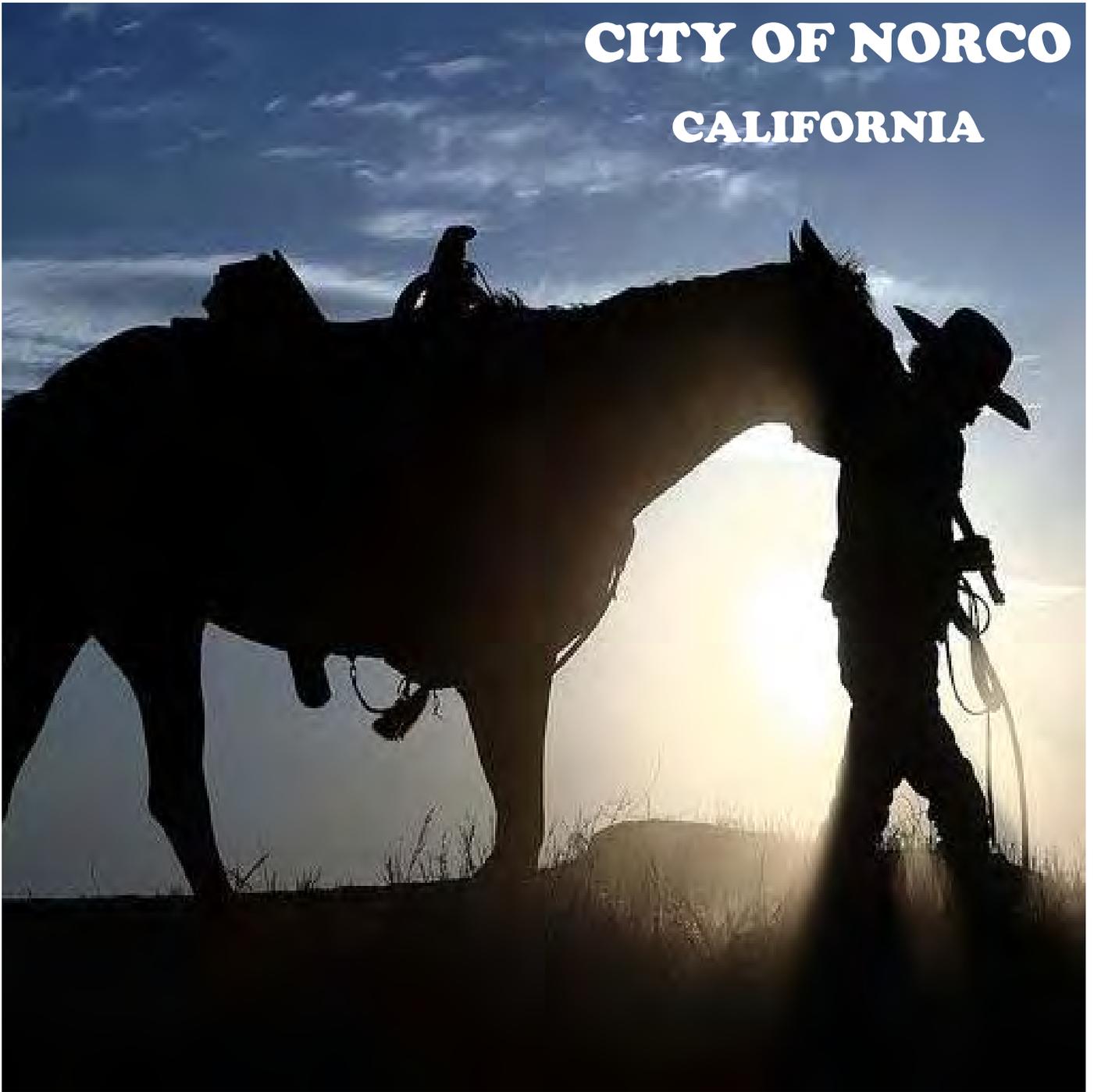


**CITY OF NORCO  
CALIFORNIA**



**Adopted Budget**

**FY 2012-2013**

# TABLE OF CONTENTS

---



---

## MAYOR’S BUDGET MESSAGE

CITY MANAGER’S TRANSMITTAL LETTER ..... *i*

BUDGET OVERVIEW & ANALYSIS ..... *iv*

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

BEGINNING & ENDING FUND BALANCES – ALL FUNDS ..... 3

BUDGET SUMMARY ..... 4

## LEGISLATIVE

    Program Description ..... 5  
     Department Budget Summary ..... 6

### CITY COUNCIL

    Program Description ..... 7  
     Budget Summary ..... 8  
     Budget Detail ..... 9-10

### CITY ATTORNEY

    Program Description ..... 11  
     Budget Summary ..... 12  
     Budget Detail ..... 13-15

## ADMINISTRATIVE

    Program Description ..... 16  
     Department Budget Summary ..... 17

### CITY MANAGER

    Program Description ..... 18  
     Budget Summary ..... 19  
     Budget Detail ..... 20-22

### CITY CLERK

    Program Description ..... 23  
     Budget Summary ..... 24  
     Budget Detail ..... 25-28

### PLANNING DIVISION

    Program Description ..... 29  
     Budget Summary ..... 30  
     Budget Detail ..... 31-37

### CODE COMPLIANCE

    Budget Summary ..... 38  
     Budget Detail ..... 39-40

ECONOMIC DEVELOPMENT	
Budget Summary .....	41
Budget Detail .....	42
<b>PARKS, RECREATION, COMMUNITY SERVICES &amp; ANIMAL CONTROL</b>	
Program Description .....	43
Department Budget Summary .....	44
RECREATION	
Program Description .....	45
Budget Summary .....	46
Budget Detail .....	47-49
YOUTH AND TEEN	
Program Description .....	50
Budget Summary .....	51
Budget Detail .....	52-53
PARK MAINTENANCE	
Program Description .....	54
Budget Summary .....	55
Budget Detail .....	56-57
SENIOR CITIZENS	
Program Description .....	58
Budget Summary .....	59
Budget Detail .....	60-63
PUBLIC BUILDING MAINTENANCE	
Program Description .....	64
Budget Summary .....	65
Budget Detail .....	66-67
ANIMAL CONTROL	
Program Description .....	68
Budget Summary .....	69
Budget Detail .....	70-71
<b>ECONOMIC DEVELOPMENT</b>	
Department Budget Summary .....	72
REDEVELOPMENT ADMINISTRATION	
Budget Summary .....	73
Budget Detail .....	73-75
Redevelopment Agency Debt Service .....	76
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	
Budget Summary .....	77
Budget Detail .....	78
LOW-MOD INCOME HOUSING PROGRAM	
Budget Summary .....	79
Budget Detail .....	80
LOW-MOD NSP INFILL DIVISION	
Budget Summary .....	81
Budget Detail .....	82

LOW-MOD ADMINISTRATION	
Budget Summary .....	83
Budget Detail .....	84-85
Low-Mod Debt Service .....	86
<b>PUBLIC WORKS</b>	
Program Description .....	87
Department Budget Summary .....	88
<b>BUILDING AND SAFETY</b>	
Program Description .....	89
Budget Summary .....	90
Budget Detail .....	91-94
<b>ENGINEERING</b>	
Program Description .....	95
Budget Summary .....	96
Budget Detail .....	97-101
<b>WATER OPERATIONS</b>	
Program Description .....	102
Budget Summary .....	103
Budget Detail .....	104-105
<b>SEWER OPERATIONS</b>	
Program Description .....	106
Budget Summary .....	107
Budget Detail .....	108-109
<b>PARKWAY MAINTENANCE</b>	
Program Description .....	110
Budget Summary .....	111
Budget Detail .....	112
<b>STREET MAINTENANCE</b>	
Program Description .....	113
Budget Summary .....	114
Budget Detail .....	115-117
<b>STORM DRAIN OPERATIONS</b>	
Program Description .....	118
Budget Summary .....	119
Budget Detail .....	120
<b>PUBLIC WORKS INSPECTION</b>	
Program Description .....	121
Budget Summary .....	122
Budget Detail .....	123-127
<b>FIRE</b>	
Department Budget Summary .....	128
<b>FIRE SUPPRESSION</b>	
Budget Summary .....	129
Budget Detail .....	130-132

PARAMEDIC DIVISION	
Budget Summary .....	133
Budget Detail .....	134
EMERGENCY SERVICES	
Budget Summary .....	135
Budget Detail .....	136
CAL FIRE	
Program Description .....	137
Budget Summary .....	138
Budget Detail .....	139-140
<b>POLICE PROTECTION</b>	
Program Description .....	141
Budget Summary .....	142
Budget Detail .....	143-153
<b>FISCAL &amp; SUPPORT SERVICES</b>	
Program Description .....	154
<b>FINANCE &amp; HUMAN RESOURCES</b>	
Budget Summary .....	155
Budget Detail .....	156-161
<b>NON-DEPARTMENTAL</b>	
Budget Summary .....	162
Budget Detail .....	163-164
<b>SPECIAL EVENTS - memo only</b>	
Budget Summary .....	165-167
<b>BUDGET BY FUNDS</b>	
<b>GENERAL FUND</b>	
General Fund Revenues by Line Item .....	168-172
General Fund Expenditures by Line Item .....	173-175
General Fund Expenditures – By Department .....	176
Projected General Fund Balance .....	177
<b>WATER FUND</b>	
Summary of Revenues, Expenditures & Working Capital .....	178
Detail of Water Fund Expenditures by Department .....	179-184
<b>SEWER FUND</b>	
Summary of Revenues, Expenditures & Working Capital .....	185
Detail of Sewer Fund Expenditures by Department .....	186-191
<b>GAS TAX FUND</b>	
Summary of Revenues, Expenditures & Fund Balance .....	192
Detail of Gas Tax Fund Expenditures .....	193-194
<b>NPDES STORM DRAINAGE FUND</b>	
Summary of Revenues, Expenditures & Fund Balance .....	195
Detail of NPDES Storm Drain Fund Expenditures .....	196-198

<b>MISCELLANEOUS GRANTS</b>	
Summary of Revenues, Expenditures & Fund Balance .....	199
Detail of Misc. Grants Fund Expenditures .....	200-203
<b>INFORMATION TECHNOLOGY – memo only</b>	
Program Description .....	204
Summary of Revenues, Expenditures & Fund Balance .....	205
Detail of Data Processing Fund by Line Item .....	206-207
<b>VEHICLE REPLACEMENT FUND – memo only</b>	
Summary of Revenue, Expenditures & Fund Balance .....	208
<b>BENEFITS AND INSURANCE FUND – memo only</b>	
Summary of Revenue, Expenditures & Fund Balance.....	209-213
<b>REDEVELOPMENT AGENCY FUND</b>	
Summary of Revenues, Expenditures & Fund Balance .....	214
Detail of Redevelopment Agency Fund Expenditures .....	215-226
<b>REDEVELOPMENT OBLIGATION RETIREMENT FUND</b>	
Budget Summary .....	227
Budget Detail .....	228
Debt Service Schedule .....	229
<b>LOW-MOD FUND</b>	
Summary of Revenues, Expenditures & Fund Balance .....	230
Detail of Low-Mod Fund Expenditures .....	231-241
<b>PERSONNEL AUTHORIZATION .....</b>	<b>242-246</b>
<b>BUDGET ACCOUNT DESCRIPTIONS .....</b>	<b>247-251</b>

# Mayor's Budget Message

**City of Norco**  
**Fiscal Year 2012-2013**





# CITY of NORCO

CITY HALL • 2870 CLARK AVENUE • NORCO CA 92860 • (951) 735-3900 • FAX (951) 270-5622

My fellow Norconians:

I am honored to serve as the Mayor of the City of Norco and proud to represent such a diverse community that encompasses incredible wide ranging volunteerism, a vibrant senior community, youth activities fostering recreational to world class athletes, magnificent bands and choirs, excellent scouting programs, and of course, animal keeping opportunities ranging from equestrian activities to raising a prize Road Island Red Rooster. I am also proud of our system of parks and open space, which complements our large lots and trails. And, I am delighted that our lifestyle in the last three years has attracted positive, national attention.



Many people are not aware that dozens of new businesses have chosen to open shop in Norco over the last three years with many more expressing an interest to join our local business community. Importantly, our sales tax revenues are slowly creeping upward.

Norco has been in the fore front of cutting expenditures for the past four years. We have downsized and contracted out, which has reduced the number of City employees, while greatly reducing our future unfunded pension, health, general and disability liabilities. Caps have been placed on employee healthcare coverage, and the City contributes less towards employee pensions than in the past.

Unfortunately, we are also in the midst of the most devastating economic downturns since the Great Depression. Perhaps the silver lining is the fact that government agencies and elected officials are realizing past models of government spending were patently unsustainable. This economic climate has led the State Legislature to go to extraordinary lengths to balance its budget, to the detriment of cities across California, while employing almost none of the cost saving measures implemented in our City. Most recently, pro or con, the Governor successfully dissolved the redevelopment agencies and the hit to Norco was nearly \$1 million. We are now faced with cutting additional services as we continue to work to find not simply one time only stop gap funding, but, long term, sustainable income.

My desire for Norco is to become self-sustaining with a mix of businesses that are conducive to and supports our lifestyle of large lots, trails and open space – a community of “elbow room” where you can ride a horse, work on an antique car, play music in your barn or just have room to play catch with your kid in the back yard.

“We Are Norco” and we can do it!

Respectfully,

Kevin Bash  
Mayor

## CITY COUNCIL

KEVIN BASH  
Mayor

KATHY AZEVEDO  
Mayor Pro Tem

BERWIN HANNA  
Council Member

HERB HIGGINS  
Council Member

HARVEY SULLIVAN  
Council Member

# City Manager's Transmittal Letter

**City of Norco**  
**Fiscal Year 2012-2013**





# CITY of NORCO

CITY HALL • 2870 CLARK AVENUE • NORCO CA 92860 • (951) 735-3900 • FAX (951) 270-5622

June 6, 2012

Honorable Mayor and Members of the City Council:

I submit to you the annual budget for the 2011-2012 Fiscal Year. This series of budget documents defines how the City of Norco will use its financial and human resources during the coming fiscal year which begins on July 1, 2012. When we began the last fiscal year, the City's General Fund Budget was essentially balanced, but did include expenditure deferrals. That was a significant accomplishment. However, we began the budget process for the 2012-2013 fiscal year with a structural General Fund deficit of \$1.4 million. Nearly \$1 million of this was due to the elimination of the Norco Community Redevelopment Agency (CRA). The remainder was due to the one time deferrals used to balance last year. The General fund balance is estimated to be \$1.8 million on July 1. As this reserve is needed to balance cash flow in the fiscal year, it is not being spent for one-time budget balancing.

Throughout the past five years, the City has reduced General Fund expenditures by 25 percent. This has impacted service levels in all areas, however, we have maintained, and continue to prioritize, essential law enforcement and fire and emergency medical services. (Fifty-five percent of General Fund expenditures are in these areas.) This has been accomplished by cooperative contract agreements with the County of Riverside.

The economic uncertainty of the past years is expected to continue. Revenue projections are based on the most current information available at the time the budget is prepared. Even more so than in the past, these estimates are fragile and are subject to change as information becomes available throughout the year. Revised estimates will be brought back to the City Council as necessary.

The initial Fiscal Year 2012-2013 budget includes estimated revenues of \$13 million and estimated expenditures of \$14.4 million. The estimated deficit is being addressed with the use of one-time funding and expenditure deferral balancing measures.

***Key Actions to Balance the Fiscal Year 2011-2012 General Fund Budget and reduce expenditures:***

1. Transfer of \$500,000 from the Special Asset Revenue Fund.
2. Deferral of \$400,000 in one-time payments.
3. Addition of \$250,000 for reimbursement of services provided to the Successor Agency of the Norco Community Redevelopment Agency and \$69,000 reimbursement of overhead costs from closed out Assessment District Fund.

## CITY COUNCIL

KEVIN BASH  
Mayor

KATHY AZEVEDO  
Mayor Pro Tem

BERWIN HANNA  
Council Member

HERB HIGGINS  
Council Member

HARVEY SULLIVAN  
Council Member

4. Savings of \$253,000 by reductions in part-time positions, adding of job sharing, elimination of the aquatics program, reduction in general employee benefits, reduction to police overtime, savings on insurance premium, and funding of fire engine replacement contribution from accumulated equipment replacement reserve.

**Conclusion:**

Although this budget balances expenditures with anticipated revenues, it remains structurally unbalanced due to the use of one-time revenues and deferrals. These are measures adopted to meet very short-term needs.

When we consider General Fund revenues, it is important to keep in mind that the City's revenues are vulnerable to budget decisions and legislative initiatives at the state level. At the time this budget proposal was crafted, uncertainty remains as to the final provisions in the State of California's budget.

While most discussion of the annual budget is focused on traditional General Fund revenues and services, this document also shows challenges in the City's Capital Improvement Program (CIP). With the State-imposed elimination of the Norco CRA, the City has lost key funding for capital infrastructure replacement and maintenance.

As the City continues to reduce expenditures in these challenging economic times, public services will be impacted. Therefore; it is even more important than ever before for the community, City Council and City management staff to work together to identify additional revenues and provide input as the City Council makes tough policy decisions to prioritize city-provided services. The City of Norco also has the benefit of numerous, trained and committed volunteers who have become an integral part of our service delivery-- especially in the areas of code compliance, trail clean up and in the maintenance and event preparation of the Ingalls Event Center. This volunteer corps will continue to be needed in the new fiscal year.

In closing, I want to express my personal appreciation for the work of the City's management team and employees throughout the organization in preparing this budget and managing its impacts. I specifically want to acknowledge the efforts of Andy Okoro, Deputy City Manager/Director of Finance, Brenda Jacobs, City Clerk, and the Fiscal and Support Services Department staff for their efforts in preparing the budget document and workshop presentation materials.

Respectfully submitted,



Beth Groves  
City Manager

# Budget Overview & Analysis

City of Norco  
Fiscal Year 2012-2013



# BUDGET OVERVIEW AND ANALYSIS

## SUMMARY

The City's Operating Budget for Fiscal Year 2012-2013 (FY 2012-2013) is impacted by the slower than anticipated recovery in the national, state and local economy as well as by the actions of the State of California legislature to abolish all redevelopment agencies in the state effective January 31, 2012. During Fiscal Year 2011-2012, the City made significant progress towards expenditure reductions and control by making changes in the way public safety services are delivered to City residents and businesses. As a result of the changes in the way public safety services are delivered, the City was able to reduce expenditures by over \$2.1 million. Additional savings of \$600,000 were realized through expenditure deferrals and permanent reductions to salaries, benefits and contracted services. These actions, in addition to the use of one time revenues, resulted in the reduction of what was a \$3.4 million General Fund Operating deficit to \$227,000 when the FY 2011-2012 was adopted. However, half way into the FY 2011-2012 budget year, the state's decision to abolish redevelopment agencies, including the former Norco Community Redevelopment Agency, added nearly \$1 million to the City's Operating Budget deficit by eliminating funding that was otherwise available to support fixed operating expenditures. This action leaves the General Fund as the only source of funding to support these fixed expenditures.

With the action by the state, stagnant revenues, increases in retiree healthcare costs and projected increases in contracted third party costs, what was a \$227,000 operating deficit in FY 2011-2012 became \$1.4 million in FY 2012-2013. In order to maintain minimum staffing levels necessary to maintain current service levels, the FY 2012-2013 General Fund budget is proposed to be balanced by continuing certain expenditure deferrals and by using one-time revenues from other sources. While this practice comes with risks, it is a prudent short-term solution that provides the City additional time to craft a more difficult long-term solution to the General Fund's long-term structural budget imbalance.

In the long-term, the City will need to address the structural imbalance between ongoing revenues and ongoing expenditures. Closing this gap, as well as providing additional financial resources to re-build reserves and provide for capital infrastructure funding is necessary in order for the City to achieve fiscal sustainability. Over the next six months, staff will be working with the City Council to identify acceptable options for generating new revenues and/or further restructuring of City services.

## Budget Structure

The City of Norco and the Successor Agency (SA) to the former Norco Community Redevelopment Agency (CRA) Operating Budgets for Fiscal Year 2012-2013 are summarized by programs, departments and Funds. The presentation of the budget by Fund is intended to demonstrate and ensure legal compliance on restrictions over the inflow and use of the various financial resources that are available to the City and the SA. The budget is also presented

by programs and departments to show the level of budgetary control and responsibility. The presentation of the budget by programs is also necessary to reflect the City Council's program and funding priorities.

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

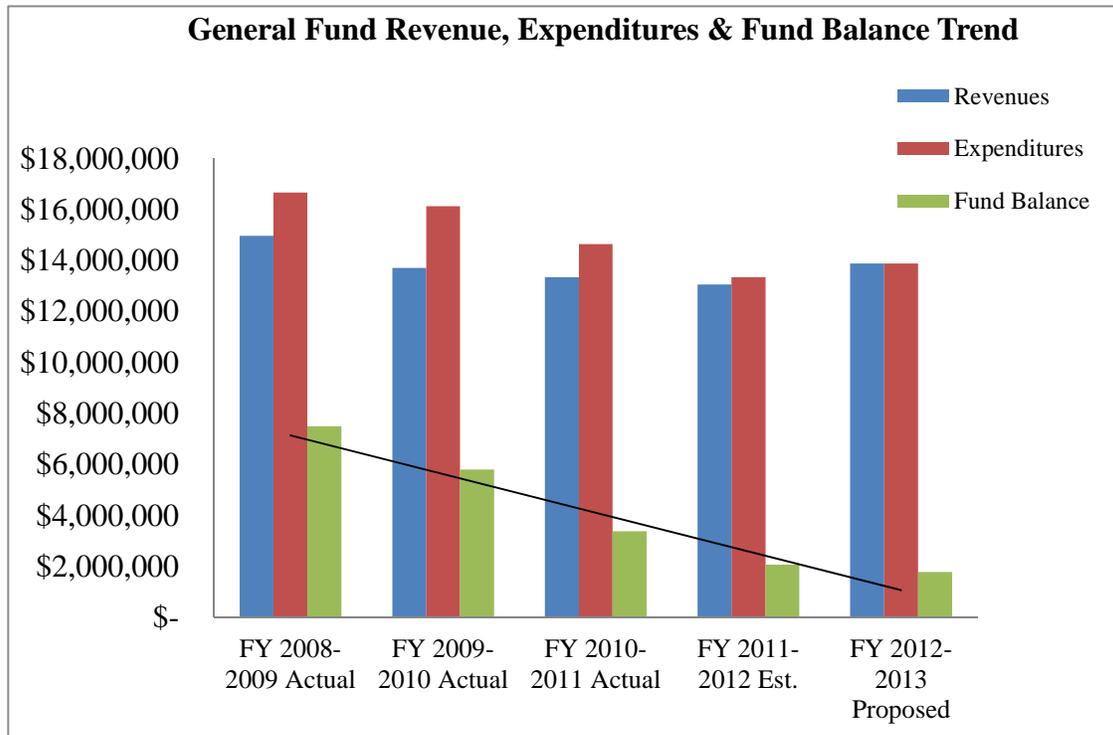
1. General Fund
2. Water Fund
3. Sewer Fund
4. Gas Tax Fund
5. Miscellaneous Grants Fund
6. NPDES Storm Drain Fund
7. Community Development Grant (CDBG) Fund
8. Redevelopment Obligations Retirement Fund

### **GENERAL FUND BUDGET- LAST FIVE YEARS PERSPECTIVE**

The General Fund is the chief Operating Fund of the City. It is used to budget for all the governmental activities of the City except for those that are required to be budgeted and/or accounted for in other Funds to meet or comply with legal requirements and restrictions over the use of financial resources.

General Fund revenues consist primarily of taxes, franchise fees, user fees, overhead reimbursement and transfers from other funds. General Fund recurring revenues have been declining consistently for the last four years and are projected to decline further in FY 2011-2012. Expenditures which consist of salaries, benefits, supplies, contractual services, maintenance, rentals and utilities are allocated to provide public safety, community services, parks, recreation, animal control, engineering, public works and administrative services to the residents of Norco. Presented on the next page is a graph representing the trend of General Fund revenues, expenditures and fund balance over the last four years. The numbers for the FY 2012-2013 Proposed Budget is also included and it reflects the negative impact of the dissolution of the former Norco Community Redevelopment Agency on General Fund expenditures.

The expenditure trend reflects the success that has been achieved in reducing expenditures over the last four years. Except for the effects from the dissolution of the Norco CRA, total General Fund expenditures for the proposed FY 2012-2013 budget would have continued to show a downward trend.



Over the last four years, the City has implemented several measures designed to reduce General Fund expenditures. These measures resulted in expenditures being reduced from \$16.7 million in FY 2008-2009 to an estimated \$13.4 million by the end of FY 2011-2012. The proposed FY 2012-2013 General Fund expenditure budget is approximately \$13.9 million. The increase of \$0.5 million is entirely attributable to an additional \$0.9 million increase in expenditures due to the shift of fixed costs from the former Norco CRA to the General Fund. Without this increase, FY 2012-2013 expenditures would have been reduced by \$0.4 million. Since FY 2007-2008, when total General Fund expenditure budget was \$17.1 million, the City has made significant expenditure reductions to a low of \$13 million in FY 2011-2012 (excluding the half year impact of the elimination of the former Norco CRA) prior to the state action to eliminate the Norco CRA. This action caused the proposed FY 2012-2013 General Fund total expenditure budget to increase to \$13.9 million. From FY 2007-2008 through FY 2011-2012, total General Fund expenditures were reduced by \$4.1 million or 24 percent.

Some of the key actions taken over the last five years to drive down the annual General Fund expenditure budget from \$17.1 million to the current level of \$13 million in FY 2011-2012 include:

**Staff Reductions and Changes to Service Delivery Methods:** Through attrition management, layoffs and changes to service delivery methods, the number of full time City employees has been significantly reduced from 104 in FY 2007-2008 to 50 in the FY 2012-2013 Proposed Budget. These reductions have been implemented throughout the organization, including public safety. The biggest change came in the middle of FY 2011-2012 when the City contracted its

full service fire service to County Fire (Cal Fire) generating more than \$1.5 million in ongoing annual savings. Similar deployment changes have been implemented for police protection services over the last four years, resulting in annual savings of more than \$1.7 million.

**Reduction to Salaries and Benefits:** Reductions to employee salaries and benefits have been implemented through furloughs, lower health insurance subsidy, increased employee pension contribution, salary/wage freezes and reduction to paid holiday hours.

**Cost Deferrals:** Over the last four years, and in the FY 2012-2013 Proposed Budget, the City has taken actions to defer and/or eliminate annual funding for equipment replacement, contributions to Information Technology Fund, and the post-retirement healthcare liability fund. While these cost items have provided short-term relief to the budget, it is expected that continuing to defer funding for these liabilities is likely to create bigger budget deficits in the future.

**Maintenance and Operations:** Throughout the last four years and continuing in FY 2012-2013, operations and maintenance costs have been reduced through contract re-negotiations, strict restrictions on travel and cost controls on the use of services and supplies.

**Revenue and Fund Balance Trends:** Despite the above mentioned efforts to control and reduce expenditures, overall General Fund expenditures have exceeded revenues for the last four years. This situation has resulted in the use of the fund balance to cover revenue shortfall. At the beginning of FY 2007-2008, the fund balance was at a high of \$8.4 million. The estimated fund balance at the beginning of FY 2012-2013 is \$1.8 million. The draw from the fund balance over the last several years was due to the sharp decline in General Fund revenues from FY 2007-2008 through FY 2009-2010. Over the last two years, total General Fund revenues have stayed flat. The slight increase in the proposed FY 2012-2013 budget is due to use of one-time revenue items which are necessary to deal with increased expenditures resulting from the dissolution of the former Norco CRA.

Major General Fund revenue categories including sales tax, property tax and building revenues, have experienced significant declines. Prior to the national recession, sales tax revenues were \$6.2 million, property tax was \$1.7 million and building revenues were \$1 million. In the FY 2012-2013 Proposed Budget, sales tax is estimated to be \$4.3 million; property tax \$1.1 million and building related revenues \$441,000. Even though sales tax revenues have improved slightly, the combined average annual loss from these three revenue categories is still \$3.2 million.

## FY 2012-2013 GENERAL FUND BUDGET ANALYSIS

### General Fund Revenues

General Fund revenues for FY 2012-2013 are estimated based on the most available information through May 2012. These estimates are subject to change as more information becomes available throughout the year. If it becomes necessary to revise the estimates, staff will bring recommendation back to the City Council to approve the necessary changes.

**Property Tax:** Property tax revenues are projected to remain flat from FY 2011-2012 year-end estimates. Staff projects property tax revenues based on the assessed value of real property in the City of Norco. The County of Riverside is responsible for determining the value of real property within the County. The final assessed value for the FY 2012-2013 budget year is expected to be provided to cities in late August. However, based on preliminary information from the City's property tax consultant, assessed valuation is estimated to remain flat in FY 2012-2013 from FY 2011-2012 levels. Consequently, the only change forecasted in FY 2012-2013 for property tax revenues is a slight reduction in the collection of prior year delinquent taxes.

**Sales Tax:** For many years, sales tax has represented the highest percentage of General Fund revenues. During the national economic recession which began in FY 2007-2008, sales tax revenues decreased from a peak of \$6.2 million in FY 2006-2007 to a low of \$3.3 million in FY 2009-2010. While recent trends suggest that sales tax revenues bottomed out during FY 2009-2010, overall estimated sales tax receipts of \$4.3 million in FY 2012-2013 is still \$1.9 million below the peak amount of \$6.2 million. For FY 2012-2013, sales tax is projected to increase by 2% based on statewide projections by the state department of finance and recent City trends.

While the rapid decline in sales tax receipts was part of the steep national recession that began in 2008, it is to be noted that, the City's sales tax decline of nearly 50% from the peak was considerably higher than the average countywide or statewide decline during the same period. The primary reason was the City's heavy sales tax concentration from auto sales. Over the last three years, there have been considerable changes in the City's Auto Mall. Some of the well-established dealerships were replaced with lesser known dealers selling predominately used vehicles. As a result, sales tax from auto sales, which previously accounted for nearly 40% of total sales tax revenues, is estimated to account for only 26% of the substantially reduced total sales tax revenues in FY 2011-2013. While this represents a slight improvement from the 25% in FY 2010-2011, it is an indication that the road to full sales tax recovery is slow. Currently, the City is generating 24% of sales tax from fuel and service stations making this category the second largest sales tax generator. Unfortunately, sales tax from gasoline is highly volatile and depending on the price of gasoline. Recently, the price of gasoline has been on the upswing. Significant downward price changes could negatively impact projected sales tax revenues.

