

HOME OPEN ALL-AMERICAN CLOSE RURAL
NEIGHBORS LOYALTY KNIT
REAL DETERMINED PRIDE COMMUNITY UNIQUE
PATRIOTIC HORSES SELF-SUFFICIENT AUTHENTIC VETERANS
SPECIAL LAND COUNTRY TRAILS FAMILY ANIMALS
VOLUNTEER LOVE DIVERSE
SENSE OF BELONGING PEACEFUL



FY 2019-20
**PRELIMINARY
BUDGET**



**CITY OF
NORCO**
CALIFORNIA



"For so many years we have touted that we are Horsetown USA, with our trails, our parks, our equestrian facilities, and our open spaces. But, are those really at the center of Norco's purpose? Are they the main reason Norco still exists today? I would contend that community—Norconians—are the reason and our ultimate purpose. A mixed group of people with a common cause to protect a special place in Southern California, known as Norco." -Mayor Robin Grundmeyer



TABLE OF CONTENTS

MISSION STATEMENT	1
CITY COUNCIL & STAFF	5
City Organization Chart	6
BUDGET BY FUNDS	
GENERAL FUND	
Projected General Fund Summary	2-2
Projected General Fund Revenue	2-5
General Fund Estimated Fund Balance	2-9
WATER FUND	
Summary of Revenues, Expenditures	2-10
Detail of Water Fund Expenditures by Line Item	2-13
SEWER FUND	
Summary of Revenues, Expenditures	2-20
Detail of Sewer Fund Expenditures by Line Item	2-23
GAS TAX FUND	
Summary of Revenues, Expenditures	2-30
Detail of Gas Tax Fund Expenditures by Line Item	2-33
NPDES STORM DRAINAGE FUND	
Summary of Revenues, Expenditures	2-38
Detail of NPDES Storm Drain Fund Expenditures by Line Item.....	2-41
SPECIAL REVENUE FUND	
Summary of Revenues, Expenditures	2-44
Detail of Special Revenue Fund Expenditures	2-47
INFORMATION TECHNOLOGY – memo only	
Summary of Revenues, Expenditures	2-52
Program Description	2-55
Detail of Data Processing Fund by Line Item	2-57
BUDGET BY FUNCTION	
LEGISLATIVE	
Department Budget Summary	3-2
CITY COUNCIL	
Program Description	3-6
Budget Detail	3-7

CITY ATTORNEY	
Program Description	3-10
Budget Detail	3-11
ADMINISTRATION	
Budget Summary	4-2
CITY MANAGER	
Program Description	4-6
Budget Detail	4-9
CITY CLERK	
Program Description	4-12
Budget Detail	4-15
ECONOMIC DEVELOPMENT	
Program Description	4-18
Budget Detail	4-21
HUMAN RESOURCES	
Program Description	4-24
Budget Detail	4-26
NON-DEPARTMENTAL	
Budget Summary	5-2
Budget Detail	5-5
FISCAL & SUPPORT SERVICES	
Budget Summary	6-2
Program Description	6-5
Budget Detail	6-8
SHERIFF'S DEPARTMENT	
Budget Summary	7-2
Program Description	7-4
Budget Detail	7-6
FIRE AND EMERGENCY MEDICAL SERVICES	
Budget Summary	8-2
Program Description	8-4
Budget Detail	8-6
COMMUNITY DEVELOPMENT	
Department Budget Summary	9-2
Program Description	9-4
PLANNING DIVISION	
Budget Detail	9-9
CODE COMPLIANCE	
Budget Detail	9-13
BUILDING AND SAFETY	
Budget Detail	9-17
PARKS, RECREATION, COMMUNITY SERVICES & ANIMAL CONTROL	
Department Budget Summary	10-2
RECREATION	
Program Description	10-6

Budget Detail	10-8
YOUTH AND TEEN	
Program Description	10-12
Budget Detail	10-15
PARK MAINTENANCE	
Program Description	10-18
Budget Detail	10-20
SENIOR CITIZENS	
Program Description	10-24
Budget Detail	10-26
PUBLIC BUILDING MAINTENANCE	
Program Description	10-34
Budget Detail	10-36
ANIMAL CONTROL	
Program Description	10-40
Budget Detail	10-43
SPECIAL EVENTS	10-46
PUBLIC WORKS	
Department Budget Summary	11-2
PUBLIC WORKS INSPECTION	
Program Description	11-6
Budget Detail	11-7
ENGINEERING	
Program Description	11-14
Budget Detail	11-15
PARKWAY MAINTENANCE	
Program Description	11-20
Budget Detail	11-21
WATER OPERATIONS	
Program Description	11-24
Budget Detail	11-25
SEWER OPERATIONS	
Program Description	11-28
Budget Detail	11-29
STREET MAINTENANCE	
Program Description	11-32
Budget Detail	11-34
STORM DRAIN OPERATIONS	
Program Description	11-36
Budget Detail	11-37



Page Intentionally Left Blank

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



Page Intentionally Left Blank



CITY COUNCIL & STAFF



Page Intentionally Left Blank

CITY OF NORCO



Norco City Council (L to R Councilman Berwin Hanna, Councilman Greg Newton, Councilman Kevin Bash, Mayor Robin Grundmeyer, Councilman Ted Hoffman)

		<u>TERM ENDING YEAR</u>
Robin Grundmeyer	Mayor	2020
Berwin Hanna	Mayor Pro Tem	2020
Kevin Bash	Council Member	2022
Ted Hoffman	Council Member	2020
Greg Newton	Council Member	2022

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. Andrew Elia	Riverside County Sheriff

City of Norco



Residents of the City of Norco

Mayor & City Council

City Attorney

City Manager

Fire Department & EMS
Riverside Co. Fire/CALFIRE

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

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

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 Partners
- Landscape Maintenance Districts
- Special Events
- Parks & Public Works Commission

Human Resources

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

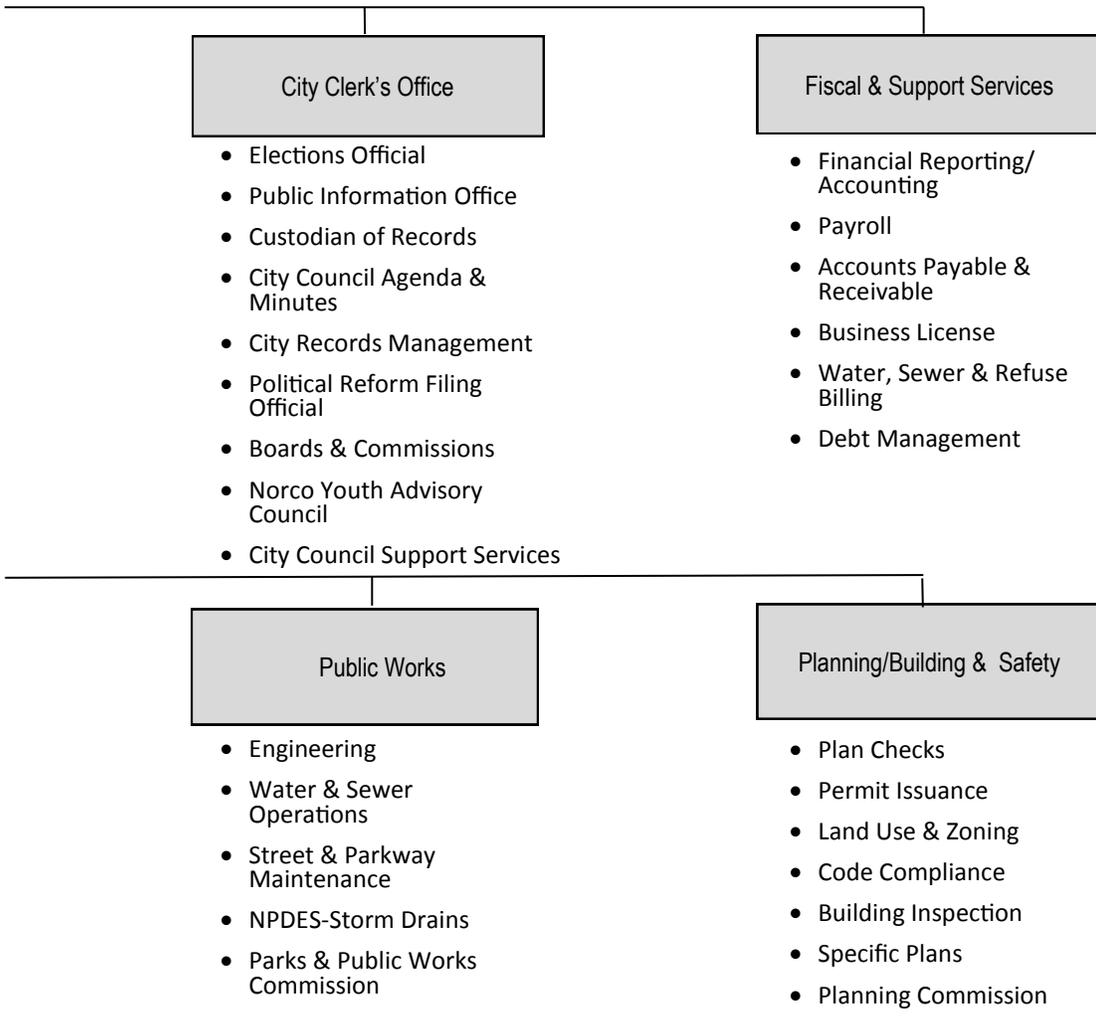
Economic Development

- 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





Page Intentionally Left Blank



GENERAL FUND



GENERAL FUND

GENERAL FUND SUMMARY	FUND	121
Prior Year, Amended Budget, Projected Year-End Status and Proposed Revenues	Revenue	000

Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed	% of Total
REVENUES					
Property Taxes	1,924,931	2,013,778	2,011,867	2,097,016	4%
Sales Taxes	6,864,122	7,301,090	7,535,715	7,189,000	-2%
Property Tax In Lieu VLF	2,453,458	2,608,071	2,606,761	2,721,675	4%
Other Taxes	1,312,426	1,354,782	1,359,782	1,459,745	8%
Franchise Fees	1,561,383	1,584,740	1,552,166	1,553,000	-2%
Intergovernmental	6,357	1,200	40	-	-100%
Fines & Penalties	192,880	180,393	176,837	155,265	-14%
Interest/Lease Income	795,351	789,236	882,544	924,823	17%
Community Development Fees	948,995	1,101,830	1,183,036	978,292	-11%
Community Services/Recreation	749,060	710,534	684,082	715,009	1%
Other Revenues	1,418,533	1,224,618	1,292,437	1,200,830	-2%
Administrative Overhead/Operating Transfers	1,481,388	1,506,852	1,466,852	1,628,880	8%
TOTAL GENERAL FUND REVENUES	19,708,884	20,377,124	20,752,119	20,623,535	1%
EXPENDITURES					
City Council	84,720	93,251	88,676	95,485	2%
City Attorney	237,726	220,000	230,000	225,000	2%
Total - City Council & City Attorney	322,446	313,251	318,676	320,485	2%
Non-Departmental	2,739,603	2,271,655	2,192,232	2,597,892	14%
Total - Non-Departmental	2,739,603	2,271,655	2,192,232	2,597,892	14%
City Manager	352,574	365,064	361,390	382,803	5%
City Clerk	311,741	388,553	379,945	358,883	-8%
Economic Development	229,105	228,713	221,367	228,113	0%
Human Resources	90,214	116,873	108,209	135,003	16%
Fiscal & Support Services	615,003	651,816	640,802	627,757	-4%
Total - Admin, Econ. Dev & Finance	1,598,637	1,751,019	1,711,713	1,732,559	-1%
Recreation	750,057	805,688	790,111	825,307	2%
Public Buildings	1,074,942	1,050,009	1,048,402	1,110,541	6%
Park Maintenance	813,060	853,677	855,736	871,715	2%
Special Events	59,344	94,261	84,016	101,837	8%
Total - Parks, Bldg. & Rec. Svcs	2,697,403	2,803,635	2,778,265	2,909,400	4%
Youth & Teen	288,009	310,972	275,178	345,548	11%
Senior Citizens	166,016	195,178	197,092	187,200	-4%
Senior-RCTC	30,911	79,152	39,089	81,728	3%
Total - Teens & Seniors	484,936	585,302	511,359	614,476	5%
Animal Control	635,403	640,283	639,563	692,674	8%
Total - Animal Control	635,403	640,283	639,563	692,674	8%
Sheriff	5,565,353	6,472,622	6,239,771	6,574,731	2%
Crossing Guards	51,835	50,610	52,000	52,500	4%
Citizens on Patrol	18,949	20,755	20,273	18,200	-12%
Total - Sheriff Protection	5,636,137	6,543,987	6,312,044	6,645,431	2%
Fire Suppression & EMS (CalFire)	4,044,605	4,478,167	4,312,417	4,546,948	2%
Norco Animal Rescue Team	1,507	1,500	1,500	2,628	75%
Total- Fire	4,046,112	4,479,667	4,313,917	4,549,576	2%

GENERAL FUND

GENERAL FUND SUMMARY				FUND	121
Prior Year, Amended Budget, Projected Year-End Status and Proposed Revenues				Revenue	000
Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed	% of Total
Planning	386,691	468,515	427,184	581,163	24%
Code Enforcement	159,544	146,996	142,356	140,038	-5%
Building & Safety	386,745	436,986	427,867	430,991	-1%
Total - Community Development	<u>932,980</u>	<u>1,052,497</u>	<u>997,407</u>	<u>1,152,192</u>	9%
Inspection	38,251	45,726	40,626	48,342	6%
Engineering	195,195	207,524	194,155	230,385	11%
Parkway Maintenance	65,039	104,796	84,254	116,861	12%
Total - Public Works	<u>298,485</u>	<u>358,046</u>	<u>319,035</u>	<u>395,588</u>	10%
TOTAL GENERAL FUND EXPENDITURES	<u>19,392,142</u>	<u>20,799,342</u>	<u>20,094,211</u>	<u>21,610,273</u>	4%
YEAR-END GENERAL FUND BALANCE	316,742	<u>(422,218)</u>	<u>657,908</u>	<u>(986,738)</u>	
LESS YEAR-END ADJUSTMENTS	<u>(21,653)</u>				
	<u>295,089</u>				

GENERAL FUND

GENERAL FUND REVENUE DETAIL					FUND	121
Prior Year, Amended Budget, Projected Year-End Status and Proposed Revenues					Revenue	000
Object Code	Account Classification	FY 17/18 Actual	FY 18/19 Adopted	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
50100	Current Secured Taxes	1,331,924	1,367,330	1,369,730	1,369,730	1,452,968
50105	Current Unsecured	56,591	61,010	61,010	59,099	61,010
50115	Homeowner's Exemption	15,287	16,555	16,555	16,555	16,555
50120	Prior Yr Sec'd & Unsec'd	38,249	41,750	41,750	41,750	41,750
50125	Supplemental Taxes	34,046	26,100	26,100	26,100	26,100
50135	Tax Penalties	1,050	900	900	900	900
50140	Tax Increment	447,784	447,733	497,733	497,733	497,733
	Total - Property Taxes	1,924,931	1,961,378	2,013,778	2,011,867	2,097,016
50150	Sales Tax 1%	6,864,122	7,033,706	7,301,090	7,535,715	7,189,000
50155	In-Lieu Sales Tax	-	-	-	-	-
	Total - Sales Taxes	6,864,122	7,033,706	7,301,090	7,535,715	7,189,000
50195	Bingo License	-	-	37	37	-
50160	Public Safety Sales Tax	324,799	333,791	346,400	346,400	346,400
50165	Property Transfer Tax	127,240	122,740	122,740	122,740	122,740
50166	Satellite Wagering Tax	-	-	-	5,000	5,000
50170	Transient Occupancy Tax	586,369	595,950	610,950	610,950	710,950
50185	Business License	274,018	274,655	274,655	274,655	274,655
	Total - Other Taxes	1,312,426	1,327,136	1,354,782	1,359,782	1,459,745
52100	Cable TV Franchise	168,991	160,740	160,740	130,000	130,000
52105	Electric Franchise	263,447	260,000	260,000	259,259	260,000
52110	Gas Franchise	54,429	54,000	54,000	52,907	53,000
52115	Refuse Franchise	1,074,516	1,100,000	1,110,000	1,110,000	1,110,000
	Total - Franchise Fees	1,561,383	1,574,740	1,584,740	1,552,166	1,553,000
50130	Property Tax in Lieu VLF	2,439,212	2,542,634	2,593,771	2,593,771	2,708,675
52200	Motor Vehicle In Lieu	14,246	14,300	14,300	12,990	13,000
	Total - Property Tax In-Lieu VLF	2,453,458	2,556,934	2,608,071	2,606,761	2,721,675
53520	Abandoned Veh Abatement	6,248	1,200	1,200	40	-
53536	City of Eastvale	109	-	-	-	-
	Total - Intergovernmental-Other	6,357	1,200	1,200	40	-
54100	Vehicle Code Fines	73,940	75,000	75,000	75,000	75,000
54105	Parking Fines	34,411	25,000	30,000	32,000	25,000
54110	Municipal Code Violations - Animal Control	11,317	9,000	9,000	10,210	8,000
54112	Municipal Code Violations - Code Enforcement	53,134	47,000	47,000	30,413	30,000
54113	Code Legal Recovery	-	-	2,000	11,793	-
54115	Vehicle Code Admin Citatn	-	-	128	156	-
54120	Vehicle Impound Fees	20,078	17,265	17,265	17,265	17,265
	Total - Fines and Penalties	192,880	173,265	180,393	176,837	155,265
54200	Interest Income	170,388	95,000	165,000	237,742	265,000
54220	Communication Site Lease	170,765	170,038	170,038	190,604	205,625
54225	Silverlakes Rental Income	428,198	428,198	428,198	428,198	428,198
54226	Silverlakes Parking Lot Lease	26,000	26,000	26,000	26,000	26,000
	Total - Interest Income/Lease	795,351	719,236	789,236	882,544	924,823

GENERAL FUND

GENERAL FUND REVENUE DETAIL					FUND	121
Prior Year, Amended Budget, Projected Year-End Status and Proposed Revenues					Revenue	000
Object Code	Account Classification	FY 17/18 Actual	FY 18/19 Adopted	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
55100	Planning Fees	64,015	50,000	50,000	31,141	50,000
55105	Site Plan (Major/Minor)	44,953	38,000	43,465	61,407	50,000
55110	Variance (Major/Minor)	7,348	-	10,020	13,452	10,020
55120	Tentative Tract Map	817	500	1,210	1,210	1,210
55125	Tentative Parcel Map	6,727	-	15,000	27,898	7,000
55130	Specific Plan Review	-	-	14,041	14,041	-
55145	Zone Change/Pre Zone Chng	5,760	-	-	-	-
55150	General Plan Amendment	-	-	6,033	6,033	-
55151	General Plan Maintenance/Update Fee	-	-	89,430	102,929	100,000
55155	Sign Review	13,413	11,000	11,000	11,000	10,000
55160	Entertainment Permit	2,748	2,748	2,748	-	2,100
55165	Special Use Permit	-	-	2,015	2,015	-
55170	Special Event Permit	2,802	2,500	2,500	3,050	2,500
55180	Large Family Day Care Permit	-	-	1,335	1,335	-
55195	Publications	1,716	1,000	1,000	765	1,000
55205	Planning Informatn Letter	675	562	1,077	1,175	532
55210	Architecture Review	351	-	730	1,092	730
55220	EIR	1,190	700	5,930	6,197	16,000
55235	Landscape Plan Ck Review	3,225	2,746	2,746	2,746	995
55250	Subsequent Pre-App Review	-	-	36	36	-
55260	Addlt Large Animal Unit	-	-	66	66	80
	Total - Planning	<u>155,741</u>	<u>109,756</u>	<u>260,382</u>	<u>287,588</u>	<u>252,167</u>
55290	Sixth Street Gateway Sign Advertising	43,042	45,000	45,000	45,000	45,000
	Total - Economic Development	<u>43,042</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>
55300	Building Permits	23,064	18,000	18,000	17,300	18,000
55305	Building Permit Fees	206,040	187,145	300,235	344,654	190,000
55310	Plan Check Fees	279,096	220,000	220,000	220,000	220,000
55315	Electrical Permit Fees	31,189	26,000	45,620	45,620	42,000
55320	Plumbing Permit Fees	22,966	15,000	26,790	26,790	26,000
55325	Mechanical Permit Fees	28,499	20,000	32,525	32,525	32,000
55330	Sewer Permit Fees	309	309	620	620	620
55335	Special Inspection Fees	1,032	688	7,830	7,830	7,100
55340	Microfilm & Imaging(Bldg)	9,514	7,000	7,000	11,254	8,000
	Total - Building & Safety	<u>601,709</u>	<u>494,142</u>	<u>658,620</u>	<u>706,593</u>	<u>543,720</u>
55445	Water Quality Mgmt Plan	39	-	-	-	-
55400	Encroachment Fees	104,670	86,000	96,000	96,000	96,000
55405	Grading Permit	10,070	9,000	9,000	9,000	9,000
55410	Grading Plan Check Fees	17,235	18,000	18,000	18,000	18,000
55415	Overload Moving Permit	1,531	1,179	1,626	2,729	1,800
55420	Final Map Check	3,604	3,604	3,604	6,964	3,605
55425	Improvement Plan Check	9,114	9,000	9,000	9,000	9,000
55430	Lot Merger/Lot Line Adjmt	2,240	-	598	2,057	-
55435	PAKA- Relocation	-	-	-	105	-
	Total - Engineering	<u>148,503</u>	<u>126,783</u>	<u>137,828</u>	<u>143,855</u>	<u>137,405</u>
	Total - Community Development	<u>948,995</u>	<u>775,681</u>	<u>1,101,830</u>	<u>1,183,036</u>	<u>978,292</u>

GENERAL FUND

GENERAL FUND REVENUE DETAIL	FUND
Prior Year, Amended Budget, Projected Year-End Status and Proposed Revenues	Revenue
	121 000

Object Code	Account Classification	FY 17/18 Actual	FY 18/19 Adopted	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
55515	Adult Sports	19,025	28,628	28,628	11,220	28,768
55525	Dance-Rainbow Express	52,826	53,955	53,955	53,860	55,660
55545	Country Dance	1,368	2,520	2,520	-	-
55600	Youth sports	103,424	95,462	95,462	97,665	114,750
55601	Tennis	-	-	460	460	-
55605	Private Youth Sports	9,196	9,196	9,196	9,195	9,195
55610	Trifytt Sports	-	-	-	2,402	-
55615	Wee People/Day Camp	168,328	180,187	180,187	165,085	181,880
55625	Senior Citizen Excursion	666	200	648	2,315	1,460
55820	Country Heat Fitness	36	-	-	-	-
55825	Notary & Loan Signing	120	160	160	15	160
56210	Taekwon-do	6,847	6,240	6,240	6,915	6,865
56215	SCMAF (Southern Calif. Municipal Athletic Fed)	-	1,800	1,800	3,849	1,805
56255	Horsemanship	321	600	600	-	-
56400	Ingalls Park/North	-	37,500	37,500	37,500	38,000
56400.10	Ingalls Park North - 4H Level	3,645	-	-	-	-
56400.20	Ingalls Park North - Nellie Weaver Hall	38,481	-	-	-	-
56400.30	Ingalls Park North - Pikes Peak Park	2,267	-	-	-	-
56405	Ingalls Park/South	-	81,500	81,500	93,098	98,000
56405.10	Ingalls Park South - Moreno Arena	50,989	-	-	-	-
56405.20	Ingalls Park South - Clark Arena	43,628	-	-	-	-
56405.30	Spider Box with 100 foot cord	6,617	5,000	5,000	5,201	-
56410	Amphitheater-Ingalls Park	(339)	-	-	23	-
56411	Veterans Memorial	13,176	7,976	7,976	6,994	2,500
56420	Bleacher Rental	3,625	3,150	3,477	3,477	3,475
56421	P&R Infrastructure Repair	5,227	2,746	3,713	5,407	5,400
56422	Rental Services	-	14,600	14,600	14,600	15,500
56422.10	Rental Services - Moreno Arena	3,310	-	-	-	-
56422.20	Rental Services - Clark Arena	19,101	-	-	-	-
56422.30	Rental Services - 4H Level	203	-	-	-	-
56422.40	Rental Services - Nellie Weaver Hall	2,857	-	-	-	-
56423	Rental Facility insurance	-	4,200	4,200	6,618	6,500
56423.10	Rental Facility Insurance - Moreno Arena	140	-	-	-	-
56423.20	Rental Facility Insurance - Clark Arena	1,095	-	-	-	-
56423.3	Rental Services - 4H Level	-	-	-	-	-
56423.40	Rental Facility Insurance - Nellie Weaver Hall	4,404	-	-	-	-
56424.10	Senior Center Rental	533	500	1,240	1,540	1,500
56425	Community Center	19,076	16,000	16,000	16,655	19,526
56430	Field Lights	34,421	36,766	36,766	46,730	35,370
56435	Picnic Shelter Rental	4,026	2,800	2,800	2,845	2,845
56445	Security Guard Services	-	7,000	7,000	7,000	7,000
56445.10	Security Guard Services - Moreno Arena	-	-	-	-	-
56445.20	Security Guard Services - Clark Arena	760	-	-	-	-
56445.30	Security Guard Services - 4H Level	1,069	-	-	-	-
56445.40	Security Guard Services - Nellie Weaver Hall	6,042	-	-	-	-
56450	Cleaning Fee-Hall Rentals	8,964	7,600	7,600	7,600	7,600
56455	Cleaning Fee-Restrooms	-	1,650	3,300	3,900	4,000
56455.10	Cleaning Fee Restroom - Moreno Arena	414	-	-	-	-
56455.20	Cleaning Fee Restroom - Clark Arena	127	-	-	-	-
56455.3	Cleaning Restrooms - 4H Level	-	-	-	-	-
56455.40	Cleaning Fee Restroom - Nellie Weaver Hall	1,468	-	-	-	-
56600	Breakfast with Santa	3,435	2,025	3,220	3,220	3,500
56605	Horsetown Parade	23,691	27,045	27,045	14,920	15,000
56615	Egg Hunt	950	1,400	1,400	1,135	1,000
56620	Concerts in the Park	9,100	11,780	11,780	6,000	7,000
56625	Day of the Cowboy	3,930	8,795	8,795	3,685	4,000
56626	Horseweek	8,500	-	-	-	-

GENERAL FUND

GENERAL FUND REVENUE DETAIL					FUND	121
Prior Year, Amended Budget, Projected Year-End Status and Proposed Revenues					Revenue	000
Object		FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 19/20
Code	Account Classification	Actual	Adopted	Amended	Projected	Proposed
56627	Wheel Chair Basketball	5,257	8,900	8,900	8,250	5,500
56700	Gold Star/Blue Star Mothers Monument	6,105	-	-	-	-
56701	POW/MIA Memorial at George Ingalls	5,000	-	-	-	-
56800	Party Pardner Donation	3,685	-	-	-	-
56810	Senior Donation	9,934	1,000	3,744	4,119	1,450
56815	Wee People Donation	423	600	600	600	400
56900	AC After Hour Call Reimb	1,559	1,400	1,400	1,100	1,200
56902	Park & Rec After Hours Charges	4,072	1,864	3,087	4,599	4,700
56903	Riley Gym Banner Program	500	500	500	-	500
56905	Banner Installation	1,470	1,470	2,535	3,285	3,000
56910	Parks & Rec Miscellaneous	23,970	25,000	25,000	21,000	20,000
	Total - Community Services/Recreation	749,060	699,715	710,534	684,082	715,009
53512.10	WRCOG BEYOND Parks Program	6,000	6,000	6,000	-	-
55185	Fire Permit Fees	771	1,000	1,000	1,210	1,000
55291	Sixth Street Banner Program	2,135	-	-	1,120	-
56426	Film Permit Fees	1,699	1,400	1,400	500	500
57143	Bulky Community Cleanup Credit	-	-	-	-	-
57150	Refuse Billing & Collects	75,541	68,200	83,200	78,000	83,200
57151	Refuse Liquidated Damages	-	-	-	2,500	-
57155	Penalties	306,566	284,855	284,855	284,855	284,855
57210	NCP Fund Raising	3,227	3,227	3,227	1,915	1,000
57310	Adoption Fees	9,582	9,500	9,500	12,100	10,500
57315	Spay & Neuter Services	20,585	19,000	19,000	20,000	21,000
57320	Animal Shelter Donation	7,165	7,200	12,560	14,125	14,000
57321	Animal Control Special Services Donation	5,571	5,500	5,500	3,500	3,900
57330	Ranch Licenses	112	112	112	-	-
57300	Alteration Fees	-	-	-	104	-
57305	Impound Fees	11,553	11,000	11,000	9,500	10,000
57325	Dog Licenses	150,922	114,000	114,000	136,294	122,000
57335	Poultry License Fees	484	500	500	-	-
57340	Misc Animal Control Fees	8,375	7,000	7,000	7,775	8,000
57345	AC Software Maintenance Fee	10,797	9,300	9,300	9,400	10,000
57400	Emergency Medical Service	343,522	331,000	341,000	341,000	341,000
57405	Emerg Response Recovery	21,300	21,000	21,000	21,000	21,000
57415	Ambulance Fines	28,335	4,000	7,533	11,484	8,000
57440	Fire Inspection Fees	88,000	87,000	93,575	95,756	95,000
57440.10	Fire Inspections-Special Events	1,182	1,360	1,360	800	1,360
57445	Fire Plan Check Fees	28,210	25,600	25,600	31,805	28,000
57450	Norco Animal Rescue Team	-	-	-	1,000	-
57470	Weed & Lot Clearing	9,023	8,000	8,000	8,000	8,000
57605	Damage Claims	7,587	-	24,713	25,355	-
57606	Bad Debt Recovery	2,944	2,000	2,000	1,878	1,000
57610	Reimbursements	71,432	15,000	15,000	10,000	15,000
57700	Business License Renewal	40,209	40,097	40,097	40,000	40,000
57701	SB1186 Fee	6,600	1,650	6,650	6,707	6,650
57705	Busines License Penalty	12,556	10,000	10,532	11,944	11,500
57715	License Processing Fee	31,645	31,910	31,910	31,910	31,910
57725	Truck Parking Permits	1,398	1,500	1,500	500	1,000
57730	Yard Sale Permits	3,149	1,700	2,395	3,421	1,700
57734	Trademark & Licensing Fees	-	-	-	-	1,200
57735	State of the City/Misc. Sponsorship	10,056	-	-	5,750	-
57736	Miscellaneous Donations	100	-	-	100	-
57815	Finger Printing	5,300	4,000	4,000	2,479	2,000
57825	Photocopy Charges	1,302	1,000	1,000	576	500
57915	Miscellaneous Revenue	82,990	15,000	15,000	53,894	15,000
57800	Agenda/Minute Subscriptn	-	-	54	55	55

GENERAL FUND

GENERAL FUND REVENUE DETAIL					FUND	121
Prior Year, Amended Budget, Projected Year-End Status and Proposed Revenues					Revenue	000
Object Code	Account Classification	FY 17/18 Actual	FY 18/19 Adopted	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
57830	Election Fee	-	-	2,450	2,450	-
57902	Sale of Merchandise	787	1,095	1,095	1,683	1,000
58200	Cash Over/Short	(177)	-	-	(8)	-
Total - Other Revenues		1,418,533	1,150,706	1,224,618	1,292,437	1,200,830
57600	Administrative Overhead-Water	485,289	485,289	485,289	485,289	556,360
57600.10	Administrative Overhead-Sewer	299,230	299,230	299,230	299,230	350,190
57600.15	Administrative Overhead-RCTC	4,800	5,700	5,700	5,700	5,700
57600.20	Administrative Overhead-LMD's	47,276	47,279	47,279	47,279	47,276
57600.30	Administrative Overhead-Other	(19)	-	-	-	-
57602	Administration-Successor Agency	250,000	250,000	250,000	250,000	250,000
59250	Transfer In-CFD's	119,650	119,650	119,650	119,650	119,650
59215	Transfer In-Air Quality	1,500	1,500	1,500	1,500	1,500
59220	Transfer In - Water	129,102	129,102	129,102	129,102	129,102
59220.10	Transfer In - Sewer	129,102	129,102	129,102	129,102	129,102
59400	Transfer In-Equipment Replacement	15,458	40,000	40,000	-	40,000
Total - Overhead/Transfers		1,481,388	1,506,852	1,506,852	1,466,852	1,628,880
TOTAL GENERAL FUND REVENUES		\$ 19,708,884	19,480,549	20,377,124	20,752,119	20,623,535

City of Norco
General Fund -Estimated Fund Balance From FY 18-19 through FY 19-20
For Fiscal Year-Ended June 30, 2020

GENERAL FUND		Rev/Exp Total	Fund Balance
Audited Beginning Balance, July 1, 2018			\$ 11,734,042
FY19 Revenues-Adopted Budget	19,480,549		
Mid-Year Revenue Adjustments	896,575		
Additional Year-End Estimates	<u>374,995</u>	20,752,119	
FY 19 Appropriations-Adopted Budget	20,825,919		
Mid-Year Expenditure Adjustments	(26,577)		
Additional Year-End Estimates	<u>(705,131)</u>	20,094,211	
Revenues Over (Under) Expenditures FY2018-2019			657,908
Estimated Ending Fund Balance, June 30, 2019			<u><u>\$ 12,391,950</u></u>
Audited Beginning Balance, July 1, 2019			\$ 12,391,950
FY20 Revenues-Adopted Budget	20,623,535		
Mid-Year Revenue Adjustments (Feb 2020)	-		
Additional Year-End Estimates (May 2020)	<u>-</u>	20,623,535	
FY 20 Appropriations-Adopted Budget	21,610,273		
Mid-Year Expenditure Adjustments (Feb 2020)	-		
Additional Year-End Estimates (May 2020)	<u>-</u>	21,610,273	
Revenues Over (Under) Expenditures FY2018-2019			(986,738)
Estimated Ending Fund Balance, June 30, 2019			<u><u>\$ 11,405,212</u></u>

City of Norco
General Fund - Fund Balance Designations
For Fiscal Year-Ended June 30, 2020

Estimated Ending Fund Balance, June 30, 2020	\$ 11,405,212
FY 2019-2020 Reserve for Emergency (25% of Budget)	(5,402,568)
Designated for Special Projects*	<u>(465,094)</u>
Estimated Uncommitted Fund Balanced June 30, 2020	<u><u>\$ 5,537,550</u></u>

* Note: \$465,094 of Fund Balance is attributed to Trust Fund Deposits and Donations in FY 19-20

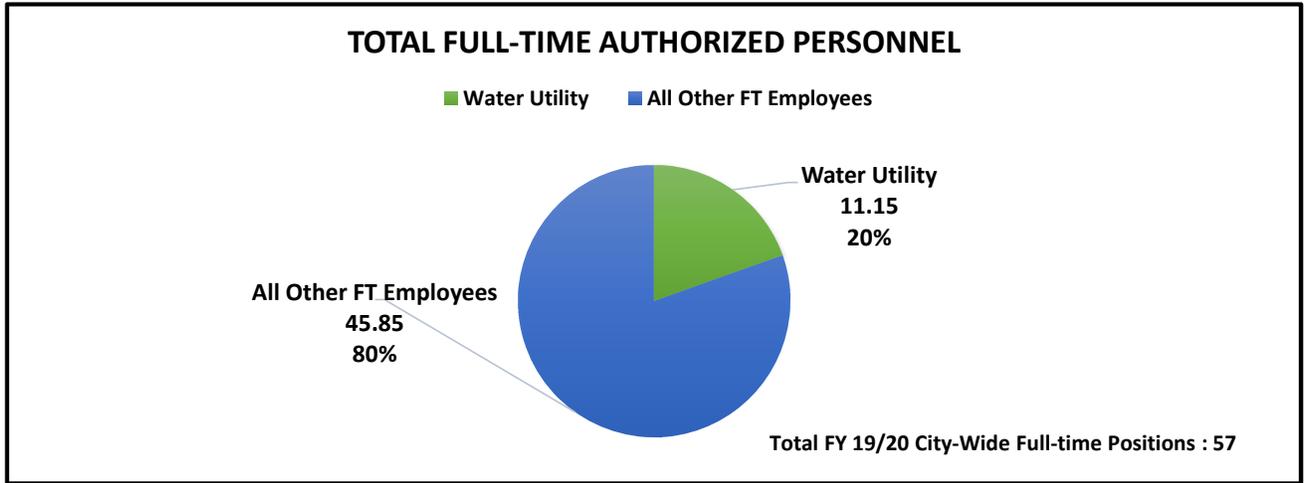
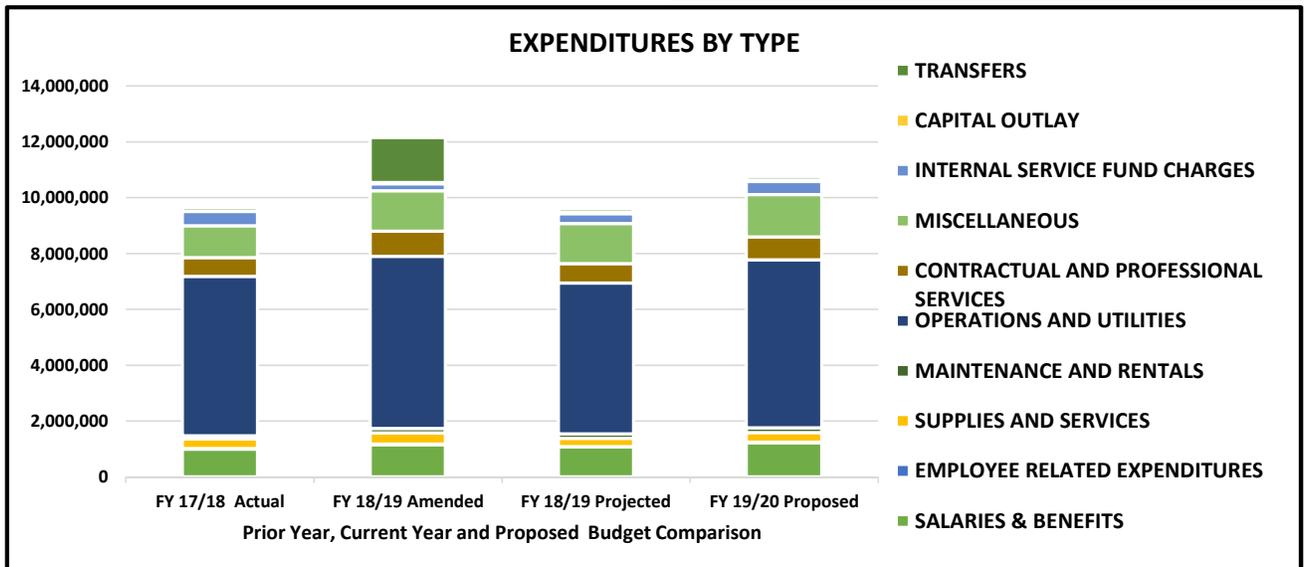
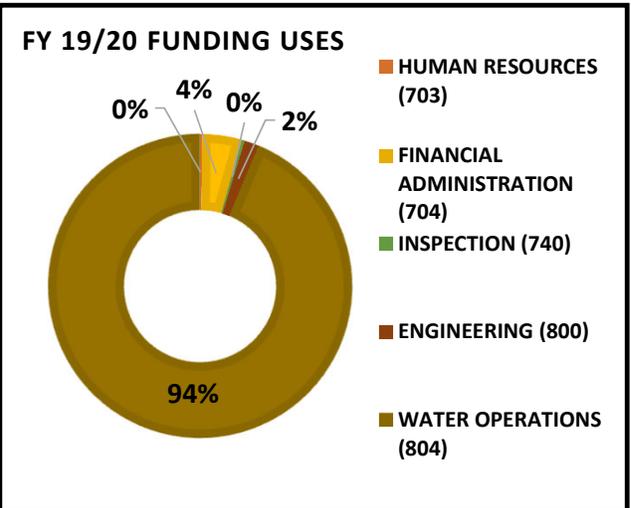
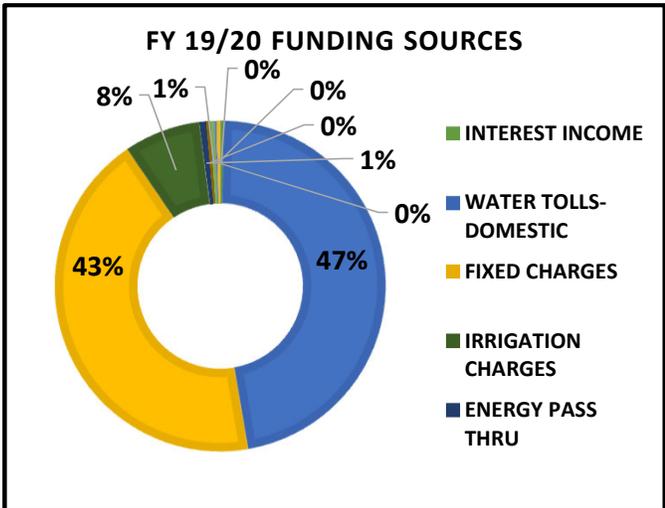


Page Intentionally Left Blank



WATER FUND SUMMARY

WATER UTILITY	FUNDS 124
Public Works, Fiscal & Support, Human Resources	Divisions Various



WATER FUND SUMMARY

WATER UTILITY	FUNDS	124
Public Works, Fiscal & Support, Human Resources	Divisions	Various

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
INTEREST INCOME	\$ 56,323	35,000	75,000	45,000
WATER TOLLS-DOMESTIC	5,521,295	11,331,861	5,632,480	6,139,403
FIXED CHARGES	4,807,196	-	5,182,722	5,649,167
IRRIGATION CHARGES	994,934	1,016,880	893,218	973,608
ENERGY PASS THRU	83,776	85,000	83,000	85,000
BULK WATER	97,465	25,000	130,000	50,000
RECONNECTION FEE	56,255	36,630	62,000	56,000
OTHER SERVICE FEES	21,974	20,000	20,000	25,000
MISCELLANEOUS CHARGES	63,233	45,000	45,000	50,000
TOTAL FUNDING SOURCES	\$ 11,702,451	12,595,371	12,123,420	13,073,178

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
HUMAN RESOURCES (703)	\$ 14,264	18,311	19,023	20,021
FINANCIAL ADMINISTRATION (704)	359,727	426,039	406,217	452,416
INSPECTION (740)	27,293	32,171	29,345	33,198
ENGINEERING (800)	151,531	169,107	165,041	171,170
WATER OPERATIONS (804)	9,074,279	11,503,900	8,974,010	10,079,749
TOTAL FUNDING USES	\$ 9,627,093	12,149,528	9,593,637	10,756,554

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	\$ 991,876	1,145,029	1,062,026	1,215,669
EMPLOYEE RELATED EXPENDITURES	21,262	22,600	15,500	20,600
SUPPLIES AND SERVICES	335,626	395,560	297,310	344,560
MAINTENANCE AND RENTALS	114,325	165,090	155,614	166,590
OPERATIONS AND UTILITIES	5,712,710	6,161,950	5,406,259	6,020,800
CONTRACTUAL AND PROFESSIONAL SERVICES	674,590	907,625	693,410	825,765
MISCELLANEOUS	1,139,206	1,441,813	1,441,540	1,515,590
INTERNAL SERVICE FUND CHARGES	508,395	253,628	352,875	467,878
CAPITAL OUTLAY	-	50,000	40,000	50,000
TRANSFERS	129,102	1,606,233	129,102	129,102
TOTAL EXPENDITURES BY TYPE	\$ 9,627,093	12,149,528	9,593,637	10,756,554

WATER FUND SUMMARY

WATER UTILITY	FUNDS	124
Public Works, Fiscal & Support, Human Resources	Divisions	Various

RESERVE STATUS	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
EMERGENCY OPERATING RESERVES	\$ 914,946	N/A	1,387,715	1,908,929
RATE STABILIZATION FUND	<u>222,222</u>	N/A	<u>444,444</u>	<u>666,666</u>
TOTAL ACCUMULATED RESERVES	<u>\$ 1,137,168</u>	<u>N/A</u>	<u>1,832,159</u>	<u>2,575,595</u>

AUTHORIZED PERSONNEL	FY 18/19 Full-Time	FY 18/19 Part-Time*	FY 19/20 Full-Time	FY 19/20 Part-Time*
PUBLIC WORKS				
PUBLIC WORKS DIRECTOR	0.40	-	0.40	-
PUBLIC WORKS SUPERINTENDENT	0.45	-	0.45	-
SENIOR UTILITIES ENGINEER	-	-	0.40	-
SENIOR CIVIL ENGINEER	0.20	-	0.20	-
PUBLIC WORKS SUPERVISOR	0.45	-	0.45	-
INSPECTOR II	0.25	-	0.25	-
WATER QUALITY CONTROL OFFICER	1.00	-	1.00	-
SEWER COLLECTIONS TECHNICIAN I/II	0.70	-	0.70	-
PUBLIC WORKS MAINTENANCE WORKER I/II	3.60	-	3.60	-
ADMIN COMPLIANCE COORDINATOR	0.40	-	0.40	-
PERMIT TECHNICIAN	0.25	0.25	0.25	0.25
SUBTOTAL	<u>7.70</u>	<u>0.25</u>	<u>8.10</u>	<u>0.25</u>
FINANCE				
FINANCE OFFICER	0.25	-	0.25	-
ACCOUNTING MANAGER	0.30	-	0.30	-
SENIOR ACCOUNTANT	0.20	-	0.20	-
ADMINISTRATIVE ANALYST	0.25	-	0.25	-
ACCOUNT CLERK I/II/III	1.93	-	1.93	-
SUBTOTAL	<u>2.93</u>	<u>-</u>	<u>2.93</u>	<u>-</u>
HUMAN RESOURCES				
HUMAN RESOURCES MANAGER	0.12	-	0.12	-
SUBTOTAL	<u>0.12</u>	<u>-</u>	<u>0.12</u>	<u>-</u>
TOTAL AUTHORIZED PERSONNEL	<u>10.75</u>	<u>0.25</u>	<u>11.15</u>	<u>0.25</u>

*Full-Time annual employee hours are 1872. P/T Hours divided by 1872 are Full-Time Equivalent Hours (FTE).

