

CITY OF NORCO
HORSETOWN USA

ADOPTED BUDGET

Fiscal Year 2020-2021





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**MAYOR'S BUDGET
MESSAGE**



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July 1, 2020

To the Residents of Norco,

I'm honored and proud to serve as your Mayor during one of the most challenging periods in the City of Norco's history. Today, our country, state and community are facing the unprecedented, worldwide coronavirus pandemic (COVID-19), as well as tremendous economic uncertainty and civil unrest. As a community, we Norconians have always preserved our unique lifestyle, even as the world around us has changed. I'm confident Norco will continue to thrive as a community in the midst of the new challenges we are facing today. Our community was built on the founding spirit of supporting one another, and our community is prepared to meet all challenges and adapt to changing conditions. These qualities have made it possible for your City Council to adopt the balanced Fiscal Year (FY) 2020-2021 Budget, which protects all vital community services, including fire, police, recreational activities, senior programs, infrastructure maintenance, economic development, housing, community development, animal care, and administrative support services. The fact that we are able to deliver this balanced budget at a time when most cities are struggling with layoffs and severe cuts in services reflects the strength of our community.



Balanced Budget: The total estimated City of Norco Operating Budget (spending plan) for FY 2020-2021 is \$43 million. The City's FY 2020-2021 Operating Budget is a balanced budget (including the projected use of a portion of fund balance in some Funds) that continues to protect and, in some cases, expand services provided to the community. The Adopted Budget for the General Fund, which is the City's chief funding source for governmental services, is approximately \$22.8 million, the Water Fund is \$11.6 million, and the Sewer Fund is \$6.5 million. Other Funds, including Community Development Block Grant (CDBG), Miscellaneous Grants, Gas Tax Fund, National Pollution Discharge Elimination System Fund, Air Quality District Management Fund, Housing Fund, and Nancy Newman Trust Fund, have a combined total budget of \$2.1 million.

The current FY 2019-2020 General Fund Budget was projected to be balanced as of mid-year (February 2020) with the total estimated current year revenues of \$21.7 million equaling the total estimated expenditures of \$21.7 million. However, due to the economic recession triggered by the coronavirus pandemic, estimated revenues were decreased by \$1.9 million to total \$19.8 million. Additionally, total expenditures were decreased by \$600,000 to total \$20.1 million, creating a projected net shortfall of \$1.3 million in FY 2019-2020. In FY 2020-2021, which is also impacted by the coronavirus pandemic, total General Fund revenues are projected to be \$20.7 million compared to total estimated expenditures of \$22.8 million, generating an estimated net budget shortfall of \$2.1 million. The combined projected budget shortfall of \$3.4 million in FY 2019-2020 and FY 2020-2021 is balanced by using a portion of

CITY COUNCIL

BERWIN HANNA
Mayor

KEVIN BASH
Mayor Pro Tem

ROBIN GRUNDMEYER
Council Member

TED HOFFMAN
Council Member

GREG NEWTON
Council Member

the General Fund's \$14.1 million "rainy day" fund balance, still leaving a healthy projected balance of \$10.7 million by the end of the FY 2020-2021.

Strategic Restructuring of Police Services: As part of the City's efforts to be more proactive in crime prevention by emphasizing community-oriented policing, the City Council authorized a new strategic deployment model for police services that provides nearly \$400,000 in savings to the City's General Fund in FY 2020-2021. This is achieved by reducing the City's daily patrol hours from sixty (60) to forty-eight (48). To offset the reduction in patrol-supported hours, the City Council approved adding one dedicated Community Oriented Policing and Problem Solving (COPPS) Deputy Sheriff and one dedicated Community Services Officer (CSO). With these adjustments, the new deployment model provides a net savings of nearly \$400,000 to the City's General Fund while increasing the number of dedicated sheriff deputies assigned to the City from two (2) to three (3) and the number of dedicated Community Services Officers from three (3) to four (4). The savings to be realized from this restructuring were used to fund increased/enhanced staffing that will maintain programs and activities in building maintenance, park maintenance, animal care services, youth and adult recreational programs, and engineering support services.

Prudent Fiscal Management: Since the Great Recession ended in FY 2011-2012, the City has strategically worked to enhance and diversify revenues while controlling expenditures. For many years, General Fund revenues were meager and consisted largely of sales tax revenues, which were mainly derived from sales generated by the City's automobile dealers. Unlike most cities, property tax revenues were relatively low due to limited rooftops and fewer opportunities for commercial development. With this constricted revenue base, the City still had to contend with the rising legacy costs of public safety services needed to protect a City that is spread out over fourteen (14) square miles. Since the end of the Great Recession, your City leaders have strategically found ways to diversify and increase General Fund revenues. Although sales tax still makes up a substantial portion of total General Fund revenues, the number of car dealers (new and used) has increased and many sales tax-generating establishments (retail, restaurants, businesses-to-business) have been added to the community. In addition to diversifying the sales tax base, other revenue sources have been added and/or enhanced. For example, transient occupancy tax (TOT) revenues have substantially increased as new hotels have been built; franchise fee revenues have significantly increased as rates were restructured; revenues from fee for services have increased as cost of services, allocation and recovery models were updated; property tax revenues have increased following the dissolution of the Redevelopment Agency; and the City's share of vehicle license fees (property tax in lieu of vehicle license fees) has steadily grown following a change in the allocation formula that is favorable to the City of Norco.

As the City took steps to diversify and enhance revenues, steps were also taken to control the growth of General Fund expenditures. Several services and programs were partially or completely contracted out, including fire and emergency medical services, building inspections, plan checks, engineering, economic development, and facilities maintenance. Additionally, employees were required to contribute toward the cost of their pension and benefits. Along with revenue diversification and enhancements, these expenditure control actions were key to building the City's General Fund "rainy day" funds from nearly zero in FY 2011-2012 to \$14.1 million by the end of FY 2018-2019.

In addition to growing the City's "rainy day" funds, in 2018, Norco residents wisely decided to solidify City finances by passing Measure R, the City's one-cent add-on sales tax that will support the City's financial stability in the years ahead. Measure R, which is currently generating about \$5 million annually, ensures that the City's investment in governmental infrastructure will continue to be protected through timely maintenance and replacement. Measure R also protects the City's ability to maintain the community's vital services, even in times of recession and revenue shortfall.

The Operating Budget also includes the operations of the City's water and sewer systems. For many years, the financial strength of the Water Fund was weakened due to expensive water purchase commitments made by the City to ensure uninterrupted availability of a quality water supply. In the last two years, the financial strength of the Water Fund has continued to improve because of the City Council's actions to align rates to the cost of water purchase commitments. The approved water rate increase that will go into effect on July 1, 2020 is only 1.5%. The approved total Water Fund expenses of \$11.6 million are lower than the estimated total revenues of \$13.3 million. This provides funding for the rate stabilization reserve, operation reserve and capital replacements. Similarly, the financial condition of the Sewer Fund remains strong, requiring no increase in your sewer rates. In fact, your sewer rates have not increased since July 2012. The approved total Sewer Fund expenses of \$6.5 million are lower than the estimated total revenues of \$7.9 million. This provides funding for future capital projects.

Final Remarks: I encourage you to read the information provided in the Budget Overview and Analysis, as well as the rest of the budget document, for more detailed information regarding the City's FY 2020-2021 Adopted Operating Budget. Although the City's fiscal condition is strong, the City Council and City staff are committed to continuing our tradition of prudent fiscal management. We will continue to prioritize attracting new development projects that are compatible with the Norco lifestyle so that we can enhance revenues while maintaining the high quality of life that all residents enjoy in Horsetown USA.

Norco is an extraordinary place to live, raise a family, build a business and contribute to a sense of community that is increasingly hard to find in California. Our ability as a City Council to present a balanced budget, especially in these challenging times, couldn't have been possible without your sacrifices, support and involvement. When residents are fully engaged, as you consistently are in Norco, they experience a more responsive, accountable local government. I'm grateful to our entire City staff for their dedication and commitment to providing a high level of service to our residents, and I'm confident this new fiscal year will lead to healthier, less turbulent times in our community and country.

Sincerely,



Berwin Hanna, Mayor
City of Norco



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**CITY MANAGER'S
TRANSMITTAL**





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June 17, 2020

Honorable Mayor Hanna and Members of the City Council,

Pursuant to the provisions of the City of Norco Municipal Code, I am pleased to submit the Proposed Operating Budget for Fiscal Year (FY) 2020-2021 and the Proposed Capital Improvement Program (CIP) Budget for FY 2020-2021 through FY 2024-2025 to you for review and adoption. The Operating Budget is an annual fiscal plan that provides information regarding the sources of City revenues and the activities, programs and projects to which these revenues are allocated toward. These revenue uses are described as expenditures, expenses or transfers throughout the budget document. The CIP Budget is intended to be a five-year fiscal plan that outlines revenue sources and proposed expenditures for the acquisition, construction and replacement of various City infrastructure, as well as other long-lived capital assets.



As discussed in the Mayor's Transmittal Letter and the Budget Overview and Analysis sections of this budget document, the development of FY 2020-2021 Operating Budget was very challenging to staff, not only because of the huge economic uncertainty created by the world-wide coronavirus pandemic, but also because of the anxiety imposed on staff by abrupt changes in work environment, as the Governor asked all citizens to shelter at home. Notwithstanding this challenging environment, our dedicated team of employees were able to go through the rigorous process of compiling both the Operating Budget and CIP Budget, and were also able to deliver a balanced Proposed Operating Budget and CIP Budget with aggressive funding for various capital projects. The budget development process included three (3) study sessions with Council Members and the public to review the proposed budgets before they were adopted by the City Council.

Total Operating Budget: The total amount of the Proposed Operating Budget for the City of Norco in FY 2020-2021 is \$43.1 million. This compares to the FY 2019-2020 total amended budget amount of \$41.1 million. The increase from FY 2019-2020 to FY 2020-2021 is due to increases in fire and police public safety contract costs, general liability insurance programs, pension contribution rates, retiree health insurance premiums, and debt service payments, as well as personnel additions and a one-time requested appropriation for the November 2020 municipal election. It is important to note that the Proposed Budget does not include any provision for wage/salary increases for existing City employees. The reasons for these identified budget increases are discussed in more detail in the Budget Overview and Analysis section of this budget document.

CITY COUNCIL

BERWIN HANNA
Mayor

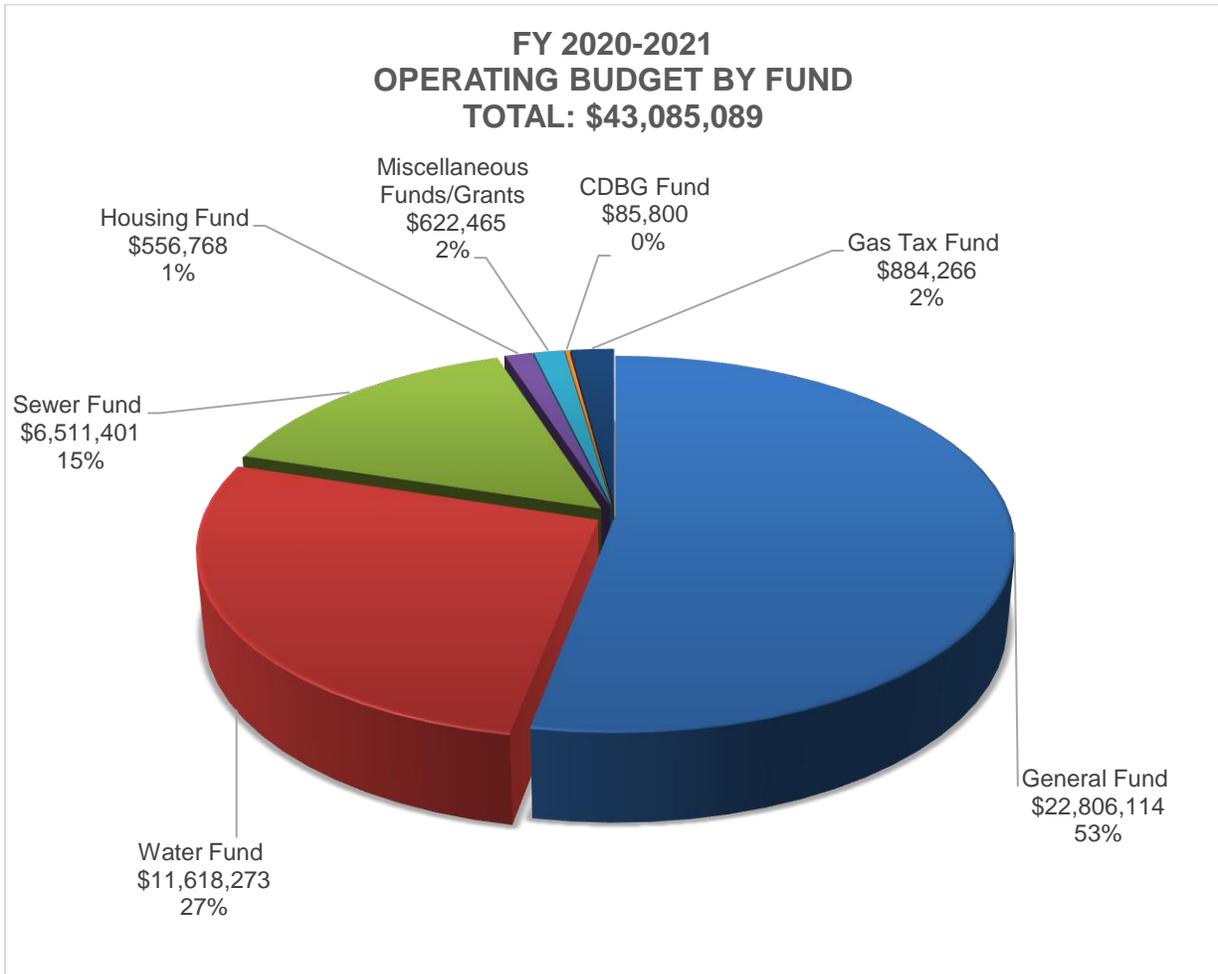
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Council Member

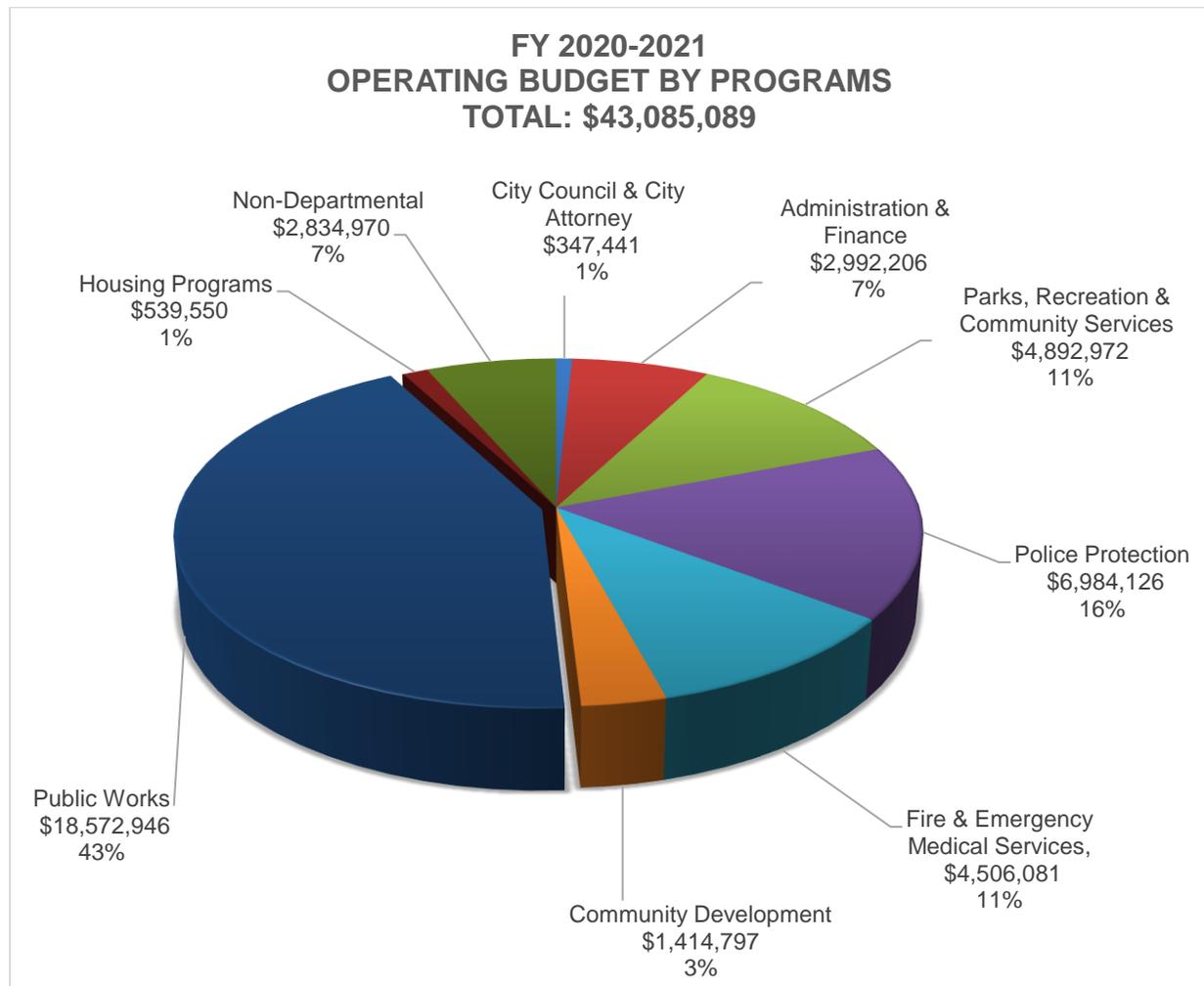
Total Operating Budget by Fund: A breakdown of the total FY 2020-2021 City Operating Budget by Funds is provided below:



The General Fund, which is the City's main operating fund, makes up over half of the total Operating Budget in FY 2020-2021. Most of the City's municipal government services are funded from the General Fund. These services include city council, city attorney, fire and emergency medical services, police protection, general support and administrative services, public works, engineering administration, parks and recreation programs, facility maintenance, animal care services, economic development, building and safety, code enforcement, planning, senior programs, and community special events. The recommended total appropriation for these services in FY 2020-2021 is \$22.8 million. The revenues to pay for these services are derived mainly from sales tax, property tax, franchise fees, and vehicle license in lieu fees. Other key revenues are derived from overhead cost reimbursement, community development user fees, community services user fees, lease revenues, investment income, fines and penalties, and emergency medical services subscription revenue.

The other key Operating Budget Funds are the Water and Sewer Enterprise Revenue Operations Funds. The Water Fund, which is operated like a business enterprise, accounts for the cost of operating and maintaining the City’s water system. This Fund has to operate like a business because it does not receive any tax revenues. Therefore, all costs associated with the operations and maintenance of the water system must be recovered through user-paid rates. The total recommended appropriation for the Water Fund is \$11.6 million. The Sewer Fund, which accounts for the operations and maintenance of the City’s wastewater treatment, operates like the Water Fund with no tax revenues and full cost recovery based on user-paid rates. The total recommended appropriation for the Sewer Fund is \$6.5 million. In addition to these key Operating Funds, the total Proposed Budget includes appropriations for gas tax, grants, and low-moderate income housing funded programs. Additional information regarding these programs is provided in the Budget Overview and Analysis section.

Total Operating Budget by Program: Another way of understanding the City’s Operating Budget is to review the broad programs and activities funded by the total recommended appropriation of \$43.1 million. A breakdown of the FY 2020-2021 total appropriations by programs is provided below:



The largest allocation of the City's Operating Budget is to the Public Works Department. The major activities of this department include the operation and maintenance of the City's water and sewer systems. Other key activities include street maintenance, storm drain maintenance, capital project design and implementation, engineering, parkway maintenance, trail maintenance, and public infrastructure inspections. The total recommended appropriation for this department in FY 2020-2021 is \$18.6 million compared to the total appropriation of \$17.8 million in FY 2019-2020. The increase in appropriation is mainly due to an increase in the cost of imported water and debt service payment on outstanding Water and Sewer Enterprise Revenue Bonds. For more information regarding programs and activities performed by this department and the related detailed budget appropriations for each program, please refer to the budget document.

The Operating Budget also includes a substantial appropriation to public safety programs (fire and police) totaling \$11.5 million. The City contracts with the County of Riverside for fire and police services. The total recommended appropriation of \$11.5 million in FY 2020-2021 is higher than the total appropriation of \$11.1 million in FY 2019-2020. The increase is due to county contract rate increases. The county contract rates increased due to increases in pension contribution rates and wage/salary increases for deputy sheriffs and fire personnel. The increase would have been much higher had it not been for the strategic change the City implemented in the deployment of sheriff deputies to emphasize community-oriented policing principles. Additional information regarding this change in deployment strategy is discussed in the Mayor's Transmittal Letter and in the Budget Overview and Analysis section.

Other major funding allocations are toward the Parks, Recreation and Community Services Department, as well as administration and support services. The Parks, Recreation and Community Services Department provides a broad range of leisure, recreation and community services to Norco residents. Programs and activities include senior programs, youth and adult sports programs, animal care services, building maintenance, park maintenance, and community special events. In FY 2020-2021, the total recommended appropriation for Parks, Recreation and Community Services Department programs is \$4.9 million. The Administration and Fiscal and Support Services Departments are comprised of the City Manager's Office, City Clerk's Office, Economic Development Division, Human Resources Division, and the Finance Department. The total recommended budget appropriation for these programs is \$3 million. Non-Departmental includes programs and activities that are not directly related to specific operating departments and/or may be too cumbersome to break out the costs that are allocated to specific operating departments. These costs include general liability and workers compensation premium contributions to the City's risk pool, pension contribution for former employees of the dissolved fire department, medical insurance premiums for retirees, and certain professional and contractual services that are not department specific. The total recommended appropriation for non-departmental programs and activities in FY 2020-2021 is \$2.8 million. Other recommended appropriations include \$500,000 for housing programs and \$300,000 for the City Council and City Attorney.

Measure R Budget: In November 2018, Norco voters approved a one-cent add-on sales tax general revenue measure known as Measure R. The FY 2020-2021 Measure R Budget of revenues and expenditures is not included in this Proposed Budget. The Measure R Budget must be reviewed and approved by the Measure R Citizens' Oversight Committee before being presented to the City Council for final approval. Staff is still finalizing this budget with

the Committee. The Measure R Budget will be presented separately to the City Council in August 2020. Measure R is projected to generate approximately \$5 million in revenues in FY 2020-2021. Measure R revenues are intended to improve streets, trails, public facilities and to ensure adequate funding for public safety services.

Future Operating Budget Outlook: The coronavirus pandemic is projected to negatively impact the City's Operating Budget in FY 2020-2021, and perhaps beyond. However, the long-term financial outlook on City finances and budgets remains very strong. Several major development projects were recently completed or are currently underway. These projects will provide a strong catalyst for significant future growth in City revenues. For example, CarMax, the nation's largest used automobile retail dealer, recently commenced construction for a new store in the City of Norco. Although construction is temporarily on hold due to the coronavirus pandemic, this store is expected to contribute significantly to the City's sales tax revenue when completed. The 400,000-square-foot light industrial Saddle Ranch Business Park project was recently completed in the City and has been leased to a well-established vitamin manufacturer. This project also has the potential to significantly add to the City's tax revenue base while generating over 1,000 jobs. Phase two of this project, which is expected to be about the same size as the recently completed phase one, has been approved for development by the City. The two million-square-foot Palomino Business Park project was also recently approved by the City Council. This project, which will be the largest light industrial complex in the City when completed, has the potential to generate significant sales tax, property tax and employment. Grocery Outlet, a publicly traded company, recently completed a store in the City and provides residents grocery shopping options while contributing to sales and property tax revenues. Woodspring Hotel Suites recently opened a 122-room hotel in the City and displays the potential to generate significant transient occupancy tax (TOT) revenues. Two other national hotel brands have also been approved for construction in the City. Several other projects with tax revenue generating capability are currently underway or are being considered for approval. The anticipated revenue increase from these new economic development projects, along with a healthy "rainy day" fund balance, are strong factors that point to a favorable future outlook for City finances and budgets.

Capital Improvement Program Budget: In addition to the Operating Budget, the City Council annually adopts an updated five-year Capital Improvement Program (CIP) Budget. This year's revised CIP Budget covers FY 2020-2021 through FY 2024-2025. The Proposed CIP Budget for FY 2020-2021 provides total funding of \$31.3 million for various infrastructure improvements and capital projects. A summary of recommended appropriations in FY 2020-2021 for various infrastructure and Capital Project Funds is provided below:

- Street Projects: \$6.5 million
 - Measure A - \$1.2 million; SB1 - \$600,000; City Street Fund - \$4.7 million
- Storm Drains: \$5 million
- Water Projects: \$15.3 million
- Sewer Projects: \$3.7 million
- Park Projects: \$300,000
- Public Buildings and Facilities: \$500,000

City Manager's Transmittal Letter – FY 2020-2021
June 17, 2020

Please note, this breakdown does not include Measure R-funded capital projects, which will be presented to the City Council for approval in August 2020. Many of the projects under consideration for Measure R funding include equestrian trail and public facilities-related projects. The large amount of money that is being allocated for investments in capital projects is further evidence of the strength of City finances, as well as the City's commitment to preserving the infrastructure necessary to continue to attract economic development and maintain the quality of life that Norco residents enjoy today.

Final Remarks: I want to express my personal appreciation to the City Council for displaying leadership and creating the vision that is 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, especially the Finance Director, were instrumental in compiling the necessary information that allows me to propose a balanced Operating Budget and Capital Improvement Program Budget to the City Council.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Andy Okoro', with a stylized flourish at the end.

Andy Okoro, City Manager
City of Norco



**BUDGET OVERVIEW
& ANALYSIS**

BUDGET OVERVIEW AND ANALYSIS

SUMMARY

The Fiscal Year (FY) 2020-2021 Operating Budget for the City of Norco reflects the impact of the unprecedented public health and economic emergency caused by the worldwide Coronavirus Pandemic (COVID-19). This fast moving event has created uncertain economic and budgetary environment that makes it very difficult to project key General Fund revenues with any reasonable assurance that the revenues projected will ultimately be realized. The speed by which COVID-19 has impacted the local, state and national economy has been unprecedented leading to a crisis budgetary environment where local governments are finding it extremely difficult to determine the appropriate corrective actions to preserve essential services and maintain the stability of city finances. As a result, the recommended City of Norco Operating Budget may be subject to significant revisions throughout the year. Because the City has built healthy “rainy day reserves” in the General Fund since the end of the Great Recession, the FY 2020-2021 budget provides adequate funding to maintain the level of existing general government services. The projected General Fund deficit in both FY 2019-2020 and FY 2020-2021 is projected to be covered by drawing from rainy day reserves.

The General Fund is the City’s primary operating fund for general government services. Before providing an overview on the FY 2020-2021 Operating Budget, it is important to provide brief information on the status of the FY 2019-2020 General Fund budget, because of the impact of COVID-19 on this budget. At mid-year, the FY 2019-2020 General Fund budget was balanced with total estimated revenues of \$21.7 million and total projected expenditures of \$21.7 million. Due to the projected negative impact of COVID-19 on year-end estimated revenues, especially sales tax, transient occupancy tax and lease revenue, the General Fund is now projected to end the year with a \$1.3 million budget shortfall. This shortfall would have been larger had it not been for projected expenditure savings totaling \$600,000. This projected shortfall will mark the first fiscal year since Fiscal Year 2010-2011 that the General Fund will end the year with total expenditures exceeding total revenues. The projected FY 2019-2020 shortfall consists of an estimated revenue shortfall of \$1.2 million from sales tax, \$100,000 from transient occupancy tax (TOT), \$200,000 from lease revenue, and \$300,000 from Sales Tax Deferral Relief Program offered by the California Department of Tax and Fee Administration.

The impact of these revenue shortfalls is partially offset by estimated expenditure savings of \$600,000 producing a net shortfall of \$1.3 million in the General Fund. This will result in a decline of fund balance (rainy day reserve) from \$14.1 million to \$12.9 million by the end of the fiscal year, June 30, 2020. Other than the General Fund, COVID-19 is not anticipated to have any significant revenue impact on the Water Fund or Sewer Fund, which are the other major Operating Funds of the City.

The total estimated City of Norco Operating Budget for FY 2020-2021 is \$43 million. The General Fund is approximately \$22.8 million, Water Fund is \$11.6 million, and Sewer Fund is \$6.5 million. Other Funds, which include Community Development Block Grant,

Miscellaneous Grants, Gas Tax Fund, National Pollution Discharge Elimination System Fund, Air Quality District Management Fund, Housing Fund, and Nancy Newman Trust Fund, have a combined total budget of \$2.1 million.

GENERAL FUND BUDGET SUMMARY

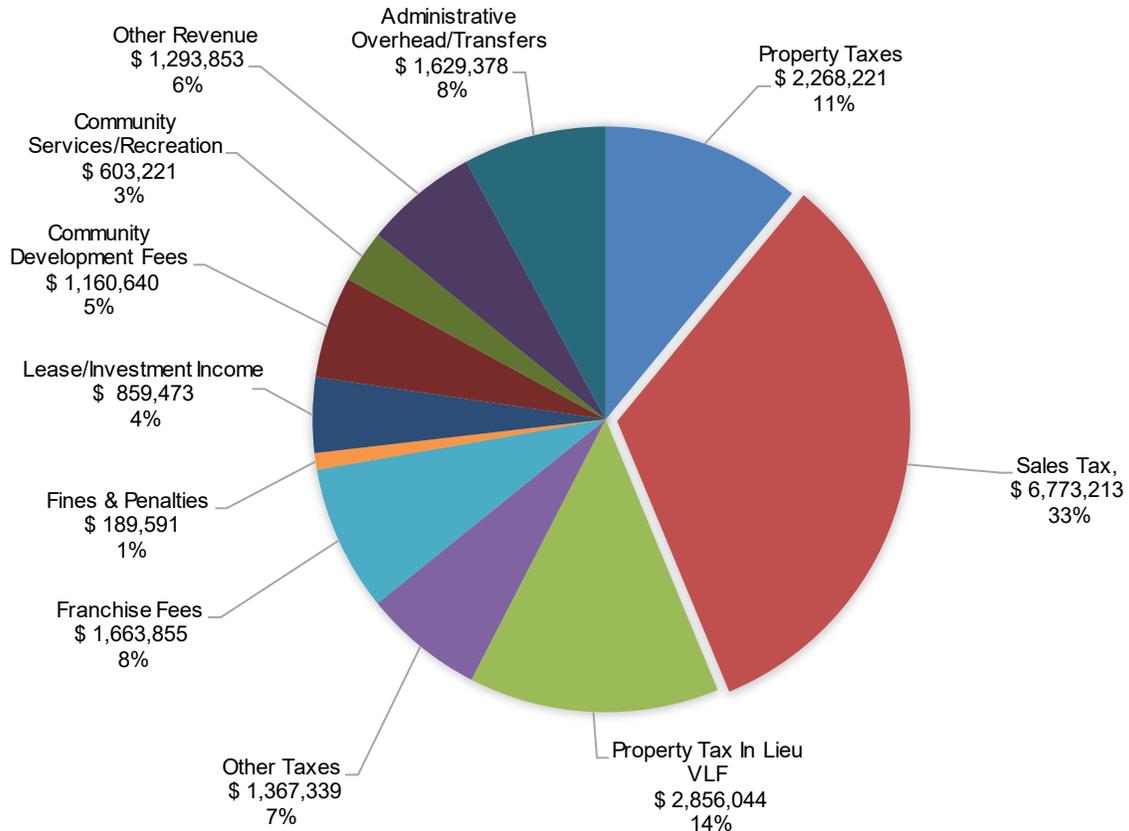
The General Fund is the chief operating fund of the City and is the primary source of funding for police, fire, general government, parks, community services, community development, animal control, economic development, building safety and public works services. Although the General Fund is projected to have an estimated revenue shortfall of \$2.1 million due to the sober economic outlook facing the City as a result of COVID-19, the City Council is committed to preserving these vital City services. Therefore, the projected shortfall will be covered by using a portion of the City's rainy day funds.

While the total projected General Fund revenues in FY 2020-2021 are \$20.7 million, total estimated expenditures are \$22.8 million, for a total projected budget shortfall of \$2.1 million. Revenues are projected to decline by 4.8% over the amount anticipated in FY 2019-2020 prior to COVID-19. Key revenues, including sales tax, property tax, investment earnings, lease income, transient occupancy tax, fines and penalties, overhead, and user fees, are projected to decrease when compared to the amount anticipated in FY 2019-2020 pre-COVID-19. Although revenues are projected to decrease, total expenditures are estimated to increase by 5.1% or \$1.1 million over FY 2019-2020 budget. The bulk of the anticipated increase is due to increases in public safety contract costs, pension contribution rates, retiree medical insurance premium, computing and communication costs, and liability insurance premiums.

General Fund Revenue Analysis

FY 2020-2021 General Fund revenues are projected to be impacted negatively by the sudden slowdown in the national, state and local economies due to the COVID-19 Pandemic. Like other cities in the state, the City of Norco faces potential severe revenue shortfalls due to this unanticipated event. The economic impact from this pandemic began in March 2020, however, the duration and severity is still undetermined. Therefore, the estimates for key General Fund revenue categories are very tentative and subject to revisions as actual impacts from the pandemic are determined. The Stay at Home Order that began in March led to many businesses shutting down. This led to sudden significant reductions in economic activities, which are anticipated to have immediate impacts on sales tax and other key revenues. The pie chart on the next page provides a breakdown of General Fund revenues by major categories.

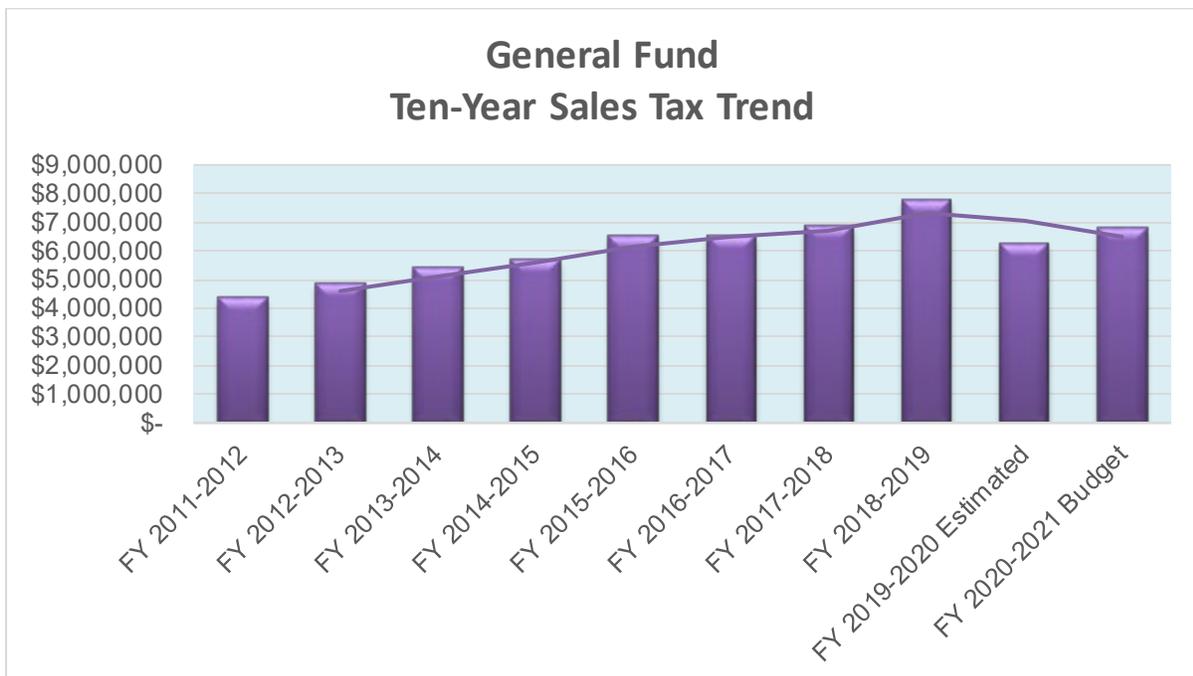
**FY 2020-2021
ESTIMATED GENERAL FUND REVENUES BY SOURCE
TOTAL \$20,664,828**



As depicted in the pie chart of General Fund revenues by source, total estimated revenues in FY 2020-2021 is \$20.7 million. General Fund revenues are derived from the following major sources:

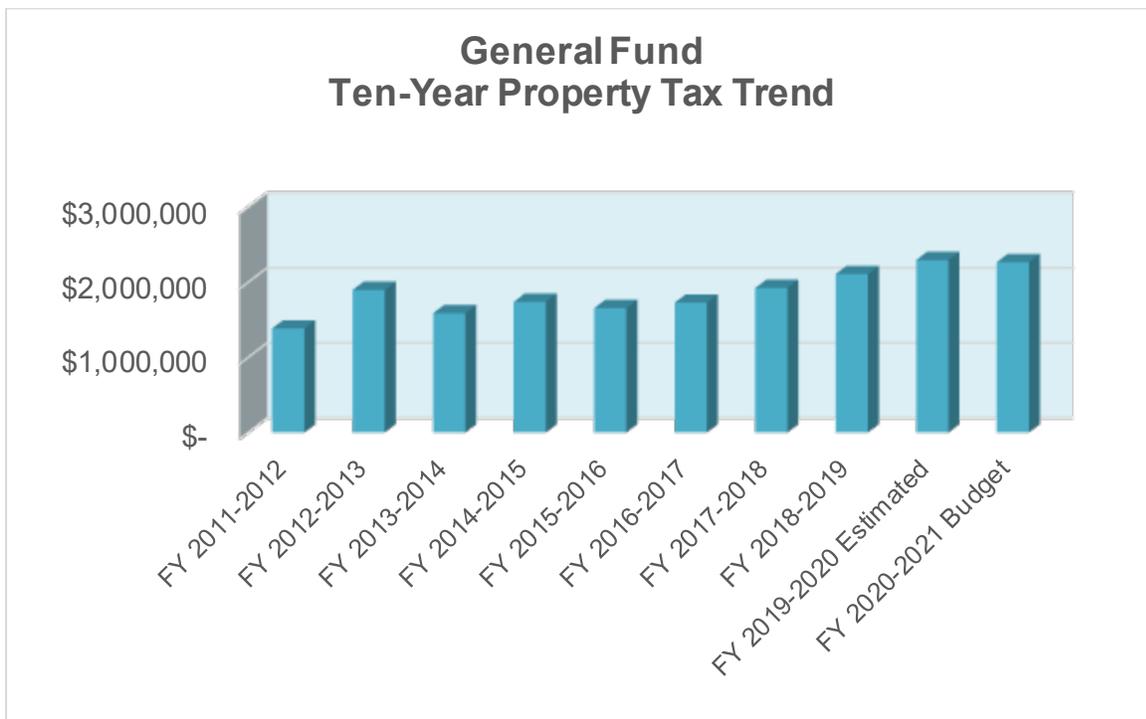
- Sales tax
- Property tax
- Other taxes
- Property tax in-lieu of vehicle license fees
- Franchise fees
- Fines and penalties
- Lease and investment income
- Community development fees
- Community services/recreation fees
- Administrative overhead
- Other revenues

Sales Tax: Sales tax revenue has continuously been the most significant of all General Fund revenue sources. In some years, since the end of the Great Recession in 2009, sales tax has accounted for as high as 38% of total General Fund revenues, excluding Measure R Transactions and Use Tax, which was approved by Norco voters in November 2018 and became effective April 1, 2019. Because of the size of sales tax revenue on total General Fund revenues, it has become a significant barometer in measuring the health of the General Fund and the City's ability to provide a balanced General Fund budget. Even though total projected General Fund revenues are expected to decrease in FY 2020-2021, sales tax is projected to make up only 33% of this total. In FY 2020-2021, sales tax is projected to decrease by 9.2% over the amount that was previously anticipated in FY 2019-2020 prior to accounting for the impact of reduced economic activity arising from the COVID-19 pandemic. It is also important to note that, prior to the pandemic, CarMax, the leading automobile dealership in the country, was constructing a store in Norco that would have resulted in a significant increase in the City's sales tax revenue in FY 2020-2021 and beyond. Unfortunately, work on this project, which had the potential of increasing city sales tax by 10%, has been suspended. Consequently, the FY 2020-2021 projected sales tax revenue does not include any potential sales tax amount that could have been generated from CarMax. The cumulative impact from COVID-19 and suspension of CarMax is estimated to have reduced sales tax by nearly 20% in FY 2020-2021. The amount of projected sales tax revenue is based on the Stay at Home Order being lifted in May and businesses reopening in June. The chart below provides a 10-year sales tax revenue history. Although the budgeted sales tax revenue for FY 2020-2021 is within the 10-year average, a look at the trend prior to COVID-19 indicates that without the economic impact from COVID-19, FY 2020-2021 would have been substantially higher than the average. The average is also impacted by low sales tax revenue received in the first four years of this 10-year data. These were the years when the national economy was coming out from the Great Recession.



Property Tax: Historically, the City’s share of the one-percent ad-valorem property tax collected by Riverside County is lower than most cities. In FY 2020-2021, the estimated total value of real properties in the City of Norco is estimated to be \$3.6 billion. This is estimated to generate \$36 million in property tax revenue based on the one-percent ad-valorem property tax rate. The projected total property tax revenue to be received by the City, including the City’s share of residual tax increment from the former Norco Redevelopment Agency, is approximately \$2.3 million or about six cents on each dollar of property tax generated in the City of Norco. In FY 2020-2021, City property tax revenue is expected to decline slightly by 1.2% from the amount estimated to be received in FY 2019-2020. Although assessed valuation is expected to remain flat during the year, the estimated decrease in revenue is due to a projected decrease in collection rates. Delinquencies are expected to rise as a result of the financial hardship homeowners are likely to face because of COVID-19, which has resulted in mass layoffs throughout the country.

The property tax revenue history chart below shows that property tax revenue has been steadily increasing since the dissolution of the former redevelopment agency in FY 2012. The increase is mainly from rising property values and commercial real property improvements in the City since the end of the Great Recession. The unusual spike in FY 2012-2013 is due to one-time receipts allocated to the City from the remaining funds of the redevelopment agency at the time it was dissolved.



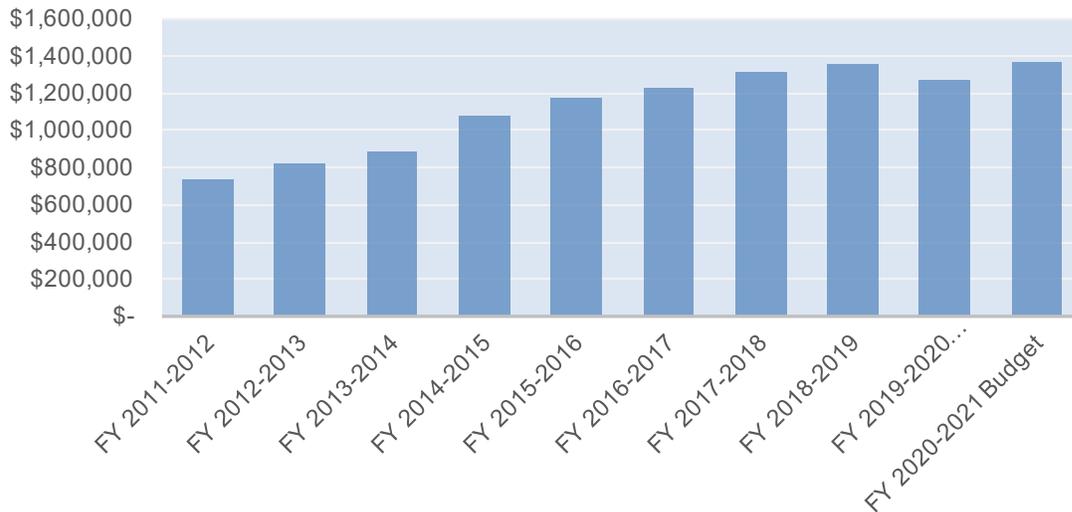
Although it is likely that property tax revenues could negatively be impacted by the economic decline generated by COVID-19, this impact is not expected to show in FY 2020-2021. This is because there is a time lag between when the event causing a

decrease in assessed values happen and the time the decreased values are reflected in the County Assessor’s Tax Rolls.

Other Taxes: The City’s share of public safety half-cent sales tax revenue, property transfer tax, transient occupancy tax (TOT), business license, and satellite wagering tax revenues are classified as Other Taxes in the General Fund’s major revenue categories. In FY 2020-2021, these taxes combined are projected to decrease by 7.5% over the amount that was expected to be received in FY 2019-2020 pre-COVID-19. Property transfer tax, public safety sales tax and business license tax are projected to decrease. This projected decrease is a result of COVID-19. TOT revenue would have been projected to increase significantly during FY 2010-2021 due to revenue impacts from the full year of operation of Woodspring Suites, which opened in the City in FY 2019-2020. Instead, this revenue item is projected to be flat due to COVID-19, which is expected to continue to limit business and personal travels and, therefore, reduce hotel room demand during FY 2020-2021.

One of the key strategic priorities of the City is to increase economic development by attracting new hotels in the City. As the City becomes a destination point due to the development of SilverLakes Equestrian and Sports Complex, which attracts over two million visitors annually, hotel development has become the best and highest of commercial land along the Hamner Avenue Business Corridor. Unlike sales tax and property tax, which are shared with other governmental entities, all TOT revenues are retained by the City. This revenue item has continued to grow significantly in recent years and is expected to continue to grow as new hotels come to the City and as the impact of COVID-19 on the economy subsides. Even though two additional hotels have been approved for development in FY 2020-2021, TOT revenue doesn’t include any amount from these hotels because the completion of these projects is likely to occur in FY 2021-2022. Other taxes are comprised of approximately 7% of total General Fund revenues. The chart below provides a 10-year trend of Other Taxes Major Revenue Category.

**General Fund
Ten Year History - Other Taxes**



As depicted in the chart on the previous page, this revenue category has shown steady growth over the last 10 years until FY 2019-2020, which is anticipated to be impacted by COVID-19. The growth in revenue is mainly due to TOT revenues, which generally makes up more than 50% of this major revenue category. It is anticipated that this revenue category will continue in uptrend after COVID-19, especially with the completion of new hotels that have been approved for development. Public safety sales tax, business license tax and property transfer tax revenues have also increased since the end of the Great Recession.

Property Tax – In Lieu VLF: In FY 2004, the State eliminated distribution of motor vehicle license fee (VLF) revenue distribution to local governments. This revenue was back-filled with property tax revenue. There were two practical effects from this change: 1) local governments no longer received their share of motor vehicle license fees on a monthly basis; 2) the basis for distributing the back-filled amount changed from being based on population to being based on the assessed value of real properties in each local jurisdiction. The change from population-based distribution to value of real property distribution greatly benefited the City of Norco. Although, Norco has a fairly low population, the City encompasses over 14 square miles, allowing for expensive residential, commercial and industrial real properties, which make the total assessed value of real properties in the City much higher than comparable cities with similar populations. The City's share of this revenue has grown from \$1.2 million in FY 2004 to an estimated amount of \$2.8 million in FY 2020-2021, which makes up about 14% of total General Fund revenues. It is anticipated that this distribution method will continue to benefit the City in the future unless assessed values decline at a faster rate relative to the County as a whole.

Franchise Fees: The franchise fee revenue category is comprised of cable television, gas, electric, and refuse franchise fees. The revenue received by the City from these franchises is based on the amount of revenues collected by the franchisees from their operation in the City of Norco. The amount received from cable television, gas, and electric franchises fluctuates slightly from year to year. Refuse franchise was renegotiated in 2014 with increase in franchise rates from 10% to 17.9%, effective July 1, 2014. For residential services, the increased rate was phased in over five years from July 1, 2014 through July 1, 2018. Rates for commercial services were phased in over three years from July 1, 2014 through July 1, 2016. During the period that the rate increases were phased in, total franchise fee revenues steadily increased from FY 2014-2015 through FY 2018-2019. Now that the rate increases have been completely phased in, this revenue category is not expected to show any significant increases in the coming years. In FY 2018-2019, which was the last year with the rate increase, total franchise fee revenue was \$1.7 million. This is the same as the amount projected in FY 2019-2020 and FY 2020-2021. Franchise fees make up about 8% of total General Fund revenues.

Fines and Penalties: The fines and penalties revenue category is comprised of revenues received for violation of the City's Municipal Code or State of California Vehicle Code. Revenues from traffic citations are collected by the County and distributed pursuant to state guidelines depending on the type of violation. Revenues from parking citations are

collected by a third-party hired by the City, and the City retains the entire amount. Revenues for violations of the Municipal Code are also collected by the City with the City retaining the entire amount. The fines and penalties revenue category, which makes up about 1% of total General Fund revenues, is usually consistent from year-to-year.

Investment Earnings and Lease Revenues: Idle funds of the General Fund are invested in accordance with the City's Investment Policy to generate investment earnings. In FY 2020-2021, investment earnings are projected to decrease due to an anticipated reduction in fund balance and the low interest rate environment. Lease revenues are generated from the lease of City-owned facilities to third parties. These include the lease of SilverLakes Equestrian and Sports Complex (SilverLakes) to Balboa Management LLC (Balboa) and the lease of various City infrastructure to telecommunications operators for the location of cellular antennae. Lease revenues from the lease of SilverLakes are projected to decline due to six months of rent deferral granted by the City to Balboa due to economic hardship created by COVID-19. Two of the six months are in FY 2020-2021. On the other hand, revenues from cellular sites are projected to increase due to a new site that was leased during FY 2019-2020. Overall, this revenue category, which makes up 4% of total General Fund revenues, is expected to decline by 9.5% during FY 2020-2021 mainly due to the projected decrease in investment earnings and lease revenues.

Community Development Fees: This revenue category consists of engineering, planning, and building permit fees paid by users for the review, permit and inspection of their projects. The fees charged for these services are set by the City Council to recover the costs associated with providing these services. As the national economy has boomed over the last several years, building activities, especially commercial development has increased in the City. This increase in construction activity has increased service demands and related revenues. This revenue category, which makes up 5% of total General Fund revenues, is projected to increase by 4.1% during FY 2020-2021.

Community Services Fees: These fees are comprised of sports program fees, day camp fees, facility rentals and special events contributions. These fees are anticipated to be impacted dramatically as a result of COVID-19 for both FY 2019-2020 and FY 2020-2021. Due to restrictions on public events and gatherings, the activities and events that generate these revenues were suspended as of March 2020. These events and activities are not anticipated to resume for the remainder of FY 2019-2020, and suspension will likely continue into FY 2020-2021, thereby substantially reducing revenues. Although this revenue category makes up about 4% of total General Fund revenues, in FY 2020-2021 it is anticipated that these activities will generate about 3% of total general revenues. This assumes the restriction on public events and gatherings is lifted early in the fiscal year. This revenue category is projected to decline by 16% during FY 2020-2021.

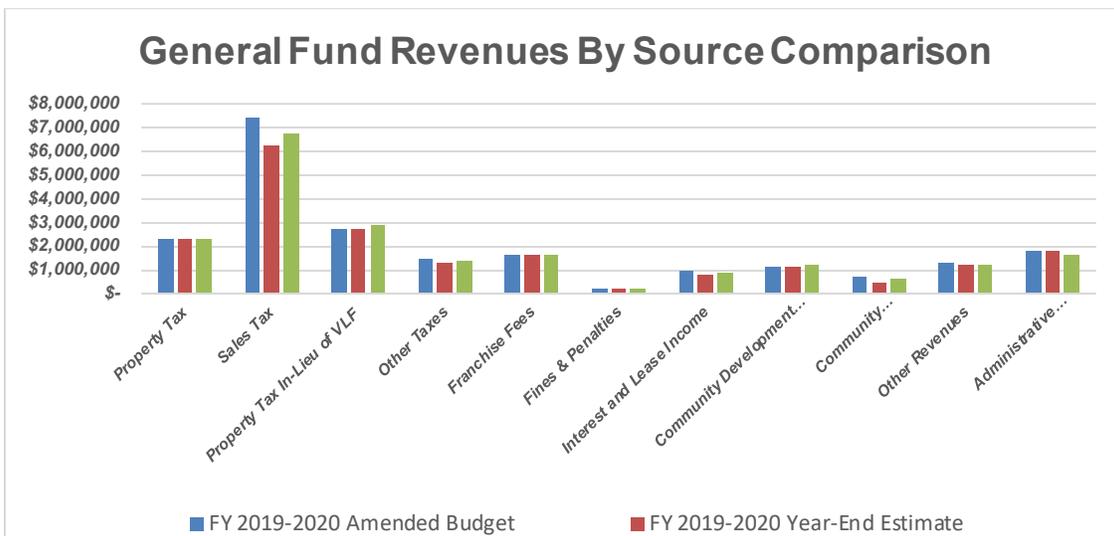
Other Revenues: Other revenues of the General Fund primarily consist of voluntary emergency medical subscription fees, dog licenses, penalties for late payment of utility bills, fire inspections, plan check fees, refuse billing and collection fees. These fees combined generate about 6% of total General Fund revenues. From year-to-year, the

total amount of revenues collected from this category is generally stable around \$1.3 million.

Administrative Overhead: Administrative overhead represents reimbursement of costs of services to the General Fund by other Funds for services and expenses paid by the General Fund. The amount of these costs is determined through a city-wide Cost Allocation Study which is generally performed every five years. Except for one-time items, or the periodic update to the Cost Allocation Study, these costs are fairly stable from year-to-year. Administrative overhead reimbursements account for approximately 8% of total General Fund revenues.

The table below provides information regarding changes in General Fund revenue from the FY 2019-2020 budget to the FY 2020-2021 budget. The changes reflect the impact of COVID-19 on revenue estimates. As previously stated, without COVID-19, FY 2020-2021 would have shown reasonable revenue growth based on anticipated sales tax growth that would have resulted from completion of the CarMax store and the full year of operation of Woodspring Suites, in addition to normal growth in other major revenue items.

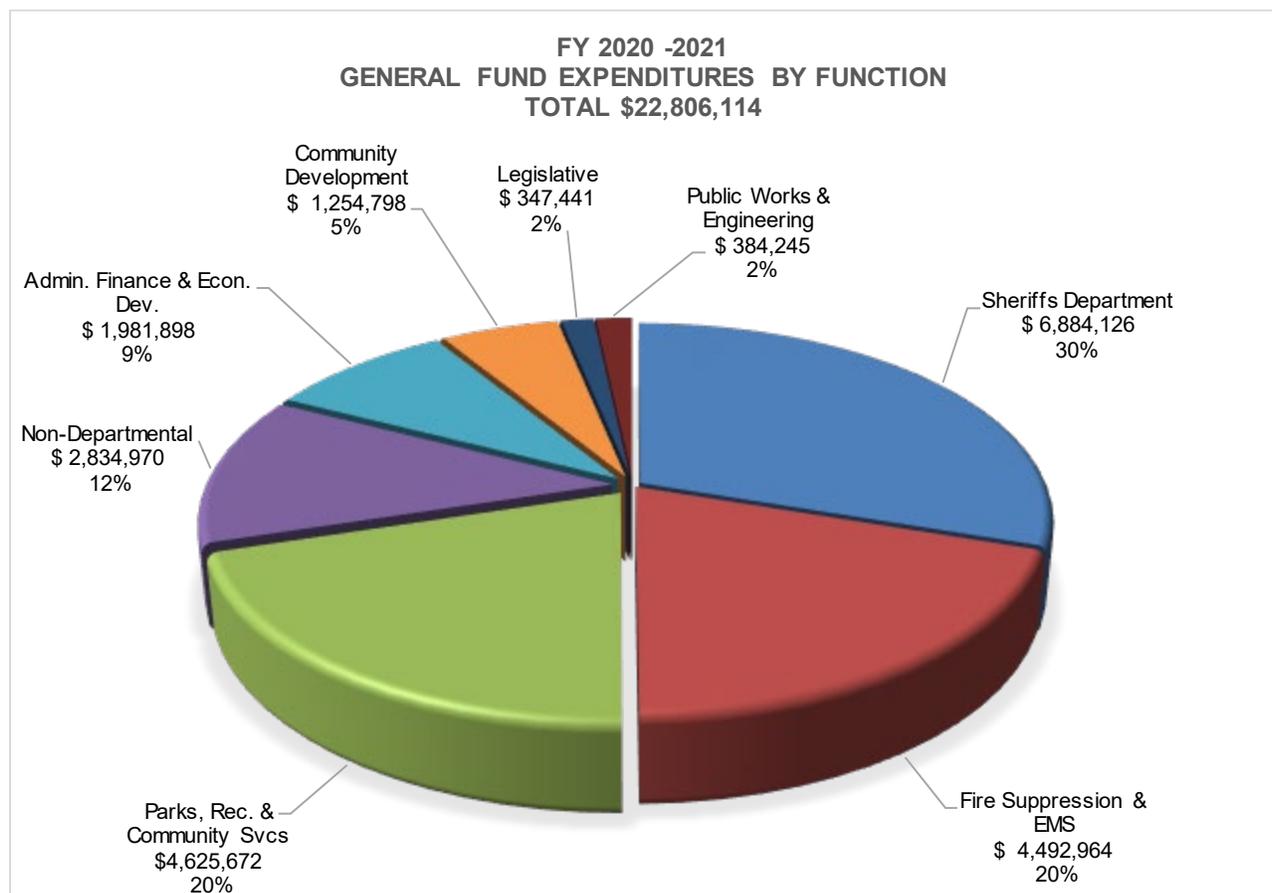
FY 2020-2021					
General Fund Revenues by Source					
Revenue Category	FY 2019-2020 Amended Budget	FY 2019-2020 Year-End Estimate	FY 2020-2021 Projected Budget	Dollar Change from FY 2019-2020 Budget	Percentage Change
Property Tax	\$ 2,297,547	2,296,648	2,268,221	(29,326)	-1.28%
Sales Tax	7,458,311	6,271,062	6,773,213	(685,098)	-9.19%
Property Tax In-Lieu of VLF	2,746,146	2,754,565	2,856,044	109,898	4.00%
Other Taxes	1,478,349	1,269,751	1,367,339	(111,010)	-7.51%
Franchise Fees	1,666,971	1,672,235	1,663,855	(3,116)	-0.19%
Fines & Penalties	204,864	189,517	189,591	(15,273)	-7.46%
Interest and Lease Income	949,823	768,490	859,473	(90,350)	-9.51%
Community Development Fees	1,153,373	1,120,040	1,200,640	47,267	4.10%
Community Services/Recreation	715,009	492,572	603,221	(111,788)	-15.63%
Other Revenues	1,275,068	1,248,308	1,253,853	(21,215)	-1.66%
Administrative Overhead/Transfers	1,762,173	1,762,473	1,629,378	(132,795)	-7.54%
Totals	\$ 21,707,634	19,845,661	20,664,828	(1,042,806)	-4.80%



General Fund Expenditure Analysis

Although COVID-19 is expected to have a significant negative impact on FY 2020-2021 General Fund revenues, the City Council is committed to maintaining existing service levels and has decided to enhance services in certain areas. In order to accomplish this goal, total FY 2020-2021 General Fund expenditure appropriation is \$22.8 million. This amount exceeds projected revenues of \$20.7 million by \$2.1 million. The total FY 2020-2021 appropriation of \$22.8 million exceeds FY 2019-2020 total appropriation of \$21.7 million and estimated year-end amount of \$21.1 million. The increase in appropriation of \$1.1 million primarily consists of cost increases in public safety contracts, pension, retiree medical insurance, contractual services, utilities, general liability insurance premiums, and computing and communication charges. Additional analysis regarding these increases are provided later this section of this report.

The chart and table below provide a breakdown of General Fund expenditure appropriation by function.



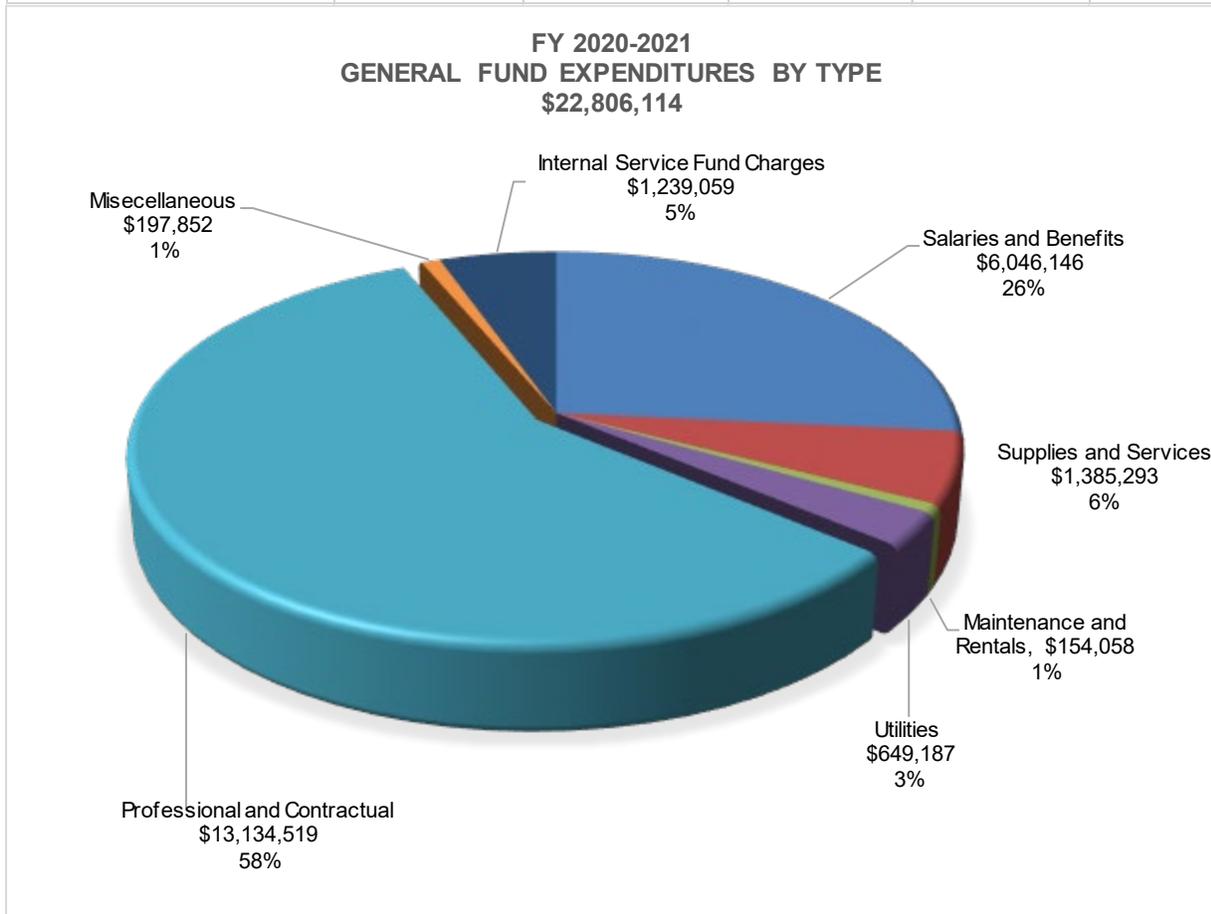
FY 2020-2021					
General Fund Expenditures by Function					
	FY 2019-2020 Amended Budget	FY 2019-2020 Year- End Estimate	FY 2020-2021 Projected Budget	Dollar Change from FY 2019- 2020 Budget	Percentage Change
Sheriffs Department	\$ 6,647,241	6,645,389	6,884,126	236,885	3.56%
Fire Suppression & EMS	4,348,893	4,277,017	4,492,964	144,071	3.31%
Parks, Rec. & Community Svcs	4,293,501	4,202,711	4,625,672	332,171	7.74%
Non-Departmental	2,623,002	2,538,484	2,834,970	211,968	8.08%
Admin. Finance & Econ. Dev.	1,790,616	1,700,981	1,981,898	191,282	10.68%
Community Development	1,256,874	1,077,443	1,254,798	(2,076)	-0.17%
Legislative	345,189	339,038	347,441	2,252	0.65%
Public Works & Engineering	402,371	358,469	384,245	(18,126)	-4.50%
Totals	\$ 21,707,687	21,139,532	22,806,114	1,098,427	5.06%

Overall, total General Fund expenditure appropriation is projected to increase by 5.1% from FY 2019-2020 total appropriation. The increase in the Sheriff's Department is due to an estimated increase in law enforcement contract rates of 7%. However, the impact of this rate increase is mitigated by restructuring the way police services are provided in the City. Beginning July 1, 2020, the City of Norco will implement a police strategy that focuses more on crime prevention and more timely resolution of crimes by increasing community-based policing. Additional information regarding this change in deployment strategy is provided later in this General Fund expenditure analysis. The projected cost of the public safety fire and emergency medical services contract with Riverside County Fire Department is also projected to increase. The budget provides for a 5% increase from estimated year-end amount, but when compared to the FY 2019-2020 budget, the increase is 3.3% due to the FY 2019-2020 year-end amount being lower than budgeted. The projected increase in Parks, Recreation and Community Services is due to an increase for contract-related facilities maintenance, additional staffing to meet increased workloads, pension and medical insurance related costs. Similarly, the increase in administration, finance and economic development is also due to increase in pension costs and the cost for the 2020 municipal election. The decrease in public works is due to re-allocation of costs to other programs.