**Other Taxes:** Other taxes, which include public safety sales tax, business license tax, transient occupancy tax and property transfer tax, are projected to increase slightly from the FY 2011-2012 year end amount due to an anticipated slight increase in public safety sales tax and transient occupancy (bed) tax. Public safety sales tax is based on countywide collections. The situation with real estate sales on which property transfer tax is based is still very uncertain. Due to this uncertainty, staff is continuing to base future receipts on the most actual receipt data. Likewise, business license tax revenues are projected to remain flat due to continuing weakness in general economic conditions. Over the past two years, staff has used several data matching sources to ensure that businesses operating in the City are adequately identified and business license taxes are collected. These efforts will continue but are not anticipated to increase revenues from current levels.

**Franchise Fees:** Cable television, electric and gas franchise revenues are based on the most recent year's receipts. For FY 2012-2013, the projections are based on FY 2011-2012 actual receipts. Even though refuse rates are projected to increase by 2% due to a change in the Consumer Price Index (CPI), the revenue projection for refuse franchise fees is expected to remain flat because the gain from the change in the CPI is likely to be offset by a reduced demand for services.

**Motor Vehicle License Fees (MVLFF):** MVLFF receipts are allocated to local governments by the state based on the assessed value of real property in each local jurisdiction. Prior to FY 2011-2012, a small portion was allocated based on population. In FY 2011-2012, this portion was eliminated by the state in exchange for the state providing funding for Supplemental Law Enforcement. Since the new allocation formula went into effect in FY 2003-2004 as part of the "triple flip" arrangement by the state, the City's annual receipt has not changed materially from year to year. Consequently, the revenue estimate for FY 2012-2013 is based on the in-lieu amount provided by the state.

It is important to note that the state budget has not been resolved and a remote uncertainty still exists about the state's ability to continue to allocate the funds to cities and counties at current levels. MVLFF revenues represent over 14% of total General Fund revenues and therefore, the state's failure to allocate this revenue item will have a significant negative impact on total projected General Fund revenues.

**Fines, Penalties and Intergovernmental:** Fines, penalties and intergovernmental consist primarily of receipts from vehicle code violations; parking citations, vehicle impound charges and reimbursements from other governments. Revenue receipts from this category are projected to decrease by nearly 22% due to reduction from vehicle code fines and vehicle impounds fees. With the loss of motor traffic officers, issuance of traffic violation citations has been significantly reduced. Related vehicle impound fees and parking citation revenues are also projected to be significantly reduced due to the elimination of these Traffic, Motor Officers and several Community Service Officers.

**Community Development Fees:** Community development revenues, which include engineering, planning and building fees, have been declining each year for the last seven years. These fees are estimated based on projected building and related activities in the City for the upcoming year. Estimated revenues for FY 2012-2013 reflect no increase from FY 2011-2012 year-end estimates.

**Community Services and Recreation Fees:** Community services and recreation fees are based on currently approved fees and estimated level of participation. A slight increase is projected in FY 2012-2013 due to projected uptick in Wee People program revenues.

**Other Revenues:** Other revenues are comprised of EMS subscription, penalties, fire inspection and plan check, dog license, reimbursements, refuse billing and other miscellaneous revenues. This revenue category is projected to decrease due to one-time reimbursement from FEMA in FY 2011-2012.

**Lease and Interest Earnings:** Due to the low General Fund reserves and interest earnings rate, staff expects minimal investment earnings from the General Fund. It is to be noted that investment earnings from the Special Asset Revenue Fund is credited to the General Fund. Lease income for FY 2012-2013 includes full year lease revenue from the lease of Silverlakes property. This accounts for the increase in this revenue category.

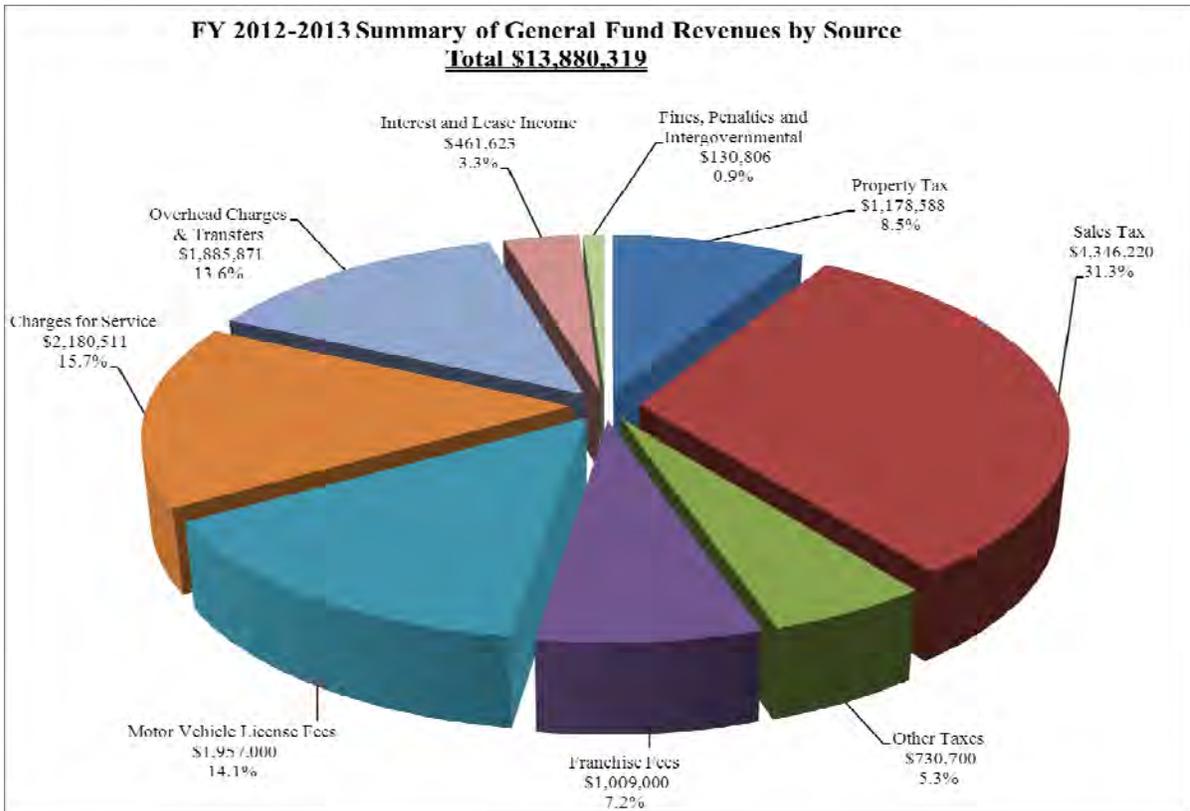
**Overhead Reimbursements and Transfers:** Overhead reimbursements and transfers to the General Fund from other Funds represent each transferring Fund's share of overhead costs which are paid by the General Fund. The reimbursement to the General Fund from other Funds including enterprise, community facilities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

Reimbursements and transfers to the General Fund are projected to increase due to several one-time items including a \$500,000 transfer from the Special Asset Revenue Fund; \$70,000 overhead reimbursement from Assessment District 195; and a \$250,000 reimbursement from the Redevelopment Obligations Retirement Fund for the City to serve as SA to the former Norco CRA

The table and chart below provides a consolidated summary of General Fund revenues by source. The table information includes FY 2011-2012 year-end estimates for comparative purposes.

Revenue Category	FY 2012-2013	FY 2011-2012	Change
Property Tax	\$ 1,178,588	1,198,288	-1.64%
Sales Tax	4,346,220	4,261,000	2.00%
Other Taxes	730,700	718,000	1.77%
Franchise Fees	1,009,000	1,016,332	-0.72%
Motor Vehicle License Fees	1,957,000	1,983,870	-1.35%
Charges for Service	2,180,511	2,242,148	-2.75%
Overhead Charges and Transfers	1,885,871	1,160,083	62.56%
Interest and Lease Income	461,623	304,057	51.82%
Fines, Penalties and Intergovernmental	130,806	167,395	-21.86%
Total Revenues	\$ 13,880,319	13,051,173	6.35%

### FY 2012-2013 Projected General Fund Revenues by Source Graph



Property tax, sales tax and motor vehicle license fees make up 54% of total General Fund revenues. These revenues are subject to the control of the state and could be negatively impacted by decisions on the state budget. Overhead reimbursement and transfers makes up 13.6% of total revenues. It is to be noted that significant part of transfers as previously described are one-time items.

Franchise fees and other taxes which are considered locally generated taxes make up only 12.5% of the budget. The remainder of General Fund revenues including, lease income, fines and penalties, community services, community development fees and other revenues make up 20% of total revenues.

**General Fund Expenditures:**

General Fund expenditures are estimated based on staffing, service levels and third party costs. Staffing costs, like benefits, include third party costs such as group health insurance premiums and pension contributions to California Public Employees Retirement System (PERS). The FY 2012-2013 budget assumes that medical insurance premium rates will increase by 5% during the second half of the Fiscal Year while PERS employer contribution rates will go from 21.038% to 21.564% for miscellaneous employees. The City's safety retirement plan for former fire employees became inactive as of January 1, 2012 when the employees transitioned to county employment. Other significant third party costs in the General Fund expenditure budget include sheriff's contract costs, liability and workers compensation premiums. The sheriff contract cost is determined by City-desired service levels and contract rates, while liability and workers compensation premiums are largely driven by coverage and payroll levels.

As part of the FY 2012-2013 budget process, the City took the following actions to minimize the impact of rising third party contracts.

- Beginning July 1, 2012, all miscellaneous employees contribute 4% of their pay towards the cost of their pension contribution. Employees hired after October 2010 pay their full 8% employee contribution.
- City Council Members will continue to contribute 8% of their pay towards the cost of pension
- Medical health insurance subsidy paid by the City for employees, spouses and dependents will continue to be capped at a maximum of \$1,250 per month. Previously, the City paid full premiums up to the cost of family coverage for CalPERS Choice health plan. Additionally, funding contribution towards the payment of accrued retiree healthcare costs liability has been suspended. The City will continue to fund the pay-as-you-go basis portion of retiree healthcare costs during the Fiscal Year.
- The City eliminated four permanent part-time positions and is covering their duties through job-sharing by existing full-time positions.

For FY 2012-2013, total General Fund expenditures are projected to be \$13.9 million compared to \$13.4 million estimated year-end for FY 2011-2012. The projected increase is due to the General Fund absorbing administrative costs previously paid by the former Norco CRA. The charts on the next page summarize General Fund expenditures by function. FY 2011-2012 year-end data is provided for comparative basis.

Expenditure Function	FY 2012-2013	FY 2011-2012	Change
Police Protection	\$ 4,475,793	4,478,519	-0.06%
Fire & Emergency Medical Services	3,216,681	3,111,046	3.40%
Animal Control	596,795	588,109	1.48%
Public Works & Engineering	239,784	286,394	-16.27%
City Manager, City Clerk & Economic Dev	546,301	416,938	31.03%
City Attorney, City Council	302,466	205,814	46.96%
Non Departmental	1,307,454	1,318,186	-0.81%
Recreation, Park & Bldg. Maintenance	1,668,403	1,663,864	0.27%
Youth, Teen & Senior Citizens	418,103	390,309	7.12%
Planning, Building, Code Compliance	512,204	401,138	27.69%
Fiscal & Support Services	594,685	479,914	23.91%
<b>Total Expenditures</b>	<b>13,878,669</b>	<b>13,340,231</b>	<b>4.04%</b>



As reflected by the chart above, public safety costs consisting of police and fire protection make up 56% of total General Fund expenditures. Historically, public safety expenditures made about 67% of total budget. This percentage has decreased substantially due to reduction to staffing levels and contracting out of fire and emergency medical services. Other key direct programs which consists of parks, building maintenance, recreation services, animal control, senior citizens, public works, planning and building safety, crossing guards and Wee People makes up another 25% of total expenditures. Non-departmental which are non-discretionary costs makes 9% while support programs like finance, city clerk, city manager, city attorney and city council cost makes up the remaining 10% of total General Fund budget.

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

**Police Protection:** Police protection services are provided to the City through a contract with the Riverside County Sheriff's Department. Under the contract, the City pays the full cost of each FTE Deputy Sheriff that the City contracts for plus related allocated facility, equipment and support costs. The Proposed Budget allows for the Sheriff Department to continue to operate patrol and community oriented policing from the City Hall and to keep the public service lobby open on a limited basis. As part of the budget process, alternative staffing model which would have reduced staffing further and resulted in the closure of the City Hall sub-station was also considered but not proposed for implementation as the cost savings associated with this action does not justify the significant impact on police service levels. However, the police budget eliminates one permanent part-time staff, reduces overtime and the full-time office staff will also provide some coverage to the Fire Department. The savings realized from this changes were adequate to offset a 3% projected cost increase in the contract rates for FY 2012-2013.

**Fire Protection and Emergency Medical Services:** The City operates a full service fire suppression and emergency medical services department through a contract with Riverside County Fire that became effective January 1, 2012. The proposed budget for the department is based on the cost estimates provided by the county for Fiscal Year 2012-2013 using current staffing level that provides 24-hour comprehensive fire and emergency medical services from two Norco stations. The cost estimates are assumed to be a worst case scenario based on employees being compensated at the top of their salary scale. The City will be billed based on actual costs.

**Parks, Recreation and Building Maintenance:** Expenditure projections for parks and recreation programs are based on expected service levels. The same is generally true for building maintenance except that utility costs consisting of electric, gas, and telephone are to some extent fixed. The FY 2012-2013 projected expenditure budget for the Parks, Recreation and Building Maintenance Divisions is \$1,668,403 compared to the FY 2011-2012 estimated year-end amount of \$1,663,864. The cost savings associated with the elimination of aquatics part-time employees are offset by slight increases in contractual services and charges for equipment maintenance and operations.

**Animal Control Division:** The FY 2012-2013 Proposed Budget for the Animal Control Division reflects estimated expenditures of \$596,795 compared to FY 2011-2012 the estimated year-end amount of \$588,109 for a slight budget increase of \$8,686 which is associated with contractual services.

**Senior Citizens Division:** The Senior Citizens Program is funded partly by the General Fund and partly by grants from the Riverside County Transportation Commission (RCTC). The General Fund portion of the budget for FY 2012-2013 is estimated to be \$135,685 compared to \$132,556 for FY 2011-2012. The increase in the General Fund portion of the budget is due to matching requirements by the grant provider.

**Administrative Departments:** The administrative departments include the City Manager, City Clerk and Fiscal and Support Services functions. These departments are support functions providing services to other operating departments and non-General Fund functions such as water, sewer and SA. Employee costs directly associated with providing support services to enterprise funds such as billing and collection are directly charged to the respective enterprise funds based on time expended. Other non-direct costs are allocated and recovered by the General Fund through transfers.

The FY 2012-2013 Proposed Budget reflects total General Fund estimated expenditures of \$1,059,129 for the administrative departments compared to \$728,594 for FY 2011-2012. This represents an overall increase of \$330,535. The total General Fund cost estimate consists of \$212,503 for the City Clerk, \$251,941 for the City Manager and \$594,685 for Fiscal and Support Services. The net budget increase of \$330,535 is as a result of the General Fund absorbing administrative costs previously paid by the former Norco Norco CRA

**Engineering/Public Works:** Engineering and public works functions included in the General Fund consist of public works inspection, engineering administration and parkway maintenance. The total estimated General Fund expenditures for these activities in FY 2012-2013 are \$239,784 which represents a decrease of \$46,610 from the FY 2011-2012 estimated expenditures year-end expenditures of \$286,394. The reduction in expenditures is from contracted engineering services and re-allocation of staff costs.

**Planning and Building Safety Division:** This budget consists of planning and building services. The FY 2011-2012 General Fund Budget for these activities is \$363,122 compared to estimated expenditures of \$417,306 for FY 2010-2011. This represents a net budget reduction of \$54,184. This net reduction after accounting for the cost increases associated with medical and pension costs are attributable to cost savings from projected lower activity level and re-assignment of staff duties and costs.

**Non Departmental General Expenditures:** Expenditures budgeted as non-departmental are those that are not easily traceable to specific City departments and programs. Examples of these expenditure items are premium and third party administration costs related to the City's workers compensation and general liability self-insurance programs; medical insurance costs for retirees; claims settlement expenditures, and transfers to other Funds. The FY 2012-2013 budget reflects \$1,307,454 total projected expenditures compared to FY 2011-2012 estimated year-end total expenditures of \$1,318,186 for a net budget reduction of

\$10,732. Net savings of \$64,000 were realized from liability and workers compensation excess coverage premiums. However, some of the savings were offset by an increase in retiree health insurance premiums.

### **Fund Balance and Cash Flows**

The estimated fund balance of the General Fund at the beginning of FY 2012-2013 is \$1.8 million. The FY 2012-2013 recommended General Fund budget is balanced after accounting for the balancing actions outlined above. The balanced budget, along with anticipated cash flow gains from delayed billing for fire services, is expected to provide adequate cash flows during the fiscal year to cover cash flow lag from revenue receipts.

### **WATER FUND BUDGET SUMMARY**

During Fiscal Year 2010-2011, the City Council approved water rate adjustments to be implemented over 18 months. The final phase of the rate adjustments will be implemented during FY 2012-2013. While the rate adjustments are generating the projected revenues, the cost of purchased water is continuing to increase at a rate higher than the amount projected as part of the rate setting process. As the last phase of the rate adjustment is implemented, staff is going to begin reviewing the rates to ensure that water rates do not fall too far behind the cost of purchased water.

### **Water Fund Revenues**

Water Fund revenues are derived primarily from water sales to residential, commercial and industrial customers within City limits. The revenues are projected based on the currently approved rates and estimated flat level of consumption. The total estimated revenues for FY 2012-2013 is \$9,555,916 compared to the FY 2011-2013 year-end estimated total revenues of \$8,783,457. The projected increase in revenue is from the final implementation of water rate adjustments during the Fiscal Year.

### **Water Fund Expenditures**

Water Fund expenditures consist primarily of purchased water, utilities, debt service, salaries and benefits, maintenance and services, internal service fund charges and overhead reimbursements to the General Fund. The total estimated FY 2012-2013 expenditures is \$8,749,587 excluding potential transfer to the Water Capital Fund for future capital replacement. This means that estimated revenues before transfer to the Capital Fund should exceed estimated expenditures by over \$800,000. However, it is important to point out that the estimated Water Fund working capital deficit at the end of FY 2011-2012 is projected to be over \$950,000.

The following provides a summary of Water Fund expenditures for FY 2012-2013

1. Purchased water, utilities and pump tax \$5,605,000
2. Debt service \$1,070,986
3. Salaries and benefits \$1,002,569
4. Supplies and small equipment \$163,120
5. Overhead reimbursement \$362,216
6. Internal service fund charges/transfers \$289,727
7. Contractual services, maintenance and rentals \$255,969

### **SEWER FUND BUDGET SUMMARY**

Like the Water Fund, the City Council approved Sewer Fund rate adjustments during FY 2010-2011. The last phase of the rate increases will be implemented on July 1, 2012. Prior to the rate adjustment being implemented, Sewer Fund expenditures were exceeding total revenues. During the first full year following the rate adjustment implementation (FY 2011-2012), total revenues are projected to exceed total expenditures by \$212,000. It is also projected that total revenues in FY 2012-2013 should exceed total expenditures by \$679,000.

### **Sewer Fund Revenues**

Sewer Fund revenues are derived from sewer service charges on residential, commercial and industrial customers. Most of Sewer Fund revenues (estimated at 87%) are from the fixed component of the rate which is currently \$46 per month for all connected customers. All residential customers connected to the system pay only the fixed monthly \$40 charge. The remaining revenues (estimated at 13%) are derived from the variable rate component which is only assessed to commercial and industrial users at the rate of \$7 per month for units exceeding the base unit of 10 per month.

Beginning in FY 2012-2013, the fixed residential rate charge will increase to \$51 per month; non-connected charge will increase to \$19 per month and the excess flow charge on non-residential customers will increase to \$8 per excess flow unit. The total estimated sewer charge revenues for FY 2012-2013 are \$5,339,590 which represents a \$481,000 increase over the estimated FY 2011-2012 revenue amount. The projection is based on the rate adjustment change that will go into effect July 1, 2012.

### **Sewer Fund Expenditures**

Sewer Fund expenditures consist primarily of debt service, contracted sewer operations and maintenance costs, salaries and benefits, in-house maintenance costs, internal service fund charges and overhead reimbursements. The total estimated FY 2012-2013 expenditures of the Sewer Fund is \$4,660,845. This compares to FY 2011-2012 year-end estimate total expenditures of \$4,646,671.

The following is a summary of expenditures categories:

1. Debt service \$1,797,529
2. Contractual services \$1,688,154
3. Salaries and benefits \$600,761
4. Overhead reimbursement \$200,000
5. Internal service fund charges and capital outlay \$148,269
6. Transfers out for street repairs \$127,223
7. Supplies, services, utilities and rentals \$98,909

### **GAS TAX BUDGET SUMMARY**

Gas Tax Fund revenues are derived from state allocation of gasoline tax. Expenditures from this Fund are restricted to eligible streets and roads work. The total estimated expenditures for FY 2012-2013 are \$843,138 which includes \$124,014 from prior year receipts. FY 2012-2013 estimated revenues are \$719,124. Gas Tax revenues are the primary source of funding for street sweeping, traffic light maintenance, tree trimming, traffic light utilities and miscellaneous street maintenance.

### **Other Information**

Detailed department-by-department budget information can be found in this budget document beginning on page 5. Detailed Fund-by-Fund expenditure and revenue information can be found beginning from page 158. Questions regarding the FY 2012-2013 budget overview should be directed to the Deputy City Manager/Finance Director at (951) 270-5650.

Sincerely,



V. Andy Okoro  
Deputy City Manager/Finance Director

# City Council & Staff

City of Norco  
Fiscal Year 2012-2013



# CITY OF NORCO

---

---

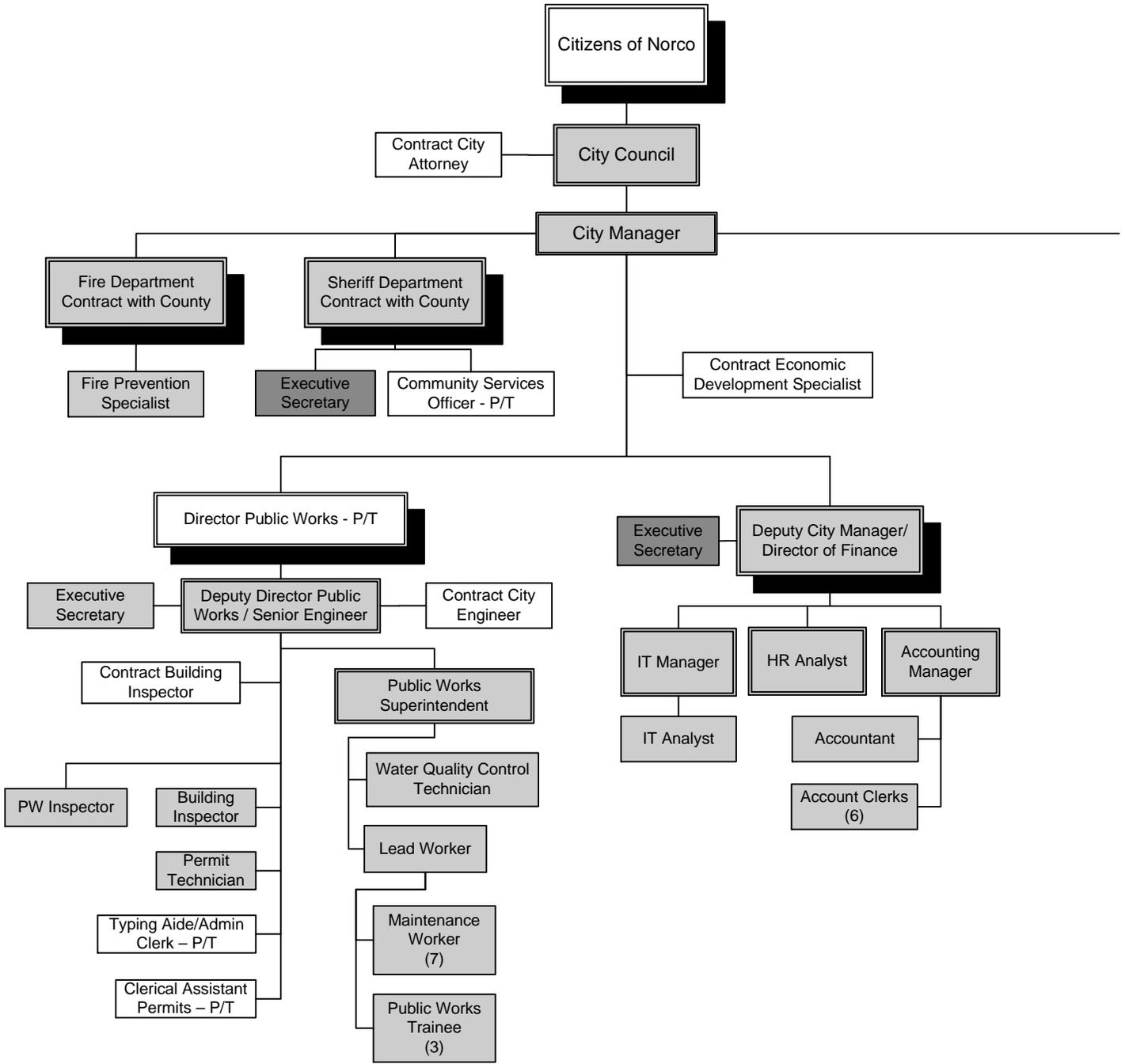
## CITY COUNCIL MEMBERS

		<u>TERM ENDING YEAR</u>
Kevin Bash	Mayor	2013
Kathy Azevedo	Mayor Pro Tem	2015
Berwin Hanna	Council Member	2015
Herb Higgins	Council Member	2015
Harvey Sullivan	Council Member	2013

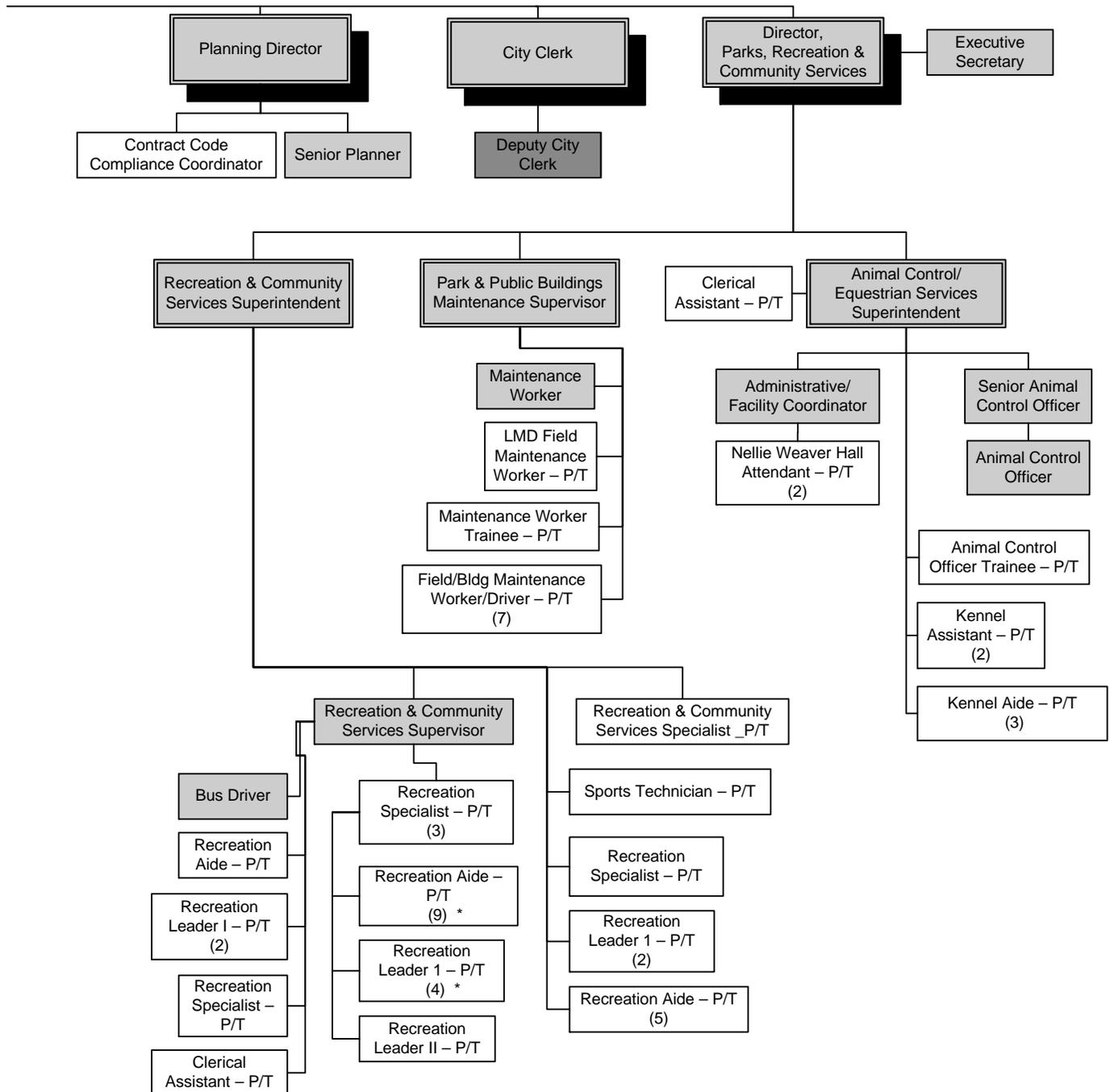
## CITY OFFICIALS

Beth Groves	City Manager
Andy Okoro	Deputy City Manager/ Director of Finance
Brenda Jacobs	City Clerk
Geoff Pemberton	Fire Chief
Steve King	Planning Director
Brian Petree	Director of Parks, Recreation & Community Services
Bill Thompson	Director of Public Works
Lt. Ross Cooper	Riverside County Sheriff's Department