WATER FUND

ADMINISTRATION	FUND	124
Human Resources	Division	703

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 8,923	11,283	10,570	11,392
30200	PERS Retirement	986	1,305	1,426	1,426
30201	PERS Employer UAL	2,773	4,197	4,556	4,556
30205	Employee Group Insurance	823	895	1,918	1,918
30212	Cell Phone Stipend	72	72	72	72
30215	Medical Savings Account	29	29	29	28
30220	FICA/Medicare Insurance	145	164	153	165
30225	Sick Leave Buy Back	159	80	-	159
30230	Annual Vacation Cash Out	191	190	203	209
30255	Tuition Reimbursement	164	96	96	96
	Subtotal - Salaries and Benefits	<u>14,264</u>	<u>18,311</u>	<u>19,023</u>	<u>20,021</u>
	TOTAL EXPENDITURES	<u>\$ 14,264</u>	<u>18,311</u>	<u>19,023</u>	<u>20,021</u>

WATER FUND

FISCAL & SUPPORT SERVICES DEPARTMENT	FUND	124
Financial Administration & Call Center	Division	706

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 161,048	191,523	172,970	199,252
30105	Salaries, Part Time	2,974	-	-	-
30110	Salaries, Overtime	1,270	-	-	-
30200	PERS Retirement	15,741	18,927	16,463	19,332
30201	PERS Employer UAL	35,708	45,825	38,471	39,616
30205	Employee Group Insurance	28,941	31,938	30,243	38,624
30210	Vehicle Allowance	1,200	1,200	1,200	1,200
30215	Medical Savings Account	222	255	255	256
30220	FICA/Medicare Insurance	2,433	2,777	2,508	2,889
30221	Administrative Leave Cash Out	1,353	1,624	1,478	1,626
30225	Sick Leave Buy Back	1,521	1,736	1,871	1,736
30230	Annual Vacation Cash Out	428	1,109	1,109	1,220
30234	Other Personnel Services	-	-	10,200	-
30235	Deferred Compensation	74	-	-	-
	Subtotal - Salaries and Benefits	<u>252,913</u>	<u>296,914</u>	<u>276,768</u>	<u>305,751</u>
30400	Office Supplies	3,710	2,950	2,950	2,950
30405	Printing & Copies	3,282	7,820	7,820	11,820
30410	Postage	28,251	26,040	26,040	26,040
	Subtotal - Supplies and Services	<u>35,243</u>	<u>36,810</u>	<u>36,810</u>	<u>40,810</u>
32100	Office Equipment Maintenance	25	50	50	50
32105	Equipment Rental	240	240	564	1,740
	Subtotal - Maintenance & Rentals	<u>265</u>	<u>290</u>	<u>614</u>	<u>1,790</u>
34100	Contractual Services	38,174	50,660	50,660	50,660
34125	Accounting & Auditing	8,241	9,265	9,265	9,605
34130	Financial Services	8,391	13,700	13,700	14,000
	Subtotal - Contractual & Professional Svcs	<u>54,805</u>	<u>73,625</u>	<u>73,625</u>	<u>74,265</u>
42110	Computing and Comm. Equip Replacement	1,300	1,200	1,200	1,500
42115	Computing and Communications Operations	15,200	17,200	17,200	28,300
	Subtotal - Internal Service Charges	<u>16,500</u>	<u>18,400</u>	<u>18,400</u>	<u>29,800</u>
	TOTAL EXPENDITURES	<u><u>\$ 359,727</u></u>	<u><u>426,039</u></u>	<u><u>406,217</u></u>	<u><u>452,416</u></u>

WATER FUND

PUBLIC WORKS DEPARTMENT	FUND	124
Inspection	Division	740

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 15,685	17,654	16,207	17,824
30110	Salaries, Overtime	251	800	800	800
30200	PERS Retirement	1,739	2,042	1,880	2,230
30201	PERS Employer UAL	4,896	6,567	5,698	7,128
30205	Employee Group Insurance	4,045	3,990	4,047	3,996
30220	FICA/Medicare Insurance	223	268	247	270
30225	Sick Leave Buy Back	-	350	-	350
30230	Annual Vacation Cash Out	452	500	466	600
	Subtotal - Salaries and Benefits	<u>27,293</u>	<u>32,171</u>	<u>29,345</u>	<u>33,198</u>
	 TOTAL EXPENDITURES	 <u>\$ 27,293</u>	 <u>32,171</u>	 <u>29,345</u>	 <u>33,198</u>

WATER FUND

PUBLIC WORKS DEPARTMENT	FUND	124
Engineering	Division	800

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 100,478	108,454	105,477	109,498
30105	Salaries, Part Time	3,582	6,870	6,870	4,680
30110	Salaries, Overtime	112	-	100	-
30200	PERS Retirement	8,892	9,930	9,729	10,612
30201	PERS Employer UAL	16,030	19,752	18,854	21,688
30205	Employee Group Insurance	15,206	15,532	15,385	15,196
30210	Vehicle Allowance	1,920	1,920	1,920	1,920
30212	Cell Phone Stipend	240	240	240	240
30215	Medical Savings Account	168	168	168	168
30220	FICA/Medicare Insurance	1,535	1,573	1,630	1,656
30221	Administrative Leave Cash Out	1,341	1,390	1,390	1,668
30225	Sick Leave Buy Back	1,588	1,906	1,906	2,287
30230	Annual Vacation Cash Out	349	1,200	1,200	1,440
30235	Deferred Compensation	90	172	172	117
	Subtotal - Salaries and Benefits	<u>151,531</u>	<u>169,107</u>	<u>165,041</u>	<u>171,170</u>
	 TOTAL EXPENDITURES	 <u>\$ 151,531</u>	 <u>169,107</u>	 <u>165,041</u>	 <u>171,170</u>

WATER FUND

PUBLIC WORKS DEPARTMENT	FUND	124
Water Operations	Division	804

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 301,691	360,134	309,567	399,358
30110	Salaries, Overtime	79,429	70,000	79,429	79,430
30200	PERS Retirement	26,341	32,548	28,595	36,048
30201	PERS Employer UAL	46,258	62,231	57,955	60,094
30205	Employee Group Insurance	80,986	88,557	81,524	94,452
30212	Cell Phone Stipend	210	522	210	210
30215	Medical Savings Account	164	216	214	312
30220	FICA/Medicare Insurance	4,758	5,788	5,640	6,942
30221	Administrative Leave Cash Out	1,365	1,530	1,530	1,683
30225	Sick Leave Buy Back	2,794	3,500	2,684	3,500
30230	Annual Vacation Cash Out	1,211	3,000	3,000	3,000
30245	Workers Compensation	367	-	1,000	-
30255	Tuition Reimbursement	300	500	500	500
	Subtotal - Salaries and Benefits	<u>545,875</u>	<u>628,526</u>	<u>571,849</u>	<u>685,529</u>
30300	Conferences and Meetings	6,493	5,000	3,000	4,000
30310	Uniforms & Safety Gear	13,806	9,500	9,000	8,500
30320	Dues, Memberships and Subscriptions	963	8,100	3,500	8,100
	Subtotal - Employee Related	<u>21,262</u>	<u>22,600</u>	<u>15,500</u>	<u>20,600</u>
30400	Office Supplies	2,084	5,750	3,000	5,750
30415	Special Departmental	143,520	295,000	200,000	240,000
30425	Small Tools	8,000	8,000	7,500	8,000
30470	Post Employment Health Benefits	50,000	50,000	50,000	50,000
30470.10	Post Employment Ben-GASB 75	96,778	-	-	-
	Subtotal - Supplies and Services	<u>300,383</u>	<u>358,750</u>	<u>260,500</u>	<u>303,750</u>
32105	Equipment Rental	2,418	5,000	1,000	5,000
32200	Building and ground maintenance	6,500	5,800	4,000	5,800
32450	Well & Pump Maintenance	105,142	154,000	150,000	154,000
	Subtotal - Maintenance & Rentals	<u>114,060</u>	<u>164,800</u>	<u>155,000</u>	<u>164,800</u>
33100	Utilities	327,245	505,000	300,000	389,300
33100.10	Water Charges	6,259	5,200	6,259	6,500
33105	Purchased water	5,379,206	5,626,750	5,100,000	5,600,000
33115	Chino Pump Tax	-	25,000	-	25,000
	Subtotal - Operations & Utilities	<u>5,712,710</u>	<u>6,161,950</u>	<u>5,406,259</u>	<u>6,020,800</u>
34100	Contractual Services	619,785	834,000	619,785	751,500
	Subtotal - Contractual & Professional Svcs	<u>619,785</u>	<u>834,000</u>	<u>619,785</u>	<u>751,500</u>
35100	Interest Payments	653,821	638,124	638,124	621,530
35105	Principal Payments	-	317,400	317,400	336,700
35150	Administrative Overhead	485,289	485,289	485,289	556,360
35205	Property Taxes	96	1,000	727	1,000
	Subtotal - Miscellaneous	<u>1,139,206</u>	<u>1,441,813</u>	<u>1,441,540</u>	<u>1,515,590</u>

WATER FUND

PUBLIC WORKS DEPARTMENT	FUND	124
Water Operations	Division	804

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
42100	Vehicle Operations and Maintenance	87,000	87,000	87,000	87,000
42105	Vehicle Replacement Charges	59,898	98,328	98,328	282,278
42110	Computing and Comm. Equip Replacement	1,100	700	700	1,400
42115	Computing and Communications Operations	15,200	17,200	17,200	35,400
42220	Self Insured Expenses	7,791	2,000	11,559	2,000
42225	Self Insured Settlements	320,906	30,000	119,688	30,000
	Subtotal - Internal Service Charges	<u>491,895</u>	<u>235,228</u>	<u>334,475</u>	<u>438,078</u>
43100	Equipment	-	10,000	10,000	10,000
43115	Building Improvements	-	40,000	30,000	40,000
	Subtotal - Capital Outlay	<u>-</u>	<u>50,000</u>	<u>40,000</u>	<u>50,000</u>
44100	Transfers	129,102	129,102	129,102	129,102
44100.14	Transfer Out to Fund 144	-	1,477,131	-	-
44100.14	Transfers Out to Fund 144 -PY Working Cap.	-	-	-	-
	Subtotal - Transfers	<u>129,102</u>	<u>1,606,233</u>	<u>129,102</u>	<u>129,102</u>
	TOTAL EXPENDITURES	<u>\$ 9,074,279</u>	<u>11,503,900</u>	<u>8,974,010</u>	<u>10,079,749</u>

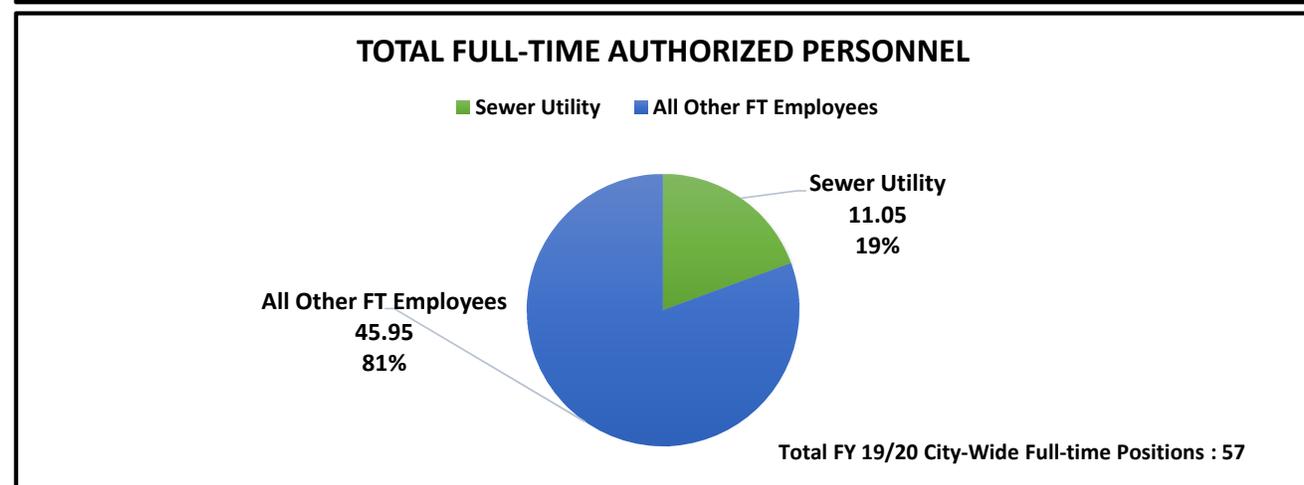
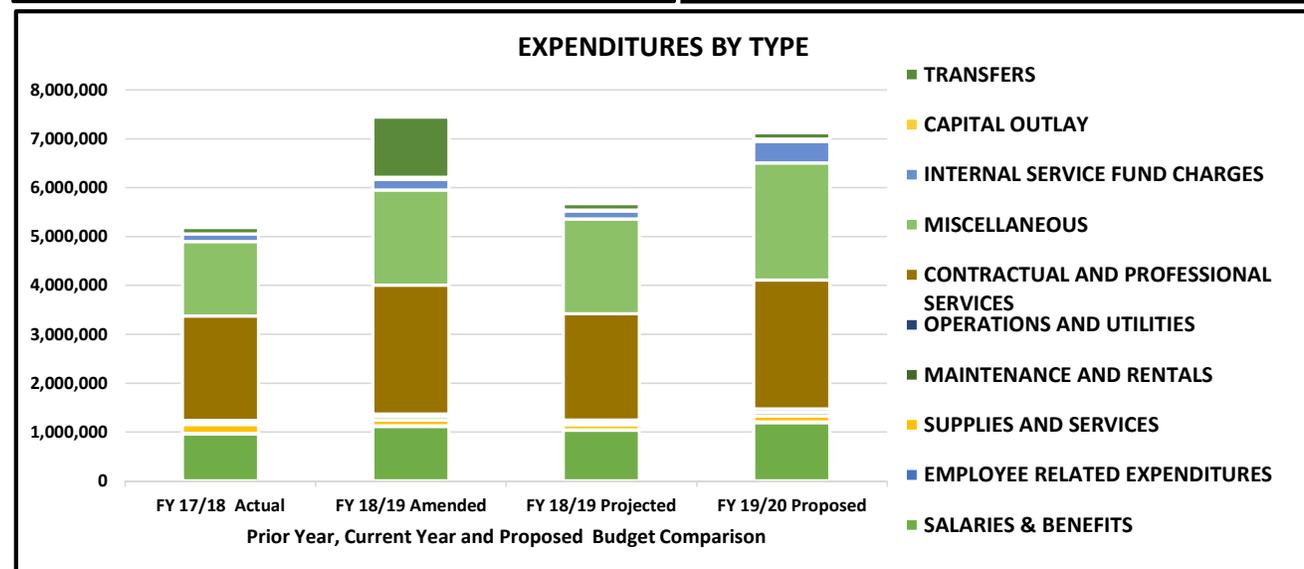
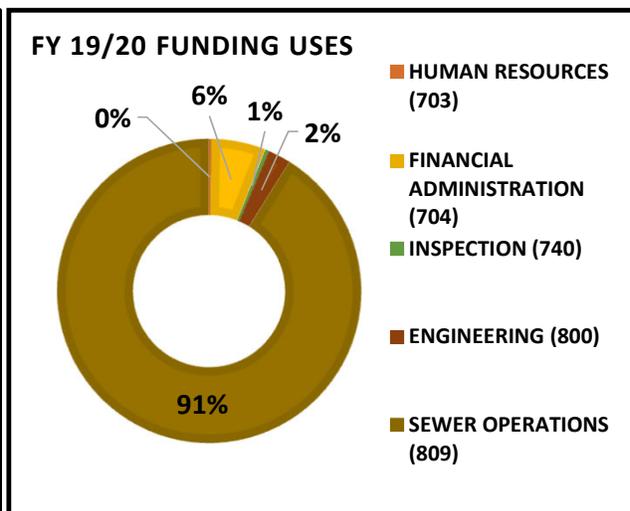
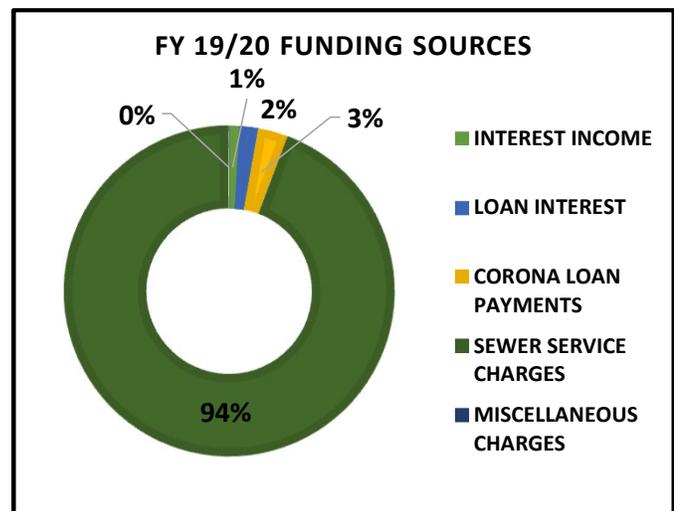


SEWER FUND



SEWER FUND SUMMARY

SEWER UTILITY	FUNDS 126
Public Works, Fiscal & Support, Human Resources	Divisions Various



SEWER FUND SUMMARY

SEWER UTILITY	FUNDS	126
Public Works, Fiscal & Support, Human Resources	Divisions	Various

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
INTEREST INCOME	\$ 104,709	55,000	120,000	75,000
LOAN INTEREST	146,384	143,379	143,379	143,379
CORONA LOAN PAYMENTS	-	220,228	220,228	226,835
SEWER SERVICE CHARGES	7,428,093	7,350,373	7,283,167	7,283,167
MISCELLANEOUS CHARGES	13,249	5,000	8,000	5,000
TOTAL FUNDING SOURCES	\$ 7,692,435	7,773,980	7,774,774	7,733,381

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
HUMAN RESOURCES (703)	\$ 14,241	19,177	19,023	20,021
FINANCIAL ADMINISTRATION (704)	316,505	379,455	366,640	405,945
INSPECTION (740)	27,293	32,171	29,344	33,198
ENGINEERING (800)	151,531	169,107	164,752	171,053
SEWER OPERATIONS (809)	4,669,013	6,844,354	5,090,587	6,493,034
TOTAL FUNDING USES	\$ 5,178,582	7,444,264	5,670,346	7,123,252

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	\$ 960,734	1,111,467	1,031,687	1,188,691
EMPLOYEE RELATED EXPENDITURES	7,504	15,500	6,450	15,500
SUPPLIES AND SERVICES	182,834	116,810	103,660	120,810
MAINTENANCE AND RENTALS	16,985	71,090	35,564	72,590
OPERATIONS AND UTILITIES	65,822	50,100	65,000	70,100
CONTRACTUAL AND PROFESSIONAL SERVICES	2,134,284	2,637,005	2,172,005	2,641,265
MISCELLANEOUS	1,530,149	1,945,446	1,945,446	2,396,116
INTERNAL SERVICE FUND CHARGES	151,168	214,752	161,432	439,078
CAPITAL OUTLAY	-	50,000	20,000	50,000
TRANSFERS	129,102	1,232,094	129,102	129,102
TOTAL EXPENDITURES BY TYPE	\$ 5,178,582	7,444,264	5,670,346	7,123,252

SEWER FUND SUMMARY

SEWER UTILITY	FUNDS	126
Public Works, Fiscal & Support, Human Resources	Divisions	Various

RESERVE STATUS	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
EMERGENCY OPERATING RESERVES	\$ 1,014,743	N/A	1,407,603	1,710,243
RATE STABILIZATION FUND	N/A	N/A	N/A	N/A
TOTAL ACCUMULATED RESERVES	\$ 1,014,743	N/A	1,407,603	1,710,243

AUTHORIZED PERSONNEL	FY 18/19 Full-Time	FY 18/19 Part-Time*	FY 19/20 Full-Time	FY 19/20 Part-Time*
PUBLIC WORKS				
PUBLIC WORKS DIRECTOR	0.40	-	0.40	-
PUBLIC WORKS SUPERINTENDENT	0.45	-	0.45	-
SENIOR UTILITIES ENGINEER	-	-	0.40	-
SENIOR CIVIL ENGINEER	0.20	-	0.20	-
PUBLIC WORKS SUPERVISOR	0.45	-	0.45	-
INSPECTOR II	0.25	-	0.25	-
WATER QUALITY CONTROL OFFICER	0.80	-	0.80	-
SEWER COLLECTIONS TECHNICAL I/II	1.10	-	1.10	-
PUBLIC WORKS MAINTENANCE WORKER I/II	3.60	-	3.60	-
ADMIN COMPLIANCE COORDINATOR	0.40	-	0.40	-
PERMIT TECHNICIAN	0.25	0.25	0.25	0.25
SUBTOTAL	7.90	0.25	8.30	0.25
FISCAL & SUPPORT				
FINANCE OFFICER	0.15	-	0.15	-
ACCOUNTING MANAGER	0.20	-	0.20	-
SENIOR ACCOUNTANT	0.20	-	0.20	-
ADMINISTRATIVE ANALYST	0.25	-	0.25	-
ACCOUNT CLERK I/II/III	1.83	-	1.83	-
SUBTOTAL	2.63	-	2.63	-
HUMAN RESOURCES				
HUMAN RESOURCES MANAGER	0.12	-	0.12	-
SUBTOTAL	0.12	-	0.12	-
TOTAL AUTHORIZED PERSONNEL	10.65	0.25	11.05	0.25

*Full-Time annual employee hours are 1872. P/T Hours divided by 1872 are Full-Time Equivalent Hours (FTE).

SEWER FUND

ADMINISTRATION	FUND	126
Human Resources	Division	703

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 8,923	11,283	10,570	11,392
30200	PERS Retirement	986	1,305	1,426	1,426
30201	PERS Employer UAL	2,773	4,197	4,556	4,556
30205	Employee Group Insurance	823	895	1,918	1,918
30212	Cell Phone Stipend	72	72	72	72
30215	Medical Savings Account	29	895	29	28
30220	FICA/Medicare Insurance	145	164	153	165
30225	Sick Leave Buy Back	159	80	-	159
30230	Annual Vacation Cash Out	191	190	203	209
30255	Tuition Reimbursement	141	96	96	96
	Subtotal - Salaries and Benefits	<u>14,241</u>	<u>19,177</u>	<u>19,023</u>	<u>20,021</u>
	TOTAL EXPENDITURES	<u>\$ 14,241</u>	<u>19,177</u>	<u>19,023</u>	<u>20,021</u>

SEWER FUND

FISCAL & SUPPORT SERVICES DEPARTMENT	FUND	126
Financial Administration & Call Center	Division	706

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 135,017	163,327	145,901	170,784
30105	Salaries, Part Time	2,974	-	3,965	-
30110	Salaries, Overtime	1,269	-	910	-
30200	PERS Retirement	13,110	15,926	13,549	16,078
30201	PERS Employer UAL	29,338	37,389	30,805	30,436
30205	Employee Group Insurance	25,641	28,643	26,984	35,208
30210	Vehicle Allowance	720	720	720	720
30215	Medical Savings Account	154	177	177	178
30220	FICA/Medicare Insurance	2,044	2,368	2,186	2,476
30221	Administrative Leave Cash Out	955	1,146	1,080	1,261
30225	Sick Leave Buy Back	1,353	1,500	1,530	1,500
30230	Annual Vacation Cash Out	428	854	854	939
30234	Other Personnel Services	-	-	10,200	-
30235	Deferred Compensation	74	-	99	-
	Subtotal - Salaries and Benefits	<u>213,079</u>	<u>252,050</u>	<u>238,961</u>	<u>259,580</u>
30400	Office Supplies	3,710	2,950	2,950	2,950
30405	Printing & Copies	3,282	7,820	7,820	11,820
30410	Postage	24,251	26,040	26,040	26,040
	Subtotal - Supplies and Services	<u>31,243</u>	<u>36,810</u>	<u>36,810</u>	<u>40,810</u>
32100	Office Equipment Maintenance	25	50	-	50
32105	Equipment Rental	240	240	564	1,740
	Subtotal - Maintenance & Rentals	<u>265</u>	<u>290</u>	<u>564</u>	<u>1,790</u>
34100	Contractual Services	36,671	48,740	48,740	50,660
34125	Accounting & Auditing	8,241	9,265	9,265	9,605
34130	Financial Services	10,506	14,000	14,000	14,000
	Subtotal - Contractual & Professional Svcs	<u>55,418</u>	<u>72,005</u>	<u>72,005</u>	<u>74,265</u>
42110	Computing and Comm. Equip Replacement	1,300	1,100	1,100	1,200
42115	Computing and Communications Operations	15,200	17,200	17,200	28,300
	Subtotal - Internal Service Charges	<u>16,500</u>	<u>18,300</u>	<u>18,300</u>	<u>29,500</u>
	TOTAL EXPENDITURES	<u><u>\$ 316,505</u></u>	<u><u>379,455</u></u>	<u><u>366,640</u></u>	<u><u>405,945</u></u>

SEWER FUND

PUBLIC WORKS DEPARTMENT	FUND	126
Inspection	Division	740

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 15,685	17,654	16,206	17,824
30110	Salaries, Overtime	251	800	800	800
30200	PERS Retirement	1,739	2,042	1,880	2,230
30201	PERS Employer UAL	4,896	6,567	5,698	7,128
30205	Employee Group Insurance	4,045	3,990	4,047	3,996
30220	FICA/Medicare Insurance	223	268	247	270
30225	Sick Leave Buy Back		350	-	350
30230	Annual Vacation Cash Out	452	500	466	600
	Subtotal - Salaries and Benefits	<u>27,293</u>	<u>32,171</u>	<u>29,344</u>	<u>33,198</u>
	TOTAL EXPENDITURES	<u><u>\$ 27,293</u></u>	<u><u>32,171</u></u>	<u><u>29,344</u></u>	<u><u>33,198</u></u>

SEWER FUND

PUBLIC WORKS DEPARTMENT	FUND	126
Engineering	Division	800

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 100,478	108,454	105,477	109,498
30105	Salaries, Part Time	3,582	6,870	6,870	-
30110	Salaries, Overtime	112	-	100	4,680
30200	PERS Retirement	8,892	9,930	9,730	10,612
30201	PERS Employer UAL	16,030	19,752	18,854	21,688
30205	Employee Group Insurance	15,206	15,532	15,385	15,196
30210	Vehicle Allowance	1,920	1,920	1,920	1,920
30212	Cell Phone Stipend	240	240	240	240
30215	Medical Savings Account	168	168	168	168
30220	FICA/Medicare Insurance	1,535	1,573	1,630	1,656
30221	Administrative Leave Cash Out	1,341	1,390	1,390	1,668
30225	Sick Leave Buy Back	1,588	1,906	1,616	2,287
30230	Annual Vacation Cash Out	349	1,200	1,200	1,440
30235	Deferred Compensation	90	172	172	-
	Subtotal - Salaries and Benefits	<u>151,531</u>	<u>169,107</u>	<u>164,752</u>	<u>171,053</u>
	 TOTAL EXPENDITURES	 <u>\$ 151,531</u>	 <u>169,107</u>	 <u>164,752</u>	 <u>171,053</u>

SEWER FUND

PUBLIC WORKS DEPARTMENT	FUND	124
Sewer Operations	Division	809

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 303,537	372,317	313,645	410,234
30110	Salaries, Overtime	78,063	55,000	78,063	78,065
30200	PERS Retirement	27,371	34,548	29,212	37,504
30201	PERS Employer UAL	52,362	71,408	62,389	65,128
30205	Employee Group Insurance	82,452	93,448	83,627	99,492
30212	Cell Phone Stipend	330	642	330	330
30215	Medical Savings Account	164	216	214	312
30220	FICA/Medicare Insurance	4,727	5,753	5,680	7,080
30221	Administrative Leave Cash Out	1,365	1,530	1,530	1,683
30225	Sick Leave Buy Back	2,752	2,700	2,518	2,970
30230	Annual Vacation Cash Out	1,211	1,400	1,400	1,540
30245	Workers Compensation	257	-	1,000	-
30255	Tuition Reimbursement	-	-	-	500
	Subtotal - Salaries and Benefits	<u>554,590</u>	<u>638,962</u>	<u>579,607</u>	<u>704,838</u>
30300	Conferences and Meetings	2,230	5,000	1,500	5,000
30310	Uniforms & Safety Gear	4,534	7,500	4,500	7,500
30320	Dues, memberships and Subscriptions	740	3,000	450	3,000
	Subtotal - Employee Related	<u>7,504</u>	<u>15,500</u>	<u>6,450</u>	<u>15,500</u>
30400	Office Supplies	318	1,000	850	1,000
30415	Special Departmental	7,759	22,000	12,500	22,000
30425	Small Tools	2,371	7,000	3,500	7,000
30470	Post Employment Health Benefits	50,000	50,000	50,000	50,000
30470.10	Post Employment Ben-GASB75	91,144	-	-	-
	Subtotal - Supplies and Services	<u>151,591</u>	<u>80,000</u>	<u>66,850</u>	<u>80,000</u>
32105	Equipment Rental	-	5,000	3,000	5,000
32200	Building and ground maintenance	2,669	5,800	2,000	5,800
32450	Well & Pump Maintenance	14,051	60,000	30,000	60,000
	Subtotal - Maintenance & Rentals	<u>16,720</u>	<u>70,800</u>	<u>35,000</u>	<u>70,800</u>
33100	Utilities	<u>65,822</u>	<u>50,100</u>	<u>65,000</u>	<u>70,100</u>
	Subtotal - Operations & Utilities	<u>65,822</u>	<u>50,100</u>	<u>65,000</u>	<u>70,100</u>
34100	Contractual Services	<u>2,078,866</u>	<u>2,565,000</u>	<u>2,100,000</u>	<u>2,567,000</u>
	Subtotal - Contractual & Professional Svcs	<u>2,078,866</u>	<u>2,565,000</u>	<u>2,100,000</u>	<u>2,567,000</u>
35100	Interest Payments	1,220,494	1,138,616	1,138,616	1,227,729
35105	Principal Payments	-	507,600	507,600	818,197
35115	Bond Discount	10,425	-	-	-
35150	Administrative Overhead	299,230	299,230	299,230	350,190
	Subtotal - Miscellaneous	<u>1,530,149</u>	<u>1,945,446</u>	<u>1,945,446</u>	<u>2,396,116</u>

SEWER FUND

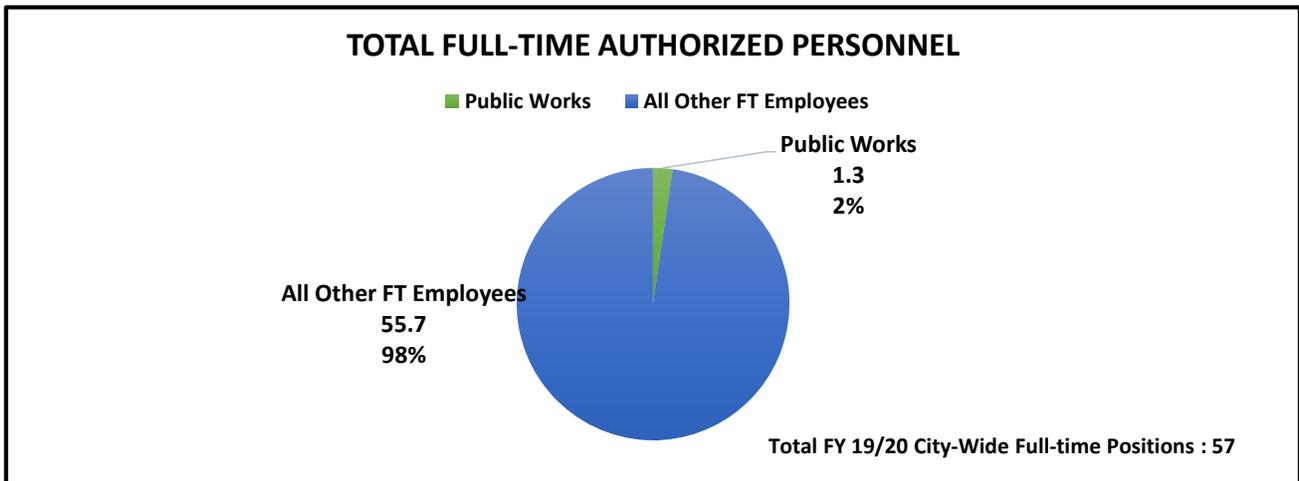
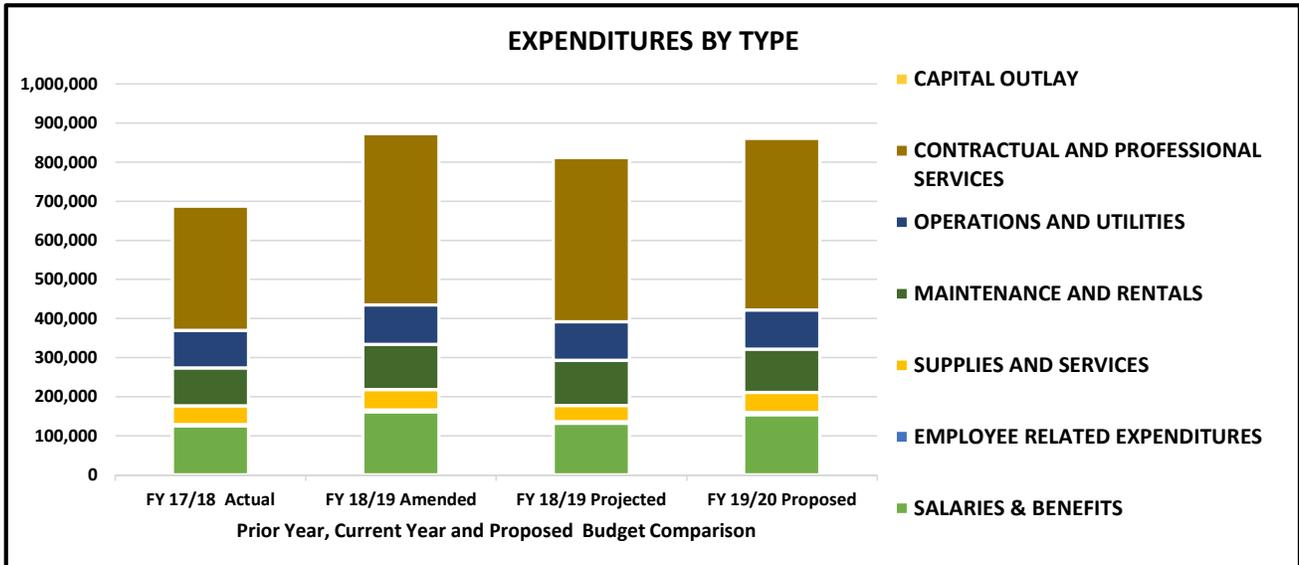
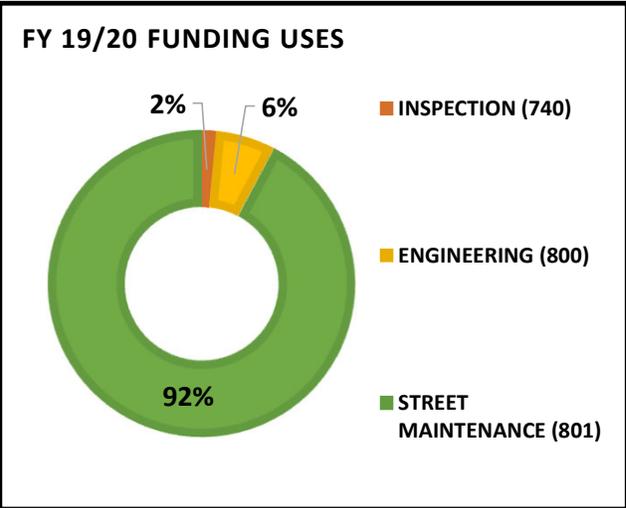
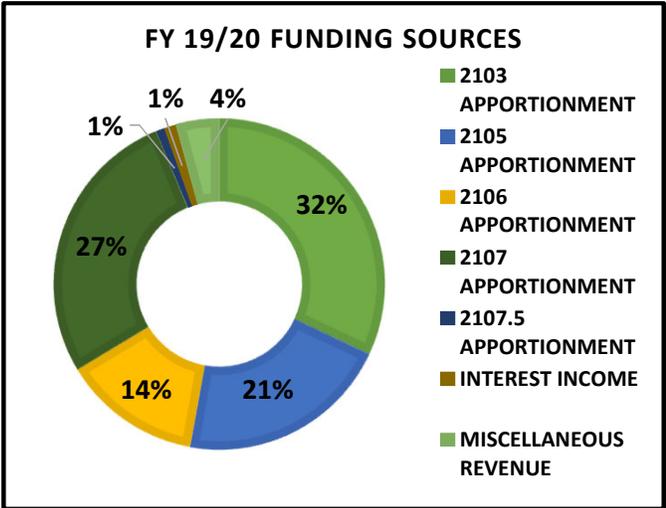
PUBLIC WORKS DEPARTMENT	FUND	124
Sewer Operations	Division	809

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
42100	Vehicle Operations and Maintenance	78,000	88,000	82,000	88,000
42105	Vehicle Replacement Charges	39,932	65,552	39,932	282,278
42110	Computing and Comm. Equip Replacement	1,000	700	1,000	1,000
42115	Computing and Communications Operations	15,200	17,200	15,200	28,300
42225	Self Insured Settlements	536	25,000	5,000	10,000
	Subtotal - Internal Service Charges	<u>134,668</u>	<u>196,452</u>	<u>143,132</u>	<u>409,578</u>
43100	Equipment	-	10,000	20,000	10,000
43115	Building Improvements	-	40,000	-	40,000
	Subtotal - Capital Outlay	<u>-</u>	<u>50,000</u>	<u>20,000</u>	<u>50,000</u>
44100	Transfers	129,102	129,102	129,102	129,102
44100.15	Transfers Out to Fund 147	-	1,102,992	-	-
44100.15	Transfers Out to Fund 147 -PY Working Cap.	-	-	-	-
	Subtotal - Transfers	<u>129,102</u>	<u>1,232,094</u>	<u>129,102</u>	<u>129,102</u>
	TOTAL EXPENDITURES	<u>\$ 4,669,013</u>	<u>6,844,354</u>	<u>5,090,587</u>	<u>6,493,034</u>



GAS TAX SUMMARY

GAS TAX FUND	FUNDS 133
Public Works Street Maintenance Operations	Divisions Various



GAS TAX SUMMARY

GAS TAX FUND	FUNDS	133
Public Works Street Maintenance Operations	Divisions	Various

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
2103 APPORTIONMENT	\$ 105,873	95,999	95,999	230,812
2105 APPORTIONMENT	144,127	151,463	151,463	150,557
2106 APPORTIONMENT	94,755	98,311	98,311	97,741
2107 APPORTIONMENT	191,489	198,925	198,925	197,704
2107.5 APPORTIONMENT	6,000	6,000	6,000	6,000
INTEREST INCOME	7,251	3,500	8,435	8,500
MISCELLANEOUS REVENUE	<u>30,766</u>	<u>30,519</u>	<u>30,519</u>	<u>30,519</u>
TOTAL FUNDING SOURCES	<u>\$ 580,261</u>	<u>584,717</u>	<u>589,652</u>	<u>721,833</u>

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
INSPECTION (740)	\$ 10,917	12,898	11,767	13,310
ENGINEERING (800)	48,947	55,079	54,618	54,399
STREET MAINTENANCE (801)	<u>631,392</u>	<u>810,602</u>	<u>748,065</u>	<u>798,296</u>
TOTAL FUNDING USES	<u>\$ 691,256</u>	<u>878,579</u>	<u>814,450</u>	<u>866,006</u>

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	\$ 125,022	160,529	131,950	153,956
EMPLOYEE RELATED EXPENDITURES	3,445	5,250	3,900	5,250
SUPPLIES AND SERVICES	47,661	51,700	41,100	51,700
MAINTENANCE AND RENTALS	96,855	116,000	116,000	110,000
OPERATIONS AND UTILITIES	96,232	100,600	98,000	100,600
CONTRACTUAL AND PROFESSIONAL SERVICES	318,294	439,500	420,000	439,500
MISCELLANEOUS	-	-	-	-
INTERNAL SERVICE FUND CHARGES	-	-	-	-
CAPITAL OUTLAY	3,746	5,000	3,500	5,000
TRANSFERS	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES BY TYPE	<u>\$ 691,256</u>	<u>878,579</u>	<u>814,450</u>	<u>866,006</u>

REVENUES OVER(UNDER) EXPENDITURES	\$ (144,173)
ESTIMATED FUND BALANCE JUNE 30, 2019	<u>322,362</u>
ESTIMATED FUND BALANCE JUNE 30, 2020	<u>\$ 178,189</u>

GAS TAX SUMMARY

GAS TAX FUND	FUNDS	133
Public Works Street Maintenance Operations	Divisions	Various

AUTHORIZED PERSONNEL	FY 18/19 Full-Time	FY 18/19 Part-Time*	FY 19/20 Full-Time	FY 19/20 Part-Time*
PUBLIC WORKS				
PUBLIC WORKS DIRECTOR	0.10	-	0.10	-
PUBLIC WORKS SUPERINTENDENT	0.05	-	0.05	-
SENIOR UTILITIES ENGINEER	-	-	0.10	-
SENIOR CIVIL ENGINEER	0.10	-	0.10	-
PUBLIC WORKS SUPERVISOR	0.05	-	0.05	-
INSPECTOR II	0.10	-	0.10	-
WATER QUALITY CONTROL OFFICER	0.10	-	0.10	-
SEWER COLLECTIONS TECHNICAL I/II	0.10	-	0.10	-
PUBLIC WORKS MAINTENANCE WORKER I/II	0.40	-	0.40	-
ADMIN COMPLIANCE COORDINATOR	-	-	-	-
PERMIT TECHNICIAN	0.20	0.20	0.20	0.20
TOTAL AUTHORIZED PERSONNEL	1.20	0.20	1.30	0.20

*Full-Time annual employee hours are 1872. P/T Hours divided by 1872 are Full-Time Equivalent Hours (FTE).