Modification to Public Safety Policing Deployment: The initial General Fund expenditure budget provided funding for an estimated 7% increase, or \$600,000, for the contract with the Riverside County Sheriff's Department based on current deployment that provides 60 fully supported patrol hours each day. However, as part of the City's efforts to be more proactive in crime prevention by emphasizing community-oriented policing, the City Council authorized a new deployment model that provides nearly \$400,000 in savings to the City's General Fund by reducing the City's daily patrol hours from 60 to 48. To offset the reduction in patrol supported hours, the City Council approved adding one dedicated Community Oriented Policing and Problem Solving (COPPS) Deputy Sheriff and one dedicated Community Services Officer (CSO). With these adjustments, the new deployment model provides a net savings of nearly \$400,000 to the City's General Fund while maintaining the number of boots on the ground.

Another way of analyzing the changes in General Fund expenditure appropriation is to look at expenditures by type. This classifies expenditures to reflect their nature such as salaries, benefits, contractual services, utilities, services and supplies, and internal service charges. The charts below provide a summary of General Fund expenditures by type.

FY 2020-2021					
General Fund Expenditures by Type					
	FY 2019-2020 Amended Budget	FY 2019-2020 Year-End Estimate	FY 2020-2021 Projected Budget	Dollar Change from FY 2019-2020 Budget	Percentage Change
Salaries and Benefits	\$ 5,593,030	5,503,258	6,046,146	453,116	8.10%
Supplies and Services	1,246,345	1,263,496	1,385,293	138,948	11.15%
Maintenance and Rentals	127,090	133,044	154,058	26,968	21.22%
Utilities	712,701	578,164	649,187	(63,514)	-8.91%
Professional and Contractual	12,718,284	12,405,823	13,134,519	416,235	3.27%
Miscellaneous	232,270	180,598	197,852	(34,418)	-14.82%
Internal Service Fund Charges	1,077,967	1,075,150	1,239,059	161,092	14.94%
Totals	\$ 21,707,687	21,139,533	22,806,114	1,098,427	5.06%



Professional and Contractual Services: As depicted in the charts above, professional and contractual services makes up the bulk of General Fund total expenditures, accounting for 58%. A large portion of professional and contractual services are costs

pertaining to the City's contracts for public safety police, fire, and emergency medical services. Other costs included here are professional and contractual services for facilities maintenance, City Attorney, City Engineer, and other consultant services for plan checks, accounting, outside legal services and planning services.

Salaries and Benefits: Salaries and benefits consists of wages and related fringe benefits paid by the City of Norco to full-time and part-time employees or to third parties for the benefit of employees. These include direct salaries, compensated absences, pension, health insurance premiums, and related training. These expenditures make up 26% of total projected General Fund expenditures. The percentage increase from FY 2019-2020 to FY 2020-2021 is mainly due to new positions added to handle increases in workloads, pension rates and medical insurance premiums. Most of the increase in pension rates is due to a recent CalPERS policy to reduce the discount rate and the number of years used to calculate the amortization of pension liabilities. It is anticipated that pension rates will continue to increase in the coming years.

Services and Supplies: This expenditure type, which makes up 6% of total General Fund expenditures, is mainly comprised of insurance premiums for retiree medical insurance benefits, additional contributions made by the City to pre-fund future and accrued retiree medical insurance liabilities, and office and departmental supplies. The projected increase of 11% from FY 2019-2020 to 2020-2021 is from increases in retiree medical insurance premium rates and increases in the number of retirees eligible for benefits. The number of retirees who are eligible to receive this benefit has increased as more employees retire each year and longevity continues to rise.

Other relevant information regarding the changes in General Fund expenditures are summarized below:

- Salaries and wages are projected to increase by \$167,000 due to reclassifications and new positions approved to address increased workloads in various departments. The FY 2020-2021 budget does not include any increase in existing salary rate schedules.
- Benefits costs are projected to increase by \$273,000 due to pension and employee group insurance costs.
- Conferences and meetings are projected to increase slightly by \$11,000 as the City tries to provide training for skills improvement and professional enrichment to employees. These trainings have been deferred in previous years.
- The increase of \$139,000 in supplies and services is mainly due to premium increases for retiree medical insurance and the cost to conduct the upcoming November 2020 municipal election.
- The increase in maintenance and rentals is due to building and ground maintenance contracts.
- Contractual and consultant services are projected to increase by \$416,000 due to cost increases associated with public safety and other consultant/contractual services.

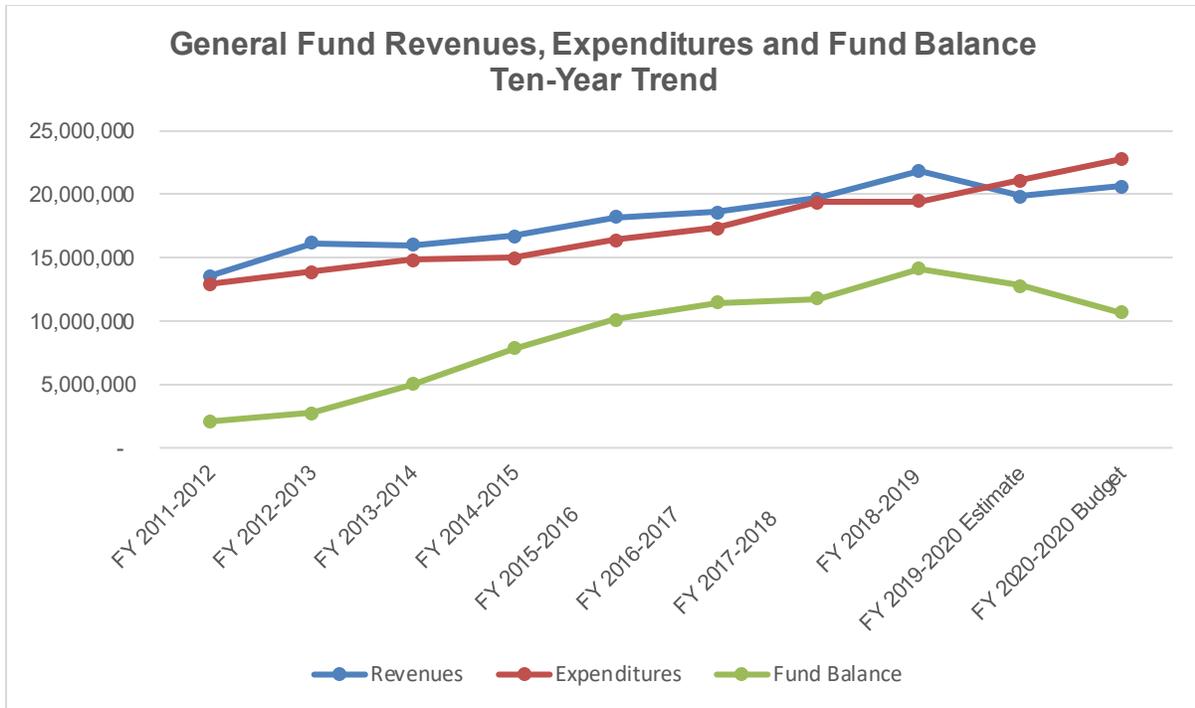
- The projected increase in internal service fund charges is from increases in the cost of computing and communications and increases in general liability insurance premiums.

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 FY 2019-2020 year-end estimate and FY 2020-2021 proposed budget year-end. This chart is useful in assessing the City's efforts in controlling expenditures, enhancing revenues, and building a healthy "rainy day" fund balance.

As depicted in the multi-year trend chart, operating revenues exceeded operating expenditures barely in FY 2011-2012 following the end of the Great Recession. This was achieved in that fiscal year with the deferral of certain expenditures (e.g., contributions to equipment replacement reserve and post-retirement healthcare). This fiscal year marked the beginning of the build back of the City's rainy day reserve. In FY 2012-2013, the City began to see real increases in the rainy day reserves as 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.

Fund balance started to increase again after several years of contractions. The growth in fund balance continued through FY 2018-2019 when the balance topped \$14 million. Due to the impact of COVID-19 on General Fund revenues, fund balance is projected to decline in FY 2019-2020 to \$12.8 million and is projected to decrease further in FY 2020-2021 by \$2.1 million to \$10.7 million. This projection is subject to change depending on the severity and duration of the impact of COVID-19 on key General Fund revenues. With this being said, it is important to note that fund balance is still significantly healthy to ensure that the City will be able to maintain existing service levels for the next few years.



WATER FUND BUDGET FACTORS

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 an 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 continued to increase at a pace that is higher than the rate and the revenues being generated.

Late in FY 2014-2015, following the Governor's Water Conservation Orders, the State Water Resources Board (SWRB) mandated water conservation measures which applied to all water agencies in the State, including the City of Norco. These measures which provide for water use restrictions in the State had a negative financial impact on the City's Water Fund revenues. Additionally, the City is a party to two take-or-pay water purchase contracts with Western Municipal Water District and Chino Basin Desalter Authority. These contracts require the City to purchase minimum amounts of water regardless of the rate per acre feet. The City entered into these contracts to ensure water availability and water quality at a time that the City was facing a water availability crisis. During periods of water conservation and lower consumption, the City must still take minimum acre feet of water or pay for a higher per acre unit cost in order to meet its obligations under the take-or-pay contracts. When this happens, the City is 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. This situation happened during the State's water consumption restriction mandate.

Even though the City implemented a purchased water cost pass-through rate adjustment of 10% in January 2016 to cover the increasing purchased water costs, the rate adjustment was not sufficient to cover the cost of operating and maintaining the water system because of high fixed costs, such as debt service and the take-or-pay obligations. As a result, the FY 2016-2017 budget included a temporary measure to sell some of the City's stored water with the Chino Basin to the Fontana Water Company in the amount of \$1.1 million and a \$700,000 transfer from the Water Capital Fund to cover the operating shortfall. As a result of the deteriorated financial condition of the Water Fund, Standard and Poors Rating Agency downgraded the rating of the water and sewer systems outstanding Enterprise Revenue Bonds from AA- to A as a result of poor debt service coverage ratios.

In the fall of 2016, the City completed a rate analysis with the goal of restructuring the water rates to ensure that changes in consumption do not significantly impact revenues. The restructured rate allowed for a greater portion of Water Fund revenues to be generated from monthly fixed charge to water users. The restructured rates were approved by the City Council to be implemented on a phased in approach in order to reduce the financial impact on rate payers. The first phase of the rate increase was implemented on January 1, 2017 and each subsequent increase was to be implemented on July 1 of each fiscal year through FY 2020-2021. The rate increases have achieved the desired goal of generating sufficient revenues to cover operating costs, improve debt service coverage ratios, fund the rate stabilization reserve, fund the operating reserve, and generate additional cash flows to fund capital projects.

As a result of the improved financial condition of the Water Fund, the City undertook a financing transaction in November 2019 to refund the existing 2009 Enterprise Revenue Bonds by issuing 2019 Series (A) Enterprise Revenue Bonds. This transaction was successfully completed in December 2019 with the following results:

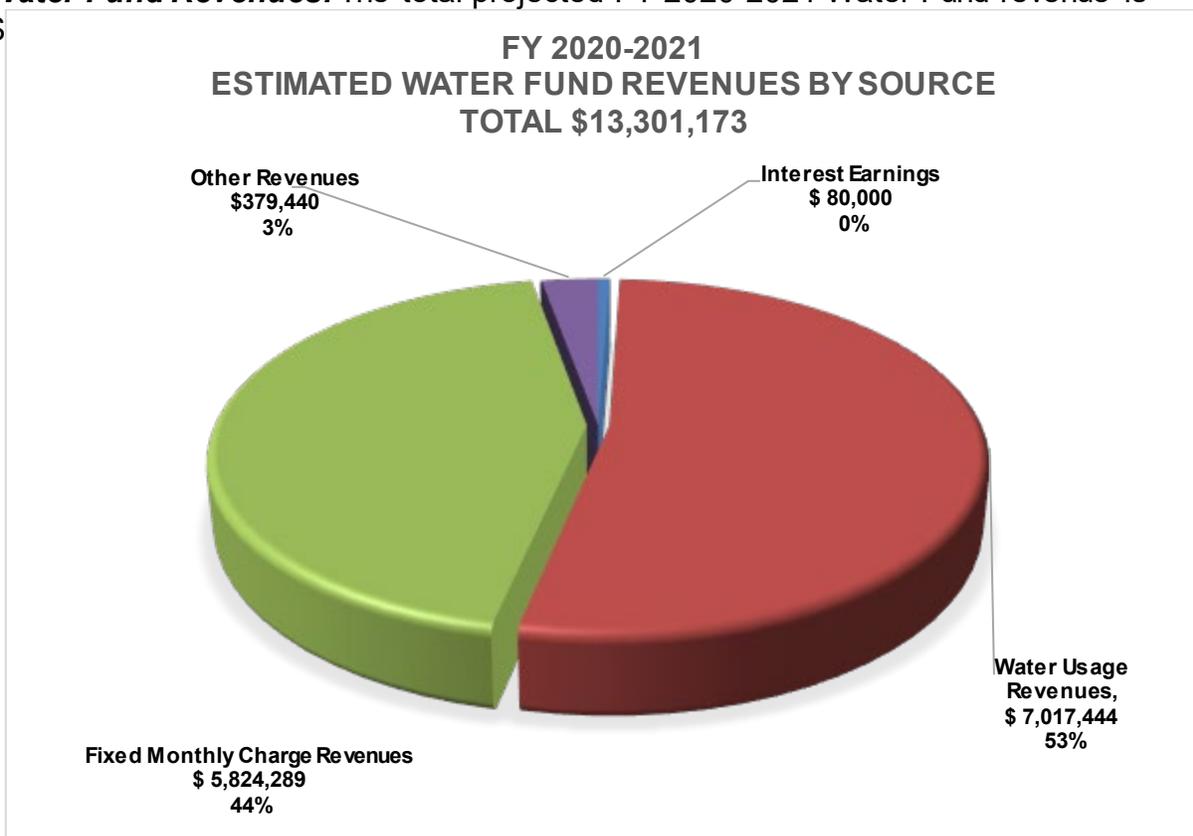
- Generated new money in the amount of \$14 million for capital improvements to water systems
- Reduced annual true interest cost on the Refunded Bonds from approximately 5.5% to 2.63%
- Secured a two-step rating upgrade from Standard and Poors from A to AA-

WATER FUND BUDGET SUMMARY

The Water Fund is one of the two Enterprise Funds included in the Operating Budget of the City. The other is the Sewer Fund. The Water Fund Operating Fund is used to account for revenues and expenses arising from the operation and maintenance of the City's municipal water system. Revenues are derived primarily from user rates. The Water Fund receives no tax revenues. User rates are approved by the City Council and all revenues derived from user rates must be used for the operations and maintenance of the system, including capital maintenance and replacement. As previously discussed,

revenues are dependent upon the level of water consumption and the rates established by the City Council. A substantial amount of total Water Fund expenses are fixed due to the high percentage of these expenses that are from take-or-pay contracts and debt service. These expenses cannot be controlled in the short-term. In FY 2020-2021, total Water Fund revenues are projected to be \$13.3 million while total expenses are projected to be \$11.6 million. This results in a projected increase of \$1.7 million to working capital, which will be used for capital projects after providing for rate stabilization and operating reserves. It is important to note that the Water Fund budget is generally a flexible budget that is driven by the level of activities, such as consumption. Therefore, increase in consumption will likely lead to increase in purchased water costs.

Water Fund Revenues: The total projected FY 2020-2021 Water Fund revenue is \$



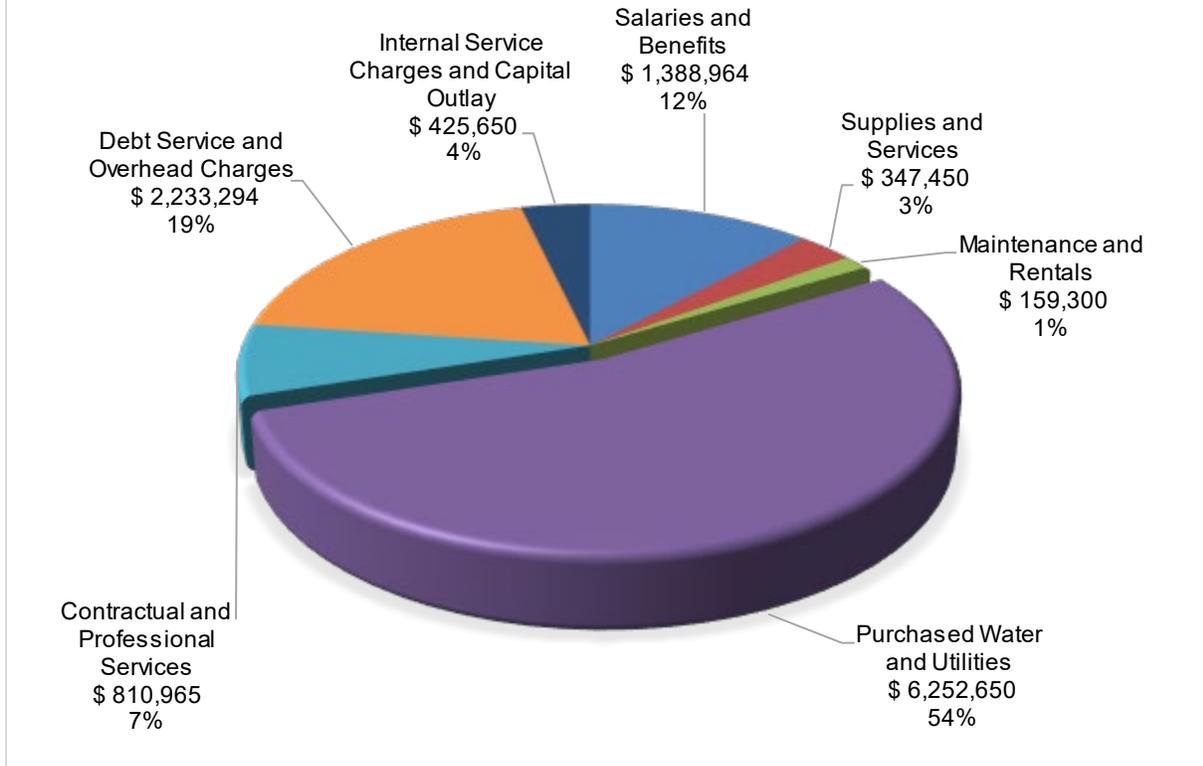
As depicted in the chart above, water usage and fixed monthly charges make up 53% and 44% of total Water Fund revenues respectively. One of the primary goals of the rate study was to increase the percentage of total Water Fund revenues derived from fixed monthly charge to 40% in order to reduce the negative impact on revenues from reduced consumption during periods of mandated water conservation. This goal appears to have been achieved with fixed monthly charges estimated to generate 44% of total revenues. Other than water usage and fixed monthly charge revenues, the remainder of Water Fund revenues are derived from reconnection charges, energy pass throughs, irrigation, miscellaneous charges and investment earnings. Total revenues are projected to remain relatively unchanged during FY 2020-2021 because the minor rate increase of 1.5% is

within the margin of error that can result if consumption as anticipated, is flat during the fiscal year.

Water Fund Expenses: Water Fund expenses are largely comprised of purchased water cost, debt service, and salaries and benefits. The rest of the costs are broadly classified as contractual and professional services, maintenance and rentals, services and supplies, internal service charges and capital outlay. The charts below provide breakdown of Water Fund expenses by broad category. The total FY 2020-2021 Water Fund expenses of \$11.6 million are higher than the FY 2019-2020 budget amount of \$10.7 million by 9%. Most of the increase is due to increase in debt service and salaries and benefits. As previously discussed, the City issued additional Bonds in FY 2019-2020 to finance water capital improvement projects. As part of this financing transaction, the second debt service payment in FY 2019-2020 was not required to be paid, thus making the total debt service amount in FY 2019-2020 even smaller than the amount would have been had the second payment been made. Additionally, the payment for the increase related to the additional Bonds issued will commence in FY 2020-2021.

FY 2020 - 2021					
Water Fund Expense Schedule					
Expense Type	FY 2018-2019 Actual	FY 2019-2020 Budget	FY 2019-2020 Year- End Estimate	FY 2020-2021 Budget Projection	Percentage Change Budget to Budget
Salaries and Benefits	\$ 1,042,457	1,269,111	1,050,644	1,388,964	9.44%
Supplies and Services	352,635	344,560	292,930	347,450	0.84%
Maintenance and Rentals	134,163	166,590	58,940	159,300	-4.38%
Purchased Water and Utilities	5,489,876	6,020,800	6,654,739	6,252,650	3.85%
Contractual and Professional Services	678,360	825,765	683,625	810,965	-1.79%
Debt Service and Overhead Charges	1,253,487	1,455,904	1,465,427	2,233,294	53.40%
Internal Service Charges and Capital Outlay	382,489	578,648	609,503	425,650	-26.44%
Totals	\$ 9,333,467	10,661,378	10,815,808	11,618,273	8.98%

**FY 2020 - 2021
ESTIMATED WATER FUND EXPENSES BY TYPE
TOTAL \$11,618,273**



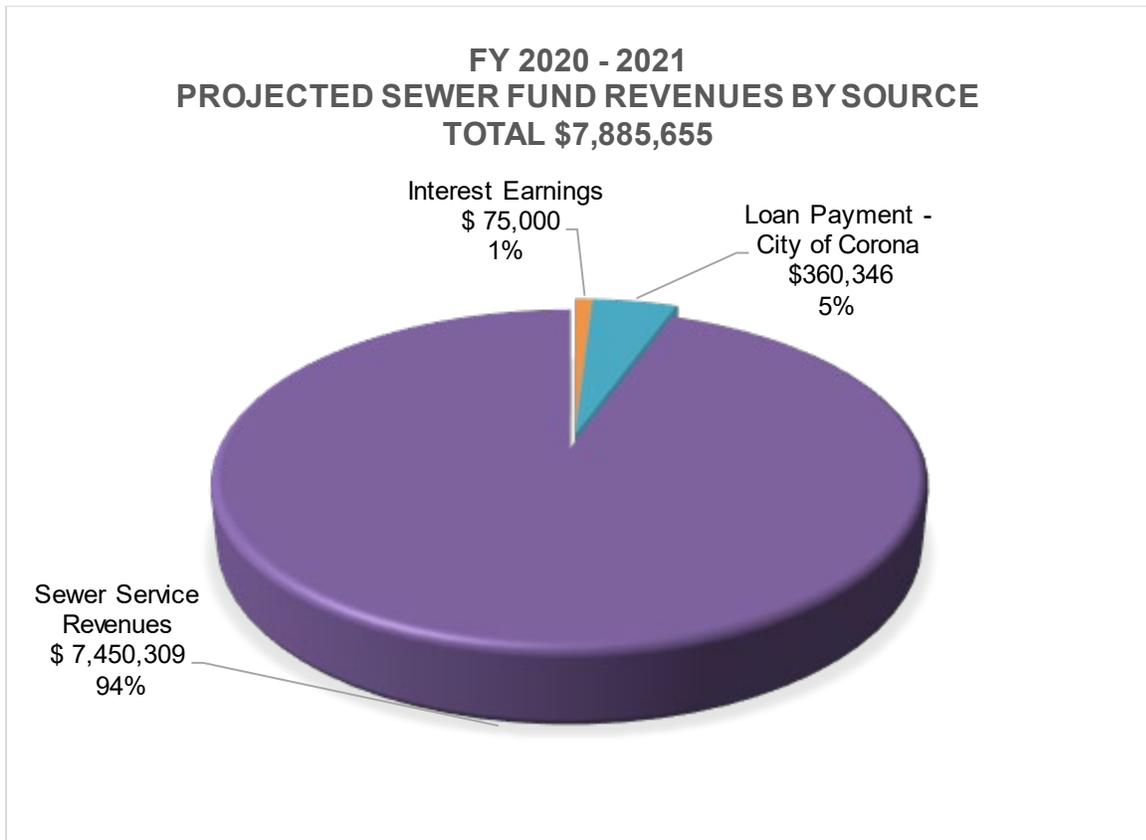
As shown on the chart above, 54% of total projected expenses are for the cost of purchased water and utilities. The purchased water cost is mainly for the estimated cost of purchased water obligations under the City's two take-or-pay contracts with Western Municipal Water District and Chino Desalter Authority. The other cost included in this category is the cost of utilities used in the production of water from the City's own wells. The projected increase in this expense category is due to an anticipated increase in the per unit cost of purchased water.

SEWER FUND BUDGET SUMMARY

The Sewer Fund is the other Enterprise Fund of the City's Operating Budget. This Fund is used to budget revenues and expenses related to the operation and maintenance of the City's sewer collection, treatment and disposal systems. Like the Water Fund, the Sewer Fund receives no tax revenues. All revenues are derived from user charges, which consist of sewer service charges on residential, commercial and industrial customers. Sewer Fund revenues can only be used to pay for expenses for the operations, maintenance and capital improvements of the sewer system. Sewer rates are determined based on the cost of operations, maintenance and capital improvements. Although a sewer rate study was completed in the fall of 2016, the approved rate increase adjustments have not been implemented as the financial condition of the Sewer Fund has been strong due to existing rates generating sufficient cash flows to cover operating and

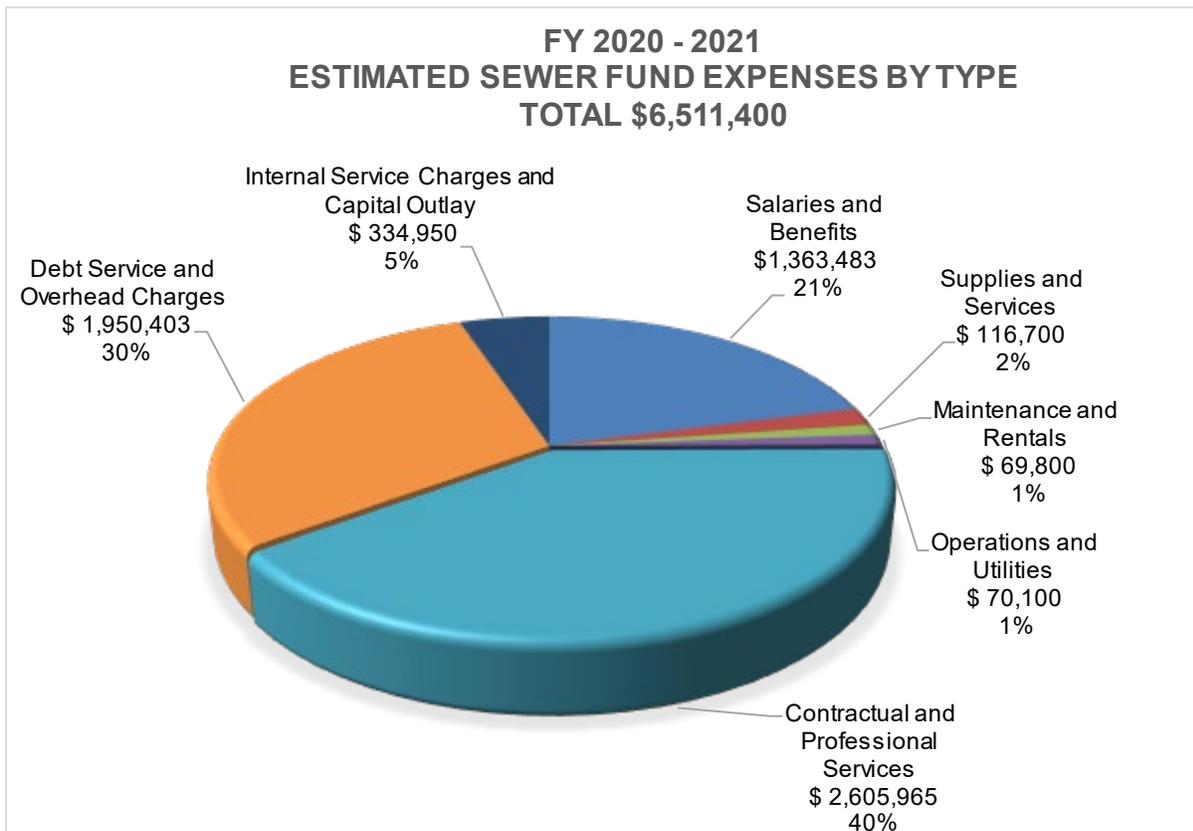
maintenance costs, as well as to fund capital improvements and its operating reserve. The financial stability of the Sewer Fund is strong due to the fact that most of the revenue is generated from fixed monthly charged. Due to the stability of sewer rates and revenues, a rate stabilization fund has not been established. In FY 2020-2021, total revenue is estimated to be \$7.9 million, while total expenses are estimated to be \$6.5 million. This is estimated to generate a net working capital of \$1.4 million, which will be used to fund future capital projects.

Sewer Fund Revenues: The projected FY 2020-2021 total Sewer Fund revenues are \$7.9 million based on the existing sewer rate structure. This number, which represents an approximate 1.62% increase from the FY 2019-2020 total revenue budget of \$7.8 million, is fairly consistent with the average of total revenues in the past several years that sewer rates have remained unchanged. The consistency in total revenues from year to year is due to the fact that most of the revenues are derived from fixed monthly charges. The chart below provides a breakdown of Sewer Fund revenues. As depicted in this chart, 94% of total revenue is derived from user charges, which are fixed for all residential users. The user rate for industrial and commercial accounts that use over a certain amount of waste water includes a variable rate component designed to cover the variable operating costs portion of the sewer treatment plant.



Sewer Fund Expenses: Expenses of the Sewer Fund are mainly comprised of contractual and professional services, debt service payments, and salaries and benefits. Other expenses include supplies, utilities and internal service fund services. The charts below provide the various categories of Sewer Fund expenses by type.

FY 2020 - 2021					
Sewer Fund Expense by Type					
Expense Type	FY 2018-2019 Actual	FY 2019-2020 Budget	FY 2019-2020 Year-End Estimate	FY 2020-2021 Budget Projection	Percentage Change Budget to Budget
Salaries and Benefits	\$ 1,004,056	1,236,479	1,031,485	1,363,482	10.27%
Supplies and Services	194,250	120,810	106,810	116,700	-3.40%
Maintenance and Rentals	14,125	72,590	27,904	69,800	-3.84%
Operations and Utilities	57,012	70,100	51,500	70,100	0.00%
Contractual and Professional Services	2,299,086	2,641,265	2,324,265	2,605,965	-1.34%
Debt Service and Overhead Charges	1,691,839	1,889,779	1,889,779	1,950,403	3.21%
Internal Service Charges and Capital Outlay	190,105	549,848	532,448	334,950	-39.08%
Totals	\$ 5,450,473	6,580,871	5,964,191	6,511,400	-1.06%



In FY 2020-2021, the total estimated Sewer Fund expenses of \$6.5 million are lower than the FY 2019-2020 total budget amount of \$6.6 million by 1%. Most of the decrease is from internal service charges and capital outlay. The FY 2019-2020 amount for this expense category included one-time equipment purchases. The increase in salaries and benefits is mainly due to an increase in the pension contribution rate, new positions and reclassifications to address increased workloads and changes in position requirements. The estimated increase in debt service is due to an anticipated full debt service payment in FY 2020-2021 compared to FY 2019-2020 when a partial year of debt service was made due to the refunding of the 2009 Enterprise Revenue Bonds. However, the FY 2020-2021 debt service payment will benefit from a lower interest rate achieved as part of the aforementioned refunding transaction. Contractual and professional services expenses consist largely of third-party costs for the operations and maintenance of a treatment plant that the City shares with other agencies. The City anticipates a higher volume of wastewater treatment in FY 2020-2021.

GAS TAX BUDGET SUMMARY

Gas Tax Fund revenues are derived from State allocation of gasoline tax. The State uses a complicated allocation formula, which 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 FY 2020-2021 allocation to the City of Norco is \$647,102 compared to the FY 2019-2020 year-end estimated total revenue of \$641,864. The slight decrease is due to the impact of COVID-19 on gasoline consumption. Gasoline consumption determines the amount of gas tax revenues collected by the State and subsequently allocated to various agencies. The tax is levied on a per gallon basis rather than on the price of gas. The FY 2019-2020 year-end amount of \$641,864 reflects a decrease of \$58,242 from the amended budget amount of \$700,106. The year-end amount is also negatively impacted by COVID-19 due to a decrease in gasoline consumption as many people sheltered at home beginning in March 2020.

The FY 2020-2021 total expenditures are projected to be \$884,266, creating a projected budget shortfall of \$237,164. This projected shortfall will be covered by an estimated available fund balance of \$304,343 at the beginning of the fiscal year. In the last few years, expenditures have exceeded revenues as the City increased the tree trimming and removal program to ensure public safety. With the fund balance estimated to be depleted in FY 2021-2022, the City will be scaling back on these programs unless revenues increase and/or other revenue sources are used to supplement gas tax revenues. 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 these eligible streets and road work expenditures.

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 and regional waters. Revenues are derived primarily through a minimal assessment to property owners. In FY 2018-2019,

the City completed an audit of the current assessment levies to ensure that the County has the correct assessment information. The resulting changes in the assessment schedule were implemented in FY 2019-2020. No additional increases in assessment levies are expected in FY 2020-2021. The total projected FY 2020-2021 revenue is \$135,000 compared to the total estimated expenditures of \$167,849. This creates an estimated budget shortfall of \$32,849. This estimated budget shortfall will be covered from the existing fund balance, which is estimated to be \$111,427 at the beginning of FY 2020-2021. Expenditures are comprised of salaries, benefits, and contractual and professional services for programs designed to mitigate storm water run-off. Regulations, which the City and other agencies must comply with, are issued by the Santa Ana Regional Water Quality Control Board. Failure to implement best practices to accomplish the goals of the program can result in significant fines. A recent review of City programs by the Board resulted in recommendations to strengthen best practices but didn't find any violation of program requirements.

OTHER FUNDS BUDGET SUMMARY

Other funds included in the Operating Budget of the City consist of Miscellaneous Grant Funds with a total appropriation of \$357,117 and total estimated revenues of \$357,117; Housing Fund with a total appropriation of \$556,768 and total estimated revenues of \$503,500; Air Quality Management District (AQMD) Fund with a total appropriation of \$51,500 and total estimated revenue of \$33,000; Community Development Block Grant (CDBG) with a total appropriation of \$85,800 and total estimated revenue of \$85,800; and Nancy Newman Fund with a total appropriation of \$45,999 and total estimated revenue of \$45,999. The FY 2020-2021 projected budget shortfalls in the Housing and AQMD Funds are expected to be covered with the existing fund balance at the end of FY 2019-2020. Miscellaneous Grant Funds are used to budget for financial resources provided by third parties for specific eligible expenditures and programs. In FY 2020-2021, these grant funds will include Supplemental Law Enforcement, SB 2 Planning, and Homeland Security grants. Pursuant to grant agreements, expenditures cannot exceed the amount of grant revenues to be provided by the granting agencies. The City's Housing Fund is the source of revenue used to provide utility assistance, first-time homebuyer, and emergency grants to eligible residents to ensure that these low-to-moderate income residents (who are mostly seniors on fixed incomes) are able to stay in their homes. CDBG and Nancy Newman funding sources are also used to provide programs to seniors and other economically disadvantaged residents.

Other Information

Detailed Fund and Department Budget information can be found in this budget document. For more information regarding the FY 2020-2021 budget overview, contact the City Manager at (951) 270-5611 or citymanager@ci.norco.ca.us or the Finance Director at (951) 270-5652 or finance@ci.norco.ca.us.

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 Mayor Berwin Hanna, Council Member Greg Newton, Mayor Pro Tem Kevin Bash, Council Member Robin Grundmeyer, Council Member Ted Hoffman)

		<u>TERM ENDING YEAR</u>
Berwin Hanna	Mayor	2020
Kevin Bash	Mayor Pro Tem	2022
Robin Grundmeyer	Council Member	2020
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
Lisette Free	Finance Director
Steve King	Planning Director
Chad Blais	Public Works Director
Jeff Viek	Division 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 Partners
- Landscape Maintenance Districts
- Special Events
- Parks & Public Works Commission

Human Resources

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

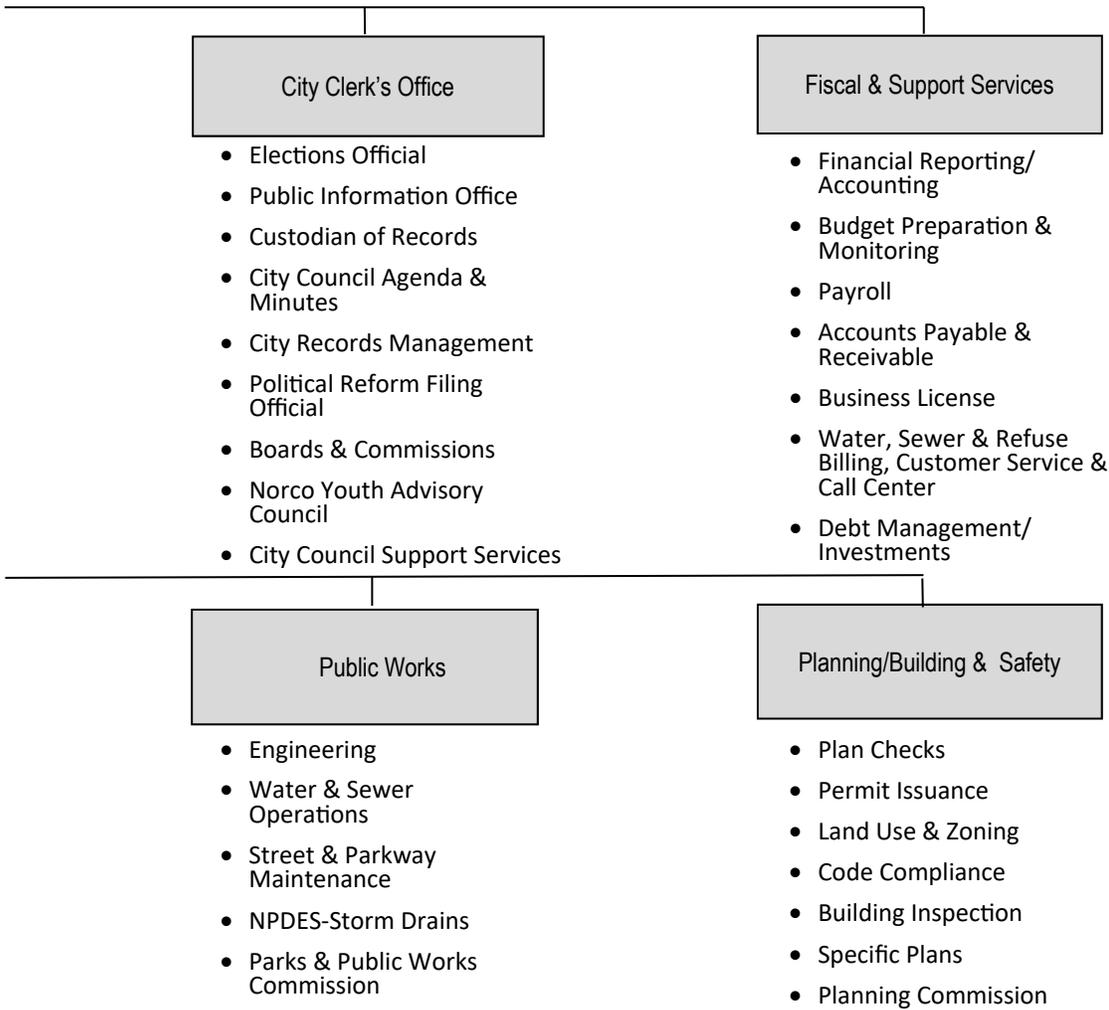
Economic Development

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

Information Technology

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

Functional Organization Chart





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BUDGET SUMMARY



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ALL FUNDS SUMMARY

ALL FUNDS OPERATING SUMMARY		FUND		VARIOUS
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected	FY 2020-2021 Budget
FUNDS	Actual	Budget	Year-End	Projection
GENERAL FUND (121)	\$ 19,474,983	\$ 21,707,687	\$ 21,139,533	\$ 22,806,114
WATER FUND (124)	9,333,468	10,661,378	10,815,807	11,618,273
SEWER FUND (126)	5,958,072	6,580,871	5,964,191	6,511,401
HOUSING FUND (018)	294,227	555,170	317,800	556,768
MISCELLANEOUS GRANTS FUND (122)	85,364	134,515	137,810	257,117
NANCY NEWMAN TRUST FUND (131)	-	38,489	15,772	45,999
CDBG (123)	209,027	159,645	70,112	85,800
SUPPLEMENTAL LAW ENFORCEMENT FUND (162)	148,747	100,000	130,000	100,000
GAS TAX FUND (133)	736,524	901,137	719,438	884,266
STORM DRAIN FUND (139)	113,366	200,889	119,617	167,849
AQMD (156)	29,819	111,500	90,105	51,500
TOTAL FUNDS	\$ 36,383,598	\$ 41,151,281	\$ 39,520,185	\$ 43,085,089
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected	FY 2020-2021 Budget
EXPENDITURES BY DIVISION	Actual	Budget	Year-End	Request
LEGISLATIVE	\$ 307,527	\$ 345,189	\$ 339,038	\$ 347,441
NON-DEPARTMENTAL	2,155,644	2,623,002	2,538,484	2,834,970
ADMINISTRATION	1,119,336	1,192,832	1,123,513	1,330,350
FISCAL & SUPPORT SERVICES	1,408,377	1,526,941	1,380,792	1,661,856
PARKS, RECREATION	4,109,472	4,616,387	4,413,347	4,841,472
RIVERSIDE COUNTY SHERIFF	6,181,154	6,747,241	6,775,389	6,984,126
RIVERSIDE COUNTY FIRE	4,164,572	4,358,656	4,290,075	4,506,081
COMMUNITY DEVELOPMENT	920,108	1,256,874	1,077,444	1,414,797
PUBLIC WORKS	15,693,361	17,834,909	17,189,012	18,572,946
HOUSING	294,227	537,750	302,985	539,550
AQMD	29,819	111,500	90,105	51,500
TOTAL EXPENDITURES BY DIVISION	\$ 36,383,598	\$ 41,151,281	\$ 39,520,185	\$ 43,085,089
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected	FY 2020-2021 Budget
EXPENDITURES BY TYPE	Actual	Budget	Year-End	Request
SALARIES & BENEFITS	\$ 7,042,643	\$ 8,286,155	\$ 7,746,052	\$ 8,971,565
EMPLOYEE RELATED EXPENDITURES	94,795	133,947	108,939	154,085
SUPPLIES AND SERVICES	1,853,053	1,784,765	1,719,401	1,918,893
MAINTENANCE AND RENTALS	380,678	506,870	335,889	513,158
OPERATIONS AND UTILITIES	6,242,263	6,908,487	7,363,789	7,076,740
CONTRACTUAL AND PROFESSIONAL SERVICES	15,239,511	16,949,314	16,035,713	17,440,949
MISCELLANEOUS	3,497,343	3,710,551	3,418,508	4,553,543
INTERNAL SERVICE FUND CHARGES	1,470,983	2,131,451	2,171,489	1,924,104
CAPITAL OUTLAY	302,626	466,729	345,294	272,347
TRANSFERS	259,704	275,112	275,112	259,704
TOTAL EXPENDITURES BY TYPE	\$ 36,383,598	\$ 41,153,381	\$ 39,520,185	\$ 43,085,089



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**BEGINNING & ENDING
FUND BALANCES
ALL FUNDS**



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City of Norco
 FY 2020-2021 Operating Budget
 Appropriation Schedule

Fund #	Fund Name	Estimated Beginning Fund Balance July 1, 2020	FY 2020-2021		FY 2020-2021		FY 2020-2021		Estimated Ending Balance June 30, 2021	Increase (Decrease) in Fund Balance
			Estimated Revenues	FY 2020-2021 Transfers In	FY 2020-2021 Transfers Out	FY 2020-2021 Expenditures				
121	General Fund	\$ 12,819,325	\$ 20,245,474	\$ 419,354	\$ -	\$ -	\$ 22,806,114	\$ 10,678,038	\$ (2,141,286)	
123	CDBG Funds	-	85,800	-	-	-	85,800	-	-	
	Miscellaneous Grants	-	357,117	-	-	-	357,117	-	-	
124	Water	6,742,748	13,301,173	-	129,102	11,489,171	8,425,648	1,682,900		
126	Sewer	6,226,074	7,885,655	-	129,102	6,382,299	7,600,329	1,374,255		
133	Gas Tax	304,343	647,102	-	-	884,266	67,178	(237,164)		
139	NPDES	111,427	135,000	-	-	167,849	78,578	(32,849)		
156	AQMD	74,460	33,000	-	1,500	50,000	55,960	(18,500)		
018	Housing	4,399,982	503,500	-	-	556,768	4,346,713	(53,268)		
131	Nancy Newman Trust Fund	-	45,999	-	-	45,999	-	-		
	Internal Service & Special District Funds - Memo Only	-	-	-	109,750	-	-	-		
	TOTAL	\$ 30,678,357	\$ 43,239,820	\$ 419,354	\$ 369,454	\$ 42,825,384	\$ 26,905,731	\$ 627,355		

SCHEDULE SUMMARY DETAIL

General Fund Revenue		General Fund Expenditure		Total Operating Budget	
General Fund Revenue	20,245,474	General Fund Expenditures	22,806,114	Total Operating Budget	42,825,384
Add Transfers In	419,354	Add Transfers Out	-	Add Transfers Out	369,454
Total General Fund Revenue	20,664,828	Total General Fund Expenditures	22,806,114	Less Special Districts - Memo Only	(109,750)
				Total Operating Budget	43,085,088
				(Includes AQMD \$1,500 Transfer Out)	



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GENERAL FUND

City of Norco, California
FY 2020-2021 General Fund Revenue Schedule

Object Code	Account Classification	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
50100	Current Secured Taxes	\$ 1,409,130	\$ 1,506,494	\$ 1,506,494	\$ 1,506,494
50105	Current Unsecured	60,933	61,500	61,500	59,056
50115	Homeowner's Exemption	15,108	14,382	14,382	15,074
50120	Prior Yr Sec'd & Unsec'd	42,058	41,750	41,750	15,074
50125	Supplemental Taxes	14,461	26,100	26,100	26,100
50135	Tax Penalties	-	900	-	-
50140	Tax Increment	567,591	646,421	646,422	646,422
	Total - Property Taxes	\$ 2,109,281	\$ 2,297,547	\$ 2,296,648	\$ 2,268,221
50150	Sales Tax 1%	\$ 7,778,310	\$ 7,458,311	\$ 6,271,062	\$ 6,773,213
50155	In-Lieu Sales Tax	-	-	-	-
	Total - Sales Taxes	\$ 7,778,310	\$ 7,458,311	\$ 6,271,062	\$ 6,773,213
50195	Bingo License	\$ 37	\$ -	\$ -	\$ -
50160	Public Safety Sales Tax	350,346	364,181	327,319	327,968
50165	Property Transfer Tax	119,997	134,074	110,474	88,379
50166	Satellite Wagering Tax	7,956	17,914	14,367	14,367
50170	Transient Occupancy Tax	609,037	694,430	549,841	709,037
50185	Business License	271,781	267,750	267,750	227,588
	Total - Other Taxes	\$ 1,359,154	\$ 1,478,349	\$ 1,269,751	\$ 1,367,339
52100	Cable TV Franchise	\$ 170,809	\$ 169,971	\$ 169,971	\$ 169,971
52105	Electric Franchise	259,259	260,000	257,681	255,364
52110	Gas Franchise	52,908	53,000	60,583	54,520
52115	Refuse Franchise	1,191,513	1,184,000	1,184,000	1,184,000
	Total - Franchise Fees	\$ 1,674,489	\$ 1,666,971	\$ 1,672,235	\$ 1,663,855
50130	Property Tax in Lieu VLF	\$ 2,593,770	\$ 2,733,146	\$ 2,733,146	\$ 2,840,178
52200	Motor Vehicle In Lieu	12,990	13,000	21,419	15,866
	Total - Property Tax In-Lieu VLF	\$ 2,606,760	\$ 2,746,146	\$ 2,754,565	\$ 2,856,044
53520	Abandoned Vehicle Abatement	\$ 40	\$ 238	\$ 237	\$ -
53536	City of Eastvale	703	-	-	-
57620	State Cost Reimbursement	21,225	-	400	-
	Total - Intergovernmental-Other	\$ 21,968	\$ 238	\$ 637	\$ -
54100	Vehicle Code Fines	\$ 76,087	\$ 77,658	\$ 61,382	\$ 68,359
54105	Parking Fines	41,737	30,826	30,434	33,902
54110	Municipal Code Violations - Animal Control	12,426	8,000	8,200	8,200
54112	Municipal Code Violations - Code Enforcement	46,407	30,000	30,000	38,645
54113	Code Legal Recovery	13,793	41,115	41,115	20,000
54115	Vehicle Code Admin Citatn	156	-	-	-
54120	Vehicle Impound Fees	18,317	17,265	18,386	20,485
	Total - Fines and Penalties	\$ 208,923	\$ 204,864	\$ 189,517	\$ 189,591
54200	Interest Income	\$ 364,577	\$ 265,000	\$ 235,000	\$ 225,000
54205	Lease Income Bluff Property	-	25,000	25,000	30,000
54220	Communication Site Lease	170,849	205,625	205,625	224,241
54225	Silverlakes Rental Income	428,198	428,198	285,532	356,832
54226	Silverlakes Parking Lot Lease	26,000	26,000	17,333	23,400
	Total - Interest Income/Lease	\$ 989,624	\$ 949,823	\$ 768,490	\$ 859,473

City of Norco, California
FY 2020-2021 General Fund Revenue Schedule

Object Code	Account Classification	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
55100	Planning Fees	\$ 34,698	\$ 90,952	\$ 55,900	\$ 52,000
55105	Site Plan (Major/Minor)	70,694	77,142	51,600	56,000
55110	Variance (Major/Minor)	19,158	11,000	6,400	11,000
55120	Tentative Tract Map	1,210	1,210	-	-
55125	Tentative Parcel Map	27,052	8,000	-	7,800
55130	Specific Plan Review	14,041	-	75	-
55150	General Plan Amendment	6,033	-	-	-
55151	General Plan Maintenance/Update Fee	-	63,000	-	100,000
55155	Sign Review	7,582	12,000	9,000	10,000
55160	Entertainment Permit	-	2,310	5,808	-
55170	Special Event Permit	3,541	3,250	3,504	3,200
55180	Large Family Day Care Permit	1,335	-	-	-
55185	Fire Permit Fees	1,800	1,000	2,500	2,500
55195	Publications	922	1,000	645	1,100
55205	Planning Informatn Letter	1,309	612	1,440	1,140
55210	Architecture Review	1,092	876	2,160	1,200
55220	EIR	10,221	16,000	16,000	-
55235	Landscape Plan Ck Review	1,984	1,194	715	1,300
55250	Subsequent Pre-App Review	36	-	-	-
55260	Addit Large Animal Unit	66	80	-	-
	Total - Planning	\$ 202,774	\$ 289,626	\$ 155,747	\$ 247,240
55290	Sixth Street Gateway Sign Advertising	\$ 38,740	\$ 45,000	\$ 39,854	\$ 40,000
55291	Sixth Street Banner Program	3,090	-	36	-
	Total - Economic Development	\$ 41,830	\$ 45,000	\$ 39,890	\$ 40,000
55300	Building Permits	\$ 17,834	\$ 25,700	\$ 28,600	\$ 23,000
55305	Building Permit Fees	393,504	258,000	296,000	298,000
55310	Plan Check Fees	247,258	200,000	184,000	236,000
55315	Electrical Permit Fees	46,520	50,400	60,000	46,000
55320	Plumbing Permit Fees	31,057	31,200	25,000	26,000
55325	Mechanical Permit Fees	33,570	32,000	28,000	30,000
55330	Sewer Permit Fees	310	620	-	-
55335	Special Inspection Fees	5,221	8,520	-	-
55340	Microfilm & Imaging(Bldg)	15,066	18,402	24,000	16,000
	Total - Building & Safety	\$ 790,340	\$ 624,842	\$ 645,600	\$ 675,000
55400	Encroachment Fees	\$ 95,238	\$ 150,000	\$ 205,083	\$ 150,000
55405	Grading Permit	6,565	20,000	15,318	20,000
55410	Grading Plan Check Fees	15,633	40,000	30,498	35,000
55415	Overload Moving Permit	3,000	1,800	1,703	2,000
55420	Final Map Check	10,653	3,605	-	3,400
55425	Improvement Plan Check	11,835	9,000	8,570	10,000
55430	Lot Merger/Lot Line Adjmt	2,057	10,000	8,253	10,000
55431	Construction Demolition Fee	11,641	4,500	7,898	8,000
55435	PAKA- Relocation	-	-	1,480	-
	Total - Engineering	\$ 156,622	\$ 238,905	\$ 278,803	\$ 238,400

City of Norco, California
FY 2020-2021 General Fund Revenue Schedule

Object Code	Account Classification	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
55515	Adult Sports	\$ 11,209	\$ 28,768	\$ 9,713	\$ 24,570
55525	Dance-Rainbow Express	60,438	55,660	39,029	55,660
55600	Youth sports	98,698	114,750	75,027	121,686
55601	Tennis	460	-	-	-
55605	Private Youth Sports	9,299	9,195	4,598	9,195
55615	Wee People/Day Camp	170,061	181,880	119,278	143,087
55625	Senior Citizen Excursion	3,035	1,460	2,586	1,100
55807	CYSC Cheerleading	-	-	990	-
55825	Notary & Loan Signing	45	160	263	160
56210	Taekwon-do	6,634	6,865	3,350	6,865
56215	SCMAF (Southern Calif. Municipal Athletic Federation)	4,305	1,805	2,241	1,805
56211	Tai Chi	-	-	860	1,620
56400	Ingalls Park/North	-	38,000	22,897	23,000
56400.10	Ingalls Park North - 4H Level	522	-	-	-
56400.20	Ingalls Park North - Nellie Weaver Hall	35,297	-	-	-
56400.30	Ingalls Park North - Pikes Peak Park	1,885	-	-	-
56405	Ingalls Park/South	-	98,000	60,684	60,699
56405.10	Ingalls Park South - Moreno Arena	57,399	-	-	-
56405.20	Ingalls Park South - Clark Arena	52,416	-	-	-
56405.30	Spider Box with 100 foot cord	6,267	-	4,391	4,000
56410	Amphitheater-Ingalls Park	23	-	-	-
56411	Veterans Memorial	7,784	2,500	8,112	8,000
56420	Bleacher Rental	3,477	3,475	3,526	3,526
56421	P&R Infrastructure Repair	8,552	5,400	4,534	5,400
56422	Rental Services	-	15,500	4,651	15,500
56422.10	Rental Services - Moreno Arena	4,895	-	-	-
56422.20	Rental Services - Clark Arena	16,840	-	-	-
56423	Rental Facility insurance	-	6,500	3,324	4,500
56423.10	Rental Facility Insurance - Moreno Arena	3,921	-	-	-
56423.20	Rental Facility Insurance - Clark Arena	1,125	-	-	-
56423.3	Rental Services - 4H Level	74	-	-	-
56423.40	Rental Facility Insurance - Nellie Weaver Hall	2,323	-	-	-
56424.10	Senior Center Rental	1,240	1,500	467	1,500
56425	Community Center	14,644	19,526	13,142	19,526
56430	Field Lights	46,255	35,370	29,235	35,370
56435	Picnic Shelter Rental	2,917	2,845	1,112	2,845
56445	Security Guard Services	-	7,000	4,343	3,667
56445.10	Security Guard Services - Moreno Arena	2,330	-	-	-
56445.20	Security Guard Services - Clark Arena	2,329	-	-	-
56445.40	Security Guard Services - Nellie Weaver Hall	3,055	-	-	-
56450	Cleaning Fee-Hall Rentals	7,603	7,600	5,244	4,000
56455	Cleaning Fee-Restrooms	-	4,000	2,965	2,650
56455.10	Cleaning Fee Restroom - Moreno Arena	1,914	-	-	-
56455.20	Cleaning Fee Restroom - Clark Arena	154	-	-	-
56455.3	Cleaning Restrooms - 4H Level	396	-	-	-
56455.40	Cleaning Fee Restroom - Nellie Weaver Hall	3,397	-	-	-
56600	Breakfast with Santa	3,220	3,500	3,325	4,000
56605	Horsetown Parade	14,920	15,000	20,946	-
56615	Egg Hunt	1,135	1,000	-	-
56620	Concerts in the Park	5,450	7,000	2,500	-
56625	Day of the Cowboy	4,135	4,000	3,700	400
56626	Horseweek	8,738	-	-	8,500
56627	Wheel Chair Basketball	8,250	5,500	3,600	-

City of Norco, California
FY 2020-2021 General Fund Revenue Schedule

Object Code	Account Classification	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
56810	Senior Donation	5,920	1,450	1,025	1,450
56815	Wee People Donation	413	400	-	400
56900	AC After Hour Call Reimb	1,390	1,200	800	1,000
56902	Park & Rec After Hours Charges	6,175	4,700	8,284	5,500
56903	Riley Gym Banner Program	-	500	-	500
56905	Banner Installation	4,035	3,000	1,540	1,540
56910	Parks & Rec Miscellaneous	24,702	20,000	20,126	20,000
	Total - Community Services/Recreation	\$ 741,701	\$ 715,009	\$ 492,408	\$ 603,221
57150	Refuse Billing & Collects	\$ 83,591	\$ 83,200	\$ 83,200	\$ 83,200
57151	Refuse Liquidated Damages	2,100	-	2,800	2,500
57155	Penalties	301,899	284,855	278,000	270,139
57210	NCP Fund Raising	1,915	1,000	2,538	2,500
57211	Sheriff Community Outreach Donation	-	-	1,250	1,500
57310	Adoption Fees	10,967	10,500	7,500	10,500
57315	Spay & Neuter Services	22,337	21,000	15,000	19,000
57320	Animal Shelter Donation	15,160	14,000	4,800	9,600
57321	Animal Control Special Services Donation	4,634	3,900	2,800	3,400
57305	Impound Fees	10,291	10,000	11,000	10,000
57340	Misc Animal Control Fees	9,325	8,000	8,200	8,000
57345	AC Software Maintenance Fee	10,584	10,000	8,200	10,000
57325	Dog Licenses	152,368	132,000	135,000	138,000
57335	Poultry License Fees	95	-	120	-
57450	Norco Animal Rescue Team	1,000	-	-	-
57470	Weed & Lot Clearing	13,588	8,000	8,000	12,150
57400	Emergency Medical Service	356,793	341,000	331,723	346,583
57405	Emerg Response Recovery	9,877	21,000	22,257	24,794
57415	Ambulance Fines	30,336	8,000	9,260	8,000
57430	Fire Fees	-	-	171	150
57440	Fire Inspection Fees	96,223	115,000	106,351	95,401
57440.10	Fire Inspections-Special Events	-	1,360	129	1,300
57445	Fire Plan Check Fees	36,498	28,000	33,193	30,290
58200	Cash Over/Short	(108)	-	14	-
57143	Bulky Community Cleanup Credit	-	-	5,799	-
57825	Photocopy Charges	582	500	727	957
57830	Election Fee	2,450	-	-	2,500
57915	Miscellaneous Revenue	115,173	15,000	65,000	50,000
57705	Business License Penalty	12,690	11,500	10,500	11,250
57800	Agenda/Minute Subscriptn	54	55	-	-
57734	Trade Mark Licensing	-	1,200	25	-
56426	Film Permit Fees	377	500	1,000	1,000
57715	License Processing Fee	28,949	31,910	28,000	29,763
57725	Truck Parking Permits	360	1,000	765	1,013
57730	Yard Sale Permits	4,546	1,700	3,072	2,794
57815	Finger Printing	2,920	2,000	1,810	3,278
57606	Bad Debt Recovery	2,480	1,000	1,015	2,346
57701	SB1186 Fee	11,766	6,650	6,500	6,500
57735	State of the City/Misc. Sponsorship	5,750	-	-	-
57736	Miscellaneous Donations	100	-	-	-
57902	Sale of Merchandise	1,684	1,000	1,147	1,200
57605	Damage Claims	29,659	-	-	-
57610	Reimbursements	10,503	15,000	3,138	15,000
57700	Business License Renewal	37,931	40,000	47,667	39,243
	Total - Other Revenues	\$ 1,437,447	\$ 1,229,830	\$ 1,247,671	\$ 1,253,853

