FY 2019-20

ADOPTED 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

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MAYOR'S BUDGET MESSAGE

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CITY OF NORCO

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

June 19, 2019

To Our Norco Neighbors,

As residents of Norco, we appreciate our large lots, open space, iconic horse trails, and extensive parks. These qualities give us room to plant a garden, an area for our children to play, space for our hobbies, and an opportunity to have a variety of animals in our backyards. Our quality of life is enhanced because of the very foundation of our lifestyle that promotes city living in a rural atmosphere. However, all of these things have a cost.

The process of budgeting for the City of Norco is a year-round task. The steps required to finalize a budget start early in the year with department proposals. Those proposals are collated, tweaked, and provided to the residents and the City Council for review and input beginning in late April. It is mandated by the State that our budget be approved by July 1 each calendar year. As City operations take place, budget adjustments are made with mid-year changes and approvals. Plainly stated, your City staff and Council Members are in a constant state of working on our City budget, desperately trying to stretch every dollar while providing the very best services possible to the residents of our community. Moreover, we continuously encourage residents to participate in this process by providing input and recommendations.

Local governments—and all organizations, for that matter—face challenges in effectively deploying resources, whether human or capital. One of the most common challenges faced by public agencies, in which the funds come from taxpayers, is the budgeting process. While we encounter some similar issues facing many of our surrounding cities, there are special circumstances in Norco that affect our ability to solve problems in the same manner as our neighboring jurisdictions.

Unlike some of our neighboring cities, Norco's revenue is not derived primarily from property tax. With only about 6,800 residential rooftops in our approximately 14-square-mile community, and several other agencies taking their share of the money, Norco is left with only six percent of collected property taxes, resulting in just $1.3 million per year. Our choice to live on large lots means we must generate revenue from other sources. In Norco, we also collect sales tax, transient occupancy tax, and miscellaneous other taxes and fees to the General Fund.

The 2018-2019 Adopted Budget projected a $1.4 million deficit. Approving any budget with a deficit is a distressing situation. However, our City is likely to close the books for 2018-2019 with more than a $1 million surplus. Before we celebrate too much, we need to recognize this surplus is somewhat illusionary, as it is the result of one-time payments and savings that we cannot rely upon annually. Nonetheless, the welcome turnaround for the

CITY COUNCIL

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

2018-2019 budget was also due to the on-going conservative budgeting practices and expenditure control employed by City Council and staff.

Let me briefly explain how the City arrived at a surplus budget for the 2018-2019 year when we predicted a shortfall for the year. Coincidentally, the City had considerable one-time sales tax payments from the State and much lower than projected contract rate increases from CAL FIRE/Riverside County Fire Department and Riverside County Sheriff's Department, as well as a significant level of development fees that were collected because of the WoodSpring Suites and CapRock projects in Norco. It is important to note that these instances are not the norm, and it is likely that these specific conditions will not repeat themselves. The surplus funds from these one-time payments and savings will be deposited into our Reserve Fund, which serves as the "rainy day" fund for the City.

Our City budget is tied to the increasing costs of contracted public safety and public pensions on the expenditure side and is dependent on the economy and its impacts on revenue receipts, especially sales tax, which makes a significant portion of the City's total General Fund revenues. During the upcoming fiscal year, it is estimated that the City will spend over $11.6 million of General Fund revenues on public safety services. This amount represents nearly 54% of the total General Fund budget. Just a few years ago, we were spending $8.3 million a year. Unfortunately, the trend of escalating public safety expenses is not anticipated to ease in the future. With a City that is dependent on contracted public safety, it is critical to budget conservatively when the economy is strong and expenditures are stable so that we can save reserves. Considering how Norco relies on contracted public safety, we have to be mindful of the changing contract expenses and those impacts on our budget in good times, not just during times of financial hardship. Since revenues and expenditures can be very unpredictable, the budgeting decisions we make in good times are just as important, if not more important, than the budgeting decisions we make in tough times. City staff continues to take a conservative approach in the area of revenue assumptions and recommended expenditures, a practice that benefits the City over the long term.

With the City's conservative budgeting practice and expenditure control, I am happy to report that we have accumulated a "rainy day" reserve of approximately $12.1 million. Should the economy face another recession, your City staff and City Council strive to make sure that Norco will be able to weather the downturn with as little impact to our residents as possible. We should be proud of the Reserve Fund total of $12.1 million we are likely to have by June 30, 2020. While this total may appear substantial, it only accounts for 56% of Norco's yearly Operating General Fund Budget of $21.6 million. Although healthy, this reserve amount could rapidly deplete in an economic downturn. Ultimately, your City staff and City Council are working for you *now* to ensure Norco is protected for many years to come.

The proposed FY 2019-2020 General Fund budget is estimated to have a structural deficit of just under $750,000 because our City, like other cities, continues to deal with the continuing increase in public safety and public pension costs. This structural deficit will be balanced by using a portion of our estimated $12.9 million reserves. Structural budget imbalances are complicated to eliminate in a single year, even with conservative budgeting and the good fortune of one-time revenues and savings opportunities like the ones we have

experienced in the last few years. Moving forward, the solution to our budget challenges will be multifaceted. Long-term strategies to narrow that gap include attracting more businesses to town, working with our public safety agencies to trim contracts, applying for grants, and participating in multi-agency and regional projects. Norco's future includes diverse businesses, a mix of commercial, light industrial, and hospitality. The vision for Norco is one that welcomes people to town for events at George Ingalls Equestrian Event Center and SilverLakes. We want visitors to feel how special our City is when they arrive, and we want them to desire to return for a future event. The diversity of venues and the schedule of events in Norco is beyond what we should be capable of. The potential of this City is unlimited.

I want to point out that our small-but-mighty City is powered by a staff of 57 full-time employees and 62 part-time employees. Behind the scenes, there are a few dozen folks who work to make sure that our City is operating and exceeding the needs of our residents. They are making sure our sewer systems work and we have clean water in our homes. They are paying the bills and making payroll. They are providing information and ensuring safety standards are met. They are running facilities and recreational programs for residents of all ages. Fundamentally, they are positively impacting our day-to-day lives and working to protect Norco's future. These employees are the backbone of this City; a talented group of individuals that operate one of the most efficiently run municipal governments in California. The significant reduction of the deficit speaks to the tenacity of our City staff who do the very best that they can with minimal resources. It's simply amazing.

We are working to redefine Norco for the better and we need to remind ourselves that there is so much more to Norco than our horses. Our ordinary, everyday lives in Norco are the exception, and we need to stop taking the special place we live in for granted. The City of Norco is one of the most unique places in all of Southern California and, while we may have our challenges, I know that Norconians have a natural knack for accomplishing anything we set our minds to.

Thank you, neighbors, for your part in making Norco a one-of-a-kind community. I am proud to be a fellow Norconian, and I look forward to working with you, as well as my Council colleagues and City staff, to present a balanced budget for the coming fiscal year. I encourage you to read the budget, which I know can be an intimidating document. I also encourage you to reach out if you have any questions because our City budget is an essential community-generated and community-driven document that affects the foundation and preservation of our lifestyle.

Sincerely,

Robin Grundmeyer, Mayor
City of Norco

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City Manager's transmittal

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CITY OF NORCO

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

June 19, 2019

Honorable Mayor and Members of the City Council:

Pursuant to the provisions of the City of Norco Municipal Code, I am pleased to submit the recommended annual Operating Budget for Fiscal Year (FY) 2019-2020 and the Capital Improvement Program (CIP) Budget for FY 2019-2020 through FY 2023-2024 to you for review and approval. The Operating Budget is an annual fiscal plan that provides information regarding the sources (revenues) and uses (expenditures) of monies for various City services and programs. The Capital Improvement Program Budget is intended to be a five-year fiscal plan that outlines proposed expenditures to extend the lives or construct/acquire new capital assets and infrastructure. The FY 2019-2020 recommended total Operating Budget for the City is $41.7 million, while the proposed total expenditure amount for the FY 2019-2020 CIP Budget is $29.5 million, excluding Measure R expenditures. As we begin FY 2019-2020, the state of the City's finances is strong, especially with the successful passage of Measure R by the citizens of Norco in November 2018.

Since the Great Recession ended, the City has successfully expanded its revenue base while controlling the cost of government. These efforts have resulted in building a strong General Fund reserve that will help the City survive the next recession without dramatically reducing services that are vital to maintaining the quality of life in Norco. Similarly, with the City Council's action three years ago to approve adjustments to the water rates, we have been able to turn around the financial condition of the Water Fund by eliminating the deficit that accumulated in previous years due to lower water rates and State imposed water usage restrictions. Following the elimination of the former Norco Community Redevelopment Agency by the State of California, the City was only able to generate bare bone funds to maintain and rebuild its massive investments in infrastructure. Preserving these assets is necessary to ensure service delivery to the residents and businesses in the City. With the passage of Measure R by Norco residents in November 2018, the City now has more flexibility in generating needed funds for infrastructure and to maintain public safety services at acceptable levels.

Operating Budget Summary:

The City's Operating Budget for FY 2019-2020 includes funding for general government, water system operations and maintenance, sewer system operations and maintenance, streets, trails and parkway maintenance, housing and community development, and storm drain maintenance and compliance with water run-off regulations. The total estimated spending for these operations in FY 2019 – 2020 is $41.7 million.

CITY COUNCIL

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

General Fund: The City's General Fund, which is the primary source for funding general government services, such as public safety, government administration, community planning and development, parks and recreation programs, facilities maintenance, animal control services, senior services, and economic development, includes total recommended spending of $21.6 million. The total amount of tax and other revenues estimated to be generated to fund these programs is $20.8 million leaving a projected budget deficit of just under $750,000 in the General Fund. During the Great Recession years of FY 2008 through FY 2012, sales tax, which is the largest source of revenue for the General Fund, was devastated, dropping by 50% in a short period of time. After the Recession, sales tax rebounded very well, eclipsing the previous high established before the Recession as auto sales increased and the City brought in new sales tax generating businesses. The efforts to recruit major businesses that produce significant revenues to the City continue to pay off as the City Council recently approved a new CarMax store, the largest used car sales company in the country, and Tru by Hilton Hotel, a national Hilton hotels brand.

Currently, overall General Fund revenues are at record highs as sales tax, property tax, transient occupancy tax, development revenues, property tax in lieu of vehicle license fees and recoverable overhead have continued to show growth due to the record economic expansion. The City has taken advantage of these good economic times to grow General Fund reserves from a low of $2.1 million in FY 2010-2011 to a forecasted high of $12.9 million by the end of FY 2018-2019, or $12.1 million by the end of FY 2019-2020. However, as the economy begins to show signs of a slowdown, future revenues are not anticipated to keep pace with future expenditures. Future General Fund expenditures are expected to continue to rise just to maintain current service levels. The anticipated rise in expenditures is due to the expected continual increase in the cost for public safety, pension, medical insurance and other operating costs. As a result of expenditures rising above the rate by which revenues are expected to grow, the General Fund reserve will decline, as part of the reserve is used to fund future structural budget deficits. For more details on the General Fund, refer to the Budget Overview and Analysis Section, as well as the full budget tables and schedules presented in this document.

Water Operating Fund: This Fund is used to budget for the operating activities of the City's water system, including costs of water production and purchases, system maintenance, administration, debt service, equipment maintenance and replacement, and other miscellaneous operating costs. The water system operates like a business enterprise because it receives no taxes. All of the systems costs, including capital costs, are expected to be recovered through rates charged to water service users. The total estimated operating costs for the water system in FY 2019-2020 is $10.8 million, while the total estimated revenues is $13.1 million. The difference of $2.3 million between total estimated revenues and total estimated operating costs will be used to fund capital projects and maintain minimum required cash balance for operating and rate stabilization reserves. After a comprehensive rate study in FY 2017, the City Council approved multi-year water rate adjustments to address the negative financial impacts to the Water Fund from "take or pay" contracts and reduced water consumption mandated by the State. To ensure water reliability and address water quality issues, the City is a party to water purchase agreements with Western Municipal Water District and Chino Basin Desalter Authority, which requires the City to purchase minimum stated acreage of water each fiscal year. When water consumption in the City is reduced by water customers, the per acre cost of

water to the City can increase dramatically because the City must first use this expensive imported water before using lower cost domestic water produced by the City from its wells. The negative financial impact of reduced water consumption was compounded by existing water rates that were not covering the cost of operations and the amount needed to fund capital projects. The action taken by the City Council to implement multi-year rate adjustments has resulted in an improved financial situation for the Water Fund.

Sewer Operating Fund: The Sewer Operating Fund is used to budget for the operating activities of the City's sewer system, including the costs of wastewater treatment, administration, debt service, equipment maintenance and replacement, and other miscellaneous operating costs. Like the Water Fund, the sewer system operates like a business enterprise because it receives no taxes. All of the systems costs, including capital costs, are expected to be recovered through rates charged to sewer service users. The total estimated operating costs for the sewer system in FY 2019-2020 is $7.2 million, while the total estimated revenues is $7.8 million. The difference of $600,000 between total estimated revenues and total estimated operating costs will be used to fund capital projects and maintain minimum cash balance to ensure adequate operating reserves. Although the City Council approved multi-year sewer rate adjustments in FY 2017 to ensure that there are adequate operating reserves and funding for capital projects, none of the approved rate increases have been implemented because the current sewer rates are generating sufficient revenues to meet the goals of the proposed rate adjustments. Based on the stability of revenues and more clarity on the amount of money needed to fund future capital projects, it is now unlikely that any sewer rate increases will be implemented before the approved rates expire.

Other Operating Funds: In addition to the General Fund, Water Fund, and Sewer Fund, the City's Operating Budget also includes spending plans for Gas Tax, Storm Drain Maintenance, Housing, and Miscellaneous Grant Funds. The City's share of gas tax revenues from the State are deposited in the Gas Tax Fund and are used to pay for pothole repairs, tree maintenance, traffic signal maintenance, traffic signal electric utility, and related employee costs. The amount of gas tax the City receives varies from year to year depending on state-wide total receipts. In FY 2019-2020, the total estimated gas tax revenue is $721,000, while total recommended expenditures are $870,000. The difference between total estimated revenues and total recommended expenditures of $149,000 will be made up from the previous year's available fund balance of $322,000. Storm drain maintenance and regulatory compliance costs are budgeted in the National Pollutant Discharge Elimination System (NPDES) Fund. Revenues for these expenditures are derived from minimal property assessments on real properties located in the City of Norco. The FY 2019-2020 total recommended expenditures for the NPDES Fund is $200,000, while the total estimated revenues is $128,000. In FY 2019-2020, expenditures are projected to increase significantly due to additional spending required to implement expanded program requirements. The activities of the Housing Fund are also included in the City's Operating Budget. The City Council is the Governing Board of the City's Successor Housing Entity, which was created following the dissolution of the Norco Community Redevelopment Agency in FY 2013. Through the Housing Fund, the City provides various housing assistance to eligible residents. Eligible residents receive assistance with their utility payments, emergency grants for home repairs, assistance with down payments for first-time homebuyers, and deferred loans for home improvements. The

total amount included in FY 2019-2020 to fund these various programs is $500,000. Funding for these programs will come largely from the property tax increment fund balance allocated to the Norco Community Redevelopment Agency before it was dissolved by the State.

Capital Improvement Program Budget:

In addition to the Operating Budget, the City Council adopts an updated five-year Capital Improvement Program (CIP) budget annually. This year's revised CIP budget covers FY 2020 through FY 2024. This CIP budget provides total funding of $29.5 million for various infrastructure improvements in FY 2019-2020. Below is the recommended funding in FY 2019-2020 for various infrastructure categories:

- Streets: Measure A - $1,200,000; SB1 - $850,000; City Street Fund - $4,614,000. Total for streets: $6,664,000
- Storm drains: $6,176,526
- Trail fence replacement: $150,000
- Water projects: $12,730,000
- Sewer projects: $2,625,000
- Park projects: $453,000
- Public building facilities: $683,000

Measure R Fund:

In November 2018, residents of Norco approved a one-cent add-on sales tax General Revenue Measure under Measure R. Measure R is projected to generate $1.1 million in revenues in FY 2018-2019 and $4.5 million in FY 2019-2020. Measure R revenues will be used to improve streets, trails, and public facilities, and to ensure adequate public safety services. Following the passage of Measure R, the City Council established the Measure R Citizens' Oversight Committee, an advisory committee to the City Council with primary responsibilities of 1) reviewing and prioritizing proposed projects and programs to be funded with Measure R revenues and 2) making appropriate recommendations to the City Council. The Measure R Citizens' Oversight Committee has met three times to review proposed uses of Measure R revenues for FY 2019-2020. However, they have not completed their work regarding the FY 2019-2020 Measure R budget. When their work is completed, their recommendations will be brought to the City Council for final review and approval.

Conclusion:

The FY 2019-2020 total recommended Operating Budget of $41.7 million is balanced, including the use of existing fund balance to balance a projected shortfall in the General Fund, Gas Tax Fund and NPDES Fund. The total recommended CIP spending of $29.5 million is funded mainly from existing monies. While the City's financial outlook is very favorable, challenges remain ahead due to the growing costs of maintaining existing service levels. As the City nears build-out of commercially available land, the ability to continue expanding the tax base will be limited. Enterprise Funds (Water and Sewer) are expected to recover all costs through current approved rates in the near term. With the passage of Measure R, we will begin making significant progress toward improving City streets, trails, and public buildings, while maintaining the current levels of fire and police staffing.

City Manager's Transmittal Letter – FY 2019-2020
June 19, 2019

I want to express my personal appreciation to the City Council for exhibiting the leadership and support necessary to ensure the long-term financial stability of the City. I would also like to recognize the dedication of the City's management team and employees in preparing this budget and managing the City's finances in a fiscally prudent manner. The efforts and dedication of the Fiscal and Support Services Department staff in compiling both the Operating Budget and the Capital Improvement Program Budget deserves special recognition.

Respectfully submitted,

Andy Okoro, City Manager
City of Norco

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Budget Overview & Analysis

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BUDGET OVERVIEW AND ANALYSIS

SUMMARY

The Fiscal Year (FY) 2019-2020 Operating Budgets for the City are based on maintaining core services at current levels. The General Fund is the City's primary operating fund budget. The General Fund's expenditures are projected to exceed revenues by $798,182 in FY 2019-20. Reserves will be used to balance the budget. Although FY 18-19 will end with revenues exceeding expenditures due to one-time savings, it is estimated the General Fund will continue to have expenditures exceed revenues as third-party costs, including police, fire, pension contributions, medical insurance premiums and contractual services continue to rise. The operating budgets for the Water and Sewer Fund for FY 2019-2020 are balanced with projected revenues exceeding expenditures.

It is anticipated that the City's General Fund will end FY 2018-2019 with revenues exceeding expenditures by $1,127,304.The City has had seven years of a favorable fund balance following several years of significant financial stress from the impacts of the severe recession that began in early FY 2008-2009. The seven fiscal years from FY 2011-12 through FY 2017-18 were marked by improving revenues. However, the City's Operating Budgets are now facing significant challenges. Public safety contracts are increasing annually due to salary, benefit, and county administrative overhead costs. Pension rates are anticipated to increase due to adjustments in actuarial assumptions. In terms of revenue, sales tax, which is the General Fund's major source of revenue, has recovered from recessionary levels but is now projected to increase at a slower pace and is nearing a financial plateau the short-term. Property tax revenues are slowly inching up as a result of the improvement in assessed values and residual tax increment receipts from the dissolved Norco Community Redevelopment Agency (RDA). In the coming fiscal year, General Fund revenue overall is projected to increase by 2% as compared to the FY 2018-19 amended budget, and decrease by 1%, as compared to year-end budgets respectively. Fluctuations in revenue are due to one-time sales tax receipts, development revenues while interest earnings, property tax, and overhead charges are increasing. Expenditures are projected to grow at 4% and 8%, as compared to the FY 2018-19 adopted and year-end budgets respectively. General Fund expenditures are increasing due to increasing third-party costs, such as police and fire and pension related costs.

During the Recession, which significantly reduced General Fund revenues, especially sales tax, the City embarked on aggressive expenditure reductions. The budget savings achieved at the time, through organizational restructuring, including contracting out services and implementation of a hiring freeze, remain in place today and continue to generate permanent savings to the budget. During the recessionary years, the City's structural budget deficit was addressed by drawing from fund balance, deferring certain expenditures, and the use of one-time revenues. Over the last eight years, the City has rebuilt the General Fund balance to help cushion the impact of future economic downturns. The General Fund balance is being used in the FY 19-20 budget as expenditures are budgeted to exceed revenues due to the aforementioned increasing operating costs.

The budget accomplishes the following:

- Maintains a fund balance estimated at $12.8 million by the end of the FY 2018-2019 and $12.1 million estimated for June 30, 2020. This "rainy day" fund represents 65% and 56% of total General Fund Operating Budget for each year, respectively. Fund balance remains well above the 25% threshold as required by the City Council.
- Provides funding for estimated 5% increase, or $306,000,for annual Sheriff Services. The contract is in the second year of full year funding for one (1) Traffic Enforcement Deputy and one (1) Community Services Officer (CSO).
- Provides for an estimated 5% increase in County Fire contracts, or $222,000.
- Maintains existing non-public safety service levels.
- Provides funding to continue paying down City liability for post-retirement medical insurance costs at FY 2018-19 levels.
- Provides funding to pay for pass-through CalPERS pension rate increases and continues employee contributions toward retirement benefits.

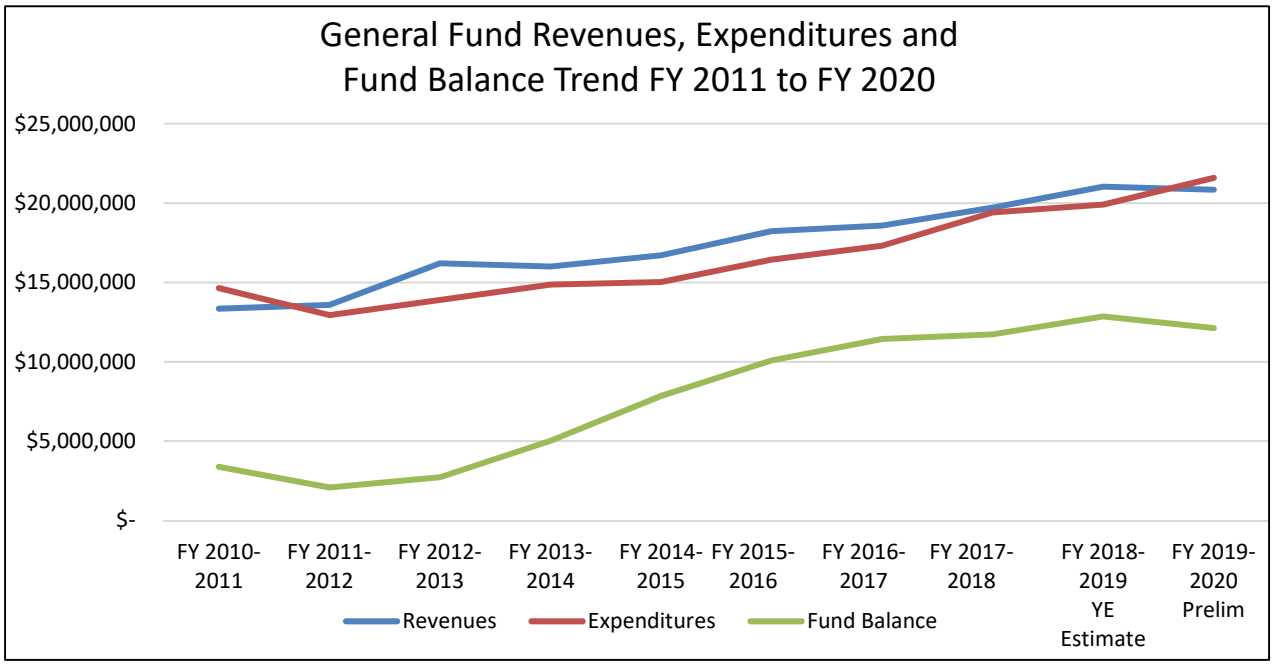
Other Funds: The FY 2019-2020 recommended operating budget also includes the operating activities of the City's Water, Sewer, Gas Tax, and National Pollutant Discharge Elimination System (NPDES) Funds. The budget estimates show that there will be sufficient ongoing revenues to cover expenditures in all of these Funds, excluding the Gas Tax Fund, as well as the NPDES Fund to a minor extend. The City's Water and Sewer Fund budget are balanced with revenues exceeding expenditures. In FY 2016-17, the Water Fund had a structural imbalance requiring a one-time transfer of $700,000 from Water Capital and the Sale of Water for $1,130,000. The structural imbalance has been addressed through a five-year rate study and subsequent rate adjustments and reserve requirements.

Fund Balance Trend for the General Fund:

The Fund Balance Trend chart provides historical trend information regarding General Fund revenues, expenditures, and fund balance over the last eight years, as well as the projected FY 2019-2020 budget information. This chart is useful in assessing the City's efforts to control expenditures, enhance revenues, and build a healthy "rainy day" fund balance.

As can be seen from the multi-year trend chart, operating revenues exceeded operating expenditures in FY 2012. In FY 2012, with the deferral of certain expenditures (i.e. contributions to equipment replacement reserve and post-retirement healthcare), actual operating revenues and expenditures were nearly balanced and fund balance reached a bottom. In FY 2012-2013, revenues exceeded expenditures due to an increase in operating revenues and receipt of one-time revenues from inter-fund borrowing (Special Asset Revenue Fund). In FY 2013-2014, the General Fund repaid the $1 million borrowed from the Special Asset Revenue Fund, yet the City managed to add to fund balance.

As a result, fund balance started to increase again after several years of reductions. Starting in FY 2016-17, revenues began to plateau while public safety and pension-related costs continued to increase. Fund balance is anticipated to reach a high of $12.8 million in FY 2018-19 and is anticipated to be $12.1 million by June 30, 2020. The proposed FY 2019-2020 budget has total expenditures exceeding revenues by $743,182 resulting in the reduction in fund balance to $12.4 million.



It should be noted, at the time of the writing of this overview, final public safety invoices from Riverside County, for FY 2018-19, have not been received and may cause the year-end estimate to fluctuate which may result in substantial year-end savings.

Budget Presentation:

The City's FY 2019-2020 Operating Budget is summarized by programs and departments/functions and Funds. The presentation of the budget by Fund is intended to demonstrate and ensure legal compliance and restrictions over the use of the various financial resources that the City receives. The budget is presented by programs and departments/function to show the level of financial resources the City has allocated to various programs and functions. The presentation by department is designed to show the level of budgetary control and responsibility by department managers.

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

1. General Fund
2. Water Fund
3. Sewer Fund
4. Gas Tax Fund

5. Miscellaneous Grants
    a. Community Development Block Grant
    b. Air Quality Management Grant
    c. Supplemental Law Enforcement
    d. Nancy Newman Trust Fund (Party Pardners)
    e. Miscellaneous Grant Fund
6. NPDES Storm Drain Fund
7. Housing Fund
8. Internal Service Funds

FY 2019-2020 GENERAL FUND BUDGET OVERVIEW AND ANALYSIS

General Fund Revenues Overview:

The City continues with aggressive efforts to increase economic development by attracting sales tax generators that complement the City's Horsetown USA image. These efforts continue to pay dividends based on the number of high profile retailers that have chosen to settle in the City over the last few years. In 2016, SilverLakes Equestrian and Sports Park opened and the City entered into an agreement with Paul Blanco The Good Car Company. Also, in 2017, the Norco Village Shopping Center opened with a a Stater Bros. flagship grocery store as a site anchor. A WoodSpring Suites, a value-oriented extended-stay brand recently acquired by Choice Hotels, is anticipated to open in the summer of 2019, which will attract visitors and increase growth in transient occupancy tax and local sales tax revenue. Because of these efforts, and in conjunction with the recovering economy, the City's sales tax revenue continues to noticeably increase. Before the Recession, sales tax revenue peaked at $6.2 million annually and, at the depth of the Recession, sales tax revenue reached a low of $3.3 million. The FY 2019-2020 General Fund budget includes estimated sales tax revenues of over $7.1 million, which is exceeds the pre-Recession high of $6.2 million. The ability of the City to balance its General Fund budget in the future largely depends on future sales tax growth. However, it is also important to note that, given the size of the City and its sales tax numbers, sales tax growth is expected to level-off in the near future without continued economic development.

Other major ongoing operating revenues of the General Fund, Other Revenues, Community Services, and Community Development fees are projected to remain essentially flat for FY 2019-2020. Property tax is projected to increase slightly in FY 2019-2020 compared to FY 2018-2019 due to increased receipts, pass-through savings from bond refundings and higher than anticipated residual tax increment allocation from the County.

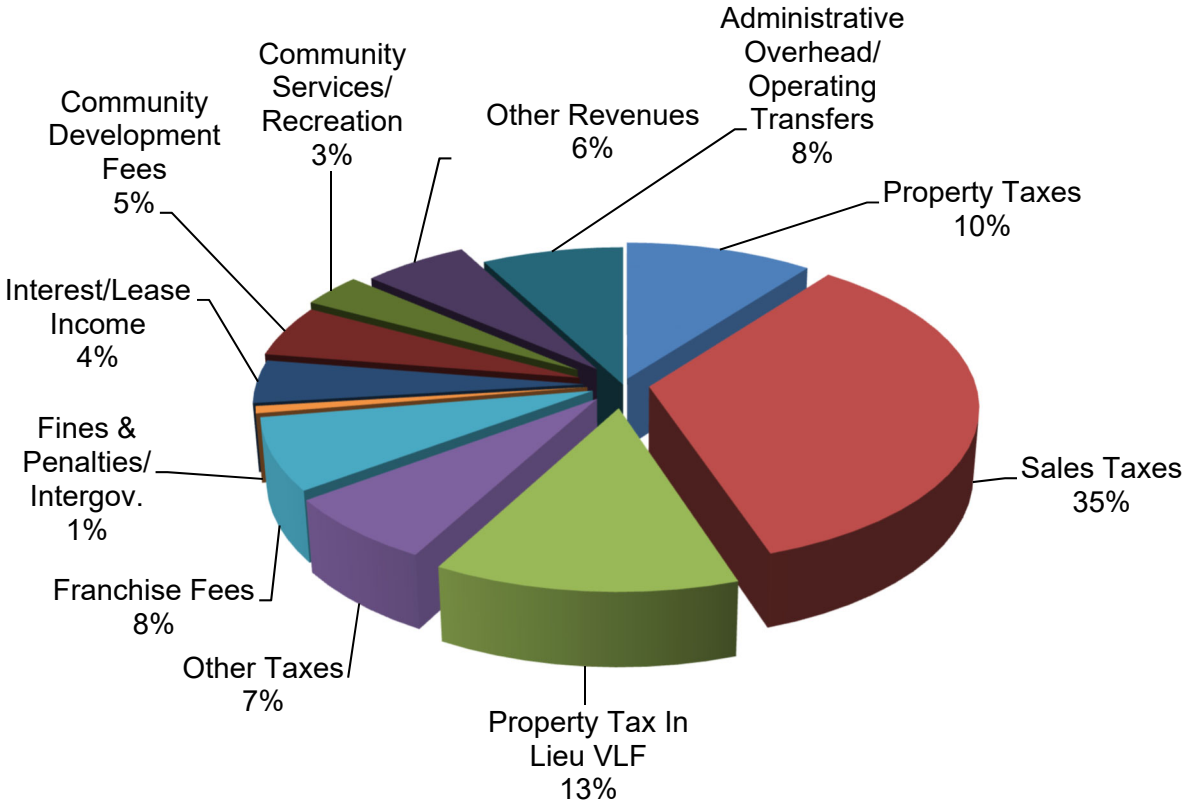
General Fund Revenues

General Fund revenues for FY 2019-2020 are estimated based on the most available information through June 11, 2019. These estimates are subject to change as more information becomes available throughout the year. Changes to the budget estimates are usually approved by the City Council as part of mid-year budget amendments. General Fund revenues are presented by detailed line items and are summarized by major categories beginning on page 2-1.

The total estimated General Fund revenues for FY 2019-2020 are $20,847,337 compared to the FY 2018-2019 estimated year-end amount of $21,031,563, reflecting a decrease of $184,226, or -1%. Most of the projected net revenue decrease in FY 2019-2020 is due to conservative estimates in development fees and one-time revenues. Decreased overhead reimbursement from the State of Department of Finance continues due to an ongoing dispute.

The following chart illustrates the General Fund revenue categories for FY 2019-20, and the schedule provides a comparison between FY 2018-2019 and FY 2019-20 revenues.

FY 2019-2020
Proposed General Fund Revenues by Source

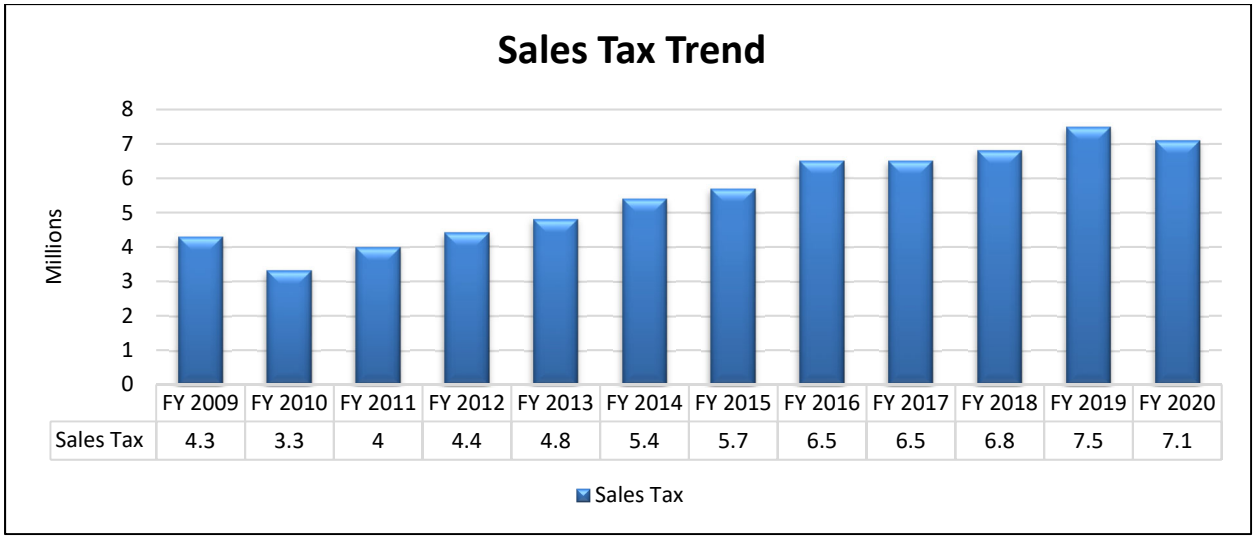


General Fund Revenues Comparison by Source

Revenue Category	(A) FY 2018-2019 Amended Budget	(B) FY 2018-2019 Year-End Estimate	(C) FY 2019-2020 Proposed Budget	(C-B) $ Change Budget to Budget	(C-B)/B % Change FY 19 Budget to FY 20 Budget	(C-A)/A % Change FY 19 YE Est. to FY 20 Budget
Property Taxes	$ 2,013,778	2,081,725	2,166,873	$ 153,095	8%	4%
Sales Taxes	7,301,090	7,535,715	7,189,000	(112,090)	-2%	-5%
Property Tax In Lieu VLF	2,608,071	2,606,761	2,721,675	113,604	4%	4%
Other Taxes	1,354,782	1,359,782	1,449,745	94,963	7%	7%
Franchise Fees	1,584,740	1,552,166	1,553,000	(31,740)	-2%	0%
Fines & Penalties/Intergov.	181,593	176,877	155,265	(26,328)	-14%	-12%
Interest/Lease Income	789,236	882,544	924,823	135,587	17%	5%
Community Development Fees	1,101,830	1,183,036	1,112,237	10,407	1%	-6%
Community Services/Recreation	710,534	684,082	715,009	4,475	1%	5%
Other Revenues	1,224,618	1,292,437	1,230,830	6,212	1%	-5%
Administrative Overhead/Operating Transfe	1,506,852	1,676,438	1,628,880	122,028	8%	-3%
Total	$ 20,377,124	21,031,563	20,847,337	470,213	2%	-1%

Property Tax: Property tax revenues are projected to show an increase of $153,000 in FY 2019-2020 compared to FY 2018-2019 due primarily to increased residual tax increment sharing which includes savings generated by the recent bond refundings and increasing assessed valuations. Staff projects property tax revenues based on the assessed value of real property in the City of Norco as provided by the County Assessor. The County Assessor is responsible for determining the value of real property within the County. The final assessed value for the FY 2019-2020 budget year is expected to be provided to cities in late Fall 2019. At this time, preliminary information of assessed values is conservatively estimated and will be revised during the mid-year review process in February 2020. The property tax portion of total General Fund revenue has improved since the dissolution of the RDA due to residual tax increments from the dissolved RDA that is now allocated to the General Fund and other taxing entities. The residual amount is largely attributable to elimination of the 20% set-aside for the Low-Moderate-Income Housing Fund. Property tax represents 10% of total estimated General Fund revenues for FY 2019-2020.

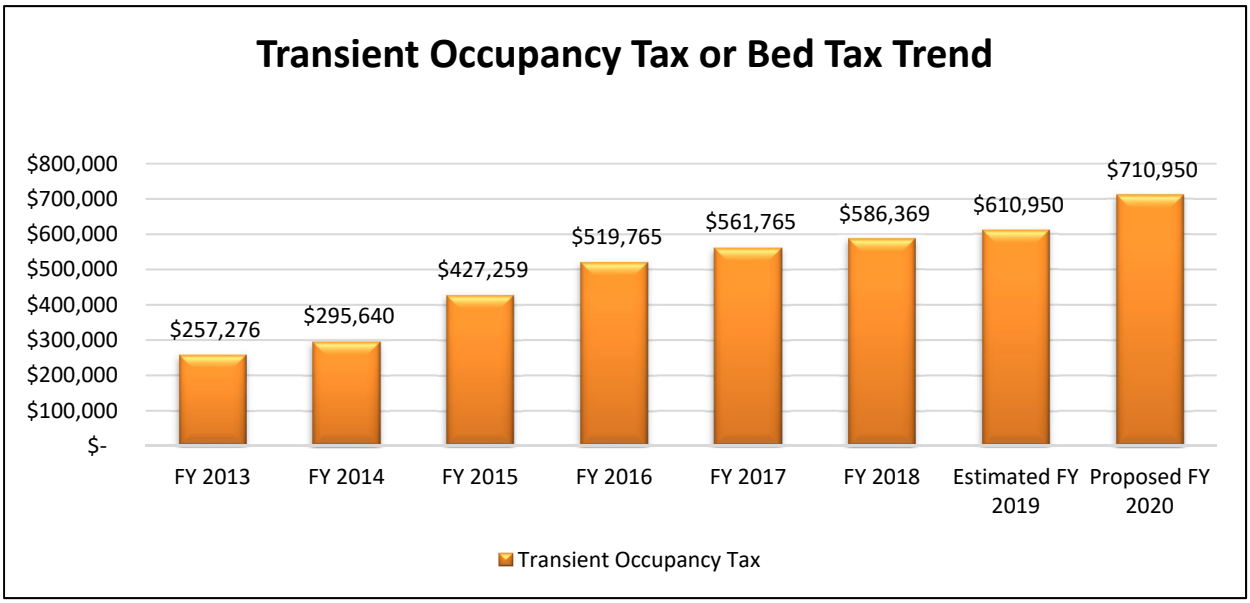
Sales Tax: Sales tax represents the highest share of total General Fund revenues at 35%. During the great economic recession, sales tax revenues decreased from a peak of $6.2 million in FY 2006-2007 to a low of $3.3 million in FY 2009-2010. For FY 2019-2020, estimated sales tax receipts are projected to be $7.2 million. The amount surpasses the pre-recessionary peak amount of $6.2 million in FY 2006-2007 by $1 million. The increase is attributed to recent economic development and is expected to grow in the coming years with the recently approved new CarMax store, the largest used car sales company in the country. The next chart provides a 10-year trend of the City's sales tax receipts. It highlights economic development efforts to increase and the diversify sales tax base. There is a direct link between City sales tax receipts, and the financial health of the General Fund.



For FY 2019-2020, sales tax is conservatively projected to decrease by 2% and 5%, as compared to the FY 2018-19 adopted and year-end budgets respectively due to underpayment by the State Department of Tax and Fee Administration, in FY 18-19, as a result of a software implementation. Sales tax for FY 2019-20 is not expected to include one-time aberrations and is believed to represent the current status of the City's estimated sales tax revenues.
We do not expect any recessionary characteristics in the economy in the coming year, but we do have a cautious outlook for the future.

Property Tax In Lieu of Vehicle License Fee (VLF): VLF receipts are a tax on the ownership of a registered vehicle in place of taxing vehicles as personal property. By law, all revenues from the VLF are allocated for city and county services, but the state legislature controls the tax rate and the allocation among local governments. In 2004, the state legislature permanently reduced the VLF tax rate and eliminated State General fund backfill to cities and counties. Instead, cities and counties now receive additional transfers of property tax revenues in lieu of VLF. Consequently, the revenue estimate for FY 2019-2020 is based on the in-lieu amount, determined by property tax revenue growth, as provided by the State, which is slightly higher than the amount received in FY 2018-2019. VLF is increasing by $114,000 from $2.59 million to $2.7 million. This revenue item, which is largely controlled by the State, represents the second highest portion of total General Fund revenues at 13%.

Other Taxes: Other taxes, which include public safety sales tax, business license tax, transient occupancy tax (TOT), and property transfer tax, are projected to increase overall by 7%. The increase is due to a projected increase in hotel stays and subsequent transient occupancy tax. In recent years, City staff has been aggressive with efforts to attract new hotels to Norco City. Because of economic development efforts and the growing interest in the City as a destination, two new hotels are planned future development: WoodSprings hotel will be open in 2019 and Tru by Hilton Hotel is in the pipeline. Even with the limited rebate the City provides to one hotel operators, TOT revenues have more than doubled over the last five years, as shown by the following chart.



Franchise Fees: Overall, these revenue items are projected to decrease by a net of 2% due to decreasing franchise fee revenue from cable providers. The refuse franchise fee is 17.90% for residential customers and commercial customers. The refuse franchise fee will remain at these levels for the remainder of the refuse contract through 2024.

