) Expenditures	$ (7,588)
Estimated Working Capital June 30, 2018	786,033
Estimated Working Capital June 30, 2019	$ 778,445

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 103,231	111,780	108,820	115,133
30110	Salaries, Overtime	11,291	13,881	15,292	17,252
30200	PERS Retirement	6,767	7,303	7,129	7,877
30205	Employee Group Insurance	15,519	16,625	16,432	17,529
30220	FICA/Medicare Insurance	1,661	2,025	1,800	2,171
30225	Sick leave buy back	-	600	-	500
30230	Annual Vacation Cash Out	-	1,000	-	1,000
30255	Tuition Reimbursement	115	800	-	800
	Subtotal - Salaries and Benefits	138,583	154,014	149,884	162,262
Employee Related Expenditures					
30300	Conferences and Meetings	1,495	4,000	4,000	4,000
30305	Auto Mileage	65	100	100	100
30320	Dues, memberships and Subscriptions	835	300	585	585
	Subtotal - Employee Related	2,395	4,400	4,685	4,685
Supplies and Services					
30400	Office Supplies	854	500	500	500
30410	Postage	13,230	12,000	12,000	12,000
30425	Small Tools	278	250	250	250
30430	Office Equipment	15,017	200	200	200
30435	Software Expense	6,704	43,350	23,065	22,900
30435.10	Software Maintenance and Support	61,123	66,878	81,505	99,243
	Subtotal - Supplies and Services	97,206	123,178	117,520	135,093
Maintenance and Rentals					
32100	Office Equipment Maintenance	656	2,340	2,340	2,340
32105	Equipment Rental	44,290	37,204	50,412	60,000
	Subtotal - Maintenance & Rentals	44,946	39,544	52,752	62,340
Operations and Utilities					
33100	Utilities	1,364	1,500	1,500	1,500
33100.40	Internet	13,350	18,240	18,240	18,240
	Subtotal - Operations & Utilities	14,715	19,740	19,740	19,740
Contractual and Professional Services					
34100	Contractual Services	2,448	-	-	-
34100.80	Security and Backup	9,261	11,081	14,330	11,175
34100.82	Phone Maintenance	2,228	6,343	6,343	6,343
34105	Other Professional Services	69,251	67,600	67,600	67,600
	Subtotal - Contractual & Professional	83,188	85,024	88,273	85,118

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	-	150	150	150
42235	Compensated Absences	1,998	-	-	-
	Subtotal - Internal Service Charges	1,998	150	150	150
Capital Outlay					
43100	Equipment	-	29,911	10,467	16,900
	Subtotal - Capital Outlay	-	29,911	10,467	16,900
	Total Expenditures	$ 383,031	455,961	443,471	486,288

Vehicle Replacement Fund Memo Only

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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 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
128-000-57625	Charges for Vehicle Replacement	$	233,435	190,866	190,866	163,880
128-000-57630	Charges for Operations		209,000	246,885	246,885	247,185
128-000-54200	Interest		13,340	-	20,000	-
128-000-57500.10	City Maintenance Yard/Vehicles			-	-	-
128-000-57900	Sale of Property		5,337	-	-	-
128-000-57605	Damage Claim		5,635	-	-	-
128-000-59400	Transfers In-Fire Improvement		-	-	-	-
	Total Revenues	$	466,747	437,751	457,751	411,065

Expenditures		FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits	$	-	-	-	-
Employee Related		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		-	-	-	-
Miscellaneous		-	-	-	-
Internal Service Charges		225,264	301,093	301,093	301,393
Capital Outlay		-	104,200	57,424	513,281
Transfers Out		-	-	-	40,000
Total Expenditures	$	225,264	405,293	358,517	854,674

Revenues Over (Under) Expenditures	$ (443,609)
Estimated Working Capital June 30, 2018	3,108,033
Estimated Working Capital June 30, 2019	$ 2,664,424

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Benefits & Insurance Fund Memo Only

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City of Norco, California
Benefits and Insurance Fund - Revenues, Expenditures & Working Capital - Memo Only
Fiscal Year 2018 - 2019

Account Number	Description - Revenues		FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
134-000-54200	Interest Income	$	6,096	5,500	6,500	6,500
134-000-57630	Internal Service Operations		293,593	370,653	412,169	375,425
	Total Revenues	$	299,689	376,153	418,669	381,925

Expenditures		FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits	$	-	-	-	-
Employee Related		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		-	-	-	-
Internal Service Fund Charges		181,632	321,436	418,669	381,925
Miscellaneous		-	-	-	-
Capital Outlay		-	-	-	-
Transfers Out		-	-	-	-
Total Expenditures	$	181,632	321,436	418,669	381,925

Revenues Over (Under) Expenditures	$	-
Estimated Working Capital June 30, 2018		(125,344)
Estimated Working Capital June 30, 2019	$	(125,344)

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Internal Service Fund Charges					
42200	Liability Insurance	$ 151,392	173,890	171,824	173,687
42220	Self Insured Expenses	50,262	50,500	71,809	40,275
42225	Self Insured Settlements	(79,729)	29,800	110,000	94,500
42230	Excess Workers Comp	59,707	67,246	65,036	73,463
	Subtotal - Internal Service Charges	181,632	321,436	418,669	381,925
	Total Expenditures	$ 181,632	321,436	418,669	381,925

Redevelopment Obligation Retirement Fund

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	-	-	-	-
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Miscellaneous		358,258	250,000	250,000	250,000
Debt Service		4,177,536	6,956,078	7,156,985	6,456,298
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Reimbursements to General Fund		12,244	-	-	-
Total Expenditures	$	4,548,038	7,206,078	7,406,985	6,706,298

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		4,548,038	7,206,078	7,406,985	6,706,298
Total Funding Sources	$	4,548,038	7,206,078	7,406,985	6,706,298

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Contractual and Professional Services					
34102.10	City Services	$ 358,258	250,000	250,000	250,000
	Subtotal - Contractual & Professional	358,258	250,000	250,000	250,000
Debt Service					
35100	Interest Payments	4,129,655	4,019,106	3,700,539	3,169,469
35105	Principal Payments	-	2,935,143	3,080,142	3,285,000
35110	Bond Issuance Costs	-	-	374,690	-
35115	Bond Discount	22,166	-	-	-
35118	Bond Insurance Premium	24,118	-	-	-
35205	Property Taxes	1,597	1,829	1,614	1,829
	Subtotal - Miscellaneous	4,177,536	6,956,078	7,156,985	6,456,298
Transfers					
44105	Inter-Fund	12,244	-	-	-
	Subtotal - Transfers	12,244	-	-	-
	Total Expenditures	$ 4,548,038	7,206,078	7,406,985	6,706,298

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

Account Number	Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
017-5105-35100	2005 Refunding Tax Allocation Bonds Interest	$ 804,104	800,704	400,919	-
017-5105-35105	2005 Refunding Tax Allocation Bonds Principal	-	80,000	-	-
017-5108-35100	2009 School Pass-through Interest	711,186	696,778	696,778	680,856
017-5108-35105	2009 School Pass-through Principal	-	275,000	275,000	290,000
017-5111-35100	2010 Refunding Tax Allocation Bonds Interest	1,406,519	1,400,444	701,347	-
017-5111-35105	2010 Refunding Tax Allocation Bonds Principal	-	150,000	-	-
017-5101-35100	2014 Refunding Notes (Pass-through) Interest	495,000.00	477,267	477,267	457,083
017-5101-35105	2014 Refunding Notes (Pass-through) Principal	-	460,000	460,000	475,000
017-5104-35100	2014 Refunding Tax Allocation Bonds Interest	712,845.84	643,913	643,913	565,963
017-5104-35105	2014 Refunding Tax Allocation Bonds Principal	-	1,770,000	1,770,000	1,845,000
017-5117-35100	2017 A Refunding Tax Allocation Bonds Interest	-	-	354,092	666,650
017-5117-35105	2017 A Refunding Tax Allocation Bonds Principal	-	-	40,000	45,000
017-5118-35100	2017 A Refunding Tax Allocation Bonds Interest	-	-	426,223	798,917
017-5118-35105	2017 A Refunding Tax Allocation Bonds Principal	-	-	335,000	295,000
017-5010-35105	SERAF Borrowing Repayment	-	200,143	200,142	335,000
	Total CRA Debt Service	$ 4,129,655	6,954,249	6,780,681	6,454,469

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Housing Fund

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City of Norco, California
Housing Fund 018
Budget Summary By Major Categories

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	-	-	-	-
Employee Related Expenditures		-	-	-	-
Supplies and Services		51	500	100	500
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		62,601	57,500	54,278	63,500
Miscellaneous		-	-	-	-
CRA Programs		215,968	445,000	235,687	445,000
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	278,620	503,000	290,065	509,000

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Low Mod		278,620	503,000	290,065	509,000
Total Funding Sources	$	278,620	503,000	290,065	509,000

City of Norco, California
Housing Fund 018 Budget
Detail By Line Item

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Supplies and Services					
30400	Office Supplies	$ 51	500	100	500
	Subtotal - Supplies and Services	51	500	100	500
Contractual and Professional Services					
34100	Contractual Services	57,383	50,000	54,078	56,000
34105	Other Professional Services	5,218	7,500	200	7,500
	Subtotal - Contractual & Professional	62,601	57,500	54,278	63,500
CRA Programs					
41230	First Time Home Buyer		80,000	-	80,000
41235	Deferred Loan Program	78,250	100,000	100,000	100,000
41240	Home Improvement Grant	47,830	100,000	30,000	100,000
41245	Home Improvement Emergency Grant	29,376	75,000	25,000	75,000
41255	Utility Bill Subsidy Program	60,513	90,000	80,687	90,000
	Subtotal - CRA Programs	215,968	445,000	235,687	445,000
	Total Expenditures	$ 278,620	503,000	290,065	509,000

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 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	75,504	82,181	76,136	81,751
Employee Related Expenditures		3,697	10,500	10,500	10,500
Supplies and Services		1,087	1,000	1,000	1,000
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		250,116	255,000	255,000	205,000
Miscellaneous		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers Out		-	-	-	-
Total Expenditures	$	330,404	348,681	342,636	298,251

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	330,404	348,681	342,636	298,251
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Grant Funds		-	-	-	-
Total Funding Sources	$	330,404	348,681	342,636	298,251

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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 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	75,504	82,181	76,136	81,751
Employee Related Expenditures		3,697	10,500	10,500	10,500
Supplies and Services		1,087	1,000	1,000	1,000
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		-	-	-	-
Miscellaneous		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	80,288	93,681	87,636	93,251

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	80,288	93,681	87,636	93,251
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	80,288	93,681	87,636	93,251

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 32,999	36,900	32,999	36,900
30200	PERS Retirement	2,179	2,446	2,188	2,561
30201	PERS Employer UAL	5,691	7,107	6,293	8,236
30205	Employee Group Insurance	33,835	34,863	33,848	33,189
30220	FICA/Medicare Insurance	469	535	478	535
30235	Deferred Compensation	330	330	330	330
	Subtotal - Salaries and Benefits	75,504	82,181	76,136	81,751
Employee Related Expenditures					
30300	Conferences and Meetings	3,697	10,500	10,500	10,500
	Subtotal - Employee Related	3,697	10,500	10,500	10,500
Supplies and Services					
30400	Office Supplies	1,087	1,000	1,000	1,000
	Subtotal - Supplies and Services	1,087	1,000	1,000	1,000
	Total Expenditures	$ 80,288	93,681	87,636	93,251

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 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	-	-	-	-
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		250,116	255,000	255,000	205,000
Miscellaneous		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	250,116	255,000	255,000	205,000

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	250,116	255,000	255,000	205,000
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	250,116	255,000	255,000	205,000

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Contractual and Professional Services					
34100	Contractual Services	$ 250,116	255,000	255,000	205,000
	Subtotal - Contractual & Professional	250,116	255,000	255,000	205,000
	Total Expenditures	$ 250,116	255,000	255,000	205,000

Administration

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	765,478	830,433	800,837	873,532
Employee Related Expenditures		14,556	20,730	15,850	7,664
Supplies and Services		22,188	21,910	16,273	60,450
Maintenance and Rentals		-	-	-	-
Operations and Utilities		559	400	1,200	400
Contractual and Professional Services		165,523	168,893	123,772	139,645
Miscellaneous		-	300	-	300
Internal Service Fund Charges		71,391	49,400	49,400	54,700
Capital Outlay		-	-	-	-
Transfers Out		-	-	-	-
Total Expenditures	$	1,039,695	1,092,066	1,007,332	1,136,691

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	1,012,104	1,056,819	975,380	1,099,203
Water Fund		13,795	17,204	15,974	18,311
Sewer Fund		13,795	18,043	15,977	19,177
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Grant Funds		-	-	-	-
Total Funding Sources	$	1,039,695	1,092,066	1,007,332	1,136,691

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.

2018-2019 Goals & Objectives

- Impartially and 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.
- Manage the implementation of City’s Strategic Plan priorities and action plans.
- Provide leadership in the public education and communication regarding City Revenue Ballot Measure.
- Timely respond to questions from individual Council Members and inform them of important matters affecting City operations including changes in legislation, regional developments and local issues.
- Provide recommendations on potential cost savings budget measures. Continue to review City policies and procedures for opportunities to improve clarity and efficiencies.
- 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 2018-2019 are substantially completed during the fiscal year.
- Prioritize and emphasize economic development efforts on programs designed to attract businesses that can contribute significantly to general fund revenues – hotels and retail establishments.
- Lead by creating exemplary ethical behavior in City government by complying with laws, rules, regulations and avoiding unnecessary controversies.

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	332,288	338,903	336,971	350,764
Employee Related Expenditures		3,520	4,900	4,900	1,900
Supplies and Services		2	-	-	-
Maintenance and Rentals		-	-	-	-
Operations and Utilities		559	400	1,200	400
Contractual and Professional Services		-	-	-	-
Miscellaneous		-	-	-	-
Internal Service Fund Charges		16,817	11,000	11,000	12,000
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	353,187	355,203	354,071	365,064

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	353,187	355,203	354,071	365,064
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Miscellaneous Grants		-	-	-	-
Total Funding Sources	$	353,187	355,203	354,071	365,064

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 208,677	208,677	208,677	208,677
30200	PERS Retirement	23,023	23,057	23,057	24,142
30201	PERS Employer UAL	59,786	66,985	64,677	77,628
30205	Employee Group Insurance	16,857	15,958	16,865	15,958
30210	Vehicle Allowance	6,000	6,000	6,000	6,000
30215	Medical Savings Account	300	300	300	300
30220	FICA/Medicare Insurance	3,278	3,026	3,026	3,026
30221	Administrative Leave Cash Out	4,013	-	4,013	4,013
30225	Sick leave buy back	4,336	5,000	4,336	5,000
30230	Annual Vacation/Admin Leave Cash Out	6,020	9,900	6,020	6,020
	Subtotal - Salaries and Benefits	332,288	338,903	336,971	350,764
Employee Related Expenditures					
30300	Conferences and Meetings	1,975	3,000	3,000	-
30320	Dues, Memberships and Subscriptions	1,545	1,900	1,900	1,900
	Subtotal - Employee Related	3,520	4,900	4,900	1,900
Supplies and Services					
30400	Office Supplies	2	-	-	-
	Subtotal - Supplies and Services	2	-	-	-
Operations and Utilities					
33100	Utilities	559	400	1,200	400
	Subtotal - Operations & Utilities	559	400	1,200	400
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	400	900	900	600
42115	Computing and Communications Operations	5,300	10,100	10,100	11,400
42235	Compensated absences	11,117	-	-	-
	Subtotal - Internal Service Charges	16,817	11,000	11,000	12,000
	Total Expenditures	$ 353,187	355,203	354,071	365,064

City Clerk

ADMINISTRATION
City Clerk

The City Clerk serves under the direction of the City Manager. The City Clerk serves as the City's election official, as the neutral liaison between citizens and government, and as custodian of all official records for the City of Norco ensuring the preservation of the City's legislative history. The City Clerk's Office facilitates the preparation of City Council meeting agendas, prepares the minutes for all City Council meetings, administers the City's records management system, maintains the City's Municipal Code, ensures that elected and appointed officials comply with filing requirements in accordance with the Political Reform Act, fulfills Public Records Act requests, and oversees official City communications ensuring access to open and transparent government. The City Clerk also serves as the Secretary of the Successor Agency to the Norco Community Redevelopment Agency as well as the Oversight Board.

2018-2019 Goals and 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 the City's records management system to enable quick response to public records requests, as well as to more efficiently assist City staff with document research.

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

- 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.

- Continue to 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 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	255,157	278,906	264,059	297,823
Employee Related Expenditures		3,703	6,960	2,620	4,230
Supplies and Services		4,800	8,060	7,430	53,500
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		8,894	10,400	9,000	8,600
Miscellaneous		-	-	-	-
Internal Service Fund Charges		19,502	22,000	22,000	24,400
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	292,056	326,326	305,109	388,553

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	292,056	326,326	305,109	388,553
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	292,056	326,326	305,109	388,553

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 141,628	156,340	152,478	161,016
30105	Salaries, Part Time	12,688	12,500	6,000	12,500
30200	PERS Retirement	15,628	17,274	16,847	18,628
30201	PERS Employer UAL	40,664	50,185	47,079	59,898
30205	Employee Group Insurance	31,492	31,306	32,010	31,612
30210	Vehicle Allowance	4,800	4,800	4,800	4,800
30212	Cell Phone Stipend	600	600	600	600
30215	Medical Savings Account	540	540	540	540
30220	FICA/Medicare Insurance	2,330	2,448	2,298	2,516
30221	Administrative Leave Cash Out	2,402	-	-	1,000
30225	Sick leave buy back	615	800	172	800
30230	Annual Vacation/Admin Leave Cash Out	1,054	1,000	1,085	1,200
30235	Deferred Compensation	317	313	150	313
30255	Tuition Reimbursement	400	800	-	2,400
	Subtotal - Salaries and Benefits	255,157	278,906	264,059	297,823
Employee Related Expenditures					
30300	Conferences & Meetings	2,898	5,920	1,920	2,985
30320	Dues, Memberships and Subscriptions	805	1,040	700	1,245
	Subtotal - Employee Related	3,703	6,960	2,620	4,230
Supplies and Services					
30400	Office Supplies	1,218	1,200	1,200	2,000
30405	Printing & Copies	123	100	130	100
30410	Postage	48	100	100	100
30416	City Merchandise	978	3,300	3,300	3,300
30445	Legal Advertising	2,397	3,360	2,700	3,000
30455	Election	35	-	-	45,000
	Subtotal - Supplies and Services	4,800	8,060	7,430	53,500
Contractual and Professional Services					
34100	Contractual Services	8,894	10,400	9,000	8,600
	Subtotal - Contractual & Professional	8,894	10,400	9,000	8,600
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	1,000	1,800	1,800	1,500
42115	Computing and Communications Operations	16,000	20,200	20,200	22,900
42235	Compensated Absences	2,502	-	-	-
	Subtotal - Internal Service Charges	19,502	22,000	22,000	24,400
	Total Expenditures	$ 292,056	326,326	305,109	388,553

Economic Development

ECONOMIC DEVELOPMENT

The City's Economic Development Division is charged with attracting new revenue-generating enterprises to Norco, as well as ensuring the success of those currently comprising the business community. With guidance from the Economic Development Advisory Council (EDAC), staff aggressively promotes the City of Norco as a desirable place to conduct business and seeks to elevate the image of Horsetown USA as a destination for visitors. The Division oversees the City's affordable housing programs, currently managed by a consulting firm specializing in the field. In addition to EDAC, Economic Development staff also assists the City's Historic Preservation Commission.