# City of Norco



- Full Time
- Full Time Job Share
- Part Time



# Beginning & Ending Fund Balances – All Funds

**City of Norco**  
**Fiscal Year 2012-2013**



City of Norco  
 FY 2012 - 2013 Budget  
 Beginning and Ending Fund Balances  
 (Operating Funds Only)

<i>Fund #</i>	<i>Fund Name</i>	<i>Beg. Balance July 1, 2012</i>	<i>Estimated Revenues</i>	<i>Transfers In</i>	<i>Transfers Out</i>	<i>Estimated FY 2013 Expenditures</i>	<i>Estimated Ending Balance</i>
121	General	\$ 1,793,081	12,562,264	1,318,055	25,000	13,853,669	1,794,731
123	CDBG Funds	-	337,514	-	14,399	323,115	-
122, 160-65	Miscellaneous Grants	-	159,374	-	-	159,374	-
124	Water	(952,312)	9,555,916	-	127,223	8,622,364	(145,982)
126	Sewer	1,725,619	5,339,590	-	127,223	4,533,622	2,404,364
133	Gas Tax	451,453	719,124	-	-	843,138	327,439
139	NPDES	52,700	64,200	25,000	-	113,807	28,093
156	AQMD	46,082	30,900	-	1,500	1,545	73,937
013 & 014	Redevelopment	1,098,935	-	-	-	-	1,098,935
017	Redevelopment Obligation	-	8,558,600	-	250,000	8,308,600	-
015	Low/Mod (Programs)	3,996,567	-	-	-	-	3,996,567
015	Low/Mod (B Proceeds)	1,613,126	-	-	-	-	1,613,126
175	Assessment District 95	70,000	-	-	70,000	-	-
153	Special Asset Fund	1,411,126	-	-	500,000	-	911,126
	Special Districts	227,710	-	-	227,710	-	-
	<b>Subtotal</b>	<b>11,534,087</b>	<b>37,327,482</b>	<b>1,343,055</b>	<b>1,343,055</b>	<b>36,759,234</b>	<b>12,102,335</b>
<b><i>Internal Service Funds - Memo Only</i></b>							
128	Vehicle Replacement	2,779,672	327,686	-	-	283,000	2,824,358
134	Benefits & Insurance	(494,580)	354,158	-	-	354,158	(494,580)
135	Data Processing	376,466	415,130	-	-	396,899	394,697
	<b>Subtotal</b>	<b>2,661,558</b>	<b>1,096,974</b>	<b>-</b>	<b>-</b>	<b>1,034,057</b>	<b>2,724,475</b>
	<b>Grand Total</b>	<b>\$ 14,195,645</b>	<b>38,424,456</b>	<b>1,343,055</b>	<b>1,343,055</b>	<b>37,793,291</b>	<b>14,826,810</b>

# Budget Summary

**City of Norco**  
**Fiscal Year 2012-2013**



**City of Norco, California**  
**FY 2013 Operating Budget Summary**

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 9,168,394	6,521,012	6,546,531	5,133,469
Employee Related Expenditures	94,312	106,944	93,271	76,191
Supplies and Services	2,471,999	1,230,234	1,220,287	1,054,026
Maintenance and Rentals	329,186	311,211	289,676	314,485
Operations and Utilities	4,758,031	5,650,875	6,286,454	6,050,761
Contractual and Professional Services	8,015,858	9,337,639	9,192,568	10,528,015
Miscellaneous/Pass Through	9,625,426	9,355,326	4,902,910	751,253
Debt Service	9,702,548	10,071,757	10,071,757	11,068,857
CRA Programs	600,044	1,769,000	223,318	-
Internal Service Fund Charges	1,335,840	1,254,213	1,299,737	1,125,394
Capital Outlay	166,202	513,029	133,567	655,238
Transfers Out	914,000	318,845	1,238,395	543,845
<b>Total Expenditures</b>	<b>\$ 47,181,838</b>	<b>46,440,085</b>	<b>41,498,471</b>	<b>37,301,534</b> <sup>A</sup>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ 15,199,580	13,328,822	13,340,232	13,878,669
Water Fund	7,419,133	8,306,254	9,072,671	8,749,587
Sewer Fund	4,450,310	4,649,670	4,646,671	4,660,845
Gas Tax Fund	626,740	632,701	596,721	843,138
NPDES Storm Drainage Fund	118,400	96,099	103,129	113,807
Grants (CDBG & Miscellaneous)	321,073	681,658	364,544	496,888
Redevelopment Funds	19,046,602	14,068,409	8,698,031	-
RDA Obligation Fund	-	4,676,472	4,676,472	8,558,600
<b>Total Funding Sources</b>	<b>\$ 47,181,838</b>	<b>46,440,085</b>	<b>41,498,471</b>	<b>37,301,534</b> <sup>A</sup>

<sup>A</sup> Does not include Air Quality Management District Fund expenditures totaling \$1,500

# Legislative

## City of Norco Fiscal Year 2012-2013



## **LEGISLATIVE**

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

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

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ 106,263	105,150	100,323	94,516
Employee Related Expenditures	3,550	450	450	2,450
Supplies and Services	500	-	350	500
Maintenance and Rentals	-	-	-	-
Operations and Utilities	178	-	-	-
Contractual and Professional Services	220,997	203,571	208,770	205,000
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Transfers Out	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 331,487</i></b>	<b><i>309,171</i></b>	<b><i>309,893</i></b>	<b><i>302,466</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ 155,914	212,959	205,814	302,466
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	175,573	96,212	104,079	-
Grant Funds	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 331,487</i></b>	<b><i>309,171</i></b>	<b><i>309,893</i></b>	<b><i>302,466</i></b>

# City Council

**City of Norco**  
**Fiscal Year 2012-2013**



## **CITY COUNCIL**

The Mayor and City Council serve as the political head of the City. The five member Mayor-Council form of government, utilizing an appointed City Manager, affords the unification of authority and political responsibility in experienced professional management. This system fosters democracy and efficiency in local government that is highly responsive to the needs of the citizens of Norco.

The City Council is responsible for setting policy, approving the budget and formulating broad, long-term policies that outline the City's public function.

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

<b><u>Expenditures:</u></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ 106,263	105,150	100,323	94,516
Employee Related Expenditures	3,550	450	450	2,450
Supplies and Services	500	-	350	500
Maintenance and Rentals	-	-	-	-
Operations and Utilities	178	-	-	-
Contractual and Professional Services	-	-	-	-
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 110,490</i></b>	<b><i>105,600</i></b>	<b><i>101,123</i></b>	<b><i>97,466</i></b>

<b><u>Funding Sources:</u></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ 57,357	75,645	68,500	97,466
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	53,133	29,955	32,623	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 110,490</i></b>	<b><i>105,600</i></b>	<b><i>101,123</i></b>	<b><i>97,466</i></b>

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

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 18,029	27,675	24,875	36,900
30200	PERS Retirement	4,071	4,658	4,224	7,546
30205	Employee Group Insurance	28,550	42,487	37,753	49,535
30212	Cell Phone Stipend	1,475	-	-	-
30215	Medical Savings Account	663	-	338	-
30220	FICA/Medicare Insurance	342	375	413	535
30235	Deferred Compensation	-	-	97	-
	<b>Subtotal - Salaries and Benefits</b>	<b>53,130</b>	<b>75,195</b>	<b>67,700</b>	<b>94,516</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	3,539	450	450	2,450
30320	Dues, Memberships and Subscriptions	11	-	-	-
	<b>Subtotal - Employee Related</b>	<b>3,550</b>	<b>450</b>	<b>450</b>	<b>2,450</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	500	-	350	-
30405	Printing & Copies	-	-	-	500
	<b>Subtotal - Supplies and Services</b>	<b>500</b>	<b>-</b>	<b>350</b>	<b>500</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	178	-	-	-
	<b>Subtotal - Operations &amp; Utilities</b>	<b>178</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 57,357</b>	<b>75,645</b>	<b>68,500</b>	<b>97,466</b>

**City of Norco, California**  
**City Council, RDA Fund 013, Department 701**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 18,029	9,225	11,519	-
30200	PERS Retirement	4,072	1,552	2,083	-
30205	Employee Group Insurance	28,551	19,017	18,480	-
30212	Cell Phone Stipend	1,475	-	-	-
30215	Medical Savings Account	663	-	328	-
30220	FICA/Medicare Insurance	343	161	198	-
30235	Deferred Compensation	-	-	15	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 53,133</b>	<b>29,955</b>	<b>32,623</b>	<b>-</b>

# City Attorney

**City of Norco**  
**Fiscal Year 2012-2013**



## **CITY ATTORNEY**

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

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

<b><u>Expenditures:</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ -	-	-	-
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	220,997	203,571	208,770	205,000
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 220,997</b>	<b>203,571</b>	<b>208,770</b>	<b>205,000</b>

<b><u>Funding Sources:</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ 98,557	137,314	137,314	205,000
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	122,440	66,257	71,456	-
<b>Total Funding Sources</b>	<b>\$ 220,997</b>	<b>203,571</b>	<b>208,770</b>	<b>205,000</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	\$ 98,557	137,314	137,314	205,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>98,557</b>	<b>137,314</b>	<b>137,314</b>	<b>205,000</b>
	<b>Total Expenditures</b>	<b>\$ 98,557</b>	<b>137,314</b>	<b>137,314</b>	<b>205,000</b>

**City of Norco, California**  
**City Attorney, RDA Fund 013, Department 705**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	\$ 81,627	44,180	47,637	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>81,627</b>	<b>44,180</b>	<b>47,637</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 81,627</b>	<b>44,180</b>	<b>47,637</b>	<b>-</b>

**City of Norco, California**  
**City Attorney, Low/Mod Fund 015, Department 705**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	\$ 40,813	22,077	23,819	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>40,813</b>	<b>22,077</b>	<b>23,819</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 40,813</b>	<b>22,077</b>	<b>23,819</b>	<b>-</b>

# Administrative

City of Norco

Fiscal Year 2012-2013



## **ADMINISTRATIVE**

The City Manager serves as the administrative head of the City government under the direction and control of the City Council. The City Manager is responsible to the City Council for the efficient administration of all the affairs of the City, which are under his or her control.

**City of Norco, California  
Administration Department  
Budget Summary By Major Categories**

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 783,785	806,830	740,170	708,224
Employee Related Expenditures	1,365	2,779	1,395	3,139
Supplies and Services	7,608	43,600	39,905	7,000
Maintenance and Rentals	-	-	-	-
Operations and Utilities	1,125	6,520	860	1,000
Contractual and Professional Services	2,285	23,000	33,400	142,900
Miscellaneous	-	-	2,083	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	38,700	50,825	51,525	62,570
Capital Outlay	-	-	-	-
Transfers Out	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 834,867</b>	<b>933,554</b>	<b>869,338</b>	<b>924,833</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ 415,597	639,246	629,418	872,745
Water Fund	21,385	25,254	21,724	25,946
Sewer Fund	14,260	17,885	14,472	18,345
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	7,797
Internal Service Fund	-	-	-	-
Redevelopment Funds	265,503	179,671	131,875	-
Grant Funds	118,123	71,498	71,849	-
<b>Total Funding Sources</b>	<b>\$ 834,867</b>	<b>933,554</b>	<b>869,338</b>	<b>924,833</b>

# City Manager

**City of Norco**  
**Fiscal Year 2012-2013**



# **CITY OF NORCO**

## **ADMINISTRATION**

### **City Manager**

The municipal government established by the City of Norco Charter is a “Council-Manager” form of government. The City Council establishes the policy of the City; the City Manager implements that policy. The City Manager serves as the administrative head of the City government, reporting directly to the City Council. The City Manager recommends, plans, leads, directs and implements City policy decisions and regulatory compliance requirements. The City Manager supervises the day-to-day operations of all City departments and staff, directly, and through a management team of Department Directors. She provides technical advice to the City Council on overall governmental operations.

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

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 236,860	242,591	242,399	239,437
Employee Related Expenditures	283	1,404	-	1,704
Supplies and Services	223	100	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	467	600	430	500
Contractual and Professional Services	-	-	-	-
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	8,600	9,200	9,200	10,300
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 246,433</b>	<b>253,895</b>	<b>252,029</b>	<b>251,941</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ 128,310	182,397	180,180	251,941
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Miscellaneous Grants	-	-	-	-
Redevelopment Funds	118,123	71,498	71,849	-
<b>Total Funding Sources</b>	<b>\$ 246,433</b>	<b>253,895</b>	<b>252,029</b>	<b>251,941</b>

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

<b>Account Number Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 82,237	115,185	117,173	162,984
30200 PERS Retirement	20,510	28,840	29,562	41,665
30205 Employee Group Insurance	8,278	12,443	11,661	16,217
30210 Vehicle Allowance	2,828	6,000	4,250	6,000
30215 Medical Savings Account	151	300	222	300
30220 FICA/Medicare Insurance	1,236	1,671	1,786	2,363
30225 Sick leave buy back	1,306	1,900	1,219	2,400
30230 Annual Vacation Cash Out	-	2,600	1,567	3,200
30235 Deferred Compensation	2,192	2,154	3,110	4,308
<b>Subtotal - Salaries and Benefits</b>	<b>118,737</b>	<b>171,093</b>	<b>170,550</b>	<b>239,437</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	183	-	-	400
30320 Dues, Memberships and Subscriptions	100	1,404	-	1,304
<b>Subtotal - Employee Related</b>	<b>283</b>	<b>1,404</b>	<b>-</b>	<b>1,704</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	204	-	-	-
30405 Printing & Copies	-	100	-	-
30410 Postage	19	-	-	-
<b>Subtotal - Supplies and Services</b>	<b>223</b>	<b>100</b>	<b>-</b>	<b>-</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	467	600	430	500
<b>Subtotal - Operations &amp; Utilities</b>	<b>467</b>	<b>600</b>	<b>430</b>	<b>500</b>
<b><u>Internal Service Fund Charges</u></b>				
42110 Computing and Comm. Equip Replacement	1,200	1,300	1,300	1,400
42115 Computing and Communications Operations	7,400	7,900	7,900	8,900
<b>Subtotal - Internal Service Charges</b>	<b>8,600</b>	<b>9,200</b>	<b>9,200</b>	<b>10,300</b>
<b>Total Expenditures</b>	<b>\$ 128,310</b>	<b>182,397</b>	<b>180,180</b>	<b>251,941</b>

**City of Norco, California**  
**City Manager, RDA Fund 013, Department 702**  
**Budget Detail By Line Item**

<b>Account</b>		<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
			<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 65,495	35,732	38,238	-
30200	PERS Retirement	16,404	9,674	9,674	-
30205	Employee Group Insurance	6,434	4,183	4,183	-
30210	Vehicle Allowance	2,262	1,475	1,475	-
30215	Medical Savings Account	121	71	70	-
30220	FICA/Medicare Insurance	989	602	601	-
30225	Sick leave buy back	1,044	730	975	-
30230	Annual Vacation Cash Out	-	1,000	1,254	-
30235	Deferred Compensation	1,753	1,011	1,011	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 94,502</b>	<b>54,478</b>	<b>57,481</b>	<b>-</b>

**City of Norco, California**  
**City Manager, Low/Mod Fund 015, Department 702**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 16,374	12067	9,560	-
30200	PERS Retirement	4,098	2,417	2,417	-
30205	Employee Group Insurance	1,607	1,045	1,045	-
30210	Vehicle Allowance	566	369	369	-
30215	Medical Savings Account	30	18	18	-
30220	FICA/Medicare Insurance	247	151	150	-
30225	Sick leave buy back	261	300	244	-
30230	Annual Vacation Cash Out	-	400	313	-
30235	Deferred Compensation	438	253	252	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 23,621</b>	<b>17,020</b>	<b>14,368</b>	<b>-</b>

# City Clerk

**City of Norco**  
**Fiscal Year 2012-2013**



# **CITY OF NORCO**

## **ADMINISTRATION**

### **City Clerk**

The City Clerk serves under the direction of the City Manager and assists the City Manager in the day-to-day operations of the Administrative offices of the City. The City Clerk facilitates the preparation and distribution of agenda packets; prepares the minutes for all City Council and Oversight Board meetings; serves as the City's election official; and performs all ministerial duties as required by California law. The City Clerk serves as the filing official for all state and local financial disclosure statements, which include Statements of Economic Interest for members of the City Council, designated employees and certain advisory body members, and campaign disclosure statements for all local candidates and campaign committees. The City Clerk and staff administer the City's records management system; prepare legal and promotional publications; and post ordinances, notices of public hearings and advisory body vacancies. In addition, the Clerk and staff are responsible for codification and dissemination of the City's Municipal Code and related policies; assist in the processing of all legal documents necessary for the operation of the City; ensure that elected and appointed officials comply with filing requirements in accordance with the Political Reform Act; serve as the City Council liaisons; assist in the fulfilling of Public Records Act requests; and are responsible for the input for the City Government Channel and portions of the City's Internet site.

### **Fiscal Year 2012-2013 Goals and Objectives**

- 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.
- Maintain the City's records system to enable quick response to public records requests.
- Promote voter participation through community education.
- Coordinate efforts to provide City Council agenda packets in a usable and functional electronic format.
- Provide and promote quality customer service and inspire community involvement.
- Continue to review local, state, and federal legislation as it relates to all the operations and functions of the City of Norco.

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

<b><i>Expenditures:</i></b>		<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$	222,302	194,017	194,979	191,953
Employee Related Expenditures		255	490	350	350
Supplies and Services		3,588	37,900	37,700	2,700
Maintenance and Rentals		-	-	-	-
Operations and Utilities		-	-	-	-
Contractual and Professional Services		2,285	2,000	2,000	2,000
Miscellaneous		-	-	-	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		12,900	13,800	13,800	15,500
Capital Outlay		-	-	-	-
Transfers		-	-	-	-
<b>Total Expenditures</b>	<b>\$</b>	<b>241,330</b>	<b>248,207</b>	<b>248,829</b>	<b>212,503</b>

<b><i>Funding Sources:</i></b>		<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$	121,267	192,741	190,639	212,503
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		120,063	55,466	58,190	-
<b>Total Funding Sources</b>	<b>\$</b>	<b>241,330</b>	<b>248,207</b>	<b>248,829</b>	<b>212,503</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 67,492	90,157	92,359	127,568
30105	Salaries, Part Time	456	-	-	-
30110	Salaries, Overtime	8	-	-	-
30200	PERS Retirement	17,053	23,968	24,533	32,612
30205	Employee Group Insurance	12,446	15,479	12,572	19,523
30210	Vehicle Allowance	2,262	4,800	3,400	4,800
30215	Medical Savings Account	151	240	222	300
30220	FICA/Medicare Insurance	1,066	1,307	1,459	1,850
30225	Sick leave buy back	1,170	700	1,116	2,300
30230	Annual Vacation Cash Out	-	1,100	1,128	2,200
30235	Deferred Compensation	9	-	-	-
30255	Tuition Reimbursement	128	800	-	800
	<b>Subtotal - Salaries and Benefits</b>	<b>102,239</b>	<b>138,551</b>	<b>136,789</b>	<b>191,953</b>
<b><u>Employee Related Expenditures</u></b>					
30320	Dues, Memberships and Subscriptions	255	490	350	350
	<b>Subtotal - Employee Related</b>	<b>255</b>	<b>490</b>	<b>350</b>	<b>350</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	531	500	500	500
30410	Postage	-	400	200	200
30445	Legal Advertising	2,543	2,000	2,000	2,000
30455	Election	514	35,000	35,000	-
	<b>Subtotal - Supplies and Services</b>	<b>3,588</b>	<b>37,900</b>	<b>37,700</b>	<b>2,700</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	2,285	2,000	2,000	2,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>2,285</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b><u>Internal Service Fund Charges</u></b>					
42110	Computing and Comm. Equip Replacement	1,800	1,900	1,900	2,100
42115	Computing and Communications Operations	11,100	11,900	11,900	13,400
	<b>Subtotal - Internal Service Charges</b>	<b>12,900</b>	<b>13,800</b>	<b>13,800</b>	<b>15,500</b>
	<b>Total Expenditures</b>	<b>\$ 121,267</b>	<b>192,741</b>	<b>190,639</b>	<b>212,503</b>

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

<b>Account</b>			<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Department Generated Revenues</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
		<b>Actual</b>	<b>Amended</b>	<b>Budget</b>
			<b>Budget</b>	<b>Request</b>
			<b>Estimated</b>	
			<b>Year-End</b>	
			<b>Total</b>	
57820	Passport Charges	\$ 2,742	-	-
		\$ 2,742	-	-

**City of Norco, California**  
**City Clerk, RDA Fund 013, Department 704**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 55,522	27,997	29,929	-
30200	PERS Retirement	13,871	8,020	8,020	-
30205	Employee Group Insurance	10,387	5,070	5,069	-
30210	Vehicle Allowance	1,810	1,180	1,180	-
30215	Medical Savings Account	121	71	70	-
30220	FICA/Medicare Insurance	863	490	489	-
30225	Sick leave buy back	955	600	893	-
30230	Annual Vacation Cash Out	-	900	902	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 83,529</b>	<b>44,328</b>	<b>46,552</b>	<b>-</b>

**City of Norco, California**  
**City Clerk, Low/Mod Fund 015, Department 704**  
**Budget Detail By Line Item**

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 22,763	7,000	7,482	-
30200	PERS Retirement	5,480	2,005	2,005	-
30205	Employee Group Insurance	7,052	1,267	1,267	-
30210	Vehicle Allowance	452	295	295	-
30215	Medical Savings Account	30	18	18	-
30220	FICA/Medicare Insurance	346	123	122	-
30225	Sick leave buy back	411	200	223	-
30230	Annual Vacation Cash Out	-	230	226	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 36,534</b>	<b>11,138</b>	<b>11,638</b>	<b>-</b>

# Planning Division

**City of Norco**  
**Fiscal Year 2012-2013**



## **Planning Division 750**

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

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

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.

### **Fiscal Year 2012-2013 Goals and Objectives**

- Analyze potential development incentive policies to assist property owners/ developers in the attraction of new businesses deemed as desirable by the community.
- Update additional elements of the General Plan (Circulation, and Safety) as staff scheduling can permit.
- Prepare the required Annual Report for 2011.
- Complete the needed permitting and the conservation easement in the inaccessible upstream area of River Trails Park that is required to mitigate the widening of Hamner Avenue and the loss of habitat area that will occur there. The easement is being designed to also accommodate the transfer of conservation acreage from Silverlakes to this off-site area as required by the California Department of Fish and Game, the U.S. Fish and Wildlife Service, the Army Corps of Engineers, and the Santa Ana Regional Water Quality Control Board.

- Finish updating the sign code.
- Implement the Hospitality Development Zone
- Initiate re-zones and update the General Plan as needed consistent with the City's Vision and Mission Statement for an animal-keeping community with anticipated changes coming from the completion of Silverlakes and ultimate implementation of the Preservation and Development zone.
- Analyze potential opportunities to assist and augment a limited Code Enforcement staff.
- Analyze potential measures for fast-tracking project review as is feasibly and legally possible.

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

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ 299,490	\$ 324,058	\$ 276,139	\$ 276,277
Employee Related Expenditures	827	885	845	885
Supplies and Services	2,259	3,600	2,135	4,300
Maintenance and Rentals	-	-	-	-
Operations and Utilities	420	500	430	500
Contractual and Professional Services	-	-	-	-
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	17,200	18,200	18,200	20,500
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 320,195</i></b>	<b><i>347,243</i></b>	<b><i>297,749</i></b>	<b><i>302,462</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ 166,020	217,454	202,783	250,374
Water Fund	21,385	25,254	21,724	25,946
Sewer Fund	14,260	17,885	14,472	18,345
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	7,797
Internal Service Fund	-	-	-	-
Redevelopment Funds	118,531	86,650	58,770	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 320,195</i></b>	<b><i>347,243</i></b>	<b><i>297,749</i></b>	<b><i>302,462</i></b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 89,529	110,168	110,418	147,467
30105	Salaries, Part Time	14,974	32,651	18,100	7,500
30200	PERS Retirement	21,116	27,584	27,780	37,698
30205	Employee Group Insurance	11,608	14,121	14,460	18,986
30210	Vehicle Allowance	2,162	3,600	2,900	3,600
30215	Medical Savings Account	282	420	358	465
30220	FICA/Medicare Insurance	1,681	2,071	2,253	2,247
30225	Sick leave buy back	1,219	1,500	1,343	2,500
30230	Annual Vacation Cash Out	2,370	1,000	3,108	3,200
30235	Deferred Compensation	374	1,154	453	526
	<b>Subtotal - Salaries and Benefits</b>	<b>145,314</b>	<b>194,269</b>	<b>181,173</b>	<b>224,189</b>
<b><u>Employee Related Expenditures</u></b>					
30305	Auto Mileage	17	-	-	-
30320	Dues, Memberships and Subscriptions	810	885	845	885
	<b>Subtotal - Employee Related</b>	<b>827</b>	<b>885</b>	<b>845</b>	<b>885</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	53	100	135	400
30415	Special Departmental	119	-	-	400
30445	Legal Advertising	2,087	3,500	2,000	3,500
	<b>Subtotal - Supplies and Services</b>	<b>2,259</b>	<b>3,600</b>	<b>2,135</b>	<b>4,300</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	420	500	430	500
	<b>Subtotal - Operations &amp; Utilities</b>	<b>420</b>	<b>500</b>	<b>430</b>	<b>500</b>
<b><u>Internal Service Fund Charges</u></b>					
42110	Computing and Comm. Equip Replacement	2,400	2,400	2,400	2,600
42115	Computing and Communications Operations	14,800	15,800	15,800	17,900
	<b>Subtotal - Internal Service Charges</b>	<b>17,200</b>	<b>18,200</b>	<b>18,200</b>	<b>20,500</b>
	<b>Total Expenditures</b>	<b>\$ 166,020</b>	<b>217,454</b>	<b>202,783</b>	<b>250,374</b>

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

<b>Account Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
55100	Conditional Use Permit (Major/Minor)	\$ 39,801	23,331	29,960	29,011
55105	Site Plan (Major/Minor)	39,210	6,179	4,229	9,586
55110	Variance (Major/Minor)	8,514	8,511	-	2,926
55120	Tentative Tract Map	708	-	-	-
55125	Tentative Parcel Map	6,509	18,527	5,474	16,647
55130	Specific Plan Review	11,790	-	-	-
55140	Modifications	2,569	-	-	-
55145	Zone Change	25	9,096	-	6,252
55150	General Plan Amendment	-	11,148	-	-
55155	Sign Review	7,044	2,366	5,044	6,626
55160	Entertainment Permit	-	-	2,192	1,813
55170	Special Event Permit	1,867	1,837	2,211	1,760
55195	Publications	5,467	5,758	6,906	6,000
55200	ABC Letter	-	1,425	142	284
55205	Information Letter	696	684	694	690
55210	Architecture Review	918	315	315	630
55220	Environmental Assessment	14,881	1,106	327	658
55230	Informal Review (No pre-app)	1,458	-	-	-
55235	Landscape Plan Check Review	414	2,450	-	854
55260	Additional Large Animal Unit	-	200	-	-
55265	Appeal	754	1,856	1,856	1,259
<b>Total Revenues</b>		<b>\$ 142,625</b>	<b>94,789</b>	<b>59,350</b>	<b>84,996</b>

**City of Norco, California**  
**Planning Division 750, Water Fund 124**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 13,953.28	14,616	14,323	15,036
30105	Salaries, Part Time	-	3,024	-	3,024
30200	PERS Retirement	3,494	3,659	3,608	3,844
30205	Employee Group Insurance	2,437	2,375	2,431	2,433
30210	Vehicle Allowance	649	720	720	720
30215	Medical Savings Account	45	36	48	45
30220	FICA/Medicare Insurance	215	256	214	262
30225	Sick leave buy back	178	211	242	217
30230	Annual Vacation Cash Out	413	281	138	289
30235	Deferred Compensation	-	76	-	76
<b>Subtotal - Salaries and Benefits</b>		<b>\$ 21,385</b>	<b>25,254</b>	<b>21,724</b>	<b>25,946</b>

**City of Norco, California**  
**Planning Division 750, Water Fund 126**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 9,301.89	9,744	9,544	10,024
30105	Salaries, Part Time	-	3,024	-	3,024
30200	PERS Retirement	2,332	2,440	2,407	2,562
30205	Employee Group Insurance	1,626	1,584	1,620	1,622
30210	Vehicle Allowance	432	480	480	480
30215	Medical Savings Account	30	24	28	30
30220	FICA/Medicare Insurance	144	185	139	189
30225	Sick leave buy back	119	141	162	145
30230	Annual Vacation Cash Out	275	187	92	193
30235	Deferred Compensation	-	76	-	76
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 14,260</b>	<b>17,885</b>	<b>14,472</b>	<b>18,345</b>

**City of Norco, California**  
**Planning Division 750, Water Fund 139**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30105	Salaries, Part Time	-	-	-	7,500
30220	FICA/Medicare Insurance	-	-	-	109
30235	Deferred Compensation	-	-	-	188
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>7,797</b>

**City of Norco, California**  
**Planning Division 750, RDA Fund 013**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 55,350	24,284	24,598	-
30105	Salaries, Part Time	16,265	33,800	6,316	-
30200	PERS Retirement	10,827	6,223	6,223	-
30205	Employee Group Insurance	6,017	3,670	3,669	-
30210	Vehicle Allowance	1,081	738	738	-
30215	Medical Savings Account	148	80	79	-
30220	FICA/Medicare Insurance	1,071	471	471	-
30225	Sick leave buy back	609	672	672	-
30230	Annual Vacation Cash Out	1,185	522	521	-
30235	Deferred Compensation	407	845	158	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 92,960</b>	<b>71,305</b>	<b>43,445</b>	<b>-</b>