GAS TAX FUND

PUBLIC WORKS DEPARTMENT	FUND	133
Inspection	Division	740

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 6,274	7,061	6,482	7,130
30110	Salaries, Overtime	100	350	350	350
30200	PERS Retirement	696	817	752	892
30201	PERS Employer UAL	1,959	2,627	2,279	2,852
30205	Employee Group Insurance	1,618	1,596	1,619	1,598
30220	FICA/Medicare Insurance	89	107	99	108
30225	Sick Leave Buy Back	-	140	-	140
30230	Annual Vacation Cash Out	181	200	186	240
	Subtotal - Salaries and Benefits	10,917	12,898	11,767	13,310
	 TOTAL EXPENDITURES	 \$ 10,917	 12,898	 11,767	 13,310

GAS TAX FUND

PUBLIC WORKS DEPARTMENT	FUND	133
Engineering	Division	800

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 31,507	33,376	33,099	33,696
30105	Salaries, Part Time	2,866	5,496	5,496	3,744
30110	Salaries, Overtime	89	-	80	-
30200	PERS Retirement	2,640	2,911	2,892	3,094
30201	PERS Employer UAL	4,007	4,938	4,744	5,450
30205	Employee Group Insurance	5,557	5,711	5,635	5,562
30210	Vehicle Allowance	480	480	480	480
30212	Cell Phone Stipend	60	60	60	60
30215	Medical Savings Account	54	54	54	54
30220	FICA/Medicare Insurance	507	564	561	543
30221	Administrative Leave Cash Out	422	440	440	528
30225	Sick Leave Buy Back	510	612	637	734
30230	Annual Vacation Cash Out	175	300	303	360
30235	Deferred Compensation	72	137	137	94
	Subtotal - Salaries and Benefits	<u>48,947</u>	<u>55,079</u>	<u>54,618</u>	<u>54,399</u>
	 TOTAL EXPENDITURES	 <u>\$ 48,947</u>	 <u>55,079</u>	 <u>54,618</u>	 <u>54,399</u>

GAS TAX FUND

PUBLIC WORKS DEPARTMENT	FUND	133
Street Maintenance	Division	801

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 35,915	40,692	34,607	50,364
30110	Salaries, Overtime	9,722	20,000	9,722	9,725
30200	PERS Retirement	3,162	3,728	3,210	4,462
30201	PERS Employer UAL	5,556	14,989	6,687	6,980
30205	Employee Group Insurance	9,481	10,111	9,183	11,662
30212	Cell Phone Stipend	30	90	30	30
30215	Medical Savings Account	18	24	24	48
30220	FICA/Medicare Insurance	585	848	643	871
30221	Administrative Leave Cash Out	152	170	170	204
30225	Sick Leave Buy Back	334	1,000	289	1,000
30230	Annual Vacation Cash Out	135	900	900	900
30245	Workers Compensation	69	-	100	-
	Subtotal - Salaries and Benefits	<u>65,159</u>	<u>92,552</u>	<u>65,565</u>	<u>86,246</u>
30300	Conferences and Meetings	360	1,000	400	1,000
30310	Uniforms & Safety Gear	3,085	4,250	3,500	4,250
	Subtotal - Employee Related	<u>3,445</u>	<u>5,250</u>	<u>3,900</u>	<u>5,250</u>
30400	Office Supplies	77	500	100	500
30415	Special Departmental	47,222	50,000	40,000	50,000
30425	Small Tools	361	1,200	1,000	1,200
	Subtotal - Supplies and Services	<u>47,661</u>	<u>51,700</u>	<u>41,100</u>	<u>51,700</u>
32300	Traffic Signal Maintenance	96,855	116,000	116,000	110,000
	Subtotal - Maintenance & Rentals	<u>96,855</u>	<u>116,000</u>	<u>116,000</u>	<u>110,000</u>
33100	Utilities	96,232	100,600	98,000	100,600
	Subtotal - Operations & Utilities	<u>96,232</u>	<u>100,600</u>	<u>98,000</u>	<u>100,600</u>
34100	Contractual Services	318,294	439,500	420,000	439,500
	Subtotal - Contractual & Professional Svcs	<u>318,294</u>	<u>439,500</u>	<u>420,000</u>	<u>439,500</u>
43100	Equipment	3,746	5,000	3,500	5,000
	Subtotal - Capital Outlay	<u>3,746</u>	<u>5,000</u>	<u>3,500</u>	<u>5,000</u>
	TOTAL EXPENDITURES	<u><u>\$ 631,392</u></u>	<u><u>810,602</u></u>	<u><u>748,065</u></u>	<u><u>798,296</u></u>



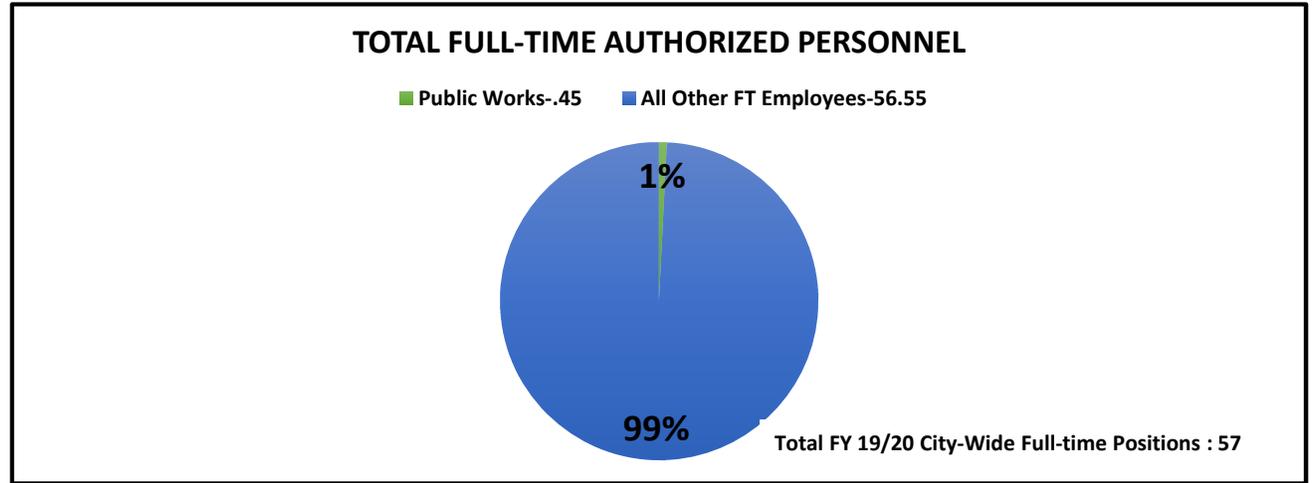
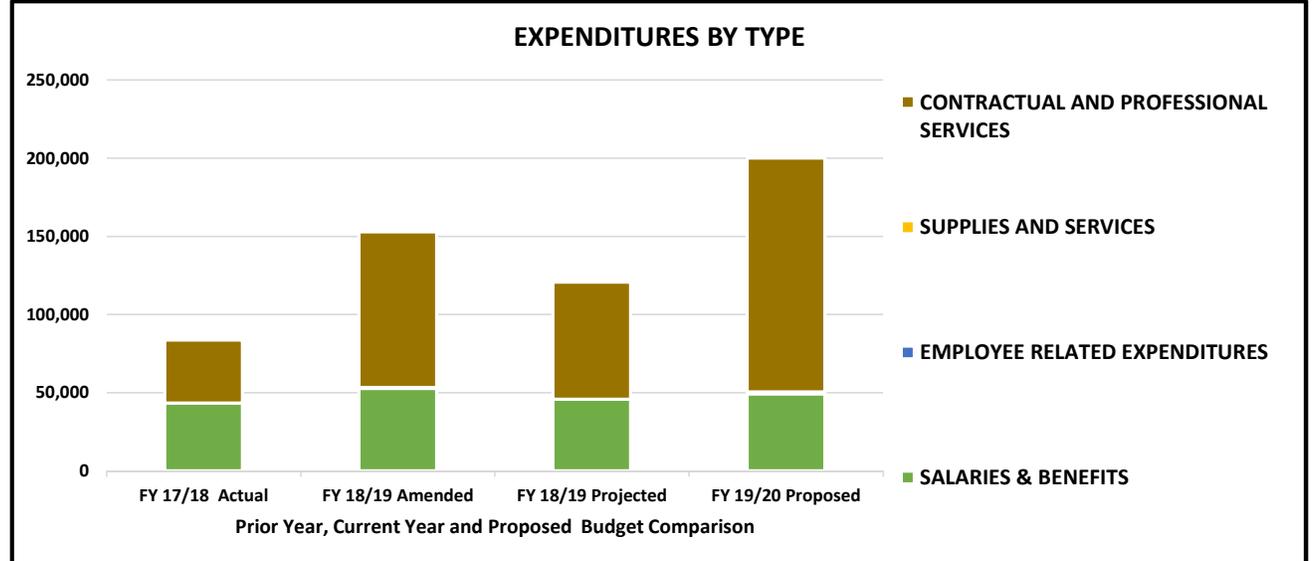
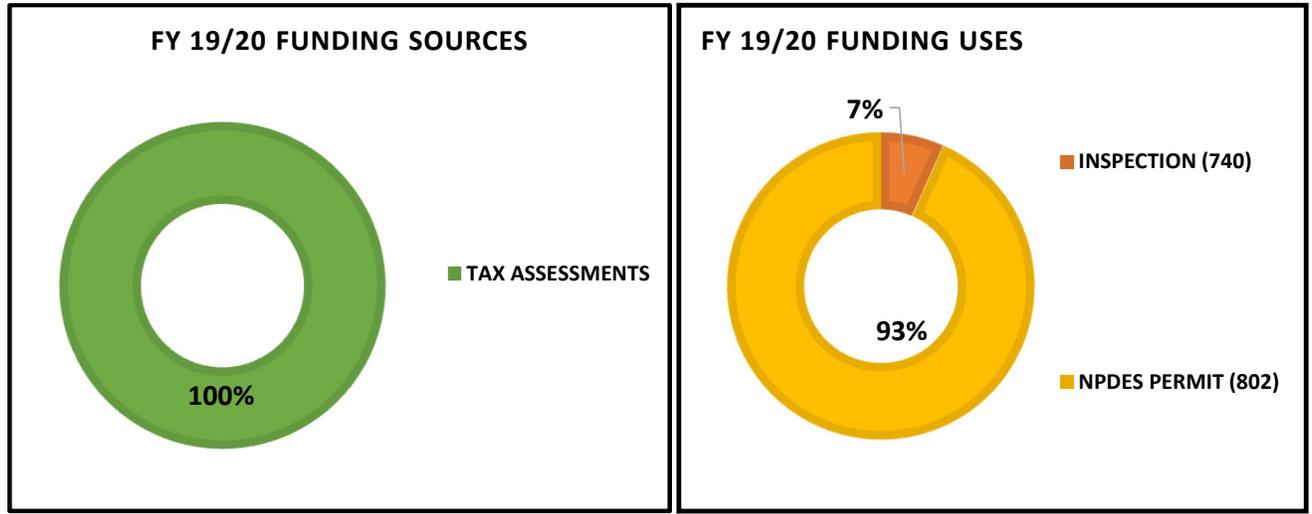
Page Intentionally Left Blank



**NPDES
STORM DRAIN FUND**

STORM DRAIN FUND SUMMARY

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM Public Works Storm Drain Operations	FUNDS 139 Divisions Various
---	--



STORM DRAIN FUND SUMMARY

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM Public Works Storm Drain Operations	FUNDS Divisions	139 Various
---	---------------------------	------------------------------

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
TAX ASSESSMENTS	\$ 81,564	111,165	111,165	128,330
TOTAL FUNDING SOURCES	\$ 81,564	111,165	111,165	128,330

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
INSPECTION (740)	\$ 10,917	12,898	11,766	13,310
NPDES PERMIT (802)	72,700	139,837	108,897	186,662
TOTAL FUNDING USES	\$ 83,617	152,735	120,664	199,973

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	\$ 43,236	52,735	45,664	49,223
EMPLOYEE RELATED EXPENDITURES	-	250	-	1,000
SUPPLIES AND SERVICES	-	250	-	250
MAINTENANCE AND RENTALS	-	-	-	-
OPERATIONS AND UTILITIES	-	-	-	-
CONTRACTUAL AND PROFESSIONAL SERVICES	40,381	99,500	75,000	149,500
MISCELLANEOUS	-	-	-	-
INTERNAL SERVICE FUND CHARGES	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	\$ 83,617	152,735	120,664	199,973

REVENUES OVER(UNDER) EXPENDITURES	\$ (71,643)
ESTIMATED FUND BALANCE JUNE 30, 2019	94,220
ESTIMATED FUND BALANCE JUNE 30, 2020	\$ 22,578

STORM DRAIN FUND SUMMARY

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM	FUNDS	139
Public Works Storm Drain Operations	Divisions	Various

AUTHORIZED PERSONNEL	FY 18/19 Full-Time	FY 18/19 Part-Time*	FY 19/20 Full-Time	FY 19/20 Part-Time*
PUBLIC WORKS				
PUBLIC WORKS DIRECTOR	-	-	-	-
PUBLIC WORKS SUPERINTENDENT	0.03	-	0.03	-
SENIOR UTILITIES ENGINEER	-	-	-	-
SENIOR CIVIL ENGINEER	-	-	-	-
PUBLIC WORKS SUPERVISOR	0.03	-	0.03	-
INSPECTOR II	0.10	-	0.10	-
WATER QUALITY CONTROL OFFICER	0.05	-	0.05	-
SEWER COLLECTIONS TECHNICAL I/II	0.05	-	0.05	-
PUBLIC WORKS MAINTENANCE WORKER I/II	0.20	-	0.20	-
ADMIN COMPLIANCE COORDINATOR	-	-	-	-
PERMIT TECHNICIAN	-	-	-	-
TOTAL AUTHORIZED PERSONNEL	0.45	-	0.45	-

**Full-Time annual employee hours are 1872. P/T Hours divided by 1872 are Full-Time Equivalent Hours (FTE).*

STORM DRAIN FUND

PUBLIC WORKS DEPARTMENT	FUND	139
Inspection	Division	740

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 6,274	7,061	6,483	7,130
30110	Salaries, Overtime	100	350	350	350
30200	PERS Retirement	696	817	751	892
30201	PERS Employer UAL	1,959	2,627	2,279	2,852
30205	Employee Group Insurance	1,618	1,596	1,618	1,598
30220	FICA/Medicare Insurance	89	107	99	108
30225	Sick Leave Buy Back	-	140	-	140
30230	Annual Vacation Cash Out	181	200	186	240
	Subtotal - Salaries and Benefits	<u>10,917</u>	<u>12,898</u>	<u>11,766</u>	<u>13,310</u>
	TOTAL EXPENDITURES	<u>\$ 10,917</u>	<u>12,898</u>	<u>11,766</u>	<u>13,310</u>

STORM DRAIN FUND

PUBLIC WORKS DEPARTMENT	FUND	139
National Pollutant Discharge Elimination System (NPDES) Permit	Division	802

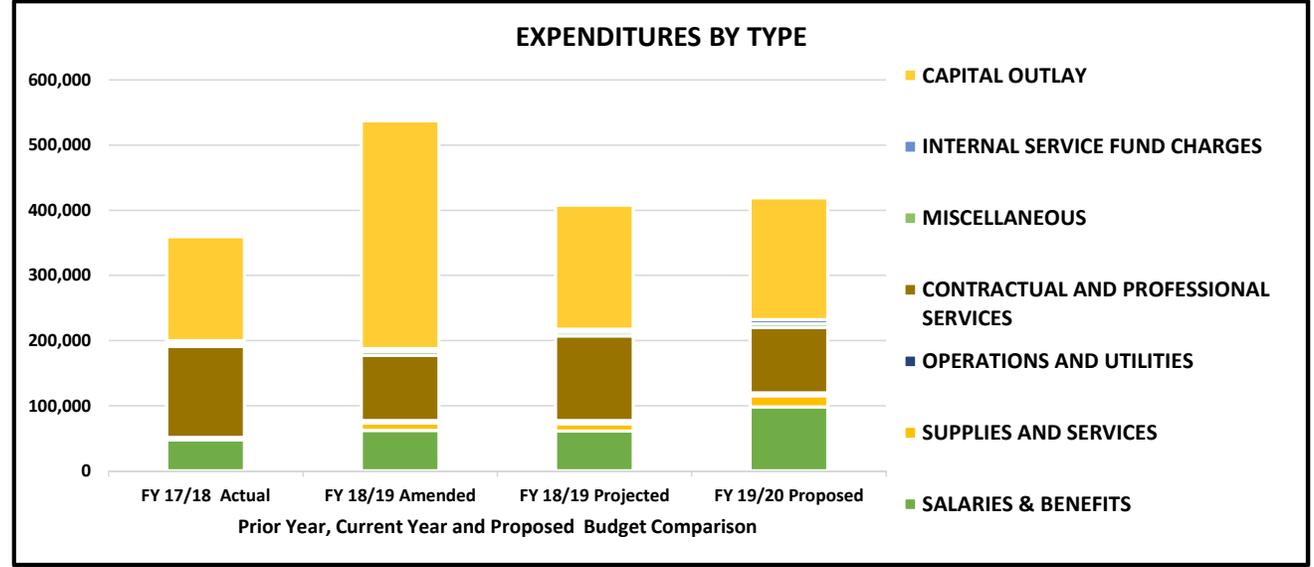
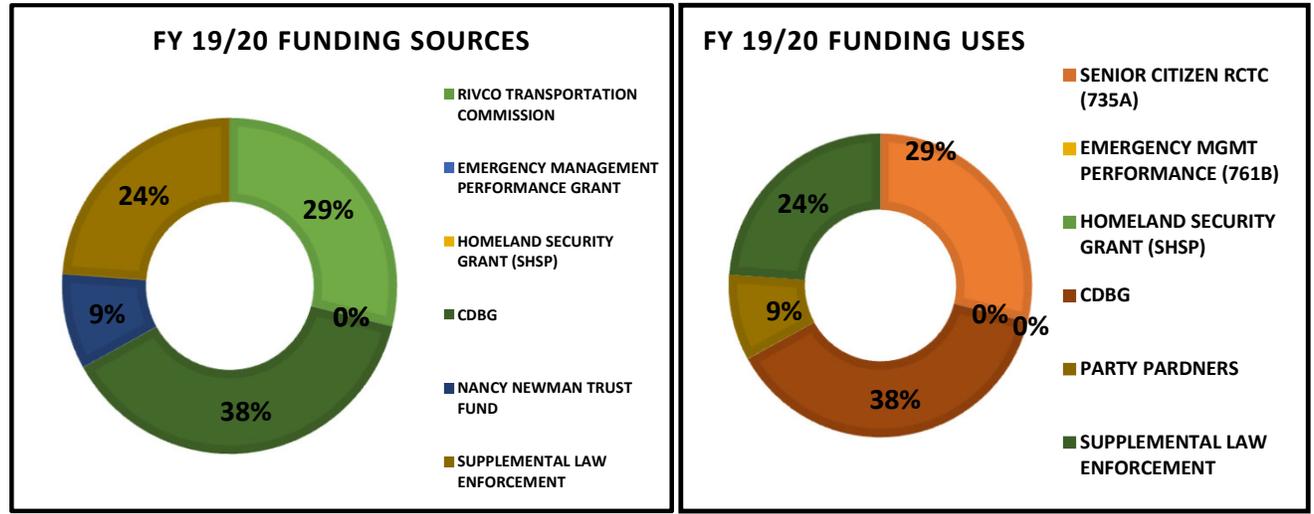
Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 16,813	20,346	17,393	20,334
30110	Salaries, Overtime	4,374	5,500	4,374	4,374
30200	PERS Retirement	1,791	1,864	1,911	1,892
30201	PERS Employer UAL	3,287	6,339	4,011	3,468
30205	Employee Group Insurance	5,379	5,056	5,473	5,032
30212	Cell Phone Stipend	15	15	15	16
30215	Medical Savings Account	11	12	15	12
30220	FICA/Medicare Insurance	316	350	316	358
30221	Administrative Leave Cash Out	76	85	85	102
30225	Sick leave Buy Back	154	160	145	192
30230	Annual Vacation Cash Out	67	110	110	132
30245	Workers Compensation	35	-	50	-
	Subtotal - Salaries and Benefits	<u>32,320</u>	<u>39,837</u>	<u>33,897</u>	<u>35,912</u>
30300	Conferences and Meetings	-	250	-	1,000
	Subtotal - Employee Related	<u>-</u>	<u>250</u>	<u>-</u>	<u>1,000</u>
30400	Office Supplies	-	50	-	50
30415	Special Departmental	-	200	-	200
	Subtotal - Supplies and Services	<u>-</u>	<u>250</u>	<u>-</u>	<u>250</u>
34100	Contractual Services	40,381	99,500	75,000	149,500
	Subtotal - Contractual & Professional Svcs	<u>40,381</u>	<u>99,500</u>	<u>75,000</u>	<u>149,500</u>
	TOTAL EXPENDITURES	<u>\$ 72,700</u>	<u>139,837</u>	<u>108,897</u>	<u>186,662</u>



**SPECIAL REVENUE
FUNDS**

SPECIAL REVENUE FUND SUMMARY

MISCELLANEOUS GRANT FUND Recreation, Public Safety	FUNDS Divisions	122/123/131/162 Various
--	---------------------------	--



SPECIAL REVENUE FUND SUMMARY

SPECIAL REVENUE FUNDS	FUNDS	122/123/131/162
Recreation, Public Safety	Divisions	Various

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
RIVCO TRANSPORTATION COMMISSION	60,000	116,000	76,000	121,000
EMERGENCY MANAGEMENT PERFORMANCE GF \$	9,911	9,895	9,822	-
HOMELAND SECURITY GRANT (SHSP)	3,926	-	3,295	-
CDBG	147,236	311,400	188,440	159,645
NANCY NEWMAN TRUST FUND	-	-	-	38,489
SUPPLEMENTAL LAW ENFORCEMENT	139,416	100,000	130,000	100,000
TOTAL FUNDING SOURCES	\$ 360,489	537,295	407,557	419,134

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SENIOR CITIZEN RCTC (735A)	\$ 60,000	116,000	76,000	121,000
EMERGENCY MGMT PERFORMANCE (761B)	9,911	9,895	9,822	-
HOMELAND SECURITY GRANT (SHSP)	2,638	-	3,295	-
CDBG	147,236	311,400	188,440	159,645
PARTY PARDNERS	-	-	-	38,489
SUPPLEMENTAL LAW ENFORCEMENT	139,416	100,000	130,000	100,000
TOTAL FUNDING USES	\$ 359,201	537,295	407,557	419,134

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	\$ 47,586	61,771	60,905	98,136
EMPLOYEE RELATED EXPENDITURES	-	-	-	-
SUPPLIES AND SERVICES	37	11,400	11,400	17,200
MAINTENANCE AND RENTALS	-	-	-	-
OPERATIONS AND UTILITIES	3,614	3,909	4,775	4,286
CONTRACTUAL AND PROFESSIONAL SERVICES	139,416	100,000	130,000	100,000
MISCELLANEOUS	4,800	5,700	5,700	6,000
INTERNAL SERVICE FUND CHARGES	4,000	4,620	4,620	6,336
CAPITAL OUTLAY	159,748	349,895	190,157	187,176
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	\$ 359,201	537,295	407,557	419,134

SPECIAL REVENUE FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT Senior Citizens (RCTC Grant)	FUND Division	122 735A
---	-------------------------	---------------------------

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 26,480	30,690	31,856	32,225
30105	Salaries, Part Time	5,277	10,125	10,700	10,631
30110	Salaries, Overtime	281	-	-	-
30200	PERS Retirement	2,683	3,085	3,275	3,239
30201	PERS Employer UAL	6,707	7,378	7,102	7,748
30205	Employee Group Insurance	5,632	9,600	7,177	9,600
30215	Medical Savings Account	30	48	37	48
30220	FICA/Medicare Insurance	467	592	490	621
30235	Deferred Compensation	29	253	268	266
	Subtotal - Salaries and Benefits	<u>47,586</u>	<u>61,771</u>	<u>60,905</u>	<u>64,378</u>
33100	Utilities	3,614	3,909	4,775	4,286
	Subtotal - Operations & Utilities	<u>3,614</u>	<u>3,909</u>	<u>4,775</u>	<u>4,286</u>
35150	Administrative Overhead	4,800	5,700	5,700	6,000
	Subtotal - Miscellaneous	<u>4,800</u>	<u>5,700</u>	<u>5,700</u>	<u>6,000</u>
42100	Vehicle Operations and Maintenance	4,000	660	660	1,320
42115	Computing and Communications Operations	-	3,960	3,960	5,016
	Subtotal - Internal Service Charges	<u>4,000</u>	<u>4,620</u>	<u>4,620</u>	<u>6,336</u>
43110	Automotive Equipment	-	40,000	-	40,000
	Subtotal - Capital Outlay	<u>-</u>	<u>40,000</u>	<u>-</u>	<u>40,000</u>
	TOTAL EXPENDITURES	<u>\$ 60,000</u>	<u>116,000</u>	<u>76,000</u>	<u>121,000</u>

SPECIAL REVENUE FUND

FIRE & EMERGENCY SERVICES	FUND	122
Emergency Mgt Performance (EMPG) & State Homeland Security (SHSP)	Division	761 B/C

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30415	Special Departmental	\$ 37	-	-	-
	Subtotal - Supplies and Services	<u>37</u>	<u>-</u>	<u>-</u>	<u>-</u>
43100	Equipment	12,512	9,895	13,117	-
	Subtotal - Capital Outlay	<u>12,512</u>	<u>9,895</u>	<u>13,117</u>	<u>-</u>
	TOTAL EXPENDITURES	<u>\$ 12,549</u>	<u>9,895</u>	<u>13,117</u>	<u>-</u>

SPECIAL REVENUE FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	123
Community Development Block Grant (CDBG)	Division	915

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ -	-	-	11,995
30220	FICA/Medicare Insurance	-	-	-	174
30235	Deferred Compensation	-	-	-	300
	Subtotal - Salaries and Benefits	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,469</u>
35350	Senior Rec/Comm Svc Leader	-	11,400	11,400	-
	Subtotal - Supplies and Services	<u>-</u>	<u>11,400</u>	<u>11,400</u>	<u>-</u>
43115	Building Improvements	147,236	300,000	177,040	-
43120	Improvements Other than Building	-	-	-	147,176
	Subtotal - Capital Outlay	<u>147,236</u>	<u>300,000</u>	<u>177,040</u>	<u>147,176</u>
	TOTAL EXPENDITURES	<u>\$ 147,236</u>	<u>311,400</u>	<u>188,440</u>	<u>159,645</u>

SPECIAL REVENUE FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT Nancy Newman Trust Fund	FUND Division	131 735
---	-------------------------	--------------------------

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ -	-	-	20,480
30220	FICA/Medicare Insurance	-	-	-	297
30235	Deferred Compensation	-	-	-	512
	Subtotal - Salaries and Benefits	-	-	-	21,289
30490	Party Partners	-	-	-	17,200
	Subtotal - Supplies and Services	-	-	-	17,200
	 TOTAL EXPENDITURES	\$ -	-	-	38,489

SPECIAL REVENUE FUND

SHERIFF'S DEPARTMENT	FUND	162
Supplemental Law Enforcement (SLESF)	Division	772

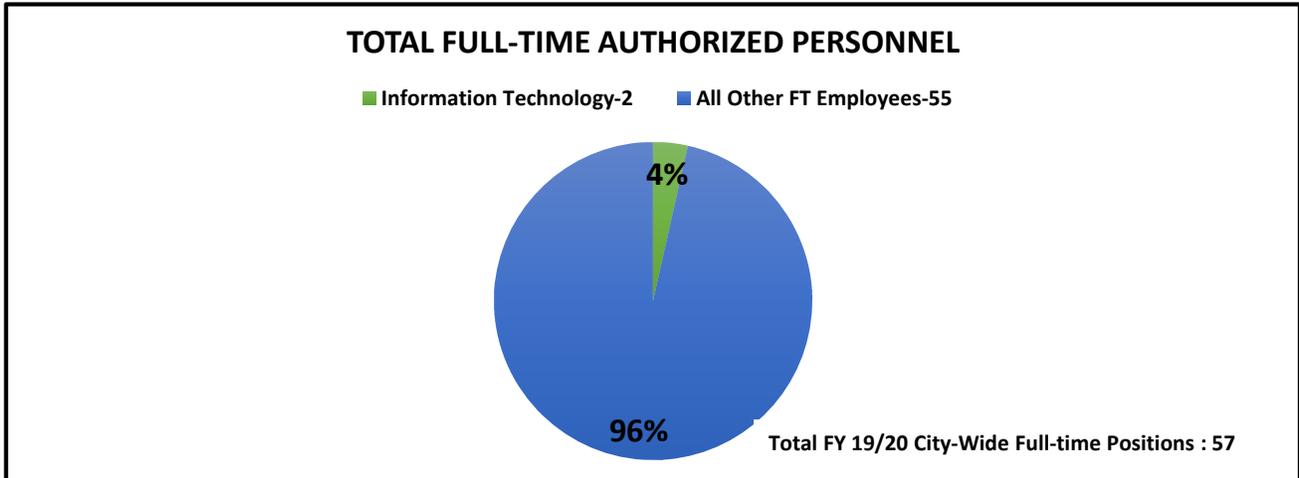
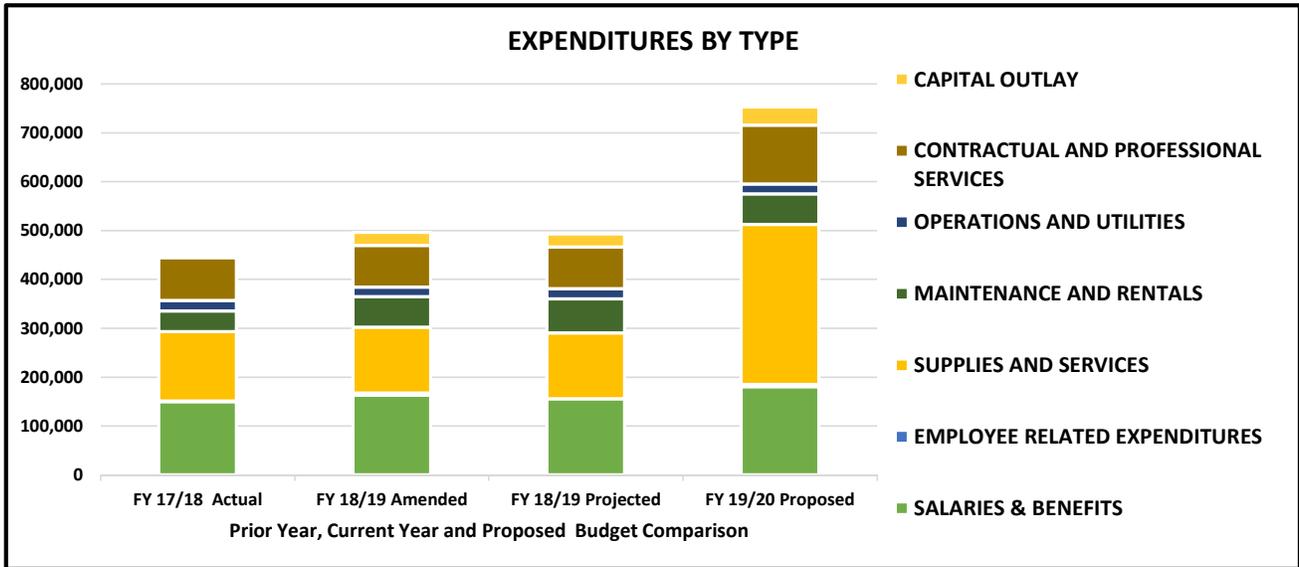
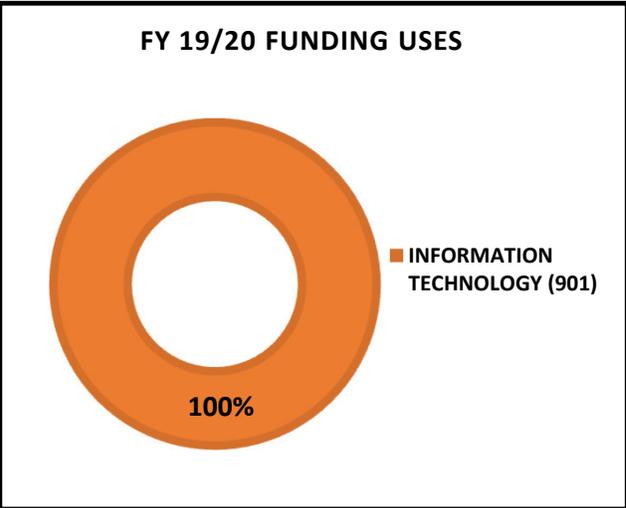
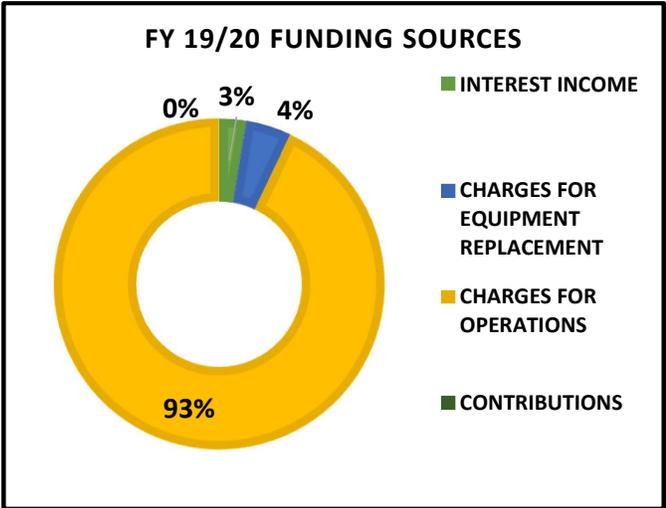
Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
34115	Law Enforcement Contract	\$ 139,416	100,000	130,000	100,000
	<i>Subtotal - Contractual & Professional Svcs</i>	<u>139,416</u>	<u>100,000</u>	<u>130,000</u>	<u>100,000</u>
	<i>TOTAL EXPENDITURES</i>	<u>\$ 139,416</u>	<u>100,000</u>	<u>130,000</u>	<u>100,000</u>



**INFORMATION
TECHNOLOGY
MEMO ONLY**

INFORMATION TECHNOLOGY SUMMARY

INFORMATION TECHNOLOGY	FUNDS	135
Information Technology Operations	Divisions	901



INFORMATION TECHNOLOGY SUMMARY

INFORMATION TECHNOLOGY	FUNDS	135
Information Technology Operations	Divisions	901

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
INTEREST INCOME	\$ 9,970	5,500	13,680	15,000
CHARGES FOR EQUIPMENT REPLACEMENT	33,000	28,900	28,900	25,500
CHARGES FOR OPERATIONS	394,600	444,300	444,300	531,396
CONTRIBUTIONS	14,000	-	-	-
TOTAL FUNDING SOURCES	\$ 451,570	478,700	486,880	571,896

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
INFORMATION TECHNOLOGY (901)	\$ 457,798	496,183	493,213	752,470
TOTAL FUNDING USES	\$ 457,798	496,183	493,213	752,470

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	\$ 149,736	162,262	155,148	180,015
EMPLOYEE RELATED EXPENDITURES	953	4,685	-	4,685
SUPPLIES AND SERVICES	141,894	135,093	135,342	327,648
MAINTENANCE AND RENTALS	42,655	62,340	69,211	62,340
OPERATIONS AND UTILITIES	21,348	19,740	21,040	20,640
CONTRACTUAL AND PROFESSIONAL SERVICES	87,400	85,118	85,509	120,171
MISCELLANEOUS	11,520	-	-	-
INTERNAL SERVICE FUND CHARGES	2,292	150	150	150
CAPITAL OUTLAY	-	26,795	26,813	36,821
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	\$ 457,798	496,183	493,213	752,470

REVENUES OVER(UNDER) EXPENDITURES	\$ (180,574)
ESTIMATED FUND BALANCE JUNE 30, 2019	850,926
ESTIMATED FUND BALANCE JUNE 30, 2020	\$ 670,352

INFORMATION TECHNOLOGY SUMMARY

INFORMATION TECHNOLOGY	FUNDS	135
Information Technology Operations	Divisions	901

AUTHORIZED PERSONNEL	FY 18/19 Full-Time	FY 18/19 Part-Time*	FY 19/20 Full-Time	FY 19/20 Part-Time*
IT ADMINISTRATOR	1.00	-	1.00	-
CIS TECHNICIAN	1.00	-	1.00	-
TOTAL AUTHORIZED PERSONNEL	2.00	-	2.00	-

(1.00) Contract IT position included in Other Professional Services

INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY	FUND	135
Goals, Objectives & Accomplishments	Division	901

PROGRAM

The City of Norco's Information Technology Division (IT) plays an integral role in City operations by developing, integrating, and maintaining innovative technology programs. The IT Division provides 24/7 service to all City Departments. The IT Division also provides service to customers and residents who rely on our extensive information and communications technology infrastructure. Specific core services include e-mail, business information systems, Geographic Information System (GIS) support, project management, central data center operations, voice and data network management, telephone systems, security support, technology help desk, personal computer and printer acquisition and related peripherals. The IT Division manages the City email and messenger services, central printing, and disposal of retired City assets. IT also manages non-traditional information technology services including the City of Norco's government access alerts for Nixle and community outreach through the City's Facebook Page, Twitter, and Vimeo programs. The IT division also records and produces the video documentary library for Council Meetings and community outreach projects.

2019-2020 Goals & Objectives

- The mission the IT Division is to provide a customer-focused environment that integrates people, processes, and technology to increase the efficiency and effectiveness of City services.
 - Transition all existing City servers from Windows Server 2008 R2 to Windows Server 2016.
 - Purchase, deploy, and construct a new city image for replacement workstations for City Staff.
- The IT Division will provide collaborative efforts with all departments, businesses in the City, other governmental agencies and residents to assure the intelligent application of technology is done in a professional and responsible way that will support ideals that will make us a leading organization.
- The IT Division will continue to work with various departments within the City providing expanding its video productions by producing information and education through this form of media educating the public on services provided by the City of Norco.

INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY	FUND	135
Goals, Objectives & Accomplishments	Division	901

2019-2020 Goals & Objectives (cont'd)

- The IT Division will continue to be fiscally responsible in its infrastructure investments and recommendations to departments within the City providing technology solutions that enable smarter business processes, which result in more efficient deliverables and services.
 - Assist the City Clerk's Office with a new Agenda Management System and Document Management Solution.
 - Assist the Building and Safety Division, Planning Division, and Code Enforcement Division with transition from Permits Plus software to New World Community Development software
 - Implement and deploy the City of Norco Intranet for all City Employees to allow for better communication.
- The IT Division will continue to improve the interactive experience for residents and others doing business with the City of Norco and continue its efforts to save tax dollars through newfound efficiencies; boost transparency, strengthen cybersecurity, and engagement; and innovation through unique and exciting projects that benefit the residents of Norco
 - Construct and develop an Information Technology Strategic Plan based on the findings and recommendations from an IT Risk Assessment.

2018-2019 Accomplishments

- Transitioned Parks and Recreation software to the new MaxGalaxy software platform for online registrations and payments.
- Migrated existing ShoreTel phone software to the new Mitel Connect platform to help staff with telecommunications.
- Implemented integration with New World Utility Billing software to incorporate connection with Public Works Asset Management Lucity software.
- Assisted Fire Department with maintenance and purchasing of upgrades to the City of Norco EOC infrastructure.
- Created transition plan and successfully migrated more than half of all city workstations to Windows 10/Office 2016 platforms.
- Deployed replacement workstations and monitors to City employees.

INTERNAL SERVICE FUND

INFORMATION TECHNOLOGY	FUND	135
OPERATIONS, HELP DESK AND REPLACEMENT	Division	901

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 108,454	115,133	118,741	132,622
30110	Salaries, Overtime	15,551	17,252	9,476	8,672
30200	PERS Retirement	7,085	7,877	7,877	9,264
30201	PERS Employer UAL	-	-	517	594
30205	Employee Group Insurance	16,435	17,529	16,595	24,274
30215	Medical Savings Account	-	-	83	240
30220	FICA/Medicare Insurance	1,800	2,171	1,859	2,049
30225	Sick Leave Buy Back	-	500	-	500
30230	Annual Vacation Cash Out	-	1,000	-	1,000
30245	Workers Compensation	411	-	-	-
30255	Tuition Reimbursement	-	800	-	800
	Subtotal - Salaries and Benefits	<u>149,736</u>	<u>162,262</u>	<u>155,148</u>	<u>180,015</u>
30300	Conferences and Meetings	78	4,000	-	4,000
30305	Auto Mileage	-	100	-	100
30320	Dues, Memberships and Subscriptions	875	585	-	585
	Subtotal - Employee Related Expenditures	<u>953</u>	<u>4,685</u>	<u>-</u>	<u>4,685</u>
30400	Office Supplies	575	500	500	500
30410	Postage	11,078	12,000	12,000	12,000
30425	Small Tools	290	250	250	250
30430	Small Office Equipment	14,617	200	435	200
30435	Software Expense	8,401	22,900	22,914	212,706
30435.1	Software Maintenance & Support	106,933	99,243	99,243	101,992
	Subtotal - Supplies and Services	<u>141,894</u>	<u>135,093</u>	<u>135,342</u>	<u>327,648</u>
32100	Office Equipment Maintenance	456	2,340	2,340	2,340
32105	Equipment Rental	42,199	60,000	66,871	60,000
	Subtotal - Maintenance & Rentals	<u>42,655</u>	<u>62,340</u>	<u>69,211</u>	<u>62,340</u>
33100	Utilities	2,022	1,500	2,800	2,400
33100.4	Internet	19,326	18,240	18,240	18,240
	Subtotal - Operations & Utilities	<u>21,348</u>	<u>19,740</u>	<u>21,040</u>	<u>20,640</u>
34100	Contractual Services	-	-	338	35,000
34100.8	Contractual-Security & Backup	16,052	11,175	11,228	11,228
34100.82	Contractual-Phone Maintenance	6,348	6,343	6,343	6,343
34105	Other Professional Services	65,000	67,600	67,600	67,600
	Subtotal - Contractual & Professional Svcs	<u>87,400</u>	<u>85,118</u>	<u>85,509</u>	<u>120,171</u>
35515	Depreciation Expense	11,520	-	-	-
	Subtotal - Miscellaneous	<u>11,520</u>	<u>-</u>	<u>-</u>	<u>-</u>
42100	Vehicle Operations and Maintenance	-	150	150	150
42235	Compensated Absences	2,292	-	-	-
	Subtotal - Internal Service Charges	<u>2,292</u>	<u>150</u>	<u>150</u>	<u>150</u>

INTERNAL SERVICE FUND

INFORMATION TECHNOLOGY	FUND	135
OPERATIONS, HELP DESK AND REPLACEMENT	Division	901

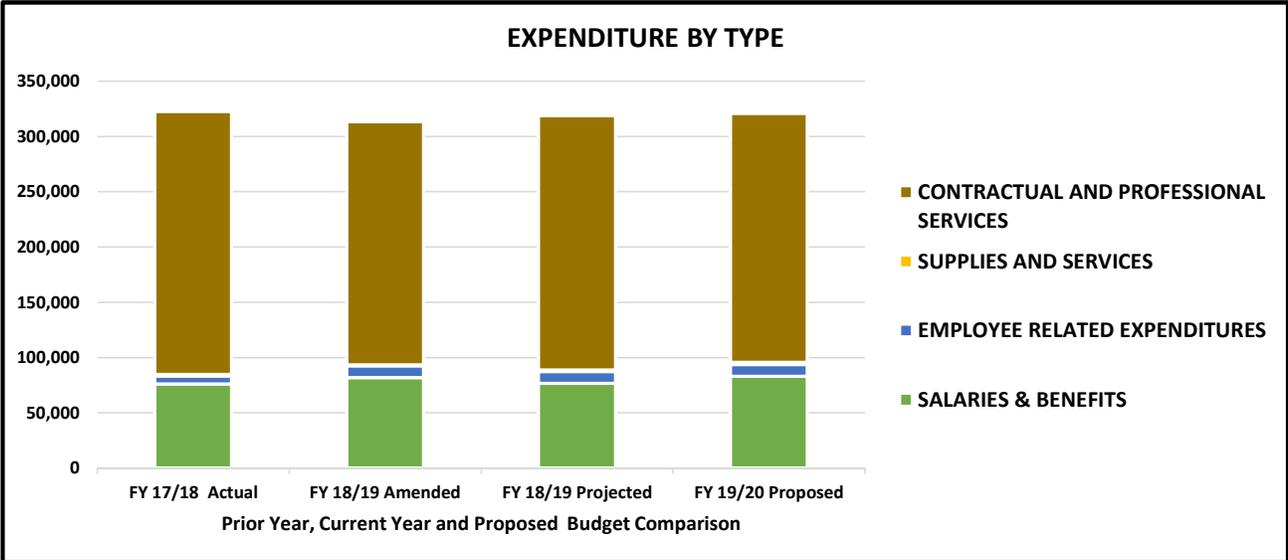
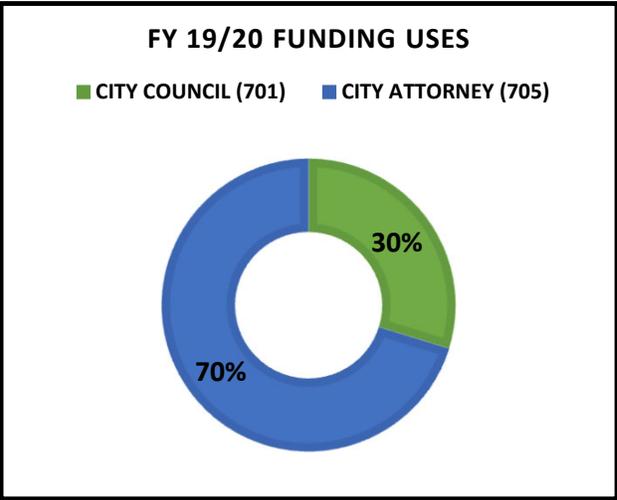
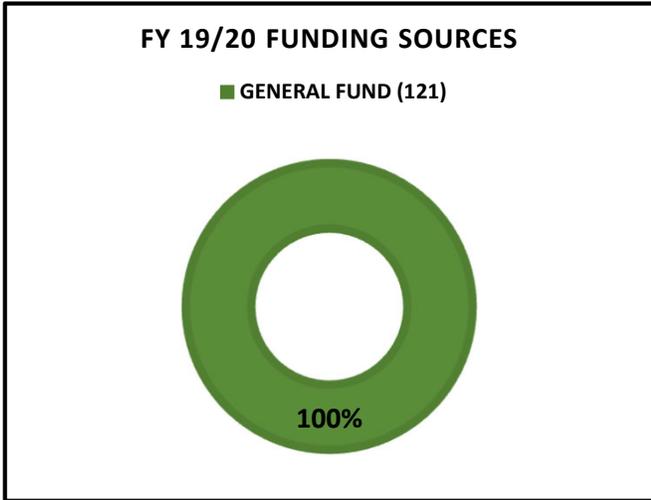
Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
43100	Equipment	-	26,795	26,813	36,821
	<i>Subtotal - Capital Outlay</i>	<u>-</u>	<u>26,795</u>	<u>26,813</u>	<u>36,821</u>
	TOTAL EXPENDITURES	<u>\$ 457,798</u>	<u>496,183</u>	<u>493,213</u>	<u>752,470</u>



LEGISLATIVE

LEGISLATIVE SUMMARY

LEGISLATIVE DEPARTMENT	FUND	121
City Council and City Attorney	Division	701/705



- #### ADDITIONAL CITY COUNCIL RESPONSIBILITIES/BOARD APPOINTMENTS
- Chino Basin Desalter Authority Board
 - Local Agency Formation Commission (LAFCO)
 - Northwest Mosquito and Vecto Control District
 - Riverside Conservation Authority (RCA)
 - Riverside County Transportation Commission (RCTC)
 - Riverside County - City Selection Committee
 - Riverside Transit Agency (RTA) Board
 - Western Riverside Council of Governments (WRCOG)
 - Western Riverside County Regional Wastewater Authority (WRCRWA)
 - City Audit Committee - (as needed)
 - Corona-Norco Schools Committee
 - George A. Ingalls Veterans Memorial Plaza Committee (as needed)
 - United Norconians for Life Over Alchohol and Drugs (UNLOAD)
 - Leads on Manure-to-Energy Issues (as needed)
 - California Rehabilitation Center Citizen's Advisory Committee

LEGISLATIVE SUMMARY

LEGISLATIVE DEPARTMENT City Council and City Attorney	FUND Division	121 701/705
---	-------------------------	------------------------------

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
GENERAL FUND (121)	\$ 322,446	313,251	318,676	320,485
TOTAL FUNDING SOURCES	\$ 322,446	313,251	318,676	320,485

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
CITY COUNCIL (701)	\$ 84,720	93,251	88,676	95,485
CITY ATTORNEY (705)	237,726	220,000	230,000	225,000
TOTAL FUNDING USES	\$ 322,446	313,251	318,676	320,485

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	\$ 76,037	81,751	76,676	82,985
EMPLOYEE RELATED EXPENDITURES	7,142	10,500	10,500	10,500
SUPPLIES AND SERVICES	1,541	1,000	1,500	2,000
MAINTENANCE AND RENTALS	-	-	-	-
OPERATIONS AND UTILITIES	-	-	-	-
CONTRACTUAL AND PROFESSIONAL SERVICES	237,726	220,000	230,000	225,000
MISCELLANEOUS	-	-	-	-
INTERNAL SERVICE FUND CHARGES	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	\$ 322,446	313,251	318,676	320,485

ELECTED OFFICIALS	FY 18/19 Full-Time	FY 18/19 Part-Time	FY 19/20 Full-Time	FY 19/20 Part-Time
CITY COUNCIL MEMBER	-	5.00	-	5.00
TOTAL ELECTED OFFICIALS	-	5.00	-	5.00

APPOINTED POSITIONS	FY 18/19 Full-Time	FY 18/19 Part-Time*	FY 19/20 Full-Time	FY 19/20 Part-Time*
CITY ATTORNEY*	1.00	-	1.00	-
TOTAL APPOINTED POSITIONS	1.00	-	1.00	-

*Appointed by City Council; contracted position and not included in Full-Time personnel allocation.