2018-2019 Goals and Objectives

- Pursue a comprehensive economic development strategy that addresses both business attraction and retention, while also elevating the City's national profile as a place to reside, visit or conduct business.

- Implement aggressive economic development initiatives, including intensified marketing and a substantial presence at national networking forums, that lead to increased municipal revenues and diversification of 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 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, while connecting Norconians to their rich heritage.

- Empower the Historic Preservation Commission to enhance the City's Historic Collection at the Community Center, with an emphasis on presenting exhibitions to the public.

- Work with the Economic Development Advisory Council (EDAC) to strengthen its role as a proactive partner for future economic development efforts.

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

- Approach lifestyle-compatible industries (e.g. technology, health sciences), marketing the City of Norco as a strategic, cost-effective place to conduct business, while creating employment opportunities that attract younger residents.

- Influence prospective development plans, ensuring every proposal addresses long-term economic benefits to the City while preserving Norco's unique lifestyle.

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	63,071	69,039	69,238	71,498
Employee Related Expenditures		5,007	6,620	6,080	1,070
Supplies and Services		17,088	13,400	8,393	6,500
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		156,629	158,493	114,772	131,045
Miscellaneous		-	300	-	300
Internal Service Fund Charges		13,543	16,400	16,400	18,300
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	255,339	264,252	214,883	228,713

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	255,339	264,252	214,883	228,713
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	255,339	264,252	214,883	228,713

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 48,607	53,599	53,529	55,198
30105	Salaries, Part Time	2,280	2,000	2,000	2,000
30200	PERS Retirement	3,204	3,513	3,497	3,777
30205	Employee Group Insurance	8,062	8,831	8,204	8,404
30215	Medical Savings Account	129	240	240	240
30220	FICA/Medicare Insurance	738	806	805	829
30225	Sick leave buy back	-	-	913	1,000
30235	Deferred Compensation	50	50	50	50
	Subtotal - Salaries and Benefits	63,071	69,039	69,238	71,498
Employee Related Expenditures					
30300	Conferences & Meetings	3,930	6,050	5,550	500
30320	Dues, Memberships and Subscriptions	1,077	570	530	570
	Subtotal - Employee Related	5,007	6,620	6,080	1,070
Supplies and Services					
30400	Office Supplies	277	1,000	223	500
30405	Printing & Copies	2,806	3,000	680	3,000
30415	Special Departmental	720	2,000	1,000	2,000
30440	Advertising and Promotion	13,285	6,900	6,490	500
	Subtotal - Supplies and Services	17,088	12,900	8,393	6,000
Contractual and Professional Services					
34100	Contractual Services	58,299	60,000	56,500	68,000
34100.70	Norco Auto Mall Sign Maintenance	-	-	-	-
34105	Other Professional Services	28,179	38,993	37,856	20,440
	Subtotal - Contractual & Professional	86,478	98,993	94,356	88,440
Miscellaneous					
35311	Sixth Street Banner Program	-	300	-	300
	Subtotal - Miscellaneous	-	300	-	300
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	700	1,200	1,200	1,100
42115	Computing and Communications Operations	10,600	15,200	15,200	17,200
42235	Compensated Absences	2,243	-	-	-
	Subtotal - Internal Service Charges	13,543	16,400	16,400	18,300
	Total Expenditures	$ 185,188	204,252	194,467	185,608

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Supplies and Services					
30405	Printing & Copies	$ -	500	-	500
	Subtotal - Supplies and Services	-	500	-	500
Contractual and Professional Services					
34100	Contractual Services	11,461	20,810	18,416	18,415
34100.60	Gateway Sign Maintenance	2,063	5,000	2,000	5,000
34100.65	Gateway Sign Replacement Charges	56,627	33,690	-	19,190
	Subtotal - Contractual & Professional	70,151	59,500	20,416	42,605
	Total Expenditures	$ 70,151	60,000	20,416	43,105

Account Number	Department-Generated Revenues	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
55290	Sixth Street Gateway Sign Advertising	$ 47,767	60,000	45,000	45,000
	Total Revenues	$ 47,767	60,000	45,000	45,000

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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.

2018-2019 Goals and Objectives

- Assist City Manager in the management of the City's risk programs including general liability, workers compensation, and retiree health benefits.
- Continue to administer low cost training to City employees to ensure compliance to rules and regulations in personnel management practices, quality customer service and succession planning employee development.
- Continue to promote citywide quality customer service.
- Continue to support Departments by reviewing local, state, and federal legislation as it relates to the Human Resources operations.

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	114,961	143,585	130,569	153,447
Employee Related Expenditures		2,327	2,250	2,250	464
Supplies and Services		298	450	450	450
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		-	-	-	-
Miscellaneous		-	-	-	-
Internal Service Fund Charges		21,528	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	139,114	146,285	133,269	154,361

Funding Sources:		***FY 2016 Actual***	***FY 2017 Amended Budget***	***FY 2017 Estimated Year-End Total***	***FY 2018 Budget Request***
General Fund	$	111,523	111,038	101,317	116,873
Water Fund		13,795	17,204	15,974	18,311
Sewer Fund		13,795	18,043	15,977	19,177
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	139,114	146,285	133,269	154,361

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

Account Number	Account Description		FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits						
30100	Salaries, Full Time	$	57,224	69,220	62,927	71,459
30200	PERS Retirement		6,299	7,648	6,953	8,267
30201	PERS Employer UAL		15,773	22,220	19,473	26,583
30205	Employee Group Insurance		5,328	5,500	5,499	5,668
30212	Cell Phone Stipend		418	456	456	456
30215	Medical Savings Account		182	182	182	182
30220	FICA/Medicare Insurance		905	1,004	912	1,036
30225	Sick leave buy back		660	500	1,005	500
30230	Annual Vacation Cash Out		-	1,000	1,210	1,200
30255	Tuition Reimbursement		580	608	-	608
	Subtotal - Salaries and Benefits		87,371	108,338	98,617	115,959
Employee Related Expenditures						
30300	Training		1,554	1,500	1,500	-
30305	Auto Mileage		-	50	50	50
30320	Dues, Memberships and Subscriptions		773	700	700	414
	Subtotal - Employee Related		2,327	2,250	2,250	464
Supplies and Services						
30400	Office Supplies		298	450	450	450
	Subtotal - Supplies and Services		298	450	450	450
Internal Service Fund Charges						
42235	Compensated Absences		21,528	-	-	-
	Subtotal - Internal Service Charges		21,528	-	-	-
	Total Expenditures	$	111,523.21	111,038	101,317	116,873

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 9,035	10,930	10,295	11,283
30200	PERS Retirement	995	1,208	1,139	1,305
30201	PERS Employer UAL	2,490	3,508	3,075	4,197
30205	Employee Group Insurance	841	868	865	895
30212	Cell Phone Stipend	66	72	72	72
30215	Medical Savings Account	29	29	29	29
30220	FICA/Medicare Insurance	143	158	149	164
30225	Sick leave buy back	104	175	159	80
30230	Annual Vacation Cash Out	-	160	191	190
30255	Tuition Reimbursement	92	96	-	96
	Subtotal - Salaries and Benefits	$ 13,795	17,204	15,974	18,311

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 9,035	10,930	10,298	11,283
30200	PERS Retirement	995	1,208	1,139	1,305
30201	PERS Employer UAL	2,500	3,508	3,075	4,197
30205	Employee Group Insurance	841	868	865	895
30212	Cell Phone Stipend	66	72	72	72
30215	Medical Savings Account	29	868	29	895
30220	FICA/Medicare Insurance	143	158	149	164
30225	Sick leave buy back	104	175	159	80
30230	Annual Vacation Cash Out	-	160	191	190
30255	Tuition Reimbursement	82	96		96
	Subtotal - Salaries and Benefits	$ 13,795	18,043	15,977	19,177

Non Departmental

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	303,978	386,423	402,642	496,828
Employee Related Expenditures		30,711	36,657	35,800	35,600
Supplies and Services		1,168,517	1,212,270	1,166,615	1,097,700
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		215,832	211,326	211,326	337,683
Miscellaneous		36,147	65,015	66,766	44,085
Internal Service Fund Charges		218,346	273,437	273,437	381,925
Capital Outlay		-	-	-	-
Transfers		75,000	674,824	674,824	-
Total Expenditures	$	2,048,531	2,859,952	2,831,409	2,393,821

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	2,048,531	2,859,952	2,831,409	2,393,821
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	2,048,531	2,859,952	2,831,409	2,393,821

City of Norco, California
General Fund 121 -Non-Departmental Division - 724
Budget Detail By Line Item
121-724

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30200	PERS Retirement - Survivor Benefit	$ 2,838	3,600	3,600	3,600
30201	PERS Employer UAL- Safety Plan	286,893	365,623	365,623	458,908
30202	Pension Replacement Benefit	3,154	3,500	2,760	3,000
30240	Continuous Service Bonus	2,820	1,700	1,920	3,320
30245	Workers Compensation - Cost Containment	-	-	65	-
30250	Unemployment Claims Payment	8,273	12,000	28,674	28,000
	Subtotal - Salaries and Benefits	303,978	386,423	402,642	496,828
Employee Related Expenditures					
30300	Training, Conferences, Meetings	3,337	5,600	5,600	5,600
30315	Employee Hiring Costs	5,747	6,000	6,000	6,000
30320	Dues, Memberships and Subscriptions	21,627	25,057	24,200	24,000
	Subtotal - Employee Related	30,711	36,657	35,800	35,600
Supplies and Services					
30400	Office Supplies	2,790	3,800	3,800	4,100
30415	Special Departmental	2,098	1,350	1,350	1,350
30440	Advertising and Promotion	1,120	1,500	1,500	1,500
30460	Medical Insurance Administration	4,852	5,016	5,016	5,627
30465	Medical Insurance – Retirees	857,657	900,604	854,949	885,123
30470	Post Employment Ben-GASB45	300,000	300,000	300,000	200,000
	Subtotal - Supplies and Services	1,168,517	1,212,270	1,166,615	1,097,700
Contractual and Professional Services					
34100	Contractual Services	52,623	76,448	76,448	76,598
34105	Other Professional Services	134,336	100,000	100,000	226,000
34125	Accounting & Auditing	6,106	6,878	6,878	7,085
34130	Bank Fees and Discount Charges	22,767	28,000	28,000	28,000
	Subtotal - Contractual & Professional	215,832	211,326	211,326	337,683
Miscellaneous					
35205	Property Taxes	-	12,500	-	-
35210	Administration Fees-Property Taxes	12,448	-	14,251	-
35215	Parking Fines Collection Costs	18,440	21,120	21,120	21,120
35270	Community Promotion	626	850	850	850
35271	Community Outreach	-	25,000	25,000	-
35280	Employee Recognition	4,634	5,545	5,545	5,340
35285	Lake Norconian Club Foundation	-	-	-	16,775
	Subtotal - Miscellaneous	36,147	65,015	66,766	44,085

City of Norco, California
General Fund 121 -Non-Departmental Division - 724
Budget Detail By Line Item
121-724

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Internal Service Fund Charges					
42200	Liability Insurance	72,355	125,891	125,891	173,687
42220	Self Insured Expenses	55,850	50,500	50,500	40,275
42225	Self Insured Settlements	29,800	29,800	29,800	94,500
42230	Excess Workers Comp	60,341	67,246	67,246	73,463
	Subtotal - Internal Service Charges	218,346	273,437	273,437	381,925
Transfers					
44100	Transfers	75,000	674,824	674,824	-
	Subtotal - Transfers	75,000	674,824	674,824	-
	Total Expenditures	$ 2,048,531	2,859,952	2,831,409	2,393,821

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.

2018-19 Goals and Objectives

- Provide leadership in the development of FY 2019-2020 operating and capital improvement program budgets. Prepare award winning Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2019.
- Ensure successful completion of all FY 2017-2018 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.
- Implement a new Water App and online Business License Renewal System
- Assist departments in implementing new online Recreation and Community Development software programs with strong fiscal and internal controls.
- Provide assistance to all departments regarding citywide strategic goals.

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	891,920	991,801	954,508	1,072,088
Employee Related Expenditures		9,226	13,305	5,575	6,125
Supplies and Services		82,398	86,005	86,005	81,505
Maintenance and Rentals		580	630	630	630
Operations and Utilities		509	480	1,000	1,000
Contractual and Professional Services		196,737	193,831	193,830	185,462
Miscellaneous		-	-	-	-
Internal Service Fund Charges		97,906	99,000	99,000	110,500
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	1,279,276	1,385,052	1,340,548	1,457,310

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	566,534	640,549	606,336	651,815
Water Fund		378,016	392,764	387,829	426,040
Sewer Fund		334,726	351,739	346,382	379,455
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	1,279,276	1,385,052	1,340,548	1,457,310

City of Norco, California
General Fund 121 - Fiscal and Support Services Division 706
Budget Detail By Line Item
121-706

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 276,492	320,141	295,220	323,704
30105	Salaries, Part Time	-	-	17,475	-
30110	Salaries, Overtime	1,112	-	1,100	-
30200	PERS Retirement	28,391	31,818	28,477	33,901
30201	PERS Employer UAL	62,837	77,499	71,010	92,492
30205	Employee Group Insurance	54,006	57,262	44,956	53,102
30210	Vehicle Allowance	2,880	2,880	2,880	2,880
30215	Medical Savings Account	560	608	533	588
30220	FICA/Medicare Insurance	4,556	4,642	4,550	4,694
30221	Administrative Leave Cash Out	1,163	-	3,056	3,668
30225	Sick leave buy back	4,046	5,150	3,077	5,150
30230	Annual Vacation Cash Out	2,539	2,500	2,726	2,945
30235	Deferred Compensation	-	-	437	-
	Subtotal - Salaries and Benefits	438,581	502,500	475,497	523,123
Employee Related Expenditures					
30300	Conferences and Meetings	7,044	10,230	2,500	2,010
30305	Auto Mileage	102	300	300	300
30320	Dues, Memberships and Subscriptions	2,080	2,775	2,775	3,815
	Subtotal - Employee Related	9,226	13,305	5,575	6,125
Supplies and Services					
30400	Office Supplies	2,706	4,000	4,000	2,500
30405	Printing & Copies	798	880	880	880
30410	Postage	922	2,650	2,650	2,650
30415	Special Departmental	-	-	-	-
30475	Performance Bonds	1,835	1,855	1,855	1,855
	Subtotal - Supplies and Services	6,261	9,385	9,385	7,885
Maintenance and Rentals					
32100	Office Equipment Maintenance	33	50	50	50
	Subtotal - Maintenance & Rentals	33	50	50	50
Operations and Utilities					
33100	Utilities	509	480	1,000	1,000
	Subtotal - Operations & Utilities	509	480	1,000	1,000
Contractual and Professional Services					
34100	Contractual Services	23,703	20,787	20,787	10,947
34125	Accounting & Auditing	24,914	28,042	28,042	28,885
	Subtotal - Contractual & Professional	48,617	48,829	48,829	39,832

City of Norco, California
General Fund 121 - Fiscal and Support Services Division 706
Budget Detail By Line Item
121-706

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	306	400	400	400
42105	Vehicle Replacement Charges	-	-	-	-
42110	Computing and Comm. Equip Replacement	4,500	4,900	4,900	4,700
42115	Computing and Communications Operations	58,500	60,700	60,700	68,700
	Subtotal - Internal Service Charges	63,306	66,000	66,000	73,800
	Total Expenditures	$ 566,534	640,549	606,336	651,815

City of Norco, California
Water Fund 124 - Fiscal and Support Services Division 706
Budget Detail By Line Item
124-706

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 162,595	170,460	168,596	191,523
30105	Salaries, Part Time	-	-	3,026	-
30110	Salaries, Overtime	521	-	-	-
30200	PERS Retirement	14,726	16,538	15,728	18,927
30201	PERS Employer UAL	31,049	38,397	35,419	45,825
30205	Employee Group Insurance	30,992	33,982	30,411	31,938
30210	Vehicle Allowance	1,200	1,200	1,200	1,200
30212	Cell Phone Stipend	-	150	-	-
30215	Medical Savings Account	239	267	222	255
30220	FICA/Medicare Insurance	2,397	2,472	2,489	2,777
30221	Administrative Leave Cash Out	463	-	1,353	1,624
30225	Sick leave buy back	1,736	1,736	1,521	1,736
30230	Annual Vacation Cash Out	1,157	800	1,027	1,109
30235	Deferred Compensation	-	-	76	-
	Subtotal - Salaries and Benefits	247,075	266,002	261,068	296,915
Supplies and Services					
30400	Office Supplies	2,931	2,950	2,950	2,950
30405	Printing	5,972	7,820	7,820	7,820
30410	Postage	29,226	26,040	26,040	26,040
	Subtotal - Supplies and Services	38,129	36,810	36,810	36,810
Maintenance and Rentals					
32100	Office Equipment Maintenance	33	50	50	50
32105	Equipment Rental	240	240	240	240
	Subtotal - Maintenance & Rentals	273	290	290	290
Contractual and Professional Services					
34100	Contractual Services	54,094	50,466	50,466	50,660
34125	Accounting & Auditing	7,985	8,995	8,995	9,265
34130	Financial Services	13,160	13,701	13,700	13,700
	Subtotal - Contractual & Professional	75,240	73,162	73,161	73,625
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	1,300	1,300	1,300	1,200
42115	Computing and Communications Operations	16,000	15,200	15,200	17,200
	Subtotal - Internal Service Charges	17,300	16,500	16,500	18,400
	Total Expenditures	$ 378,016	392,764	387,829	426,040

City of Norco, California
Sewer Fund 126- Fiscal and Support Services Division 706
Budget Detail By Line Item
126-706

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 134,970	143,085	138,699	163,327
30105	Salaries, Part Time	-	-	3,026	-
30110	Salaries, Overtime	521	-	1,000	-
30200	PERS Retirement	12,331	13,755	13,102	15,926
30201	PERS Employer UAL	25,619	31,330	29,121	37,389
30205	Employee Group Insurance	27,191	29,759	26,877	28,643
30210	Vehicle Allowance	720	720	720	720
30212	Cell Phone Stipend	-	90	-	-
30215	Medical Savings Account	166	185	154	177
30220	FICA/Medicare Insurance	1,988	2,075	2,070	2,368
30221	Administrative Leave Cash Out	313	-	955	1,146
30225	Sick leave buy back	1,458	1,500	1,353	1,500
30230	Annual Vacation Cash Out	986	800	790	854
30235	Deferred Compensation	-	-	76	-
	Subtotal - Salaries and Benefits	206,264	223,299	217,942	252,050
Supplies and Services					
30400	Office Supplies	2,811	2,950	2,950	2,950
30405	Printing	5,972	7,820	7,820	7,820
30410	Postage	29,226	29,040	29,040	26,040
	Subtotal - Supplies and Services	38,009	39,810	39,810	36,810
Maintenance and Rentals					
32100	Office Equipment Maintenance	33	50	50	50
32105	Equipment Rental	240	240	240	240
	Subtotal - Maintenance & Rentals	273	290	290	290
Contractual and Professional Services					
34100	Contractual Services	51,734	48,845	48,845	48,740
34125	Accounting & Auditing	7,985	8,995	8,995	9,265
34130	Financial Services	13,160	14,000	14,000	14,000
	Subtotal - Contractual & Professional	72,880	71,840	71,840	72,005
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	1,300	1,300	1,300	1,100
42115	Computing and Communications Operations	16,000	15,200	15,200	17,200
	Subtotal - Internal Service Charges	17,300	16,500	16,500	18,300
	Total Expenditures	$ 334,726	351,739	346,382	379,455