Fines/Intergovernmental: This includes revenues associated with code fines, parking fines, vehicle impound fees and revenues from other governments. Fines are decreasing by $26,328 or 14% due to one-time recoveries in FY 2018-19 and conservative projections for FY 2019-20. Fines/Intergovernmental represents 1% of total General Fund revenues.

Interest Earnings and Lease Income: Interest earnings consists of investment earnings on fund balance. Lease Income includes the SilverLakes lease and cellular phone site leases. This category is increasing by $135,587 to $924,823 mainly due to investment earnings and a new cell tower lease. It is to be noted that investment earnings from the Special Asset Revenue Fund are credited to the General Fund. Interest and lease revenues make up 5% of total General Fund revenues.

Community Development Fees: Charges for services are comprised of engineering, planning and building fees. This revenue category is projected to have a net increase of $10,407 or $1,112,237 in FY 2019-2020. Conservative projections on development-related revenue such as planning and building permit fees, are budgeted for the new year and will be reviewed and revised during the mid-year amendment process in February 2020. Community Development Fees are estimated to make up 5% of total General Fund revenues in FY 2019-2020.

Community Services/Recreation: This category includes recreation activities fees, facility rental fees, Wee-People Program fees and revenues related to special events. Revenues are budgeted to remain flat and are then revised as program trends are determined in the mid-year budget process. Community Services/Recreation revenues make up 3% of total General Fund revenues.

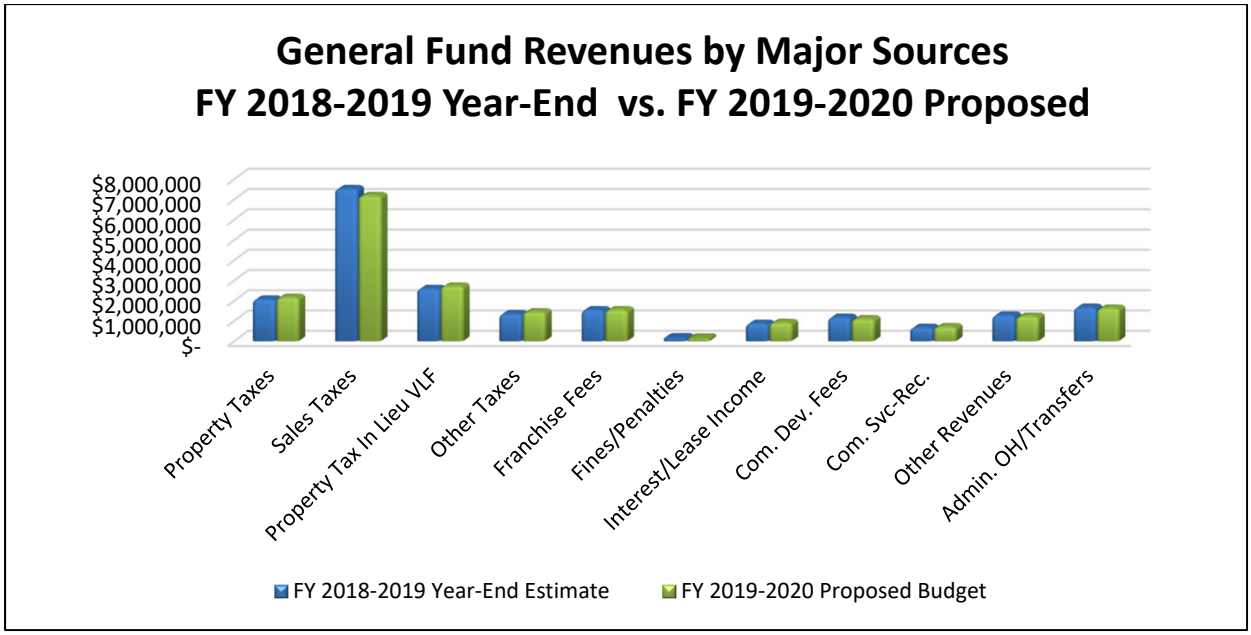
Other Revenues: Other revenues includes fines, penalties, intergovernmental, voluntary emergency medical subscription fees, fire inspection, dog license, and other miscellaneous revenues. FY 2019-2020 total revenues from this category are remaining relatively flat at $1,120,830 with a $6,212 increase as compared to the FY 2018-19 budget. Other revenues category makes up 6% of total General Fund revenues.

Overhead Reimbursements and Transfers: Overhead reimbursements and transfers to the General Fund represent each transferring Fund's share of overhead costs that are paid by the General Fund. The reimbursement to the General Fund from other Funds, including enterprise, community facilities districts and landscape maintenance districts, is based on the most recent cost allocation plan approved in May 2019. Examples of costs paid by the General Fund and proportionately reimbursed by other benefiting funds include general administrative costs, liability insurance premiums, workers compensation premiums, rents, retiree medical insurance, and self-insurance expenditures.

Overhead reimbursements to the General Fund also include the $250,000 administrative cost reimbursement from the State Department of Finance (DOF) for the City to serve as the Successor Agency to the former Norco Community Redevelopment Agency (RDA). Similarly, the DOF has reimbursed the City $108,258 annually to pay for the RDA's estimated share of pension and post-retirement healthcare liabilities. For the third year, the DOF has declined to submit the reimbursement. It should be noted that the former RDA paid the pension benefit costs as they occurred but, due to the dissolution former Redevelopment Agency, the City continues to pay any adjustment or changes to those pensions resulting from any actuarial adjustments or investment shortcomings. The city is appealing the decision and has not anticipated the reimbursement in the current revenue projections.

Overhead reimbursements will increase by $122,000 from the Water and Sewer Funds as a result of the recent cost allocation study. A one-time transfer of $40,000 from the Equipment Replacement Fund is also included in the budget. The City is matching a $40,000 grant from the Riverside County Transportation Commission (RCTC) for a new bus for the Senior Center. Overhead reimbursements and transfers account for 8% of total General Fund revenues.

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



In contrast to expenditures, General Fund revenues are anticipated to remain flat over the coming years although they are projected to rise without increases in current service levels.

General Fund Expenditures Overview:

During FY 2011-2012, the City made significant progress toward expenditure reduction and control by making changes in the way public safety services are delivered to City residents and businesses. The staffing changes made for police services and the contracting out of fire services continues to generate significant permanent savings to the General Fund. Significant expenditure reductions have also been achieved by capping the City subsidy for health insurance and requiring all employees to contribute a minimum toward the cost of funding for pension retirement benefits. In FY 2016-2017, all employees contributed the full employee portion toward retirement benefits.This increased contribution by employees will help contain the rapidly increasing cost of pension benefits to the City. Through reorganizations, attrition and contracting out, the total number of full-time employees was reduced from 103 in FY 2008-2009 to 57 through June 30, 2019. Due to increasing demand for services and reorganization, personnel have been added over the last few years in Planning, Public Works and Information Technology. In the proposed FY 2019-2020 budget, full-time staffing levels will remain at 57 positions.

General Fund expenditures are estimated based on staffing, service levels, and the estimated increase of third-party pass-through costs. Staffing costs include third- party items,such as group health insurance premiums and pension contributions to California Public Employees Retirement System (CalPERS). The City's safety retirement plan for the former Norco Fire Department employees became inactive as of January 1, 2012 when the employees transitioned to County employment. Since the transition, the City has not been required to make any contribution to the inactive safety plan. However, beginning with FY 2015-2016, the City is required to make annual contributions to

CalPERS to fund outstanding Unfunded Accrued Liability (UAL) outstanding at the time the plan became inactive. The required contribution for FY 2019-2020 of $626,617, $183,749 more than last year, has been included in the recommended General Fund budget under the Non-Departmental division. Other significant third-party costs in the General Fund expenditure budget include County Sheriff and County Fire contract costs, liability, and workers compensation premiums. Liability and workers compensation premiums are largely driven by coverage rates and covered payroll levels. Both County Sheriff and County Fire contract costs are determined based on City contracted service levels and County contract rates. The final costs of these public safety contracts may fluctuate due to County or State salary negotiations and increasing liability, pension and overhead costs. The City budgets these County contracts conservatively resulting, on occasion, in year-end savings.

The proposed FY 2019-2020 budget includes total General Fund projected expenditures of $21,645,519 compared to total estimated FY 2018-2019 year-end estimated expenditures of $19,904,259, an increase of $1,741,260. Outlined next are the key factors that affected the FY 2019-2020 proposed General Fund expenditure budget:

- The proposed FY 2019-2020 budget includes a projected rate increase of 5% respectively for sheriff and fire contracts. The Sheriff services levels are in the second year of enhanced traffic enforcement with the inclusion of a full-time Traffic Enforcement Deputy and Community Service Officer. Fire and emergency medical services provided by the Riverside County Fire Department/CalFire will be funded at the same service level as in FY 2018-2019. Public safety programs make up more than 51% of total General Fund expenditures or $10.9 million. With the UAL contribution of $626,617 for the inactive safety plan included, the total percentage for General Fund expenditures increases to 54%, or $11.6 million.
- Pension rates are projected to increase by 1% from 11.56% in FY 2018-2019 to 12.51% in FY 2019-2020 with employees continuing to contribute toward pension benefit costs. All employees who are considered Classic Members are required to pay 100% of the 8% employee contribution rate. Employees hired after December 31, 2012 are subject to the provisions of Public Employees' Pension Reform Act (PEPRA) of 2013. PEPRA created a new retirement formula for these employees. The City's required contribution rate for these employees will be 6.985% during FY 2019-2020. These employees are required to make contributions equal to the City's contribution rate.
- Medical health insurance subsidy paid by the City for employees, spouses and dependents will continue to be capped at a maximum of $1,250 per month. The cost of medical insurance premiums has been estimated to increase by 5% for the second half of the fiscal year.
- The General Fund budget includes a $200,000 contribution for post-retirement healthcare insurance obligation.
- Full-time employees' salaries are projected to increase by 3% for cost of living
- Increased costs for utilities for City operations

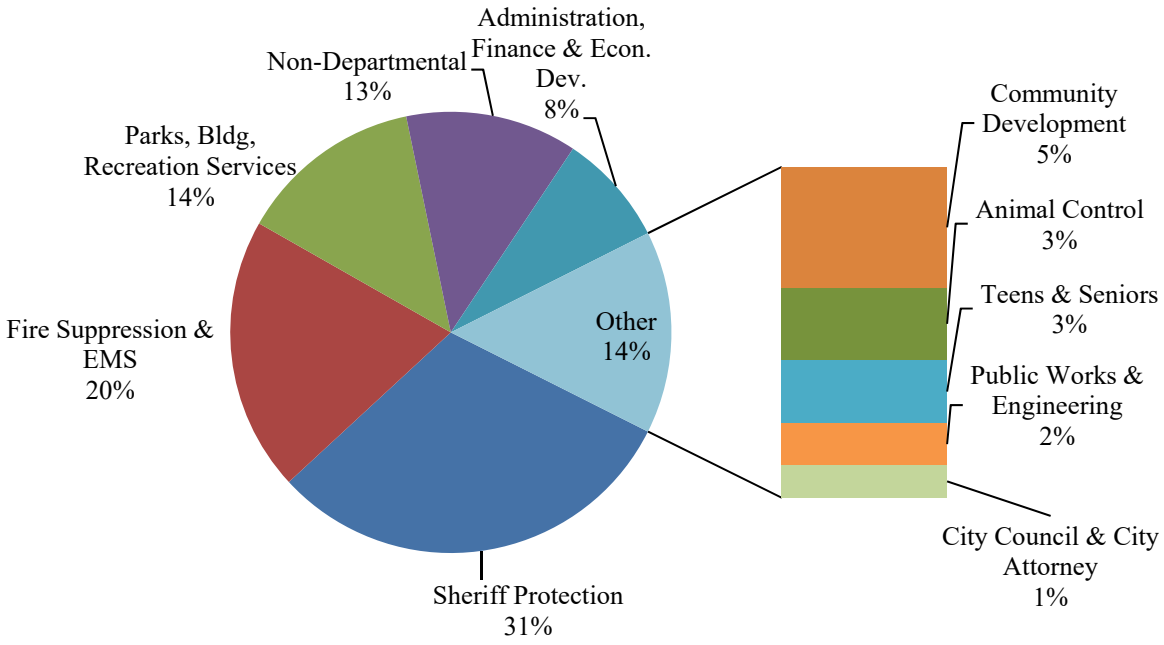
- The National Pollutant Discharge Elimination System (NPDES) transfer of $75,000 has been discontinued for the third year due to available fund balance to address the gap in FY 2019-2020.
- The budget includes funding for an estimated increase in third party contractual costs for utilities, landscape maintenance, building maintenance and other services.

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

General Fund Expenditures:
As shown by the pie chart, public safety costs, consisting of police, fire protection, and emergency medical services, make up 51% of total General Fund expenditures. Prior to contracting out fire and emergency medical services and reducing the Sheriff's staffing level, public safety expenditures made up over 67% of total General Fund Budget.

The third largest function, Parks, Building and Recreation, is 14% but increases to 20% with Animal Control, Wee People/Teen and the Senior Center programs. Non-departmental, which are mostly non-discretionary costs, makes up 13%, while support programs like Fiscal and Support Services, City Clerk, City Manager, City Attorney and City Council cost make up 9% of total General Fund expenditures. Community Development and Public Works make up the additional 7% of total General Fund expenditures. The General Fund Expenditure summary is on page 2-8.

FY 2019-2020
Proposed General Fund Expenditures by Program

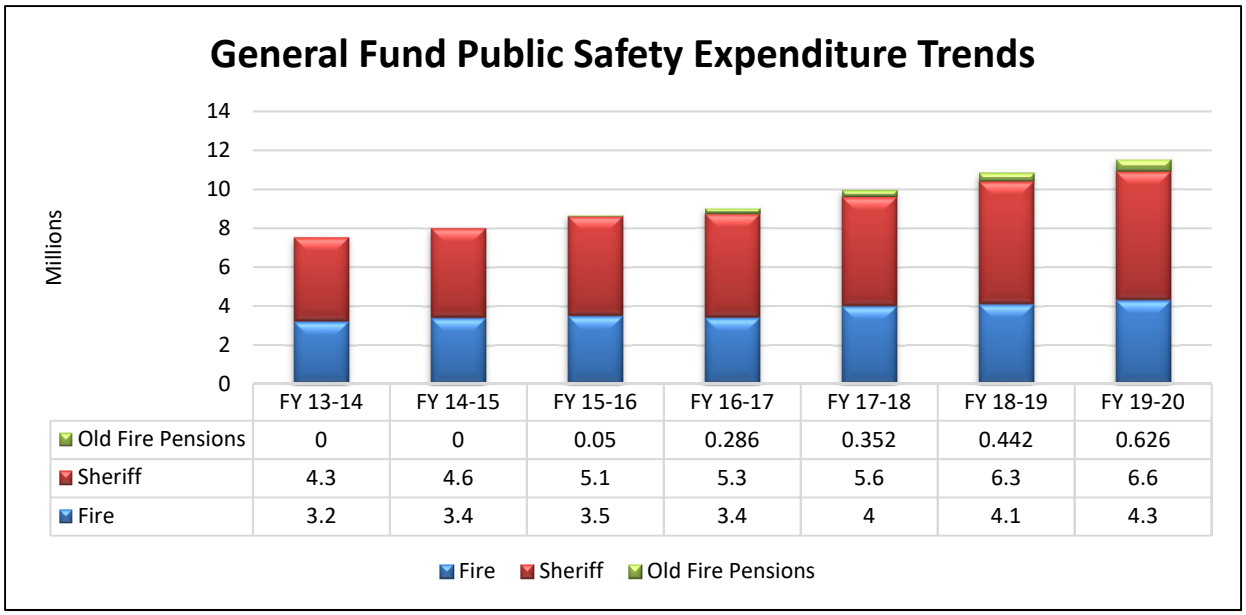


General Fund Expenditures Comparison by Program

	(A) FY 2018-2019 Amended Budget	(B) FY 2018-2019 Year-End Estimate	(C) FY 2019-2020 Proposed Budget	(C-B) $ Change Budget to Budget	(C-B)/B % Change FY 19 Budget to FY 20 Budget	(C-A)/A % Change FY 19 YE Est. to FY 20 Budget
Sheriff Protection	$ 6,543,987	6,312,044	6,647,241	103,254	2%	5%
Fire Suppression & EMS	4,479,667	4,123,600	4,348,893	(130,774)	-3%	5%
Parks, Bldg, Recreation Services	2,803,635	2,778,630	2,928,323	124,688	4%	5%
Non-Departmental	2,271,655	2,192,232	2,726,902	455,247	20%	24%
Administration, Finance & Econ. Dev.	1,751,019	1,711,713	1,781,675	30,656	2%	4%
Community Development	1,052,497	997,407	1,173,419	120,922	11%	18%
Animal Control	640,283	639,563	699,123	58,840	9%	9%
City Council & City Attorney	313,251	318,676	320,189	6,938	2%	0%
Public Works & Engineering	358,046	319,035	402,372	44,326	12%	26%
Teens & Seniors	585,302	511,359	617,380	32,078	5%	21%
Total	$ 20,799,342	19,904,259	21,645,517	846,175	4%	9%

The following outlines some of the budgetary actions and factors that affect the budget for various programs and functions:

Sheriff Protection: Police protection services are provided to the City through a contract with the Riverside County Sheriff's Department. Under the contract, the City pays the full cost of each full-time officer plus related allocated facility, equipment, and support costs. FY 2019-2020 Sheriff's contract rates are projected to increase by 5% from FY 2018-2019 rate. An additional $100,000 of Supplemental Law Enforcement Services funding is available in grant funds for frontline municipal police services.



Fire Suppression and Emergency Medical Services: The City operates a full-service Fire Suppression and Emergency Medical Services Department through a contract with Riverside County Fire Department that became effective January 1, 2012. The proposed budget for the department is based on the cost estimates or percentage increase provided by the County for FY 2019-2020 using current staffing levels , which provides 24-hour comprehensive fire and emergency medical services from two Norco stations. The percentage increase is applied to the estimated year-end contract costs for FY 2018-19. The estimated budget increase includes a projected contract rate increase of 5% from FY 2018-2019 budget rates.

Non-Departmental General Expenditures: Expenditures budgeted as non-departmental are those that are not easily traceable to specific City departments and programs. Examples of these expenditure items are insurance premium and third party administration costs related to the City's workers compensation and general liability self-insurance programs, medical insurance costs for retirees, claims settlement expenditures, and transfers to other Funds. The FY 2019-2020 budget reflects total projected expenditures of $2,726,902 compared to the FY 2018-2019 amount of $2,192,232. The net increase of $534,670 is mainly attributed to the prior City employee's fire retirement contribution or unfunded accrued liability (UAL), which increased from $458,908 to $626,617. UAL is the amount of retirement costs that is owed in future years that exceed current assets and their projected growth. Additional increases in Non-Departmental are attributed to risk management premiums and are reviewed at mid-year based on risk performance.

City Manager, City Clerk, Economic Development and Human Resources: The total estimated budget for FY 2019-2020 for this function is $1,143,112 compared to FY 2018-2019 budget amount of $1,099,203. This represents an increase of $47,201 due primarily to increased information technology costs, an upgrade in the Management Analyst position to Communications Manager and salary and benefit costs.

Fiscal and Support Services: The Fiscal and Support Services Department provides support services to all operating and other support departments, special districts and the City Council. The division is also in charge of providing key accounting and financial management services related to the winding down of the former Norco Community Redevelopment Agency. In addition to direct funding allocation from the General Fund, division employees performing direct accounting and billing services for Water and Sewer Funds charge a proportionate share of their time to these Funds. The total estimated General Fund budget for FY 2019-2020 is $638,564 compared to FY 2018-2019 amount of $651,816. The budget has a net decrease of $13,252 as compared to the FY 2018-2019 budget mainly due to the reallocation of information technology charges to the those departments receiving the services and the charging of staff time related to Housing programs to the Housing Fund.

Community Development: This department includes Planning, Building & Safety and Code Enforcement divisions. The total estimated FY 2019-2020 budget for the department is $1,173,419 compared to FY 2018-2019 budget amount of $1,052,497. The 11.5% increase is due to the inclusion of the Circulation Element Plan, which is estimated to be $100,000.

Parks, Recreation and Building Maintenance: The FY 2019-2020 projected expenditure budget for the Parks, Recreation and Building Maintenance Division is $2,928,323 compared to the FY 2018-2019 amount of $2,803,635. The estimated increase of 4.5% or $124,688 is due to the increase in the cost of utilities, salary adjustments and minimum wage increases.

Animal Control Division: The FY 2019-2020 estimated budget for the Animal Control Division reflects total expenditures of $699,123 compared to FY 2018-2019 budget amount of $640,283 for an increase of 9.1% or $58,840. The budget is increasing due to minimum wage increases and salary adjustments.

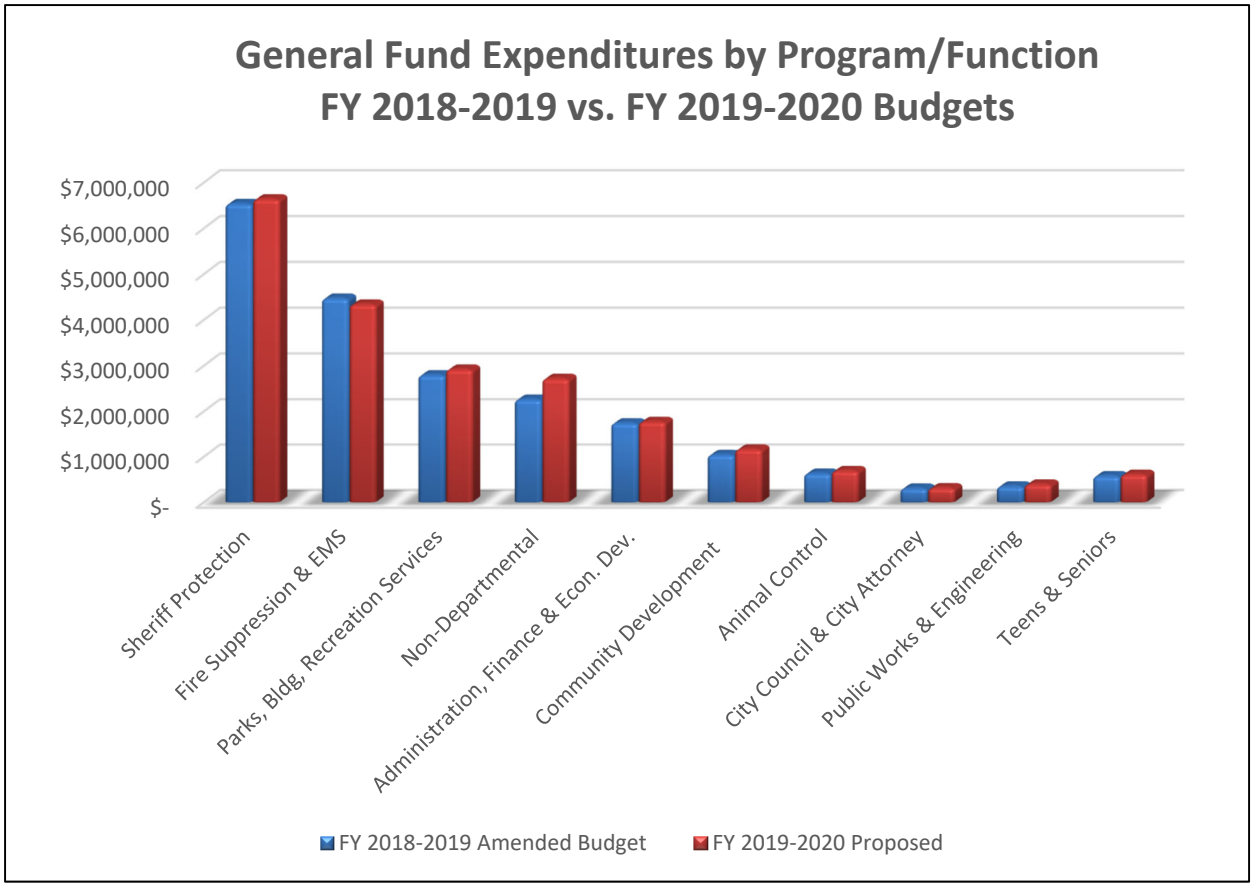
City Council/City Attorney: The City Attorney budget is $225,000 which is a $5,000 increase over FY 18-19 Amended budget for code enforcement assistance. City Attorney services will be used on an as-needed basis for code enforcement assistance.

Engineering/Public Works: Engineering and Public Works functions included in the General Fund consist of public works inspection, engineering administration, and parkway maintenance. The total estimated General Fund expenditures for these activities in FY 2019-2020 are $402,372 compared to the FY 2018-2019 budget amount of $358,046. The projected increase of $44,326 or 12.3% is due to increased salary adjustments, benefits and the addition of a portion of the salary of the new Senior Utilities Engineer position.

Teens & Seniors: The Teen & Seniors Programs have an increase of 5.4% primarily due to increasing supplies, contractual services and salary adjustments. The General Fund portion of the budget for FY 2019-2020 is estimated to be $617,380 compared to $585,302 for FY 2019-2020. Program revenues are included in the General Fund revenue projections and are reviewed in association with program expenditure increases. The Senior Citizens Program is funded partly by the General Fund and partly by grants from the Riverside County Transportation Commission (RCTC). The budget includes a one-time transfer of $40,000 from the Equipment Replacement Fund toward the purchase of a bus for the Senior Center through an RCTC grant match program.

Fund Balance:
The estimated fund balance of the General Fund at the end of FY 2018-2019 is $12,861,346 or with an increase of $1,127,304 in fund balance. The projected $798,182 gap between revenues and expenditures in FY 2019-2020 will be covered by using reserves/fund balance. Based on the recommended total General Fund budget of $21,645,519, the minimum required fund balance is $5.4 million. The estimated fund balance of $12.1 million at the end of FY 2019-2020 represents 56% of total recommended budget. This amount stands above the City Council resolution requirement of 25%. While this is a healthy fund balance that demonstrates the success of City efforts in controlling expenditure and increasing revenues, it is important to note that this fund balance will be depleted as public safety operating expenditures and pension obligations are anticipated to continue increasing in the future.

This graph compares the FY 2018-19 Amended budget to the proposed FY 2019-20 program budgets.



WATER FUND BUDGET HISTORY AND SUMMARY

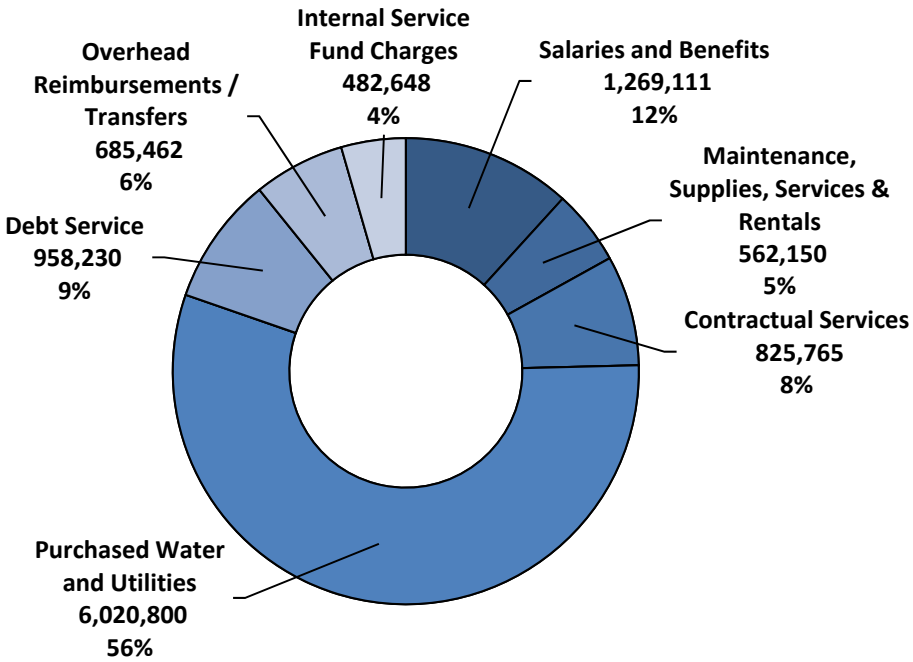
During FY 2010-2011, the City Council approved water rate adjustments, which were implemented over 18 months through FY 2012-2013. The purpose of the rate adjustment was to ensure that sufficient revenues are generated to cover the total cost of operating and maintaining the water system(including debt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

Late in FY 2014-2015, following the Governor's orders, the State Water Resources Board (SWRB) mandated water conservation measures which applies to all water agencies in the State, including the City of Norco. These measures which provide for water use restrictions in the State have had a negative financial impact on the City's Water Fund revenues. The City is a party to two water purchase contracts, Western Municipal Water District and Chino Basin Desalter Authority, which requires the City to pay for minimum amount of water at agreed-upon rates (take-or-pay contracts). During periods of water conservation, the State's water restrictions can cause the City to be obligated to purchase

more water than it needs at higher costs. If this happens, the City would be forced to reduce its cheaper domestic water production causing the overall cost of the Water Fund to go higher and thus necessitating higher water rates. During this period, the State's restrictions did not increase the cost of water, but pass-through costs from providers did increase.

The City implemented a purchased water cost pass-through rate adjustment of 10% in January 2016 to cover the increasing provider costs. The rate adjustment covered only the pass-through cost increase from third party water suppliers under the City's "take or pay" contract obligations. Due to decreased consumption, revenue from the rate change did not provide adequate revenue to support the Water Fund. As a result, the FY 2016-2017 budget included one-time revenues of $1.13 million for the Sale of Water to the Fontana Water Company and a $700,000 transfer from the Water Capital Fund. In the fall of 2016, the City completed a rate analysis, which resulted in the approval of restructured water and sewer rates through FY 2021. The first rate increase was January 1, 2017 and each subsequent increase will be on July 1 of each fiscal year through FY 2020-2021. The rate increase has begun to stabilize the Water Fund and provide for capital improvements and reserve funds. It is important to note that in late 2012, Standard and Poor's Rating Agency did downgrade the rating of the water and sewer systems outstanding enterprise revenue bond as a result of low debt service coverage ratios. The approved restructuring of the rates will also provide confidence to the financial markets regarding the Water Fund's financial condition.

FY 2019-2020 Adopted Water Fund Expenditures
Total $10,804,166



Water Fund Revenues and Expenditures: The projected FY 2019-20 Water Fund assumptions are based on approved water rates effective July 1, 2019 and current estimates of the cost of purchased water. The total FY 2019-2020-projected revenue for the Water Fund is $13,073,178 while total estimated expenditures are $10,804,166. The difference between revenues and expenditures, or $2.2 million, is added to Working Capital Balance. The total estimated Working Capital balance is $5.9 million.

The Water Fund's Working Capital Balance will annually be reviewed to determine the amount necessary to reach the target Operating and Rate Stabilization Reserves and make the necessary transfers to Water Capital Fund for the funding of capital projects. The target Operating Reserve equates to three (3) months of the cost of Water Fund Operations or $2.6 million for FY 19-20. The goal is to fully fund the Operating Reserve within five years or FY 2020-2021. The Rate Stabilization Reserve target is $2 million with a goal to fully fund the reserve by 2026. The estimated remaining Working Capital, after allocation of $2.6 million to reserves, totals $3.3 million and will be available for water capital projects.

Summary of Projected Water Fund Expenditures by Category
For Fiscal Years 2018-2019 and 2019-2020

Expenditure Category	Amended FY 2018-2019	Estimated FY 2018-2019	Proposed FY 2019-2020	Amended vs Proposed
Salaries and Benefits	$ 1,167,629	1,077,526	1,269,111	8.69%
Maintenance, Supplies, Services & Rentals	611,650	493,651	562,150	-8.09%
Contractual Services	907,625	693,410	825,765	-9.02%
Purchased Water and Utilities	6,161,950	5,406,259	6,020,800	-2.29%
Debt Service	955,524	955,524	958,230	0.28%
Overhead Reimbursements / Transfers	5,430,922	3,953,791	685,462	-87.38%
Internal Service Fund Charges	253,628	352,875	482,648	90.30%
Subtotal Operating and Transfers	$ 15,488,928	12,933,036	10,804,166	-30.25%
Less Working Capital Transfers	(4,816,531)	(3,339,400)	-	-
Total Operating Costs	$ 10,672,397	9,593,636	10,804,166	1.23%

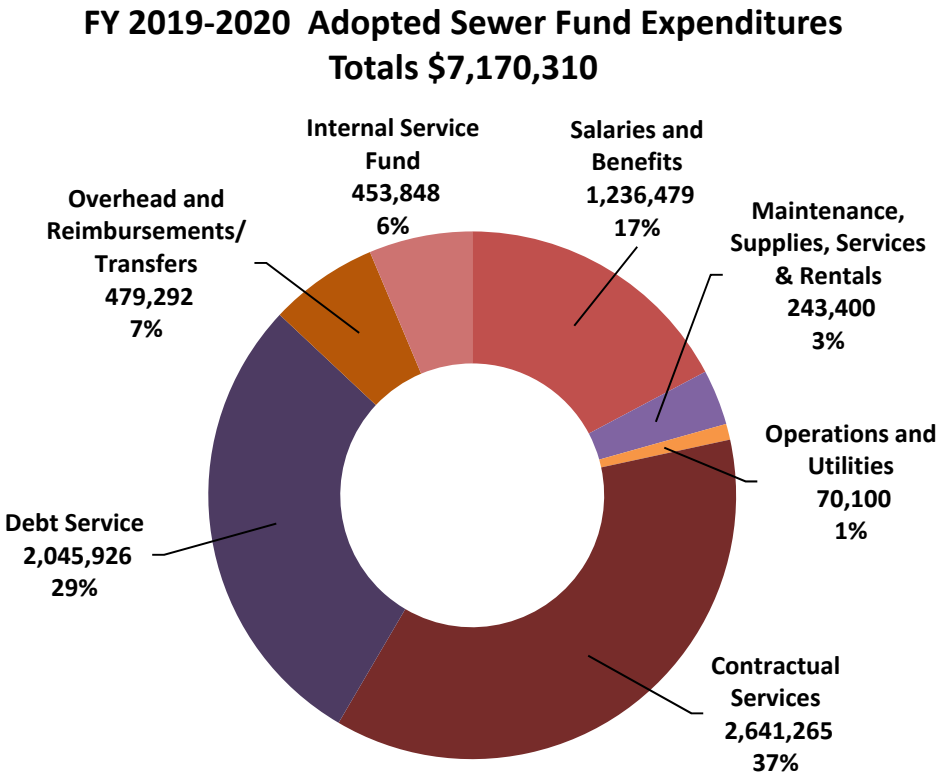
As can be seen from the chart , 56% of total Water Fund expenditures are pass-through purchased water and utilities costs. Most of purchased water costs are fixed costs which the City must pay under take-or-pay Purchase Water Agreements. The City has minimal control over these costs in the short-term. Total purchased water costs have been projected to increase based on expected per-acre increase in third party cost from the FY 2018-2019 rate. Another 9% of total expenditures are for debt service, which is also a fixed cost item. Salaries and benefits comprise 12% of total expenditures. Cost of maintenance, services, supplies, and rental is 5% of the total budget. Internal service fund charges, which include the cost for equipment operations and replacement, maintenance

and payment of liability claims, are projected to go up due to cost increases related to maintenance support for Information Technology equipment and software. The Water Fund Summary and detail start on page 2-25.

SEWER FUND BUDGET HISTORY AND SUMMARY

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

Sewer Fund Revenues: The projected FY 2019-2020 Sewer Fund assumptions are based on the existing sewer rate structure, the City's portion of the Western Riverside County Regional Wastewater Authority (WRCRWA) Treatment Plant, and the increasing costs for sewer line cleaning, treatments and maintenance. The total FY 2019-2020 projected revenues for the Sewer Fund is $7,764,321 while total estimated expenditures are $7,170,310.



The Sewer Fund operating costs are increasing by 13.07% as compared to the Amended Budget due to the first full year of WRCRWA Treatment Plant debt service payments, a

one-time payback to the Vehicle Replacement fund for vehicles added to the fleet during FY 18-19 and increased personnel costs.

Summary of Projected Sewer Fund Expenditures by Category
FY 2018-2019 and FY 2019-2020

Expenditure Category	Amended FY 2018-2019	Estimated FY 2018-2019	Proposed FY 2019-2020	Amended vs Proposed
Salaries and Benefits	$ 1,126,967	1,038,137	1,236,479	9.72%
Maintenance, Supplies, Services & Rentals	237,900	159,224	243,400	2.31%
Operations and Utilities	50,100	65,000	70,100	39.92%
Contractual Services	2,637,005	2,172,005	2,641,265	0.16%
Debt Service	1,646,216	1,646,216	2,045,926	24.28%
Overhead and Reimbursements/ Transfers	8,284,769	7,181,777	479,292	-94.21%
Internal Service Fund	214,752	161,432	453,848	111.34%
Subtotal Operating and Transfers	14,197,709	12,423,791	7,170,310	-49.50%
Less Working Capital Transfers	(7,856,437)	(6,753,445)	-	-
Total Operating Costs	$ 6,341,272	5,670,346	7,170,310	13.07%

The difference between revenues and expenditures, or $594,000, is added to the Working Capital Balance. The total estimated Working Capital balance is $3.6 million as of June 30, 2020. The Sewer Fund's Working Capital Balance will be annually reviewed to determine the amount to be allocated to meet Operating Reserve target and fund Sewer Capital Fund projects. The Operating Reserve target was set to equal three (3) months of the annual cost of Sewer Fund operations or $1.7 million. A rate stabilization reserve was not recommended for the Sewer Fund due to the stability of Water Fund revenues. Sewer Fund revenues are derived largely from fixed charges. The remaining Working Capital after allocation of $1.7 million to operating reserves is estimated to be $1.9 million and will be available for allocation to sewer capital projects after FY 2018-19 financials are complete.

The rate study approved by the City Council in FY 2016-2017 includes an approved increase to the sewer rate effective July 1, 2018. As a result of significant improvement in the financial position of the Sewer Fund due to revenue receipts exceeding the rate study projections, the July 1, 2019 approved rate increase is being deferred. The City has until FY 2020-2021 to implement the approved rates. Staff will continue to monitor the overall financial condition of the Sewer Fund to ensure that adequate funds are available to meet the cost of operation and fund capital improvement projects. The approved rates will be implemented as necessary prior to the expiration date for the approved rates to be implemented. The Sewer Fund Summary and detail start on page 2-35.

GAS TAX BUDGET SUMMARY

Gas Tax Fund revenues are derived from State allocation of gasoline tax. The State uses a complicated allocation formula that includes population, number of registered vehicles, and transportation needs to determine the amount of gas tax revenues that are allocated to each local government. The total estimated revenues for FY 2019-2020 are $721,833 compared to FY 2018-2019 estimated total revenue of $589,652. The increase of over $132,000 is primarily due an anticipated increase in apportionment. Anticipated expenditures are $871,137 resulting in a reduction of $149,304 in Gas Tax Fund Balance. The budget provides initial funding for a five-year tree-trimming schedule throughout the City. Gas Tax revenues are the primary source of funding for traffic light maintenance, tree trimming, traffic light utilities and miscellaneous street maintenance. The use of gas tax revenues is restricted to eligible street and road work.

The Road Repair and Accountability Act of 2017 or SB1 approved by the State of California and resulted in $52.8 billion over the next decade for the backlog in deteriorating infrastructure. The City has allocated the SB 1 monies in the Streets Capital Fund. Upon full phase-in, each city and county would see their Highway Users Tax Accounts (HUTA, Streets and Highways Code Sec 2103-2107) funds double with annual growth from new annual CPI tax rate adjustments. Cities and counties will also receive additional streets and road funding through allocations to counties that have passed countywide transportation sales taxes or other programs. The Gas Tax Fund Summary and detail start on page 2-45.

NPDES STORM DRAIN FUND BUDGET SUMMARY

The National Pollutant Discharge Elimination System (NPDES) fund is used to account for revenues and expenditures pertaining to the City's efforts to comply with various mandates designed to prevent pollution of storm drains. Revenues are derived primarily through a minimal assessment to property owners. The City has recently completed an audit of the current assessments to ensure the County has the correct assessment information. As a result, revenues are anticipated to increase by $17,165 in FY 2019-2020. In FY 17-18, the City discontinued a General Fund subsidy of $75,000. In FY 2019-2020, the City will continue to rely on accumulated fund balance. A total amount of $72,559 will be used from fund balance to support the current program expenditures of $200,889. Upon the completion of the implementation of the audit, assessment revenues will stabilize at $124,000 per year. The total FY 2019-2020 expenditures consists of salaries, benefits, and contracted costs.

The NPDES Fund will draw on reserves due to prior year expenditure savings and as a result, the General Fund will not transfer $75,000 as has been done in years past. The NPDES Fund Summary and detail start on page 2-53.

Other Information

Detailed Fund and Department budget information can be found in this budget document. Questions regarding the FY 2019-2020 budget overview should be directed to the City Manager at (951) 270-5611 or citymanager@ci.norco.ca.us or Finance Director at (951) 270-5650 or finance@ci.norco.ca.us.