**City of Norco, California**  
**Planning Division 750, Low/Mod Fund 015**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 18,311	10,796	10,600	-
30200	PERS Retirement	4,586	2,682	2,682	-
30205	Employee Group Insurance	1,528	1,056	1,055	-
30215	Medical Savings Account	61	36	35	-
30220	FICA/Medicare Insurance	277	166	165	-
30225	Sick leave buy back	312	261	267	-
30230	Annual Vacation Cash Out	496	348	521	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 25,571</b>	<b>15,345</b>	<b>15,325</b>	<b>-</b>

# Code Compliance

**City of Norco**  
**Fiscal Year 2012-2013**



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

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ 25,133	45,748	23,842	-
Employee Related Expenditures	-	-	-	-
Supplies and Services	1,538	2,000	70	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	238	420	-	-
Contractual and Professional Services	-	-	-	65,000
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	700	11,070
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 26,909</i></b>	<b><i>48,168</i></b>	<b><i>24,612</i></b>	<b><i>76,070</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ -	10,613	9,697	76,070
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	26,909	37,555	14,915	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 26,909</i></b>	<b><i>48,168</i></b>	<b><i>24,612</i></b>	<b><i>76,070</i></b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30105	Salaries, Part Time	\$ -	10,210	8,500	-
30220	FICA/Medicare Insurance	-	148	284	-
30235	Deferred Compensation	-	255	213	-
	<b>Subtotal - Salaries and Benefits</b>	-	10,613	8,997	-
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	-	-	-	65,000
	<b>Subtotal - Contractual &amp; Professional</b>	-	-	-	65,000
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	-	-	700	1,700
42105	Vehicle Replacement Charges	-	-	-	9,370
	<b>Subtotal - Internal Service Charges</b>	-	-	700	11,070
	<b>Total Expenditures</b>	\$ -	10,613	9,697	76,070

<b>Account Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
53520	Abandon Vehicle Abatement	\$ 8,522	-	-	-
54110	Municipal Code Violations	1,825	3,500	7,000	3,500
	<b>Total Revenues</b>	\$ 10,347	3,500	7,000	3,500

**City of Norco, California**  
**Code Compliance Division 751, RDA Fund 013**  
**Budget Detail By Line Item**

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30105	Salaries, Part Time	\$ 24,178.00	33,800	14,281	-
30220	FICA/Medicare Insurance	351	490	207	-
30235	Deferred Compensation	604	845	357	-
	<b>Subtotal - Salaries and Benefits</b>	<b>25,133</b>	<b>35,135</b>	<b>14,845</b>	<b>-</b>
<b><u>Supplies and Services</u></b>					
30415	Special Departmental	1,538	2,000	70	-
	<b>Subtotal - Supplies and Services</b>	<b>1,538</b>	<b>2,000</b>	<b>70</b>	<b>-</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	238	420	-	-
	<b>Subtotal - Operations &amp; Utilities</b>	<b>238</b>	<b>420</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 26,909</b>	<b>37,555</b>	<b>14,915</b>	<b>-</b>

# Economic Development

**City of Norco**  
**Fiscal Year 2012-2013**



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

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ -	416	2,811	557
Employee Related Expenditures	-	-	200	200
Supplies and Services	-	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	5,000	-	-
Contractual and Professional Services	-	21,000	31,400	75,900
Miscellaneous	-	-	2,083	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	9,625	9,625	5,200
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ -</b>	<b>36,041</b>	<b>46,119</b>	<b>81,857</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ -	36,041	46,119	81,857
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ -</b>	<b>36,041</b>	<b>46,119</b>	<b>81,857</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30105	Salaries, Part Time	\$ -	400	2,668	500
30220	FICA/Medicare Insurance	-	6	76	44
30235	Deferred Compensation	-	10	67	13
	<b>Subtotal - Salaries and Benefits</b>	-	416	2,811	557
<b><u>Employee Related Expenditures</u></b>					
30320	Dues, Memberships and Subscriptions	-	-	200	200
	<b>Subtotal - Employee Related</b>	-	-	200	200
<b><u>Operations and Utilities</u></b>					
33100	Utilities	-	5,000	-	-
	<b>Subtotal - Operations &amp; Utilities</b>	-	5,000	-	-
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	-	21,000	25,400	60,900
34105	Other Professional Services	-	-	6,000	15,000
	<b>Subtotal - Contractual &amp; Professional</b>	-	21,000	31,400	75,900
<b><u>Miscellaneous</u></b>					
35311	Sixth Street Banner Program	-	-	2,083	-
	<b>Subtotal - Miscellaneous</b>	-	-	2,083	-
<b><u>Internal Service Fund Charges</u></b>					
42110	Computing and Comm. Equip Replacement	-	1,000	1,000	700
42115	Computing and Communications Operations	-	8,625	8,625	4,500
	<b>Subtotal - Internal Service Charges</b>	-	9,625	9,625	5,200
	<b>Total Expenditures</b>	\$ -	36,041	46,119	81,857

Parks, Recreation,  
Community Services  
&  
Animal Control

City of Norco  
Fiscal Year 2012-2013



## **PARKS, RECREATION & COMMUNITY SERVICES**

Parks, Recreation & Community Services Department consists of six divisions, Recreation & Community Services, Youth & Teens, Parks, Senior Citizens, Buildings and Animal Control/Equestrian Services.

The Department runs its operations seven days a week, and serves over several thousand patrons weekly. The Department maintains approximately 900 acres of passive and active parkland and open space as well as all City buildings. Animal Control/Equestrian Services are also available, servicing residents and their animals.

### **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 well being of all animals in the community and to sponsor the adoption and placement for animals within our care.

## **PARKS, RECREATION & COMMUNITY SERVICES**

### **Fiscal Year 2012/2013 Goals and Objectives**

- **Coordinate the 2012-2013 joint use calendar for programming needs at the Silverlakes property.**
- **Implement the enterprise business plan for the George Ingalls Equestrian Event Center.**
- **Continue to seek grant funds for lighting and irrigation for Wayne Makin fields and other infrastructure needs of the city.**
- **Continue to construct lighting project and electrical build-out for Phase 2 of the South Pad at the George Ingalls Equestrian Event Center and future power needs.**

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

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 1,518,349	1,470,006	1,469,088	1,479,833
Employee Related Expenditures	9,719	11,949	10,665	10,052
Supplies and Services	71,606	62,766	61,604	59,529
Maintenance and Rentals	70,177	79,722	70,892	74,107
Operations and Utilities	288,262	296,869	273,287	266,935
Contractual and Professional Services	719,843	626,710	631,170	644,497
Miscellaneous	5,390	5,600	5,600	5,600
CRA Programs	-	-	-	-
Internal Service Fund Charges	174,600	192,148	192,148	210,748
Capital Outlay	-	15,000	3,000	2,000
Transfers Out	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 2,857,946</b>	<b>2,760,770</b>	<b>2,717,454</b>	<b>2,753,301</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ 2,779,355	2,691,386	2,642,282	2,683,301
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
Grant Funds	78,591	69,384	75,172	70,000
<b>Total Funding Sources</b>	<b>\$ 2,857,946</b>	<b>2,760,770</b>	<b>2,717,454</b>	<b>2,753,301</b>

# Recreation

**City of Norco**  
**Fiscal Year 2012-2013**



## **PARKS, RECREATION and COMMUNITY SERVICES**

### **Recreation Division 730**

This Division is responsible for building a strong community through its belief that, “We Create Community through People, Parks, Trails and Programs” and Parks Make Life Better.<sup>SM</sup> By providing a safe space to play and learn, the Division fosters human development, focusing on young adolescents through senior citizens. Through active participation, we provide recreational experiences which promote health and wellness and increase cultural unity. They speak to the assets of the department, the strengths of the staff and the value of the programs the Department provides. As dedicated professionals, the Recreation Division is responsible to plan, organize, implement and evaluate comprehensive year-round recreation programs which include but are not limited to youth and adult sports, aquatics, and a variety of recreation and leisure classes. Special events such as the Concerts in the Park, National Day of the American Cowboy, Breakfast with Santa and Volunteer Appreciation Day bring individuals together and unite in cultural and community celebration. Strong volunteer efforts positively impact the success of the Division and are utilized for support in many endeavors throughout the Department. The Recreation Division also coordinates the efforts of various local non-profit youth sports organizations and the use and rental of City facilities.

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

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 464,410	487,748	489,230	478,156
Employee Related Expenditures	1,947	1,913	1,910	990
Supplies and Services	22,487	17,704	17,684	17,315
Maintenance and Rentals	11,692	12,600	11,929	1,200
Operations and Utilities	87,694	80,000	80,000	69,800
Contractual and Professional Services	131,186	91,936	92,037	111,861
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	55,700	58,501	58,501	59,001
Capital Outlay	-	12,000	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 775,115</b>	<b>762,402</b>	<b>751,291</b>	<b>738,323</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ 775,115	762,402	751,291	738,323
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 775,115</b>	<b>762,402</b>	<b>751,291</b>	<b>738,323</b>

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

<b>Account</b>			<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
		<b>Actual</b>	<b>Amended</b>	<b>Budget</b>
			<b>Year-End</b>	<b>Request</b>
			<b>Total</b>	
<b><u>Salaries and Benefits</u></b>				
30100	Salaries, Full Time	\$ 207,748	211,000	212,861
30105	Salaries, Part Time	152,365	173,209	155,123
30110	Salaries, Overtime	204	-	-
30200	PERS Retirement	53,304	52,830	59,981
30205	Employee Group Insurance	27,210	27,733	28,398
30210	Vehicle Allowance	4,478	4,800	4,800
30215	Medical Savings Account	660	780	780
30220	FICA/Medicare Insurance	5,539	5,753	5,335
30225	Sick leave buy back	4,369	4,000	4,000
30230	Annual Vacation Cash Out	4,914	3,000	3,000
30235	Deferred Compensation	3,618	4,643	3,878
	<b>Subtotal - Salaries and Benefits</b>	<b>464,410</b>	<b>487,748</b>	<b>478,156</b>
<b><u>Employee Related Expenditures</u></b>				
30300	Conferences and Meetings	519	215	215
30310	Uniforms& Safety Gear	808	1,163	240
30320	Dues, Memberships and Subscriptions	620	535	535
	<b>Subtotal - Employee Related</b>	<b>1,947</b>	<b>1,913</b>	<b>990</b>
<b><u>Supplies and Services</u></b>				
30400	Office Supplies	6,126	6,000	6,000
30410	Postage	2	-	-
30415	Special Departmental	13,392	11,704	11,315
30425	Small Tools	172	-	-
30450	City Newsletter	2,795	-	-
	<b>Subtotal - Supplies and Services</b>	<b>22,487</b>	<b>17,704</b>	<b>17,315</b>
<b><u>Maintenance and Rentals</u></b>				
32200	Building and ground maintenance	11,692	12,600	1,200
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>11,692</b>	<b>12,600</b>	<b>1,200</b>
<b><u>Operations and Utilities</u></b>				
33100	Utilities	87,694	80,000	69,800
	<b>Subtotal - Operations &amp; Utilities</b>	<b>87,694</b>	<b>80,000</b>	<b>69,800</b>
<b><u>Contractual and Professional Services</u></b>				
34100	Contractual Services	41,426	31,545	34,680
34145	Recreation Instructors	60,495	40,931	40,931
34150	Special Events	29,265	19,460	36,250
	<b>Subtotal - Contractual &amp; Professional</b>	<b>131,186</b>	<b>91,936</b>	<b>111,861</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	13,000	9,600	9,600	4,500
42105	Vehicle Replacement Charges	-	3,401	3,401	3,401
42110	Computing and Comm. Equip Replacement	5,700	6,000	6,000	6,400
42115	Computing and Communications Operations	37,000	39,500	39,500	44,700
	<b>Subtotal - Internal Service Charges</b>	<b>55,700</b>	<b>58,501</b>	<b>58,501</b>	<b>59,001</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	-	12,000	-	-
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>12,000</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 775,115</b>	<b>762,402</b>	<b>751,291</b>	<b>738,323</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
---------------------------	----------------------------	---------------------------	---------------------------------------	---	---------------------------------------

<b>Account Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
54220	Communication Lease Parks and Rec	\$ 55,882	67,136	67,392	58,563
55500	Aquatics	16,636	7,675	7,675	-
55510	Swim Team	3,445	1,028	1,028	-
55515	Adult Sports	42,129	26,780	26,780	26,780
55525	Dance-Rainbow	69,623	58,102	58,102	58,102
55545	Western Dance	510	-	-	-
55600	Youth Sports	72,181	72,708	72,708	72,708
55605	Private Youth Sports	10,950	8,760	8,760	9,198
55610	Tri-Fyft Sports	1,888	-	2,256	1,180
55700	Art Class	-	-	48	-
55805	Cheerleading	216	-	-	-
55820	Fitness Class	597	-	-	-
55825	Notary & Loan Signing	708	-	312	-
56200	Self Defense	835	-	-	-
56205	Karate	2,019	-	-	-
56210	Taekwon-do	11,301	5,423	5,423	5,423
56250	Dog Obedience	2,532	1,119	1,119	1,119
56255	Horsemanship	1,500	1,260	1,622	1,260
56400	Ingalls Park North	18,408	12,000	11,869	12,500
56405	Ingalls Park South	43,986	36,000	36,410	36,000
56422	Rental Services	-	2,000	2,000	5,680
56423	Rental Facility Insurance	-	1,690	1,690	1,960
56425	Community Center	11,833	9,359	9,359	9,359
56430	Field Lights	17,312	18,790	18,790	22,000
56435	Picnic Shelter Rental	2,653	2,620	1,158	2,620
56445	Security Guard Services	10,437	5,588	5,588	11,500
56450	Cleaning Fee	6,933	3,711	3,711	7,500
56455	Cleaning Fee - Restrooms	2,669	948	434	780
56600	Breakfast with Santa	960	750	432	750
56605	Parade of Lights and Winter Festival	14,830	19,749	19,749	25,000
56620	Concerts in the Park	1,892	2,000	4,178	2,000
56625	Day of the Cowboy	3,177	6,500	4,805	5,000
56905	Banner Installation	2,940	2,450	1,470	1,960
56910	P & R Administrative Maintenance Fund	50,497	20,000	20,000	13,000
<b>Total Revenues</b>		<b>\$ 481,479</b>	<b>394,146</b>	<b>394,868</b>	<b>391,942</b>

# Youth & Teen Division

City of Norco  
Fiscal Year 2012-2013



## **PARKS, RECREATION and COMMUNITY SERVICES**

### **Youth and Teen Division 731**

Key trends are addressed by this Division to keep youth active and on the road to becoming positive members of the community which facilitates community problem solving. The Youth Division establishes a foundation and provides clear recreational opportunities which are designed to create an environment of care and trust where children ages 2-15 can grow emotionally, intellectually, socially and physically through play, all which embrace the principles of youth development. With the diversity of the community, this Division addresses and increases cultural unity. Among the recreational experiences offered that promote health and wellness and foster human development are Wee People Playschool, Wee Twos, Kidz Club, Kidz Camp, T.G.I.F. (Thank Goodness it's Fitness), Kidz Night Out and Teen Programs. The division creates partnerships with many agencies within the city and surrounding communities to promote recreational opportunities for the youth. Continuous partnerships are in existence and are a necessity to sustain programs and special events within the division. United Norconians for Life Over Alcohol and Drugs (U.N.L.O.A.D.) works closely with the youth division in providing education to young people about the adverse effects of alcohol and drugs and related behaviors, on their safety, quality of life and future opportunities. Increasing awareness among parents, grandparents and other caregivers of their responsibilities to help young people to avoid the negative consequences associated with alcohol and drug use is another goal shared by U.N.L.O.A.D and the youth division. Positive energy and imagination of youth are important aspects which we promote in our community and can be proud of.

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

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ 209,888	212,530	219,177	242,873
Employee Related Expenditures	500	1,820	1,620	1,425
Supplies and Services	8,064	6,159	4,788	3,916
Maintenance and Rentals	1,187	1,775	681	500
Operations and Utilities	9,795	9,734	4,427	5,000
Contractual and Professional Services	10,478	11,238	7,592	9,036
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	15,800	19,468	19,468	19,668
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 255,711</i></b>	<b><i>262,724</i></b>	<b><i>257,753</i></b>	<b><i>282,418</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ 255,711	262,724	257,753	282,418
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 255,711</i></b>	<b><i>262,724</i></b>	<b><i>257,753</i></b>	<b><i>282,418</i></b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 21,874	25,686	23,890	25,686
30105	Salaries, Part Time	167,085	154,449	166,824	187,237
30110	Salaries, Overtime	4	-	-	-
30200	PERS Retirement	11,303	19,294	15,256	17,890
30205	Employee Group Insurance	3,425	3,778	3,690	3,821
30215	Medical Savings Account	121	120	124	120
30220	FICA/Medicare Insurance	2,744	3,467	5,016	3,087
30225	Sick leave buy back	-	300	206	250
30230	Annual Vacation Cash Out	-	100	-	100
30235	Deferred Compensation	3,332	5,336	4,171	4,681
<b>Subtotal - Salaries and Benefits</b>		<b>209,888</b>	<b>212,530</b>	<b>219,177</b>	<b>242,873</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	85	1,000	1,000	1,000
30310	Uniforms & Safety Gear	-	400	200	200
30320	Dues, Memberships and Subscriptions	415	420	420	225
<b>Subtotal - Employee Related</b>		<b>500</b>	<b>1,820</b>	<b>1,620</b>	<b>1,425</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	1,081	1,618	800	800
30415	Special Departmental	5,213	3,113	2,769	2,146
30430	Office Equipment	-	400	216	-
30485	Wee People Special Events	1,770	1,028	1,003	970
<b>Subtotal - Supplies and Services</b>		<b>8,064</b>	<b>6,159</b>	<b>4,788</b>	<b>3,916</b>
<b><u>Maintenance and Rentals</u></b>					
32200	Building and ground maintenance	1,187	1,775	681	500
<b>Subtotal - Maintenance &amp; Rentals</b>		<b>1,187</b>	<b>1,775</b>	<b>681</b>	<b>500</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	9,795	9,734	4,427	5,000
<b>Subtotal - Operations &amp; Utilities</b>		<b>9,795</b>	<b>9,734</b>	<b>4,427</b>	<b>5,000</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	10,448	10,403	7,592	9,036
34150	Special Events	30	835	-	-
<b>Subtotal - Contractual &amp; Professional</b>		<b>10,478</b>	<b>11,238</b>	<b>7,592</b>	<b>9,036</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	3,000	3,000	3,000	1,500
42105	Vehicle Replacement Charges	-	2,768	2,768	2,768
42110	Computing and Comm. Equip Replacement	1,700	1,800	1,800	2,000
42115	Computing and Communications Operations	11,100	11,900	11,900	13,400
<b>Subtotal - Internal Service Charges</b>		<b>15,800</b>	<b>19,468</b>	<b>19,468</b>	<b>19,668</b>

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

<b>Total Expenditures</b>	\$ 255,711	262,724	257,753	282,418
---------------------------	------------	---------	---------	---------

<b>Account</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number    Department-Generated Revenues</b>	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
<b>Number    Department-Generated Revenues</b>	<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
<b>Number    Department-Generated Revenues</b>	<b>Actual</b>	<b>Budget</b>	<b>Total</b>	<b>Request</b>
55615 Wee People Program Fees	\$ 266,496	263,321	264,068	281,513
56815 Wee People Donation	1,770	1,000	1,003	970
	\$ 268,266	\$ 264,321	\$ 265,071	\$ 282,483

# Park Maintenance

City of Norco  
Fiscal Year 2012-2013



## **PARKS, RECREATION and COMMUNITY SERVICES**

### **Parks Maintenance Division 733**

The Park Maintenance Division's mission is to protect our environment and its resources while providing safe and secure spaces to recreate. The Division goal is to protect, expand, enhance and extend the life of the City's active and open space assets, including 14 parks totaling more than 900 acres of active and passive park land, horse trails and various arenas. It is staff's goal to address the open space and active uses that matter to participants. The Division is a valuable partner and support team to the Recreation, Youth, Building and Animal Control Divisions and takes pride maintaining high expectations and standards for clean, presentable facilities, providing the public recreational experiences in a safe and secure environment. Along with irrigation repair, water management and shrub/tree trimming using current Society of Arboricultural standards, the Division is responsible for park lighting, fencing, walkways, horse trails, playground equipment, tennis courts, the public pool and barn areas at George Ingalls Equestrian Event Center. The Division also manages contracts that provide turf grass management as well as weed and pest control. Park Maintenance Division maintains and administers the contracts for the city-wide Landscape areas within the Maintenance Districts.

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

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ 173,950	158,573	156,854	158,999
Employee Related Expenditures	2,359	2,225	2,055	2,225
Supplies and Services	585	1,250	1,283	1,250
Maintenance and Rentals	21,628	25,700	20,000	25,700
Operations and Utilities	55,854	60,240	55,000	55,240
Contractual and Professional Services	376,670	344,331	354,211	344,331
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	43,600	42,848	42,848	54,048
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 674,645</i></b>	<b><i>635,167</i></b>	<b><i>632,251</i></b>	<b><i>641,793</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ 674,645	635,167	632,251	641,793
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 674,645</i></b>	<b><i>635,167</i></b>	<b><i>632,251</i></b>	<b><i>641,793</i></b>

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

<b>Account Number Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 91,440	84,723	83,492	84,705
30105 Salaries, Part Time	14,810	15,000	15,000	15,295
30110 Salaries, Overtime	6,522	1,750	1,750	1,750
30200 PERS Retirement	20,996	21,213	21,085	21,654
30205 Employee Group Insurance	35,827	31,626	31,308	31,323
30215 Medical Savings Account	61	240	242	240
30220 FICA/Medicare Insurance	1,812	1,446	1,725	1,450
30225 Sick leave buy back	1,255	1,300	975	1,300
30230 Annual Vacation Cash Out	855	900	902	900
30235 Deferred Compensation	370	375	375	382
<b>Subtotal - Salaries and Benefits</b>	<b>173,950</b>	<b>158,573</b>	<b>156,854</b>	<b>158,999</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	150	450	415	450
30310 Uniforms & Safety Gear	2,069	1,375	1,300	1,375
30320 Dues, memberships and Subscriptions	140	400	340	400
<b>Subtotal - Employee Related</b>	<b>2,359</b>	<b>2,225</b>	<b>2,055</b>	<b>2,225</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	183	150	183	150
30415 Special Departmental	231	900	800	900
30425 Small Tools	172	200	300	200
<b>Subtotal - Supplies and Services</b>	<b>585</b>	<b>1,250</b>	<b>1,283</b>	<b>1,250</b>
<b><u>Maintenance and Rentals</u></b>				
32105 Equipment Rental	-	200	-	200
32200 Building and ground maintenance	19,696	22,000	20,000	22,000
32400 Ingalls Arena Maintenance	1,932	3,500	-	3,500
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>21,628</b>	<b>25,700</b>	<b>20,000</b>	<b>25,700</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	55,854	60,240	55,000	55,240
<b>Subtotal - Operations &amp; Utilities</b>	<b>55,854</b>	<b>60,240</b>	<b>55,000</b>	<b>55,240</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	376,670	344,331	354,211	344,331
<b>Subtotal - Contractual &amp; Professional</b>	<b>376,670</b>	<b>344,331</b>	<b>354,211</b>	<b>344,331</b>
<b><u>Internal Service Fund Charges</u></b>				
42100 Vehicle Operations and Maintenance	35,000	26,000	26,000	35,600
42105 Vehicle Replacement Charges	-	3,148	3,148	3,148

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

<b>Account</b>			<b>FY 2012</b>	
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
		<b>Actual</b>	<b>Amended</b>	<b>Budget</b>
			<b>Year-End</b>	<b>Request</b>
			<b>Total</b>	
42110	Computing and Comm. Equip Replacement	1,200	1,800	1,900
42115	Computing and Communications Operations	7,400	11,900	13,400
	<b>Subtotal - Internal Service Charges</b>	<b>43,600</b>	<b>42,848</b>	<b>54,048</b>
	<b>Total Expenditures</b>	<b>\$ 674,645</b>	<b>635,167</b>	<b>632,251</b>
			<b>641,793</b>	

<b>Account</b>			<b>FY 2012</b>	
<b>Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
		<b>Actual</b>	<b>Amended</b>	<b>Budget</b>
			<b>Year-End</b>	<b>Request</b>
			<b>Total</b>	
54210	Rivertrails lease	\$ 6,300	-	-
56420	Bleacher Rental	8,500	-	6,300
		<b>\$ 14,800</b>	<b>-</b>	<b>6,300</b>

# Senior Citizens

**City of Norco**  
**Fiscal Year 2012-2013**



## **PARKS, RECREATION and COMMUNITY SERVICES**

### **Senior Citizens Division 735**

The objective of the Norco Senior Center is to provide recreational experiences which facilitate the physical, mental, emotional and social health of seniors and to meet the challenges to preserve their independent living. The program strengthens the safety and security of those it serves and strives to foster the development of the older adult. Through its many programs, services and activities which promote health and wellness (including a 1.4 acre garden), senior citizens have the opportunity to increase their cultural unity and quality of life, all while creating lasting memories. Special events, a daily nutrition program, a door-to-door transportation program, counseling and referral programs also assist in achieving these important goals in a safe and wholesome environment. Through intergenerational programming, activities facilitate in-community problem solving and give individuals an opportunity to make a positive impact on those they encounter. This Division creates partnerships with many agencies including but not limited to Riverside Community College, Riverside Office on Aging, Riverside County Transportation Commission and Corona Regional Medical Center to take advantage of the resources available to those in need. This Division also strengthens community image and sense of place through the Party Partners program, a therapeutic program for developmentally challenged adults. Party Partners provides a recreational opportunity for a unique group of individuals within our city and surrounding communities. This rewarding program promotes a sense of belonging, encourages everlasting friendships and memories.

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

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ 132,493	129,350	138,463	127,603
Employee Related Expenditures	539	3,486	270	2,907
Supplies and Services	6,591	9,670	4,230	9,065
Maintenance and Rentals	3,124	8,500	3,000	8,500
Operations and Utilities	19,074	20,000	19,560	20,000
Contractual and Professional Services	14,735	12,000	12,000	5,505
Miscellaneous	5,390	5,600	5,600	5,600
CRA Programs	-	-	-	-
Internal Service Fund Charges	12,600	24,605	24,605	26,505
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 194,546</i></b>	<b><i>213,211</i></b>	<b><i>207,728</i></b>	<b><i>205,685</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ 115,955	143,827	132,556	135,685
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Miscellaneous Grants	78,591	69,384	75,172	70,000
Redevelopment Funds	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 194,546</i></b>	<b><i>213,211</i></b>	<b><i>207,728</i></b>	<b><i>205,685</i></b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 2,019	7,706	7,306	7,706
30105	Salaries, Part Time	32,323	34,860	34,856	22,388
30200	PERS Retirement	-	1,929	1,945	1,970
30205	Employee Group Insurance	-	1,133	1,105	1,146
30215	Medical Savings Account	-	36	32	36
30220	FICA/Medicare Insurance	449	617	1,037	436
30225	Sick leave buy back	-	-	588	-
30230	Annual Vacation Cash Out	556	-	414	-
30235	Deferred Compensation	775	871	871	560
30245	Workers Compensation	7,383	-	5,233	-
	<b>Subtotal - Salaries and Benefits</b>	<b>43,505</b>	<b>47,152</b>	<b>53,387</b>	<b>34,242</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	35	2,625	35	2,625
30310	Uniforms & Safety Gear	304	282	-	282
30320	Dues, Memberships and Subscriptions	15	-	235	-
	<b>Subtotal - Employee Related</b>	<b>354</b>	<b>2,907</b>	<b>270</b>	<b>2,907</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	518	1,395	600	1,395
30415	Special Departmental	3,258	3,670	1,230	3,670
30430	Office Equipment	179	-	-	-
30480	Sr. Special Events	71	2,000	-	2,000
30490	Party Partners	2,566	2,000	2,400	2,000
	<b>Subtotal - Supplies and Services</b>	<b>6,591</b>	<b>9,065</b>	<b>4,230</b>	<b>9,065</b>
<b><u>Maintenance and Rentals</u></b>					
32200	Building and ground maintenance	3,124	8,500	3,000	8,500
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>3,124</b>	<b>8,500</b>	<b>3,000</b>	<b>8,500</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	6,656	9,063	8,800	14,209
	<b>Subtotal - Operations &amp; Utilities</b>	<b>6,656</b>	<b>9,063</b>	<b>8,800</b>	<b>14,209</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	14,735	12,000	12,000	5,505
	<b>Subtotal - Contractual &amp; Professional</b>	<b>14,735</b>	<b>12,000</b>	<b>12,000</b>	<b>5,505</b>
<b><u>Internal Service Fund Charges</u></b>					
42105	Vehicle Replacement Charges	-	7,705	7,705	7,705
42110	Computing and Comm. Equip Replacement	-	2,000	2,000	1,900
42115	Computing and Communications Operations	500	9,476	9,476	-
	<b>Subtotal - Internal Service Charges</b>	<b>500</b>	<b>19,181</b>	<b>19,181</b>	<b>9,605</b>
	<b>Total Expenditures</b>	<b>\$ 75,465</b>	<b>107,868</b>	<b>100,868</b>	<b>84,033</b>

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

<b>Account</b>		<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Department-Generated Revenues</b>	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
			<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
53535	City of Corona	\$ 8,014	10,000	8,341	10,000
55625	Senior Citizens Excursion Fees	2,053	2,000	2,000	2,000
56800	Party Pardners	2,582	1,500	1,992	1,500
56810	Senior Special Events	3,742	1,200	4,719	1,200
59225	CDBG	17,913	14,399	14,399	14,399
		<u>\$ 34,303</u>	<u>29,099</u>	<u>31,451</u>	<u>29,099</u>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 17,680	12,116	14,331	12,116
30105	Salaries, Part Time	9,530	11,372	5,300	23,844
30110	Salaries, Overtime	145	-	-	-
30200	PERS Retirement	4,628	3,416	3,377	3,097
30205	Employee Group Insurance	3,611	2,792	2,597	2,552
30215	Medical Savings Account	48	12	17	12
30220	FICA/Medicare Insurance	432	176	333	176
30235	Deferred Compensation	270	284	133	596
	<b>Subtotal - Salaries and Benefits</b>	<b>36,344</b>	<b>30,168</b>	<b>26,088</b>	<b>42,394</b>
<b><u>Employee Related Expenditures</u></b>					
30310	Uniforms & Safety Gear	16	-	-	-
	<b>Subtotal - Employee Related</b>	<b>16</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	4,130	5,791	5,600	5,791
	<b>Subtotal - Operations &amp; Utilities</b>	<b>4,130</b>	<b>5,791</b>	<b>5,600</b>	<b>5,791</b>
<b><u>Internal Service Fund Charges</u></b>					
42115	Computing and Communications Operations	-	-	-	3,467
	<b>Subtotal - Internal Service Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,467</b>
	<b>Total Expenditures</b>	<b>\$ 40,490</b>	<b>35,959</b>	<b>31,688</b>	<b>51,652</b>

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

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 33,369	34,796	41,270	34,796
30105	Salaries, Part Time	2,676	-	-	-
30110	Salaries, Overtime	295	-	-	-
30200	PERS Retirement	8,667	9,488	9,461	8,895
30205	Employee Group Insurance	6,886	7,169	6,733	6,699
30210	Vehicle Allowance	46	-	-	-
30215	Medical Savings Account	79	72	75	72
30220	FICA/Medicare Insurance	558	505	509	505
30225	Sick leave buy back	-	-	526	-
30230	Annual Vacation Cash Out	-	-	414	-
30235	Deferred Compensation	67	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>52,643</b>	<b>52,030</b>	<b>58,988</b>	<b>50,967</b>
<b><u>Employee Related Expenditures</u></b>					
30320	Dues, Memberships and Subscriptions	170	579	-	-
	<b>Subtotal - Employee Related</b>	<b>170</b>	<b>579</b>	<b>-</b>	<b>-</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	-	605	-	-
	<b>Subtotal - Supplies and Services</b>	<b>-</b>	<b>605</b>	<b>-</b>	<b>-</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	8,288	5,146	5,160	-
	<b>Subtotal - Operations &amp; Utilities</b>	<b>8,288</b>	<b>5,146</b>	<b>5,160</b>	<b>-</b>
<b><u>Miscellaneous</u></b>					
35150	Administrative Overhead	5,390	5,600	5,600	5,600
	<b>Subtotal - Miscellaneous</b>	<b>5,390</b>	<b>5,600</b>	<b>5,600</b>	<b>5,600</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	1,500	3,000	3,000	3,500
42115	Computing and Communications Operations	10,600	2,424	2,424	9,933
	<b>Subtotal - Internal Service Charges</b>	<b>12,100</b>	<b>5,424</b>	<b>5,424</b>	<b>13,433</b>
	<b>Total Expenditures</b>	<b>\$ 78,591</b>	<b>69,384</b>	<b>75,172</b>	<b>70,000</b>

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
53500	RCTC Grant	\$ 78,591	70,000	70,000	70,000

# Public Building Maintenance

**City of Norco**  
**Fiscal Year 2012-2013**



**PARKS, RECREATION and COMMUNITY SERVICES**  
Public Buildings Maintenance Division 737

This Division is the key component to strengthen community image and sense of place. It is responsible in upkeep and maintenance of all public buildings, creating safe and secure environments for the public to utilize. The monitored duties include but are not limited to painting, window cleaning, servicing of air conditioners and heating units, electrical, plumbing, and windows, doors and lock repairs. The Division is a partner and support team to the Recreation, Youth, Parks and Animal Control Divisions and takes pride maintaining high expectations and standards for clean, presentable and safe facilities in which the public can enjoy their recreational experiences. Public facilities include Norco City Hall, Norco Senior Center, Norco Library, Community Center, Pool, Scout House/Youth Center, Nellie Weaver Hall, park restrooms, snack bars, Riley Gym and Animal Control offices.