Page Intentionally Left Blank



CITY COUNCIL

CITY COUNCIL

LEGISLATIVE DEPARTMENT	FUND	121
Goals, Objectives & Accomplishments	Division	701

PROGRAM

The City Council is the legislative and policy-making body for the City of Norco. Five Council Members are elected at-large for four-year, overlapping terms of office. The Council annually elects one of its members to serve as Mayor. The Mayor presides over all Council meetings and is the ceremonial head of the City for official functions.

As Norco's elected representatives, the City Council sets policy and establishes quality of municipal services for the community by determining service levels and revenue obligations through the adoption of an annual budget, authorizing City contracts and expenditures, and adopting necessary regulatory measures.

Council Members represent the City on various intergovernmental organizations to achieve governmental cooperation and advocate for programs that are consistent with the needs of the community.

City Council meetings are held the first and third Wednesdays of each month at 7:00 p.m.

GENERAL FUND

LEGISLATIVE DEPARTMENT	FUND	121
City Council	Division	701

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries	\$ 32,999	36,900	32,999	36,900
30200	PERS Retirement	2,188	2,561	2,291	2,770
30201	PERS Employer UAL	6,186	8,236	6,742	8,854
30205	Employee Group Insurance	33,848	33,189	33,836	33,596
30220	FICA/Medicare Insurance	486	535	478	535
30235	Deferred Compensation	330	330	330	330
	Subtotal - Salaries and Benefits	<u>76,037</u>	<u>81,751</u>	<u>76,676</u>	<u>82,985</u>
30300	Conferences and Meetings	7,142	10,500	10,500	10,500
	Subtotal - Employee Related	<u>7,142</u>	<u>10,500</u>	<u>10,500</u>	<u>10,500</u>
30400	Office Supplies	1,541	1,000	1,500	2,000
	Subtotal - Supplies and Services	<u>1,541</u>	<u>1,000</u>	<u>1,500</u>	<u>2,000</u>
	TOTAL EXPENDITURES	<u><u>\$ 84,720</u></u>	<u><u>93,251</u></u>	<u><u>88,676</u></u>	<u><u>95,485</u></u>



Page Intentionally Left Blank



CITY ATTORNEY

CITY ATTORNEY

LEGISLATIVE DEPARTMENT	FUND	121
Goals, Objectives & Accomplishments	Division	705

PROGRAM

The City Attorney serves as the City's legal counsel, reviews resolutions, ordinances and agreements, and advises the City Council and staff on all legal matters relating to the operation of the municipal government. This service is provided through a contract with the law offices of Harper & Burns, LLP.

In addition to the general legal services provided by Harper & Burns, LLP, the City periodically has the need for legal services related to code enforcement prosecution which is also provided for within this Division.

The City may also enlist the services of additional legal experts as needed to address personnel issues and to assist with other matters important to the community. These items may be budgeted in Non-Departmental or Code Enforcement activities.

GENERAL FUND

LEGISLATIVE DEPARTMENT	FUND	121
City Attorney	Division	705

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
34100	Contractual Services	\$ 237,726	205,000	200,000	200,000
34100.100	Code Legal Services	-	15,000	30,000	25,000
	Subtotal - Contractual & Professional Svcs	<u>237,726</u>	<u>220,000</u>	<u>230,000</u>	<u>225,000</u>
	TOTAL EXPENDITURES	<u>\$ 237,726</u>	<u>220,000</u>	<u>230,000</u>	<u>225,000</u>



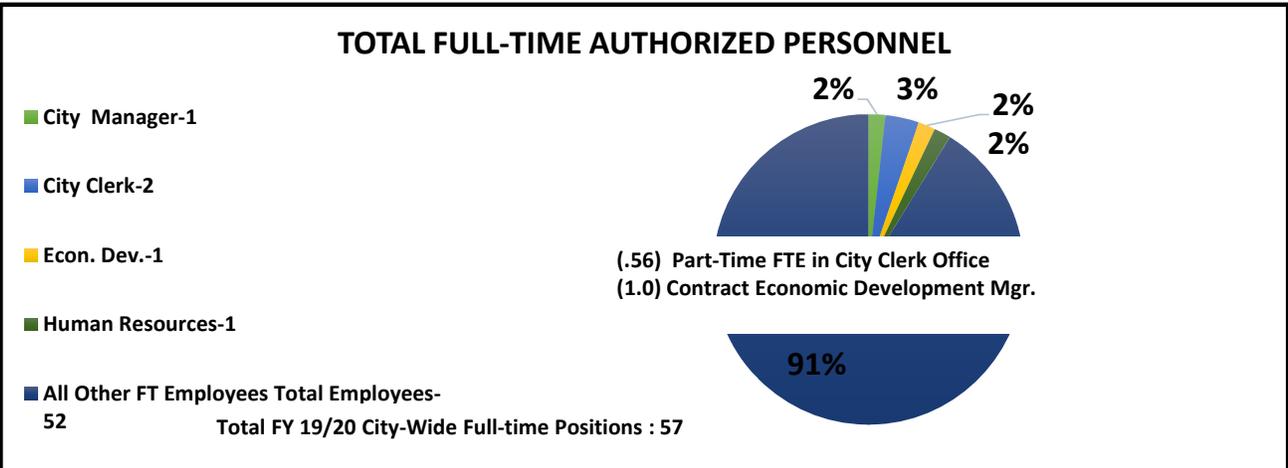
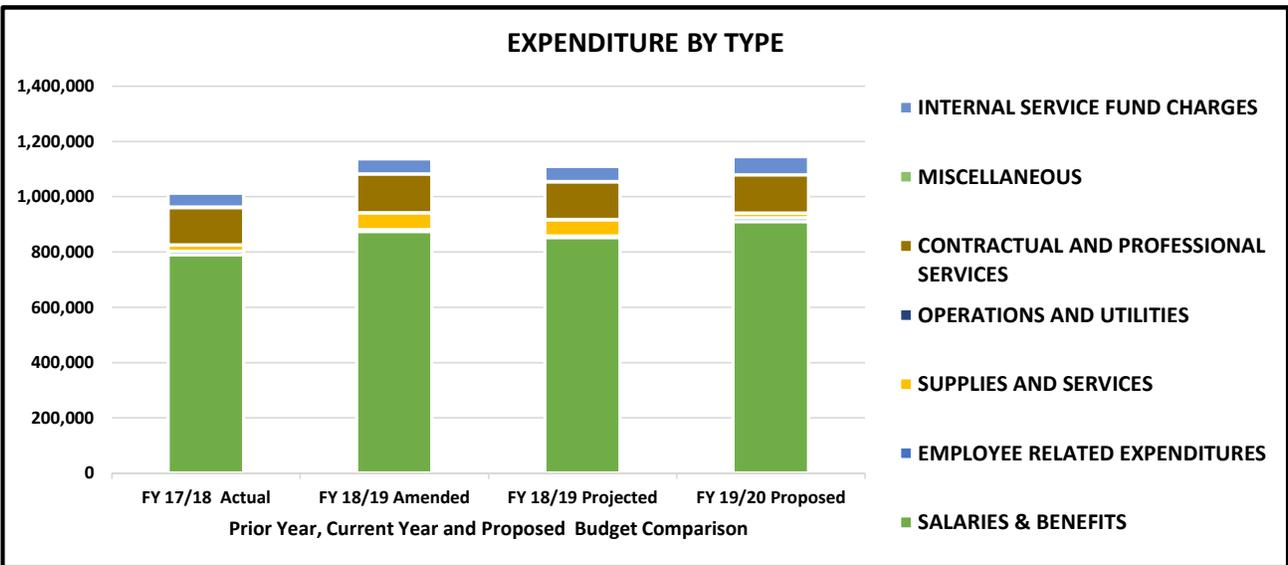
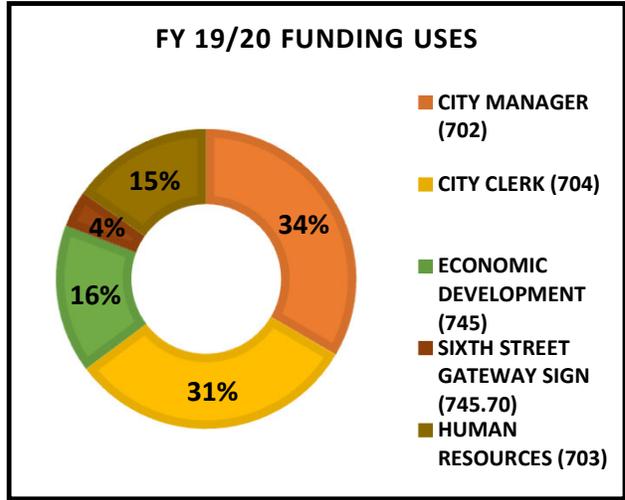
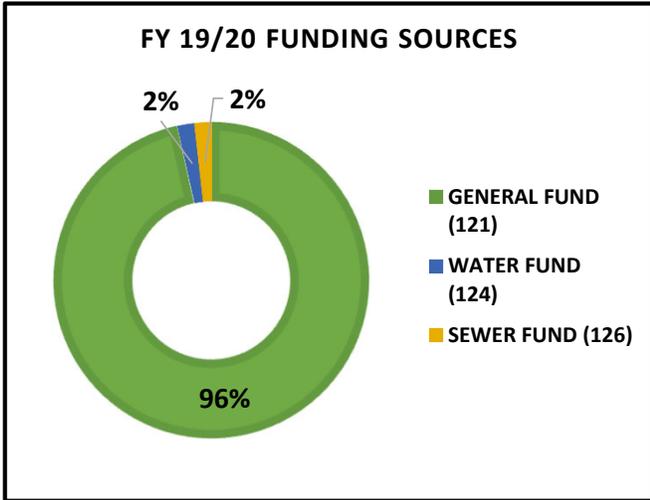
Page Intentionally Left Blank



ADMINISTRATION

ADMINISTRATION SUMMARY

ADMINISTRATION City Manager, City Clerk, Economic Dev., Human Resources	FUNDS Division	121/124 VARIOUS
---	--------------------------	---------------------------



ADMINISTRATION SUMMARY

ADMINISTRATION City Manager, City Clerk, Economic Dev., Human Resources	FUNDS Division	121 VARIOUS
---	--------------------------	------------------------------

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
GENERAL FUND (121)	\$ 983,635	1,099,203	1,070,911	1,104,803
WATER FUND (124)	14,264	18,311	19,023	20,021
SEWER FUND (126)	14,241	19,177	19,023	20,021
TOTAL FUNDING SOURCES	\$ 1,012,140	1,136,691	1,108,957	1,144,845

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
CITY MANAGER (702)	\$ 352,574	365,064	361,390	382,803
CITY CLERK (704)	311,741	388,553	379,945	358,883
ECONOMIC DEVELOPMENT (745)	186,063	185,608	176,367	183,113
SIXTH STREET GATEWAY SIGN (745.70)	43,042	43,105	45,000	45,000
HUMAN RESOURCES (703)	118,720	154,361	146,255	175,045
TOTAL FUNDING USES	\$ 1,012,140	1,136,691	1,108,957	1,144,845

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	\$ 789,824	873,532	851,952	909,821
EMPLOYEE RELATED EXPENDITURES	12,660	7,664	5,932	12,974
SUPPLIES AND SERVICES	21,384	60,450	58,815	16,110
MAINTENANCE AND RENTALS	-	-	-	-
OPERATIONS AND UTILITIES	1,302	400	1,300	1,300
CONTRACTUAL AND PROFESSIONAL SERVICES	134,532	139,645	135,600	138,040
MISCELLANEOUS	3,039	300	658	-
INTERNAL SERVICE FUND CHARGES	49,400	54,700	54,700	66,600
CAPITAL OUTLAY	-	-	-	-
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	\$ 1,012,140	1,136,691	1,108,957	1,144,845

ADMINISTRATION SUMMARY

ADMINISTRATION	FUNDS	121
City Manager, City Clerk, Economic Dev., Human Resources	Division	VARIOUS

AUTHORIZED PERSONNEL	FY 18/19 Full-Time	FY 18/19 Part-Time*	FY 19/20 Full-Time	FY 19/20 Part-Time*
CITY MANAGER	1.00	-	1.00	-
CITY CLERK/ASSISTANT TO THE CITY MANAGER	1.00	-	1.00	-
HUMAN RESOURCES MANAGER	1.00	-	1.00	-
DEPUTY CITY CLERK	1.00	-	1.00	-
MANAGEMENT ANALYST	1.00	-	1.00	-
CLERICAL ASSISTANT/CUST. SVC. REP.	-	<u>0.56</u>	-	<u>0.56</u>
TOTAL AUTHORIZED PERSONNEL	<u>5.00</u>	<u>0.56</u>	<u>5.00</u>	<u>0.56</u>

**Full-Time annual employee hours are 1872. P/T Hours divided by 1872 are Full-Time Equivalent Hours (FTE).
(1.00) Contract Economic Development Manager position in Economic Development.*



CITY MANAGER



CITY MANAGER

ADMINISTRATION	FUND	121
Goals, Objectives & Accomplishments	Division	702

PROGRAM

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.

2019-2020 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. Lead in the development of updated 2020 Strategic Plan.
- Ensure that Measure R objectives are accomplished – transparency, effective and efficient use of Measure R revenues for service and program delivery
- Timely respond to questions from individual Council Members and provide timely updates to Council Members on matters affecting City operations including changes in legislation, regional developments and local resident/business issues.
- Manage budget development and provide strategies for balancing various city budgets and continue to maintain strong financial position.
- 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 2019-2020 are substantially completed during the fiscal year.

CITY MANAGER

ADMINISTRATION	FUND	121
Goals, Objectives & Accomplishments	Division	702

2019-2020 Goals & Objectives (cont'd)

- Prioritize and emphasize economic development efforts on programs designed to attract businesses that can contribute significantly to General Fund revenues, that is, significant retail, restaurant, and hotel establishments. Work with Economic Development Advisory Council (EDAC) to recommend small business retention program(s) for City Council approval.
- Lead by creating exemplary ethical behavior in City government by complying with laws, rules, regulations and avoiding unnecessary controversies.

2018-2019 Accomplishments

- Developed and implemented strategy for Measure R recommendation and passage; executed successful implementation and formation of Citizens' Oversight Committee.
- Developed strategy for approval of CarMax project.
- Balanced budgets and increased fund balance of the general fund and working capital of sewer and water funds.
- Successfully developed and implemented strategies for successful resolution of issues pertaining to grand jury investigation of the SilverLakes development.
- Provided direction and leadership in the prioritization and completion of various infrastructure projects.
- Managed demand to convert to district-based election including formation of Citizens' Advisory Group, community outreach and consideration of various potential district maps.
- Provided direction in the continued successful execution of Strategic Plan action plans; and provided update to City Council reflecting progress made towards achieving each strategic priority.
- Completed a ten-year financial projection for the General Fund to guide future financial decisions.



Page Intentionally Left Blank

GENERAL FUND

ADMINISTRATION	FUND	121
City Manager	Division	702

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 208,677	208,677	208,677	210,684
30200	PERS Retirement	23,057	24,142	24,142	26,364
30201	PERS Employer UAL	64,955	77,628	73,206	84,254
30205	Employee Group Insurance	16,865	15,958	16,865	15,982
30210	Vehicle Allowance	6,000	6,000	6,000	6,000
30215	Medical Savings Account	300	300	300	300
30220	FICA/Medicare Insurance	3,262	3,026	3,026	3,055
30221	Administrative Leave Cash Out	4,013	4,013	4,013	4,214
30225	Sick Leave Buy Back	4,336	5,000	4,336	5,000
30230	Annual Vacation Cash Out	6,020	6,020	6,020	6,201
	Subtotal - Salaries and Benefits	<u>337,483</u>	<u>350,764</u>	<u>346,585</u>	<u>362,053</u>
30300	Conferences and Meetings	1,468	-	35	3,000
30320	Dues, Memberships and Subscriptions	1,261	1,900	1,320	1,500
	Subtotal - Employee Related	<u>2,729</u>	<u>1,900</u>	<u>1,355</u>	<u>4,500</u>
30400	Office Supplies	59	-	150	150
	Subtotal - Supplies and Services	<u>59</u>	<u>-</u>	<u>150</u>	<u>150</u>
33100	Utilities	1,302	400	1,300	1,300
	Subtotal - Operations & Utilities	<u>1,302</u>	<u>400</u>	<u>1,300</u>	<u>1,300</u>
42110	Computing and Comm. Equip Replacement	900	600	600	600
42115	Computing and Communications Operations	10,100	11,400	11,400	14,200
	Subtotal - Internal Service Charges	<u>11,000</u>	<u>12,000</u>	<u>12,000</u>	<u>14,800</u>
	TOTAL EXPENDITURES	<u>\$ 352,574</u>	<u>365,064</u>	<u>361,390</u>	<u>382,803</u>



Page Intentionally Left Blank



CITY CLERK

CITY CLERK

ADMINISTRATION	FUND	121
Goals, Objectives & Accomplishments	Division	704

PROGRAM

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.

2019-2020 Goals & Objectives

- Provide services in an open and transparent manner, build cooperative partnerships and strong working relationships, and identify opportunities to extend and improve the services that the City Clerk's Office provides in order to meet the changing needs of the community.
- Enable and promote civic engagement and involvement through the electoral process, participation in public meetings, outreach, and partnerships with the community.
- Assist the City Manager in coordinating and facilitating the functions of the City's Administrative offices.
- Work as part of a team to provide leadership and administrative support.
- Improve 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.

CITY CLERK

ADMINISTRATION	FUND	121
Goals, Objectives & Accomplishments	Division	704

2019-2020 Goals & Objectives (cont'd)

- Continue to monitor local, state, and federal legislation as it relates to all the operations and functions of the City of Norco to ensure compliance.
- Conduct periodic training sessions with departments to revise internal workflow procedures and provide for uniformity with City Council and Commission agenda preparation.

2018-2019 Accomplishments

- Successfully officiated the November 8, 2018 General Municipal Election for three City Council Member seats and one ballot measure, and provided candidate assistance in meeting all legal responsibilities
- Accepted over 406 Political Reform Act filings.
- Conducted voter registration outreach resulting in a 7% increase in voter registration from January 2018 to October 2018.
- Updated the Rules and Procedures for City Council and Commission meetings.
- Provided legislative support for 31 City Council, Successor Agency, and Oversight Board meetings.
- Processed 139 Ordinances, Resolutions, contracts, agreements, and recorded documents.
- Processed and responded to 431 California Public Records Act requests, totaling more than 236 staff hours.
- Actively recruited to fill 21 vacancies on City Advisory bodies.
- Conducted Youth in Government Day at City Hall with 15 students from Norco High School and John F. Kennedy Middle College High School.
- Coordinated the 2019 State of the City Address.
- Contributed to City governmental transparency by:
 - Posting electronic City Council agenda packets to the City website.
 - Updating various pages on the City website

CITY CLERK

ADMINISTRATION	FUND	121
Goals, Objectives & Accomplishments	Division	704

2018-2019 Accomplishments (cont'd)

- Continued to develop and enhance the City's various communication platforms and increasing subscribers:
 - ✓ The Norco Newsroom: 3,300 subscribers, a 5% increase
 - ✓ Facebook: 5,700 likes, a 6% increase
 - ✓ Twitter: 505 followers, an 18% increase
 - ✓ Nixle: 3,500 subscribers, a 5% increase
 - ✓ Norco App: 69% increase in downloads
- Coordinated the Sixth Street Military Banner Program to include a new banner design executed by staff.
- Scanned, indexed, and quality-controlled more than 457 images into the document management system.
- Established the Trademark and Licensing Program creating a foundation for promoting and protecting the use of the current Horsetown USA trademark.
- Established authorized uses for the City Seal and protected the City's intellectual property by placing it in the Norco Municipal Code.

GENERAL FUND

ADMINISTRATION	FUND	121
City Clerk	Division	704

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 152,478	161,016	159,031	162,564
30105	Salaries, Part Time	5,993	12,500	8,500	15,600
30200	PERS Retirement	16,847	18,628	18,398	20,344
30201	PERS Employer UAL	47,344	59,898	55,679	65,010
30205	Employee Group Insurance	32,010	31,612	32,272	31,652
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	2,316	2,516	2,429	2,583
30221	Administrative Leave Cash Out	1,085	1,000	-	1,000
30225	Sick Leave Buy Back	172	800	931	800
30230	Annual Vacation Cash Out	1,085	1,200	2,965	1,200
30235	Deferred Compensation	150	313	213	390
30255	Tuition Reimbursement	800	2,400	2,400	2,400
	Subtotal - Salaries and Benefits	<u>266,220</u>	<u>297,823</u>	<u>288,757</u>	<u>309,483</u>
30300	Conferences and Meetings	2,526	2,985	2,500	4,985
30320	Dues, Memberships and Subscriptions	786	1,245	730	955
	Subtotal - Employee Related	<u>3,312</u>	<u>4,230</u>	<u>3,230</u>	<u>5,940</u>
30400	Office Supplies	1,819	2,000	3,600	2,800
30405	Printing & Copies	264	100	100	100
30410	Postage	39	100	100	100
30416	City Merchandise	4,240	3,300	2,500	3,000
30445	Legal Advertising	2,957	3,000	3,000	3,360
30455	Election	-	45,000	45,000	-
	Subtotal - Supplies and Services	<u>9,319</u>	<u>53,500</u>	<u>54,300</u>	<u>9,360</u>
34100	Contractual Services	7,853	8,600	8,600	4,600
	Subtotal - Contractual & Professional Svcs	<u>7,853</u>	<u>8,600</u>	<u>8,600</u>	<u>4,600</u>
35311	Sixth Street Banner Program	3,039	-	658	-
	Subtotal - Miscellaneous	<u>3,039</u>	<u>-</u>	<u>658</u>	<u>-</u>
42110	Computing and Comm. Equip Replacement	1,800	1,500	1,500	1,200
42115	Computing and Communications Operations	20,200	22,900	22,900	28,300
	Subtotal - Internal Service Charges	<u>22,000</u>	<u>24,400</u>	<u>24,400</u>	<u>29,500</u>
	TOTAL EXPENDITURES	<u>\$ 311,741</u>	<u>388,553</u>	<u>379,945</u>	<u>358,883</u>



Page Intentionally Left Blank



ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT

ADMINISTRATION	FUND	121
Goals, Objectives & Accomplishments	Division	745

PROGRAM

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.

2019-2020 Goals & 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 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, while assisting with its recommendations to City Council.

ECONOMIC DEVELOPMENT

ADMINISTRATION	FUND	121
Goals, Objectives & Accomplishments	Division	745

2019-2020 Goals & Objectives (cont'd)

- 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.

2018-2019 Accomplishments

- Received commitments from national retailers such as CarMax, Grocery Outlet, Dollar Tree, and Fazoli's, reflecting an emphasis on quality, revenue-generating businesses.
- Attracted new dining opportunities, including The Derby Room, a sit-down restaurant with horseracing wagering.
- Continued to promote the City of Norco as an attractive hospitality industry market, working with hotel developers and operators such as Hilton, Choice Hotels, Radisson, Marriott International, and InterContinental Hotel Group (IHG) to attract new hotels to Norco.
- Worked collaboratively to ensure the opening of WoodSpring Suites and commencement of construction of Tru Hotel in the coming fiscal year.
- Enhanced the City of Norco's image as an innovative municipality and attractive place to conduct business through promotional efforts with associations like the International Council of Shopping Centers (ICSC), Western Riverside Council of Governments (WRCOG) and League of California Cities.
- Assisted the Economic Development Advisory Council to provide leadership in several initiatives, including advocacy for major developments like CarMax, promotion of Measure R and business retention efforts.

ECONOMIC DEVELOPMENT

ADMINISTRATION	FUND	121
Goals, Objectives & Accomplishments	Division	745

2018-2019 Accomplishments (cont'd)

- Continued to pursue the “Destination: Norco” marketing campaign to attract visitors to Horsetown USA, and strengthened alliances with national hotel developers/operators, Chamber of Commerce, SilverLakes, and the Los Angeles Olympic Committee.
- Empowered the Historic Preservation Commission to recommend designation of two new Local Landmarks and one Point of Historical Interest, while connecting local residents to their rich cultural heritage.
- Expanded affordable housing initiatives, resulting in new rehabilitation loans and a dramatic increase in the number of low income households (primarily seniors) participating in the utility bill assistance program.
- Coordinated the submittal of grant applications proposing funding for the City’s urban forest (approved), active transportation planning (pending) and electric vehicle charging stations (funds reserved).

GENERAL FUND

ADMINISTRATION	FUND	121
Economic Development	Division	745

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 53,529	55,198	55,198	55,728
30105	Salaries, Part Time	1,100	2,000	2,000	1,500
30200	PERS Retirement	3,497	3,777	3,777	3,892
30201	PERS Employer UAL	-	-	248	250
30205	Employee Group Insurance	8,204	8,404	7,968	7,976
30215	Medical Savings Account	240	240	240	240
30220	FICA/Medicare Insurance	806	829	829	830
30225	Sick Leave Buy Back	913	1,000	958	1,000
30235	Deferred Compensation	28	50	50	38
	Subtotal - Salaries and Benefits	<u>68,316</u>	<u>71,498</u>	<u>71,269</u>	<u>71,453</u>
30300	Conferences and Meetings	5,755	500	140	1,500
30320	Dues, Memberships and Subscriptions	200	570	743	570
	Subtotal - Employee Related	<u>5,955</u>	<u>1,070</u>	<u>883</u>	<u>2,070</u>
30400	Office Supplies	737	500	700	650
30405	Printing & Copies	370	3,000	85	3,000
30415	Special Departmental	2,293	2,000	2,000	2,000
30440	Advertising and Promotion	8,355	500	1,130	500
	Subtotal - Supplies and Services	<u>11,755</u>	<u>6,000</u>	<u>3,915</u>	<u>6,150</u>
34100	Contractual Services	61,478	68,000	66,000	68,000
34100.70	Norco Auto Mall Sign Maintenance	-	-	1,000	-
34105	Other Professional Services	22,159	20,440	15,000	20,440
	Subtotal - Contractual & Professional Svcs	<u>83,637</u>	<u>88,440</u>	<u>82,000</u>	<u>88,440</u>
35311	Sixth Street Banner Program	-	300	-	-
	Subtotal - Miscellaneous	<u>-</u>	<u>300</u>	<u>-</u>	<u>-</u>
42110	Computing and Comm. Equip Replacement	1,200	1,100	1,100	800
42115	Computing and Communications Operations	15,200	17,200	17,200	14,200
	Subtotal - Internal Service Charges	<u>16,400</u>	<u>18,300</u>	<u>18,300</u>	<u>15,000</u>
	TOTAL EXPENDITURES	<u><u>\$ 186,063</u></u>	<u><u>185,608</u></u>	<u><u>176,367</u></u>	<u><u>183,113</u></u>

GENERAL FUND

ADMINISTRATION	FUND	121
Sixth Street Gateway Sign	Division	745.70

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30400	Office Supplies	\$ -	500	-	-
	Subtotal - Supplies and Services	<u>-</u>	<u>500</u>	<u>-</u>	<u>-</u>
34100	Contractual Services	11,300	18,415	18,415	18,415
34100.60	Gateway Sign Maintenance	31,742	5,000	5,000	5,000
34100.65	Gateway Sign Replacement Charges	-	19,190	21,585	21,585
	Subtotal - Contractual & Professional Svcs	<u>43,042</u>	<u>42,605</u>	<u>45,000</u>	<u>45,000</u>
	TOTAL EXPENDITURES	<u>\$ 43,042</u>	<u>43,105</u>	<u>45,000</u>	<u>45,000</u>



HUMAN RESOURCES

HUMAN RESOURCES

ADMINISTRATION Goals, Objectives & Accomplishments	FUND Division	Various 703
---	--------------------------------	------------------------------

PROGRAM

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.

2019-2020 Goals & 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 for internal and external customers.
- Continue to monitor local, state, and federal legislation as it relates to the Human Resources functions of the City of Norco to ensure compliance.
- Complete update of the City's Personnel Rules and Regulations.
- Assist City Manager to identify and implement programs to enhance employment place wellness and satisfaction programs.
- Implement relevant action plans to achieve Strategic Plan priorities.

2018-2019 Accomplishments

- Obtained Society for Human Resources Management (SHRM) – Senior Certified Professional Certification.

HUMAN RESOURCES

ADMINISTRATION Goals, Objectives & Accomplishments	FUND Division	Various 703
---	--------------------------------	------------------------------

- Destroyed over 200 records in compliance with the City's Records Management Program.
- Conducted employee investigations.
- In compliance with OSHA regulations, coordinated required training, including First Aid/CPR/AED, Sexual Harassment Awareness, Heat Illness Prevention, Noise Exposure, Blood borne Pathogens, and Personal Protective Equipment.
- In compliance with the Department of Fair Employment and Housing, coordinated Sexual Harassment Awareness Training for all employees.
- Through the Counseling Team International, coordinated Customer Service training for all staff.
- Recruited for over twenty positions.
- Successfully administered health, pension and other employee benefit programs

GENERAL FUND

ADMINISTRATION	FUND	121
Human Resources	Division	703

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 56,511	71,459	66,941	72,146
30200	PERS Retirement	6,244	8,267	7,779	9,028
30201	PERS Employer UAL	17,563	26,583	23,612	28,852
30205	Employee Group Insurance	5,212	5,668	5,462	12,146
30212	Cell Phone Stipend	456	456	456	456
30215	Medical Savings Account	182	182	182	182
30220	FICA/Medicare Insurance	917	1,036	971	1,046
30225	Sick Leave Buy Back	1,005	500	-	1,005
30230	Annual Vacation Cash Out	1,210	1,200	1,284	1,320
30255	Tuition Reimbursement	-	608	608	608
	Subtotal - Salaries and Benefits	<u>89,299</u>	<u>115,959</u>	<u>107,295</u>	<u>126,789</u>
30300	Conferences and Meetings	605	-	-	-
30305	Auto Mileage	-	50	50	50
30320	Dues, Memberships and Subscriptions	60	414	414	414
	Subtotal - Employee Related	<u>664</u>	<u>464</u>	<u>464</u>	<u>464</u>
30400	Office Supplies	251	450	450	450
	Subtotal - Supplies and Services	<u>251</u>	<u>450</u>	<u>450</u>	<u>450</u>
42110	Computing and Comm. Equip Replacement	-	-	-	200
42115	Computing and Communications Operations	-	-	-	7,100
	Subtotal - Internal Service Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,300</u>
	TOTAL EXPENDITURES	<u>\$ 90,214</u>	<u>116,873</u>	<u>108,209</u>	<u>135,003</u>

WATER FUND

ADMINISTRATION	FUND	124
Human Resources	Division	703

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 8,923	11,283	10,570	11,392
30200	PERS Retirement	986	1,305	1,426	1,426
30201	PERS Employer UAL	2,773	4,197	4,556	4,556
30205	Employee Group Insurance	823	895	1,918	1,918
30212	Cell Phone Stipend	72	72	72	72
30215	Medical Savings Account	29	29	29	28
30220	FICA/Medicare Insurance	145	164	153	165
30225	Sick Leave Buy Back	159	80	-	159
30230	Annual Vacation Cash Out	191	190	203	209
30255	Tuition Reimbursement	164	96	96	96
	Subtotal - Salaries and Benefits	<u>14,264</u>	<u>18,311</u>	<u>19,023</u>	<u>20,021</u>
	TOTAL EXPENDITURES	<u>\$ 14,264</u>	<u>18,311</u>	<u>19,023</u>	<u>20,021</u>

SEWER FUND

ADMINISTRATION	FUND	126
Human Resources	Division	703

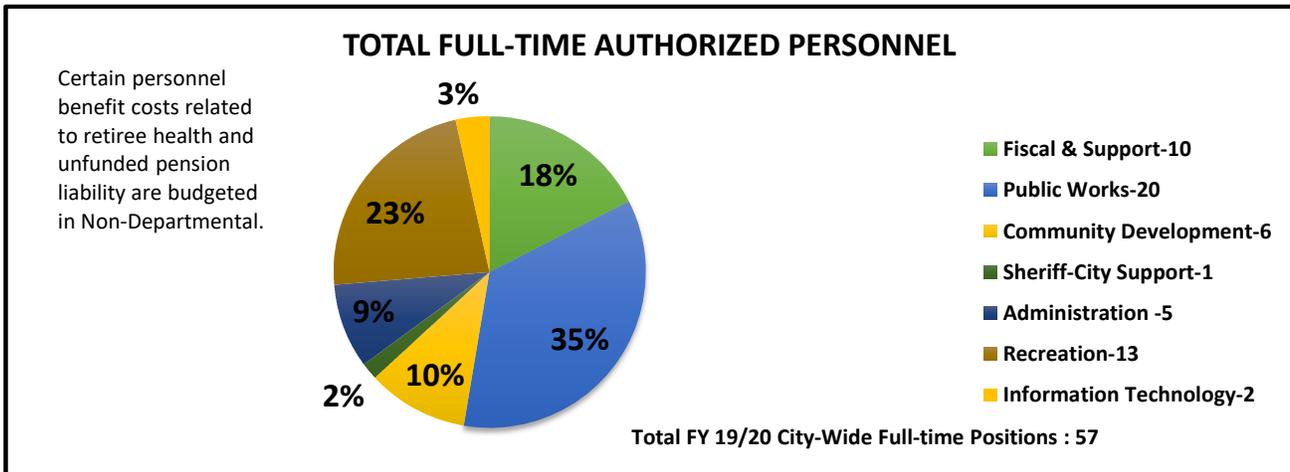
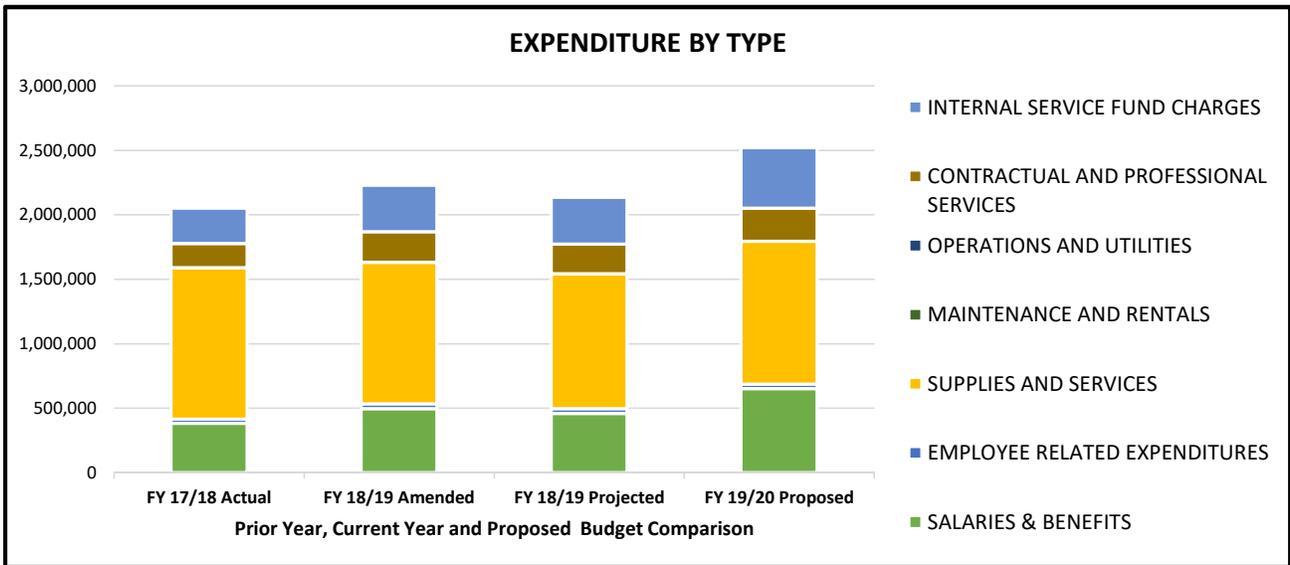
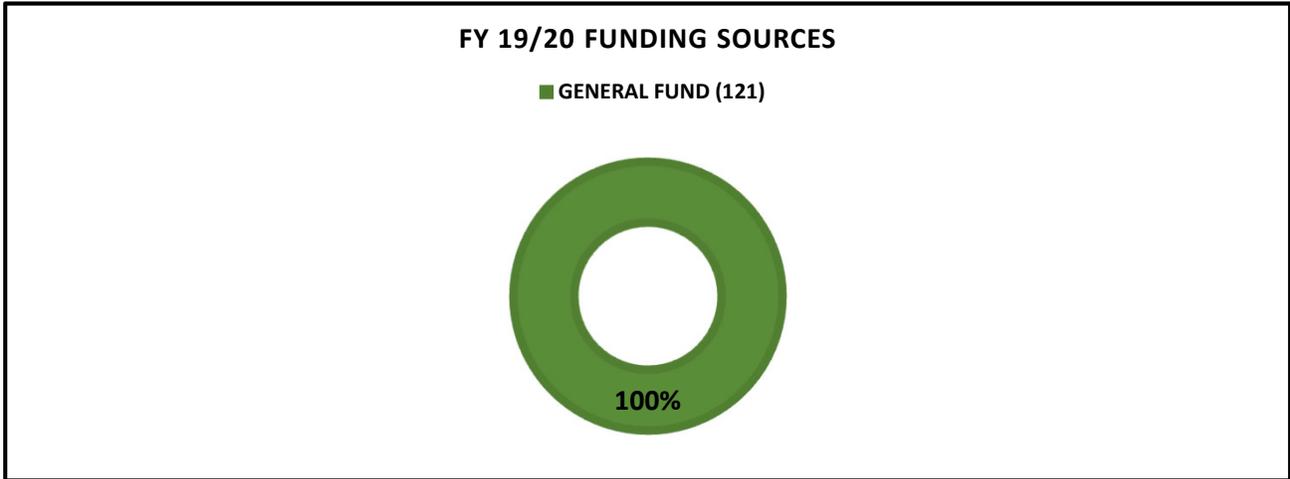
Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 8,923	11,283	10,570	11,392
30200	PERS Retirement	986	1,305	1,426	1,426
30201	PERS Employer UAL	2,773	4,197	4,556	4,556
30205	Employee Group Insurance	823	895	1,918	1,918
30212	Cell Phone Stipend	72	72	72	72
30215	Medical Savings Account	29	895	29	28
30220	FICA/Medicare Insurance	145	164	153	165
30225	Sick Leave Buy Back	159	80	-	159
30230	Annual Vacation Cash Out	191	190	203	209
30255	Tuition Reimbursement	141	96	96	96
	Subtotal - Salaries and Benefits	<u>14,241</u>	<u>19,177</u>	<u>19,023</u>	<u>20,021</u>
	TOTAL EXPENDITURES	<u>\$ 14,241</u>	<u>19,177</u>	<u>19,023</u>	<u>20,021</u>



NON DEPARTMENTAL

NON-DEPARTMENTAL SUMMARY

NON-DEPARTMENTAL	FUNDS	121
Administration	Division	724



NON-DEPARTMENTAL SUMMARY

NON-DEPARTMENTAL	FUNDS	121
Administration	Division	724

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
GENERAL FUND (121)	\$ 2,739,603	2,271,655	2,192,232	2,597,892
TOTAL FUNDING SOURCES	\$ 2,739,603	2,271,655	2,192,232	2,597,892

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
NON-DEPARTMENTAL (724)	\$ 2,739,603	2,271,655	2,192,232	2,597,892
TOTAL FUNDING USES	\$ 2,739,603	2,271,655	2,192,232	2,597,892

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	\$ 381,335	496,828	458,724	650,037
EMPLOYEE RELATED EXPENDITURES	31,972	35,600	36,179	36,050
SUPPLIES AND SERVICES	1,176,329	1,097,700	1,046,558	1,107,600
MAINTENANCE AND RENTALS	-	-	-	-
OPERATIONS AND UTILITIES	-	-	-	-
CONTRACTUAL AND PROFESSIONAL SERVICES	187,283	236,673	230,509	256,255
MISCELLANEOUS	58,453	44,085	59,493	79,195
INTERNAL SERVICE FUND CHARGES	273,436	360,769	360,769	468,755
CAPITAL OUTLAY	-	-	-	-
TRANSFERS	630,794	-	-	-
TOTAL EXPENDITURES BY TYPE	\$ 2,739,603	2,271,655	2,192,232	2,597,892



Page Intentionally Left Blank

GENERAL FUND

NON-DEPARTMENTAL	FUND	121
Administration	Division	724

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30200	PERS Retirement - Survivor Benefit	\$ 3,822	3,600	3,600	3,900
30201	PERS Employer UAL- Safety Plan	352,638	458,908	442,868	626,617
30202	Pension Replacement Benefit	2,760	3,000	2,876	3,000
30240	Continuous Service Bonus	1,920	3,320	3,920	520
30245	Workers Compensation - Cost Containment	65	-	-	-
30250	Unemployment Claims Payment	20,130	28,000	5,460	16,000
	Subtotal - Salaries and Benefits	<u>381,335</u>	<u>496,828</u>	<u>458,724</u>	<u>650,037</u>
30300	Training, Conferences, Meetings	1,895	5,600	5,600	6,050
30315	Employee Hiring Costs	6,383	6,000	4,613	6,000
30320	Dues, Memberships and Subscriptions	23,694	24,000	25,966	24,000
	Subtotal - Employee Related Expenditures	<u>31,972</u>	<u>35,600</u>	<u>36,179</u>	<u>36,050</u>
30400	Office Supplies	2,527	4,100	3,026	5,200
30415	Special Departmental	15,254	1,350	1,891	1,350
30440	Advertising and Promotion	1,505	1,500	6,012	3,000
30460	Medical Insurance Administration	6,256	5,627	3,890	4,650
30465	Medical Insurance – Retirees	850,788	885,123	831,739	893,400
30470	Post Employment Ben-GASB45	300,000	200,000	200,000	200,000
	Subtotal - Supplies and Services	<u>1,176,329</u>	<u>1,097,700</u>	<u>1,046,558</u>	<u>1,107,600</u>
34100	Contractual Services	31,702	76,598	66,423	49,005
34105	Other Professional Services	135,377	124,990	124,990	148,000
34125	Accounting & Auditing	6,302	7,085	11,096	31,250
34130	Bank Fees and Discount Charges	13,903	28,000	28,000	28,000
	Subtotal - Contractual & Professional Svcs	<u>187,283</u>	<u>236,673</u>	<u>230,509</u>	<u>256,255</u>
35210	Administration Fees-Property Taxes	14,251	-	12,672	13,000
35215	Parking Fines Collection Costs	30,517	21,120	30,500	30,500
35270	Community Promotion	1,760	850	1,189	4,300
35271	Community Outreach	8,982	-	1,283	-
35280	Employee Recognition	2,943	5,340	7,609	11,720
35285	Lake Norconian Club Foundation	-	16,775	-	16,775
35311	Sixth Street Banner Program	-	-	-	900
35312	State of the City	-	-	6,240	2,000
	Subtotal - Miscellaneous	<u>58,453</u>	<u>44,085</u>	<u>59,493</u>	<u>79,195</u>
42200	Liability Insurance	125,890	152,531	152,531	253,003
42220	Self Insured Expenses	50,500	40,275	40,275	40,275
42225	Self Insured Settlements	29,800	94,500	94,500	94,500
42230	Excess Workers Comp	67,246	73,463	73,463	80,977
	Subtotal - Internal Service Charges	<u>273,436</u>	<u>360,769</u>	<u>360,769</u>	<u>468,755</u>
44100	Transfers	630,794	-	-	-
	Subtotal - Transfers	<u>630,794</u>	<u>-</u>	<u>-</u>	<u>-</u>
	TOTAL EXPENDITURES	<u>\$ 2,739,603</u>	<u>2,271,655</u>	<u>2,192,232</u>	<u>2,597,892</u>