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Sheriff's Department
Riverside County
Sheriff

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 Sherriff's sergeants who supervise the operation, 12.3 full-time equivalent deputy sheriffs assigned to patrol (resulting in a minimum daily staffing of two deputies on-duty 24 hours a day), two additional deputies assigned to Special Enforcement Team (working to prevent crime by addressing some of the underlying causes of longer term problems), one deputy assigned to Traffic Enforcement, three civilian community service officers deployed so that most days there is one officer in the field to assist the patrol deputies and meet 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 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	113,305	120,709	116,306	129,984
Employee Related Expenditures		2,574	4,650	4,650	6,150
Supplies and Services		14,566	21,550	20,850	17,950
Maintenance and Rentals		6,034	3,000	3,100	3,000
Operations and Utilities		6,195	5,400	6,500	6,500
Contractual and Professional Services		5,333,815	5,892,135	5,776,694	6,454,202
Miscellaneous		2,873	7,500	4,500	8,000
Internal Service Fund Charges		28,451	28,555	28,755	18,200
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	5,507,813	6,083,499	5,961,355	6,643,986

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	5,378,489	5,983,499	5,821,939	6,543,986
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Grant Funds		129,324	100,000	139,416	100,000
Total Funding Sources	$	5,507,813	6,083,499	5,961,355	6,643,986

City of Norco, California
General Fund 121 - Sheriff's Department - 772
Budget Detail By Line Item
121 - 772

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 50,531	53,599	53,590	55,198
30105	Salaries, Part Time	19,088	24,500	19,100	24,500
30200	PERS Retirement	5,742	5,922	5,921	6,386
30201	PERS Employer UAL	14,941	17,205	16,584	20,534
30205	Employee Group Insurance	14,915	15,348	15,597	15,653
30215	Medical Savings Account	240	240	240	240
30220	FICA/Medicare Insurance	1,037	1,132	1,054	1,156
30221	Administrative Leave Cash Out	-	-	-	500
30225	Sick leave buy back	723	750	687	750
30230	Annual Vacation Cash Out	-	1,400	-	1,400
30235	Deferred Compensation	477	613	478	613
	Subtotal - Salaries and Benefits	107,694	120,709	113,251	126,929
Employee Related Expenditures					
30300	Conferences and Meetings	411	1,000	1,000	2,000
30310	Uniforms & Safety Gear	933	1,500	1,500	2,000
30320	Dues, memberships and Subscriptions	85	100	100	100
	Subtotal - Employee Related	1,429	2,600	2,600	4,100
Supplies and Services					
30400	Office Supplies	6,030	6,500	7,500	7,500
30405	Printing & Copies	1,599	3,200	2,500	3,200
30410	Postage	61	100	100	100
30415	Special Departmental	867	5,600	5,600	1,000
30425	Small Tools	2,502	3,000	2,000	3,000
	Subtotal - Supplies and Services	11,059	18,400	17,700	14,800
Maintenance and Rentals					
32100	Office Equipment Maintenance	-	1,000	1,000	1,000
32200	Building and ground maintenance	6,034	2,000	2,100	2,000
	Subtotal - Maintenance & Rentals	6,034	3,000	3,100	3,000
Operations and Utilities					
33100	Utilities	4,157	4,000	4,000	4,000
	Subtotal - Operations & Utilities	4,157	4,000	4,000	4,000
Contractual and Professional Services					
34100	Contractual Services	138,399	118,489	119,104	126,541
34115	Law Enforcement Contract	5,020,536	5,626,018	5,470,546	6,177,051
	Subtotal - Contractual & Professional	5,158,935	5,744,507	5,589,650	6,303,592

City of Norco, California
General Fund 121 - Sheriff's Department - 772
Budget Detail By Line Item
121 - 772

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Miscellaneous					
35300	Highway Patrol DUI Testing	1,260	5,000	2,000	5,000
	Subtotal - Miscellaneous	1,260	5,000	2,000	5,000
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	9,000	5,000	5,000	5,000
42105	Vehicle Replacement Charges	6,651	10,955	10,955	-
42110	Computing and Comm. Equip Replacement	500	500	500	500
42115	Computing and Communications Operations	5,300	5,100	5,300	5,700
	Subtotal - Internal Service Charges	21,451	21,555	21,755	11,200
	Total Expenditures	$ 5,312,020	5,919,771	5,754,056	6,472,621

City of Norco, California
General Fund 121 - Crossing Guards Divison - 773
Budget Detail By Line Item
121-773

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Contractual and Professional Services					
34100	Contractual Services	$ 45,556	47,628	47,628	50,610
	Subtotal - Contractual & Professional	45,556	47,628	47,628	50,610
	Total Expenditures	$ 45,556	47,628	47,628	50,610

City of Norco, California
General Fund 121 - Citizens on Patrol Division -774
Budget Detail By Line Item
121-774

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30245	Workers Compensation	$ 5,611	-	3,055	3,055
	Subtotal - Salaries and Benefits	5,611	-	3,055	3,055
Employee Related Expenditures					
30300	Conferences and Meetings	145	250	250	250
30310	Uniforms & Safety Gear	1,000	1,800	1,800	1,800
	Subtotal - Employee Related	1,145	2,050	2,050	2,050
Supplies and Services					
30400	Office Supplies	37	50	50	50
30410	Postage	-	100	100	100
30415	Special Departmental	515	1,000	1,000	1,000
30425	Small Tools	1,439	1,500	1,500	1,500
30495	NCP Special Events	150	500	500	500
30496	NCP Fund Raising	1,366	-	-	-
	Subtotal - Supplies and Services	3,507	3,150	3,150	3,150
Operations and Utilities					
33100	Utilities	2,038	1,400	2,500	2,500
	Subtotal - Operations & Utilities	2,038	1,400	2,500	2,500
Miscellaneous					
35275	Volunteer Recognition	1,613	2,500	2,500	3,000
	Subtotal - Miscellaneous	1,613	2,500	2,500	3,000
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	7,000	7,000	7,000	7,000
	Subtotal - Internal Service Charges	7,000	7,000	7,000	7,000
	Total Expenditures	$ 20,912	16,100	20,255	20,755

City of Norco, California
Supplemental Law Enforcement Fund 162 - Sheriff's Department Division - 772
Budget Detail By Line Item
162-772

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Contractual and Professional Services					
34115	Law Enforcement Contract	$ 129,324	100,000	139,416	100,000
	Subtotal - Contractual & Professional	129,324	100,000	139,416	100,000
	Total Expenditures	$ 129,324	100,000	139,416	100,000

Fire & EMS
Riverside Co. Fire
CALFIRE

FIRE DEPARTMENT
EMS Division

The Norco Fire Department is part of the CALFIRE/Riverside County Fire Department's regional integrated, cooperative fire protection organization. The 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 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
Fire Department
Budget Summary By Major Categories

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	17,762	21,393	17,524	21,393
Employee Related Expenditures		-	-	-	-
Supplies and Services		9,615	10,500	10,500	10,500
Maintenance and Rentals		7,837	14,800	14,800	14,800
Operations and Utilities		-	-	-	-
Contractual and Professional Services		3,367,440	4,246,276	4,246,276	4,416,939
Miscellaneous		-	-	-	-
Internal Service Fund Charges		16,105	15,263	15,263	15,035
Capital Outlay		11,616	14,837	14,837	1,000
Transfers Out		-	-	-	-
Total Expenditures	$	3,430,375	4,323,069	4,319,200	4,479,667

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	3,419,614	4,309,232	4,305,363	4,479,667
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Grant Funds		10,761	13,837	13,837	-
Total Funding Sources	$	3,430,375	4,323,069	4,319,200	4,479,667

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

Expenditures:	***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$ 17,762	$ 21,393	$ 17,524	$ 21,393
Employee Related Expenditures	-	-	-	-
Supplies and Services	9,615	10,500	10,500	10,500
Maintenance and Rentals	7,837	14,800	14,800	14,800
Operations and Utilities	-	-	-	-
Contractual and Professional Services	3,367,440	4,246,276	4,246,276	4,416,939
Miscellaneous	-	-	-	-
Internal Service Fund Charges	16,105	15,263	15,263	15,035
Capital Outlay	11,616	14,837	14,837	1,000
Transfers	-	-	-	-
Total Expenditures	$ 3,430,375	$ 4,323,069	$ 4,319,200	$ 4,479,667

Funding Sources:	***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$ 3,419,614	$ 4,309,232	$ 4,305,363	$ 4,479,667
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Miscellaneous Grants	10,761	13,837	13,837	-
Total Funding Sources	$ 3,430,375	$ 4,323,069	$ 4,319,200	$ 4,479,667

City of Norco, California
General Fund 121 - Riverside County/Cal Fire Department- 761A
Budget Detail By Line Item
121-761A

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ 17,084	20,580	16,858	20,580
30220	FICA/Medicare Insurance	252	298	244	298
30235	Deferred Compensation	427	515	421	515
	Subtotal - Salaries and Benefits	17,762	21,393	17,524	21,393
Supplies and Services					
30400	Office Supplies	1,000	1,000	1,000	1,000
30415	Special Departmental	8,615	9,000	9,000	9,000
	Subtotal - Supplies and Services	9,615	10,000	10,000	10,000
Maintenance and Rentals					
32200	Building and ground maintenance	5,744	7,200	7,200	7,200
32205	Weed Abatement	2,093	7,600	7,600	7,600
	Subtotal - Maintenance & Rentals	7,837	14,800	14,800	14,800
Contractual and Professional Services					
34100	Contractual Services	1,893	3,483	3,483	3,483
34112	Riverside County Fire	3,365,547	4,242,793	4,242,793	4,413,456
	Subtotal - Contractual & Professional	3,367,440	4,246,276	4,246,276	4,416,939
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	3,477	3,135	3,135	3,135
42110	Computing and Comm. Equip Replacement	900	900	900	500
42115	Computing and Communications Operations	10,600	10,100	10,100	11,400
	Subtotal - Internal Service Charges	14,977	14,135	14,135	15,035
	Total Expenditures	$ 3,417,631	4,306,604	4,302,735	4,478,167

City of Norco, California
General Fund -121 Norco Animal Rescue Team Division- 764
Budget Detail By Line Item
121-764

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Supplies and Services					
30400	Office Supplies	$ -	100	100	100
30405	Printing & Copies	-	100	100	100
30415	Special Departmental	-	100	100	100
30425	Small Tools	-	200	200	200
	Subtotal - Supplies and Services	-	500	500	500
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance				-
42105	Vehicle Replacement Charges	1,128	1,128	1,128	-
	Subtotal - Internal Service Charges	1,128	1,128	1,128	-
Capital Outlay					
43100	Equipment	855	1,000	1,000	1,000
	Subtotal - Capital Outlay	855	1,000	1,000	1,000
	Total Expenditures	$ 1,983	2,628	2,628	1,500

City of Norco, California
Miscellaneous Grant Fund 122, CalFire Department- 761/761B/761C
Budget Detail By Line Item
121-761/761B/761C

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Capital Outlay					
43100	Equipment	10,761	13,837	13,837	-
	Subtotal - Capital Outlay	10,761	13,837	13,837	-
	Total Expenditures	$ 10,761	13,837	13,837	-

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Planning Division, Code Compliance, Building & Safety

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	629,225	745,061	679,253	809,149
Employee Related Expenditures		2,140	3,950	2,750	2,750
Supplies and Services		6,247	6,000	6,100	6,000
Maintenance and Rentals		-	-	-	-
Operations and Utilities		1,539	1,350	1,850	1,600
Contractual and Professional Services		154,495	175,000	175,000	175,000
Miscellaneous		-	-	-	-
Internal Service Fund Charges		68,308	52,300	52,300	58,000
Capital Outlay		-	-	-	-
Transfers Out		-	-	-	-
Total Expenditures	$	861,955	983,661	917,253	1,052,499

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	860,422	983,661	917,253	1,052,499
Water Fund		766	-	-	-
Sewer Fund		766	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Grant Funds		-	-	-	-
Total Funding Sources	$	861,955	983,661	917,253	1,052,499

Planning Department

PLANNING DIVISION 750

The Planning Division is managed by the Planning Director. The Planning Division is responsible for all current and advanced planning projects and reports as well the Code Compliance and Building & Safety Divisions. 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.

2018-2019 Goals and Objectives

- Update elements of the General Plan as staff time permits.
- Continue preparation of a new Open Space Element of the General Plan in conjunction with the Parks and Recreation Department.
- Monitor development of properties with the Housing Development Overlay zone to insure that the City provides opportunities for the development of housing consistent with the Regional Housing Needs Allotment (RHNA) numbers adopted for Norco.
- With Economic Development monitor development within the C-4 zone (Sixth Street) to recommend new code amendments to the City Council on an as-needed basis to promote new economic development opportunities.
- Continue working with Economic Development and property owners to encourage the development of tourist-oriented hospitality uses.

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	324,339	384,296	341,347	432,465
Employee Related Expenditures		2,140	2,400	1,200	1,200
Supplies and Services		4,616	4,100	4,600	4,100
Maintenance and Rentals		-	-	-	-
Operations and Utilities		520	450	500	450
Contractual and Professional Services		-	-	-	-
Miscellaneous		-	-	-	-
Internal Service Fund Charges		36,294	27,500	27,500	30,300
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	367,909	418,746	375,147	468,515

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	367,909	418,746	375,147	468,515
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	367,909	418,746	375,147	468,515

City of Norco, California
General Fund 121 - Planning Division 750
Budget Detail By Line Item
121-750

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 191,540	197,287	194,992	203,207
30105	Salaries, Part Time	11,706	56,465	19,000	83,465
30200	PERS Retirement	21,136	21,798	21,642	23,509
30201	PERS Employer UAL	54,994	63,329	60,378	75,593
30205	Employee Group Insurance	24,603	25,285	24,734	24,049
30210	Vehicle Allowance	4,800	4,800	5,817	4,800
30215	Medical Savings Account	540	540	540	540
30220	FICA/Medicare Insurance	3,081	3,680	3,103	4,157
30221	Administrative Leave Cash Out	2,140	-	1,470	1,358
30225	Sick leave buy back	3,980	4,000	3,602	4,000
30230	Annual Vacation/Admin Leave Cash Out	5,525	5,700	5,595	5,700
30235	Deferred Compensation	293	1,412	475	2,087
	Subtotal - Salaries and Benefits	324,339	384,296	341,347	432,465
Employee Related Expenditures					
30300	Conferences and Meetings	1,035	1,200	-	-
30320	Dues, Memberships and Subscriptions	1,105	1,200	1,200	1,200
	Subtotal - Employee Related	2,140	2,400	1,200	1,200
Supplies and Services					
30400	Office Supplies	2,396	800	1,300	800
30415	Special Departmental	16	800	800	800
30445	Legal Advertising	2,204	2,500	2,500	2,500
	Subtotal - Supplies and Services	4,616	4,100	4,600	4,100
Operations and Utilities					
33100	Utilities	520	450	500	450
	Subtotal - Operations & Utilities	520	450	500	450
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	2,100	2,200	2,200	1,700
42115	Computing and Communications Operations	26,600	25,300	25,300	28,600
42235	Compensated Absences	7,594	-	-	-
	Subtotal - Internal Service Charges	36,294	27,500	27,500	30,300
	Total Expenditures	$ 367,909	418,746	375,147	468,515

Code Compliance

CODE COMPLIANCE 751

The Code Compliance Division operates under the direction of the Planning Director. 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.

2018-2019 Goals and Objectives

- Continue providing monthly progress update reports to the City Manager on outstanding and closed cases.
- Do more trail parking violation enforcement.
- Expedite transmission of difficult/non-compliant cases for prosecution.
- Increase the number of abandoned vehicles removed through the Abandoned Vehicle Abatement program.
- With expanded coverage for weekends, ensure that there is continued communication on cases that need follow-through inspections from weekdays to the weekend.

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	74,522	106,519	95,794	109,247
Employee Related Expenditures		-	-	-	-
Supplies and Services		524	1,000	1,000	1,000
Maintenance and Rentals		-	-	-	-
Operations and Utilities		509	500	750	750
Contractual and Professional Services		38,213	35,000	35,000	35,000
Miscellaneous		-	-	-	-
Internal Service Fund Charges		2,683	700	700	1,000
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	116,452	143,719	133,244	146,997

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	116,452	143,719	133,244	146,997
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	116,452	143,719	133,244	146,997

City of Norco, California
General Fund 121 - Code Compliance Division 751
Budget Detail By Line Item
121-751

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 57,339	59,059	59,075	60,847
30105	Salaries, Part Time	-	25,000	14,490	25,000
30110	Salaries, Overtime	-	-	568	600
30200	PERS Retirement	3,759	3,858	4,060	4,163
30205	Employee Group Insurance	11,821	15,958	16,164	15,958
30220	FICA/Medicare Insurance	866	1,219	1,075	1,253
30225	Sick leave buy back	738	800	-	800
30235	Deferred Compensation		625	362	625
	Subtotal - Salaries and Benefits	74,522	106,519	95,794	109,247
Supplies and Services					
30400	Office Supplies	-	500	500	500
30415	Special Departmental	524	500	500	500
	Subtotal - Supplies and Services	524	1,000	1,000	1,000
Operations and Utilities					
33100	Utilities	509	500	750	750
	Subtotal - Operations & Utilities	509	500	750	750
Contractual and Professional Services					
34100	Contractual Services	38,213	35,000	35,000	35,000
	Subtotal - Contractual & Professional	38,213	35,000	35,000	35,000
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	1,681	700	700	1,000
42235	Compensated Absences	1,002	-	-	-
	Subtotal - Internal Service Charges	2,683	700	700	1,000
	Total Expenditures	$ 116,452	143,719	133,244	146,997

Building & Safety

BUILDING & SAFETY DIVISION 752

The Building and Safety Division operates under the direction of the Planning Director 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 insure 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.

2018-2019 Goals and Objectives

- Establish a systematic plan for inputting historical files once a new permitting software program has been installed.

- Re-emphasize in staff meetings the importance of good customer service and have management back-up for difficult situations.

- 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.

- Monitor the building permit process to insure the best public service is being provided for citizens and developers.

- Continue monitoring by counter staff that the "request for receipts" given to applicants match the funds collected by the cashier at the end of the day.