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

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ 63,271	32,432	26,614	31,185
Employee Related Expenditures	1,696	400	2,600	400
Supplies and Services	282	250	216	250
Maintenance and Rentals	26,467	25,400	25,400	25,400
Operations and Utilities	102,467	110,000	100,000	100,000
Contractual and Professional Services	134,720	122,250	119,290	122,250
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	18,600	6,202	6,202	8,802
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 347,502</i></b>	<b><i>296,934</i></b>	<b><i>280,322</i></b>	<b><i>288,287</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ 347,502	296,934	280,322	288,287
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 347,502</i></b>	<b><i>296,934</i></b>	<b><i>280,322</i></b>	<b><i>288,287</i></b>

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

<b>Account Number Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 43,730	-	-	-
30105 Salaries, Part Time	-	31,200	24,855	30,000
30200 PERS Retirement	10,713	-	31	-
30205 Employee Group Insurance	6,693	-	33	-
30220 FICA/Medicare Insurance	685	452	1,074	435
30225 Sick leave buy back	636	-	-	-
30230 Annual Vacation Cash Out	814	-	-	-
30235 Deferred Compensation	-	780	621	750
<b>Subtotal - Salaries and Benefits</b>	<b>63,271</b>	<b>32,432</b>	<b>26,614</b>	<b>31,185</b>
<b><u>Employee Related Expenditures</u></b>				
30310 Uniforms & Safety Gear	1,696	400	2,600	400
<b>Subtotal - Employee Related</b>	<b>1,696</b>	<b>400</b>	<b>2,600</b>	<b>400</b>
<b><u>Supplies and Services</u></b>				
30425 Small Tools	282	250	216	250
<b>Subtotal - Supplies and Services</b>	<b>282</b>	<b>250</b>	<b>216</b>	<b>250</b>
<b><u>Maintenance and Rentals</u></b>				
32105 Equipment Rental	-	400	-	400
32200 Building and ground maintenance	26,467	25,000	25,400	25,000
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>26,467</b>	<b>25,400</b>	<b>25,400</b>	<b>25,400</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	102,467	110,000	100,000	100,000
<b>Subtotal - Operations &amp; Utilities</b>	<b>102,467</b>	<b>110,000</b>	<b>100,000</b>	<b>100,000</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	134,720	122,250	119,290	122,250
<b>Subtotal - Contractual &amp; Professional</b>	<b>134,720</b>	<b>122,250</b>	<b>119,290</b>	<b>122,250</b>
<b><u>Internal Service Fund Charges</u></b>				
42100 Vehicle Operations and Maintenance	1,500	500	500	2,500
42105 Vehicle Replacement Charges	-	1,102	1,102	1,102
42110 Computing and Comm. Equip Replacement	2,300	600	600	700
42115 Computing and Communications Operations	14,800	4,000	4,000	4,500
<b>Subtotal - Internal Service Charges</b>	<b>18,600</b>	<b>6,202</b>	<b>6,202</b>	<b>8,802</b>
<b>Total Expenditures</b>	<b>\$ 347,502</b>	<b>296,934</b>	<b>280,322</b>	<b>288,287</b>

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

<b>Account</b>		<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Department-Generated Revenues</b>	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
			<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
54215	Library Lease	\$ 32,410	32,410	32,410	33,719
		\$ 32,410	32,410	32,410	33,719

# Animal Control

City of Norco

Fiscal Year 2012-2013



## **PARKS, RECREATION and COMMUNITY SERVICES**

### **Animal Control Division 765**

Creating a responsible community which understands the care and protected treatment of animals is a vital part of the Animal Control Division in this unique animal-keeping and equestrian City. This Division is dedicated to foster the development of animals in a safe and secure environment. By abiding by State and Local ordinances and laws pertaining to animal keeping, the Division ensures the health and wellness for animals throughout the community as well as investigates and prosecutes animal abuse cases. The animal shelter cares for more than 2,000 impounded animals each year, takes pride in its success to process the adoption of dogs and cats at the highest rate for an Animal Control facility in Southern California and ultimately facilitates community problem solving. Animal Control 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.

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

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 474,337	449,373	438,750	441,017
Employee Related Expenditures	2,677	2,105	2,210	2,105
Supplies and Services	33,598	27,733	33,403	27,733
Maintenance and Rentals	6,081	5,747	9,882	12,807
Operations and Utilities	13,379	16,895	14,300	16,895
Contractual and Professional Services	52,055	44,955	46,040	51,514
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	28,300	40,524	40,524	42,724
Capital Outlay	-	3,000	3,000	2,000
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 610,426</b>	<b>590,332</b>	<b>588,109</b>	<b>596,795</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ 610,426	590,332	588,109	596,795
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 610,426</b>	<b>590,332</b>	<b>588,109</b>	<b>596,795</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 223,345	187,631	184,409	187,428
30105	Salaries, Part Time	79,265	92,649	92,650	92,649
30110	Salaries, Overtime	24,220	32,000	26,200	32,000
30200	PERS Retirement	59,041	63,857	62,244	61,563
30205	Employee Group Insurance	68,049	63,106	53,806	54,249
30215	Medical Savings Account	371	480	475	480
30220	FICA/Medicare Insurance	3,655	3,134	5,382	3,131
30225	Sick leave buy back	2,911	3,000	3,607	3,600
30230	Annual Vacation Cash Out	2,296	1,200	4,500	3,600
30235	Deferred Compensation	758	2,316	2,316	2,316
30240	Continuous Service Bonus	2,050	-	-	-
30245	Workers Compensation	8,376	-	3,161	-
	<b>Subtotal - Salaries and Benefits</b>	<b>474,337</b>	<b>449,373</b>	<b>438,750</b>	<b>441,017</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	680	500	610	500
30310	Uniforms & Safety Gear	1,792	1,300	1,295	1,300
30320	Dues, Memberships and Subscriptions	205	305	305	305
	<b>Subtotal - Employee Related</b>	<b>2,677</b>	<b>2,105</b>	<b>2,210</b>	<b>2,105</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	8,844	8,108	8,108	8,108
30415	Special Departmental	24,672	19,425	19,395	19,425
30500	Animal Control Special Services	-	-	5,700	-
30425	Small Tools	82	200	200	200
	<b>Subtotal - Supplies and Services</b>	<b>33,598</b>	<b>27,733</b>	<b>33,403</b>	<b>27,733</b>
<b><u>Maintenance and Rentals</u></b>					
32200	Building and ground maintenance	6,081	5,747	9,882	12,807
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>6,081</b>	<b>5,747</b>	<b>9,882</b>	<b>12,807</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	13,379	16,895	14,300	16,895
	<b>Subtotal - Operations &amp; Utilities</b>	<b>13,379</b>	<b>16,895</b>	<b>14,300</b>	<b>16,895</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	25,959	22,955	24,040	29,514
34160	Spay & Neuter	26,096	22,000	22,000	22,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>52,055</b>	<b>44,955</b>	<b>46,040</b>	<b>51,514</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012</b>	<b>FY 2013</b>
				<b>Estimated Year-End Total</b>	<b>Budget Request</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	11,000	15,000	15,000	15,000
42105	Vehicle Replacement Charges	-	7,224	7,224	7,224
42110	Computing and Comm. Equip Replacement	2,500	2,500	2,500	2,600
42115	Computing and Communications Operations	14,800	15,800	15,800	17,900
	<b>Subtotal - Internal Service Charges</b>	<b>28,300</b>	<b>40,524</b>	<b>40,524</b>	<b>42,724</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	-	3,000	3,000	2,000
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>	<b>2,000</b>
	<b>Total Expenditures</b>	<b>\$ 610,426</b>	<b>590,332</b>	<b>588,109</b>	<b>596,795</b>

<b>Account Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012</b>	<b>FY 2013</b>
				<b>Estimated Year-End Total</b>	<b>Budget Request</b>
54110	Citation Fees	\$ 1,825	3,500	3,500	3,500
56900	AC After Hr Call Reimb	1,307	1,000	1,200	1,000
57305	Impound Fees	10,036	8,000	8,000	8,000
57310	Adoption Fees	14,753	12,000	12,000	12,000
57315	Spay & Neuter Services	25,083	22,000	22,000	22,000
57320	Animal Donation(water bill)	9,330	7,000	7,000	7,000
57325	Dog License	69,306	110,000	110,000	110,000
57330	Ranch License	144	-	-	-
57340	Miscellaneous Animal Control Fees	8,457	4,526	4,526	4,526
57345	AC Softwre Maintenance Fee	-	10,000	11,362	10,040
57620	Animal Adoption (State Reimbursements)	-	-	22,000	22,000
	<b>Total Revenues</b>	<b>\$ 140,240</b>	<b>178,026</b>	<b>201,588</b>	<b>200,066</b>

# Economic Development

City of Norco  
Fiscal Year 2012-2013



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

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 224,677	116,896	100,000	-
Employee Related Expenditures	17,861	9,895	2,786	-
Supplies and Services	1,094,735	66,070	6,943	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	12,339	11,700	9,260	-
Contractual and Professional Services	405,217	305,420	150,164	-
Miscellaneous	8,990,426	8,701,670	4,250,640	-
Debt Service	6,802,723	2,526,471	2,526,471	-
CRA Programs	600,044	1,769,000	223,318	-
Internal Service Fund Charges	64,575	50,834	43,363	-
Capital Outlay	5,665	323,115	-	323,115
Transfers Out	42,913	39,399	958,949	14,399
<b>Total Expenditures</b>	<b>\$ 18,261,174</b>	<b>13,920,470</b>	<b>8,271,894</b>	<b>337,514</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	18,237,596	13,582,956	8,257,495	-
Grants	23,578	337,514	14,399	337,514
<b>Total Funding Sources</b>	<b>\$ 18,261,174</b>	<b>13,920,470</b>	<b>8,271,894</b>	<b>337,514</b>

# Redevelopment Administration

City of Norco

Fiscal Year 2012-2013



**City of Norco, California**  
**Redevelopment Administration Division 5010**  
**Budget Summary By Major Categories**

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 100,502	\$ 5,932	\$ 7,357	\$ -
Employee Related Expenditures	17,444	9,345	2,630	-
Supplies and Services	1,093,300	64,300	6,651	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	9,550	10,000	7,299	-
Contractual and Professional Services	368,904	264,712	130,768	-
Miscellaneous/Pass Through	8,961,332	8,669,670	4,214,954	-
Debt Service	5,853,056	2,166,921	2,166,921	-
CRA Programs	13,150	350,000	14,350	-
Internal Service Fund Charges	43,682	35,194	29,638	-
Capital Outlay	-	-	-	-
Transfers	25,000	25,000	275,000	-
<b>Total Expenditures</b>	<b>\$ 16,485,919</b>	<b>11,601,074</b>	<b>6,855,568</b>	<b>-</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	16,485,919	11,601,074	6,855,568	-
<b>Total Funding Sources</b>	<b>\$ 16,485,919</b>	<b>\$ 11,601,074</b>	<b>\$ 6,855,568</b>	<b>\$ -</b>

**City of Norco, California**  
**Redevelopment Administration Division 5010, RDA Fund 013**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 YTD as of 1/31/12</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>						
30100	Salaries, Full Time	\$ 37,212	-	-	-	-
30105	Salaries, Part Time	5,201	5,706	6,250	6,250	-
30110	Salaries, Overtime	14	-	26	26	-
30200	PERS Retirement	9,857	-	933	933	-
30205	Employee Group Insurance	6,756	-	-	-	-
30210	Vehicle Allowance	543	-	-	-	-
30215	Medical Savings Account	156	-	-	-	-
30220	FICA/Medicare Insurance	1,906	83	95	95	-
30225	Sick leave buy back	38,314	-	-	-	-
30235	Deferred Compensation	18	143	53	53	-
30240	Continuous Service Bonus	525	-	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>100,502</b>	<b>5,932</b>	<b>7,357</b>	<b>7,357</b>	<b>-</b>
<b><u>Employee Related Expenditures</u></b>						
30300	Conferences and Meetings	4,325	3,300	150	150	-
30320	Dues, Memberships and Subscriptions	13,119	6,045	2,480	2,480	-
	<b>Subtotal - Employee Related</b>	<b>17,444</b>	<b>9,345</b>	<b>2,630</b>	<b>2,630</b>	<b>-</b>
<b><u>Supplies and Services</u></b>						
30400	Office Supplies	591	600	-	-	-
30405	Printing & Copies	476	1,000	-	-	-
30410	Postage	121	200	68	68	-
30415	Special Departmental	1,009,917	-	-	-	-
30440	Advertising and Promotion	61,841	34,000	744	744	-
30445	Legal Advertising	354	1,000	849	849	-
30450	City Newsletter	20,000	10,000	4,990	4,990	-
30455	Election	-	17,500	-	-	-
	<b>Subtotal - Supplies and Services</b>	<b>1,093,300</b>	<b>64,300</b>	<b>6,651</b>	<b>6,651</b>	<b>-</b>
<b><u>Operations and Utilities</u></b>						
33100	Utilities	9,550	10,000	7,299	7,299	-
	<b>Subtotal - Operations &amp; Utilities</b>	<b>9,550</b>	<b>10,000</b>	<b>7,299</b>	<b>7,299</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>						
34100	Contractual Services	320,612	204,000	97,747	97,747	-
34105	Other Professional Services	20,821	10,000	-	-	-
34110	Engineering Services	-	25,000	8,209	8,209	-
34125	Accounting & Auditing	8,232	7,812	5,959	5,959	-
34130	Financial Services	19,239	17,900	18,853	18,853	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>368,904</b>	<b>264,712</b>	<b>130,768</b>	<b>130,768</b>	<b>-</b>

**City of Norco, California**  
**Redevelopment Administration Division 5010, RDA Fund 013**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 YTD as of 1/31/12</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Miscellaneous</u></b>						
35100	Interest Payments	4,182,056	2,166,921	2,166,921	2,166,921	-
35105	Principal Payments	1,671,000	-	-	-	-
35125	Pass Through Agreement	8,413,267	8,520,128	3,839,032	4,070,990	-
35155	County Charge	116,375	130,000	142,743	142,743	-
35205	Property Taxes	1,742	1,742	-	-	-
35250	Beautification Committee	908	1,000	900	900	-
35255	Community Business Partnerships	960	10,000	-	-	-
35311	Sixth Street Banner Program	4,712	6,800	321	321	-
35510	Bad Debt Expense	423,368	-	-	-	-
	<b>Subtotal - Miscellaneous</b>	<b>14,814,387</b>	<b>10,836,591</b>	<b>6,149,917</b>	<b>6,381,875</b>	<b>-</b>
<b><u>CRA Programs</u></b>						
41200	Development Incentives	13,150	350,000	14,350	14,350	-
	<b>Subtotal - CRA Programs</b>	<b>13,150</b>	<b>350,000</b>	<b>14,350</b>	<b>14,350</b>	<b>-</b>
<b><u>Internal Service Fund Charges</u></b>						
42100	Vehicle Operations and Maintenance	433	200	354	354	-
42110	Computing and Comm. Equip Replacement	1,700	1,800	1,050	1,050	-
42115	Computing and Communications Operations	11,100	11,900	6,940	6,940	-
42200	Liability Insurance	19,965	14,988	14,988	14,988	-
42235	Compensated Absences	10,484	6,306	6,306	6,306	-
	<b>Subtotal - Internal Service Charges</b>	<b>43,682</b>	<b>35,194</b>	<b>29,638</b>	<b>29,638</b>	<b>-</b>
<b><u>Transfers</u></b>						
44100	Transfers	25,000	25,000	25,000	275,000	-
	<b>Subtotal - Transfers</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>275,000</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 16,485,919</b>	<b>11,601,074</b>	<b>6,373,610</b>	<b>6,855,568</b>	<b>-</b>

**City of Norco, California**  
**Redevelopment Agency Debt Service Schedule**  
**Fiscal Year 2012 - 2013**

<b>Account Number</b>	<b>Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
014-5100-35100	2001 School Pass-through Interest	\$ 223,675	109,078	109,078	-
014-5100-35105	2001 School Pass-through Principal	120,000	-	-	-
014-5101-35100	2004 Refunding Notes (Pass-through) Interest	480,298	235,686	235,686	-
014-5101-35105	2004 Refunding Notes (Pass-through) Principal	255,000	-	-	-
014-5108-35100	2009 School Pass-through Interest	775,414	383,957	383,957	-
014-5108-35105	2009 School Pass-through Principal	200,000	-	-	-
014-5104-35100	2001 Refunding Tax Allocation Bonds Interest	1,124,190	538,605	538,605	-
014-5104-35105	2001 Refunding Tax Allocation Bonds Principal	1,044,000	-	-	-
014-5105-35100	2005 Refunding Tax Allocation Bonds Interest	656,565	327,372	327,372	-
014-5105-35105	2005 Refunding Tax Allocation Bonds Principal	52,000	-	-	-
014-5111-35100	2010 Refunding Tax Allocation Bonds Interest	921,914	572,223	572,223	-
<b>Total CRA Debt Service</b>		<b>\$ 5,853,056</b>	<b>2,166,921</b>	<b>2,166,921</b>	<b>-</b>

# Community Development Block Grant (CDBG)

City of Norco  
Fiscal Year 2012-2013



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

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ -	-	-	-
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	-	-	-	-
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	5,665	323,115	-	323,115
Transfers	17,913	14,399	14,399	14,399
<b><i>Total Expenditures</i></b>	<b><i>\$ 23,578</i></b>	<b><i>337,514</i></b>	<b><i>14,399</i></b>	<b><i>337,514</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Grants	23,578	337,514	14,399	337,514
<b><i>Total Funding Sources</i></b>	<b><i>\$ 23,578</i></b>	<b><i>337,514</i></b>	<b><i>14,399</i></b>	<b><i>337,514</i></b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Capital Outlay</u></b>					
43115	Building Improvements	\$ 5,665	323,115	-	323,115
	<b>Subtotal - Capital Outlay</b>	<b>5,665</b>	<b>323,115</b>	<b>-</b>	<b>323,115</b>
<b><u>Transfers</u></b>					
44100	Transfers	17,913	14,399	14,399	14,399
	<b>Subtotal - Transfers</b>	<b>17,913</b>	<b>14,399</b>	<b>14,399</b>	<b>14,399</b>
	<b>Total Expenditures</b>	<b>\$ 23,578</b>	<b>337,514</b>	<b>14,399</b>	<b>337,514</b>

# Low-Mod Income Housing Program

City of Norco  
Fiscal Year 2012-2013



**City of Norco, California**  
**Grant Programs Division 5500, Low/Mod Fund 015**  
**Budget Summary By Major Categories**

<b><u>Expenditures:</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ -	-	-	-
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	-	-	-	-
Miscellaneous	-	-	-	-
CRA Programs	444,761	964,000	191,320	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 444,761</b>	<b>964,000</b>	<b>191,320</b>	<b>-</b>

<b><u>Funding Sources:</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds (Low/Mod)	444,761	964,000	191,320	-
<b>Total Funding Sources</b>	<b>\$ 444,761</b>	<b>964,000</b>	<b>191,320</b>	<b>-</b>

**City of Norco, California**  
**Low/Mod Fund 015 - Grant / Loan Division 5500**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>CRA Programs</u></b>					
41220	Infill Housing Program	\$ 100	40,000	-	-
41225	Homeless Prevention	1,715	14,000	-	-
41230	First Time Home Buyer	-	80,000	66,000	-
41235	Deferred Loan Program	3,981	195,000	29,320	-
41240	Home Improvement Grant	260,101	300,000	715	-
41245	Home Improvement Emergency Grant	109,443	200,000	6,385	-
41250	Lead and Asbestos Abatement Grant	1,150	20,000	-	-
41255	Senior Discount Subsidy (SWAT)	68,271	115,000	88,900	-
	<b>Subtotal - CRA Programs</b>	<b>444,761</b>	<b>964,000</b>	<b>191,320</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 444,761</b>	<b>964,000</b>	<b>191,320</b>	<b>-</b>

**Low-Mod  
NSP  
Infill Division**

**City of Norco  
Fiscal Year 2012-2013**



**City of Norco, California**  
**NSP Infill Division 5505, Low/Mod Fund 015**  
**Budget Summary By Major Categories**

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ -	-	-	-
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	-	-	-	-
Miscellaneous	-	-	-	-
CRA Programs	140,594	-	381	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 140,594</i></b>	<b><i>-</i></b>	<b><i>381</i></b>	<b><i>-</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds (Low/Mod)	140,594	-	381	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 140,594</i></b>	<b><i>-</i></b>	<b><i>381</i></b>	<b><i>-</i></b>

**City of Norco, California**  
**Low/Mod Fund 015 - NSP Infill Division 5505**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>CRA Programs</u></b>					
41220	Infill Housing Program - NSP	\$ 140,594	-	381	-
	<b>Subtotal - CRA Programs</b>	<b>140,594</b>	<b>-</b>	<b>381</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 140,594</b>	<b>-</b>	<b>381</b>	<b>-</b>

# Low-Mod Administration

City of Norco  
Fiscal Year 2012-2013



**City of Norco, California**  
**Low Mod Administration Division 5010**  
**Budget Summary By Major Categories**

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ 124,175	110,964	92,643	-
Employee Related Expenditures	417	550	156	-
Supplies and Services	1,435	1,770	292	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	2,789	1,700	1,961	-
Contractual and Professional Services	36,163	40,708	19,396	-
Miscellaneous	29,094	32,000	35,686	-
Debt Service	949,667	359,550	359,550	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	20,893	15,640	13,725	-
Capital Outlay	-	-	-	-
Transfers	-	-	669,550	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 1,164,633</i></b>	<b><i>562,882</i></b>	<b><i>1,192,959</i></b>	<b><i>-</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	1,164,633	562,882	1,192,959	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 1,164,633</i></b>	<b><i>\$ 562,882</i></b>	<b><i>\$ 1,192,959</i></b>	<b><i>\$ -</i></b>

**City of Norco, California**  
**Low Mod Fund 015 - Administration Division 5010**  
**Budget Detail By Line Item**

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 91,208	72,288	71,122	-
30105	Salaries, Part Time	2,009	5,549	4,116	-
30200	PERS Retirement	19,548	20,991	9,857	-
30205	Employee Group Insurance	6,459	6,429	3,763	-
30210	Vehicle Allowance	181	-	-	-
30215	Medical Savings Account	257	240	115	-
30220	FICA/Medicare Insurance	1,489	1,128	1,113	-
30225	Sick leave buy back	714	1,400	375	-
30230	Annual Vacation Cash Out	2,085	2,800	2,085	-
30235	Deferred Compensation	50	139	97	-
30240	Continuous Service Bonus	175	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>124,175</b>	<b>110,964</b>	<b>92,643</b>	<b>-</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	-	100	-	-
30305	Auto Mileage	197	400	156	-
30320	Dues, Memberships and Subscriptions	220	50	-	-
	<b>Subtotal - Employee Related</b>	<b>417</b>	<b>550</b>	<b>156</b>	<b>-</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	966	1,100	183	-
30410	Postage	-	-	18	-
30415	Special Departmental	469	350	91	-
30440	Advertising and Promotion	-	220	-	-
30445	Legal Advertising	-	100	-	-
	<b>Subtotal - Supplies and Services</b>	<b>1,435</b>	<b>1,770</b>	<b>292</b>	<b>-</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	2,789	1,700	1,961	-
	<b>Subtotal - Operations &amp; Utilities</b>	<b>2,789</b>	<b>1,700</b>	<b>1,961</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	27,289	34,000	12,896	-
34125	Accounting & Auditing	5,488	5,208	3,973	-
34130	Financial Services	3,386	1,500	2,527	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>36,163</b>	<b>40,708</b>	<b>19,396</b>	<b>-</b>
<b><u>Miscellaneous</u></b>					
35100	Interest Payments	675,667	359,550	359,550	-
35105	Principal Payments	274,000	-	-	-
35155	County Charge	29,094	32,000	35,686	-
	<b>Subtotal - Miscellaneous</b>	<b>978,761</b>	<b>391,550</b>	<b>395,236</b>	<b>-</b>

**City of Norco, California**  
**Low Mod Fund 015 - Administration Division 5010**  
**Budget Detail By Line Item**

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Internal Service Fund Charges</u></b>					
42110	Computing and Comm. Equip Replacement	1,100	600	350	-
42115	Computing and Communications Operations	7,400	4,000	2,335	-
42200	Liability Insurance	7,460	8,350	8,350	-
42235	Compensated Absences	4,933	2,690	2,690	-
	<b>Subtotal - Internal Service Charges</b>	<b>20,893</b>	<b>15,640</b>	<b>13,725</b>	<b>-</b>
<b><u>Transfers</u></b>					
44100	Transfers	-	-	669,550	-
	<b>Subtotal - Transfers</b>	<b>-</b>	<b>-</b>	<b>669,550</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 1,164,633</b>	<b>562,882</b>	<b>1,192,959</b>	<b>-</b>

**City of Norco, California**  
**Low Mod Debt Service Schedule**  
**Fiscal Year 2012 - 2013**

<b>Account Number</b>	<b>Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
014-5104-35100	2001 Refunding Tax Allocation Bonds Interest	\$ 281,047	134,651	134,651	-
014-5104-35105	2001 Refunding Tax Allocation Bonds Principal	261,000	-	-	-
014-5105-35100	2005 Refunding Tax Allocation Bonds Interest	164,141	81,843	81,843	-
014-5105-35105	2005 Refunding Tax Allocation Bonds Principal	13,000	-	-	-
014-5111-35100	2010 Refunding Tax Allocation Bonds Interest	230,479	143,056	143,056	-
	<b>Total CRA Debt Service</b>	<b>\$ 949,667</b>	<b>359,550</b>	<b>359,550</b>	<b>-</b>

# Public Works

City of Norco

Fiscal Year 2012-2013



## **PUBLIC WORKS DEPARTMENT**

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

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

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 1,640,843	1,558,128	1,638,445	1,638,427
Employee Related Expenditures	9,686	20,800	15,000	21,650
Supplies and Services	333,830	325,095	340,445	180,650
Maintenance and Rentals	232,793	210,200	196,500	220,300
Operations and Utilities	4,398,176	5,282,000	5,949,069	5,730,850
Contractual and Professional Services	1,764,706	2,001,679	2,021,080	2,021,437
Miscellaneous	562,216	572,216	562,216	562,216
Debt Service	2,899,826	2,868,814	2,868,814	2,868,515
CRA Programs	-	-	-	-
Internal Service Fund Charges	267,785	271,079	319,424	316,109
Capital Outlay	159,548	159,713	114,478	330,123
Transfers Out	293,076	254,446	254,446	254,446
<b>Total Expenditures</b>	<b>\$ 12,562,486</b>	<b>13,524,170</b>	<b>14,279,917</b>	<b>14,144,723</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ 505,760	471,235	475,053	425,544
Water Fund	7,124,867	7,964,007	8,738,555	8,405,749
Sewer Fund	4,171,277	4,353,051	4,358,624	4,364,282
Gas Tax Fund	626,740	632,701	596,721	843,138
NPDES Storm Drainage Fund	118,400	96,099	103,129	106,010
Internal Service Fund	-	-	-	-
Redevelopment Funds	15,443	7,077	7,835	-
<b>Total Funding Sources</b>	<b>\$ 12,562,486</b>	<b>13,524,170</b>	<b>14,279,917</b>	<b>14,144,723</b>

# Building & Safety

**City of Norco**  
**Fiscal Year 2012-2013**



## **PUBLIC WORKS DEPARTMENT**

### **Building & Safety Division 752**

The Building and Safety Division operates under the direction of the Director of Public Works with three staff 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 insure this safety, the Building Division monitors new and remodel construction providing plan check services, permitting services, construction inspections, final building inspections, and certificate of occupancy inspections. The Building Division coordinates the review of building plans with the Fire and Sheriffs Departments, and with the City Engineering and Planning Divisions, as well as with county and state agencies as necessary when a project needs to be in compliance with requirements related to those respective agencies.