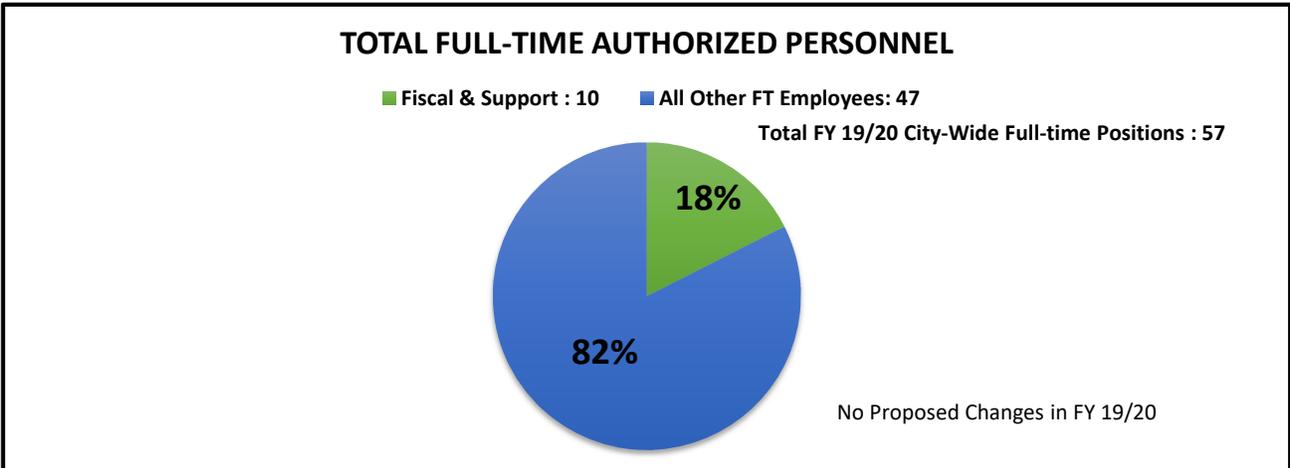
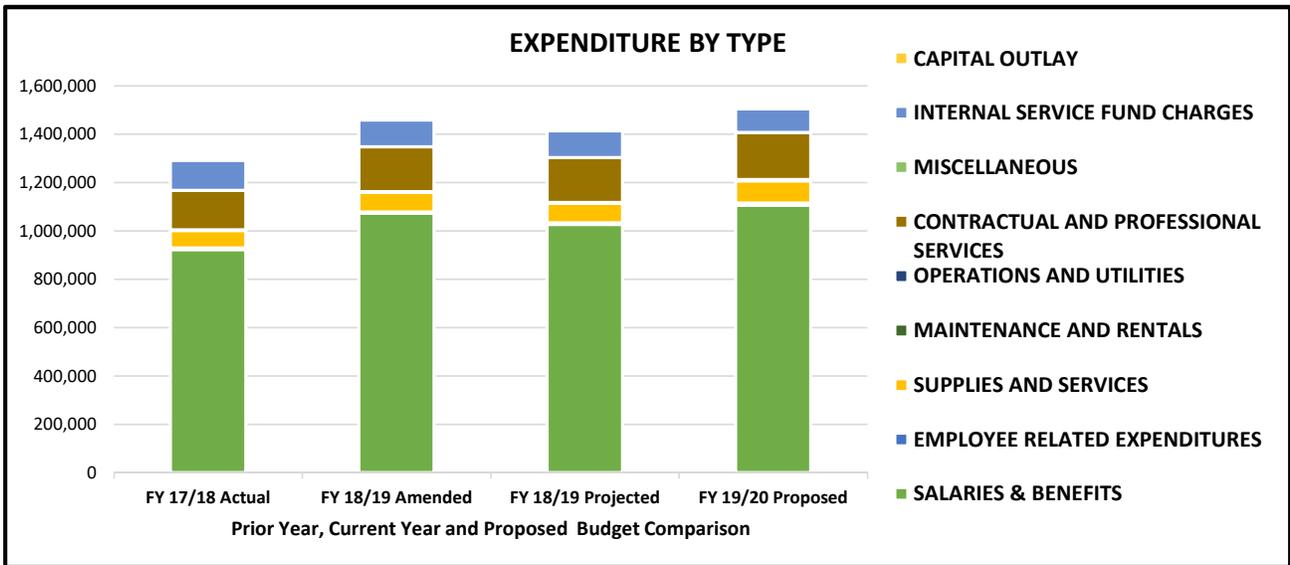
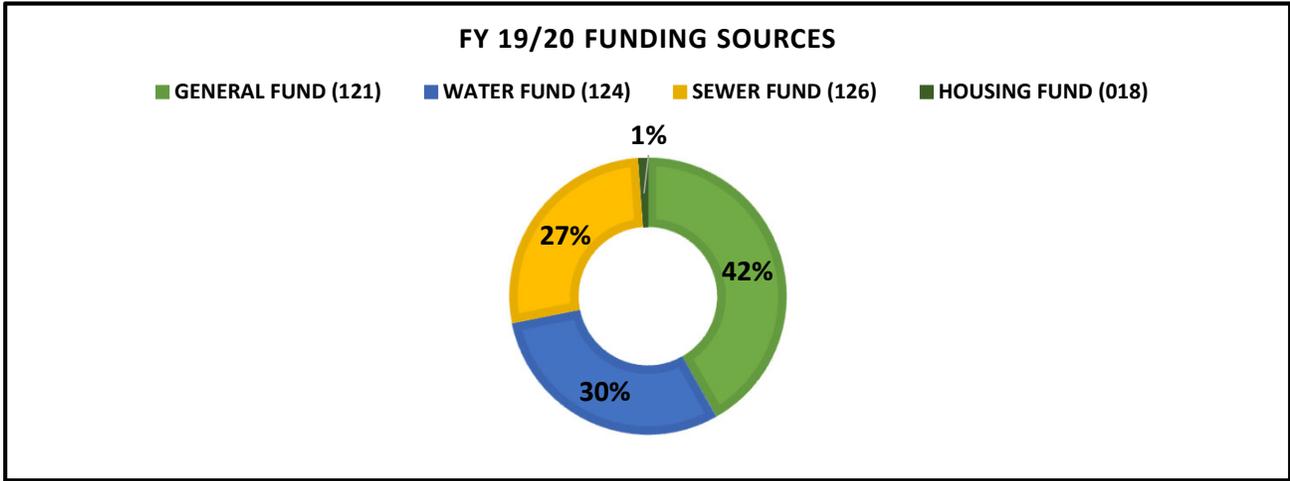
Page Intentionally Left Blank



**FISCAL & SUPPORT
SERVICES**

FISCAL & SUPPORT SERVICES SUMMARY

FISCAL & SUPPORT SERVICES DEPARTMENT	FUNDS	121/124/126/018
Financial Administration	Division	706



FISCAL & SUPPORT SERVICES SUMMARY

FISCAL & SUPPORT SERVICES DEPARTMENT Financial Administration	FUNDS Division	121/124/126/018 706
---	--------------------------	--------------------------------------

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
GENERAL FUND (121)	\$ 615,003	651,816	640,802	627,757
WATER FUND (124)	359,727	426,039	406,217	452,416
SEWER FUND (126)	316,505	379,455	366,640	405,945
HOUSING FUND (018)	-	-	-	17,188
TOTAL FUNDING SOURCES	\$ 1,291,234	1,457,310	1,413,660	1,503,306

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
FINANCIAL ADMINISTRATION (121-706)	\$ 615,003	651,816	640,802	627,757
UTILITY FINANCIAL ADMINISTRATION (124-706)	359,727	426,039	406,217	452,416
UTILITY FINANCIAL ADMINISTRATON (126-706)	316,505	379,455	366,640	405,945
HOUSING FINANCIAL ADMINISTRATION (018-706)	-	-	-	17,188
TOTAL FUNDING USES	\$ 1,291,234	1,457,310	1,413,660	1,503,306

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	\$ 922,636	1,072,088	1,026,011	1,105,203
EMPLOYEE RELATED EXPENDITURES	5,921	6,125	6,876	9,525
SUPPLIES AND SERVICES	72,921	81,505	81,652	91,470
MAINTENANCE AND RENTALS	555	630	1,228	3,930
OPERATIONS AND UTILITIES	1,727	1,000	1,730	2,000
CONTRACTUAL AND PROFESSIONAL SERVICES	162,965	185,462	185,462	194,078
MISCELLANEOUS	-	-	-	-
INTERNAL SERVICE FUND CHARGES	124,509	110,500	110,700	97,100
CAPITAL OUTLAY	-	-	-	-
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	\$ 1,291,234	1,457,310	1,413,660	1,503,306

FISCAL & SUPPORT SERVICES SUMMARY

FISCAL & SUPPORT SERVICES DEPARTMENT Financial Administration	FUNDS Division	121/124/126/018 706
---	--------------------------	--------------------------------------

FULL-TIME AUTHORIZED PERSONNEL	FY 18/19 Full-Time	FY 18/19 Part-Time*	FY 19/20 Full-Time	FY 19/20 Part-Time*
FINANCE OFFICER	1.00	-	1.00	-
ACCOUNTING MANAGER	1.00	-	1.00	-
SR. ACCOUNTANT	1.00	-	1.00	-
ADMINISTRATIVE ANALYST	1.00	-	1.00	-
ACCOUNT CLERKS I/II/III	6.00	-	6.00	-
TOTAL AUTHORIZED PERSONNEL	10.00	-	10.00	-

FISCAL & SUPPORT

FINANCIAL ADMINISTRATION Goals, Objectives & Accomplishments	FUND Division	Various 706
---	--------------------------------	------------------------------

PROGRAM

The Fiscal and Support Services Department is responsible for the following functions: accounting and financial reporting, budget administration, utility billing and call center, 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, collections and call center services for water, sewer and refuse activities. 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.

2019-2020 On-Going 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 2018-2019 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.
- Provide assistance to all departments regarding citywide strategic goals.

FISCAL & SUPPORT

FINANCIAL ADMINISTRATION Goals, Objectives & Accomplishments	FUND Division	Various 706
---	--------------------------------	------------------------------

2019-2020 Goals

- Refund 2009 Enterprise Revenue Refunding Bonds and complete by Fall 2019
- Implement a new Water Portal, online Business License Renewal System and online Yard Sale Permit process by July 2019 and Water App by Sept. 2019
- Create award winning budget for submittal for award by within 90 days of adoption.
- Continue implementation of OpenGov internally and work with Administration on financial transparency objectives and goals per the strategic plan by Dec 30th
- Implement department wide customer service program with staff utilizing the call center, on-line portals, apps and website to provide high levels of responsive customer service to the City's residents, vendors and staff by Dec. 30th
- Review CalCard credit card program and Gas Card program for savings/efficiencies and implement by Dec 30th
- Complete review of Municipal Code and financial references and provide ordinance recommendations to City Council by June 30th
- Complete update of Administrative Policies and Purchasing Manual by June 30th
- Assist Community Development in implementing building/planning module in the ERP system with strong fiscal and internal controls by June 30th

2018-2019 Accomplishments

- Satisfied and Completed on-going objectives for 2018-2019
- Implemented upgrades in Business License Software and financial system
- Modified Purchasing Ordinance to be in compliance with Uniform Guidance Standards.
- Assisted in implementing new online Recreation software program with strong fiscal and internal controls.
- Implemented succession plan and successfully hired, trained team member to be a key member of Utility Billing/Call Center/Customer Service Team. Provided comprehensive financial system and utility billing training, updated procedures and created detailed documentation and videos.
- Continued cross-training program in accounts payable.
- Redesigned the FY 19/20 budget document to include more graphs.

FISCAL & SUPPORT

FINANCIAL ADMINISTRATION Goals, Objectives & Accomplishments	FUND Division	Various 706
---	--------------------------------	------------------------------

2018-2019 Accomplishments (cont'd)

- Initiated and manage on-going SC Edison electricity audit resulting in net savings of \$64,000 since FY 16-17 and estimated net savings of \$26,000 in FY 18-19.
- Initiated land line services audit in FY 17-18 resulting in on-going annual savings of \$1,400
- Implemented Call Center software providing better queue management and customer service.
- Incorporated Lucity Workorder software with current processes for more efficient communication with water/sewer operations staff.
- Successfully transitioned to County Oversight Board and received approval for a bond expenditure agreement allowing for the transfer of excess bond proceeds for bond-eligible projects.
- Strengthened Waste Management customer service program with more outreach to residents. Dedicated team member has received positive feedback on customer service responsiveness
- Completed thorough review of outstanding deferred loans
- Completed Cost Allocation Plan and Comprehensive Fee Study

GENERAL FUND

FISCAL & SUPPORT SERVICES DEPARTMENT	FUND	121
Financial Administration	Division	706

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 278,219	323,704	315,849	323,976
30105	Salaries, Part Time	16,850	-	3,138	-
30110	Salaries, Overtime	1,345	-	1,529	-
30200	PERS Retirement	28,510	33,901	33,096	36,356
30201	PERS Employer UAL	71,601	92,492	84,988	99,614
30205	Employee Group Insurance	44,886	53,102	51,427	51,172
30210	Vehicle Allowance	2,880	2,880	2,880	2,880
30215	Medical Savings Account	533	588	588	564
30220	FICA/Medicare Insurance	4,404	4,694	4,647	4,698
30221	Administrative Leave Cash Out	3,056	3,668	3,228	4,035
30225	Sick Leave Buy Back	3,077	5,150	4,735	5,150
30230	Annual Vacation Cash Out	1,283	2,945	2,945	3,240
30234	Other Personnel Services	-	-	1,153	-
30235	Deferred Compensation	-	-	78	-
30255	Tuition Reimbursement	-	-	-	500
	Subtotal - Salaries and Benefits	<u>456,644</u>	<u>523,124</u>	<u>510,282</u>	<u>532,184</u>
30300	Conferences and Meetings	2,956	2,010	2,761	5,410
30305	Auto Mileage	192	300	300	300
30320	Dues, Memberships and Subscriptions	2,773	3,815	3,815	3,815
	Subtotal - Employee Related Expenditures	<u>5,921</u>	<u>6,125</u>	<u>6,876</u>	<u>9,525</u>
30400	Office Supplies	3,808	2,500	2,500	2,500
30405	Printing & Copies	78	880	912	1,000
30410	Postage	628	2,650	2,650	2,650
30415	Special Departmental	21	-	70	-
30475	Performance Bonds	1,900	1,855	1,900	1,900
	Subtotal - Supplies and Services	<u>6,435</u>	<u>7,885</u>	<u>8,032</u>	<u>8,050</u>
32100	Office Equipment Maintenance	25	50	50	50
	Subtotal - Maintenance & Rentals	<u>25</u>	<u>50</u>	<u>50</u>	<u>50</u>
33100	Utilities	1,727	1,000	1,730	2,000
	Subtotal - Operations & Utilities	<u>1,727</u>	<u>1,000</u>	<u>1,730</u>	<u>2,000</u>
34100	Contractual Services	27,023	10,947	10,947	15,606
34125	Accounting & Auditing	25,719	28,885	28,885	29,942
	Subtotal - Contractual & Professional Svcs	<u>52,742</u>	<u>39,832</u>	<u>39,832</u>	<u>45,548</u>
42100	Vehicle Operations and Maintenance	162	400	600	400
42110	Computing and Comm. Equip Replacement	4,900	4,700	4,700	1,700
42115	Computing and Communications Operations	60,700	68,700	68,700	28,300
42235	Compensated Absences	25,747	-	-	-
	Subtotal - Internal Service Charges	<u>91,509</u>	<u>73,800</u>	<u>74,000</u>	<u>30,400</u>
	TOTAL EXPENDITURES	<u>\$ 615,003</u>	<u>651,816</u>	<u>640,802</u>	<u>627,757</u>

WATER FUND

FISCAL & SUPPORT SERVICES DEPARTMENT	FUND	124
Financial Administration & Call Center	Division	706

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 161,048	191,523	172,970	199,252
30105	Salaries, Part Time	2,974	-	-	-
30110	Salaries, Overtime	1,270	-	-	-
30200	PERS Retirement	15,741	18,927	16,463	19,332
30201	PERS Employer UAL	35,708	45,825	38,471	39,616
30205	Employee Group Insurance	28,941	31,938	30,243	38,624
30210	Vehicle Allowance	1,200	1,200	1,200	1,200
30215	Medical Savings Account	222	255	255	256
30220	FICA/Medicare Insurance	2,433	2,777	2,508	2,889
30221	Administrative Leave Cash Out	1,353	1,624	1,478	1,626
30225	Sick Leave Buy Back	1,521	1,736	1,871	1,736
30230	Annual Vacation Cash Out	428	1,109	1,109	1,220
30234	Other Personnel Services	-	-	10,200	-
30235	Deferred Compensation	74	-	-	-
	Subtotal - Salaries and Benefits	<u>252,913</u>	<u>296,914</u>	<u>276,768</u>	<u>305,751</u>
30400	Office Supplies	3,710	2,950	2,950	2,950
30405	Printing & Copies	3,282	7,820	7,820	11,820
30410	Postage	28,251	26,040	26,040	26,040
	Subtotal - Supplies and Services	<u>35,243</u>	<u>36,810</u>	<u>36,810</u>	<u>40,810</u>
32100	Office Equipment Maintenance	25	50	50	50
32105	Equipment Rental	240	240	564	1,740
	Subtotal - Maintenance & Rentals	<u>265</u>	<u>290</u>	<u>614</u>	<u>1,790</u>
34100	Contractual Services	38,174	50,660	50,660	50,660
34125	Accounting & Auditing	8,241	9,265	9,265	9,605
34130	Financial Services	8,391	13,700	13,700	14,000
	Subtotal - Contractual & Professional Svcs	<u>54,805</u>	<u>73,625</u>	<u>73,625</u>	<u>74,265</u>
42110	Computing and Comm. Equip Replacement	1,300	1,200	1,200	1,500
42115	Computing and Communications Operations	15,200	17,200	17,200	28,300
	Subtotal - Internal Service Charges	<u>16,500</u>	<u>18,400</u>	<u>18,400</u>	<u>29,800</u>
	TOTAL EXPENDITURES	<u><u>\$ 359,727</u></u>	<u><u>426,039</u></u>	<u><u>406,217</u></u>	<u><u>452,416</u></u>

SEWER FUND

FISCAL & SUPPORT SERVICES DEPARTMENT	FUND	126
Financial Administration & Call Center	Division	706

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 135,017	163,327	145,901	170,784
30105	Salaries, Part Time	2,974	-	3,965	-
30110	Salaries, Overtime	1,269	-	910	-
30200	PERS Retirement	13,110	15,926	13,549	16,078
30201	PERS Employer UAL	29,338	37,389	30,805	30,436
30205	Employee Group Insurance	25,641	28,643	26,984	35,208
30210	Vehicle Allowance	720	720	720	720
30215	Medical Savings Account	154	177	177	178
30220	FICA/Medicare Insurance	2,044	2,368	2,186	2,476
30221	Administrative Leave Cash Out	955	1,146	1,080	1,261
30225	Sick Leave Buy Back	1,353	1,500	1,530	1,500
30230	Annual Vacation Cash Out	428	854	854	939
30234	Other Personnel Services	-	-	10,200	-
30235	Deferred Compensation	74	-	99	-
	Subtotal - Salaries and Benefits	<u>213,079</u>	<u>252,050</u>	<u>238,961</u>	<u>259,580</u>
30400	Office Supplies	3,710	2,950	2,950	2,950
30405	Printing & Copies	3,282	7,820	7,820	11,820
30410	Postage	24,251	26,040	26,040	26,040
	Subtotal - Supplies and Services	<u>31,243</u>	<u>36,810</u>	<u>36,810</u>	<u>40,810</u>
32100	Office Equipment Maintenance	25	50	-	50
32105	Equipment Rental	240	240	564	1,740
	Subtotal - Maintenance & Rentals	<u>265</u>	<u>290</u>	<u>564</u>	<u>1,790</u>
34100	Contractual Services	36,671	48,740	48,740	50,660
34125	Accounting & Auditing	8,241	9,265	9,265	9,605
34130	Financial Services	10,506	14,000	14,000	14,000
	Subtotal - Contractual & Professional Svcs	<u>55,418</u>	<u>72,005</u>	<u>72,005</u>	<u>74,265</u>
42110	Computing and Comm. Equip Replacement	1,300	1,100	1,100	1,200
42115	Computing and Communications Operations	15,200	17,200	17,200	28,300
	Subtotal - Internal Service Charges	<u>16,500</u>	<u>18,300</u>	<u>18,300</u>	<u>29,500</u>
	TOTAL EXPENDITURES	<u><u>\$ 316,505</u></u>	<u><u>379,455</u></u>	<u><u>366,640</u></u>	<u><u>405,945</u></u>

HOUSING FUND

FISCAL & SUPPORT SERVICES DEPARTMENT	FUND	018
Housing Financial Administration	Division	706

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ -	-	-	5,572
30200	PERS Retirement	-	-	-	390
30201	PERS Employer UAL	-	-	-	24
30205	Employee Group Insurance	-	-	-	1,598
30215	Medical Savings Account	-	-	-	24
30220	FICA/Medicare Insurance	-	-	-	80
	Subtotal - Salaries and Benefits	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,688</u>
30400	Office Supplies	-	-	-	1,000
30405	Printing & Copies	-	-	-	400
30410	Postage	-	-	-	400
	Subtotal - Supplies and Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,800</u>
32100	Office Equipment Maintenance	-	-	-	300
	Subtotal - Maintenance & Rentals	<u>-</u>	<u>-</u>	<u>-</u>	<u>300</u>
42110	Computing and Comm. Equip Replacement	-	-	-	300
42115	Computing and Communications Operations	-	-	-	7,100
	Subtotal - Internal Service Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,400</u>
	TOTAL EXPENDITURES	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>17,188</u>



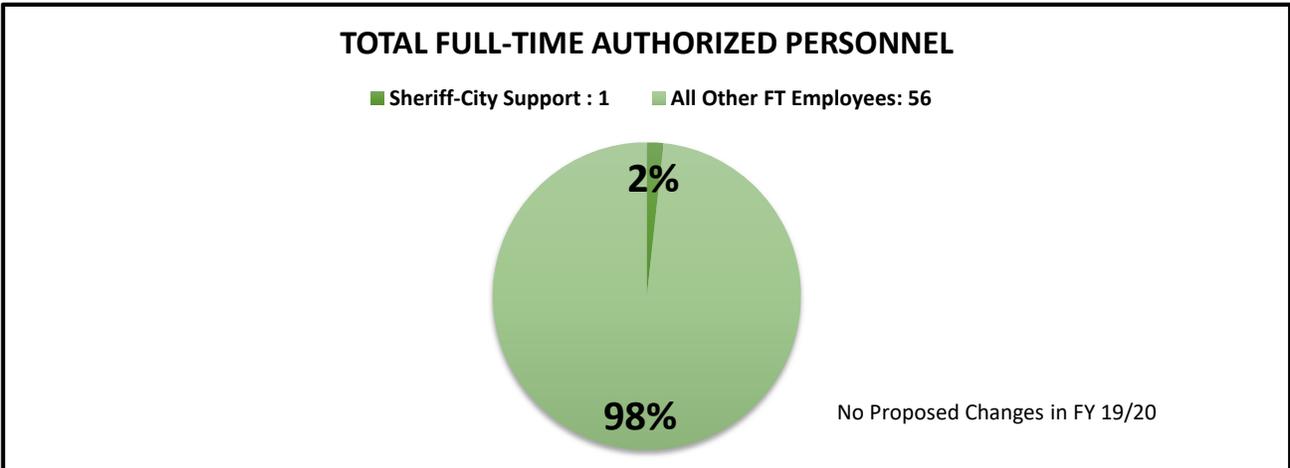
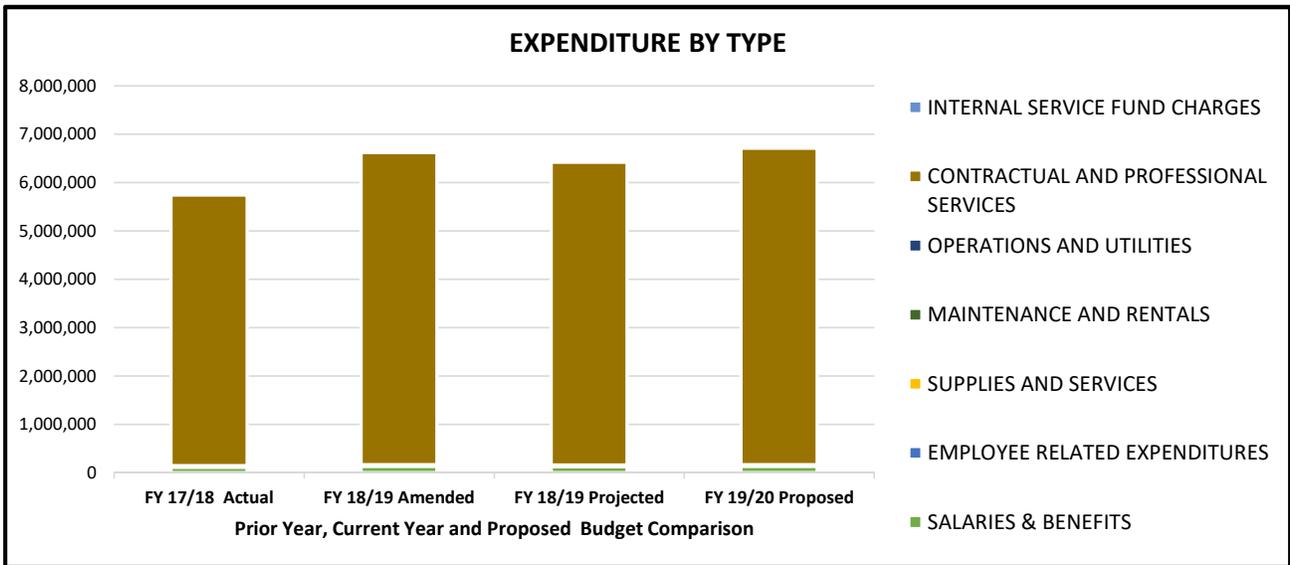
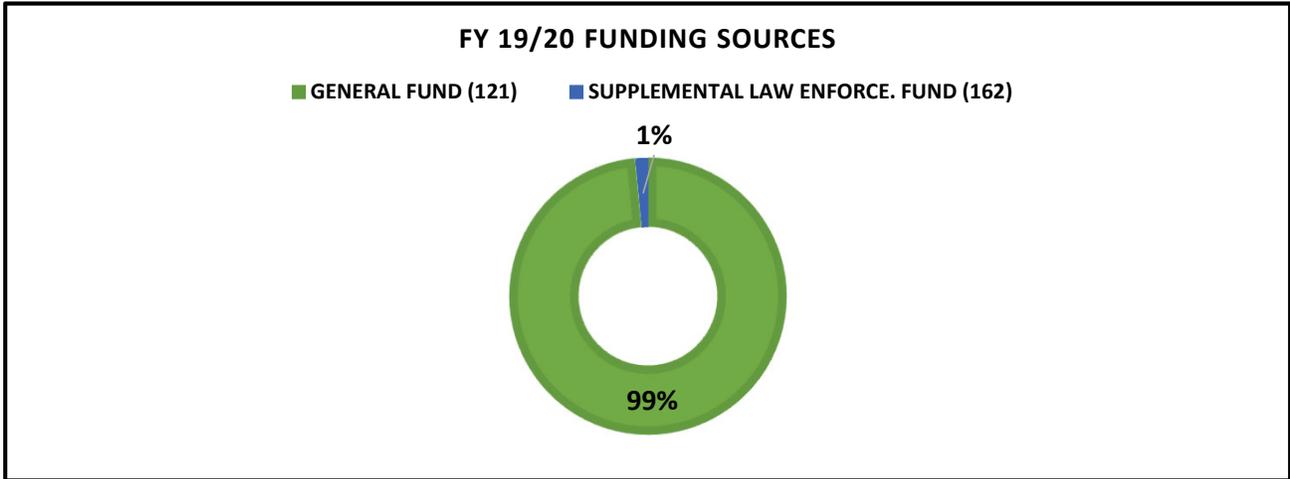
Page Intentionally Left Blank



**SHERIFF'S DEPARTMENT
RIVERSIDE COUNTY
SHERIFF**

SHERIFF SUMMARY

SHERIFF'S DEPARTMENT Sheriff, Crossing Guards, Citizens on Patrol & Suppl. Law	FUNDS 121/162 Division Various
--	---



SHERIFF SUMMARY

SHERIFF'S DEPARTMENT	FUNDS	121/162
Sheriff, Crossing Guards, Citizens on Patrol & Suppl. Law	Division	Various

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
GENERAL FUND (121)	\$ 5,636,137	6,543,987	6,312,044	6,645,431
SUPPLEMENTAL LAW ENFORCE. FUND (162)	139,416	100,000	130,000	100,000
TOTAL FUNDING SOURCES	\$ 5,775,554	6,643,987	6,442,044	6,745,431

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
RIVERSIDE COUNTY SHERIFF & SUPPORT (772)	\$ 5,565,353	6,472,622	6,239,771	6,574,731
CROSSING GUARDS (773)	51,835	50,610	52,000	52,500
CITIZENS ON PATROL (774)	18,949	20,755	20,273	18,200
SUPP. LAW ENFORCEMENT (SLESF) (772)	139,416	100,000	130,000	100,000
TOTAL FUNDING USES	\$ 5,775,554	6,643,987	6,442,044	6,745,431

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	\$ 113,198	129,985	116,857	129,304
EMPLOYEE RELATED EXPENDITURES	3,141	6,150	5,822	6,150
SUPPLIES AND SERVICES	19,423	17,950	23,023	20,450
MAINTENANCE AND RENTALS	2,665	3,000	3,169	3,000
OPERATIONS AND UTILITIES	7,496	6,500	6,500	6,500
CONTRACTUAL AND PROFESSIONAL SERVICES	5,596,178	6,454,202	6,262,973	6,544,323
MISCELLANEOUS	3,610	8,000	5,500	8,500
INTERNAL SERVICE FUND CHARGES	29,845	18,200	18,200	27,204
CAPITAL OUTLAY	-	-	-	-
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	\$ 5,775,554	6,643,987	6,442,044	6,745,431

FULL-TIME AUTHORIZED PERSONNEL	FY 18/19 Full-Time	FY 18/19 Part-Time*	FY 19/20 Full-Time	FY 19/20 Part-Time*
EXECUTIVE SECRETARY	1.00	-	1.00	-
TOTAL AUTHORIZED PERSONNEL	1.00	-	1.00	-

SHERIFF'S DEPARTMENT

SHERIFF'S DEPARTMENT Goals, Objectives & Accomplishments	FUND Division	121 Various
---	--------------------------------	------------------------------

PROGRAM

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

Staffing includes a Sheriff's Lieutenant assigned as the Police Chief, one Sheriff's Sergeant who supervises the operation, 12.3 full-time equivalent Deputy Sheriff's assigned to patrol providing 60 hours of patrol staffing per 24-hour period, two Deputy Sheriff's assigned to the Special Enforcement Team (providing crime prevention, event planning, and quality of life), one Deputy Sheriff assigned to Traffic Enforcement, three civilian Community Service Officers to assist patrol operations and logistics, a city Executive Secretary to help coordinate Norco Citizen Patrol and a part-time staff member to maintain the public lobby operation from 10:00 am to 2:00 pm, Monday through Thursday.

Cases needing additional investigative work beyond a patrol deputy's capabilities are referred to detectives at the Jurupa Valley Station. Clerical support, crime analysis, forensics and property storage are provided through the Jurupa Valley Station.

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 assist deputies in the field.

2019-2020 Goals & Objectives

For Fiscal Year 2019-2020 the Norco Sheriff's Office has set the following goals and objectives.

Goal 1: Community Collaboration

- Objective 1: Enhance Communications with the Norco Community by expanding the neighborhood watch program to attract more participants and better engage the community in crime prevention and quality of life enhancement efforts. Each block assignment would have a designated deputy sheriff. Develop business watch to aide businesses in crime prevention and safe business practices.
- Objective 1A: Increase Opportunities for Community Involvement by increasing a physical presence in the community through business foot beats, bike patrols, and volunteer patrols. Solicit feedback from community members on ways to increase police-community engagement through social media. Provide community activities to encourage community collaboration through events such as pizza in the park, neighborhood trash clean up, and trail rides.

SHERIFF'S DEPARTMENT

SHERIFF'S DEPARTMENT Goals, Objectives & Accomplishments	FUND Division	121 Various
---	--------------------------------	------------------------------

2019-2020 Goals & Objectives (cont'd)

Goal 2: Proactive Crime Suppressions Strategies

- Objective 2: Continue to develop strategies to reduce crime and improve quality of life issues. Access for all staff to track and address quality of life issues through technology-based software. Increase usage of crime reduction technologies as well as tasking personnel with specific areas of expertise.

Goal 3: Volunteer Recruitment

- Objective 3: Recruit, train, and deploy additional citizen volunteers. Recruitment members for the Norco Citizens Patrol group by participating in community events. Developing a Norco Explorer Troop to bring youth into a career in law enforcement. Assign a Norco Chaplain from our local faith-based organizations.

Goal 4: Increase Dedicated Staff Positions

- Objective 4: Look to increase dedicated staff positions to add an additional traffic enforcement Deputy Sheriff. An additional Deputy Sheriff assigned to traffic enforcement provides for safer streets due to the increase in traffic due to the multiple highway construction projects along the 15 freeway and the Hamner Avenue bridge. The Deputy Sheriff is able to respond to traffic complaints as well as provide traffic safety education to the community. An additional Community Service Officer (CSO) would allow coverage in the afternoon and evenings to assist with patrol functions and allow Deputy Sheriff's to be available for enforcement. The CSO can address parking complaints and handle traffic collisions. Funding would be established through a recommendation from the Measure R oversight committee to apply the additional funds.

GENERAL FUND

SHERIFF'S DEPARTMENT	FUND	121
Riverside County Sheriff	Division	772

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 52,496	55,198	51,403	55,728
30105	Salaries, Part Time	18,375	24,500	24,500	24,000
30200	PERS Retirement	5,800	6,386	5,947	6,974
30201	PERS Employer UAL	16,664	20,534	17,203	22,286
30205	Employee Group Insurance	15,597	15,653	15,851	15,670
30215	Medical Savings Account	240	240	240	240
30220	FICA/Medicare Insurance	1,023	1,156	1,101	1,156
30221	Administrative Leave Cash Out	-	500	-	500
30225	Sick Leave Buy Back	687	750	-	750
30230	Annual Vacation Cash Out	-	1,400	-	1,400
30235	Deferred Compensation	259	613	613	600
	Subtotal - Salaries and Benefits	<u>111,143</u>	<u>126,930</u>	<u>116,857</u>	<u>129,304</u>
30300	Conferences and Meetings	516	2,000	2,000	2,000
30310	Uniforms & Safety Gear	1,283	2,000	1,672	2,000
30320	Dues, Memberships and Subscriptions	85	100	100	100
	Subtotal - Employee Related Expenditures	<u>1,884</u>	<u>4,100</u>	<u>3,772</u>	<u>4,100</u>
30400	Office Supplies	6,156	7,500	10,000	10,000
30405	Printing & Copies	2,616	3,200	3,200	3,200
30410	Postage	82	100	100	100
30415	Special Departmental	5,143	1,000	1,000	1,000
30425	Small Tools	2,381	3,000	3,000	3,000
	Subtotal - Supplies and Services	<u>16,376</u>	<u>14,800</u>	<u>17,300</u>	<u>17,300</u>
32100	Office Equipment Maintenance	547	1,000	1,169	1,000
32200	Building and Ground Maintenance	2,117	2,000	2,000	2,000
	Subtotal - Maintenance & Rentals	<u>2,665</u>	<u>3,000</u>	<u>3,169</u>	<u>3,000</u>
33100	Utilities	4,275	4,000	4,000	4,000
	Subtotal - Operations & Utilities	<u>4,275</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
34100	Contractual Services	80,201	126,541	126,541	130,723
34115	Law Enforcement Contract	5,324,726	6,177,051	5,954,432	6,261,100
	Subtotal - Contractual & Professional Svcs	<u>5,404,927</u>	<u>6,303,592</u>	<u>6,080,973</u>	<u>6,391,823</u>
35300	Highway Patrol DUI Testing	1,239	5,000	2,500	5,000
	Subtotal - Miscellaneous	<u>1,239</u>	<u>5,000</u>	<u>2,500</u>	<u>5,000</u>
42100	Vehicle Operations and Maintenance	5,000	5,000	5,000	5,000
42105	Vehicle Replacement Charges	10,955	-	-	7,604
42110	Computing and Comm. Equip Replacement	500	500	500	500
42115	Computing and Communications Operations	5,100	5,700	5,700	7,100
42235	Compensated Absences	1,290	-	-	-
	Subtotal - Internal Service Charges	<u>22,845</u>	<u>11,200</u>	<u>11,200</u>	<u>20,204</u>
	TOTAL EXPENDITURES	<u>\$ 5,565,353</u>	<u>6,472,622</u>	<u>6,239,771</u>	<u>6,574,731</u>

GENERAL FUND

SHERIFF'S DEPARTMENT	FUND	121
Crossing Guards	Division	773

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
34100	Contractual Services	\$ 51,835	50,610	52,000	52,500
	Subtotal - Contractual & Professional Svcs	<u>51,835</u>	<u>50,610</u>	<u>52,000</u>	<u>52,500</u>
TOTAL EXPENDITURES		<u>\$ 51,835</u>	<u>50,610</u>	<u>52,000</u>	<u>52,500</u>

SHERIFF'S DEPARTMENT	FUND	121
Citizens on Patrol	Division	774

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30245	Workers Compensation	\$ 2,055	3,055	-	-
	Subtotal - Salaries and Benefits	<u>2,055</u>	<u>3,055</u>	<u>-</u>	<u>-</u>
30300	Conferences and Meetings	91	250	250	250
30310	Uniforms & Safety Gear	1,166	1,800	1,800	1,800
	Subtotal - Employee Related	<u>1,257</u>	<u>2,050</u>	<u>2,050</u>	<u>2,050</u>
30400	Office Supplies	24	50	50	50
30410	Postage	98	100	100	100
30415	Special Departmental	352	1,000	1,000	1,000
30425	Small Tools	493	1,500	1,500	1,500
30495	NCP Special Events	63	500	500	500
30496	NCP Fund Raising	2,016	-	2,573	-
	Subtotal - Supplies and Services	<u>3,046</u>	<u>3,150</u>	<u>5,723</u>	<u>3,150</u>
33100	Utilities	3,221	2,500	2,500	2,500
	Subtotal - Operations & Utilities	<u>3,221</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
35275	Volunteer Recognition	2,371	3,000	3,000	3,500
	Subtotal - Miscellaneous	<u>2,371</u>	<u>3,000</u>	<u>3,000</u>	<u>3,500</u>
42100	Vehicle Operations and Maintenance	7,000	7,000	7,000	7,000
42105	Vehicle Replacement Charges	-	-	-	-
	Subtotal - Internal Service Charges	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
TOTAL EXPENDITURES		<u>\$ 18,949</u>	<u>20,755</u>	<u>20,273</u>	<u>18,200</u>

SPECIAL REVENUE FUND

SHERIFF'S DEPARTMENT	FUND	162
Supplemental Law Enforcement (SLESF)	Division	772

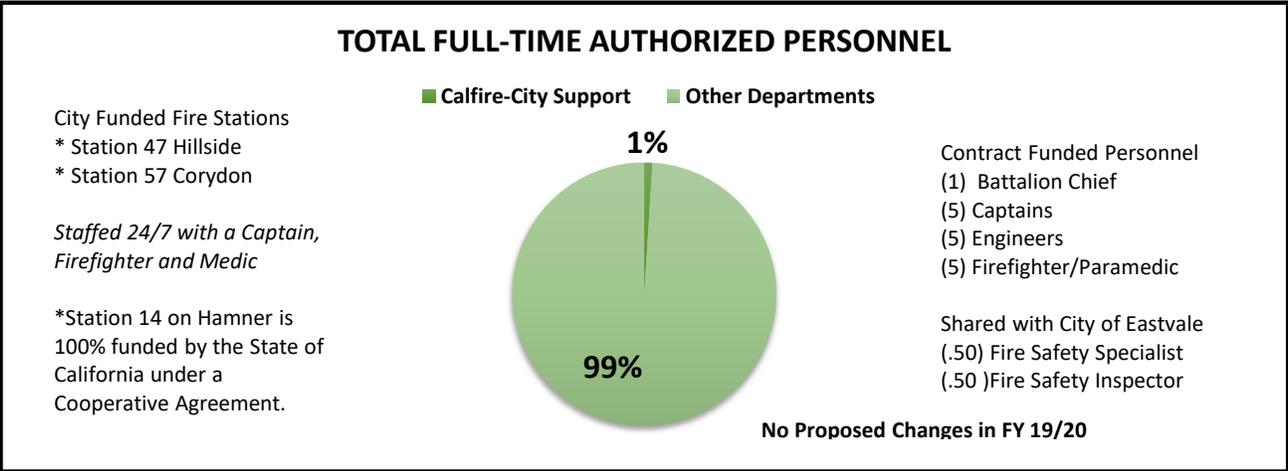
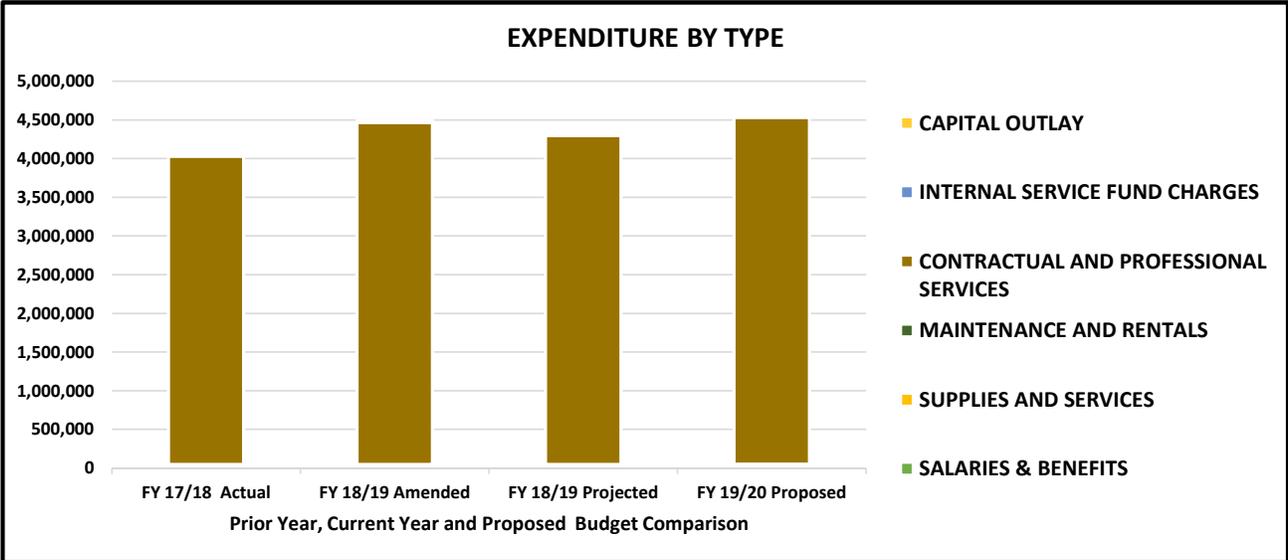
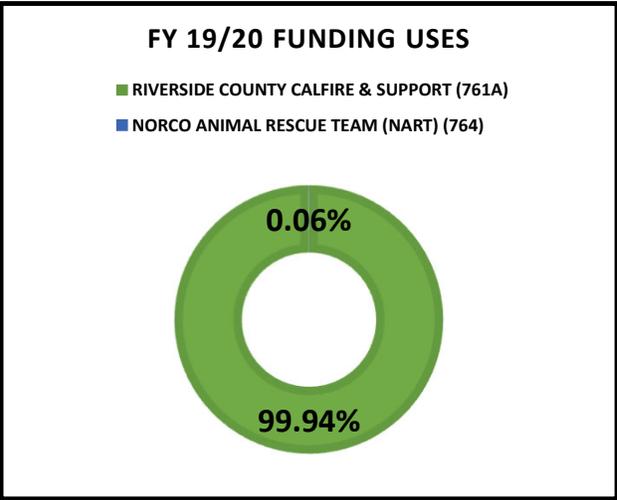
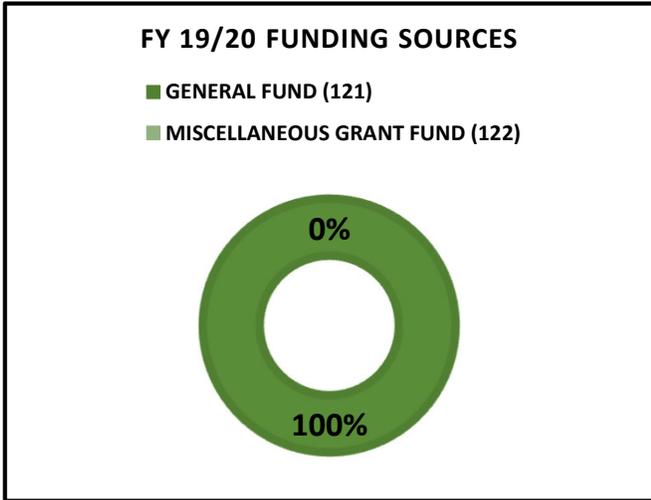
Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
34115	Law Enforcement Contract	\$ 139,416	100,000	130,000	100,000
	Subtotal - Contractual & Professional Svcs	<u>139,416</u>	<u>100,000</u>	<u>130,000</u>	<u>100,000</u>
	TOTAL EXPENDITURES	<u>\$ 139,416</u>	<u>100,000</u>	<u>130,000</u>	<u>100,000</u>



**FIRE & EMS
RIVERSIDE Co. FIRE
CALFIRE**

FIRE & EMERGENCY SERVICES SUMMARY

FIRE & EMERGENCY SERVICES	FUND	121/122
CalFire, Norco Animal Rescue Team, EMPG & SHSP Grants	Division	Various



FIRE & EMERGENCY SERVICES SUMMARY

FIRE & EMERGENCY SERVICES	FUNDS	121/122
CalFire, Norco Animal Rescue Team, EMPG & SHSP Grants	Division	Various

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
GENERAL FUND (121)	\$ 4,046,112	4,479,667	4,313,917	4,549,576
MISCELLANEOUS GRANT FUND (122)	13,837	9,895	13,117	-
TOTAL FUNDING SOURCES	<u>\$ 4,059,949</u>	<u>4,489,562</u>	<u>4,327,034</u>	<u>4,549,576</u>

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
RIVERSIDE COUNTY CALFIRE & SUPPORT (761A)	\$ 4,044,605	4,478,167	4,312,417	4,546,948
NORCO ANIMAL RESCUE TEAM (NART) (764)	1,507	1,500	1,500	2,628
MISC. FIRE GRANTS (761 B&C)	\$ 12,549	9,895	13,117	-
TOTAL FUNDING USES	<u>\$ 4,058,661</u>	<u>4,489,562</u>	<u>4,327,034</u>	<u>4,549,576</u>

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	\$ 17,367	21,393	21,393	22,703
EMPLOYEE RELATED EXPENDITURES	-	-	-	-
SUPPLIES AND SERVICES	18,167	10,500	10,500	10,500
MAINTENANCE AND RENTALS	8,579	14,800	14,800	14,800
OPERATIONS AND UTILITIES	-	-	-	-
CONTRACTUAL AND PROFESSIONAL SERVICES	3,986,773	4,416,939	4,248,249	4,481,711
MISCELLANEOUS	-	-	-	-
INTERNAL SERVICE FUND CHARGES	15,065	15,035	17,975	18,863
CAPITAL OUTLAY	12,711	10,895	14,117	1,000
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	<u>\$ 4,058,661</u>	<u>4,489,562</u>	<u>4,327,034</u>	<u>4,549,576</u>

AUTHORIZED PERSONNEL	FY 18/19 Full-Time	FY 18/19 Part-Time*	FY 19/20 Full-Time	FY 19/20 Part-Time*
ADMINISTRATIVE CLERK (P/T) 1040 Hrs	-	1.00	-	0.56
TOTAL AUTHORIZED PERSONNEL	<u>-</u>	<u>1.00</u>	<u>-</u>	<u>0.56</u>

*FTE= Full-Time Equivalent Employee Hours are 1872. P/T Hours divided by 1872 are Full-Time Equivalent Hours

EMERGENCY MANAGEMENT SERVICES (EMS)

FIRE & EMERGENCY SERVICES	FUND	121
Goals, Objectives & Accomplishments	Division	761A

PROGRAM

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

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

2019-2020 Goals & Objectives

- Respond to Calls for Service arriving on scene within 5 minutes or less 80% of the time.
- Continue to support the local community by providing Public Education Programs.
- Complete 100% of business inspections for the Fire and Life Safety Annual Business Inspection Program and implement an Operational Permit Fee Program.
- Continue the Fall and Spring Weed Abatement program.
- Apply for FY19 Emergency Management Performance Grant.