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

Mission Statement

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City Council & Staff

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CITY OF NORCO

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

		TERM ENDING YEAR
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
Dana Roa	City Clerk
Gina Schuchard	Finance Director
Steve King	Planning Director
Chad Blais	Public Works Director
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

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

Fire Department & EMS
Riverside Co. Fire/CALFIRE

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

Sheriff's Department
Riverside Co. Sheriff

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

Deputy City Manager
Parks, Recreation & Community Services

- Parks & Building Maintenance
- Animal Control
- Youth & Adult Sports
- Senior Center
- Wee People
- Party Pardners
- 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

City Clerk's Office

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

Fiscal & Support Services

- Financial Reporting/ Accounting
- Budget Preparation & Monitoring
- Payroll
- Accounts Payable & Receivable
- Business License
- Water, Sewer & Refuse Billing, Customer Service & Call Center
- Debt Management/ Investments

Public Works

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

Planning/Building & Safety

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

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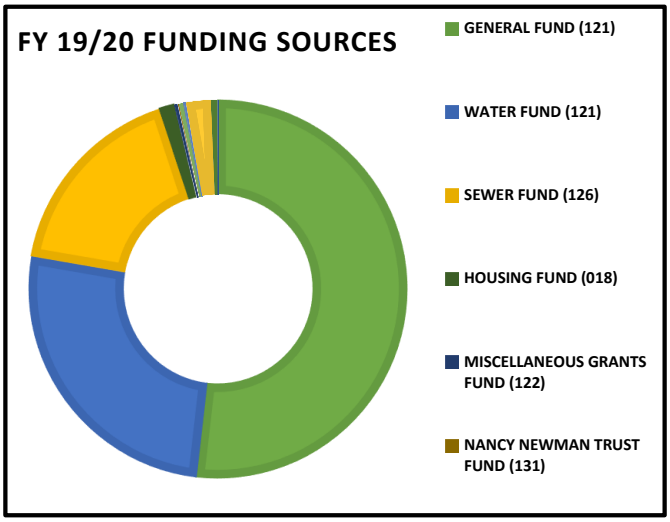
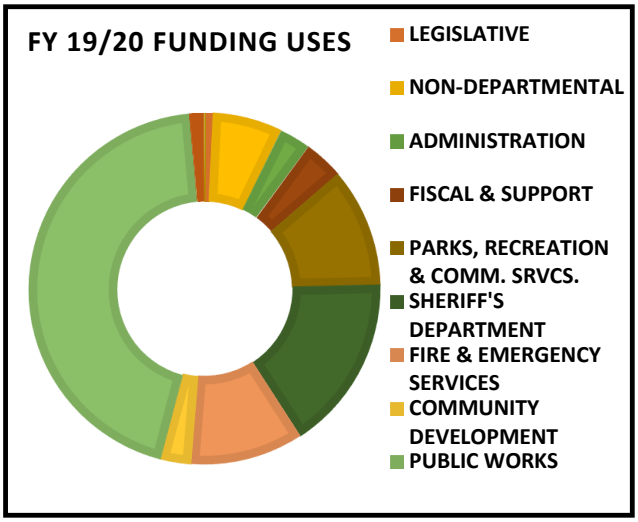
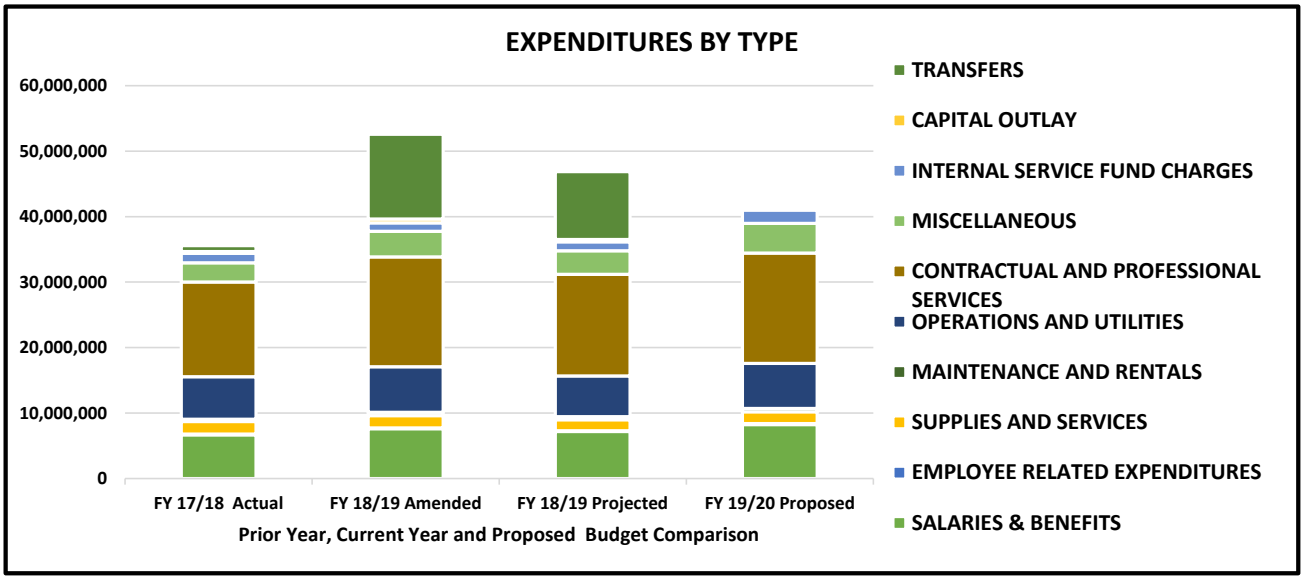
All Funds Budget Summary

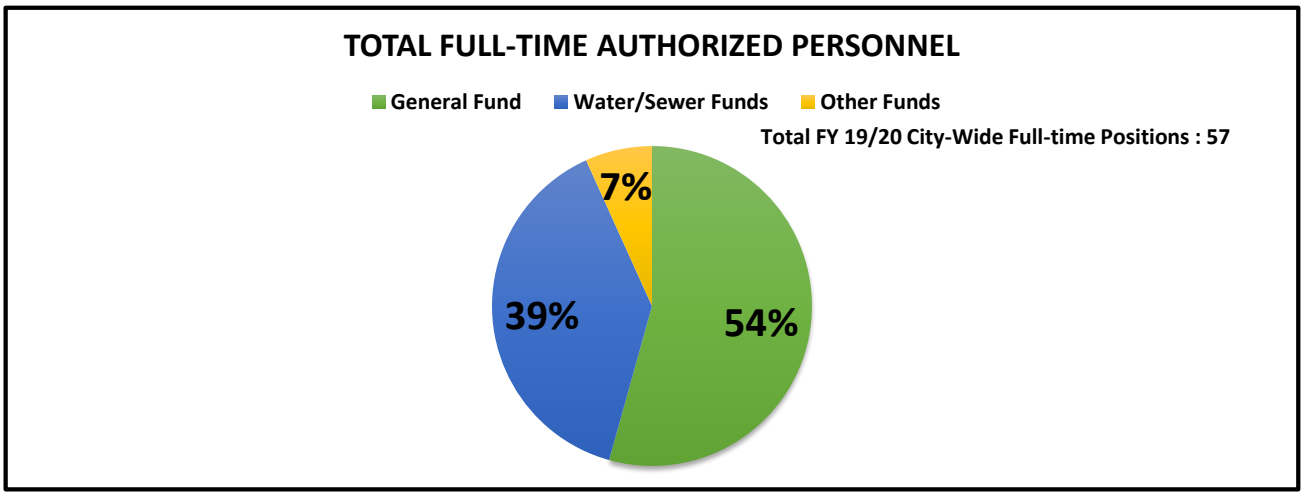
ALL FUNDS SUMMARY

ALL FUNDS SUMMARY	FUNDS	Various
Total Sources, Uses, Expenditure by Type & Workforce	Divisions	Various









ALL FUNDS SUMMARY

ALL FUNDS OPERATING SUMMARY	FUNDS	Various
Total Sources, Uses, Expenditure by Type & Workforce	Divisions	Various

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
GENERAL FUND (121)	$ 19,329,126	20,799,342	19,904,261	21,645,519
WATER FUND (121)	9,627,093	15,488,928	12,933,037	10,804,166
SEWER FUND (126)	5,178,582	14,197,709	12,423,791	7,170,311
HOUSING FUND (018)	239,170	509,000	242,200	555,170
MISCELLANEOUS GRANTS FUND (122)	72,549	125,895	89,117	121,000
NANCY NEWMAN TRUST FUND (131)	-	-	-	38,489
CDBG (123)	147,236	311,400	188,440	159,645
SUPPLEMENTAL LAW ENFORCE. FUND (162)	139,416	100,000	130,000	100,000
GAS TAX FUND (133)	691,256	878,579	814,450	871,137
STORM DRAIN FUND (139)	83,617	152,735	120,664	200,889
AQMD (156)	50,005	1,500	30,105	51,500
TOTAL FUNDING SOURCES	$ 35,558,050	52,565,088	46,876,063	41,717,825

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
LEGISLATIVE	$ 322,446	313,251	318,676	320,189
NON-DEPARTMENTAL	2,739,603	2,271,655	2,192,232	2,726,902
ADMINISTRATION	1,012,140	1,136,691	1,108,957	1,183,892
FISCAL & SUPPORT	1,265,487	1,457,310	1,413,660	1,526,940
PARKS, RECREATION & COMM. SRVCS.	3,997,261	4,456,620	4,193,992	4,563,960
SHERIFF'S DEPARTMENT	5,774,264	6,643,987	6,442,044	6,747,241
FIRE & EMERGENCY SERVICES	4,058,661	4,489,562	4,136,717	4,348,893
COMMUNITY DEVELOPMENT	927,907	1,052,497	997,407	1,173,419
PUBLIC WORKS	15,171,106	30,233,015	25,800,073	18,537,138
HOUSING	239,170	509,000	242,200	537,750
AQMD	50,005	1,500	30,105	51,500
TOTAL FUNDING USES	$ 35,558,050	52,565,088	46,876,063	41,717,825

NOTE: Year-end accounting adjustments for depreciation, amortization are removed for FY 17-18 for ease of comparison.
Housing -Financial Administration is included in Fiscal Support Department in Funding Uses

ALL FUNDS SUMMARY

ALL FUNDS OPERATING SUMMARY	FUNDS	Various
Total Sources, Uses, Expenditure by Type & Workforce	Divisions	Various

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	$ 6,678,407	$ 7,600,250	$ 7,189,114	$ 8,245,770
EMPLOYEE RELATED EXPENDITURES	107,525	124,529	104,191	132,839
SUPPLIES AND SERVICES	1,927,707	1,880,954	1,708,185	1,835,470
MAINTENANCE AND RENTALS	355,333	492,815	443,110	476,570
OPERATIONS AND UTILITIES	6,496,359	6,974,097	6,231,925	6,908,448
CONTRACTUAL AND PROFESSIONAL SERVICES	14,458,305	16,785,959	15,495,204	16,877,572
MISCELLANEOUS	2,919,164	3,890,344	3,633,702	4,534,778
INTERNAL SERVICE FUND CHARGES	1,467,941	1,311,884	1,362,132	2,034,300
CAPITAL OUTLAY	258,312	571,584	357,451	398,466
TRANSFERS	888,998	12,932,672	10,351,049	273,612
TOTAL EXPENDITURES BY TYPE	$ 35,558,050	52,565,088	46,876,063	41,717,825

NOTE: Year-end accounting adjustments for depreciation, amortization are removed for FY 17-18 for ease of comparison.

AUTHORIZED PERSONNEL	GENERAL FUND	WATER & SEWER FUNDS	OTHER FUNDS	Total
ADMINISTRATION				
CITY MANAGER	1.00	-	-	1.00
CITY CLERK/ASSISTANT TO THE CM	1.00	-	-	1.00
HUMAN RESOURCES MANAGER	0.76	0.24	-	1.00
COMMUNICATIONS MANAGER	1.00	-	-	1.00
DEPUTY CITY CLERK	1.00	-	-	1.00
TOTAL ADMINISRATION	4.76	0.24	-	5.00
INFORMATION TECHNOLOGY				
IT ADMINISTRATOR	-	-	1.00	1.00
CIS TECHNICIAN	-	-	1.00	1.00
TOTAL INFORMATION TECHNOLOGY	-	-	2.00	2.00
FISCAL & SUPPORT				
FINANCE DIRECTOR	0.60	0.40	-	1.00
ACCOUNTING MANAGER	0.50	0.50	-	1.00
SR. ACCOUNTANT	0.60	0.40	-	1.00
ADMINISTRATIVE ANALYST	0.50	0.40	0.10	1.00
ACCOUNT CLERKS I/II/III	2.15	3.85	-	6.00
TOTAL FISCAL & SUPPORT	4.35	5.55	0.10	10.00

ALL FUNDS SUMMARY

ALL FUNDS OPERATING SUMMARY Total Sources, Uses, Expenditure by Type & Workforce	FUNDS Divisions	Various Various

AUTHORIZED PERSONNEL	GENERAL FUND	WATER & SEWER FUNDS	OTHER FUNDS	Total
COMMUNITY DEVELOPMENT				
COMMUNITY DEV./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
TOTAL COMM. DEVELOPMENT	6.00	-	-	6.00
PARKS & RECREATION				
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.	1.00	-	-	1.00
RECRETION 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
TOTAL PARKS & RECREATION	13.00	-	-	13.00
SHERIFF SUPPORT STAFF				
EXECUTIVE SECRETARY	1.00	-	-	1.00
TOTAL SHERIFF'S SUPPORT	1.00	-	-	1.00
PUBLIC WORKS				
PUBLIC WORKS DIRECTOR	0.10	0.80	0.10	1.00
PUBLIC WORKS SUPERINTENDENT	0.03	0.90	0.08	1.00
SENIOR CIVIL ENGINEER	0.50	0.40	0.10	1.00
SENIOR UTILITIES ENGINEER	0.10	0.80	0.10	1.00
PUBLIC WORKS SUPERVISOR	0.03	0.90	0.08	1.00
INSPECTOR II	0.30	0.50	0.20	1.00
WATER QUALITY CONTROL OFFICER	0.05	1.80	0.15	2.00
SEWER COLLECTIONS TECHNICIAN I/II	0.05	1.80	0.15	2.00
MAINTENANCE WORKER I/II	0.20	7.20	0.60	8.00
ADMINISTRATIVE COMPLIANCE COORDINATOR	0.20	0.80	-	1.00
PERMIT TECHNICIAN	0.30	0.50	0.20	1.00
TOTAL PUBLIC WORKS	1.85	16.40	1.75	20.00
FULL-TIME AUTHORIZED EMPLOYEES BY FUND	30.96	22.19	3.85	57.00

ALL FUNDS SUMMARY

ALL FUNDS OPERATING SUMMARY	FUNDS	Various
Total Sources, Uses, Expenditure by Type & Workforce	Divisions	Various

CONTRACTED POSITIONS*	GENERAL FUND	WATER & SEWER FUNDS	OTHER FUNDS	Total
CITY ATTORNEY- APPOINTED	1.00	-	-	1.00
CITY ENGINEER	1.00	-	-	1.00
ECONOMIC DEVELOPMENT MANAGER	1.00	-	-	1.00
WATER/SEWER MANAGER	-	1.00	-	1.00
IT CONSULTANT	-	-	1.00	1.00
TOTAL CONTRACTED POSITIONS	3.00	1.00	1.00	5.00

**Contracted or contracted appointed positions are not included in Full-Time personnel allocation.*

PART-TIME (FTE'S)	GENERAL FUND	WATER & SEWER FUNDS	OTHER FUNDS	Total
ADMINISTRATION				
CLERICAL ASSISTANT/CUST. SVC. REP.	0.56	-	-	0.56
COMMUNITY DEVELOPMENT				
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
PARKS & RECREATION				
IRRIGATION TECHNICIAN (P/T) 32 Hour	0.90	-	-	0.90
RECREATION COORDINATOR (P/T) 32 Hour	0.90	-	-	0.90
ANIMAL CARE TECHNICIAN	1.07	-	-	1.07
KENNEL ASSISTANT	1.60	-	-	1.60
SR. ADMINISTRATIVE CLERK	1.07	-	-	1.07
OFFICE ASSISTANT/CLERK	0.53	-	-	0.53
RECREATION LEADER/AIDE	0.53	-	-	0.53
DRIVERS	1.75	-	-	1.75
CITY HALL ATTENDANT	0.03	-	-	0.03
SPORTS SPECIALIST	0.52	-	-	0.52
SPORTS TECHNICIAN	0.52	-	-	0.52
RECREATION LEADER/AIDE	9.32	-	-	9.32
BUILDING MAINTENANCE	2.63	-	-	2.63
PARK MAINTENANCE WORKER	0.53	-	-	0.53
TEMPORARY PART-TIME	0.56	-	-	0.56
FIRE SUPPORT STAFF				
ADMINISTRATIVE CLERK (P/T) 1040 Hrs	0.56	-	-	0.56
PUBLIC WORKS				
PERMIT TECHNICIAN	0.17	0.28	0.11	0.56
TOTAL PART-TIME FTE	25.33	0.28	0.11	25.73

**Full-Time annual employee hours are 1872. P/T Hours divided by 1872 are Full-Time Equivalent Hours (FTE).*
Part-Time positions authorized total 64 for FY 19-20 and are equal to 25.73 Full-Time positions.

Beginning & Ending Fund Balances All Funds

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Appropriation Schedule

Fund #	Fund Name	Estimated Beginning Fund Balance July 1, 2019	FY 2019-2020 Estimated Revenues	FY 2019-2020 Transfers In	FY 2019-2020 Transfers Out	FY 2019-2020 Estimated Expenditures	Estimated Ending Balance June 30, 2020	Increase (Decrease) in Fund Balance
121	General Fund	$ 12,861,346	$ 20,427,983	$ 419,354	$ 15,408	$ 21,630,111	$ 12,063,164	$ (798,182)
123	CDBG Funds	-	159,645	-	-	159,645	0	0
131	Nancy Newman Trust Fund	133,325	-	-	-	38,489	94,836	(38,489)
122, 160-65	Miscellaneous Grants	-	221,000	-	-	221,000	-	-
124	Water	3,666,955	13,073,178	-	129,102	10,675,064	5,935,967	2,269,012
126	Sewer	3,077,695	7,764,321	-	129,102	7,041,209	3,671,705	594,010
133	Gas Tax	322,360	721,833	-	-	871,137	173,056	(149,304)
139	NPDES	94,220	128,330	-	-	200,889	21,661	(72,559)
156	AQMD	99,046	33,000	-	1,500	50,000	80,546	(18,500)
018	Housing Fund	3,250,041	108,500	-	-	555,170	2,803,371	(446,670)
	CIP, IF & Special Districts -Memo Only	-	-	15,408	159,650	-	-	-
	TOTAL	$ 23,504,989	$ 42,637,790	$ 434,762	$ 434,762	$ 41,442,713	$ 24,844,308	$ 1,339,319

SCHEDULE SUMMARY DETAIL

	General Fund Revenue		General Fund Expenditure		Total Operating Budget
General Fund Revenue	20,427,983	General Fund Expenditures	21,630,111	Total Operating Budget	41,442,713
Add Transfers In	419,354	Add Transfers Out	15,408	Add Transfers Out	434,762
Total General Fund Revenue	20,847,337	Total General Fund Expenditures	21,645,519	Less Special Districts -Memo Only	(159,650)
				Total Operating Budget	41,717,825

Attachment A

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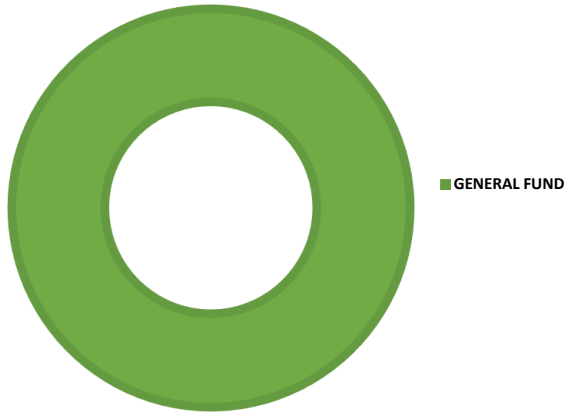
General Fund Summary

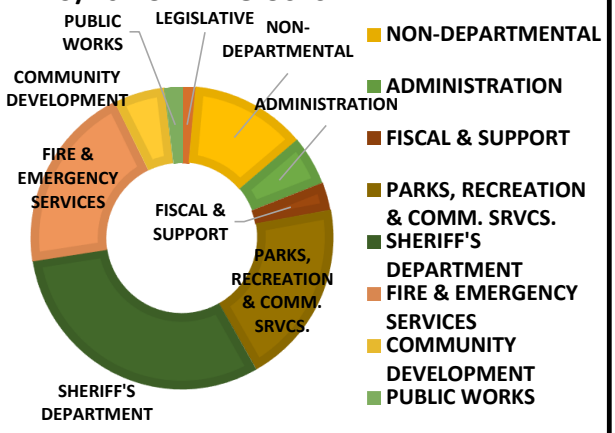
GENERAL FUND SUMMARY

GENERAL FUND SUMMARY	FUNDS	121
General Fund Sources, Uses, Expenditure by Type & Workforce	Divisions	Various

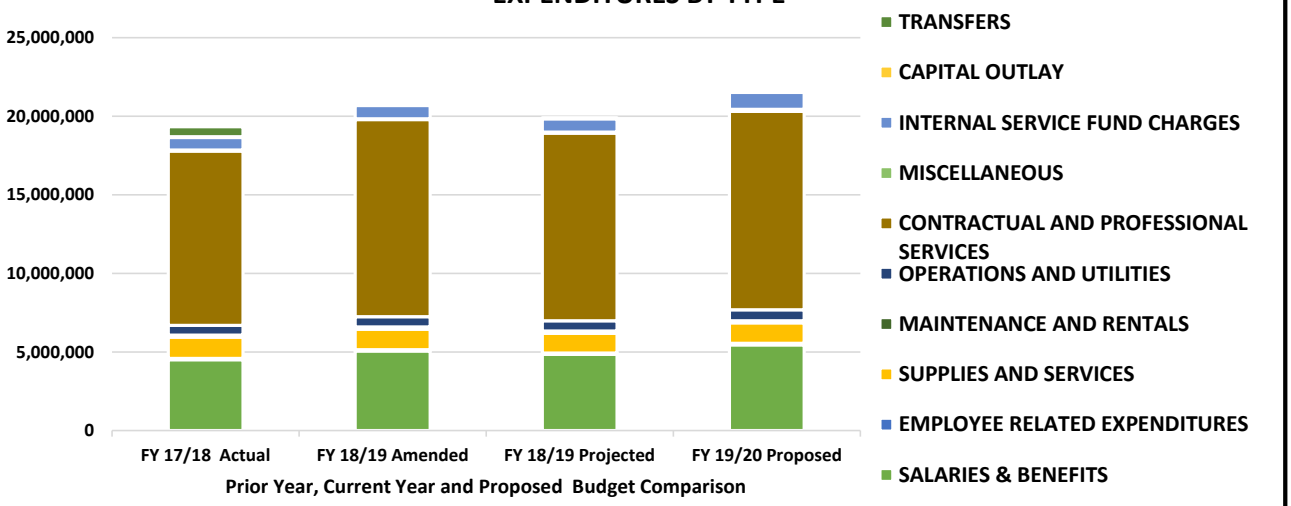
FY 19/20 FUNDING SOURCES



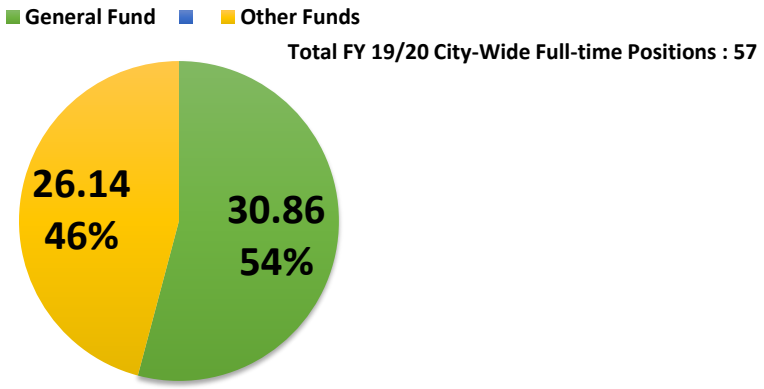
FY 19/20 FUNDING USES



EXPENDITURES BY TYPE



TOTAL FULL-TIME AUTHORIZED PERSONNEL



GENERAL FUND SUMMARY

GENERAL FUND SUMMARY General Fund Sources, Uses, Expenditure by Type & Workforce	FUNDS Divisions	121 Various

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
GENERAL FUND	$ 19,329,126	20,799,342	19,904,261	21,645,519
TOTAL FUNDING SOURCES	$ 19,329,126	20,799,342	19,904,261	21,645,519

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
LEGISLATIVE	$ 322,446	313,251	318,676	320,189
NON-DEPARTMENTAL	2,739,603	2,271,655	2,192,232	2,726,902
ADMINISTRATION	983,635	1,099,203	1,070,911	1,143,112
FISCAL & SUPPORT	589,256	651,816	640,802	638,564
PARKS, RECREATION & COMM. SRVCS.	3,790,025	4,029,220	3,929,552	4,244,826
SHERIFF'S DEPARTMENT	5,634,848	6,543,987	6,312,044	6,647,241
FIRE & EMERGENCY SERVICES	4,046,112	4,479,667	4,123,600	4,348,893
COMMUNITY DEVELOPMENT	927,907	1,052,497	997,407	1,173,419
PUBLIC WORKS	295,294	358,046	319,035	402,372
TOTAL FUNDING USES	$ 19,329,126	20,799,342	19,904,261	21,645,519

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SALARIES & BENEFITS	$ 4,509,952	$ 5,068,719	$ 4,856,883	$ 5,461,048
EMPLOYEE RELATED EXPENDITURES	75,313	80,929	78,341	90,489
SUPPLIES AND SERVICES	1,361,402	1,304,734	1,254,515	1,298,850
MAINTENANCE AND RENTALS	127,168	140,635	135,932	127,090
OPERATIONS AND UTILITIES	617,980	657,538	657,891	712,662
CONTRACTUAL AND PROFESSIONAL SERVICES	11,092,225	12,538,829	11,937,789	12,646,542
MISCELLANEOUS	65,101	52,385	66,016	162,072
INTERNAL SERVICE FUND CHARGES	804,378	838,884	843,205	1,076,568
CAPITAL OUTLAY	44,813	116,689	73,689	54,790
TRANSFERS	630,794	-	-	15,408
TOTAL EXPENDITURES BY TYPE	$ 19,329,126	20,799,342	19,904,261	21,645,519

GENERAL FUND SUMMARY

GENERAL FUND SUMMARY General Fund Sources, Uses, Expenditure by Type & Workforce	FUNDS Divisions	121 Various

AUTHORIZED PERSONNEL	FY 18/19 Full-Time	FY 18/19 Part-Time*	FY 19/20 Full-Time	FY 19/20 Part-Time*
ADMINISTRATION				
CITY MANAGER	1.00	-	1.00	-
CITY CLERK/ASSISTANT TO THE CM	1.00	-	1.00	-
HUMAN RESOURCES MANAGER	0.76	-	0.76	-
COMMUNICATIONS MANAGER	-	-	1.00	-
DEPUTY CITY CLERK	1.00	-	1.00	-
MANAGEMENT ANALYST	1.00	-	-	-
CLERICAL ASSISTANT/CUST. SVC. REP.	-	0.56	-	0.56
TOTAL ADMINISRATION	4.76	0.56	4.76	0.56
FISCAL & SUPPORT				
FINANCE DIRECTOR	0.60	-	0.60	-
ACCOUNTING MANAGER	0.50	-	0.50	-
SR. ACCOUNTANT	0.60	-	0.60	-
ADMINISTRATIVE ANALYST	0.50	-	0.50	-
ACCOUNT CLERKS I/II/III	2.15	-	2.15	-
TOTAL FISCAL & SUPPORT	4.35	-	4.35	-
COMMUNITY DEVELOPMENT				
COMMUNITY DEV./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 COMM. DEVELOPMENT	6.00	1.58	6.00	1.58
PARKS & RECREATION				
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.	1.00	-	1.00	-
RECRETION 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) 32 Hour	-	0.90	-	0.90
RECREATION COORDINATOR (P/T) 32 Hour	-	0.90	-	0.90

GENERAL FUND SUMMARY

GENERAL FUND SUMMARY	FUNDS	121
General Fund Sources, Uses, Expenditure by Type & Workforce	Divisions	Various

AUTHORIZED PERSONNEL	FY 18/19 Full-Time	FY 18/19 Part-Time*	FY 19/20 Full-Time	FY 19/20 Part-Time*
PARKS & RECREATION (CONT'D)				
ANIMAL CARE TECHNICIAN	-	1.07	-	1.07
KENNEL ASSISTANT	-	1.60	-	1.60
SR. ADMINISTRATIVE CLERK	-	1.07	-	1.07
OFFICE ASSISTANT/CLERK	-	0.53	-	0.53
RECREATION LEADER/AIDE	-	0.53	-	0.53
DRIVERS	-	1.75	-	1.75
CITY HALL ATTENDANT	-	0.03	-	0.03
SPORTS SPECIALIST	-	0.52	-	0.52
SPORTS TECHNICIAN	-	0.52	-	0.52
RECREATION LEADER/AIDE	-	9.32	-	9.32
BUILDING MAINTENANCE	-	2.63	-	2.63
PARK MAINTENANCE WORKER	-	0.53	-	0.53
TEMPORARY PART-TIME	-	0.56	-	0.56
TOTAL PARKS & RECREATION	13.00	22.46	13.00	22.46
SHERIFF SUPPORT STAFF				
EXECUTIVE SECRETARY	1.00	-	1.00	-
TOTAL SHERIFF SUPPORT	1.00	-	1.00	-
FIRE SUPPORT STAFF				
ADMINISTRATIVE CLERK (P/T) 1040 Hrs	-	0.56	-	0.56
TOTAL FIRE SUPPORT	-	0.56	-	0.56
PUBLIC WORKS				
PUBLIC WORKS DIRECTOR	0.10	-	0.10	-
PUBLIC WORKS SUPERINTENDENT	0.03	-	0.03	-
SENIOR CIVIL ENGINEER	0.50	-	0.50	-
SENIOR UTILITIES ENGINEER	-	-	0.10	-
PUBLIC WORKS SUPERVISOR	0.03	-	0.03	-
INSPECTOR II	0.30	-	0.30	-
WATER QUALITY CONTROL OFFICER	0.05	-	0.05	-
SEWER COLLECTIONS TECHNICIAN I/II	0.05	-	0.05	-
MAINTENANCE WORKER I/II	0.20	-	0.20	-
ADMINISTRATIVE COMPLIANCE COORDINATOR	0.20	-	0.20	-
PERMIT TECHNICIAN	0.30	-	0.30	-
PERMIT TECHNICIAN	-	0.17	-	0.17
TOTAL PUBLIC WORKS	1.75	0.17	1.85	0.17
GENERAL FUND FULL-TIME EMPLOYEES	30.86	24.77	30.96	24.77

Sr. Utilities Engineer added at Mid-Year FY18/19; FY 19-20 General Fund allocation is .10

GENERAL FUND SUMMARY

GENERAL FUND SUMMARY	FUNDS	121
General Fund Sources, Uses, Expenditure by Type & Workforce	Divisions	Various

CONTRACTED POSITIONS*	FY 18/19 Full-Time	FY 18/19 Part-Time*	FY 19/20 Full-Time	FY 19/20 Part-Time*
CITY ATTORNEY- APPOINTED	1.00	-	1.00	-
CITY ENGINEER	1.00	-	1.00	-
ECONOMIC DEVELOPMENT MANAGER	1.00	-	1.00	-
TOTAL CONTRACTED POSITIONS	3.00	-	3.00	-

**Contracted or contracted appointed positions are not included in Full-Time personnel allocation.*

General Fund Revenues & Expenditures

GENERAL FUND

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

Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed	% Amend to Proposed
REVENUES					
Property Taxes	$ 1,924,931	2,013,778	2,081,725	2,166,873	8%
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	1,449,745	7%
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	1,112,237	1%
Community Services/Recreation	749,060	710,534	684,082	715,009	1%
Other Revenues	1,418,533	1,224,618	1,292,437	1,230,830	1%
Admin Overhead/Operating Transfers	1,481,388	1,506,852	1,676,438	1,628,880	8%
TOTAL GENERAL FUND REVENUES	$ 19,708,884	20,377,124	21,031,563	20,847,337	2%
EXPENDITURES					
City Council	$ 84,720	93,251	88,676	95,189	2%
City Attorney	237,726	220,000	230,000	225,000	2%
Total - City Council & City Attorney	322,446	313,251	318,676	320,189	2%
Non-Departmental	2,739,603	2,271,655	2,192,232	2,726,902	20%
Total - Non-Departmental	2,739,603	2,271,655	2,192,232	2,726,902	20%
City Manager	352,574	365,064	361,390	489,588	34%
City Clerk	311,741	388,553	379,945	364,460	-6%
Economic Development	229,105	228,713	221,367	151,719	-34%
Human Resources	90,214	116,873	108,209	137,344	18%
Fiscal & Support Services	589,256	651,816	640,802	638,564	-2%
Total - Admin, Econ. Dev & Finance	1,572,890	1,751,019	1,711,713	1,781,675	2%
Recreation	736,795	805,688	790,476	836,559	4%
Public Buildings	1,070,050	1,050,009	1,048,402	1,116,755	6%
Park Maintenance	808,971	853,677	855,736	873,172	2%
Special Events	59,412	94,261	84,016	101,837	8%
Total - Parks, Bldg. & Rec. Svcs	2,675,228	2,803,635	2,778,630	2,928,323	4%
Youth & Teen	287,099	310,972	275,178	345,258	11%
Senior Citizens	166,016	195,178	197,092	190,394	-2%
Senior-RCTC	30,911	79,152	39,089	81,728	3%
Total - Teens & Seniors	484,026	585,302	511,359	617,380	5%
Animal Control	630,771	640,283	639,563	699,123	9%
Total - Animal Control	630,771	640,283	639,563	699,123	9%

GENERAL FUND

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

Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed	% Amend to Proposed
Sheriff	5,564,064	6,472,622	6,239,771	6,576,541	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	5,634,848	6,543,987	6,312,044	6,647,241	2%
Fire Suppression & EMS (CalFire)	4,044,605	4,478,167	4,122,100	4,346,265	-3%
Norco Animal Rescue Team	1,507	1,500	1,500	2,628	75%
Total- Fire	4,046,112	4,479,667	4,123,600	4,348,893	-3%
Planning	384,784	468,515	427,184	585,571	25%
Code Enforcement	157,664	146,996	142,356	151,023	3%
Building & Safety	385,458	436,986	427,867	436,825	0%
Total - Community Development	927,906	1,052,497	997,407	1,173,419	11%
Inspection	38,251	45,726	40,626	49,035	7%
Engineering	192,004	207,524	194,155	235,503	13%
Parkway Maintenance	65,039	104,796	84,254	117,834	12%
Total - Public Works	295,294	358,046	319,035	402,372	12%
TOTAL GENERAL FUND EXPENDITURES	$ 19,329,124	20,799,342	19,904,259	21,645,519	4%
REVENUES OVER (UNDER) EXPEND.	379,760	(422,218)	1,127,304	(798,182)	
LESS YEAR-END ADJUSTMENTS	(84,669)				
	295,091				

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General Fund Revenue Detail

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 Amended	FY 18/19 Projected	FY 19/20 Proposed
50100	Current Secured Taxes	1,331,924	1,369,730	1,369,730	1,452,968
50105	Current Unsecured	56,591	61,010	59,099	61,010
50115	Homeowner's Exemption	15,287	16,555	16,555	16,555
50120	Prior Yr Sec'd & Unsec'd	38,249	41,750	41,750	41,750
50125	Supplemental Taxes	34,046	26,100	26,100	26,100
50135	Tax Penalties	1,050	900	900	900
50140	Tax Increment	447,784	497,733	567,591	567,590
	Total - Property Taxes	1,924,931	2,013,778	2,081,725	2,166,873
50150	Sales Tax 1%	6,864,122	7,301,090	7,535,715	7,189,000
50155	In-Lieu Sales Tax	-	-	-	-
	Total - Sales Taxes	6,864,122	7,301,090	7,535,715	7,189,000
50195	Bingo License	-	37	37	-
50160	Public Safety Sales Tax	324,799	346,400	346,400	346,400
50165	Property Transfer Tax	127,240	122,740	122,740	122,740
50166	Satellite Wagering Tax	-	-	5,000	5,000
50170	Transient Occupancy Tax	586,369	610,950	610,950	710,950
50185	Business License	274,018	274,655	274,655	264,655
	Total - Other Taxes	1,312,426	1,354,782	1,359,782	1,449,745
52100	Cable TV Franchise	168,991	160,740	130,000	130,000
52105	Electric Franchise	263,447	260,000	259,259	260,000
52110	Gas Franchise	54,429	54,000	52,907	53,000
52115	Refuse Franchise	1,074,516	1,110,000	1,110,000	1,110,000
	Total - Franchise Fees	1,561,383	1,584,740	1,552,166	1,553,000
50130	Property Tax in Lieu VLF	2,439,212	2,593,771	2,593,771	2,708,675
52200	Motor Vehicle In Lieu	14,246	14,300	12,990	13,000
	Total - Property Tax In-Lieu VLF	2,453,458	2,608,071	2,606,761	2,721,675
53520	Abandoned Veh Abatement	6,248	1,200	40	-
53536	City of Eastvale	109	-	-	-
	Total - Intergovernmental-Other	6,357	1,200	40	-
54100	Vehicle Code Fines	73,940	75,000	75,000	75,000
54105	Parking Fines	34,411	30,000	32,000	25,000
54110	Municipal Code Violations - Animal Control	11,317	9,000	10,210	8,000
54112	Municipal Code Violations - Code Enforcement	53,134	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
	Total - Fines and Penalties	192,880	180,393	176,837	155,265

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 Amended	FY 18/19 Projected	FY 19/20 Proposed
54200	Interest Income	170,388	165,000	237,742	265,000
54220	Communication Site Lease	170,765	170,038	190,604	205,625
54225	Silverlakes Rental Income	428,198	428,198	428,198	428,198
54226	Silverlakes Parking Lot Lease	26,000	26,000	26,000	26,000
	Total - Interest Income/Lease	795,351	789,236	882,544	924,823
55100	Planning Fees	64,015	50,000	31,141	55,000
55105	Site Plan (Major/Minor)	44,953	43,465	61,407	57,000
55110	Variance (Major/Minor)	7,348	10,020	13,452	11,000
55120	Tentative Tract Map	817	1,210	1,210	1,210
55125	Tentative Parcel Map	6,727	15,000	27,898	8,000
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	12,000
55160	Entertainment Permit	2,748	2,748	-	2,310
55165	Special Use Permit	-	2,015	2,015	-
55170	Special Event Permit	2,802	2,500	3,050	3,250
55180	Large Family Day Care Permit	-	1,335	1,335	-
55195	Publications	1,716	1,000	765	1,000
55205	Planning Informatn Letter	675	1,077	1,175	612
55210	Architecture Review	351	730	1,092	876
55220	EIR	1,190	5,930	6,197	16,000
55235	Landscape Plan Ck Review	3,225	2,746	2,746	1,194
55250	Subsequent Pre-App Review	-	36	36	-
55260	Addlt Large Animal Unit	-	66	66	80
	Total - Planning	155,741	260,382	287,588	269,532
55290	Sixth Street Gateway Sign Advertising	43,042	45,000	45,000	45,000
	Total - Economic Development	43,042	45,000	45,000	45,000
55300	Building Permits	23,064	18,000	17,300	20,160
55305	Building Permit Fees	206,040	300,235	344,654	228,000
55310	Plan Check Fees	279,096	220,000	220,000	275,000
55315	Electrical Permit Fees	31,189	45,620	45,620	50,400
55320	Plumbing Permit Fees	22,966	26,790	26,790	31,200
55325	Mechanical Permit Fees	28,499	32,525	32,525	38,400
55330	Sewer Permit Fees	309	620	620	620
55335	Special Inspection Fees	1,032	7,830	7,830	8,520
55340	Microfilm & Imaging(Bldg)	9,514	7,000	11,254	8,000
	Total - Building & Safety	601,709	658,620	706,593	660,300

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 Amended	FY 18/19 Projected	FY 19/20 Proposed
55445	Water Quality Mgmt Plan	39	-	-	-
55400	Encroachment Fees	104,670	96,000	96,000	96,000
55405	Grading Permit	10,070	9,000	9,000	9,000
55410	Grading Plan Check Fees	17,235	18,000	18,000	18,000
55415	Overload Moving Permit	1,531	1,626	2,729	1,800
55420	Final Map Check	3,604	3,604	6,964	3,605
55425	Improvement Plan Check	9,114	9,000	9,000	9,000
55430	Lot Merger/Lot Line Adjmt	2,240	598	2,057	-
55435	PAKA- Relocation	-	-	105	-
	Total - Engineering	148,503	137,828	143,855	137,405
	Total - Community Development	948,995	1,101,830	1,183,036	1,112,237
55515	Adult Sports	19,025	28,628	11,220	28,768
55525	Dance-Rainbow Express	52,826	53,955	53,860	55,660
55545	Country Dance	1,368	2,520	-	-
55600	Youth sports	103,424	95,462	97,665	114,750
55601	Tennis	-	460	460	-
55605	Private Youth Sports	9,196	9,196	9,195	9,195
55610	Trifytt Sports	-	-	2,402	-
55615	Wee People/Day Camp	168,328	180,187	165,085	181,880
55625	Senior Citizen Excursion	666	648	2,315	1,460
55820	Country Heat Fitness	36	-	-	-
55825	Notary & Loan Signing	120	160	15	160
56210	Taekwon-do	6,847	6,240	6,915	6,865
56215	SCMAF (Southern Calif. Municipal Athletic Fede	-	1,800	3,849	1,805
56255	Horsemanship	321	600	-	-
56400	Ingalls Park/North	-	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	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	5,201	-
56410	Amphitheater-Ingalls Park	(339)	-	23	-
56411	Veterans Memorial	13,176	7,976	6,994	2,500
56420	Bleacher Rental	3,625	3,477	3,477	3,475
56421	P&R Infrastructure Repair	5,227	3,713	5,407	5,400
56422	Rental Services	-	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	6,618	6,500
56423.10	Rental Facility Insurance - Moreno Arena	140	-	-	-
56423.20	Rental Facility Insurance - Clark Arena	1,095	-	-	-
56423.40	Rental Facility Insurance - Nellie Weaver Hall	4,404	-	-	-