### **Fiscal Year 2012-2013**

#### **Goals and Objectives**

- Amend/Modify Municipal Code – Chapter 15
- Upgrade Permit Plus Software Program
- Evaluate Business Plan

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

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 159,025	139,325	141,416	121,649
Employee Related Expenditures	600	1,300	1,200	1,200
Supplies and Services	2,831	1,650	900	950
Maintenance and Rentals	-	-	-	-
Operations and Utilities	956	900	794	950
Contractual and Professional Services	40,799	27,600	27,000	40,875
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	14,700	17,736	17,736	20,136
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 218,911</b>	<b>188,511</b>	<b>189,046</b>	<b>185,760</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ 215,573	188,511	188,658	185,760
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	3,338	-	388	-
<b>Total Funding Sources</b>	<b>\$ 218,911</b>	<b>188,511</b>	<b>189,046</b>	<b>185,760</b>

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

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 83,575	58,912	58,988	72,278
30105	Salaries, Part Time	32,052	46,040	46,040	12,000
30200	PERS Retirement	17,565	17,123	17,174	18,477
30205	Employee Group Insurance	15,464	14,294	13,384	15,472
30220	FICA/Medicare Insurance	1,939	1,505	2,234	1,222
30225	Sick leave buy back	253	300	-	300
30230	Annual Vacation Cash Out	-	-	1,571	1,600
30235	Deferred Compensation	801	1,151	1,151	300
30240	Continuous Service Bonus	700	-	-	-
30245	Workers Compensation	3,338	-	486	-
	<b>Subtotal - Salaries and Benefits</b>	<b>155,687</b>	<b>139,325</b>	<b>141,028</b>	<b>121,649</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	600	700	600	600
30310	Uniforms & Safety Gear	-	200	200	200
30320	Dues, Memberships and Subscriptions	-	400	400	400
	<b>Subtotal - Employee Related</b>	<b>600</b>	<b>1,300</b>	<b>1,200</b>	<b>1,200</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	2,831	900	350	400
30405	Printing & Copies	-	250	150	150
30415	Special Departmental	-	500	400	400
	<b>Subtotal - Supplies and Services</b>	<b>2,831</b>	<b>1,650</b>	<b>900</b>	<b>950</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	956	900	794	950
	<b>Subtotal - Operations &amp; Utilities</b>	<b>956</b>	<b>900</b>	<b>794</b>	<b>950</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	40,799	27,600	27,000	40,875
	<b>Subtotal - Contractual &amp; Professional</b>	<b>40,799</b>	<b>27,600</b>	<b>27,000</b>	<b>40,875</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	1,800	1,200	1,200	2,000
42105	Vehicle Replacement Charges	-	2,736	2,736	2,736
42110	Computing and Comm. Equip Replacement	1,800	1,900	1,900	2,000
42115	Computing and Communications Operations	11,100	11,900	11,900	13,400
	<b>Subtotal - Internal Service Charges</b>	<b>14,700</b>	<b>17,736</b>	<b>17,736</b>	<b>20,136</b>
	<b>Total Expenditures</b>	<b>\$ 215,573</b>	<b>188,511</b>	<b>188,658</b>	<b>185,760</b>

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

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
55300	Building Permits	\$ 4,519	4,500	6,100	4,500
55305	Building Permit Fees	125,960	80,000	84,325	80,000
55310	Plan Check Fees	65,813	145,000	148,500	145,000
55315	Electrical Permit Fees	33,351	18,000	14,120	18,000
55320	Plumbing Permit Fees	10,925	9,800	8,990	9,000
55325	Mechanical Permit Fees	12,783	12,000	11,525	11,000
55330	Sewer Permit Fees	1,400	1,000	1,000	1,000
55335	Special Inspection Fees	4,005	2,100	2,100	2,000
	<b>Total Revenues</b>	<b>\$ 258,755</b>	<b>272,400</b>	<b>276,660</b>	<b>270,500</b>

**City of Norco, California**  
**Building & Safety Division 752, RDA Fund 013**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30245	Workers Compensation	\$ 2,671	-	388	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 2,671</b>	<b>-</b>	<b>388</b>	<b>-</b>

**City of Norco, California**  
**Building & Safety Division 752, Low/Mod Fund 015**  
**Budget Detail By Line Item**

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30205	Employee Group Insurance	\$ 384	-	-	-
30245	Workers Compensation	283	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 667</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Engineering

**City of Norco**  
**Fiscal Year 2012-2013**



## **PUBLIC WORKS DEPARTMENT**

### **Engineering Division 800**

The Engineering Division is responsible for the design, plan checking, issuing of encroachment permits and construction inspection of all improvements within the public right-of-way (i.e. water, sewer, streets, 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 and processing through recordation; 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.

### **Fiscal Year 2012-2013 Goals and Objectives**

- Silverlakes Project
- Hamner Avenue Improvement Project
- Landscape Maintenance District Budget
- NPDES Compliance
- Street Improvement Projects
- City-Wide Storm Drain Projects
- State of California/Navy Sewer Facilities

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

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 214,238	190,109	194,442	165,338
Employee Related Expenditures	4	100	100	100
Supplies and Services	356	1,300	1,000	1,200
Maintenance and Rentals	-	-	-	-
Operations and Utilities	130	-	400	500
Contractual and Professional Services	27,311	27,750	27,750	22,000
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	17,100	23,300	23,300	26,000
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 259,139</b>	<b>242,559</b>	<b>246,992</b>	<b>215,138</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ 215,057	198,117	196,975	153,680
Water Fund	37,937	38,227	34,947	26,375
Sewer Fund	6,145	6,215	6,267	26,375
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	8,803	8,708
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 259,139</b>	<b>242,559</b>	<b>246,992</b>	<b>215,138</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 99,090	87,941	85,610	60,062
30105	Salaries, Part Time	26,754	16,109	17,265	15,000
30200	PERS Retirement	24,818	22,732	22,799	15,354
30205	Employee Group Insurance	14,993	14,274	13,808	9,879
30215	Medical Savings Account	217	199	203	120
30220	FICA/Medicare Insurance	1,885	1,509	1,851	1,088
30225	Sick leave buy back	1,580	1,500	1,457	1,500
30230	Annual Vacation Cash Out	-	1,000	1,000	500
30235	Deferred Compensation	669	403	432	375
30240	Continuous Service Bonus	150	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>170,156</b>	<b>145,667</b>	<b>144,425</b>	<b>103,880</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	4	100	100	100
	<b>Subtotal - Employee Related</b>	<b>4</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	141	300	400	500
30415	Special Departmental	216	1,000	500	500
30425	Small Tools	-	-	100	200
	<b>Subtotal - Supplies and Services</b>	<b>356</b>	<b>1,300</b>	<b>1,000</b>	<b>1,200</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	130	-	400	500
	<b>Subtotal - Operations &amp; Utilities</b>	<b>130</b>	<b>-</b>	<b>400</b>	<b>500</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	21,061	24,000	24,000	14,000
34105	Other Professional Services	6,250	3,750	3,750	8,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>27,311</b>	<b>27,750</b>	<b>27,750</b>	<b>22,000</b>
<b><u>Internal Service Fund Charges</u></b>					
42110	Computing and Comm. Equip Replacement	2,300	3,500	3,500	3,700
42115	Computing and Communications Operations	14,800	19,800	19,800	22,300
	<b>Subtotal - Internal Service Charges</b>	<b>17,100</b>	<b>23,300</b>	<b>23,300</b>	<b>26,000</b>
	<b>Total Expenditures</b>	<b>\$ 215,057</b>	<b>198,117</b>	<b>196,975</b>	<b>153,680</b>

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

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
55400	Encroachment Fees	\$ 52,815	56,000	34,401	40,454
55405	Grading Permit	5,408	8,000	5,608	5,019
55410	Grading Plan Check Fees (inc. WQMP)	1,906	6,500	8,073	7,876
55415	Overload Moving Permit	1,258	1,700	1,500	1,784
55420	Final Map Check	-	1,000	-	3,000
55425	Improvement Plan Check	-	60,000	23,304	22,211
55430	Lot Merger/Adjustment/PAKA	3,966	2,500	2,330	5,383
		<u>\$ 65,353</u>	<u>\$ 135,700</u>	<u>75,216</u>	<u>85,727</u>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 26,950	26,502	23,831	17,128
30105	Salaries, Part Time	-	-	-	1,500
30200	PERS Retirement	6,748	7,527	7,544	4,379
30205	Employee Group Insurance	3,559	3,660	2,965	2,845
30215	Medical Savings Account	12	12	18	36
30220	FICA/Medicare Insurance	431	384	420	270
30225	Sick leave buy back	88	61	88	90
30230	Annual Vacation Cash Out	-	81	81	90
30235	Deferred Compensation	-	-	-	38
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 37,937</b>	<b>38,227</b>	<b>34,947</b>	<b>26,375</b>

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

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 4,243	4,224	4,219	17,128
30105	Salaries, Part Time	-	-	-	1,500
30200	PERS Retirement	1,065	1,058	1,067	4,379
30205	Employee Group Insurance	674	718	724	2,845
30215	Medical Savings Account	12	12	18	36
30220	FICA/Medicare Insurance	63	61	70	270
30225	Sick leave buy back	88	61	88	90
30230	Annual Vacation Cash Out	-	81	81	90
30235	Deferred Compensation	-	-	-	38
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 6,145</b>	<b>6,215</b>	<b>6,267</b>	<b>26,375</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b>Salaries and Benefits</b>					
30100	Salaries, Full Time	\$ -	-	6,022	5,914
30200	PERS Retirement	-	-	1,521	1,512
30205	Employee Group Insurance	-	-	1,019	1,050
30215	Medical Savings Account	-	-	21	17
30220	FICA/Medicare Insurance	-	-	97	86
30225	Sick leave buy back	-	-	123	130
<b>Subtotal - Salaries and Benefits</b>		<b>\$ -</b>	<b>-</b>	<b>8,803</b>	<b>8,708</b>

# Water Operations

**City of Norco**  
**Fiscal Year 2012-2013**



## **PUBLIC WORKS**

### **Water Division 804**

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

### **Fiscal Year 2012-2013 Goals and Objectives**

- Complete Silver Lakes Water Infrastructure
- Launch a Water Conservation Campaign
- Construct 4.0 Million Gallon Bluff St. Reservoir
- Update Water Master Plan
- Upgrade Cross Connection (Backflow) Program
- Evaluate Potable Water Disinfection Process
- Update Urban Water Management Plan

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

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ 639,440	628,846	665,499	680,853
Employee Related Expenditures	7,050	13,000	9,000	14,100
Supplies and Services	210,722	194,887	215,887	109,500
Maintenance and Rentals	140,955	120,700	122,500	130,800
Operations and Utilities	4,291,885	5,166,700	5,831,500	5,605,000
Contractual and Professional Services	102,416	91,000	105,000	100,500
Miscellaneous	362,216	362,216	362,216	362,216
Debt Service	1,070,966	1,069,876	1,069,876	1,070,986
CRA Programs	-	-	-	-
Internal Service Fund Charges	117,916	120,326	168,671	141,904
Capital Outlay	-	15,000	10,000	20,000
Transfers	127,223	127,223	127,223	127,223
<b><i>Total Expenditures</i></b>	<b><i>\$ 7,070,788</i></b>	<b><i>7,909,774</i></b>	<b><i>8,687,372</i></b>	<b><i>8,363,082</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ -	-	-	-
Water Fund	7,070,788	7,909,774	8,687,372	8,363,082
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 7,070,788</i></b>	<b><i>7,909,774</i></b>	<b><i>8,687,372</i></b>	<b><i>8,363,082</i></b>

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

<u>Account Number</u>	<u>Account Description</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2012</u>	<u>FY 2013</u>
		<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>
				<u>Year-End</u>	<u>Request</u>
				<u>Total</u>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 370,953	385,339	390,744	392,437
30105	Salaries, Part Time	1,306	-	11,257	34,434
30110	Salaries, Overtime	68,532	40,000	65,000	40,000
30200	PERS Retirement	92,171	96,481	88,374	100,323
30205	Employee Group Insurance	89,929	94,034	93,907	99,429
30210	Vehicle Allowance	-	-	636	-
30215	Medical Savings Account	371	384	320	384
30220	FICA/Medicare Insurance	5,601	4,608	6,422	5,185
30225	Sick leave buy back	5,152	5,000	5,203	5,000
30230	Annual Vacation Cash Out	2,733	3,000	2,802	2,800
30235	Deferred Compensation	32	-	281	861
30240	Continuous Service Bonus	80	-	-	-
30245	Workers Compensation	2,581	-	553	-
	<b>Subtotal - Salaries and Benefits</b>	<b>639,440</b>	<b>628,846</b>	<b>665,499</b>	<b>680,853</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	105	4,500	1,500	4,500
30310	Uniforms & Safety Gear	6,050	6,000	6,000	7,000
30315	Employee Hiring Costs	-	-	-	100
30320	Dues, Memberships and Subscriptions	895	2,500	1,500	2,500
	<b>Subtotal - Employee Related</b>	<b>7,050</b>	<b>13,000</b>	<b>9,000</b>	<b>14,100</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	1,041	3,500	2,500	4,000
30415	Special Departmental	116,025	98,000	120,000	102,000
30425	Small Tools	3,270	3,000	3,000	3,500
30470	Post Employment Ben-GASB45	90,387	90,387	90,387	-
	<b>Subtotal - Supplies and Services</b>	<b>210,722</b>	<b>194,887</b>	<b>215,887</b>	<b>109,500</b>
<b><u>Maintenance and Rentals</u></b>					
32105	Equipment Rental	5,816	5,000	1,000	5,000
32200	Building and ground maintenance	7,467	5,700	6,500	5,800
32450	Well & Pump Maintenance	127,672	110,000	115,000	120,000
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>140,955</b>	<b>120,700</b>	<b>122,500</b>	<b>130,800</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	419,614	639,700	425,000	398,000
33105	Purchased water	3,862,153	4,500,000	5,400,000	5,185,000
33115	Chino Pump Tax	10,118	27,000	6,500	22,000
	<b>Subtotal - Operations &amp; Utilities</b>	<b>4,291,885</b>	<b>5,166,700</b>	<b>5,831,500</b>	<b>5,605,000</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	102,416	91,000	105,000	100,500
	<b>Subtotal - Contractual &amp; Professional</b>	<b>102,416</b>	<b>91,000</b>	<b>105,000</b>	<b>100,500</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Miscellaneous</u></b>					
35100	Interest Payments	759,652	749,643	749,643	736,211
35105	Principal Payments	311,314	320,233	320,233	334,775
35150	Administrative Overhead	362,216	362,216	362,216	362,216
	<b>Subtotal - Miscellaneous</b>	<b>1,433,182</b>	<b>1,432,092</b>	<b>1,432,092</b>	<b>1,433,202</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	50,250	55,000	55,000	55,000
42105	Vehicle Replacement Charges	50,566	47,126	47,126	41,504
42110	Computing and Comm. Equip Replacement	2,300	2,400	2,400	2,500
42115	Computing and Communications Operations	14,800	15,800	15,800	17,900
42225	Self Insured Settlements	-	-	48,345	25,000
	<b>Subtotal - Internal Service Charges</b>	<b>117,916</b>	<b>120,326</b>	<b>168,671</b>	<b>141,904</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	-	15,000	5,000	15,000
43115	Building Improvements	-	-	5,000	5,000
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>15,000</b>	<b>10,000</b>	<b>20,000</b>
<b><u>Transfers</u></b>					
44100	Transfers	127,223	127,223	127,223	127,223
	<b>Subtotal - Transfers</b>	<b>127,223</b>	<b>127,223</b>	<b>127,223</b>	<b>127,223</b>
	<b>Total Expenditures</b>	<b>\$ 7,070,788</b>	<b>7,909,774</b>	<b>8,687,372</b>	<b>8,363,082</b>

<b>Account Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
124-000-54200	Interest Income	\$ 12,159	-	18,000	18,000
124-000-57100	Water Tolls Domestic	5,957,070	8,007,282	7,653,365	8,364,968
124-000-57105	Irrigation - Residential	638,397	861,537	696,771	759,480
124-000-57115	Energy Pass Thru	79,591	83,568	77,634	77,040
124-000-57125	Bulk Water	21,186	18,000	22,000	23,980
124-000-57130	Reconnection Fee	30,304	33,275	34,000	34,000
124-000-57132	Other Servie Fees	49,171	-	243,448	243,448
124-000-57915	Miscellaneous	74,031	-	38,239	35,000
	<b>Total Revenues</b>	<b>\$ 6,861,909</b>	<b>9,003,662</b>	<b>8,783,457</b>	<b>9,555,916</b>

# Sewer Operations

City of Norco  
Fiscal Year 2012-2013



## **PUBLIC WORKS**

### **Sewer Division 809**

The Sewer Division is responsible for the maintenance of the sewer collection system and various sewage pump facilities 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 is appointed by Council to serve as the City's representative on the Western Riverside County Regional Wastewater Authority Board of Directors and the Executive Committee.

### **Fiscal Year 2012-2013**

#### **Goals and Objectives**

- Complete Silverlakes Sewer Infrastructure
- Recycled Water Permit and Program
- Complete Expansion of the Western Riverside County Regional Wastewater Authority ("WRCRWA") Treatment Facility
- Introduce CRC/Navy Waste Stream Into WRCRWA Facility
- Lift Station Rehabilitation
- Evaluate the Sewer System Management Plan (SSMP)

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

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 295,539	287,185	304,058	319,549
Employee Related Expenditures	136	2,400	1,700	2,400
Supplies and Services	66,828	72,258	72,258	12,000
Maintenance and Rentals	16,466	15,000	15,000	15,000
Operations and Utilities	32,535	32,000	36,000	38,000
Contractual and Professional Services	1,453,213	1,657,680	1,657,680	1,663,774
Miscellaneous	200,000	210,000	200,000	200,000
Debt Service	1,828,860	1,798,938	1,798,938	1,797,529
CRA Programs	-	-	-	-
Internal Service Fund Charges	110,769	105,117	105,117	122,969
Capital Outlay	-	15,000	10,000	15,000
Transfers	136,573	127,223	127,223	127,223
<b>Total Expenditures</b>	<b>\$ 4,140,920</b>	<b>4,322,801</b>	<b>4,327,974</b>	<b>4,313,444</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	4,140,920	4,322,801	4,327,974	4,313,444
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 4,140,920</b>	<b>4,322,801</b>	<b>4,327,974</b>	<b>4,313,444</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 170,345	178,409	179,472	183,504
30105	Salaries, Part Time	1,306	-	4,708	14,388
30110	Salaries, Overtime	29,329	12,000	25,000	20,000
30200	PERS Retirement	42,496	44,670	41,485	46,911
30205	Employee Group Insurance	44,799	46,232	46,146	48,251
30210	Vehicle Allowance	-	-	244	-
30215	Medical Savings Account	262	261	232	261
30220	FICA/Medicare Insurance	2,549	2,113	2,894	2,374
30225	Sick leave buy back	2,388	2,400	2,335	2,400
30230	Annual Vacation Cash Out	1,079	1,100	1,103	1,100
30235	Deferred Compensation	32	-	118	360
30240	Continuous Service Bonus	50	-	-	-
30245	Workers Compensation	905	-	321	-
<b>Subtotal - Salaries and Benefits</b>		<b>295,539</b>	<b>287,185</b>	<b>304,058</b>	<b>319,549</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	-	1,000	500	1,000
30310	Uniforms & Safety Gear	136	1,200	1,100	1,200
30315	Employee Hiring Costs	-	100	100	100
30320	Dues, memberships and Subscriptions	-	100	-	100
<b>Subtotal - Employee Related</b>		<b>136</b>	<b>2,400</b>	<b>1,700</b>	<b>2,400</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	705	1,000	1,000	1,000
30415	Special Departmental	5,159	10,000	10,000	10,000
30425	Small Tools	706	1,000	1,000	1,000
30470	Post Employment Ben-GASB45	60,258	60,258	60,258	-
<b>Subtotal - Supplies and Services</b>		<b>66,828</b>	<b>72,258</b>	<b>72,258</b>	<b>12,000</b>
<b><u>Maintenance and Rentals</u></b>					
32100	Office Equipment Maintenance				
32105	Equipment Rental	474	5,000	5,000	5,000
32450	Well & Pump Maintenance	15,992	10,000	10,000	10,000
<b>Subtotal - Maintenance &amp; Rentals</b>		<b>16,466</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	32,535	32,000	36,000	38,000
<b>Subtotal - Operations &amp; Utilities</b>		<b>32,535</b>	<b>32,000</b>	<b>36,000</b>	<b>38,000</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	1,453,213	1,657,680	1,657,680	1,663,774
<b>Subtotal - Contractual &amp; Professional</b>		<b>1,453,213</b>	<b>1,657,680</b>	<b>1,657,680</b>	<b>1,663,774</b>
<b><u>Miscellaneous</u></b>					

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
35100	Interest Payments	1,311,016	1,297,325	1,297,325	1,278,430
35105	Principal Payments	517,844	501,613	501,613	519,099
35120	Bond Service	-	10,000	-	-
35150	Administrative Overhead	200,000	200,000	200,000	200,000
<b>Subtotal - Miscellaneous</b>		<b>2,028,860</b>	<b>2,008,938</b>	<b>1,998,938</b>	<b>1,997,529</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	60,558	60,000	60,000	55,000
42105	Vehicle Replacement Charges	33,711	31,417	31,417	27,669
42110	Computing and Comm. Equip Replacement	1,700	1,800	1,800	1,900
42115	Computing and Communications Operations	11,100	11,900	11,900	13,400
42225	Self Insured Settlements	3,700	-	-	25,000
<b>Subtotal - Internal Service Charges</b>		<b>110,769</b>	<b>105,117</b>	<b>105,117</b>	<b>122,969</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	-	5,000	5,000	7,500
43115	Building Improvements	-	10,000	5,000	7,500
<b>Subtotal - Capital Outlay</b>		<b>-</b>	<b>15,000</b>	<b>10,000</b>	<b>15,000</b>
<b><u>Transfers</u></b>					
44100	Transfers	127,223	127,223	127,223	127,223
44105	Inter-Fund	9,350	-	-	-
<b>Subtotal - Transfers</b>		<b>136,573</b>	<b>127,223</b>	<b>127,223</b>	<b>127,223</b>
<b>Total Expenditures</b>		<b>\$ 4,140,920</b>	<b>4,322,801</b>	<b>4,327,974</b>	<b>4,313,444</b>

<b>Account Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
54200	Interest Income	\$ 30,580	45,000	20,500	20,500
57145	Sewer - Residential	4,060,251	4,708,882	4,835,082	5,318,590
57915	Miscellaneous Revenue	2,012	2,000	500	500
59225	Transfer In-Misc Grants	8,300	-	2,238	-
<b>Total Revenues</b>		<b>\$ 4,101,143</b>	<b>4,755,882</b>	<b>4,858,320</b>	<b>5,339,590</b>

# Parkway Maintenance

City of Norco  
Fiscal Year 2012-2013



**PUBLIC WORKS**  
Parkway Maintenance Division 850

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

**Fiscal Year 2012-2013**  
**Goals and Objectives**

- Provide Parkway Weed Abatement
- Equestrian Fence Replacement
- Complete A Trail Master Plan
- Explore Alternative Fence Materials
- Explore Alternative Surface Materials

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

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ 29,726	27,041	28,671	27,849
Employee Related Expenditures	-	400	200	350
Supplies and Services	2,703	4,100	1,900	3,100
Maintenance and Rentals	9,770	18,500	14,000	18,500
Operations and Utilities	248	400	375	400
Contractual and Professional Services	4,313	3,600	13,000	3,300
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	866	900	750	500
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 47,627</i></b>	<b><i>54,941</i></b>	<b><i>58,896</i></b>	<b><i>53,999</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ 47,627	54,941	58,896	53,999
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 47,627</i></b>	<b><i>54,941</i></b>	<b><i>58,896</i></b>	<b><i>53,999</i></b>

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

<b>Account Number Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 15,965	15,963	15,400	16,307
30110 Salaries, Overtime	4,770	2,000	3,985	2,000
30200 PERS Retirement	3,919	3,997	3,899	4,169
30205 Employee Group Insurance	4,694	4,698	4,806	4,955
30215 Medical Savings Account	12	12	18	12
30220 FICA/Medicare Insurance	300	231	366	236
30225 Sick leave buy back	51	70	102	100
30230 Annual Vacation Cash Out	-	70	68	70
30240 Continuous Service Bonus	15	-	-	-
30245 Workers Compensation	-	-	27	-
<b>Subtotal - Salaries and Benefits</b>	<b>29,726</b>	<b>27,041</b>	<b>28,671</b>	<b>27,849</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	-	200	100	200
30310 Uniforms & Safety Gear	-	200	100	150
<b>Subtotal - Employee Related</b>	<b>-</b>	<b>400</b>	<b>200</b>	<b>350</b>
<b><u>Supplies and Services</u></b>				
30415 Special Departmental	2,340	3,700	1,500	2,700
30425 Small Tools	364	400	400	400
<b>Subtotal - Supplies and Services</b>	<b>2,703</b>	<b>4,100</b>	<b>1,900</b>	<b>3,100</b>
<b><u>Maintenance and Rentals</u></b>				
32400 Trail Maintenance	9,770	18,500	14,000	18,500
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>9,770</b>	<b>18,500</b>	<b>14,000</b>	<b>18,500</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	248	400	375	400
<b>Subtotal - Operations &amp; Utilities</b>	<b>248</b>	<b>400</b>	<b>375</b>	<b>400</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	4,313	3,600	13,000	3,300
<b>Subtotal - Contractual &amp; Professional</b>	<b>4,313</b>	<b>3,600</b>	<b>13,000</b>	<b>3,300</b>
<b><u>Capital Outlay</u></b>				
43100 Equipment	866	900	750	500
<b>Subtotal - Capital Outlay</b>	<b>866</b>	<b>900</b>	<b>750</b>	<b>500</b>
<b>Total Expenditures</b>	<b>\$ 47,627</b>	<b>54,941</b>	<b>58,896</b>	<b>53,999</b>

# Street Maintenance

**City of Norco**  
**Fiscal Year 2012-2013**



**PUBLIC WORKS**  
Street Maintenance Division 801

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

**Fiscal Year 2012-2013**  
**Goals and Objectives**

- Continue to Trim Street Trees
- Street Striping
- Asphalt Repairs
- Continue to Upgrade Traffic Signals

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

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 182,209	176,288	190,593	214,015
Employee Related Expenditures	1,896	3,300	2,700	3,200
Supplies and Services	44,653	50,300	48,100	53,300
Maintenance and Rentals	65,603	56,000	45,000	56,000
Operations and Utilities	72,421	82,000	80,000	86,000
Contractual and Professional Services	77,815	137,000	137,000	137,000
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	158,682	127,813	93,328	293,623
Transfers	23,461	-	-	-
<b>Total Expenditures</b>	<b>\$ 626,740</b>	<b>632,701</b>	<b>596,721</b>	<b>843,138</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	626,740	632,701	596,721	843,138
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 626,740</b>	<b>632,701</b>	<b>596,721</b>	<b>843,138</b>

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

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 103,892	108,025	110,729	125,012
30105	Salaries, Part Time	-	-	3,480	10,655
30110	Salaries, Overtime	20,104	8,500	18,200	8,500
30200	PERS Retirement	26,027	27,047	25,030	31,958
30205	Employee Group Insurance	27,984	28,933	28,642	33,111
30210	Vehicle Allowance	-	-	180	-
30215	Medical Savings Account	112	111	89	142
30220	FICA/Medicare Insurance	1,569	1,272	1,765	1,665
30225	Sick leave buy back	1,402	1,500	1,326	1,500
30230	Annual Vacation Cash Out	199	900	760	900
30235	Deferred Compensation	-	-	87	266
30240	Continuous Service Bonus	45	-	-	-
30245	Workers Compensation	876	-	305	305
	<b>Subtotal - Salaries and Benefits</b>	<b>182,209</b>	<b>176,288</b>	<b>190,593</b>	<b>214,015</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	-	200	100	100
30310	Uniforms & Safety Gear	1,896	3,000	2,500	3,000
30315	Employee Hiring Costs	-	100	100	100
	<b>Subtotal - Employee Related</b>	<b>1,896</b>	<b>3,300</b>	<b>2,700</b>	<b>3,200</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	-	100	100	100
30415	Special Departmental	43,948	49,000	47,000	52,000
30425	Small Tools	705	1,200	1,000	1,200
	<b>Subtotal - Supplies and Services</b>	<b>44,653</b>	<b>50,300</b>	<b>48,100</b>	<b>53,300</b>
<b><u>Maintenance and Rentals</u></b>					
32300	Traffic Signal Maintenance	65,603	56,000	45,000	56,000
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>65,603</b>	<b>56,000</b>	<b>45,000</b>	<b>56,000</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	72,421	82,000	80,000	86,000
	<b>Subtotal - Operations &amp; Utilities</b>	<b>72,421</b>	<b>82,000</b>	<b>80,000</b>	<b>86,000</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	77,815	137,000	137,000	137,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>77,815</b>	<b>137,000</b>	<b>137,000</b>	<b>137,000</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	873	5,000	5,000	5,000
	<b>Subtotal - Capital Outlay</b>	<b>873</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Transfers</u></b>					
44100	Transfers	23,461	-	-	-
	<b>Subtotal - Transfers</b>	23,461	-	-	-
	<b>Total Expenditures</b>	<b>\$ 468,931</b>	<b>509,888</b>	<b>508,393</b>	<b>554,515</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Capital Outlay</u></b>					
43160	Streets, Gutters, Sidewalks	\$ 157,809	122,813	88,328	288,623
	<b>Subtotal - Capital Outlay</b>	<b>157,809</b>	<b>122,813</b>	<b>88,328</b>	<b>288,623</b>
	<b>Total Expenditures</b>	<b>\$ 157,809</b>	<b>122,813</b>	<b>88,328</b>	<b>288,623</b>

# Storm Drain Operations

**City of Norco**  
**Fiscal Year 2012-2013**



## **PUBLIC WORKS**

### **Storm Drain Division 802**

The Storm Drain Division is responsible for maintaining certain drainage facilities within the community that are less than 36 inches diameter. Staff coordinates with Riverside County 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.