City of Norco, California
FY 2020-2021 General Fund Revenue Schedule

Object Code	Account Classification	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
57600	Administrative Overhead-Water	\$ 485,294	\$ 556,360	\$ 556,360	\$ 556,360
57600.10	Administrative Overhead-Sewer	299,230	350,190	350,190	350,190
57600.15	Administrative Overhead-RCTC	5,700	5,700	6,000	6,198
57600.20	Administrative Overhead-LMD's	47,276	47,276	47,276	47,276
57600.25	Administrative Overhead Storm Drain	209,586	-	-	-
57602	Administration-Successor Agency	250,000	250,000	250,000	250,000
59250	Transfer In-CFD's	119,650	252,943	252,943	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
59225	Transfer In-Misc Grants	12,867	-	-	-
59400	Transfer In-Other	45,840	40,000	40,000	40,000
	Total - Overhead/Transfers	\$ 1,735,147	\$ 1,762,173	\$ 1,762,473	\$ 1,629,378
	TOTAL GENERAL FUND REVENUES	\$ 21,854,370	\$ 21,707,634	\$ 19,845,497	\$ 20,664,828

<i>Revenue Category</i>	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
Property Taxes	\$ 2,109,281	\$ 2,297,547	\$ 2,296,648	\$ 2,268,221
Sales Taxes	7,778,310	7,458,311	6,271,062	6,773,213
Other Taxes	1,359,154	1,478,349	1,269,751	1,367,339
Franchise Fees	1,674,489	1,666,971	1,672,235	1,663,855
Property Tax In-Lieu VLF	2,606,760	2,746,146	2,754,565	2,856,044
Intergovernmental	21,968	238	637	-
Fines and Penalties	208,923	204,864	189,517	189,591
Interest Income/Lease	989,624	949,823	768,490	859,473
Community Development Fees	1,191,566	1,198,373	1,120,040	1,200,640
Community Services/Recreation	741,701	715,009	492,408	603,221
Other Revenues	1,437,447	1,229,830	1,247,671	1,253,853
Overhead/Transfers	1,735,147	1,762,173	1,762,473	1,629,378
TOTAL GENERAL FUND REVENUES	\$ 21,854,370	\$ 21,707,634	\$ 19,845,497	\$ 20,664,828

GENERAL FUND

GENERAL FUND EXPENDITURES BY DIVISION	FUND	121
Prior Year, Amended Budget, Projected Year-End Status and Proposed Expenditures		

Division	Division	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
No.	Division	Actual	Amended Budget	Projected Year-End	Budget Request
701	City Council	84,517	95,189	89,038	97,441
702	City Manager	362,873	489,588	484,811	511,238
703	Human Resources	116,200	138,244	135,837	148,352
704	City Clerk	376,447	372,501	317,031	473,490
705	City Attorney	223,010	250,000	250,000	250,000
706	Fiscal & Support Services	644,365	638,564	617,240	694,569
720	Special Events	76,333	101,838	54,056	113,773
724	Non Departmental	2,155,644	2,623,002	2,538,484	2,834,970
730	Recreation Services	794,610	836,559	854,637	929,662
731	Youth and Teen	277,520	345,258	297,633	345,274
733	Park Maintenance	803,396	873,172	795,441	908,234
735	Senior Citizens	223,077	274,054	329,497	252,880
737	Building Maintenance	1,013,632	1,163,497	1,165,808	1,331,545
740	Inspection	40,273	49,035	42,336	25,165
745	Economic Development	228,823	151,719	146,062	154,249
750	Planning	405,781	594,621	455,389	613,048
751	Code Compliance	145,771	194,928	172,784	186,226
752	Building & Safety	368,557	467,325	449,270	455,524
761A	Riverside County Fire	4,149,758	4,346,265	4,272,149	4,491,364
764	Norco Animal Rescue Team	1,698	2,628	4,868	1,600
765	Animal Control	639,629	699,123	705,639	744,304
772	Riverside County Sheriff	5,954,768	6,576,541	6,567,538	6,811,726
773	Crossing Guards	59,063	52,500	58,108	58,000
774	Citizens on Patrol	18,577	18,200	19,743	14,400
800	Engineering	235,125	235,502	231,086	248,153
850	Parkway Maintenance	75,539	117,834	85,047	110,927
TOTALS		<u>\$19,474,983</u>	<u>\$21,707,687</u>	<u>\$21,139,533</u>	<u>\$22,806,114</u>

GENERAL FUND

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

Object Code	Account Classification	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
30100	Full Time Salaries	\$ 2,086,777	\$ 2,422,631	\$ 2,134,763	\$ 2,523,868
30105	Part-Time Salaries	529,649	678,892	590,194	583,959
30106	Part Time Salaries - 32 Hour	41,858	76,167	104,463	164,821
30107	Part Time Salaries - 20 Hour	6,149	15,600	46,024	56,472
30110	Overtime	56,815	56,611	55,318	62,424
30221	Administrative Leave Cash Out	23,834	30,283	32,440	36,799
30224	Sick Leave Taken - Part Time	6,542	-	6,044	-
30225	Sick Leave Buy Back	32,011	38,961	33,995	44,621
30226	Sick Leave Taken	33,197	-	33,472	-
30227	Sick Leave Payoff	-	-	59,276	-
30228	Comp Taken	2,755	-	1,608	-
30229	Comp Payoff	-	-	11	-
30230	Annual Vacation Cash Out	34,974	42,460	40,749	53,101
30231	Vacation Taken	105,748	-	78,213	-
30232	Vacation Payoff	-	-	62,437	-
30234	Other Personnel Services	1,153	-	-	-
	Total - Salaries and Wages	<u>2,961,461</u>	<u>3,361,605</u>	<u>3,279,009</u>	<u>3,526,066</u>
30200	PERS Retirement	236,332	278,386	266,457	315,561
30201	PERS Monthly Employer UAL Payment	1,049,692	1,328,515	1,329,096	1,483,246
30202	Pension Replacement Benefit	2,876	3,000	2,876	3,000
30204	PERS Arrears	5,326	-	-	-
30205	Employee Group Insurance	419,047	415,294	398,868	487,163
30210	Vehicle Allowance	23,960	23,760	23,760	24,240
30212	Cell Phone Stipend	1,106	1,732	1,732	1,732
30215	Medical Savings Account	4,428	4,484	4,305	4,534
30220	Medicare Insurance	43,521	46,426	42,337	49,284
30235	Deferred Compensation	12,875	18,811	16,521	16,940
30240	Continuous Service Bonus	4,020	520	520	4,020
30245	Workers Compensation	24,837	-	41,929	5,050
30250	Unemployment	4,158	16,000	12,000	16,000
30255	Tuition Reimbursement	800	2,900	608	1,400
	Total - Fringe Benefits	<u>1,832,978</u>	<u>2,139,828</u>	<u>2,141,011</u>	<u>2,412,170</u>
30300	Conferences & Meetings	17,982	39,553	33,353	51,415
30305	Auto Mileage	230	350	97	300
30310	Uniforms & Safety Gear	7,005	10,320	10,753	12,860
30315	Employee Hiring Costs	6,128	6,000	4,613	6,000
30320	Dues, Memberships & Subscriptions	37,020	35,374	34,423	37,335
	Total - Employee Related Expense	<u>68,364</u>	<u>91,597</u>	<u>83,239</u>	<u>107,910</u>
30400	Office Supplies	46,585	44,910	41,293	44,165
30405	Printing & Copies	3,240	7,400	7,200	8,060
30410	Postage	3,114	2,950	350	2,950
30415	Special Departmental	86,686	99,100	84,178	104,631
30415.1	Veterans Memorial	3,416	-	5,395	5,250
30416	City Merchandise	697	3,000	1,200	1,500
30425	Small Tools	7,699	7,735	7,489	8,635
30429	Small Equipment	-	-	2,340	200
30435	Software Expense	4,138	4,140	4,176	4,140
30440	Advertising & Promotion	8,178	3,600	7,612	4,600
30445	Legal Advertising	5,091	6,860	5,700	6,500
30455	Elections	40,826	-	-	45,000
30460	Medical Insurance Administration	3,775	4,650	3,890	2,640
30465	Retirees Medical Insurance	834,349	840,400	882,000	941,684
30470	Retiree Medical Insurance Contribution	200,000	200,000	200,000	200,000
30475	Performance Bonds	1,900	1,900	1,900	1,900
30480	Senior Special Events	2,567	1,600	2,274	2,538
30485	Wee People Special Event	367	400	332	400
30490	Party Partner Events	241	17,200	3,394	-
30495	NCP Special Events	392	500	200	500
30496	NCP Fund Raising	2,721	-	2,573	-

GENERAL FUND

GENERAL FUND EXPENDITURE DETAIL		FUND	121		
Prior Year, Amended Budget, Projected Year-End Status and Proposed Expenditures					
Object Code	Account Classification	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
<i>Total - Supplies and Services</i>		<u>1,255,981</u>	<u>1,246,345</u>	<u>1,263,496</u>	<u>1,385,293</u>

GENERAL FUND

GENERAL FUND EXPENDITURE DETAIL		FUND		121	
Prior Year, Amended Budget, Projected Year-End Status and Proposed Expenditures					
Object Code	Account Classification	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
32100	Office Equipment Maintenance	1,169	1,050	500	1,050
32105	Equipment Rental	3,927	3,190	6,516	2,358
32200	Buildings & Grounds Maintenance	88,393	84,250	89,334	112,050
32205	Weed Abatement	7,575	7,600	7,600	7,600
32352	Veterans Memorial Maintenance	1,435	3,000	2,594	3,000
32400	Trail Maintenance	29,154	28,000	26,500	28,000
	Total - Maintenance and Rentals	<u>131,653</u>	<u>127,090</u>	<u>133,044</u>	<u>154,058</u>
33100	Utilities	319,620	394,717	-	-
33100.1	Water Charges	286,728	317,984	267,520	306,019
33100.2	Electricity Charges	-	-	234,033	258,251
33100.25	Natural Gas	-	-	7,883	9,339
33100.30	Telephone Charges	-	-	22,856	25,468
33100.35	Wireless Charges	-	-	28,697	31,634
33100.45	Internet/Cable Charges	-	-	17,175	18,476
	Total - Operations and Utilities	<u>606,348</u>	<u>712,701</u>	<u>578,164</u>	<u>649,187</u>
34100	Contractual Services	1,485,074	1,833,058	1,676,600	1,868,719
34100.1	Code Enforcement Legal	22,411	50,000	50,000	50,000
34100.6	Gateway Sign Maintenance	1,680	5,000	2,500	2,500
34100.65	Gateway Sign Replacement Charges	28,443	21,585	24,085	24,085
34105	Professional Services	127,289	119,940	80,400	131,940
34112	CAL FIRE Contract	4,084,847	4,277,444	4,200,000	4,410,000
34115	Law Enforcement Contract	5,710,634	6,261,100	6,261,100	6,485,681
34125	Accounting & Auditing Svc	38,174	61,192	41,038	59,340
34130	Financial Services	24,377	28,000	31,980	37,480
34145	Recreation Program Instructor	42,706	40,695	24,420	44,684
34150	Special Events	4,822	1,270	-	1,090
34151	Sheriff Community Outreach	-	-	-	-
34160	Spay & Neuter Costs	22,917	19,000	13,700	19,000
	Total - Professional and Contractual	<u>11,593,374</u>	<u>12,718,284</u>	<u>12,405,823</u>	<u>13,134,519</u>
35210	Admin Fees-Property Taxes	12,672	13,000	12,672	13,000
35215	Parking Fines	34,299	30,500	30,500	30,500
35270	Community Promotion	1,830	4,300	4,300	4,300
35271	Community Outreach	2,235	25,000	25,000	25,000
35272	Fin. Assist. In Rec (F.A.I.R)	365	500	-	-
35275	Volunteer Recognition	2,640	3,500	3,500	2,500
35280	Employee Recognition Program	8,148	11,720	12,597	18,000
35285	Lake Norconian Club Foundation	-	16,775	-	16,775
35300	Highway Patrol DUI Testing	1,572	5,000	4,233	5,000
35311	Sixth Street Banner Program	3,504	900	-	900
35312	State of the City	6,241	2,000	-	2,000
35313	FEMA Reconciliation	-	48,877	-	48,877
35510	Bad Debt	5	-	-	-
	Total - Miscellaneous Expenditures	<u>73,511</u>	<u>162,072</u>	<u>92,802</u>	<u>166,852</u>
42100	Vehicle Operations & Maintenance	85,270	83,114	79,184	96,194
42100.1	Fuel	-	-	1,113	1,150
42105	Vehicle Replacement Charges	-	101,689	101,689	96,575
42110	Computer Replacement Charges	25,200	19,800	19,800	15,800
42115	Computing Operations	371,540	394,884	394,884	490,275
42200	Liability Insurance	152,531	253,003	253,003	310,574
42220	Self-Ins Expenses	40,275	50,000	50,000	50,000
42225	Self-Ins Settlements	94,500	94,500	94,500	94,500
42230	Excess Workers' Comp	73,463	80,977	80,977	83,991
42235	Compensated Absences	47,854	-	-	-
	Total - Internal Service Fund Charges	<u>890,633</u>	<u>1,077,967</u>	<u>1,075,150</u>	<u>1,239,059</u>

GENERAL FUND

GENERAL FUND EXPENDITURE DETAIL		FUND		121	
Prior Year, Amended Budget, Projected Year-End Status and Proposed Expenditures					
Object Code	Account Classification	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
43100	Equipment	27,954	14,200	21,700	16,000
43110	Automotive Equipment	-	40,590	40,587	-
43115	Building/Improvements	3,488	-	10,101	15,000
43150	Park Structures/Enhancement	29,240	-	-	-
	Total - Capital Outlay	<u>60,681</u>	<u>54,790</u>	<u>72,388</u>	<u>31,000</u>
44100	Transfers Out to Fund 141	-	15,408	15,408	-
	Total - Other Charges	<u>-</u>	<u>15,408</u>	<u>15,408</u>	<u>-</u>
	TOTAL GENERAL FUND EXPENDITURES	<u>19,474,983</u>	<u>21,707,687</u>	<u>21,139,533</u>	<u>22,806,114</u>

City of Norco

General Fund - Estimated Fund Balance From FY 19-20 through FY 20-21
For Fiscal Year-Ended June 30, 2021

GENERAL FUND	Rev/Exp Total	Fund Balance
Audited Beginning Balance, July 1, 2019		\$ 14,113,360
FY 2020 Estimated Revenues/Transfers In	19,845,497	
FY 2020 Expenditures/Transfers Out	(21,139,533)	
Revenues Over (Under) Expenditures FY 2019-2020		(1,294,035)
Estimated Ending Fund Balance, June 30, 2020		<u>\$ 12,819,325</u>
Unaudited Beginning Balance, July 1, 2020		\$ 12,819,325
FY 2021 Estimated Revenues/Transfers In	20,664,828	
FY 2021 Expenditures/Transfers Out	(22,806,114)	
Revenues Over (Under) Expenditures FY 2020-2021		(2,141,286)
Estimated Ending Fund Balance, June 30, 2021		<u>\$ 10,678,038</u>

City of Norco

General Fund - Fund Balance Designations
For Fiscal Year-Ended June 30, 2021

Estimated Ending Fund Balance, June 30, 2021	\$ 10,678,038
FY 2020-2021 Reserve for Emergency (25% of Budget)	(5,284,883)
Designated for Special Projects*	<u>(496,233)</u>
Estimated Uncommitted Fund Balance June 30, 2021	<u>\$ 4,896,923</u>

* Note: \$465,094 of Fund Balance is attributed to Trust Fund Deposits and Donations



City of Norco, California
Water Fund - Summary of Revenues Expenses and Working Capital
Fiscal Year 2020-2021

Account Number	Revenue Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
124-000-54200	Interest Income	\$ 130,193	\$ 45,000	\$ 73,560	\$ 80,000
124-000-57100	Water Usage Domestic	5,459,502	6,139,403	6,131,344	6,131,344
124-000-57102	Fixed Monthly Charge	5,300,671	5,649,167	5,738,216	5,824,289
124-000-57105	Water Tolls - Irrigation	843,055	973,608	886,100	886,100
124-000-57115	Energy Pass Through	71,985	85,000	73,186	73,186
124-000-57125	Bulk Water	159,071	50,000	154,478	154,478
124-000-57130	Reconnection Fee	74,537	56,000	144,717	91,836
124-000-57132	Other Service Fees	20,982	25,000	32,656	25,204
124-000-57915	Miscellaneous Charges	38,950	50,000	16,674	34,735
Total Revenues		<u>\$ 12,098,945</u>	<u>\$ 13,073,178</u>	<u>\$ 13,250,931</u>	<u>\$ 13,301,173</u>

Expenses	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
Salaries and Benefits	\$ 1,027,867	\$ 1,248,511	\$ 1,037,644	\$ 1,365,539
Employee Related Expenditures	14,590	20,600	13,000	23,425
Supplies and Services	352,636	344,560	292,930	347,450
Maintenance and Rentals	134,163	166,590	58,940	159,300
Operations and Utilities	5,489,876	6,020,800	6,654,739	6,252,650
Contractual and Professional Services	678,360	825,765	683,625	810,965
Miscellaneous	1,124,385	1,326,802	1,336,325	2,104,192
Internal Service Fund Charges	382,489	528,648	571,503	375,650
Capital Outlay	-	50,000	38,000	50,000
Transfers Out	129,102	129,102	129,102	129,102
Total Expenses	<u>\$ 9,333,468</u>	<u>\$ 10,661,378</u>	<u>\$ 10,815,807</u>	<u>\$ 11,618,273</u>

Revenues Over (Under) Expenses	\$ 1,682,900
Estimated Working Capital June 30, 2020	<u>6,742,748</u>
Estimated Working Capital June 30, 2021	<u>\$ 8,425,648</u>

WATER FUND

ADMINISTRATION	FUND	124
Human Resources	Division	703

Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 10,025	\$ 11,734	\$ 10,669	\$ 11,622
30200	PERS Retirement	1,246	1,468	1,430	1,570
30201	PERS Employer UAL	3,784	4,536	4,647	5,592
30205	Employee Group Insurance	1,226	1,918	1,902	1,916
30212	Cell Phone Stipend	72	72	72	72
30215	Medical Savings Account	29	28	28	28
30220	FICA/Medicare Insurance	163	170	155	169
30225	Sick Leave Buy Back	-	159	159	191
30226	Sick Leave Taken	225	-	300	-
30230	Annual Vacation Cash Out	203	209	209	251
30231	Vacation Taken	524	-	220	-
30255	Tuition Reimbursement	-	96	96	100
	Subtotal - Salaries and Benefits	<u>17,497</u>	<u>20,390</u>	<u>19,886</u>	<u>21,510</u>
	TOTAL EXPENSES	<u>\$ 17,497</u>	<u>\$ 20,390</u>	<u>\$ 19,886</u>	<u>\$ 21,510</u>

WATER FUND

FISCAL & SUPPORT SERVICES DEPARTMENT		FUND		124	
Financial Administration & Call Center		Division		706	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 157,976	\$ 205,228	\$ 138,987	\$ 187,826
30105	Salaries, Part Time	5,740	-	5,202	-
30107	Salaries, Part Time (20 Hour)	-	-	166	19,562
30110	Salaries, Overtime	1,338	-	-	3,200
30200	PERS Retirement	16,456	19,912	15,931	21,813
30201	PERS Employer UAL	37,229	39,432	36,347	48,875
30205	Employee Group Insurance	30,958	38,624	29,804	38,626
30210	Vehicle Allowance	1,200	1,200	1,200	1,200
30215	Medical Savings Account	255	256	255	256
30220	FICA/Medicare Insurance	2,741	2,976	2,093	3,054
30221	Administrative Leave Cash Out	1,460	1,626	1,626	1,951
30224	Sick Leave Taken Part Time	204	-	75	-
30225	Sick Leave Buy Back	1,871	1,736	1,742	2,083
30226	Sick Leave Taken	3,123	-	6,700	-
30228	Comp Taken	689	-	565	-
30229	Comp Payoff	-	-	71	-
30230	Annual Vacation Cash Out	1,397	1,220	1,220	1,464
30231	Vacation Taken	6,437	-	7,954	-
30232	Vacation Payoff	-	-	980	-
30234	Other Personnel Services	10,958	-	-	-
30235	Deferred Compensation	149	-	134	569
	Subtotal - Salaries and Benefits	<u>280,180</u>	<u>312,210</u>	<u>251,052</u>	<u>330,478</u>
30300	Conferences and Meetings	-	-	-	1,825
	Subtotal - Employee Related Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,825</u>
30400	Office Supplies	3,264	2,950	2,950	2,950
30405	Printing & Copies	6,683	11,820	4,761	13,500
30410	Postage	28,250	26,040	26,040	27,050
30415	Special Departmental	198	-	679	200
	Subtotal - Supplies and Services	<u>38,395</u>	<u>40,810</u>	<u>34,430</u>	<u>43,700</u>
32100	Office Equipment Maintenance	-	50	-	-
32105	Equipment Rental	564	1,740	1,940	1,500
	Subtotal - Maintenance & Rentals	<u>564</u>	<u>1,790</u>	<u>1,940</u>	<u>1,500</u>
34100	Contractual Services	45,021	50,660	50,660	57,360
34125	Accounting & Auditing	8,435	9,605	9,265	9,605
34130	Financial Services	12,398	14,000	13,700	16,000
	Subtotal - Contractual & Professional Svcs	<u>65,855</u>	<u>74,265</u>	<u>73,625</u>	<u>82,965</u>
42110	Computing and Comm. Equip Replacement	1,200	1,500	1,500	1,400
42115	Computing and Communications Operations	17,200	28,600	28,600	44,700
	Subtotal - Internal Service Charges	<u>18,400</u>	<u>30,100</u>	<u>30,100</u>	<u>46,100</u>
	TOTAL EXPENSES	<u>\$ 403,393</u>	<u>\$ 459,175</u>	<u>\$ 391,147</u>	<u>\$ 506,568</u>

WATER FUND

PUBLIC WORKS DEPARTMENT	FUND	124
Inspection	Division	740

Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 13,482	\$ 18,358	\$ 13,485	\$ 28,246
30110	Salaries, Overtime	110	800	800	800
30200	PERS Retirement	1,880	2,298	2,048	3,818
30201	PERS Employer UAL	5,719	7,096	6,666	13,594
30205	Employee Group Insurance	4,047	3,996	3,925	6,360
30220	FICA/Medicare Insurance	231	278	207	421
30225	Sick Leave Buy Back	-	350	-	420
30226	Sick Leave Taken	1,640	-	1,217	-
30230	Annual Vacation Cash Out	466	600	466	720
30231	Vacation Taken	1,070	-	1,070	-
	Subtotal - Salaries and Benefits	<u>28,644</u>	<u>33,776</u>	<u>29,885</u>	<u>54,379</u>
	TOTAL EXPENSES	<u>\$ 28,644</u>	<u>\$ 33,776</u>	<u>\$ 29,885</u>	<u>\$ 54,379</u>

WATER FUND

PUBLIC WORKS DEPARTMENT	FUND	124
Engineering	Division	800

Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 100,876	\$ 118,340	\$ 111,845	\$ 163,010
30105	Salaries, Part Time	4,472	4,680	4,699	-
30106	Salaries, Part Time (32 Hr)	-	-	-	11,066
30110	Salaries, Overtime	121	-	100	100
30200	PERS Retirement	9,742	11,626	11,500	18,944
30201	PERS Employer UAL	18,948	23,736	24,853	46,212
30205	Employee Group Insurance	15,386	15,196	15,026	27,775
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	165	204
30220	FICA/Medicare Insurance	1,619	1,784	1,691	2,365
30221	Administrative Leave Cash Out	1,392	1,668	1,668	2,002
30224	Sick Leave Taken - Part-Time	108	-	-	-
30225	Sick Leave Buy Back	1,616	2,287	2,287	2,744
30226	Sick Leave Taken	995	-	555	-
30228	Comp Taken	60	-	206	-
30230	Annual Vacation Cash Out	378	1,440	1,736	1,728
30231	Vacation Taken	3,732	-	3,098	-
30235	Deferred Compensation	115	117	117	-
	Subtotal - Salaries and Benefits	<u>161,887</u>	<u>183,202</u>	<u>181,707</u>	<u>278,309</u>
	TOTAL EXPENSES	<u>\$ 161,887</u>	<u>\$ 183,202</u>	<u>\$ 181,707</u>	<u>\$ 278,309</u>

WATER FUND

PUBLIC WORKS DEPARTMENT				FUND	124
Water Operations				Division	804
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 281,844	\$ 411,340	\$ 292,520	\$ 405,654
30110	Salaries, Overtime	64,287	79,882	62,000	71,506
30200	PERS Retirement	27,926	37,130	29,678	38,548
30201	PERS Employer UAL	56,472	59,802	60,322	61,738
30205	Employee Group Insurance	77,985	94,452	78,393	84,506
30212	Cell Phone Stipend	210	210	210	336
30215	Medical Savings Account	214	312	312	336
30220	FICA/Medicare Insurance	4,636	7,122	5,141	6,919
30221	Administrative Leave Cash Out	1,435	1,683	1,683	2,020
30225	Sick Leave Buy Back	2,684	3,500	3,526	4,200
30226	Sick Leave Taken	7,978	-	4,439	-
30228	Comp Taken	140	-	-	-
30230	Annual Vacation Cash Out	1,247	3,000	2,500	3,600
30231	Vacation Taken	12,141	-	11,312	-
30232	Vacation Payoff	-	-	1,879	-
30245	Workers Compensation	463	-	1,000	1,000
30255	Tuition Reimbursement	-	500	200	500
	Subtotal - Salaries and Benefits	<u>539,660</u>	<u>698,933</u>	<u>555,114</u>	<u>680,862</u>
30300	Conferences and Meetings	2,223	4,000	3,500	5,000
30310	Uniforms & Safety Gear	9,337	8,500	6,000	8,500
30320	Dues, Memberships and Subscriptions	3,030	8,100	3,500	8,100
	Subtotal - Employee Related	<u>14,590</u>	<u>20,600</u>	<u>13,000</u>	<u>21,600</u>
30400	Office Supplies	2,499	5,750	1,000	5,750
30415	Special Departmental	169,971	240,000	200,000	240,000
30425	Small Tools	6,666	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	85,105	-	-	-
	Subtotal - Supplies and Services	<u>314,241</u>	<u>303,750</u>	<u>258,500</u>	<u>303,750</u>
32105	Equipment Rental	871	5,000	4,000	5,000
32200	Building and Ground Maintenance	4,253	5,800	3,000	4,800
32450	Well & Pump Maintenance	128,474	154,000	50,000	148,000
	Subtotal - Maintenance & Rentals	<u>133,599</u>	<u>164,800</u>	<u>57,000</u>	<u>157,800</u>
33100	Utilities	308,377	389,300	-	-
33100.10	Water Charges	6,884	6,500	4,800	6,500
33100.20	Electricity Charges	-	-	190,000	350,000
33100.25	Natural Gas	-	-	325	500
33100.3	Telephone Charges	-	-	550	650
33100.35	Wireless	-	-	9,000	10,000
33105	Purchased water	5,174,615	5,600,000	6,450,064	5,885,000
33115	Chino Pump Tax	-	25,000	-	-
	Subtotal - Operations & Utilities	<u>5,489,876</u>	<u>6,020,800</u>	<u>6,654,739</u>	<u>6,252,650</u>
34100	Contractual Services	612,505	751,500	610,000	728,000
	Subtotal - Contractual & Professional Svcs	<u>612,505</u>	<u>751,500</u>	<u>610,000</u>	<u>728,000</u>

WATER FUND

PUBLIC WORKS DEPARTMENT		FUND		124	
Water Operations		Division		804	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
35100	Interest Payments	638,124	432,742	432,742	597,415
35105	Principal Payments	-	336,700	336,700	949,417
35150	Administrative Overhead	485,289	556,360	556,360	556,360
35205	Property Taxes	727	1,000	727	1,000
35510	Bad Debt Expense	245	-	9,796	-
	Subtotal - Miscellaneous	<u>1,124,385</u>	<u>1,326,802</u>	<u>1,336,325</u>	<u>2,104,192</u>
42100	Vehicle Operations and Maintenance	87,000	87,000	87,000	82,000
42105	Vehicle Replacement Charges	98,328	342,448	342,448	169,750
42110	Computing and Comm. Equip Replacement	700	1,400	1,400	1,100
42115	Computing and Communications Operations	17,200	35,700	35,700	44,700
42220	Self Insured Expenses	11,559	2,000	482	2,000
42225	Self Insured Settlements	149,302	30,000	74,373	30,000
	Subtotal - Internal Service Charges	<u>364,089</u>	<u>498,548</u>	<u>541,403</u>	<u>329,550</u>
43100	Equipment	-	10,000	8,000	10,000
43115	Building Improvements	-	40,000	30,000	40,000
	Subtotal - Capital Outlay	<u>-</u>	<u>50,000</u>	<u>38,000</u>	<u>50,000</u>
44100.121	Transfer Out to Fund 121	129,102	129,102	129,102	129,102
	Subtotal - Transfers	<u>129,102</u>	<u>129,102</u>	<u>129,102</u>	<u>129,102</u>
	TOTAL EXPENSES	<u>\$ 8,722,048</u>	<u>\$ 9,964,835</u>	<u>\$ 10,193,183</u>	<u>\$ 10,757,506</u>
54200	Interest Income	\$ 130,193	\$ 45,000	\$ 73,560	\$ 80,000
57100	Water Tolls - Residential	5,459,502	6,139,403	6,131,344	6,131,345
57102	Fixed Monthly Water Charge	5,300,671	5,649,167	5,738,216	5,824,289
57105	Irrigation - Residential	843,055	973,608	886,100	886,100
57115	Energy Pass Thru	71,985	85,000	73,186	73,186
57125	Bulk Water	159,071	50,000	154,478	154,478
57130	Reconnection & Coll. Fees	74,537	56,000	144,717	91,836
57132	Other Service Fees	20,982	25,000	32,656	25,204
57915	Miscellaneous Revenue	38,949	50,000	16,674	34,735
	TOTAL REVENUES	<u>\$ 12,098,945</u>	<u>\$ 13,073,178</u>	<u>\$ 13,250,931</u>	<u>\$ 13,301,173</u>



City of Norco, California
Sewer Fund - Summary of Revenues Expenses and Working Capital
Fiscal Year 2020-2021

Account Number	Revenue Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Projection
126-000-54200	Interest Income	\$ 205,088	\$ 75,000	\$ 65,000	\$ 75,000
126-000-54200.10	City of Corona Loan Payment - Interest	139,867	143,379	133,260	126,706
126-000-54202	City of Corona Loan Payment - Principal	220,228	226,835	226,835	233,640
126-000-57145	Sewer Service Charges	7,258,028	7,314,107	7,664,807	7,450,309
126-000-57915	Miscellaneous Income	-	5,000	-	-
	Total Revenues	<u>\$ 7,823,211</u>	<u>\$ 7,764,321</u>	<u>\$ 8,089,903</u>	<u>\$ 7,885,655</u>

Expenses	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Request
Salaries and Benefits	\$ 996,518	\$ 1,220,979	\$ 1,022,485	\$ 1,346,983
Employee Related Expenditures	7,538	15,500	9,000	16,500
Supplies and Services	194,250	120,810	106,810	116,700
Maintenance and Rentals	14,125	72,590	27,904	69,800
Operations and Utilities	57,012	70,100	51,500	70,100
Contractual and Professional Services	2,299,086	2,641,265	2,324,265	2,605,965
Miscellaneous	2,070,337	1,760,677	1,760,677	1,821,301
Internal Service Fund Charges	190,105	499,848	499,848	284,950
Capital Outlay	-	50,000	32,600	50,000
Transfers Out	129,102	129,102	129,102	129,102
Total Expenditures	<u>\$ 5,958,072</u>	<u>\$ 6,580,871</u>	<u>\$ 5,964,191</u>	<u>\$ 6,511,401</u>

Revenues Over (Under) Expenses	\$ 1,374,254
Estimated Working Capital June 30, 2020	\$ 6,226,074
Estimated Working Capital June 30, 2021	<u>\$ 7,600,328</u>

SEWER FUND

ADMINISTRATION	FUND	126
Human Resources	Division	703

Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 10,025	\$ 11,734	\$ 10,668	\$ 11,622
30200	PERS Retirement	1,246	1,468	1,430	1,570
30201	PERS Employer UAL	3,783	4,536	4,647	5,592
30205	Employee Group Insurance	1,226	1,918	1,902	1,916
30212	Cell Phone Stipend	72	72	72	72
30215	Medical Savings Account	29	28	28	28
30220	FICA/Medicare Insurance	163	170	155	169
30225	Sick Leave Buy Back	-	159	159	191
30226	Sick Leave Taken	225	-	300	-
30230	Annual Vacation Cash Out	203	209	209	251
30231	Vacation Taken	524	-	220	-
30255	Tuition Reimbursement	-	96	96	100
	Subtotal - Salaries and Benefits	<u>17,497</u>	<u>20,390</u>	<u>19,886</u>	<u>21,510</u>
	TOTAL EXPENSES	<u>\$ 17,497</u>	<u>\$ 20,390</u>	<u>\$ 19,886</u>	<u>\$ 21,510</u>

SEWER FUND

FISCAL & SUPPORT SERVICES DEPARTMENT		FUND		126	
Financial Administration & Call Center		Division		706	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 131,674	\$ 175,908	\$ 117,326	\$ 158,784
30105	Salaries, Part Time	5,740	-	5,202	-
30107	Salaries, Part Time (20 Hour)	-	-	166	19,562
30110	Salaries, Overtime	1,338	-	3,016	3,200
30200	PERS Retirement	13,542	16,560	12,956	18,217
30201	PERS Employer UAL	29,498	30,292	27,807	37,595
30205	Employee Group Insurance	27,600	35,208	26,776	34,854
30210	Vehicle Allowance	720	720	720	720
30215	Medical Savings Account	177	178	178	178
30220	FICA/Medicare Insurance	2,322	2,551	1,823	2,632
30221	Administrative Leave Cash Out	1,035	1,261	1,080	1,387
30224	Sick Leave Taken Part Time	204	-	75	-
30225	Sick Leave Buy Back	1,530	1,500	1,458	1,800
30226	Sick Leave Taken	2,751	-	4,406	-
30228	Comp Taken	689	-	365	-
30229	Comp Payoff	-	-	71	-
30230	Annual Vacation Cash Out	1,291	939	939	1,127
30231	Vacation Taken	5,675	-	6,761	-
30232	Vacation Payoff	-	-	980	-
30234	Other Personnel Services	10,958	-	-	-
30235	Deferred Compensation	149	-	205	80
	Subtotal - Salaries and Benefits	<u>236,892</u>	<u>265,117</u>	<u>212,311</u>	<u>280,136</u>
30400	Office Supplies	3,134	2,950	2,950	2,950
30405	Printing & Copies	6,645	11,820	11,820	13,500
30410	Postage	28,250	26,040	26,040	27,050
30415	Special Departmental	98	-	-	200
	Subtotal - Supplies and Services	<u>38,127</u>	<u>40,810</u>	<u>40,810</u>	<u>43,700</u>
32100	Office Equipment Maintenance	-	50	-	-
32105	Equipment Rental	564	1,740	404	-
	Subtotal - Maintenance & Rentals	<u>564</u>	<u>1,790</u>	<u>404</u>	<u>-</u>
34100	Contractual Services	45,059	50,660	50,660	57,360
34125	Accounting & Auditing	8,435	9,605	9,605	9,605
34130	Financial Services	13,242	14,000	14,000	16,000
	Subtotal - Contractual & Professional Svcs	<u>66,736</u>	<u>74,265</u>	<u>74,265</u>	<u>82,965</u>
42110	Computing and Comm. Equip Replacement	1,100	1,200	1,200	900
42115	Computing and Communications Operations	17,200	28,600	28,600	35,800
	Subtotal - Internal Service Charges	<u>18,300</u>	<u>29,800</u>	<u>29,800</u>	<u>36,700</u>
	TOTAL EXPENSES	<u>\$ 360,619</u>	<u>\$ 411,782</u>	<u>\$ 357,591</u>	<u>\$ 443,501</u>

SEWER FUND

PUBLIC WORKS DEPARTMENT	FUND	126
Inspection	Division	740

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected	FY 2020-2021 Budget
		Actual	Budget	Year-End	Request
30100	Salaries, Full Time	\$ 13,482	\$ 18,358	\$ 13,485	\$ 28,246
30110	Salaries, Overtime	110	800	800	800
30200	PERS Retirement	1,880	2,298	2,048	3,818
30201	PERS Employer UAL	5,719	7,096	6,666	13,594
30205	Employee Group Insurance	4,047	3,996	3,925	6,360
30220	FICA/Medicare Insurance	231	278	207	421
30225	Sick Leave Buy Back	-	350	-	420
30226	Sick Leave Taken	1,640	-	1,217	-
30230	Annual Vacation Cash Out	466	600	466	720
30231	Vacation Taken	1,070	-	1,070	-
	<i>Subtotal - Salaries and Benefits</i>	<u>28,644</u>	<u>33,776</u>	<u>29,885</u>	<u>54,379</u>
	TOTAL EXPENSES	<u>\$ 28,644</u>	<u>\$ 33,776</u>	<u>\$ 29,885</u>	<u>\$ 54,379</u>

SEWER FUND

PUBLIC WORKS DEPARTMENT	FUND	126
Engineering	Division	800

Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 100,876	\$ 118,340	\$ 111,845	\$ 163,010
30105	Salaries, Part Time	4,472	4,568	4,699	-
30106	Salaries, Part Time (32 Hr)	-	-	-	11,066
30110	Salaries, Overtime	121	-	100	100
30200	PERS Retirement	9,742	11,626	11,500	18,332
30201	PERS Employer UAL	18,948	23,736	24,853	46,610
30205	Employee Group Insurance	15,386	15,196	15,026	27,775
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	165	204
30220	FICA/Medicare Insurance	1,619	1,782	1,691	2,365
30221	Administrative Leave Cash Out	1,392	1,668	1,668	2,002
30224	Sick Leave Taken - Part-Time	108	-	-	-
30225	Sick Leave Buy Back	1,616	2,287	2,287	2,744
30226	Sick Leave Taken	995	-	555	-
30228	Comp Taken	60	-	206	-
30230	Annual Vacation Cash Out	378	1,440	1,736	1,728
30231	Vacation Taken	3,732	-	3,098	-
30235	Deferred Compensation	115	114	117	-
	Subtotal - Salaries and Benefits	<u>161,887</u>	<u>183,085</u>	<u>181,707</u>	<u>278,096</u>
	TOTAL EXPENSES	<u>\$ 161,887</u>	<u>\$ 183,085</u>	<u>\$ 181,707</u>	<u>\$ 278,096</u>

SEWER FUND

PUBLIC WORKS DEPARTMENT	FUND	126
Sewer Operations	Division	809

Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 285,000	\$ 422,540	\$ 305,158	\$ 418,140
30110	Salaries, Overtime	64,231	78,533	62,000	80,319
30200	PERS Retirement	28,757	38,630	31,266	40,236
30201	PERS Employer UAL	60,804	64,816	65,139	67,748
30205	Employee Group Insurance	80,925	99,492	82,621	87,698
30210	Vehicle Allowance	-	-	-	1,920
30212	Cell Phone Stipend	330	330	330	330
30215	Medical Savings Account	214	312	214	312
30220	FICA/Medicare Insurance	4,663	7,265	5,324	7,228
30221	Administrative Leave Cash Out	1,435	1,683	1,683	2,020
30225	Sick Leave Buy Back	2,518	2,970	3,561	3,564
30226	Sick Leave Taken	8,233	-	4,575	-
30228	Comp Taken	213	-	-	-
30230	Annual Vacation Cash Out	1,247	1,540	2,500	1,848
30231	Vacation Taken	12,565	-	11,871	-
30232	Vacation Payoff	0	-	1,255	-
30245	Workers Compensation	463	-	1,000	1,000
30255	Tuition Reimbursement	-	500	200	500
	Subtotal - Salaries and Benefits	<u>551,597</u>	<u>718,611</u>	<u>578,696</u>	<u>712,862</u>
30300	Conferences and Meetings	1,051	5,000	1,500	5,000
30310	Uniforms & Safety Gear	5,829	7,500	6,000	8,500
30320	Dues, memberships and Subscriptions	657	3,000	1,500	3,000
	Subtotal - Employee Related	<u>7,538</u>	<u>15,500</u>	<u>9,000</u>	<u>16,500</u>
30400	Office Supplies	642	1,000	500	1,000
30415	Special Departmental	21,753	22,000	9,000	15,000
30425	Small Tools	3,494	7,000	6,500	7,000
30470	Post Employment Health Benefits	50,000	50,000	50,000	50,000
30470.10	Post Employment Ben-GASB75	80,234	-	-	-
	Subtotal - Supplies and Services	<u>156,123</u>	<u>80,000</u>	<u>66,000</u>	<u>73,000</u>
32105	Equipment Rental	87	5,000	500	5,000
32200	Building and ground maintenance	26	5,800	2,000	4,800
32450	Well & Pump Maintenance	13,448	60,000	25,000	60,000
	Subtotal - Maintenance & Rentals	<u>13,561</u>	<u>70,800</u>	<u>27,500</u>	<u>69,800</u>
33100	Utilities	57,012	70,100	-	-
33100.2	Electricity Charges	-	-	50,000	67,600
33100.3	Telephone Charges	-	-	1,500	2,500
	Subtotal - Operations & Utilities	<u>57,012</u>	<u>70,100</u>	<u>51,500</u>	<u>70,100</u>
34100	Contractual Services	2,232,350	2,567,000	2,250,000	2,523,000
	Subtotal - Contractual & Professional Svcs	<u>2,232,350</u>	<u>2,567,000</u>	<u>2,250,000</u>	<u>2,523,000</u>

SEWER FUND

PUBLIC WORKS DEPARTMENT		FUND		126	
Sewer Operations		Division		809	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
35100	Interest Payments	1,263,507	591,663	591,663	767,577
35105	Principal Payments	507,600	818,824	818,824	703,534
35150	Administrative Overhead	299,230	350,190	350,190	350,190
	Subtotal - Miscellaneous	<u>2,070,337</u>	<u>1,760,677</u>	<u>1,760,677</u>	<u>1,821,301</u>
42100	Vehicle Operations and Maintenance	88,053	88,000	88,000	32,000
42105	Vehicle Replacement Charges	65,552	342,448	342,448	169,750
42110	Computing and Comm. Equip Replacement	700	1,000	1,000	700
42115	Computing and Communications Operations	17,200	28,600	28,600	35,800
42225	Self Insured Settlements	300	10,000	10,000	10,000
	Subtotal - Internal Service Charges	<u>171,805</u>	<u>470,048</u>	<u>470,048</u>	<u>248,250</u>
43100	Equipment	-	10,000	10,000	10,000
43115	Building Improvements	-	40,000	22,600	40,000
	Subtotal - Capital Outlay	<u>-</u>	<u>50,000</u>	<u>32,600</u>	<u>50,000</u>
44100.121	Transfers Out to Fund 121	129,102	129,102	129,102	129,102
	Subtotal - Transfers	<u>129,102</u>	<u>129,102</u>	<u>129,102</u>	<u>129,102</u>
	TOTAL EXPENSES	<u>\$ 5,389,425</u>	<u>\$ 5,931,838</u>	<u>\$ 5,375,123</u>	<u>\$ 5,713,916</u>
54200	Interest Income	\$ 205,088	\$ 75,000	\$ 65,000	\$ 75,000
54200.10	City of Corona Loan Payment - Interest	139,867	143,379	133,260	126,706
54202	City of Corona Loan Payment - Principal	220,228	226,835	226,835	233,640
57145	Sewer Service Charges	7,258,028	7,314,107	7,664,807	7,450,309
57915	Miscellaneous Income	-	5,000	-	-
	TOTAL REVENUES	<u>\$ 7,823,211</u>	<u>\$ 7,764,321</u>	<u>\$ 8,089,903</u>	<u>\$ 7,885,655</u>



GAS TAX FUND

City of Norco, California
Gas Tax Fund - Summary of Revenues Expenditures and Fund Balance
Fiscal Year 2020-2021

Account Number	Revenue Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
133-000-53429	2103 Apportionment	\$ 91,101	224,696	199,121	228,661
133-000-53430	2105 Apportionment	147,822	148,300	138,162	143,449
133-000-53435	2106 Apportionment	97,824	96,480	90,085	93,421
133-000-53440	2107 Apportionment	185,778	185,705	172,571	172,571
133-000-53445	2107.5 Apportionment	6,000	6,000	6,000	6,000
133-000-54200	Interest Income	12,235	8,500	5,500	3,000
133-000-57915	Miscellaneous Income	30,519	30,425	30,425	-
Total Revenues		\$ 571,280	700,106	641,864	647,102

Expenditures	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
Salaries and Benefits	\$ 125,309	\$ 159,087	\$ 130,538	\$ 152,716
Employee Related Expenditures	4,104	5,250	3,700	5,250
Supplies and Services	39,444	51,700	41,100	51,700
Maintenance and Rentals	100,737	140,000	116,000	130,000
Operations and Utilities	85,118	100,600	75,100	100,100
Contractual and Professional Services	379,685	439,500	350,000	439,500
Capital Outlay	2,128	5,000	3,000	5,000
Total Expenditures	\$ 736,524	\$ 901,137	\$ 719,438	\$ 884,266

Revenues Over (Under) Expenditures	\$ (237,164)
Estimated Fund Balance June 30, 2020	304,343
Estimated Fund Balance June 30, 2021	\$ 67,178

GAS TAX FUND

PUBLIC WORKS DEPARTMENT	FUND	133
Inspection	Division	740

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 5,393	\$ 7,344	\$ 5,394	\$ 3,530
30110	Salaries, Overtime	44	350	350	350
30200	PERS Retirement	752	918	819	478
30201	PERS Employer UAL	2,288	2,838	2,666	1,700
30205	Employee Group Insurance	1,619	1,598	1,570	796
30220	FICA/Medicare Insurance	92	112	83	56
30225	Sick Leave Buy Back	-	140	-	168
30226	Sick Leave Taken	656	-	406	-
30230	Annual Vacation Cash Out	186	240	186	288
30231	Vacation Taken	428	-	369	-
	Subtotal - Salaries and Benefits	<u>11,457</u>	<u>13,540</u>	<u>11,844</u>	<u>7,366</u>
	TOTAL EXPENDITURES	<u>\$ 11,457</u>	<u>\$ 13,540</u>	<u>\$ 11,844</u>	<u>\$ 7,366</u>

GAS TAX FUND

PUBLIC WORKS DEPARTMENT	FUND	133
Engineering	Division	800

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 31,971	\$ 36,098	\$ 34,843	\$ 44,544
30105	Salaries, Part Time	3,577	3,744	3,759	-
30106	Salaries, Part Time (32 Hr)	-	-	-	3,162
30110	Salaries, Overtime	97	-	81	100
30200	PERS Retirement	2,899	3,362	3,353	5,130
30201	PERS Employer UAL	4,768	5,962	6,244	12,169
30205	Employee Group Insurance	5,635	5,562	5,498	6,083
30210	Vehicle Allowance	480	480	480	960
30212	Cell Phone Stipend	60	60	60	60
30215	Medical Savings Account	54	54	54	84
30220	FICA/Medicare Insurance	544	578	561	647
30221	Administrative Leave Cash Out	440	528	528	634
30224	Sick Leave Taken - Part-Time	86	-	-	-
30225	Sick Leave Buy Back	637	734	722	881
30226	Sick Leave Taken	64	-	-	-
30228	Comp Taken	48	-	165	-
30230	Annual Vacation Cash Out	303	360	434	432
30231	Vacation Taken	1,109	-	767	-
30235	Deferred Compensation	92	94	94	-
	Subtotal - Salaries and Benefits	<u>52,864</u>	<u>57,616</u>	<u>57,642</u>	<u>74,886</u>
	 TOTAL EXPENDITURES	 <u>\$ 52,864</u>	 <u>\$ 57,616</u>	 <u>\$ 57,642</u>	 <u>\$ 74,886</u>

GAS TAX FUND

PUBLIC WORKS DEPARTMENT Street Maintenance		FUND Division		133 801	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
30100	Salaries, Full Time	\$ 31,491	\$ 51,876	\$ 32,994	\$ 39,690
30110	Salaries, Overtime	7,497	9,775	5,500	7,170
30200	PERS Retirement	3,161	4,596	3,373	3,906
30201	PERS Employer UAL	6,516	6,946	6,969	7,152
30205	Employee Group Insurance	8,833	11,662	8,946	9,188
30212	Cell Phone Stipend	30	30	30	30
30215	Medical Savings Account	24	48	48	24
30220	FICA/Medicare Insurance	522	894	558	679
30221	Administrative Leave Cash Out	159	204	204	245
30225	Sick Leave Buy Back	289	1,000	394	1,200
30226	Sick Leave Taken	901	-	417	-
30228	Comp Taken	20	-	-	-
30230	Annual Vacation Cash Out	139	900	300	1,080
30231	Vacation Taken	1,373	-	1,073	-
30232	Vacation Payoff	-	-	145	-
30245	Workers Compensation	34	-	100	100
	Subtotal - Salaries and Benefits	<u>60,988</u>	<u>87,931</u>	<u>61,052</u>	<u>70,464</u>
30300	Conferences and Meetings	-	1,000	-	1,000
30310	Uniforms & Safety Gear	4,104	4,250	3,700	4,250
	Subtotal - Employee Related	<u>4,104</u>	<u>5,250</u>	<u>3,700</u>	<u>5,250</u>
30400	Office Supplies	-	500	100	500
30415	Special Departmental	38,832	50,000	40,000	50,000
30425	Small Tools	612	1,200	1,000	1,200
	Subtotal - Supplies and Services	<u>39,444</u>	<u>51,700</u>	<u>41,100</u>	<u>51,700</u>
32300	Traffic Signal Maintenance	100,737	140,000	116,000	130,000
	Subtotal - Maintenance & Rentals	<u>100,737</u>	<u>140,000</u>	<u>116,000</u>	<u>130,000</u>
33100	Utilities	85,118	100,600	-	-
33100.2	Electricity Charges	-	-	75,000	100,000
33100.3	Telephone Charges	-	-	100	100
	Subtotal - Operations & Utilities	<u>85,118</u>	<u>100,600</u>	<u>75,100</u>	<u>100,100</u>
34100	Contractual Services	379,685	439,500	350,000	439,500
	Subtotal - Contractual & Professional Svcs	<u>379,685</u>	<u>439,500</u>	<u>350,000</u>	<u>439,500</u>
43100	Equipment	2,128	5,000	3,000	5,000
	Subtotal - Capital Outlay	<u>2,128</u>	<u>5,000</u>	<u>3,000</u>	<u>5,000</u>
	TOTAL EXPENDITURES	<u>\$ 672,203</u>	<u>\$ 829,981</u>	<u>\$ 649,952</u>	<u>\$ 802,014</u>



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**NPDES
STORM DRAIN FUND**

City of Norco, California
NPDES Storm Drain Fund - Revenues, Expenditures & Fund Balance
Fiscal Year 2020-2021

Account Number	Description-Revenues	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
139-000-53125	Tax Assessments	\$ 105,690	\$ 128,330	\$ 135,000	\$ 135,000
	Total Revenues	\$ 105,690	\$ 128,330	\$ 135,000	\$ 135,000
	Expenditures:				
	Salaries and Benefits	\$ 43,627	\$ 50,139	\$ 44,617	\$ 51,599
	Employee Related Expenditures	200	1,000	-	1,000
	Supplies and Services	-	250	-	250
	Contractual and Professional Services	69,539	149,500	75,000	115,000
	Total Expenditures	\$ 113,366	\$ 200,889	\$ 119,617	\$ 167,849
	Revenues Over (Under) Expenditures				\$ (32,849)
	Estimated Fund Balance June 30, 2020				111,427
	Estimated Fund Balance June 30, 2021				\$ 78,578

GAS TAX FUND

PUBLIC WORKS DEPARTMENT	FUND	139
Engineering	Division	800

Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ -	\$ -	\$ -	\$ 5,930
30200	PERS Retirement	-	-	-	458
30201	PERS Employer UAL	-	-	-	42
30205	Employee Group Insurance	-	-	-	1,618
30220	FICA/Medicare Insurance	-	-	-	86
	<i>Subtotal - Salaries and Benefits</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,134</u>
	<i>TOTAL EXPENDITURES</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,134</u>

STORM DRAIN FUND

PUBLIC WORKS DEPARTMENT		FUND		139	
Inspection		Division		740	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 5,393	\$ 7,344	\$ 5,394	\$ 3,530
30110	Salaries, Overtime	44	350	350	350
30200	PERS Retirement	751	918	819	478
30201	PERS Employer UAL	2,288	2,838	2,666	1,700
30205	Employee Group Insurance	1,618	1,598	1,570	796
30220	FICA/Medicare Insurance	92	112	83	56
30225	Sick Leave Buy Back	-	140	-	168
30226	Sick Leave Taken	656	-	406	-
30230	Annual Vacation Cash Out	186	240	186	288
30231	Vacation Taken	428	-	369	-
	Subtotal - Salaries and Benefits	<u>11,457</u>	<u>13,540</u>	<u>11,844</u>	<u>7,366</u>
	TOTAL EXPENDITURES	<u>\$ 11,457</u>	<u>\$ 13,540</u>	<u>\$ 11,844</u>	<u>\$ 7,366</u>

STORM DRAIN FUND

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

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 15,745	\$ 20,944	\$ 16,497	\$ 19,844
30110	Salaries, Overtime	3,570	4,400	3,100	5,236
30200	PERS Retirement	1,889	1,950	2,024	1,954
30201	PERS Employer UAL	3,909	3,452	4,182	3,576
30205	Employee Group Insurance	5,261	5,032	5,340	4,594
30212	Cell Phone Stipend	15	16	16	16
30215	Medical Savings Account	15	12	12	12
30220	FICA/Medicare Insurance	310	367	284	364
30221	Administrative Leave Cash Out	80	102	102	122
30225	Sick leave Buy Back	145	192	197	230
30226	Sick Leave Taken	450	-	209	-
30228	Comp Taken	10	-	-	-
30230	Annual Vacation Cash Out	69	132	150	150
30231	Vacation Taken	686	-	537	-
30232	Vacation Payoff	-	-	73	-
30245	Workers Compensation	17	-	50	-
	Subtotal - Salaries and Benefits	<u>32,170</u>	<u>36,599</u>	<u>32,773</u>	<u>36,099</u>
30300	Conferences and Meetings	200	1,000	-	1,000
	Subtotal - Employee Related	<u>200</u>	<u>1,000</u>	<u>-</u>	<u>1,000</u>
30400	Office Supplies	-	50	-	50
30415	Special Departmental	-	200	-	200
	Subtotal - Supplies and Services	<u>-</u>	<u>250</u>	<u>-</u>	<u>250</u>
34100	Contractual Services	69,539	149,500	75,000	115,000
	Subtotal - Contractual & Professional Svcs	<u>69,539</u>	<u>149,500</u>	<u>75,000</u>	<u>115,000</u>
	TOTAL EXPENDITURES	<u>\$ 101,909</u>	<u>\$ 187,349</u>	<u>\$ 107,773</u>	<u>\$ 152,349</u>
53125	Tax Assessments	\$ 105,690	\$ 128,330	\$ 135,000	\$ 135,000
	TOTAL REVENUES	<u>\$ 105,690</u>	<u>\$ 128,330</u>	<u>\$ 135,000</u>	<u>\$ 135,000</u>



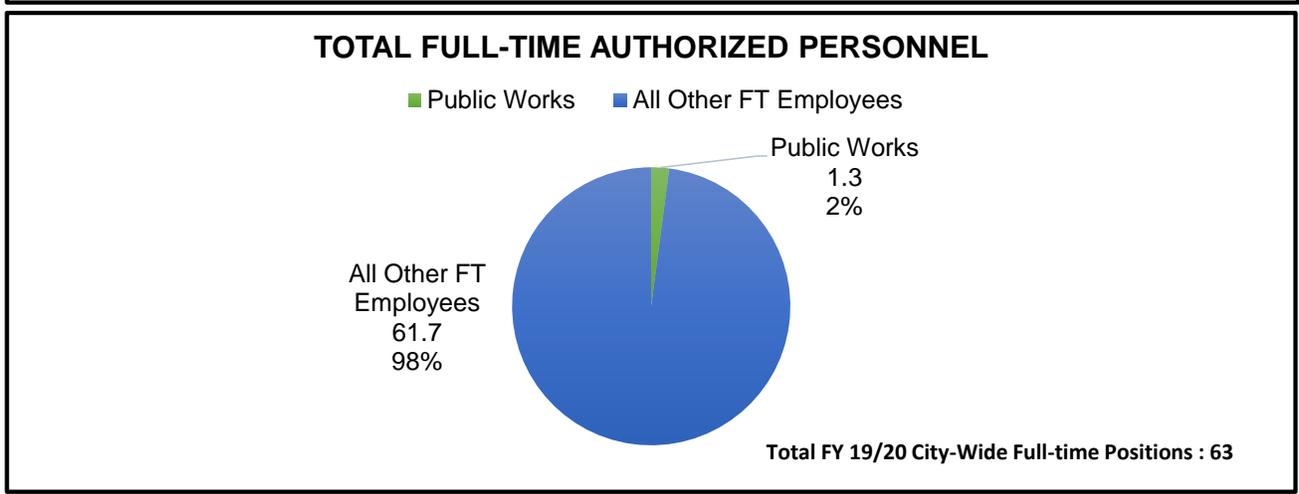
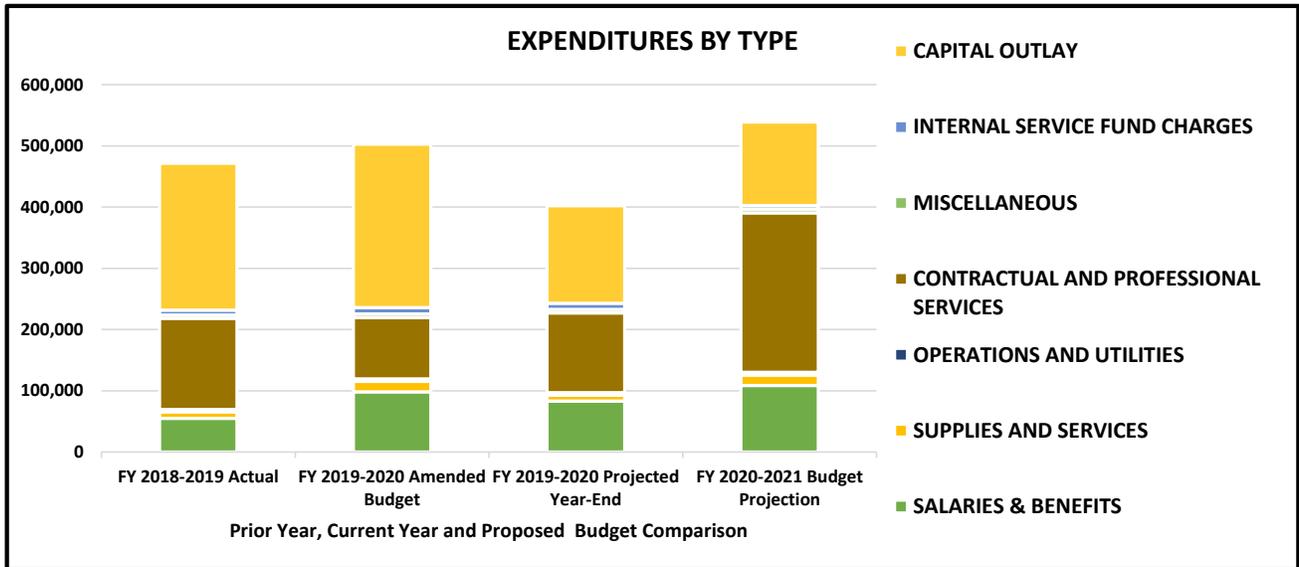
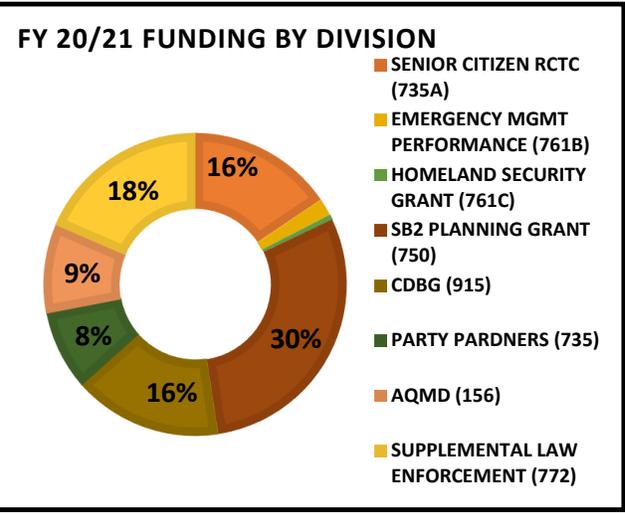
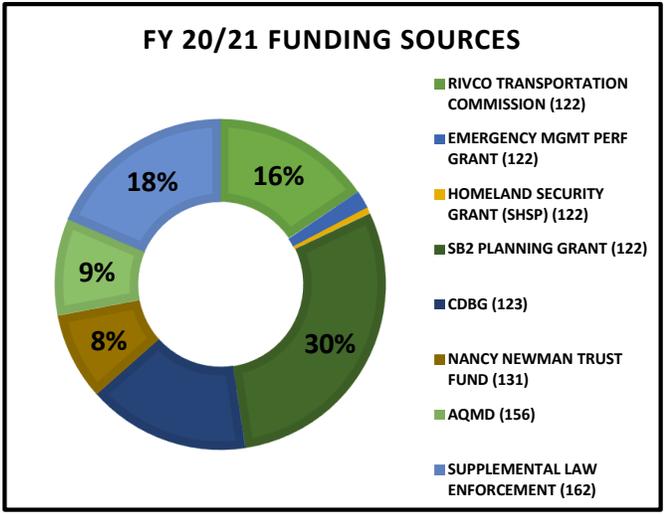
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**MISCELLANEOUS
GRANTS**

MISCELLANEOUS GRANTS

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

ALL GRANT FUNDS Recreation, Public Safety	FUNDS Divisions		122/123/131/156/162 Various	
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected Year-	FY 2020-2021 Budget
FUNDING SOURCES	Actual	Budget	End	Projection
RIVCO TRANSPORTATION COMMISSION (122)	\$ 72,248	\$ 124,752	\$ 124,752	\$ 84,000
EMERGENCY MGMT PERF GRANT (122)	9,821	9,763	9,763	9,822
HOMELAND SECURITY GRANT (SHSP) (122)	3,295	-	3,295	3,295
SB2 PLANNING GRANT (122)	-	-	-	160,000
CDBG (123)	209,027	159,645	70,112	85,800
NANCY NEWMAN TRUST FUND (131)	-	38,489	15,772	45,999
AQMD (156)	29,819	111,500	90,105	51,500
SUPPLEMENTAL LAW ENFORCEMENT (162)	148,747	100,000	130,000	100,000
TOTAL FUNDING SOURCES	<u>472,957</u>	<u>544,149</u>	<u>443,799</u>	<u>540,416</u>
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected Year-	FY 2020-2021 Budget
EXPENDITURES BY DIVISION	Actual	Budget	End	Projection
SENIOR CITIZEN RCTC (735A)	72,248	124,752	124,752	84,000
EMERGENCY MGMT PERFORMANCE (761B)	9,821	9,763	9,763	9,822
HOMELAND SECURITY GRANT (761C)	3,295	-	3,295	3,295
SB2 PLANNING GRANT (750)	-	-	-	160,000
CDBG (915)	209,027	159,645	70,112	85,800
PARTY PARDNERS (735)	-	38,489	15,772	45,999
AQMD (156)	29,819	111,500	90,105	51,500
SUPPLEMENTAL LAW ENFORCEMENT (772)	148,747	100,000	130,000	100,000
EXPENDITURES BY DIVISION	<u>472,957</u>	<u>544,149</u>	<u>443,799</u>	<u>540,416</u>
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected Year-	FY 2020-2021 Budget
EXPENDITURES BY TYPE	Actual	Budget	End	Projection
SALARIES & BENEFITS	54,883	98,136	83,385	108,523
EMPLOYEE RELATED EXPENDITURES				
SUPPLIES AND SERVICES	10,645	17,200	9,234	17,200
MAINTENANCE AND RENTALS				
OPERATIONS AND UTILITIES	3,909	4,286	4,286	4,703
CONTRACTUAL AND PROFESSIONAL SERVICES	148,747	100,000	130,000	260,000
MISCELLANEOUS	5,700	6,000	6,000	6,198
INTERNAL SERVICE FUND CHARGES	7,756	10,088	10,088	5,945
CAPITAL OUTLAY	239,817	266,939	159,306	136,347
TRANSFERS	1,500	1,500	1,500	1,500
TOTAL EXPENDITURES BY TYPE	<u>472,957</u>	<u>504,149</u>	<u>403,799</u>	<u>540,416</u>

MISCELLANEOUS GRANTS

MISCELLANEOUS GRANTS FUND		FUND			122
Revenue Detail					
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Projection
REVENUE - 122-000					
53206	Emergency Management Performance	\$ 9,821	\$ 9,763	\$ 9,763	\$ 9,822
53240	SB2 Planning Grant	-	-	-	160,000
53305	Homeland Security Grant (SHSP)	3,295	-	3,295	3,295
53500	Riv Co Transportation Commission	72,248	124,752	124,752	84,000
	Total Revenue	<u>\$ 85,364</u>	<u>\$ 134,515</u>	<u>\$ 137,810</u>	<u>\$ 257,117</u>

COMMUNITY DEVELOPMENT BLOCK GRANT FUND		FUND			123
Revenue Detail					
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Projection
REVENUE - 123-000					
53200	Community Development Block Grant	\$ 209,027	\$ 159,645	\$ 70,112	\$ 85,800
	Total Revenue	<u>\$ 209,027</u>	<u>\$ 159,645</u>	<u>\$ 70,112</u>	<u>\$ 85,800</u>

NANCY NEWMAN TRUST FUND		FUND			131
Revenue Detail					
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Projection
REVENUE - 131-000					
56800.1	Party Pardner Special Donation	\$ -	\$ 38,489	\$ 14,272	\$ 44,499
54200	Interest Income	-	-	1,500	1,500
	Total Revenue	<u>\$ -</u>	<u>\$ 38,489</u>	<u>\$ 15,772</u>	<u>\$ 45,999</u>

SUPPLEMENTAL LAW ENFORCEMENT FUND		FUND			162
Revenue Detail					
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Projection
REVENUE - 162-000					
53260	Supplemental Law - AB1378	\$ 148,747	\$ 100,000	\$ 130,000	\$ 100,000
	Total Revenue	<u>\$ 148,747</u>	<u>\$ 100,000</u>	<u>\$ 130,000</u>	<u>\$ 100,000</u>

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

MISCELLANEOUS GRANTS

AIR QUALITY IMPROVEMENT FUND Air Quality Improvement Trust		FUND			156
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
REVENUE - 000					
53455	AQMD Grant	\$ 34,711	\$ 33,000	\$ 33,000	\$ 33,000
54200	Interest Income	2,470	-	2,470	-
	Total Revenue	<u>37,181</u>	<u>33,000</u>	<u>35,470</u>	<u>33,000</u>
EXPENDITURES - 900					
43110	Automotive Equipment	28,319	50,000	28,605	50,000
43130	Land Construction Improvements	-	60,000	60,000	-
	Subtotal - Capital Outlay	<u>28,319</u>	<u>110,000</u>	<u>88,605</u>	<u>50,000</u>
44100	Transfer Out to Fund 121	1,500	1,500	1,500	1,500
	Subtotal - Transfers	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
	Total Expenditures	<u>\$ 29,819</u>	<u>\$ 111,500</u>	<u>\$ 90,105</u>	<u>\$ 51,500</u>

The AB 2766 Subvention Program is a funding source for cities 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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**INFORMATION
TECHNOLOGY
MEMO ONLY**

INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY	FUND	135
Goals, Objectives & Accomplishments	Division	901

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.