2018-2019 Accomplishments

- Implemented a new Vacant Parcel Weed Abatement Ordinance in recognition of the severe risk unwanted wildfires pose to the Community. Those who do not abate the fire hazard are now issued a \$250 Citation.

EMERGENCY MANAGEMENT SERVICES (EMS)

FIRE & EMERGENCY SERVICES Goals, Objectives & Accomplishments	FUND Division	121 761A
--	--------------------------------	---------------------------

2018-2019 Accomplishments (cont'd)

- Responded to 2,494 Calls for Service in 2018 arriving on scene within 5 minutes or less 80% of the time. Response times under 5 minutes are critical in the cardiac chain of survival. This is a major accomplishment given the severe traffic congestion in the Region. These response times are credited to the City Contracting with the County for Fire Protection. Through the Cooperative Agreement, the closest resource is always sent based on GPS location. A daily example is Eastvale Engine 27 services SilverLakes and CALFIRE Station 14 service the South end of Norco eliminating the need for Norco to build additional Fire Stations while providing the highest level of service to the Community.
- In August 2018, updated and adopted the Local Hazard Mitigation Plan for Norco as required by CAL OES and FEMA. This Plan makes Norco eligible for up to 100% reimbursement of cost during a declared disaster.
- Updated and adopted the Emergency Operations Plan for the City. The EOP is the Framework for how the City Plans, Prepares and Responds to a Major Disaster or Incident within the City.
- Applied and received an Emergency Management Performance Grant (EMPG). Grant funds were used to purchase and backup server at the EOC. In the event of a large-scale incident the redundant server will allow the City to continue Continuity of Operations to the Citizens we serve.
- Updated the City Mass Prophylaxis Plan. This Plan in conjunction with the County identifies the delivery of medication in the event of large terrorist, biological or chemical event that impacts the City.
- Continued our robust Fire and Life Safety Annual Business Inspection Program.
- Participated in multiple School and Public Education Programs.
- Two additional AED's were added to the City Public Access Defibrillation Program. The additional AED's were added at the Scout House and Wayne Makin Field.
- Implemented the Stop the Bleed Program with the Norco Youth Advisory Council. The Program teaches participants how to control a massive hemorrhage due to trauma. It is designed to save lives during an active shooter incident.

GENERAL FUND

FIRE & EMERGENCY SERVICES	FUND	121
Riverside County CalFire	Division	761A

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ 16,700	20,580	20,580	21,840
30220	FICA/Medicare Insurance	249	298	298	317
30235	Deferred Compensation	418	515	515	546
	Subtotal - Salaries and Benefits	<u>17,367</u>	<u>21,393</u>	<u>21,393</u>	<u>22,703</u>
30400	Office Supplies	943	1,000	1,000	1,000
30415	Special Departmental	17,007	9,000	9,000	9,000
	Subtotal - Supplies and Services	<u>17,950</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
32200	Building and Ground Maintenance	6,501	7,200	7,200	7,200
32205	Weed Abatement	2,078	7,600	7,600	7,600
	Subtotal - Maintenance & Rentals	<u>8,579</u>	<u>14,800</u>	<u>14,800</u>	<u>14,800</u>
34100	Contractual Services	3,758	3,483	3,483	3,483
34112	Riverside County Fire Contract	3,983,014	4,413,456	4,244,766	4,478,228
	Subtotal - Contractual & Professional Svcs	<u>3,986,773</u>	<u>4,416,939</u>	<u>4,248,249</u>	<u>4,481,711</u>
42100	Vehicle Operations and Maintenance	2,937	3,135	6,075	3,135
42110	Computing and Comm. Equip Replacement	900	500	500	400
42115	Computing and Communications Operations	10,100	11,400	11,400	14,200
	Subtotal - Internal Service Charges	<u>13,937</u>	<u>15,035</u>	<u>17,975</u>	<u>17,735</u>
	TOTAL EXPENDITURES	<u>\$ 4,044,605</u>	<u>4,478,167</u>	<u>4,312,417</u>	<u>4,546,948</u>

GENERAL FUND

FIRE & EMERGENCY SERVICES	FUND	121
Norco Animal Rescue Team (NART)	Division	764

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30400	Office Supplies	\$ -	100	100	100
30405	Printing & Copies	-	100	100	100
30415	Special Departmental	-	100	100	100
30425	Small Tools	180	200	200	200
	Subtotal - Supplies and Services	<u>180</u>	<u>500</u>	<u>500</u>	<u>500</u>
42105	Vehicle Replacement Charges	1,128	-	-	1,128
	Subtotal - Internal Service Charges	<u>1,128</u>	<u>-</u>	<u>-</u>	<u>1,128</u>
43100	Equipment	199	1,000	1,000	1,000
	Subtotal - Capital Outlay	<u>199</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
	TOTAL EXPENDITURES	<u>\$ 1,507</u>	<u>1,500</u>	<u>1,500</u>	<u>2,628</u>

SPECIAL REVENUE FUND

FIRE & EMERGENCY SERVICES	FUND	122
Emergency Mgt Performance (EMPG) & State Homeland Security (SHSP)	Division	761 B/C

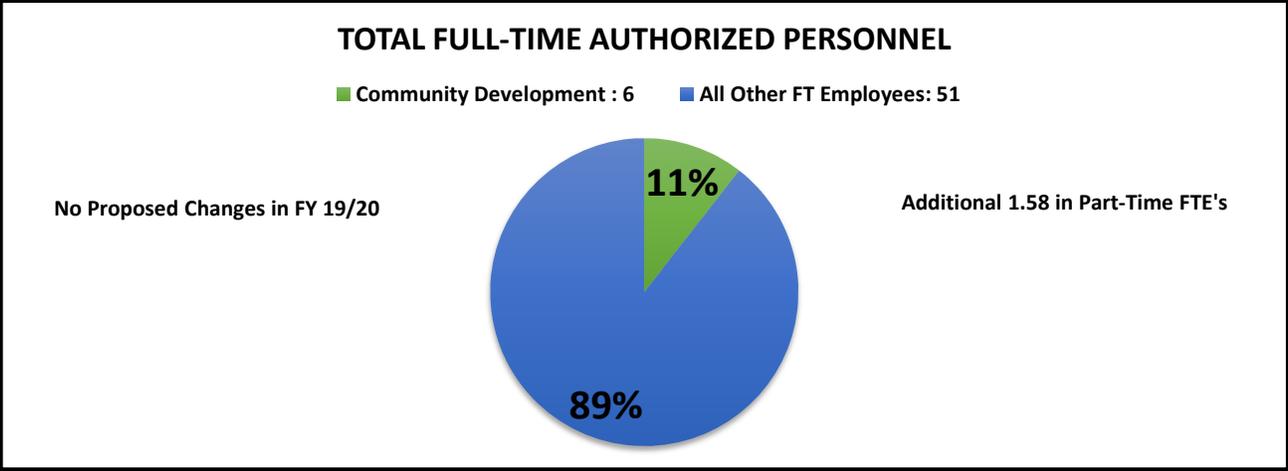
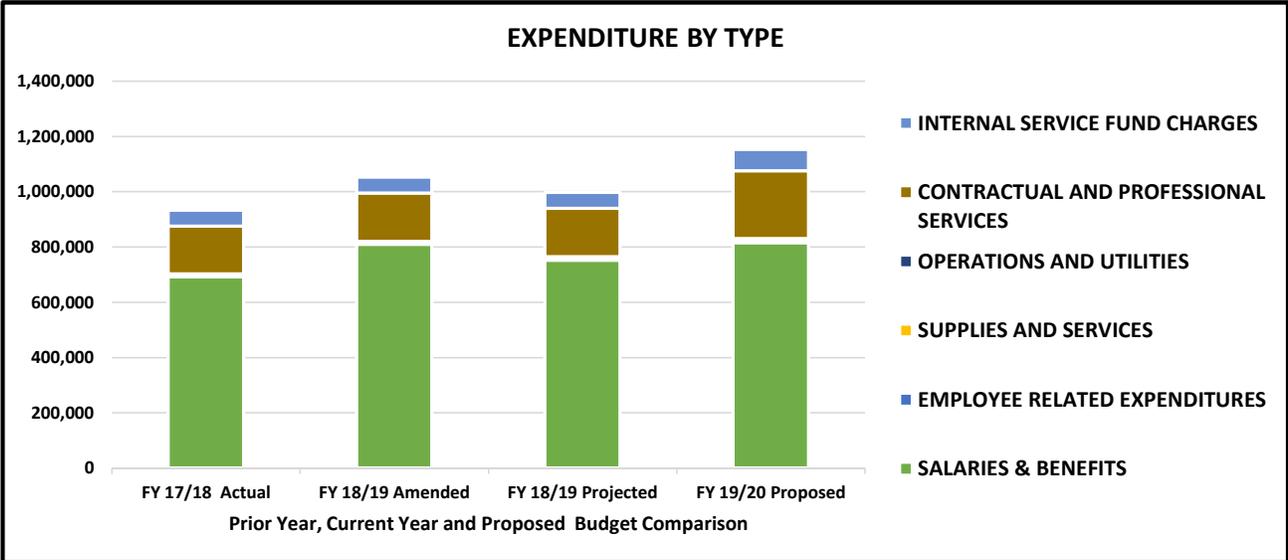
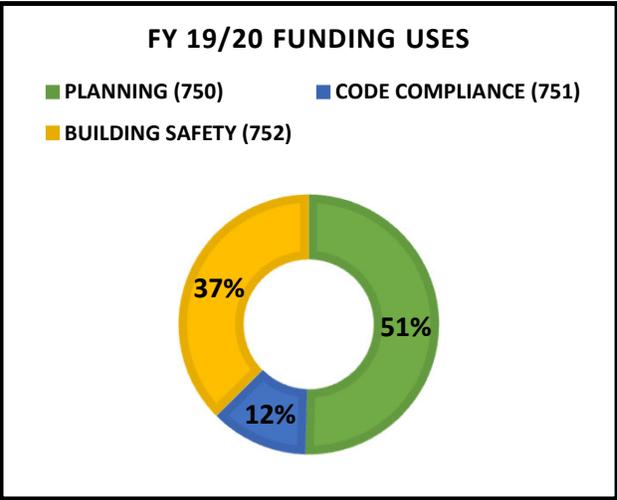
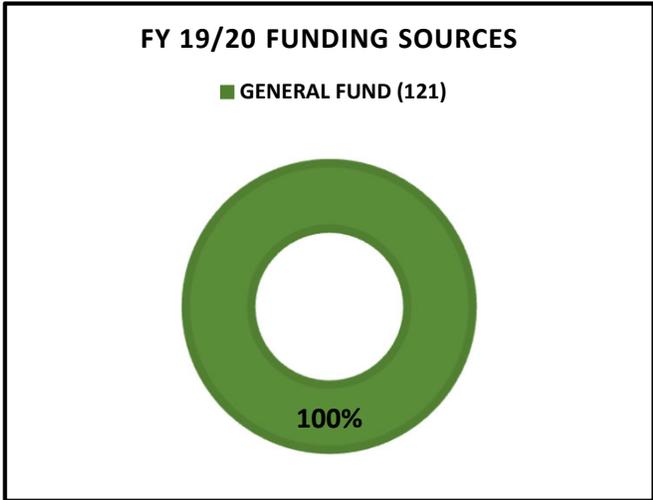
Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30415	Special Departmental	\$ 37	-	-	-
	Subtotal - Supplies and Services	<u>37</u>	<u>-</u>	<u>-</u>	<u>-</u>
43100	Equipment	12,512	9,895	13,117	-
	Subtotal - Capital Outlay	<u>12,512</u>	<u>9,895</u>	<u>13,117</u>	<u>-</u>
	TOTAL EXPENDITURES	<u>\$ 12,549</u>	<u>9,895</u>	<u>13,117</u>	<u>-</u>



**COMMUNITY
DEVELOPMENT**

COMMUNITY DEVELOPMENT SUMMARY

COMMUNITY DEVELOPMENT DEPARTMENT	FUND	121
Planning, Code Compliance, Building & Safety	Division	750/751/752



COMMUNITY DEVELOPMENT SUMMARY

COMMUNITY DEVELOPMENT DEPARTMENT Planning, Code Compliance, Building & Safety	FUND 121 Division 750/751/752
---	--

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
GENERAL FUND (121)	\$ 932,981	1,052,497	997,407	1,152,192
TOTAL FUNDING SOURCES	\$ 932,981	1,052,497	997,407	1,152,192

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
PLANNING (750)	\$ 386,691	\$ 468,515	\$ 427,184	\$ 581,163
CODE COMPLIANCE (751)	159,544	146,996	142,356	140,038
BUILDING SAFETY (752)	386,745	436,986	427,867	430,991
TOTAL FUNDING USES	\$ 932,981	1,052,497	997,407	1,152,192

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	\$ 692,185	809,147	752,235	814,842
EMPLOYEE RELATED EXPENDITURES	2,490	2,750	1,200	2,750
SUPPLIES AND SERVICES	4,109	6,000	7,401	8,800
MAINTENANCE AND RENTALS	-	-	-	-
OPERATIONS AND UTILITIES	2,972	1,600	3,410	3,500
CONTRACTUAL AND PROFESSIONAL SERVICES	173,344	175,000	175,000	245,000
MISCELLANEOUS	-	-	-	-
INTERNAL SERVICE FUND CHARGES	57,882	58,000	58,161	77,300
CAPITAL OUTLAY	-	-	-	-
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	\$ 932,981	1,052,497	997,407	1,152,192

AUTHORIZED PERSONNEL	FY 18/19 Full-Time	FY 18/19 Part-Time*	FY 19/20 Full-Time	FY 19/20 Part-Time*
PLANNING DIRECTOR	1.00	-	1.00	-
SR. PLANNER	1.00	-	1.00	-
BUILDING INSPECTOR	1.00	-	1.00	-
SR. CODE ENFORCEMENT OFFICER	1.00	-	1.00	-
PERMIT TECHNICIAN	2.00	-	2.00	-
CITY PLANNER P/T (960 hrs)	-	0.51	-	0.51
CODE ENFORCEMENT OFFICER (P/T) 960 Hrs	-	0.51	-	0.51
PLANNING AIDE (P/T) 1040 Hrs	-	0.56	-	0.56
TOTAL AUTHORIZED PERSONNEL	6.00	1.58	6.00	1.58

*Full-Time annual employee hours are 1872. P/T Hours divided by 1872 are Full-Time Equivalent Hours (FTE).

COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT DEPARTMENT Goals, Objectives & Accomplishments	FUND Division	121 Various
---	--------------------------------	------------------------------

PROGRAM

The Planning Department consists of three Divisions: Building and Safety, Code Enforcement, and Planning. The Planning Division is responsible for working with property owners and developers through the entitlement process ranging from land use requests to the development of property. This involves the preparation of agenda packets and the conducting of public hearings with the Planning Commission. The Building and Safety Division is responsible for processing plan checks and issuing building permits so that construction is compliant with minimum safety requirements for the public. The Code Enforcement Division is responsible for correcting municipal code violations and working with property owners to achieve those goals.

2019-2020 Goals & Objectives

- Update the Noise element of the General Plan by the end of calendar year 2019.
- Have a draft of a new Open Space Element of the General Plan ready for review by the Department of Parks and Recreation and the Parks and Recreation Commission by the end of calendar year 2019.
- Have base circulation and traffic studies completed by the end of fiscal year 2019-2020 to begin updating the Circulation Element of the General Plan.
- 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 trends in the City and recommend new code amendments and or zone changes 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.
- Expedite the processing of entitlement permits for tourist-oriented hospitality uses and community retail projects so that review by the Planning Commission occurs within 6 months of application submittal (this is dependent on responsiveness of the project applicant team).

COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT DEPARTMENT Goals, Objectives & Accomplishments	FUND Division	121 Various
---	--------------------------------	------------------------------

2019-2020 Goals & Objectives (cont'd)

- Establish an overtime schedule for inputting historical permit files once the new permitting software program is installed. The goal is to have 25% of historical permit files inputted into the new software by the end of calendar year 2020 and 50% by 2021.
- Monthly discussion of customer service issues that have come up. One re-emphasis class regarding customer service in fiscal year 2019-2020.
- Continue scanning files and plans to discard in accordance with the City's Destruction of Obsolete Records Policy. This is dependent on the availability of volunteer workers.
- Have a 3-month review of the new software once it is installed to monitor the building permit process with a follow-up review after six months.
- Continue providing monthly progress update reports to the City Manager on outstanding and closed cases.
- Increase trail parking violation enforcement cases by 5% depending on availability of cases to enforce.
- Use "Letters of Abatement" in all cases where there is non-response to citations to preclude anticipated legal costs for court cases.
- Increase the number of abandoned vehicles removed through the Abandoned Vehicle Abatement program by 5% with greater public awareness.

2018-2019 Accomplishments

- Reviewed and processed the applications and staff reports that resulted in the approval of a 26,588 square foot commercial center at the "gateway" to Sixth Street at Sierra Avenue that will include a Grocery Outlet store, a Taco Bell, and a third building for additional retail and eatery uses.
- Reviewed and processed the application and staff report for approval of a 1,890 square-foot parts building for Browning Dodge.

COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT DEPARTMENT Goals, Objectives & Accomplishments	FUND Division	121 Various
---	--------------------------------	------------------------------

2018-2019 Accomplishments (cont'd)

- Reviewed and processed the application and staff report for approval of allowing an existing modular unit at Hidden Valley Golf Club to become a permanent facility for the Pro Shop.
- Reviewed and processed the application and staff report for approval of a conditional use permit to allow the sale of alcohol for on-site consumption allowing the Derby Room with an off-track wagering center to open at 3230 Hamner Avenue.
- Reviewed and processed the application and staff report for approval of a Carmax Auto Store at Second Street and Valley View Avenue.
- Reviewed and processed the application and staff report for approval of a 76 gas station, car wash, and convenience store at the corner of Town and Country Drive and Hamner Avenue.
- Reviewed and processed the application and staff report for approval of a 4-story, 122-room Woodspring Suites Hotel on the east side of Hamner Avenue south of Fifth Street.
- Updated the Conservation Element and Safety Element of the General Plan.
- Processed requests and reports for nine conditional use permits for land uses not associated with new development.
- Processed requests and reports for six variances.
- Reviewed and processed the applications and staff reports for approval of two specific plan amendments.
- Reviewed and processed the applications for two parcel map applications and an extension of an approved tentative tract map.
- Processed 832 applications and plan reviews for building permits.
- Successfully corrected and closed 90 code enforcement cases. 156 new cases were opened.



**PLANNING
DEPARTMENT**



Page Intentionally Left Blank

GENERAL FUND

COMMUNITY DEVELOPMENT DEPARTMENT	FUND	121
Planning	Division	750

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 195,875	203,207	201,002	205,160
30105	Salaries, Part Time	27,447	84,531	45,000	70,080
30200	PERS Retirement	21,642	23,509	23,254	25,674
30201	PERS Employer UAL	60,906	75,593	70,264	82,046
30205	Employee Group Insurance	24,734	24,049	24,823	24,794
30210	Vehicle Allowance	5,817	4,800	4,800	4,800
30215	Medical Savings Account	540	540	540	540
30220	FICA/Medicare Insurance	3,410	3,766	3,567	3,991
30221	Administrative Leave Cash Out	1,470	1,358	5,926	7,111
30225	Sick Leave Buy Back	3,602	4,000	2,876	4,000
30230	Annual Vacation Cash Out	5,595	5,700	5,763	6,915
30235	Deferred Compensation	296	1,412	1,125	1,752
	Subtotal - Salaries and Benefits	<u>351,335</u>	<u>432,465</u>	<u>388,939</u>	<u>436,863</u>
30300	Conferences and Meetings	649	-	-	-
30320	Dues, Memberships and Subscriptions	1,051	1,200	1,200	1,200
	Subtotal - Employee Related	<u>1,700</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
30400	Office Supplies	1,319	800	776	800
30415	Special Departmental	168	800	800	800
30445	Legal Advertising	1,947	2,500	4,000	3,500
	Subtotal - Supplies and Services	<u>3,434</u>	<u>4,100</u>	<u>5,576</u>	<u>5,100</u>
33100	Utilities	816	450	1,169	1,200
	Subtotal - Operations & Utilities	<u>816</u>	<u>450</u>	<u>1,169</u>	<u>1,200</u>
34100	Contractual Services	-	-	-	100,000
	Subtotal - Contractual & Professional Svcs	<u>-</u>	<u>-</u>	<u>-</u>	<u>100,000</u>
42110	Computing and Comm. Equip Replacement	2,200	1,700	1,700	1,400
42115	Computing and Communications Operations	25,300	28,600	28,600	35,400
42235	Compensated Absences	1,907	-	-	-
	Subtotal - Internal Service Charges	<u>29,407</u>	<u>30,300</u>	<u>30,300</u>	<u>36,800</u>
	TOTAL EXPENDITURES	<u>\$ 386,691</u>	<u>468,515</u>	<u>427,184</u>	<u>581,163</u>



Page Intentionally Left Blank



CODE COMPLIANCE



Page Intentionally Left Blank

GENERAL FUND

COMMUNITY DEVELOPMENT DEPARTMENT	FUND	121
Code Compliance	Division	751

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 59,075	60,847	60,750	61,432
30105	Salaries, Part Time	12,400	25,000	20,000	19,200
30110	Salaries, Overtime	663	600	600	600
30200	PERS Retirement	4,060	4,163	4,156	4,292
30201	PERS Employer UAL	-	-	272	274
30205	Employee Group Insurance	16,165	15,958	16,171	15,982
30220	FICA/Medicare Insurance	988	1,253	1,180	1,178
30225	Sick Leave Buy Back	-	800	510	800
30235	Deferred Compensation	233	625	500	480
	Subtotal - Salaries and Benefits	<u>93,584</u>	<u>109,246</u>	<u>104,139</u>	<u>104,238</u>
30400	Office Supplies	-	500	500	500
30415	Special Departmental	50	500	300	500
	Subtotal - Supplies and Services	<u>50</u>	<u>1,000</u>	<u>800</u>	<u>1,000</u>
33100	Utilities	1,171	750	1,256	1,300
	Subtotal - Operations & Utilities	<u>1,171</u>	<u>750</u>	<u>1,256</u>	<u>1,300</u>
34100	Contractual Services	61,653	35,000	35,000	25,000
	Subtotal - Contractual & Professional Svcs	<u>61,653</u>	<u>35,000</u>	<u>35,000</u>	<u>25,000</u>
42100	Vehicle Operations and Maintenance	1,208	1,000	1,161	1,000
42110	Computing and Comm. Equip Replacement	-	-	-	400
42115	Computing and Communications Operations	-	-	-	7,100
42235	Compensated Absences	1,880	-	-	-
	Subtotal - Internal Service Charges	<u>3,088</u>	<u>1,000</u>	<u>1,161</u>	<u>8,500</u>
	TOTAL EXPENDITURES	<u>\$ 159,544</u>	<u>146,996</u>	<u>142,356</u>	<u>140,038</u>



Page Intentionally Left Blank



BUILDING & SAFETY



Page Intentionally Left Blank

GENERAL FUND

COMMUNITY DEVELOPMENT DEPARTMENT	FUND	121
Building & Safety	Division	752

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 159,217	169,134	165,468	170,760
30110	Salaries, Overtime	2,364	2,400	2,400	7,200
30200	PERS Retirement	13,215	16,398	14,411	15,510
30201	PERS Employer UAL	19,372	23,870	22,936	26,382
30205	Employee Group Insurance	47,249	50,247	47,796	47,322
30220	FICA/Medicare Insurance	2,289	2,487	2,399	2,580
30225	Sick Leave Buy Back	1,475	1,700	2,547	2,547
30230	Annual Vacation Cash Out	2,087	1,200	1,200	1,440
	Subtotal - Salaries and Benefits	<u>247,266</u>	<u>267,436</u>	<u>259,157</u>	<u>273,741</u>
30300	Conferences and Meetings	790	1,000	-	1,000
30310	Uniforms & Safety Gear	-	300	-	300
30320	Dues, Memberships and Subscriptions	-	250	-	250
	Subtotal - Employee Related	<u>790</u>	<u>1,550</u>	<u>-</u>	<u>1,550</u>
30400	Office Supplies	464	300	300	400
30415	Special Departmental	161	600	725	2,300
	Subtotal - Supplies and Services	<u>625</u>	<u>900</u>	<u>1,025</u>	<u>2,700</u>
33100	Utilities	985	400	985	1,000
	Subtotal - Operations & Utilities	<u>985</u>	<u>400</u>	<u>985</u>	<u>1,000</u>
34100	Contractual Services	111,691	140,000	140,000	120,000
	Subtotal - Contractual & Professional Svcs	<u>111,691</u>	<u>140,000</u>	<u>140,000</u>	<u>120,000</u>
42100	Vehicle Operations and Maintenance	2,500	2,500	2,500	2,500
42110	Computing and Comm. Equip Replacement	1,400	1,300	1,300	1,200
42115	Computing and Communications Operations	20,200	22,900	22,900	28,300
42235	Compensated Absences	1,287	-	-	-
	Subtotal - Internal Service Charges	<u>25,387</u>	<u>26,700</u>	<u>26,700</u>	<u>32,000</u>
	TOTAL EXPENDITURES	<u><u>\$ 386,745</u></u>	<u><u>436,986</u></u>	<u><u>427,867</u></u>	<u><u>430,991</u></u>



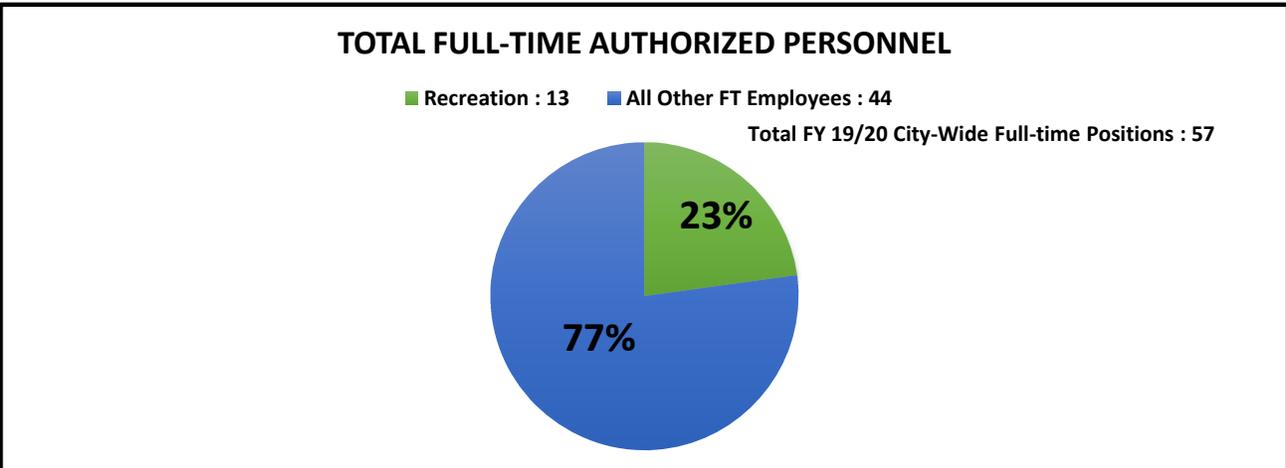
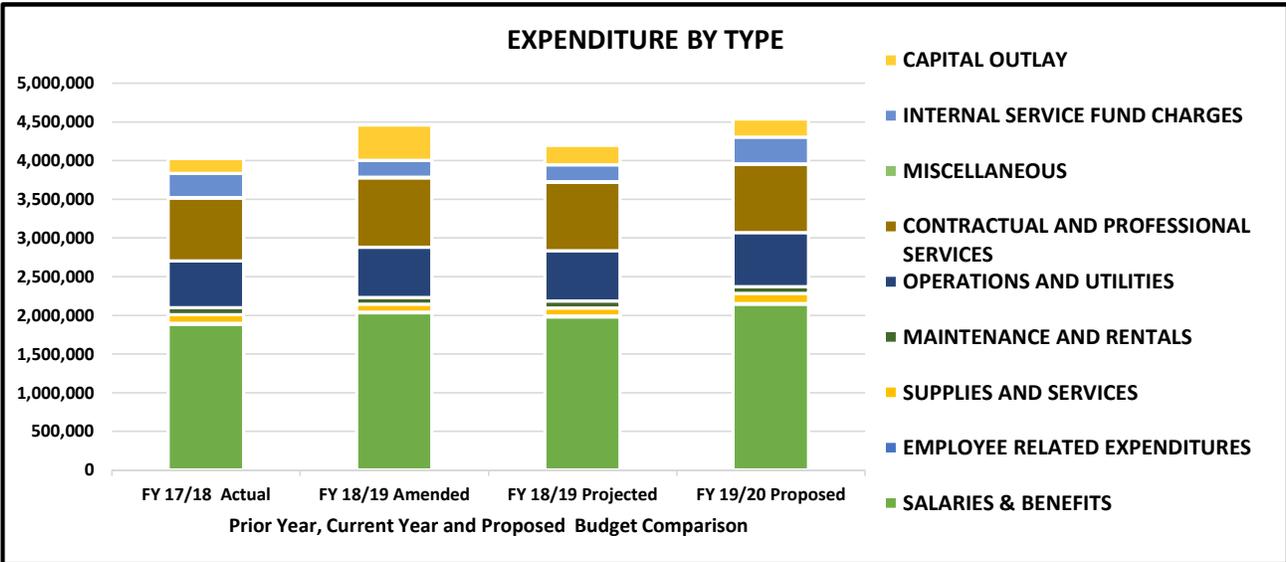
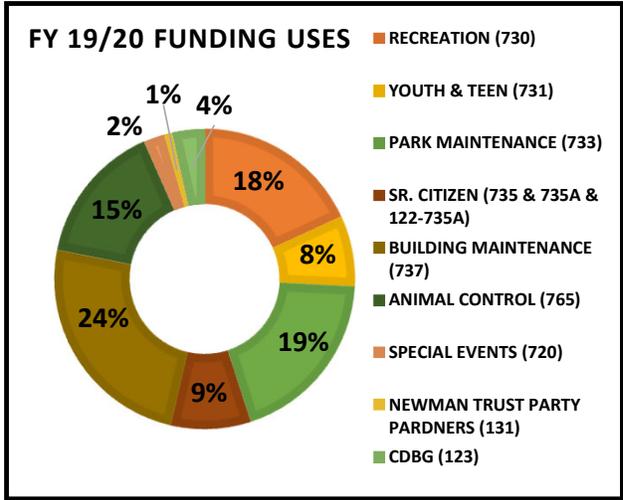
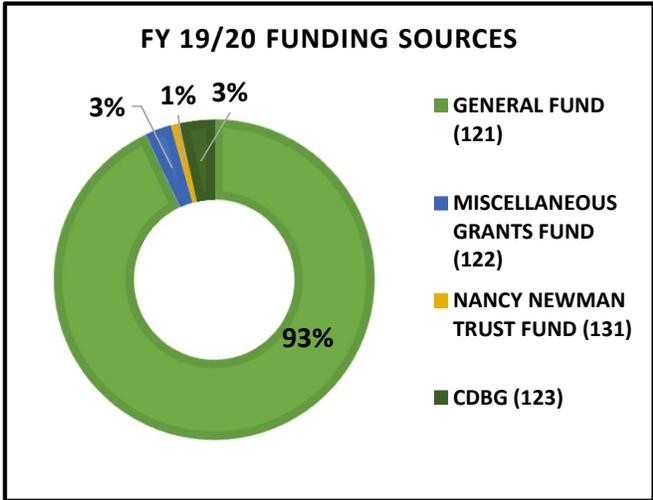
Page Intentionally Left Blank



**PARKS, RECREATION
COMMUNITY SERVICES
& ANIMAL CONTROL**

PARKS, RECREATION & COMMUNITY SERVICES SUMMARY

RECREATION & COMMUNITY SERVICES DEPARTMENT Recreation, Sr. Citizens, Park & Bldg Maint., Animal Control	FUNDS Divisions	121/123/131 Various
---	---------------------------	--------------------------------------



PARKS, RECREATION & COMMUNITY SERVICES SUMMARY

RECREATION & COMMUNITY SERVICES DEPARTMENT Recreation, Sr. Citizens, Park & Bldg Maint., Animal Control	FUNDS Divisions	121/123/131 Various
---	---------------------------	--------------------------------------

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
GENERAL FUND (121)	\$ 3,817,742	\$ 4,029,220	\$ 3,929,187	\$ 4,216,550
MISCELLANEOUS GRANTS FUND (122)	60,000	116,000	76,000	121,000
NANCY NEWMAN TRUST FUND (131)	-	-	-	38,489
CDBG (123)	<u>147,236</u>	<u>311,400</u>	<u>188,440</u>	<u>159,645</u>
TOTAL FUNDING SOURCES	<u>\$ 4,024,978</u>	<u>4,456,620</u>	<u>4,193,627</u>	<u>4,535,684</u>

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
RECREATION (730)	\$ 750,057	805,688	790,111	825,307
YOUTH & TEEN (731)	288,009	310,972	275,178	345,548
PARK MAINTENANCE (733)	813,060	853,677	855,736	871,715
SR. CITIZEN (735 & 735A & 122-735A)	256,927	390,330	312,181	389,928
BUILDING MAINTENANCE (737)	1,074,942	1,050,009	1,048,402	1,110,541
ANIMAL CONTROL (765)	635,403	640,283	639,563	692,674
SPECIAL EVENTS (720)	59,344	94,261	84,016	101,837
NEWMAN TRUST PARTY PARDNERS (131)	-	-	-	38,489
CDBG (123)	<u>147,236</u>	<u>311,400</u>	<u>188,440</u>	<u>159,645</u>
TOTAL FUNDING USES	<u>\$ 4,024,978</u>	<u>4,456,620</u>	<u>4,193,627</u>	<u>4,535,684</u>

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	\$ 1,883,050	\$ 2,029,572	\$ 1,977,224	\$ 2,140,394
EMPLOYEE RELATED EXPENDITURES	11,739	10,640	10,932	11,040
SUPPLIES AND SERVICES	110,511	100,849	102,686	131,740
MAINTENANCE AND RENTALS	90,162	87,785	92,176	84,240
OPERATIONS AND UTILITIES	607,788	650,147	649,417	701,798
CONTRACTUAL AND PROFESSIONAL SERVICES	813,240	896,738	885,443	881,649
MISCELLANEOUS	4,800	5,700	5,700	6,500
INTERNAL SERVICE FUND CHARGES	311,838	219,500	220,320	343,357
CAPITAL OUTLAY	191,850	455,689	249,729	234,966
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	<u>\$ 4,024,978</u>	<u>4,456,620</u>	<u>4,193,627</u>	<u>4,535,684</u>

PARKS, RECREATION & COMMUNITY SERVICES SUMMARY

RECREATION & COMMUNITY SERVICES DEPARTMENT	FUNDS	121/123/131
Recreation, Sr. Citizens, Park & Bldg Maint., Animal Control	Divisions	Various

AUTHORIZED PERSONNEL	FY 18/19 Full-Time	FY 18/19 Part-Time*	FY 19/20 Full-Time	FY 19/20 Part-Time*
DEPUTY CITY MANAGER/DIR. OF PARK & REC.	1.00	-	1.00	-
PARK & RECREATION SUPERINTENDENT	1.00	-	1.00	-
ANIMAL CONTROL SUPERINTENDENT	1.00	-	1.00	-
PARK & BUILDING MAINT. SUPERVISOR	1.00	-	1.00	-
SUPERVISOR RECREATION & COMM. SVCS. Recd	1.00	-	1.00	-
RECREATION SUPERVISOR	1.00	-	1.00	-
SENIOR ANIMAL CONTROL OFFICER	1.00	-	1.00	-
EXECUTIVE SECRETARY	1.00	-	1.00	-
ANIMAL CONTROL OFFICER	1.00	-	1.00	-
PARK MAINTENANCE WORKER	2.00	-	2.00	-
ADMINISTRATIVE CLERK	1.00	-	1.00	-
BUS DRIVER	1.00	-	1.00	-
IRRIGATION TECHNICIAN (P/T)	-	0.90	-	0.90
RECREATION COORDINATOR (P/T)	-	0.90	-	0.90
TEMPORARY PART-TIME (P/T)	-	0.56	-	0.56
TOTAL AUTHORIZED PERSONNEL	13.00	2.35	13.00	2.35

**Full-Time annual employee hours are 1872. P/T Hours divided by 1872 are Full-Time Equivalent Hours (FTE).*



RECREATION



RECREATION

PARKS, RECREATION & COMMUNITY SVCS	FUND	121
Goals, Objectives & Accomplishments	Division	730

PROGRAM

This Division is responsible for building a strong community now and into the future through its belief that Parks Make Life Better and the diverse offering of recreation activities and resources. Recreation is critical to help build and support relationships and enrich resident's quality of life that are the foundation of a strong community

By providing safe recreational programs and leisure opportunities, the Division fosters physical and social human development through programs tailored to specific age groups, interests and abilities. As dedicated professionals, the Recreation Division is responsible to plan, organize, implement and evaluate comprehensive year-round recreation programs and services 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 relationships that support economic development within the community. Special events such as National Day of the American Cowboy and Horsetown Parade of Lights and Christmas Festival draw participants from around the region, introducing new customers to our local businesses. They bring individuals together and unite in cultural and community celebration, thus building a successful and healthy community. Strong volunteer efforts positively affect 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.

2019-2020 Goals & Objectives

- Implement Capital Program and Measure R projects.
- Expand the Volunteer Program by 5% to assist in city-wide projects for the betterment of the community which is consistent with Strategic Direction #2.
- 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, which is consistent with Strategic Direction #2.
- Work with Administration on the development and implementation of a Non-Profit to assist in the goals and objectives to support community events and special projects.

RECREATION

PARKS, RECREATION & COMMUNITY SVCS	FUND	121
Goals, Objectives & Accomplishments	Division	730

2019-2020 Goals & Objectives (cont'd)

- Continue to utilize social media to advertise and promote Horsetown USA including all events, programs and services, which is consistent with Strategic Direction #2.

2018-19 Accomplishments

- Increased volunteer participation by 38% from FY 17-18.
- Collaborated with the Riverside County Department of Social Services to perform counts and surveys for the Riverside County's Homeless Point – in – Time Count (PIT) and to gather data and provide resources to individuals if they were eligible.
- Negotiated and secured a contract with a new cellular company to install a public improvement benefit of \$20,000 towards the park capital program and generate a monthly revenue source to the General Fund of more \$42,000 per year
- Secured the US Navy Band Southwest Wind Ensemble and coordinated with CNUSD for a free community concert.
- Successfully recruited teams from outside of California for the first time to compete in the annual Wheelchair Basketball Tournament, which created additional economic stimulus. Coordinated with Norco High School to present the Wheelchair Basketball exhibition game to the students at the high school.
- Secured sponsorships for community special events such as Concerts in the Park, Day of the Cowboy, Parade of Lights and Christmas Festival, Astronomy Nights, 4th of July Equestrian Trail Rid and Picnic in the Park and 9-11 Remembrance.
- Successfully implemented the use of a new web based facility rental and registration software, Max Galaxy, to manage facility reservations, memberships, customers, billing and league registrations.
- Engaged with the community through city-wide outreach events in addition to National Night Out in a neighboring city.