### **Fiscal Year 2012-2013 Goals and Objectives**

- Complete MDP Storm Drains
  - Lateral N-1A
  - Lateral N-1B
  - Lateral N-1E
  - Lateral NB-2
  - Lateral S-5A
  - Line N-7
- Complete Minor Drain Improvements
- Comply with NPDES Requirements

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

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 39,960	29,131	31,643	33,453
Employee Related Expenditures	-	300	100	300
Supplies and Services	5,710	600	400	400
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	58,840	57,049	53,650	53,988
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	1,000	400	1,000
Transfers	5,819	-	-	-
<b>Total Expenditures</b>	<b>\$ 110,330</b>	<b>88,080</b>	<b>86,193</b>	<b>89,141</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	110,330	88,080	86,193	89,141
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 110,330</b>	<b>88,080</b>	<b>86,193</b>	<b>89,141</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 22,632	17,146	16,289	17,628
30105	Salaries, Part Time	-	-	678	3,130
30110	Salaries, Overtime	5,045	1,800	4,400	2,000
30200	PERS Retirement	5,590	4,293	4,176	4,506
30205	Employee Group Insurance	5,872	5,181	5,410	5,537
30215	Medical Savings Account	27	12	18	12
30220	FICA/Medicare Insurance	413	249	390	301
30225	Sick leave buy back	253	300	153	160
30230	Annual Vacation Cash Out	108	150	68	100
30235	Deferred Compensation	-	-	17	78
30240	Continuous Service Bonus	10	-	-	-
30245	Workers Compensation	10	-	44	-
	<b>Subtotal - Salaries and Benefits</b>	<b>39,960</b>	<b>29,131</b>	<b>31,643</b>	<b>33,453</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	-	300	100	300
	<b>Subtotal - Employee Related</b>	<b>-</b>	<b>300</b>	<b>100</b>	<b>300</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	-	200	200	200
30415	Special Departmental	5,710	400	200	200
	<b>Subtotal - Supplies and Services</b>	<b>5,710</b>	<b>600</b>	<b>400</b>	<b>400</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	58,840	57,049	53,650	53,988
	<b>Subtotal - Contractual &amp; Professional</b>	<b>58,840</b>	<b>57,049</b>	<b>53,650</b>	<b>53,988</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	-	1,000	400	1,000
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>1,000</b>	<b>400</b>	<b>1,000</b>
<b><u>Transfers</u></b>					
44100	Transfers	5,819	-	-	-
	<b>Subtotal - Transfers</b>	<b>5,819</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 110,330</b>	<b>88,080</b>	<b>86,193</b>	<b>89,141</b>

# Public Works Inspection

**City of Norco**  
**Fiscal Year 2012-2013**



## **PUBLIC WORKS**

### Inspections 740

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

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

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 80,705	80,203	82,123	75,721
Employee Related Expenditures	-	-	-	-
Supplies and Services	26	-	-	200
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	-	-	-	-
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	7,300	4,600	4,600	5,100
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 88,031</b>	<b>84,803</b>	<b>86,723</b>	<b>81,021</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ 27,503	29,666	30,524	32,105
Water Fund	16,141	16,006	16,236	16,292
Sewer Fund	24,212	24,035	24,383	24,463
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	8,070	8,019	8,133	8,161
Internal Service Fund	-	-	-	-
Redevelopment Funds	12,105	7,077	7,447	-
<b>Total Funding Sources</b>	<b>\$ 88,030.54</b>	<b>84,803</b>	<b>86,723</b>	<b>81,021</b>

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

<b>Account Number Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 12,598	15,651	15,745	16,553
30200 PERS Retirement	3,169	3,919	4,009	4,232
30205 Employee Group Insurance	4,008	4,949	4,994	5,280
30220 FICA/Medicare Insurance	181	227	217	240
30225 Sick leave buy back	220	220	261	250
30230 Annual Vacation Cash Out	-	100	241	250
30245 Workers Compensation	-	-	457	-
<b>Subtotal - Salaries and Benefits</b>	<b>20,177</b>	<b>25,066</b>	<b>25,924</b>	<b>26,805</b>
<b><u>Supplies and Services</u></b>				
30415 Special Departmental	26	-	-	200
<b>Subtotal - Supplies and Services</b>	<b>26</b>	<b>-</b>	<b>-</b>	<b>200</b>
<b><u>Internal Service Fund Charges</u></b>				
42100 Vehicle Operations and Maintenance	3,000	-	-	-
42110 Computing and Comm. Equip Replacement	600	600	600	600
42115 Computing and Communications Operations	3,700	4,000	4,000	4,500
<b>Subtotal - Internal Service Charges</b>	<b>7,300</b>	<b>4,600</b>	<b>4,600</b>	<b>5,100</b>
<b>Total Expenditures</b>	<b>\$ 27,503</b>	<b>29,666</b>	<b>30,524</b>	<b>32,105</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 10,078	10,032	9,965	10,032
30200	PERS Retirement	2,535	2,512	2,538	2,565
30205	Employee Group Insurance	3,206	3,167	3,193	3,200
30220	FICA/Medicare Insurance	145	145	139	145
30225	Sick leave buy back	176	150	208	150
30230	Annual Vacation Cash Out	-	-	193	200
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 16,141</b>	<b>16,006</b>	<b>16,236</b>	<b>16,292</b>

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

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 15,118	15,048	14,959	15,048
30200	PERS Retirement	3,803	3,768	3,813	3,847
30205	Employee Group Insurance	4,809	4,751	4,795	4,800
30220	FICA/Medicare Insurance	218	218	214	218
30225	Sick leave buy back	264	250	313	250
30230	Annual Vacation Cash Out	-	-	289	300
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 24,212</b>	<b>24,035</b>	<b>24,383</b>	<b>24,463</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 5,036	5,016	4,986	5,016
30200	PERS Retirement	1,269	1,256	1,275	1,282
30205	Employee Group Insurance	1,605	1,584	1,597	1,600
30220	FICA/Medicare Insurance	73	73	75	73
30225	Sick leave buy back	88	90	104	90
30230	Annual Vacation Cash Out	-	-	96	100
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 8,070</b>	<b>8,019</b>	<b>8,133</b>	<b>8,161</b>

**City of Norco, California**  
**Public Works Inspection Division 740, RDA Fund 013**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 7,558	4,232	4,413	-
30200	PERS Retirement	1,902	1,078	1,122	-
30205	Employee Group Insurance	2,404	1,548	1,547	-
30220	FICA/Medicare Insurance	109	109	64	-
30225	Sick leave buy back	132	110	156	-
30230	Annual Vacation Cash Out	-	-	145	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 12,105</b>	<b>7,077</b>	<b>7,447</b>	<b>-</b>

# Fire

**City of Norco**  
**Fiscal Year 2012-2013**



**City of Norco, California  
Fire Department  
Budget Summary By Major Categories**

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 3,764,354	\$ 1,302,593	\$ 1,279,641	\$ 115,711
Employee Related Expenditures	9,911	15,741	16,575	-
Supplies and Services	20,186	5,607	5,339	1,500
Maintenance and Rentals	21,622	14,891	18,206	17,000
Operations and Utilities	50,006	48,765	49,158	47,420
Contractual and Professional Services	195,302	1,633,840	1,642,051	3,023,850
Miscellaneous	1,563	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	118,294	109,746	110,746	11,200
Capital Outlay	989	-	888	-
Transfers Out	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 4,182,227</b>	<b>3,131,183</b>	<b>3,122,604</b>	<b>3,216,681</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ 4,163,847	\$ 3,112,083	\$ 3,111,046	\$ 3,216,681
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	18,380	19,100	11,558	-
Grant Funds	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 4,182,227</b>	<b>3,131,183</b>	<b>3,122,604</b>	<b>3,216,681</b>

# Fire Suppression

City of Norco

Fiscal Year 2012-2013



**City of Norco, California**  
**Fire Suppression Division 761**  
**Budget Summary By Major Categories**

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ 2,384,613	912,861	904,481	-
Employee Related Expenditures	7,663	15,141	15,975	-
Supplies and Services	12,744	4,607	4,589	-
Maintenance and Rentals	21,622	10,491	10,806	-
Operations and Utilities	49,648	24,875	25,269	-
Contractual and Professional Services	194,932	133,202	139,913	-
Miscellaneous	1,563	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	118,294	72,921	72,921	-
Capital Outlay	989	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 2,792,068</i></b>	<b><i>1,174,098</i></b>	<b><i>1,173,954</i></b>	<b><i>-</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ 2,773,688	1,154,998	1,162,396	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	18,380	19,100	11,558	-
Grant Funds	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 2,792,068</i></b>	<b><i>1,174,098</i></b>	<b><i>1,173,954</i></b>	<b><i>-</i></b>

**City of Norco, California**  
**Fire Suppression Division 761, General Fund**  
**Budget Detail By Line Item**

<b>Account Number Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 1,184,499	484,083	480,981	-
30105 Salaries, Part Time	76,018	52,095	52,094	-
30110 Salaries, Overtime	16,063	8,101	8,101	-
30115 Constant Staffing	268,235	113,654	113,653	-
30120 FLSA	31,736	11,863	11,863	-
30200 PERS Retirement	211,594	100,542	100,542	-
30205 Employee Group Insurance	231,838	109,662	109,662	-
30215 Medical Savings Account	241	-	-	-
30220 FICA/Medicare Insurance	21,353	10,458	10,457	-
30225 Sick leave buy back	178,712	2,000	4,268	-
30235 Deferred Compensation	1,899	1,303	1,302	-
30245 Workers Compensation	141,719	-	-	-
30255 Tuition Reimbursement	2,326	-	-	-
<b>Subtotal - Salaries and Benefits</b>	<b>2,366,233</b>	<b>893,761</b>	<b>892,923</b>	<b>-</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	184	-	-	-
30310 Uniforms & Safety Gear	4,161	12,846	13,487	-
30315 Employee Hiring Costs	2,359	1,475	1,475	-
30320 Dues, Memberships and Subscriptions	959	820	1,013	-
<b>Subtotal - Employee Related</b>	<b>7,663</b>	<b>15,141</b>	<b>15,975</b>	<b>-</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	5,682	1,811	1,860	-
30415 Special Departmental	1,997	748	682	-
30420 Training Supplies	56	-	-	-
30425 Small Tools	5,009	2,048	2,047	-
<b>Subtotal - Supplies and Services</b>	<b>12,744</b>	<b>4,607</b>	<b>4,589</b>	<b>-</b>
<b><u>Maintenance and Rentals</u></b>				
32200 Building and ground maintenance	17,780	7,891	7,907	-
32205 Weed Abatement	3,842	2,600	2,899	-
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>21,622</b>	<b>10,491</b>	<b>10,806</b>	<b>-</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	49,648	24,875	25,269	-
<b>Subtotal - Operations &amp; Utilities</b>	<b>49,648</b>	<b>24,875</b>	<b>25,269</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	194,932	133,202	139,913	-
<b>Subtotal - Contractual &amp; Professional</b>	<b>194,932</b>	<b>133,202</b>	<b>139,913</b>	<b>-</b>

**City of Norco, California**  
**Fire Suppression Division 761, General Fund**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Miscellaneous</u></b>					
35100	Interest Payments	86	-	-	-
35105	Principal Payments	1,477	-	-	-
	<b>Subtotal - Miscellaneous</b>	<b>1,563</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	70,694	39,000	39,000	-
42105	Vehicle Replacement Charges		8,571	8,571	-
42110	Computing and Comm. Equip Replacement	6,900	3,600	3,600	-
42115	Computing and Communications Operations	40,700	21,750	21,750	-
	<b>Subtotal - Internal Service Charges</b>	<b>118,294</b>	<b>72,921</b>	<b>72,921</b>	<b>-</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	989	-	-	-
	<b>Subtotal - Capital Outlay</b>	<b>989</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 2,773,688</b>	<b>1,154,998</b>	<b>1,162,396</b>	<b>-</b>

**City of Norco, California**  
**Fire Suppression Division 761, RDA Fund 013**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30105	Salaries, Part Time	\$ 17,682	18,375	11,119	-
30220	FICA/Medicare Insurance	256	266	161	-
30235	Deferred Compensation	442	459	278	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 18,380</b>	<b>19,100</b>	<b>11,558</b>	<b>-</b>

# Paramedic Division

**City of Norco**  
**Fiscal Year 2012-2013**



**City of Norco, California  
Paramedics Division 762  
Budget Summary By Major Categories**

<b><u>Expenditures:</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 1,379,741	340,019	340,015	-
Employee Related Expenditures	2,248	600	600	-
Supplies and Services	7,442	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	-	-	-	-
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,389,431</b>	<b>340,619</b>	<b>340,615</b>	<b>-</b>

<b><u>Funding Sources:</u></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ 1,389,431	340,619	340,615	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 1,389,431</b>	<b>340,619</b>	<b>340,615</b>	<b>-</b>

**City of Norco, California**  
**Paramedics Division 762, General Fund**  
**Budget Detail By Line Item**

<b>Account Number Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 807,140	191,107	189,447	-
30110 Salaries, Overtime	9,280	2,090	2,089	-
30115 Constant Staffing	214,850	42,882	42,882	-
30120 FLSA	20,360	4,934	4,934	-
30200 PERS Retirement	128,157	39,257	39,256	-
30205 Employee Group Insurance	156,930	53,819	53,819	-
30215 Medical Savings Account	241	-	-	-
30220 FICA/Medicare Insurance	15,020	4,581	4,581	-
30225 Sick leave buy back	2,333	1,349	1,348	-
30245 Workers Compensation	25,430	-	1,659	-
<b>Subtotal - Salaries and Benefits</b>	<b>1,379,741</b>	<b>340,019</b>	<b>340,015</b>	<b>-</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	1,876	-	-	-
30310 Uniforms & Safety Gear	240	600	600	-
30320 Dues, memberships and Subscriptions	132	-	-	-
<b>Subtotal - Employee Related</b>	<b>2,248</b>	<b>600</b>	<b>600</b>	<b>-</b>
<b><u>Supplies and Services</u></b>				
30415 Special Departmental	1,739	-	-	-
30420 Training Supplies	2,276	-	-	-
30425 Small Tools	3,427	-	-	-
<b>Subtotal - Supplies and Services</b>	<b>7,442</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ 1,389,431</b>	<b>340,619</b>	<b>340,615</b>	<b>-</b>

# Emergency Services

**City of Norco**  
**Fiscal Year 2012-2013**



**City of Norco, California**  
**Emergency Services Division 763**  
**Budget Summary By Major Categories**

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ -	-	-	-
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	358	180	179	-
Contractual and Professional Services	370	67	67	-
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 728</i></b>	<b><i>247</i></b>	<b><i>246</i></b>	<b><i>-</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ 728	247	246	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 728</i></b>	<b><i>247</i></b>	<b><i>246</i></b>	<b><i>-</i></b>

**City of Norco, California**  
**Emergency Services Division 763, General Fund**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	\$ 358	180	179	-
	<b>Subtotal - Operations &amp; Utilities</b>	<b>358</b>	<b>180</b>	<b>179</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>					
34140	Public Education & Promotion	370	67	67	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>370</b>	<b>67</b>	<b>67</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 728</b>	<b>247</b>	<b>246</b>	<b>-</b>

# Cal Fire

## City of Norco Fiscal Year 2012-2013



## **FIRE DEPARTMENT**

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 Services Agreement with the Riverside County Fire Department, the City has access to additional emergency equipment such as aerial truck companies, brush engines, hazardous materials units, and breathing support units.

The Fire Department has fire core values that we live by to provide the best possible care and service to the public. They are Safety - Leadership - Integrity - Competence - Customer Service.

For Emergency Services, 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.

### **Fiscal Year 2012-2013 Goals and Objectives**

- Continue to monitor the Fire/EMS responses to meet or exceed the NFPA requirements for response times.
- Update Norco Fire Auto-Aid agreements with the City of Corona to reflect the changes to Riverside County Fire.
- Update both Norco cardiac monitors to have the ability to transmit 12-lead EKGs via wireless technology directly to the hospital, thus giving the doctor real-time access to the patient's heart condition, ensuring appropriate critical care.
- Provide and maintain excellent customer service while meeting the intent of the Fire Code. Continue performing annual fire prevention inspections to all commercial businesses and perform spring weed and fall tumbleweed abatement throughout the City. Perform fire and life safety inspections for new construction within two working days of request. Review all fire prevention regulations to verify compliance with current fire prevention laws, regulations and practices.

**City of Norco, California**  
**Cal Fire 761A**  
**Budget Summary By Major Categories**

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ -	49,713	35,145	115,711
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	1,000	750	1,500
Maintenance and Rentals	-	4,400	7,400	17,000
Operations and Utilities	-	23,710	23,710	47,420
Contractual and Professional Services	-	1,500,571	1,502,071	3,023,850
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	36,825	37,825	11,200
Capital Outlay	-	-	888	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ -</i></b>	<b><i>1,616,219</i></b>	<b><i>1,607,789</i></b>	<b><i>3,216,681</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ -	1,616,219	1,607,789	3,216,681
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
Grant Funds	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ -</i></b>	<b><i>1,616,219</i></b>	<b><i>1,607,789</i></b>	<b><i>3,216,681</i></b>

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

<b>Account Number Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ -	20,905	19,147	70,403
30105 Salaries, Part Time	-	14,083	-	-
30200 PERS Retirement	-	6,070	7,225	17,998
30205 Employee Group Insurance	-	7,796	8,228	25,006
30220 FICA/Medicare Insurance	-	507	545	1,460
30235 Deferred Compensation	-	352	-	758
<b>Subtotal - Salaries and Benefits</b>	-	49,713	35,145	115,711
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	-	1,000	750	1,500
<b>Subtotal - Supplies and Services</b>	-	1,000	750	1,500
<b><u>Maintenance and Rentals</u></b>				
32200 Building and ground maintenance	-	2,000	5,000	12,200
32205 Weed Abatement	-	2,400	2,400	4,800
<b>Subtotal - Maintenance &amp; Rentals</b>	-	4,400	7,400	17,000
<b><u>Operations and Utilities</u></b>				
33100 Utilities	-	23,710	23,710	47,420
<b>Subtotal - Operations &amp; Utilities</b>	-	23,710	23,710	47,420
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	-	-	1,500	4,000
34112 Cal Fire Contract	-	1,500,571	1,500,571	3,019,850
<b>Subtotal - Contractual &amp; Professional</b>	-	1,500,571	1,502,071	3,023,850
<b><u>Internal Service Fund Charges</u></b>				
42100 Vehicle Operations and Maintenance	-	500	500	1,000
42105 Vehicle Replacement Charges	-	19,200	19,200	-
42110 Computing and Comm. Equip Replacement	-	-	-	1,300
42115 Computing and Communications Operations	-	17,125	18,125	8,900
<b>Subtotal - Internal Service Charges</b>	-	36,825	37,825	11,200
<b><u>Capital Outlay</u></b>				
43100 Equipment	-	-	888	-
<b>Subtotal - Capital Outlay</b>	-	-	888	-
<b>Total Expenditures</b>	\$ -	1,616,219	1,607,789	3,216,681

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

<b>Account</b>		<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	
<b>Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	
				<b>Total</b>	
				<b>Budget</b>	
				<b>Request</b>	
55185	Fire Permit	\$ 16,726	12,000	18,000	18,000
57400	Emergency Medical Services	\$ 351,857	357,851	352,000	352,000
57415	Ambulance Fines (Restricted)	-	4,000	5,996	6,000
57430	Fire Fees	3,648	1,800	3,000	300
57440	Fire Inspection Fee	74,412	70,000	79,935	75,000
57445	Fire Plan Check Fees	29,287	20,000	31,000	30,000
57460	Strike Team	32,216	-	7,089	-
57465	USAR Reimbursement	9,080	-	748	-
57470	Weed and Lot Cleaning	11,924	3,000	4,500	4,000
	<b>Total Revenues</b>	<b>\$ 529,149</b>	<b>468,651</b>	<b>502,268</b>	<b>485,300</b>

# Police Protection

**City of Norco**  
**Fiscal Year 2012-2013**



## **SHERIFF Department 772**

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

Staff includes: a Sheriff's lieutenant assigned as the Police Chief, two Sheriff's sergeants who supervise the operation, 12.3 full-time equivalent deputy sheriffs assigned to patrol (resulting in a minimum daily staffing of two deputies on-duty 24 hours a day), two additional deputies assigned to Community Oriented Policing and Problem Solving (working to prevent crime by addressing some of the underlying causes of longer-term problems), one civilian community service officer deployed so that most days there is one officer in the field to assist patrol deputies and meet logistical needs, a shared city executive secretary who also helps coordinate Norco Citizen Patrol (NCP) and the crossing guards and a part-time employee who keeps the public lobby open from 10:00 am to 2:00 pm, Monday through Thursday.

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

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

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

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ 119,130	119,614	185,247	83,653
Employee Related Expenditures	6,278	10,780	9,780	4,350
Supplies and Services	10,379	33,933	33,214	12,950
Maintenance and Rentals	2,470	3,500	3,500	2,500
Operations and Utilities	7,359	4,621	4,556	4,556
Contractual and Professional Services	4,581,165	4,424,084	4,392,363	4,352,899
Miscellaneous	7,568	7,500	7,652	6,100
CRA Programs	-	-	-	-
Internal Service Fund Charges	98,006	99,279	101,979	98,159
Capital Outlay	-	15,201	15,201	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 4,832,355</i></b>	<b><i>4,718,512</i></b>	<b><i>4,753,492</i></b>	<b><i>4,565,167</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ 4,613,451	4,443,752	4,478,519	4,475,793
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
Grant Funds	218,904	274,760	274,973	89,374
<b><i>Total Funding Sources</i></b>	<b><i>\$ 4,832,355</i></b>	<b><i>4,718,512</i></b>	<b><i>4,753,492</i></b>	<b><i>4,565,167</i></b>

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

<b>Account Number Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 47,088	46,872	32,114	35,154
30105 Salaries, Part Time	14,600	41,600	41,600	26,000
30200 PERS Retirement	11,795	11,736	13,022	8,987
30205 Employee Group Insurance	12,813	14,959	14,899	11,672
30215 Medical Savings Account	241	240	237	180
30220 FICA/Medicare Insurance	919	1,283	1,675	510
30225 Sick leave buy back	884	884	984	200
30230 Annual Vacation Cash Out	901	1,000	-	300
30235 Deferred Compensation	365	1,040	1,040	650
<b>Subtotal - Salaries and Benefits</b>	<b>89,606</b>	<b>119,614</b>	<b>105,571</b>	<b>83,653</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	857	1,500	1,500	1,000
30310 Uniforms & Safety Gear	2,286	4,000	3,000	1,500
30320 Dues, memberships and Subscriptions	126	480	480	100
<b>Subtotal - Employee Related</b>	<b>3,268</b>	<b>5,980</b>	<b>4,980</b>	<b>2,600</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	3,798	5,529	5,500	5,500
30405 Printing & Copies	302	710	700	700
30410 Postage	88	194	150	100
30415 Special Departmental	-	4,000	3,000	1,000
30425 Small Tools	1,733	3,500	3,500	3,000
<b>Subtotal - Supplies and Services</b>	<b>5,921</b>	<b>13,933</b>	<b>12,850</b>	<b>10,300</b>
<b><u>Maintenance and Rentals</u></b>				
32100 Office Equipment Maintenance	1,320	2,000	2,000	1,500
32200 Building and ground maintenance	1,151	1,500	1,500	1,000
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>2,470</b>	<b>3,500</b>	<b>3,500</b>	<b>2,500</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	5,504	3,265	3,200	3,200
<b>Subtotal - Operations &amp; Utilities</b>	<b>5,504</b>	<b>3,265</b>	<b>3,200</b>	<b>3,200</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	425,862	111,191	107,634	109,871
34115 Law Enforcement Contract	3,887,545	4,008,559	3,980,182	4,097,065
<b>Subtotal - Contractual &amp; Professional</b>	<b>4,313,407</b>	<b>4,119,750</b>	<b>4,087,816</b>	<b>4,206,936</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Miscellaneous</u></b>					
35300	Highway Patrol DUI Testing	6,425	6,400	6,400	5,000
	<b>Subtotal - Miscellaneous</b>	<b>6,425</b>	<b>6,400</b>	<b>6,400</b>	<b>5,000</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	21,806	19,620	19,620	15,000
42105	Vehicle Replacement Charges	-	1,959	1,959	1,959
42110	Computing and Comm. Equip Replacement	6,000	6,000	6,000	5,700
42115	Computing and Communications Operations	59,200	63,200	63,200	67,000
	<b>Subtotal - Internal Service Charges</b>	<b>87,006</b>	<b>90,779</b>	<b>90,779</b>	<b>89,659</b>
	<b>Total Expenditures</b>	<b>\$ 4,513,607</b>	<b>4,363,221</b>	<b>4,315,096</b>	<b>4,403,848</b>

<b>Account Number</b>	<b>Department Generated Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
50160	Public Safety Sales Tax	\$ 217,335	227,000	235,000	239,700
53460	Booking Fee Reimbursement	18,941	8,400	-	-
54100	Vehicle Code Fines	153,465	50,000	51,082	25,000
54105	Parking Fines	29,190	15,000	15,000	10,000
54120	Vehicle Impound Fees	46,689	30,000	31,943	20,000
57620	State Mandated Cost	13,017	137,000	12,011	12,011
	<b>Total Revenues</b>	<b>\$ 478,638</b>	<b>467,400</b>	<b>345,036</b>	<b>306,711</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	\$ 53,482	64,589	64,589	56,589
	<b>Subtotal - Contractual &amp; Professional</b>	<b>53,482</b>	<b>64,589</b>	<b>64,589</b>	<b>56,589</b>
	<b>Total Expenditures</b>	<b>\$ 53,482</b>	<b>64,589</b>	<b>64,589</b>	<b>56,589</b>

<b>Account Number</b>	<b>Department Generated Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
53525	CNUSD Crossing Guards Reimbursement	\$ 26,741	32,295	32,295	28,295

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30245	Workers Compensation	\$ 29,524	-	79,676	-
	<b>Subtotal - Salaries and Benefits</b>	<b>29,524</b>	<b>-</b>	<b>79,676</b>	<b>-</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	240	500	500	250
30310	Uniforms & Safety Gear	1,653	1,800	1,800	1,500
	<b>Subtotal - Employee Related</b>	<b>1,893</b>	<b>2,300</b>	<b>2,300</b>	<b>1,750</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	105	50	50	50
30410	Postage	44	100	100	100
30415	Special Departmental	556	1,300	1,300	1,000
30425	Small Tools	138	1,136	600	500
30495	NCP Special Events	103	100	1,000	1,000
	<b>Subtotal - Supplies and Services</b>	<b>947</b>	<b>2,686</b>	<b>3,050</b>	<b>2,650</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	1,855	1,356	1,356	1,356
	<b>Subtotal - Operations &amp; Utilities</b>	<b>1,855</b>	<b>1,356</b>	<b>1,356</b>	<b>1,356</b>
<b><u>Miscellaneous</u></b>					
35275	Volunteer Recognition	1,143	1,100	1,252	1,100
	<b>Subtotal - Miscellaneous</b>	<b>1,143</b>	<b>1,100</b>	<b>1,252</b>	<b>1,100</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	11,000	8,500	11,200	8,500
	<b>Subtotal - Internal Service Charges</b>	<b>11,000</b>	<b>8,500</b>	<b>11,200</b>	<b>8,500</b>
	<b>Total Expenditures</b>	<b>\$ 46,362</b>	<b>15,942</b>	<b>98,834</b>	<b>15,356</b>

<b>Account Number</b>	<b>Department Generated Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
57210	NCP Donations	\$ 353	-	1,000	1,000

**City of Norco, California**  
**Sheriff's Department Division 772, Local Law Enforcement Block Grant**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34115	Law Enforcement Contract	\$ 10,849	-	-	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>10,849</b>	<b>-</b>	<b>-</b>	<b>-</b>
35311	Sixth Street Banner Program	-	-	-	-
	<b>Total Expenditures</b>	<b>\$ 10,849</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34115	Law Enforcement Contract	\$ 113,193	62,994	62,994	37,006
	<b>Subtotal - Contractual &amp; Professional</b>	<b>113,193</b>	<b>62,994</b>	<b>62,994</b>	<b>37,006</b>
35311	Sixth Street Banner Program				
	<b>Total Expenditures</b>	<b>\$ 113,193</b>	<b>62,994</b>	<b>62,994</b>	<b>37,006</b>

**City of Norco, California**  
**Sheriff's Department Division 772, Office of Traffic Safety**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	\$ 1,117	2,500	2,500	-
	<b>Subtotal - Employee Related</b>	<b>1,117</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>
<b><u>Supplies and Services</u></b>					
30425	Small Tools	3,511	17,314	17,314	-
	<b>Subtotal - Supplies and Services</b>	<b>3,511</b>	<b>17,314</b>	<b>17,314</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	-	9,066	9,066	4,944
34115	Law Enforcement Contract	90,235	167,685	167,898	47,424
	<b>Subtotal - Contractual &amp; Professional</b>	<b>90,235</b>	<b>176,751</b>	<b>176,964</b>	<b>52,368</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	-	15,201	15,201	-
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>15,201</b>	<b>15,201</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 94,862</b>	<b>211,766</b>	<b>211,979</b>	<b>52,368</b>

**City of Norco, California**  
**Sheriff's Department Division 772B, Avoid the 30 Grant**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34115	Law Enforcement Contract	\$ 1,849	2,913	2,913	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>1,849</b>	<b>2,913</b>	<b>2,913</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 1,849</b>	<b>2,913</b>	<b>2,913</b>	<b>-</b>

**City of Norco, California**  
**Sheriff's Department Division 772C, DUI Checkpoint**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Supplies and Services</u></b>					
30425	Small Tools	\$ -	10,750	10,750	-
	<b>Subtotal - Supplies and Services</b>	<b>-</b>	<b>10,750</b>	<b>10,750</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>					
34115	Law Enforcement Contract	25,726	54,000	54,000	18,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>25,726</b>	<b>54,000</b>	<b>54,000</b>	<b>18,000</b>
	<b>Total Expenditures</b>	<b>\$ 25,726</b>	<b>64,750</b>	<b>64,750</b>	<b>18,000</b>

**City of Norco, California**  
**Sheriff's Department Division 772G, Office of Traffic Safety - DUI Enforcement**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	\$ 1,117	-	-	-
	<b>Subtotal - Employee Related</b>	<b>1,117</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Supplies and Services</u></b>					
30425	Small Tools	3,511	-	-	-
	<b>Subtotal - Supplies and Services</b>	<b>3,511</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>					
34115	Law Enforcement Contract	62,660	22,500	22,713	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>62,660</b>	<b>22,500</b>	<b>22,713</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 67,287</b>	<b>22,500</b>	<b>22,713</b>	<b>-</b>

**City of Norco, California**  
**Sheriff's Department Division 772H, Office of Traffic Safety - 2012 DUI Enforcement**  
**Budget Detail By Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	\$ -	2,500	2,500	-
	<b>Subtotal - Employee Related</b>	-	2,500	2,500	-
<b><u>Supplies and Services</u></b>					
30425	Small Tools		6,564	6,564	-
	<b>Subtotal - Supplies and Services</b>	-	6,564	6,564	-
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	-	9,066	9,066	4,944
34115	Law Enforcement Contract		88,272	88,272	29,424
	<b>Subtotal - Contractual &amp; Professional</b>	-	97,338	97,338	34,368
<b><u>Capital Outlay</u></b>					
43100	Equipment		15,201	15,201	-
	<b>Subtotal - Capital Outlay</b>	-	15,201	15,201	-
	<b>Total Expenditures</b>	\$ -	121,603	121,603	34,368

# Fiscal & Support Services

City of Norco

Fiscal Year 2012-2013



## **FISCAL & SUPPORT SERVICES**

The Fiscal and Support Services Department is responsible for the following functions: Accounting and Financial Reporting, Budget Administration, Human Resources Administration, Information Technology, Risk Management, Utility Billing and Cash/Investments Management.