FY 2020-2021 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.
 - Continue transitioning 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.
 - Purchase, deploy, and virtualize existing physical City servers to Hypervisor hosts
- 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

FY 2020-2021 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.
 - Continue assisting the Building and Safety Division, Planning Division, and Code Enforcement Division with transition from Permits Plus software to New World Community Development software.
- 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 a comprehensive IT Risk Assessment.

FY 2019-2020 Accomplishments

- Purchased and deployed additional Community Outreach Camera and Filming Equipment; upgraded the City's Vimeo product to include Livestreaming for City Council Meetings and city events.
- Migrated existing physical Mitel phone software to virtualized hosts for easier and more dependable Disaster Recovery scenarios.
- Assisted and worked with the Public Works Department to migrate existing Sensus AMR system to the new Sensus Analytics platform.
- Assisted Fire Department with maintenance and purchasing of upgrades to the City of Norco EOC infrastructure.
- Created transition plan and successfully migrated all city workstations to Windows 10/Office 2016 platforms.
- Deployed replacement workstations and monitors to all City employees.

INFORMATION TECHNOLOGY

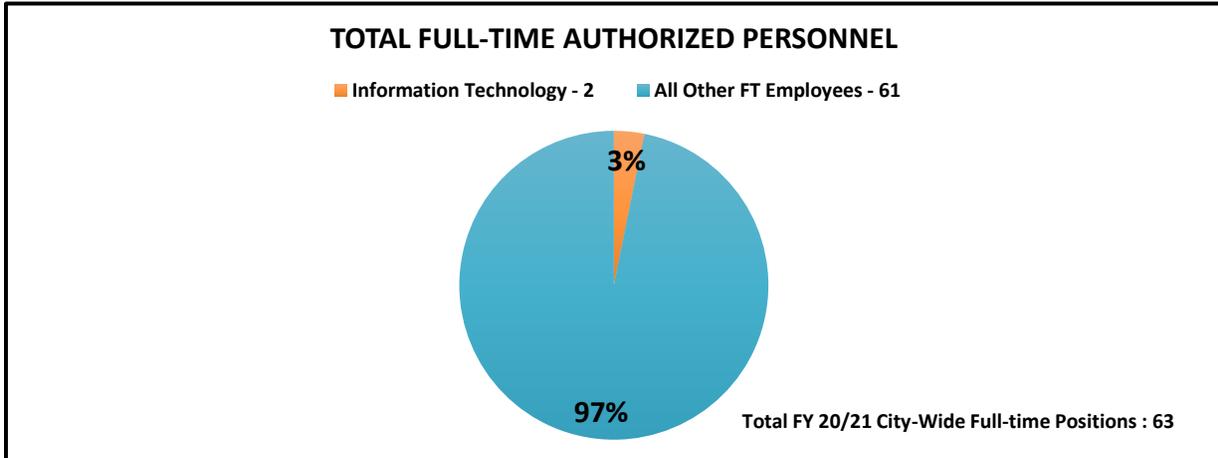
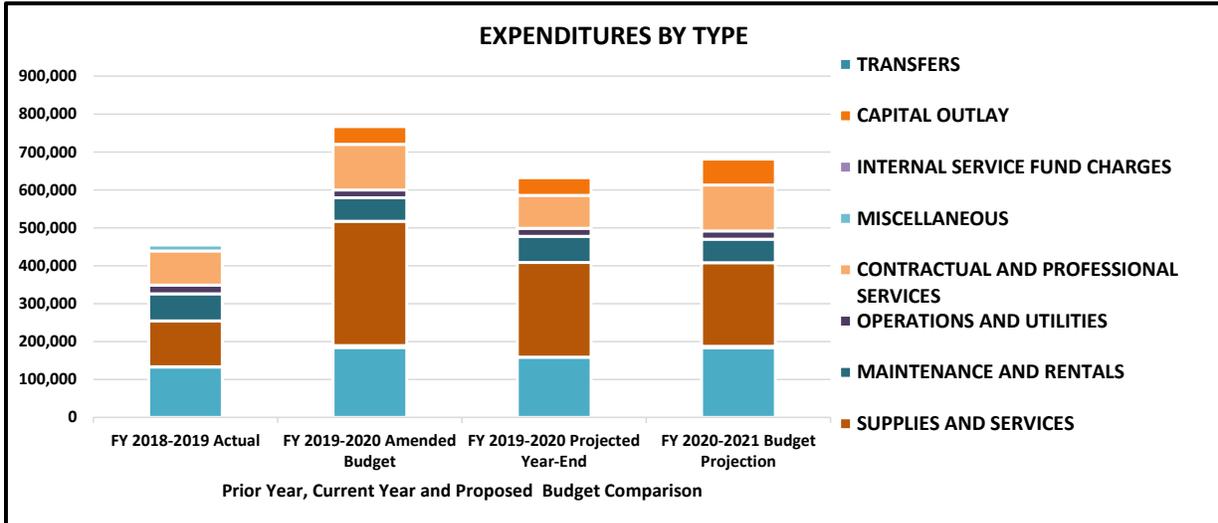
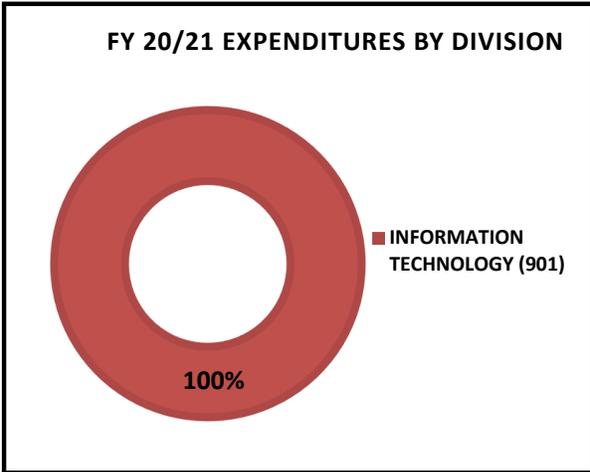
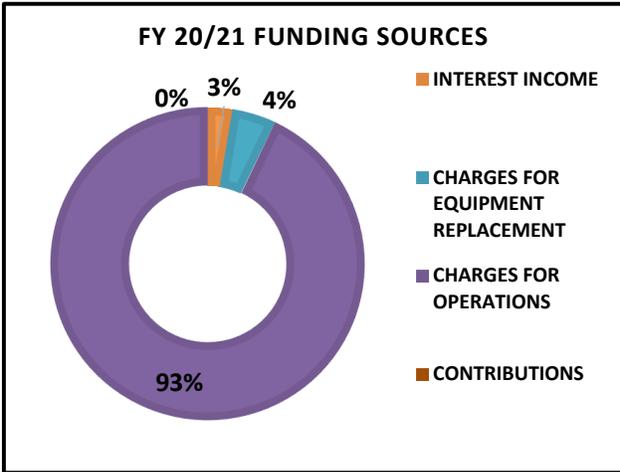
INFORMATION TECHNOLOGY	FUND	135
Goals, Objectives & Accomplishments	Division	901

FY 2019-2020 Accomplishments (cont'd)

- Deployed VPN software to meet requirements as outlined in the City's telecommuting policy.
- Deployed teleconferencing software to all City staff to meet social distancing mandates from Federal, State, and County Health Officials.
- Redeveloped and redeployed cable layout for City Hall Datacenter.
- Transitioned IT Department Help Desk ticketing system to Track-It 2020.
- Updated internal Help Desk documents to assist City staff with the deployment and use of programs.

INFORMATION TECHNOLOGY SUMMARY

INFORMATION TECHNOLOGY	FUNDS	135
Information Technology Operations	Divisions	901



INFORMATION TECHNOLOGY SUMMARY

INFORMATION TECHNOLOGY Information Technology Operations					FUNDS Divisions	135 901
		FY 2019-2020		FY 2019-2020		FY 2020-2021
FUNDING SOURCES	FY 2018-2019	Amended	FY 2020 YTD	Projected Year-		Budget
	Actual	Budget	4/2/20	End		Projection
INTEREST INCOME	\$ 20,675	\$ 15,000	\$ 3,370	\$ 15,000		\$ 11,000
CHARGES FOR EQUIPMENT REPLACEMENT	28,900	25,500	25,500	25,500		23,000
CHARGES FOR OPERATIONS	444,300	535,700	535,700	535,700		679,700
CONTRIBUTIONS	9,821	-	-	-		-
TOTAL FUNDING SOURCES	\$ 503,696	\$ 576,200	\$ 564,570	\$ 576,200		\$ 713,700
		FY 2019-2020		FY 2019-2020		FY 2020-2021
EXPENDITURES BY DIVISION	FY 2018-2019	Amended	FY 2020 YTD	Projected Year-		Budget
	Actual	Budget	4/2/20	End		Request
INFORMATION TECHNOLOGY (901)	\$ 455,541	\$ 766,790	\$ 421,198	\$ 632,047		\$ 681,346
TOTAL EXPENDITURES BY DIVISION	\$ 455,541	\$ 766,790	\$ 421,198	\$ 632,047		\$ 681,346
		FY 2019-2020		FY 2019-2020		FY 2020-2021
EXPENDITURES BY TYPE	FY 2018-2019	Amended	FY 2020 YTD	Projected Year-		Budget
	Actual	Budget	4/2/20	End		Projection
SALARIES & BENEFITS	\$ 132,906	\$ 184,572	\$ 102,182	\$ 158,645		\$ 182,942
EMPLOYEE RELATED EXPENDITURES	493	4,685	428	520		4,690
SUPPLIES AND SERVICES	121,226	327,648	212,394	249,134		220,104
MAINTENANCE AND RENTALS	71,421	62,340	36,851	69,211		62,350
OPERATIONS AND UTILITIES	22,752	20,640	11,131	20,740		21,476
CONTRACTUAL AND PROFESSIONAL SERVICES	89,927	120,171	40,950	86,943		121,283
MISCELLANEOUS	16,306	-	-	-		-
INTERNAL SERVICE FUND CHARGES	511	150	-	-		-
CAPITAL OUTLAY	-	46,584	17,261	46,854		68,500
TRANSFERS	-	-	-	-		-
TOTAL EXPENDITURES BY TYPE	\$ 455,541	\$ 766,790	\$ 421,198	\$ 632,047		\$ 681,346
REVENUES OVER(UNDER) EXPENDITURES						\$ 32,354
ESTIMATED FUND BALANCE JUNE 30, 2020						<u>787,445</u>
ESTIMATED FUND BALANCE JUNE 30, 2021						<u>\$ 819,800</u>

INFORMATION TECHNOLOGY SUMMARY

INFORMATION TECHNOLOGY OPERATIONS, HELP DESK AND REPLACEMENT		FUND Division		135 901	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 90,741	\$ 136,600	\$ 111,052	\$ 135,300
30110	Salaries, Overtime	9,799	8,932	9,476	8,932
30200	PERS Retirement	6,859	9,542	8,324	10,462
30201	PERS Employer UAL	465	574	520	946
30205	Employee Group Insurance	13,908	24,274	16,094	17,072
30215	Medical Savings Account	-	240	240	240
30220	FICA/Medicare Insurance	1,623	2,110	1,748	2,091
30221	Admin Leave Buy Back	-	-	1,462	1,462
30225	Sick Leave Buy Back	-	500	2,746	2,746
30226	Sick Leave Taken	4,241	-	3,851	-
30228	Comp Time	1,118	-	864	-
30230	Annual Vacation Cash Out	-	1,000	812	2,891
30231	Vacation Taken	4,151	-	1,456	-
30255	Tuition Reimbursement	-	800	-	800
	Subtotal - Salaries and Benefits	<u>132,906</u>	<u>184,572</u>	<u>158,645</u>	<u>182,942</u>
30300	Conferences and Meetings	-	4,000	-	4,000
30305	Auto Mileage	-	100	-	100
30320	Dues, Memberships and Subscriptions	493	585	520	590
	Subtotal - Employee Related Expenditures	<u>493</u>	<u>4,685</u>	<u>520</u>	<u>4,690</u>
30400	Office Supplies	672	500	600	500
30410	Postage	14,162	12,000	12,000	12,300
30415	Special Departmental	-	-	-	500
30425	Small Tools	250	250	620	500
30430	Small Office Equipment	12,436	200	250	1,500
30435	Software Expense	10,988	212,706	126,134	81,555
30435.1	Software Maintenance & Support	82,718	101,992	109,530	123,249
	Subtotal - Supplies and Services	<u>121,226</u>	<u>327,648</u>	<u>249,134</u>	<u>220,104</u>
32100	Office Equipment Maintenance	806	2,340	2,340	2,350
32105	Equipment Rental	70,614	60,000	66,871	60,000
	Subtotal - Maintenance & Rentals	<u>71,421</u>	<u>62,340</u>	<u>69,211</u>	<u>62,350</u>
33100	Utilities	2,905	2,400	-	-
33100.35	Wireless	-	-	2,500	3,236
33100.4	Internet	19,847	18,240	18,240	18,240
	Subtotal - Operations & Utilities	<u>22,752</u>	<u>20,640</u>	<u>20,740</u>	<u>21,476</u>
34100	Contractual Services	338	35,000	-	35,000
34100.80	Contractual-Security & Backup	16,982	11,228	13,000	12,340
34100.82	Contractual-Phone Maintenance	7,047	6,343	6,343	6,343
34105	Other Professional Services	65,559	67,600	67,600	67,600
	Subtotal - Contractual & Professional Svcs	<u>89,927</u>	<u>120,171</u>	<u>86,943</u>	<u>121,283</u>
35515	Depreciation Expense	10,031	-	-	-
35520	Amortization Expense	6,275	-	-	-
	Subtotal - Miscellaneous	<u>16,306</u>	<u>-</u>	<u>-</u>	<u>-</u>

INFORMATION TECHNOLOGY SUMMARY

INFORMATION TECHNOLOGY OPERATIONS, HELP DESK AND REPLACEMENT		FUND Division		135 901	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
42100	Vehicle Operations and Maintenance	-	150	-	-
42235	Compensated Absences	511	-	-	-
	Subtotal - Internal Service Charges	<u>511</u>	<u>150</u>	<u>-</u>	<u>-</u>
43100	Equipment	-	46,584	46,854	68,500
	Subtotal - Capital Outlay	<u>-</u>	<u>46,584</u>	<u>46,854</u>	<u>68,500</u>
	TOTAL EXPENDITURES	<u>\$ 455,541</u>	<u>\$ 766,790</u>	<u>\$ 632,047</u>	<u>\$ 681,346</u>
54200	Interest Income	\$ 20,675	\$ 15,000	\$ 15,000	\$ 11,000
57625	Equip Rental & Repair	28,900	25,500	25,500	23,000
57630	Internal Service Operations	444,300	535,700	535,700	679,700
58100	Contributions	9,821	-	-	-
	TOTAL REVENUES	<u>\$ 503,696</u>	<u>\$ 576,200</u>	<u>\$ 576,200</u>	<u>\$ 713,700</u>



**VEHICLE
REPLACEMENT FUND
MEMO ONLY**

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

Account Number	Description - Revenues	FY 2019-2020		FY 2019-2020	FY 2020-2021
		FY 2019-2019 Actual	FY 2019-2020 Adopted Budget	Projected Year- End	Budget Projection
128-000-57625	Charges for Vehicle Replacement	\$ 192,323	\$ 252,500	\$ 253,500	\$ 212,664
128-000-57630	Charges for Operations	255,636	740,585	741,446	436,075
128-000-54200	Interest	84,695	50,000	60,000	45,000
128-000-57500.10	City Maintenance Yard/Vehicles	133,616	-	22,000	-
128-000-57900	Sale of Property	15,110	-	-	-
128-000-57610	Reimbursement	756	-	-	-
128-000-57605	Damage Claim	1,669	-	-	-
128-000-58100	Contributions	28,605	-	-	-
Total Revenues		\$ 712,410	\$ 1,043,085	\$ 1,076,946	\$ 693,739

Expenditures	FY 2019-2020		FY 2019-2020	FY 2020-2021
	FY 2019-2019 Actual	FY 2019-2020 Adopted Budget	Projected Year- End	Budget Request
Supplies and Services	\$ 344	\$ -	\$ 3,394	\$ -
Miscellaneous	113,028	-	-	-
Internal Service Charges	281,704	306,708	212,623	212,664
Capital Outlay	-	700,486	660,344	436,075
Transfers Out	-	40,000	40,000	-
Total Expenditures	\$ 395,076	\$ 1,047,194	\$ 916,362	\$ 648,739
Revenues Over (Under) Expenditures				\$ 45,000
Estimated Working Capital June 30, 2020				3,465,680
Estimated Working Capital June 30, 2021				<u>\$ 3,510,680</u>



**BENEFITS &
INSURANCE FUND
MEMO ONLY**

BENEFITS AND INSURANCE FUND

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

FUNDING SOURCES	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Projection
INTEREST	\$ 30,086	\$ 24,000	\$ 24,000	\$ 24,000
INTERNAL SERVICE OPERATIONS	<u>375,429</u>	<u>478,480</u>	<u>478,480</u>	<u>478,480</u>
TOTAL FUNDING SOURCES	<u>\$ 405,515</u>	<u>\$ 502,480</u>	<u>\$ 502,480</u>	<u>\$ 502,480</u>

FUNDING BY DIVISION	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Request
BENEFITS & INSURANCE	\$ 24,794	\$ 478,480	\$ 478,480	\$ 478,480
TOTAL FUNDING BY DIVISION	<u>\$ 24,794</u>	<u>\$ 478,480</u>	<u>\$ 478,480</u>	<u>\$ 478,480</u>

EXPENDITURES BY TYPE	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Request
Internal Service Fund Charges	\$ 24,794	\$ 478,480	\$ 478,480	\$ 478,480
TOTAL EXPENDITURES BY TYPE	<u>\$ 24,794</u>	<u>\$ 478,480</u>	<u>\$ 478,480</u>	<u>\$ 478,480</u>

Revenues Over (Under) Expenditures	\$ 24,000
Estimated Beginning Working Capital July 1st	<u>257,980</u>
Estimated Ending Working Capital June 30th	<u>\$ 281,980</u>

BENEFITS AND INSURANCE FUND

BENEFITS & INSURANCE FUND		FUND		134	
Funding Sources and Uses		Division		724	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
42200	Liability Insurance	\$ 171,621	\$ 253,003	253,003	253,003
42220	Self- Insured Expenses	68,402	50,000	50,000	50,000
42225	Self Insured Settlements	(288,026)	94,500	94,500	94,500
42230	Excess Workers Comp	72,798	80,977	80,977	80,977
	Subtotal - Internal Service Charges	<u>24,794</u>	<u>478,480</u>	<u>478,480</u>	<u>478,480</u>
	TOTAL EXPENDITURES	<u>\$ 24,794</u>	<u>478,480</u>	<u>478,480</u>	<u>478,480</u>



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**REDEVELOPMENT
OBLIGATION
RETIREMENT FUND**

REDEVELOPMENT OBLIGATION RETIREMENT FUND

REDEVELOPMENT OBLIGATION RETIREMENT FUND Funding Sources and Uses			FUND Division	017 VARIOUS
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected Year-	FY 2020-2021 Budget
FUNDING SOURCES	Actual	Budget	End	Projection
REDEVELOPMENT PROPERTY TAXES	\$ 6,998,733	\$ 6,770,073	\$ 6,770,073	\$ 6,678,564
OTHER REVENUES	262,994	358,076	358,076	358,076
INTEREST	(56,410)	128,773	31,221	30,000
TOTAL FUNDING SOURCES	\$ 7,205,316	\$ 7,256,922	\$ 7,159,370	\$ 7,066,640
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected Year-	FY 2020-2021 Budget
EXPENDITURES BY DIVISION	Actual	Budget	End	Request
SUCCESSOR AGENCY - ROPS PROGRAM	3,421,055	6,751,194	6,751,194	6,678,564
TOTAL EXPENDITURES BY DIVISION	\$ 3,421,055	6,751,194	6,751,194	6,678,564
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected Year-	FY 2020-2021 Budget
EXPENDITURES BY TYPE	Actual	Budget	End	Request
Contractual and Professional Services	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Miscellaneous	3,171,055	6,501,194	6,501,194	6,428,564
TOTAL EXPENDITURES BY TYPE	\$ 3,421,055	\$ 6,751,194	\$ 6,751,194	\$ 6,678,564

REDEVELOPMENT OBLIGATION RETIREMENT FUND

REDEVELOPMENT OBLIGATION RETIREMENT FUND		FUND		017	
		Division		Various	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
34102.10	City Services	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
	Subtotal - Contractual & Professional	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
35100	Interest Payments	3,169,469	3,040,047	3,040,047	2,968,564
35105	Principal Payments	-	3,459,858	3,459,858	3,460,000
35205	Property Taxes	1,586	1,289	1,289	-
	Subtotal - Miscellaneous	<u>3,171,055</u>	<u>6,501,194</u>	<u>6,501,194</u>	<u>6,428,564</u>
	TOTAL EXPENDITURES	<u>\$ 3,421,055</u>	<u>6,751,194</u>	<u>6,751,194</u>	<u>6,678,564</u>



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HOUSING FUND



HOUSING FUND

HOUSING FUND	FUND	018
Funding Sources and Uses	Division	VARIOUS

FUNDING SOURCES	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
INTEREST	\$ 35,671	\$ 95,301	\$ 62,784	\$ 62,000
LOAN INTEREST	48,153	20,012	28,995	20,000
FTHB CITY EQUITY SHARE	32,632	-	-	-
CONTRIBUTION	1,581	1,575	1,492	1,500
LOAN PAYMENTS	46,021	515,481	515,087	420,000
TOTAL FUNDING SOURCES	<u>\$ 164,057</u>	<u>\$ 632,369</u>	<u>\$ 608,358</u>	<u>\$ 503,500</u>

EXPENDITURES BY DIVISION	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
HOUSING PROGRAMS	294,227	537,750	302,985	539,550
HOUSING - FINANCIAL ADMINISTRATION	-	17,420	14,815	17,218
EXPENDITURES BY DIVISION	<u>\$ 294,227</u>	<u>\$ 555,170</u>	<u>\$ 317,800</u>	<u>\$ 556,768</u>

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

EXPENDITURES BY TYPE	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
Salaries and Benefits	\$ -	\$ 7,870	\$ 7,365	\$ 7,968
Supplies and Services	97	2,100	5,831	300
Maintenance and Rentals	-	300	-	-
Contractual and Professional Services	70,720	75,000	67,000	75,000
Miscellaneous	223,410	455,000	222,704	455,000
Internal Service Fund Charges	-	14,900	14,900	18,500
TOTAL EXPENDITURES BY TYPE	<u>\$ 294,227</u>	<u>\$ 555,170</u>	<u>\$ 317,800</u>	<u>\$ 556,768</u>

Revenues Over (Under) Expenditures	\$ (53,268)
Estimated Beginning Working Capital July 1st	<u>4,399,982</u>
Estimated Ending Working Capital June 30th	<u>\$ 4,346,713</u>

HOUSING FUND

HOUSING PROGRAMS		FUND		018	
GRANTS, FIRST TIME HOME BUYER LOANS		Division		5010	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30400	Office Supplies	\$ 97	\$ 300	\$ 5,831	\$ 300
	Subtotal - Supplies and Services	<u>97</u>	<u>300</u>	<u>5,831</u>	<u>300</u>
34100	Contractual Services	59,370	60,000	56,000	60,000
34105	Other Professional Services	11,350	15,000	11,000	15,000
	Subtotal - Contractual & Professional	<u>70,720</u>	<u>75,000</u>	<u>67,000</u>	<u>75,000</u>
41230	First Time Home Buyer	-	80,000	-	80,000
41235	Deferred Loan Program	-	80,000	40,100	80,000
41240	Home Improvement Grant	54,509	100,000	45,000	100,000
41245	Home Improvement Emergency Grant	34,235	75,000	40,000	75,000
41255	Utility Bill Subsidy Program	134,666	120,000	97,604	120,000
	Subtotal - Miscellaneous	<u>223,410</u>	<u>455,000</u>	<u>222,704</u>	<u>455,000</u>
42110	Computing and Comm. Equip Replacement	-	300	300	300
42115	Computing and Communications Operations	-	7,150	7,150	8,950
	Subtotal - Internal Service Charges	<u>-</u>	<u>7,450</u>	<u>7,450</u>	<u>9,250</u>
	TOTAL EXPENDITURES	<u>\$ 294,227</u>	<u>\$ 537,750</u>	<u>\$ 302,985</u>	<u>\$ 539,550</u>
54200	Interest Income	\$ 95,301	\$ 62,000	\$ 43,551	\$ 62,000
54200.1	Loan Interest	20,012	-	47,989	20,000
58310	Loan Payments	45,623	45,000	27,676	420,000
58126	Contribution - Senior SWAT	1,575	1,500	1,471	1,500
	TOTAL REVENUES	<u>\$ 162,511</u>	<u>\$ 108,500</u>	<u>\$ 120,687</u>	<u>\$ 503,500</u>

HOUSING FUND

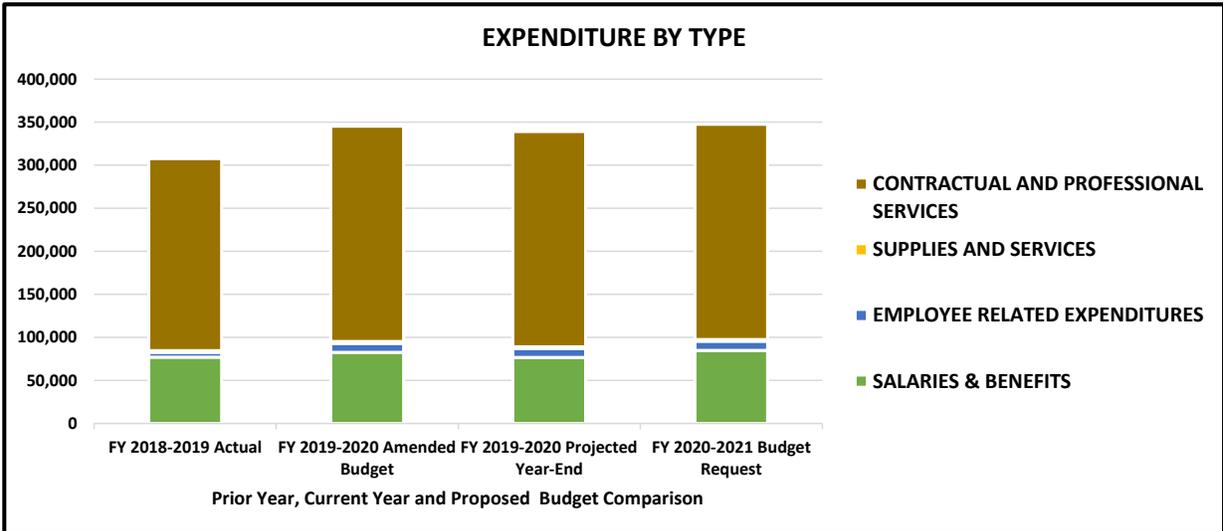
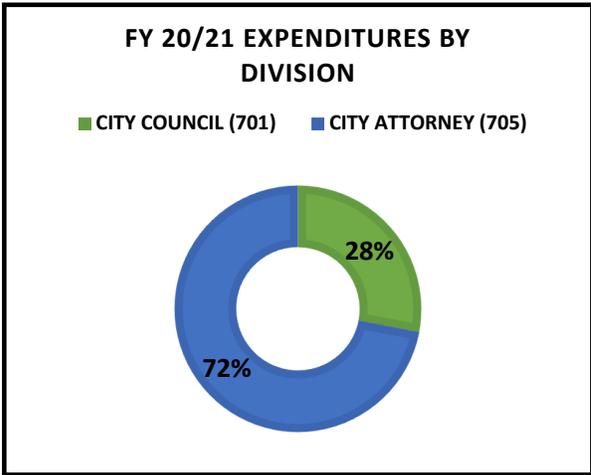
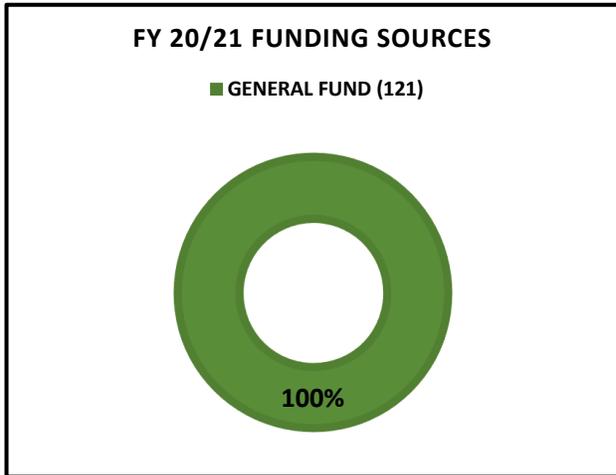
FISCAL & SUPPORT SERVICES DEPARTMENT		FUND		018	
Housing Financial Administration		Division		706	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ -	\$ 5,740	\$ 4,937	\$ 5,686
30200	PERS Retirement	-	400	376	440
30201	PERS Employer UAL	-	24	22	40
30205	Employee Group Insurance	-	1,598	1,474	1,596
30215	Medical Savings Account	-	24	24	24
30220	FICA/Medicare Insurance	-	84	72	82
30225	Sick Leave Buy Back	-	-	91	100
30226	Sick Leave Taken	-	-	42	-
30231	Vacation Taken	-	-	326	-
	Subtotal - Salaries and Benefits	<u>-</u>	<u>7,870</u>	<u>7,365</u>	<u>7,968</u>
30400	Office Supplies	-	1,000	-	-
30405	Printing & Copies	-	400	-	-
30410	Postage	-	400	-	-
	Subtotal - Supplies and Services	<u>-</u>	<u>1,800</u>	<u>-</u>	<u>-</u>
32100	Office Equipment Maintenance	-	300	-	-
	Subtotal - Maintenance & Rentals	<u>-</u>	<u>300</u>	<u>-</u>	<u>-</u>
42110	Computing and Comm. Equip Replacement	-	300	300	300
42115	Computing and Communications Operations	-	7,150	7,150	8,950
	Subtotal - Internal Service Charges	<u>-</u>	<u>7,450</u>	<u>7,450</u>	<u>9,250</u>
	TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ 17,420</u>	<u>\$ 14,815</u>	<u>\$ 17,218</u>



LEGISLATIVE

LEGISLATIVE SUMMARY

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



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

LEGISLATIVE SUMMARY

LEGISLATIVE DEPARTMENT City Council and City Attorney	FUND Division	121 701/705
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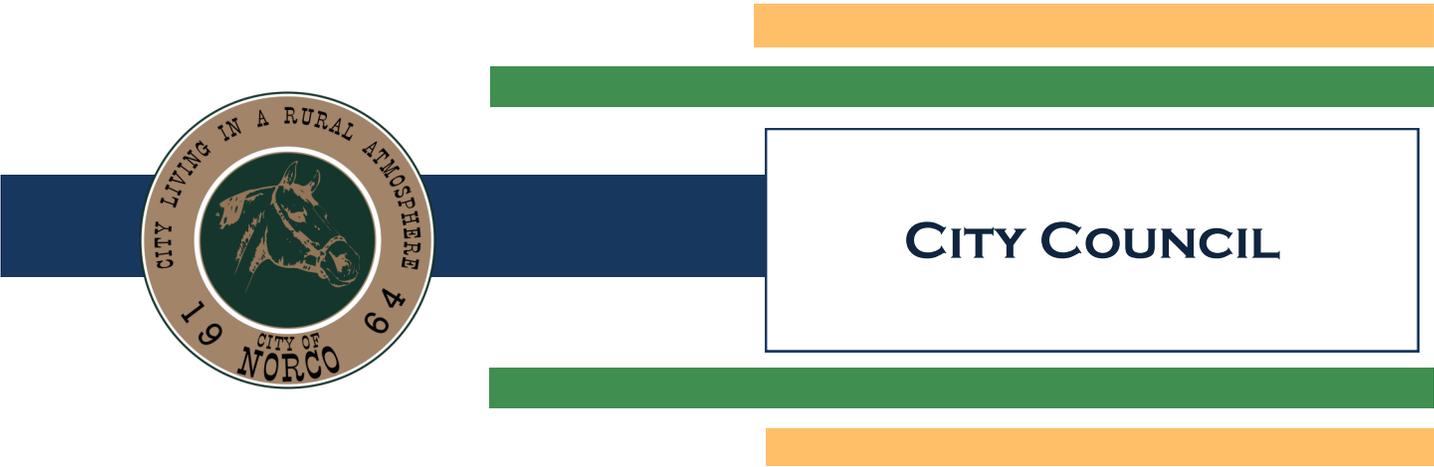
FUNDING SOURCES	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Projection
GENERAL FUND (121)	\$ 307,527	\$ 345,189	\$ 339,038	\$ 347,441
TOTAL FUNDING SOURCES	\$ 307,527	345,189	339,038	347,441

EXPENDITURES BY DIVISION	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Request
CITY COUNCIL (701)	\$ 84,517	\$ 95,189	\$ 89,038	\$ 97,441
CITY ATTORNEY (705)	223,010	250,000	250,000	250,000
TOTAL EXPENDITURES BY DIVISION	\$ 307,527	\$ 345,189	\$ 339,038	\$ 347,441

EXPENDITURES BY TYPE	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Request
SALARIES & BENEFITS	\$ 76,961	\$ 82,689	\$ 76,676	\$ 84,941
EMPLOYEE RELATED EXPENDITURES	5,630	10,500	10,500	10,500
SUPPLIES AND SERVICES	1,927	2,000	1,862	2,000
MAINTENANCE AND RENTALS	-	-	-	-
OPERATIONS AND UTILITIES	-	-	-	-
CONTRACTUAL AND PROFESSIONAL SERVICES	223,010	250,000	250,000	250,000
MISCELLANEOUS	-	-	-	-
INTERNAL SERVICE FUND CHARGES	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
TRANSFERS	-	-	-	-
TOTAL EXPENDITURES BY TYPE	\$ 307,527	\$ 345,189	\$ 339,038	\$ 347,441



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CITY COUNCIL

LEGISLATIVE DEPARTMENT	FUND	121
Goals, Objectives & Accomplishments	Division	701

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 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Request
30100	Salaries	\$ 32,999	\$ 36,900	\$ 32,999	\$ 36,900
30200	PERS Retirement	2,291	2,770	2,291	2,992
30201	PERS Employer UAL	7,014	8,558	6,742	10,444
30205	Employee Group Insurance	33,836	33,596	33,836	33,740
30220	FICA/Medicare Insurance	491	535	478	535
30235	Deferred Compensation	330	330	330	330
	Subtotal - Salaries and Benefits	<u>76,961</u>	<u>82,689</u>	<u>76,676</u>	<u>84,941</u>
30300	Conferences and Meetings	5,630	10,500	10,500	10,500
	Subtotal - Employee Related	<u>5,630</u>	<u>10,500</u>	<u>10,500</u>	<u>10,500</u>
30400	Office Supplies	1,927	2,000	1,862	2,000
	Subtotal - Supplies and Services	<u>1,927</u>	<u>2,000</u>	<u>1,862</u>	<u>2,000</u>
	TOTAL EXPENDITURES	<u>\$ 84,517</u>	<u>\$ 95,189</u>	<u>\$ 89,038</u>	<u>\$ 97,441</u>



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CITY ATTORNEY

CITY ATTORNEY

LEGISLATIVE DEPARTMENT	FUND	121
Goals, Objectives & Accomplishments	Division	705

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

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

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

GENERAL FUND

LEGISLATIVE DEPARTMENT		FUND		121	
City Attorney		Division		705	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
34100	Contractual Services	\$ 200,599	\$ 200,000	\$ 200,000	\$ 200,000
34100.100	Code Legal Services	22,411	50,000	50,000	50,000
	Subtotal - Contractual & Professional Svcs	<u>223,010</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
	TOTAL EXPENDITURES	<u>\$ 223,010</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>



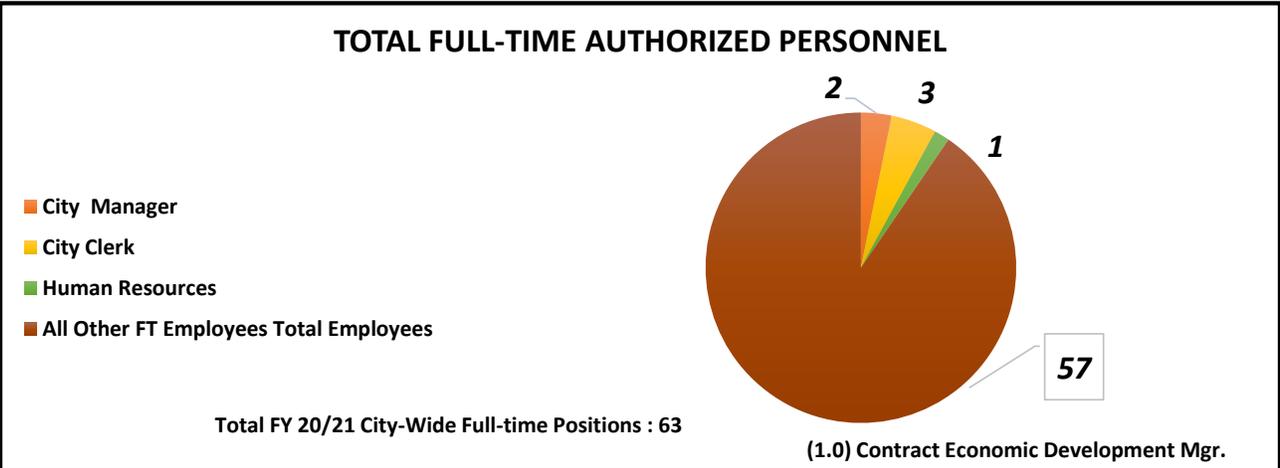
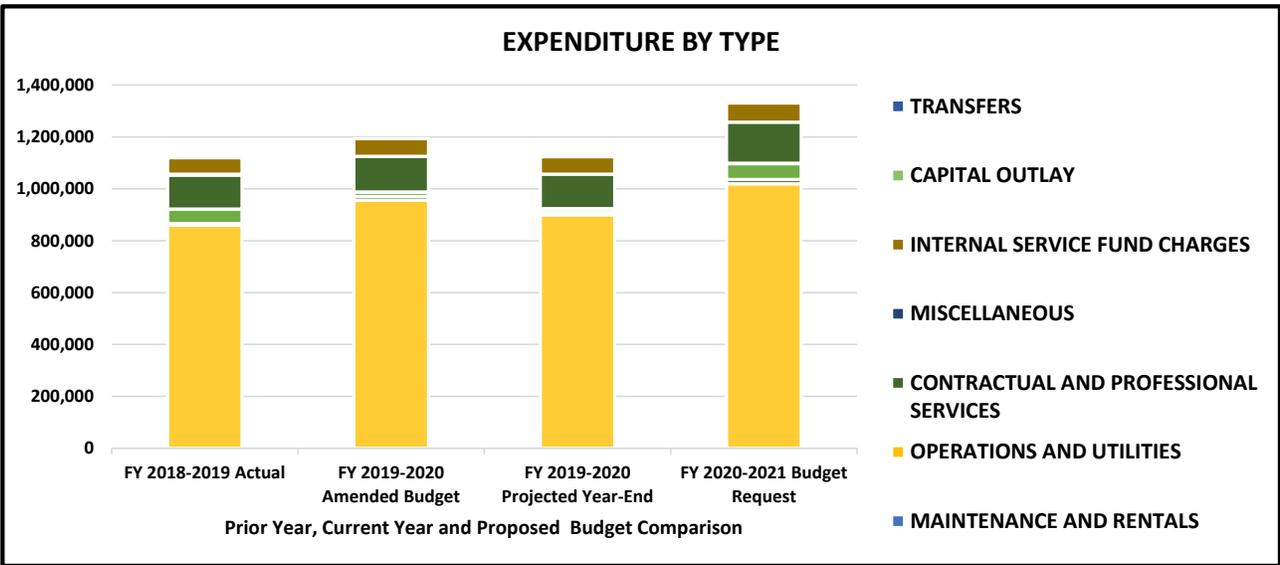
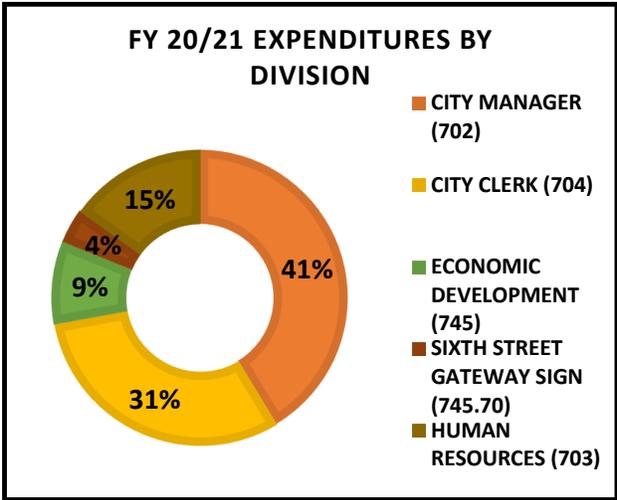
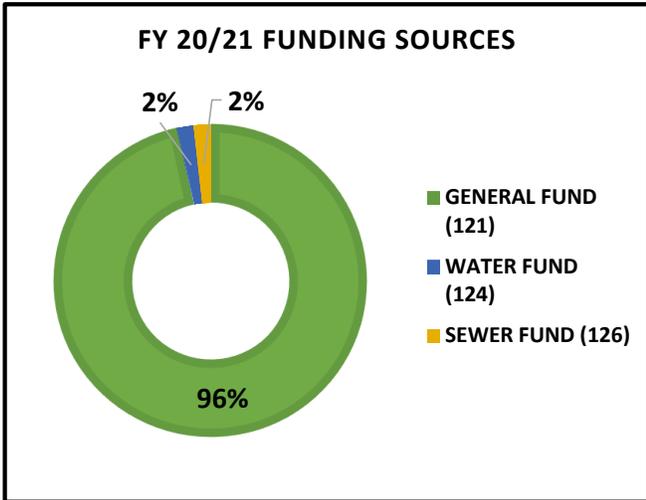
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ADMINISTRATION

ADMINISTRATION SUMMARY

ADMINISTRATION City Manager, City Clerk, Economic Dev., Human Resources	FUNDS Division	121/124/126 VARIOUS
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ADMINISTRATION SUMMARY

ADMINISTRATION City Manager, City Clerk, Economic Dev., Human Resources	FUNDS Division	121/124/126 VARIOUS		
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected Year-	FY 2020-2021 Budget
FUNDING SOURCES	Actual	Budget	End	Projection
GENERAL FUND (121)	\$ 1,084,342	\$ 1,152,052	\$ 1,083,741	\$ 1,287,329
WATER FUND (124)	17,497	20,390	19,886	21,510
SEWER FUND (126)	17,497	20,390	19,886	21,510
TOTAL FUNDING SOURCES	\$ 1,119,336	1,192,832	1,123,513	1,330,350
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected Year-	FY 2020-2021 Budget
EXPENDITURES BY DIVISION	Actual	Budget	End	Request
CITY MANAGER (702)	\$ 362,873	\$ 489,588	\$ 484,811	\$ 511,238
CITY CLERK (704)	376,447	372,501	317,031	473,490
ECONOMIC DEVELOPMENT (745)	190,083	106,719	101,062	109,249
SIXTH STREET GATEWAY SIGN (745.70)	38,740	45,000	45,000	45,000
HUMAN RESOURCES (703)	151,193	179,024	175,608	191,372
TOTAL EXPENDITURES BY DIVISION	\$ 1,119,336	1,192,832	1,123,513	1,330,350
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected Year-	FY 2020-2021 Budget
EXPENDITURES BY TYPE	Actual	Budget	End	Request
SALARIES & BENEFITS	\$ 859,403	\$ 955,800	\$ 899,364	\$ 1,019,355
EMPLOYEE RELATED EXPENDITURES	6,975	14,482	9,029	16,805
SUPPLIES AND SERVICES	55,198	16,110	13,900	61,050
OPERATIONS AND UTILITIES	783	1,300	1,600	1,600
CONTRACTUAL AND PROFESSIONAL SERVICES	130,689	138,040	132,520	158,140
MISCELLANEOUS	3,504	-	-	-
INTERNAL SERVICE FUND CHARGES	62,784	67,100	67,100	73,400
TOTAL EXPENDITURES BY TYPE	\$ 1,119,336	\$ 1,192,832	\$ 1,123,513	\$ 1,330,350



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CITY MANAGER



CITY MANAGER

ADMINISTRATION	FUND	121
Goals, Objectives & Accomplishments	Division	702

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.

FY 2020-2021 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 Councilmembers on matters affecting City operations including changes in legislation, regional developments and local resident/business issues.
- Manage budget development and provide strategies for balancing various city budgets and continue to maintain strong financial position.
- Continue to review City policies and procedures for opportunities to improve clarity and efficiencies.
- Work closely with Public Works and other Departments to ensure that at least 75% of all capital projects in the Capital Improvement Program Budget for FY 2019-2020 are substantially completed during the fiscal year.

CITY MANAGER

ADMINISTRATION	FUND	121
Goals, Objectives & Accomplishments	Division	702

FY 2020-2021 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.

FY 2019-2020 Accomplishments

- Developed and implemented strategy for Measure R recommendation and passage.
- 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.

GENERAL FUND

ADMINISTRATION City Manager		FUND Division		121 702	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 194,631	\$ 293,740	\$ 276,057	\$ 288,856
30200	PERS Retirement	24,142	32,514	31,831	34,644
30201	PERS Employer UAL	73,518	84,210	87,730	101,006
30205	Employee Group Insurance	16,865	23,960	21,955	23,680
30210	Vehicle Allowance	6,000	6,000	6,000	6,000
30212	Cell Phone Stipend	-	600	600	600
30215	Medical Savings Account	300	540	540	540
30220	FICA/Medicare Insurance	3,251	4,157	4,003	4,148
30221	Administrative Leave Cash Out	4,013	4,216	8,284	8,284
30225	Sick Leave Buy Back	4,336	5,000	5,848	6,172
30230	Annual Vacation Cash Out	6,020	6,201	8,160	10,558
30231	Vacation Taken	14,046	-	6,550	-
	Subtotal - Salaries and Benefits	<u>347,122</u>	<u>461,138</u>	<u>457,559</u>	<u>484,488</u>
30300	Conferences and Meetings	185	3,000	1,502	4,500
30320	Dues, Memberships and Subscriptions	1,587	1,500	1,500	2,000
	Subtotal - Employee Related	<u>1,772</u>	<u>4,500</u>	<u>3,002</u>	<u>6,500</u>
30400	Office Supplies	138	150	150	250
	Subtotal - Supplies and Services	<u>138</u>	<u>150</u>	<u>150</u>	<u>250</u>
33100	Utilities	783	1,300	-	-
33100.35	Wireless	-	-	1,600	1,600
	Subtotal - Operations & Utilities	<u>783</u>	<u>1,300</u>	<u>1,600</u>	<u>1,600</u>
42110	Computing and Comm. Equip Replacement	600	1,000	1,000	500
42115	Computing and Communications Operations	11,400	21,500	21,500	17,900
42235	Compensated Absences	1,058	-	-	-
	Subtotal - Internal Service Charges	<u>13,058</u>	<u>22,500</u>	<u>22,500</u>	<u>18,400</u>
	TOTAL EXPENDITURES	<u><u>\$ 362,873</u></u>	<u><u>\$ 489,588</u></u>	<u><u>\$ 484,811</u></u>	<u><u>\$ 511,238</u></u>



CITY CLERK



CITY CLERK

ADMINISTRATION	FUND	121
Goals, Objectives & Accomplishments	Division	704

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.

FY 2020-2021 Goals and Objectives

- Provide services in an open and transparent manner, build cooperative partnerships and strong working relationships, and identify opportunities to extend and improve the services that the City Clerk's Office provides in order to meet the changing needs of the community.
- Enable and promote civic engagement and involvement through the electoral process, participation in public meetings, outreach, and partnerships with the community.
- Assist the City Manager in coordinating and facilitating the functions of the City's Administrative offices.
- Work as part of a team to provide leadership and administrative support.
- Improve the City's records management system to enable quick response to public records requests, as well as to more efficiently assist City staff with document research.
- Improve the City's agenda management system to enable a secure streamline process for assembling the City Council agenda, preparing minutes, documenting voting, and video capabilities of meeting.
- 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

FY 2020-2021 Goals and 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.

FY 2019-2020 Accomplishments

- Accepted over 73 Political Reform Act filings.
- Provided legislative support for 20 City Council, Successor Agency, and Oversight Board meetings.
- Processed 113 Ordinances, Resolutions, contracts, agreements, and recorded documents.
- Processed and responded to 418 California Public Records Act requests, totaling more than 225.08 staff hours.
- Actively recruited to fill 8 vacancies on City Advisory bodies.
- Contributed to City governmental transparency by:
 - a. Posting electronic City Council agenda packets to the City website.
 - b. Updating various pages on the City website
- Coordinated the Sixth Street Military Banner Program.
- Scanned, indexed, and quality-controlled more than 400 images into the document management system.

GENERAL FUND

ADMINISTRATION City Clerk		FUND Division		121 704	
Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 156,832	\$ 174,942	\$ 142,342	\$ 200,452
30105	Salaries, Part Time	9,825	15,600	3,000	-
30107	Salaries, Part Time (20 Hour)	-	-	4,895	-
30200	PERS Retirement	18,816	21,495	19,097	25,090
30201	PERS Employer UAL	57,445	64,728	60,728	78,498
30205	Employee Group Insurance	33,639	31,652	27,210	35,914
30210	Vehicle Allowance	5,000	4,800	4,800	4,800
30212	Cell Phone Stipend	575	600	600	600
30215	Medical Savings Account	528	540	361	540
30220	FICA/Medicare Insurance	2,885	2,654	2,178	2,907
30221	Administrative Leave Cash Out	1,118	1,000	2,822	3,190
30225	Sick Leave Buy Back	931	800	844	800
30226	Sick Leave Taken	4,688	-	1,900	-
30230	Annual Vacation Cash Out	1,677	1,200	1,677	1,200
30231	Vacation Taken	-	-	2,302	-
30235	Deferred Compensation	246	390	75	-
30255	Tuition Reimbursement	800	2,400	-	800
	Subtotal - Salaries and Benefits	<u>295,003</u>	<u>322,801</u>	<u>274,831</u>	<u>354,790</u>
30300	Conferences and Meetings	2,844	4,985	1,500	4,900
30320	Dues, Memberships and Subscriptions	946	955	1,200	1,200
	Subtotal - Employee Related	<u>3,790</u>	<u>5,940</u>	<u>2,700</u>	<u>6,100</u>
30400	Office Supplies	4,353	2,800	2,000	2,500
30405	Printing & Copies	-	100	100	100
30410	Postage	-	100	100	100
30416	City Merchandise	697	3,000	1,200	1,500
30445	Legal Advertising	1,932	3,360	1,700	3,000
30455	Election	40,826	-	-	45,000
	Subtotal - Supplies and Services	<u>47,808</u>	<u>9,360</u>	<u>5,100</u>	<u>52,200</u>
34100	Contractual Services	1,942	4,600	4,600	23,700
	Subtotal - Contractual & Professional Svcs	<u>1,942</u>	<u>4,600</u>	<u>4,600</u>	<u>23,700</u>
35311	Sixth Street Banner Program	3,504	-	-	-
	Subtotal - Miscellaneous	<u>3,504</u>	<u>-</u>	<u>-</u>	<u>-</u>
42110	Computing and Comm. Equip Replacement	1,500	1,200	1,200	900
42115	Computing and Communications Operations	22,900	28,600	28,600	35,800
	Subtotal - Internal Service Charges	<u>24,400</u>	<u>29,800</u>	<u>29,800</u>	<u>36,700</u>
	TOTAL EXPENDITURES	<u>\$ 376,447</u>	<u>\$ 372,501</u>	<u>\$ 317,031</u>	<u>\$ 473,490</u>
57902	Sale of Merchandise	\$ 1,684	\$ 1,000	\$ 1,147	\$ 1,200
	TOTAL REVENUES	<u>\$ 1,684</u>	<u>\$ 1,000</u>	<u>\$ 1,147</u>	<u>\$ 1,200</u>



ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT

ADMINISTRATION	FUND	121
Goals, Objectives & Accomplishments	Division	745

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.

FY 2020-2021 Goals & Objectives

- Pursue a comprehensive economic development strategy that addresses both business attraction and retention, while elevating the City's national profile as a place to reside, visit or conduct business.
- Implement aggressive economic development initiatives, including strategic marketing focused on increasing municipal revenues and diversification of the local tax base.
- Collaborate with the Small Business Administration (SBA), financial institutions, the Chamber of Commerce, and other agencies to provide guidance and assistance to local businesses impacted by the COVID-19 crisis.
- Continue to pursue 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 visitors seek.
- Restructure the management of the Sixth Street Gateway Sign to ensure financial sustainability. Publicize local events to residents and visitors while generating a modest revenue stream from for-profit advertisers.
- Work with the Economic Development Advisory Council (EDAC) to strengthen its role as a proactive partner for future economic development efforts, and providing meaningful recommendations to City Council.
- Ensure the efficient and equitable administration of affordable housing programs (e.g. home repair, utility bill assistance) while adhering to new State guidelines.
- Market the City of Norco to younger, family-oriented homebuyers who will be fully invested in the community, and create new opportunities for them.

ECONOMIC DEVELOPMENT

ADMINISTRATION	FUND	121
Goals, Objectives & Accomplishments	Division	745

FY 2020-2021 Goals & Objectives (Cont'd)

- Assist the Historic Preservation Commission, making preservation an asset to future economic development while enabling Norconians to connect to their rich heritage.
- Assist local businesses with efforts to streamline and expand their operations, collaborating with other government agencies and the Chamber of Commerce.
- Approach lifestyle-compatible industries (e.g. technology, health sciences), marketing the City of Norco as a strategic, cost-effective place to conduct business, creating employment opportunities that attract younger residents.
- Ensure that prospective development proposals create long-term economic benefits for the City without jeopardizing Norco's unique lifestyle.
- Coordinate the application for grant funding for various departments, capitalizing on available resources from federal and state agencies.

FY 2019-2020 Accomplishments

- Construction began on the CarMax auto dealership, a business that will become one of the City's largest revenue-generators.
- New businesses such as Dollar Tree (Hidden Valley Parkway), Fazoli's, Yuzu Izakaya, Birdies, and GreyWolf Brewing, among others, were welcomed to the City, while Grocery Outlet and Taco Bell debuted at the new Norco Gateway shopping center.
- Staff continued to promote the City of Norco as an attractive hospitality industry market, working with hotel developers and operators such as Hilton, Radisson, Marriott, and InterContinental Hotel Group (IHG) to bring new properties to Norco.
- Ensured the successful opening of the 122-room WoodSpring Suites and commencement of construction of a 108-room Tru Hotel, a contemporary brand from Hilton, as well as revitalizing a dormant Holiday Inn Express project.
- Pushed forward long-running negotiations with Caltrans for the relinquishment of the existing Park-and-Ride lot along Old Hamner Road, which will ultimately add to the master-planning potential of that northern gateway area.

ECONOMIC DEVELOPMENT

ADMINISTRATION	FUND	121
Goals, Objectives & Accomplishments	Division	745

FY 2019-2020 Accomplishments (Cont'd)

- Responded to the COVID-19 pandemic by educating local businesses on financial assistance opportunities, and collaborated with the Chamber of Commerce & Visitors Bureau to generate publicity for struggling restaurant owners.
- Continued to engage with local institutions such as Norco College, the U.S. Navy and Norco Chamber of Commerce & Visitors Bureau, working collaboratively on new initiatives and programs.
- Maintained productive dialogues with some of the City’s largest sales tax producers, identifying resources available to them and encouraging future expansion in Norco.
- Enhanced Norco’s image as an innovative municipality and attractive place to conduct business through promotional efforts with associations like the Western Riverside Council of Governments (WRCOG) and League of California Cities.
- Assisted the Economic Development Advisory Council (EDAC) to provide leadership with several initiatives, including an emphasis on business retention and developing new marketing strategies for the Sixth Street Gateway Sign.
- 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 local landmarks and provide recommendations on development projects while connecting local residents to their rich cultural heritage.
- Expanded affordable housing initiatives, resulting in new rehabilitation loans and increasing the number of participants, primarily seniors, in the utility bill assistance program.
- Earned approval of grant applications for the City’s urban forest and electric vehicle charging stations, projects representing more than \$400,000 in total investment.

GENERAL FUND

ADMINISTRATION		FUND		121	
Economic Development		Division		745	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 54,838	\$ -	\$ -	\$ -
30105	Salaries, Part Time	1,700	1,500	1,500	1,500
30200	PERS Retirement	3,777	-	-	-
30201	PERS Employer UAL	253	-	-	-
30205	Employee Group Insurance	7,968	-	-	-
30215	Medical Savings Account	240	-	-	-
30220	FICA/Medicare Insurance	849	21	22	22
30221	Administrative Leave Cash Out	280	-	-	-
30225	Sick Leave Buy Back	958	1,000	-	-
30226	Sick Leave Taken	59	-	-	-
30231	Vacation Taken	501	-	-	-
30235	Deferred Compensation	48	38	38	38
	Subtotal - Salaries and Benefits	<u>71,471</u>	<u>2,559</u>	<u>1,559</u>	<u>1,559</u>
30300	Conferences and Meetings	140	1,500	140	500
30320	Dues, Memberships and Subscriptions	1,084	570	743	500
	Subtotal - Employee Related	<u>1,224</u>	<u>2,070</u>	<u>883</u>	<u>1,000</u>
30400	Office Supplies	1,127	650	700	650
30405	Printing & Copies	187	3,000	3,000	3,000
30415	Special Departmental	3,007	2,000	3,000	3,000
30440	Advertising and Promotion	2,621	500	1,500	1,500
	Subtotal - Supplies and Services	<u>6,941</u>	<u>6,150</u>	<u>8,200</u>	<u>8,150</u>
34100	Contractual Services	67,668	68,000	67,920	69,000
34105	Other Professional Services	22,338	20,440	15,000	20,440
	Subtotal - Contractual & Professional Svcs	<u>90,007</u>	<u>88,440</u>	<u>82,920</u>	<u>89,440</u>
42110	Computing and Comm. Equip Replacement	1,100	400	400	200
42115	Computing and Communications Operations	17,200	7,100	7,100	8,900
42335	Compensated Absences	2,141	-	-	-
	Subtotal - Internal Service Charges	<u>20,441</u>	<u>7,500</u>	<u>7,500</u>	<u>9,100</u>
	TOTAL EXPENDITURES	<u>\$ 190,083</u>	<u>\$ 106,719</u>	<u>\$ 101,062</u>	<u>\$ 109,249</u>
55290	Sixth Street Gateway Sign Advertising	\$ 38,740	\$ 45,000	\$ 39,854	\$ 40,000
55291	Sixth Street Banner Program	3,090	-	36	-
	TOTAL REVENUES	<u>\$ 41,830</u>	<u>\$ 45,000</u>	<u>\$ 39,890</u>	<u>\$ 40,000</u>

GENERAL FUND

ADMINISTRATION		FUND			
Sixth Street Gateway Sign		Division		121	
		745.70			
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
34100	Contractual Services	8,617	18,415	18,415	18,415
34100.60	Gateway Sign Maintenance	1,680	5,000	2,500	2,500
34100.65	Gateway Sign Replacement Charges	28,443	21,585	24,085	24,085
	Subtotal - Contractual & Professional Svcs	<u>38,740</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>
	TOTAL EXPENDITURES	<u>\$ 38,740</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>



HUMAN RESOURCES

HUMAN RESOURCES

ADMINISTRATION

Goals, Objectives & Accomplishments

FUND 121
Division 703

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.