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 Amended	FY 18/19 Projected	FY 19/20 Proposed
56424.10	Senior Center Rental	533	1,240	1,540	1,500
56425	Community Center	19,076	16,000	16,655	19,526
56430	Field Lights	34,421	36,766	46,730	35,370
56435	Picnic Shelter Rental	4,026	2,800	2,845	2,845
56445	Security Guard Services	-	7,000	7,000	7,000
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
56455	Cleaning Fee-Restrooms	-	3,300	3,900	4,000
56455.10	Cleaning Fee Restroom - Moreno Arena	414	-	-	-
56455.20	Cleaning Fee Restroom - Clark Arena	127	-	-	-
56455.40	Cleaning Fee Restroom - Nellie Weaver Hall	1,468	-	-	-
56600	Breakfast with Santa	3,435	3,220	3,220	3,500
56605	Horsetown Parade	23,691	27,045	14,920	15,000
56615	Egg Hunt	950	1,400	1,135	1,000
56620	Concerts in the Park	9,100	11,780	6,000	7,000
56625	Day of the Cowboy	3,930	8,795	3,685	4,000
56626	Horseweek	8,500	-	-	-
56627	Wheel Chair Basketball	5,257	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	3,744	4,119	1,450
56815	Wee People Donation	423	600	600	400
56900	AC After Hour Call Reimb	1,559	1,400	1,100	1,200
56902	Park & Rec After Hours Charges	4,072	3,087	4,599	4,700
56903	Riley Gym Banner Program	500	500	-	500
56905	Banner Installation	1,470	2,535	3,285	3,000
56910	Parks & Rec Miscellaneous	23,970	25,000	21,000	20,000
	Total - Community Services/Recreation	749,060	710,534	684,082	715,009
53512.10	WRCOG BEYOND Parks Program	6,000	6,000	-	-
55185	Fire Permit Fees	771	1,000	1,210	1,000
55291	Sixth Street Banner Program	2,135	-	1,120	-
56426	Film Permit Fees	1,699	1,400	500	500
57150	Refuse Billing & Collects	75,541	83,200	78,000	83,200
57151	Refuse Liquidated Damages	-	-	2,500	-
57155	Penalties	306,566	284,855	284,855	284,855
57210	NCP Fund Raising	3,227	3,227	1,915	1,000
57310	Adoption Fees	9,582	9,500	12,100	10,500
57315	Spay & Neuter Services	20,585	19,000	20,000	21,000
57320	Animal Shelter Donation	7,165	12,560	14,125	14,000
57321	Animal Control Special Services Donation	5,571	5,500	3,500	3,900
57330	Ranch Licenses	112	112	-	-
57300	Alteration Fees	-	-	104	-
57305	Impound Fees	11,553	11,000	9,500	10,000
57325	Dog Licenses	150,922	114,000	136,294	132,000
57335	Poultry License Fees	484	500	-	-

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 Amended	FY 18/19 Projected	FY 19/20 Proposed
57340	Misc Animal Control Fees	8,375	7,000	7,775	8,000
57345	AC Software Maintenance Fee	10,797	9,300	9,400	10,000
57400	Emergency Medical Service	343,522	341,000	341,000	341,000
57405	Emerg Response Recovery	21,300	21,000	21,000	21,000
57415	Ambulance Fines	28,335	7,533	11,484	8,000
57440	Fire Inspection Fees	88,000	93,575	95,756	115,000
57440.10	Fire Inspections-Special Events	1,182	1,360	800	1,360
57445	Fire Plan Check Fees	28,210	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
57605	Damage Claims	7,587	24,713	25,355	-
57606	Bad Debt Recovery	2,944	2,000	1,878	1,000
57610	Reimbursements	71,432	15,000	10,000	15,000
57700	Business License Renewal	40,209	40,097	40,000	40,000
57701	SB1186 Fee	6,600	6,650	6,707	6,650
57705	Busines License Penalty	12,556	10,532	11,944	11,500
57715	License Processing Fee	31,645	31,910	31,910	31,910
57725	Truck Parking Permits	1,398	1,500	500	1,000
57730	Yard Sale Permits	3,149	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	2,479	2,000
57825	Photocopy Charges	1,302	1,000	576	500
57915	Miscellaneous Revenue	82,990	15,000	53,894	15,000
57800	Agenda/Minute Subscriptn	-	54	55	55
57830	Election Fee	-	2,450	2,450	-
57902	Sale of Merchandise	787	1,095	1,683	1,000
58200	Cash Over/Short	(177)	-	(8)	-
	Total - Other Revenues	1,418,533	1,224,618	1,292,437	1,230,830
57600	Administrative Overhead-Water	485,289	485,289	485,289	556,360
57600.10	Administrative Overhead-Sewer	299,230	299,230	299,230	350,190
57600.15	Administrative Overhead-RCTC	4,800	5,700	5,700	5,700
57600.20	Administrative Overhead-LMD's	47,276	47,279	47,279	47,276
57600.25	Administrative Overhead-Storm Drain	-	-	209,586	-
57600.30	Administrative Overhead-Other	(19)	-	-	-
57602	Administration-Successor Agency	250,000	250,000	250,000	250,000
59250	Transfer In-CFD's	119,650	119,650	119,650	119,650
59215	Transfer In-Air Quality	1,500	1,500	1,500	1,500
59220	Transfer In - Water	129,102	129,102	129,102	129,102
59220.10	Transfer In - Sewer	129,102	129,102	129,102	129,102
59400	Transfer In-Equipment Replacement	15,458	40,000	-	40,000
	Total - Overhead/Transfers	1,481,388	1,506,852	1,676,438	1,628,880
	TOTAL GENERAL FUND REVENUES	**$ 19,708,884**	**20,377,124**	**21,031,563**	**20,847,337**

General Fund Expenditures By type

GENERAL FUND

GENERAL FUND EXPENDITURE DETAIL **FUND 121**

Prior Year, Amended Budget, Projected Year-End Status and Proposed Expenditures

Object Code	Account Classification	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Full Time Salaries	1,964,943	2,280,308	2,229,617	2,398,031
30105	Part-Time Salaries	517,754	679,111	611,134	678,892
30106	Part Time Salaries - 32 Hour	55,270	58,405	48,206	65,812
30107	Part Time Salaries - 20 Hour	-	-	-	15,600
30110	Overtime	50,384	50,474	50,644	51,111
30221	Administrative Leave Cash Out	20,284	22,706	24,170	30,283
30224	Sick Leave Taken - Part-Time	4,556	-	-	-
30225	Sick Leave Buy Back	26,069	33,718	33,130	38,961
30226	Sick Leave Taken	39,814	-	-	-
30227	Sick Leave Payoff	8,297	-	-	-
30228	Comp Taken	5,394	-	-	-
30229	Comp Payoff	87	-	-	-
30230	Annual Vacation Cash Out	32,681	38,472	38,253	42,460
30231	Vacation Taken	68,480	-	-	-
30232	Vacation Payoff	12,227	-	-	-
30234	Other Personnel Services	-	-	1,153	-
	Total - Salaries and Wages	2,806,239	3,163,194	3,036,307	3,321,150
30200	PERS Retirement	220,482	246,509	239,792	277,847
30201	PERS Monthly Employer UAL Payment	876,667	1,107,252	1,044,293	1,328,515
30202	Pension Replacement Benefit	2,760	3,000	2,876	3,000
30205	Employee Group Insurance	400,567	420,713	411,183	415,294
30210	Vehicle Allowance	24,777	23,760	23,760	23,760
30212	Cell Phone Stipend	1,181	1,131	1,132	1,732
30215	Medical Savings Account	4,319	4,484	4,463	4,484
30220	Medicare Insurance	41,107	44,302	42,360	46,426
30235	Deferred Compensation	11,966	17,216	16,379	18,812
30240	Continuous Service Bonus	1,920	3,320	3,920	520
30245	Workers Compensation	96,127	3,055	21,950	-
30250	Unemployment	20,130	28,000	5,460	16,000
30255	Tuition Reimbursement	800	3,008	3,008	3,508
	Total - Fringe Benefits	1,702,803	1,905,750	1,820,576	2,139,898
30300	Conferences & Meetings	29,330	29,095	27,349	38,945
30305	Auto Mileage	192	350	350	350
30310	Uniforms & Safety Gear	7,758	9,495	8,883	9,645
30315	Employee Hiring Costs	6,383	6,000	4,613	6,000
30320	Dues,Membrshps & Subscrpt	31,649	35,989	37,146	35,549
	Total - Employee Related Expense	75,313	80,929	78,341	90,489
30400	Office Supplies	35,710	38,705	41,872	44,690
30405	Printing & Copies	3,328	7,780	4,397	7,400
30410	Postage	846	2,950	2,950	2,950
30415	Special Departmental	100,368	90,394	86,065	98,825
30415.1	Veterans Memorial	13,227	-	-	-
30416	City Merchandise	4,240	3,300	2,500	3,000
30425	Small Tools	4,944	9,735	9,692	7,735
30435	Software Expense	12,238	4,140	4,140	4,140
30440	Advertising & Promotion	9,860	2,100	7,242	3,600
30445	Legal Advertising	4,904	5,500	7,000	6,860
30455	Elections	-	45,000	45,000	-
30460	Medical Ins Admin	6,256	5,627	3,890	4,650
30465	Retirees Medical Insurance	850,788	885,123	831,739	893,400

GENERAL FUND

GENERAL FUND EXPENDITURE DETAIL **FUND 121**

Prior Year, Amended Budget, Projected Year-End Status and Proposed Expenditures

Object Code	Account Classification	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30470	Retiree Medical Insurance Contribution	300,000	200,000	200,000	200,000
30475	Performance Bonds	1,900	1,855	1,900	1,900
30480	Senior Special Events	1,808	1,200	1,505	1,600
30485	Wee People Special Event	3,539	600	600	400
30490	Party Pardner Events	5,368	-	950	17,200
30495	NCP Special Events	63	500	500	500
30496	NCP Fund Raising	2,016	-	2,573	-
	Total - Supplies and Services	1,361,402	1,304,509	1,254,515	1,298,850
32100	Office Equipment Maintnce	572	1,050	1,219	1,050
32105	Equipment Rental	1,848	3,635	2,713	3,190
32200	Buildings & Grounds Mtce	86,691	87,350	92,663	84,250
32205	Weed Abatement	2,078	7,600	7,600	7,600
32352	Veterans Memorial Maintenance	11,152	3,000	3,000	3,000
32400	Trail Maintenace	25,737	38,000	28,737	28,000
	Total - Maintenance and Rentals	128,078	140,635	135,932	127,090
33100	Utilities	323,029	368,462	368,855	394,678
33100.1	Water Charges	294,951	289,076	289,036	317,984
	Total - Operations and Utilities	617,980	657,538	657,891	712,662
34100	Contractual Services	1,471,713	1,633,054	1,602,643	1,736,316
34100.1	Code Enforcement Legal	-	15,000	30,000	25,000
34100.6	Gateway Sign Maintenance	-	5,000	5,000	5,000
34100.65	Gateway Sign Replacement Charges	31,742	19,190	21,585	21,585
34100.7	Norco Auto Mall Sign Maintenance	-	-	1,000	-
34105	Professional Services	159,639	146,930	140,490	169,940
34112	CAL FIRE Contract	3,983,014	4,413,456	4,054,449	4,277,444
34115	Law Enforcement Contract	5,324,726	6,177,051	5,954,432	6,261,100
34125	Accounting & Auditing Svc	32,020	41,395	39,981	61,192
34130	Financial Services	13,903	28,000	28,000	28,000
34145	Recreation Prog Instructr	39,042	41,258	36,651	40,695
34150	Special Events	21,331	495	4,558	1,270
34160	Spay & Neuter Costs	15,095	18,000	19,000	19,000
	Total - Prefessional and Contractual	11,092,225	12,538,829	11,937,788	12,646,542
35210	Admin Fees-Property Taxes	14,251	-	12,672	13,000
35215	Parking Fines	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	25,000
35272	Fin. Assist. In Rec (F.A.I.R)	-	-	365	500
35275	Volunteer Recognition	2,371	3,000	3,000	3,500
35280	Employee Recognition Prog	2,943	5,340	7,609	11,720
35285	Lake Norconian Club Foundation	-	16,775	-	16,775
35300	Highway Patrol DUI Testng	1,239	5,000	2,500	5,000
35311	Sixth Street Banner Program	3,039	300	658	900
35312	State of the City	-	-	6,240	2,000
35313	FEMA Reconciliation	-	-	-	48,877
	Total - Miscellaneous Expenditures	65,101	52,385	66,016	162,072

GENERAL FUND

GENERAL FUND EXPENDITURE DETAIL	FUND	121
Prior Year, Amended Budget, Projected Year-End Status and Proposed Expenditures		

Object Code	Account Classification	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
42100	Vehicle Operations & Mtce	77,806	81,375	86,176	81,715
42105	Vehicle Replacement Chrgs	91,036	-	-	101,689
42110	Computer Replacement Chrg	28,300	25,200	25,400	19,800
42115	Computing Operations	333,800	371,540	370,860	394,884
42200	Liability Insurance	125,890	152,531	152,531	253,003
42220	Self-Ins Expenses	50,500	40,275	40,275	50,000
42225	Self-Ins Settlements	29,800	94,500	94,500	94,500
42230	Excess Workers' Comp	67,246	73,463	73,463	80,977
	Total - Internal Service Fund Charges	804,378	838,884	843,205	1,076,568
43100	Equipment	23,900	31,689	28,689	14,200
43110	Automotive Equipment	-	40,000	-	40,590
43115	Building/Improvements	11,412	15,000	15,000	-
43150	Park Structures/Enhancemt	9,500	30,000	30,000	-
	Total - Capital Outlay	44,813	116,689	73,689	54,790
44100	Transfer Out to Fund 151	-	-	-	15,408
44100	Transfers Out to Fund 141	630,794	-	-	-
	Total - Other Charges	630,794	-	-	15,408
	TOTAL GENERAL FUND EXPENDITURES	19,329,124	20,799,342	19,904,260	21,645,519

General Fund Estimated Fund Balance

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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	654,439	21,031,563	
FY 19 Appropriations-Adopted Budget	20,825,919		
Mid-Year Expenditure Adjustments	(26,577)		
Additional Year-End Estimates	(895,083)	19,904,259	
Revenues Over (Under) Expenditures FY2018-2019			1,127,304
Estimated Ending Fund Balance, June 30, 2019			$ 12,861,346
Unaudited Beginning Balance, July 1, 2019			$ 12,861,346
FY20 Revenues-Adopted Budget	20,847,337		
Mid-Year Revenue Adjustments (Feb 2020)	-		
Additional Year-End Estimates (May 2020)	-	20,847,337	
FY 20 Appropriations-Adopted Budget	21,645,519		
Mid-Year Expenditure Adjustments (Feb 2020)	-		
Additional Year-End Estimates (May 2020)	-	21,645,519	
Revenues Over (Under) Expenditures FY2018-2019			(798,182)
Estimated Ending Fund Balance, June 30, 2019			$ 12,063,164

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

Estimated Ending Fund Balance, June 30, 2020	$ 12,063,164
FY 2019-2020 Reserve for Emergency (25% of Budget)	(5,411,380)
Designated for Special Projects*	(465,094)
Estimated Uncomitted Fund Balanced June 30, 2020	$ 6,186,691

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

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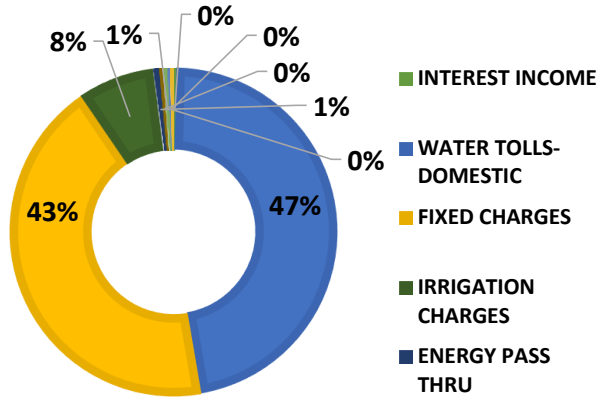
Water Fund

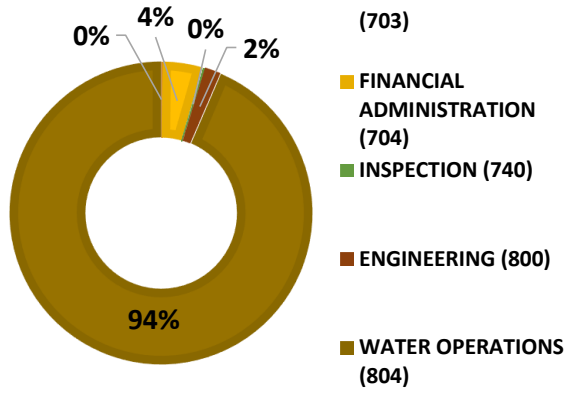
WATER FUND SUMMARY

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

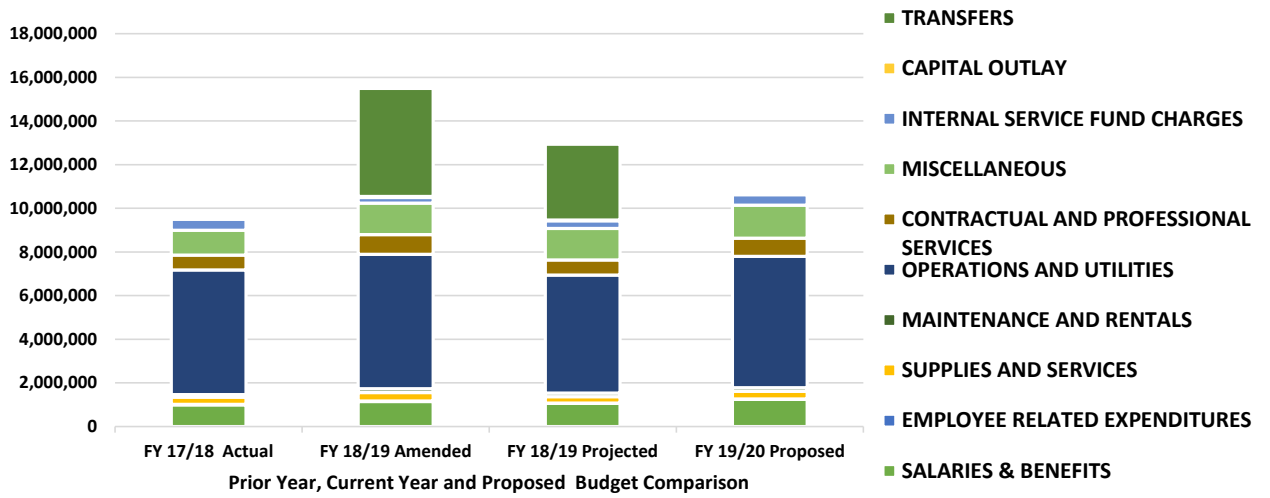
FY 19/20 FUNDING SOURCES



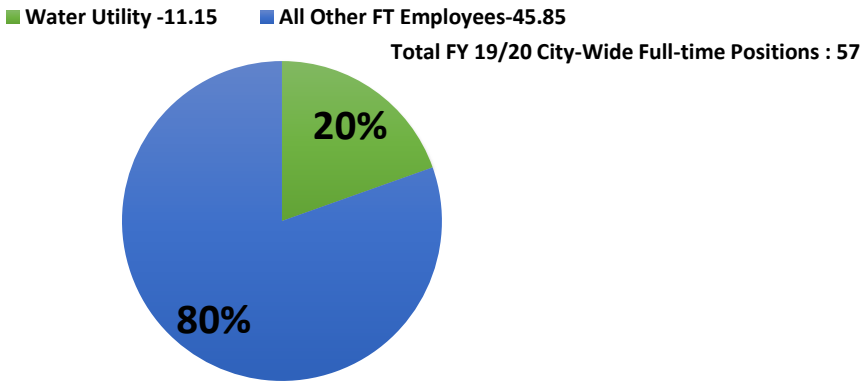
FY 19/20 FUNDING USES



EXPENDITURES BY TYPE



TOTAL FULL-TIME AUTHORIZED PERSONNEL



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	20,390
FINANCIAL ADMINISTRATION (704)	359,727	426,039	406,217	459,175
INSPECTION (740)	27,293	32,171	29,345	33,776
ENGINEERING (800)	151,531	169,107	165,041	183,202
WATER OPERATIONS (804)	9,074,279	14,843,300	12,313,410	10,107,624
TOTAL FUNDING USES	$ 9,627,093	15,488,928	12,933,037	10,804,166

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	1,248,511
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	482,648
CAPITAL OUTLAY	-	50,000	40,000	50,000
TRANSFERS	129,102	4,945,633	3,468,502	129,102
TOTAL EXPENDITURES BY TYPE	$ 9,627,093	15,488,928	12,933,037	10,804,166

WATER FUND SUMMARY

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

WORKING CAPITAL STATUS	FY 19/20 Proposed
REVENUES OVER(UNDER) EXPENDITURES	$ 2,269,012
ESTIMATED WORKING CAPITAL JUNE 30, 2019	3,666,955
ESTIMATED WORKING CAPITAL JUNE 30, 2020	$ 5,935,967

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	222,222	N/A	444,444	666,666
TOTAL ACCUMULATED RESERVES	$ 1,137,168	N/A	1,832,159	2,575,595

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 TECHNICIAL 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	0.14	0.25	0.14
SUBTOTAL	7.70	0.14	8.10	0.14
FINANCE				
FINANCE DIRECTOR	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	2.93	-	2.93	-
HUMAN RESOURCES				
HUMAN RESOURCES MANAGER	0.12	-	0.12	-
SUBTOTAL	0.12	-	0.12	-
TOTAL AUTHORIZED PERSONNEL	10.75	0.14	11.15	0.14

**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	11,734
30200	PERS Retirement	986	1,305	1,426	1,468
30201	PERS Employer UAL	2,773	4,197	4,556	4,536
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	170
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	14,264	18,311	19,023	20,390
	TOTAL EXPENDITURES	**$ 14,264**	**18,311**	**19,023**	**20,390**

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	205,228
30105	Salaries, Part Time	2,974	-	-	-
30110	Salaries, Overtime	1,270	-	-	-
30200	PERS Retirement	15,741	18,927	16,463	19,912
30201	PERS Employer UAL	35,708	45,825	38,471	39,432
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	2,976
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	252,913	296,914	276,768	312,210
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	35,243	36,810	36,810	40,810
32100	Office Equipment Maintenance	25	50	50	50
32105	Equipment Rental	240	240	564	1,740
	Subtotal - Maintenance & Rentals	265	290	614	1,790
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	54,805	73,625	73,625	74,265
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	28,600
	Subtotal - Internal Service Charges	16,500	18,400	18,400	30,100
	TOTAL EXPENDITURES	**$ 359,727**	**426,039**	**406,217**	**459,175**

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	18,358
30110	Salaries, Overtime	251	800	800	800
30200	PERS Retirement	1,739	2,042	1,880	2,298
30201	PERS Employer UAL	4,896	6,567	5,698	7,096
30205	Employee Group Insurance	4,045	3,990	4,047	3,996
30220	FICA/Medicare Insurance	223	268	247	278
30225	Sick Leave Buy Back	-	350	-	350
30230	Annual Vacation Cash Out	452	500	466	600
	Subtotal - Salaries and Benefits	27,293	32,171	29,345	33,776
	TOTAL EXPENDITURES	**$ 27,293**	**32,171**	**29,345**	**33,776**

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	118,340
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	11,626
30201	PERS Employer UAL	16,030	19,752	18,854	23,736
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	1,784
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	151,531	169,107	165,041	183,202
	TOTAL EXPENDITURES	**$ 151,531**	**169,107**	**165,041**	**183,202**

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	411,340
30110	Salaries, Overtime	79,429	70,000	79,429	79,882
30200	PERS Retirement	26,341	32,548	28,595	37,130
30201	PERS Employer UAL	46,258	62,231	57,955	59,802
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	7,123
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	545,875	628,526	571,849	698,934
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	21,262	22,600	15,500	20,600
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	300,383	358,750	260,500	303,750
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	114,060	164,800	155,000	164,800
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	5,712,710	6,161,950	5,406,259	6,020,800
34100	Contractual Services	619,785	834,000	619,785	751,500
	Subtotal - Contractual & Professional Svcs	619,785	834,000	619,785	751,500
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	1,139,206	1,441,813	1,441,540	1,515,590

WATER FUND

PUBLIC WORKS DEPARTMENT	FUND	124
Water Operations	Division	804

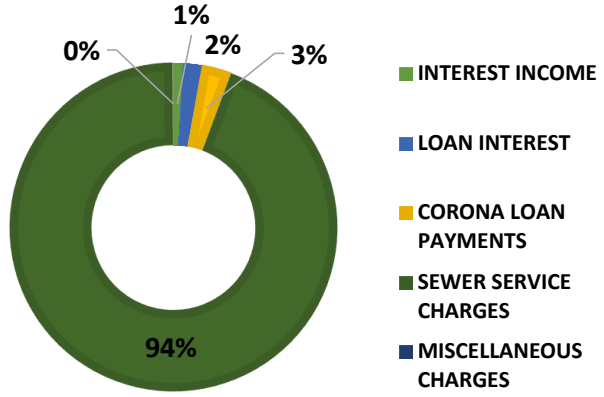
Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
42100	Vehicle Operations and Maintenance	87,000	87,000	87,000	87,000
42105	Vehicle Replacement Charges	59,898	98,328	98,328	296,448
42110	Computing and Comm. Equip Replacement	1,100	700	700	1,400
42115	Computing and Communications Operations	15,200	17,200	17,200	35,700
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	491,895	235,228	334,475	452,548
43100	Equipment	-	10,000	10,000	10,000
43115	Building Improvements	-	40,000	30,000	40,000
	Subtotal - Capital Outlay	-	50,000	40,000	50,000
44100	Transfers	129,102	129,102	129,102	129,102
44100.144	Transfer Out to Fund 144	-	1,477,131	-	-
44100.144	Transfers Out to Fund 144 -PY Working Cap.	-	3,339,400	3,339,400	-
	Subtotal - Transfers	129,102	4,945,633	3,468,502	129,102
	TOTAL EXPENDITURES	**$ 9,074,279**	**14,843,300**	**12,313,410**	**10,107,624**

Sewer Fund

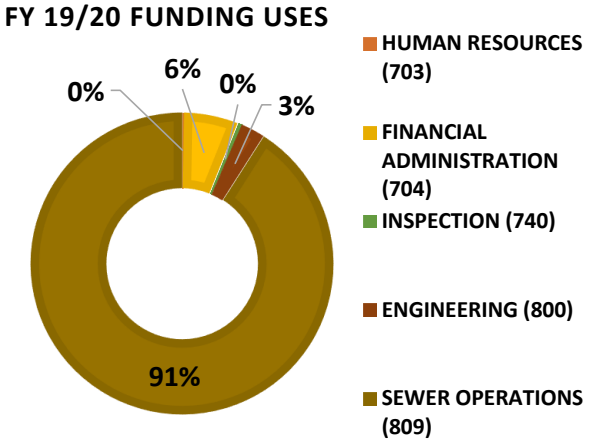
SEWER FUND SUMMARY

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

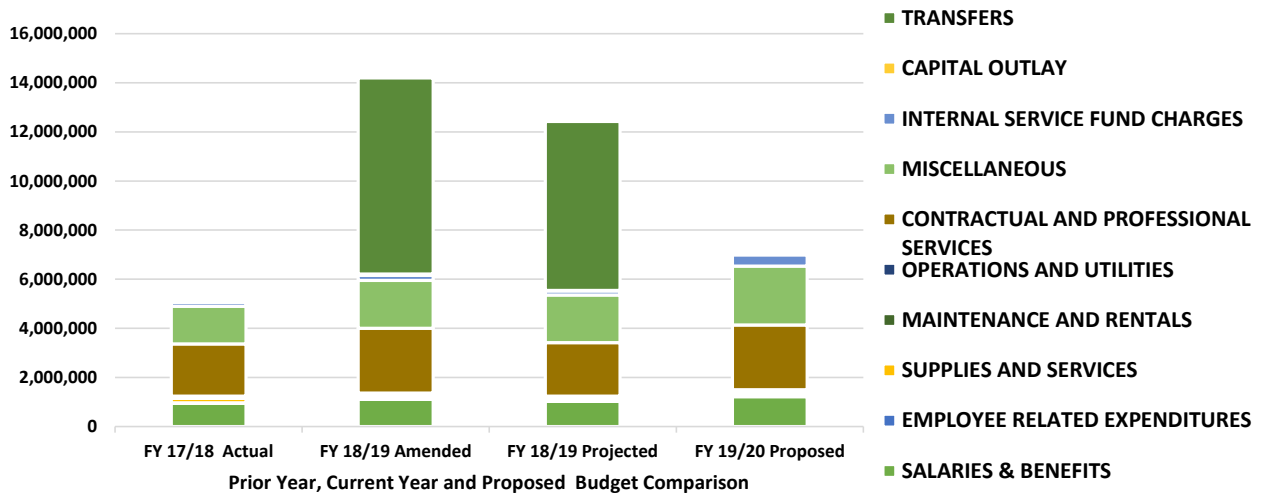
FY 19/20 FUNDING SOURCES



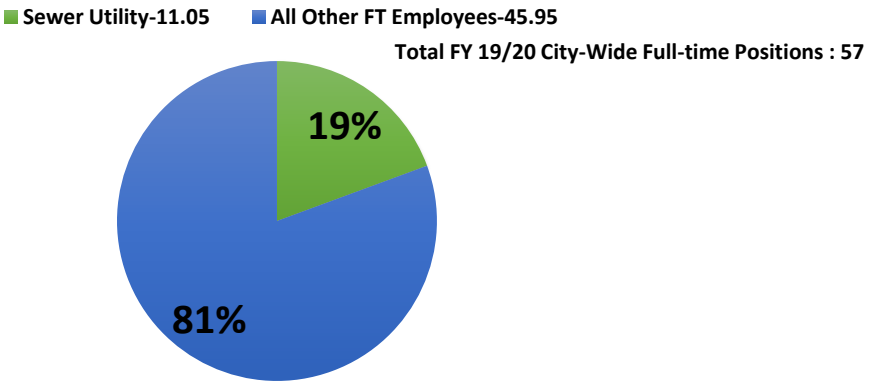
FY 19/20 FUNDING USES



EXPENDITURES BY TYPE



TOTAL FULL-TIME AUTHORIZED PERSONNEL



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	7,241,690	7,314,107
MISCELLANEOUS CHARGES	13,249	5,000	8,000	5,000
TOTAL FUNDING SOURCES	$ 7,692,435	7,773,980	7,733,297	7,764,321

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	20,390
FINANCIAL ADMINISTRATION (704)	316,505	379,455	366,640	411,782
INSPECTION (740)	27,293	32,171	29,344	33,776
ENGINEERING (800)	151,531	169,107	164,752	183,085
SEWER OPERATIONS (809)	4,669,013	13,597,799	11,844,032	6,521,278
TOTAL FUNDING USES	$ 5,178,582	14,197,709	12,423,791	7,170,310

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	1,220,979
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	453,848
CAPITAL OUTLAY	-	50,000	20,000	50,000
TRANSFERS	129,102	7,985,539	6,882,547	129,102
TOTAL EXPENDITURES BY TYPE	$ 5,178,582	14,197,709	12,423,791	7,170,310

SEWER FUND SUMMARY

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

WORKING CAPITAL STATUS	FY 19/20 Proposed
REVENUES OVER(UNDER) EXPENDITURES	$ 594,010
ESTIMATED WORKING CAPITAL JUNE 30, 2019	3,077,695
ESTIMATED WORKING CAPITAL JUNE 30, 2020	$ 3,671,705

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	1,718,466
RATE STABILIZATION FUND	N/A	N/A	N/A	N/A
TOTAL ACCUMULATED RESERVES	$ 1,014,743	N/A	1,407,603	1,718,466

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 TECHNICIAL 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	0.14	0.25	0.14
SUBTOTAL	7.90	0.14	8.30	0.14
FISCAL & SUPPORT				
FINANCE DIRECTOR	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	0.14	11.05	0.14

**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	11,734
30200	PERS Retirement	986	1,305	1,426	1,468
30201	PERS Employer UAL	2,773	4,197	4,556	4,536
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	170
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	14,241	19,177	19,023	20,390
	TOTAL EXPENDITURES	**$ 14,241**	**19,177**	**19,023**	**20,390**

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	175,908
30105	Salaries, Part Time	2,974	-	3,965	-
30110	Salaries, Overtime	1,269	-	910	-
30200	PERS Retirement	13,110	15,926	13,549	16,560
30201	PERS Employer UAL	29,338	37,389	30,805	30,292
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	2,551
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	213,079	252,050	238,961	265,117
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	31,243	36,810	36,810	40,810
32100	Office Equipment Maintenance	25	50	-	50
32105	Equipment Rental	240	240	564	1,740
	Subtotal - Maintenance & Rentals	265	290	564	1,790
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	55,418	72,005	72,005	74,265
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	28,600
	Subtotal - Internal Service Charges	16,500	18,300	18,300	29,800
	TOTAL EXPENDITURES	**$ 316,505**	**379,455**	**366,640**	**411,782**

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	18,358
30110	Salaries, Overtime	251	800	800	800
30200	PERS Retirement	1,739	2,042	1,880	2,298
30201	PERS Employer UAL	4,896	6,567	5,698	7,096
30205	Employee Group Insurance	4,045	3,990	4,047	3,996
30220	FICA/Medicare Insurance	223	268	247	278
30225	Sick Leave Buy Back		350	-	350
30230	Annual Vacation Cash Out	452	500	466	600
	Subtotal - Salaries and Benefits	27,293	32,171	29,344	33,776
	TOTAL EXPENDITURES	**$ 27,293**	**32,171**	**29,344**	**33,776**

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	118,340
30105	Salaries, Part Time	3,582	6,870	6,870	4,568
30110	Salaries, Overtime	112	-	100	-
30200	PERS Retirement	8,892	9,930	9,730	11,626
30201	PERS Employer UAL	16,030	19,752	18,854	23,736
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	1,782
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	114
	Subtotal - Salaries and Benefits	151,531	169,107	164,752	183,085
	TOTAL EXPENDITURES	**$ 151,531**	**169,107**	**164,752**	**183,085**

SEWER FUND

PUBLIC WORKS DEPARTMENT	FUND	126
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	422,540
30110	Salaries, Overtime	78,063	55,000	78,063	78,533
30200	PERS Retirement	27,371	34,548	29,212	38,630
30201	PERS Employer UAL	52,362	71,408	62,389	64,816
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	7,266
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	554,590	638,962	579,607	718,612
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	7,504	15,500	6,450	15,500
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	151,591	80,000	66,850	80,000
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	16,720	70,800	35,000	70,800
33100	Utilities	65,822	50,100	65,000	70,100
	Subtotal - Operations & Utilities	65,822	50,100	65,000	70,100
34100	Contractual Services	2,078,866	2,565,000	2,100,000	2,567,000
	Subtotal - Contractual & Professional Svcs	2,078,866	2,565,000	2,100,000	2,567,000
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	1,530,149	1,945,446	1,945,446	2,396,116

SEWER FUND

PUBLIC WORKS DEPARTMENT	FUND	126
Sewer Operations	Division	809

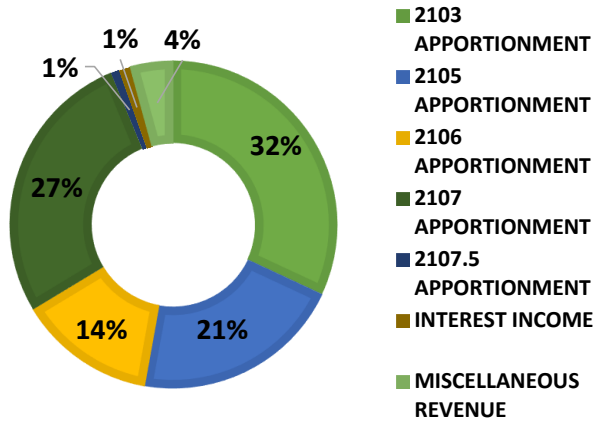
Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
42100	Vehicle Operations and Maintenance	78,000	88,000	82,000	88,000
42105	Vehicle Replacement Charges	39,932	65,552	39,932	296,448
42110	Computing and Comm. Equip Replacement	1,000	700	1,000	1,000
42115	Computing and Communications Operations	15,200	17,200	15,200	28,600
42225	Self Insured Settlements	536	25,000	5,000	10,000
	Subtotal - Internal Service Charges	134,668	196,452	143,132	424,048
43100	Equipment	-	10,000	20,000	10,000
43115	Building Improvements	-	40,000	-	40,000
	Subtotal - Capital Outlay	-	50,000	20,000	50,000
44100	Transfers	129,102	129,102	129,102	129,102
44100.147	Transfers Out to Fund 147	-	1,102,992	-	-
44100.147	Transfers Out to Fund 147 -PY Working Cap.	-	6,753,445	6,753,445	-
	Subtotal - Transfers	129,102	7,985,539	6,882,547	129,102
	TOTAL EXPENDITURES	**$ 4,669,013**	**13,597,799**	**11,844,032**	**6,521,278**

Gas Tax Fund

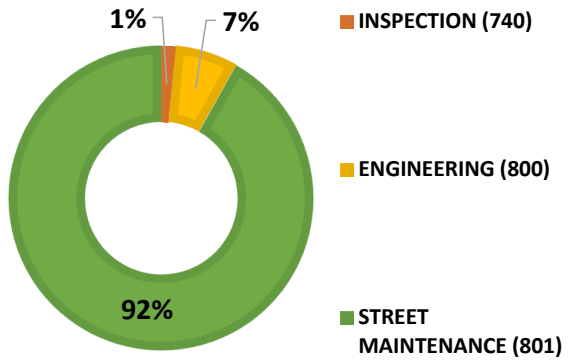
GAS TAX SUMMARY

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

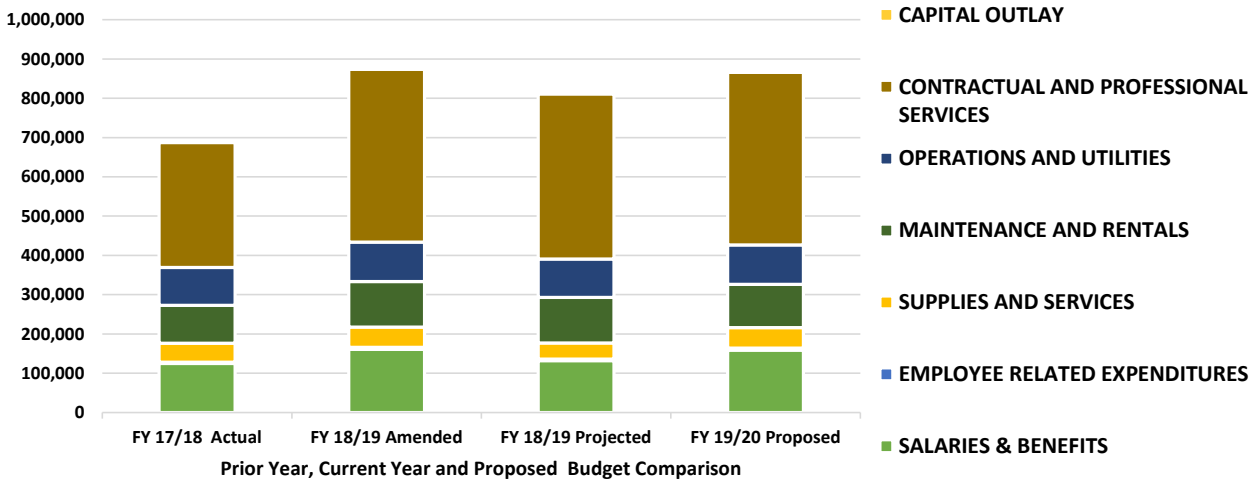
FY 19/20 FUNDING SOURCES



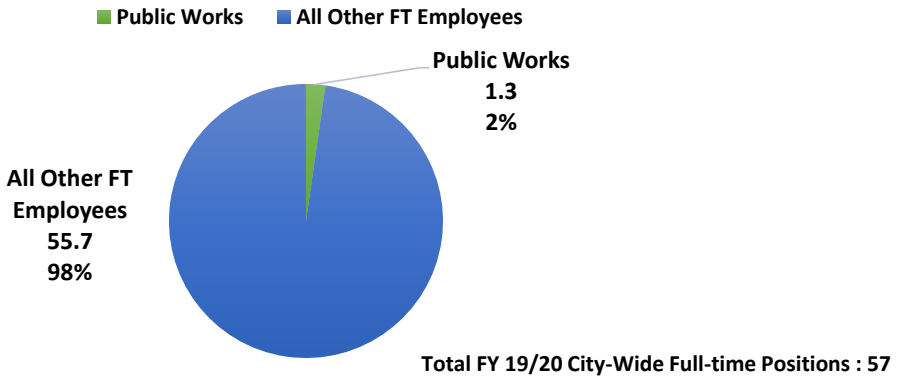
FY 19/20 FUNDING USES



EXPENDITURES BY TYPE



TOTAL FULL-TIME AUTHORIZED PERSONNEL



GAS TAX SUMMARY

GAS TAX FUND Public Works Street Maintenance Operations	FUNDS Divisions	133 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	30,766	30,519	30,519	30,519
TOTAL FUNDING SOURCES	$ 580,261	584,717	589,652	721,833

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	13,540
ENGINEERING (800)	48,947	55,079	54,618	57,616
STREET MAINTENANCE (801)	631,392	810,602	748,065	799,981
TOTAL FUNDING USES	$ 691,256	878,579	814,450	871,137

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	159,087
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	-	-	-	-
TOTAL EXPENDITURES BY TYPE	$ 691,256	878,579	814,450	871,137

REVENUES OVER(UNDER) EXPENDITURES	$ (149,304)
ESTIMATED FUND BALANCE JUNE 30, 2019	322,362
ESTIMATED FUND BALANCE JUNE 30, 2020	$ 173,058

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 TECHNICIAL I/II	0.10	-	0.10	-
PUBLIC WORKS MAINTENANCE WORKER I/II	0.40	-	0.40	-
ADMIN COMPLIANCE COORDINATOR	-	-	-	-
PERMIT TECHNICIAN	0.20	0.11	0.20	0.11
TOTAL AUTHORIZED PERSONNEL	1.20	0.11	1.30	0.11

**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	7,344
30110	Salaries, Overtime	100	350	350	350
30200	PERS Retirement	696	817	752	918
30201	PERS Employer UAL	1,959	2,627	2,279	2,838
30205	Employee Group Insurance	1,618	1,596	1,619	1,598
30220	FICA/Medicare Insurance	89	107	99	112
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	13,540
	TOTAL EXPENDITURES	**$ 10,917**	**12,898**	**11,767**	**13,540**

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	36,098
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	3,362
30201	PERS Employer UAL	4,007	4,938	4,744	5,962
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	578
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	48,947	55,079	54,618	57,616
	TOTAL EXPENDITURES	**$ 48,947**	**55,079**	**54,618**	**57,616**

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	51,876
30110	Salaries, Overtime	9,722	20,000	9,722	9,775
30200	PERS Retirement	3,162	3,728	3,210	4,596
30201	PERS Employer UAL	5,556	14,989	6,687	6,946
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	894
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	65,159	92,552	65,565	87,931
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	3,445	5,250	3,900	5,250
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	47,661	51,700	41,100	51,700
32300	Traffic Signal Maintenance	96,855	116,000	116,000	110,000
	Subtotal - Maintenance & Rentals	96,855	116,000	116,000	110,000
33100	Utilities	96,232	100,600	98,000	100,600
	Subtotal - Operations & Utilities	96,232	100,600	98,000	100,600
34100	Contractual Services	318,294	439,500	420,000	439,500
	Subtotal - Contractual & Professional Svcs	318,294	439,500	420,000	439,500
43100	Equipment	3,746	5,000	3,500	5,000
	Subtotal - Capital Outlay	3,746	5,000	3,500	5,000
	TOTAL EXPENDITURES	**$ 631,392**	**810,602**	**748,065**	**799,981**