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Recreation	Division	730

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 316,114	328,235	325,112	331,392
30105	Salaries, Part Time	51,670	63,239	57,330	65,018
30106	Salaries, Part Time (32 hour-PERS)	-	-	114	-
30110	Salaries, Overtime	921	930	930	1,000
30200	PERS Retirement	33,532	36,385	36,171	39,594
30201	PERS Employer UAL	88,950	109,606	103,354	119,112
30205	Employee Group Insurance	36,370	38,262	32,567	34,788
30210	Vehicle Allowance	4,800	4,800	4,800	4,800
30215	Medical Savings Account	780	780	780	780
30220	FICA/Medicare Insurance	5,879	5,689	5,561	5,762
30221	Administrative Leave Cash Out	5,501	5,666	5,666	6,233
30225	Sick Leave Buy Back	3,107	5,000	6,613	7,274
30230	Annual Vacation/Admin Leave Cash Out	7,736	7,800	7,968	8,765
30235	Deferred Compensation	1,328	1,581	1,433	1,625
	Subtotal - Salaries and Benefits	<u>556,689</u>	<u>607,973</u>	<u>588,399</u>	<u>626,143</u>
30300	Conferences and Meetings	2,658	715	715	715
30310	Uniforms& Safety Gear	26	500	500	500
30320	Dues, Memberships and Subscriptions	300	650	670	650
	Subtotal - Employee Related	<u>2,984</u>	<u>1,865</u>	<u>1,885</u>	<u>1,865</u>
30400	Office Supplies	5,343	6,000	6,000	6,000
30415	Special Departmental	4,309	4,500	4,501	4,500
30435	Software Expense	8,100	-	-	-
	Subtotal - Supplies and Services	<u>17,752</u>	<u>10,500</u>	<u>10,501</u>	<u>10,500</u>
32200	Building and Ground Maintenance	327	1,200	6,600	1,200
	Subtotal - Maintenance & Rentals	<u>327</u>	<u>1,200</u>	<u>6,600</u>	<u>1,200</u>
33100	Utilities	44,012	43,392	43,703	45,204
	Subtotal - Operations & Utilities	<u>44,012</u>	<u>43,392</u>	<u>43,703</u>	<u>45,204</u>
35272	Financial Assistance (F.A.I.R)	-	-	-	500
	Subtotal - Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>500</u>
34100	Contractual Services	7,930	15,400	18,272	16,800
34145	Recreation Instructors	39,042	41,258	36,651	40,695
34150	Special Events	59	-	-	-
	Subtotal - Contractual & Professional Svcs	<u>47,031</u>	<u>56,658</u>	<u>54,923</u>	<u>57,495</u>
42100	Vehicle Operations and Maintenance	8,000	8,000	8,000	8,000
42110	Computing and Comm. Equip Replacement	4,400	3,900	3,900	3,400
42115	Computing and Communications Operations	50,600	57,200	57,200	63,800
42235	Compensated Absences	13,261	-	-	-
	Subtotal - Internal Service Charges	<u>76,261</u>	<u>69,100</u>	<u>69,100</u>	<u>75,200</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Recreation	Division	730

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
43100	Equipment	2,082	10,000	10,000	7,200
43115	Building Improvements	2,918	5,000	5,000	-
	Subtotal - Capital Outlay	<u>5,000</u>	<u>15,000</u>	<u>15,000</u>	<u>7,200</u>
	TOTAL EXPENDITURES	<u>\$ 750,057</u>	<u>805,688</u>	<u>790,111</u>	<u>825,307</u>



Page Intentionally Left Blank



**YOUTH & TEEN
SERVICES**

YOUTH & TEEN

PARKS, RECREATION & COMMUNITY SVCS	FUND	121
Goals, Objectives & Accomplishments	Division	731

PROGRAM

Key trends are addressed by this Division to keep youth active and on the road to becoming positive members of society, which facilitates community problem solving. The Youth Division establishes a foundation and provides clear recreational opportunities where children ages 2-15 can grow emotionally, intellectually, socially and physically through play in a safe and wholesome environment; all which embrace the principles of youth development. Embracing the diversity of the community, this Division addresses intergenerational convergence 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 sports, which are consistent with Strategic Direction #2.

The division creates partnerships with many local service organizations 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, 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.

This Division will strive to expand sport programs for youth and adults to enjoy which will create not only a good place to bond with friends (and make new ones), but also get one moving and help foster a competitive – and cooperative – spirit. Recreational sports have multiple benefits for adults, just as they do for kids and teens – in fact, adults are likely much more in need of the physical and psychological boosts that playing rec league sports can provide.

2019-2020 Goals & Objectives

- Seek new trending recreation opportunities for youth and adults, which are self-supporting, which is consistent with Strategic Direction #3.
- Continue to seek fundraising opportunities and facility rental to provide supplemental monies for infrastructure needs at Riley Gymnasium, which is consistent with Strategic Direction #1.

YOUTH & TEEN

PARKS, RECREATION & COMMUNITY SVCS	FUND	121
Goals, Objectives & Accomplishments	Division	731

2019-2020 Goals & Objectives (cont'd)

- Collaborate with the Youth Advisory Council to assist in the outreach for youth desires in the community, which is consistent with Strategic Direction #2.
- Develop self-supporting recreation opportunities for youth and adults to promote a healthy and active lifestyle consistent with Strategic Direction #3.

2018-19 Accomplishments

- Installation of new volleyball courts at Riley Gymnasium to allow for multi-purpose use.
- Hosting a new Co Ed Adult Volleyball League, to increase the number of sports offered for adults by the City of Norco and produce additional revenue for the sports program.
- Sought new revenue streams through private rentals at Riley Gymnasium.
- Secured sponsorships for Egg Hunts, Tiny Tot Olympics and Breakfast with Santa
- Served 760 participants at the annual Egg Hunt Events with 5,000 toy filled eggs and 6,500 candy field eggs distributed among each age group.
- Participated in outreach events to promote City programs and activities at Day of the Child, SilverLakes Kids Expo and UNLOAD Town Hall event.
- Hosted a Youth Basketball SCMAF tournament for Division A youth basketball where championship teams from Norco and local municipalities competed.



Page Intentionally Left Blank

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Youth & Teen	Division	731

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ 159,457	181,150	169,182	209,366
30106	Salaries, Part Time (32 hour-PERS)	24,604	28,899	25,363	29,176
30110	Salaries, Overtime	248	-	-	-
30200	PERS Retirement	2,626	3,343	2,937	3,652
30201	PERS Employer UAL	7,388	10,750	8,723	11,668
30220	FICA/Medicare Insurance	2,722	3,046	2,821	3,459
30235	Deferred Compensation	3,993	4,529	4,230	5,234
30245	Workers Compensation	11,536	-	1,700	-
	Subtotal - Salaries and Benefits	<u>212,574</u>	<u>231,717</u>	<u>214,955</u>	<u>262,555</u>
30300	Conferences and Meetings	25	250	250	250
30310	Uniforms & Safety Gear	200	200	200	200
30320	Dues, Memberships and Subscriptions	-	200	200	200
	Subtotal - Employee Related	<u>225</u>	<u>650</u>	<u>650</u>	<u>650</u>
30400	Office Supplies	65	1,000	1,000	1,000
30415	Special Departmental	18,202	16,563	14,072	16,731
30485	Wee People Special Events	3,539	600	600	400
	Subtotal - Supplies and Services	<u>21,805</u>	<u>18,163</u>	<u>15,672</u>	<u>18,131</u>
32200	Building and ground maintenance	948	1,200	1,200	1,200
	Subtotal - Maintenance & Rentals	<u>948</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
33100	Utilities	5,036	7,200	5,544	7,452
	Subtotal - Operations & Utilities	<u>5,036</u>	<u>7,200</u>	<u>5,544</u>	<u>7,452</u>
34100	Contractual Services	26,679	32,942	21,057	33,660
	Subtotal - Contractual & Professional Svcs	<u>26,679</u>	<u>32,942</u>	<u>21,057</u>	<u>33,660</u>
42100	Vehicle Operations and Maintenance	-	-	-	-
42110	Computing and Comm. Equip Replacement	1,000	900	900	600
42115	Computing and Communications Operations	15,200	15,200	15,200	21,300
42235	Compensated Absences	911	-	-	-
	Subtotal - Internal Service Charges	<u>17,111</u>	<u>16,100</u>	<u>16,100</u>	<u>21,900</u>
43100	Equipment	3,631	3,000	-	-
	Subtotal - Capital Outlay	<u>3,631</u>	<u>3,000</u>	<u>-</u>	<u>-</u>
	TOTAL EXPENDITURES	<u>\$ 288,009</u>	<u>310,972</u>	<u>275,178</u>	<u>345,548</u>



Page Intentionally Left Blank



PARK MAINTENANCE

PARK MAINTENANCE

PARKS, RECREATION & COMMUNITY SVCS	FUND	121
Goals, Objectives & Accomplishments	Division	733

PROGRAM

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. 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 parkland, 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 citywide Landscape areas within the Maintenance Districts.

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, 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.

2019-2020 Goals & Objectives

- Implement Capital Program and Measure R projects.
- Complete Causeway design and multi-purpose Santa Ana River Trail connector at Silverlakes/JCSD Park.
- Complete park assessable update to be included in future capital program.

PARK MAINTENANCE

PARKS, RECREATION & COMMUNITY SVCS	FUND	121
Goals, Objectives & Accomplishments	Division	733

2018-19 Accomplishments

- Completed new ADA restroom at Community Center and ADA ramp.
- Removal of old playground system and installation of new playground system at Snipes Park.

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Park Maintenance	Division	733

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 36,211	41,120	41,120	41,514
30105	Salaries, Part Time	15,776	17,000	17,000	-
30106	Salaries, Part Time (32 hour-PERS)	1,615	-	651	700
30107	Salaries, Part Time (20 hour-PERS)	-	-	-	15,616
30110	Salaries, Overtime	202	-	-	-
30200	PERS Retirement	4,001	4,757	4,604	6,286
30201	PERS Employer UAL	11,414	15,297	14,026	16,672
30205	Employee Group Insurance	7,834	7,827	7,972	7,834
30212	Cell Phone Stipend	25	-	-	-
30215	Medical Savings Account	120	120	120	120
30220	FICA/Medicare Insurance	746	843	796	839
30221	Administrative Leave Cash Out	707	791	791	870
30225	Sick Leave Buy Back	752	770	814	895
30230	Annual Vacation Cash Out	-	1,000	1,151	1,266
30235	Deferred Compensation	347	425	1,028	1,038
30245	Workers Compensation	78	-	-	-
	Subtotal - Salaries and Benefits	<u>79,827</u>	<u>89,950</u>	<u>90,072</u>	<u>93,649</u>
30300	Conferences and Meetings	-	800	800	800
30310	Uniforms & Safety Gear	703	700	700	700
30320	Dues, Memberships and Subscriptions	170	250	250	500
	Subtotal - Employee Related	<u>873</u>	<u>1,750</u>	<u>1,750</u>	<u>2,000</u>
30400	Office Supplies	59	150	150	150
30415	Special Departmental	13,330	900	2,837	3,400
30425	Small Tools	-	200	200	200
	Subtotal - Supplies and Services	<u>13,389</u>	<u>1,250</u>	<u>3,187</u>	<u>3,750</u>
32105	Equipment Rental	108	500	500	500
32200	Building and Ground Maintenance	20,210	22,000	22,000	22,000
32352	Veterans Memorial Maintenance	11,152	3,000	3,000	3,000
32400	Trail Maintenance	-	3,000	3,000	3,000
	Subtotal - Maintenance & Rentals	<u>31,469</u>	<u>28,500</u>	<u>28,500</u>	<u>28,500</u>
33100	Utilities	27,858	72,100	72,100	76,787
33100.10	Water Charges	265,103	244,500	244,500	268,950
	Subtotal - Operations & Utilities	<u>292,960</u>	<u>316,600</u>	<u>316,600</u>	<u>345,737</u>
34100	Contractual Services	355,566	369,627	369,627	368,692
	Subtotal - Contractual & Professional Svcs	<u>355,566</u>	<u>369,627</u>	<u>369,627</u>	<u>368,692</u>
42100	Vehicle Operations and Maintenance	4,000	4,000	4,000	4,000
42105	Vehicle Replacement Charges	10,587	-	-	10,587
42110	Computing and Comm. Equip Replacement	700	600	600	600
42115	Computing and Communications Operations	10,100	11,400	11,400	14,200
42235	Compensated Absences	4,089	-	-	-
	Subtotal - Internal Service Charges	<u>29,476</u>	<u>16,000</u>	<u>16,000</u>	<u>29,387</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Park Maintenance	Division	733

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
43150	Park Structures/Enhancements	9,500	30,000	30,000	-
	Subtotal - Capital Outlay	<u>9,500</u>	<u>30,000</u>	<u>30,000</u>	<u>-</u>
	TOTAL EXPENDITURES	<u>\$ 813,060</u>	<u>853,677</u>	<u>855,736</u>	<u>871,715</u>



Page Intentionally Left Blank



SENIOR CITIZENS



SENIOR CITIZENS

PARKS, RECREATION & COMMUNITY SVCS Goals, Objectives & Accomplishments	FUND Division	Various 735
---	--------------------------------	------------------------------

PROGRAM

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.

Special events, a daily nutrition and supplemental food distribution program, a door-to-door transportation program, senior excursion 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 bring information and resources to the senior center and take advantage of the resources available to those in need.

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

2019-2020 Goals & Objectives

- Market and promote an active and positive image for the Senior Center as an inviting destination for seniors of all ages by introducing programming that will encourage an active lifestyle and improve quality of life which is consistent with Strategic Direction #2
- Implement the reestablished Party Partners Program through an endowment and keeping the executor informed of the new programs and services being offered.

SENIOR CITIZENS

PARKS, RECREATION & COMMUNITY SVCS Goals, Objectives & Accomplishments	FUND Division	Various 735
---	--------------------------------	------------------------------

2019-2020 Goals & Objectives (cont'd)

- Identify and seek two additional sponsors or funding sources within the fiscal year to provide support to senior services and the Party Partners program, which is consistent with Strategic Direction #3
- Increase ridership in the Senior Shuttle Service through community outreach by attending a minimum of two community tabling events targeting the veteran population and senior service locations including living facilities and healthcare providers consistent with Strategic Direction #2
- 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

2018-2019 Accomplishments

- Secured funding source to re-establish the Party Partners Program.
- Secured three-year funding for the senior transportation program, which includes the purchase of a new ADA accessible vehicle.
- Sought new revenue streams through private rentals at Rose M. Eldridge Senior Center.
- Hosted a Senior Health and Wellness Expo at the Rose M. Eldridge Senior Center with a variety of information booths and senior resources for senior participants.

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Senior Citizens	Division	735

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 46,114	48,541	43,084	47,149
30105	Salaries, Part Time	31,217	43,811	48,467	37,655
30110	Salaries, Overtime	246	-	-	-
30200	PERS Retirement	4,387	3,454	3,058	3,713
30201	PERS Employer UAL	10,245	1,606	1,517	2,406
30205	Employee Group Insurance	7,856	3,864	4,833	3,716
30215	Medical Savings Account	78	168	129	168
30220	FICA/Medicare Insurance	1,457	1,144	1,327	1,230
30221	Administrative Leave Cash Out	-	1,164	-	1,164
30225	Sick Leave Buy Back	687	700	490	700
30230	Annual Vacation Cash Out	954	1,432	-	1,432
30235	Deferred Compensation	853	1,095	1,212	941
30245	Workers Compensation	-	-	200	-
	Subtotal - Salaries and Benefits	<u>104,094</u>	<u>106,979</u>	<u>104,317</u>	<u>100,273</u>
30300	Conferences and Meetings	31	185	248	185
30310	Uniforms & Safety Gear	195	195	240	195
30320	Dues, Memberships and Subscriptions	346	175	618	175
	Subtotal - Employee Related	<u>572</u>	<u>555</u>	<u>1,106</u>	<u>555</u>
30400	Office Supplies	648	500	500	500
30415	Special Departmental	2,837	2,220	2,493	3,958
30480	Sr. Special Events	1,808	1,200	1,505	1,600
30490	Party Partners	5,368	-	950	17,200
	Subtotal - Supplies and Services	<u>10,662</u>	<u>3,920</u>	<u>5,448</u>	<u>23,258</u>
32200	Building and ground maintenance	4,995	5,450	5,563	5,450
	Subtotal - Maintenance & Rentals	<u>4,995</u>	<u>5,450</u>	<u>5,563</u>	<u>5,450</u>
33100	Utilities	10,671	9,654	9,654	10,791
	Subtotal - Operations & Utilities	<u>10,671</u>	<u>9,654</u>	<u>9,654</u>	<u>10,791</u>
34100	Contractual Services	18,386	41,320	42,204	22,120
	Subtotal - Contractual & Professional Svcs	<u>18,386</u>	<u>41,320</u>	<u>42,204</u>	<u>22,120</u>
42100	Vehicle Operations and Maintenance	1,000	5,000	6,500	3,719
42105	Vehicle Replacement Charges	5,136	-	-	5,644
42110	Computing and Comm. Equip Replacement	1,300	1,100	1,100	1,100
42115	Computing and Communications Operations	9,200	11,200	11,200	13,700
	Subtotal - Internal Service Charges	<u>16,636</u>	<u>17,300</u>	<u>18,800</u>	<u>24,163</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Senior Citizens	Division	735

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
43110	Automotive Equipment	-	-	-	590
43115	Building Improvements	-	10,000	10,000	-
	Subtotal - Capital Outlay	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>590</u>
	TOTAL EXPENDITURES	<u>\$ 166,016</u>	<u>195,178</u>	<u>197,092</u>	<u>187,200</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Senior Citizens (RCTC Grant Match)	Division	735A

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 10,606	15,345	16,226	16,112
30105	Salaries, Part Time	1,491	3,375	3,375	3,544
30110	Salaries, Overtime	176	-	-	-
30200	PERS Retirement	1,137	1,542	1,626	1,620
30201	PERS Employer UAL	3,128	3,689	3,579	3,874
30205	Employee Group Insurance	2,654	4,800	3,206	4,800
30215	Medical Savings Account	6	24	18	24
30220	FICA/Medicare Insurance	181	271	271	285
30225	Sick Leave Buy Back	-	-	1,128	-
30230	Annual Vacation Cash Out	-	-	425	-
30235	Deferred Compensation	7	84	84	89
	Subtotal - Salaries and Benefits	<u>19,386</u>	<u>29,130</u>	<u>29,938</u>	<u>30,348</u>
30400	Office Supplies	-	500	500	500
30415	Special Departmental	-	2,096	2,096	2,096
	Subtotal - Supplies and Services	<u>-</u>	<u>2,596</u>	<u>2,596</u>	<u>2,596</u>
33100	Utilities	4,525	5,046	4,855	5,239
	Subtotal - Operations & Utilities	<u>4,525</u>	<u>5,046</u>	<u>4,855</u>	<u>5,239</u>
42100	Vehicle Operations and Maintenance	1,000	340	340	961
42115	Computing and Communications Operations	6,000	2,040	1,360	2,584
	Subtotal - Internal Service Charges	<u>7,000</u>	<u>2,380</u>	<u>1,700</u>	<u>3,545</u>
43110	Automotive Equipment	-	40,000	-	40,000
	Subtotal - Capital Outlay	<u>-</u>	<u>40,000</u>	<u>-</u>	<u>40,000</u>
	TOTAL EXPENDITURES	<u>\$ 30,911</u>	<u>79,152</u>	<u>39,089</u>	<u>81,728</u>

SPECIAL REVENUE FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT Senior Citizens (RCTC Grant)	FUND Division	122 735A
---	-------------------------	---------------------------

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 26,480	30,690	31,856	32,225
30105	Salaries, Part Time	5,277	10,125	10,700	10,631
30110	Salaries, Overtime	281	-	-	-
30200	PERS Retirement	2,683	3,085	3,275	3,239
30201	PERS Employer UAL	6,707	7,378	7,102	7,748
30205	Employee Group Insurance	5,632	9,600	7,177	9,600
30215	Medical Savings Account	30	48	37	48
30220	FICA/Medicare Insurance	467	592	490	621
30235	Deferred Compensation	29	253	268	266
	Subtotal - Salaries and Benefits	47,586	61,771	60,905	64,378
33100	Utilities	3,614	3,909	4,775	4,286
	Subtotal - Operations & Utilities	3,614	3,909	4,775	4,286
35150	Administrative Overhead	4,800	5,700	5,700	6,000
	Subtotal - Miscellaneous	4,800	5,700	5,700	6,000
42100	Vehicle Operations and Maintenance	4,000	660	660	1,320
42115	Computing and Communications Operations	-	3,960	3,960	5,016
	Subtotal - Internal Service Charges	4,000	4,620	4,620	6,336
43110	Automotive Equipment	-	40,000	-	40,000
	Subtotal - Capital Outlay	-	40,000	-	40,000
	TOTAL EXPENDITURES	\$ 60,000	116,000	76,000	121,000

SPECIAL REVENUE FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT Nancy Newman Trust Fund	FUND Division	131 735
---	-------------------------	--------------------------

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ -	-	-	20,480
30220	FICA/Medicare Insurance	-	-	-	297
30235	Deferred Compensation	-	-	-	512
	Subtotal - Salaries and Benefits	-	-	-	21,289
30490	Party Partners	-	-	-	17,200
	Subtotal - Supplies and Services	-	-	-	17,200
	TOTAL EXPENDITURES	\$ -	-	-	38,489

SPECIAL REVENUE FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	123
Community Development Block Grant (CDBG)	Division	915

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ -	-	-	11,995
30220	FICA/Medicare Insurance	-	-	-	174
30235	Deferred Compensation	-	-	-	300
	Subtotal - Salaries and Benefits	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,469</u>
35350	Senior Rec/Comm Svc Leader	-	11,400	11,400	-
	Subtotal - Supplies and Services	<u>-</u>	<u>11,400</u>	<u>11,400</u>	<u>-</u>
43115	Building Improvements	147,236	300,000	177,040	-
43120	Improvements Other than Building	-	-	-	147,176
	Subtotal - Capital Outlay	<u>147,236</u>	<u>300,000</u>	<u>177,040</u>	<u>147,176</u>
	TOTAL EXPENDITURES	<u>\$ 147,236</u>	<u>311,400</u>	<u>188,440</u>	<u>159,645</u>



Page Intentionally Left Blank



**PUBLIC BUILDING
MAINTENANCE**

BUILDING MAINTENANCE

PARKS, RECREATION & COMMUNITY SVCS Goals, Objectives & Accomplishments	FUND Division	Various 737
---	--------------------------------	------------------------------

PROGRAM

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.

2019-2020 Goals & 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.
- Complete insulation program meeting title 24 for Nellie Weaver Hall and Riley Gym.
- Implement Capital program related public buildings and infrastructure through Measure R program.
- Schedule tree-planting program at the George Ingalls Equestrian Event Center.
- Complete year 1-CIP projects and Measure R including City wide roofs, new air conditioners at Riley Gym and City Hall, security systems at City Hall and Sheriff Substation, new swamp cooler at Senior Center Kitchen and new insulation at Nellie Weaver Hall and Riley Gym to meet Title 24 energy efficiency program.

BUILDING MAINTENANCE

PARKS, RECREATION & COMMUNITY SVCS Goals, Objectives & Accomplishments	FUND Division	Various 737
---	--------------------------------	------------------------------

2018-19 Accomplishments

- New ADA restroom/shower unit at the George Ingalls Equestrian Event Center complete.
- Complete water connection providing potable water for events and horse shows to East Pad.
- Complete new HAVC system and roof project for Nellie Weaver Hall
- City Hall repaving project completed
- New City Hall entry ways lights scheduled and completed
- MIA/POW Veterans monument completed

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Building Maintenance	Division	737

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 168,680	186,644	181,290	188,438
30105	Salaries, Part Time	58,050	78,000	78,000	78,000
30106	Salaries, Part Time (32 hour-PERS)	675	-	126	-
30110	Salaries, Overtime	9,082	6,200	6,200	5,000
30200	PERS Retirement	17,556	19,691	19,272	21,336
30201	PERS Employer UAL	43,109	54,463	50,986	59,292
30205	Employee Group Insurance	45,492	46,712	43,788	44,562
30212	Cell Phone Stipend	25	-	-	-
30215	Medical Savings Account	360	360	360	360
30220	FICA/Medicare Insurance	3,692	3,927	3,851	3,936
30221	Administrative Leave Cash Out	1,648	1,700	1,700	1,870
30225	Sick Leave Buy Back	2,513	2,600	3,156	3,472
30230	Annual Vacation Cash Out	2,925	4,000	4,000	4,400
30235	Deferred Compensation	1,516	1,950	1,950	1,950
30245	Workers Compensation	39,528	-	10,000	-
	Subtotal - Salaries and Benefits	<u>394,850</u>	<u>406,247</u>	<u>404,680</u>	<u>412,616</u>
30300	Conferences and Meetings	1,661	500	500	500
30310	Uniforms & Safety Gear	2,276	1,600	1,600	1,600
30320	Dues, memberships and Subscriptions	631	800	800	800
	Subtotal - Employee Related	<u>4,568</u>	<u>2,900</u>	<u>2,900</u>	<u>2,900</u>
30400	Office Supplies	1,999	1,400	1,400	1,400
30415	Special Departmental	2,132	1,500	1,500	1,500
30425	Small Tools	74	2,500	2,500	500
	Subtotal - Supplies and Services	<u>4,205</u>	<u>5,400</u>	<u>5,400</u>	<u>3,400</u>
32105	Equipment Rental	215	200	200	200
32200	Building and ground maintenance	32,871	31,800	31,800	28,700
	Subtotal - Maintenance & Rentals	<u>33,086</u>	<u>32,000</u>	<u>32,000</u>	<u>28,900</u>
33100	Utilities	198,595	202,050	202,050	215,183
33100.10	Water Charges	26,211	40,926	40,886	45,019
	Subtotal - Operations & Utilities	<u>224,805</u>	<u>242,976</u>	<u>242,936</u>	<u>260,202</u>
34100	Contractual Services	293,556	298,597	298,597	295,597
	Subtotal - Contractual & Professional Svcs	<u>293,556</u>	<u>298,597</u>	<u>298,597</u>	<u>295,597</u>
42100	Vehicle Operations and Maintenance	32,000	32,000	32,000	32,000
42105	Vehicle Replacement Charges	45,496	-	-	52,626
42110	Computing and Comm. Equip Replacement	900	800	800	1,000
42115	Computing and Communications Operations	10,100	11,400	11,400	21,300
42235	Compensated Absences	4,892	-	-	-
	Subtotal - Internal Service Charges	<u>93,388</u>	<u>44,200</u>	<u>44,200</u>	<u>106,926</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Building Maintenance	Division	737

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
43100	Equipment	17,988	17,689	17,689	-
43115	Building Improvements	<u>8,495</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal - Capital Outlay	<u>26,482</u>	<u>17,689</u>	<u>17,689</u>	<u>-</u>
TOTAL EXPENDITURES		<u>\$ 1,074,942</u>	<u>1,050,009</u>	<u>1,048,402</u>	<u>1,110,541</u>



Page Intentionally Left Blank



ANIMAL CONTROL

ANIMAL CONTROL

PARKS, RECREATION & COMMUNITY SVCS	FUND	121
Goals, Objectives & Accomplishments	Division	765

PROGRAM

Creating a responsible community, which understands the care and protected treatment of animals, is a vital part of the Animal Control Division in this unique animal-keeping and equestrian City. This Division is dedicated to foster the development of animals in a safe and secure environment. By abiding by State and Local ordinances and laws pertaining to animal keeping, the Division ensures the health and wellness for animals throughout the community as well as investigates and prosecutes animal abuse cases.

The animal shelter handles approximately 2,000 calls per year, cares for nearly 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, including sympathy cards for recently departed pets, and by continually striving to provide excellent customer service to the community.

2019-2020 Goals & Objectives

- To continue community outreach by attending pop up community events at City parks and answers the publics questions in regards to Animal Control Services.
- 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 the public related to the municipal code and/or 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

ANIMAL CONTROL

PARKS, RECREATION & COMMUNITY SVCS	FUND	121
Goals, Objectives & Accomplishments	Division	765

2019-2020 Goals & Objectives (cont'd)

- 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
- Continue to have community outreach through mini adoption events at local businesses and schools throughout the City of Norco, while teaching the importance of spay & neutering and how to care for your pets.

2018-19 Accomplishments

- Norco Animal Control Services along with NART went on several horse rescues in the river bottom and at residential homes.
- Animal Control Services held our annual reptile seminar with over seventy people in attendance.
- Animal Control Services held our annual rabies shot clinic, allowing residents to receive low cost shots for their dogs.
- Animal Control is the top facility for residents to volunteer their time.
- Animal Control has done several off site adoption events at businesses throughout the City.
- Norco Animal Control Services participates in the nationally televised “Clear the Shelter” campaign sponsored by NBC channel 4 and Telemundo channel 52. The shelter provided adoption to 24 animals during this event.
- Animal Control Services in conjunction with the California Department of Food & Agriculture raised awareness of the outbreak of Newcastle disease in Norco and the surrounding Southern California area, through Town Hall meetings and the City’s poultry biosecurity handouts that have been distributed throughout the City. To date there have only been two confirmed cases of Newcastle in Norco with this proactive approach.



Page Intentionally Left Blank

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Animal Control	Division	765

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 153,213	184,994	180,342	186,774
30105	Salaries, Part Time	93,315	104,100	101,500	116,280
30106	Salaries, Part Time (32 hour-PERS)	29,604	27,506	19,900	33,696
30110	Salaries, Overtime	27,681	26,000	25,950	26,000
30200	PERS Retirement	18,747	21,003	19,934	22,632
30201	PERS Employer UAL	42,111	51,568	48,759	56,298
30205	Employee Group Insurance	33,834	43,054	42,678	39,818
30215	Medical Savings Account	240	240	240	240
30220	FICA/Medicare Insurance	4,442	5,378	4,752	5,260
30221	Administrative Leave Cash Out	1,606	1,582	1,582	1,767
30225	Sick Leave Buy Back	2,270	2,800	2,387	3,080
30230	Annual Vacation Cash Out	2,303	3,000	3,000	3,000
30235	Deferred Compensation	2,055	2,753	2,538	2,907
30245	Workers Compensation	42,770	-	10,000	-
	Subtotal - Salaries and Benefits	<u>454,192</u>	<u>473,978</u>	<u>463,562</u>	<u>497,752</u>
30300	Conferences and Meetings	413	600	200	600
30310	Uniforms & Safety Gear	1,600	2,000	2,000	2,000
30320	Dues, Memberships and Subscriptions	292	320	320	320
	Subtotal - Employee Related	<u>2,305</u>	<u>2,920</u>	<u>2,520</u>	<u>2,920</u>
30400	Office Supplies	7,016	6,700	6,700	6,700
30415	Special Departmental	20,475	22,000	26,259	22,000
30425	Small Tools	167	135	192	135
30435	Software Expense	4,138	4,140	4,140	4,140
	Subtotal - Supplies and Services	<u>31,795</u>	<u>32,975</u>	<u>37,291</u>	<u>32,975</u>
32200	Building and ground maintenance	18,721	16,500	16,300	16,500
	Subtotal - Maintenance & Rentals	<u>18,721</u>	<u>16,500</u>	<u>16,300</u>	<u>16,500</u>
33100	Utilities	18,526	17,720	17,700	18,872
33100.10	Water Charges	3,638	3,650	3,650	4,015
	Subtotal - Operations & Utilities	<u>22,164</u>	<u>21,370</u>	<u>21,350</u>	<u>22,887</u>
34100	Contractual Services	23,165	24,740	29,740	24,740
34160	Spay & Neuter	15,095	18,000	19,000	19,000
	Subtotal - Contractual & Professional Svcs	<u>38,260</u>	<u>42,740</u>	<u>48,740</u>	<u>43,740</u>
42100	Vehicle Operations and Maintenance	13,000	13,000	13,000	13,000
42105	Vehicle Replacement Charges	17,734	-	-	18,100
42110	Computing and Comm. Equip Replacement	2,300	2,500	2,500	2,300
42115	Computing and Communications Operations	30,300	34,300	34,300	42,500
42235	Compensated Absences	4,632	-	-	-
	Subtotal - Internal Service Charges	<u>67,966</u>	<u>49,800</u>	<u>49,800</u>	<u>75,900</u>
	TOTAL EXPENDITURES	<u><u>635,403</u></u>	<u><u>640,283</u></u>	<u><u>639,563</u></u>	<u><u>692,674</u></u>



Page Intentionally Left Blank



SPECIAL EVENTS

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Special Events -George Ingalls	Division	720.10

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 820	-	-	-
30105	Salaries, Part Time	-	122	122	45
30106	Part Time Salaries-(32 Hour-PERS)	-	-	60	60
30110	Salaries, Overtime	222	60	-	45
30220	FICA/Medicare Insurance	-	2	2	45
30235	Deferred Compensation	-	1	1	2
	Subtotal - Salaries and Benefits	<u>1,042</u>	<u>185</u>	<u>185</u>	<u>197</u>
30415	Special Departmental	-	200	200	200
	Subtotal - Supplies and Services	<u>-</u>	<u>200</u>	<u>200</u>	<u>200</u>
34100	Contractual Services	-	-	-	200
34150	Special Events	-	-	-	45
	Subtotal - Contractual & Professional Svcs	<u>-</u>	<u>-</u>	<u>-</u>	<u>245</u>
	TOTAL EXPENDITURES	<u>\$ 1,042</u>	<u>385</u>	<u>385</u>	<u>642</u>

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Special Events - Parade of Lights	Division	720.15

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ 1,339	1,700	2,825	3,000
30110	Salaries, Overtime	485	3,299	3,464	-
30220	FICA/Medicare Insurance	-	83	-	-
30235	Deferred Compensation	-	43	-	-
	Subtotal - Salaries and Benefits	<u>1,825</u>	<u>5,125</u>	<u>6,289</u>	<u>3,000</u>
30415	Special Departmental	4,570	4,000	3,771	4,000
	Subtotal - Supplies and Services	<u>4,570</u>	<u>4,000</u>	<u>3,771</u>	<u>4,000</u>
32105	Equipment Rental	-	920	665	725
	Subtotal - Maintenance & Rentals	<u>-</u>	<u>920</u>	<u>665</u>	<u>725</u>
34100	Contractual Services	2,842	17,000	17,608	18,000
34150	Special Events	12,310	-	287	300
	Subtotal - Contractual & Professional Svcs	<u>15,152</u>	<u>17,000</u>	<u>17,895</u>	<u>18,300</u>
	TOTAL EXPENDITURES	<u>\$ 21,547</u>	<u>27,045</u>	<u>28,620</u>	<u>26,025</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Special Events - Horseweek	Division	720.20

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 3,359	-	2,000	-
30105	Salaries, Part Time	1,413	3,044	1,044	1,044
30110	Salaries, Overtime	2,807	3,552	3,402	3,860
30220	FICA/Medicare Insurance	-	44	81	96
30235	Deferred Compensation	-	252	250	252
	Subtotal - Salaries and Benefits	<u>7,580</u>	<u>6,892</u>	<u>6,777</u>	<u>5,252</u>
30400	Office Supplies	-	-	25	50
30415	Special Departmental	-	500	500	600
	Subtotal - Supplies and Services	<u>-</u>	<u>500</u>	<u>525</u>	<u>650</u>
32105	Equipment Rental	615	733	733	733
	Subtotal - Maintenance & Rentals	<u>615</u>	<u>733</u>	<u>733</u>	<u>733</u>
34100	Contractual Services	1,244	12,500	12,090	14,000
	Subtotal - Contractual & Professional Svcs	<u>1,244</u>	<u>12,500</u>	<u>12,090</u>	<u>14,000</u>
	TOTAL EXPENDITURES	<u>\$ 9,439</u>	<u>20,625</u>	<u>20,125</u>	<u>20,635</u>

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Special Events -Day of the Cowboy	Division	720.25

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ 508	500	175	200
30106	Part Time Salaries-(32 Hour-PERS)	130	200	128	150
30220	FICA/Medicare Insurance	-	6	-	-
30235	Deferred Compensation	-	6	-	-
	Subtotal - Salaries and Benefits	<u>638</u>	<u>712</u>	<u>303</u>	<u>350</u>
30400	Office Supplies	-	60	-	-
30415	Special Departmental	1,973	2,385	342	2,435
	Subtotal - Supplies and Services	<u>1,973</u>	<u>2,445</u>	<u>342</u>	<u>2,435</u>
32105	Equipment Rental	-	250	-	-
	Subtotal - Maintenance & Rentals	<u>-</u>	<u>250</u>	<u>-</u>	<u>-</u>
34100	Contractual Services	1,968	5,600	4,166	5,600
34150	Special Events	3,174	-	179	180
	Subtotal - Contractual & Professional Svcs	<u>5,142</u>	<u>5,600</u>	<u>4,345</u>	<u>5,780</u>
	TOTAL EXPENDITURES	<u>\$ 7,752</u>	<u>9,007</u>	<u>4,990</u>	<u>8,565</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Special Events - Rose Eldridge	Division	720.30

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ -	40	40	50
	Subtotal - Salaries and Benefits	<u>-</u>	<u>40</u>	<u>40</u>	<u>50</u>
30400	Office Supplies	-	25	25	25
	Subtotal - Supplies and Services	<u>-</u>	<u>25</u>	<u>25</u>	<u>25</u>
34150	Special Events	67	125	125	125
	Subtotal - Contractual & Professional Svcs	<u>67</u>	<u>125</u>	<u>125</u>	<u>125</u>
TOTAL EXPENDITURES		<u>\$ 67</u>	<u>190</u>	<u>190</u>	<u>200</u>

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Special Events - National Night Out	Division	720.34

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ -	-	-	500
	Subtotal - Salaries and Benefits	<u>-</u>	<u>-</u>	<u>-</u>	<u>500</u>
30400	Office Supplies	-	-	-	200
30415	Special Departmental	-	-	-	1,800
	Subtotal - Supplies and Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000</u>
TOTAL EXPENDITURES		<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>2,500</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Special Events -Concerts in the Park	Division	720.35

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ 316	750	500	800
30106	Part Time Salaries-(32 Hour-PERS)	-	-	112	-
30110	Salaries, Overtime	103	-	-	-
30220	FICA/Medicare Insurance	-	11	-	12
30235	Deferred Compensation	-	19	-	20
	Subtotal - Salaries and Benefits	<u>418</u>	<u>780</u>	<u>612</u>	<u>832</u>
30415	Special Departmental	236	700	700	800
	Subtotal - Supplies and Services	<u>236</u>	<u>700</u>	<u>700</u>	<u>800</u>
34100	Contractual Services	3,425	10,300	6,419	10,700
34150	Special Events	3,574	-	2,929	-
	Subtotal - Contractual & Professional Svcs	<u>6,999</u>	<u>10,300</u>	<u>9,348</u>	<u>10,700</u>
	TOTAL EXPENDITURES	<u>\$ 7,653</u>	<u>11,780</u>	<u>10,660</u>	<u>12,332</u>

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Special Events - Wheel Chair Basketball	Division	720.36

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ -	200	-	350
30220	FICA/Medicare Insurance	-	-	-	5
30235	Deferred Compensation	-	-	-	9
	Subtotal - Salaries and Benefits	<u>-</u>	<u>200</u>	<u>-</u>	<u>364</u>
30400	Office Supplies	-	200	-	200
30415	Special Departmental	2,313	2,800	1,798	2,500
	Subtotal - Supplies and Services	<u>2,313</u>	<u>3,000</u>	<u>1,798</u>	<u>2,700</u>
34100	Contractual Services	2,763	5,700	2,391	5,700
34150	Special Events	349	-	-	-
	Subtotal - Contractual & Professional Svcs	<u>3,112</u>	<u>5,700</u>	<u>2,391</u>	<u>5,700</u>
	TOTAL EXPENDITURES	<u>\$ 5,425</u>	<u>8,900</u>	<u>4,189</u>	<u>8,764</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Special Events - Community Clean-Up Days	Division	720.37

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ -	-	120	-
	Subtotal - Salaries and Benefits	<u>-</u>	<u>-</u>	<u>120</u>	<u>-</u>
30310	Uniforms & Safety Gear	212	-	121	150
	Subtotal - Employee Related	<u>212</u>	<u>-</u>	<u>121</u>	<u>150</u>
30415	Special Departmental	-	-	100	125
	Subtotal - Supplies and Services	<u>-</u>	<u>-</u>	<u>100</u>	<u>125</u>
34150	Special Events	261	-	33	50
	Subtotal - Contractual & Professional Svcs	<u>261</u>	<u>-</u>	<u>33</u>	<u>50</u>
TOTAL EXPENDITURES		<u>\$ 473</u>	<u>-</u>	<u>374</u>	<u>325</u>

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Special Events -July Fourth	Division	720.40

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ 574	750	750	900
30106	Part Time Salaries-(32 Hour-PERS)	71	1,500	1,300	1,500
30220	FICA/Medicare Insurance	-	33	30	35
30235	Deferred Compensation	-	56	51	60
	Subtotal - Salaries and Benefits	<u>645</u>	<u>2,339</u>	<u>2,131</u>	<u>2,495</u>
30415	Special Departmental	219	500	500	750
30440	Advertising and Promotion	-	100	100	100
	Subtotal - Supplies and Services	<u>219</u>	<u>600</u>	<u>600</u>	<u>850</u>
34100	Contractual Services	316	1,000	500	1,500
34150	Special Events	861	300	970	500
	Subtotal - Contractual & Professional Svcs	<u>1,177</u>	<u>1,300</u>	<u>1,470</u>	<u>2,000</u>
TOTAL EXPENDITURES		<u>\$ 2,041</u>	<u>4,239</u>	<u>4,201</u>	<u>5,345</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Special Events - Memorial Day	Division	720.41

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ 205	240	240	500
30110	Salaries, Overtime	-	130	130	-
30220	FICA/Medicare Insurance	-	6	6	8
30235	Deferred Compensation	-	13	13	15
	Subtotal - Salaries and Benefits	<u>205</u>	<u>389</u>	<u>389</u>	<u>523</u>
30400	Office Supplies	-	50	-	200
30415	Special Departmental	-	235	-	1,200
	Subtotal - Supplies and Services	<u>-</u>	<u>285</u>	<u>-</u>	<u>1,400</u>
34100	Contractual Services	-	450	450	570
34150	Special Events	-	35	35	35
	Subtotal - Contractual & Professional Svcs	<u>-</u>	<u>485</u>	<u>485</u>	<u>605</u>
	TOTAL EXPENDITURES	<u>\$ 205</u>	<u>1,159</u>	<u>874</u>	<u>2,528</u>

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Special Events - Vietnam Veteran's Day	Division	720.42

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ -	-	155	-
30105	Salaries, Part Time	-	220	220	220
30220	FICA/Medicare Insurance	-	4	4	4
30235	Deferred Compensation	-	2	2	2
	Subtotal - Salaries and Benefits	<u>-</u>	<u>226</u>	<u>381</u>	<u>226</u>
30400	Office Supplies	-	70	70	90
30415	Special Departmental	-	35	140	155
	Subtotal - Supplies and Services	<u>-</u>	<u>105</u>	<u>210</u>	<u>245</u>
34100	Contractual Services	-	-	200	260
	Subtotal - Contractual & Professional Svcs	<u>-</u>	<u>-</u>	<u>200</u>	<u>260</u>
	TOTAL EXPENDITURES	<u>\$ -</u>	<u>331</u>	<u>791</u>	<u>731</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Special Events -Veteran's Day	Division	720.43

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ -	365	230	240
30110	Salaries, Overtime	-	130	95	-
30220	FICA/Medicare Insurance	-	6	5	6
30235	Deferred Compensation	-	13	6	13
	Subtotal - Salaries and Benefits	<u>-</u>	<u>514</u>	<u>336</u>	<u>259</u>
30400	Office Supplies	-	50	50	75
30415	Special Departmental	-	235	200	175
	Subtotal - Supplies and Services	<u>-</u>	<u>285</u>	<u>250</u>	<u>250</u>
34100	Contractual Services	-	450	400	570
34150	Special Events	-	35	-	35
	Subtotal - Contractual & Professional Svcs	<u>-</u>	<u>485</u>	<u>400</u>	<u>605</u>
	TOTAL EXPENDITURES	<u>\$ -</u>	<u>1,284</u>	<u>986</u>	<u>1,114</u>

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Special Events - Breakfast with Santa	Division	720.45

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ 247	400	193	450
30106	Part Time Salaries-(32 Hour -PERS)	134	175	327	400
30220	FICA/Medicare Insurance	-	8	-	12
30235	Deferred Compensation	-	14	-	21
	Subtotal - Salaries and Benefits	<u>381</u>	<u>597</u>	<u>520</u>	<u>884</u>
30400	Office Supplies		200		
30415	Special Departmental	1,223	1,250	1,620	1,200
	Subtotal - Supplies and Services	<u>1,223</u>	<u>1,450</u>	<u>1,620</u>	<u>1,200</u>
	TOTAL EXPENDITURES	<u>\$ 1,603</u>	<u>2,047</u>	<u>2,140</u>	<u>2,084</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Special Events - Egg Hunt	Division	720.60

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ 129	125	125	150
30106	Part Time Salaries-(32 Hour-PERS)	79	125	125	130
30220	FICA/Medicare Insurance	-	4	4	4
30235	Deferred Compensation	-	6	6	7
	Subtotal - Salaries and Benefits	<u>208</u>	<u>260</u>	<u>260</u>	<u>291</u>
30415	Special Departmental	369	1,050	1,050	3,050
	Subtotal - Supplies and Services	<u>369</u>	<u>1,050</u>	<u>1,050</u>	<u>3,050</u>
34100	Contractual Services	-	100	100	100
34150	Special Events	608	-	-	-
	Subtotal - Contractual & Professional Svcs	<u>608</u>	<u>100</u>	<u>100</u>	<u>100</u>
	TOTAL EXPENDITURES	\$ 1,185	1,410	1,410	3,441

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	121
Special Events -Norco Fair	Division	720.65