FY2020-2021 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 employment labor laws, personnel management practices, quality customer service and succession planning employee development.
- 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.

FY 2019-2020 Accomplishments

- Recruited and completed orientation for 31 new hires.
- Completed and submitted the City's 2019 Government Compensation in California Report.
- Created Telecommuting Administrative Policy.
- Created COVID-19 related City guidelines in compliance of Department of Labor regulations.

GENERAL FUND

ADMINISTRATION	FUND	121
Human Resources	Division	703

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 63,493	\$ 74,310	\$ 67,568	\$ 73,602
30200	PERS Retirement	7,892	9,300	9,057	9,948
30201	PERS Employer UAL	23,962	28,726	29,429	34,720
30205	Employee Group Insurance	7,765	12,146	12,045	12,132
30212	Cell Phone Stipend	456	456	456	456
30215	Medical Savings Account	182	182	182	182
30220	FICA/Medicare Insurance	1,035	1,077	980	1,067
30225	Sick Leave Buy Back	-	1,005	737	1,206
30226	Sick Leave Taken	1,425	-	1,902	-
30230	Annual Vacation Cash Out	1,284	1,320	1,284	1,584
30231	Vacation Taken	3,319	-	1,395	-
30255	Tuition Reimbursement	-	-	608	600
	Subtotal - Salaries and Benefits	<u>110,814</u>	<u>128,522</u>	<u>125,643</u>	<u>135,497</u>
30300	Conferences and Meetings	-	1,508	1,980	2,000
30305	Auto Mileage	-	50	50	-
30320	Dues, Memberships and Subscriptions	189	414	414	1,205
	Subtotal - Employee Related	<u>189</u>	<u>1,972</u>	<u>2,444</u>	<u>3,205</u>
30400	Office Supplies	311	450	450	450
	Subtotal - Supplies and Services	<u>311</u>	<u>450</u>	<u>450</u>	<u>450</u>
42110	Computing and Comm. Equip Replacement	-	200	200	300
42115	Computing and Communications Operations	-	7,100	7,100	8,900
42235	Compensated Absences	4,886	-	-	-
	Subtotal - Internal Service Charges	<u>4,886</u>	<u>7,300</u>	<u>7,300</u>	<u>9,200</u>
	TOTAL EXPENDITURES	<u>\$ 116,200</u>	<u>\$ 138,244</u>	<u>\$ 135,837</u>	<u>\$ 148,352</u>

WATER FUND

ADMINISTRATION	FUND	124
Human Resources	Division	703

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 10,025	\$ 11,734	\$ 10,669	\$ 11,622
30200	PERS Retirement	1,246	1,468	1,430	1,570
30201	PERS Employer UAL	3,784	4,536	4,647	5,592
30205	Employee Group Insurance	1,226	1,918	1,902	1,916
30212	Cell Phone Stipend	72	72	72	72
30215	Medical Savings Account	29	28	28	28
30220	FICA/Medicare Insurance	163	170	155	169
30225	Sick Leave Buy Back	-	159	159	191
30226	Sick Leave Taken	225	-	300	-
30230	Annual Vacation Cash Out	203	209	209	251
30231	Vacation Taken	524	-	220	-
30255	Tuition Reimbursement	-	96	96	100
	<i>Subtotal - Salaries and Benefits</i>	<u>17,497</u>	<u>20,390</u>	<u>19,886</u>	<u>21,510</u>
	TOTAL EXPENSES	<u>\$ 17,497</u>	<u>\$ 20,390</u>	<u>\$ 19,886</u>	<u>\$ 21,510</u>

SEWER FUND

ADMINISTRATION	FUND	126
Human Resources	Division	703

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 10,025	\$ 11,734	\$ 10,668	\$ 11,622
30200	PERS Retirement	1,246	1,468	1,430	1,570
30201	PERS Employer UAL	3,783	4,536	4,647	5,592
30205	Employee Group Insurance	1,226	1,918	1,902	1,916
30212	Cell Phone Stipend	72	72	72	72
30215	Medical Savings Account	29	28	28	28
30220	FICA/Medicare Insurance	163	170	155	169
30225	Sick Leave Buy Back	-	159	159	191
30226	Sick Leave Taken	225	-	300	-
30230	Annual Vacation Cash Out	203	209	209	251
30231	Vacation Taken	524	-	220	-
30255	Tuition Reimbursement	-	96	96	100
	<i>Subtotal - Salaries and Benefits</i>	<u>17,497</u>	<u>20,390</u>	<u>19,886</u>	<u>21,510</u>
	TOTAL EXPENSES	<u>\$ 17,497</u>	<u>\$ 20,390</u>	<u>\$ 19,886</u>	<u>\$ 21,510</u>



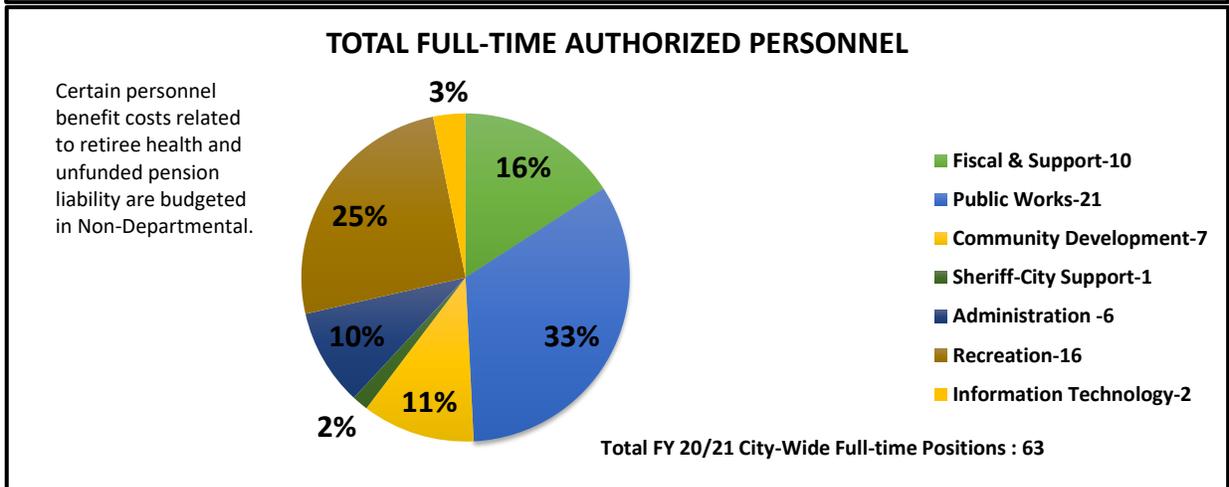
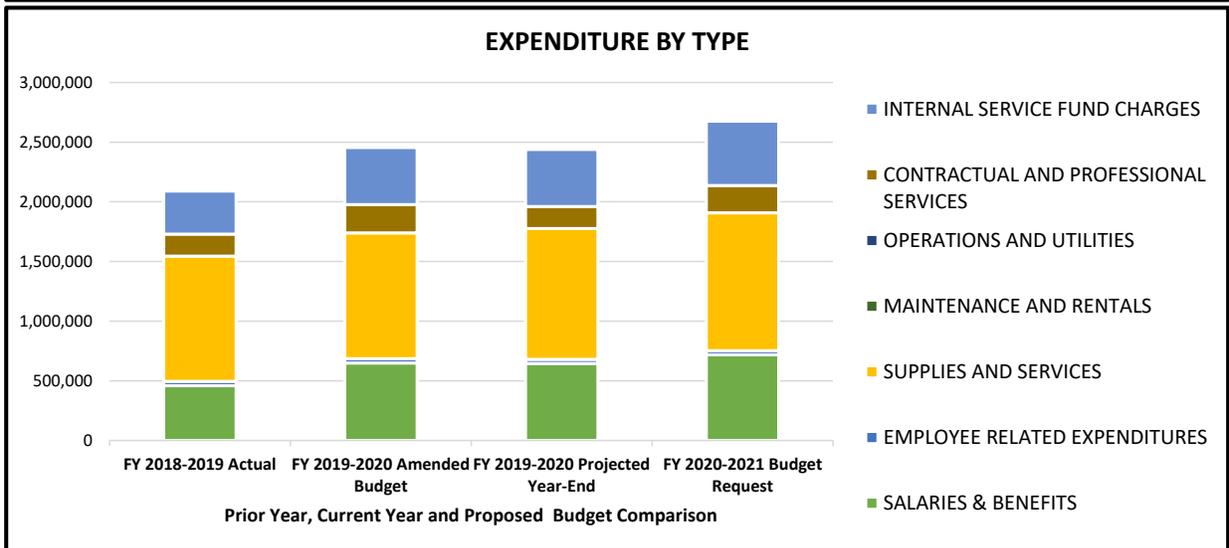
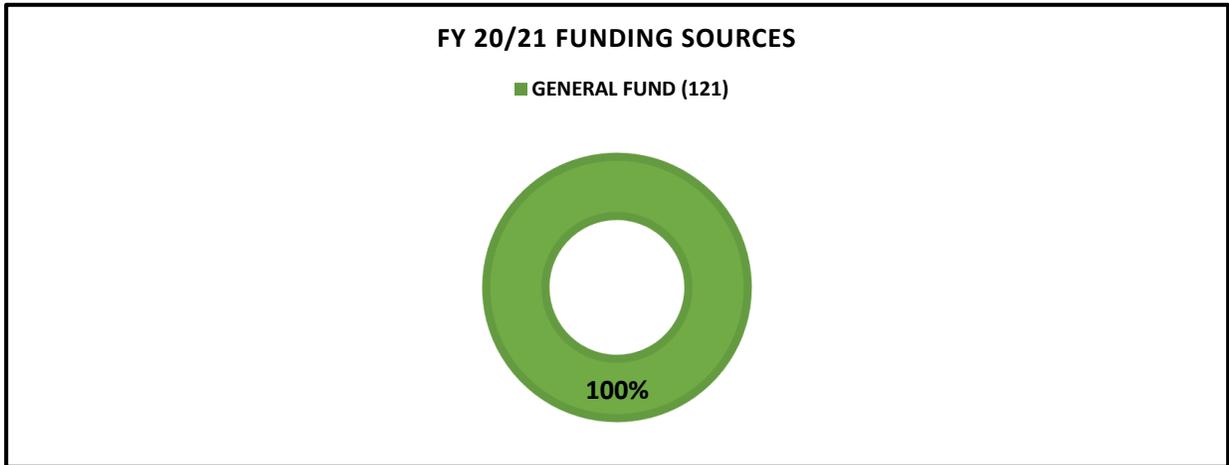
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NON DEPARTMENTAL

NON-DEPARTMENTAL SUMMARY

NON-DEPARTMENTAL Administration	FUNDS	121
	Division	724



NON-DEPARTMENTAL SUMMARY

NON-DEPARTMENTAL	FUNDS	121
Administration	Division	724

FUNDING SOURCES	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
GENERAL FUND (121)	\$ 2,155,644	\$ 2,623,002	\$ 2,538,484	\$ 2,834,970
TOTAL FUNDING SOURCES	\$ 2,155,644	\$ 2,623,002	\$ 2,538,484	\$ 2,834,970
EXPENDITURES BY DIVISION	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
NON-DEPARTMENTAL (724)	\$ 2,155,644	\$ 2,623,002	\$ 2,538,484	\$ 2,834,970
TOTAL EXPENDITURES BY DIVISION	\$ 2,155,644	\$ 2,623,002	\$ 2,538,484	\$ 2,834,970
EXPENDITURES BY TYPE	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
SALARIES & BENEFITS	\$ 459,248	\$ 650,037	\$ 645,463	\$ 718,074
EMPLOYEE RELATED EXPENDITURES	35,323	35,150	33,150	35,150
SUPPLIES AND SERVICES	1,049,495	1,054,600	1,096,819	1,153,874
CONTRACTUAL AND PROFESSIONAL SERVICES	185,380	236,255	184,096	229,455
MISCELLANEOUS	65,430	153,072	85,069	159,352
INTERNAL SERVICE FUND CHARGES	360,769	478,480	478,480	539,065
TRANSFERS	-	15,408	15,408	-
TOTAL EXPENDITURES BY TYPE	\$ 2,155,644	\$ 2,623,002	\$ 2,538,484	\$ 2,834,970

GENERAL FUND

NON-DEPARTMENTAL Administration		FUND		121	
		Division		724	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30200	PERS Retirement - Survivor Benefit	\$ -	\$ 3,900	\$ 3,450	\$ 3,900
30201	PERS Employer UAL- Safety Plan	442,868	626,617	626,617	691,154
30202	Pension Replacement Benefit	2,876	3,000	2,876	3,000
30204	PERS Arrears Payments	5,326	-	-	-
30240	Continuous Service Bonus	4,020	520	520	4,020
30250	Unemployment Claims Payment	4,158	16,000	12,000	16,000
	Subtotal - Salaries and Benefits	<u>459,248</u>	<u>650,037</u>	<u>645,463</u>	<u>718,074</u>
30300	Training, Conferences, Meetings	3,041	5,150	5,600	6,050
30315	Employee Hiring Costs	6,128	6,000	4,613	6,000
30320	Dues, Memberships and Subscriptions	26,155	24,000	22,937	23,100
	Subtotal - Employee Related Expenditures	<u>35,323</u>	<u>35,150</u>	<u>33,150</u>	<u>35,150</u>
30400	Office Supplies	3,800	5,200	3,026	5,200
30415	Special Departmental	2,013	1,350	1,891	1,350
30440	Advertising and Promotion	5,557	3,000	6,012	3,000
30460	Medical Insurance Administration	3,775	4,650	3,890	2,640
30465	Medical Insurance – Retirees	834,349	840,400	882,000	941,684
30470	Post Employment Ben-GASB45	200,000	200,000	200,000	200,000
	Subtotal - Supplies and Services	<u>1,049,495</u>	<u>1,054,600</u>	<u>1,096,819</u>	<u>1,153,874</u>
34100	Contractual Services	46,558	79,005	80,000	60,205
34105	Other Professional Services	103,897	98,000	65,000	110,000
34125	Accounting & Auditing	11,876	31,250	11,096	31,250
34130	Bank Fees and Discount Charges	23,049	28,000	28,000	28,000
	Subtotal - Contractual & Professional Svcs	<u>185,380</u>	<u>236,255</u>	<u>184,096</u>	<u>229,455</u>
35210	Administration Fees - Property Taxes	12,672	13,000	12,672	13,000
35215	Parking Fines Collection Costs	34,299	30,500	30,500	30,500
35270	Community Promotion	1,830	4,300	4,300	4,300
35271	Community Outreach	2,235	25,000	25,000	25,000
35280	Employee Recognition	8,148	11,720	12,597	18,000
35285	Lake Norconian Club Foundation	-	16,775	-	16,775
35311	Sixth Street Banner Program	-	900	-	900
35312	State of the City	6,241	2,000	-	2,000
35313	FEMA Reconciliation	-	48,877	-	48,877
35510	Bad Debt Expense	5	-	-	-
	Subtotal - Miscellaneous	<u>65,430</u>	<u>153,072</u>	<u>85,069</u>	<u>159,352</u>
42200	Liability Insurance	152,531	253,003	253,003	310,574
42220	Self Insured Expenses	40,275	50,000	50,000	50,000
42225	Self Insured Settlements	94,500	94,500	94,500	94,500
42230	Excess Workers Comp	73,463	80,977	80,977	83,991
	Subtotal - Internal Service Charges	<u>360,769</u>	<u>478,480</u>	<u>478,480</u>	<u>539,065</u>
44100	Transfers Out- Fund 151	-	15,408	15,408	-
	Subtotal - Transfers	<u>-</u>	<u>15,408</u>	<u>15,408</u>	<u>-</u>
	TOTAL EXPENDITURES	<u>\$ 2,155,644</u>	<u>\$ 2,623,002</u>	<u>\$ 2,538,484</u>	<u>\$ 2,834,970</u>



**FISCAL & SUPPORT
SERVICES**

FISCAL & SUPPORT SERVICES

ADMINISTRATION	FUND	121
Goals, Objectives & Accomplishments	Division	706

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, cashing 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.

FY 2020-2021 Goals & Objectives

- Provide leadership in the development of FY 2020-2021 operating and capital improvement program budgets. Prepare award winning Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2020.
- Ensure successful completion of all FY 2019-2020 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.
- Review CalCard credit card program and Gas Card program for savings and efficiencies.
- Assist Community Development in implementing building/planning module in the ERP system with strong fiscal and internal controls.
- 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.
- Develop the Procurement Manual to align with the City's Purchasing Ordinance.

FISCAL & SUPPORT SERVICES

ADMINISTRATION	FUND	121
Goals, Objectives & Accomplishments	Division	706

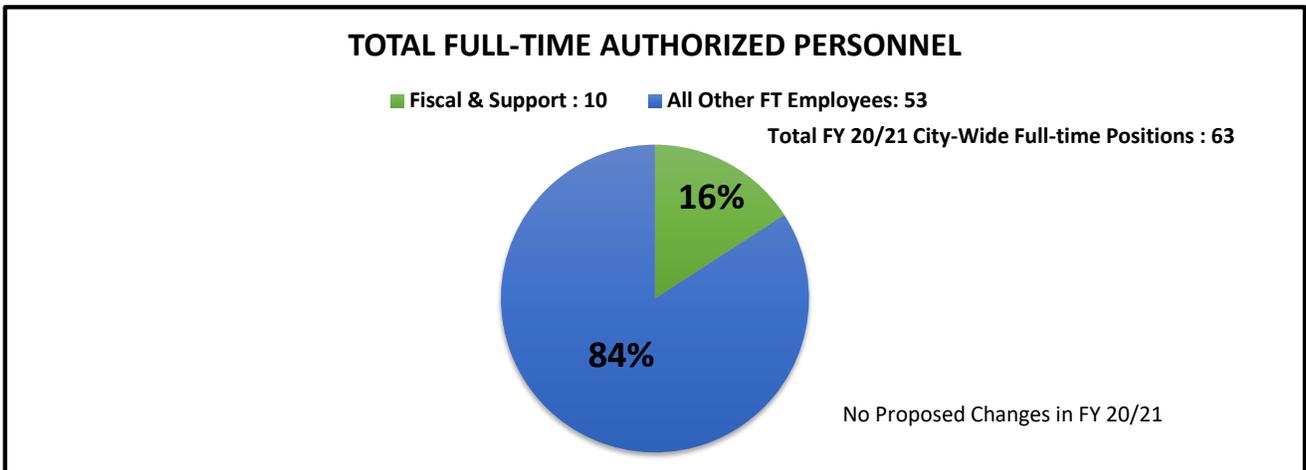
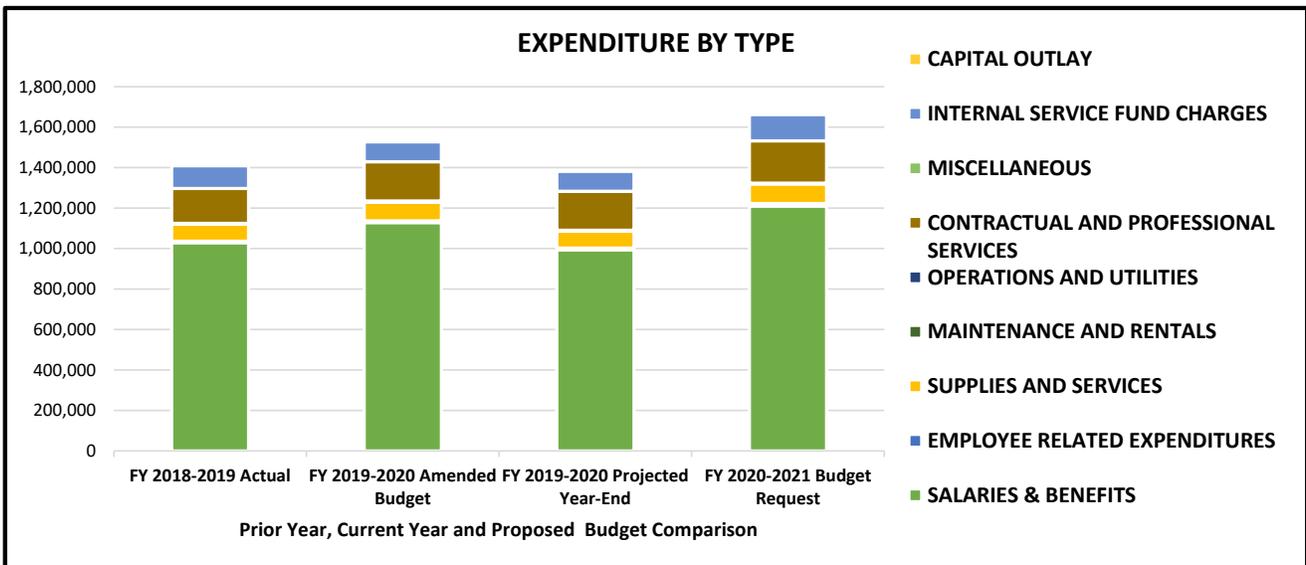
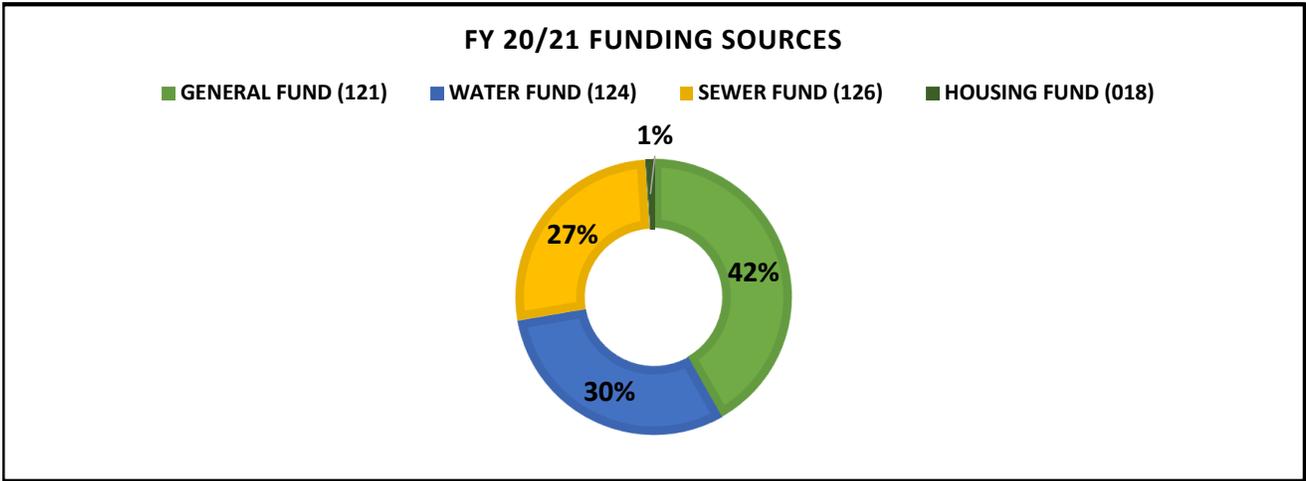
- Implement upgrades in Business License Software and financial system.
- Implement the online business license portal for businesses.
- Implement the online water portal for utility billing customers.

FY 2019-2020 Accomplishments

- Completed a rating review of the City of Norco's 2009 Enterprise Revenue Bonds and S&P upgraded the underlying rating (SPUR) from "A" to "AA-" while affirming the stable outlook of the Bonds.
- Refunded the 2009 Enterprise Revenue Bonds to finance the acquisition and construction of certain improvements to the City's water and sewer systems, and to refinance the outstanding 2009 Bonds to significantly reduce the City's debt service costs.
- Prepared award winning Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2019.
- Implemented 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 and vendors.
- 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.

FISCAL & SUPPORT SERVICES SUMMARY

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

FISCAL & SUPPORT SERVICES DEPARTMENT Financial Administration	FUNDS Division	121/124/126/018 706		
FUNDING SOURCES	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
GENERAL FUND (121)	\$ 644,365	\$ 638,564	\$ 617,240	\$ 694,569
WATER FUND (124)	403,393	459,175	391,147	506,568
SEWER FUND (126)	360,619	411,782	357,591	443,501
HOUSING FUND (018)	-	17,420	14,815	17,218
TOTAL FUNDING SOURCES	<u>\$ 1,408,377</u>	<u>\$ 1,526,941</u>	<u>\$ 1,380,792</u>	<u>\$ 1,661,856</u>
EXPENDITURES BY DIVISION	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
FINANCIAL ADMINISTRATION (121-706)	\$ 644,365	\$ 638,564	\$ 617,240	\$ 694,569
UTILITY FINANCIAL ADMINISTRATION (124-706)	403,393	459,175	391,147	506,568
UTILITY FINANCIAL ADMINISTRATON (126-706)	360,619	411,782	357,591	443,501
HOUSING FINANCIAL ADMINISTRATION (018-706)	-	17,420	14,815	17,218
TOTAL FUNDING BY DIVISION	<u>\$ 1,408,377</u>	<u>\$ 1,526,941</u>	<u>\$ 1,380,792</u>	<u>\$ 1,661,856</u>
EXPENDITURES BY TYPE	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
SALARIES & BENEFITS	\$ 1,029,442	\$ 1,127,888	\$ 993,362	\$ 1,210,391
EMPLOYEE RELATED EXPENDITURES	7,283	9,525	9,901	12,640
SUPPLIES AND SERVICES	85,428	91,470	83,500	96,310
MAINTENANCE AND RENTALS	1,128	3,930	2,344	1,550
OPERATIONS AND UTILITIES	1,566	2,000	2,000	2,250
CONTRACTUAL AND PROFESSIONAL SERVICES	172,756	194,078	191,911	209,515
INTERNAL SERVICE FUND CHARGES	110,775	98,050	97,773	129,200
TOTAL EXPENDITURES BY TYPE	<u>\$ 1,408,377</u>	<u>\$ 1,526,941</u>	<u>\$ 1,380,792</u>	<u>\$ 1,661,856</u>

GENERAL FUND

FISCAL & SUPPORT SERVICES DEPARTMENT	FUND	121
Financial Administration	Division	706

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 296,920	\$ 333,696	\$ 280,179	\$ 318,936
30105	Salaries, Part Time	3,138	-	597	-
30107	Salaries, Part Time (20 Hour)	-	-	2,328	26,395
30110	Salaries, Overtime	2,227	-	3,600	3,500
30200	PERS Retirement	33,095	37,446	36,339	41,347
30201	PERS Employer UAL	85,406	99,170	102,323	122,582
30205	Employee Group Insurance	53,305	51,172	49,639	54,890
30210	Vehicle Allowance	2,880	2,880	2,880	2,880
30215	Medical Savings Account	588	564	564	564
30220	FICA/Medicare Insurance	4,874	4,838	4,157	5,058
30221	Administrative Leave Cash Out	3,291	4,035	4,035	4,842
30225	Sick Leave Buy Back	4,735	5,150	3,779	6,180
30226	Sick Leave Taken	4,912	-	12,093	-
30228	Comp Taken	301	-	113	-
30229	Comp Payoff	-	-	11	-
30230	Annual Vacation Cash Out	2,651	3,240	2,651	3,888
30231	Vacation Taken	12,892	-	16,907	-
30232	Vacation Payoff	-	-	277	-
30234	Other Personnel Services	1,153	-	-	-
30235	Deferred Compensation	-	-	163	747
30255	Tuition Reimbursement	-	500	-	-
	Subtotal - Salaries and Benefits	<u>512,369</u>	<u>542,691</u>	<u>522,635</u>	<u>591,809</u>
30300	Conferences and Meetings	3,436	5,410	6,185	5,980
30305	Auto Mileage	230	300	47	300
30320	Dues, Memberships and Subscriptions	3,617	3,815	3,669	4,535
	Subtotal - Employee Related Expenditures	<u>7,283</u>	<u>9,525</u>	<u>9,901</u>	<u>10,815</u>
30400	Office Supplies	2,956	2,500	3,500	2,500
30405	Printing & Copies	912	1,000	800	1,660
30410	Postage	3,068	2,650	50	2,650
30415	Special Departmental	70	-	2,010	200
30475	Performance Bonds	1,900	1,900	1,900	1,900
	Subtotal - Supplies and Services	<u>8,907</u>	<u>8,050</u>	<u>8,260</u>	<u>8,910</u>
32100	Office Equipment Maintenance	-	50	-	50
	Subtotal - Maintenance & Rentals	<u>-</u>	<u>50</u>	<u>-</u>	<u>50</u>
33100	Utilities	1,566	2,000	-	-
33100.35	Wireless	-	-	2,000	2,250
	Subtotal - Operations & Utilities	<u>1,566</u>	<u>2,000</u>	<u>2,000</u>	<u>2,250</u>
34100	Contractual Services	13,670	15,606	13,599	13,015
34125	Accounting & Auditing	26,299	29,942	29,942	28,090
34130	Financial Services	197	-	480	2,480
	Subtotal - Contractual & Professional Svcs	<u>40,165</u>	<u>45,548</u>	<u>44,021</u>	<u>43,585</u>
42100	Vehicle Operations and Maintenance	675	400	-	-
42100.1	Fuel	-	-	123	150
42110	Computing and Comm. Equip Replacement	4,700	1,700	1,700	1,200
42115	Computing and Communications Operations	68,700	28,600	28,600	35,800
42235	Compensated Absences	-	-	-	-
	Subtotal - Internal Service Charges	<u>74,075</u>	<u>30,700</u>	<u>30,423</u>	<u>37,150</u>

GENERAL FUND

FISCAL & SUPPORT SERVICES DEPARTMENT		FUND		121	
Financial Administration		Division		706	
Object		FY 2019-2020	FY 2019-2020	FY 2020-2021	
Code	Line-Item Description	FY 2018-2019	Amended	Projected	
		Actual	Budget	Year-End	
				Budget	
				Request	
	TOTAL EXPENDITURES	\$ 644,365	\$ 638,564	\$ 617,240	\$ 694,569
50170	Transient Occupancy Taxes	\$ 609,036	\$ 694,430	\$ 549,841	\$ 709,037
50185	Business License	271,781	267,750	267,750	227,588
50195	Bingo Lincense	37	-	-	-
54200	Investment Earnings	364,577	265,000	235,000	225,000
57150	Refuse Billing Collection	83,591	83,200	83,200	83,200
57155	Penalties	301,899	284,855	278,000	270,139
57700	Business License Renewal Fee	37,931	40,000	47,667	39,243
57701	SB1186 Fee	11,766	6,650	6,500	6,500
57705	Business License Penalty	12,690	11,500	10,500	11,250
57715	License Processing Fee	28,949	31,910	28,000	29,763
57725	Truck Parking Permit	360	1,000	765	1,013
57730	Yard Sale permits	4,546	1,700	3,072	2,794
57815	Finger Printing	2,920	2,000	1,810	3,278
59250	Overhead to CFDS	119,650	252,943	252,943	119,650
	TOTAL REVENUES	\$ 1,849,734	\$ 1,942,938	\$ 1,765,048	\$ 1,728,455

WATER FUND

FISCAL & SUPPORT SERVICES DEPARTMENT		FUND		124	
Financial Administration & Call Center		Division		706	
Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 157,976	\$ 205,228	\$ 138,987	\$ 187,826
30105	Salaries, Part Time	5,740	-	5,202	-
30107	Salaries, Part Time (20 Hour)	-	-	166	19,562
30110	Salaries, Overtime	1,338	-	-	3,200
30200	PERS Retirement	16,456	19,912	15,931	21,813
30201	PERS Employer UAL	37,229	39,432	36,347	48,875
30205	Employee Group Insurance	30,958	38,624	29,804	38,626
30210	Vehicle Allowance	1,200	1,200	1,200	1,200
30215	Medical Savings Account	255	256	255	256
30220	FICA/Medicare Insurance	2,741	2,976	2,093	3,054
30221	Administrative Leave Cash Out	1,460	1,626	1,626	1,951
30224	Sick Leave Taken Part Time	204	-	75	-
30225	Sick Leave Buy Back	1,871	1,736	1,742	2,083
30226	Sick Leave Taken	3,123	-	6,700	-
30228	Comp Taken	689	-	565	-
30229	Comp Payoff	-	-	71	-
30230	Annual Vacation Cash Out	1,397	1,220	1,220	1,464
30231	Vacation Taken	6,437	-	7,954	-
30232	Vacation Payoff	-	-	980	-
30234	Other Personnel Services	10,958	-	-	-
30235	Deferred Compensation	149	-	134	569
	Subtotal - Salaries and Benefits	<u>280,180</u>	<u>312,210</u>	<u>251,052</u>	<u>330,478</u>
30300	Conferences and Meetings	-	-	-	1,825
	Subtotal - Employee Related Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,825</u>
30400	Office Supplies	3,264	2,950	2,950	2,950
30405	Printing & Copies	6,683	11,820	4,761	13,500
30410	Postage	28,250	26,040	26,040	27,050
30415	Special Departmental	198	-	679	200
	Subtotal - Supplies and Services	<u>38,395</u>	<u>40,810</u>	<u>34,430</u>	<u>43,700</u>
32100	Office Equipment Maintenance	-	50	-	-
32105	Equipment Rental	564	1,740	1,940	1,500
	Subtotal - Maintenance & Rentals	<u>564</u>	<u>1,790</u>	<u>1,940</u>	<u>1,500</u>
34100	Contractual Services	45,021	50,660	50,660	57,360
34125	Accounting & Auditing	8,435	9,605	9,265	9,605
34130	Financial Services	12,398	14,000	13,700	16,000
	Subtotal - Contractual & Professional Svcs	<u>65,855</u>	<u>74,265</u>	<u>73,625</u>	<u>82,965</u>
42110	Computing and Comm. Equip Replacement	1,200	1,500	1,500	1,400
42115	Computing and Communications Operations	17,200	28,600	28,600	44,700
	Subtotal - Internal Service Charges	<u>18,400</u>	<u>30,100</u>	<u>30,100</u>	<u>46,100</u>
	TOTAL EXPENSES	<u>\$ 403,393</u>	<u>\$ 459,175</u>	<u>\$ 391,147</u>	<u>\$ 506,568</u>

SEWER FUND

FISCAL & SUPPORT SERVICES DEPARTMENT		FUND		126	
Financial Administration & Call Center		Division		706	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 131,674	\$ 175,908	\$ 117,326	\$ 158,784
30105	Salaries, Part Time	5,740	-	5,202	-
30107	Salaries, Part Time (20 Hour)	-	-	166	19,562
30110	Salaries, Overtime	1,338	-	3,016	3,200
30200	PERS Retirement	13,542	16,560	12,956	18,217
30201	PERS Employer UAL	29,498	30,292	27,807	37,595
30205	Employee Group Insurance	27,600	35,208	26,776	34,854
30210	Vehicle Allowance	720	720	720	720
30215	Medical Savings Account	177	178	178	178
30220	FICA/Medicare Insurance	2,322	2,551	1,823	2,632
30221	Administrative Leave Cash Out	1,035	1,261	1,080	1,387
30224	Sick Leave Taken Part Time	204	-	75	-
30225	Sick Leave Buy Back	1,530	1,500	1,458	1,800
30226	Sick Leave Taken	2,751	-	4,406	-
30228	Comp Taken	689	-	365	-
30229	Comp Payoff	-	-	71	-
30230	Annual Vacation Cash Out	1,291	939	939	1,127
30231	Vacation Taken	5,675	-	6,761	-
30232	Vacation Payoff	-	-	980	-
30234	Other Personnel Services	10,958	-	-	-
30235	Deferred Compensation	149	-	205	80
	Subtotal - Salaries and Benefits	<u>236,892</u>	<u>265,117</u>	<u>212,311</u>	<u>280,136</u>
30400	Office Supplies	3,134	2,950	2,950	2,950
30405	Printing & Copies	6,645	11,820	11,820	13,500
30410	Postage	28,250	26,040	26,040	27,050
30415	Special Departmental	98	-	-	200
	Subtotal - Supplies and Services	<u>38,127</u>	<u>40,810</u>	<u>40,810</u>	<u>43,700</u>
32100	Office Equipment Maintenance	-	50	-	-
32105	Equipment Rental	564	1,740	404	-
	Subtotal - Maintenance & Rentals	<u>564</u>	<u>1,790</u>	<u>404</u>	<u>-</u>
34100	Contractual Services	45,059	50,660	50,660	57,360
34125	Accounting & Auditing	8,435	9,605	9,605	9,605
34130	Financial Services	13,242	14,000	14,000	16,000
	Subtotal - Contractual & Professional Svcs	<u>66,736</u>	<u>74,265</u>	<u>74,265</u>	<u>82,965</u>
42110	Computing and Comm. Equip Replacement	1,100	1,200	1,200	900
42115	Computing and Communications Operations	17,200	28,600	28,600	35,800
	Subtotal - Internal Service Charges	<u>18,300</u>	<u>29,800</u>	<u>29,800</u>	<u>36,700</u>
	TOTAL EXPENSES	<u>\$ 360,619</u>	<u>\$ 411,782</u>	<u>\$ 357,591</u>	<u>\$ 443,501</u>

HOUSING FUND

FISCAL & SUPPORT SERVICES DEPARTMENT Housing Financial Administration		FUND Division		018 706	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ -	\$ 5,740	\$ 4,937	\$ 5,686
30200	PERS Retirement	-	400	376	440
30201	PERS Employer UAL	-	24	22	40
30205	Employee Group Insurance	-	1,598	1,474	1,596
30215	Medical Savings Account	-	24	24	24
30220	FICA/Medicare Insurance	-	84	72	82
30225	Sick Leave Buy Back	-	-	91	100
30226	Sick Leave Taken	-	-	42	-
30231	Vacation Taken	-	-	326	-
	Subtotal - Salaries and Benefits	<u>-</u>	<u>7,870</u>	<u>7,365</u>	<u>7,968</u>
30400	Office Supplies	-	1,000	-	-
30405	Printing & Copies	-	400	-	-
30410	Postage	-	400	-	-
	Subtotal - Supplies and Services	<u>-</u>	<u>1,800</u>	<u>-</u>	<u>-</u>
32100	Office Equipment Maintenance	-	300	-	-
	Subtotal - Maintenance & Rentals	<u>-</u>	<u>300</u>	<u>-</u>	<u>-</u>
42110	Computing and Comm. Equip Replacement	-	300	300	300
42115	Computing and Communications Operations	-	7,150	7,150	8,950
	Subtotal - Internal Service Charges	<u>-</u>	<u>7,450</u>	<u>7,450</u>	<u>9,250</u>
	TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ 17,420</u>	<u>\$ 14,815</u>	<u>\$ 17,218</u>



**SHERIFF'S DEPARTMENT
RIVERSIDE COUNTY
SHERIFF**

SHERIFF'S DEPARTMENT

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

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, two Sheriff's Sergeant who supervise the operation, 10 full-time Deputy Sheriff's assigned to patrol providing 48 hours of patrol staffing per 24-hour period, three Deputy Sheriff's assigned to the Special Enforcement Team (providing crime prevention, event planning, and quality of life), two Deputy Sheriff's assigned to Traffic Enforcement, four 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.

FY 2020-2021 Goals & 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. Implement business watch to aide businesses in crime prevention and safe business practices.

Objective 2: Increase Opportunities for Community Involvement by increasing a physical presence in the community activities to encourage collaboration through events such as trail rides, trunk or treat, and taco night.

SHERIFF'S DEPARTMENT

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

FY 2020-2021 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. Continue to increase pro-active policing and traffic enforcement.

Goal 3: Volunteer Recruitment

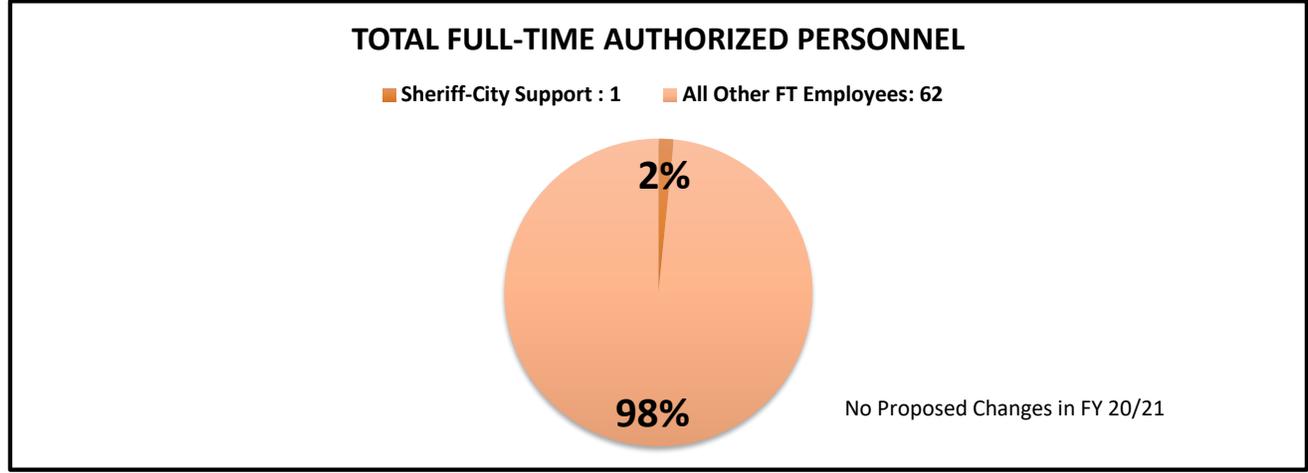
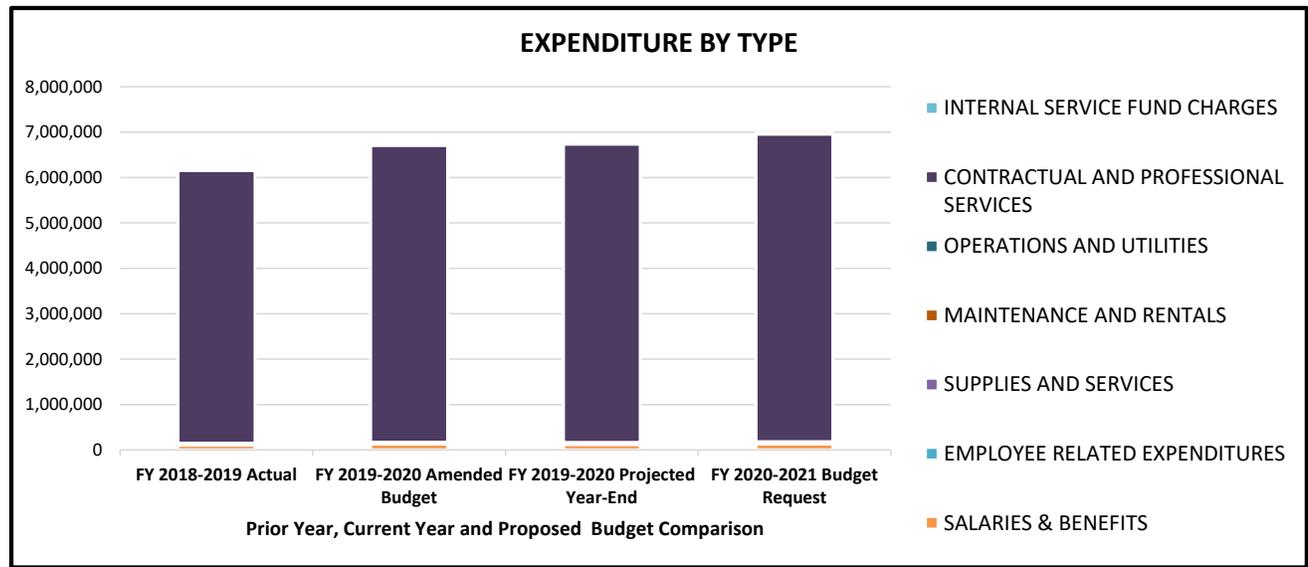
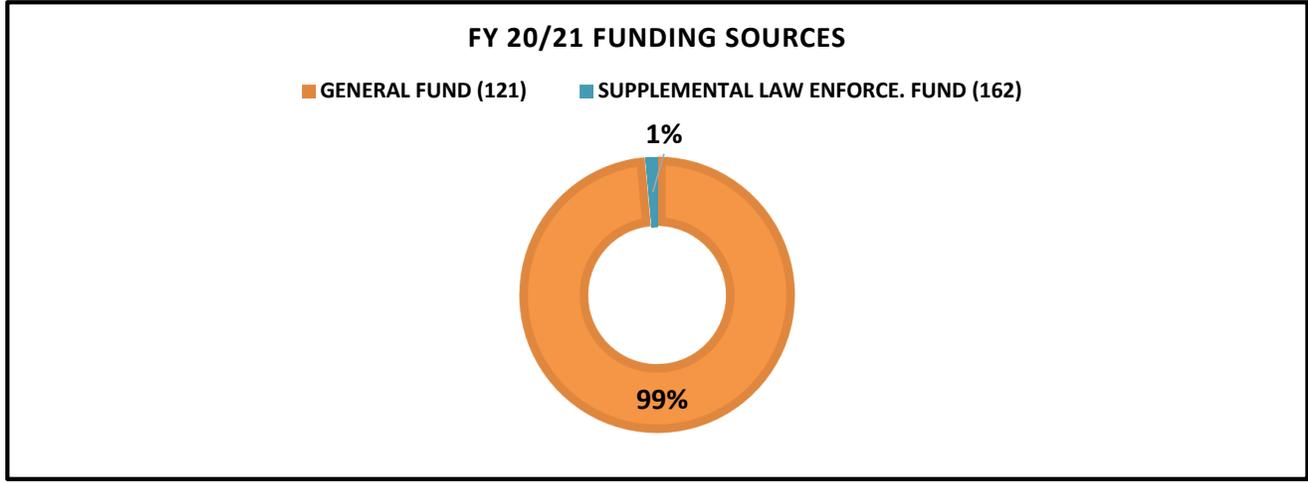
Objective 3: Recruit, train, and deploy additional citizen volunteers. Recruitment members for the Norco Citizens Patrol group by participating in community events. Recruit for the Norco Explorer Troop to bring youth into a career in law enforcement.

FY 2019-2020 Accomplishments.

- Conducted and solved several cases with no fiscal impact.
- Reduced overall Part 1 crimes by 2.7%.
- Average response times reduced by 12.3%.
- Proactivity increased with arrests increasing by 40%.
- Injury and non-injury traffic collisions reduced by 29.4% and 11.5%, respectively.
- Traffic citations written increased by 67.4% and parking citations increased by 18.1%.
- Conducted several OTS grant operations to minimize driving while impaired.
- Recruited a Chaplain.
- Maintained a fiscally sound budget.
- Added a dedicated Deputy Sheriff to traffic enforcement.
- Maintained highly professional staff whom remained dedicated and loyal.
- Engaged community outreach through events which built a strong bond with the community.
- Increased neighborhood watch involvement.

SHERIFF SUMMARY

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



SHERIFF SUMMARY

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

FUNDING SOURCES	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Projection
GENERAL FUND (121)	\$ 6,032,408	\$ 6,647,241	\$ 6,645,389	\$ 6,884,126
SUPPLEMENTAL LAW ENFORCE. FUND (162)	148,747	100,000	130,000	100,000
TOTAL FUNDING SOURCES	\$ 6,181,154	\$ 6,747,241	\$ 6,775,389	\$ 6,984,126

EXPENDITURES BY DIVISION	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
RIVERSIDE COUNTY SHERIFF & SUPPORT (772)	\$ 5,954,768	\$ 6,576,541	\$ 6,567,538	\$ 6,811,726
CROSSING GUARDS (773)	59,063	52,500	58,108	58,000
CITIZENS ON PATROL (774)	18,577	18,200	19,743	14,400
SUPP. LAW ENFORCEMENT (SLESF) (772)	148,747	100,000	130,000	100,000
TOTAL EXPENDITURES BY DIVISION	\$ 6,181,154	\$ 6,747,241	\$ 6,775,389	\$ 6,984,126

EXPENDITURES BY TYPE	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
SALARIES & BENEFITS	\$ 109,215	\$ 131,114	\$ 122,741	\$ 135,910
EMPLOYEE RELATED EXPENDITURES	5,789	6,150	6,209	7,350
SUPPLIES AND SERVICES	23,044	20,450	22,027	21,450
MAINTENANCE AND RENTALS	3,295	3,000	1,254	3,000
OPERATIONS AND UTILITIES	7,270	6,500	12,472	13,450
CONTRACTUAL AND PROFESSIONAL SERVICES	6,008,344	6,544,323	6,575,749	6,776,692
MISCELLANEOUS	4,212	8,500	7,733	7,500
INTERNAL SERVICE FUND CHARGES	19,985	27,204	27,204	18,774
TOTAL EXPENDITURES BY TYPE	\$ 6,181,154	\$ 6,747,241	\$ 6,775,389	\$ 6,984,126

GENERAL FUND

SHERIFF'S DEPARTMENT	FUND	121
Riverside County Sheriff	Division	772

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 45,918	\$ 57,400	\$ 51,403	\$ 56,854
30105	Salaries, Part Time	17,025	24,000	24,500	24,000
30200	PERS Retirement	5,947	7,184	5,947	7,684
30201	PERS Employer UAL	17,773	22,190	17,203	27,360
30205	Employee Group Insurance	15,851	15,670	15,851	15,656
30215	Medical Savings Account	240	240	240	240
30220	FICA/Medicare Insurance	977	1,180	1,101	1,172
30221	Administrative Leave Cash Out	-	500	-	500
30225	Sick Leave Buy Back	-	750	-	750
30226	Sick Leave Taken	1,048	-	3,224	-
30230	Annual Vacation Cash Out	-	1,400	-	1,093
30231	Vacation Taken	4,437	-	2,660	-
30235	Deferred Compensation	-	600	613	600
	Subtotal - Salaries and Benefits	<u>109,215</u>	<u>131,114</u>	<u>122,741</u>	<u>135,910</u>
30300	Conferences and Meetings	1,068	2,000	1,836	2,000
30310	Uniforms & Safety Gear	2,557	2,000	2,223	2,500
30320	Dues, Memberships and Subscriptions	85	100	100	100
	Subtotal - Employee Related Expenditures	<u>3,710</u>	<u>4,100</u>	<u>4,159</u>	<u>4,600</u>
30400	Office Supplies	11,500	10,000	10,000	10,000
30405	Printing & Copies	2,141	3,200	3,200	3,200
30410	Postage	46	100	100	100
30415	Special Departmental	1,486	1,000	1,000	1,000
30425	Small Tools	4,146	3,000	3,034	3,500
	Subtotal - Supplies and Services	<u>19,319</u>	<u>17,300</u>	<u>17,334</u>	<u>17,800</u>
32100	Office Equipment Maintenance	1,169	1,000	500	1,000
32200	Building and Ground Maintenance	2,127	2,000	754	2,000
	Subtotal - Maintenance & Rentals	<u>3,295</u>	<u>3,000</u>	<u>1,254</u>	<u>3,000</u>
33100	Utilities	4,138	4,000	-	-
33100.3	Telephone Charges	-	-	829	850
33100.35	Wireless	-	-	2,570	2,600
33100.45	Internet/Cable Charges	-	-	6,573	7,500
	Subtotal - Operations & Utilities	<u>4,138</u>	<u>4,000</u>	<u>9,972</u>	<u>10,950</u>
34100	Contractual Services	89,900	130,723	126,541	133,011
34115	Law Enforcement Contract	5,710,634	6,261,100	6,261,100	6,485,681
	Subtotal - Contractual & Professional Svcs	<u>5,800,534</u>	<u>6,391,823</u>	<u>6,387,641</u>	<u>6,618,692</u>
35300	Highway Patrol DUI Testing	1,572	5,000	4,233	5,000
	Subtotal - Miscellaneous	<u>1,572</u>	<u>5,000</u>	<u>4,233</u>	<u>5,000</u>
42100	Vehicle Operations and Maintenance	5,000	5,000	5,000	6,474
42105	Vehicle Replacement Charges	-	7,604	7,604	-
42110	Computing and Comm. Equip Replacement	500	500	500	400
42115	Computing and Communications Operations	5,700	7,100	7,100	8,900
42235	Compensated Absences	1,785	-	-	-
	Subtotal - Internal Service Charges	<u>12,985</u>	<u>20,204</u>	<u>20,204</u>	<u>15,774</u>
	TOTAL EXPENDITURES	<u>\$ 5,954,768</u>	<u>\$ 6,576,541</u>	<u>\$ 6,567,538</u>	<u>\$ 6,811,726</u>

GENERAL FUND

SHERIFF'S DEPARTMENT Riverside County Sheriff		FUND Division		121 772	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
50160	Public Safety Sales Tax	\$ 350,346	\$ 364,181	\$ 327,319	\$ 327,968
54100	Vehicle Code Fines	76,087	77,658	61,382	68,359
54105	Parking Fines	41,737	30,826	30,434	33,902
54120	Vehicle Impound Fees	18,317	17,265	18,386	20,485
57405	Emerg Response Recovery	9,877	21,000	22,257	24,794
57620	State Cost Reimbursement	<u>21,225</u>	<u>-</u>	<u>400</u>	<u>-</u>
TOTAL REVENUES		<u>\$ 517,590</u>	<u>\$ 510,930</u>	<u>\$ 460,178</u>	<u>\$ 475,508</u>

GENERAL FUND

SHERIFF'S DEPARTMENT		FUND		121	
Crossing Guards		Division		773	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
34100	Contractual Services	\$ 59,063	\$ 52,500	\$ 58,108	\$ 58,000
	Subtotal - Contractual & Professional Svcs	<u>59,063</u>	<u>52,500</u>	<u>58,108</u>	<u>58,000</u>
	TOTAL EXPENDITURES	<u>\$ 59,063</u>	<u>\$ 52,500</u>	<u>\$ 58,108</u>	<u>\$ 58,000</u>

SHERIFF'S DEPARTMENT		FUND		121	
Citizens on Patrol		Division		774	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30300	Conferences and Meetings	181	250	250	250
30310	Uniforms & Safety Gear	1,898	1,800	1,800	2,500
	Subtotal - Employee Related	<u>2,079</u>	<u>2,050</u>	<u>2,050</u>	<u>2,750</u>
30400	Office Supplies	50	50	50	50
30410	Postage	-	100	100	100
30415	Special Departmental	223	1,000	250	1,000
30425	Small Tools	340	1,500	1,520	2,000
30495	NCP Special Events	392	500	200	500
30496	NCP Fund Raising	2,721	-	2,573	-
	Subtotal - Supplies and Services	<u>3,725</u>	<u>3,150</u>	<u>4,693</u>	<u>3,650</u>
33100	Utilities	3,132	2,500	-	-
33100.35	Wireless	-	-	2,500	2,500
	Subtotal - Operations & Utilities	<u>3,132</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
35275	Volunteer Recognition	2,640	3,500	3,500	2,500
	Subtotal - Miscellaneous	<u>2,640</u>	<u>3,500</u>	<u>3,500</u>	<u>2,500</u>
42100	Vehicle Operations and Maintenance	7,000	7,000	7,000	3,000
	Subtotal - Internal Service Charges	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	<u>3,000</u>
	TOTAL EXPENDITURES	<u>\$ 18,577</u>	<u>\$ 18,200</u>	<u>\$ 19,743</u>	<u>\$ 14,400</u>

MISCELLANEOUS GRANTS

SHERIFF'S DEPARTMENT		FUND	162		
Supplemental Law Enforcement (SLESF)		Division	772		
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
34115	Law Enforcement Contract	\$ 148,747	\$ 100,000	\$ 130,000	\$ 100,000
	Subtotal - Contractual & Professional Svcs	<u>148,747</u>	<u>100,000</u>	<u>130,000</u>	<u>100,000</u>
	TOTAL EXPENDITURES	<u>\$ 148,747</u>	<u>\$ 100,000</u>	<u>\$ 130,000</u>	<u>\$ 100,000</u>



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

FIRE & EMERGENCY SERVICES

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

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.

FY 2020-2021 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 FY20 Emergency Management Performance Grant & State Homeland Security Grant

FIRE & EMERGENCY SERVICES

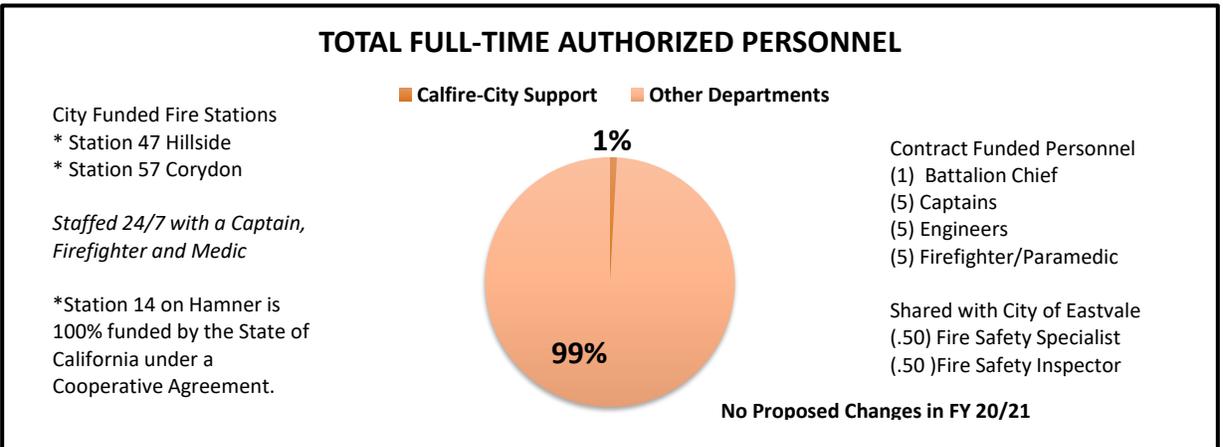
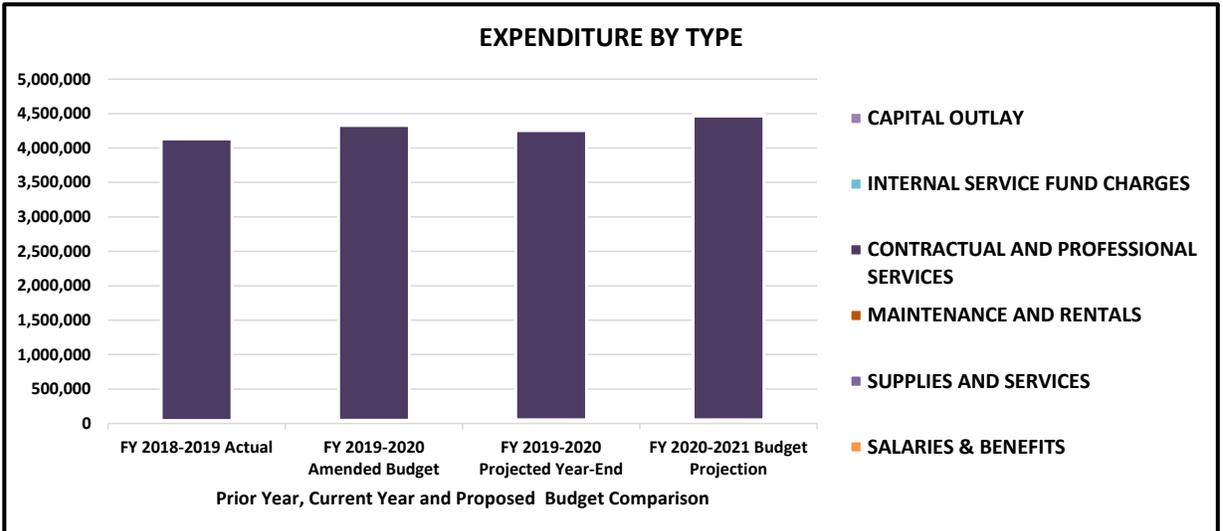
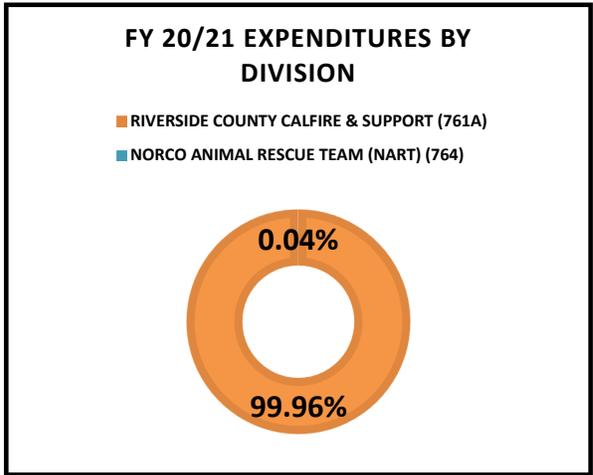
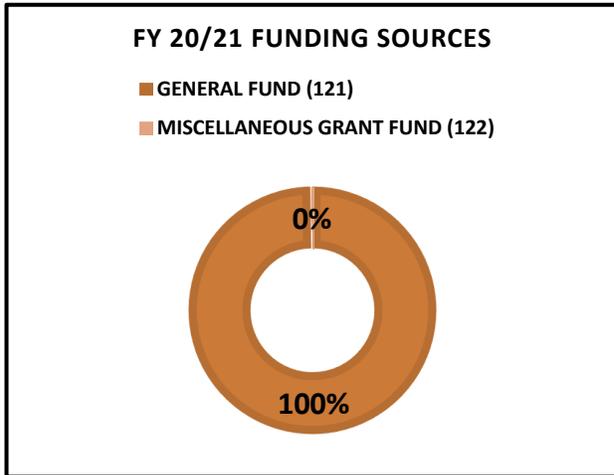
FIRE & EMERGENCY SERVICES	FUND	121
Goals, Objectives & Accomplishments	Division	761A

FY 2019-2020 Accomplishments

- Responded to 2,561 Calls for Service in 2019 arriving on scene within 5 minutes or less 80% of the time. Response times under 5 minutes are critical in the cardiac chain of survival. This is a major accomplishment given the severe traffic congestion in the Region. These response times are credited to the City Contracting with the County for Fire Protection. Through the Cooperative Agreement, the closest resource is always sent based on GPS location. A daily example is Eastvale Engine 27 services SilverLakes and CALFIRE Station 14 service the South end of the Norco eliminating the need for Norco to build additional Fire Stations while providing the highest level of service to the Community.
- Provided Stop the Bleed training for City of Norco Staff. The Stop the Bleed Program teaches participants how to control a massive hemorrhage due to trauma. It is designed to save lives during an active shooter incident.
- Applied and received an Emergency Management Performance Grant (EMPG). Grant funds were used to upgrade the interoperable communication in the EOC, which is key to effectively responding to disaster situations.
- Applied and received a State Homeland Security Grant (EMPG). Grant funds will be used to purchase Stop the Bleed hemorrhage control kits. The kits will be placed at City Hall and all Satellite City locations. These kits will give staff members the tools they need to save lives during an active shooter incident.
- Continued our robust Fire and Life Safety Annual Business Inspection Program.
- Participated in multiple School and Public Education Programs.