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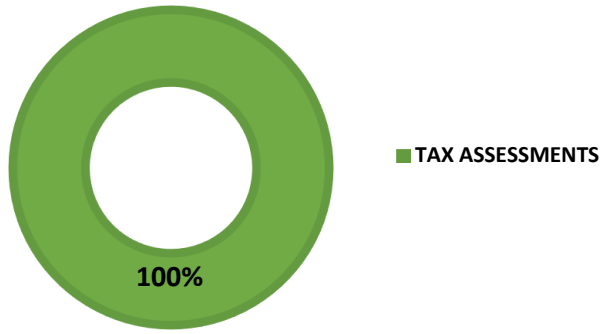
NPDES
Storm Drain Fund

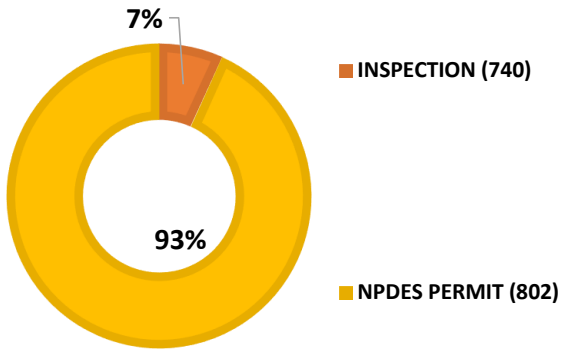
STORM DRAIN FUND SUMMARY

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

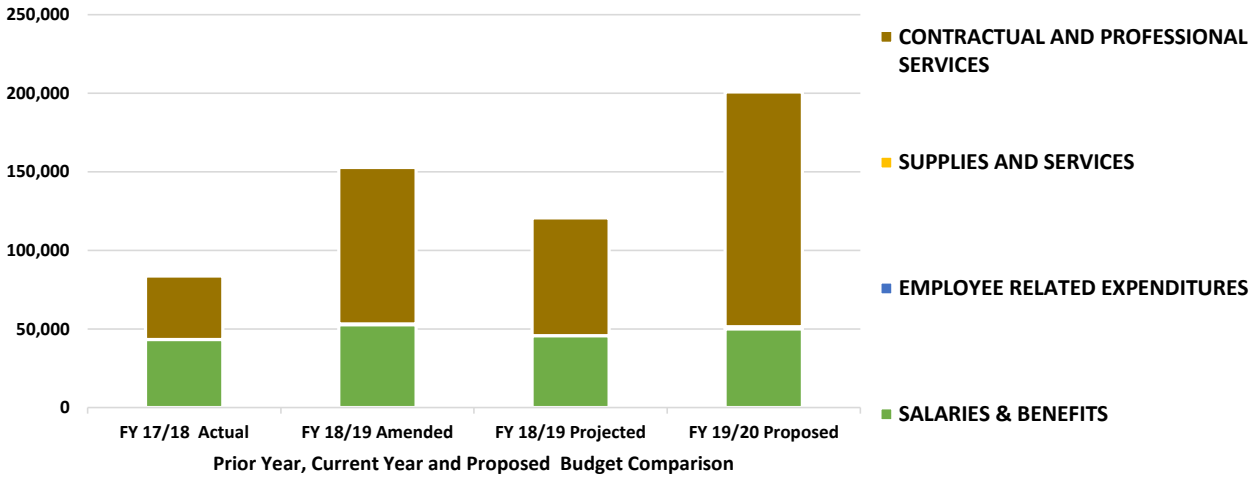
FY 19/20 FUNDING SOURCES



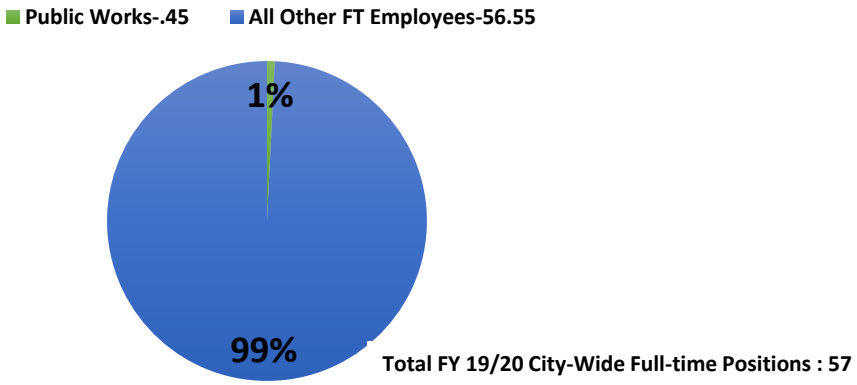
FY 19/20 FUNDING USES



EXPENDITURES BY TYPE



TOTAL FULL-TIME AUTHORIZED PERSONNEL



STORM DRAIN FUND SUMMARY

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM	FUNDS	139
Public Works Storm Drain Operations	Divisions	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	13,540
NPDES PERMIT (802)	72,700	139,837	108,897	187,349
TOTAL FUNDING USES	$ 83,617	152,735	120,664	200,889

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	50,139
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	200,889

REVENUES OVER(UNDER) EXPENDITURES	$ (72,559)
ESTIMATED FUND BALANCE JUNE 30, 2019	94,220
ESTIMATED FUND BALANCE JUNE 30, 2020	$ 21,661

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 TECHNICIAL 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	7,344
30110	Salaries, Overtime	100	350	350	350
30200	PERS Retirement	696	817	751	918
30201	PERS Employer UAL	1,959	2,627	2,279	2,838
30205	Employee Group Insurance	1,618	1,596	1,618	1,598
30220	FICA/Medicare Insurance	89	107	99	112
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	13,540
	TOTAL EXPENDITURES	**$ 10,917**	**12,898**	**11,766**	**13,540**

STORM DRAIN FUND

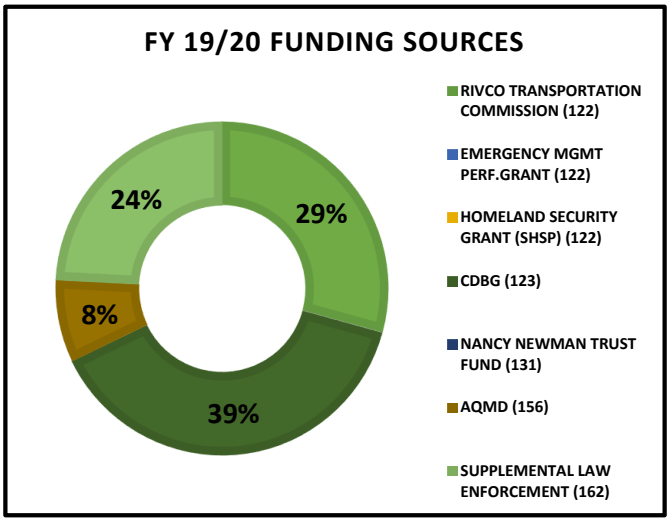
PUBLIC WORKS DEPARTMENT	FUND	139
National Pollutant Discharge Elimination System (NPDES) Permit	Division	802

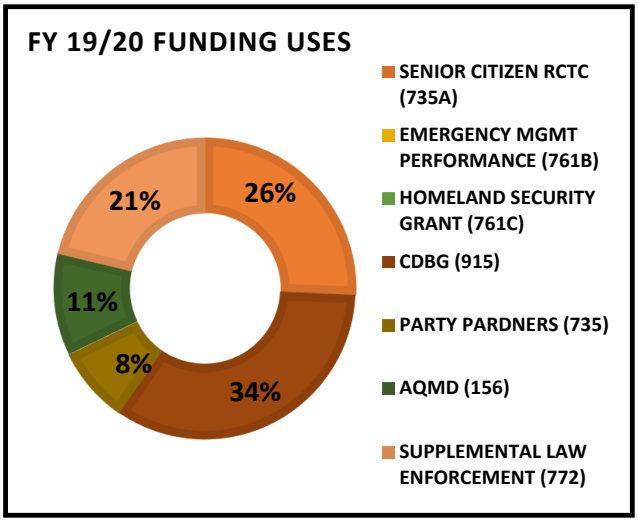
Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	$ 16,813	20,346	17,393	20,944
30110	Salaries, Overtime	4,374	5,500	4,374	4,400
30200	PERS Retirement	1,791	1,864	1,911	1,950
30201	PERS Employer UAL	3,287	6,339	4,011	3,452
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	367
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	32,320	39,837	33,897	36,599
30300	Conferences and Meetings	-	250	-	1,000
	Subtotal - Employee Related	-	250	-	1,000
30400	Office Supplies	-	50	-	50
30415	Special Departmental	-	200	-	200
	Subtotal - Supplies and Services	-	250	-	250
34100	Contractual Services	40,381	99,500	75,000	149,500
	Subtotal - Contractual & Professional Svcs	40,381	99,500	75,000	149,500
	TOTAL EXPENDITURES	**$ 72,700**	**139,837**	**108,897**	**187,349**

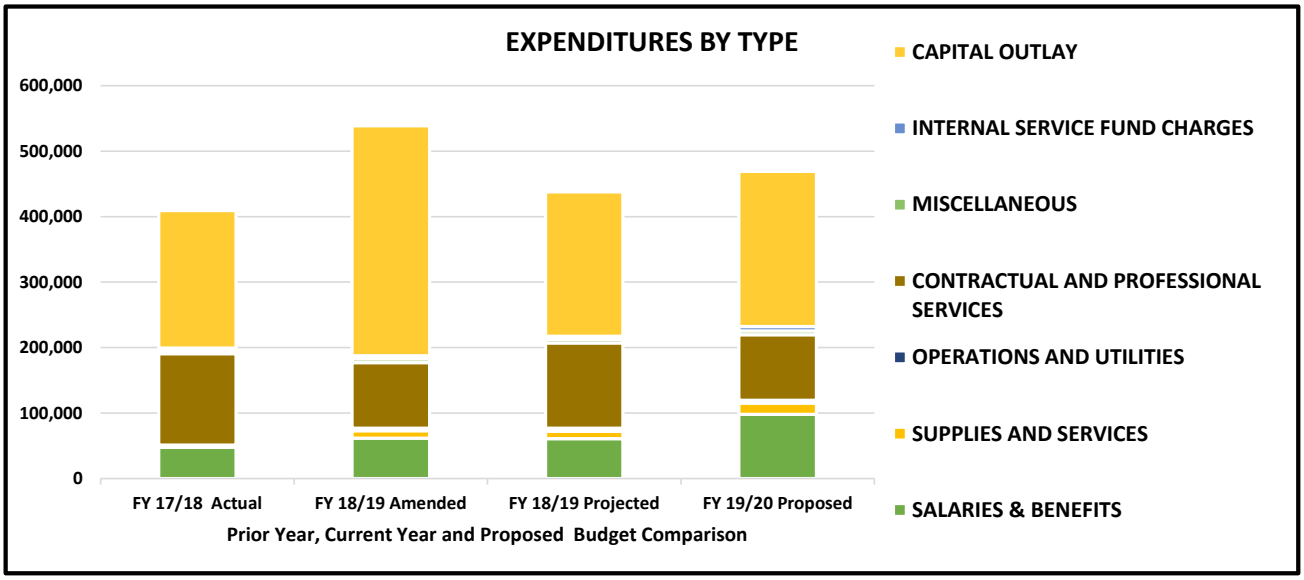
Miscellaneous Grant Funds

MISCELLANEOUS GRANTS

ALL GRANT FUNDS		**FUNDS**	**122/123/131/156/162**
Recreation, Public Safety		**Divisions**	**Various**







MISCELLANEOUS GRANTS

ALL GRANT FUNDS	FUNDS	122/123/131/156/162
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 (122)	60,000	116,000	76,000	121,000
EMERGENCY MGMT PERF.GRANT (122)	$ 9,911	9,895	9,822	-
HOMELAND SECURITY GRANT (SHSP) (122)	3,926	-	3,295	-
CDBG (123)	147,236	311,400	188,440	159,645
NANCY NEWMAN TRUST FUND (131)	-	-	-	-
AQMD (156)	35,441	33,000	33,000	33,000
SUPPLEMENTAL LAW ENFORCEMENT (162)	139,416	100,000	130,000	100,000
TOTAL FUNDING SOURCES	$ 395,930	570,295	440,557	413,645

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 (761C)	2,638	-	3,295	-
CDBG (915)	147,236	311,400	188,440	159,645
PARTY PARDNERS (735)	-	-	-	38,489
AQMD (156)	50,005	1,500	30,105	51,500
SUPPLEMENTAL LAW ENFORCEMENT (772)	139,416	100,000	130,000	100,000
TOTAL FUNDING USES	$ 409,206	538,795	437,662	470,634

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	209,753	351,395	220,262	237,176
TRANSFERS	-	-	-	1,500
TOTAL EXPENDITURES BY TYPE	$ 409,206	538,795	437,662	470,634

REVENUES OVER(UNDER) EXPENDITURES	$ (56,989)
ESTIMATED FUND BALANCE JUNE 30, 2019	232,371
ESTIMATED FUND BALANCE JUNE 30, 2020	$ 175,382

MISCELLANEOUS GRANTS

MISCELLANEOUS GRANTS FUND — FUND 122
Revenue Detail

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
REVENUE - 122-000					
53206	Emergency Management Performance	$ 9,911	9,895	9,822	-
53305	Homeland Security Grant (SHSP)	3,926	-	3,295	-
53500	Riv Co Transportation Commission	60,000	116,000	76,000	121,000
	Total Revenue	$ 73,837	125,895	89,117	121,000

COMMUNITY DEVELOPMENT BLOCK GRANT FUND — FUND 123
Revenue Detail

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
REVENUE - 123-000					
53200	Community Development Block Grant	$ 147,236	311,400	188,440	159,645
	Total Revenue	$ 147,236	311,400	188,440	159,645

NANCY NEWMAN TRUST FUND — FUND 131
Revenue Detail

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
REVENUE - 131-000					
56800.1	Party Pardner Special Donation	$ -	-	-	38,489
	Total Revenue	$ -	-	-	38,489

SUPPLEMENTAL LAW ENFORCEMENT FUND — FUND 162
Revenue Detail

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
REVENUE - 162-000					
53260	Supplemental Law - AB1378	$ 139,416	100,000	130,000	100,000
	Total Revenue	$ 139,416	100,000	130,000	100,000

Note: Expenditure Details are in Recreation and Sheriff's Departmental budgets.

MISCELLANEOUS GRANTS

AIR QUALITY IMPROVEMENT FUND Air Quality Improvement Trust	FUND	156

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
REVENUE-000					
53455	AQMD Grant	$ 34,354	33,000	33,000	33,000
54200	Interest Income	1,087	-	-	-
	Total Revenue	35,441	33,000	33,000	33,000
EXPENDITURES - 900		-	-	-	
43110	Automotive Equipment	48,505	-	28,605	50,000
	Subtotal - Capital Outlay	48,505	-	28,605	50,000
44100	Transfer Out to Fund 121	1,500	1,500	1,500	1,500
	Subtotal - Transfers	1,500	1,500	1,500	1,500
	Total Expenditures	**$ 50,005**	**1,500**	**30,105**	**51,500**

The AB 2766 Subvention Program is a funding source for citeis and counties to encourage the development of measures or projects that result in the reduction of motor vehicle emissions. Expenditures are not assigned to a specific department and are listed here for budgetary purposes.

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Housing Fund

HOUSING FUND

HOUSING FUND Funding Sources and Uses	FUND Division	018 VARIOUS

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
INTEREST	$ 35,671	62,784	62,784	62,000
LOAN INTEREST	48,153	20,012	20,012	-
FTHB CITY EQUITY SHARE	32,632	-	-	-
CONTRIBUTION	1,581	1,492	1,492	1,500
LOAN PAYMENTS	46,021	45,229	45,229	45,000
TOTAL FUNDING SOURCES	$ 164,058	$ 129,517	$ 129,517	$ 108,500

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
HOUSING PROGRAMS	$ 239,170	509,000	242,200	537,750
HOUSING- FINANCIAL ADMINISTRATION	-	-	-	17,420
TOTAL FUNDING USES	$ 239,170	509,000	242,200	555,170

NOTE: Housing -Financial Administration is included in Fiscal Support in the All Funds Summary

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
Salaries and Benefits	$ -	-	-	7,870
Employee Related Expenditures	-	-	-	-
Supplies and Services	147	500	200	2,100
Maintenance and Rentals	-	-	-	300
Operations and Utilities	-	-	-	-
Contractual and Professional Services	59,115	63,500	67,000	75,000
Miscellaneous	179,908	445,000	175,000	455,000
Internal Service Fund Charges	-	-	-	14,900
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
TOTAL EXPENDITURES BY TYPE	$ 239,170	509,000	242,200	555,170

Revenues Over (Under) Expenditures	(446,670)
Estimated Beginning Working Capital July 1st	3,250,041
Estimated Ending Working Capital June 30th	$ 2,803,371

HOUSING FUND

HOUSING PROGRAMS	FUND	018
GRANTS, FIRST TIME HOME BUYER LOANS	Division	5010

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30400	Office Supplies	$ 147	500	200	300
	Subtotal - Supplies and Services	147	500	200	300
34100	Contractual Services	59,046	56,000	56,000	60,000
34105	Other Professional Services	69	7,500	11,000	15,000
	Subtotal - Contractual & Professional	59,115	63,500	67,000	75,000
41230	First Time Home Buyer	-	80,000	-	80,000
41235	Deferred Loan Program	437	100,000	-	80,000
41240	Home Improvement Grant	53,329	100,000	45,000	100,000
41245	Home Improvement Emergency Grant	35,000	75,000	40,000	75,000
41255	Utility Bill Subsidy Program	91,142	90,000	90,000	120,000
	Subtotal - Miscellaneous	179,908	445,000	175,000	455,000
42110	Computing and Comm. Equip Replacement	-	-	-	300
42115	Computing and Communications Operations	-	-	-	7,150
	Subtotal - Internal Service Charges	-	-	-	7,450
	TOTAL EXPENDITURES	**$ 239,170**	**509,000**	**242,200**	**537,750**

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	$ -	-	-	5,740
30200	PERS Retirement	-	-	-	400
30201	PERS Employer UAL	-	-	-	24
30205	Employee Group Insurance	-	-		1,598
30215	Medical Savings Account	-	-	-	24
30220	FICA/Medicare Insurance	-	-	-	84
	Subtotal - Salaries and Benefits	-	-	-	7,870
30400	Office Supplies	-	-	-	1,000
30405	Printing & Copies	-	-	-	400
30410	Postage	-	-	-	400
	Subtotal - Supplies and Services	-	-	-	1,800
32100	Office Equipment Maintenance	-	-	-	300
	Subtotal - Maintenance & Rentals	-	-	-	300
42110	Computing and Comm. Equip Replacement	-	-	-	300
42115	Computing and Communications Operations	-	-	-	7,150
	Subtotal - Internal Service Charges	-	-	-	7,450
	TOTAL EXPENDITURES	**$ -**	**-**	**-**	**17,420**

Redevelopment Obligation Retirement Fund

REDEVELOPMENT OBLIGATION RETIREMENT FUND

REDEVELOPMENT OBLIGATION RETIREMENT FUND	FUND	017
Funding Sources and Uses	Division	VARIOUS

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
REDEVELOPMENT PROPERTY TAXES	$ 6,998,733	6,706,298	6,770,073	6,751,734
INTEREST	(56,410)	-	50,000	-
TOTAL FUNDING SOURCES	$ 6,942,323	$ 6,706,298	$ 6,820,073	$ 6,751,734

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
SUCCESSOR AGENCY -ROPS PROGRAM	4,397,539	6,706,298	6,706,055	6,751,734
TOTAL FUNDING USES	$ 4,397,539	6,706,298	6,706,055	6,751,734

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
Salaries and Benefits	$ -	-	-	-
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	250,000	250,000	250,000	250,000
Miscellaneous	4,147,539	6,456,298	6,456,055	6,501,194
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
TOTAL EXPENDITURES BY TYPE	$ 4,397,539	6,706,298	6,706,055	6,751,194

REDEVELOPMENT OBLIGATION RETIREMENT FUND

REDEVELOPMENT OBLIGATION RETIREMENT FUND	FUND	017
GRANTS, FIRST TIME HOME BUYER LOANS	Division	Various

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
34102	City Services	$ 250,000	250,000	250,000	250,000
	Subtotal - Contractual & Professional	250,000	250,000	250,000	250,000
35100	Interest Payments	3,750,309	3,169,469	3,169,469	3,040,047
41235	Principal Payments	-	3,285,000	3,285,000	3,459,858
41240	Bond Issuance Costs	374,690	-	-	-
41245	Bond Discount	6,603	-	-	-
35118	Bond Insurance Premium	14,323	-	-	-
35205	Property Taxes	1,614	1,829	1,586	1,289
	Subtotal - Miscellaneous	4,147,539	6,456,298	6,456,055	6,501,194
	TOTAL EXPENDITURES	**$ 4,397,539**	**6,706,298**	**6,706,055**	**6,751,194**

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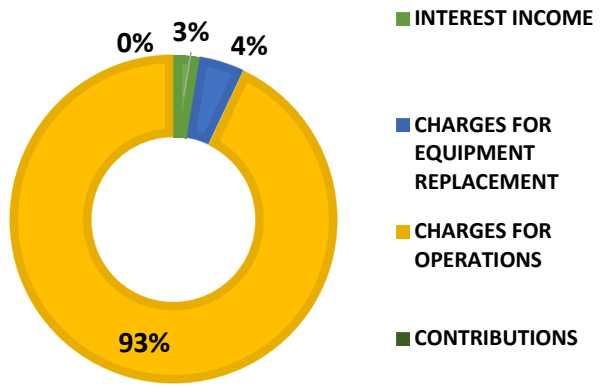
Information Technology Memo Only

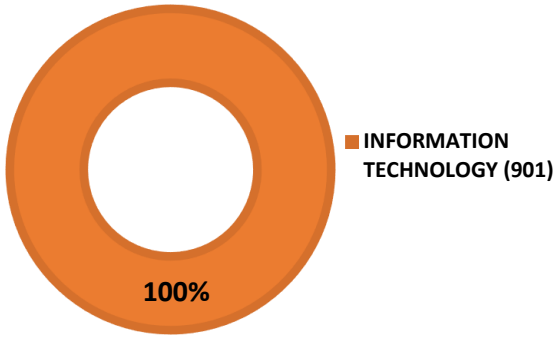
INFORMATION TECHNOLOGY SUMMARY

INFORMATION TECHNOLOGY		**FUNDS**	**135**
Information Technology Operations		**Divisions**	**901**

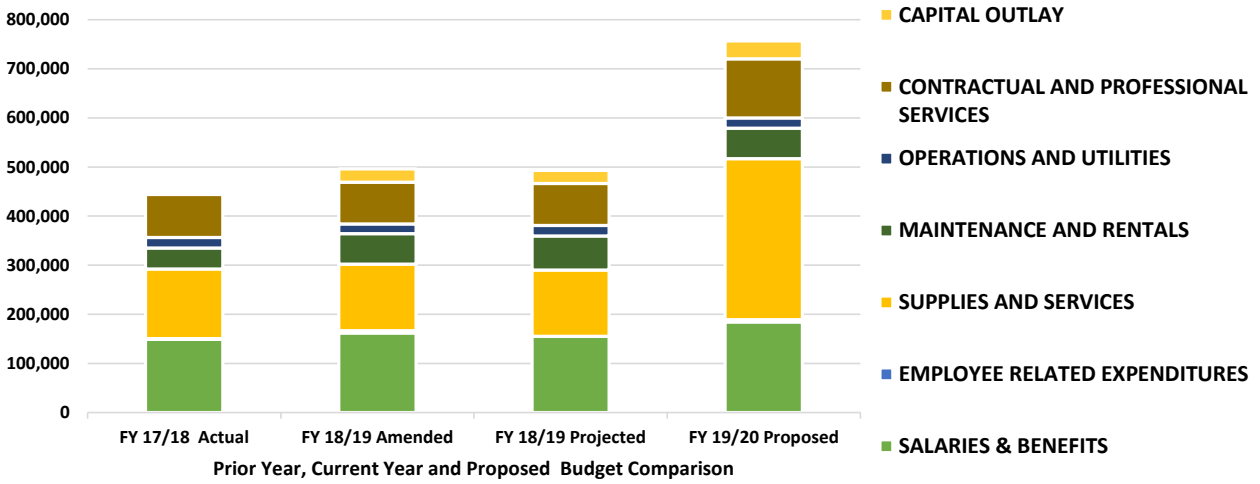
FY 19/20 FUNDING SOURCES



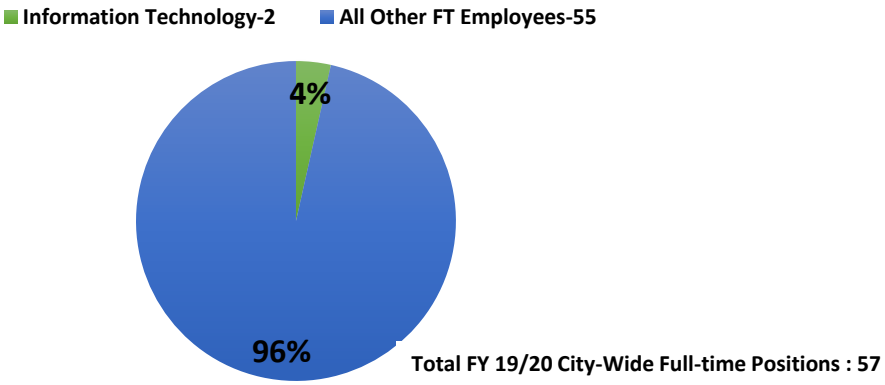
FY 19/20 FUNDING USES



EXPENDITURES BY TYPE



TOTAL FULL-TIME AUTHORIZED PERSONNEL



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	535,700
CONTRIBUTIONS	14,000	-	-	-
TOTAL FUNDING SOURCES	$ 451,570	478,700	486,880	576,200

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	757,027
TOTAL FUNDING USES	$ 457,798	496,183	493,213	757,027

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	184,572
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	757,027

REVENUES OVER(UNDER) EXPENDITURES	$ (180,827)
ESTIMATED FUND BALANCE JUNE 30, 2019	850,926
ESTIMATED FUND BALANCE JUNE 30, 2020	$ 670,099

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 new-found efficiencies; boost transparency, strengthen cybersecurity, 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	136,600
30110	Salaries, Overtime	15,551	17,252	9,476	8,932
30200	PERS Retirement	7,085	7,877	7,877	9,542
30201	PERS Employer UAL	-	-	517	574
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	2,110
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	149,736	162,262	155,148	184,572
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	953	4,685	-	4,685
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	141,894	135,093	135,342	327,648
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	42,655	62,340	69,211	62,340
33100	Utilities	2,022	1,500	2,800	2,400
33100.4	Internet	19,326	18,240	18,240	18,240
	Subtotal - Operations & Utilities	21,348	19,740	21,040	20,640
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	87,400	85,118	85,509	120,171
35515	Depreciation Expense	11,520	-	-	-
	Subtotal - Miscellaneous	11,520	-	-	-
42100	Vehicle Operations and Maintenance	-	150	150	150
42235	Compensated Absences	2,292	-	-	-
	Subtotal - Internal Service Charges	2,292	150	150	150

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
	Subtotal - Capital Outlay	-	26,795	26,813	36,821
	TOTAL EXPENDITURES	**$ 457,798**	**496,183**	**493,213**	**757,027**

Vehicle Replacement Fund Memo Only

VEHICLE REPLACEMENT FUND

VEHICLE (EQUIPMENT) REPLACEMENT FUND Funding Sources and Uses	FUND Division	128 VARIOUS

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
CHARGES FOR VEHICLE REPLACEMENT	$ 222,608	163,880	163,880	694,585
CHARGES FOR OPERATIONS	242,500	247,185	247,185	252,500
INTEREST	37,910	-	56,888	50,000
CITY MAINTENANCE YARD/VEHICLES	6,904	-	133,077	-
CONTRIBUTIONS	48,505	-	-	-
DAMAGE CLAIMS	832	-	1,669	-
REIMBURSEMENTS	-	-	757	-
TOTAL FUNDING SOURCES	$ 559,259	$ 411,065	$ 603,456	$ 997,085

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
FISCAL & SUPPORT (706)	$ -	400	-	-
RECREATION SERVICES (730)	2,178	8,000	8,000	8,000
PARK MAINTENANCE (733)	4,729	4,000	4,000	4,000
SENIOR CITIZENS (735)	5,542	46,000	6,000	46,000
FACILITIES MAINTENANCE (737)	47,808	62,000	54,608	32,000
CODE ENFORCEMENT(751)	-	-	-	-
BUILDING & SAFETY (752)	2,920	2,500	2,500	2,500
FIRE DEPARTMENT (761)	59,983	54,208	54,208	54,208
FIRE DEPARTMENT (761A)	-	-	-	-
ANIMAL CONTROL (765)	14,469	61,000	13,000	13,000
LAW ENFORCEMENT (772)	4,715	5,000	5,000	5,000
CITIZENS ON PATROL (774)	7,943	7,000	7,000	7,000
WATER DIVISION(804)	84,807	512,594	471,957	414,243
SEWER DIVISION (809)	33,966	503,594	462,957	415,243
AUTOMOTIVE REPLACEMENT(900)	102,965	-	-	-
INFORMATION TECHNOLOGY (901)	-	150	-	-
TOTAL FUNDING USES	$ 372,027	1,266,446	1,089,230	1,001,194

VEHICLE REPLACEMENT FUND

VEHICLE (EQUIPMENT) REPLACEMENT FUND	FUND	128
Funding Sources and Uses	Division	VARIOUS

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
Salaries and Benefits	$ -	-	-	-
Employee Related Expenditures	-	-	-	-
Supplies and Services	9,321	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	-	-	-	-
Miscellaneous	102,965	-	-	-
Internal Service Fund Charges	259,741	296,858	296,708	306,708
Capital Outlay	-	929,188	792,522	654,486
Transfers	-	40,000	-	40,000
TOTAL EXPENDITURES BY TYPE	$ 372,027	1,266,046	1,089,230	1,001,194

Revenues Over (Under) Expenditures	(4,109)
Estimated Beginning Working Capital July 1st	2,695,044
Estimated Ending Working Capital June 30th	$ 2,690,935

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Benefits & Insurance Fund Memo Only

BENEFITS AND INSURANCE FUND

BENEFITS AND INSURANCE FUND	FUND	134
Funding Sources and Uses	Division	724

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
INTEREST	$ 14,562	6,500	24,000	24,000
INTERNAL SERVICE OPERATIONS	293,298	375,425	381,925	478,480
TOTAL FUNDING SOURCES	$ 307,860	$ 381,925	$ 405,925	$ 502,480

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
BENEFITS & INSURANCE	151,564	381,925	381,375	478,480
TOTAL FUNDING USES	$ 151,564	381,925	381,375	478,480

EXPENDITURES BY TYPE	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
Salaries and Benefits	$ -	-	-	-
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	-	-	-	-
Miscellaneous	-	-	-	-
Internal Service Fund Charges	151,564	381,925	381,375	478,480
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
TOTAL EXPENDITURES BY TYPE	$ 151,564	381,925	381,375	478,480

Revenues Over (Under) Expenditures	24,000
Estimated Beginning Working Capital July 1st	(47,093)
Estimated Ending Working Capital June 30th	$ (23,093)

BENEFITS AND INSURANCE FUND

BENEFITS & INSURANCE FUND	FUND	134
Funding Sources and Uses	Division	724

Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
42200	Liability Insurance	$ 171,824	173,687	173,687	253,003
42220	Self- Insured Expenses	63,037	40,275	85,000	50,000
42225	Self Insured Settlements	(148,333)	94,500	49,500	94,500
42230	Excess Workers Comp	65,036	73,463	73,188	80,977
	Subtotal - Internal Service Charges	151,564	381,925	381,375	478,480
	TOTAL EXPENDITURES	**$ 151,564**	**381,925**	**381,375**	**478,480**

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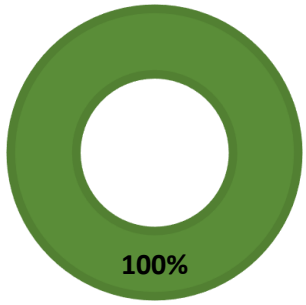
Legislative

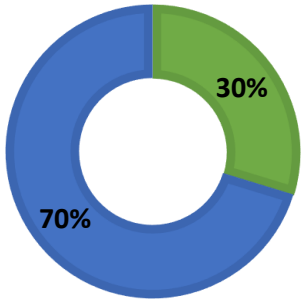
LEGISLATIVE SUMMARY

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

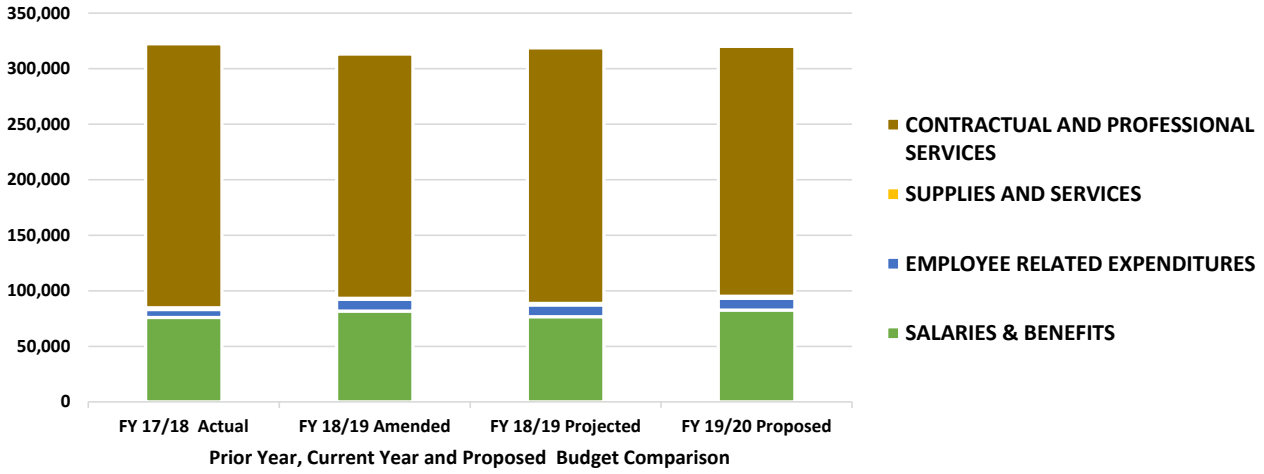
FY 19/20 FUNDING SOURCES



FY 19/20 FUNDING USES



EXPENDITURE BY TYPE



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	FUND	121
City Council and City Attorney	Division	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	320,189
TOTAL FUNDING SOURCES	$ 322,446	313,251	318,676	320,189

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	95,189
CITY ATTORNEY (705)	237,726	220,000	230,000	225,000
TOTAL FUNDING USES	$ 322,446	313,251	318,676	320,189

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	82,689
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	320,189

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.*

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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 a 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	8,558
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	76,037	81,751	76,676	82,689
30300	Conferences and Meetings	7,142	10,500	10,500	10,500
	Subtotal - Employee Related	7,142	10,500	10,500	10,500
30400	Office Supplies	1,541	1,000	1,500	2,000
	Subtotal - Supplies and Services	1,541	1,000	1,500	2,000
	TOTAL EXPENDITURES	**$ 84,720**	**93,251**	**88,676**	**95,189**

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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 activites.

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	237,726	220,000	230,000	225,000
	TOTAL EXPENDITURES	**$ 237,726**	**220,000**	**230,000**	**225,000**

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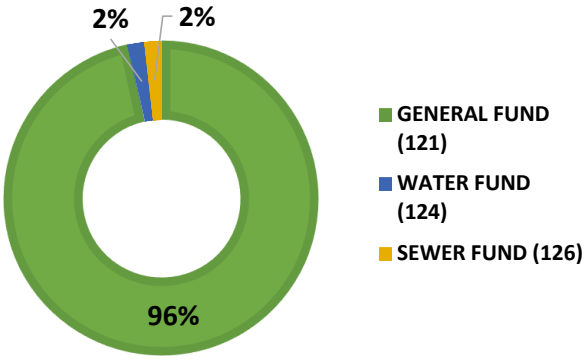
Administration

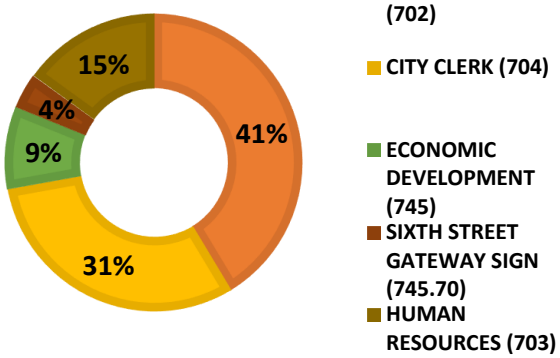
ADMINISTRATION SUMMARY

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

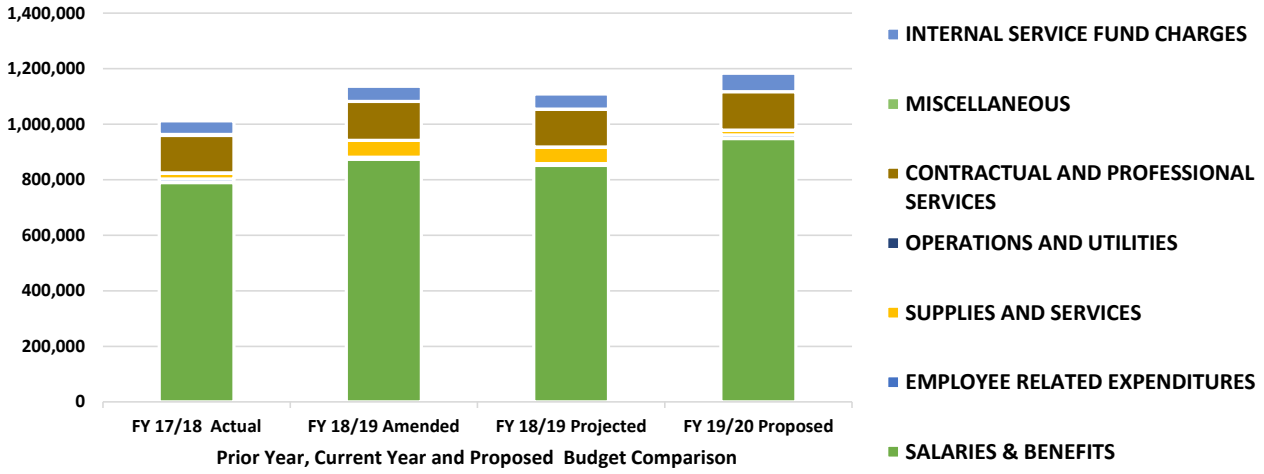
FY 19/20 FUNDING SOURCES



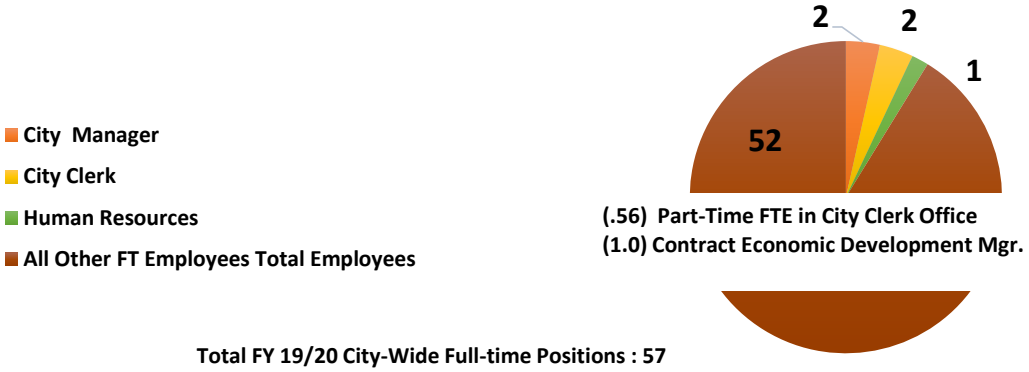
FY 19/20 FUNDING USES



EXPENDITURE BY TYPE



TOTAL FULL-TIME AUTHORIZED PERSONNEL



(.56) Part-Time FTE in City Clerk Office
(1.0) Contract Economic Development Mgr.

Total FY 19/20 City-Wide Full-time Positions : 57

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	1,143,112
WATER FUND (124)	14,264	18,311	19,023	20,390
SEWER FUND (126)	14,241	19,177	19,023	20,390
TOTAL FUNDING SOURCES	$ 1,012,140	1,136,691	1,108,957	1,183,892

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	489,588
CITY CLERK (704)	311,741	388,553	379,945	364,460
ECONOMIC DEVELOPMENT (745)	186,063	185,608	176,367	106,719
SIXTH STREET GATEWAY SIGN (745.70)	43,042	43,105	45,000	45,000
HUMAN RESOURCES (703)	118,720	154,361	146,255	178,125
TOTAL FUNDING USES	$ 1,012,140	1,136,691	1,108,957	1,183,892

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	948,368
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	67,100
CAPITAL OUTLAY	-	-	-	-
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	$ 1,012,140	1,136,691	1,108,957	1,183,892

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	-
COMMUNICATIONS MANAGER	-	-	1.00	-
DEPUTY CITY CLERK	1.00	-	1.00	-
MANAGEMENT ANALYST**	1.00	-	-	-
CLERICAL ASSISTANT/CUST. SVC. REP.	-	0.56	-	0.56
TOTAL AUTHORIZED PERSONNEL	5.00	0.56	5.00	0.56

**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.
*** Management Analyst position was upgraded to Communications Manager and moved from Economic Development Division to City Manager's Division.*

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.

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 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.