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30105	Salaries, Part Time	\$ 910	-	-	-
30110	Salaries, Overtime	-	3,173	2,054	3,406
30220	FICA/Medicare Insurance	-	145	-	44
30235	Deferred Compensation	-	250	-	250
	Subtotal - Salaries and Benefits	<u>910</u>	<u>3,568</u>	<u>2,054</u>	<u>3,700</u>
32105	Equipment Rental	-	1,032	615	1,032
	Subtotal - Maintenance & Rentals	<u>-</u>	<u>1,032</u>	<u>615</u>	<u>1,032</u>
34100	Contractual Services	-	1,259	1,413	1,875
	Subtotal - Contractual & Professional Svcs	<u>-</u>	<u>1,259</u>	<u>1,413</u>	<u>1,875</u>
	TOTAL EXPENDITURES	\$ 910	5,859	4,082	6,607



Page Intentionally Left Blank

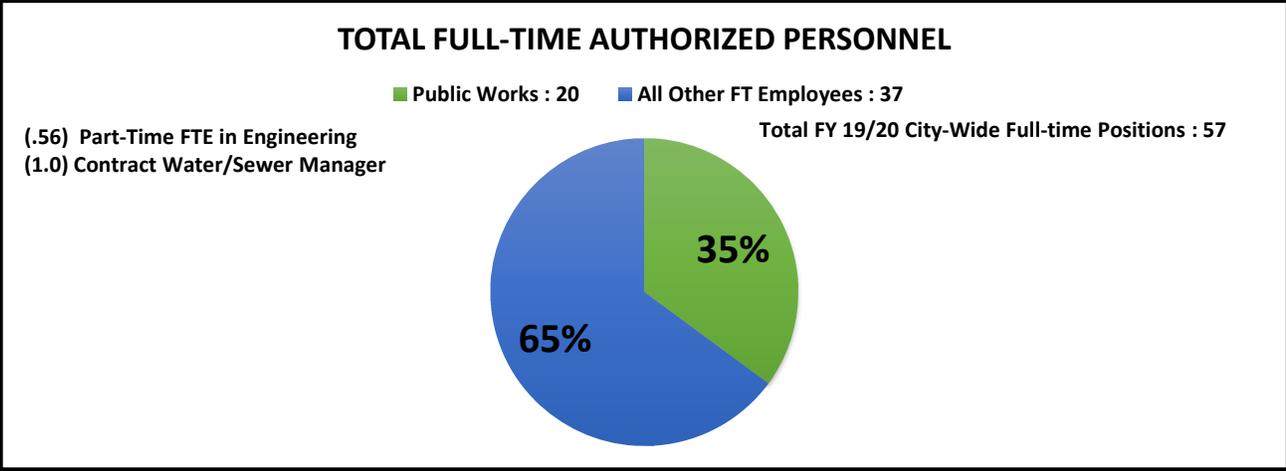
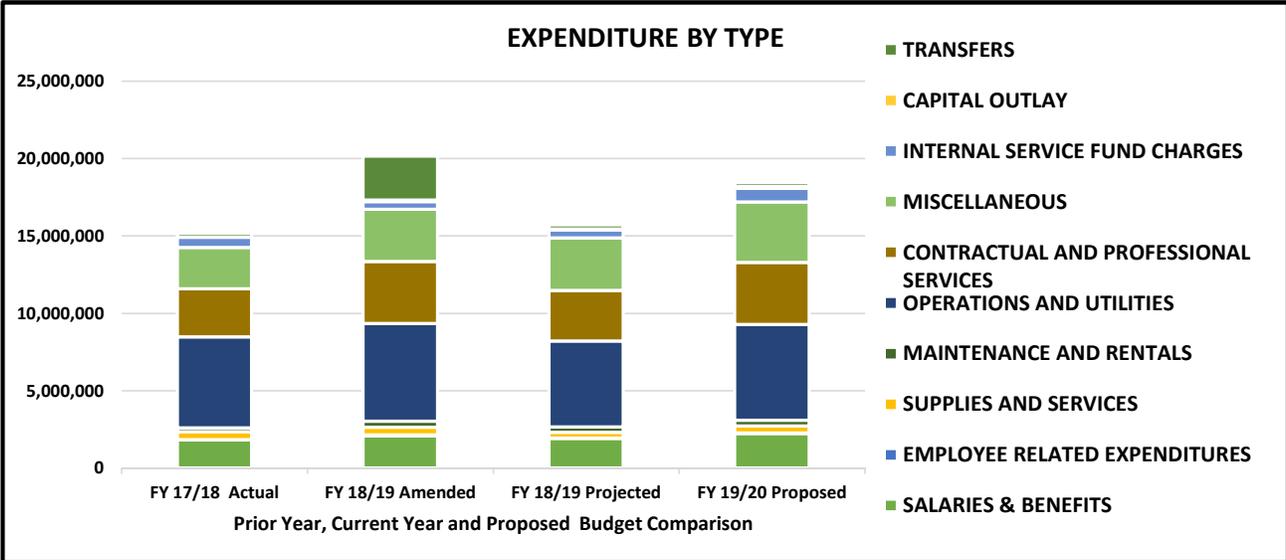
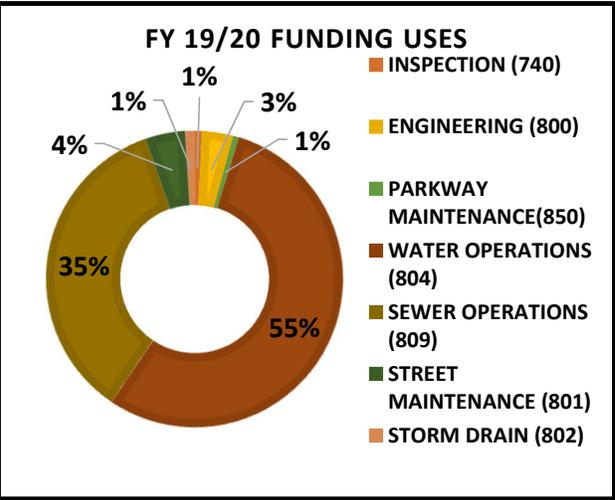
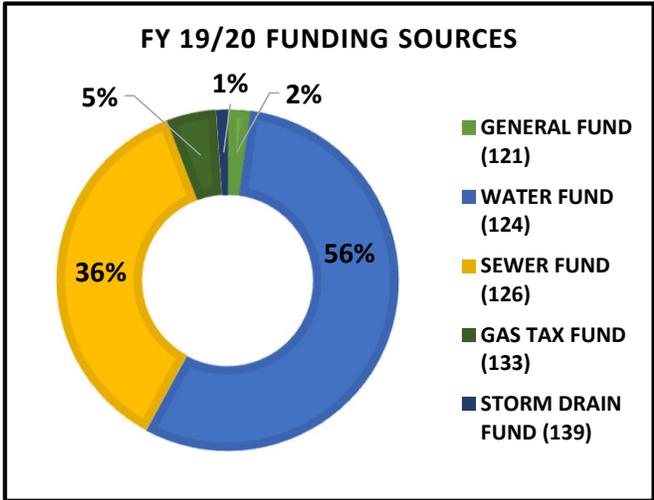


PUBLIC WORKS



PUBLIC WORKS SUMMARY

PUBLIC WORKS DEPARTMENT	FUNDS	121/124/126/133/139
Engineering, Inspection, Street & Parkway Maint, Utility Operations	Divisions	Various



PUBLIC WORKS SUMMARY

PUBLIC WORKS DEPARTMENT	FUNDS	121/124/126/133/139
Engineering, Inspection, Street & Parkway Maint, Utility Operations	Divisions	Various

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
GENERAL FUND (121)	\$ 298,485	358,046	319,035	395,589
WATER FUND (124)	9,253,103	11,705,178	9,168,396	10,284,117
SEWER FUND (126)	4,847,836	7,045,632	5,284,683	6,697,285
GAS TAX FUND (133)	691,256	878,579	814,450	866,006
STORM DRAIN FUND (139)	83,617	152,735	120,664	199,973
TOTAL FUNDING SOURCES	\$ 15,174,297	20,140,170	15,707,228	18,442,970

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
INSPECTION (740)	\$ 114,670	135,864	122,848	141,359
ENGINEERING (800)	547,203	600,817	578,567	627,007
PARKWAY MAINTENANCE(850)	65,039	104,796	84,254	116,861
WATER OPERATIONS (804)	9,074,279	11,503,900	8,974,010	10,079,749
SEWER OPERATIONS (809)	4,669,013	6,844,354	5,090,587	6,493,034
STREET MAINTENANCE (801)	631,392	810,602	748,065	798,296
STORM DRAIN (802)	72,700	139,837	108,897	186,662
TOTAL FUNDING USES	\$ 15,174,297	20,140,170	15,707,228	18,442,970

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	\$ 1,802,776	2,085,954	1,908,041	2,215,004
EMPLOYEE RELATED EXPENDITURES	32,458	45,100	26,750	43,850
SUPPLIES AND SERVICES	503,176	504,500	375,850	446,500
MAINTENANCE AND RENTALS	253,373	386,600	331,737	370,600
OPERATIONS AND UTILITIES	5,875,074	6,314,450	5,569,568	6,193,350
CONTRACTUAL AND PROFESSIONAL SERVICES	3,107,081	3,997,800	3,265,285	4,007,300
MISCELLANEOUS	2,669,355	3,387,259	3,386,986	3,911,706
INTERNAL SERVICE FUND CHARGES	669,054	475,180	521,307	885,456
CAPITAL OUTLAY	3,746	105,000	63,500	111,000
TRANSFERS	258,204	2,838,327	258,204	258,204
TOTAL EXPENDITURES BY TYPE	\$ 15,174,297	20,140,170	15,707,228	18,442,970

PUBLIC WORKS SUMMARY

PUBLIC WORKS DEPARTMENT	FUNDS	121/124/126/133/139
Engineering, Inspection, Street & Parkway Maint, Utility Operations	Divisions	Various

AUTHORIZED PERSONNEL	FY 18/19 Full-Time	FY 18/19 Part-Time*	FY 19/20 Full-Time	FY 19/20 Part-Time*
PUBLIC WORKS DIRECTOR	1.00	-	1.00	-
PUBLIC WORKS SUPERINTENDENT	1.00	-	1.00	-
SENIOR CIVIL ENGINEER	1.00	-	1.00	-
SENIOR UTILITIES ENGINEER	-	-	1.00	-
PUBLIC WORKS SUPERVISOR	1.00	-	1.00	-
INSPECTOR II	1.00	-	1.00	-
WATER QUALITY CONTROL OFFICER	2.00	-	2.00	-
SEWER COLLECTIONS TECHNICIAN I/II	2.00	-	2.00	-
MAINTENANCE WORKER I/II	8.00	-	8.00	-
ADMINISTRATIVE COMPLIANCE COORDINATOR	1.00	-	1.00	-
PERMIT TECHNICIAN	1.00	0.56	1.00	0.56
TOTAL AUTHORIZED PERSONNEL	19.00	0.56	20.00	0.56

**Full-Time annual employee hours are 1872. P/T Hours divided by 1872 are Full-Time Equivalent Hours (FTE).*

(1.00) Sr. Utilities Engineer added at Mid-Year FY18/19.

(1.00) Contract Water/Sewer Manager position included in Water and Sewer Operations



**PUBLIC WORKS
INSPECTION**

INSPECTIONS

PUBLIC WORKS DEPARTMENT Goals, Objectives & Accomplishments	FUND Division	Various 740
--	--------------------------------	------------------------------

PROGRAM

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.

2019-2020 Goals & Objectives

- Coordinate other division requirements and relay to customer at time of permit.
- Continue to monitor contractors for compliance with City requirements and look out for potential conflicts that may impact the successful completion of any project.
- Review State mandated changes to NPDES monitoring and reporting practices and develop internal practices to ensure proper inspection and compliance.

2018-2019 Accomplishments

- Provided inspection of numerous capital improvement projects for streets, trails, water, sewer, storm drains, streets lights, and street signs.

GENERAL FUND

PUBLIC WORKS DEPARTMENT	FUND	121
Inspection	Division	740

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 18,822	21,184	19,448	21,388
30110	Salaries, Overtime	302	1,000	287	1,000
30200	PERS Retirement	2,087	2,451	2,256	2,676
30201	PERS Employer UAL	5,875	7,881	6,838	8,554
30205	Employee Group Insurance	4,854	4,788	4,856	4,794
30220	FICA/Medicare Insurance	268	322	282	310
30225	Sick Leave Buy Back		400	-	400
30230	Annual Vacation Cash Out	543	600	559	720
	Subtotal - Salaries and Benefits	<u>32,751</u>	<u>38,626</u>	<u>34,526</u>	<u>39,842</u>
30300	Conferences and Meetings	-	200	-	200
	Subtotal - Employee Related	<u>-</u>	<u>200</u>	<u>-</u>	<u>200</u>
30415	Special Departmental	-	500	-	500
	Subtotal - Supplies and Services	<u>-</u>	<u>500</u>	<u>-</u>	<u>500</u>
33100	Utilities	-	500	-	500
	Subtotal - Operations & Utilities	<u>-</u>	<u>500</u>	<u>-</u>	<u>500</u>
42110	Computing and Comm. Equip Replacement	400	200	400	200
42115	Computing and Communications Operations	5,100	5,700	5,700	7,100
	Subtotal - Internal Service Charges	<u>5,500</u>	<u>5,900</u>	<u>6,100</u>	<u>7,300</u>
	TOTAL EXPENDITURES	<u>\$ 38,251</u>	<u>45,726</u>	<u>40,626</u>	<u>48,342</u>

WATER FUND

PUBLIC WORKS DEPARTMENT	FUND	124
Inspection	Division	740

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 15,685	17,654	16,207	17,824
30110	Salaries, Overtime	251	800	800	800
30200	PERS Retirement	1,739	2,042	1,880	2,230
30201	PERS Employer UAL	4,896	6,567	5,698	7,128
30205	Employee Group Insurance	4,045	3,990	4,047	3,996
30220	FICA/Medicare Insurance	223	268	247	270
30225	Sick Leave Buy Back	-	350	-	350
30230	Annual Vacation Cash Out	452	500	466	600
	Subtotal - Salaries and Benefits	<u>27,293</u>	<u>32,171</u>	<u>29,345</u>	<u>33,198</u>
	 TOTAL EXPENDITURES	 <u>\$ 27,293</u>	 <u>32,171</u>	 <u>29,345</u>	 <u>33,198</u>

SEWER FUND

PUBLIC WORKS DEPARTMENT	FUND	126
Inspection	Division	740

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 15,685	17,654	16,206	17,824
30110	Salaries, Overtime	251	800	800	800
30200	PERS Retirement	1,739	2,042	1,880	2,230
30201	PERS Employer UAL	4,896	6,567	5,698	7,128
30205	Employee Group Insurance	4,045	3,990	4,047	3,996
30220	FICA/Medicare Insurance	223	268	247	270
30225	Sick Leave Buy Back		350	-	350
30230	Annual Vacation Cash Out	452	500	466	600
	Subtotal - Salaries and Benefits	<u>27,293</u>	<u>32,171</u>	<u>29,344</u>	<u>33,198</u>
	 TOTAL EXPENDITURES	 <u>\$ 27,293</u>	 <u>32,171</u>	 <u>29,344</u>	 <u>33,198</u>

GAS TAX FUND

PUBLIC WORKS DEPARTMENT	FUND	133
Inspection	Division	740

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 6,274	7,061	6,482	7,130
30110	Salaries, Overtime	100	350	350	350
30200	PERS Retirement	696	817	752	892
30201	PERS Employer UAL	1,959	2,627	2,279	2,852
30205	Employee Group Insurance	1,618	1,596	1,619	1,598
30220	FICA/Medicare Insurance	89	107	99	108
30225	Sick Leave Buy Back	-	140	-	140
30230	Annual Vacation Cash Out	181	200	186	240
	Subtotal - Salaries and Benefits	10,917	12,898	11,767	13,310
	 TOTAL EXPENDITURES	 \$ 10,917	 12,898	 11,767	 13,310

STORM DRAIN FUND

PUBLIC WORKS DEPARTMENT	FUND	139
Inspection	Division	740

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 6,274	7,061	6,483	7,130
30110	Salaries, Overtime	100	350	350	350
30200	PERS Retirement	696	817	751	892
30201	PERS Employer UAL	1,959	2,627	2,279	2,852
30205	Employee Group Insurance	1,618	1,596	1,618	1,598
30220	FICA/Medicare Insurance	89	107	99	108
30225	Sick Leave Buy Back	-	140	-	140
30230	Annual Vacation Cash Out	181	200	186	240
	Subtotal - Salaries and Benefits	10,917	12,898	11,766	13,310
	 TOTAL EXPENDITURES	 \$ 10,917	 12,898	 11,766	 13,310



Page Intentionally Left Blank



ENGINEERING

ENGINEERING

PUBLIC WORKS DEPARTMENT Goals, Objectives & Accomplishments	FUND Division	Various 800
--	--------------------------------	------------------------------

PROGRAM

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.

2019-2020 Goals & Objectives

- Expansion and refinement of GIS database.
- Continued communication between other divisions on projects.
- Continue to implement citywide Capital Improvement Program.
- Review and expand the NPDES program to ensure proper monitoring and reporting as required by the State.

2018-2019 Accomplishments

- Completed the design and project management of numerous capital improvement projects for streets, trails, water, sewer, storm drains, streets lights, and street signs.
- Provided engineering review of all proposed private and commercial development projects within Norco.

GENERAL FUND

PUBLIC WORKS DEPARTMENT	FUND	121
Engineering	Division	800

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 81,613	88,559	86,008	90,346
30105	Salaries, Part Time	6,098	10,644	6,098	4,680
30110	Salaries, Overtime	134	-	200	-
30200	PERS Retirement	5,914	6,687	6,513	6,986
30201	PERS Employer UAL	4,007	4,938	4,981	5,700
30205	Employee Group Insurance	11,999	12,510	12,182	12,058
30210	Vehicle Allowance	480	480	480	480
30212	Cell Phone Stipend	60	60	60	60
30215	Medical Savings Account	150	150	150	150
30220	FICA/Medicare Insurance	1,312	1,438	1,338	1,378
30221	Administrative Leave Cash Out	1,121	1,179	1,179	1,415
30225	Sick Leave Buy Back	1,344	1,613	1,513	1,936
30230	Annual Vacation Cash Out	873	900	900	1,080
30235	Deferred Compensation	152	266	152	117
	Subtotal - Salaries and Benefits	<u>115,257</u>	<u>129,424</u>	<u>121,755</u>	<u>126,385</u>
30300	Conferences and Meetings	150	1,000	850	1,000
30310	Uniforms & Safety Gear	97	200	50	200
30320	Dues, Memberships and Subscriptions	-	100	-	100
	Subtotal - Employee Related	<u>247</u>	<u>1,300</u>	<u>900</u>	<u>1,300</u>
30400	Office Supplies	934	1,000	800	1,000
30415	Special Departmental	592	500	500	500
30425	Small Tools	99	200	100	200
	Subtotal - Supplies and Services	<u>1,624</u>	<u>1,700</u>	<u>1,400</u>	<u>1,700</u>
33100	Utilities	-	1,000	-	1,000
	Subtotal - Operations & Utilities	<u>-</u>	<u>1,000</u>	<u>-</u>	<u>1,000</u>
34100	Contractual Services	38,973	35,000	32,000	75,000
34105	Other Professional Services	2,103	1,500	500	1,500
	Subtotal - Contractual & Professional Svcs	<u>41,076</u>	<u>36,500</u>	<u>32,500</u>	<u>76,500</u>
42110	Computing and Comm. Equip Replacement	3,500	3,300	3,300	2,200
42115	Computing and Communications Operations	30,300	34,300	34,300	21,300
42235	Compensated Absences	3,191	-	-	-
	Subtotal - Internal Service Charges	<u>36,991</u>	<u>37,600</u>	<u>37,600</u>	<u>23,500</u>
	TOTAL EXPENDITURES	<u>\$ 195,195</u>	<u>207,524</u>	<u>194,155</u>	<u>230,385</u>

WATER FUND

PUBLIC WORKS DEPARTMENT	FUND	124
Engineering	Division	800

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 100,478	108,454	105,477	109,498
30105	Salaries, Part Time	3,582	6,870	6,870	4,680
30110	Salaries, Overtime	112	-	100	-
30200	PERS Retirement	8,892	9,930	9,729	10,612
30201	PERS Employer UAL	16,030	19,752	18,854	21,688
30205	Employee Group Insurance	15,206	15,532	15,385	15,196
30210	Vehicle Allowance	1,920	1,920	1,920	1,920
30212	Cell Phone Stipend	240	240	240	240
30215	Medical Savings Account	168	168	168	168
30220	FICA/Medicare Insurance	1,535	1,573	1,630	1,656
30221	Administrative Leave Cash Out	1,341	1,390	1,390	1,668
30225	Sick Leave Buy Back	1,588	1,906	1,906	2,287
30230	Annual Vacation Cash Out	349	1,200	1,200	1,440
30235	Deferred Compensation	90	172	172	117
	Subtotal - Salaries and Benefits	<u>151,531</u>	<u>169,107</u>	<u>165,041</u>	<u>171,170</u>
	 TOTAL EXPENDITURES	 <u>\$ 151,531</u>	 <u>169,107</u>	 <u>165,041</u>	 <u>171,170</u>

SEWER FUND

PUBLIC WORKS DEPARTMENT	FUND	126
Engineering	Division	800

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 100,478	108,454	105,477	109,498
30105	Salaries, Part Time	3,582	6,870	6,870	-
30110	Salaries, Overtime	112	-	100	4,680
30200	PERS Retirement	8,892	9,930	9,730	10,612
30201	PERS Employer UAL	16,030	19,752	18,854	21,688
30205	Employee Group Insurance	15,206	15,532	15,385	15,196
30210	Vehicle Allowance	1,920	1,920	1,920	1,920
30212	Cell Phone Stipend	240	240	240	240
30215	Medical Savings Account	168	168	168	168
30220	FICA/Medicare Insurance	1,535	1,573	1,630	1,656
30221	Administrative Leave Cash Out	1,341	1,390	1,390	1,668
30225	Sick Leave Buy Back	1,588	1,906	1,616	2,287
30230	Annual Vacation Cash Out	349	1,200	1,200	1,440
30235	Deferred Compensation	90	172	172	-
	Subtotal - Salaries and Benefits	<u>151,531</u>	<u>169,107</u>	<u>164,752</u>	<u>171,053</u>
	 TOTAL EXPENDITURES	 <u>\$ 151,531</u>	 <u>169,107</u>	 <u>164,752</u>	 <u>171,053</u>

GAS TAX FUND

PUBLIC WORKS DEPARTMENT	FUND	133
Engineering	Division	800

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 31,507	33,376	33,099	33,696
30105	Salaries, Part Time	2,866	5,496	5,496	3,744
30110	Salaries, Overtime	89	-	80	-
30200	PERS Retirement	2,640	2,911	2,892	3,094
30201	PERS Employer UAL	4,007	4,938	4,744	5,450
30205	Employee Group Insurance	5,557	5,711	5,635	5,562
30210	Vehicle Allowance	480	480	480	480
30212	Cell Phone Stipend	60	60	60	60
30215	Medical Savings Account	54	54	54	54
30220	FICA/Medicare Insurance	507	564	561	543
30221	Administrative Leave Cash Out	422	440	440	528
30225	Sick Leave Buy Back	510	612	637	734
30230	Annual Vacation Cash Out	175	300	303	360
30235	Deferred Compensation	72	137	137	94
	Subtotal - Salaries and Benefits	<u>48,947</u>	<u>55,079</u>	<u>54,618</u>	<u>54,399</u>
	 TOTAL EXPENDITURES	 <u>\$ 48,947</u>	 <u>55,079</u>	 <u>54,618</u>	 <u>54,399</u>



**PARKWAY
MAINTENANCE**

PARKWAY MAINTENANCE

PUBLIC WORKS DEPARTMENT Goals, Objectives & Accomplishments	FUND Division	121 850
--	--------------------------------	--------------------------

PROGRAM

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 also responsible for ensuring street trees are pruned to maintain proper clearance for equestrians and streets.

2019-2020 Goals & Objectives

- Continue community outreach regarding citizens' responsibilities for parkway/trail maintenance.
- Continue the next cycle of tree trimming as part of the 5-year tree trimming program.
- Work to obtain grant funds for planting trees in the parks and parkways
- Develop a long-term maintenance contract for trails system based on Measure R funding.
- Install additional white vinyl trail fencing to replace existing or missing wooden trail fencing based on Measure R funding

2018-2019 Accomplishments

- Began 5-year tree trimming program.
- Installed new white vinyl trail fencing at the following locations...
 - ✓ Arapaho St (All)
 - ✓ Bronco Ln (Corydon Ave to End)
 - ✓ California Ave (Sixth St to North Dr)
 - ✓ Fifth St (Corydon Ave to Broken Lance Dr)
 - ✓ Reservoir Dr (Third St to Willow Dr)
 - ✓ Sierra Ave (Detroit St to Sixth St)

GENERAL FUND

PUBLIC WORKS DEPARTMENT	FUND	121
Parkway Maintenance	Division	850

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 14,615	20,346	17,394	30,032
30110	Salaries, Overtime	3,403	3,000	3,403	3,000
30200	PERS Retirement	1,613	1,864	2,570	2,570
30201	PERS Employer UAL	3,211	3,712	3,512	3,512
30205	Employee Group Insurance	4,906	5,056	6,630	6,630
30212	Cell Phone Stipend	15	15	16	16
30215	Medical Savings Account	11	12	36	36
30220	FICA/Medicare Insurance	258	296	302	479
30221	Administrative Leave Cash Out	76	85	85	102
30225	Sick Leave Buy Back	128	135	135	153
30230	Annual Vacation Cash Out	67	75	75	81
30245	Workers Compensation	95	-	50	-
	Subtotal - Salaries and Benefits	<u>28,397</u>	<u>34,596</u>	<u>34,208</u>	<u>46,611</u>
30415	Special Departmental	368	9,600	4,000	6,600
30425	Small Tools	1,550	2,000	2,000	2,000
	Subtotal - Supplies and Services	<u>1,917</u>	<u>11,600</u>	<u>6,000</u>	<u>8,600</u>
32400	Trail Maintenance	25,737	35,000	25,737	25,000
	Subtotal - Maintenance & Rentals	<u>25,737</u>	<u>35,000</u>	<u>25,737</u>	<u>25,000</u>
33100	Utilities	309	300	309	350
	Subtotal - Operations & Utilities	<u>309</u>	<u>300</u>	<u>309</u>	<u>350</u>
34100	Contractual Services	8,679	23,300	18,000	23,300
	Subtotal - Contractual & Professional Svcs	<u>8,679</u>	<u>23,300</u>	<u>18,000</u>	<u>23,300</u>
42100	Vehicle Operations and Maintenance	-	-	-	1,000
42105	Vehicle Replacement Charges	-	-	-	6,000
	Subtotal - Internal Service Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,000</u>
43100	Equipment	-	-	-	6,000
	Subtotal - Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,000</u>
	TOTAL EXPENDITURES	<u>\$ 65,039</u>	<u>104,796</u>	<u>84,254</u>	<u>116,861</u>



Page Intentionally Left Blank



WATER OPERATIONS

WATER OPERATIONS

PUBLIC WORKS DEPARTMENT	FUND	124
Goals, Objectives & Accomplishments	Division	804

PROGRAM

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.

2019-2020 Goals & Objectives

- Improve available infrastructure data for GIS program.
- Identify, design and construct mainline and reservoir system improvements.
- Develop alternate sources of potable water to expand available water supplies and improve overall reliability.
- Continue public education for water conservation.

2018-2019 Accomplishments

- Completed the new warehouse for Public Works yard.
- Completed the new intertie connection with the City of Riverside
- Completed the following water mainline improvement projects...
 - ✓ Hamner Ave Water Mainline Project (Third St to Fourth St)
 - ✓ Temescal Ave, Triple Crown, and Cole Ave Water Mainline Project (Fourth St to Fifth St)
 - ✓ Shawnee Dr and Lasso Ln Water Mainline Project (Corydon Ave to Bronco Ln)
 - ✓ Vine St, Driftwood Pl, and Halfmoon Ct Water Mainline Project (Corydon Ave to Bluff St)

WATER FUND

PUBLIC WORKS DEPARTMENT	FUND	124
Water Operations	Division	804

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 301,691	360,134	309,567	399,358
30110	Salaries, Overtime	79,429	70,000	79,429	79,430
30200	PERS Retirement	26,341	32,548	28,595	36,048
30201	PERS Employer UAL	46,258	62,231	57,955	60,094
30205	Employee Group Insurance	80,986	88,557	81,524	94,452
30212	Cell Phone Stipend	210	522	210	210
30215	Medical Savings Account	164	216	214	312
30220	FICA/Medicare Insurance	4,758	5,788	5,640	6,942
30221	Administrative Leave Cash Out	1,365	1,530	1,530	1,683
30225	Sick Leave Buy Back	2,794	3,500	2,684	3,500
30230	Annual Vacation Cash Out	1,211	3,000	3,000	3,000
30245	Workers Compensation	367	-	1,000	-
30255	Tuition Reimbursement	300	500	500	500
	Subtotal - Salaries and Benefits	<u>545,875</u>	<u>628,526</u>	<u>571,849</u>	<u>685,529</u>
30300	Conferences and Meetings	6,493	5,000	3,000	4,000
30310	Uniforms & Safety Gear	13,806	9,500	9,000	8,500
30320	Dues, Memberships and Subscriptions	963	8,100	3,500	8,100
	Subtotal - Employee Related	<u>21,262</u>	<u>22,600</u>	<u>15,500</u>	<u>20,600</u>
30400	Office Supplies	2,084	5,750	3,000	5,750
30415	Special Departmental	143,520	295,000	200,000	240,000
30425	Small Tools	8,000	8,000	7,500	8,000
30470	Post Employment Health Benefits	50,000	50,000	50,000	50,000
30470.10	Post Employment Ben-GASB 75	96,778	-	-	-
	Subtotal - Supplies and Services	<u>300,383</u>	<u>358,750</u>	<u>260,500</u>	<u>303,750</u>
32105	Equipment Rental	2,418	5,000	1,000	5,000
32200	Building and ground maintenance	6,500	5,800	4,000	5,800
32450	Well & Pump Maintenance	105,142	154,000	150,000	154,000
	Subtotal - Maintenance & Rentals	<u>114,060</u>	<u>164,800</u>	<u>155,000</u>	<u>164,800</u>
33100	Utilities	327,245	505,000	300,000	389,300
33100.10	Water Charges	6,259	5,200	6,259	6,500
33105	Purchased water	5,379,206	5,626,750	5,100,000	5,600,000
33115	Chino Pump Tax	-	25,000	-	25,000
	Subtotal - Operations & Utilities	<u>5,712,710</u>	<u>6,161,950</u>	<u>5,406,259</u>	<u>6,020,800</u>
34100	Contractual Services	619,785	834,000	619,785	751,500
	Subtotal - Contractual & Professional Svcs	<u>619,785</u>	<u>834,000</u>	<u>619,785</u>	<u>751,500</u>
35100	Interest Payments	653,821	638,124	638,124	621,530
35105	Principal Payments	-	317,400	317,400	336,700
35150	Administrative Overhead	485,289	485,289	485,289	556,360
35205	Property Taxes	96	1,000	727	1,000
	Subtotal - Miscellaneous	<u>1,139,206</u>	<u>1,441,813</u>	<u>1,441,540</u>	<u>1,515,590</u>

WATER FUND

PUBLIC WORKS DEPARTMENT	FUND	124
Water Operations	Division	804

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
42100	Vehicle Operations and Maintenance	87,000	87,000	87,000	87,000
42105	Vehicle Replacement Charges	59,898	98,328	98,328	282,278
42110	Computing and Comm. Equip Replacement	1,100	700	700	1,400
42115	Computing and Communications Operations	15,200	17,200	17,200	35,400
42220	Self Insured Expenses	7,791	2,000	11,559	2,000
42225	Self Insured Settlements	320,906	30,000	119,688	30,000
	Subtotal - Internal Service Charges	<u>491,895</u>	<u>235,228</u>	<u>334,475</u>	<u>438,078</u>
43100	Equipment	-	10,000	10,000	10,000
43115	Building Improvements	-	40,000	30,000	40,000
	Subtotal - Capital Outlay	<u>-</u>	<u>50,000</u>	<u>40,000</u>	<u>50,000</u>
44100	Transfers	129,102	129,102	129,102	129,102
44100.14	Transfer Out to Fund 144	-	1,477,131	-	-
44100.14	Transfers Out to Fund 144 -PY Working Cap.	-	-	-	-
	Subtotal - Transfers	<u>129,102</u>	<u>1,606,233</u>	<u>129,102</u>	<u>129,102</u>
	TOTAL EXPENDITURES	<u>\$ 9,074,279</u>	<u>11,503,900</u>	<u>8,974,010</u>	<u>10,079,749</u>



SEWER OPERATIONS

SEWER OPERATIONS

PUBLIC WORKS DEPARTMENT	FUND	126
Goals, Objectives & Accomplishments	Division	809

PROGRAM

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.

2019-2020 Goals & Objectives

- Improve sewer facility maintenance.
- Rehabilitate many of the older and undersized sewer lift stations.
- Improve available infrastructure data for GIS program.
- Public education on what not to put into the system.

2018-2019 Accomplishments

- Completed the new warehouse for Public Works yard.
- Began 3-year sewer line cleaning program.
- Completed the Corona Ave Lift Station Replacement Project
- Completed the Valley View Ave Lift Station Replacement Project

SEWER FUND

PUBLIC WORKS DEPARTMENT	FUND	124
Sewer Operations	Division	809

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 303,537	372,317	313,645	410,234
30110	Salaries, Overtime	78,063	55,000	78,063	78,065
30200	PERS Retirement	27,371	34,548	29,212	37,504
30201	PERS Employer UAL	52,362	71,408	62,389	65,128
30205	Employee Group Insurance	82,452	93,448	83,627	99,492
30212	Cell Phone Stipend	330	642	330	330
30215	Medical Savings Account	164	216	214	312
30220	FICA/Medicare Insurance	4,727	5,753	5,680	7,080
30221	Administrative Leave Cash Out	1,365	1,530	1,530	1,683
30225	Sick Leave Buy Back	2,752	2,700	2,518	2,970
30230	Annual Vacation Cash Out	1,211	1,400	1,400	1,540
30245	Workers Compensation	257	-	1,000	-
30255	Tuition Reimbursement	-	-	-	500
	Subtotal - Salaries and Benefits	<u>554,590</u>	<u>638,962</u>	<u>579,607</u>	<u>704,838</u>
30300	Conferences and Meetings	2,230	5,000	1,500	5,000
30310	Uniforms & Safety Gear	4,534	7,500	4,500	7,500
30320	Dues, memberships and Subscriptions	740	3,000	450	3,000
	Subtotal - Employee Related	<u>7,504</u>	<u>15,500</u>	<u>6,450</u>	<u>15,500</u>
30400	Office Supplies	318	1,000	850	1,000
30415	Special Departmental	7,759	22,000	12,500	22,000
30425	Small Tools	2,371	7,000	3,500	7,000
30470	Post Employment Health Benefits	50,000	50,000	50,000	50,000
30470.10	Post Employment Ben-GASB75	91,144	-	-	-
	Subtotal - Supplies and Services	<u>151,591</u>	<u>80,000</u>	<u>66,850</u>	<u>80,000</u>
32105	Equipment Rental	-	5,000	3,000	5,000
32200	Building and ground maintenance	2,669	5,800	2,000	5,800
32450	Well & Pump Maintenance	14,051	60,000	30,000	60,000
	Subtotal - Maintenance & Rentals	<u>16,720</u>	<u>70,800</u>	<u>35,000</u>	<u>70,800</u>
33100	Utilities	65,822	50,100	65,000	70,100
	Subtotal - Operations & Utilities	<u>65,822</u>	<u>50,100</u>	<u>65,000</u>	<u>70,100</u>
34100	Contractual Services	2,078,866	2,565,000	2,100,000	2,567,000
	Subtotal - Contractual & Professional Svcs	<u>2,078,866</u>	<u>2,565,000</u>	<u>2,100,000</u>	<u>2,567,000</u>
35100	Interest Payments	1,220,494	1,138,616	1,138,616	1,227,729
35105	Principal Payments	-	507,600	507,600	818,197
35115	Bond Discount	10,425	-	-	-
35150	Administrative Overhead	299,230	299,230	299,230	350,190
	Subtotal - Miscellaneous	<u>1,530,149</u>	<u>1,945,446</u>	<u>1,945,446</u>	<u>2,396,116</u>

SEWER FUND

PUBLIC WORKS DEPARTMENT	FUND	124
Sewer Operations	Division	809

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
42100	Vehicle Operations and Maintenance	78,000	88,000	82,000	88,000
42105	Vehicle Replacement Charges	39,932	65,552	39,932	282,278
42110	Computing and Comm. Equip Replacement	1,000	700	1,000	1,000
42115	Computing and Communications Operations	15,200	17,200	15,200	28,300
42225	Self Insured Settlements	536	25,000	5,000	10,000
	Subtotal - Internal Service Charges	<u>134,668</u>	<u>196,452</u>	<u>143,132</u>	<u>409,578</u>
43100	Equipment	-	10,000	20,000	10,000
43115	Building Improvements	-	40,000	-	40,000
	Subtotal - Capital Outlay	<u>-</u>	<u>50,000</u>	<u>20,000</u>	<u>50,000</u>
44100	Transfers	129,102	129,102	129,102	129,102
44100.15	Transfers Out to Fund 147	-	1,102,992	-	-
44100.15	Transfers Out to Fund 147 -PY Working Cap.	-	-	-	-
	Subtotal - Transfers	<u>129,102</u>	<u>1,232,094</u>	<u>129,102</u>	<u>129,102</u>
	TOTAL EXPENDITURES	<u>\$ 4,669,013</u>	<u>6,844,354</u>	<u>5,090,587</u>	<u>6,493,034</u>



STREET MAINTENANCE

STREET MAINTENANCE

PUBLIC WORKS DEPARTMENT	FUND	133
Goals, Objectives & Accomplishments	Division	801

PROGRAM

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.

2019-2020 Goals & Objectives

- Continue to input and update data into pavement management system.
- Create database for sign inventory and incorporate into GIS.
- Continue to improve pavement maintenance strategies to combine with other capital improvement projects (water, sewer and storm drain).
- Identify and complete street repaving and reconstruction projects.

2018-2019 Accomplishments

- Installed LED Street Signs and Emergency Vehicle Preemption
- Pavement Rehabilitation on:
 - ✓ Bluff Street (River Road to Vine Street)
 - ✓ Cedar Ridge Circle
 - ✓ Chestnut Drive
 - ✓ Corona Avenue (Fifth Street to Sixth Street)
 - ✓ Corona Avenue (First Street to Second Street)
 - ✓ Crestview Drive (Sixth Street to Seventh Street)
 - ✓ Hamner Avenue (Hidden Valley Parkway south to City boundary)

STREET MAINTENANCE

PUBLIC WORKS DEPARTMENT Goals, Objectives & Accomplishments	FUND Division	133 801
--	--------------------------------	--------------------------

2018-2019 Accomplishments (cont'd)

- ✓ Hamner Avenue (Third Street to Fourth Street)
- ✓ Hidden Valley Parkway (Hamner Avenue to I-15 Freeway)
- ✓ Hillrise Lane
- ✓ Hillside Avenue (Second Street to Third Street)
- ✓ Mountain Avenue (First Street to Third Street)
- ✓ Mustang Lane
- ✓ Pacific Avenue (Second Street to north end)
- ✓ Paddock Lane
- ✓ Pedley Avenue (Sixth Street to Seventh Street)
- ✓ Reservoir Drive (Corona Avenue to Temescal Avenue)
- ✓ Reservoir Drive (Third Street to Willow Drive)
- ✓ River Drive (Corona Avenue to Temescal Avenue)
- ✓ River Road (Corydon Avenue to Second Street)
- ✓ Rocky View Drive
- ✓ Slurry Seal Project (64 residential streets)
- ✓ Sutton Place
- ✓ Temescal Avenue (Seventh Street to River Drive)
- ✓ Western Avenue (Second Street to Parkridge)

GAS TAX FUND

PUBLIC WORKS DEPARTMENT	FUND	133
Street Maintenance	Division	801

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 35,915	40,692	34,607	50,364
30110	Salaries, Overtime	9,722	20,000	9,722	9,725
30200	PERS Retirement	3,162	3,728	3,210	4,462
30201	PERS Employer UAL	5,556	14,989	6,687	6,980
30205	Employee Group Insurance	9,481	10,111	9,183	11,662
30212	Cell Phone Stipend	30	90	30	30
30215	Medical Savings Account	18	24	24	48
30220	FICA/Medicare Insurance	585	848	643	871
30221	Administrative Leave Cash Out	152	170	170	204
30225	Sick Leave Buy Back	334	1,000	289	1,000
30230	Annual Vacation Cash Out	135	900	900	900
30245	Workers Compensation	69	-	100	-
	Subtotal - Salaries and Benefits	<u>65,159</u>	<u>92,552</u>	<u>65,565</u>	<u>86,246</u>
30300	Conferences and Meetings	360	1,000	400	1,000
30310	Uniforms & Safety Gear	3,085	4,250	3,500	4,250
	Subtotal - Employee Related	<u>3,445</u>	<u>5,250</u>	<u>3,900</u>	<u>5,250</u>
30400	Office Supplies	77	500	100	500
30415	Special Departmental	47,222	50,000	40,000	50,000
30425	Small Tools	361	1,200	1,000	1,200
	Subtotal - Supplies and Services	<u>47,661</u>	<u>51,700</u>	<u>41,100</u>	<u>51,700</u>
32300	Traffic Signal Maintenance	96,855	116,000	116,000	110,000
	Subtotal - Maintenance & Rentals	<u>96,855</u>	<u>116,000</u>	<u>116,000</u>	<u>110,000</u>
33100	Utilities	96,232	100,600	98,000	100,600
	Subtotal - Operations & Utilities	<u>96,232</u>	<u>100,600</u>	<u>98,000</u>	<u>100,600</u>
34100	Contractual Services	318,294	439,500	420,000	439,500
	Subtotal - Contractual & Professional Svcs	<u>318,294</u>	<u>439,500</u>	<u>420,000</u>	<u>439,500</u>
43100	Equipment	3,746	5,000	3,500	5,000
	Subtotal - Capital Outlay	<u>3,746</u>	<u>5,000</u>	<u>3,500</u>	<u>5,000</u>
	TOTAL EXPENDITURES	<u><u>\$ 631,392</u></u>	<u><u>810,602</u></u>	<u><u>748,065</u></u>	<u><u>798,296</u></u>



**NPDES-STORM DRAIN
OPERATIONS**

STORM DRAIN

PUBLIC WORKS DEPARTMENT Goals, Objectives & Accomplishments	FUND Division	139 802
--	--------------------------------	--------------------------

PROGRAM

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.

2019-2020 Goals & Objectives

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

2018-2019 Accomplishments

- Completed the following storm drain improvement projects...
 - ✓ Bluff St Storm Drain Project (River Rd to 750 ft north on California Ave)
 - ✓ California Ave Storm Drain Project (Eighth St to 700 ft south on California St)
 - ✓ Corona Ave Storm Drain Project (First St to Second St)
 - ✓ Crestview Dr Storm Drain Project (Sixth St to Seventh St, Mt Shasta)
 - ✓ Pedley Ave Storm Drain Project (Seventh St to 1,500 ft south on Pedley Ave)

STORM DRAIN FUND

PUBLIC WORKS DEPARTMENT	FUND	139
National Pollutant Discharge Elimination System (NPDES) Permit	Division	802

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	\$ 16,813	20,346	17,393	20,334
30110	Salaries, Overtime	4,374	5,500	4,374	4,374
30200	PERS Retirement	1,791	1,864	1,911	1,892
30201	PERS Employer UAL	3,287	6,339	4,011	3,468
30205	Employee Group Insurance	5,379	5,056	5,473	5,032
30212	Cell Phone Stipend	15	15	15	16
30215	Medical Savings Account	11	12	15	12
30220	FICA/Medicare Insurance	316	350	316	358
30221	Administrative Leave Cash Out	76	85	85	102
30225	Sick leave Buy Back	154	160	145	192
30230	Annual Vacation Cash Out	67	110	110	132
30245	Workers Compensation	35	-	50	-
	Subtotal - Salaries and Benefits	<u>32,320</u>	<u>39,837</u>	<u>33,897</u>	<u>35,912</u>
30300	Conferences and Meetings	-	250	-	1,000
	Subtotal - Employee Related	<u>-</u>	<u>250</u>	<u>-</u>	<u>1,000</u>
30400	Office Supplies	-	50	-	50
30415	Special Departmental	-	200	-	200
	Subtotal - Supplies and Services	<u>-</u>	<u>250</u>	<u>-</u>	<u>250</u>
34100	Contractual Services	40,381	99,500	75,000	149,500
	Subtotal - Contractual & Professional Svcs	<u>40,381</u>	<u>99,500</u>	<u>75,000</u>	<u>149,500</u>
	TOTAL EXPENDITURES	<u>\$ 72,700</u>	<u>139,837</u>	<u>108,897</u>	<u>186,662</u>



Page Intentionally Left Blank