FIRE & EMERGENCY SERVICES SUMMARY

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



FIRE & EMERGENCY SERVICES SUMMARY

FIRE & EMERGENCY SERVICES CalFire, Norco Animal Rescue Team, EMPG & SHSP Grants	FUNDS Division	121/122 Various		
FUNDING SOURCES	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Projection
GENERAL FUND (121)	\$ 4,151,456	\$ 4,348,893	\$ 4,277,017	\$ 4,492,964
MISCELLANEOUS GRANT FUND (122)	13,116	9,763	13,058	13,117
TOTAL FUNDING SOURCES	\$ 4,164,572	4,358,656	4,290,075	4,506,081
EXPENDITURES BY DIVISION	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Request
RIVERSIDE COUNTY CALFIRE & SUPPORT (761A)	\$ 4,149,758	\$ 4,346,265	\$ 4,272,149	\$ 4,491,364
NORCO ANIMAL RESCUE TEAM (NART) (764)	1,698	2,628	4,868	1,600
MISC. FIRE GRANTS (761 B&C)	13,116	9,763	13,058	13,117
EXPENDITURES BY DIVISIONS	\$ 4,164,572	\$ 4,358,656	\$ 4,290,075	\$ 4,506,081
EXPENDITURES BY TYPE	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Request
SALARIES & BENEFITS	\$ 19,828	\$ 22,703	\$ 24,666	\$ 26,481
SUPPLIES AND SERVICES	9,948	10,500	12,740	10,600
MAINTENANCE AND RENTALS	14,872	14,800	14,800	14,800
OPERATIONS AND UTILITIES	-	-	4,500	4,500
CONTRACTUAL AND PROFESSIONAL SERVICES	4,087,165	4,280,927	4,203,483	4,413,483
INTERNAL SERVICE FUND CHARGES	18,101	18,963	15,828	22,100
CAPITAL OUTLAY	14,658	10,763	14,058	14,117
TOTAL EXPENDITURES BY TYPE	\$ 4,164,572	\$ 4,358,656	\$ 4,290,075	\$ 4,506,081

GENERAL FUND

FIRE & EMERGENCY SERVICES Riverside County CalFire		FUND Division		121 761A	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Request
30105	Salaries, Part Time	\$ 18,564	\$ 21,840	\$ 23,200	\$ 25,475
30220	FICA/Medicare Insurance	283	317	336	369
30224	Sick Leave Taken - Part Time	504	-	549	-
30235	Deferred Compensation	477	546	580	637
	Subtotal - Salaries and Benefits	<u>19,828</u>	<u>22,703</u>	<u>24,666</u>	<u>26,481</u>
30400	Office Supplies	968	1,000	1,000	1,000
30415	Special Departmental	8,823	9,000	9,000	9,000
	Subtotal - Supplies and Services	<u>9,791</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
32200	Building and Ground Maintenance	7,297	7,200	7,200	7,200
32205	Weed Abatement	7,575	7,600	7,600	7,600
	Subtotal - Maintenance & Rentals	<u>14,872</u>	<u>14,800</u>	<u>14,800</u>	<u>14,800</u>
33100.45	Internet/Cable Charges	-	-	4,500	4,500
	Subtotal - Operations & Utilities	<u>-</u>	<u>-</u>	<u>4,500</u>	<u>4,500</u>
34100	Contractual Services	2,318	3,483	3,483	3,483
34112	Riverside County Fire Contract	4,084,847	4,277,444	4,200,000	4,410,000
	Subtotal - Contractual & Professional Svcs	<u>4,087,165</u>	<u>4,280,927</u>	<u>4,203,483</u>	<u>4,413,483</u>
42100	Vehicle Operations and Maintenance	6,201	3,135	-	3,000
42110	Computing and Comm. Equip Replacement	500	400	400	1,200
42115	Computing and Communications Operations	11,400	14,300	14,300	17,900
	Subtotal - Internal Service Charges	<u>18,101</u>	<u>17,835</u>	<u>14,700</u>	<u>22,100</u>
	TOTAL EXPENDITURES	<u>\$ 4,149,758</u>	<u>\$ 4,346,265</u>	<u>\$ 4,272,149</u>	<u>\$ 4,491,364</u>
57400	Emergency Medical Service	\$ 356,793	\$ 341,000	\$ 331,273	\$ 346,583
57415	Ambulance Fines	30,336	8,000	9,260	8,000
57430	Fire Fees	-	-	171	150
57440	Fire Inspection Fees	96,223	115,000	106,351	95,401
57440.10	Fire Inspections - Special Events	-	1,360	129	1,300
57445	Fire Plan Check Fees	36,498	28,000	33,193	30,290
	TOTAL REVENUES	<u>\$ 519,849</u>	<u>\$ 493,360</u>	<u>\$ 480,379</u>	<u>\$ 481,724</u>

GENERAL FUND

FIRE & EMERGENCY SERVICES		FUND		121	
Norco Animal Rescue Team (NART)		Division		764	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30400	Office Supplies	\$ -	\$ 100	\$ 100	\$ 100
30405	Printing & Copies	-	100	100	100
30415	Special Departmental	54	100	100	100
30425	Small Tools	103	200	100	100
30429	Small Equipment	-	-	2,340	200
	Subtotal - Supplies and Services	<u>156</u>	<u>500</u>	<u>2,740</u>	<u>600</u>
42105	Vehicle Replacement Charges	-	1,128	1,128	-
	Subtotal - Internal Service Charges	<u>-</u>	<u>1,128</u>	<u>1,128</u>	<u>-</u>
43100	Equipment	1,542	1,000	1,000	1,000
	Subtotal - Capital Outlay	<u>1,542</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
	TOTAL EXPENDITURES	<u>\$ 1,698</u>	<u>\$ 2,628</u>	<u>\$ 4,868</u>	<u>\$ 1,600</u>
57450	Norco Animal Rescue Team	\$ 1,000	\$ -	\$ -	\$ -
57470	Weed & Lot Clearing	<u>13,588</u>	<u>8,000</u>	<u>8,000</u>	<u>12,150</u>
	TOTAL REVENUES	<u>\$ 14,588</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ 12,150</u>

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 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
43100	Equipment	\$ 13,116	\$ 9,763	\$ 13,058	\$ 13,117
	Subtotal - Capital Outlay	<u>13,116</u>	<u>9,763</u>	<u>13,058</u>	<u>13,117</u>
	TOTAL EXPENDITURES	<u>\$ 13,116</u>	<u>\$ 9,763</u>	<u>\$ 13,058</u>	<u>\$ 13,117</u>

Note: Grants for FY 20-21 will be recognized as they are awarded or during the Mid-Year process.



**COMMUNITY
DEVELOPMENT**

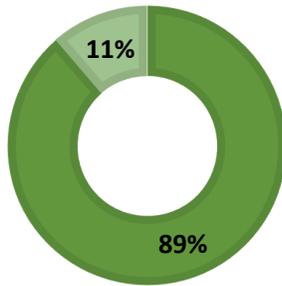
COMMUNITY DEVELOPMENT SUMMARY

COMMUNITY DEVELOPMENT DEPARTMENT
 Planning, Code Compliance, Building & Safety

FUND 121/122
Division 750/751/752

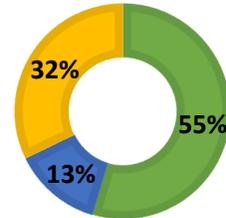
FY 20/21 FUNDING SOURCES

■ GENERAL FUND (121) ■ MISCELLANEOUS GRANT (122)

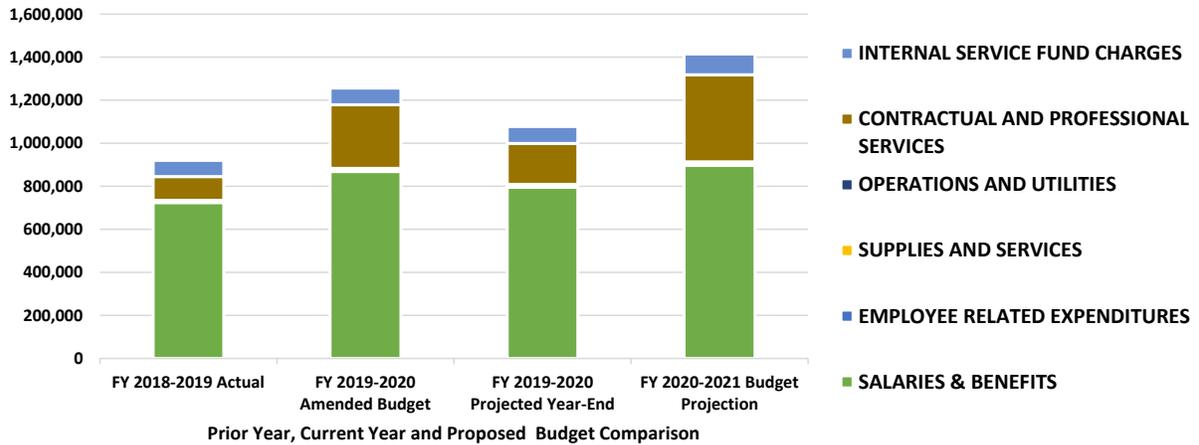


FY 20/21 EXPENDITURES BY DIVISION

■ PLANNING (750) ■ CODE COMPLIANCE (751)
 ■ BUILDING SAFETY (752)



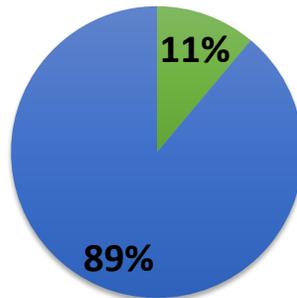
EXPENDITURE BY TYPE



TOTAL FULL-TIME AUTHORIZED PERSONNEL

■ Community Development : 7 ■ All Other FT Employees: 56

Additional 1 FTE in FY 20/21



Additional 1.5 in Part-Time FTE's

COMMUNITY DEVELOPMENT SUMMARY

COMMUNITY DEVELOPMENT DEPARTMENT Planning, Code Compliance, Building & Safety	FUND Division	121/122 750/751/752		
FUNDING SOURCES	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Projection
GENERAL FUND (121)	\$ 920,108	\$ 1,256,874	\$ 1,077,444	\$ 1,254,797
MISCELLANEOUS GRANT (122)	-	-	-	160,000
TOTAL FUNDING SOURCES	<u>\$ 920,108</u>	<u>\$ 1,256,874</u>	<u>\$ 1,077,444</u>	<u>\$ 1,414,797</u>
EXPENDITURES BY DIVISION	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Request
PLANNING (750)	\$ 405,781	\$ 594,621	\$ 455,389	\$ 773,048
CODE COMPLIANCE (751)	145,771	194,928	172,784	186,226
BUILDING SAFETY (752)	368,557	467,325	449,270	455,524
TOTAL EXPENDITURES BY DIVISION	<u>\$ 920,108</u>	<u>\$ 1,256,874</u>	<u>\$ 1,077,444</u>	<u>\$ 1,414,797</u>
EXPENDITURES BY TYPE	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Request
SALARIES & BENEFITS	\$ 724,634	\$ 868,424	\$ 795,445	\$ 897,447
EMPLOYEE RELATED EXPENDITURES	896	3,250	2,148	3,750
SUPPLIES AND SERVICES	6,193	8,800	7,401	8,800
OPERATIONS AND UTILITIES	3,862	3,500	3,955	3,500
CONTRACTUAL AND PROFESSIONAL SERVICES	109,453	295,000	190,000	405,000
INTERNAL SERVICE FUND CHARGES	75,070	77,900	78,495	96,300
TOTAL EXPENDITURES BY TYPE	<u>\$ 920,108</u>	<u>\$ 1,256,874</u>	<u>\$ 1,077,444</u>	<u>\$ 1,414,797</u>



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**PLANNING
DEPARTMENT**

PLANNING DEPARTMENT

COMMUNITY DEVELOPMENT DEPARTMENT
Goals, Objectives & Accomplishments

FUND 121
Division 750

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

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

FY 2020-2021 Goals & Objectives

- Finish update to the Noise element of the General Plan.
- Finish 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.
- Send out the RFP seeking bids to update the Housing Element of the General Plan with the City's new Regional Housing Needs Assessment (RHNA) numbers expected in October 2020. 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 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 with a focus on hotels and full-serve restaurants.

FY 2020-2021 Goals & Objectives (cont'd)

- 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).

FY 2019-2020 Accomplishments

- Completed the entitlement process and EIR certification for the former Norco Ranch egg processing facility.
- Completed the entitlement process for the Grocery Outlet center on Sixth Street, the Tru Hotel on Hamner Avenue, Phase 2 of Norco Village Center at River Road and Corydon Street, new convenience store/service station/carwash facilities at Town and Country Drive and Hamner Avenue, Hidden Valley Parkway east of Yasment Drive, and at River Road and Second Street.

GENERAL FUND

COMMUNITY DEVELOPMENT DEPARTMENT Planning		FUND Division		121 750	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 186,748	\$ 211,316	\$ 192,009	\$ 209,302
30105	Salaries, Part Time	17,220	66,960	33,170	77,580
30106	Salaries, Part Time (32-Hour-PERS)	1,440	9,050	9,264	-
30200	PERS Retirement	23,352	27,098	26,942	28,288
30201	PERS Employer UAL	70,762	81,728	85,491	98,734
30205	Employee Group Insurance	24,823	24,794	25,056	26,328
30210	Vehicle Allowance	4,800	4,800	4,800	4,800
30215	Medical Savings Account	540	540	540	540
30220	FICA/Medicare Insurance	3,307	4,035	3,399	4,160
30221	Administrative Leave Cash Out	3,886	7,111	3,879	3,879
30225	Sick Leave Buy Back	2,876	4,000	3,823	4,800
30226	Sick Leave Taken	1,669	-	2,208	-
30230	Annual Vacation Cash Out	5,763	6,915	6,004	8,298
30231	Vacation Taken	12,785	-	12,697	-
30235	Deferred Compensation	50	1,674	1,061	1,940
	Subtotal - Salaries and Benefits	<u>360,022</u>	<u>450,021</u>	<u>410,343</u>	<u>468,648</u>
30320	Dues, Memberships and Subscriptions	896	1,200	1,200	1,200
	Subtotal - Employee Related	<u>896</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
30400	Office Supplies	918	800	776	800
30415	Special Departmental	439	800	800	800
30445	Legal Advertising	3,158	3,500	4,000	3,500
	Subtotal - Supplies and Services	<u>4,516</u>	<u>5,100</u>	<u>5,576</u>	<u>5,100</u>
33100	Utilities	1,434	1,200	-	-
33100.30	Telephone Charges	-	-	20	50
33100.35	Wireless	-	-	1,150	1,150
	Subtotal - Operations & Utilities	<u>1,434</u>	<u>1,200</u>	<u>1,170</u>	<u>1,200</u>
34100	Contractual Services	-	100,000	-	100,000
	Subtotal - Contractual & Professional Svcs	<u>-</u>	<u>100,000</u>	<u>-</u>	<u>100,000</u>
42110	Computing and Comm. Equip Replacement	1,700	1,400	1,400	1,100
42115	Computing and Communications Operations	28,600	35,700	35,700	35,800
42235	Compensated Absences	8,613	-	-	-
	Subtotal - Internal Service Charges	<u>38,913</u>	<u>37,100</u>	<u>37,100</u>	<u>36,900</u>
	TOTAL EXPENDITURES	<u>\$ 405,781</u>	<u>\$ 594,621</u>	<u>\$ 455,389</u>	<u>\$ 613,048</u>

GENERAL FUND

COMMUNITY DEVELOPMENT DEPARTMENT Planning		FUND Division		121 750	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Request
55100	Planning Fees	\$ 34,698	\$ 90,952	\$ 55,900	\$ 52,000
55105	Site Plan (Major/Minor)	70,694	77,142	51,600	56,000
55110	Variance (Major/Minor)	19,158	11,000	6,400	11,000
55120	Tentative Tract Map	1,210	1,210	-	-
55125	Tentative Parcel Map	27,052	8,000	-	7,800
55130	Specific Plan Review	14,041	-	75	-
55150	General Plan Amendment	6,033	-	-	-
55151	General Plan Maintenance/Update Fee	-	63,000	-	100,000
55155	Sign Review	7,582	12,000	9,000	10,000
55160	Entertainment Permit	-	2,310	5,808	-
55170	Special Event Permit	3,541	3,250	3,504	3,200
55180	Large Family Day Care Permit	1,335	-	-	-
55185	Fire Permit Fees	1,800	1,000	2,500	2,500
55195	Publications	922	1,000	645	1,100
55205	Planning Informatn Letter	1,309	612	1,440	1,140
55210	Architecture Review	1,092	876	2,160	1,200
55220	EIR	10,221	16,000	16,000	-
55235	Landscape Plan Ck Review	1,984	1,194	715	1,300
55250	Subsequent Pre-App Review	36	-	-	-
55260	Addlt Large Animal Unit	66	80	-	-
TOTAL REVENUES		\$ 202,774	\$ 289,626	\$ 155,747	\$ 247,240



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CODE COMPLIANCE

CODE COMPLIANCE

COMMUNITY DEVELOPMENT DEPARTMENT
Goals, Objectives & Accomplishments

FUND 121
Division 751

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

FY 2020-2021 Goals & Objectives

- Continue providing progress update reports to the City Manager on outstanding and closed cases.
- Continually be on the lookout for trail parking violations and enforce accordingly.
- 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 through greater public awareness.
- Work with Public Works, and Parks and Recreation Departments to enforce the City’s adopted weed abatement program. Coordinate the mailing of water bill flyers in early and late spring with a reminder to citizens of their weed abatement responsibilities.

FY 2019-2020 Accomplishments

- Created a new full-time code enforcement position so that there is coverage on weekend dates as well as during the week.
- Streamlined the case management log to provide better continual updates.

GENERAL FUND

COMMUNITY DEVELOPMENT DEPARTMENT	FUND	121
Code Compliance	Division	751

Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 55,257	\$ 80,376	\$ 58,832	\$ 110,434
30105	Salaries, Part Time	17,010	26,000	-	-
30106	Salaries, Part Time (32 Hour-PERS)	4,000	1,305	26,250	-
30110	Salaries, Overtime	195	600	600	600
30200	PERS Retirement	4,430	6,236	6,253	8,538
30201	PERS Employer UAL	292	376	400	868
30205	Employee Group Insurance	16,171	15,982	13,174	14,616
30220	FICA/Medicare Insurance	1,137	1,303	1,242	1,610
30225	Sick Leave Buy Back	510	800	338	960
30226	Sick Leave Taken	1,495	-	2,210	-
30228	Comp Taken	845	-	-	-
30231	Vacation Taken	3,153	-	1,446	-
30235	Deferred Compensation	425	650	-	-
	Subtotal - Salaries and Benefits	<u>104,921</u>	<u>133,628</u>	<u>110,746</u>	<u>137,626</u>
30310	Uniforms & Safety Gear	-	500	500	500
30320	Dues, Memberships and Subscriptions	-	-	448	500
	Subtotal - Employee Related	<u>-</u>	<u>500</u>	<u>948</u>	<u>1,000</u>
30400	Office Supplies	560	500	500	500
30415	Special Departmental	250	500	300	500
	Subtotal - Supplies and Services	<u>810</u>	<u>1,000</u>	<u>800</u>	<u>1,000</u>
33100	Utilities	1,645	1,300	-	-
33100.35	Wireless	-	-	1,800	1,300
	Subtotal - Operations & Utilities	<u>1,645</u>	<u>1,300</u>	<u>1,800</u>	<u>1,300</u>
34100	Contractual Services	35,880	50,000	50,000	25,000
	Subtotal - Contractual & Professional Svcs	<u>35,880</u>	<u>50,000</u>	<u>50,000</u>	<u>25,000</u>
42100	Vehicle Operations and Maintenance	1,554	1,000	-	1,000
42100.1	Fuel	-	-	990	1,000
42110	Computing and Comm. Equip Replacement	-	400	400	400
42115	Computing and Communications Operations	-	7,100	7,100	17,900
42235	Compensated Absences	961	-	-	-
	Subtotal - Internal Service Charges	<u>2,516</u>	<u>8,500</u>	<u>8,490</u>	<u>20,300</u>
	TOTAL EXPENDITURES	<u>\$ 145,771</u>	<u>\$ 194,928</u>	<u>\$ 172,784</u>	<u>\$ 186,226</u>
53520	Abandoned Veh Abatement	\$ 40	\$ 238	\$ 237	\$ -
54112	Municipal Code Violations - Code Enforcement	46,407	30,000	30,000	38,645
	TOTAL REVENUES	<u>\$ 46,447</u>	<u>\$ 30,238</u>	<u>\$ 30,237</u>	<u>\$ 38,645</u>



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BUILDING & SAFETY

BUILDING & SAFETY

COMMUNITY DEVELOPMENT DEPARTMENT
Goals, Objectives & Accomplishments

FUND 121
Division 752

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

FY 2020-2021 Goals & Objectives

- Finish training for new software program and establish an overtime schedule for inputting historical permit files once the software is operational. The goal is to finish training and implementation of the new software with go-live by the end of 2020 with input of historical permit files through calendar year 2021.
- 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 6-month follow-up review with IT staff on the implementation of the new software.

FY 2019-2020 Accomplishments

- Doubled the amount of available in-house hours for the City building services consultant.
- Completed a significant amount of staff training hours for the new Community Development software program until it had to be postponed due to the Covid 19 pandemic.
- Provided counter service and customer service with modified counter operations during the Covid 19 public restrictions to continue permit processing.

GENERAL FUND

COMMUNITY DEVELOPMENT DEPARTMENT		FUND		121	
Building & Safety		Division		752	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 157,020	\$ 175,884	\$ 168,966	\$ 179,444
30110	Salaries, Overtime	3,215	12,700	2,400	7,200
30200	PERS Retirement	14,411	15,974	16,078	17,696
30201	PERS Employer UAL	23,052	26,254	27,629	32,070
30205	Employee Group Insurance	47,781	47,322	46,501	47,274
30220	FICA/Medicare Insurance	2,394	2,655	2,450	2,706
30225	Sick Leave Buy Back	2,547	2,546	1,989	3,055
30226	Sick Leave Taken	3,899	-	877	-
30228	Comp Taken	1,511	-	1,248	-
30230	Annual Vacation Cash Out	-	1,440	1,440	1,728
30231	Vacation Taken	3,861	-	4,776	-
	Subtotal - Salaries and Benefits	<u>259,691</u>	<u>284,775</u>	<u>274,355</u>	<u>291,174</u>
30300	Conferences and Meetings	-	1,000	-	1,000
30310	Uniforms & Safety Gear	-	300	-	300
30320	Dues, Memberships and Subscriptions	-	250	-	250
	Subtotal - Employee Related	<u>-</u>	<u>1,550</u>	<u>-</u>	<u>1,550</u>
30400	Office Supplies	416	400	300	400
30415	Special Departmental	452	2,300	725	2,300
	Subtotal - Supplies and Services	<u>868</u>	<u>2,700</u>	<u>1,025</u>	<u>2,700</u>
33100	Utilities	783	1,000	-	-
33100.4	Wireless	-	-	985	1,000
	Subtotal - Operations & Utilities	<u>783</u>	<u>1,000</u>	<u>985</u>	<u>1,000</u>
34100	Contractual Services	73,573	145,000	140,000	120,000
	Subtotal - Contractual & Professional Svcs	<u>73,573</u>	<u>145,000</u>	<u>140,000</u>	<u>120,000</u>
42100	Vehicle Operations and Maintenance	2,500	2,500	3,105	2,400
42110	Computing and Comm. Equip Replacement	1,300	1,200	1,200	900
42115	Computing and Communications Operations	22,900	28,600	28,600	35,800
42235	Compensated Absences	6,941	-	-	-
	Subtotal - Internal Service Charges	<u>33,641</u>	<u>32,300</u>	<u>32,905</u>	<u>39,100</u>
	TOTAL EXPENDITURES	<u>\$ 368,557</u>	<u>\$ 467,325</u>	<u>\$ 449,270</u>	<u>\$ 455,524</u>
55300	Building Permits	\$ 17,835	\$ 25,700	\$ 28,600	\$ 23,000
55305	Building Permit Fees	393,504	258,000	296,000	298,000
55310	Plan Check Fees	247,258	200,000	184,000	236,000
55315	Electrical Permit Fees	46,520	50,400	60,000	46,000
55320	Plumbing Permit Fees	31,057	31,200	25,000	26,000
55325	Mechanical Permit Fees	33,570	32,000	28,000	30,000
55330	Sewer Permit Fees	310	620	-	-
55335	Special Inspection Fees	5,221	8,520	-	-
55340	Microfilm & Imaging(Bldg)	15,066	18,402	24,000	16,000
	TOTAL REVENUES	<u>\$ 790,340</u>	<u>\$ 624,842</u>	<u>\$ 645,600</u>	<u>\$ 675,000</u>



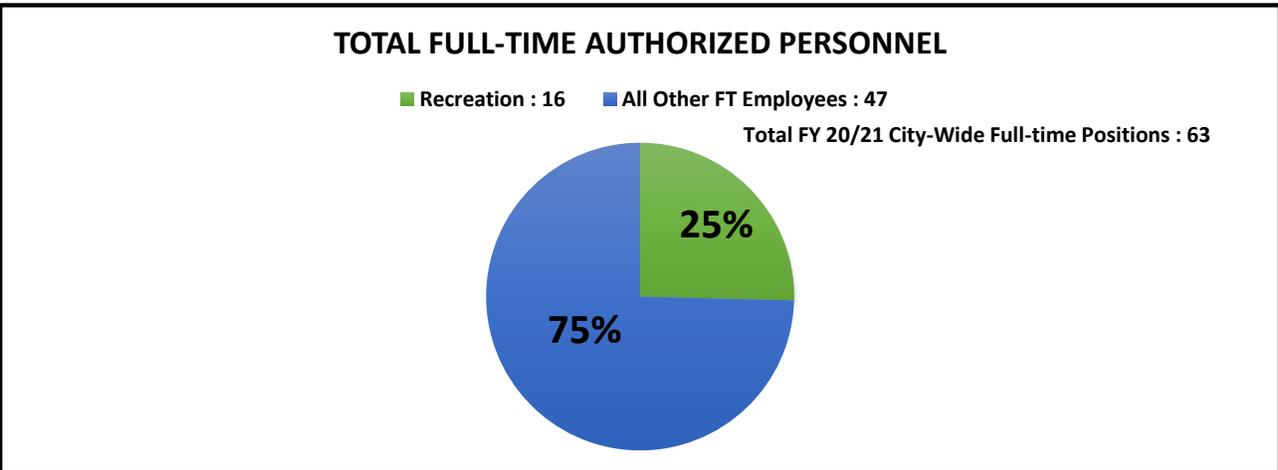
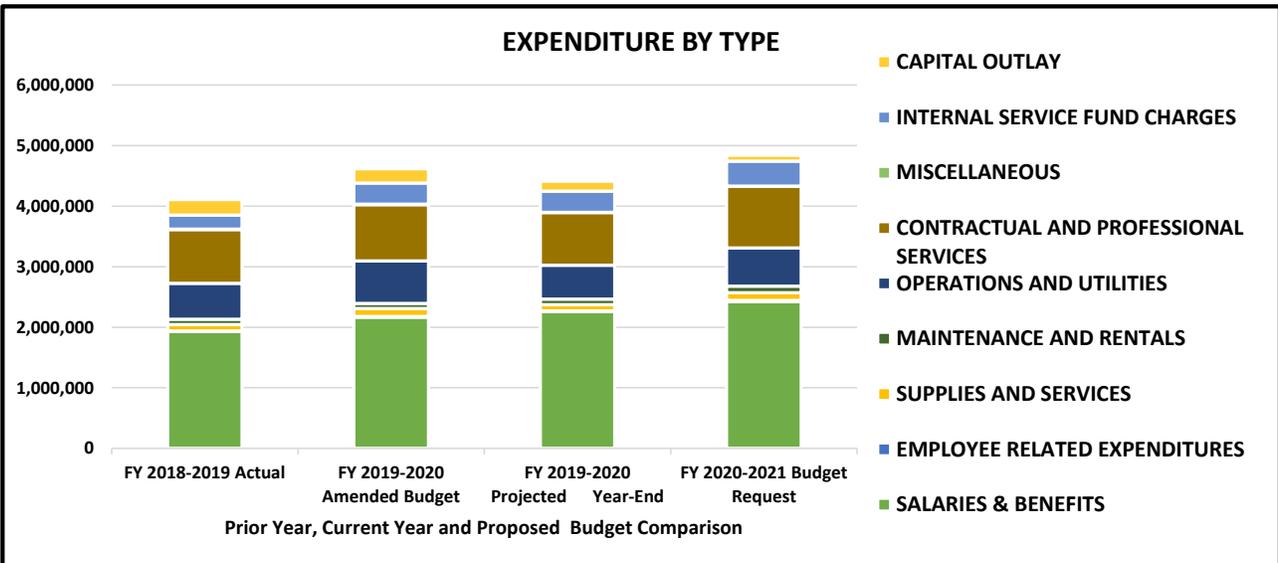
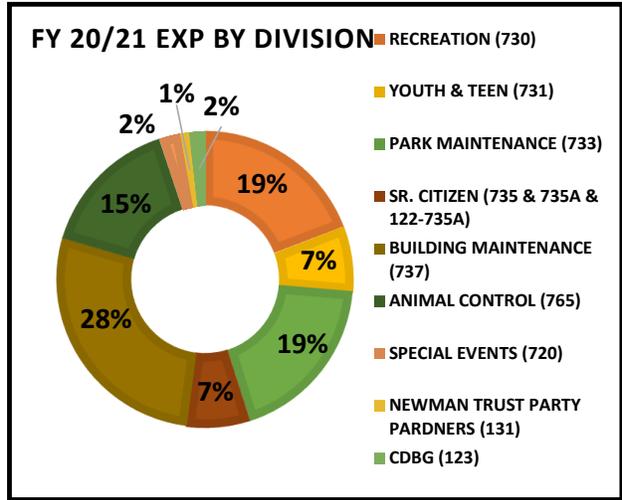
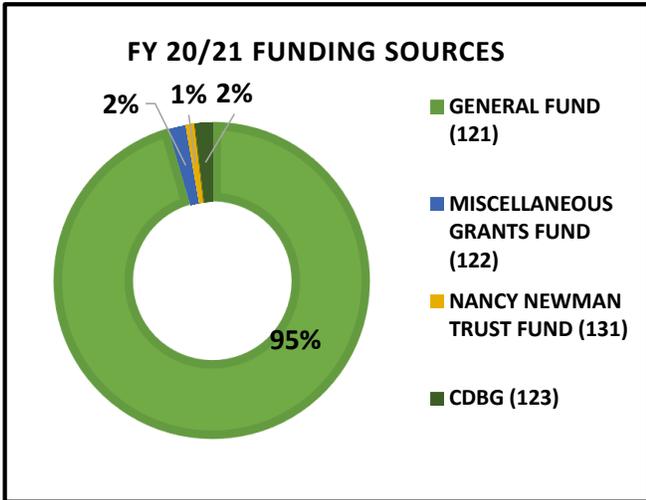
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**PARKS, RECREATION
COMMUNITY SERVICES
& ANIMAL CONTROL**

PARKS, RECREATION & COMMUNITY SERVICES SUMMARY

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

RECREATION & COMMUNITY SERVICES DEPARTMENT Recreation, Sr. Citizens, Park & Bldg Maint., Animal Control	FUNDS Divisions	121/122/123/131 Various		
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected	FY 2020-2021 Budget
FUNDING SOURCES	Actual	Budget	Year-End	Projection
GENERAL FUND (121)	\$ 3,828,197	\$ 4,293,501	\$ 4,202,711	\$ 4,625,672
MISCELLANEOUS GRANTS FUND (122)	72,248	124,752	124,752	84,000
NANCY NEWMAN TRUST FUND (131)	-	38,489	15,772	45,999
CDBG (123)	<u>209,027</u>	<u>159,645</u>	<u>70,112</u>	<u>85,800</u>
TOTAL FUNDING SOURCES	<u>\$ 4,109,472</u>	<u>\$ 4,616,387</u>	<u>\$ 4,413,347</u>	<u>\$ 4,841,472</u>
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected	FY 2020-2021 Budget
EXPENDITURES BY DIVISION	Actual	Budget	Year-End	Request
RECREATION (730)	\$ 794,610	\$ 836,559	\$ 854,637	\$ 929,662
YOUTH & TEEN (731)	277,520	345,258	297,633	345,274
PARK MAINTENANCE (733)	803,396	873,172	795,441	908,234
SR. CITIZEN (735 & 735A & 122-735A)	295,325	398,806	454,249	336,880
BUILDING MAINTENANCE (737)	1,013,632	1,163,497	1,165,808	1,331,545
ANIMAL CONTROL (765)	639,629	699,123	705,639	744,304
SPECIAL EVENTS (720)	76,333	101,838	54,056	113,773
NEWMAN TRUST PARTY PARTNERS (131)	-	38,489	15,772	45,999
CDBG (123)	<u>209,027</u>	<u>159,645</u>	<u>70,112</u>	<u>85,800</u>
TOTAL EXPENDITURES BY DIVISION	<u>\$ 4,109,472</u>	<u>\$ 4,616,387</u>	<u>\$ 4,413,347</u>	<u>\$ 4,841,472</u>
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected	FY 2020-2021 Budget
EXPENDITURES BY TYPE	Actual	Budget	Year-End	Request
SALARIES & BENEFITS	\$ 1,933,395	\$ 2,167,370	\$ 2,257,628	\$ 2,421,668
EMPLOYEE RELATED EXPENDITURES	6,469	11,040	12,302	22,040
SUPPLIES AND SERVICES	106,268	132,235	102,421	125,009
MAINTENANCE AND RENTALS	84,331	84,240	91,990	111,208
OPERATIONS AND UTILITIES	596,401	701,837	557,613	628,240
CONTRACTUAL AND PROFESSIONAL SERVICES	886,304	928,391	870,554	1,018,364
MISCELLANEOUS	6,065	6,500	6,000	6,198
INTERNAL SERVICE FUND CHARGES	233,841	349,808	349,808	411,515
CAPITAL OUTLAY	<u>256,399</u>	<u>234,966</u>	<u>165,031</u>	<u>97,230</u>
TOTAL EXPENDITURES BY TYPE	<u>\$ 4,109,472</u>	<u>\$ 4,616,387</u>	<u>\$ 4,413,347</u>	<u>\$ 4,841,472</u>



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RECREATION

RECREATION

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

This Division is responsible for building an equitable and inclusive community now and into the future through its belief that Parks Make Life Better and the diverse offering of recreation activities and resources. Recreation and Community Services is critical to help form and support relationships and enrich resident's quality of life that are the foundation of a strong, sustainable and vibrant 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, 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 collaborating 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 critical 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.

FY 2020-2021 Goals & Objectives

- Begin the discussion and take intentional and proactive steps while engaging community voices to remove barriers faced in the community, advance equity and foster an inclusive environment amongst our residents and visitors alike.
- Continue to retool community events that fit within CDC Guidelines during COVID-19. Create virtual experiences such as a Patriotic Decorating Contest for the 4th of July, Parks Make Life Better Month and an upcoming summer Drive-In movie which engage the community with activities in a safe environment.
- Expand the Volunteer Program by 5% to assist in citywide projects for the betterment of the community.

RECREATION

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

FY 2020-2021 Goals & Objectives (cont'd)

- Continue to improve the aesthetics of the community by investing in facility infrastructure and special projects while seeking community involvement and input.
- Work with Administration on the development and implementation of a Non-Profit to assist in the goals and objectives to support community events and special projects.
- Continue to utilize social media and technology to promote communication and linkages in the community by informing the public about issues and accomplishments and advertising Horsetown USA and all events, programs and services.

FY 2019-2020 Accomplishments

- Collaborate with the Communications Manager to utilize social media to advertise and promote Horsetown USA including all events, programs and services.
- Collaborated with the Cities of Eastvale and Jurupa Valley to host a successful National Night Out event at Silverlakes.
- Hosted various community special events including but not limited to Summer Concerts in the Park, National Day of the American Cowboy, Astronomy Nights, Wheelchair Basketball, Horsetown Parade of Lights and Christmas Festival, Breakfast with Santa.
- Due to COVID-19 pandemic, we retooled the annual Easter Egg Hunt and created a Virtual Egg Hunt where actual deliveries were made to participants' homes by the Easter Bunny on Easter Sunday.
- Completion of the Riley Gymnasium Sports Court installation which included two new pickleball courts for additional recreational opportunities with additional revenue.

GENERAL FUND

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

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 301,015	\$ 341,334	\$ 321,684	\$ 338,082
30105	Salaries, Part Time	51,396	65,018	65,000	40,219
30106	Salaries, Part Time (32 hour-PERS)	114	-	25,926	31,450
30107	Salaries, Part Time (20 hour-PERS)	-	-	8,016	10,920
30110	Salaries, Overtime	806	1,000	203	1,000
30200	PERS Retirement	36,218	40,782	43,129	47,598
30201	PERS Employer UAL	103,846	118,590	127,424	148,874
30205	Employee Group Insurance	35,532	34,788	36,808	38,380
30210	Vehicle Allowance	4,800	4,800	4,800	4,800
30215	Medical Savings Account	780	780	780	780
30220	FICA/Medicare Insurance	6,063	5,906	5,986	6,114
30221	Administrative Leave Cash Out	5,666	6,233	6,233	7,480
30224	Sick Leave Taken - Part Time	406	-	497	-
30225	Sick Leave Buy Back	6,613	7,274	6,636	7,963
30226	Sick Leave Taken	1,135	-	647	-
30228	Comp Taken	16	-	-	-
30230	Annual Vacation Cash Out	7,968	8,765	8,765	10,518
30231	Vacation Taken	23,770	-	14,151	-
30235	Deferred Compensation	1,297	1,625	1,625	1,005
	Subtotal - Salaries and Benefits	<u>587,442</u>	<u>636,895</u>	<u>678,310</u>	<u>695,181</u>
30300	Conferences and Meetings	320	715	2,315	6,000
30310	Uniforms& Safety Gear	-	500	500	1,000
30320	Dues, Memberships and Subscriptions	670	650	650	650
	Subtotal - Employee Related	<u>990</u>	<u>1,865</u>	<u>3,465</u>	<u>7,650</u>
30400	Office Supplies	6,093	6,000	6,000	6,000
30415	Special Departmental	3,005	4,500	4,500	4,500
	Subtotal - Supplies and Services	<u>9,098</u>	<u>10,500</u>	<u>10,500</u>	<u>10,500</u>
32200	Building and Ground Maintenance	6,646	1,200	1,200	1,200
	Subtotal - Maintenance & Rentals	<u>6,646</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
33100	Utilities	42,928	45,204	-	-
33100.20	Electricity Charges	-	-	24,123	32,732
33100.25	Natural Gas	-	-	3,299	4,476
33100.30	Telephone Charges	-	-	3,857	5,233
33100.35	Wireless	-	-	3,247	4,405
	Subtotal - Operations & Utilities	<u>42,928</u>	<u>45,204</u>	<u>34,526</u>	<u>46,847</u>
35272	Financial Assistance (F.A.I.R)	365	500	-	-
	Subtotal - Miscellaneous	<u>365</u>	<u>500</u>	<u>-</u>	<u>-</u>
34100	Contractual Services	17,323	16,800	15,816	16,800
34130	Financial Services	1,131	-	3,500	7,000
34145	Recreation Instructors	42,706	40,695	24,420	44,684
	Subtotal - Contractual & Professional Svcs	<u>61,160</u>	<u>57,495</u>	<u>43,736</u>	<u>68,484</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Recreation		Division		730	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
42100	Vehicle Operations and Maintenance	8,000	8,000	8,000	8,000
42110	Computing and Comm. Equip Replacement	3,900	3,400	3,400	2,300
42115	Computing and Communications Operations	57,200	64,300	64,300	80,500
42235	Compensated Absences	3,515	-	-	-
	Subtotal - Internal Service Charges	<u>72,615</u>	<u>75,700</u>	<u>75,700</u>	<u>90,800</u>
43100	Equipment	9,923	7,200	7,200	4,000
43115	Building Improvements	3,444	-	-	5,000
	Subtotal - Capital Outlay	<u>13,367</u>	<u>7,200</u>	<u>7,200</u>	<u>9,000</u>
	TOTAL EXPENDITURES	<u>\$ 794,610</u>	<u>\$ 836,559</u>	<u>\$ 854,637</u>	<u>\$ 929,662</u>
55525	Dance-Rainbow Express	\$ 60,438	\$ 55,660	\$ 39,023	\$ 55,660
55605	Private Youth Sports	9,299	9,195	4,598	9,195
55825	Notary & Loan Signing	45	160	263	160
56210	Taekwon-do	6,634	6,865	3,350	6,865
56211	Tai Chi	-	-	860	1,620
56215	SCMAF Insurance	4,305	1,805	2,241	1,805
56421	P&R Infrastructure	8,552	5,400	4,534	5,400
56430	Field Lights	46,255	35,370	29,235	35,370
56435	Picnic Shelter Rental	2,917	2,845	1,112	2,845
56910	Parks & Rec Administrative Maint Fund	24,702	20,000	20,126	20,000
	TOTAL REVENUES	<u>\$ 163,148</u>	<u>\$ 137,300</u>	<u>\$ 105,342</u>	<u>\$ 138,920</u>



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**YOUTH & TEEN
SERVICES**

YOUTH & TEEN

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

Division 731 includes Youth and Family Services and Youth and Adult Sports. The division establishes a foundation and provides clear recreational opportunities where children, families and adults can grow emotionally, intellectually, socially and physically through leisure recreation in a safe and wholesome environment. 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, youth basketball and tee ball and an adult basketball league, which are consistent with Strategic Direction #2. This vital component which increase the quality of life is expanding to additional recreational opportunities such as volleyball,

The division creates partnerships with various supportive 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 and expand 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 strives to expand sport programs for youth and adults to enjoy building a sense of community, promoting healthy lifestyle opportunities and fostering a competitive and cooperative spirit.

FY 2020-21 Goals & Objectives

- Create camps (sports, fitness, kids summer camp) that fit into CDC Guidelines during COVID-19 which engage with peers in fun interactive activities during summer break.
- Anticipate the needs of the changing community and develop self-supporting programs and recreation opportunities for youth, adults and families.
- Develop marketing strategies to increase facility rentals and provide supplemental funds for infrastructure needs at facilities, which foster enhanced recreational opportunities and experiences.

YOUTH & TEEN

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

2019-2020 Goals & Objectives (cont'd)

- Expand the level of public information and involvement in parks and recreation by collaborating with the Youth Advisory Council to develop future community leaders.
- Plan and promote intergenerational programs including classes and workshops that encourage family socialization and create positive family memories by making Horsetown USA the premier destination for families to ride, live, work and play.
- Increase sponsorship outreach efforts by extending our outreach to surrounding businesses and community organizations within the region offering them collaboration opportunities for youth, sports and family oriented special events.

FY 2019-2020 Accomplishments

- Added an additional season of Tee-Ball in the Fall to meet public requests and provide additional recreation opportunities for the 4-7 age range.
- Hosted a new annual Creepy Crawly Workshop and Valentine's Day Kidz Fest Craft Workshop.
- Participated in UNLOAD Town Hall event to promote City programs and activities.
- Held a drive-through Wee People Graduation during COVID-19 to allow staff to send off their aged out participants and wish them well as they move on to kindergarten.

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Youth & Teen		Division		731	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30105	Salaries, Part Time	\$ 158,827	\$ 209,366	\$ 170,891	\$ 157,669
30106	Salaries, Part Time (32 hour-PERS)	24,298	29,176	25,486	63,232
30200	PERS Retirement	2,989	3,652	3,248	6,717
30201	PERS Employer UAL	8,957	11,278	10,591	15,206
30205	Employee Group Insurance	-	-	-	4,708
30220	FICA/Medicare Insurance	2,832	3,459	2,847	3,203
30224	Sick Leave Taken - Part Time	2,067	-	1,779	-
30235	Deferred Compensation	4,126	5,234	4,272	3,942
30245	Workers Compensation	1,245	-	263	-
	Subtotal - Salaries and Benefits	<u>205,342</u>	<u>262,165</u>	<u>219,378</u>	<u>254,677</u>
30300	Conferences and Meetings	35	250	100	250
30310	Uniforms & Safety Gear	-	200	200	200
30320	Dues, Memberships and Subscriptions	90	200	-	200
	Subtotal - Employee Related	<u>125</u>	<u>650</u>	<u>300</u>	<u>650</u>
30400	Office Supplies	997	1,000	500	1,000
30415	Special Departmental	16,555	16,731	14,203	19,000
30485	Wee People Special Events	367	400	332	400
	Subtotal - Supplies and Services	<u>17,919</u>	<u>18,131</u>	<u>15,035</u>	<u>20,400</u>
32200	Building and ground maintenance	961	1,200	1,830	1,200
	Subtotal - Maintenance & Rentals	<u>961</u>	<u>1,200</u>	<u>1,830</u>	<u>1,200</u>
33100	Utilities	5,069	7,452	-	-
33100.20	Electricity Charges	-	-	3,882	4,610
33100.25	Natural Gas	-	-	351	432
33100.30	Telephone Charges	-	-	6	7
33100.4	Wireless	-	-	2,147	2,638
	Subtotal - Operations & Utilities	<u>5,069</u>	<u>7,452</u>	<u>6,386</u>	<u>7,687</u>
34100	Contractual Services	26,950	33,660	32,704	33,260
	Subtotal - Contractual & Professional Svcs	<u>26,950</u>	<u>33,660</u>	<u>32,704</u>	<u>33,260</u>
42110	Computing and Comm. Equip Replacement	900	600	600	600
42115	Computing and Communications Operations	15,200	21,400	21,400	26,800
42235	Compensated Absences	2,267	-	-	-
	Subtotal - Internal Service Charges	<u>18,367</u>	<u>22,000</u>	<u>22,000</u>	<u>27,400</u>
43100	Equipment	2,788	-	-	-
	Subtotal - Capital Outlay	<u>2,788</u>	<u>-</u>	<u>-</u>	<u>-</u>
	TOTAL EXPENDITURES	<u>\$ 277,520</u>	<u>\$ 345,258</u>	<u>\$ 297,633</u>	<u>\$ 345,274</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Youth & Teen		Division		731	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
55515	Adult Sports	\$ 11,209	\$ 28,768	\$ 9,713	\$ 24,570
55600	Youth sports	98,698	114,750	75,027	121,686
55615	Wee People/Day Camp	170,061	181,880	119,278	143,087
56425	Community Center	14,644	19,526	13,142	19,526
56815	Wee People Donation	413	400	-	400
56903	Riley Gym Banner Program	-	500	-	500
TOTAL REVENUES		<u>\$ 295,024</u>	<u>\$ 345,824</u>	<u>\$ 217,160</u>	<u>\$ 309,769</u>



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PARK MAINTENANCE

PARK MAINTENANCE

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

The Park Maintenance Division’s mission is to maintain, improve and develop City parks and recreation areas that provide residents with facilities in which to enjoy passive and active recreation and to protect our environment and its resources while providing safe and secure spaces. 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.

FY 2020-2021 Goals & Objectives

- Implement Capital Programs and Measure R projects.
- Complete park assess ability updates to be included in future capital program.
- Park Improvements – benches, picnic tables, trash receptacles and replace park signage.
- Increased Safety – Lighting upgrades, playground enhancements and repairs.

PARK MAINTENANCE

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

FY 2020-2021 Goals & Objectives (cont'd)

- Tree maintenance and trimming.
- Park Arenas – footing maintenance and grooming.
- Complete and update transition ADA assessment for park system.
- Transition NPDS work plan and implementation program.

FY 2019-2020 Accomplishments

- Responded to State and County orders related to COVID-19 Pandemic setting protocols within the park system.
- Developed a Turf Management Program and inspection process for providing a safe and healthy turf system.
- Continuation of safe water wise conservation methods and with assistance of the City landscape contractor, saw a consumption reduction of 5-10% water savings overall in the City.

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Park Maintenance		Division		733	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 37,627	\$ 42,760	\$ 35,129	\$ 42,352
30105	Salaries, Part Time	11,937	-	153	-
30106	Salaries, Part Time (32 hour-PERS)	1,551	700	1,792	29,952
30107	Salaries, Part Time (20 hour-PERS)	4,028	15,600	15,597	-
30200	PERS Retirement	4,919	6,440	5,575	5,590
30201	PERS Employer UAL	14,018	16,596	14,211	573
30205	Employee Group Insurance	7,972	7,834	6,734	12,390
30215	Medical Savings Account	120	120	120	120
30220	FICA/Medicare Insurance	859	856	764	1,048
30221	Administrative Leave Cash Out	788	870	870	1,044
30225	Sick Leave Buy Back	814	895	880	1,056
30227	Sick Leave Payoff	-	-	11,312	-
30230	Annual Vacation Cash Out	1,130	1,266	1,151	1,393
30231	Vacation Taken	2,197	-	1,392	-
30232	Vacation Payoff	-	-	10,195	-
30235	Deferred Compensation	298	1,069	439	749
30245	Workers Compensation	259	-	-	-
	Subtotal - Salaries and Benefits	<u>88,516</u>	<u>95,006</u>	<u>106,314</u>	<u>96,266</u>
30300	Conferences and Meetings	603	800	95	800
30310	Uniforms & Safety Gear	328	700	674	700
30320	Dues, Memberships and Subscriptions	190	500	440	500
	Subtotal - Employee Related	<u>1,121</u>	<u>2,000</u>	<u>1,209</u>	<u>2,000</u>
30400	Office Supplies	198	150	145	150
30415	Special Departmental	600	3,400	2,010	3,400
30415.1	Veterans Memorial	3,416	-	5,395	5,250
30425	Small Tools	25	200	200	200
	Subtotal - Supplies and Services	<u>4,240</u>	<u>3,750</u>	<u>7,750</u>	<u>9,000</u>
32105	Equipment Rental	233	500	500	500
32200	Building and Ground Maintenance	14,350	22,000	22,000	32,000
32352	Veterans Memorial Maintenance	1,435	3,000	2,594	3,000
32400	Trail Maintenance	-	3,000	1,500	3,000
	Subtotal - Maintenance & Rentals	<u>16,018</u>	<u>28,500</u>	<u>26,594</u>	<u>38,500</u>
33100	Utilities	27,039	76,787	-	-
33100.10	Water Charges	250,800	268,950	238,020	257,000
33100.20	Electricity Charges	-	-	21,699	28,029
33100.25	Natural Gas	-	-	367	474
33100.30	Telephone Charges	-	-	631	815
33100.35	Wireless	-	-	4,476	5,782
	Subtotal - Operations & Utilities	<u>277,839</u>	<u>345,737</u>	<u>265,193</u>	<u>292,100</u>
34100	Contractual Services	368,878	368,692	358,692	428,681
	Subtotal - Contractual & Professional Svcs	<u>368,878</u>	<u>368,692</u>	<u>358,692</u>	<u>428,681</u>
42100	Vehicle Operations and Maintenance	4,000	4,000	4,000	3,800
42105	Vehicle Replacement Charges	-	10,587	10,587	19,587
42110	Computing and Comm. Equip Replacement	600	600	600	400
42115	Computing and Communications Operations	11,400	14,300	14,300	17,900
42235	Compensated Absences	1,545	-	-	-
	Subtotal - Internal Service Charges	<u>17,545</u>	<u>29,487</u>	<u>29,487</u>	<u>41,687</u>

GENERAL FUND

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

Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
43115	Building Improvements	-	-	202	-
43150	Park Structures/Enhancements	29,240	-	-	-
	Subtotal - Capital Outlay	<u>29,240</u>	<u>-</u>	<u>202</u>	<u>-</u>
	TOTAL EXPENDITURES	<u>\$ 803,396</u>	<u>\$ 873,172</u>	<u>\$ 795,441</u>	<u>\$ 908,234</u>
54220	Communication Site Lease	\$ 170,849	\$ 205,625	\$ 130,758	\$ 183,982
54226	Silverlakes Parking Lot Lease	26,000	26,000	17,333	23,400
56411	Veterans Memorial	<u>7,784</u>	<u>2,500</u>	<u>8,112</u>	<u>8,000</u>
	TOTAL REVENUES	<u>\$ 204,633</u>	<u>\$ 234,125</u>	<u>\$ 156,203</u>	<u>\$ 215,382</u>



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SENIOR CITIZENS

SENIOR CITIZENS

PARKS, RECREATION & COMMUNITY SVCS Goals, Objectives & Accomplishments	FUND Division	Various 735
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The City of Norco Rose M. Eldridge Senior Center provides social and recreational experiences as well as valuable resources to older adults, those with disabilities and veterans. The senior center facilitates programs and activities that enhance the physical, mental, emotional and social health of seniors, and supports individuals as they preserve their independent living. The senior center strengthens the safety and security of those it serves and strives to foster the development of older adults. Through its many programs, services and activities which promote health and wellness (including a 1.4 acre California Parks and Recreation Society 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 congregate meal program, a door-to-door transportation program, senior excursion program, counseling and referral programs 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 Norco Community College, Riverside County Office on Aging, Riverside County Transportation Commission, Inland Counties Legal Services, HICAP and Corona Regional Medical Center to bring information and resources to the senior center and take advantage of the resources available to the older adult community. These resources are vital to support the needs of those we serve.

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

FY 2020-2021 Goals & Objectives

- Market and promote an active and positive image for the Senior Center as an inclusive and inviting destination for seniors of all ages and backgrounds by introducing programming that will encourage an active lifestyle and improve quality of life.
- Continue to actively seek alternative funding sources for the Party Partner Program by extending outreach to businesses and community organizations within the region particularly in those areas with a large resident base registered within the program.

SENIOR CITIZENS

PARKS, RECREATION & COMMUNITY SVCS Goals, Objectives & Accomplishments	FUND Division	Various 735
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FY 2020-2021 Goals & Objectives (cont'd)

- Identify and seek community sponsors for annual Senior Prom, Senior Health and Wellness Expo and the Senior Holiday Social.
- Increase ridership in the Senior Shuttle Service through community outreach by attending a minimum of four community events targeting the veteran population and senior service locations including living facilities and healthcare providers.
- Continue to conduct need assessment surveys to identify what programs older adults are interested in and partner with community agencies to provide requested services in-house.
- Continue to collaborate with community agencies such as Norco High School, Norco College and the Wee People Program to provide intergeneration programming for community youth and older adults.
- Develop programming to address the needs of all diverse ages and cultures among older adults at the Senior Center by providing lifelong learning opportunities and three workshops focused on diversity and or health and wellness within the fiscal year.

FY 2019-2020 Accomplishments

- Partnered with Riverside County Office on Aging to host meal drive by pick up to provide Seniors with the Congregate Meal program during COVID-19.
- Hosted the second annual Senior Health and Wellness Expo at the Rose M. Eldridge Senior Center with a variety of information booths and senior resources for senior participants.
- Revamped the Senior Center Excursion program to include diversity in trips including trips to the Getty Museum, The Living Desert and Old Town San Diego.
- Developed multi-cultural programming including the celebrations of Asian Pacific Islanders Month, Black History Month and Hispanic Heritage Month.
- Partnered with Norco City College UMOGA students to celebrate Black History Month at the Senior Center.

GENERAL FUND

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

Object Code	Line-Item Description	FY 18/19 Actual	FY 19/20 Amended	FY 19/20 Projected	FY 20/21 Proposed
30100	Salaries, Full Time	\$ 39,012	\$ 50,013	\$ 45,273	\$ 46,668
30105	Salaries, Part Time	36,777	37,655	57,691	41,310
30110	Salaries, Overtime	-	-	1	-
30200	PERS Retirement	2,938	3,969	3,323	7,532
30201	PERS Employer UAL	913	2,338	212	766
30205	Employee Group Insurance	6,326	3,716	6,814	18,484
30215	Medical Savings Account	124	168	168	240
30220	FICA/Medicare Insurance	1,300	1,271	1,493	1,276
30221	Administrative Leave Cash Out	-	1,164	1,164	1,397
30224	Sick Leave Taken - Part Time	349	-	683	-
30225	Sick Leave Buy Back	490	700	936	840
30226	Sick Leave Taken	2,039	-	1,871	-
30230	Annual Vacation Cash Out	-	1,432	1,432	1,718
30231	Vacation Taken	-	-	20	-
30235	Deferred Compensation	931	941	1,442	1,033
30245	Workers Compensation	5,698	-	38,639	-
	Subtotal - Salaries and Benefits	<u>96,896</u>	<u>103,367</u>	<u>161,161</u>	<u>121,264</u>
30300	Conferences and Meetings	155	185	150	385
30310	Uniforms & Safety Gear	-	370	336	210
30320	Dues, Memberships and Subscriptions	485	-	30	175
	Subtotal - Employee Related	<u>640</u>	<u>555</u>	<u>516</u>	<u>770</u>
30400	Office Supplies	247	500	500	500
30415	Special Departmental	4,962	3,958	2,500	3,020
30480	Sr. Special Events	2,567	1,600	2,274	2,538
30490	Party Partners	241	17,200	3,394	-
	Subtotal - Supplies and Services	<u>8,017</u>	<u>23,258</u>	<u>8,668</u>	<u>6,058</u>
32200	Building and ground maintenance	7,082	5,450	5,450	5,450
	Subtotal - Maintenance & Rentals	<u>7,082</u>	<u>5,450</u>	<u>5,450</u>	<u>5,450</u>
33100	Utilities	8,381	10,791	-	-
33100.20	Electricity Charges	-	-	9,127	9,526
33100.25	Natural Gas	-	-	923	963
33100.30	Telephone Charges	-	-	126	131
33100.4	Wireless	-	-	1,973	2,059
	Subtotal - Operations & Utilities	<u>8,381</u>	<u>10,791</u>	<u>12,149</u>	<u>12,680</u>
34100	Contractual Services	47,541	22,120	22,464	22,808
	Subtotal - Contractual & Professional Svcs	<u>47,541</u>	<u>22,120</u>	<u>22,464</u>	<u>22,808</u>
42100	Vehicle Operations and Maintenance	5,000	3,719	3,719	8,200
42105	Vehicle Replacement Charges	-	5,644	5,644	7,886
42110	Computing and Comm. Equip Replacement	1,100	1,100	1,100	800
42115	Computing and Communications Operations	11,200	13,800	13,800	13,691
	Subtotal - Internal Service Charges	<u>17,300</u>	<u>24,263</u>	<u>24,263</u>	<u>30,577</u>

GENERAL FUND

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

Object Code	Line-Item Description	FY 18/19 Actual	FY 19/20 Amended	FY 19/20 Projected	FY 20/21 Proposed
43110	Automotive Equipment	-	590	587	-
43115	Building Improvements	-	-	9,899	10,000
	Subtotal - Capital Outlay	<u>-</u>	<u>590</u>	<u>10,486</u>	<u>10,000</u>
	 TOTAL EXPENDITURES	 <u>\$ 185,858</u>	 <u>\$ 190,394</u>	 <u>\$ 245,157</u>	 <u>\$ 209,607</u>
55625	Senior Citizen Excursion	\$ 3,035	\$ 1,460	\$ 2,586	\$ 1,100
56424.1	Senior Center Rental	1,240	1,500	467	1,500
56810	Senior Donation	<u>5,920</u>	<u>1,450</u>	<u>1,025</u>	<u>1,450</u>
	 TOTAL REVENUES	 <u>\$ 10,195</u>	 <u>\$ 4,410</u>	 <u>\$ 4,078</u>	 <u>\$ 4,050</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND			121
Senior Citizens (RCTC Grant Match)		Division			735A
Object Code	Line-Item Description	FY 18/19 Actual	FY 19/20 Amended	FY 19/20 Projected	FY 20/21 Proposed
30100	Salaries, Full Time	\$ 12,204	\$ 16,112	\$ 16,112	\$ 16,916
30105	Salaries, Part Time	2,369	3,544	402	-
30107	Salaries, Part Time (20 Hour)	-	-	3,138	3,722
30110	Salaries, Overtime	-	-	4	-
30200	PERS Retirement	1,587	1,620	1,620	3,031
30201	PERS Employer UAL	3,644	3,874	3,874	346
30205	Employee Group Insurance	3,484	4,800	4,800	6,972
30215	Medical Savings Account	21	24	24	44
30220	FICA/Medicare Insurance	275	285	285	545
30224	Sick Leave Taken - Part Time	29	-	-	-
30226	Sick Leave Taken	3,858	-	609	-
30231	Vacation Taken	425	-	71	-
30235	Deferred Compensation	60	88	88	-
	Subtotal - Salaries and Benefits	<u>27,955</u>	<u>30,347</u>	<u>31,027</u>	<u>31,576</u>
30400	Office Supplies	280	720	720	500
30415	Special Departmental	1,596	2,371	2,371	2,096
	Subtotal - Supplies and Services	<u>1,877</u>	<u>3,091</u>	<u>3,091</u>	<u>2,596</u>
33100	Utilities	5,007	5,278	-	-
33100.20	Electricity Charges	-	-	4,656	4,672
33100.25	Natural Gas	-	-	193	193
33100.30	Telephone Charges	-	-	18	18
33100.35	Wireless	-	-	412	413
	Subtotal - Operations & Utilities	<u>5,007</u>	<u>5,278</u>	<u>5,278</u>	<u>5,297</u>
42100	Vehicle Operations and Maintenance	340	2,360	2,360	1,220
42115	Computing and Communications Operations	2,040	2,584	2,584	2,584
	Subtotal - Internal Service Charges	<u>2,380</u>	<u>4,944</u>	<u>4,944</u>	<u>3,804</u>
43110	Automotive Equipment	-	40,000	40,000	-
	Subtotal - Capital Outlay	<u>-</u>	<u>40,000</u>	<u>40,000</u>	<u>-</u>
	TOTAL EXPENDITURES	<u>\$ 37,219</u>	<u>\$ 83,660</u>	<u>\$ 84,340</u>	<u>\$ 43,273</u>

MISCELLANEOUS GRANTS

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT				FUND	122
Senior Citizens (RCTC Grant)				Division	735A
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 23,438	\$ 32,225	\$ 32,225	\$ 33,830
30105	Salaries, Part Time	5,014	10,631	780	-
30107	Salaries, Part Time (20 Hour)	-	-	8,709	11,165
30110	Salaries, Overtime	-	-	8	-
30200	PERS Retirement	3,100	3,239	3,239	6,188
30201	PERS Employer UAL	7,241	7,748	7,748	755
30205	Employee Group Insurance	6,768	9,600	9,600	13,945
30215	Medical Savings Account	37	48	48	87
30220	FICA/Medicare Insurance	541	621	621	1,184
30224	Sick Leave Taken - Part Time	55	-	-	-
30226	Sick Leave Taken	7,717	-	1,016	-
30231	Vacation Taken	844	-	118	-
30235	Deferred Compensation	129	266	266	-
	Subtotal - Salaries and Benefits	<u>54,883</u>	<u>64,378</u>	<u>64,378</u>	<u>67,154</u>
33100	Utilities	3,909	4,286	-	-
33100.20	Electricity Charges	-	-	3,791	4,160
33100.25	Natural Gas	-	-	155	170
33100.30	Telephone Charges	-	-	10	11
33100.35	Wireless	-	-	331	363
	Subtotal - Operations & Utilities	<u>3,909</u>	<u>4,286</u>	<u>4,286</u>	<u>4,703</u>
35150	Administrative Overhead	5,700	6,000	6,000	6,198
	Subtotal - Miscellaneous	<u>5,700</u>	<u>6,000</u>	<u>6,000</u>	<u>6,198</u>
42100	Vehicle Operations and Maintenance	3,796	5,072	5,072	1,320
42115	Computing and Communications Operations	3,960	5,016	5,016	4,625
	Subtotal - Internal Service Charges	<u>7,756</u>	<u>10,088</u>	<u>10,088</u>	<u>5,945</u>
43110	Automotive Equipment	-	40,000	40,000	-
	Subtotal - Capital Outlay	<u>-</u>	<u>40,000</u>	<u>40,000</u>	<u>-</u>
	TOTAL EXPENDITURES	<u>\$ 72,248</u>	<u>\$ 124,752</u>	<u>\$ 124,752</u>	<u>\$ 84,000</u>
53500	RCTC Grant	\$ 72,248	\$ 124,752	124,752	84,000
	TOTAL REVENUES	<u>\$ 72,248</u>	<u>\$ 124,752</u>	<u>\$ 124,752</u>	<u>\$ 84,000</u>



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**PUBLIC BUILDING
MAINTENANCE**

BUILDING MAINTENANCE

PARKS, RECREATION & COMMUNITY SVCS Goals, Objectives & Accomplishments	FUND Division	Various 737
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This Division is the key component to strengthen community image and sense of place. It is responsible in upkeep and maintenance of all public buildings, and facilities. This division creates a safe and secure environment for the public to utilize. This Division is responsible for maintenance and operations, capital outlay and improvements of facilities as well as scheduling and managing all events at the George Ingalls Equestrian Event Center which includes all grounds, two covered arena(s), Nellie Weaver Hall banquet room, Pikes Peak Park, 4-H area, George Ingalls Veterans Memorial Plaza and adjacent parking lots.