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	230,364	254,246	242,111	267,436
Employee Related Expenditures		-	1,550	1,550	1,550
Supplies and Services		1,108	900	500	900
Maintenance and Rentals		-	-	-	-
Operations and Utilities		509	400	600	400
Contractual and Professional Services		116,282	140,000	140,000	140,000
Miscellaneous		-	-	-	-
Internal Service Fund Charges		29,331	24,100	24,100	26,700
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	377,594	421,196	408,861	436,986

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	376,061	421,196	408,861	436,986
Water Fund		766	-	-	-
Sewer Fund		766	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	377,594	421,196	408,861	436,986

City of Norco, California
General Fund 121 - Building & Safety Division 752
Budget Detail By Line Item
121-752

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 150,329	164,172	156,520	169,134
30110	Salaries, Overtime	-	-	1,200	2,400
30200	PERS Retirement	12,553	15,169	13,215	16,398
30201	PERS Employer UAL	17,358	19,989	19,278	23,870
30205	Employee Group Insurance	44,916	49,636	47,247	50,247
30220	FICA/Medicare Insurance	2,123	2,380	2,287	2,487
30225	Sick leave buy back	1,398	1,700	1,475	1,700
30230	Annual Vacation Cash Out	-	1,200	889	1,200
30255	Tuition Reimbursement	154	-	-	-
	Subtotal - Salaries and Benefits	228,831	254,246	242,111	267,436
Employee Related Expenditures					
30300	Conferences and Meetings	-	1,000	1,000	1,000
30310	Uniforms & Safety Gear	-	300	300	300
30320	Dues, Memberships and Subscriptions	-	250	250	250
	Subtotal - Employee Related	-	1,550	1,550	1,550
Supplies and Services					
30400	Office Supplies	665	300	400	300
30415	Special Departmental	442	600	100	600
	Subtotal - Supplies and Services	1,108	900	500	900
Operations and Utilities					
33100	Utilities	509	400	600	400
	Subtotal - Operations & Utilities	509	400	600	400
Contractual and Professional Services					
34100	Contractual Services	116,282	140,000	140,000	140,000
	Subtotal - Contractual & Professional	116,282	140,000	140,000	140,000
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	2,000	2,500	2,500	2,500
42110	Computing and Comm. Equip Replacement	1,400	1,400	1,400	1,300
42115	Computing and Communications Operations	21,300	20,200	20,200	22,900
42235	Compensated Absences	4,631	-	-	-
	Subtotal - Internal Service Charges	29,331	24,100	24,100	26,700
	Total Expenditures	$ 376,061	421,196	408,861	436,986

Parks, Recreation Community Services & Animal Control

PARKS, RECREATION and 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 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$ 1,736,386	1,905,605	1,930,849	2,029,058
Employee Related Expenditures	9,378	17,285	17,439	10,640
Supplies and Services	89,704	113,481	118,734	86,964
Maintenance and Rentals	81,798	86,725	108,363	84,685
Operations and Utilities	407,381	643,469	645,299	648,147
Contractual and Professional Services	785,206	823,365	828,162	855,653
Miscellaneous	4,800	16,222	16,222	17,100
Internal Service Fund Charges	311,531	284,053	284,053	219,500
Capital Outlay	89,824	351,472	347,308	433,000
Transfers Out	-	-	-	-
Total Expenditures	$ 3,516,009	4,241,677	4,296,429	4,384,747

Funding Sources:	***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$ 3,429,781	3,867,278	3,926,194	3,957,347
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
Grant Funds	86,228	374,399	370,236	427,400
Total Funding Sources	$ 3,516,009	4,241,677	4,296,429	4,384,747

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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 sustainable 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 opportunities. 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 which are consistent with Strategic Direction #2 and #3.

Additionally, the Division promotes the brand Horsetown USA, thus enhancing overall economic development within the city which is consistent with Strategic Direction #4. By partnering with and supporting local businesses, we create valuable, lasting connections 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 and healthy 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.

2018-19 Goals and 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 which is consistent with Strategic Direction # 3.

- 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 Norco Youth Advisory Council to assist in the goals and objectives to support community events and special projects.

- Continue to utilize social media and various marketing tools 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 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	531,833	578,170	565,028	607,973
Employee Related Expenditures		473	5,465	5,865	1,865
Supplies and Services		11,188	39,800	40,500	10,500
Maintenance and Rentals		762	1,200	1,116	1,200
Operations and Utilities		42,782	36,960	41,885	43,392
Contractual and Professional Services		51,286	50,783	51,557	56,658
Miscellaneous		-	-	-	-
Internal Service Fund Charges		79,296	63,000	63,000	69,100
Capital Outlay		17,464	5,000	5,000	15,000
Transfers		-	-	-	-
Total Expenditures	$	735,084	780,378	773,951	805,688

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	735,084	780,378	773,951	805,688
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	735,084	780,378	773,951	805,688

City of Norco, California
General Fund 121- Recreation Division - 730
Budget Detail By Line Item
121-730

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 299,829	318,688	315,396	328,235
30105	Salaries, Part Time	52,714	62,358	59,596	63,239
30106	Salaries, Part Time (32 hour)	1,177	-	-	-
30110	Salaries, Overtime	-	-	930	930
30200	PERS Retirement	31,795	33,746	33,491	36,385
30201	PERS Employer UAL	77,228	91,829	88,521	109,606
30205	Employee Group Insurance	45,445	46,085	38,229	38,262
30210	Vehicle Allowance	4,800	4,800	4,800	4,800
30215	Medical Savings Account	780	780	780	780
30220	FICA/Medicare Insurance	5,480	5,525	5,451	5,689
30221	Administrative Leave Cash Out	1,125	-	5,501	5,666
30225	Sick leave buy back	2,543	5,000	3,107	5,000
30230	Annual Vacation/Admin Leave Cash Out	7,511	7,800	7,736	7,800
30235	Deferred Compensation	1,405	1,559	1,490	1,581
	Subtotal - Salaries and Benefits	531,833	578,170	565,028	607,973
Employee Related Expenditures					
30300	Conferences and Meetings	81	4,715	4,715	715
30310	Uniforms& Safety Gear	(119)	100	500	500
30320	Dues, Memberships and Subscriptions	510	650	650	650
	Subtotal - Employee Related	473	5,465	5,865	1,865
Supplies and Services					
30400	Office Supplies	6,040	6,000	6,000	6,000
30415	Special Departmental	5,148	3,800	4,500	4,500
30435	Software Expense	-	30,000	30,000	-
	Subtotal - Supplies and Services	11,188	39,800	40,500	10,500
Maintenance and Rentals					
32200	Building and ground maintenance	762	1,200	1,116	1,200
	Subtotal - Maintenance & Rentals	762	1,200	1,116	1,200
Operations and Utilities					
33100	Utilities	42,782	36,960	41,885	43,392
	Subtotal - Operations & Utilities	42,782	36,960	41,885	43,392
Contractual and Professional Services					
34100	Contractual Services	7,970	8,000	14,425	15,400
34145	Recreation Instructors	43,045	42,783	37,073	41,258
34150	Special Events	272	-	59	-
	Subtotal - Contractual & Professional	51,286	50,783	51,557	56,658

City of Norco, California
General Fund 121- Recreation Division - 730
Budget Detail By Line Item
121-730

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	15,000	8,000	8,000	8,000
42110	Computing and Comm. Equip Replacement	4,500	4,400	4,400	3,900
42115	Computing and Communications Operations	53,200	50,600	50,600	57,200
42235	Compensated Absences	6,596	-	-	-
	Subtotal - Internal Service Charges	79,296	63,000	63,000	69,100
Capital Outlay					
43100	Equipment	-	-	-	10,000
43115	Building Improvements	17,464	5,000	5,000	5,000
	Subtotal - Capital Outlay	17,464	5,000	5,000	15,000
	Total Expenditures	$ 735,084	780,378	773,951	805,688

Account Number	Department-Generated Revenues	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
53425	Misc. State Grant	$ 450	-	-	-
55525	Dance-Rainbow	56,858	53,653	53,653	53,955
55545	Country Dance	4,620	2,328	2,328	2,520
55605	Private Youth Sports	9,196	9,196	9,196	9,196
55610	Tri-Fytt Sports	63	-	-	-
55825	Notary & Loan Signing	190	160	160	160
56210	Taekwon-do	5,509	5,200	5,432	6,240
56215	SCMAF	-	-	-	1,800
56255	Horsemanship	-	-	390	600
56424	City Hall Room Rental	-	400	-	-
56425	Community Center	29,085	20,590	15,000	16,000
56430	Field Lights	34,627	37,775	35,939	36,766
56435	Picnic Shelter Rental	3,151	1,970	3,247	2,800
56910	P & R Administrative Maintenance Fund	28,070	25,000	25,000	25,000
	Total Revenues	$ 171,369	156,272	150,345	155,037

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Youth & Teen Services

PARKS, RECREATION and COMMUNITY SERVICES
Youth/Teen/Adult 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 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 which are consistent with Strategic Direction #2.

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.

2018-19 Goals & Objectives

- Develop self-supporting recreation opportunities for youth and adults to promote a healthy and active lifestyle consistent with Strategic Direction #3.

- Continue to create fundraising opportunities to provide supplemental funds for infrastructure needs at Riley Gymnasium consistent with Strategic Direction #1.

- Increase sponsorship outreach efforts for Summer Camp and Wee People programs to offer two additional in house special events per year consistent with Strategic Direction #3

- Collaborate with the Youth Advisory Council to assist youth outreach and meeting youth needs consistent with Strategic Direction #2.

- Host an annual staff in service to complete cross training for Youth and Sports division staff and foster an environment of consistent staff development and consolidation of resources consistent with Strategic Direction #2

- Increase program marketing through the use of City social media sites and the City of Norco app as well as provide marketing training for coordinating program staff consistent with Strategic Direction #2

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	201,381	218,486	227,526	231,717
Employee Related Expenditures		450	650	650	650
Supplies and Services		15,749	15,520	19,992	18,163
Maintenance and Rentals		375	1,200	1,200	1,200
Operations and Utilities		4,419	17,000	7,000	7,200
Contractual and Professional Services		24,495	20,160	21,402	32,942
Miscellaneous		-	-	-	-
Internal Service Fund Charges		17,000	16,200	16,200	16,100
Capital Outlay		-	3,000	3,000	3,000
Transfers		-	-	-	-
Total Expenditures	$	263,869	292,216	296,970	310,972

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	263,869	292,216	296,970	310,972
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	263,869	292,216	296,970	310,972

City of Norco, California
General Fund 121 - Youth and Teen Division 731
Budget Detail By Line Item
121-731

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ 164,057	169,942	169,942	181,150
30106	Salaries, Part Time (32 hour)	21,083	26,208	23,605	28,899
30110	Salaries, Overtime	191	-	-	-
30200	PERS Retirement	2,537	2,896	2,667	3,343
30201	PERS Employer UAL	6,600	8,413	7,204	10,750
30205	Employee Group Insurance	-	2,982	-	-
30220	FICA/Medicare Insurance	2,778	3,194	2,806	3,046
30235	Deferred Compensation	4,136	4,851	4,249	4,529
30245	Workers Compensation	-	-	17,053	-
	Subtotal - Salaries and Benefits	201,381	218,486	227,526	231,717
Employee Related Expenditures					
30300	Conferences and Meetings	250	250	250	250
30310	Uniforms & Safety Gear	200	200	200	200
30320	Dues, Memberships and Subscriptions	-	200	200	200
	Subtotal - Employee Related	450	650	650	650
Supplies and Services					
30400	Office Supplies	906	1,000	750	1,000
30415	Special Departmental	14,618	13,545	17,166	16,563
30485	Wee People Special Events	224	975	2,076	600
	Subtotal - Supplies and Services	15,749	15,520	19,992	18,163
Maintenance and Rentals					
32200	Building and ground maintenance	375	1,200	1,200	1,200
	Subtotal - Maintenance & Rentals	375	1,200	1,200	1,200
Operations and Utilities					
33100	Utilities	4,419	17,000	7,000	7,200
	Subtotal - Operations & Utilities	4,419	17,000	7,000	7,200
Contractual and Professional Services					
34100	Contractual Services	24,495	20,160	21,402	32,942
	Subtotal - Contractual & Professional	24,495	20,160	21,402	32,942
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	1,000	1,000	1,000	900
42115	Computing and Communications Operations	16,000	15,200	15,200	15,200
	Subtotal - Internal Service Charges	17,000	16,200	16,200	16,100

City of Norco, California
General Fund 121 - Youth and Teen Division 731
Budget Detail By Line Item
121-731

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Capital Outlay					
43100	Equipment	-	3,000	3,000	3,000
	Subtotal - Capital Outlay	-	3,000	3,000	3,000
	Total Expenditures	$ 263,869	292,216	296,970	310,972

Account Number	Department-Generated Revenues	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
55515	Adult Sports	$ 23,356	28,628	28,628	25,700
55600	Youth Sports	75,731	78,901	78,901	95,462
55615	Wee People Program Fees	159,010	180,187	179,837	190,656
56815	Wee People Donation	584	975	2,076	600
	Total Revenues	$ 258,681	288,691	289,442	312,418

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. The Division is a valuable partner and support team to the Recreation, Youth, Building Maintenance and Services, Animal Control and Public Works. The division 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, neighborhood arenas, 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 within the Maintenance Districts.

2018-2019 Goals and Objectives

- Evaluate and repurpose old or replaced trail fencing for replacement within the parks system starting with Neal Snipes Park.

- Complete analysis for energy efficiency program and title 24 for all public parks to include water and light use along with funding options for Council consideration for 20 year capital improvement program.

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	73,760	83,270	83,200	89,949
Employee Related Expenditures		1,125	2,450	2,250	1,750
Supplies and Services		1,157	1,250	1,250	1,250
Maintenance and Rentals		30,863	28,500	36,000	28,500
Operations and Utilities		122,159	305,000	315,000	316,600
Contractual and Professional Services		365,627	364,105	357,000	359,627
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		31,301	25,387	25,387	16,000
Capital Outlay		-	12,000	12,000	30,000
Transfers		-	-	-	-
Total Expenditures	$	625,991	821,962	832,087	843,676

Funding Sources:		***FY 2015 Actual***	***FY 2016 Amended Budget***	***FY 2016 Estimated Year-End Total***	***FY 2017 Budget Request***
General Fund	$	625,991	821,962	832,087	843,676
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	625,991	821,962	832,087	843,676

City of Norco, California
General Fund 121 - Park Maintenance Division 733
Budget Detail By Line Item
121-733

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 34,672	39,925	39,925	41,120
30105	Salaries, Part Time	13,581	15,000	14,970	17,000
30106	Salaries, Part Time (32 hour)	111	-	523	-
30110	Salaries, Overtime	108	-	-	-
30200	PERS Retirement	3,833	4,411	4,411	4,757
30201	PERS Employer UAL	9,747	12,816	11,780	15,297
30205	Employee Group Insurance	7,949	7,827	7,827	7,827
30212	Cell Phone Stipend	300	300	25	-
30215	Medical Savings Account	120	120	120	120
30220	FICA/Medicare Insurance	682	796	796	843
30221	Administrative Leave Cash Out	215		696	791
30225	Sick leave buy back	696	700	752	770
30230	Annual Vacation Cash Out	966	1,000	1,000	1,000
30235	Deferred Compensation	298	375	375	425
30245	Workers Compensation	485	-	-	-
	Subtotal - Salaries and Benefits	73,760	83,270	83,200	89,949
Employee Related Expenditures					
30300	Conferences and Meetings	580	1,500	1,380	800
30310	Uniforms & Safety Gear	315	700	700	700
30320	Dues, memberships and Subscriptions	230	250	170	250
	Subtotal - Employee Related	1,125	2,450	2,250	1,750
Supplies and Services					
30400	Office Supplies	55	150	150	150
30415/30415.10	Special Departmental	985	900	900	900
30425	Small Tools	117	200	200	200
	Subtotal - Supplies and Services	1,157	1,250	1,250	1,250
Maintenance and Rentals					
32105	Equipment Rental	236	500	500	500
32200	Building and ground maintenance	18,358	22,000	28,000	22,000
32352	Veterans Memorial Maintenance	9,419	3,000	4,500	3,000
32400	Trail Maintenance	2,850	3,000	3,000	3,000
	Subtotal - Maintenance & Rentals	30,863	28,500	36,000	28,500
Operations and Utilities					
33100	Utilities	21,661	70,000	70,000	72,100
33100.10	Water Charges	100,498	235,000	245,000	244,500
	Subtotal - Operations & Utilities	122,159	305,000	315,000	316,600
Contractual and Professional Services					
34100	Contractual Services	365,627	364,105	357,000	359,627
	Subtotal - Contractual & Professional	365,627	364,105	357,000	359,627

City of Norco, California
General Fund 121 - Park Maintenance Division 733
Budget Detail By Line Item
121-733

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	6,000	4,000	4,000	4,000
42105	Vehicle Replacement Charges	10,796	10,587	10,587	-
42110	Computing and Comm. Equip Replacement	700	700	700	600
42115	Computing and Communications Operations	10,600	10,100	10,100	11,400
42235	Compensated Absences	3,205	-	-	-
	Subtotal - Internal Service Charges	31,301	25,387	25,387	16,000
Capital Outlay					
43150	Park Structures/Enhancements	-	12,000	12,000	30,000
	Subtotal - Capital Outlay	-	12,000	12,000	30,000
	Total Expenditures	$ 625,991	821,962	832,087	843,676

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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 cultural unity and quality of life, all while creating lasting memories which is consistent with Strategic Direction #2 Community Outreach.

Special events, a daily nutrition and supplemental food distribution 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 unique door-to-door specialized transportation service to seniors, those with disabilities and veterans. It supports the safety and security of older adults, helps maintain their independence and enhances social opportunities that they may not experience elsewhere.

2018-2019 Goals and Objectives

- Offer a minimum of five new classes or workshops within the fiscal year to meet the diverse interests of the senior population. The workshops and classes will be based on surveys conducted to identify what programs seniors are interested in and will be offered through a partnership with outside agencies to provide increased services consistent with Strategic Direction #2

- Increase ridership in the Senior Shuttle Service through community outreach by attending a minimum of five community tabling events targeting the veteran population and senior service locations including living facilities and healthcare providers consistent with Strategic Direction #2

- Identify and seek two additional sponsors or funding sources within the fiscal year to provide support to senior services which is consistent with Strategic Direction #3.