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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	293,740
30200	PERS Retirement	23,057	24,142	24,142	32,516
30201	PERS Employer UAL	64,955	77,628	73,206	84,210
30205	Employee Group Insurance	16,865	15,958	16,865	23,960
30210	Vehicle Allowance	6,000	6,000	6,000	6,000
30212	Cell Phone Stipend	-	-	-	600
30215	Medical Savings Account	300	300	300	540
30220	FICA/Medicare Insurance	3,262	3,026	3,026	4,158
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	337,483	350,764	346,585	461,138
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	2,729	1,900	1,355	4,500
30400	Office Supplies	59	-	150	150
	Subtotal - Supplies and Services	59	-	150	150
33100	Utilities	1,302	400	1,300	1,300
	Subtotal - Operations & Utilities	1,302	400	1,300	1,300
42110	Computing and Comm. Equip Replacement	900	600	600	1,000
42115	Computing and Communications Operations	10,100	11,400	11,400	21,500
	Subtotal - Internal Service Charges	11,000	12,000	12,000	22,500
	TOTAL EXPENDITURES	**$ 352,574**	**365,064**	**361,390**	**489,588**

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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

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	167,442
30105	Salaries, Part Time	5,993	12,500	8,500	15,600
30200	PERS Retirement	16,847	18,628	18,398	20,954
30201	PERS Employer UAL	47,344	59,898	55,679	64,728
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	2,654
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	266,220	297,823	288,757	314,760
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	3,312	4,230	3,230	5,940
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	9,319	53,500	54,300	9,360
34100	Contractual Services	7,853	8,600	8,600	4,600
	Subtotal - Contractual & Professional Svcs	7,853	8,600	8,600	4,600
35311	Sixth Street Banner Program	3,039	-	658	-
	Subtotal - Miscellaneous	3,039	-	658	-
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	28,600
	Subtotal - Internal Service Charges	22,000	24,400	24,400	29,800
	TOTAL EXPENDITURES	**$ 311,741**	**388,553**	**379,945**	**364,460**

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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.

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	-
30105	Salaries, Part Time	1,100	2,000	2,000	1,500
30200	PERS Retirement	3,497	3,777	3,777	-
30201	PERS Employer UAL	-	-	248	-
30205	Employee Group Insurance	8,204	8,404	7,968	-
30215	Medical Savings Account	240	240	240	-
30220	FICA/Medicare Insurance	806	829	829	22
30225	Sick Leave Buy Back	913	1,000	958	1,000
30235	Deferred Compensation	28	50	50	38
	Subtotal - Salaries and Benefits	68,316	71,498	71,269	2,559
30300	Conferences and Meetings	5,755	500	140	1,500
30320	Dues, Memberships and Subscriptions	200	570	743	570
	Subtotal - Employee Related	5,955	1,070	883	2,070
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	11,755	6,000	3,915	6,150
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	83,637	88,440	82,000	88,440
35311	Sixth Street Banner Program	-	300	-	-
	Subtotal - Miscellaneous	-	300	-	-
42110	Computing and Comm. Equip Replacement	1,200	1,100	1,100	400
42115	Computing and Communications Operations	15,200	17,200	17,200	7,100
	Subtotal - Internal Service Charges	16,400	18,300	18,300	7,500
	TOTAL EXPENDITURES	**$ 186,063**	**185,608**	**176,367**	**106,719**

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	-	500	-	-
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	43,042	42,605	45,000	45,000
	TOTAL EXPENDITURES	**$ 43,042**	**43,105**	**45,000**	**45,000**

Human Resources

HUMAN RESOURCES

ADMINISTRATION	FUND	Various
Goals, Objectives & Accomplishments	Division	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	FUND	Various
Goals, Objectives & Accomplishments	Division	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	74,310
30200	PERS Retirement	6,244	8,267	7,779	9,300
30201	PERS Employer UAL	17,563	26,583	23,612	28,726
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	1,077
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	89,299	115,959	107,295	129,130
30300	Conferences and Meetings	605	-	-	-
30305	Auto Mileage	-	50	50	50
30320	Dues, Memberships and Subscriptions	60	414	414	414
	Subtotal - Employee Related	664	464	464	464
30400	Office Supplies	251	450	450	450
	Subtotal - Supplies and Services	251	450	450	450
42110	Computing and Comm. Equip Replacement	-	-	-	200
42115	Computing and Communications Operations	-	-	-	7,100
	Subtotal - Internal Service Charges	-	-	-	7,300
	TOTAL EXPENDITURES	**$ 90,214**	**116,873**	**108,209**	**137,344**

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	11,734
30200	PERS Retirement	986	1,305	1,426	1,468
30201	PERS Employer UAL	2,773	4,197	4,556	4,536
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	170
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	14,264	18,311	19,023	20,390
	TOTAL EXPENDITURES	**$ 14,264**	**18,311**	**19,023**	**20,390**

SEWER FUND

ADMINISTRATION	FUND	126
Human Resources	Division	703

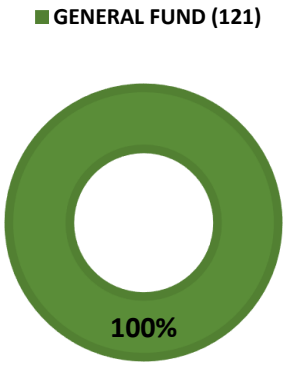
Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
30100	Salaries, Full Time	$ 8,923	11,283	10,570	11,734
30200	PERS Retirement	986	1,305	1,426	1,468
30201	PERS Employer UAL	2,773	4,197	4,556	4,536
30205	Employee Group Insurance	823	895	1,918	1,918
30212	Cell Phone Stipend	72	72	72	72
30215	Medical Savings Account	29	895	29	28
30220	FICA/Medicare Insurance	145	164	153	170
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	14,241	19,177	19,023	20,390
	TOTAL EXPENDITURES	**$ 14,241**	**19,177**	**19,023**	**20,390**

Non Departmental

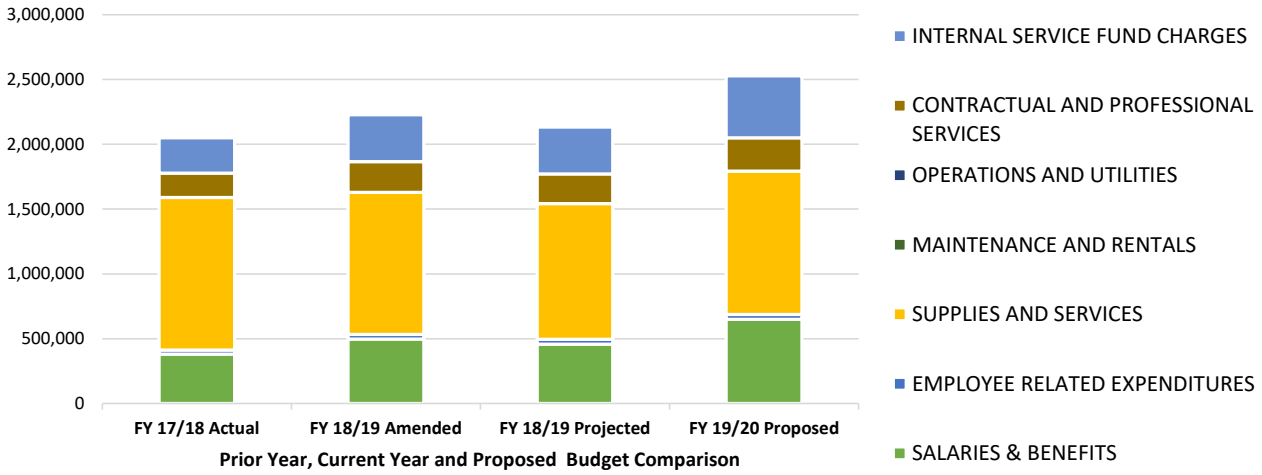
NON-DEPARTMENTAL SUMMARY

NON-DEPARTMENTAL		**FUNDS**	**121**
Administration		**Division**	**724**

FY 19/20 FUNDING SOURCES

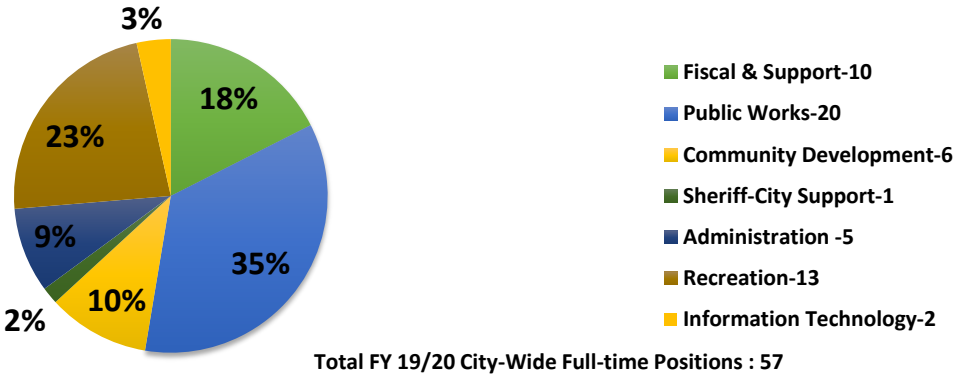


EXPENDITURE BY TYPE



TOTAL FULL-TIME AUTHORIZED PERSONNEL

Certain personnel benefit costs related to retiree health and unfunded pension liability are budgeted in Non-Departmental.



Total FY 19/20 City-Wide Full-time Positions : 57

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	2,726,902
TOTAL FUNDING SOURCES	$ 2,739,603	2,271,655	2,192,232	2,726,902

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	2,726,902
TOTAL FUNDING USES	$ 2,739,603	2,271,655	2,192,232	2,726,902

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	286,255
MISCELLANEOUS	58,453	44,085	59,493	153,072
INTERNAL SERVICE FUND CHARGES	273,436	360,769	360,769	478,480
CAPITAL OUTLAY	-	-	-	-
TRANSFERS	630,794	-	-	15,408
TOTAL EXPENDITURES BY TYPE	$ 2,739,603	2,271,655	2,192,232	2,726,902

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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	381,335	496,828	458,724	650,037
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	31,972	35,600	36,179	36,050
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	1,176,329	1,097,700	1,046,558	1,107,600
34100	Contractual Services	31,702	76,598	66,423	79,005
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	187,283	236,673	230,509	286,255
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	25,000
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
35313	FEMA Reconciliation	-	-	-	48,877
	Subtotal - Miscellaneous	58,453	44,085	59,493	153,072
42200	Liability Insurance	125,890	152,531	152,531	253,003
42220	Self Insured Expenses	50,500	40,275	40,275	50,000
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	273,436	360,769	360,769	478,480
44100	Transfers Out- Fund 151	630,794	-	-	15,408
	Subtotal - Transfers	630,794	-	-	15,408
	TOTAL EXPENDITURES	**$ 2,739,603**	**2,271,655**	**2,192,232**	**2,726,902**

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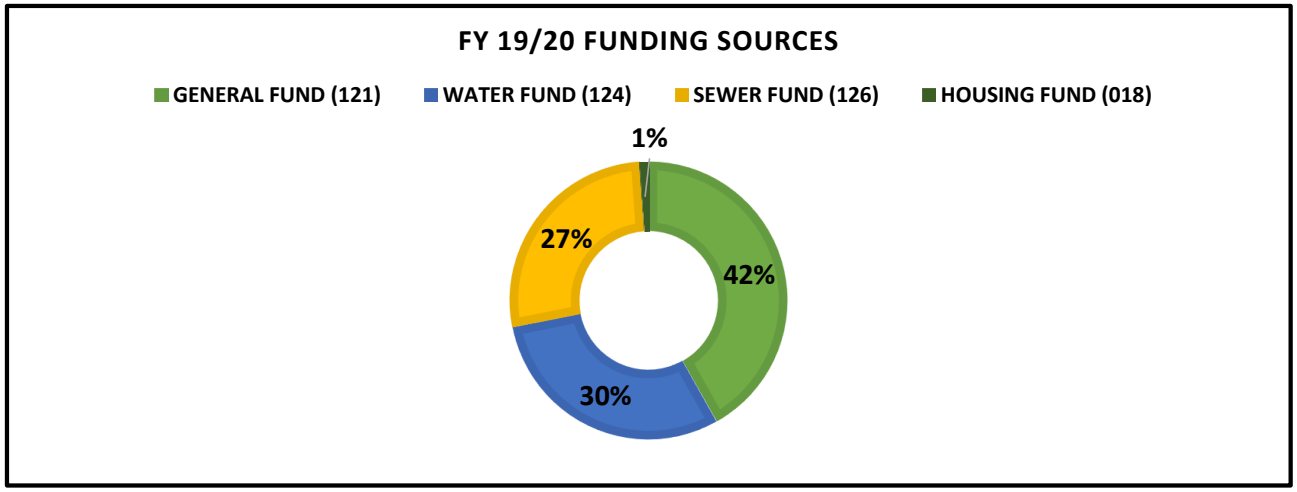
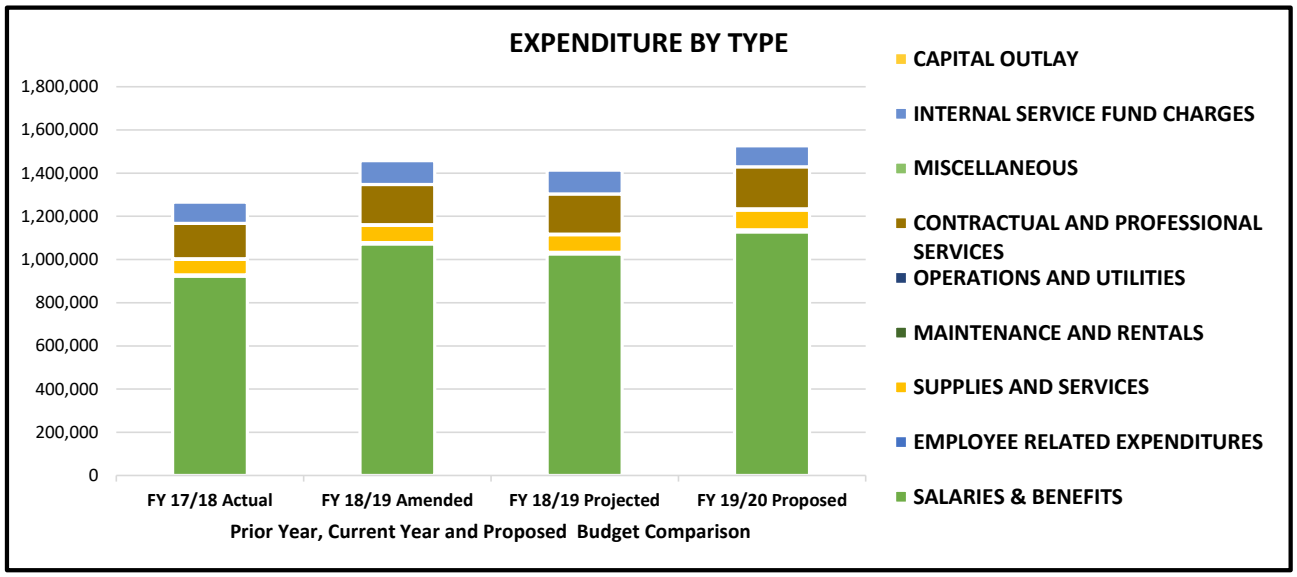
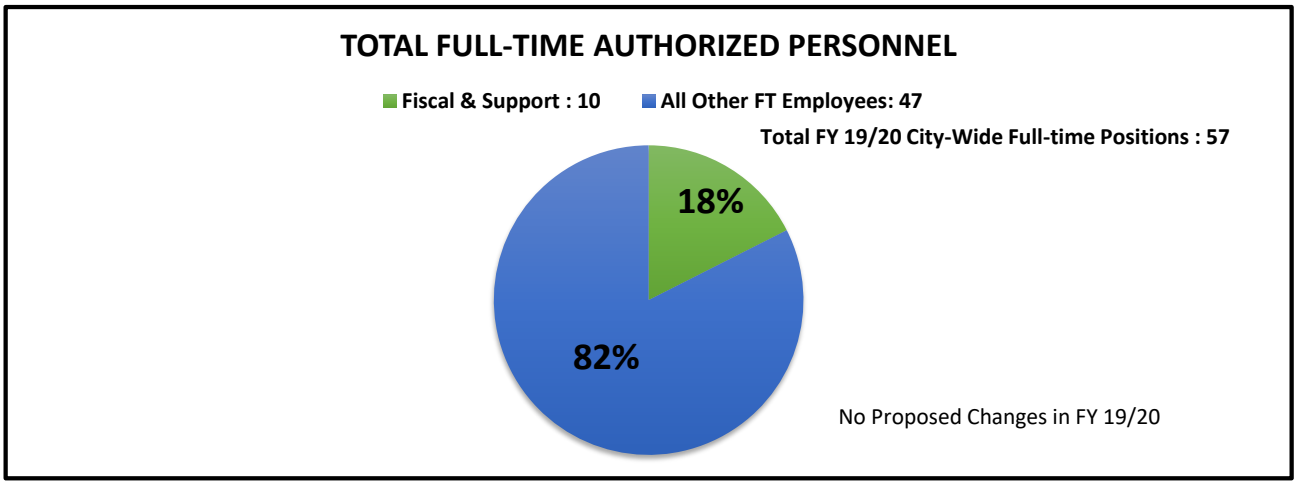
Fiscal & Support Services

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	FUNDS	121/124/126/018
Financial Administration	Division	706

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
GENERAL FUND (121)	$ 589,256	651,816	640,802	638,564
WATER FUND (124)	359,727	426,039	406,217	459,175
SEWER FUND (126)	316,505	379,455	366,640	411,782
HOUSING FUND (018)	-	-	-	17,420
TOTAL FUNDING SOURCES	$ 1,265,487	1,457,310	1,413,660	1,526,940

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
FINANCIAL ADMINISTRATION (121-706)	$ 589,256	651,816	640,802	638,564
UTILITY FINANCIAL ADMINISTRATION (124-706)	359,727	426,039	406,217	459,175
UTILITY FINANCIAL ADMINISTRATON (126-706)	316,505	379,455	366,640	411,782
HOUSING FINANCIAL ADMINISTRATION (018-706)	-	-	-	17,420
TOTAL FUNDING USES	$ 1,265,487	1,457,310	1,413,660	1,526,940

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	1,127,887
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	98,762	110,500	110,700	98,050
CAPITAL OUTLAY	-	-	-	-
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	$ 1,265,487	1,457,310	1,413,660	1,526,940

FISCAL & SUPPORT SERVICES SUMMARY

FISCAL & SUPPORT SERVICES DEPARTMENT	FUNDS	121/124/126/018
Financial Administration	Division	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 DIRECTOR	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	FUND	Various
Goals, Objectives & Accomplishments	Division	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	FUND	Various
Goals, Objectives & Accomplishments	Division	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 departmental cross-training program with a focus on accounts payable
- Redesigned the FY 19/20 budget document to include more graphs.

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	333,696
30105	Salaries, Part Time	16,850	-	3,138	-
30110	Salaries, Overtime	1,345	-	1,529	-
30200	PERS Retirement	28,510	33,901	33,096	37,446
30201	PERS Employer UAL	71,601	92,492	84,988	99,170
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	4,839
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	456,644	523,124	510,282	542,691
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	5,921	6,125	6,876	9,525
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	6,435	7,885	8,032	8,050
32100	Office Equipment Maintenance	25	50	50	50
	Subtotal - Maintenance & Rentals	25	50	50	50
33100	Utilities	1,727	1,000	1,730	2,000
	Subtotal - Operations & Utilities	1,727	1,000	1,730	2,000
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	52,742	39,832	39,832	45,548
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	28,600
	Subtotal - Internal Service Charges	65,762	73,800	74,000	30,700
	TOTAL EXPENDITURES	**$ 589,256**	**651,816**	**640,802**	**638,564**

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	205,228
30105	Salaries, Part Time	2,974	-	-	-
30110	Salaries, Overtime	1,270	-	-	-
30200	PERS Retirement	15,741	18,927	16,463	19,912
30201	PERS Employer UAL	35,708	45,825	38,471	39,432
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	2,976
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	252,913	296,914	276,768	312,210
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	35,243	36,810	36,810	40,810
32100	Office Equipment Maintenance	25	50	50	50
32105	Equipment Rental	240	240	564	1,740
	Subtotal - Maintenance & Rentals	265	290	614	1,790
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	54,805	73,625	73,625	74,265
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	28,600
	Subtotal - Internal Service Charges	16,500	18,400	18,400	30,100
	TOTAL EXPENDITURES	**$ 359,727**	**426,039**	**406,217**	**459,175**

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	175,908
30105	Salaries, Part Time	2,974	-	3,965	-
30110	Salaries, Overtime	1,269	-	910	-
30200	PERS Retirement	13,110	15,926	13,549	16,560
30201	PERS Employer UAL	29,338	37,389	30,805	30,292
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	2,551
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	213,079	252,050	238,961	265,117
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	31,243	36,810	36,810	40,810
32100	Office Equipment Maintenance	25	50	-	50
32105	Equipment Rental	240	240	564	1,740
	Subtotal - Maintenance & Rentals	265	290	564	1,790
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	55,418	72,005	72,005	74,265
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	28,600
	Subtotal - Internal Service Charges	16,500	18,300	18,300	29,800
	TOTAL EXPENDITURES	**$ 316,505**	**379,455**	**366,640**	**411,782**

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	$ -	-	-	5,740
30200	PERS Retirement	-	-	-	400
30201	PERS Employer UAL	-	-	-	24
30205	Employee Group Insurance	-	-		1,598
30215	Medical Savings Account	-	-	-	24
30220	FICA/Medicare Insurance	-	-	-	84
	Subtotal - Salaries and Benefits	-	-	-	7,870
30400	Office Supplies	-	-	-	1,000
30405	Printing & Copies	-	-	-	400
30410	Postage	-	-	-	400
	Subtotal - Supplies and Services	-	-	-	1,800
32100	Office Equipment Maintenance	-	-	-	300
	Subtotal - Maintenance & Rentals	-	-	-	300
42110	Computing and Comm. Equip Replacement	-	-	-	300
42115	Computing and Communications Operations	-	-	-	7,150
	Subtotal - Internal Service Charges	-	-	-	7,450
	TOTAL EXPENDITURES	**$ -**	**-**	**-**	**17,420**

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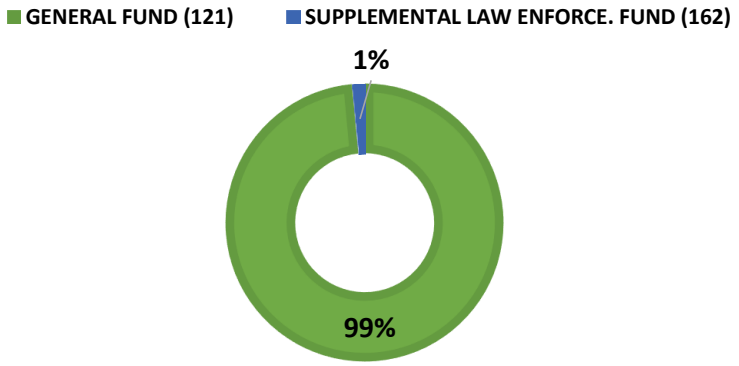
Sheriff's Department
Riverside County
Sheriff

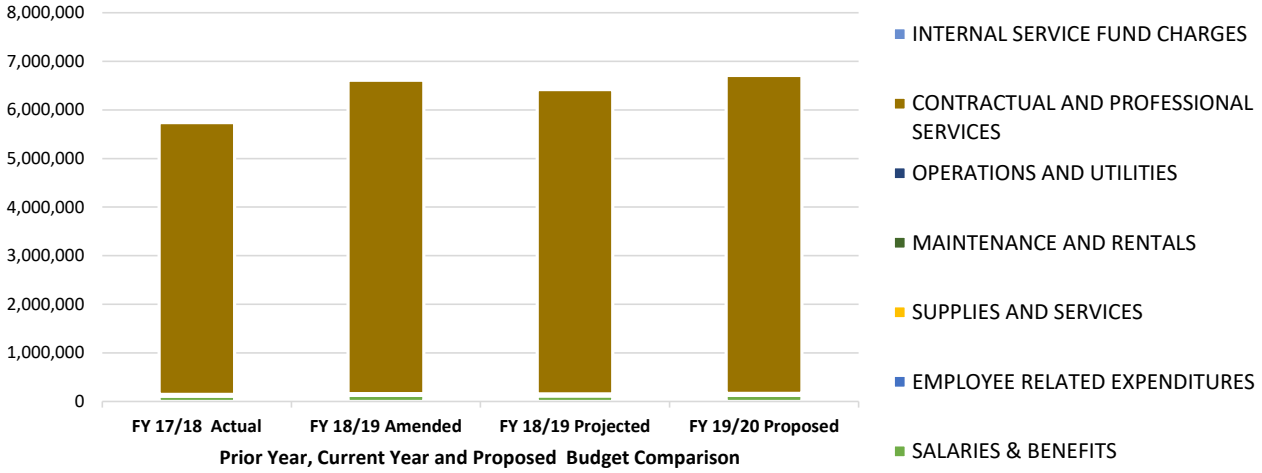
SHERIFF SUMMARY

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

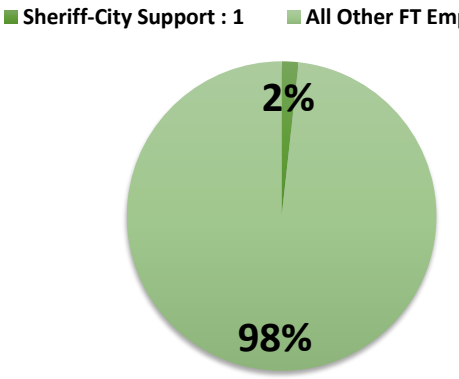
FY 19/20 FUNDING SOURCES



EXPENDITURE BY TYPE



TOTAL FULL-TIME AUTHORIZED PERSONNEL



No Proposed Changes in FY 19/20

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)	$ 5,634,848	6,543,987	6,312,044	6,647,241
SUPPLEMENTAL LAW ENFORCE. FUND (162)	139,416	100,000	130,000	100,000
TOTAL FUNDING SOURCES	$ 5,774,264	6,643,987	6,442,044	6,747,241

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
RIVERSIDE COUNTY SHERIFF & SUPPORT (772)	$ 5,564,064	6,472,622	6,239,771	6,576,541
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	$ 5,774,264	6,643,987	6,442,044	6,747,241

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	131,114
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	28,555	18,200	18,200	27,204
CAPITAL OUTLAY	-	-	-	-
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	$ 5,774,264	6,643,987	6,442,044	6,747,241

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	FUND	121
Goals, Objectives & Accomplishments	Division	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.

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	57,400
30105	Salaries, Part Time	18,375	24,500	24,500	24,000
30200	PERS Retirement	5,800	6,386	5,947	7,184
30201	PERS Employer UAL	16,664	20,534	17,203	22,190
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	1,180
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	111,143	126,930	116,857	131,114
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	1,884	4,100	3,772	4,100
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	16,376	14,800	17,300	17,300
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	2,665	3,000	3,169	3,000
33100	Utilities	4,275	4,000	4,000	4,000
	Subtotal - Operations & Utilities	4,275	4,000	4,000	4,000
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	5,404,927	6,303,592	6,080,973	6,391,823
35300	Highway Patrol DUI Testing	1,239	5,000	2,500	5,000
	Subtotal - Miscellaneous	1,239	5,000	2,500	5,000
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
	Subtotal - Internal Service Charges	21,555	11,200	11,200	20,204
	TOTAL EXPENDITURES	**$ 5,564,064**	**6,472,622**	**6,239,771**	**6,576,541**

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	51,835	50,610	52,000	52,500
	TOTAL EXPENDITURES	**$ 51,835**	**50,610**	**52,000**	**52,500**

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	2,055	3,055	-	-
30300	Conferences and Meetings	91	250	250	250
30310	Uniforms & Safety Gear	1,166	1,800	1,800	1,800
	Subtotal - Employee Related	1,257	2,050	2,050	2,050
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	3,046	3,150	5,723	3,150
33100	Utilities	3,221	2,500	2,500	2,500
	Subtotal - Operations & Utilities	3,221	2,500	2,500	2,500
35275	Volunteer Recognition	2,371	3,000	3,000	3,500
	Subtotal - Miscellaneous	2,371	3,000	3,000	3,500
42100	Vehicle Operations and Maintenance	7,000	7,000	7,000	7,000
42105	Vehicle Replacement Charges	-	-	-	-
	Subtotal - Internal Service Charges	7,000	7,000	7,000	7,000
	TOTAL EXPENDITURES	**$ 18,949**	**20,755**	**20,273**	**18,200**

MISCELLANEOUS GRANTS

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

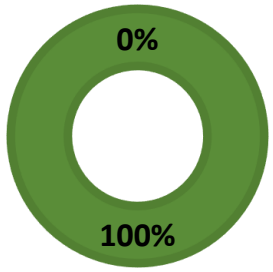
Object Code	Line-Item Description	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
34115	Law Enforcement Contract	$ 139,416	100,000	130,000	100,000
	Subtotal - Contractual & Professional Svcs	139,416	100,000	130,000	100,000
	TOTAL EXPENDITURES	**$ 139,416**	**100,000**	**130,000**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

Fire & EMS
Riverside Co. Fire
CALFIRE

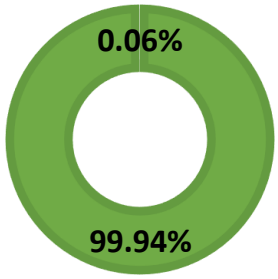
FIRE & EMERGENCY SERVICES SUMMARY

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

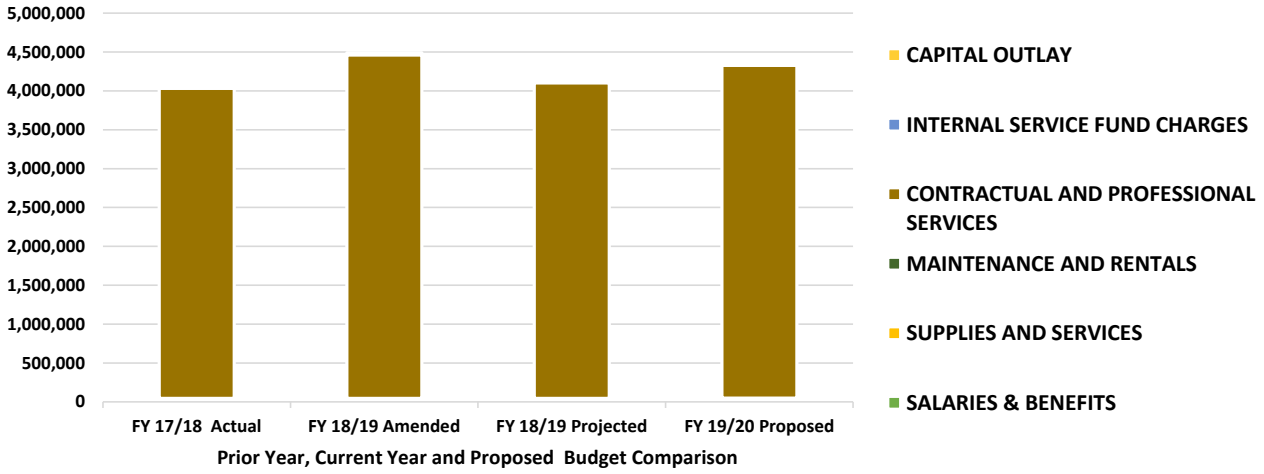
FY 19/20 FUNDING SOURCES



FY 19/20 FUNDING USES



EXPENDITURE BY TYPE

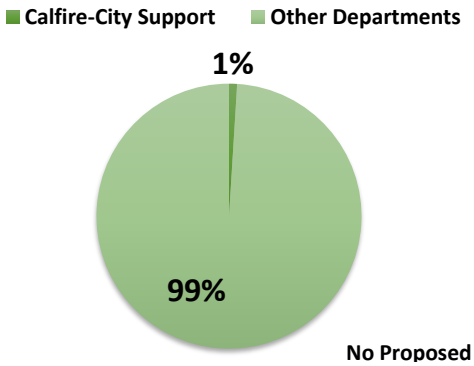


TOTAL FULL-TIME AUTHORIZED PERSONNEL

City Funded Fire Stations
* Station 47 Hillside
* Station 57 Corydon

Staffed 24/7 with a Captain, Firefighter and Medic

*Station 14 on Hamner is 100% funded by the State of California under a Cooperative Agreement.



Contract Funded Personnel
(1) Battalion Chief
(5) Captains
(5) Engineers
(5) Firefighter/Paramedic

Shared with City of Eastvale
(.50) Fire Safety Specialist
(.50)Fire Safety Inspector

No Proposed Changes in FY 19/20

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	4,123,600	4,348,893
MISCELLANEOUS GRANT FUND (122)	12,549	9,895	13,117	-
TOTAL FUNDING SOURCES	$ 4,058,661	4,489,562	4,136,717	4,348,893

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	4,122,100	4,346,265
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	$ 4,058,661	4,489,562	4,136,717	4,348,893

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	4,057,932	4,280,927
MISCELLANEOUS	-	-	-	-
INTERNAL SERVICE FUND CHARGES	15,065	15,035	17,975	18,963
CAPITAL OUTLAY	12,711	10,895	14,117	1,000
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	$ 4,058,661	4,489,562	4,136,717	4,348,893

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	-	0.56	-	0.56
TOTAL AUTHORIZED PERSONNEL	-	0.56	-	0.56

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

FIRE & EMERGENCY SERVICES

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.

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. Responses 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 purchased 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	17,367	21,393	21,393	22,703
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	17,950	10,000	10,000	10,000
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	8,579	14,800	14,800	14,800
34100	Contractual Services	3,758	3,483	3,483	3,483
34112	Riverside County Fire Contract	3,983,014	4,413,456	4,054,449	4,277,444
	Subtotal - Contractual & Professional Svcs	3,986,773	4,416,939	4,057,932	4,280,927
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	14,300
	Subtotal - Internal Service Charges	13,937	15,035	17,975	17,835
	TOTAL EXPENDITURES	**$ 4,044,605**	**4,478,167**	**4,122,100**	**4,346,265**

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	180	500	500	500
42105	Vehicle Replacement Charges	1,128	-	-	1,128
	Subtotal - Internal Service Charges	1,128	-	-	1,128
43100	Equipment	199	1,000	1,000	1,000
	Subtotal - Capital Outlay	199	1,000	1,000	1,000
	TOTAL EXPENDITURES	**$ 1,507**	**1,500**	**1,500**	**2,628**

MISCELLANEOUS GRANTS

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	37	-	-	-
43100	Equipment	12,512	9,895	13,117	-
	Subtotal - Capital Outlay	12,512	9,895	13,117	-
	TOTAL EXPENDITURES	**$ 12,549**	**9,895**	**13,117**	**-**

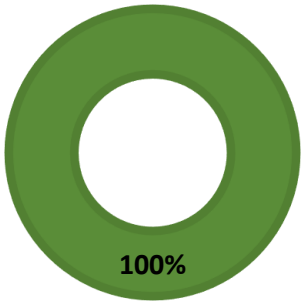
Note: Grants for FY 19-20 will be recognized as they are awarded or during the Mid-Year process.

Community Development

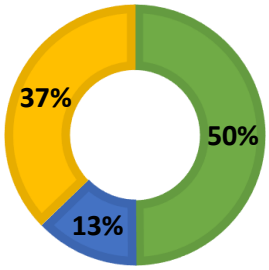
COMMUNITY DEVELOPMENT SUMMARY

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

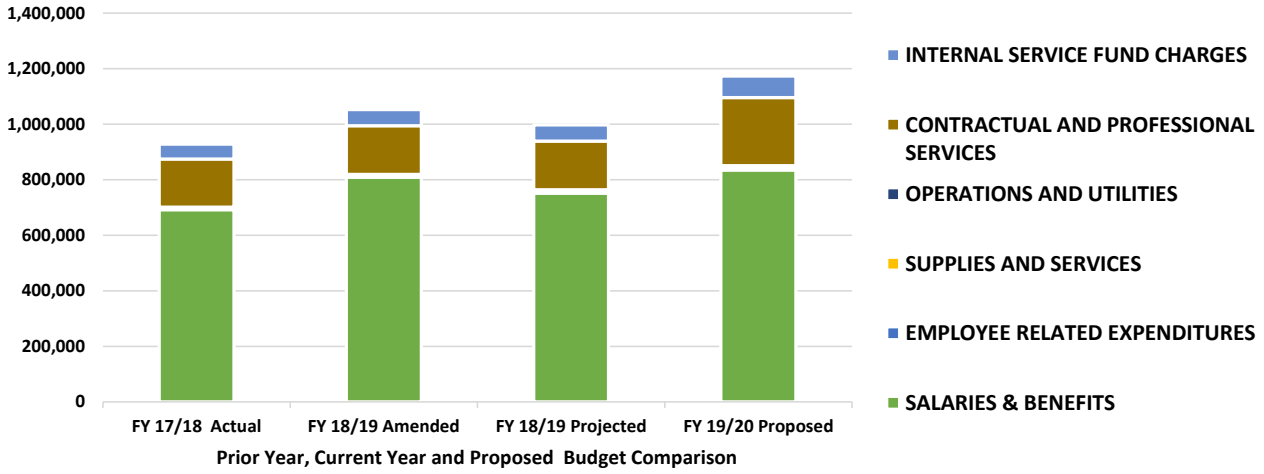
FY 19/20 FUNDING SOURCES



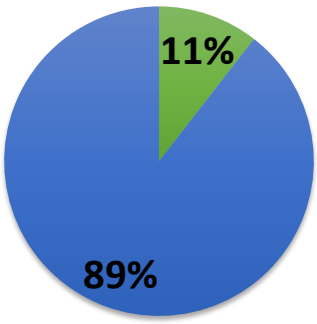
FY 19/20 FUNDING USES



EXPENDITURE BY TYPE



TOTAL FULL-TIME AUTHORIZED PERSONNEL



No Proposed Changes in FY 19/20

Additional 1.58 in Part-Time FTE's

COMMUNITY DEVELOPMENT SUMMARY

COMMUNITY DEVELOPMENT DEPARTMENT	FUND	121
Planning, Code Compliance, Building & Safety	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)	$ 927,907	1,052,497	997,407	1,173,419
TOTAL FUNDING SOURCES	$ 927,907	1,052,497	997,407	1,173,419

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
PLANNING (750)	$ 384,784	$ 468,515	$ 427,184	$ 585,571
CODE COMPLIANCE (751)	157,664	146,996	142,356	151,023
BUILDING SAFETY (752)	385,458	436,986	427,867	436,825
TOTAL FUNDING USES	$ 927,907	1,052,497	997,407	1,173,419

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	835,469
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	52,808	58,000	58,161	77,900
CAPITAL OUTLAY	-	-	-	-
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	$ 927,907	1,052,497	997,407	1,173,419

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	FUND	121
Goals, Objectives & Accomplishments	Division	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).

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.