The Division is a partner and support team to the Recreation, Youth, Parks, Rose Eldridge Senior Center and Animal Control Divisions and takes pride maintaining high expectations and standards for clean, presentable and safe facilities in which the public can enjoy recreational experiences. Public facilities include Norco City Hall, Community Center, Fire Stations 47 and 57, George Ingalls Equestrian Event Center, Sheriff Sub-Station, Scout House/Youth Center, Nellie Weaver Hall, sports fields, park restrooms, snack bars, Riley Gym, and Animal Control offices.

The strategic plan is reflected in the goals below to enhance quality of life by improving the facilities and programs for the community, and striving to build on the excellent customer service currently provided to the community.

FY 2020-21 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.
- Implement Capital Improvement Program projects related public buildings and infrastructure through Measure R program.
- Schedule tree-planting program at the George Ingalls Equestrian Event Center.
- Bring to completion CIP and Measure R projects including Citywide roofs, HVAC/Swamp Coolers at Riley Gym, Senior Center and City Hall, upgrade security systems at City Hall and Sheriff Substation, and new insulation at Nellie Weaver Hall and Riley Gym to meet Title 24 energy efficiency program.
- Design and build new Pole Barn facility for livestock shows, weddings and other multipurpose events
- Design and reconstruct a wider and easier main entrance/exit at Gate 1 of the event center.

BUILDING MAINTENANCE

PARKS, RECREATION & COMMUNITY SVCS Goals, Objectives & Accomplishments	FUND Division	Various 737
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FY 2020-21 Goals & Objectives (cont'd)

- Complete transition ADA Assessment for public building system.
- Transition NPDS work plan and implementation program for the George Ingalls Equestrian Event Center.
- Use Community Development Block Grant funds to for ADA parking pads at the George Ingalls Equestrian Event Center.

FY 2019-2020 Accomplishments

- Installed New White Knight Roof at Nellie Weaver Hall and new roofing at exterior restroom and ice house.
- Installation of 700 plus linear feet of drainage pipe and eight 18 "x 18" drains to collect overflow water sheeting during inclement weather and is tied to existing bio swale drain. This work was accomplished at the east area of the Moreno Arena.
- Installed 200 linear feet of concrete curb to prevent water sheeting from east pad area during heavy rain storm conditions.
- Installed water pipe and additional faucets at Moreno Arena livestock holding pen area.
- Installed 450 linear feet of new irrigation pipe and sprinklers in two bio swales at east area of Clark Arena.
- Prepared bio swales and installed new trees and plant material at Clark Arena east area.
- Installed 400 linear feet of pipe and added faucets west, south and east side of Clark Arena.
- Installed 390 linear feet of electrical and water conduit at Ingalls yard for future access.
- Prepared Ingalls maintenance yard grounds for installation of asphalt grindings.
- Installed concrete slab west of shower restroom for future satellite work area.

BUILDING MAINTENANCE

PARKS, RECREATION & COMMUNITY SVCS Goals, Objectives & Accomplishments	FUND Division	Various 737
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FY 2019-2020 Accomplishments (cont'd)

- Installed Upper Gate 5 and Upper Gate 6 chain-link fence with drive thru and pedestrian gates for added security at the event center.
- At City Hall and the Rose M. Eldridge Senior Center, the parking lot repaving projects were completed.
- Installed two electric vehicle charging stations at City Hall funded by grants.

GENERAL FUND

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

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 170,205	\$ 194,092	\$ 169,219	\$ 294,126
30105	Salaries, Part Time	68,107	78,000	82,776	65,949
30106	Salaries, Part Time (32 Hour-PERS)	798	-	2,706	-
30110	Salaries, Overtime	11,527	5,000	12,000	5,000
30200	PERS Retirement	19,272	21,976	20,673	29,044
30201	PERS Employer UAL	51,185	59,030	58,406	53,736
30205	Employee Group Insurance	44,775	44,562	41,521	74,880
30215	Medical Savings Account	360	360	360	360
30220	FICA/Medicare Insurance	4,000	4,018	3,867	5,294
30221	Administrative Leave Cash Out	1,952	1,870	1,870	2,244
30224	Sick Leave Taken - Part-Time	979	-	389	-
30225	Sick Leave Buy Back	3,156	3,472	3,472	4,166
30226	Sick Leave Taken	1,293	-	3,983	-
30227	Sick Leave Payoff	-	-	11,312	-
30230	Annual Vacation Cash Out	5,028	4,400	3,526	5,280
30231	Vacation Taken	9,792	-	7,112	-
30232	Vacation Payoff	-	-	10,195	-
30235	Deferred Compensation	1,763	1,950	2,437	1,774
30245	Workers Compensation	8,762	-	2,977	5,000
	Subtotal - Salaries and Benefits	<u>402,955</u>	<u>418,730</u>	<u>438,801</u>	<u>546,853</u>
30300	Conferences and Meetings	155	500	1,000	4,500
30310	Uniforms & Safety Gear	631	1,600	1,520	1,600
30320	Dues, memberships and Subscriptions	835	800	800	800
	Subtotal - Employee Related	<u>1,621</u>	<u>2,900</u>	<u>3,320</u>	<u>6,900</u>
30400	Office Supplies	1,448	1,400	1,514	1,400
30415	Special Departmental	1,347	1,500	1,500	1,500
30425	Small Tools	2,249	500	500	500
	Subtotal - Supplies and Services	<u>5,044</u>	<u>3,400</u>	<u>3,514</u>	<u>3,400</u>
32105	Equipment Rental	1,748	200	4,686	200
32200	Building and ground maintenance	33,659	28,700	35,400	46,500
	Subtotal - Maintenance & Rentals	<u>35,407</u>	<u>28,900</u>	<u>40,086</u>	<u>46,700</u>
33100	Utilities	199,543	215,183	-	-
33100.10	Water Charges	31,782	45,019	26,500	45,019
33100.20	Electricity Charges	-	-	160,011	168,106
33100.25	Natural Gas	-	-	2,750	2,800
33100.30	Telephone Charges	-	-	16,207	17,200
33100.35	Wireless	-	-	1,618	1,717
33100.45	Internet/Cable Charges	-	-	6,102	6,476
	Subtotal - Operations & Utilities	<u>231,325</u>	<u>260,202</u>	<u>213,188</u>	<u>241,319</u>
34100	Contractual Services	279,401	342,339	350,373	360,671
	Subtotal - Contractual & Professional Svcs	<u>279,401</u>	<u>342,339</u>	<u>350,373</u>	<u>360,671</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Building Maintenance		Division		737	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
42100	Vehicle Operations and Maintenance	32,000	32,000	32,000	42,500
42105	Vehicle Replacement Charges	-	52,626	52,626	51,002
42110	Computing and Comm. Equip Replacement	800	1,000	1,000	400
42115	Computing and Communications Operations	11,400	21,400	21,400	26,800
42235	Compensated Absences	1,057	-	-	-
	Subtotal - Internal Service Charges	<u>45,257</u>	<u>107,026</u>	<u>107,026</u>	<u>120,702</u>
43100	Equipment	12,578	-	9,500	5,000
43115	Building Improvements	44	-	-	-
	Subtotal - Capital Outlay	<u>12,622</u>	<u>-</u>	<u>9,500</u>	<u>5,000</u>
	TOTAL EXPENDITURES	<u>\$ 1,013,632</u>	<u>\$ 1,163,497</u>	<u>\$ 1,165,808</u>	<u>\$ 1,331,545</u>
54220	Comm. Lease (Cell Sites)		39,417	39,417	40,322
56400	Ingalls Park/North	-	38,000	22,897	23,000
56400.10	Ingalls Park North - 4H Level	522	-	-	-
56400.20	Ingalls Park North - Nellie Weaver Hall	35,297	-	-	-
56400.30	Ingalls Park North - Pikes Peak Park	1,885	-	-	-
56405	Ingalls Park South	-	98,000	60,684	60,699
56405.10	Ingalls Park South - Moreno Arena	57,399	-	-	-
56405.20	Ingalls Park South - Clark Arena	52,417	-	-	-
56405.30	Spider Box with 100 foot cord	6,267	-	4,391	4,000
56420	Bleacher Rental	3,477	3,475	3,525	3,525
56422	Rental Services	-	15,500	4,651	15,500
56423	Rental Facility Insurance	-	6,500	3,324	4,500
56445	Security Guard Services	-	7,000	4,343	3,667
56445.10	Security Guard Services - Moreno Arena	2,330	-	-	-
56445.20	Security Guard Services - Clark Arena	2,330	-	-	-
56445.40	Security Guard Services - Nellie Weaver Hall	3,055	-	-	-
56450	Cleaning Fee - Hall Rentals	7,603	7,600	5,244	4,000
56455	Cleaning Fee - Restrooms	-	4,000	2,965	2,650
56902	Park & Rec After Hours Charges	6,175	4,700	8,284	5,500
56905	Banner Installation	4,035	3,000	1,540	1,540
	TOTAL REVENUES	<u>\$ 182,789.55</u>	<u>\$ 227,192.00</u>	<u>\$ 161,265.00</u>	<u>\$ 168,903.00</u>



ANIMAL CONTROL

ANIMAL CONTROL

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

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

The animal shelter handles 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.

FY 2020-2021 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 and better ways to improve their animal’s lives.
- To continue improvements to the shelter facility thorough community organizations like the Eagle Scouts, Girl Scouts and donations (walk-in & water).
- To create monthly adoption specials to help adopt dogs and cats that have been here at the shelter for longer than 90 days.
- To provide exceptional customer service to the public related to the municipal code and/or animal issues through the Norco app and general emailed questions.

ANIMAL CONTROL

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

FY 2020-2021 Goals & Objectives (cont'd)

- To continue to keep the Norco Animal Shelter as one of the favorite option for volunteers to sign up for to donate their time.
- To maintain the 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 school throughout the City of Norco, while teaching the importance of spay & neutering and how to care for your pets.
- To provide various animal handling training for staff member of City of Norco, other agencies and residents.
- To recruit future Norco Animal Rescue Team members.
- Continue partnership with Riverside animal Control Services.
- Transition NPDS work plan and implementation program for Animal Control Shelter.
- Complete transition ADA Assessment for Animal Control Shelter.

FY 2019-2020 Accomplishments

- Collaboration with Riverside County Animal Control Services, CalFire and NART for completion of MOU, training and animal rescues.
- Hosted Meet & Greet with multiple Girl and Boy Scout groups, providing them a tour of the shelter and everyday duties.
- Collaboration with the Communications Manager to utilize social media to advertise and promote Horsetown USA including all events, programs and services related to animals.
- National Night Out collaboration with other departments within City of Norco and outside agencies.

ANIMAL CONTROL

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

FY 2019-2020 Accomplishments (cont'd)

- Completion of the shade structure for the Meet and Greet adoption area.
- Continuation of great customer service with no complaints.

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Animal Control		Division		765	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 167,545	\$ 192,376	\$ 155,013	\$ 194,796
30105	Salaries, Part Time	103,635	116,280	116,412	139,204
30106	Salaries, Part Time (32 Hour-PERS)	8,913	33,696	12,823	29,952
30107	Salaries, Part Time (20 Hour)	2,121	-	12,050	15,435
30110	Salaries, Overtime	27,860	26,000	25,950	26,000
30200	PERS Retirement	19,599	23,256	19,775	23,469
30201	PERS Employer UAL	49,001	56,040	51,406	41,953
30205	Employee Group Insurance	40,659	39,818	34,982	45,878
30215	Medical Savings Account	240	240	240	240
30220	FICA/Medicare Insurance	4,740	5,341	4,673	5,878
30221	Administrative Leave Cash Out	1,582	1,767	1,767	2,120
30224	Sick Leave Taken - Part-Time	2,079	-	2,148	-
30225	Sick Leave Buy Back	2,387	3,080	2,855	3,696
30226	Sick Leave Taken	2,825	-	-	-
30227	Sick Leave Payoff	-	-	36,652	-
30230	Annual Vacation Cash Out	2,372	3,000	3,000	3,600
30231	Vacation Taken	9,160	-	2,175	-
30232	Vacation Payoff	-	-	41,697	-
30235	Deferred Compensation	2,640	2,907	2,910	3,480
30245	Workers Compensation	8,856	-	-	-
	Subtotal - Salaries and Benefits	<u>456,213</u>	<u>503,801</u>	<u>526,529</u>	<u>535,702</u>
30300	Conferences and Meetings	189	600	200	600
30310	Uniforms & Safety Gear	1,470	2,000	3,000	3,000
30320	Dues, Memberships and Subscriptions	192	320	292	320
	Subtotal - Employee Related	<u>1,851</u>	<u>2,920</u>	<u>3,492</u>	<u>3,920</u>
30400	Office Supplies	7,465	6,700	6,700	6,700
30415	Special Departmental	26,146	22,000	21,500	22,000
30425	Small Tools	192	135	135	135
30435	Software Expense	4,138	4,140	4,176	4,140
	Subtotal - Supplies and Services	<u>37,940</u>	<u>32,975</u>	<u>32,511</u>	<u>32,975</u>
32200	Building and ground maintenance	16,271	16,500	15,500	16,500
	Subtotal - Maintenance & Rentals	<u>16,271</u>	<u>16,500</u>	<u>15,500</u>	<u>16,500</u>
33100	Utilities	17,797	18,872	-	-
33100.10	Water Charges	4,146	4,015	3,000	4,000
33100.20	Electricity Charges	-	-	10,225	10,225
33100.30	Telephone Charges	-	-	1,162	1,162
33100.35	Wireless	-	-	2,220	2,220
	Subtotal - Operations & Utilities	<u>21,942</u>	<u>22,887</u>	<u>16,607</u>	<u>17,607</u>
34100	Contractual Services	29,872	24,740	21,000	28,000
34160	Spay & Neuter	22,917	19,000	13,700	19,000
	Subtotal - Contractual & Professional Svcs	<u>52,789</u>	<u>43,740</u>	<u>34,700</u>	<u>47,000</u>
42100	Vehicle Operations and Maintenance	13,000	13,000	13,000	16,600
42105	Vehicle Replacement Charges	-	18,100	18,100	18,100
42110	Computing and Comm. Equip Replacement	2,500	2,300	2,300	2,200
42115	Computing and Communications Operations	34,300	42,900	42,900	53,700
42235	Compensated Absences	2,822	-	-	-
	Subtotal - Internal Service Charges	<u>52,622</u>	<u>76,300</u>	<u>76,300</u>	<u>90,600</u>
	TOTAL EXPENDITURES	<u>\$ 639,629</u>	<u>\$ 699,123</u>	<u>\$ 705,639</u>	<u>\$ 744,304</u>

GENERAL FUND

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

Object	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Actual	Amended Budget	Projected Year-End	Budget Request
Line-Item Description	Actual	Budget	End	Request
54110 Municipal Code Violations - Animal Control	\$ 12,426	\$ 8,000	\$ 8,200	\$ 8,200
56900 AC After Hour Call Reimb	1,390	1,200	800	1,000
57305 Impound Fees	10,291	10,000	11,000	10,000
57310 Adoption Fees	10,967	10,500	7,500	10,500
57315 Spay & Neuter Services	22,337	21,000	15,000	19,000
57320 Animal Shelter Donation	15,160	14,000	4,800	9,600
57321 A/C Special Services Donation (In House)	4,634	3,900	2,800	3,400
57325 Dog Licenses	152,368	132,000	135,000	138,000
57330 Ranch Licenses	-	-	-	-
57335 Poultry License Fees	95	-	-	-
57340 Misc Animal Control Fees	9,325	8,000	8,200	8,000
57345 AC Software Maintenance Fee	10,585	10,000	8,200	10,000
TOTAL REVENUES	\$ 249,578	\$ 218,600	\$ 201,500	\$ 217,700



SPECIAL EVENTS

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Special Events - George Ingalls		Division		720.10	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30105	Salaries, Part Time	\$ -	\$ 45	\$ -	\$ 64
30106	Salaries, Part Time (32 Hour-PERS)	-	60	-	-
30110	Salaries, Overtime	-	45	-	-
30220	FICA/Medicare Insurance	-	45	-	1
30235	Deferred Compensation	-	2	-	2
	Subtotal - Salaries and Benefits	<u>-</u>	<u>197</u>	<u>-</u>	<u>67</u>
30415	Special Departmental	-	200	-	200
	Subtotal - Supplies and Services	<u>-</u>	<u>200</u>	<u>-</u>	<u>200</u>
34100	Contractual Services	-	200	-	200
34150	Special Events	-	45	-	45
	Subtotal - Contractual & Professional Svcs	<u>-</u>	<u>245</u>	<u>-</u>	<u>245</u>
	TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ 642</u>	<u>\$ -</u>	<u>\$ 512</u>

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Special Events - Parade of Lights		Division		720.15	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30105	Salaries, Part Time	\$ 2,825	\$ 3,000	\$ 2,499	\$ 3,540
30106	Salaries, Part Time (32 Hour-PERS)	-	-	-	473
30110	Salaries, Overtime	3,464	-	4,501	4,800
30200	PERS Retirement	-	-	-	37
30201	PERS Employer UAL	-	-	-	4
30220	FICA/Medicare Insurance	-	-	102	121
30235	Deferred Compensation	-	-	175	220
	Subtotal - Salaries and Benefits	<u>6,290</u>	<u>3,000</u>	<u>7,277</u>	<u>9,195</u>
30415	Special Departmental	2,952	4,000	4,400	7,410
	Subtotal - Supplies and Services	<u>2,952</u>	<u>4,000</u>	<u>4,400</u>	<u>7,410</u>
32105	Equipment Rental	665	725	665	725
	Subtotal - Maintenance & Rentals	<u>665</u>	<u>725</u>	<u>665</u>	<u>725</u>
34100	Contractual Services	17,698	18,000	16,631	18,395
34150	Special Events	287	300	-	300
	Subtotal - Contractual & Professional Svcs	<u>17,985</u>	<u>18,300</u>	<u>16,631</u>	<u>18,695</u>
	TOTAL EXPENDITURES	<u>\$ 27,892</u>	<u>\$ 26,025</u>	<u>\$ 28,973</u>	<u>\$ 36,025</u>
56605	Horsetown Parade	\$ 14,920	\$ 15,000	\$ 20,946	\$ -
	TOTAL REVENUES	<u>\$ 14,920</u>	<u>\$ 15,000</u>	<u>\$ 20,946</u>	<u>\$ -</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Special Events - Horseweek		Division		720.20	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30105	Salaries, Part Time	-	1,044	-	1,944
30110	Salaries, Overtime	1,976	3,860	-	8,974
30220	FICA/Medicare Insurance	-	96	-	158
30235	Deferred Compensation	-	252	-	273
	Subtotal - Salaries and Benefits	<u>1,976</u>	<u>5,252</u>	<u>-</u>	<u>11,349</u>
30400	Office Supplies	-	50	-	50
30415	Special Departmental	-	600	-	600
	Subtotal - Supplies and Services	<u>-</u>	<u>650</u>	<u>-</u>	<u>650</u>
32105	Equipment Rental	665	733	-	733
	Subtotal - Maintenance & Rentals	<u>665</u>	<u>733</u>	<u>-</u>	<u>733</u>
34100	Contractual Services	10,501	14,000	-	14,000
	Subtotal - Contractual & Professional Svcs	<u>10,501</u>	<u>14,000</u>	<u>-</u>	<u>14,000</u>
	TOTAL EXPENDITURES	<u>\$ 13,143</u>	<u>\$ 20,635</u>	<u>\$ -</u>	<u>\$ 26,732</u>

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Special Events - Day of the Cowboy		Division		720.25	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30105	Salaries, Part Time	\$ 175	\$ 200	\$ 369	\$ 511
30106	Salaries, Part Time (32 Hour-PERS)	128	150	-	208
30110	Salaries, Overtime	-	-	116	150
30200	PERS Retirement	-	-	-	16
30201	PERS Employer UAL	-	-	-	2
30220	FICA/Medicare Insurance	-	-	7	13
30235	Deferred Compensation	-	-	12	22
	Subtotal - Salaries and Benefits	<u>303</u>	<u>350</u>	<u>504</u>	<u>921</u>
30400	Office Supplies	-	-	-	-
30415	Special Departmental	564	2,435	1,120	1,115
	Subtotal - Supplies and Services	<u>564</u>	<u>2,435</u>	<u>1,120</u>	<u>1,115</u>
34100	Contractual Services	6,398	5,600	3,692	5,220
34150	Special Events	585	180	-	-
	Subtotal - Contractual & Professional Svcs	<u>6,983</u>	<u>5,780</u>	<u>3,692</u>	<u>5,220</u>
	TOTAL EXPENDITURES	<u>\$ 7,849</u>	<u>\$ 8,565</u>	<u>\$ 5,316</u>	<u>\$ 7,256</u>
56625	Day of the Cowboy	\$ 4,135	\$ 4,000	\$ 3,700	\$ 400
	TOTAL REVENUES	<u>\$ 4,135</u>	<u>\$ 4,000</u>	<u>\$ 3,700</u>	<u>\$ 400</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Special Events - Rose Eldridge		Division		720.30	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30105	Salaries, Part Time	\$ -	\$ 50	\$ -	\$ 75
30220	FICA/Medicare Insurance	-	-	-	1
30235	Deferred Compensation	-	-	-	2
	Subtotal - Salaries and Benefits	<u>-</u>	<u>50</u>	<u>-</u>	<u>78</u>
30400	Office Supplies	-	25	-	25
	Subtotal - Supplies and Services	<u>-</u>	<u>25</u>	<u>-</u>	<u>25</u>
34150	Special Events	70	125	-	125
	Subtotal - Contractual & Professional Svcs	<u>70</u>	<u>125</u>	<u>-</u>	<u>125</u>
	TOTAL EXPENDITURES	<u>\$ 70</u>	<u>\$ 200</u>	<u>\$ -</u>	<u>\$ 228</u>

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Special Events - National Night Out		Division		720.34	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30105	Salaries, Part Time	\$ -	\$ 500	\$ 373	\$ 699
30106	Salaries, Part Time (32 Hour-PERS)	-	-	-	208
30200	PERS Retirement	-	-	-	16
30201	PERS Employer UAL	-	-	-	2
30220	FICA/Medicare Insurance	-	-	-	13
30235	Deferred Compensation	-	-	-	17
	Subtotal - Salaries and Benefits	<u>-</u>	<u>500</u>	<u>373</u>	<u>956</u>
30400	Office Supplies	-	200	-	200
30415	Special Departmental	387	1,800	1,113	1,200
	Subtotal - Supplies and Services	<u>387</u>	<u>2,000</u>	<u>1,113</u>	<u>1,400</u>
	TOTAL EXPENDITURES	<u>\$ 387</u>	<u>\$ 2,500</u>	<u>\$ 1,486</u>	<u>\$ 2,356</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Special Events - Concerts in the Park		Division		720.35	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30105	Salaries, Part Time	\$ 279	\$ 800	\$ 272	\$ 960
30106	Salaries, Part Time (32 Hour-PERS)	112	-	-	756
30200	PERS Retirement	-	-	-	58
30201	PERS Employer UAL	-	-	-	7
30220	FICA/Medicare Insurance	-	12	4	25
30235	Deferred Compensation	-	20	7	24
	Subtotal - Salaries and Benefits	<u>391</u>	<u>832</u>	<u>283</u>	<u>1,830</u>
30415	Special Departmental	78	800	39	750
	Subtotal - Supplies and Services	<u>78</u>	<u>800</u>	<u>39</u>	<u>750</u>
34100	Contractual Services	3,941	10,700	4,334	9,305
34150	Special Events	2,929	-	-	-
	Subtotal - Contractual & Professional Svcs	<u>6,870</u>	<u>10,700</u>	<u>4,334</u>	<u>9,305</u>
	TOTAL EXPENDITURES	<u>\$ 7,339</u>	<u>\$ 12,332</u>	<u>\$ 4,656</u>	<u>\$ 11,885</u>
56620	Concerts in the Park	\$ 5,450	\$ 7,000	\$ 2,500	\$ -
	TOTAL REVENUES	<u>\$ 5,450</u>	<u>\$ 7,000</u>	<u>\$ 2,500</u>	<u>\$ -</u>

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Special Events - Wheel Chair Basketball		Division		720.36	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30105	Salaries, Part Time	\$ -	\$ 350	\$ 18	\$ 375
30106	Salaries, Part Time (32 Hour-PERS)	-	-	-	473
30200	PERS Retirement	-	-	-	37
30201	PERS Employer UAL	-	-	-	4
30220	FICA/Medicare Insurance	-	5	0	12
30235	Deferred Compensation	-	9	0	9
	Subtotal - Salaries and Benefits	<u>-</u>	<u>364</u>	<u>19</u>	<u>910</u>
30400	Office Supplies	-	200	-	-
30415	Special Departmental	4,191	2,500	3,967	4,000
	Subtotal - Supplies and Services	<u>4,191</u>	<u>2,700</u>	<u>3,967</u>	<u>4,000</u>
34100	Contractual Services	2,391	5,700	1,506	5,700
	Subtotal - Contractual & Professional Svcs	<u>2,391</u>	<u>5,700</u>	<u>1,506</u>	<u>5,700</u>
	TOTAL EXPENDITURES	<u>\$ 6,581</u>	<u>\$ 8,764</u>	<u>\$ 5,492</u>	<u>\$ 10,610</u>
56627	Wheel Chair Basketball	\$ 8,250	\$ 5,500	\$ 3,600	\$ -
	TOTAL REVENUES	<u>\$ 8,250</u>	<u>\$ 5,500</u>	<u>\$ 3,600</u>	<u>\$ -</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Special Events - Community Clean-Up Days		Division		720.37	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30105	Salaries, Part Time	\$ -	\$ -	\$ -	\$ 75
30110	Salaries, Overtime	-	-	-	1,000
30220	FICA/Medicare Insurance	-	-	-	16
30235	Deferred Compensation	-	-	-	27
	Subtotal - Salaries and Benefits	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,117</u>
30310	Uniforms & Safety Gear	121	150	-	150
	Subtotal - Employee Related	<u>121</u>	<u>150</u>	<u>-</u>	<u>150</u>
30415	Special Departmental	-	125	-	125
	Subtotal - Supplies and Services	<u>-</u>	<u>125</u>	<u>-</u>	<u>125</u>
34150	Special Events	191	50	-	50
	Subtotal - Contractual & Professional Svcs	<u>191</u>	<u>50</u>	<u>-</u>	<u>50</u>
	TOTAL EXPENDITURES	<u>\$ 313</u>	<u>\$ 325</u>	<u>\$ -</u>	<u>\$ 1,442</u>

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Special Events - Fourth of July		Division		720.40	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ -	\$ -	\$ 23.74	\$ -
30105	Salaries, Part Time	664	900	923	1,065
30106	Salaries, Part Time (32 Hour-PERS)	83	1,500	72	945
30200	PERS Retirement	-	-	-	37
30201	PERS Employer UAL	-	-	-	4
30220	FICA/Medicare Insurance	-	35	14	29
30235	Deferred Compensation	-	60	25	27
	Subtotal - Salaries and Benefits	<u>747</u>	<u>2,495</u>	<u>1,034</u>	<u>2,107</u>
30415	Special Departmental	572	750	116	800
30440	Advertising and Promotion	-	100	100	100
	Subtotal - Supplies and Services	<u>572</u>	<u>850</u>	<u>216</u>	<u>900</u>
34100	Contractual Services	1,367	1,500	606	2,000
34150	Special Events	760	500	-	500
	Subtotal - Contractual & Professional Svcs	<u>2,127</u>	<u>2,000</u>	<u>606</u>	<u>2,500</u>
	TOTAL EXPENDITURES	<u>\$ 3,446</u>	<u>\$ 5,345</u>	<u>\$ 1,856</u>	<u>\$ 5,507</u>

GENERAL FUND

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

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year- End	Budget Request
30105	Salaries, Part Time	\$ 414	\$ 500	\$ -	\$ 372
30220	FICA/Medicare Insurance	-	8	-	5
30235	Deferred Compensation	-	15	-	9
	Subtotal - Salaries and Benefits	<u>414</u>	<u>523</u>	<u>-</u>	<u>387</u>
30400	Office Supplies	-	200	-	75
30415	Special Departmental	-	1,200	-	235
	Subtotal - Supplies and Services	<u>-</u>	<u>1,400</u>	<u>-</u>	<u>310</u>
34100	Contractual Services	855	570	-	570
34150	Special Events	-	35	-	35
	Subtotal - Contractual & Professional Svcs	<u>855</u>	<u>605</u>	<u>-</u>	<u>605</u>
	TOTAL EXPENDITURES	<u>\$ 1,269</u>	<u>\$ 2,528</u>	<u>\$ -</u>	<u>\$ 1,302</u>

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

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year- End	Budget Request
30105	Salaries, Part Time	\$ 88	\$ 220	\$ -	\$ 128
30220	FICA/Medicare Insurance	-	4	-	2
30235	Deferred Compensation	-	2	-	3
	Subtotal - Salaries and Benefits	<u>88</u>	<u>226</u>	<u>-</u>	<u>133</u>
30400	Office Supplies	-	90	-	90
30415	Special Departmental	-	155	-	155
	Subtotal - Supplies and Services	<u>-</u>	<u>245</u>	<u>-</u>	<u>245</u>
34100	Contractual Services	200	260	-	260
	Subtotal - Contractual & Professional Svcs	<u>200</u>	<u>260</u>	<u>-</u>	<u>260</u>
	TOTAL EXPENDITURES	<u>\$ 288</u>	<u>\$ 731</u>	<u>\$ -</u>	<u>\$ 638</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Special Events - Veteran's Day		Division		720.43	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30105	Salaries, Part Time	\$ -	\$ 240	\$ -	\$ 372
30110	Salaries, Overtime	-	-	188	-
30220	FICA/Medicare Insurance	-	6	3	5
30235	Deferred Compensation	-	13	5	9
	Subtotal - Salaries and Benefits	<u>-</u>	<u>259</u>	<u>195</u>	<u>387</u>
30400	Office Supplies	-	75		75
30415	Special Departmental	-	175	-	175
	Subtotal - Supplies and Services	<u>-</u>	<u>250</u>	<u>-</u>	<u>250</u>
34100	Contractual Services	-	570	360	570
34150	Special Events	-	35	-	35
	Subtotal - Contractual & Professional Svcs	<u>-</u>	<u>605</u>	<u>360</u>	<u>605</u>
	TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ 1,114</u>	<u>\$ 555</u>	<u>\$ 1,242</u>

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Special Events - Patriot's Day (9-11 Tribute)		Division		720.44	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30105	Salaries, Part Time	\$ -	\$ -	\$ -	\$ 165
30106	Salaries, Part Time (32 Hour-PERS)	-	-	-	189
30200	PERS Retirement	-	-	-	15
30201	PERS Employer UAL	-	-	-	2
30220	FICA/Medicare Insurance	-	-	-	5
30235	Deferred Compensation	-	-	-	4
	Subtotal - Salaries and Benefits	<u>-</u>	<u>-</u>	<u>-</u>	<u>380</u>
30400	Office Supplies	-	-	-	-
30415	Special Departmental	-	-	178	200
	Subtotal - Supplies and Services	<u>-</u>	<u>-</u>	<u>178</u>	<u>200</u>
32105	Equipment Rental	-	-	-	200
	Subtotal - Maintenance and Rentals	<u>-</u>	<u>-</u>	<u>-</u>	<u>200</u>
	TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 178</u>	<u>\$ 780</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Special Events - Breakfast with Santa		Division		720.45	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30105	Salaries, Part Time	\$ 193	\$ 450	\$ 372	\$ 484
30106	Salaries, Part Time (32 Hour-PERS)	327	400	144	473
30200	PERS Retirement	-	-	-	64
30201	PERS Employer UAL	-	-	-	223
30220	FICA/Medicare Insurance	-	12	7	14
30235	Deferred Compensation	-	22	13	12
	Subtotal - Salaries and Benefits	<u>519</u>	<u>884</u>	<u>536</u>	<u>1,269</u>
30400	Office Supplies	-	-	-	-
30415	Special Departmental	1,620	1,200	1,085	1,300
	Subtotal - Supplies and Services	<u>1,620</u>	<u>1,200</u>	<u>1,085</u>	<u>1,300</u>
	TOTAL EXPENDITURES	<u>\$ 2,139</u>	<u>\$ 2,084</u>	<u>\$ 1,621</u>	<u>\$ 2,569</u>
56600	Breakfast with Santa	\$ 3,220	\$ 3,500	\$ 3,325	\$ 2,000
	TOTAL REVENUES	<u>\$ 3,220</u>	<u>\$ 3,500</u>	<u>\$ 3,325</u>	<u>\$ 2,000</u>

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Special Events - Egg Hunt		Division		720.60	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30105	Salaries, Part Time	\$ 316	\$ 150	\$ -	\$ 225
30106	Salaries, Part Time (32 Hour-PERS)	95	130	-	189
30200	PERS Retirement	-	-	-	26
30201	PERS Employer UAL	-	-	-	89
30220	FICA/Medicare Insurance	-	4	-	6
30235	Deferred Compensation	-	7	-	6
	Subtotal - Salaries and Benefits	<u>411</u>	<u>291</u>	<u>-</u>	<u>540</u>
30415	Special Departmental	1,125	3,050	-	4,000
	Subtotal - Supplies and Services	<u>1,125</u>	<u>3,050</u>	<u>-</u>	<u>4,000</u>
34100	Contractual Services	-	100	-	150
34150	Special Events	-	-	-	-
	Subtotal - Contractual & Professional Svcs	<u>-</u>	<u>100</u>	<u>-</u>	<u>150</u>
	TOTAL EXPENDITURES	<u>\$ 1,536</u>	<u>\$ 3,441</u>	<u>\$ -</u>	<u>\$ 4,690</u>
56615	Egg Hunt	\$ 1,135	\$ 1,000	\$ -	\$ -
	TOTAL REVENUES	<u>\$ 1,135</u>	<u>\$ 1,000</u>	<u>\$ -</u>	<u>\$ -</u>

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		121	
Special Events - Norco Fair		Division		720.65	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30105	Salaries, Part Time	\$ -	\$ -	\$ -	\$ -
30106	Salaries, Part Time (32 Hour-PERS)	-	-	-	-
30110	Salaries, Overtime	2,054	3,406	2,407	-
30220	FICA/Medicare Insurance	-	44	35	-
30235	Deferred Compensation	-	250	60	-
	Subtotal - Salaries and Benefits	<u>2,054</u>	<u>3,700</u>	<u>2,502</u>	<u>-</u>
32105	Equipment Rental	615	1,032	665	-
	Subtotal - Maintenance & Rentals	<u>615</u>	<u>1,032</u>	<u>665</u>	<u>-</u>
34100	Contractual Services	1,413	1,875	756	-
	Subtotal - Contractual & Professional Svcs	<u>1,413</u>	<u>1,875</u>	<u>756</u>	<u>-</u>
	TOTAL EXPENDITURES	<u>\$ 4,082</u>	<u>\$ 6,607</u>	<u>\$ 3,923</u>	<u>\$ -</u>



**NANCY NEWMAN TRUST
(PARDY PARDNERS)**



MISCELLANEOUS GRANTS

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT		FUND		131	
Nancy Newman Trust Fund		Division		735	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30105	Salaries, Part Time	\$ -	\$ 20,480	\$ 6,235	\$ 27,705
30220	FICA/Medicare Insurance	-	297	90	402
30224	Sick Leave Taken	-	-	57	-
30235	Deferred Compensation	-	512	156	693
	Subtotal - Salaries and Benefits	<u>-</u>	<u>21,289</u>	<u>6,538</u>	<u>28,799</u>
30480	Senior Special Events	-	-	-	-
30490	Party Pardners	-	17,200	9,234	17,200
	Subtotal - Supplies and Services	<u>-</u>	<u>17,200</u>	<u>9,234</u>	<u>17,200</u>
	TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ 38,489</u>	<u>\$ 15,772</u>	<u>\$ 45,999</u>
56800.10	Party Pardner Special Donation	\$ -	\$ 38,489	\$ 14,272	\$ 44,499
54200	Interest Income	-	-	1,500	1,500
	TOTAL REVENUES	<u>\$ -</u>	<u>\$ 38,489</u>	<u>\$ 15,772</u>	<u>\$ 45,999</u>



**COMMUNITY
DEVELOPMENT
BLOCK GRANT (CDBG)**

MISCELLANEOUS GRANTS

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT Community Development Block Grant (CDBG)		FUND Division		123 915	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30105	Salaries, Part Time	\$ -	\$ 11,995	\$ 11,995	\$ 12,092
30220	FICA/Medicare Insurance	-	174	174	175
30235	Deferred Compensation	-	300	300	302
	Subtotal - Salaries and Benefits	<u>-</u>	<u>12,469</u>	<u>12,469</u>	<u>12,570</u>
35350	Senior Rec/Comm Svc Leader	10,645	-	-	-
	Subtotal - Supplies and Services	<u>10,645</u>	<u>-</u>	<u>-</u>	<u>-</u>
43115	Building Improvements	191,717	-	-	-
43120	Improvements Other than Building	6,665	147,176	57,643	73,230
	Subtotal - Capital Outlay	<u>198,382</u>	<u>147,176</u>	<u>57,643</u>	<u>73,230</u>
	TOTAL EXPENDITURES	<u>\$ 209,027</u>	<u>\$ 159,645</u>	<u>\$ 70,112</u>	<u>\$ 85,800</u>
53200	Comm Dev Block Grant	261,109	159,645	57,643	73,230
53200.1	Senior Recreation and Community	10,645	-	12,469	12,570
	TOTAL REVENUES	<u>\$ 271,754</u>	<u>\$ 159,645</u>	<u>\$ 70,112</u>	<u>\$ 85,800</u>



**LANDSCAPE
MAINTENANCE DISTRICTS
(LMD)**

Landscape Maintenance District 1

Landscape Maintenance Districts	FUND	179
LMD 1	Division	791

Object Code	Line-Item Description	FY 18/19 Actual	FY 19/20 Amended	FY 19/20 Projected	FY 20/21 Proposed
30106	Salaries, Part Time - 32 Hour	\$ 1,669	\$ 1,764	\$ 1,731	\$ 1,992
30110	Overtime	-	-	20	-
30200	PERS Retirement	205	221	247	269
30201	PERS Employer UAL	619	705	798	940
30205	Employee Group Insurance	-	149	-	15
30220	FICA/Medicare Insurance	26	26	25	29
30245	Worker's Compensation	63	-	-	-
	Subtotal - Salaries and Benefits	<u>2,582</u>	<u>2,865</u>	<u>2,821</u>	<u>3,245</u>
32405	Tree Placement	-	1,000	-	1,000
	Subtotal - Maintenance & Rentals	<u>-</u>	<u>1,000</u>	<u>-</u>	<u>1,000</u>
33100.10	Water Charges	3,077	4,335	3,141	4,465
33100.20	Electricity Charges	258	333	86	349
33100.30	Telephone Charges	230	189	239	194
	Subtotal - Operations & Utilities	<u>3,564</u>	<u>4,857</u>	<u>3,466</u>	<u>5,008</u>
34100.10	Landscape Maintenance	2,803	2,800	2,470	2,885
34105	Other Professional Services	1,476	1,400	1,795	1,100
	Subtotal - Contractual & Professional Svcs	<u>4,280</u>	<u>4,200</u>	<u>4,265</u>	<u>3,985</u>
35150	Administrative - Overhead	586	586	586	586
35210	Administration Fees - Property Taxes	120	150	-	150
35511	Incidentals	-	500	-	500
	Subtotal - Miscellaneous	<u>706</u>	<u>1,236</u>	<u>586</u>	<u>1,236</u>
42100.1	Fuel	-	-	126	-
	Subtotal - Internal Service Fund	<u>-</u>	<u>-</u>	<u>126</u>	<u>-</u>
	TOTAL EXPENDITURES	<u>\$ 11,132</u>	<u>\$ 14,158</u>	<u>\$ 11,264</u>	<u>\$ 14,474</u>
53100	Landscape Maintenance Assessment	\$ 9,639	\$ 10,008	\$ 9,622	\$ 10,238
54200	Interest Income	219	-	89	-
	TOTAL REVENUES	<u>\$ 9,858</u>	<u>\$ 10,008</u>	<u>\$ 9,711</u>	<u>\$ 10,238</u>

Landscape Maintenance District 2

Landscape Maintenance Districts	FUND	176
LMD 2	Division	792

Object Code	Line-Item Description	FY 18/19 Actual	FY 19/20 Amended	FY 19/20 Projected	FY 20/21 Proposed
30106	Salaries, Part Time - 32 Hour	\$ 8,347	\$ 8,820	\$ 8,657	\$ 10,192
30110	Overtime	-	-	111	100
30200	PERS Retirement	1,025	1,104	1,233	1,377
30201	PERS Employer UAL	3,095	3,527	3,989	4,808
30205	Employee Group Insurance	-	746	-	890
30220	FICA/Medicare Insurance	128	128	127	149
30245	Worker's Compensation	316	-	-	-
	Subtotal - Salaries and Benefits	<u>12,911</u>	<u>14,325</u>	<u>14,117</u>	<u>17,517</u>
32405	Tree Placement	-	3,000	2,310	3,000
	Subtotal - Maintenance & Rentals	<u>-</u>	<u>3,000</u>	<u>2,310</u>	<u>3,000</u>
33100.10	Water Charges	61,873	22,601	25,047	23,270
33100.20	Electricity Charges	3,917	1,000	1,568	1,050
33100.30	Telephone Charges	149	200	-	206
	Subtotal - Operations & Utilities	<u>65,940</u>	<u>23,801</u>	<u>26,615</u>	<u>24,526</u>
34100.10	Landscape Maintenance	47,292	15,106	14,466	15,559
34100.30	Wetlands Maintenance	-	515	-	515
34100.40	Park Maintenance	-	9,010	-	9,280
34100.50	Equestrian Trails	49,674	39,311	22,468	40,490
34105	Other Professional Services	13,085	4,000	2,406	4,000
	Subtotal - Contractual & Professional Svcs	<u>110,052</u>	<u>67,942</u>	<u>39,340</u>	<u>69,844</u>
35150	Administrative - Overhead	7,942	8,184	8,184	8,184
35210	Administration Fees - Property Taxes	185	242	-	242
35511	Incidentals	5,452	6,000	-	1,000
35512	Operating Contingency	-	17,975	-	18,027
	Subtotal - Miscellaneous	<u>13,579</u>	<u>32,401</u>	<u>8,184</u>	<u>27,453</u>
42100.1	Fuel	-	-	589	-
	Subtotal - Internal Service Fund	<u>-</u>	<u>-</u>	<u>589</u>	<u>-</u>
43180	Storm Sewer Lines	-	8,000	-	8,000
	Subtotal - Capital Outlay	<u>-</u>	<u>8,000</u>	<u>-</u>	<u>8,000</u>
	TOTAL EXPENDITURES	<u>\$ 202,482</u>	<u>\$ 149,469</u>	<u>\$ 91,155</u>	<u>\$ 150,340</u>
53105	Landscape Maintenance Assessment	\$ 143,338	\$ 150,079	\$ 146,105	\$ 153,530
54200	Interest Income	(2,053)	-	(1,463)	-
57915	Miscellaneous Income	4,517	-	8,652	-
	TOTAL REVENUES	<u>\$ 145,802</u>	<u>\$ 150,079</u>	<u>\$ 153,294</u>	<u>\$ 153,530</u>

Landscape Maintenance District 3

Landscape Maintenance Districts	FUND	177
LMD 3	Division	793

Object Code	Line-Item Description	FY 18/19 Actual	FY 19/20 Amended	FY 19/20 Projected	FY 20/21 Proposed
30106	Salaries, Part Time - 32 Hour	\$ 6,677	\$ 7,056	\$ 6,925	\$ 7,987
30110	Overtime	-	-	89	-
30200	PERS Retirement	820	883	987	1,079
30201	PERS Employer UAL	2,476	2,822	3,191	3,768
30205	Employee Group Insurance	-	596	-	56
30220	FICA/Medicare Insurance	103	102	102	116
30245	Worker's Compensation	253	-	-	-
	Subtotal - Salaries and Benefits	<u>10,329</u>	<u>11,459</u>	<u>11,294</u>	<u>13,006</u>
32405	Tree Placement	-	2,000	2,892	2,000
	Subtotal - Maintenance & Rentals	<u>-</u>	<u>2,000</u>	<u>2,892</u>	<u>2,000</u>
33100.10	Water Charges	29,250	35,350	33,784	36,410
33100.20	Electricity Charges	1,267	1,385	914	1,454
33100.30	Telephone Charges	31	63	-	65
	Subtotal - Operations & Utilities	<u>30,548</u>	<u>36,798</u>	<u>34,698</u>	<u>37,929</u>
34100.10	Landscape Maintenance	29,441	29,984	35,429	30,883
34100.50	Equestrian Trails	9,183	6,163	4,413	6,350
34105	Other Professional Services	2,590	2,500	1,465	2,500
	Subtotal - Contractual & Professional Svcs	<u>41,214</u>	<u>38,647</u>	<u>41,307</u>	<u>39,733</u>
35150	Administrative - Overhead	5,068	5,068	5,068	5,068
35210	Administration Fees - Property Taxes	126	266	-	266
35511	Incidentals	-	1,000	2,769	1,000
35512	Operating Contingency	-	2,832	-	3,086
	Subtotal - Miscellaneous	<u>5,194</u>	<u>9,166</u>	<u>7,837</u>	<u>9,420</u>
42100.1	Fuel	-	-	542	-
	Subtotal - Internal Service Fund	<u>-</u>	<u>-</u>	<u>542</u>	<u>-</u>
	TOTAL EXPENDITURES	<u>\$ 87,285</u>	<u>\$ 98,070</u>	<u>\$ 98,570</u>	<u>\$ 102,088</u>
53110	Landscape Maintenance Assessment	\$ 81,674	\$ 84,165	\$ 80,401	\$ 86,101
54200	Interest Income	802	-	220	-
57915	Miscellaneous Income	905	-	-	-
	TOTAL REVENUES	<u>\$ 83,380</u>	<u>\$ 84,165</u>	<u>\$ 80,621</u>	<u>\$ 86,101</u>

Landscape Maintenance District 4

Landscape Maintenance Districts LMD 4				FUND Division	186 794
Object Code	Line-Item Description	FY 18/19 Actual	FY 19/20 Amended	FY 19/20 Projected	FY 20/21 Proposed
30106	Salaries, Part Time - 32 Hour	\$ 11,685	\$ 12,348	\$ 12,120	\$ 13,978
30110	Overtime	-	-	156	-
30200	PERS Retirement	1,435	1,545	1,726	1,889
30201	PERS Employer UAL	4,333	4,938	5,585	6,594
30205	Employee Group Insurance	-	1,044	-	99
30220	FICA/Medicare Insurance	180	179	178	203
30245	Worker's Compensation	442	-	-	-
	Subtotal - Salaries and Benefits	<u>18,075</u>	<u>20,054</u>	<u>19,765</u>	<u>22,762</u>
32405	Tree Placement	-	5,000	7,018	5,000
	Subtotal - Maintenance & Rentals	<u>-</u>	<u>5,000</u>	<u>7,018</u>	<u>5,000</u>
33100.10	Water Charges	85,538	111,320	100,836	114,659
33100.20	Electricity Charges	4,584	7,455	3,333	7,827
33100.30	Telephone Charges	556	717	226	739
	Subtotal - Operations & Utilities	<u>90,678</u>	<u>119,492</u>	<u>104,395</u>	<u>123,225</u>
34100.10	Landscape Maintenance	170,387	141,722	161,506	145,974
34100.20	Natural Open Space	-	12,675	1,797	13,055
34100.30	Wetlands Maintenance	-	5,153	-	5,308
34100.50	Equestrian Trails	97,309	77,525	50,260	79,850
34105	Other Professional Services	4,133	3,600	1,848	3,600
	Subtotal - Contractual & Professional Svcs	<u>271,828</u>	<u>240,675</u>	<u>215,411</u>	<u>247,787</u>
35150	Administrative - Overhead	30,724	30,724	30,724	30,724
35210	Administration Fees - Property Taxes	332	401	-	401
35511	Incidentals	-	2,000	3,984	2,000
35512	Operating Contingency	-	13,150	-	11,172
	Subtotal - Miscellaneous	<u>31,056</u>	<u>46,275</u>	<u>34,708</u>	<u>44,297</u>
42100.1	Fuel	-	-	880	-
	Subtotal - Internal Service Fund	<u>-</u>	<u>-</u>	<u>880</u>	<u>-</u>
43130	Land Improvements	26,782	-	-	-
43180	Storm Sewer Lines	-	20,000	-	20,000
	Subtotal - Capital Outlay	<u>26,782</u>	<u>20,000</u>	<u>-</u>	<u>20,000</u>
	TOTAL EXPENDITURES	<u>\$ 438,419</u>	<u>\$ 451,496</u>	<u>\$ 382,177</u>	<u>\$ 463,071</u>
53115	Landscape Maintenance Assessment	\$ 408,253	\$ 451,494	\$ 435,154	\$ 461,877
54200	Interest Income	7,302	-	3,472	-
57915	Miscellaneous Income	703	-	474	-
	TOTAL REVENUES	<u>\$ 416,258</u>	<u>\$ 451,494</u>	<u>\$ 439,100</u>	<u>\$ 461,877</u>

Landscape Maintenance District 5

Landscape Maintenance Districts LMD 5		FUND Division	187 795		
Object Code	Line-Item Description	FY 18/19 Actual	FY 19/20 Amended	FY 19/20 Projected	FY 20/21 Proposed
30106	Salaries, Part Time - 32 Hour	\$ 5,008	\$ 5,292	\$ 5,194	\$ 5,990
30110	Overtime	-	-	67	-
30200	PERS Retirement	615	662	740	810
30201	PERS Employer UAL	1,857	2,116	2,393	2,826
30205	Employee Group Insurance	-	447	-	42
30220	FICA/Medicare Insurance	77	77	76	87
30245	Worker's Compensation	190	-	-	-
	Subtotal - Salaries and Benefits	<u>7,746</u>	<u>8,594</u>	<u>8,470</u>	<u>9,755</u>
32405	Tree Placement	-	500	586	500
	Subtotal - Maintenance & Rentals	<u>-</u>	<u>500</u>	<u>586</u>	<u>500</u>
33100.10	Water Charges	7,464	9,900	9,709	10,197
33100.20	Electricity Charges	492	592	413	621
33100.30	Telephone Charges	41	66	-	68
	Subtotal - Operations & Utilities	<u>7,997</u>	<u>10,558</u>	<u>10,122</u>	<u>10,886</u>
34100.10	Landscape Maintenance	15,396	6,085	15,057	6,268
34100.40	Park Maintenance	-	9,545	-	9,831
34100.50	Equestrian Trails	11,853	7,815	4,998	8,050
34105	Other Professional Services	2,323	2,500	2,124	2,500
	Subtotal - Contractual & Professional Svcs	<u>29,571</u>	<u>25,945</u>	<u>22,179</u>	<u>26,649</u>
35150	Administrative - Overhead	2,956	2,956	2,956	2,956
35210	Administration Fees - Property Taxes	113	253	-	253
35511	Incidentals	-	1,000	477	1,000
35512	Operating Contingency	-	3,150	-	2,651
	Subtotal - Miscellaneous	<u>3,069</u>	<u>7,359</u>	<u>3,433</u>	<u>6,860</u>
42100.1	Fuel	-	-	377	-
	Subtotal - Internal Service Fund	<u>-</u>	<u>-</u>	<u>377</u>	<u>-</u>
43180	Storm Sewer Lines	-	4,500	-	4,500
	Subtotal - Capital Outlay	<u>-</u>	<u>4,500</u>	<u>-</u>	<u>4,500</u>
	TOTAL EXPENDITURES	<u>\$ 48,384</u>	<u>\$ 57,456</u>	<u>\$ 45,167</u>	<u>\$ 59,150</u>
53120	Landscape Maintenance Assessment	\$ 55,595	\$ 57,404	\$ 55,645	\$ 58,724
54200	Interest Income	2,842	-	1,628	-
	TOTAL REVENUES	<u>\$ 58,437</u>	<u>\$ 57,404</u>	<u>\$ 57,273</u>	<u>\$ 58,724</u>

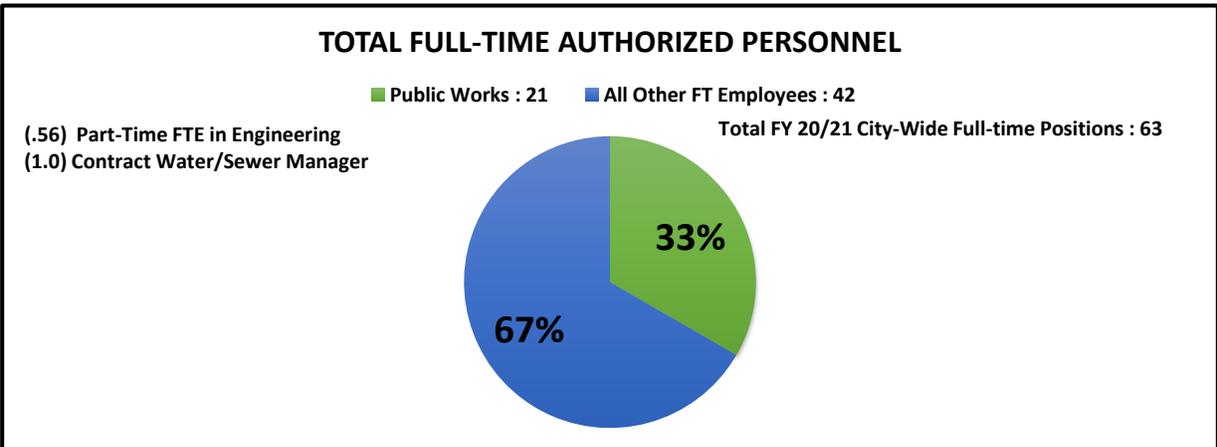
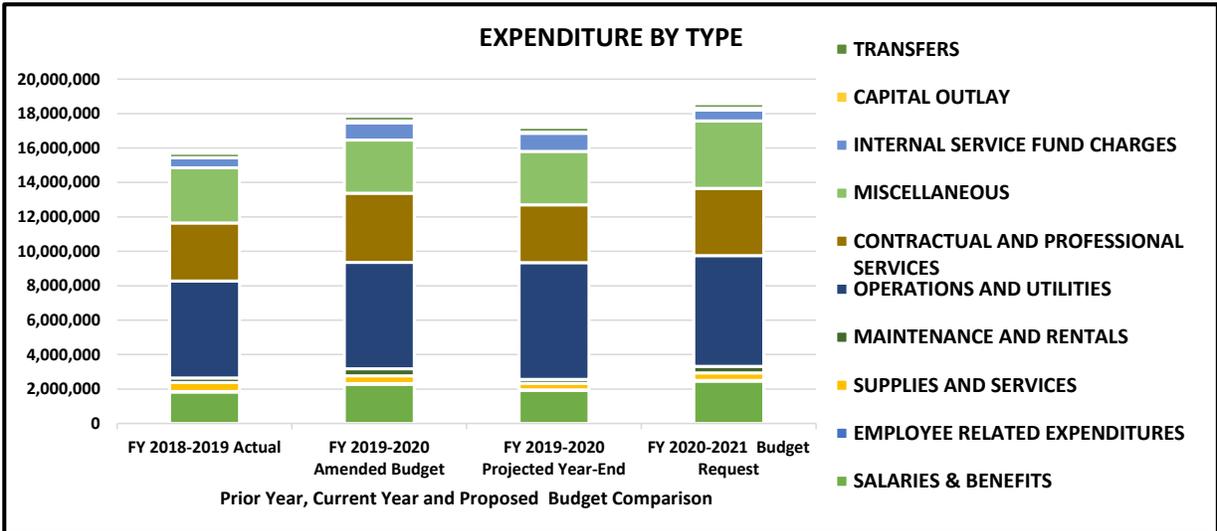
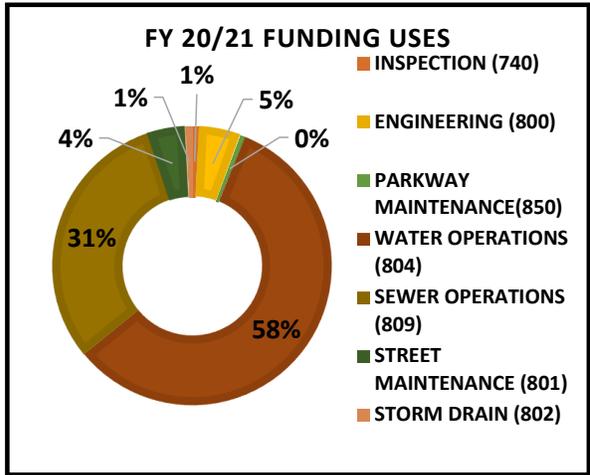
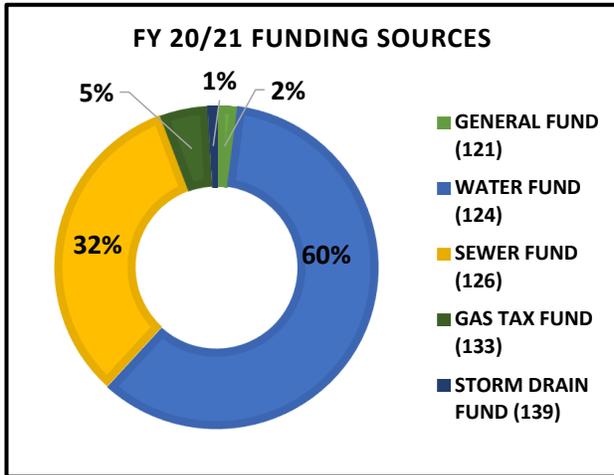


PUBLIC WORKS



PUBLIC WORKS SUMMARY

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

PUBLIC WORKS DEPARTMENT Engineering, Inspection, Street & Parkway Maint, Utility Operations	FUNDS Divisions		121/124/126/133/139 Various	
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected	FY 2020-2021 Budget
FUNDING SOURCES	Actual	Budget	Year-End	Projection
GENERAL FUND (121)	\$ 350,936	\$ 402,371	\$ 358,468	\$ 384,245
WATER FUND (124)	8,912,578	10,181,813	10,404,775	11,090,195
SEWER FUND (126)	5,579,956	6,148,699	5,586,715	6,046,391
GAS TAX FUND (133)	736,524	901,137	719,438	884,266
STORM DRAIN FUND (139)	113,366	200,889	119,617	167,849
TOTAL FUNDING SOURCES	\$ 15,693,361	17,834,909	17,189,012	18,572,946
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected	FY 2020-2021 Budget
EXPENDITURES BY DIVISION	Actual	Budget	Year-End	Request
INSPECTION (740)	\$ 120,475	\$ 143,667	\$ 125,794	\$ 148,656
ENGINEERING (800) PARKWAY	611,762	659,405	652,141	887,578
MAINTENANCE (850) WATER	75,539	117,834	85,047	110,927
OPERATIONS (804) SEWER	8,722,048	9,964,835	10,193,183	10,757,506
OPERATIONS (809) STREET	5,389,425	5,931,838	5,375,123	5,713,916
MAINTENANCE (801) STORM	672,203	829,981	649,952	802,014
DRAIN (802)	101,909	187,349	107,773	152,349
EXPENTIDURES BY DIVISIONS	\$ 15,693,361	17,834,909	17,189,012	18,572,946
	FY 2018-2019	FY 2019-2020 Amended	FY 2019-2020 Projected	FY 2020-2021 Budget
EXPENDITURES BY TYPE	Actual	Budget	Year-End	Request
SALARIES & BENEFITS	\$ 1,830,517	\$ 2,280,130	\$ 1,930,707	\$ 2,457,299
EMPLOYEE RELATED EXPENDITURES	26,431	43,850	25,700	45,850
SUPPLIES AND SERVICES	515,455	446,500	372,900	439,500
MAINTENANCE AND RENTALS	277,051	400,600	225,500	382,600
OPERATIONS AND UTILITIES	5,632,381	6,193,350	6,781,649	6,423,200
CONTRACTUAL AND PROFESSIONAL SERVICES	3,365,691	4,007,300	3,370,400	3,905,300
MISCELLANEOUS	3,194,722	3,087,479	3,097,002	3,925,493
INTERNAL SERVICE FUND CHARGES	589,659	1,006,496	1,049,351	624,500
CAPITAL OUTLAY	3,251	111,000	77,600	111,000
TRANSFERS	258,204	258,204	258,204	258,204
TOTAL EXPENDITURES BY TYPE	\$ 15,693,361	17,834,909	17,189,012	18,572,946



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**PUBLIC WORKS
INSPECTION**



INSPECTIONS

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

FY 2020-2021 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.