- Develop programming to address the needs of Baby Boomers and the culturally diverse population at the Senior Center by providing lifelong learning opportunities and three health and wellness workshops within the fiscal year consistent with Strategic Direction #2

- Market and promote an active and positive image for the Senior Center as an inviting destination for seniors of all ages by introducing programing that will encourage an active lifestyle and improve quality of life consistent with Strategic Direction #2

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	161,249	198,757	196,663	197,880
Employee Related Expenditures		1,022	1,000	1,000	555
Supplies and Services		10,861	10,899	9,120	6,516
Maintenance and Rentals		3,663	5,450	5,440	2,350
Operations and Utilities		17,314	33,471	32,311	16,609
Contractual and Professional Services		14,686	17,104	16,172	18,520
Miscellaneous		4,800	4,800	4,800	5,700
Internal Service Fund Charges		33,408	27,636	27,636	24,300
Capital Outlay		-	-	-	80,000
Transfers		-	-	-	-
Total Expenditures	$	247,003	299,117	293,142	352,430

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	187,003	239,117	233,142	236,430
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Miscellaneous Grants		60,000	60,000	60,000	116,000
Total Funding Sources	$	247,003	299,117	293,142	352,430

City of Norco, California
General Fund 121 -Senior Citizens Division 735
Budget Detail By Line Item
121-735

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 51,502	52,701	42,701	48,541
30105	Salaries, Part Time	15,845	40,950	51,546	43,811
30110	Salaries, Overtime	39	-	153	-
30200	PERS Retirement	5,645	5,823	5,395	3,454
30201	PERS Employer UAL	14,602	16,917	14,046	1,606
30205	Employee Group Insurance	9,661	11,219	8,536	3,864
30215	Medical Savings Account	168	168	142	168
30220	FICA/Medicare Insurance	991	1,271	1,369	1,144
30221	Administrative Leave Cash Out	420	-	-	1,164
30225	Sick leave buy back	475	600	687	700
30230	Annual Vacation/Admin Leave Cash Out	927	1,432	954	1,432
30235	Deferred Compensation	400	874	1,289	1,095
	Subtotal - Salaries and Benefits	100,674	131,955	126,818	106,979
Employee Related Expenditures					
30300	Conferences and Meetings	630	630	630	185
30310	Uniforms & Safety Gear	54	195	195	195
30320	Dues, Memberships and Subscriptions	338	175	175	175
	Subtotal - Employee Related	1,022	1,000	1,000	555
Supplies and Services					
30400	Office Supplies	1,299	1,000	1,000	500
30415	Special Departmental	1,443	2,220	1,920	2,220
30480	Sr. Special Events	1,216	1,200	1,200	1,200
30481	SC Women's Exercise	639	600	-	-
30482	SC Doll Class	292	229	-	-
30483	SC Ceramics Class	537	650	-	-
30484	Seniors and Pets	202	-	-	-
30490	Party Pardners	5,234	5,000	5,000	-
	Subtotal - Supplies and Services	10,861	10,899	9,120	3,920
Maintenance and Rentals					
32200	Building and ground maintenance	3,663	5,450	5,440	2,350
	Subtotal - Maintenance & Rentals	3,663	5,450	5,440	2,350
Operations and Utilities					
33100	Utilities	5,779	25,162	27,045	7,654
	Subtotal - Operations & Utilities	5,779	25,162	27,045	7,654
Contractual and Professional Services					
34100	Contractual Services	14,686	17,104	16,172	18,520
	Subtotal - Contractual & Professional	14,686	17,104	16,172	18,520

City of Norco, California
General Fund 121 -Senior Citizens Division 735
Budget Detail By Line Item
121-735

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	1,000	1,000	1,000	5,000
42105	Vehicle Replacement Charges	-	5,136	5,136	-
42110	Computing and Comm. Equip Replacement	1,300	1,300	1,300	1,100
42115	Computing and Communications Operations	7,000	9,200	9,200	11,200
	Subtotal - Internal Service Charges	19,408	16,636	16,636	17,300
	Total Expenditures	$ 156,092	208,206	202,231	157,278

Account Number	Department-Generated Revenues	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
53512.10	WRCOG BEYOND Parks Program	$ -	6,000	6,000	6,000
55625	Senior Citizens Excursion Fees	-	500	200	300
56424.10	Senior Center Rental	795	-	104	500
56800	Party Pardners Donation	2,109	5,000	5,000	-
56800.10	Party Pardners Special Donation	-	-	-	-
56810	Senior Special Events	14,469	8,377	1,200	1,200
56811	SC Women's Exercise	268	-	-	-
56812	SC Doll Class	64	-	-	-
56813	SC Ceramics Class	55	-	-	-
	Total Revenues	$ 17,760	13,877	6,504	2,000

City of Norco, California
General Fund 121 -Senior Citizens Division - RCTC 735A
Budget Detail By Line Item
121-735A

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 10,463	11,208	10,568	15,345
30105	Salaries, Part Time	-	-	804	3,375
30110	Salaries, Overtime	13	-	109	-
30200	PERS Retirement	1,155	1,238	1,247	1,542
30201	PERS Employer UAL	3,167	3,598	3,306	3,689
30205	Employee Group Insurance	2,757	3,206	2,688	4,800
30215	Medical Savings Account	12	12	11	24
30220	FICA/Medicare Insurance	156	163	244	271
30235	Deferred Compensation	-	-	20	84
	Subtotal - Salaries and Benefits	17,723	19,425	18,997	29,130
Supplies and Services					
30400	Office Supplies	-	-	-	500
30415	Special Departmental	-		-	2,096
	Subtotal - Supplies and Services	-	-	-	2,596
Operations and Utilities					
33100	Utilities	6,188	4,486	4,914	5,046
	Subtotal - Operations & Utilities	6,188	4,486	4,914	5,046
	Subtotal - Contractual & Professional	-	-	-	-
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	1,000	1,000	1,000	340
42115	Computing and Communications Operations	6,000	6,000	6,000	2,040
	Subtotal - Internal Service Charges	7,000	7,000	7,000	2,380
Capital Outlay					
43110	Automotive Equipment	-	-	-	40,000
	Subtotal - Capital Outlay	-	-	-	40,000
	Total Expenditures	$ 30,911	30,911	30,911	79,152

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 25,707	27,920	27,920	30,690
30105	Salaries, Part Time	-	-	3,216	10,125
30110	Salaries, Overtime	21	-	175	-
30200	PERS Retirement	2,877	3,085	3,085	3,085
30201	PERS Employer UAL	7,829	8,962	8,962	7,378
30205	Employee Group Insurance	5,977	6,945	6,945	9,600
30215	Medical Savings Account	58	60	60	48
30220	FICA/Medicare Insurance	384	405	405	592
30235	Deferred Compensation	-	-	80	253
	Subtotal - Salaries and Benefits	42,852	47,377	50,848	61,771
Operations and Utilities					
33100	Utilities	5,348	3,823	352	3,909
	Subtotal - Operations & Utilities	5,348	3,823	352	3,909
	Subtotal - Contractual & Professional	-	-	-	-
Miscellaneous					
35150	Administrative Overhead	4,800	4,800	4,800	5,700
	Subtotal - Miscellaneous	4,800	4,800	4,800	5,700
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	4,000	4,000	4,000	660
42115	Computing and Communications Operations	3,000	-	-	3,960
	Subtotal - Internal Service Charges	7,000	4,000	4,000	4,620
Capital Outlay					
43110	Automotive Equipment	-	-	-	40,000
	Subtotal - Capital Outlay	-	-	-	40,000
	Total Expenditures	$ 60,000	60,000	60,000	116,000

Account Number	Department-Generated Revenues	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
53500	RCTC Grant	$ 60,000	60,000	60,000	116,000

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 all grounds, 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, Community Center, Fire Stations 47 and 57, George Ingalls Equestrian Event Center, Sheriff Sub-Station, Scout House/Youth Center, Nellie Weaver Hall, sports fields, park restrooms, snack bars, Riley Gym, and Animal Control offices. The strategic plan is reflected in the goals below to enhance quality of life by improving the facilities and programs for the community, and striving to build on the excellent customer service currently provided to the community.

2018-2019 Goals and Objectives

- Increase advertisement and community information regarding facilities listing amenities, display photos, videos of past and future events and highlight regional and national events on City's website, Facebook and new City App. Strategic Planning Goal No. 2 "Community Outreach".

- Complete new ADA restroom/shower unit at the George Ingalls Equestrian Event Center and New ADA restroom at Community Center and ADA ramp schedule for completion August 2018.

- Complete water connection providing potable water for events and horse shows to East Pad of event center scheduled for completion October 2018.

- Install security cameras at George Ingalls Equestrian Event Center.

- Work with local organization to fund and install additional 50AMP service at the south side of Moreno arena to assist in the special events reducing current trenching required.

- Complete City Hall repaving project scheduled for July 2018.

- Complete new HAVC system and roof project for Nellie Weaver Hall scheduled for July 2018.

- Complete analysis for energy efficiency program and title 24 for all public buildings and infrastructure along with funding options for Council consideration for 20 year capital improvement program.

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	341,544	374,535	410,117	406,247
Employee Related Expenditures		4,006	4,900	4,854	2,900
Supplies and Services		2,331	2,400	4,300	3,400
Maintenance and Rentals		31,796	32,000	47,000	32,000
Operations and Utilities		202,047	227,205	227,205	242,976
Contractual and Professional Services		247,751	294,538	294,538	290,597
Miscellaneous		-	-	-	-
Internal Service Fund Charges		81,647	88,496	88,496	44,200
Capital Outlay		57,803	28,495	28,495	5,000
Transfers		-	-	-	-
Total Expenditures	$	968,926	1,052,569	1,105,005	1,027,320

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	968,926	1,052,569	1,105,005	1,027,320
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	968,926	1,052,569	1,105,005	1,027,320

City of Norco, California
General Fund 121 - Building Maintenance Division 737
Budget Detail By Line Item
121-737

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 149,707	179,712	171,932	186,644
30105	Salaries, Part Time	58,024	71,000	71,000	78,000
30106	Salaries, Part Time (32 hour)	765	-	542	-
30110	Salaries, Overtime	11,400	1,423	6,155	6,200
30200	PERS Retirement	16,233	18,250	17,596	19,691
30201	PERS Employer UAL	38,210	46,211	43,034	54,463
30205	Employee Group Insurance	41,816	45,767	45,752	46,712
30212	Cell Phone Stipend	300	300	25	-
30215	Medical Savings Account	360	360	360	360
30220	FICA/Medicare Insurance	3,372	3,137	3,620	3,927
30221	Administrative Leave Cash Out	1,259	-	1,638	1,700
30225	Sick leave buy back	2,595	2,600	2,513	2,600
30230	Annual Vacation/Admin Leave Cash Out	3,824	4,000	3,989	4,000
30235	Deferred Compensation	1,396	1,775	1,775	1,950
30245	Workers Compensation	12,282	-	40,187	-
	Subtotal - Salaries and Benefits	341,544	374,535	410,117	406,247
Employee Related Expenditures					
30300	Conferences and Meetings	1,915	2,500	2,500	500
30310	Uniforms & Safety Gear	1,361	1,600	1,554	1,600
30320	Dues, memberships and Subscriptions	730	800	800	800
	Subtotal - Employee Related	4,006	4,900	4,854	2,900
Supplies and Services					
30400	Office Supplies	1,357	1,400	1,400	1,400
30415	Special Departmental	958	500	2,400	1,500
30425	Small Tools	16	500	500	500
	Subtotal - Supplies and Services	2,331	2,400	4,300	3,400
Maintenance and Rentals					
32105	Equipment Rental	221	200	215	200
32200	Building and ground maintenance	31,576	31,800	46,785	31,800
	Subtotal - Maintenance & Rentals	31,796	32,000	47,000	32,000
Operations and Utilities					
33100	Utilities	190,252	190,000	190,000	202,050
33100.10	Water Charges	11,795	37,205	37,205	40,926
	Subtotal - Operations & Utilities	202,047	227,205	227,205	242,976
Contractual and Professional Services					
34100	Contractual Services	247,751	294,538	294,538	290,597
	Subtotal - Contractual & Professional	247,751	294,538	294,538	290,597

City of Norco, California
General Fund 121 - Building Maintenance Division 737
Budget Detail By Line Item
121-737

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	32,000	32,000	32,000	32,000
42105	Vehicle Replacement Charges	38,147	45,496	45,496	-
42110	Computing and Comm. Equip Replacement	900	900	900	800
42115	Computing and Communications Operations	10,600	10,100	10,100	11,400
	Subtotal - Internal Service Charges	81,647	88,496	88,496	44,200
Capital Outlay					
43100	Equipment	-	20,000	20,000	5,000
43115	Building Improvements	57,803	8,495	8,495	-
	Subtotal - Capital Outlay	57,803	28,495	28,495	5,000
	Total Expenditures	$ 968,926	1,052,569	1,105,005	1,027,320

Account Number	Department-Generated Revenues	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
54215	Library Lease	24,332	-	-	-
54220	Communication Site Lease	-	37,827	37,827	39,147
56400	Ingalls Park North	46,458	42,500	35,500	37,500
56405	Ingalls Park South	91,951	81,500	81,500	81,500
56405.30	Spider Box with 100 Foot Cord	-	-	5,000	5,000
56420	Bleacher Rental	3,150	3,150	3,625	3,150
56422	Rental Services	25,356	24,000	19,000	14,600
56423	Rental Facility Insurance	5,041	6,750	6,735	4,200
56445	Security Guard Services	11,904	11,000	6,000	7,000
56450	Cleaning Fee	8,287	7,500	7,505	7,600
56455	Cleaning Fee - Restrooms	1,897	1,587	1,555	1,650
56902	Parks & Rec After Hours	3,601	1,864	3,000	1,864
56905	Banner Installation	1,960	1,960	1,960	1,470
		223,937	219,638	209,207	204,681

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Animal Control

PARKS, RECREATION and COMMUNITY 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. Animal Control cares for approximately 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. One of the goals of the strategic plan is to provide an outreach to the community. This is reflected in the goals below by now having an Animal Shelter Facebook page, and by continually striving to provide excellent customer service to the community.

2018-2019 Goals and Objectives

- To continue to attend pop up community events at City parks to promote the mission of spay and neutering of animals.

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

- To create monthly adoption specials to help adopt dogs and cats that have been here at the shelter for longer than 10 days

- To provide exceptional customer service to both municipal code and animal issues through the Norco app.

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

- To create and maintain a Norco Animal Shelter Facebook page to help re-unite lost pets with their owners and to advertise current and upcoming events, programs, and services

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	410,021	443,468	430,519	473,979
Employee Related Expenditures		2,302	2,820	2,820	2,920
Supplies and Services		40,605	32,992	32,992	32,975
Maintenance and Rentals		13,368	16,800	16,700	16,500
Operations and Utilities		18,660	23,833	21,898	21,370
Contractual and Professional Services		51,863	42,000	41,000	42,740
Miscellaneous		-	-	-	-
Internal Service Fund Charges		68,879	63,334	63,334	49,800
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	605,699	625,247	609,263	640,284

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	605,699	625,247	609,263	640,284
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	605,699	625,247	609,263	640,284

City of Norco, California
General Fund 121 - Animal Control Division 765
Budget Detail By Line Item
121-765

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 171,749	179,627	148,022	184,994
30105	Salaries, Part Time	85,355	101,500	98,000	110,100
30106	Salaries, Part Time (32 hour)	24,094	24,960	34,466	27,506
30110	Salaries, Overtime	27,737	26,000	26,000	20,000
30200	PERS Retirement	18,658	19,444	18,541	21,003
30201	PERS Employer UAL	36,505	43,204	42,046	51,568
30205	Employee Group Insurance	30,731	34,886	29,443	43,054
30215	Medical Savings Account	240	240	240	240
30220	FICA/Medicare Insurance	4,527	5,269	4,444	5,378
30221	Administrative Leave Cash Out	1,420	-	1,535	1,582
30225	Sick leave buy back	2,514	2,800	2,270	2,800
30230	Annual Vacation/Admin Leave Cash Out	2,343	3,000	2,303	3,000
30235	Deferred Compensation	2,109	2,538	2,450	2,753
30245	Workers Compensation	2,039		20,758	-
	Subtotal - Salaries and Benefits	410,021	443,468	430,519	473,979
Employee Related Expenditures					
30300	Conferences and Meetings	289	500	500	600
30310	Uniforms & Safety Gear	1,698	2,000	2,000	2,000
30320	Dues, Memberships and Subscriptions	314	320	320	320
	Subtotal - Employee Related	2,302	2,820	2,820	2,920
Supplies and Services					
30400	Office Supplies	4,986	6,700	6,700	6,700
30415	Special Departmental	31,374	22,000	22,000	22,000
30425	Small Tools	108	152	152	135
30435	Software Expense	4,138	4,140	4,140	4,140
	Subtotal - Supplies and Services	40,605	32,992	32,992	32,975
Maintenance and Rentals					
32200	Building and ground maintenance	13,368	16,800	16,700	16,500
	Subtotal - Maintenance & Rentals	13,368	16,800	16,700	16,500
Operations and Utilities					
33100	Utilities	16,891	18,833	18,618	17,720
33100.10	Water Charges	1,769	5,000	3,280	3,650
	Subtotal - Operations & Utilities	18,660	23,833	21,898	21,370

City of Norco, California
General Fund 121 - Animal Control Division 765
Budget Detail By Line Item
121-765

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Contractual and Professional Services					
34100	Contractual Services	22,623	23,000	23,000	24,740
34160	Spay & Neuter	22,115	19,000	18,000	18,000
34165	Animal Impounds (Courts)	7,125	-	-	-
	Subtotal - Contractual & Professional	51,863	42,000	41,000	42,740
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	12,000	13,000	13,000	13,000
42105	Vehicle Replacement Charges	17,734	17,734	17,734	-
42110	Computing and Comm. Equip Replacement	2,300	2,300	2,300	2,500
42115	Computing and Communications Operations	31,900	30,300	30,300	34,300
42235	Compensated Absences	4,945	-	-	-
	Subtotal - Internal Service Charges	68,879	63,334	63,334	49,800
	Total Expenditures	$ 605,699	625,247	609,263	640,284

Account Number	Department-Generated Revenues	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
54110	Municipal Code Violations - Animal Control	$ 12,916	10,000	9,000	9,000
56900	AC After Hr Call Reimb	1,421	1,400	1,400	1,400
57110	Metropolitan Water Rebate	-	-	-	-
57300	Alteration Fees	-	-	-	-
57305	Impound Fees	13,105	12,000	11,000	11,000
57305.10	Animal Impounds (Courts)	4,953	-	-	-
57310	Adoption Fees	10,477	13,376	10,500	9,500
57315	Spay & Neuter Services	23,325	19,000	18,000	19,000
57320	Animal Donation(water bill)	7,909	8,000	7,300	7,200
57321	A/C Special Services Donation	5,257	4,043	5,000	5,500
57325	Dog License	149,881	116,000	140,585	114,000
57330	Ranch License	-	112	-	-
57335	Poultry License Fee	206	-	-	-
57340	Miscellaneous Animal Control Fees	9,051	6,500	7,100	7,000
57345	AC Software Maintenance Fee	11,078	8,500	9,500	9,300
57620	Animal Adoption (State Reimbursements)	-	-	-	-
	Total Revenues	$ 249,579	198,931	219,385	192,900

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Special Events

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	5,296	8,919	17,795	21,313
Employee Related Expenditures		-	-	-	-
Supplies and Services		7,814	10,620	10,580	14,160
Maintenance and Rentals		972	1,575	907	2,935
Operations and Utilities		-	-	-	-
Contractual and Professional Services		29,128	34,675	46,493	54,569
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	43,209	55,789	75,776	92,977

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	43,209	55,789	75,776	92,977
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Miscellaneous Grants		-	-	-	-
Total Funding Sources	$	43,209	55,789	75,776	92,977

City of Norco, California
Veterans Day Division 720.43, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ -	-	-	125
30105	Salaries, Part Time	-	-	230	240
30110	Salaries, Overtime	-	-	95	130
30220	FICA/Medicare Insurance	-	-	5	6
30235	Deferred Compensation	-	-	6	13
	Subtotal - Salaries and Benefits	-	-	335	514
Supplies and Services					
30400	Office Supplies	-	-	50	50
30415	Special Departmental	-	-	200	235
	Subtotal - Supplies and Services	-	-	250	285
Contractual and Professional Services					
34100	Contractual Services	-	-	400	450
34150	Special Events		-	-	35
	Subtotal - Contractual & Professional	-	-	400	485
	Total Expenditures	$ -	-	985	1,284