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

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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	211,316
30105	Salaries, Part Time	27,447	84,531	45,000	66,960
30200	PERS Retirement	21,642	23,509	23,254	27,098
30201	PERS Employer UAL	60,906	75,593	70,264	81,728
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	4,035
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	1,674
	Subtotal - Salaries and Benefits	351,335	432,465	388,939	440,971
30300	Conferences and Meetings	649	-	-	-
30320	Dues, Memberships and Subscriptions	1,051	1,200	1,200	1,200
	Subtotal - Employee Related	1,700	1,200	1,200	1,200
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	3,434	4,100	5,576	5,100
33100	Utilities	816	450	1,169	1,200
	Subtotal - Operations & Utilities	816	450	1,169	1,200
34100	Contractual Services	-	-	-	100,000
	Subtotal - Contractual & Professional Svcs	-	-	-	100,000
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	35,700
	Subtotal - Internal Service Charges	27,500	30,300	30,300	37,100
	TOTAL EXPENDITURES	**$ 384,784**	**468,515**	**427,184**	**585,571**

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Code Compliance

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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	63,276
30105	Salaries, Part Time	12,400	25,000	20,000	26,000
30110	Salaries, Overtime	663	600	600	600
30200	PERS Retirement	4,060	4,163	4,156	6,236
30201	PERS Employer UAL	-	-	272	376
30205	Employee Group Insurance	16,165	15,958	16,171	15,982
30220	FICA/Medicare Insurance	988	1,253	1,180	1,303
30225	Sick Leave Buy Back	-	800	510	800
30235	Deferred Compensation	233	625	500	650
	Subtotal - Salaries and Benefits	93,584	109,246	104,139	115,223
30400	Office Supplies	-	500	500	500
30415	Special Departmental	50	500	300	500
	Subtotal - Supplies and Services	50	1,000	800	1,000
33100	Utilities	1,171	750	1,256	1,300
	Subtotal - Operations & Utilities	1,171	750	1,256	1,300
34100	Contractual Services	61,653	35,000	35,000	25,000
	Subtotal - Contractual & Professional Svcs	61,653	35,000	35,000	25,000
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
	Subtotal - Internal Service Charges	1,208	1,000	1,161	8,500
	TOTAL EXPENDITURES	**$ 157,664**	**146,996**	**142,356**	**151,023**

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Building & Safety

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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	175,884
30110	Salaries, Overtime	2,364	2,400	2,400	7,200
30200	PERS Retirement	13,215	16,398	14,411	15,974
30201	PERS Employer UAL	19,372	23,870	22,936	26,254
30205	Employee Group Insurance	47,249	50,247	47,796	47,322
30220	FICA/Medicare Insurance	2,289	2,487	2,399	2,655
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	247,266	267,436	259,157	279,275
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	790	1,550	-	1,550
30400	Office Supplies	464	300	300	400
30415	Special Departmental	161	600	725	2,300
	Subtotal - Supplies and Services	625	900	1,025	2,700
33100	Utilities	985	400	985	1,000
	Subtotal - Operations & Utilities	985	400	985	1,000
34100	Contractual Services	111,691	140,000	140,000	120,000
	Subtotal - Contractual & Professional Svcs	111,691	140,000	140,000	120,000
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	28,600
	Subtotal - Internal Service Charges	24,100	26,700	26,700	32,300
	TOTAL EXPENDITURES	**$ 385,458**	**436,986**	**427,867**	**436,825**

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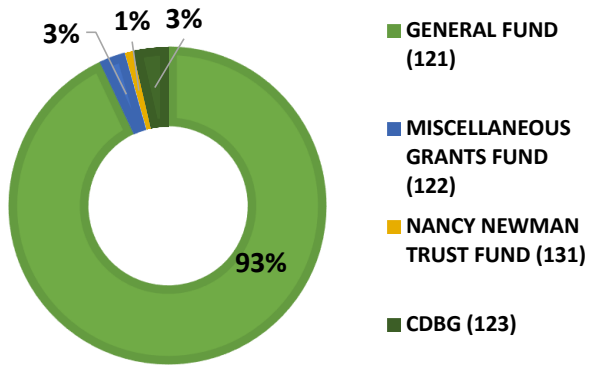
Parks, Recreation Community Services & Animal Control

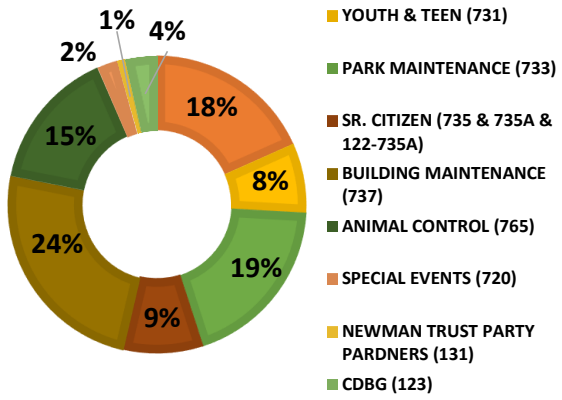
PARKS, RECREATION & COMMUNITY SERVICES SUMMARY

RECREATION & COMMUNITY SERVICES DEPARTMENT	FUNDS	121/122/123/131
Recreation, Sr. Citizens, Park & Bldg Maint., Animal Control	Divisions	Various

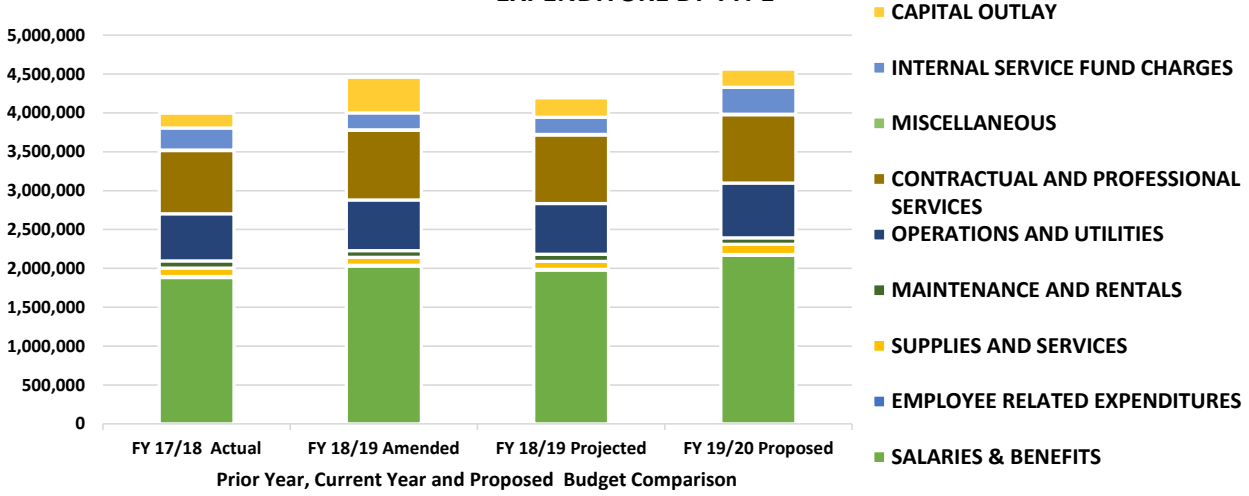
FY 19/20 FUNDING SOURCES



FY 19/20 FUNDING USES



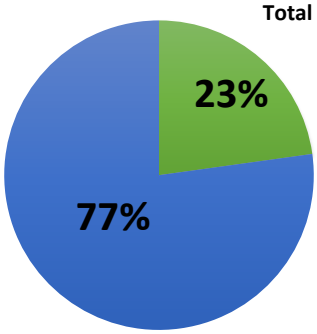
EXPENDITURE BY TYPE



TOTAL FULL-TIME AUTHORIZED PERSONNEL

Recreation : 13 All Other FT Employees : 44

Total FY 19/20 City-Wide Full-time Positions : 57



PARKS, RECREATION & COMMUNITY SERVICES SUMMARY

RECREATION & COMMUNITY SERVICES DEPARTMENT	FUNDS	121/122/123/131
Recreation, Sr. Citizens, Park & Bldg Maint., Animal Control	Divisions	Various

FUNDING SOURCES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
GENERAL FUND (121)	$ 3,790,025	$ 4,029,220	$ 3,929,552	$ 4,244,826
MISCELLANEOUS GRANTS FUND (122)	60,000	116,000	76,000	121,000
NANCY NEWMAN TRUST FUND (131)	-	-	-	38,489
CDBG (123)	147,236	311,400	188,440	159,645
TOTAL FUNDING SOURCES	$ 3,997,261	4,456,620	4,193,992	4,563,960

FUNDING USES	FY 17/18 Actual	FY 18/19 Amended	FY 18/19 Projected	FY 19/20 Proposed
RECREATION (730)	$ 736,795	805,688	790,476	836,559
YOUTH & TEEN (731)	287,099	310,972	275,178	345,258
PARK MAINTENANCE (733)	808,971	853,677	855,736	873,172
SR. CITIZEN (735 & 735A & 122-735A)	256,927	390,330	312,181	393,122
BUILDING MAINTENANCE (737)	1,070,050	1,050,009	1,048,402	1,116,755
ANIMAL CONTROL (765)	630,771	640,283	639,563	699,123
SPECIAL EVENTS (720)	59,412	94,261	84,016	101,837
NEWMAN TRUST PARTY PARDNERS (131)	-	-	-	38,489
CDBG (123)	147,236	311,400	188,440	159,645
TOTAL FUNDING USES	$ 3,997,261	4,456,620	4,193,992	4,563,960

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	$ 2,167,370
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	813,308	896,738	885,443	881,649
MISCELLANEOUS	4,800	5,700	6,065	6,500
INTERNAL SERVICE FUND CHARGES	284,053	219,500	220,320	344,657
CAPITAL OUTLAY	191,850	455,689	249,729	234,966
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	$ 3,997,261	4,456,620	4,193,992	4,563,960

PARKS, RECREATION & COMMUNITY SERVICES SUMMARY

RECREATION & COMMUNITY SERVICES DEPARTMENT	FUNDS	121/122/123/131
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.	1.00	-	1.00	-
RECRETION 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) 32 Hour	-	0.90	-	0.90
RECREATION COORDINATOR (P/T) 32 Hour	-	0.90	-	0.90
ANIMAL CARE TECHNICIAN	-	1.07	-	1.07
SR. ADMINISTRATIVE CLERK	-	1.07	-	1.07
OFFICE ASSISTANT/CLERK	-	0.53	-	0.53
RECREATION LEADER/AIDE	-	0.53	-	0.53
DRIVERS	-	1.75	-	1.75
CITY HALL ATTENDANT	-	0.03	-	0.03
SPORTS SPECIALIST	-	0.52	-	0.52
SPORTS TECHNICIAN	-	0.52	-	0.52
RECREATION LEADER/AIDE	-	9.32	-	9.32
BUILDING MAINTENANCE	-	2.63	-	2.63
PARK MAINTENANCE WORKER	-	0.53	-	0.53
TEMPORATY (P/T)	-	0.56	-	0.56
TOTAL AUTHORIZED PERSONNEL	13.00	20.86	13.00	20.86

**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.

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	341,334
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	40,782
30201	PERS Employer UAL	88,950	109,606	103,354	118,590
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	5,907
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	556,689	607,973	588,399	636,895
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	2,984	1,865	1,885	1,865
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	17,752	10,500	10,501	10,500
32200	Building and Ground Maintenance	327	1,200	6,600	1,200
	Subtotal - Maintenance & Rentals	327	1,200	6,600	1,200
33100	Utilities	44,012	43,392	43,703	45,204
	Subtotal - Operations & Utilities	44,012	43,392	43,703	45,204
35272	Financial Assistance (F.A.I.R)	-	-	365	500
	Subtotal - Miscellaneous	-	-	365	500
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	47,031	56,658	54,923	57,495
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	64,300
	Subtotal - Internal Service Charges	63,000	69,100	69,100	75,700

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	5,000	15,000	15,000	7,200
	TOTAL EXPENDITURES	**$ 736,795**	**805,688**	**790,476**	**836,559**

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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.

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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	11,278
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	212,574	231,717	214,955	262,165
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	225	650	650	650
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	21,805	18,163	15,672	18,131
32200	Building and ground maintenance	948	1,200	1,200	1,200
	Subtotal - Maintenance & Rentals	948	1,200	1,200	1,200
33100	Utilities	5,036	7,200	5,544	7,452
	Subtotal - Operations & Utilities	5,036	7,200	5,544	7,452
34100	Contractual Services	26,679	32,942	21,057	33,660
	Subtotal - Contractual & Professional Svcs	26,679	32,942	21,057	33,660
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	21,400
	Subtotal - Internal Service Charges	16,200	16,100	16,100	22,000
43100	Equipment	3,631	3,000	-	-
	Subtotal - Capital Outlay	3,631	3,000	-	-
	TOTAL EXPENDITURES	**$ 287,099**	**310,972**	**275,178**	**345,258**

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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	42,760
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)	-	-	-	15,600
30110	Salaries, Overtime	202	-	-	-
30200	PERS Retirement	4,001	4,757	4,604	6,440
30201	PERS Employer UAL	11,414	15,297	14,026	16,596
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	856
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	1,069
30245	Workers Compensation	78	-	-	-
	Subtotal - Salaries and Benefits	79,827	89,950	90,072	95,006
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	873	1,750	1,750	2,000
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	13,389	1,250	3,187	3,750
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	31,469	28,500	28,500	28,500
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	292,960	316,600	316,600	345,737
34100	Contractual Services	355,566	369,627	369,627	368,692
	Subtotal - Contractual & Professional Svcs	355,566	369,627	369,627	368,692
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	14,300
	Subtotal - Internal Service Charges	25,387	16,000	16,000	29,487

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	9,500	30,000	30,000	-
	TOTAL EXPENDITURES	**$ 808,971**	**853,677**	**855,736**	**873,172**

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Senior Citizens

SENIOR CITIZENS

PARKS, RECREATION & COMMUNITY SVCS	FUND	Various
Goals, Objectives & Accomplishments	Division	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 Pardners program, a therapeutic program for developmentally challenged adults. Party Pardners provides a recreational opportunity for a unique group of individuals within the city and surrounding communities. This rewarding program promotes a sense of belonging, encourages everlasting friendships and creates lifelong memories.

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 programing that will encourage an active lifestyle and improve quality of life which is consistent with Strategic Direction #2
- Implement the reestablished Party Pardners Program through an endowment and keeping the executor informed of the new programs and services being offered.

SENIOR CITIZENS

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 Pardners 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 Pardners 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	50,013
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	3,969
30201	PERS Employer UAL	10,245	1,606	1,517	2,338
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	1,271
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	104,094	106,979	104,317	103,367
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	572	555	1,106	555
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 Pardners	5,368	-	950	17,200
	Subtotal - Supplies and Services	10,662	3,920	5,448	23,258
32200	Building and ground maintenance	4,995	5,450	5,563	5,450
	Subtotal - Maintenance & Rentals	4,995	5,450	5,563	5,450
33100	Utilities	10,671	9,654	9,654	10,791
	Subtotal - Operations & Utilities	10,671	9,654	9,654	10,791
34100	Contractual Services	18,386	41,320	42,204	22,120
	Subtotal - Contractual & Professional Svcs	18,386	41,320	42,204	22,120
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	13,800
	Subtotal - Internal Service Charges	16,636	17,300	18,800	24,263

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	-	10,000	10,000	590
	TOTAL EXPENDITURES	**$ 166,016**	**195,178**	**197,092**	**190,394**

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	19,386	29,130	29,938	30,348
30400	Office Supplies	-	500	500	500
30415	Special Departmental	-	2,096	2,096	2,096
	Subtotal - Supplies and Services	-	2,596	2,596	2,596
33100	Utilities	4,525	5,046	4,855	5,239
	Subtotal - Operations & Utilities	4,525	5,046	4,855	5,239
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	7,000	2,380	1,700	3,545
43110	Automotive Equipment	-	40,000	-	40,000
	Subtotal - Capital Outlay	-	40,000	-	40,000
	TOTAL EXPENDITURES	**$ 30,911**	**79,152**	**39,089**	**81,728**

MISCELLANEOUS GRANTS

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	122
Senior Citizens (RCTC Grant)	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	$ 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**

MISCELLANEOUS GRANTS

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT	FUND	131
Nancy Newman Trust Fund	Division	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 Pardners	-	-	-	17,200
	Subtotal - Supplies and Services	-	-	-	17,200
	TOTAL EXPENDITURES	**$ -**	**-**	**-**	**38,489**

MISCELLANEOUS GRANTS

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	-	-	-	12,469
35350	Senior Rec/Comm Svc Leader	-	11,400	11,400	-
	Subtotal - Supplies and Services	-	11,400	11,400	-
43115	Building Improvements	147,236	300,000	177,040	-
43120	Improvements Other than Building	-	-	-	147,176
	Subtotal - Capital Outlay	147,236	300,000	177,040	147,176
	TOTAL EXPENDITURES	**$ 147,236**	**311,400**	**188,440**	**159,645**

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Public Building Maintenance

BUILDING MAINTENANCE

PARKS, RECREATION & COMMUNITY SVCS	FUND	Various
Goals, Objectives & Accomplishments	Division	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	FUND	Various
Goals, Objectives & Accomplishments	Division	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.
- Compete 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	194,092
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	21,976
30201	PERS Employer UAL	43,109	54,463	50,986	59,030
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	4,018
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	394,850	406,247	404,680	418,730
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	4,568	2,900	2,900	2,900
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	4,205	5,400	5,400	3,400
32105	Equipment Rental	215	200	200	200
32200	Building and ground maintenance	32,871	31,800	31,800	28,700
	Subtotal - Maintenance & Rentals	33,086	32,000	32,000	28,900
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	224,805	242,976	242,936	260,202
34100	Contractual Services	293,556	298,597	298,597	295,597
	Subtotal - Contractual & Professional Svcs	293,556	298,597	298,597	295,597
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	21,400
	Subtotal - Internal Service Charges	88,496	44,200	44,200	107,026

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	8,495	-	-	-
	Subtotal - Capital Outlay	26,482	17,689	17,689	-
	TOTAL EXPENDITURES	**$ 1,070,050**	**1,050,009**	**1,048,402**	**1,116,755**

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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.

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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	192,376
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	23,256
30201	PERS Employer UAL	42,111	51,568	48,759	56,040
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	5,341
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	454,192	473,978	463,562	503,801
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	2,305	2,920	2,520	2,920
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	31,795	32,975	37,291	32,975
32200	Building and ground maintenance	18,721	16,500	16,300	16,500
	Subtotal - Maintenance & Rentals	18,721	16,500	16,300	16,500
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	22,164	21,370	21,350	22,887
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	38,260	42,740	48,740	43,740
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	42,900
	Subtotal - Internal Service Charges	63,334	49,800	49,800	76,300
	TOTAL EXPENDITURES	**630,771**	**640,283**	**639,563**	**699,123**

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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	1,042	185	185	197
30415	Special Departmental	-	200	200	200
	Subtotal - Supplies and Services	-	200	200	200
34100	Contractual Services	-	-	-	200
34150	Special Events	-	-	-	45
	Subtotal - Contractual & Professional Svcs	-	-	-	245
	TOTAL EXPENDITURES	**$ 1,042**	**385**	**385**	**642**

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	1,825	5,125	6,289	3,000
30415	Special Departmental	4,570	4,000	3,771	4,000
	Subtotal - Supplies and Services	4,570	4,000	3,771	4,000
32105	Equipment Rental	-	920	665	725
	Subtotal - Maintenance & Rentals	-	920	665	725
34100	Contractual Services	2,842	17,000	17,608	18,000
34150	Special Events	12,310	-	287	300
	Subtotal - Contractual & Professional Svcs	15,152	17,000	17,895	18,300
	TOTAL EXPENDITURES	**$ 21,547**	**27,045**	**28,620**	**26,025**

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	7,580	6,892	6,777	5,252
30400	Office Supplies	-	-	25	50
30415	Special Departmental	-	500	500	600
	Subtotal - Supplies and Services	-	500	525	650
32105	Equipment Rental	615	733	733	733
	Subtotal - Maintenance & Rentals	615	733	733	733
34100	Contractual Services	1,244	12,500	12,090	14,000
	Subtotal - Contractual & Professional Svcs	1,244	12,500	12,090	14,000
	TOTAL EXPENDITURES	**$ 9,439**	**20,625**	**20,125**	**20,635**

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	638	712	303	350
30400	Office Supplies	-	60	-	-
30415	Special Departmental	1,973	2,385	342	2,435
	Subtotal - Supplies and Services	1,973	2,445	342	2,435
32105	Equipment Rental	-	250	-	-
	Subtotal - Maintenance & Rentals	-	250	-	-
34100	Contractual Services	1,968	5,600	4,166	5,600
34150	Special Events	3,174	-	179	180
	Subtotal - Contractual & Professional Svcs	5,142	5,600	4,345	5,780
	TOTAL EXPENDITURES	**$ 7,752**	**9,007**	**4,990**	**8,565**

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	-	40	40	50
30400	Office Supplies	-	25	25	25
	Subtotal - Supplies and Services	-	25	25	25
34150	Special Events	67	125	125	125
	Subtotal - Contractual & Professional Svcs	67	125	125	125
	TOTAL EXPENDITURES	**$ 67**	**190**	**190**	**200**

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	-	-	-	500
30400	Office Supplies	-	-	-	200
30415	Special Departmental	-	-	-	1,800
	Subtotal - Supplies and Services	-	-	-	2,000
	TOTAL EXPENDITURES	**$ -**	**-**	**-**	**2,500**

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	418	780	612	832
30415	Special Departmental	236	700	700	800
	Subtotal - Supplies and Services	236	700	700	800
34100	Contractual Services	3,425	10,300	6,419	10,700
34150	Special Events	3,574	-	2,929	-
	Subtotal - Contractual & Professional Svcs	6,999	10,300	9,348	10,700
	TOTAL EXPENDITURES	**$ 7,653**	**11,780**	**10,660**	**12,332**

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	-	200	-	364
30400	Office Supplies	-	200	-	200
30415	Special Departmental	2,313	2,800	1,798	2,500
	Subtotal - Supplies and Services	2,313	3,000	1,798	2,700
34100	Contractual Services	2,763	5,700	2,391	5,700
34150	Special Events	349	-	-	-
	Subtotal - Contractual & Professional Svcs	3,112	5,700	2,391	5,700
	TOTAL EXPENDITURES	**$ 5,425**	**8,900**	**4,189**	**8,764**

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	-	-	120	-
30310	Uniforms & Safety Gear	212	-	121	150
	Subtotal - Employee Related	212	-	121	150
30415	Special Departmental	-	-	100	125
	Subtotal - Supplies and Services	-	-	100	125
34150	Special Events	261	-	33	50
	Subtotal - Contractual & Professional Svcs	261	-	33	50
	TOTAL EXPENDITURES	**$ 473**	**-**	**374**	**325**

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	645	2,339	2,131	2,495
30415	Special Departmental	219	500	500	750
30440	Advertising and Promotion	-	100	100	100
	Subtotal - Supplies and Services	219	600	600	850
34100	Contractual Services	316	1,000	500	1,500
34150	Special Events	861	300	970	500
	Subtotal - Contractual & Professional Svcs	1,177	1,300	1,470	2,000
	TOTAL EXPENDITURES	**$ 2,041**	**4,239**	**4,201**	**5,345**

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	205	389	389	523
30400	Office Supplies	-	50	-	200
30415	Special Departmental	-	235	-	1,200
	Subtotal - Supplies and Services	-	285	-	1,400
34100	Contractual Services	-	450	450	570
34150	Special Events	-	35	35	35
	Subtotal - Contractual & Professional Svcs	-	485	485	605
	TOTAL EXPENDITURES	**$ 205**	**1,159**	**874**	**2,528**

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	-	226	381	226
30400	Office Supplies	-	70	70	90
30415	Special Departmental	-	35	140	155
	Subtotal - Supplies and Services	-	105	210	245
34100	Contractual Services	-	-	200	260
	Subtotal - Contractual & Professional Svcs	-	-	200	260
	TOTAL EXPENDITURES	**$ -**	**331**	**791**	**731**

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	-	514	336	259
30400	Office Supplies	-	50	50	75
30415	Special Departmental	-	235	200	175
	Subtotal - Supplies and Services	-	285	250	250
34100	Contractual Services	-	450	400	570
34150	Special Events	-	35	-	35
	Subtotal - Contractual & Professional Svcs	-	485	400	605
	TOTAL EXPENDITURES	**$ -**	**1,284**	**986**	**1,114**

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	381	597	520	884
30400	Office Supplies		200		
30415	Special Departmental	1,223	1,250	1,620	1,200
	Subtotal - Supplies and Services	1,223	1,450	1,620	1,200
	TOTAL EXPENDITURES	**$ 1,603**	**2,047**	**2,140**	**2,084**

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	208	260	260	291
30415	Special Departmental	369	1,050	1,050	3,050
	Subtotal - Supplies and Services	369	1,050	1,050	3,050
34100	Contractual Services	-	100	100	100
34150	Special Events	676	-	-	-
	Subtotal - Contractual & Professional Svcs	676	100	100	100
	TOTAL EXPENDITURES	**$ 1,253**	**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	910	3,568	2,054	3,700
32105	Equipment Rental	-	1,032	615	1,032
	Subtotal - Maintenance & Rentals	-	1,032	615	1,032
34100	Contractual Services	-	1,259	1,413	1,875
	Subtotal - Contractual & Professional Svcs	-	1,259	1,413	1,875
	TOTAL EXPENDITURES	**$ 910**	**5,859**	**4,082**	**6,607**

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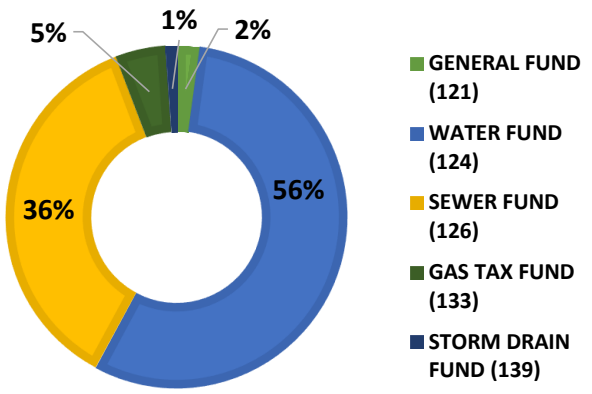
Public Works

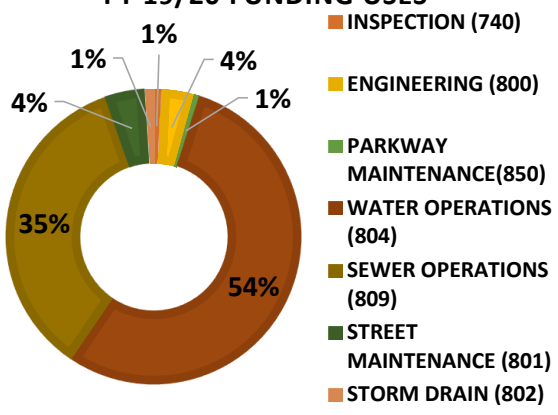
PUBLIC WORKS SUMMARY

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

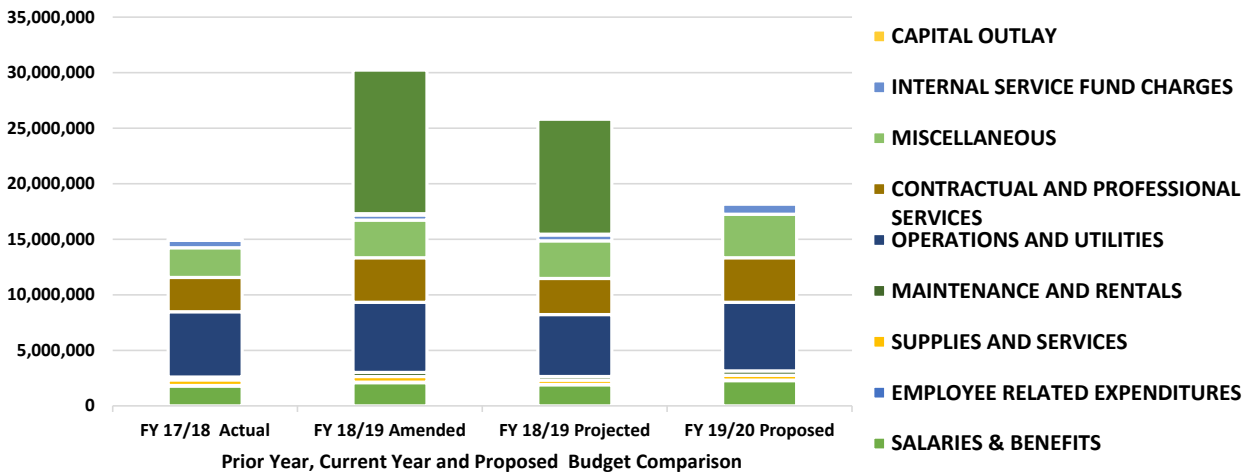
FY 19/20 FUNDING SOURCES



FY 19/20 FUNDING USES



EXPENDITURE BY TYPE

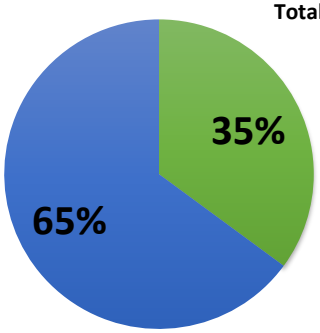


TOTAL FULL-TIME AUTHORIZED PERSONNEL

Public Works : 20 All Other FT Employees : 37

(.56) Part-Time FTE in Engineering
(1.0) Contract Water/Sewer Manager

Total FY 19/20 City-Wide Full-time Positions : 57



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)	$ 295,294	358,046	319,035	402,372
WATER FUND (124)	9,253,103	15,044,578	12,507,796	10,324,602
SEWER FUND (126)	4,847,836	13,799,077	12,038,128	6,738,138
GAS TAX FUND (133)	691,256	878,579	814,450	871,137
STORM DRAIN FUND (139)	83,617	152,735	120,664	200,889
TOTAL FUNDING SOURCES	$ 15,171,106	30,233,015	25,800,073	18,537,137

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	143,666
ENGINEERING (800)	544,012	600,817	578,567	659,405
PARKWAY MAINTENANCE(850)	65,039	104,796	84,254	117,834
WATER OPERATIONS (804)	9,074,279	14,843,300	12,313,410	10,107,624
SEWER OPERATIONS (809)	4,669,013	13,597,799	11,844,032	6,521,278
STREET MAINTENANCE (801)	631,392	810,602	748,065	799,981
STORM DRAIN (802)	72,700	139,837	108,897	187,349
TOTAL FUNDING USES	$ 15,171,106	30,233,015	25,800,073	18,537,137

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	2,280,131
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	665,863	475,180	521,307	914,496
CAPITAL OUTLAY	3,746	105,000	63,500	111,000
TRANSFERS	258,204	12,931,172	10,351,049	258,204
TOTAL EXPENDITURES BY TYPE	$ 15,171,106	30,233,015	25,800,073	18,537,137

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
(1.00) Contract City Engineer

Public Works Inspection

INSPECTIONS

PUBLIC WORKS DEPARTMENT	FUND	Various
Goals, Objectives & Accomplishments	Division	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	22,030
30110	Salaries, Overtime	302	1,000	287	1,000
30200	PERS Retirement	2,087	2,451	2,256	2,756
30201	PERS Employer UAL	5,875	7,881	6,838	8,516
30205	Employee Group Insurance	4,854	4,788	4,856	4,794
30220	FICA/Medicare Insurance	268	322	282	319
30225	Sick Leave Buy Back		400	-	400
30230	Annual Vacation Cash Out	543	600	559	720
	Subtotal - Salaries and Benefits	32,751	38,626	34,526	40,535
30300	Conferences and Meetings	-	200	-	200
	Subtotal - Employee Related	-	200	-	200
30415	Special Departmental	-	500	-	500
	Subtotal - Supplies and Services	-	500	-	500
33100	Utilities	-	500	-	500
	Subtotal - Operations & Utilities	-	500	-	500
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	5,500	5,900	6,100	7,300
	TOTAL EXPENDITURES	**$ 38,251**	**45,726**	**40,626**	**49,035**

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	18,358
30110	Salaries, Overtime	251	800	800	800
30200	PERS Retirement	1,739	2,042	1,880	2,298
30201	PERS Employer UAL	4,896	6,567	5,698	7,096
30205	Employee Group Insurance	4,045	3,990	4,047	3,996
30220	FICA/Medicare Insurance	223	268	247	278
30225	Sick Leave Buy Back	-	350	-	350
30230	Annual Vacation Cash Out	452	500	466	600
	Subtotal - Salaries and Benefits	27,293	32,171	29,345	33,776
	TOTAL EXPENDITURES	**$ 27,293**	**32,171**	**29,345**	**33,776**

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	18,358
30110	Salaries, Overtime	251	800	800	800
30200	PERS Retirement	1,739	2,042	1,880	2,298
30201	PERS Employer UAL	4,896	6,567	5,698	7,096
30205	Employee Group Insurance	4,045	3,990	4,047	3,996
30220	FICA/Medicare Insurance	223	268	247	278
30225	Sick Leave Buy Back		350	-	350
30230	Annual Vacation Cash Out	452	500	466	600
	Subtotal - Salaries and Benefits	27,293	32,171	29,344	33,776
	TOTAL EXPENDITURES	**$ 27,293**	**32,171**	**29,344**	**33,776**

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	7,344
30110	Salaries, Overtime	100	350	350	350
30200	PERS Retirement	696	817	752	918
30201	PERS Employer UAL	1,959	2,627	2,279	2,838
30205	Employee Group Insurance	1,618	1,596	1,619	1,598
30220	FICA/Medicare Insurance	89	107	99	112
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	13,540
	TOTAL EXPENDITURES	**$ 10,917**	**12,898**	**11,767**	**13,540**

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	7,344
30110	Salaries, Overtime	100	350	350	350
30200	PERS Retirement	696	817	751	918
30201	PERS Employer UAL	1,959	2,627	2,279	2,838
30205	Employee Group Insurance	1,618	1,596	1,618	1,598
30220	FICA/Medicare Insurance	89	107	99	112
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	13,540
	TOTAL EXPENDITURES	**$ 10,917**	**12,898**	**11,766**	**13,540**

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Engineering

ENGINEERING

PUBLIC WORKS DEPARTMENT	FUND	Various
Goals, Objectives & Accomplishments	Division	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	94,418
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	7,370
30201	PERS Employer UAL	4,007	4,938	4,981	6,202
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	1,437
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	115,257	129,424	121,755	131,402
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	247	1,300	900	1,300
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	1,624	1,700	1,400	1,700
33100	Utilities	-	1,000	-	1,000
	Subtotal - Operations & Utilities	-	1,000	-	1,000
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	41,076	36,500	32,500	76,500
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	21,400
	Subtotal - Internal Service Charges	33,800	37,600	37,600	23,600
	TOTAL EXPENDITURES	**$ 192,004**	**207,524**	**194,155**	**235,502**

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	118,340
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	11,626
30201	PERS Employer UAL	16,030	19,752	18,854	23,736
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	1,784
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	151,531	169,107	165,041	183,202
	TOTAL EXPENDITURES	**$ 151,531**	**169,107**	**165,041**	**183,202**

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	118,340
30105	Salaries, Part Time	3,582	6,870	6,870	4,568
30110	Salaries, Overtime	112	-	100	-
30200	PERS Retirement	8,892	9,930	9,730	11,626
30201	PERS Employer UAL	16,030	19,752	18,854	23,736
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	1,782
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	114
	Subtotal - Salaries and Benefits	151,531	169,107	164,752	183,085
	TOTAL EXPENDITURES	**$ 151,531**	**169,107**	**164,752**	**183,085**

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	36,098
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	3,362
30201	PERS Employer UAL	4,007	4,938	4,744	5,962
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	578
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	48,947	55,079	54,618	57,616
	TOTAL EXPENDITURES	**$ 48,947**	**55,079**	**54,618**	**57,616**

Parkway Maintenance

PARKWAY MAINTENANCE

PUBLIC WORKS DEPARTMENT	FUND	121
Goals, Objectives & Accomplishments	Division	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	30,932
30110	Salaries, Overtime	3,403	3,000	3,403	3,000
30200	PERS Retirement	1,613	1,864	2,570	2,648
30201	PERS Employer UAL	3,211	3,712	3,512	3,494
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	492
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	28,397	34,596	34,208	47,584
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	1,917	11,600	6,000	8,600
32400	Trail Maintenance	25,737	35,000	25,737	25,000
	Subtotal - Maintenance & Rentals	25,737	35,000	25,737	25,000
33100	Utilities	309	300	309	350
	Subtotal - Operations & Utilities	309	300	309	350
34100	Contractual Services	8,679	23,300	18,000	23,300
	Subtotal - Contractual & Professional Svcs	8,679	23,300	18,000	23,300
42100	Vehicle Operations and Maintenance	-	-	-	1,000
42105	Vehicle Replacement Charges	-	-	-	6,000
	Subtotal - Internal Service Charges	-	-	-	7,000
43100	Equipment	-	-	-	6,000
	Subtotal - Capital Outlay	-	-	-	6,000
	TOTAL EXPENDITURES	**$ 65,039**	**104,796**	**84,254**	**117,834**

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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	411,340
30110	Salaries, Overtime	79,429	70,000	79,429	79,882
30200	PERS Retirement	26,341	32,548	28,595	37,130
30201	PERS Employer UAL	46,258	62,231	57,955	59,802
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	7,123
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	545,875	628,526	571,849	698,934
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	21,262	22,600	15,500	20,600
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	300,383	358,750	260,500	303,750
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	114,060	164,800	155,000	164,800
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	5,712,710	6,161,950	5,406,259	6,020,800
34100	Contractual Services	619,785	834,000	619,785	751,500
	Subtotal - Contractual & Professional Svcs	619,785	834,000	619,785	751,500
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	1,139,206	1,441,813	1,441,540	1,515,590

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	296,448
42110	Computing and Comm. Equip Replacement	1,100	700	700	1,400
42115	Computing and Communications Operations	15,200	17,200	17,200	35,700
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	491,895	235,228	334,475	452,548
43100	Equipment	-	10,000	10,000	10,000
43115	Building Improvements	-	40,000	30,000	40,000
	Subtotal - Capital Outlay	-	50,000	40,000	50,000
44100	Transfers	129,102	129,102	129,102	129,102
44100.144	Transfer Out to Fund 144	-	1,477,131	-	-
44100.144	Transfers Out to Fund 144 -PY Working Cap.	-	3,339,400	3,339,400	-
	Subtotal - Transfers	129,102	4,945,633	3,468,502	129,102
	TOTAL EXPENDITURES	**$ 9,074,279**	**14,843,300**	**12,313,410**	**10,107,624**

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 should not be disposed of in 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	126
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	422,540
30110	Salaries, Overtime	78,063	55,000	78,063	78,533
30200	PERS Retirement	27,371	34,548	29,212	38,630
30201	PERS Employer UAL	52,362	71,408	62,389	64,816
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	7,266
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	554,590	638,962	579,607	718,612
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	7,504	15,500	6,450	15,500
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	151,591	80,000	66,850	80,000
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	16,720	70,800	35,000	70,800
33100	Utilities	65,822	50,100	65,000	70,100
	Subtotal - Operations & Utilities	65,822	50,100	65,000	70,100
34100	Contractual Services	2,078,866	2,565,000	2,100,000	2,567,000
	Subtotal - Contractual & Professional Svcs	2,078,866	2,565,000	2,100,000	2,567,000
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	1,530,149	1,945,446	1,945,446	2,396,116

SEWER FUND

PUBLIC WORKS DEPARTMENT	FUND	126
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	296,448
42110	Computing and Comm. Equip Replacement	1,000	700	1,000	1,000
42115	Computing and Communications Operations	15,200	17,200	15,200	28,600
42225	Self Insured Settlements	536	25,000	5,000	10,000
	Subtotal - Internal Service Charges	134,668	196,452	143,132	424,048
43100	Equipment	-	10,000	20,000	10,000
43115	Building Improvements	-	40,000	-	40,000
	Subtotal - Capital Outlay	-	50,000	20,000	50,000
44100	Transfers	129,102	129,102	129,102	129,102
44100.147	Transfers Out to Fund 147	-	1,102,992	-	-
44100.147	Transfers Out to Fund 147 -PY Working Cap.	-	6,753,445	6,753,445	-
	Subtotal - Transfers	129,102	7,985,539	6,882,547	129,102
	TOTAL EXPENDITURES	**$ 4,669,013**	**13,597,799**	**11,844,032**	**6,521,278**

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	FUND	133
Goals, Objectives & Accomplishments	Division	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	51,876
30110	Salaries, Overtime	9,722	20,000	9,722	9,775
30200	PERS Retirement	3,162	3,728	3,210	4,596
30201	PERS Employer UAL	5,556	14,989	6,687	6,946
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	894
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	65,159	92,552	65,565	87,931
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	3,445	5,250	3,900	5,250
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	47,661	51,700	41,100	51,700
32300	Traffic Signal Maintenance	96,855	116,000	116,000	110,000
	Subtotal - Maintenance & Rentals	96,855	116,000	116,000	110,000
33100	Utilities	96,232	100,600	98,000	100,600
	Subtotal - Operations & Utilities	96,232	100,600	98,000	100,600
34100	Contractual Services	318,294	439,500	420,000	439,500
	Subtotal - Contractual & Professional Svcs	318,294	439,500	420,000	439,500
43100	Equipment	3,746	5,000	3,500	5,000
	Subtotal - Capital Outlay	3,746	5,000	3,500	5,000
	TOTAL EXPENDITURES	**$ 631,392**	**810,602**	**748,065**	**799,981**

NPDES-Storm Drain Operations

STORM DRAIN

PUBLIC WORKS DEPARTMENT	FUND	139
Goals, Objectives & Accomplishments	Division	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	20,944
30110	Salaries, Overtime	4,374	5,500	4,374	4,400
30200	PERS Retirement	1,791	1,864	1,911	1,950
30201	PERS Employer UAL	3,287	6,339	4,011	3,452
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	367
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	32,320	39,837	33,897	36,599
30300	Conferences and Meetings	-	250	-	1,000
	Subtotal - Employee Related	-	250	-	1,000
30400	Office Supplies	-	50	-	50
30415	Special Departmental	-	200	-	200
	Subtotal - Supplies and Services	-	250	-	250
34100	Contractual Services	40,381	99,500	75,000	149,500
	Subtotal - Contractual & Professional Svcs	40,381	99,500	75,000	149,500
	TOTAL EXPENDITURES	**$ 72,700**	**139,837**	**108,897**	**187,349**

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Landscape Maintenance Districts (LMD)

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

Expenditures:		***FY 2018 Actual***	***FY 2019 Amended Budget***	***FY 2019 Estimated Year-End Total***	***FY 2020 Budget Request***
Salaries and Benefits	$	2,262	2,524	2,591	2,865
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		-	1,000	-	1,000
Operations and Utilities		4,175	4,478	3,564	4,857
Contractual and Professional Services		4,194	4,117	4,280	4,200
Miscellaneous		738	1,236	706	1,236
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	11,369	13,355	11,141	14,158

Funding Sources:		***FY 2018 Actual***	***FY 2019 Amended Budget***	***FY 2019 Estimated Year-End Total***	***FY 2020 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Grants		11,369	13,355	11,141	14,158
Total Funding Sources	$	11,369	13,355	11,141	14,158

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

Account Number	Account Description	FY 2018 Actual	FY 2019 Amended Budget	FY 2019 Estimated Year-End Total	FY 2020 Budget Request
Salaries and Benefits					
30106	Salaries, Part Time (32 hour)	$ 1,530	1,581	1,678	1,698
30110	Salaries, Overtime	9	-	-	-
30200	PERS Retirement	183	183	205	210
30201	PERS Employer UAL	517	588	619	648
30205	Employee Group Insurance		149	-	285
30220	FICA/Medicare Insurance	24	23	26	24
30245	Workers Compensation			63	-
	Subtotal - Salaries and Benefits	2,262	2,524	2,591	2,865
Maintenance and Rentals					
32405	Tree Replacement	-	1,000	-	1,000
	Subtotal - Maintenance & Rentals	-	1,000	-	1,000
Operations and Utilities					
33100-10	Water Charges	3,647	3,977	3,077	4,335
33100-20	Electricity Charges	307	312	258	333
33100-30	Telephone Charges	221	189	230	189
	Subtotal - Operations & Utilities	4,175	4,478	3,564	4,857
Contractual and Professional Services					
34100-10	Landscape Maintenance	2,718	2,717	2,803	2,800
34105	Other Professional Services	1,476	1,400	1,476	1,400
	Subtotal - Contractual & Professional	4,194	4,117	4,280	4,200
Miscellaneous					
35150	Administrative Overhead	586	586	586	586
35210	Administration Fees-Property Taxes	152	150	120	150
35511	Incidentals		500		500
35512	Operating Contingency				
35515	Depreciation Expense				
35520	Amortization Expense				
	Subtotal - Miscellaneous	738	1,236	706	1,236
	Total Expenditures	$ 11,369	13,355	11,141	14,158

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

Expenditures:		***FY 2018 Actual***	***FY 2019 Amended Budget***	***FY 2019 Estimated Year-End Total***	***FY 2020 Budget Request***
Salaries and Benefits	$	11,309.89	12,639	12,953	14,325
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		2,775	7,500	-	3,000
Operations and Utilities		63,483	55,101	65,940	23,801
Contractual and Professional Services		78,968	86,539	110,052	83,942
Miscellaneous		8,163	11,184	13,579	16,401
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	16,000	-	8,000
Transfers		-	-	-	-
Total Expenditures	$	164,699	188,963	202,524	149,469

Funding Sources:		***FY 2018 Actual***	***FY 2019 Amended Budget***	***FY 2019 Estimated Year-End Total***	***FY 2020 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Grants		164,699	188,963	202,524	149,469
Total Funding Sources	$	164,699	188,963	202,524	149,469