FY 2019-2020 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		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 16,178	\$ 22,030	\$ 16,182	\$ 7,062
30110	Salaries, Overtime	132	1,000	148	1,000
30200	PERS Retirement	2,256	2,756	2,458	954
30201	PERS Employer UAL	6,863	8,516	7,999	3,398
30205	Employee Group Insurance	4,856	4,794	4,710	1,590
30220	FICA/Medicare Insurance	277	319	235	117
30225	Sick Leave Buy Back	-	400	-	480
30226	Sick Leave Taken	1,968	-	1,460	-
30230	Annual Vacation Cash Out	559	720	559	864
30231	Vacation Taken	1,284	-	1,284	-
	Subtotal - Salaries and Benefits	<u>34,373</u>	<u>40,535</u>	<u>35,036</u>	<u>15,465</u>
30300	Conferences and Meetings	-	200	-	200
	Subtotal - Employee Related	<u>-</u>	<u>200</u>	<u>-</u>	<u>200</u>
30415	Special Departmental	-	500	-	500
	Subtotal - Supplies and Services	<u>-</u>	<u>500</u>	<u>-</u>	<u>500</u>
33100	Utilities	-	500	-	-
	Subtotal - Operations & Utilities	<u>-</u>	<u>500</u>	<u>-</u>	<u>-</u>
42110	Computing and Comm. Equip Replacement	200	200	200	100
42115	Computing and Communications Operations	5,700	7,100	7,100	8,900
	Subtotal - Internal Service Charges	<u>5,900</u>	<u>7,300</u>	<u>7,300</u>	<u>9,000</u>
	TOTAL EXPENDITURES	<u>\$ 40,273</u>	<u>\$ 49,035</u>	<u>\$ 42,336</u>	<u>\$ 25,165</u>

WATER FUND

PUBLIC WORKS DEPARTMENT	FUND	124
Inspection	Division	740

Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 13,482	\$ 18,358	\$ 13,485	\$ 28,246
30110	Salaries, Overtime	110	800	800	800
30200	PERS Retirement	1,880	2,298	2,048	3,818
30201	PERS Employer UAL	5,719	7,096	6,666	13,594
30205	Employee Group Insurance	4,047	3,996	3,925	6,360
30220	FICA/Medicare Insurance	231	278	207	421
30225	Sick Leave Buy Back	-	350	-	420
30226	Sick Leave Taken	1,640	-	1,217	-
30230	Annual Vacation Cash Out	466	600	466	720
30231	Vacation Taken	1,070	-	1,070	-
	Subtotal - Salaries and Benefits	<u>28,644</u>	<u>33,776</u>	<u>29,885</u>	<u>54,379</u>
	TOTAL EXPENSES	<u>\$ 28,644</u>	<u>\$ 33,776</u>	<u>\$ 29,885</u>	<u>\$ 54,379</u>

SEWER FUND

PUBLIC WORKS DEPARTMENT	FUND	126
Inspection	Division	740

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 13,482	\$ 18,358	\$ 13,485	\$ 28,246
30110	Salaries, Overtime	110	800	800	800
30200	PERS Retirement	1,880	2,298	2,048	3,818
30201	PERS Employer UAL	5,719	7,096	6,666	13,594
30205	Employee Group Insurance	4,047	3,996	3,925	6,360
30220	FICA/Medicare Insurance	231	278	207	421
30225	Sick Leave Buy Back	-	350	-	420
30226	Sick Leave Taken	1,640	-	1,217	-
30230	Annual Vacation Cash Out	466	600	466	720
30231	Vacation Taken	1,070	-	1,070	-
	<i>Subtotal - Salaries and Benefits</i>	<u>28,644</u>	<u>33,776</u>	<u>29,885</u>	<u>54,379</u>
	TOTAL EXPENSES	<u>\$ 28,644</u>	<u>33,776</u>	<u>29,885</u>	<u>54,379</u>

GAS TAX FUND

PUBLIC WORKS DEPARTMENT	FUND	133
Inspection	Division	740

Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 5,393	\$ 7,344	\$ 5,394	\$ 3,530
30110	Salaries, Overtime	44	350	350	350
30200	PERS Retirement	752	918	819	478
30201	PERS Employer UAL	2,288	2,838	2,666	1,700
30205	Employee Group Insurance	1,619	1,598	1,570	796
30220	FICA/Medicare Insurance	92	112	83	56
30225	Sick Leave Buy Back	-	140	-	168
30226	Sick Leave Taken	656	-	406	-
30230	Annual Vacation Cash Out	186	240	186	288
30231	Vacation Taken	428	-	369	-
	Subtotal - Salaries and Benefits	<u>11,457</u>	<u>13,540</u>	<u>11,844</u>	<u>7,366</u>
	TOTAL EXPENDITURES	<u>\$ 11,457</u>	<u>\$ 13,540</u>	<u>\$ 11,844</u>	<u>\$ 7,366</u>

STORM DRAIN FUND

PUBLIC WORKS DEPARTMENT		FUND		139	
Inspection		Division		740	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 5,393	\$ 7,344	\$ 5,394	\$ 3,530
30110	Salaries, Overtime	44	350	350	350
30200	PERS Retirement	751	918	819	478
30201	PERS Employer UAL	2,288	2,838	2,666	1,700
30205	Employee Group Insurance	1,618	1,598	1,570	796
30220	FICA/Medicare Insurance	92	112	83	56
30225	Sick Leave Buy Back	-	140	-	168
30226	Sick Leave Taken	656	-	406	-
30230	Annual Vacation Cash Out	186	240	186	288
30231	Vacation Taken	428	-	369	-
	Subtotal - Salaries and Benefits	<u>11,457</u>	<u>13,540</u>	<u>11,844</u>	<u>7,366</u>
	TOTAL EXPENDITURES	<u>\$ 11,457</u>	<u>\$ 13,540</u>	<u>\$ 11,844</u>	<u>\$ 7,366</u>



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ENGINEERING

Engineering

Public works department Goals, Objectives & Accomplishments	FUND Division	Various 800
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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.

FY 2020-2021 Goals & Objectives

- Expansion and refinement of GIS database.
- Expansion and refinement of the Lucity work order system.
- 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.

FY 2019-2020 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.
- Completed a review and update to the City’s NPDES Compliance Program.

GENERAL FUND

PUBLIC WORKS DEPARTMENT Engineering		FUND Division		121 800	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 82,589	\$ 94,418	\$ 89,298	\$ 78,154
30105	Salaries, Part Time	7,166	4,680	6,076	-
30106	Salaries, Part Time (32 Hour-PERS)	-	-	-	6,323
30110	Salaries, Overtime	145	-	200	200
30200	PERS Retirement	6,544	7,370	7,355	8,547
30201	PERS Employer UAL	5,012	6,202	6,500	17,126
30205	Employee Group Insurance	12,184	12,058	11,891	13,022
30210	Vehicle Allowance	480	480	480	960
30212	Cell Phone Stipend	60	60	60	60
30215	Medical Savings Account	150	150	150	108
30220	FICA/Medicare Insurance	1,394	1,436	1,386	1,136
30221	Administrative Leave Cash Out	1,179	1,415	1,415	1,698
30224	Sick Leave Taken - Part-Time	130	-	-	-
30225	Sick Leave Buy Back	1,513	1,936	1,661	2,323
30226	Sick Leave Taken	434	-	277	-
30228	Comp Taken	72	-	247	-
30230	Annual Vacation Cash Out	454	1,080	900	1,296
30231	Vacation Taken	3,440	-	2,738	-
30235	Deferred Compensation	184	117	152	-
	Subtotal - Salaries and Benefits	<u>123,129</u>	<u>131,402</u>	<u>130,786</u>	<u>130,953</u>
30300	Conferences and Meetings	-	1,000	-	1,000
30310	Uniforms & Safety Gear	-	200	-	200
30320	Dues, Memberships and Subscriptions	-	100	-	100
	Subtotal - Employee Related	<u>-</u>	<u>1,300</u>	<u>-</u>	<u>1,300</u>
30400	Office Supplies	834	1,000	800	1,000
30415	Special Departmental	455	500	500	500
30425	Small Tools	-	200	-	200
	Subtotal - Supplies and Services	<u>1,289</u>	<u>1,700</u>	<u>1,300</u>	<u>1,700</u>
33100	Utilities	-	1,000	-	-
	Subtotal - Operations & Utilities	<u>-</u>	<u>1,000</u>	<u>-</u>	<u>-</u>
34100	Contractual Services	61,789	75,000	75,000	75,000
34105	Other Professional Services	1,054	1,500	400	1,500
	Subtotal - Contractual & Professional Svcs	<u>62,843</u>	<u>76,500</u>	<u>75,400</u>	<u>76,500</u>
42110	Computing and Comm. Equip Replacement	3,300	2,200	2,200	1,900
42115	Computing and Communications Operations	34,300	21,400	21,400	35,800
42235	Compensated Absences	10,264	-	-	-
	Subtotal - Internal Service Charges	<u>47,864</u>	<u>23,600</u>	<u>23,600</u>	<u>37,700</u>
	TOTAL EXPENDITURES	<u>\$ 235,125</u>	<u>\$ 235,502</u>	<u>\$ 231,086</u>	<u>\$ 248,153</u>

GENERAL FUND

PUBLIC WORKS DEPARTMENT		FUND			
Engineering		Division			
				121	
				800	
Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
55400	Encroachment Fees	\$ 95,238	\$ 150,000	\$ 205,083	\$ 150,000
55405	Grading Permit	6,565	20,000	15,318	20,000
55410	Grading Plan Check Fees	15,633	40,000	30,498	35,000
55415	Overload Moving Permit	3,000	1,800	1,703	2,000
55420	Final Map Check	10,653	3,605	-	3,400
55425	Improvement Plan Check	11,835	9,000	8,570	10,000
55430	Lot Merger/Lot Line Adjmt	2,057	10,000	8,253	10,000
55431	Construction and Demolition Fee	11,641	4,500	7,898	8,000
55435	PAKA - Relocation	-	-	1,480	-
	TOTAL REVENUES	\$ 156,622	\$ 238,905	\$ 278,804	\$ 238,400

WATER FUND

PUBLIC WORKS DEPARTMENT	FUND	124
Engineering	Division	800

Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 100,876	\$ 118,340	\$ 111,845	\$ 163,010
30105	Salaries, Part Time	4,472	4,680	4,699	-
30106	Salaries, Part Time (32 Hr)	-	-	-	11,066
30110	Salaries, Overtime	121	-	100	100
30200	PERS Retirement	9,742	11,626	11,500	18,944
30201	PERS Employer UAL	18,948	23,736	24,853	46,212
30205	Employee Group Insurance	15,386	15,196	15,026	27,775
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	165	204
30220	FICA/Medicare Insurance	1,619	1,784	1,691	2,365
30221	Administrative Leave Cash Out	1,392	1,668	1,668	2,002
30224	Sick Leave Taken - Part-Time	108	-	-	-
30225	Sick Leave Buy Back	1,616	2,287	2,287	2,744
30226	Sick Leave Taken	995	-	555	-
30228	Comp Taken	60	-	206	-
30230	Annual Vacation Cash Out	378	1,440	1,736	1,728
30231	Vacation Taken	3,732	-	3,098	-
30235	Deferred Compensation	115	117	117	-
	Subtotal - Salaries and Benefits	<u>161,887</u>	<u>183,202</u>	<u>181,707</u>	<u>278,309</u>
	TOTAL EXPENSES	<u>\$ 161,887</u>	<u>\$ 183,202</u>	<u>\$ 181,707</u>	<u>\$ 278,309</u>

SEWER FUND

PUBLIC WORKS DEPARTMENT	FUND	126
Engineering	Division	800

Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 100,876	\$ 118,340	\$ 111,845	\$ 163,010
30105	Salaries, Part Time	4,472	4,568	4,699	-
30106	Salaries, Part Time (32 Hr)	-	-	-	11,066
30110	Salaries, Overtime	121	-	100	100
30200	PERS Retirement	9,742	11,626	11,500	18,332
30201	PERS Employer UAL	18,948	23,736	24,853	46,610
30205	Employee Group Insurance	15,386	15,196	15,026	27,775
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	165	204
30220	FICA/Medicare Insurance	1,619	1,782	1,691	2,365
30221	Administrative Leave Cash Out	1,392	1,668	1,668	2,002
30224	Sick Leave Taken - Part-Time	108	-	-	-
30225	Sick Leave Buy Back	1,616	2,287	2,287	2,744
30226	Sick Leave Taken	995	-	555	-
30228	Comp Taken	60	-	206	-
30230	Annual Vacation Cash Out	378	1,440	1,736	1,728
30231	Vacation Taken	3,732	-	3,098	-
30235	Deferred Compensation	115	114	117	-
	Subtotal - Salaries and Benefits	<u>161,887</u>	<u>183,085</u>	<u>181,707</u>	<u>278,096</u>
	TOTAL EXPENSES	<u>\$ 161,887</u>	<u>\$ 183,085</u>	<u>\$ 181,707</u>	<u>\$ 278,096</u>

GAS TAX FUND

PUBLIC WORKS DEPARTMENT	FUND	133
Engineering	Division	800

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 31,971	\$ 36,098	\$ 34,843	\$ 44,544
30105	Salaries, Part Time	3,577	3,744	3,759	-
30106	Salaries, Part Time (32 Hr)	-	-	-	3,162
30110	Salaries, Overtime	97	-	81	100
30200	PERS Retirement	2,899	3,362	3,353	5,130
30201	PERS Employer UAL	4,768	5,962	6,244	12,169
30205	Employee Group Insurance	5,635	5,562	5,498	6,083
30210	Vehicle Allowance	480	480	480	960
30212	Cell Phone Stipend	60	60	60	60
30215	Medical Savings Account	54	54	54	84
30220	FICA/Medicare Insurance	544	578	561	647
30221	Administrative Leave Cash Out	440	528	528	634
30224	Sick Leave Taken - Part-Time	86	-	-	-
30225	Sick Leave Buy Back	637	734	722	881
30226	Sick Leave Taken	64	-	-	-
30228	Comp Taken	48	-	165	-
30230	Annual Vacation Cash Out	303	360	434	432
30231	Vacation Taken	1,109	-	767	-
30235	Deferred Compensation	92	94	94	-
	Subtotal - Salaries and Benefits	52,864	57,616	57,642	74,886
	 TOTAL EXPENDITURES	 \$ 52,864	 \$ 57,616	 \$ 57,642	 \$ 74,886

GAS TAX FUND

PUBLIC WORKS DEPARTMENT	FUND	139
Engineering	Division	800

Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ -	\$ -	\$ -	\$ 5,930
30200	PERS Retirement	-	-	-	458
30201	PERS Employer UAL	-	-	-	42
30205	Employee Group Insurance	-	-	-	1,618
30220	FICA/Medicare Insurance	-	-	-	86
	Subtotal - Salaries and Benefits	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,134</u>
	 TOTAL EXPENDITURES	 <u>\$ -</u>	 <u>\$ -</u>	 <u>\$ -</u>	 <u>\$ 8,134</u>



**PARKWAY
MAINTENANCE**

PARKWAY MAINTENANCE

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

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

FY 2020-2021 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.
- Attempt to obtain grant funds for planting trees in the parks and parkways
- Develop a long-term maintenance contract for trails system.
- Install additional white vinyl trail fencing to replace existing or missing wooden trail fencing.

FY 2019-2020 Accomplishments

- Completed second year of 5-year tree trimming program.
- Implemented first city-wide comprehensive trail maintenance program.
- Installed new white vinyl trail fencing at the following

locations...

- Appaloosa St
- Corona Ave (Fifth St to Sixth St)
- Del Mar Rd (Corydon Ave to Kip Korner Rd)
- Golden Gate Cir
- Hialeah Cir
- Kips Korner Rd (Parkridge Ave to Santa Anita Rd)
- Lasso Ln
- Mountain Ave (Second St to North End)

PARKWAY MAINTENANCE

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

- Pacific Ave (Second St to North End)
- Pedley Ave (Seventh St to North End)
- Pedley Ave (Sixth St to mid block)
- Santa Anita Rd
- Saratoga Cir
- Shawnee Dr
- Sierra Ave (Fifth St to Sixth St)
- Sixth St (Sierra Ave to Crestview Dr)
- Steston Dr
- Vine St (Bluff St to Corydon Ave)
- Western Ave (Second St to Parkridge Ave)

GENERAL FUND

PUBLIC WORKS DEPARTMENT	FUND	121
Parkway Maintenance	Division	850

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year- End	Budget Request
30100	Salaries, Full Time	\$ 15,746	\$ 30,932	\$ 16,497	\$ 30,932
30110	Salaries, Overtime	3,213	3,000	3,000	3,000
30200	PERS Retirement	1,858	2,648	2,016	2,648
30201	PERS Employer UAL	3,907	3,494	4,181	3,494
30205	Employee Group Insurance	5,253	6,630	5,341	6,630
30212	Cell Phone Stipend	15	16	16	16
30215	Medical Savings Account	14	36	36	36
30220	FICA/Medicare Insurance	298	492	283	492
30221	Administrative Leave Cash Out	80	102	102	122
30225	Sick Leave Buy Back	145	153	197	173
30226	Sick Leave Taken	450	-	209	-
30228	Comp Taken	10	-	-	-
30230	Annual Vacation Cash Out	69	81	200	83
30231	Vacation Taken	686	-	537	-
30232	Vacation Payoff	-	-	73	-
30245	Workers Compensation	17	-	50	50
	Subtotal - Salaries and Benefits	<u>31,761</u>	<u>47,584</u>	<u>32,737</u>	<u>47,677</u>
30415	Special Departmental	3,714	6,600	4,000	6,600
30425	Small Tools	644	2,000	2,000	2,000
	Subtotal - Supplies and Services	<u>4,358</u>	<u>8,600</u>	<u>6,000</u>	<u>8,600</u>
32400	Trail Maintenance	29,154	25,000	25,000	25,000
	Subtotal - Maintenance & Rentals	<u>29,154</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
33100	Utilities	375	350	-	-
33100.2	Electricity Charges	-	-	310	350
	Subtotal - Operations & Utilities	<u>375</u>	<u>350</u>	<u>310</u>	<u>350</u>
34100	Contractual Services	8,769	23,300	10,000	23,300
	Subtotal - Contractual & Professional Svcs	<u>8,769</u>	<u>23,300</u>	<u>10,000</u>	<u>23,300</u>
42100	Vehicle Operations and Maintenance	-	1,000	1,000	-
42105	Vehicle Replacement Charges	-	6,000	6,000	-
	Subtotal - Internal Service Charges	<u>-</u>	<u>7,000</u>	<u>7,000</u>	<u>-</u>
43100	Equipment	1,123	6,000	4,000	6,000
	Subtotal - Capital Outlay	<u>1,123</u>	<u>6,000</u>	<u>4,000</u>	<u>6,000</u>
	TOTAL EXPENDITURES	<u>\$ 75,539</u>	<u>\$ 117,834</u>	<u>\$ 85,047</u>	<u>\$ 110,927</u>



WATER OPERATIONS

WATER OPERATONS

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

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

FY 2020-2021 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.

FY 2019-2020 Accomplishments

- Completed upgrade to Bluff Groundwater Treatment Plant.
- Completed the design of the Hamner Ave Bridge Water Mainline.
- Completed replacement of various hydrant and valve upgrades.
- Completed the testing and maintenance of all hydrant and valves east of the I-15 freeway.

WATER FUND

PUBLIC WORKS DEPARTMENT				FUND	124
Water Operations				Division	804
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 281,844	\$ 411,340	\$ 292,520	\$ 405,654
30110	Salaries, Overtime	64,287	79,882	62,000	71,506
30200	PERS Retirement	27,926	37,130	29,678	38,548
30201	PERS Employer UAL	56,472	59,802	60,322	61,738
30205	Employee Group Insurance	77,985	94,452	78,393	84,506
30212	Cell Phone Stipend	210	210	210	336
30215	Medical Savings Account	214	312	312	336
30220	FICA/Medicare Insurance	4,636	7,122	5,141	6,919
30221	Administrative Leave Cash Out	1,435	1,683	1,683	2,020
30225	Sick Leave Buy Back	2,684	3,500	3,526	4,200
30226	Sick Leave Taken	7,978	-	4,439	-
30228	Comp Taken	140	-	-	-
30230	Annual Vacation Cash Out	1,247	3,000	2,500	3,600
30231	Vacation Taken	12,141	-	11,312	-
30232	Vacation Payoff	-	-	1,879	-
30245	Workers Compensation	463	-	1,000	1,000
30255	Tuition Reimbursement	-	500	200	500
	Subtotal - Salaries and Benefits	<u>539,660</u>	<u>698,933</u>	<u>555,114</u>	<u>680,862</u>
30300	Conferences and Meetings	2,223	4,000	3,500	5,000
30310	Uniforms & Safety Gear	9,337	8,500	6,000	8,500
30320	Dues, Memberships and Subscriptions	3,030	8,100	3,500	8,100
	Subtotal - Employee Related	<u>14,590</u>	<u>20,600</u>	<u>13,000</u>	<u>21,600</u>
30400	Office Supplies	2,499	5,750	1,000	5,750
30415	Special Departmental	169,971	240,000	200,000	240,000
30425	Small Tools	6,666	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	85,105	-	-	-
	Subtotal - Supplies and Services	<u>314,241</u>	<u>303,750</u>	<u>258,500</u>	<u>303,750</u>
32105	Equipment Rental	871	5,000	4,000	5,000
32200	Building and Ground Maintenance	4,253	5,800	3,000	4,800
32450	Well & Pump Maintenance	128,474	154,000	50,000	148,000
	Subtotal - Maintenance & Rentals	<u>133,599</u>	<u>164,800</u>	<u>57,000</u>	<u>157,800</u>
33100	Utilities	308,377	389,300	-	-
33100.10	Water Charges	6,884	6,500	4,800	6,500
33100.20	Electricity Charges	-	-	190,000	350,000
33100.25	Natural Gas	-	-	325	500
33100.3	Telephone Charges	-	-	550	650
33100.35	Wireless	-	-	9,000	10,000
33105	Purchased water	5,174,615	5,600,000	6,450,064	5,885,000
33115	Chino Pump Tax	-	25,000	-	-
	Subtotal - Operations & Utilities	<u>5,489,876</u>	<u>6,020,800</u>	<u>6,654,739</u>	<u>6,252,650</u>
34100	Contractual Services	612,505	751,500	610,000	728,000
	Subtotal - Contractual & Professional Svcs	<u>612,505</u>	<u>751,500</u>	<u>610,000</u>	<u>728,000</u>

WATER FUND

PUBLIC WORKS DEPARTMENT		FUND		124	
Water Operations		Division		804	
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Request
35100	Interest Payments	638,124	432,742	432,742	597,415
35105	Principal Payments	-	336,700	336,700	949,417
35150	Administrative Overhead	485,289	556,360	556,360	556,360
35205	Property Taxes	727	1,000	727	1,000
35510	Bad Debt Expense	245	-	9,796	-
	Subtotal - Miscellaneous	<u>1,124,385</u>	<u>1,326,802</u>	<u>1,336,325</u>	<u>2,104,192</u>
42100	Vehicle Operations and Maintenance	87,000	87,000	87,000	82,000
42105	Vehicle Replacement Charges	98,328	342,448	342,448	169,750
42110	Computing and Comm. Equip Replacement	700	1,400	1,400	1,100
42115	Computing and Communications Operations	17,200	35,700	35,700	44,700
42220	Self Insured Expenses	11,559	2,000	482	2,000
42225	Self Insured Settlements	149,302	30,000	74,373	30,000
	Subtotal - Internal Service Charges	<u>364,089</u>	<u>498,548</u>	<u>541,403</u>	<u>329,550</u>
43100	Equipment	-	10,000	8,000	10,000
43115	Building Improvements	-	40,000	30,000	40,000
	Subtotal - Capital Outlay	<u>-</u>	<u>50,000</u>	<u>38,000</u>	<u>50,000</u>
44100.121	Transfer Out to Fund 121	129,102	129,102	129,102	129,102
	Subtotal - Transfers	<u>129,102</u>	<u>129,102</u>	<u>129,102</u>	<u>129,102</u>
	TOTAL EXPENSES	<u>\$ 8,722,048</u>	<u>\$ 9,964,835</u>	<u>\$ 10,193,183</u>	<u>\$ 10,757,506</u>
54200	Interest Income	\$ 130,193	\$ 45,000	\$ 73,560	\$ 80,000
57100	Water Tolls - Residential	5,459,502	6,139,403	6,131,344	6,131,345
57102	Fixed Monthly Water Charge	5,300,671	5,649,167	5,738,216	5,824,289
57105	Irrigation - Residential	843,055	973,608	886,100	886,100
57115	Energy Pass Thru	71,985	85,000	73,186	73,186
57125	Bulk Water	159,071	50,000	154,478	154,478
57130	Reconnection & Coll. Fees	74,537	56,000	144,717	91,836
57132	Other Service Fees	20,982	25,000	32,656	25,204
57915	Miscellaneous Revenue	38,949	50,000	16,674	34,735
	TOTAL REVENUES	<u>\$ 12,098,945</u>	<u>\$ 13,073,178</u>	<u>\$ 13,250,931</u>	<u>\$ 13,301,173</u>



SEWER OPERATIONS

SEWER OPERATIONS

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

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

FY 2020-2021 Goals & Objectives

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

FY 2019-2020 Accomplishments

- Completed second year of three year sewer line cleaning program.

SEWER FUND

PUBLIC WORKS DEPARTMENT	FUND	126
Sewer Operations	Division	809

Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 285,000	\$ 422,540	\$ 305,158	\$ 418,140
30110	Salaries, Overtime	64,231	78,533	62,000	80,319
30200	PERS Retirement	28,757	38,630	31,266	40,236
30201	PERS Employer UAL	60,804	64,816	65,139	67,748
30205	Employee Group Insurance	80,925	99,492	82,621	87,698
30210	Vehicle Allowance	-	-	-	1,920
30212	Cell Phone Stipend	330	330	330	330
30215	Medical Savings Account	214	312	214	312
30220	FICA/Medicare Insurance	4,663	7,265	5,324	7,228
30221	Administrative Leave Cash Out	1,435	1,683	1,683	2,020
30225	Sick Leave Buy Back	2,518	2,970	3,561	3,564
30226	Sick Leave Taken	8,233	-	4,575	-
30228	Comp Taken	213	-	-	-
30230	Annual Vacation Cash Out	1,247	1,540	2,500	1,848
30231	Vacation Taken	12,565	-	11,871	-
30232	Vacation Payoff	0	-	1,255	-
30245	Workers Compensation	463	-	1,000	1,000
30255	Tuition Reimbursement	-	500	200	500
	Subtotal - Salaries and Benefits	<u>551,597</u>	<u>718,611</u>	<u>578,696</u>	<u>712,862</u>
30300	Conferences and Meetings	1,051	5,000	1,500	5,000
30310	Uniforms & Safety Gear	5,829	7,500	6,000	8,500
30320	Dues, memberships and Subscriptions	657	3,000	1,500	3,000
	Subtotal - Employee Related	<u>7,538</u>	<u>15,500</u>	<u>9,000</u>	<u>16,500</u>
30400	Office Supplies	642	1,000	500	1,000
30415	Special Departmental	21,753	22,000	9,000	15,000
30425	Small Tools	3,494	7,000	6,500	7,000
30470	Post Employment Health Benefits	50,000	50,000	50,000	50,000
30470.10	Post Employment Ben-GASB75	80,234	-	-	-
	Subtotal - Supplies and Services	<u>156,123</u>	<u>80,000</u>	<u>66,000</u>	<u>73,000</u>
32105	Equipment Rental	87	5,000	500	5,000
32200	Building and ground maintenance	26	5,800	2,000	4,800
32450	Well & Pump Maintenance	13,448	60,000	25,000	60,000
	Subtotal - Maintenance & Rentals	<u>13,561</u>	<u>70,800</u>	<u>27,500</u>	<u>69,800</u>
33100	Utilities	57,012	70,100	-	-
33100.2	Electricity Charges	-	-	50,000	67,600
33100.3	Telephone Charges	-	-	1,500	2,500
	Subtotal - Operations & Utilities	<u>57,012</u>	<u>70,100</u>	<u>51,500</u>	<u>70,100</u>
34100	Contractual Services	2,232,350	2,567,000	2,250,000	2,523,000
	Subtotal - Contractual & Professional Svcs	<u>2,232,350</u>	<u>2,567,000</u>	<u>2,250,000</u>	<u>2,523,000</u>

SEWER FUND

PUBLIC WORKS DEPARTMENT		FUND		126	
Sewer Operations		Division		809	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year-End	FY 2020-2021 Budget Request
35100	Interest Payments	1,263,507	591,663	591,663	767,577
35105	Principal Payments	507,600	818,824	818,824	703,534
35150	Administrative Overhead	299,230	350,190	350,190	350,190
	Subtotal - Miscellaneous	<u>2,070,337</u>	<u>1,760,677</u>	<u>1,760,677</u>	<u>1,821,301</u>
42100	Vehicle Operations and Maintenance	88,053	88,000	88,000	32,000
42105	Vehicle Replacement Charges	65,552	342,448	342,448	169,750
42110	Computing and Comm. Equip Replacement	700	1,000	1,000	700
42115	Computing and Communications Operations	17,200	28,600	28,600	35,800
42225	Self Insured Settlements	300	10,000	10,000	10,000
	Subtotal - Internal Service Charges	<u>171,805</u>	<u>470,048</u>	<u>470,048</u>	<u>248,250</u>
43100	Equipment	-	10,000	10,000	10,000
43115	Building Improvements	-	40,000	22,600	40,000
	Subtotal - Capital Outlay	<u>-</u>	<u>50,000</u>	<u>32,600</u>	<u>50,000</u>
44100.121	Transfers Out to Fund 121	129,102	129,102	129,102	129,102
	Subtotal - Transfers	<u>129,102</u>	<u>129,102</u>	<u>129,102</u>	<u>129,102</u>
	TOTAL EXPENSES	<u>\$ 5,389,425</u>	<u>\$ 5,931,838</u>	<u>\$ 5,375,123</u>	<u>\$ 5,713,916</u>
54200	Interest Income	\$ 205,088	\$ 75,000	\$ 65,000	\$ 75,000
54200.10	City of Corona Loan Payment - Interest	139,867	143,379	133,260	126,706
54202	City of Corona Loan Payment - Principal	220,228	226,835	226,835	233,640
57145	Sewer Service Charges	7,258,028	7,314,107	7,664,807	7,450,309
57915	Miscellaneous Income	-	5,000	-	-
	Total Revenues	<u>\$ 7,823,211</u>	<u>\$ 7,764,321</u>	<u>\$ 8,089,903</u>	<u>\$ 7,885,655</u>



STREET MAINTENANCE

STREET MAINTENANCE

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

FY 2020-2021 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.

FY 2019-2020 Accomplishments

- Installed new solar powered speed feedback signs in various locations to promote traffic calming and public safety.
- Installed new solar powered stop and directional signs in various locations to promote traffic calming and public safety.
- Added additional double yellow centerline striping in various locations to promote traffic calming and public safety.
- Pavement Rehabilitation on...
 - Crestview Dr (Seventh St to North Dr)
 - Del Mar Rd (Corydon Ave to Kips Korner Rd)
 - Hamner Ave Widening (Third St to Fifth St)
 - Hamner Ave (Third St to Hidden Valley Pkwy)
 - Pedley Ave (Seventh St to Santa Ana River)
 - River Rd (Sundance to Bluff St)
 - Slurry Seal Project (Appaloosa St, Arapaho St, Belgian Dr, Dales Dr, Lonestar Dr, Maricopa St, Morgan Dr, Pacer Dr, Stallion Dr, Stetson Dr, Western Dr)
 - Vine Ave (Corydon Ave to Bluff St)

GAS TAX FUND

PUBLIC WORKS DEPARTMENT Street Maintenance		FUND Division		133 801	
Object Code	Line-Item Description	FY 2018-2019 Actual	FY 2019-2020 Amended Budget	FY 2019-2020 Projected Year- End	FY 2020-2021 Budget Request
30100	Salaries, Full Time	\$ 31,491	\$ 51,876	\$ 32,994	\$ 39,690
30110	Salaries, Overtime	7,497	9,775	5,500	7,170
30200	PERS Retirement	3,161	4,596	3,373	3,906
30201	PERS Employer UAL	6,516	6,946	6,969	7,152
30205	Employee Group Insurance	8,833	11,662	8,946	9,188
30212	Cell Phone Stipend	30	30	30	30
30215	Medical Savings Account	24	48	48	24
30220	FICA/Medicare Insurance	522	894	558	679
30221	Administrative Leave Cash Out	159	204	204	245
30225	Sick Leave Buy Back	289	1,000	394	1,200
30226	Sick Leave Taken	901	-	417	-
30228	Comp Taken	20	-	-	-
30230	Annual Vacation Cash Out	139	900	300	1,080
30231	Vacation Taken	1,373	-	1,073	-
30232	Vacation Payoff	-	-	145	-
30245	Workers Compensation	34	-	100	100
	Subtotal - Salaries and Benefits	<u>60,988</u>	<u>87,931</u>	<u>61,052</u>	<u>70,464</u>
30300	Conferences and Meetings	-	1,000	-	1,000
30310	Uniforms & Safety Gear	4,104	4,250	3,700	4,250
	Subtotal - Employee Related	<u>4,104</u>	<u>5,250</u>	<u>3,700</u>	<u>5,250</u>
30400	Office Supplies	-	500	100	500
30415	Special Departmental	38,832	50,000	40,000	50,000
30425	Small Tools	612	1,200	1,000	1,200
	Subtotal - Supplies and Services	<u>39,444</u>	<u>51,700</u>	<u>41,100</u>	<u>51,700</u>
32300	Traffic Signal Maintenance	100,737	140,000	116,000	130,000
	Subtotal - Maintenance & Rentals	<u>100,737</u>	<u>140,000</u>	<u>116,000</u>	<u>130,000</u>
33100	Utilities	85,118	100,600	-	-
33100.2	Electricity Charges	-	-	75,000	100,000
33100.3	Telephone Charges	-	-	100	100
	Subtotal - Operations & Utilities	<u>85,118</u>	<u>100,600</u>	<u>75,100</u>	<u>100,100</u>
34100	Contractual Services	379,685	439,500	350,000	439,500
	Subtotal - Contractual & Professional Svcs	<u>379,685</u>	<u>439,500</u>	<u>350,000</u>	<u>439,500</u>
43100	Equipment	2,128	5,000	3,000	5,000
	Subtotal - Capital Outlay	<u>2,128</u>	<u>5,000</u>	<u>3,000</u>	<u>5,000</u>
	TOTAL EXPENDITURES	<u>\$ 672,203</u>	<u>\$ 829,981</u>	<u>\$ 649,952</u>	<u>\$ 802,014</u>

GAS TAX FUND

PUBLIC WORKS DEPARTMENT		FUND			
Street Maintenance		133			
		Division			
		801			
Object		FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
Code	Line-Item Description	Actual	Amended Budget	Projected Year-End	Budget Projection
53429	2103 Apportionment	\$ 91,101	\$ 224,696	199,121	228,661
53430	2105 Apportionment	147,822	148,300	138,162	143,449
53435	2106 Apportionment	97,824	96,480	90,085	93,421
53440	2107 Apportionment	185,778	185,705	172,571	172,571
53445	2107.5 Apportionment	6,000	6,000	6,000	6,000
54200	Interest Income	12,235	8,500	5,500	3,000
57915	Miscellaneous Income	30,519	30,425	30,425	-
Total Revenues		\$ 571,280	\$ 700,106	\$ 641,864	\$ 647,102



**NPDES-STORM DRAIN
OPERATIONS**

STORM DRAIN

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

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

FY 2020-2021 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.

FY 2019-2020 Accomplishments

- Completed the following storm drain improvement projects...
- California Ave Storm Drain Project (975 linear feet south from Seventh St.)
- Crestview Dr Storm Drain Project (1,500 linear feet from Eighth St to North Dr)
- Pedley Ave Storm Drain Project (500 linear feet adjacent to Riverview Elementary)

STORM DRAIN FUND

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

Object Code	Line-Item Description	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021
		Actual	Amended Budget	Projected Year-End	Budget Request
30100	Salaries, Full Time	\$ 15,745	\$ 20,944	\$ 16,497	\$ 19,844
30110	Salaries, Overtime	3,570	4,400	3,100	5,236
30200	PERS Retirement	1,889	1,950	2,024	1,954
30201	PERS Employer UAL	3,909	3,452	4,182	3,576
30205	Employee Group Insurance	5,261	5,032	5,340	4,594
30212	Cell Phone Stipend	15	16	16	16
30215	Medical Savings Account	15	12	12	12
30220	FICA/Medicare Insurance	310	367	284	364
30221	Administrative Leave Cash Out	80	102	102	122
30225	Sick leave Buy Back	145	192	197	230
30226	Sick Leave Taken	450	-	209	-
30228	Comp Taken	10	-	-	-
30230	Annual Vacation Cash Out	69	132	150	150
30231	Vacation Taken	686	-	537	-
30232	Vacation Payoff	-	-	73	-
30245	Workers Compensation	17	-	50	-
	Subtotal - Salaries and Benefits	<u>32,170</u>	<u>36,599</u>	<u>32,773</u>	<u>36,099</u>
30300	Conferences and Meetings	200	1,000	-	1,000
	Subtotal - Employee Related	<u>200</u>	<u>1,000</u>	<u>-</u>	<u>1,000</u>
30400	Office Supplies	-	50	-	50
30415	Special Departmental	-	200	-	200
	Subtotal - Supplies and Services	<u>-</u>	<u>250</u>	<u>-</u>	<u>250</u>
34100	Contractual Services	69,539	149,500	75,000	115,000
	Subtotal - Contractual & Professional Svcs	<u>69,539</u>	<u>149,500</u>	<u>75,000</u>	<u>115,000</u>
	TOTAL EXPENDITURES	<u>\$ 101,909</u>	<u>\$ 187,349</u>	<u>\$ 107,773</u>	<u>\$ 152,349</u>
53125	Tax Assessments	\$ 105,690	\$ 128,330	\$ 135,000	\$ 135,000
	TOTAL REVENUES	<u>\$ 105,690</u>	<u>\$ 128,330</u>	<u>\$ 135,000</u>	<u>\$ 135,000</u>



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**PERSONNEL
AUTHORIZATION**

**CITY OF NORCO
PERSONNEL AUTHORIZATION
FY 2012 through FY 2021**

Position Title	2011- 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016	2016- 2017	2017- 2018	2018- 2019	2019- 2020	2020- 2021
<u>CITY COUNCIL & COMMISSIONS</u>										
<u>CITY COUNCIL</u>	5	5	5	5	5	5	5	5	5	5
<u>COMMUNITY SERVICES COMMISSION</u>	0	0	0	0	0	0	0	0	0	0
<u>ECONOMIC DEVELOPMENT ADVISORY COUNCIL</u>	7	7	7	9	9	8	11	11	9	9
<u>HISTORIC PRESERVATION COMMISSION</u>	5	5	5	5	5	5	5	5	3	4
<u>MEASURE R CITIZENS OVERSIGHT COMMITTEE</u>	0	0	0	0	0	0	0	0	7	7
<u>NORCO YOUTH ADVISORY COUNCIL</u>	0	0	0	0	0	9	9	9	0	0
<u>OVERSIGHT BOARD OF THE SUCCESSORY AGENCY TO THE NORCO COMMUNITY REDEVELOPMENT AGENCY</u>	0	7	7	7	7	7	6	0	0	0
<u>PARKS & RECREATION COMMISSION</u>	5	5	5	5	5	5	5	5	5	5
<u>PLANNING COMMISSION</u>	5	5	5	5	5	5	5	5	5	5
<u>STREETS, TRAILS & UTILITIES COMMISSION</u>	7	7	6	5	5	5	5	5	5	5
<u>FULL-TIME POSITIONS</u>										
<u>ADMINISTRATION</u>										
City Manager	1	1	1	1	1	1	1	1	1	1
City Clerk/Assistant to the City Manager	1	1	1	1	1	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1	1	1	1	1	1
Human Resources Manager	0	0	0	0	0	0	1	1	1	1
Human Resources Analyst (moved from F&SS)	0	0	0	0	0	1	0	0	0	0
Management Analyst	0	0	0	0	0	1	1	1	0	0
Communications Manager									1	1
Executive Secretary	0	0	0	0	0	0	0	0	0	0
Secretary to the City Manager	0	0	0	0	0	0	0	0	0	0
Administrative Clerk	0	0	0	0	0	0	0	0	0	1
Sr. Administrative Clerk	0	0	0	0	0	0	0	0	0	0
Administrative Assistant	0	0	0	0	0	0	0	0	0	0
Total	3	3	3	3	3	5	5	5	5	6
<u>PLANNING/CODE ENFORCEMENT</u>										
Planning Director	1	1	1	1	1	1	1	1	1	1
Planning Manager	0	0	0	0	0	0	0	0	0	0
Senior Planner	1	1	1	1	1	1	1	1	1	1
Senior Permit Technician										1
Permit Technician	0	0	0	0	0	2	2	2	2	1
Executive Secretary	0	0	0	0	0	0	0	0	0	0
Building Inspector	0	0	0	0	0	1	1	1	1	1
Senior Code Enforcement Officer	0	0	1	1	1	1	1	1	1	1
Code Enforcement Officer	0	0	0	0	0	0	0	0	0	1
Total	2	2	3	3	3	6	6	6	6	7

**CITY OF NORCO
PERSONNEL AUTHORIZATION
FY 2012 through FY 2021**

Position Title	2011- 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016	2016- 2017	2017- 2018	2018- 2019	2019- 2020	2020- 2021
<u>CITY CLERK</u> (moved to ADMINISTRATION)										
City Clerk	0	0	0	0	0	0	0	0	0	0
Deputy City Clerk	0	0	0	0	0	0	0	0	0	0
Secretary II	0	0	0	0	0	0	0	0	0	0
Clerk Typist	0	0	0	0	0	0	0	0	0	0
Administrative Clerk	0	0	0	0	0	0	0	0	0	0
Total	0									
<u>FISCAL & SUPPORT SERVICES</u>										
Director of Fiscal & Support Services	0	0	0	0	0	0	0	0	0	0
Director of Finance	1	1	1	1	0	0	0	0	1	1
Finance Officer	0	0	0	0	1	1	1	1	0	0
Executive Secretary	1	1	0	0	0	0	0	0	0	0
Administrative Analyst	0	0	1	1	1	1	1	1	1	1
Accounting Manager	1	1	1	1	1	1	1	1	1	1
Human Resources Analyst	1	1	1	1	1	0	0	0	0	0
Network Administrator	0	0	0	0	0	0	0	0	0	0
Information Technology Manager	1	1	1	1	0	0	0	0	0	0
Senior Accountant	0	0	0	0	0	1	1	1	1	1
Accountant	1	1	1	1	1	0	0	0	0	0
Computer Information Systems Technician (moved to PR&CS)	0	0	0	1	1	2	0	0	0	0
I.T. Analyst	1	1	1	0	0	0	0	0	0	0
Account Clerks	6	6	6	6	6	6	6	6	6	6
Account Clerk II	0	0	0	0	0	0	0	0	0	0
Account Clerk I	0	0	0	0	0	0	0	0	0	0
Office Assistant	0	0	0	0	0	0	0	0	0	0
Total	13	13	13	13	12	12	10	10	10	10
<u>PARKS & RECREATION</u>										
Deputy City Manager/Director of Parks, Rec & Comm Svcs	0	0	0	0	1	1	1	1	1	1
Director of Parks, Recreation & Community Services	1	1	1	1	0	0	0	0	0	0
Executive Secretary	1	1	1	1	1	1	1	1	1	1
Computer Information Systems Administrator									1	1
Computer Information Systems Technician	0	0	0	0	0	0	2	2	1	1
Administrative Clerk	0	0	0	0	0	1	1	1	1	1
Recreation & Community Services Superintendent	1	1	1	1	1	1	1	1	1	1
Parks & Building Superintendent	0	0	0	0	0	0	0	0	0	0
Parks & Public Buildings Maintenance Superintendent	0	0	0	0	1	1	1	1	1	1
Parks & Public Buildings Maintenance Supervisor	1	1	1	1	0	0	0	0	0	1
Recreation & Community Services Supervisor	1	1	1	1	1	2	2	2	2	2
Administrative/Facilities Coordinator	0	0	1	1	1	0	0	0	0	0
Recreation & Community Services Coordinator	0	0	0	0	0	0	0	0	0	0
Lead Worker	0	0	0	0	0	0	0	0	0	0
Parks Maintenance Worker I, II	1	1	1	1	1	1	1	2	2	2
Maintenance Worker Trainee	0	0	0	0	0	1	1	0	0	0
Building and Public Facilities Maintenance Worker										1
Bus Driver	1	1	1	1	1	1	1	1	1	1
Custodian	0	0	0	0	0	0	0	0	0	0
Total	7	7	8	8	8	10	12	12	12	14

**CITY OF NORCO
PERSONNEL AUTHORIZATION
FY 2012 through FY 2021**

Position Title	2011- 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016	2016- 2017	2017- 2018	2018- 2019	2019- 2020	2020- 2021
<u>ECONOMIC DEVELOPMENT</u>										
Director of Economic Development	0	0	0	0	0	0	0	0	0	0
Executive Secretary	0	0	0	0	0	0	0	0	0	0
Housing Manager	1	0	0	0	0	0	0	0	0	0
Total	1	0								
<u>COMMUNITY DEVELOPMENT</u> (moved to Public Works)										
Director of Community Development	0	0	0	0	0	0	0	0	0	0
Director of Economic Development	0	0	0	0	0	0	0	0	0	0
Executive Secretary	0	0	0	0	0	0	0	0	0	0
Senior Planner	0	0	0	0	0	0	0	0	0	0
Associate Planner	0	0	0	0	0	0	0	0	0	0
Code Enforcement Officer	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
Deputy City Engineer	0	0	0	0	0	0	0	0	0	0
Executive Secretary	0	0	0	0	0	0	0	0	0	0
Assistant Civil Engineer	0	0	0	0	0	0	0	0	0	0
Associate Civil Engineer	0	0	0	0	0	0	0	0	0	0
Building Official	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
Permit Technician	0	0	0	0	0	0	0	0	0	0
Plans Examiner Senior Building Inspector	0	0	0	0	0	0	0	0	0	0
Building Inspector	0	0	0	0	0	0	0	0	0	0
Total	0									
<u>FIRE DEPARTMENT</u>										
Fire Chief	0	0	0	0	0	0	0	0	0	0
Executive Secretary	0	0	0	0	0	0	0	0	0	0
Account Clerk I	0	0	0	0	0	0	0	0	0	0
Code Enforcement Officer	0	0	0	0	0	0	0	0	0	0
Fire Prevention Specialist	1	1	0	0	0	0	0	0	0	0
Battalion Chief	0	0	0	0	0	0	0	0	0	0
Fire Captain	6	0	0	0	0	0	0	0	0	0
<u>FIRE DEPARTMENT (Cont.)</u>										
Fire Engineer	6	0	0	0	0	0	0	0	0	0
Firefighter Paramedic	6	0	0	0	0	0	0	0	0	0
Firefighter	0	0	0	0	0	0	0	0	0	0
Total	19	1	0							
<u>ANIMAL CONTROL</u>										
Animal Control/Equestrian Services Superintendent	1	1	1	1	1	1	1	1	1	1
Animal Control Supervisor	0	0	0	0	0	0	0	0	0	1
Secretary II	0	0	0	0	0	0	0	0	0	0
Administrative/Facilities Coordinator	1	1	0	0	0	0	0	0	0	0
Kennel Officer	0	0	0	0	0	0	0	0	0	0
Senior Animal Control Officer	0	1	1	1	1	1	1	1	1	0
Animal Control Officer	2	1	1	1	1	1	1	1	1	2
Total	4	4	3	4						
<u>SHERIFF</u>										
Executive Secretary	1	1	1	1	1	1	1	1	1	1
Total	1									

**CITY OF NORCO
PERSONNEL AUTHORIZATION
FY 2012 through FY 2021**

Position Title	2011- 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016	2016- 2017	2017- 2018	2018- 2019	2019- 2020	2020- 2021
<u>PUBLIC WORKS</u>										
Director of Public Works	1	1	1	1	1	1	1	1	1	1
Deputy Director of Public Works/Senior Engineer	0	1	0	0	0	0	0	0	0	1
Water and Sewer Utilities Manager	0	0	1	0	0	0	0	0	0	0
Senior Civil Engineer	1	0	0	0	0	0	1	1	1	1
Associate Civil Engineer	0	0	0	1	1	1	0	0	0	0
Executive Secretary	1	1	1	1	0	0	0	0	0	0
Public Works Superintendent	1	1	1	1	1	1	1	1	1	1
Public Works Supervisor	0	0	0	0	0	0	1	1	1	1
Inspector II	0	0	0	0	1	1	1	1	1	1
Inspector I	1	1	1	1	0	0	0	0	0	0
PW/LMD Inspector Supervisor	0	0	0	0	0	0	0	0	0	0
Lead Worker	1	1	1	1	1	1	0	0	0	0
Maintenance Workers (I, II, III)	7	7	5	5	8	5	8	8	8	8
Water Quality Control Technician I/II	1	1	1	1	1	2	2	2	2	2
Sewer Technician I/II	0	0	0	0	0	0	2	2	2	2
Meter Technician I	0	0	0	0	0	0	0	0	0	0
Public Works Trainee	3	3	5	5	3	5	0	0	0	0
Senior Permit Technician	0	0	0	0	0	0	0	0	0	1
Permit Technician	1	1	1	1	2	1	1	1	1	0
Administrative Compliance Coordinator	0	0	0	0	0	1	1	1	1	2
Plans Examiner Senior Building Inspector	0	0	0	0	0	0	0	0	0	0
Building Inspector	1	1	1	1	1	0	0	0	0	0
Total	19	19	19	19	20	19	19	19	19	21
TOTAL FULL TIME POSITIONS	69	50	50	50	50	56	56	56	56	63

**CITY OF NORCO
PERSONNEL AUTHORIZATION
FY 2012 through FY 2021**

Position Title	2011- 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016	2016- 2017	2017- 2018	2018- 2019	2019- 2020	2020- 2021
<u>PART-TIME POSITIONS</u>										
<u>TEMPORARY EMPLOYEES</u>										
<u>Fire</u>										
Fire Prevention Intern	0	0	0	0	0	0	0	0	0	0
Total Temporary Employees	0									
<u>32-HOUR PART-TIME EMPLOYEES</u>										
<u>Community Development</u>										
Assistant Planner	0	0	0	0	0	0	0	0	0	0
<u>Planning/Code Enforcement</u>										
Code Enforcement Officer/Planning Aide	0	0	0	0	0	0	0	0	1	0
<u>Public Works</u>										
Permit Technician	0	0	1	1	0	0	0	0	0	1
Permit Technician	0	0	1	0	0	0	0	0	0	0
<u>Parks & Recreation</u>										
Recreation&Community Services Specialist	2	2	0	0	0	0	0	0	0	0
Recreation&Community Services Coordinator	1	1	1	1	1	1	1	1	1	2
Irrigation Technician	0	0	1	1	1	1	1	1	1	1
Maintenance Workers	0	0	0	0	0	0	0	0	0	0
Special Events Specialist									1	1
Volunteer Coordinator	0	0	0	0	0	0	0	0	0	0
Aquatic Manager	0	0	0	0	0	0	0	0	0	0
<u>Parks & Recreation (Cont.)</u>										
Adult & Youth Sport Specialist	0	0	0	0	0	0	0	0	0	0
<u>Animal Control</u>										
Kennel Assistant	1	1	1	0	0	0	0	0	0	0
Administrative Clerk	1	1	1	1	0	0	0	0	0	0
Animal Control Officer Trainee	1	1	1	1	1	1	1	1	1	1
Total 32-Hour Employees	6	6	7	5	3	3	3	3	5	6
<u>20-HOUR OR LESS PART-TIME</u>										
<u>Administration</u>										
Marketing Intern (Economic Development)	0	0	0	0	1	0	0	0	0	0
<u>City Clerk</u>										
Clerical Assistant	0	0	0	0	1	0	1	1	1	0
Facilities Maintenance Assistant	0	0	0	0	0	0	0	0	0	0
Customer Service Specialist	0	0	0	0	0	0	0	0	0	0
<u>Fiscal & Support Services</u>										
Account Clerk	1	0	2	2	0	0	0	0	0	1
<u>Crossing Guards</u>										
Crossing Guard	0	0	0	0	0	0	0	0	0	0
<u>Parks & Recreation</u>										
Facility Booking Specialist	0	0	0	0	0	0	0	0	0	0
Events and Facilities Assistant	0	0	0	0	0	0	1	1	1	1
Sports Technician/Recreation Specialist	0	1	1	1	1	1	1	1	1	1
Senior Administrative Clerk	0	0	0	0	1	0	0	0	0	0
Clerical/Counter Clerk/Recreation Specialist	2	3	2	2	2	1	0	0	0	0
Volunteer and Special Events Specialist	0	0	1	1	1	1	1	1	0	0
Recreation&Community Services Specialist	0	2	2	2	3	1	1	1	1	1
Recreation&Community Services Leader I, II, III	32	32	10	10	10	10	10	10	10	10
Recreation&Community Services Aide	31	31	20	18	18	18	18	18	18	18
Sports Coordinator	0	0	0	0	0	1	1	1	1	0
Aquatics Manager	1	0	0	0	0	0	0	0	0	0
Pool Maintenance Manager	1	1	0	0	0	0	0	0	0	0
Life Guard III	3	0	0	0	0	0	0	0	0	0
Life Guard II	15	0	0	0	0	0	0	0	0	0

**CITY OF NORCO
PERSONNEL AUTHORIZATION
FY 2012 through FY 2021**

Position Title	2011- 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016	2016- 2017	2017- 2018	2018- 2019	2019- 2020	2020- 2021
Life Guard I	9	0	0	0	0	0	0	0	0	0
Field Maintenance Worker/Driver	4	5	4	4	4	0	0	0	0	0
Driver/General Labor Assistant	0	0	0	0	4	6	6	6	6	6
Bus Driver	1	0	0	0	0	0	0	0	0	1
Parks Maintenance Worker	3	4	3	3	0	3	3	3	3	3
George Ingalls Maintenance Worker	0	0	0	0	0	2	1	1	1	1
Nellie Weaver Hall Attendant	0	2	2	5	5	5	5	5	5	5
<u>Fire Department</u>										
Fire Chief	1	0	0	0	0	0	0	0	0	0
Battalion Chief	2	0	0	0	0	0	0	0	0	0
Code Compliance Officer	0	0	0	0	0	0	0	0	0	0
Emergency Services Assistant	0	0	0	0	0	0	0	0	0	1
Administrative Clerk	1	0	0	1	1	1	1	1	1	0
Executive Secretary	1	0	0	0	0	0	0	0	0	0
<u>Planning/Code Enforcement</u>										
Part-Time Code Compliance Officer	1	0	1	1	1	1	1	1	0	0
Planning Intern	1	1	1	1	1	0	0	0	0	0
Planning Aide	0	0	0	0	0	1	1	1	0	1
Executive Secretary	1	0	0	0	0	0	0	0	0	0
<u>Sheriff</u>										
Community Service Officer	2	2	1	1	1	1	1	1	1	1
<u>Community Development</u>										
Minutes Clerk	0	0	0	0	0	0	0	0	0	0
Part-Time Typing Aide/Admin Clerk	0	0	0	0	0	0	0	0	0	0
Planning Intern	0	0	0	0	0	0	0	0	0	0
<u>PUBLIC WORKS</u>										
Director of Public Works	0	1	1	0	0	0	0	0	0	0
Part-Time Typing Aide/Admin Clerk	1	1	0	0	0	0	0	0	0	0
Permit Technician	0	0	0	0	0	0	0	0	0	0
Clerical Assistant (Permits)	1	1	0	0	0	0	1	1	1	0
Intern	0	0	1	1	1	0	0	0	0	0
Counter Tech/Backflow Coordinator	0	0	0	0	1	0	0	0	0	0
Engineering Clerk/Permit Technician	0	0	0	0	1	0	0	0	0	0
Plans Examiner Senior Building Inspector	1	0	1	0	0	0	0	0	0	0
<u>CRA</u>										
Part-Time Administrative Intern	0	0	0	0	0	0	0	0	0	0
Part-Time Housing Specialist	0	0	0	0	0	0	0	0	0	0
<u>Animal Control</u>										
Senior Administrative Clerk	0	0	0	0	2	2	2	2	2	2
Customer Service/Administrative Clerk	0	0	2	2	1	1	1	1	1	1
Animal Care Technician	0	0	0	2	2	2	2	2	2	2
Kennel Attendant/Aide	4	4	4	4	5	5	5	5	5	7
Total 20-Hour or Less Employees	120	91	59	61	66	63	63	63	60	63



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**BUDGET ACCOUNT
DESCRIPTIONS**

Budget Account Descriptions
Fiscal year 2020-21

Object Code	Description	Purpose
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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 2020-21

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 2020-21**

Object Code	Description	Purpose
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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

Budget Account Descriptions
Fiscal year 2020-21

Object Code	Description	Purpose
35310	Adopt-a-Trail	Citizens are provided the opportunity to adopt a trail and keep it litter free
35350	Senior Recreation /Community Services Leader	Program provides a part-time staff person at the Norco Senior Center to coordinate senior activities and special events for seniors
Miscellaneous (Continued)		
35355	Norco Party Partners	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

Budget Account Descriptions
Fiscal year 2020-21

Object Code	Description	Purpose
43250	Sanitary Sewer Lines	Capital project cost for sewer lines and mains
43180	Storm Sewer Lines	Capital project cost for storm lines and mains
43210	Water Lines & Mains	Capital project cost for water lines and mains
43125	Land	Cost of purchase of land
Capital Outlay (Continued)		
43130	Land Improvements	Capital project cost for land improvements as fences, walls, trails, etc.
43190	Water Meters	Cost of purchasing water meters for City use and for use by developers
43200	Fire Hydrants	Capital project cost of purchasing fire hydrants
43140	Parks	Capital project cost of building a park
43220	Wells, Pumps & Boosters	Capital project cost of constructing well, pumps, and boosters
43230	Water Reservoir	Capital project cost of constructing a reservoir
43240	Water Supply Facilities	Capital project cost of constructing water supply facilities
43260	Sewer Supply Facilities	Capital project cost of constructing sewer supply facilities
43150	Park Structures/Enhancements	Capital project cost of park structures
43105	Paramedic Equipment	Cost of any paramedic equipment
41210	Public Projects	Capital project cost for public projects in the Redevelopment Agency
43110	Automotive Equipment	Cost of purchasing automobiles
43115	Building/Improvements	Capital project cost of buildings, building additions, roof repair, painting, or any other modification that improves the building
43100	Equipment	Cost of the purchase of any equipment greater than or equal to \$5,000
43120	Improvements Other than Buildings	Capital project costs for any improvement other than to buildings



RESOLUTION



RESOLUTION NO. 2020-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, APPROVING AND ADOPTING THE CITY OPERATING BUDGET FOR FISCAL YEAR 2020-2021 AND AUTHORIZING APPROPRIATIONS THEREFROM

WHEREAS, the Fiscal Year 2019-2020 Operating Budget for the City of Norco includes total appropriations in the amount of \$43,085,088 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 20th, and June 3rd and June 17th, 2020 to review the Proposed Fiscal Year 2020-2021 Budget; and

WHEREAS, a public hearing was held as required in order to adopt the Proposed Fiscal Year 2020-2021 budget in the proposed amount of \$43,085,089;

WHEREAS, the City Manager may approve any unused appropriations at the end of the Fiscal Year 2019-2020 for capital projects, special projects, and grant programs to 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, except that outstanding purchase orders do not constitute additional appropriation beyond the amount authorized in Attachment A; and

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, California, 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, California, at a regular meeting held on June 17, 2020.



Berwin Hanna, 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, California, 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 held on June 17, 2020, by the following vote of the City Council:

AYES:	HANNA, BASH, GRUNDMEYER, 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 17, 2020.



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

Attachment: Attachment A – Appropriations Schedule

City of Norco
 FY 2020-2021 Operating Budget
 Appropriation Schedule

Fund #	Fund Name	Estimated Beginning Fund Balance July 1, 2020	FY 2020-2021 Estimated Revenues	FY 2020-2021 Transfers In	FY 2020-2021 Transfers Out	FY 2020-2021 Estimated Expenditures	Estimated Ending Balance June 30, 2021	Increase (Decrease) in Fund Balance
121	General Fund	\$ 12,819,325	\$ 20,245,474	\$ 419,354	\$ -	\$ 22,806,114	\$ 10,678,038	\$ (2,141,286)
123	CDBG Funds	-	85,800	-	-	85,800	-	-
	Various Miscellaneous Grants	-	357,117	-	-	357,117	-	-
124	Water	6,742,748	13,301,173	-	129,102	11,489,171	8,425,648	1,682,900
126	Sewer	6,226,074	7,885,655	-	129,102	6,382,299	7,600,329	1,374,255
133	Gas Tax	304,343	647,102	-	-	884,266	67,178	(237,164)
139	NPDES	111,427	135,000	-	-	167,849	78,578	(32,849)
156	AQMD	74,460	33,000	-	1,500	50,000	55,960	(18,500)
018	Housing	4,399,982	503,500	-	-	556,768	4,346,713	(53,268)
131	Nancy Newman Trust Fund	-	45,999	-	-	45,999	-	-
	Internal Service & Special District Funds - Memo Only	-	-	-	109,750	-	-	-
	TOTAL	\$ 30,678,357	\$ 43,239,820	\$ 419,354	\$ 369,454	\$ 42,825,384	\$ 26,905,731	\$ 627,355

SCHEDULE SUMMARY DETAIL

General Fund Revenue		General Fund Expenditure		Total Operating Budget	
General Fund Revenue	20,245,474	General Fund Expenditures	22,806,114	Total Operating Budget	42,825,384
Add Transfers In	419,354	Add Transfers Out	-	Add Transfers Out	369,454
Total General Fund Revenue	20,664,828	Total General Fund Expenditures	22,806,114	Less Special Districts - Memo Only	(109,750)
				Total Operating Budget	43,085,088
				(Includes AQMD \$1,500 Transfer Out)	