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ -	-	75	75
30105	Salaries, Part Time	-	-	45	47
30106	Part Time Salaries-32 Hour	-	-	-	-
30110	Salaries, Overtime	287	-	60	60
30220	FICA/Medicare Insurance	-	-	2	2
30235	Deferred Compensation	-	-	1	1
	Subtotal - Salaries and Benefits	287	-	183	185
Contractual and Professional Services					
34150	Special Events	-	-	-	-
30415	Special Departmental	-	-	175	200
	Subtotal - Contractual & Professional	-	-	175	200
	Total Expenditures	$ 287	-	358	385

City of Norco, California
General Fund 121 - Parade of Lights Division- 720.15
Budget Detail By Line Item
121-720.15

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ 596	1,506	1,339	1,700
30106	Part Time Salaries-32 Hour	51	-	-	-
30110	Salaries, Overtime	2,036	2,500	3,726	3,299
30220	FICA/Medicare Insurance	-	58	73	83
30235	Deferred Compensation	-	38	127	43
	Subtotal - Salaries and Benefits	2,683	4,102	5,265	5,125
Supplies and Services					
30415	Special Departmental	3,444	4,000	3,444	4,000
	Subtotal - Supplies and Services	3,444	4,000	3,444	4,000
Maintenance and Rentals					
32105	Equipment Rental	-	250	616	920
	Subtotal - Maintenance & Rentals	-	250	616	920
Contractual and Professional Services					
34100	Contractual Services	14,728	16,000	16,454	17,000
34100.60	Gateway Sign Maintenance	-	-	-	-
34150	Special Events	863	-	-	-
	Subtotal - Contractual & Professional	15,590	16,000	16,454	17,000
	Total Expenditures	$ 21,718	24,352	25,779	27,045

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ -	-	2,000	2,000
30105	Salaries, Part Time	-	-	1,012	1,044
30110	Salaries, Overtime	-	-	2,586	3,552
30220	FICA/Medicare Insurance	-	-	81	44
30221	Administrative Leave Cash Out	-	-	-	-
30235	Deferred Compensation	-	-	250	252
	Subtotal - Salaries and Benefits	-	-	5,929	6,892
Supplies and Services					
30415	Special Departmental	-		176	500
	Subtotal - Supplies and Services	-	-	176	500
Maintenance and Rentals					
32100	Office Equipment Maintenance	-	-	-	-
32105	Equipment Rental	733	-	291	733
	Subtotal - Maintenance & Rentals	733	-	291	733
Contractual and Professional Services					
34100	Contractual Services	-	-	11,377	12,500
34150	Special Events	-	-	-	-
	Subtotal - Contractual & Professional	-	-	11,377	12,500
	Total Expenditures	$ 733	-	17,773	20,625

City of Norco, California
General Fund 121 - Day of the Cowboy Division - 720.25
Budget Detail By Line Item
121-720.25

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ 133	250	250	500
30106	Part Time Salaries-32 Hour	-	150	150	200
30220	FICA/Medicare Insurance	-	6	4	6
30235	Deferred Compensation	-	6	6	6
	Subtotal - Salaries and Benefits	133	412	410	712
Supplies and Services					
30400	Office Supplies	58	60	38	60
30415	Special Departmental	941	2,000	548	2,385
	Subtotal - Supplies and Services	999	2,060	586	2,445
Maintenance and Rentals					
32105	Equipment Rental	239	250	-	250
	Subtotal - Maintenance & Rentals	239	250	-	250
Contractual and Professional Services					
34100	Contractual Services	3,288	4,000	3,752	5,600
34150	Special Events		-	-	-
	Subtotal - Contractual & Professional	3,288	4,000	3,752	5,600
	Total Expenditures	$ 4,658	6,722	4,748	9,007

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ -	35	35	40
30220	FICA/Medicare Insurance	-	1	-	-
30235	Deferred Compensation	-	1	-	-
	Subtotal - Salaries and Benefits	-	37	35	40
Supplies and Services					
30400	Office Supplies	287	25	25	25
	Subtotal - Supplies and Services	287	25	25	25
Contractual and Professional Services					
34150	Special Events	54	125	125	125
	Subtotal - Contractual & Professional	54	125	125	125
	Total Expenditures	$ 341	187	185	190

City of Norco, California
General Fund 121 - Concerts in the Park Division - 720.35
Budget Detail By Line Item
121-720.35

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ 102	750	53	750
30220	FICA/Medicare Insurance	-	11	1	11
30235	Deferred Compensation	-	19	1	19
	Subtotal - Salaries and Benefits	102	780	55	780
Supplies and Services					
30415	Special Departmental	39	350	708	700
	Subtotal - Supplies and Services	39	350	708	700
Contractual and Professional Services					
34100	Contractual Services	5,785	8,500	6,928	10,300
34150	Special Events	481	-	-	-
	Subtotal - Contractual & Professional	6,266	8,500	6,928	10,300
	Total Expenditures	$ 6,407	9,630	7,691	11,780

City of Norco, California
General Fund 121 - Wheel Chair Basketball Division 720.36
Budget Detail By Line Item
121-720.36

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ 143	200	-	200
	Subtotal - Salaries and Benefits	143	200	-	200
Supplies and Services					
30400	Office Supplies	-	200	-	200
30415	Special Departmental	1,418	1,500	2,744	2,800
	Subtotal - Supplies and Services	1,418	1,700	2,744	3,000
Contractual and Professional Services					
34100	Contractual Services	3,013	2,000	4,925	5,700
34150	Special Events	-	2,700	-	-
	Subtotal - Contractual & Professional	3,013	4,700	4,925	5,700
	Total Expenditures	$ 4,573	6,600	7,669	8,900

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ 504	500	574	750
30106	Part Time Salaries-32 Hour	122	1,250	1,200	1,500
30220	FICA/Medicare Insurance	-	25	26	33
30235	Deferred Compensation	-	44	44	56
	Subtotal - Salaries and Benefits	626	1,819	1,844	2,339
Supplies and Services					
30415	Special Departmental	483	500	450	500
30440	Advertising and Promotion		100	100	100
	Subtotal - Supplies and Services	483	600	550	600
Contractual and Professional Services					
34100	Contractual Services	185	500	885	1,000
34150	Special Events	573	500	213	300
	Subtotal - Contractual & Professional	758	1,000	1,098	1,300
	Total Expenditures	$ 1,867	3,419	3,492	4,239

City of Norco, California
Memorial Day Division 720.41, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ -	230	230	240
30110	Salaries, Overtime	-	95.00	95	130
30220	FICA/Medicare Insurance	-	3.00	5	6
30235	Deferred Compensation	-	5.00	6	13
	Subtotal - Salaries and Benefits	-	333	336	389
Supplies and Services					
30400	Office Supplies	-	50	50	50
30415	Special Departmental	-	200	200	235
	Subtotal - Supplies and Services	-	250	250	285
Contractual and Professional Services					
34100	Contractual Services	-	350	400	450
34150	Special Events		-		35
	Subtotal - Contractual & Professional	-	350	400	485
	Total Expenditures	$ -	933	986	1,159

City of Norco, California
Vietnam Veterans Day Division 720.42, General Fund
Budget Detail By Line Item

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ -	-	140	155
30105	Salaries, Part Time	-	155	51	65
30220	FICA/Medicare Insurance	-	4	3	4
30235	Deferred Compensation	-	2	1	2
	Subtotal - Salaries and Benefits	-	161	195	226
Supplies and Services					
30400	Office Supplies	-	50	-	70
30415	Special Departmental	-	35	-	35
	Subtotal - Supplies and Services	-	85	-	105
	Total Expenditures	$ -	246	195	331

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ 380	450	247	400
30106	Part Time Salaries-32 Hour	95	125	134	175
30220	FICA/Medicare Insurance	-	8	6	8
30235	Deferred Compensation	-	14	10	14
	Subtotal - Salaries and Benefits	474	597	396	598
Supplies and Services					
30400	Office Supplies				200
30415	Special Departmental	448	650	1,190	1,250
	Subtotal - Supplies and Services	448	650	1,190	1,450
	Total Expenditures	$ 922	1,247	1,586	2,048

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ 134	110	110	125
30106	Part Time Salaries-32 Hour	79	100	100	125
30220	FICA/Medicare Insurance	-	3	3	4
30235	Deferred Compensation	-	5	5	6
	Subtotal - Salaries and Benefits	213	218	218	260
Supplies and Services					
30415	Special Departmental	696	900	907	1,050
	Subtotal - Supplies and Services	696	900	907	1,050
Contractual and Professional Services					
34100	Contractual Services	-	-	-	100
34150	Special Events	158	-	-	-
	Subtotal - Contractual & Professional	158	-	-	100
	Total Expenditures	$ 1,067	1,118	1,125	1,410

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30105	Salaries, Part Time	$ 635	-	-	-
30106	Part Time Salaries-32 Hour	-	-	-	-
30110	Salaries, Overtime	-	-	2,534	3,173
30220	FICA/Medicare Insurance	-	-	145	145
30235	Deferred Compensation	-	-	250	250
	Subtotal - Salaries and Benefits	635	-	2,929	3,568
Maintenance and Rentals					
32105	Equipment Rental	-	-	-	1,032
	Subtotal - Maintenance & Rentals	-	-	-	1,032
Contractual and Professional Services					
34100	Contractual Services	-	-	1,259	1,259
	Subtotal - Contractual & Professional	-	-	1,259	1,259
	Total Expenditures	$ 635	-	4,188	5,859

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Community Development Block Grant (CDBG)

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	11,302	-	-	-
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		370	-	-	-
Miscellaneous		-	11,422	11,422	11,400
Internal Service Fund Charges		-	-	-	-
Capital Outlay		14,556	302,977	298,813	300,000
Transfers		-	-	-	-
Total Expenditures	$	26,228	314,399	310,235	311,400

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Grants		26,228	314,399	310,235	311,400
Total Funding Sources	$	26,228	314,399	310,235	311,400

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time				
30105	Salaries, Part Time	$ 10,856	-	-	-
30220	FICA/Medicare Insurance	164	-	-	-
30235	Deferred Compensation	283	-	-	-
	Subtotal - Salaries and Benefits	11,302	-	-	-
Contractual and Professional Services					
34100	Contractual Services	370	-	-	-
	Subtotal - Contractual & Professional	370	-	-	-
Miscellaneous					
35350	Senior Rec/Comm Svc Leader	-	11,422	11,422	11,400
	Subtotal - Miscellaneous	-	11,422	11,422	11,400
Capital Outlay					
43115	Building Improvements	14,556	302,977	298,813	300,000
	Subtotal - Capital Outlay	14,556	302,977	298,813	300,000
	Total Expenditures	$ 26,228	314,399	310,235	311,400

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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 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	1,553,577	1,898,119	1,766,580	2,085,952
Employee Related Expenditures		18,789	68,800	51,850	45,100
Supplies and Services		271,691	411,000	441,950	504,500
Maintenance and Rentals		171,580	352,000	312,500	376,600
Operations and Utilities		5,020,652	6,116,200	5,078,200	6,314,450
Contractual and Professional Services		2,562,314	3,614,300	3,152,800	3,997,800
Miscellaneous		815,280	785,129	784,615	785,519
Debt Service		1,950,900	2,744,404	2,744,404	2,946,364
Internal Service Fund Charges		302,560	393,630	589,241	475,180
Capital Outlay		3,821	145,000	140,000	105,000
Transfers Out		258,206	258,204	258,204	258,204
Total Expenditures	$	12,929,369	16,786,786	15,320,344	17,894,669

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	272,510	334,657	287,540	348,044
Water Fund		7,639,487	9,643,420	8,778,721	10,228,047
Sewer Fund		4,254,806	5,895,749	5,417,714	6,287,264
Gas Tax Fund		676,752	770,607	746,978	878,579
NPDES Storm Drainage Fund		85,814	142,353	89,391	152,734
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Total Funding Sources	$	12,929,369	16,786,786	15,320,344	17,894,669

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Engineering

PUBLIC WORKS

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.

2018-2019 Goals and Objectives

- Expansion and refinement of GIS database.
- Continued communication between other divisions on projects.
- Continue to implement citywide Capital Improvement Program.
- Determine financial viability of the City's recycled water system, potential partners, and long –term use of recycled water.

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	413,370	494,198	453,194	522,717
Employee Related Expenditures		-	1,000	250	1,300
Supplies and Services		927	1,700	950	1,700
Operations and Utilities		100	-	-	1,000
Contractual and Professional Services		30,779	36,000	30,000	36,500
Internal Service Fund Charges		40,408	33,800	33,800	37,600
Total Expenditures	$	485,583	566,698	518,194	600,817

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	172,836	195,532	182,098	207,523
Water Fund		134,823	159,388	144,977	169,107
Sewer Fund		134,823	159,388	144,977	169,107
Gas Tax Fund		43,101	52,390	46,143	55,079
NPDES Storm Drainage Fund		-	-	-	-
Total Funding Sources	$	485,583	566,698	518,194	600,817

City of Norco, California
General Fund 121 - Engineering Division - 800
Budget Detail By Line Item
121-800

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 75,077	85,972	81,373	88,559
30105	Salaries, Part Time	1,450	10,644	8,570	10,644
30110	Salaries, Overtime	-	-	58	-
30200	PERS Retirement	5,460	6,199	5,989	6,687
30201	PERS Employer UAL	3,555	4,137	3,988	4,938
30205	Employee Group Insurance	11,475	11,917	11,996	12,510
30210	Vehicle Allowance	480	480	480	480
30212	Cell Phone Stipend	60	60	60	60
30215	Medical Savings Account	137	120	150	150
30220	FICA/Medicare Insurance	1,129	1,401	1,305	1,438
30221	Administrative Leave Cash Out	983	-	1,121	1,179
30225	Sick leave buy back	780	936	1,344	1,613
30230	Annual Vacation Cash Out		900	450	900
30235	Deferred Compensation	36	266	214	266
	Subtotal - Salaries and Benefits	100,623	123,032	117,098	129,423
Employee Related Expenditures					
30300	Conferences and Meetings	-	1,000	150	1,000
30310	Uniforms & Safety Gear	-	-	100	200
30320	Dues, Memberships and Subscriptions	-	-	-	100
	Subtotal - Employee Related	-	1,000	250	1,300
Supplies and Services					
30400	Office Supplies	672	1,000	700	1,000
30415	Special Departmental	255	500	250	500
30425	Small Tools	-	200	-	200
	Subtotal - Supplies and Services	927	1,700	950	1,700
Operations and Utilities					
33100	Utilities	100	-	-	1,000
	Subtotal - Operations & Utilities	100	-	-	1,000
Contractual and Professional Services					
34100	Contractual Services	29,889	31,000	30,000	35,000
34105	Other Professional Services	890	5,000	-	1,500
	Subtotal - Contractual & Professional	30,779	36,000	30,000	36,500
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	2,200	3,500	3,500	3,300
42115	Computing and Communications Operations	31,900	30,300	30,300	34,300
42235	Compensated Absences	6,308	-	-	-
	Subtotal - Internal Service Charges	40,408	33,800	33,800	37,600
	Total Expenditures	$ 172,836	195,532	182,098	207,523

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 92,382	105,292	97,659	108,454
30105	Salaries, Part Time	-	6,870	-	6,870
30110	Salaries, Overtime	-	-	-	-
30200	PERS Retirement	8,247	9,207	8,890	9,930
30201	PERS Employer UAL	14,221	16,548	15,952	19,752
30205	Employee Group Insurance	14,233	14,872	15,203	15,532
30210	Vehicle Allowance	1,920	1,920	1,920	1,920
30212	Cell Phone Stipend	240	240	240	240
30215	Medical Savings Account	112	48	168	168
30220	FICA/Medicare Insurance	1,362	1,627	1,416	1,573
30221	Administrative Leave Cash Out	946	-	1,341	1,390
30225	Sick leave buy back	1,160	1,392	1,588	1,906
30230	Annual Vacation Cash Out	-	1,200	600	1,200
30235	Deferred Compensation	-	172	-	172
	Subtotal - Salaries and Benefits	$ 134,823	159,388	144,977	169,107

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 92,382	105,292	97,659	108,454
30105	Salaries, Part Time	-	6,870	-	6,870
30110	Salaries, Overtime	-	-	-	-
30200	PERS Retirement	8,247	9,207	8,890	9,930
30201	PERS Employer UAL	14,221	16,548	15,952	19,752
30205	Employee Group Insurance	14,233	14,872	15,203	15,532
30210	Vehicle Allowance	1,920	1,920	1,920	1,920
30212	Cell Phone Stipend	240	240	240	240
30215	Medical Savings Account	112	48	168	168
30220	FICA/Medicare Insurance	1,362	1,627	1,416	1,573
30221	Administrative Leave Cash Out	946	-	1,341	1,390
30225	Sick leave buy back	1,160	1,392	1,588	1,906
30230	Annual Vacation Cash Out	-	1,200	600	1,200
30235	Deferred Compensation	-	172	-	172
	Subtotal - Salaries and Benefits	$ 134,823	159,388	144,977	169,107

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 29,670	32,402	31,800	33,376
30105	Salaries, Part Time	-	5,496	-	5,496
30110	Salaries, Overtime	-	-	-	-
30200	PERS Retirement	2,502	2,699	2,660	2,911
30201	PERS Employer UAL	3,555	4,137	3,988	4,938
30205	Employee Group Insurance	5,601	5,572	5,557	5,711
30210	Vehicle Allowance	480	480	480	480
30212	Cell Phone Stipend	60	60	60	60
30215	Medical Savings Account	40	24	54	54
30220	FICA/Medicare Insurance	429	550	461	564
30221	Administrative Leave Cash Out	320	-	422	440
30225	Sick leave buy back	444	533	510	612
30230	Annual Vacation Cash Out	-	300	150	300
30235	Deferred Compensation	-	137	-	137
	Subtotal - Salaries and Benefits	$ 43,101	52,390	46,143	55,079

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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.

2018-2019 Goals and Objectives

- Improve available data for GIS program.
- Identify, design and construct watermain and reservoir system improvements.
- Develop a new water connection with the City of Riverside.
- Continue public education for water conservation.