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

Account Number	Account Description	FY 2018 Actual	FY 2019 Amended Budget	FY 2019 Estimated Year-End Total	FY 2020 Budget Request
Salaries and Benefits					
30106	Salaries, Part Time (32 hour)	$ 7,648	7,904	8,389	8,491
30110	Salaries, Overtime	46	-	-	-
30200	PERS Retirement	912	914	1,025	1,049
30201	PERS Employer UAL	2,583	2,960	3,095	3,239
30205	Employee Group Insurance	-	746	-	1,425
30220	FICA/Medicare Insurance	121	115	128	121
30245	Workers Compensation	-	-	316	-
	Subtotal - Salaries and Benefits	11,310	12,639	12,953	14,325
Maintenance and Rentals					
32400	Trail Maintenance	2,775	-	-	-
32405	Tree Replacement	-	7,500	-	3,000
	Subtotal - Maintenance & Rentals	2,775	7,500	-	3,000
Operations and Utilities					
33100-10	Water Charges	58,579	49,474	61,873	22,601
33100-20	Electricity Charges	4,679	5,400	3,917	1,000
33100-30	Telephone Charges	225	227	149	200
	Subtotal - Operations & Utilities	63,483	55,101	65,940	23,801
Contractual and Professional Services					
34100-10	Landscape Maintenance	45,123	37,619	47,292	15,106
34100-30	Wet Lands Area	-	500	-	515
34100-40	Park Maintenance	-	8,743	-	9,010
34100-50	Trails	31,853	37,177	49,674	39,311
34105	Other Professional Services	1,993	2,500	13,085	4,000
	Repayment of City Funded Deficit	-	-	-	16,000
	Subtotal - Contractual & Professional	78,968	86,539	110,052	83,942
Miscellaneous					
35150	Administrative Overhead	7,942	7,942	7,942	8,184
35210	Administration Fees-Property Taxes	221	242	185	242
35511	Incidentals	-	3,000	5,452	6,000
35512	Operating Contingency	-	-	-	1,975
	Subtotal - Miscellaneous	8,163	11,184	13,579	16,401
Capital Outlay					
43180	Storm Sewer Lines	-	16,000	-	8,000
	Subtotal - Capital Outlay	-	16,000	-	8,000
	Total Expenditures	$ 164,699	188,963	202,524	149,469

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

Expenditures:		***FY 2018 Actual***	***FY 2019 Amended Budget***	***FY 2019 Estimated Year-End Total***	***FY 2020 Budget Request***
Salaries and Benefits	$	9,048	10,135	10,362	11,459
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		2,892	2,000	-	2,000
Operations and Utilities		35,731	33,756	30,548	36,798
Contractual and Professional Services		33,032	37,578	41,214	38,647
Miscellaneous		5,227	9,166	5,194	9,166
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
Total Expenditures	$	85,930	92,635	87,319	98,070

Funding Sources:		***FY 2018 Actual***	***FY 2019 Amended Budget***	***FY 2019 Estimated Year-End Total***	***FY 2020 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Grants		85,930	92,635	87,319	98,070
Total Funding Sources	$	85,930	92,635	87,319	98,070

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

Account Number	Account Description	FY 2018 Actual	FY 2019 Amended Budget	FY 2019 Estimated Year-End Total	FY 2020 Budget Request
Salaries and Benefits					
30106	Salaries, Part Time (32 hour)	$ 6,118	6,323	6,711	6,743
30110	Salaries, Overtime	37	-	-	-
30200	PERS Retirement	730	732	820	848
30201	PERS Employer UAL	2,066	2,392	2,476	2,619
30205	Employee Group Insurance	-	596	-	1,152
30220	FICA/Medicare Insurance	97	92	103	98
30245	Workers Compensation	-	-	253	-
	Subtotal - Salaries and Benefits	9,048	10,135	10,362	11,459
Maintenance and Rentals					
32400	Trail Maintenance	2,892	-	-	-
32405	Tree Replacement	-	2,000	-	2,000
	Subtotal - Maintenance & Rentals	2,892	2,000	-	2,000
Operations and Utilities					
33100-10	Water Charges	33,956	32,393	29,250	35,350
33100-20	Electricity Charges	1,715	1,300	1,267	1,385
33100-30	Telephone Charges	61	63	31	63
	Subtotal - Operations & Utilities	35,731	33,756	30,548	36,798
Contractual and Professional Services					
34100-10	Landscape Maintenance	28,499	29,097	29,441	29,984
34100-50	Trails	2,892	5,981	9,183	6,163
34105	Other Professional Services	1,641	2,500	2,590	2,500
	Subtotal - Contractual & Professional	33,032	37,578	41,214	38,647
Miscellaneous					
35150	Administrative Overhead	5,068	5,068	5,068	5,068
35210	Administration Fees-Property Taxes	159	266	126	266
35511	Incidentals	-	1,000	-	1,000
35512	Operating Contingency	-	2,832	-	2,832
	Subtotal - Miscellaneous	5,227	9,166	5,194	9,166
	Total Expenditures	$ 85,930	92,635	87,319	98,070

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

Expenditures:		***FY 2018 Actual***	***FY 2019 Amended Budget***	***FY 2019 Estimated Year-End Total***	***FY 2020 Budget Request***
Salaries and Benefits	$	16,186	17,767	18,134	20,054
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		39,063	5,000	-	5,000
Operations and Utilities		108,224	108,917	90,678	119,492
Contractual and Professional Services		205,210	233,657	271,828	240,675
Miscellaneous		36,843	45,679	31,056	46,275
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		739,531	20,000	26,782	20,000
Transfers		-	-	-	-
Total Expenditures	$	1,145,058	431,020	438,478	451,496

Funding Sources:		***FY 2018 Actual***	***FY 2019 Amended Budget***	***FY 2019 Estimated Year-End Total***	***FY 2020 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Grants		1,145,058	431,020	438,478	451,496
Total Funding Sources	$	1,145,058	431,020	438,478	451,496

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

Account Number	Account Description	FY 2018 Actual	FY 2019 Amended Budget	FY 2019 Estimated Year-End Total	FY 2020 Budget Request
Salaries and Benefits					
30106	Salaries, Part Time (32 hour)	$ 11,030	11,066	11,744	11,801
30110	Salaries, Overtime	93	-	-	-
30200	PERS Retirement	1,277	1,280	1,435	1,483
30201	PERS Employer UAL	3,616	4,217	4,333	4,582
30205	Employee Group Insurance	-	1,044	-	2,016
30220	FICA/Medicare Insurance	169	160	180	172
30245	Workers Compensation	-	-	442	-
	Subtotal - Salaries and Benefits	16,186	17,767	18,134	20,054
Maintenance and Rentals					
32200	Building and ground maintenance				
32400	Trail Maintenance	36,378	-	-	-
32405	Tree Replacement	2,685	5,000	-	5,000
	Subtotal - Maintenance & Rentals	39,063	5,000	-	5,000
Operations and Utilities					
33100-10	Water Charges	101,865	101,200	85,538	111,320
33100-20	Electricity Charges	5,640	7,000	4,584	7,455
33100-30	Telephone Charges	719	717	556	717
	Subtotal - Operations & Utilities	108,224	108,917	90,678	119,492
Contractual and Professional Services					
34100-10	Landscape Maintenance	159,456	137,527	170,387	141,722
34100-20	Natural Open Space	-	12,300	-	12,675
34100-30	Wet Lands Area	-	5,000	-	5,153
34100-40	Park Maintenance	1,923	-	-	-
34100-50	Trails	41,189	75,230	97,309	77,525
34105	Other Professional Services	2,643	3,600	4,133	3,600
	Subtotal - Contractual & Professional	205,210	233,657	271,828	240,675
Miscellaneous					
35150	Administrative Overhead	30,724	30,724	30,724	30,724
35210	Administration Fees-Property Taxes	374	401	332	401
35511	Incidentals	4,665	2,000	-	2,000
35512	Operating Contingency	1,080	12,554	-	13,150
	Subtotal - Miscellaneous	36,843	45,679	31,056	46,275
Capital Outlay					
43130	Land Improvements	731,238	-	26,782	-
43180	Storm Sewer Lines	8,293	20,000	-	20,000
	Subtotal - Capital Outlay	739,531	20,000	26,782	20,000
	Total Expenditures	$ 1,145,058	431,020	438,478	451,496

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

Expenditures:		***FY 2018 Actual***	***FY 2019 Amended Budget***	***FY 2019 Estimated Year-End Total***	***FY 2020 Budget Request***
Salaries and Benefits	$	6,785.66	7,591	7,772	8,594
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		3,660	500	-	500
Operations and Utilities		9,757	9,218	7,997	10,558
Contractual and Professional Services		20,313	25,251	29,571	25,945
Miscellaneous		3,100	7,349	3,069	7,359
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	4,500
Transfers		-	-	-	-
Total Expenditures	$	43,616	49,909	48,409	57,456

Funding Sources:		***FY 2018 Actual***	***FY 2019 Amended Budget***	***FY 2019 Estimated Year-End Total***	***FY 2020 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Grants		43,616	49,909	48,409	57,456
Total Funding Sources	$	43,616	49,909	48,409	57,456

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

Account Number	Account Description	FY 2018 Actual	FY 2019 Amended Budget	FY 2019 Estimated Year-End Total	FY 2020 Budget Request
Salaries and Benefits					
30106	Salaries, Part Time (32 hour)	$ 4,588	4,742	5,033	5,057
30110	Salaries, Overtime	28	-	-	-
30200	PERS Retirement	547	549	615	636
30201	PERS Employer UAL	1,550	1,784	1,857	1,964
30205	Employee Group Insurance	-	447	-	864
30220	FICA/Medicare Insurance	72	69	77	74
30245	Workers Compensation	-	-	190	-
	Subtotal - Salaries and Benefits	6,786	7,591	7,772	8,594
Maintenance and Rentals					
32400	Trail Maintenance	3,660	-	-	-
32405	Tree Replacement	-	500	-	500
	Subtotal - Maintenance & Rentals	3,660	500	-	500
Operations and Utilities					
33100-10	Water Charges	9,147	8,596	7,464	9,900
33100-20	Electricity Charges	541	556	492	592
33100-30	Telephone Charges	69	66	41	66
	Subtotal - Operations & Utilities	9,757	9,218	7,997	10,558
Contractual and Professional Services					
34100-10	Landscape Maintenance	14,909	5,905	15,396	6,085
34100-40	Park Maintenance	-	9,262	-	9,545
34100-50	Trails	3,660	7,584	11,853	7,815
34105	Other Professional Services	1,744	2,500	2,323	2,500
	Subtotal - Contractual & Professional	20,313	25,251	29,571	25,945
Miscellaneous					
35150	Administrative Overhead	2,956	2,956	2,956	2,956
35210	Administration Fees-Property Taxes	144	243	113	253
35511	Incidentals	-	1,000	-	1,000
35512	Operating Contingency	-	3,150	-	3,150
	Subtotal - Miscellaneous	3,100	7,349	3,069	7,359
Capital Outlay					
43180	Storm Sewer Lines	-	-	-	4,500
	Subtotal - Capital Outlay	-	-	-	4,500
	Total Expenditures	$ 43,616	49,909	48,409	57,456

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

Expenditures:		***FY 2018 Actual***	***FY 2019 Amended Budget***	***FY 2019 Estimated Year-End Total***	***FY 2020 Budget Request***
Salaries and Benefits	$	45,591	50,656	51,811	57,297
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		48,390	16,000	-	11,500
Operations and Utilities		221,370	211,470	198,727	195,506
Contractual and Professional Services		341,717	387,142	456,945	393,409
Miscellaneous		54,071	74,614	53,604	80,437
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		739,531	36,000	26,782	32,500
Transfers		-	-	-	-
Total Expenditures	$	1,450,671	775,882	787,870	770,649

Funding Sources:		***FY 2018 Actual***	***FY 2019 Amended Budget***	***FY 2019 Estimated Year-End Total***	***FY 2020 Budget Request***
General Fund	$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Grants		1,450,671	775,882	787,870	770,649
Total Funding Sources	$	1,450,671	775,882	787,870	770,649

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

Account Number	Account Description	FY 2018 Actual	FY 2019 Amended Budget	FY 2019 Estimated Year-End Total	FY 2020 Budget Request
Salaries and Benefits					
30106	Part Time Salaries-32 Hour	$ 214	-	-	-
30110	Salaries, Overtime	30,914	31,616	33,555	33,789
30200	PERS Retirement	10,331	11,941	12,380	13,052
30201	PERS Employer UAL	3,650	3,658	4,099	4,225
30205	Employee Group Insurance	-	2,982	-	5,742
30220	FICA/Medicare Insurance	483	459	514	489
	Subtotal - Salaries and Benefits	45,591	50,656	51,811	57,297
Maintenance and Rentals					
32400	Trail Maintenance	45,705	-	-	-
32405	Tree Replacement	2,685	16,000	-	11,500
	Subtotal - Maintenance & Rentals	48,390	16,000	-	11,500
Operations and Utilities					
33100-10	Water Charges	207,194	195,640	187,202	183,506
33100-20	Electricity Charges	12,881	14,568	10,518	10,765
33100-30	Telephone Charges	1,295	1,262	1,007	1,235
	Subtotal - Operations & Utilities	221,370	211,470	198,727	195,506
Contractual and Professional Services					
34100-10	Landscape Maintenance	250,704	212,865	265,320	195,697
34100-20	Natural Open Space	-	12,300	-	12,675
34100-30	Wet Lands Area	-	5,500	-	5,668
34100-40	Park Maintenance	1,923	18,005	-	18,555
34100-50	Trails	79,594	125,972	168,019	130,814
34105	Other Professional Services	9,496	12,500	23,606	14,000
	Repayment of City Funded Deficit	-	-	-	16,000
	Subtotal - Contractual & Professional	341,717	387,142	456,945	393,409
Miscellaneous					
35150	Administrative Overhead	47,276	47,276	47,276	47,518
35210	Administration Fees-Property Taxes	1,050	1,302	876	1,312
35511	Incidentals	4,665	7,500	5,452	10,500
35512	Operating Contingency	1,080	18,536	-	21,107
	Subtotal - Miscellaneous	54,071	74,614	53,604	80,437
Capital Outlay					
43130	Land Improvements	731,238	-	26,782	-
43180	Storm Sewer Lines	8,293	36,000	-	32,500
	Subtotal - Capital Outlay	739,531	36,000	26,782	32,500
	Total Expenditures	$ 1,450,671	775,882	787,870	770,649

Personnel Authorization

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CITY OF NORCO
PERSONNEL AUTHORIZATION
FY09 through FY19

Position Title	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
CITY COUNCIL & COMMISSIONS												
CITY COUNCIL	5	5	5	5	5	5	5	5	5	5	5	5
COMMUNITY SERVICES COMMISSION	0	0	0	0	0	0	0	0	0	0	0	0
PLANNING COMMISSION	5	5	5	5	5	5	5	5	5	5	5	5
HISTORIC PRESERVATION COMMISSION	0	5	5	5	5	5	5	5	5	5	5	5
PARKS & RECREATION COMMISSION	5	5	5	5	5	5	5	5	5	5	5	5
STREETS & TRAILS COMMISSION	0	0	0	0	0	0	0	0	0	0	0	0
STREETS, TRAILS & UTILITIES COMMISSION	7	7	7	7	7	7	7	7	7	7	7	7
FULL-TIME POSITIONS												
ADMINISTRATION												
City Manager	1	1	1	1	1	1	1	1	1	1	1	1
City Clerk/Assistant to the City Manager	0	1	1	1	1	1	1	1	1	1	1	1
Deputy City Clerk	0	1	1	1	1	1	1	1	1	1	1	1
Human Resources Manager	0	0	0	0	0	0	0	0	0	1	1	1
Human Resources Analyst (moved from F&SS)	0	0	0	0	0	0	0	0	1	0	0	0
Management Analyst	0	0	0	0	0	0	0	0	1	1	1	0
Communications Manager												1
Executive Secretary	0	0	0	0	0	0	0	0	0	0	0	0
Secretary to the City Manager	1	0	0	0	0	0	0	0	0	0	0	0
Administrative Clerk	0	1	0	0	0	0	0	0	0	0	0	0
Sr. Administrative Clerk	0	0	1	0	0	0	0	0	0	0	0	0
Administrative Assistant	0	0	0	0	0	0	0	0	0	0	0	0
Total	2	4	4	3	3	3	3	3	5	5	5	5
PLANNING/CODE ENFORCEMENT												
Planning Director	0	0	1	1	1	1	1	1	1	1	1	1
Planning Manager	1	1	0	0	0	0	0	0	0	0	0	0
Senior Planner	1	1	1	1	1	1	1	1	1	1	1	1
Permit Technician	0	0	0	0	0	0	0	0	2	2	2	2
Executive Secretary	1	1	0	0	0	0	0	0	0	0	0	0
Building Inspector	0	0	0	0	0	0	0	0	1	1	1	1
Senior Code Enforcement Officer	0	0	0	0	0	1	1	1	1	1	1	1
Total	3	3	2	2	2	3	3	3	6	6	6	6
CITY CLERK (moved to ADMINISTRATION)												
City Clerk	1	0	0	0	0	0	0	0	0	0	0	0
Deputy City Clerk	1	0	0	0	0	0	0	0	0	0	0	0
Secretary II	0	0	0	0	0	0	0	0	0	0	0	0
Clerk Typist	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Clerk	1	0	0	0	0	0	0	0	0	0	0	0
Total	3	0	0	0	0	0	0	0	0	0	0	0

CITY OF NORCO
PERSONNEL AUTHORIZATION
FY09 through FY19

Position Title	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
FISCAL & SUPPORT SERVICES												
Director of Fiscal & Support Services	1	0	0	0	0	0	0	0	0	0	0	0
Director of Finance	0	1	1	1	1	1	1	0	0	0	0	1
Finance Officer	0	0	0	0	0	0	0	1	1	1	1	0
Executive Secretary	1	1	1	1	1	0	0	0	0	0	0	0
Administrative Analyst	0	0	0	0	0	1	1	1	1	1	1	1
Accounting Manager	1	1	1	1	1	1	1	1	1	1	1	1
Human Resources Analyst	1	1	1	1	1	1	1	1	0	0	0	0
Network Administrator	0	0	0	0	0	0	0	0	0	0	0	0
Information Technology Manager	1	1	1	1	1	1	1	0	0	0	0	0
Senior Accountant	0	0	0	0	0	0	0	0	1	1	1	1
Accountant	1	1	1	1	1	1	1	1	0	0	0	0
Computer Information Systems Technician (moved to PR&CS)	0	0	0	0	0	0	1	1	2	0	0	0
I.T. Analyst	1	1	1	1	1	1	0	0	0	0	0	0
FISCAL & SUPPORT SERVICES (Cont.)												
Account Clerks	8	7	6	6	6	6	6	6	6	6	6	6
Account Clerk II	0	0	0	0	0	0	0	0	0	0	0	0
Account Clerk I	0	0	0	0	0	0	0	0	0	0	0	0
Office Assistant	0	0	0	0	0	0	0	0	0	0	0	0
Total	**15**	**14**	**13**	**13**	**13**	**13**	**13**	**12**	**12**	**10**	**10**	**10**
PARKS & RECREATION												
Deputy City Manager/Director of Parks, Rec & Comm	0	0	0	0	0	0	0	1	1	1	1	1
Director of Parks,Recreation&Community Services	1	1	1	1	1	1	1	0	0	0	0	0
Executive Secretary	1	1	1	1	1	1	1	1	1	1	1	1
Computer Information Systems Administrator												1
Computer Information Systems Technician	0	0	0	0	0	0	0	0	0	2	2	1
Administrative Clerk	0	0	0	0	0	0	0	0	1	1	1	1
Recreation&Community Services Superintendent	1	1	1	1	1	1	1	1	1	1	1	1
Parks&Building Superintendent	1	1	0	0	0	0	0	0	0	0	0	0
Parks&Public Buildings Maintenance Superintendent	0	0	0	0	0	0	0	1	1	1	1	1
Parks&Public Buildings Maintenance Supervisor	0	0	0	1	1	1	1	0	0	0	0	0
Receation&Community Services Supervisor	3	1	1	1	1	1	1	1	2	2	2	2
Administrative/Facilities Coordinator	0	0	0	0	0	1	1	1	0	0	0	0
Administrative Assistant												1
Recreation&Community Services Coordinator	0	0	0	0	0	0	0	0	0	0	0	0
Lead Worker	0	0	1	0	0	0	0	0	0	0	0	0
Parks Maintenance Worker I, II	2	3	2	1	1	1	1	1	1	1	2	2
Maintenance Worker Trainee	1	0	0	0	0	0	0	0	1	1	0	0
Bus Driver	1	1	1	1	1	1	1	1	1	1	1	1
Custodian	0	0	0	0	0	0	0	0	0	0	0	0
Total	**11**	**9**	**8**	**7**	**7**	**8**	**8**	**8**	**10**	**12**	**12**	**13**
ECONOMIC DEVELOPMENT												
Director of Economic Development	1	1	1	0	0	0	0	0	0	0	0	0
Executive Secretary	1	1	1	0	0	0	0	0	0	0	0	0
Housing Manager	1	1	1	1	0	0	0	0	0	0	0	0
Total	**3**	**3**	**3**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

CITY OF NORCO
PERSONNEL AUTHORIZATION
FY09 through FY19

Position Title	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
COMMUNITY DEVELOPMENT (moved to Public Works)												
Director of Community Development	1	0	0	0	0	0	0	0	0	0	0	0
Director of Economic Development	0	0	0	0	0	0	0	0	0	0	0	0
Executive Secretary	0	0	0	0	0	0	0	0	0	0	0	0
Senior Planner	0	0	0	0	0	0	0	0	0	0	0	0
Associate Planner	0	0	0	0	0	0	0	0	0	0	0	0
Code Enforcement Officer	0	0	0	0	0	0	0	0	0	0	0	0
City Engineer/Director of Public Works	0	0	0	0	0	0	0	0	0	0	0	0
Deputy City Engineer	0	0	0	0	0	0	0	0	0	0	0	0
Executive Secretary	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Civil Engineer	0	0	0	0	0	0	0	0	0	0	0	0
Associate Civil Engineer	0	0	0	0	0	0	0	0	0	0	0	0
Building Official	1	0	0	0	0	0	0	0	0	0	0	0
Bldg Ops Support Coord/Senior Permit Tech	0	0	0	0	0	0	0	0	0	0	0	0
Permit Technician	3	0	0	0	0	0	0	0	0	0	0	0
Plans Examiner Senior Building Inspector	1	0	0	0	0	0	0	0	0	0	0	0
Building Inspector	1	0	0	0	0	0	0	0	0	0	0	0
Total	7	0	0	0	0	0	0	0	0	0	0	0
FIRE DEPARTMENT												
Fire Chief	1	1	0	0	0	0	0	0	0	0	0	0
Executive Secretary	0	0	0	0	0	0	0	0	0	0	0	0
Account Clerk I	0	0	0	0	0	0	0	0	0	0	0	0
Code Enforcement Officer	0	0	0	0	0	0	0	0	0	0	0	0
Fire Prevention Specialist	1	1	1	1	1	0	0	0	0	0	0	0
Battalion Chief	3	2	2	0	0	0	0	0	0	0	0	0
Fire Captain	6	6	6	6	0	0	0	0	0	0	0	0
FIRE DEPARTMENT (Cont.)												
Fire Engineer	6	6	6	6	0	0	0	0	0	0	0	0
Firefighter Paramedic	11	11	8	6	0	0	0	0	0	0	0	0
Firefighter	1	1	1	0	0	0	0	0	0	0	0	0
Total	29	28	24	19	1	0	0	0	0	0	0	0
ANIMAL CONTROL												
Animal Control/Equestrian Services Superintendent	1	1	1	1	1	1	1	1	1	1	1	1
Animal Control Supervisor	1	1	1	0	0	0	0	0	0	0	0	0
Secretary II	0	0	0	0	0	0	0	0	0	0	0	0
Administrative/Facilities Coordinator	1	1	1	1	1	0	0	0	0	0	0	0
Kennel Officer	1	1	1	0	0	0	0	0	0	0	0	0
Senior Animal Control Officer	0	0	0	0	1	1	1	1	1	1	1	1
Animal Control Officer	2	2	2	2	1	1	1	1	1	1	1	1
Total	6	6	6	4	4	3	3	3	3	3	3	3
SHERIFF												
Executive Secretary	1	1	1	1	1	1	1	1	1	1	1	1
Total	1	1	1	1	1	1	1	1	1	1	1	1
PUBLIC WORKS												
Director of Public Works	1	1	1	1	1	1	1	1	1	1	1	1
Deputy Director of Public Works/Senior Engineer	0	0	0	0	1	0	0	0	0	0	0	0
Water and Sewer Utilities Manager	0	0	0	0	0	1	0	0	0	0	0	0
Associate Civil Engineer	0	0	0	0	0	0	1	1	1	0	0	0
Executive Secretary	1	1	1	1	1	1	1	0	0	0	0	0

CITY OF NORCO
PERSONNEL AUTHORIZATION
FY09 through FY19

Position Title	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Public Works Superintendent	0	1	1	1	1	1	1	1	1	1	1	1
Public Works Supervisor	1	0	0	0	0	0	0	0	0	1	1	1
Inspector II	0	0	0	0	0	0	0	1	1	1	1	1
Inspector I	0	1	1	1	1	1	1	0	0	0	0	0
PW/LMD Inspector Supervisor	1	1	0	0	0	0	0	0	0	0	0	0
Lead Worker	0	1	1	1	1	1	1	1	1	0	0	0
Maintenance Workers (I, II, III)	5	6	8	7	7	5	5	8	5	8	8	8
Water Quality Control Technician	1	1	1	1	1	1	1	1	2	2	2	2
Sewer Technician	0	0	0	0	0	0	0	0	0	2	2	2
Meter Technician I	1	0	0	0	0	0	0	0	0	0	0	0
Public Works Trainee	6	5	2	3	3	5	5	3	5	0	0	0
Senior Civil Engineer	1	1	1	1	0	0	0	0	0	1	1	1
Permit Technician	3	2	1	1	1	1	1	2	1	1	1	1
Administrative Compliance Coordinator	0	0	0	0	0	0	0	0	1	1	1	1
Plans Examiner Senior Building Inspector	1	1	0	0	0	0	0	0	0	0	0	0
Building Inspector	1	1	1	1	1	1	1	1	0	0	0	0
Total	23	23	19	19	19	19	19	20	19	19	19	19
TOTAL FULL TIME POSITIONS	103	91	80	69	50	50	50	50	56	56	56	57
					PART-TIME POSITIONS							
TEMPORARY EMPLOYEES												
Fire												
Fire Prevention Intern	0	0	0	0	0	0	0	0	0	0	0	0
Total Temporary Employees	0	0	0	0	0	0	0	0	0	0	0	0
32-HOUR PART-TIME EMPLOYEES												
Community Development												
Assistant Planner	0	0	0	0	0	0	0	0	0	0	0	0
Planning/Code Enforcement												
Code Enforcement Officer/Planning Aide	0	0	0	0	0	0	0	0	0	0	0	1
Public Works												
Permit Technician	0	0	0	0	0	1	1	0	0	0	0	0
Permit Technician	0	0	0	0	0	1	0	0	0	0	0	0
Parks & Recreation												
Recreation&Community Services Specialist	3	3	2	2	2	0	0	0	0	0	0	0
Recreation&Community Services Coordinator	0	0	0	1	1	1	1	1	1	1	1	1
Irrigation Technician	0	0	0	0	0	1	1	1	1	1	1	1
Maintenance Workers	0	0	0	0	0	0	0	0	0	0	0	0
Special Events Specialist												1
Volunteer Coordinator	0	0	0	0	0	0	0	0	0	0	0	0
Aquatic Manager	0	0	0	0	0	0	0	0	0	0	0	0
Parks & Recreation (Cont.)												
Adult & Youth Sport Specialist	1	1	1	0	0	0	0	0	0	0	0	0
Animal Control												
Kennel Assistant	2	2	2	1	1	1	0	0	0	0	0	0
Administrative Clerk	0	0	0	1	1	1	1	0	0	0	0	0
Animal Control Officer Trainee	0	0	0	1	1	1	1	1	1	1	1	1
Total 32-Hour Employees	6	6	5	6	6	7	5	3	3	3	3	5

CITY OF NORCO
PERSONNEL AUTHORIZATION
FY09 through FY19

Position Title	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
20-HOUR OR LESS PART-TIME												
Administration												
Marketing Intern (Economic Development)	0	0	0	0	0	0	0	1	0	0	0	0
City Clerk												
Clerical Assistant	0	0	0	0	0	0	0	1	0	1	0	0
Facilities Maintenance Assistant	0	0	0	0	0	0	0	0	0	0	0	0
Customer Service Specialist	0	0	0	0	0	0	0	0	0	0	0	0
Fiscal & Support Services												
Account Clerk	0	0	1	1	0	2	2	0	0	0	0	0
Crossing Guards												
Crossing Guard	0	0	0	0	0	0	0	0	0	0	0	0
Parks & Recreation												
Facility Booking Specialist	0	0	0	0	0	0	0	0	0	0	0	0
Events and Facilities Assistant	0	0	0	0	0	0	0	0	0	1	1	1
Sports Technician/Recreation Specialist	0	0	0	0	1	1	1	1	1	1	1	1
Senior Administrative Clerk	0	0	0	0	0	0	0	1	0	0	0	0
Clerical/Counter Clerk/Recreation Specialist	2	2	3	2	3	2	2	2	1	0	0	0
Volunteer and Special Events Specialist	0	0	0	0	0	1	1	1	1	1	1	0
Recreation&Community Services Specialist	2	2	2	0	2	2	2	3	1	1	1	1
Recreation&Community Services Leader I, II, III	32	32	32	32	32	10	10	10	10	10	10	10
Recreation&Community Services Aide	31	31	31	31	31	20	18	18	18	18	18	18
Sports Coordinator	0	0	0	0	0	0	0	0	1	1	1	1
Aquatics Manager	1	1	1	1	0	0	0	0	0	0	0	0
Pool Maintenance Manager	0	0	0	1	1	0	0	0	0	0	0	0
Life Guard III	3	3	3	3	0	0	0	0	0	0	0	0
Life Guard II	15	15	15	15	0	0	0	0	0	0	0	0
Life Guard I	9	9	9	9	0	0	0	0	0	0	0	0
Field Maintenance Worker/Driver	5	5	5	4	5	4	4	4	0	0	0	0
Driver/General Labor Assistant	0	0	0	0	0	0	0	4	6	6	6	6
Bus Driver	3	1	1	1	0	0	0	0	0	0	0	0
Parks Maintenance Worker	1	0	1	3	4	3	3	0	3	3	3	3
George Ingalls Maintenance Worker	0	0	0	0	0	0	0	0	2	1	1	1
Nellie Weaver Hall Attendant	0	0	0	0	2	2	5	5	5	5	5	5
Fire Department												
Fire Chief	0	0	1	1	0	0	0	0	0	0	0	0
Battalion Chief	0	0	0	2	0	0	0	0	0	0	0	0
Code Compliance Officer	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Clerk	2	2	1	1	0	0	1	1	1	1	1	1
Executive Secretary	0	0	0	1	0	0	0	0	0	0	0	0
Planning/Code Enforcement												
Part-Time Code Compliance Officer	0	0	1	1	0	1	1	1	1	1	1	0
Planning Intern	0	1	1	1	1	1	1	1	0	0	0	0
Planning Aide	0	0	0	0	0	0	0	0	1	1	1	0
Executive Secretary	0	0	1	1	0	0	0	0	0	0	0	0
Sheriff												
Community Service Officer	0	0	0	2	2	1	1	1	1	1	1	1
Community Development												
Minutes Clerk	0	0	0	0	0	0	0	0	0	0	0	0
Part-Time Typing Aide/Admin Clerk	1	0	0	0	0	0	0	0	0	0	0	0
Planning Intern	1	0	0	0	0	0	0	0	0	0	0	0
PUBLIC WORKS												

CITY OF NORCO
PERSONNEL AUTHORIZATION
FY09 through FY19

Position Title	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Director of Public Works	0	0	0	0	1	1	0	0	0	0	0	0
Part-Time Typing Aide/Admin Clerk	0	1	1	1	1	0	0	0	0	0	0	0
Permit Technician	0	0	0	0	0	0	0	0	0	0	0	0
Clerical Assistant (Permits)	0	0	1	1	1	0	0	0	0	1	1	1
Intern	0	0	0	0	0	1	1	1	0	0	0	0
Counter Tech/Backflow Coordinator	0	0	0	0	0	0	0	1	0	0	0	0
Engineering Clerk/Permit Technician	0	0	0	0	0	0	0	1	0	0	0	0
Plans Examiner Senior Building Inspector	0	0	1	1	0	1	0	0	0	0	0	0
CRA												
Part-Time Administrative Intern	0	0	0	0	0	0	0	0	0	0	0	0
Part-Time Housing Specialist	0	0	0	0	0	0	0	0	0	0	0	0
Animal Control												
Senior Administrative Clerk	0	0	0	0	0	0	0	2	2	2	2	2
Customer Service/Administrative Clerk	1	1	1	0	0	2	2	1	1	1	1	1
Animal Care Technician	0	0	0	0	0	0	2	2	2	2	2	2
Kennel Attendant/Aide	2	3	3	4	4	4	4	5	5	5	5	5
Total 20-Hour or Less Employees	**111**	**109**	**116**	**120**	**91**	**59**	**61**	**66**	**63**	**63**	**63**	**60**

Budget Account Descriptions

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Budget Account Descriptions
Fiscal year 2019/2020

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

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

Supplies and Services		
30450	City Newsletter	All costs associated with publishing and distribution of City and CRA Newsletter (excluding postage)
30455	Elections	Incurred costs for election

Budget Account Descriptions
Fiscal year 2019/2020

Object Code	***Description***	***Purpose***
30420	Training Supplies	Cost of supplies associated with training in the Fire Department
Supplies and Services (Continued)		
30415	Special Departmental	Cost of services incurred by a department that are unique to a department
30400	Office Supplies	Cost of consumable office supplies
30405	Printing & Copies	Cost of printing, photocopy machine usage, outside printing, and reprographics
30435	Software Expense	Cost of software for the network, personal computers, and other technological equipment
30410	Postage	Metered and non-metered postal delivery costs, including express and courier services.
30445	Legal Advertising	Cost of newspaper publishing of required legal notices
30440	Advertising and promotion	Cost of advertising and promotion not included elsewhere
30425	Small Tools	Cost of hand tools costing less than $5,000
30430	Office Equipment	Cost of office equipment including furniture costing less than $5,000
42200	Liability Insurance	Liability insurance premium for the primary and excess liability insurance
42215	Self-Insurance Admin.	Cost of administering the city's self insurance programs (PERMA & SCRMA)
42220	Self Insured Expenses	Expenses related to the self-insurance program including attorney fees, witness fees, investigator fees, and other costs
42225	Self-Insurance Settlements	Cost of liability insurance settlements up to $125,000 per claim
42230	Excess Workers Comp	Cost of workers' compensation insurance coverage above the City's self insured amount of $250,000 per case limit.
30460	Medical Insurance Administration	Cost paid to CalPERS to administer retiree and employee medical insurance programs
30465	Medical Insurance – Retirees	Cost of retirees' medical insurance as per MOU
30470	Post Employment Benefits	Cost of providing medical coverage for active and retired employees as an annual required contribution in accordance with GASB 45.
30475	Performance Bonds	Cost of bonding City employees

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

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

Budget Account Descriptions
Fiscal year 2019/2020

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

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

Object Code	***Description***	***Purpose***
35350	Senior Recreation /Community Services Leader	Program provides a part-time staff person at the Norco Senior Center to coordinate senior activities and special events for seniors
Miscellaneous (Continued)		
35355	Norco Party Pardners	Program provides planned recreational and social activities for developmentally challenged adults twice each month
35400	Reading Club for the Elderly	Program provides extended hours at the County Library, Norco, Branch, for senior citizens
35405	Corona Regional Mobile Medical Program	Program provides medical services and community health outreach by providing free health screenings, nutritional counseling, etc. to seniors.
35500	Loss on Sale of Fixed Assets	Represents loss on sale of an asset
35505	Loss on Sale of Land	Represents loss on sale of land
35515	Depreciation Expense	To record the yearly depreciation amount for all assets

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

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

Capital Outlay		
43160	Streets, Curb, Gutters, Sidewalks	Capital project cost of streets, curb, gutters, and sidewalks
43170	Traffic Signals	Capital project cost for traffic signals
43250	Sanitary Sewer Lines	Capital project cost for sewer lines and mains
43180	Storm Sewer Lines	Capital project cost for storm lines and mains

Budget Account Descriptions
Fiscal year 2019/2020

Object Code	***Description***	***Purpose***
43210	Water Lines & Mains	Capital project cost for water lines and mains
43125	Land	Cost of purchase of land
Capital Outlay (Continued)		
43130	Land Improvements	Capital project cost for land improvements as fences, walls, trails, etc.
43190	Water Meters	Cost of purchasing water meters for City use and for use by developers
43200	Fire Hydrants	Capital project cost of purchasing fire hydrants
43140	Parks	Capital project cost of building a park
43220	Wells, Pumps & Boosters	Capital project cost of constructing well, pumps, and boosters
43230	Water Reservoir	Capital project cost of constructing a reservoir
43240	Water Supply Facilities	Capital project cost of constructing water supply facilities
43260	Sewer Supply Facilities	Capital project cost of constructing sewer supply facilities
43150	Park Structures/Enhancements	Capital project cost of park structures
43105	Paramedic Equipment	Cost of any paramedic equipment
41210	Public Projects	Capital project cost for public projects in the Redevelopment Agency
43110	Automotive Equipment	Cost of purchasing automobiles
43115	Building/Improvements	Capital project cost of buildings, building additions, roof repair, painting, or any other modification that improves the building
43100	Equipment	Cost of the purchase of any equipment greater than or equal to $5,000
43120	Improvements Other than Buildings	Capital project costs for any improvement other than to buildings

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Resolution

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RESOLUTION NO. 2019-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, APPROVING AND ADOPTING THE CITY OPERATING BUDGET FOR FISCAL YEAR 2019-2020 AND AUTHORIZING APPROPRIATIONS THEREFROM

WHEREAS, the Fiscal Year 2019-2020 Operating Budget for the City of Norco includes total appropriations in the amount of $41,717,825 as summarized in Attachment "A" for all Operating Funds and as listed in the budget detail on file in the Office of the City Clerk of the City of Norco; and

WHEREAS, budget workshops were held on May 15, and June 5th and 19th 2019 to review the Proposed Fiscal Year 2019-2020 Budget; and

WHEREAS, a public hearing was held as required in order to adopt the Proposed Fiscal Year 2019-2020 budget, where budget was approved in the amount of $41,717,825, which included an increase of $25,000 for Community Outreach and $30,000 for the Recycling and Organics Outreach Consultant for SB 1383;

WHEREAS, the City Manager may approve any unused appropriations at the end of the Fiscal Year 2018-2019 for capital projects, special projects, and grant programs which may be carried forward and become part of the budget referenced herein above,

WHEREAS, transfers of amounts herein appropriated within departments, between departments, and within the various funds created shall require the approval of the City Manager or his designee, provided the total appropriations for each fund is not exceeded;

WHEREAS, the transfer of any amount of one fund to another fund and/or the appropriation of funds from Reserves and Fund Balance shall only be made pursuant to this budget resolution or subsequent official action of the City Council. When made by the City Council, such transfers and/or appropriations shall be considered amendments to the budget referenced herein above;

WHEREAS, all purchase order commitments outstanding on June 30, 2019 are hereby continued and may become a part of the budget reference herein above:

WHEREAS, this annual budget resolution shall apply to all funds except bond funds, grant funds, trust and agency funds and capital funds. Legislative action by the City Council to issue bond funds, accept grants, and /or authorize capital projects shall be considered as authority to expend funds for those purposes, subject to the requirements, restrictions and provisions of the State Law and Norco Municipal Code relative to purchasing and contracting and no further appropriation authority will be necessary.

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

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on June 19, 2019.

Robin Grundmeyer, Mayor
City of Norco, California

ATTEST:

Dana Roa, CMC, City Clerk
City of Norco, California

I, DANA ROA, CMC, City Clerk of the City of Norco, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on June 19, 2019, by the following vote of the City Council:

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on June 19, 2019.

Dana Roa, CMC, City Clerk
City of Norco, California

Attachment: Attachment A – Appropriations Schedule

Appropriation Schedule

Fund #	Fund Name	Estimated Beginning Fund Balance July 1, 2019	FY 2019-2020 Estimated Revenues	FY 2019-2020 Transfers In	FY 2019-2020 Transfers Out	FY 2019-2020 Estimated Expenditures	Estimated Ending Balance June 30, 2020	Increase (Decrease) in Fund Balance
121	General Fund	$ 12,861,346	$ 20,427,983	$ 419,354	$ 15,408	$ 21,575,111	$ 12,118,164	$ (743,182)
123	CDBG Funds	-	159,645	-	-	159,645	0	0
131	Nancy Newman Trust Fund	133,325	-	-	-	38,489	94,836	(38,489)
122, 160-65	Miscellaneous Grants	-	221,000	-	-	221,000	-	-
124	Water	3,666,955	13,073,178	-	129,102	10,675,064	5,935,967	2,269,012
126	Sewer	3,077,695	7,764,321	-	129,102	7,041,208	3,671,705	594,010
133	Gas Tax	322,360	721,833	-	-	871,137	173,056	(149,304)
139	NPDES	94,220	128,330	-	-	200,889	21,661	(72,559)
156	AQMD	99,046	33,000	-	1,500	50,000	80,546	(18,500)
018	Housing Fund	3,250,041	108,500	-	-	555,170	2,803,371	(446,670)
	CIP, IF & Special Districts -Memo Only	-	-	15,408	159,650	-	-	-
	TOTAL	$ 23,504,989	$ 42,637,790	$ 434,762	$ 434,762	$ 41,387,713	$ 24,899,308	$ 1,394,319

SCHEDULE SUMMARY DETAIL

	General Fund Revenue
General Fund Revenue	20,427,983
Add Transfers In	419,354
Total General Fund Revenue	20,847,337

	General Fund Expenditure
General Fund Expenditures	21,575,111
Add Transfers Out	15,408
Total General Fund Expenditures	21,590,519

	Total Operating Budget
Total Operating Budget	41,387,713
Add Transfers Out	434,762
Less Special Districts -Memo Only	(159,650)
Total Operating Budget	41,662,825

Attachment A

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