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	469,325	586,370	542,849	628,526
Employee Related Expenditures		10,274	41,600	32,500	22,600
Supplies and Services		175,913	263,250	310,500	358,750
Maintenance and Rentals		48,295	165,500	159,500	164,800
Operations and Utilities		4,873,111	5,967,700	4,930,200	6,161,950
Contractual and Professional Services		446,472	603,000	603,000	834,000
Miscellaneous		505,624	485,899	485,385	486,289
Debt Service		672,998	957,371	957,371	955,524
Internal Service Fund Charges		146,611	195,198	415,809	235,228
Capital Outlay		-	60,000	40,000	50,000
Transfers		129,103	129,102	129,102	129,102
Total Expenditures	$	7,477,725	9,454,990	8,606,216	10,026,769

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	-	-	-	-
Water Fund		7,477,725	9,454,990	8,606,216	10,026,769
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	7,477,725	9,454,990	8,606,216	10,026,769

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 232,814	332,467	303,402	360,134
30110	Salaries, Overtime	73,442	70,000	70,000	70,000
30200	PERS Retirement	22,998	29,003	26,694	32,548
30201	PERS Employer UAL	44,526	51,765	44,551	62,231
30205	Employee Group Insurance	72,379	90,497	86,376	88,557
30212	Cell Phone Stipend	195	522	210	522
30215	Medical Savings Account	107	108	164	216
30220	FICA/Medicare Insurance	4,135	5,508	5,414	5,788
30221	Administrative Leave Cash Out	783	-	1,365	1,530
30225	Sick leave buy back	2,633	3,500	2,794	3,500
30230	Annual Vacation/Admin Leave Cash Out	2,017	3,000	1,211	3,000
30245	Workers Compensation	13,295	-	367	-
30255	Tuition Reimbursement	-	-	300	500
	Subtotal - Salaries and Benefits	469,325	586,370	542,849	628,526
Employee Related Expenditures					
30300	Conferences and Meetings	2,667	10,000	5,500	5,000
30310	Uniforms & Safety Gear	4,952	23,500	20,000	9,500
30320	Dues, Memberships and Subscriptions	2,656	8,100	7,000	8,100
	Subtotal - Employee Related	10,274	41,600	32,500	22,600
Supplies and Services					
30400	Office Supplies	2,223	5,750	2,500	5,750
30415	Special Departmental	120,045	199,500	250,000	295,000
30425	Small Tools	3,644	8,000	8,000	8,000
30470	Post Employment Health Benefits	50,000	50,000	50,000	50,000
	Subtotal - Supplies and Services	175,913	263,250	310,500	358,750
Maintenance and Rentals					
32105	Equipment Rental	1,775	5,000	2,500	5,000
32200	Building and ground maintenance	2,406	6,500	3,000	5,800
32450	Well & Pump Maintenance	44,114	154,000	154,000	154,000
	Subtotal - Maintenance & Rentals	48,295	165,500	159,500	164,800
Operations and Utilities					
33100	Utilities	321,329	505,000	325,000	505,000
33100.10	Water Charges	3,031	5,200	5,200	5,200
33105	Purchased water	4,548,750	5,282,500	4,600,000	5,626,750
33107	Purchase Water Capital	-	150,000	-	-
33115	Chino Pump Tax	-	25,000	-	25,000
	Subtotal - Operations & Utilities	4,873,111	5,967,700	4,930,200	6,161,950
Contractual and Professional Services					
34100	Contractual Services	446,472	603,000	603,000	834,000
	Subtotal - Contractual & Professional	446,472	603,000	603,000	834,000

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Miscellaneous					
35100	Interest Payments	672,998	653,821	653,821	638,124
35105	Principal Payments	-	303,550	303,550	317,400
35115	Bond Discount	5,972	-	-	-
35150	Administrative Overhead	485,142	485,289	485,289	485,289
35205	Property Taxes	600	610	96	1,000
35510	Bad Debt Expense	13,910	-	-	-
	Subtotal - Miscellaneous	1,178,622	1,443,270	1,442,756	1,441,813
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	68,000	87,000	87,000	87,000
42105	Vehicle Replacement Charges	61,411	59,898	59,898	98,328
42110	Computing and Comm. Equip Replacement	1,200	1,100	1,100	700
42115	Computing and Communications Operations	16,000	15,200	15,200	17,200
42220	Self Insured Expenses	-	2,000	5,492	2,000
42225	Self Insured Settlements	-	30,000	247,119	30,000
	Subtotal - Internal Service Charges	146,611	195,198	415,809	235,228
Capital Outlay					
43100	Equipment	-	30,000	25,000	10,000
43115	Building Improvements	-	30,000	15,000	40,000
	Subtotal - Capital Outlay	-	60,000	40,000	50,000
Transfers					
44100	Transfers	129,103	129,102	129,102	129,102
	Subtotal - Transfers	129,103	129,102	129,102	129,102
	Total Expenditures	$ 7,477,725	9,454,990	8,606,216	10,026,769

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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.

2018-209 Goals and Objectives

- Improve facility maintenance.
- Increase ongoing sanitary sewer collection system cleaning and video.
- Improve available data for GIS program.
- Obtain recycle water permit from the State.
- 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 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	430,225	550,722	534,312	638,962
Employee Related Expenditures		7,027	20,500	14,000	15,500
Supplies and Services		53,589	80,000	72,300	80,000
Maintenance and Rentals		11,126	56,500	33,000	70,800
Operations and Utilities		54,417	47,100	47,100	50,100
Contractual and Professional Services		1,710,057	2,498,000	2,100,000	2,565,000
Miscellaneous		309,656	299,230	299,230	299,230
Debt Service		1,277,902	1,787,033	1,787,033	1,990,840
Internal Service Fund Charges		109,941	159,132	134,132	196,452
Capital Outlay		-	80,000	95,000	50,000
Transfers		129,103	129,102	129,102	129,102
Total Expenditures	$	4,093,043	5,707,319	5,245,209	6,085,986

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		4,093,043	5,707,319	5,245,209	6,085,986
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	4,093,043	5,707,319	5,245,209	6,085,986

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 222,558	318,332	304,988	372,317
30110	Salaries, Overtime	62,743	55,000	55,000	55,000
30200	PERS Retirement	21,664	27,930	27,721	34,548
30201	PERS Employer UAL	41,898	50,702	50,239	71,408
30205	Employee Group Insurance	67,258	88,835	85,087	93,448
30212	Cell Phone Stipend	235	642	330	642
30215	Medical Savings Account	107	108	164	216
30220	FICA/Medicare Insurance	3,689	5,073	5,220	5,753
30221	Administrative Leave Cash Out	783	-	1,365	1,530
30225	Sick Leave Cash Out	2,526	2,700	2,752	2,700
30230	Annual Vacation/Admin Leave Cash Out	1,711	1,400	1,211	1,400
30245	Workers Compensation	5,053	-	235	-
	Subtotal - Salaries and Benefits	430,225	550,722	534,312	638,962
Employee Related Expenditures					
30300	Conferences and Meetings	1,021	10,000	5,500	5,000
30310	Uniforms & Safety Gear	5,301	7,500	7,000	7,500
30320	Dues, memberships and Subscriptions	706	3,000	1,500	3,000
	Subtotal - Employee Related	7,027	20,500	14,000	15,500
Supplies and Services					
30400	Office Supplies	513	1,000	300	1,000
30415	Special Departmental	1,369	22,000	15,000	22,000
30425	Small Tools	1,707	7,000	7,000	7,000
30470	Post Employment Health Benefits	50,000	50,000	50,000	50,000
	Subtotal - Supplies and Services	53,589	80,000	72,300	80,000
Maintenance and Rentals					
32105	Equipment Rental	-	5,000	-	5,000
32200	Building and ground maintenance	-	6,500	3,000	5,800
32450	Well & Pump Maintenance	11,126	45,000	30,000	60,000
	Subtotal - Maintenance & Rentals	11,126	56,500	33,000	70,800
Operations and Utilities					
33100	Utilities	54,417	47,100	47,100	50,100
	Subtotal - Operations & Utilities	54,417	47,100	47,100	50,100
Contractual and Professional Services					
34100	Contractual Services	1,710,057	2,498,000	2,100,000	2,565,000
	Subtotal - Contractual & Professional	1,710,057	2,498,000	2,100,000	2,565,000

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Miscellaneous					
35100	Interest Payments	1,277,902	1,163,019	1,163,019	1,240,832
35105	Principal Payments	-	624,014	624,014	750,008
35115	Bond Discount	10,425	-	-	-
35150	Administrative Overhead	299,231	299,230	299,230	299,230
	Subtotal - Miscellaneous	1,587,558	2,086,263	2,086,263	2,290,070
Internal Service Fund Charges					
42100	Vehicle Operations and Maintenance	52,000	78,000	78,000	88,000
42105	Vehicle Replacement Charges	40,941	39,932	39,932	65,552
42110	Computing and Comm. Equip Replacement	1,000	1,000	1,000	700
42115	Computing and Communications Operations	16,000	15,200	15,200	17,200
42225	Self Insured Settlements	-	25,000	-	25,000
	Subtotal - Internal Service Charges	109,941	159,132	134,132	196,452
Capital Outlay					
43100	Equipment	-	50,000	80,000	10,000
43115	Building Improvements	-	30,000	15,000	40,000
	Subtotal - Capital Outlay	-	80,000	95,000	50,000
Transfers					
44100	Transfers	129,103	129,102	129,102	129,102
44105	Inter-Fund				
	Subtotal - Transfers	129,103	129,102	129,102	129,102
	Total Expenditures	$ 4,093,043	5,707,319	5,245,209	6,085,986

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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.

2018-2019 Goals and Objectives

- Community outreach regarding citizens responsibilities for parkway/trail maintenance.
- 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 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	23,286	30,854	27,724	34,596
Employee Related Expenditures		-	-	-	-
Supplies and Services		5,136	13,100	6,900	11,600
Maintenance and Rentals		20,847	30,000	20,000	25,000
Operations and Utilities		305	300	300	300
Contractual and Professional Services		12,173	23,300	12,300	23,300
Miscellaneous		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	61,747	97,554	67,224	94,796

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	61,747	97,554	67,224	94,796
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	61,747	97,554	67,224	94,796

City of Norco, California
General Fund 121 - Parkway Maintenance Division - 850
Budget Detail By Line Item
121-850

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 11,613	18,078	14,442	20,346
30110	Salaries, Overtime	2,294	3,000	3,000	3,000
30200	PERS Retirement	967	1,581	1,624	1,864
30201	PERS Employer UAL	1,359	2,846	3,043	3,712
30205	Employee Group Insurance	3,853	4,981	4,970	5,056
30212	Cell Phone Stipend	43	15	15	15
30215	Medical Savings Account		6	11	12
30220	FICA/Medicare Insurance	200	272	253	296
30221	Administrative Leave Cash Out	-	-	76	85
30225	Sick leave buy back	71	75	128	135
30230	Annual Vacation Cash Out	-	-	67	75
30245	Workers Compensation	2,885	-	95	-
	Subtotal - Salaries and Benefits	23,286	30,854	27,724	34,596
Supplies and Services					
30415	Special Departmental	3,164	11,100	4,900	9,600
30425	Small Tools	1,972	2,000	2,000	2,000
	Subtotal - Supplies and Services	5,136	13,100	6,900	11,600
Maintenance and Rentals					
32400	Trail Maintenance	20,847	30,000	20,000	25,000
	Subtotal - Maintenance & Rentals	20,847	30,000	20,000	25,000
Operations and Utilities					
33100	Utilities	305	300	300	300
	Subtotal - Operations & Utilities	305	300	300	300
Contractual and Professional Services					
34100	Contractual Services	12,173	23,300	12,300	23,300
	Subtotal - Contractual & Professional	12,173	23,300	12,300	23,300
	Total Expenditures	$ 61,747	97,554	67,224	94,796

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.

2018-2019 Goals and 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 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	80,010	$ 84,019	$ 65,680	$ 92,552
Employee Related Expenditures		1,488	5,250	4,850	5,250
Supplies and Services		36,040	51,700	51,300	51,700
Maintenance and Rentals		91,313	100,000	100,000	116,000
Operations and Utilities		92,719	100,600	100,600	100,600
Contractual and Professional Services		317,485	360,000	362,500	439,500
Miscellaneous		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		3,821	5,000	5,000	5,000
Transfers		-	-	-	-
Total Expenditures	$	622,875	706,569	689,930	810,602

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		622,875	706,569	689,930	810,602
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Total Funding Sources	$	622,875	706,569	689,930	810,602

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 38,873	36,155	35,758	40,692
30110	Salaries, Overtime	11,577	20,000	10,000	20,000
30200	PERS Retirement	3,856	3,163	3,180	3,728
30201	PERS Employer UAL	7,428	11,944	5,383	14,989
30205	Employee Group Insurance	13,122	9,963	9,643	10,111
30212	Cell Phone Stipend	15	90	30	90
30215	Medical Savings Account	19	12	18	24
30220	FICA/Medicare Insurance	684	792	663	848
30221	Administrative Leave Cash Out	131	-	152	170
30225	Sick leave buy back	397	1,000	334	1,000
30230	Annual Vacation/Admin Leave Cash Out	311	900	450	900
30245	Workers Compensation	3,598		69	-
	Subtotal - Salaries and Benefits	80,010	84,019	65,680	92,552
Employee Related Expenditures					
30300	Conferences and Meetings	-	1,000	600	1,000
30310	Uniforms & Safety Gear	1,488	4,250	4,250	4,250
	Subtotal - Employee Related	1,488	5,250	4,850	5,250
Supplies and Services					
30400	Office Supplies	-	500	100	500
30415	Special Departmental	35,674	50,000	50,000	50,000
30425	Small Tools	366	1,200	1,200	1,200
	Subtotal - Supplies and Services	36,040	51,700	51,300	51,700
Maintenance and Rentals					
32300	Traffic Signal Maintenance	91,313	100,000	100,000	116,000
	Subtotal - Maintenance & Rentals	91,313	100,000	100,000	116,000
Operations and Utilities					
33100	Utilities	92,719	100,600	100,600	100,600
	Subtotal - Operations & Utilities	92,719	100,600	100,600	100,600
Contractual and Professional Services					
34100	Contractual Services	317,485	360,000	362,500	439,500
	Subtotal - Contractual & Professional	317,485	360,000	362,500	439,500
Capital Outlay					
43100	Equipment	3,821	5,000	5,000	5,000
	Subtotal - Capital Outlay	3,821	5,000	5,000	5,000
	Total Expenditures	$ 622,875	706,569	689,930	810,602

NPDES-Storm Drain Operations

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.

2018-2019 Goals and 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
NPDES Storm Drain Operations Division 802
Budget Summary By Major Categories

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	29,603	35,705	33,234	39,836
Employee Related Expenditures		-	250	250	250
Supplies and Services		87	750	-	250
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		45,348	94,000	45,000	99,500
Miscellaneous		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	75,039	130,705	78,484	139,836

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		75,039	130,705	78,484	139,836
Internal Service Fund		-	-	-	-
Total Funding Sources	$	75,039	130,705	78,484	139,836

City of Norco, California
NPDES Fund 139 - Storm Drain Operations Division- 802
Budget Detail By Line Item
139-802

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 14,365	18,078	16,734	20,346
30110	Salaries, Overtime	3,931	5,500	5,500	5,500
30200	PERS Retirement	1,542	1,581	1,802	1,864
30201	PERS Employer UAL	2,889	4,961	3,159	6,339
30205	Employee Group Insurance	5,013	4,981	5,359	5,056
30212	Cell Phone Stipend	13	15	15	15
30215	Medical Savings Account	7	6	11	12
30220	FICA/Medicare Insurance	274	323	322	350
30221	Administrative Leave Cash Out	44	-	76	85
30225	Sick leave buy back	144	150	154	160
30230	Annual Vacation Cash Out	104	110	67	110
30245	Workers Compensation	1,278		35	-
	Subtotal - Salaries and Benefits	29,603	35,705	33,234	39,836
Employee Related Expenditures					
30300	Conferences and Meetings	-	250	250	250
	Subtotal - Employee Related	-	250	250	250
Supplies and Services					
30400	Office Supplies	-	50	-	50
30415	Special Departmental	87	700	-	200
	Subtotal - Supplies and Services	87	750	-	250
Contractual and Professional Services					
34100	Contractual Services	45,348	94,000	45,000	99,500
	Subtotal - Contractual & Professional	45,348	94,000	45,000	99,500
Capital Outlay					
43100	Equipment	-	-	-	-
	Subtotal - Capital Outlay	-	-	-	-
	Total Expenditures	$ 75,039	130,705	78,484	139,836

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.

2018-2019 Goals and Objectives

- Coordinate other division requirements and relay to customer at time of permit.
- Review State mandated changes to NPDES monitoring and reporting practices and develop internal practices to ensure compliance.

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

Expenditures:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
Salaries and Benefits	$	107,757	116,251	109,587	128,763
Employee Related Expenditures		-	200	-	200
Supplies and Services		-	500	-	500
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	500	-	500
Contractual and Professional Services		-	-	-	-
Miscellaneous		-	-	-	-
Internal Service Fund Charges		5,600	5,500	5,500	5,900
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	113,357	122,951	115,087	135,863

Funding Sources:		***FY 2017 Actual***	***FY 2018 Amended Budget***	***FY 2018 Estimated Year-End Total***	***FY 2019 Budget Request***
General Fund	$	37,927	41,571	38,218	45,725
Water Fund		26,940	29,042	27,529	32,171
Sewer Fund		26,940	29,042	27,529	32,171
Gas Tax Fund		10,776	11,648	10,905	12,899
NPDES Storm Drainage Fund		10,775	11,648	10,906	12,898
Internal Service Fund		-	-	-	-
Total Funding Sources	$	113,357	122,951	115,087	135,863

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 18,702	19,763	18,822	21,184
30110	Salaries, Overtime	649	1,000	287	1,000
30200	PERS Retirement	2,071	2,184	2,087	2,451
30201	PERS Employer UAL	5,394	6,344	5,848	7,881
30205	Employee Group Insurance	4,849	4,788	4,854	4,788
30220	FICA/Medicare Insurance	269	302	277	322
30225	Sick leave buy back	392	400	-	400
30230	Annual Vacation Cash Out	-	90	543	600
	Subtotal - Salaries and Benefits	32,327	34,871	32,718	38,625
Employee Related Expenditures					
30300	Conferences and Meetings	-	200	-	200
	Subtotal - Employee Related	-	200	-	200
Supplies and Services					
30415	Special Departmental		500	-	500
	Subtotal - Supplies and Services	-	500	-	500
Operations and Utilities					
33100	Utilities	-	500	-	500
	Subtotal - Operations & Utilities	-	500	-	500
Internal Service Fund Charges					
42110	Computing and Comm. Equip Replacement	300	400	400	200
42115	Computing and Communications Operations	5,300	5,100	5,100	5,700
	Subtotal - Internal Service Charges	5,600	5,500	5,500	5,900
	Total Expenditures	$ 37,927	41,571	38,218	45,725

City of Norco, California
Water Fund 124 - Public Works Inspection Division - 740
Budget Detail By Line Item
124-740

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 15,585	16,469	15,685	17,654
30110	Salaries, Overtime	541	800	500	800
30200	PERS Retirement	1,726	1,820	1,739	2,042
30201	PERS Employer UAL	4,495	5,287	4,873	6,567
30205	Employee Group Insurance	4,041	3,990	4,045	3,990
30220	FICA/Medicare Insurance	224	251	235	268
30225	Sick leave buy back	327	350	-	350
30230	Annual Vacation Cash Out		75	452	500
	Subtotal - Salaries and Benefits	$ 26,940	29,042	27,529	32,171

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

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 15,585	16,469	15,685	17,654
30110	Salaries, Overtime	541	800	500	800
30200	PERS Retirement	1,726	1,820	1,739	2,042
30201	PERS Employer UAL	4,495	5,287	4,873	6,567
30205	Employee Group Insurance	4,041	3,990	4,045	3,990
30220	FICA/Medicare Insurance	224	251	235	268
30225	Sick leave buy back	327	350	-	350
30230	Annual Vacation Cash Out		75	452	500
	Subtotal - Salaries and Benefits	$ 26,940	29,042	27,529	32,171

City of Norco, California
Gas Tax Fund 133 - Public Works Inspection Division - 740
Budget Detail By Line Item
133-740

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 6,234	6,588	6,274	7,061
30110	Salaries, Overtime	216	350	95	350
30200	PERS Retirement	690	728	696	817
30201	PERS Employer UAL	1,798	2,115	1,949	2,627
30205	Employee Group Insurance	1,616	1,596	1,618	1,596
30220	FICA/Medicare Insurance	90	101	92	107
30225	Sick leave buy back	131	140	-	140
30230	Annual Vacation Cash Out	-	30	181	200
	Subtotal - Salaries and Benefits	$ 10,776	11,648	10,905	12,899

City of Norco, California
NPDES Fund 139 - Public Works Inspection Division - 740
Budget Detail By Line Item
139-740

Account Number	Account Description	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated Year-End Total	FY 2019 Budget Request
Salaries and Benefits					
30100	Salaries, Full Time	$ 6,234	6,588	6,274	7,061
30110	Salaries, Overtime	216	350	96	350
30200	PERS Retirement	690	728	696	817
30201	PERS Employer UAL	1,798	2,115	1,949	2,627
30205	Employee Group Insurance	1,616	1,596	1,618	1,596
30220	FICA/Medicare Insurance	89	101	92	107
30225	Sick leave buy back	131	140	-	140
30230	Annual Vacation Cash Out	-	30	181	200
	Subtotal - Salaries and Benefits	$ 10,775	11,648	10,906	12,898

Personnel Authorization

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CITY OF NORCO
PERSONNEL AUTHORIZATION
FY09 through FY19

Position Title	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
CITY COUNCIL & COMMISSIONS											
CITY COUNCIL	5	5	5	5	5	5	5	5	5	5	5
COMMUNITY SERVICES COMMISSION	0	0	0	0	0	0	0	0	0	0	0
PLANNING COMMISSION	5	5	5	5	5	5	5	5	5	5	5
HISTORIC PRESERVATION COMMISSION	0	5	5	5	5	5	5	5	5	5	5
PARKS & RECREATION COMMISSION	5	5	5	5	5	5	5	5	5	5	5
STREETS & TRAILS COMMISSION	0	0	0	0	0	0	0	0	0	0	0
STREETS, TRAILS & UTILITIES COMMISSION	7	7	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
City Clerk/Assistant to the City Manager	0	1	1	1	1	1	1	1	1	1	1
Deputy City Clerk	0	1	1	1	1	1	1	1	1	1	1
Human Resources Manager	0	0	0	0	0	0	0	0	0	1	1
Human Resources Analyst (moved from F&SS)	0	0	0	0	0	0	0	0	1	0	0
Management Analyst	0	0	0	0	0	0	0	0	1	1	1
Executive Secretary	0	0	0	0	0	0	0	0	0	0	0
Secretary to the City Manager	1	0	0	0	0	0	0	0	0	0	0
Administrative Clerk	0	1	0	0	0	0	0	0	0	0	0
Sr. Administrative Clerk	0	0	1	0	0	0	0	0	0	0	0
Administrative Assistant	0	0	0	0	0	0	0	0	0	0	0
Total	2	4	4	3	3	3	3	3	5	5	5
PLANNING/CODE ENFORCEMENT											
Planning Director	0	0	1	1	1	1	1	1	1	1	1
Planning Manager	1	1	0	0	0	0	0	0	0	0	0
Senior Planner	1	1	1	1	1	1	1	1	1	1	1
Permit Technician	0	0	0	0	0	0	0	0	2	2	2
Executive Secretary	1	1	0	0	0	0	0	0	0	0	0
Building Inspector	0	0	0	0	0	0	0	0	1	1	1
Senior Code Enforcement Officer	0	0	0	0	0	1	1	1	1	1	1
Total	3	3	2	2	2	3	3	3	6	6	6
CITY CLERK (moved to ADMINISTRATION)											
City Clerk	1	0	0	0	0	0	0	0	0	0	0
Deputy City Clerk	1	0	0	0	0	0	0	0	0	0	0
Secretary II	0	0	0	0	0	0	0	0	0	0	0
Clerk Typist	0	0	0	0	0	0	0	0	0	0	0
Administrative Clerk	1	0	0	0	0	0	0	0	0	0	0

CITY OF NORCO
PERSONNEL AUTHORIZATION
FY09 through FY19

Position Title	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Total	**3**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
FISCAL & SUPPORT SERVICES											
Director of Fiscal & Support Services	1	0	0	0	0	0	0	0	0	0	0
Director of Finance	0	1	1	1	1	1	1	0	0	0	0
Finance Officer	0	0	0	0	0	0	0	1	1	1	1
Executive Secretary	1	1	1	1	1	0	0	0	0	0	0
Administrative Analyst	0	0	0	0	0	1	1	1	1	1	1
Accounting Manager	1	1	1	1	1	1	1	1	1	1	1
Human Resources Analyst	1	1	1	1	1	1	1	1	0	0	0
Network Administrator	0	0	0	0	0	0	0	0	0	0	0
Information Technology Manager	1	1	1	1	1	1	1	0	0	0	0
Senior Accountant	0	0	0	0	0	0	0	0	1	1	1
Accountant	1	1	1	1	1	1	1	1	0	0	0
Computer Information Systems Technician (moved to PR&CS)	0	0	0	0	0	0	1	1	2	0	0
I.T. Analyst	1	1	1	1	1	1	0	0	0	0	0
Account Clerks	8	7	6	6	6	6	6	6	6	6	6
Account Clerk II	0	0	0	0	0	0	0	0	0	0	0
Account Clerk I	0	0	0	0	0	0	0	0	0	0	0
Office Assistant	0	0	0	0	0	0	0	0	0	0	0
Total	**15**	**14**	**13**	**13**	**13**	**13**	**13**	**12**	**12**	**10**	**10**
PARKS & RECREATION											
Deputy City Manager/Director of Parks, Rec & Comn	0	0	0	0	0	0	0	1	1	1	1
Director of Parks,Recreation&Community Services	1	1	1	1	1	1	1	0	0	0	0
Executive Secretary	1	1	1	1	1	1	1	1	1	1	1
Computer Information Systems Technician	0	0	0	0	0	0	0	0	0	2	2
Administrative Clerk	0	0	0	0	0	0	0	0	1	1	1
Recreation&Community Services Superintendent	1	1	1	1	1	1	1	1	1	1	1
Parks&Building Superintendent	1	1	0	0	0	0	0	0	0	0	0
Parks&Public Buildings Maintenance Superintenden	0	0	0	0	0	0	0	1	1	1	1
Parks&Public Buildings Maintenance Supervisor	0	0	0	1	1	1	1	0	0	0	0
Receation&Community Services Supervisor	3	1	1	1	1	1	1	1	2	2	2
Administrative/Facilities Coordinator	0	0	0	0	0	1	1	1	0	0	0
Recreation&Community Services Coordinator	0	0	0	0	0	0	0	0	0	0	0
Lead Worker	0	0	1	0	0	0	0	0	0	0	0
Parks Maintenance Worker I, II	2	3	2	1	1	1	1	1	1	1	2
Maintenance Worker Trainee	1	0	0	0	0	0	0	0	1	1	0
Bus Driver	1	1	1	1	1	1	1	1	1	1	1
Custodian	0	0	0	0	0	0	0	0	0	0	0
Total	**11**	**9**	**8**	**7**	**7**	**8**	**8**	**8**	**10**	**12**	**12**
ECONOMIC DEVELOPMENT											
Director of Economic Development	1	1	1	0	0	0	0	0	0	0	0
Executive Secretary	1	1	1	0	0	0	0	0	0	0	0
Housing Manager	1	1	1	1	0	0	0	0	0	0	0
Total	**3**	**3**	**3**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

CITY OF NORCO
PERSONNEL AUTHORIZATION
FY09 through FY19

Position Title	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
COMMUNITY DEVELOPMENT (moved to Public Works)											
Director of Community Development	1	0	0	0	0	0	0	0	0	0	0
Director of Economic Development	0	0	0	0	0	0	0	0	0	0	0
Executive Secretary	0	0	0	0	0	0	0	0	0	0	0
Senior Planner	0	0	0	0	0	0	0	0	0	0	0
Associate Planner	0	0	0	0	0	0	0	0	0	0	0
Code Enforcement Officer	0	0	0	0	0	0	0	0	0	0	0
City Engineer/Director of Public Works	0	0	0	0	0	0	0	0	0	0	0
Deputy City Engineer	0	0	0	0	0	0	0	0	0	0	0
Executive Secretary	0	0	0	0	0	0	0	0	0	0	0
Assistant Civil Engineer	0	0	0	0	0	0	0	0	0	0	0
Associate Civil Engineer	0	0	0	0	0	0	0	0	0	0	0
Building Official	1	0	0	0	0	0	0	0	0	0	0
Bldg Ops Support Coord/Senior Permit Tech	0	0	0	0	0	0	0	0	0	0	0
Permit Technician	3	0	0	0	0	0	0	0	0	0	0
Plans Examiner Senior Building Inspector	1	0	0	0	0	0	0	0	0	0	0
Building Inspector	1	0	0	0	0	0	0	0	0	0	0
Total	7	0	0	0	0	0	0	0	0	0	0
FIRE DEPARTMENT											
Fire Chief	1	1	0	0	0	0	0	0	0	0	0
Executive Secretary	0	0	0	0	0	0	0	0	0	0	0
Account Clerk I	0	0	0	0	0	0	0	0	0	0	0
Code Enforcement Officer	0	0	0	0	0	0	0	0	0	0	0
Fire Prevention Specialist	1	1	1	1	1	0	0	0	0	0	0
Battalion Chief	3	2	2	0	0	0	0	0	0	0	0
Fire Captain	6	6	6	6	0	0	0	0	0	0	0
Fire Engineer	6	6	6	6	0	0	0	0	0	0	0
Firefighter Paramedic	11	11	8	6	0	0	0	0	0	0	0
Firefighter	1	1	1	0	0	0	0	0	0	0	0
Total	29	28	24	19	1	0	0	0	0	0	0
ANIMAL CONTROL											
Animal Control/Equestrian Services Superintendent	1	1	1	1	1	1	1	1	1	1	1
Animal Control Supervisor	1	1	1	0	0	0	0	0	0	0	0
Secretary II	0	0	0	0	0	0	0	0	0	0	0
Administrative/Facilities Coordinator	1	1	1	1	1	0	0	0	0	0	0
Kennel Officer	1	1	1	0	0	0	0	0	0	0	0
Senior Animal Control Officer	0	0	0	0	1	1	1	1	1	1	1
Animal Control Officer	2	2	2	2	1	1	1	1	1	1	1
Total	6	6	6	4	4	3	3	3	3	3	3
SHERIFF											
Executive Secretary	1	1	1	1	1	1	1	1	1	1	1
Total	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
Deputy Director of Public Works/Senior Engineer	0	0	0	0	1	0	0	0	0	0	0
Water and Sewer Utilities Manager	0	0	0	0	0	1	0	0	0	0	0
Associate Civil Engineer	0	0	0	0	0	0	1	1	1	0	0

CITY OF NORCO
PERSONNEL AUTHORIZATION
FY09 through FY19

Position Title	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Executive Secretary	1	1	1	1	1	1	1	0	0	0	0
Public Works Superintendent	0	1	1	1	1	1	1	1	1	1	1
Public Works Supervisor	1	0	0	0	0	0	0	0	0	1	1
Inspector II	0	0	0	0	0	0	0	1	1	1	1
Inspector I	0	1	1	1	1	1	1	0	0	0	0
PW/LMD Inspector Supervisor	1	1	0	0	0	0	0	0	0	0	0
Lead Worker	0	1	1	1	1	1	1	1	1	0	0
Maintenance Workers (I, II, III)	5	6	8	7	7	5	5	8	5	8	8
Water Quality Control Technician	1	1	1	1	1	1	1	1	2	2	2
Sewer Technician	0	0	0	0	0	0	0	0	0	2	2
Meter Technician I	1	0	0	0	0	0	0	0	0	0	0
Public Works Trainee	6	5	2	3	3	5	5	3	5	0	0
Senior Civil Engineer	1	1	1	1	0	0	0	0	0	1	1
Permit Technician	3	2	1	1	1	1	1	2	1	1	1
Administrative Compliance Coordinator	0	0	0	0	0	0	0	0	1	1	1
Plans Examiner Senior Building Inspector	1	1	0	0	0	0	0	0	0	0	0
Building Inspector	1	1	1	1	1	1	1	1	0	0	0
Total	23	23	19	19	19	19	19	20	19	19	19
TOTAL FULL TIME POSITIONS	103	91	80	69	50	50	50	50	56	56	56
PART-TIME POSITIONS											
TEMPORARY EMPLOYEES											
Fire											
Fire Prevention Intern	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
32-HOUR PART-TIME EMPLOYEES											
Community Development											
Assistant Planner	0	0	0	0	0	0	0	0	0	0	0
Public Works											
Permit Technician	0	0	0	0	0	1	1	0	0	0	0
Permit Technician	0	0	0	0	0	1	0	0	0	0	0
Parks & Recreation											
Recreation&Community Services Specialist	3	3	2	2	2	0	0	0	0	0	0
Recreation&Community Services Coordinator	0	0	0	1	1	1	1	1	1	1	1
Irrigation Technician	0	0	0	0	0	1	1	1	1	1	1
Maintenance Workers	0	0	0	0	0	0	0	0	0	0	0
Volunteer Coordinator	0	0	0	0	0	0	0	0	0	0	0
Aquatic Manager	0	0	0	0	0	0	0	0	0	0	0
Parks & Recreation (Cont.)											
Adult & Youth Sport Specialist	1	1	1	0	0	0	0	0	0	0	0
Animal Control											
Kennel Assistant	2	2	2	1	1	1	0	0	0	0	0
Administrative Clerk	0	0	0	1	1	1	1	0	0	0	0
Animal Control Officer Trainee	0	0	0	1	1	1	1	1	1	1	1
Total 32-Hour Employees	6	6	5	6	6	7	5	3	3	3	3

CITY OF NORCO
PERSONNEL AUTHORIZATION
FY09 through FY19

Position Title	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
20-HOUR OR LESS PART-TIME											
Administration											
Marketing Intern (Economic Development)	0	0	0	0	0	0	0	1	0	0	0
City Clerk											
Clerical Assistant	0	0	0	0	0	0	0	1	0	1	0
Facilities Maintenance Assistant	0	0	0	0	0	0	0	0	0	0	0
Customer Service Specialist	0	0	0	0	0	0	0	0	0	0	0
Fiscal & Support Services											
Account Clerk	0	0	1	1	0	2	2	0	0	0	0
Crossing Guards											
Crossing Guard	0	0	0	0	0	0	0	0	0	0	0
Parks & Recreation											
Facility Booking Specialist	0	0	0	0	0	0	0	0	0	0	0
Events and Facilities Assistant	0	0	0	0	0	0	0	0	0	1	1
Sports Technician/Recreation Specialist	0	0	0	0	1	1	1	1	1	1	1
Senior Administrative Clerk	0	0	0	0	0	0	0	1	0	0	0
Clerical/Counter Clerk/Recreation Specialist	2	2	3	2	3	2	2	2	1	0	0
Volunteer and Special Events Specialist	0	0	0	0	0	1	1	1	1	1	1
Recreation&Community Services Specialist	2	2	2	0	2	2	2	3	1	1	1
Recreation&Community Services Leader I, II, III	32	32	32	32	32	10	10	10	10	10	10
Recreation&Community Services Aide	31	31	31	31	31	20	18	18	18	18	18
Sports Coordinator	0	0	0	0	0	0	0	0	1	1	1
Aquatics Manager	1	1	1	1	0	0	0	0	0	0	0
Pool Maintenance Manager	0	0	0	1	1	0	0	0	0	0	0
Life Guard III	3	3	3	3	0	0	0	0	0	0	0
Life Guard II	15	15	15	15	0	0	0	0	0	0	0
Life Guard I	9	9	9	9	0	0	0	0	0	0	0
Field Maintenance Worker/Driver	5	5	5	4	5	4	4	4	0	0	0
Driver/General Labor Assistant	0	0	0	0	0	0	0	4	6	6	6
Bus Driver	3	1	1	1	0	0	0	0	0	0	0
Parks Maintenance Worker	1	0	1	3	4	3	3	0	3	3	3
George Ingalls Maintenance Worker	0	0	0	0	0	0	0	0	2	1	1
Nellie Weaver Hall Attendant	0	0	0	0	2	2	5	5	5	5	5
Fire Department											
Fire Chief	0	0	1	1	0	0	0	0	0	0	0
Battalion Chief	0	0	0	2	0	0	0	0	0	0	0
Code Compliance Officer	0	0	0	0	0	0	0	0	0	0	0
Administrative Clerk	2	2	1	1	0	0	1	1	1	1	1
Executive Secretary	0	0	0	1	0	0	0	0	0	0	0
Planning/Code Enforcement											
Part-Time Code Compliance Officer	0	0	1	1	0	1	1	1	1	1	1
Planning Intern	0	1	1	1	1	1	1	1	0	0	0
Planning Aide	0	0	0	0	0	0	0	0	1	1	1
Executive Secretary	0	0	1	1	0	0	0	0	0	0	0
Sheriff											
Community Service Officer	0	0	0	2	2	1	1	1	1	1	1
Community Development											

CITY OF NORCO
PERSONNEL AUTHORIZATION
FY09 through FY19

Position Title	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Minutes Clerk	0	0	0	0	0	0	0	0	0	0	0
Part-Time Typing Aide/Admin Clerk	1	0	0	0	0	0	0	0	0	0	0
Planning Intern	1	0	0	0	0	0	0	0	0	0	0
PUBLIC WORKS											
Director of Public Works	0	0	0	0	1	1	0	0	0	0	0
Part-Time Typing Aide/Admin Clerk	0	1	1	1	1	0	0	0	0	0	0
Permit Technician	0	0	0	0	0	0	0	0	0	0	0
Clerical Assistant (Permits)	0	0	1	1	1	0	0	0	0	1	1
Intern	0	0	0	0	0	1	1	1	0	0	0
Counter Tech/Backflow Coordinator	0	0	0	0	0	0	0	1	0	0	0
Engineering Clerk/Permit Technician	0	0	0	0	0	0	0	1	0	0	0
Plans Examiner Senior Building Inspector	0	0	1	1	0	1	0	0	0	0	0
CRA											
Part-Time Administrative Intern	0	0	0	0	0	0	0	0	0	0	0
Part-Time Housing Specialist	0	0	0	0	0	0	0	0	0	0	0
Animal Control											
Senior Administrative Clerk	0	0	0	0	0	0	0	2	2	2	2
Customer Service/Administrative Clerk	1	1	1	0	0	2	2	1	1	1	1
Animal Care Technician	0	0	0	0	0	0	2	2	2	2	2
Kennel Attendant/Aide	2	3	3	4	4	4	4	5	5	5	5
Total 20-Hour or Less Employees	**111**	**109**	**116**	**120**	**91**	**59**	**61**	**66**	**63**	**63**	**63**

Budget Account Descriptions

Budget Account Descriptions
Fiscal year 2018/2019

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 employee benefit
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

Object Code	Description	Purpose
30420	Training Supplies	Cost of supplies associated with training in the Fire Department
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 2018/2019

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

Object Code	***Description***	***Purpose***
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
Miscellaneous (Continued)		
35355	Norco Party Pardners	Program provides planned recreational and social activities for developmentally challenged adults twice each month
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

Object Code	***Description***	***Purpose***
43210	Water Lines & Mains	Capital project cost for water lines and mains
43125	Land	Cost of purchase of land
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