The accounting and financial reporting function provides financial management and reporting, payroll, accounts payable, accounts receivable, business licensing, cashiering and general accounting services to the City consistent with professional standards and legal requirements. Through budget administration, we provide 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. Human Resources provides support to the City departments in recruiting, benefits administration, labor negotiations, classification and compensation, training and compliance with federal, state and local requirements. Information Technology staff is responsible for the purchase, maintenance and support of computer systems and related peripherals. Utility Billing performs billing and collections for water, sewer and refuse services. The Department is also responsible for overseeing the City's worker's compensation and general liability insurance programs. 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.

## **Fiscal and Support Services Department**

### **Fiscal Year 2012-2013 Goals and Objectives**

- Provide leadership in the development of FY 2013-2014 operating and capital improvement program budgets. Prepare award winning Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2013
- Ensure successful completion of all FY 2011-2012 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 system
- Continue to provide timely management reports to management and Council to ensure that budgets are adequately monitored and that expenditures are within authorized amounts
- Continue to develop strategies, training and procedures necessary to implement recommendations from review of City's risk management and loss control practices
- Work with Director of Public Works to complete negotiation on SARI line transactions with CRC and Western Municipal Water District and to implement related institutional sewer rates
- Provide leadership in managing and implementing Successor Agency winding down of RDA activities. Work with State Department of Finance and Riverside Auditor-Controller to resolve issues
- Continue close monitoring of General Fund cash flows and recommend appropriate actions to City Council
- Begin studies on the implementation of budget/tiered water rates
- Update City's Impact Fee Schedule
- Play active role in the selection of waste hauler contractor including negotiation and implementation of new franchise agreement
- Work with credit rating agencies as necessary to maintain and/or enhance the City's bond ratings

# Finance & Human Resources

**City of Norco**  
**Fiscal Year 2012-2013**



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

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 949,399	979,577	972,030	951,681
Employee Related Expenditures	3,648	4,885	3,400	4,885
Supplies and Services	66,959	70,927	67,829	71,769
Maintenance and Rentals	2,123	2,898	578	578
Operations and Utilities	586	400	264	-
Contractual and Professional Services	72,447	71,335	70,570	89,432
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	65,245	64,300	64,550	72,450
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,160,407</b>	<b>1,194,322</b>	<b>1,179,221</b>	<b>1,190,795</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ 406,767	486,700	479,914	594,685
Water Fund	272,882	316,993	312,392	317,892
Sewer Fund	264,774	278,734	273,575	278,218
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	215,984	111,895	113,340	-
<b>Total Funding Sources</b>	<b>\$ 1,160,407</b>	<b>1,194,322</b>	<b>1,179,221</b>	<b>1,190,795</b>

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

<b>Account</b>		<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
			<b>Total</b>	
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 224,909	272,372	268,703	331,144
30110 Salaries, Overtime	-	-	10	-
30200 PERS Retirement	56,332	72,288	73,055	84,654
30205 Employee Group Insurance	42,396	58,611	58,190	69,914
30210 Vehicle Allowance	1,104	2,880	1,900	2,880
30212 Cell Phone Stipen	-	-	300	360
30215 Medical Savings Account	464	782	589	696
30220 FICA/Medicare Insurance	3,388	3,950	4,055	4,802
30225 Sick leave buy back	3,362	3,400	3,078	5,100
30230 Annual Vacation Cash Out	2,633	2,000	1,411	3,500
30240 Continuous Service Bonus	25	-	-	-
<b>Subtotal - Salaries and Benefits</b>	334,613	416,283	411,291	503,049
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	1,148	2,500	1,500	2,500
30305 Auto Mileage	299	400	400	400
30320 Dues, Memberships and Subscriptions	2,201	1,985	1,500	1,985
<b>Subtotal - Employee Related</b>	3,648	4,885	3,400	4,885
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	1,915	1,500	1,500	1,500
30405 Printing & Copies	211	570	570	570
30410 Postage	51	50	50	1,150
30475 Performance Bonds	1,317	1,567	1,309	1,309
<b>Subtotal - Supplies and Services</b>	3,494	3,687	3,429	4,529
<b><u>Operations and Utilities</u></b>				
33100 Utilities	481	400	264	-
<b>Subtotal - Operations &amp; Utilities</b>	481	400	264	-
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	9,580	9,555	9,580	14,632
34125 Accounting & Auditing	16,006	15,190	15,000	26,040
<b>Subtotal - Contractual &amp; Professional</b>	25,586	24,745	24,580	40,672
<b><u>Internal Service Fund Charges</u></b>				
42100 Vehicle Operations and Maintenance	445	-	250	250
42110 Computing and Comm. Equip Replacement	5,200	5,100	5,100	5,600
42115 Computing and Communications Operations	33,300	31,600	31,600	35,700
<b>Subtotal - Internal Service Charges</b>	38,945	36,700	36,950	41,550
<b>Total Expenditures</b>	\$ 406,767	486,700	479,914	594,685

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

<b>Account</b>		<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Department</b>	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
<b>Generated Revenues</b>			<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
50170	Transient Occupancy Taxes	\$ 190,226	191,625	200,000	208,000
50185	Business License	199,990	210,000	215,000	215,000
54200	Investment Earnings	21,712	25,000	15,000	10,000
57150	Refuse Billing Collection	63,416	64,000	66,000	66,000
57155	Penalties	98,903	250,000	275,000	275,000
57700	Business License Renewal Fee	26,183	28,000	28,000	28,000
57705	Business License Penalty	10,165	11,500	11,500	11,500
57715	License Processing Fee	27,140	18,000	22,000	20,000
57725	Truck Parking Permit	493	-	-	-
57730	Yard Sale permits	1,962	1,200	1,200	1,200
57815	Finger Printing	6,718	5,000	2,800	2,800
59250	Overhead to CFDS	118,629	115,705	115,705	115,705
<b>Totals</b>		<b>\$ 765,538</b>	<b>920,030</b>	<b>952,205</b>	<b>953,205</b>

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

<b>Account Number Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 133,345	160,012	157,868	160,435
30200 PERS Retirement	33,395	43,108	43,120	41,014
30205 Employee Group Insurance	26,218	30,823	29,571	31,112
30210 Vehicle Allowance	552	1,200	1,200	1,200
30212 Cell Phone Stipen	-	-	13	150
30215 Medical Savings Account	206	266	265	266
30220 FICA/Medicare Insurance	2,031	2,320	2,414	2,326
30225 Sick leave buy back	1,951	1,500	2,393	1,500
30230 Annual Vacation Cash Out	1,668	1,000	1,664	1,000
30240 Continuous Service Bonus	20	-	-	-
<b>Subtotal - Salaries and Benefits</b>	<b>199,386</b>	<b>240,229</b>	<b>238,508</b>	<b>239,003</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	1,885	2,300	1,900	2,300
30405 Printing	2,958	3,970	3,300	3,970
30410 Postage	26,889	27,350	27,000	27,350
<b>Subtotal - Supplies and Services</b>	<b>31,733</b>	<b>33,620</b>	<b>32,200</b>	<b>33,620</b>
<b><u>Maintenance and Rentals</u></b>				
32100 Office Equipment Maintenance	773	1,160	-	-
32105 Equipment Rental	289	289	289	289
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>1,061</b>	<b>1,449</b>	<b>289</b>	<b>289</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	61	-	-	-
<b>Subtotal - Operations &amp; Utilities</b>	<b>61</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>				
34125 Accounting & Auditing	8,003	7,595	7,595	8,680
34130 Financial Services	15,039	15,700	15,400	15,700
<b>Subtotal - Contractual &amp; Professional</b>	<b>23,042</b>	<b>23,295</b>	<b>22,995</b>	<b>24,380</b>
<b><u>Internal Service Fund Charges</u></b>				
42110 Computing and Comm. Equip Replacement	2,800	2,600	2,600	2,700
42115 Computing and Communications Operations	14,800	15,800	15,800	17,900
<b>Subtotal - Internal Service Charges</b>	<b>17,600</b>	<b>18,400</b>	<b>18,400</b>	<b>20,600</b>
<b>Total Expenditures</b>	<b>\$ 272,882</b>	<b>316,993</b>	<b>312,392</b>	<b>317,892</b>

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

<b>Account Number Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 133,344	139,108	136,562	139,531
30200 PERS Retirement	33,413	37,874	37,771	35,670
30205 Employee Group Insurance	26,231	28,739	28,253	28,883
30210 Vehicle Allowance	552	720	720	720
30212 Cell Phone Stipen	-	-	48	90
30215 Medical Savings Account	206	212	210	212
30220 FICA/Medicare Insurance	2,032	2,017	2,082	2,023
30225 Sick leave buy back	1,951	1,500	1,983	1,500
30230 Annual Vacation Cash Out	1,668	1,000	1,262	1,000
30240 Continuous Service Bonus	20	-	-	-
<b>Subtotal - Salaries and Benefits</b>	<b>199,416</b>	<b>211,170</b>	<b>208,891</b>	<b>209,629</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	1,885	2,300	1,900	2,300
30405 Printing	2,958	3,970	3,300	3,970
30410 Postage	26,889	27,350	27,000	27,350
<b>Subtotal - Supplies and Services</b>	<b>31,732</b>	<b>33,620</b>	<b>32,200</b>	<b>33,620</b>
<b><u>Maintenance and Rentals</u></b>				
32100 Office Equipment Maintenance	773	1,160	-	-
32105 Equipment Rental	289	289	289	289
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>1,061</b>	<b>1,449</b>	<b>289</b>	<b>289</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	44	-	-	-
<b>Subtotal - Operations &amp; Utilities</b>	<b>44</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>				
34125 Accounting & Auditing	8,003	7,595	7,595	8,680
34130 Financial Services	15,817	15,700	15,400	15,700
<b>Subtotal - Contractual &amp; Professional</b>	<b>23,820</b>	<b>23,295</b>	<b>22,995</b>	<b>24,380</b>
<b><u>Internal Service Fund Charges</u></b>				
42110 Computing and Comm. Equip Replacement	1,300	1,300	1,300	1,400
42115 Computing and Communications Operations	7,400	7,900	7,900	8,900
<b>Subtotal - Internal Service Charges</b>	<b>8,700</b>	<b>9,200</b>	<b>9,200</b>	<b>10,300</b>
<b>Total Expenditures</b>	<b>\$ 264,774</b>	<b>278,734</b>	<b>273,575</b>	<b>278,218</b>

**City of Norco, California**  
**Fiscal and Support Services Division 706, RDA Fund 013**  
**Budget Detail By Line Item**

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 104,066	47,553	49,109	-
30200	PERS Retirement	26,066	12,682	12,682	-
30205	Employee Group Insurance	16,316	9,967	9,966	-
30210	Vehicle Allowance	1,767	738	738	-
30212	Cell Phone Stipen	-	-	22	-
30215	Medical Savings Account	276	135	135	-
30220	FICA/Medicare Insurance	1,583	751	751	-
30225	Sick leave buy back	1,914	1,315	1,314	-
30230	Annual Vacation Cash Out	2,238	995	994	-
30240	Continuous Service Bonus	25		-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 154,251</b>	<b>74,136</b>	<b>75,711</b>	<b>-</b>

**City of Norco, California**  
**Fiscal and Support Services Division 706, Low/Mod Fund 015**  
**Budget Detail By Line Item**

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 41,473	24,553	24,384	-
30200	PERS Retirement	10,384	6,321	6,321	-
30205	Employee Group Insurance	7,208	5,057	5,057	-
30210	Vehicle Allowance	442	295	295	-
30212	Cell Phone Stipen	-	-	9	-
30215	Medical Savings Account	114	67	67	-
30220	FICA/Medicare Insurance	629	373	373	-
30225	Sick leave buy back	711	600	631	-
30230	Annual Vacation Cash Out	762	493	492	-
30240	Continuous Service Bonus	10	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 61,733</b>	<b>37,759</b>	<b>37,629</b>	<b>-</b>

# Non- Departmental

**City of Norco**  
**Fiscal Year 2012-2013**



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

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 61,595	62,218	61,587	61,424
Employee Related Expenditures	32,295	29,665	33,220	29,665
Supplies and Services	866,196	622,236	664,658	720,128
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	53,895	48,000	43,000	48,000
Miscellaneous	58,263	68,340	74,719	69,079
CRA Programs	-	-	-	-
Internal Service Fund Charges	508,634	416,002	416,002	354,158
Capital Outlay	-	-	-	-
Transfers	578,011	25,000	25,000	25,000
<b>Total Expenditures</b>	<b>\$ 2,158,889</b>	<b>1,271,461</b>	<b>1,318,186</b>	<b>1,307,454</b>

<b>Funding Sources:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
General Fund	\$ 2,158,889	1,271,461	1,318,186	1,307,454
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 2,158,889</b>	<b>1,271,461</b>	<b>1,318,186</b>	<b>1,307,454</b>

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

<b>Account Number Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30200 PERS Retirement - Survivor Benefit	\$ 4,774	4,118	3,487	2,574
30240 Continuous Service Bonus	4,500	3,100	3,100	3,850
30245 Workers Compensation - Cost Containment	42,310	30,000	30,000	30,000
30250 Unemployment Claims Payment	10,011	25,000	25,000	25,000
<b>Subtotal - Salaries and Benefits</b>	<b>61,595</b>	<b>62,218</b>	<b>61,587</b>	<b>61,424</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Training	484	600	853	600
30315 Employee Hiring Costs	9,559	6,000	6,000	6,000
30320 Dues, Memberships and Subscriptions	22,252	23,065	26,367	23,065
<b>Subtotal - Employee Related</b>	<b>32,295</b>	<b>29,665</b>	<b>33,220</b>	<b>29,665</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	2,267	1,250	1,250	1,250
30415 Special Departmental	1,466	1,225	1,318	1,225
30440 Advertising and Promotion	-	-	100	200
30460 Medical Insurance Administration	5,663	6,240	6,240	6,240
30465 Medical Insurance – Retirees	556,946	613,521	655,750	711,213
30470 Post Employment Ben-GASB45	299,855	-	-	-
<b>Subtotal - Supplies and Services</b>	<b>866,196</b>	<b>622,236</b>	<b>664,658</b>	<b>720,128</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	13,616	15,000	15,000	15,000
34105 Other Professional Services	26,241	15,000	10,000	15,000
34130 Bank Fees and Discount Charges	14,038	18,000	18,000	18,000
<b>Subtotal - Contractual &amp; Professional</b>	<b>53,895</b>	<b>48,000</b>	<b>43,000</b>	<b>48,000</b>
<b><u>Miscellaneous</u></b>				
35205 Property Taxes	5,012	5,100	5,158	5,200
35210 Administration Fees-Property Taxes	42,561	49,000	58,004	49,000
35215 Parking Fines Collection Costs	8,379	12,000	8,400	12,000
35270 Community Promotion	498	300	300	300
35280 Employee Recognition	1,813	1,050	1,967	1,700
35315 We-Tip Program Participation	-	890	890	879
<b>Subtotal - Miscellaneous</b>	<b>58,263</b>	<b>68,340</b>	<b>74,719</b>	<b>69,079</b>
<b><u>Internal Service Fund Charges</u></b>				
42200 Liability Insurance	178,512	187,297	187,297	153,296
42215 Self-Insurance Administration	73,162	70,471	70,471	55,460
42220 Self Insured Expenses	48,429	48,429	48,429	48,429
42225 Self Insured Settlements	43,913	44,338	44,338	45,000
42230 Excess Workers Comp	67,086	65,467	65,467	51,973
42235 Compensated Absences	97,532	-	-	-
<b>Subtotal - Internal Service Charges</b>	<b>508,634</b>	<b>416,002</b>	<b>416,002</b>	<b>354,158</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Transfers</u></b>					
44100	Transfers	578,011	25,000	25,000	25,000
	<b>Subtotal - Transfers</b>	<b>578,011</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
	<b>Total Expenditures</b>	<b>\$ 2,158,889</b>	<b>1,271,461</b>	<b>1,318,186</b>	<b>1,307,454</b>

<b>Account Number</b>	<b>Department Generated Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
57825	Photocopy Charges	817	-	600	600
		<b>\$ 817</b>	<b>-</b>	<b>600</b>	<b>600</b>

# Special Events – memo only

**City of Norco**  
**Fiscal Year 2012-2013**



**City of Norco, California**  
**Special Events**  
**Budget Detail By Major Categories**

<b>Event</b>	<b>Parks &amp; Recreation</b>	<b>Public Works</b>	<b>Sheriff</b>	<b>Fire</b>	<b>Economic Development</b>	<b>Amount of City Support</b>
<b><u>Norco Valley Fair</u></b>						
Salaries & Employee Related Expenditures		4,562			-	4,562
Contractual and Professional Services		250			-	250
Other Expenditures		1,220			-	1,220
<b>Total Event Expenditures:</b>	-	6,032	-	-	-	6,032
<b>Total Event Revenues:</b>	-	-	-	-	-	-
<b>Net City Support:</b>	-	6,032	-	-	-	6,032
<b><u>Norco Mounted Posse Rodeo</u></b>						
Salaries & Employee Related Expenditures		116			-	116
Contractual and Professional Services		-			-	-
Other Expenditures		348			-	348
<b>Total Event Expenditures:</b>	-	464	-	-	-	464
<b>Total Event Revenues:</b>	-	-	-	-	-	-
<b>Net City Support:</b>	-	464	-	-	-	464
<b><u>Horseweek</u></b>						
Salaries & Employee Related Expenditures		4,949			-	4,949
Contractual and Professional Services		500			-	500
Other Expenditures		1,310			-	1,310
<b>Total Event Expenditures:</b>	-	6,759	-	-	-	6,759
<b>Total Event Revenues:</b>	-	-	-	-	-	-
<b>Net City Support:</b>	-	6,759	-	-	-	6,759
<b><u>Cal State Polytechnic University, Pomona College</u></b>						
Salaries & Employee Related Expenditures	-	-	-	-	-	-
Contractual and Professional Services	-	-	-	-	-	-
Other Expenditures	-	-	-	-	-	-
<b>Total Event Expenditures:</b>	-	-	-	-	-	-
<b>Total Event Revenues:</b>	-	-	-	-	-	-
<b>Net City Support:</b>	-	-	-	-	-	-
<b><u>CA Circuit Finals</u></b>						
Salaries & Employee Related Expenditures		116			-	116
Contractual and Professional Services		-			-	-
Other Expenditures		348			-	348
<b>Total Event Expenditures:</b>	-	464	-	-	-	464
<b>Total Event Revenues:</b>	-	-	-	-	-	-
<b>Net City Support:</b>	-	464	-	-	-	464
<b><u>CHSRA CA High School Rodeo Association</u></b>						
Salaries & Employee Related Expenditures		116			-	116
Contractual and Professional Services		-			-	-
Other Expenditures		348			-	348
<b>Total Event Expenditures:</b>	-	464	-	-	-	464
<b>Total Event Revenues:</b>	-	-	-	-	-	-
<b>Net City Support:</b>	-	464	-	-	-	464
<b><u>Volunteer Recognition Dinner</u></b>						
Salaries & Employee Related Expenditures		-			-	-
Contractual and Professional Services		-			-	-
Other Expenditures		-			-	-
<b>Total Event Expenditures:</b>	-	-	-	-	-	-
<b>Total Event Revenues:</b>	-	-	-	-	-	-
<b>Net City Support:</b>	-	-	-	-	-	-
<b><u>Breakfast with Santa</u></b>						

**City of Norco, California**  
**Special Events**  
**Budget Detail By Major Categories**

<b>Event</b>	<b>Parks &amp; Recreation</b>	<b>Public Works</b>	<b>Sheriff</b>	<b>Fire</b>	<b>Economic Development</b>	<b>Amount of City Support</b>
Salaries & Employee Related Expenditures		116	-	-	-	116
Contractual and Professional Services		-	-	-	-	-
Other Expenditures		348	-	-	-	348
<b>Total Event Expenditures:</b>	-	464	-	-	-	464
<b>Total Event Revenues:</b>		-	-	-	-	-
<b>Net City Support:</b>	-	464	-	-	-	464
<b><u>Egg Hunt</u></b>						
Salaries & Employee Related Expenditures		116	-	-	-	116
Contractual and Professional Services		-	-	-	-	-
Other Expenditures		348	-	-	-	348
<b>Total Event Expenditures:</b>	-	464	-	-	-	464
<b>Total Event Revenues:</b>		-	-	-	-	-
<b>Net City Support:</b>	-	464	-	-	-	464
<b><u>Trash Round-Up</u></b>						
Salaries & Employee Related Expenditures	-	1,083	-	-	-	1,083
Contractual and Professional Services	-	-	-	-	-	-
Other Expenditures		765	-	-	-	765
<b>Total Event Expenditures:</b>	-	1,848	-	-	-	1,848
<b>Total Event Revenues:</b>		-	-	-	-	-
<b>Net City Support:</b>	-	1,848	-	-	-	1,848
<b><u>Horsetown Parade of Lights &amp; Winter Festival</u></b>						
Salaries & Employee Related Expenditures		7,965	-	-	-	7,965
Contractual and Professional Services		250	-	-	-	250
Other Expenditures		2,957	-	-	-	2,957
<b>Total Event Expenditures:</b>	-	11,172	-	-	-	11,172
<b>Total Event Revenues:</b>		-	-	-	-	-
<b>Net City Support:</b>	-	11,172	-	-	-	11,172
<b><u>National Day of the American Cowboy</u></b>						
Salaries & Employee Related Expenditures		-	-	-	-	-
Contractual and Professional Services		-	-	-	-	-
Other Expenditures		-	-	-	-	-
<b>Total Event Expenditures:</b>	-	-	-	-	-	-
<b>Total Event Revenues:</b>		-	-	-	-	-
<b>Net City Support:</b>	-	-	-	-	-	-
<b><u>Norco Pride Beautification Committee</u></b>						
Salaries & Employee Related Expenditures	-	-	-	-	-	-
Contractual and Professional Services	-	-	-	-	-	-
Other Expenditures	-	-	-	-	-	-
<b>Total Event Expenditures:</b>	-	-	-	-	-	-
<b>Total Event Revenues:</b>		-	-	-	-	-
<b>Net City Support:</b>	-	-	-	-	-	-
<b><u>Make a Difference Day</u></b>						
Salaries & Employee Related Expenditures	-	1,083	-	-	-	1,083
Contractual and Professional Services	-	-	-	-	-	-
Other Expenditures		765	-	-	-	765
<b>Total Event Expenditures:</b>	-	1,848	-	-	-	1,848
<b>Total Event Revenues:</b>		-	-	-	-	-
<b>Net City Support:</b>	-	1,848	-	-	-	1,848
<b><u>Concerts in the Park</u></b>						

**City of Norco, California  
Special Events  
Budget Detail By Major Categories**

<b>Event</b>	<b>Parks &amp; Recreation</b>	<b>Public Works</b>	<b>Sheriff</b>	<b>Fire</b>	<b>Economic Development</b>	<b>Amount of City Support</b>
Salaries & Employee Related Expenditures		-	-	-	-	-
Contractual and Professional Services		-	-	-	-	-
Other Expenditures		-	-	-	-	-
<b>Total Event Expenditures:</b>	-	-	-	-	-	-
<b>Total Event Revenues:</b>	-	-	-	-	-	-
<b>Net City Support:</b>	-	-	-	-	-	-
<b>Total Expenditures:</b>	-	29,979	-	-	-	29,979
<b>Total Revenues:</b>	-	-	-	-	-	-
<b>Total City Support:</b>	\$ -	29,979	-	-	-	29,979

# Budget By Funds

**City of Norco**  
**Fiscal Year 2012-2013**



# General Fund

City of Norco

Fiscal Year 2012-2013



**City of Norco, California**  
**Projected General Fund Revenue**

<b>Account Number</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End</b>	<b>FY 2013 Budget Estimate</b>
<b>Property Taxes</b>			
121-000-50100 Current Secured Taxes	\$ 990,000	1,020,000	1,020,000
121-000-50105 Current Unsecured	52,000	51,588	51,588
121-000-50115 Homeowner's exemption	17,200	15,000	14,000
121-000-50120 Prior Years Sec'd & Unsec'd	98,000	83,000	72,000
121-000-50125 Supplemental Taxes	15,000	22,700	15,000
121-000-50135 Tax Penalty	4,000	6,000	6,000
<b>Total</b>	<b>1,176,200</b>	<b>1,198,288</b>	<b>1,178,588</b>
<b>Sales Taxes</b>			
121-000-50150 Sales Tax	3,133,000	3,192,000	3,255,840
121-000-50155 In-lieu Sales Tax	1,068,683	1,069,000	1,090,380
<b>Total</b>	<b>4,201,683</b>	<b>4,261,000</b>	<b>4,346,220</b>
<b>Other Taxes</b>			
121-000-50160 Public Safety Sales Tax	227,000	235,000	239,700
121-000-50165 Property Transfer Tax	65,000	68,000	68,000
121-000-50170 Transient Occupancy Tax	191,625	200,000	208,000
121-000-50185 Business Licenses	210,000	215,000	215,000
<b>Total</b>	<b>693,625</b>	<b>718,000</b>	<b>730,700</b>
<b>Franchise Fees</b>			
121-000-52100 Cable TV Franchise	189,000	192,000	192,000
121-000-52105 Electric Franchise	252,000	242,015	235,000
121-000-52110 Gas Franchise	104,947	102,317	102,000
121-000-52115 Refuse Franchise	469,782	480,000	480,000
<b>Total</b>	<b>1,015,729</b>	<b>1,016,332</b>	<b>1,009,000</b>
<b>Motor Vehicle in- Lieu Fees</b>			
121-000-52200 Motor Vehicle In-Lieu	1,970,332	1,983,870	1,957,000
VLF Financing Proceeds			-
<b>Total</b>	<b>1,970,332</b>	<b>1,983,870</b>	<b>1,957,000</b>
<b>Intergovernmental</b>			
121-000-53460 AB 1662, Booking Fees	8,400	-	-
121-000-53525 CNUSD - Crossing Guards Reimb	32,295	32,295	28,295
121-000-53535 City of Corona	10,000	10,000	10,000
121-000-57620 State and Federal Reimbursement	18,000	18,000	34,011
<b>Total</b>	<b>68,695</b>	<b>60,295</b>	<b>72,306</b>
<b>Fines and Penalties</b>			
121-000-54100 Vehicle Code Fines	50,000	55,000	25,000
121-000-54105 Parking Citations	15,000	15,000	10,000
121-000-54110 Municipal Code Violations	7,000	7,000	3,500
121-000-54115 Municipal Code Admin Citations	-	100	-
121-000-54120 Vehicle Impound Fees	30,000	30,000	20,000
<b>Total</b>	<b>102,000</b>	<b>107,100</b>	<b>58,500</b>

**City of Norco, California**  
**Projected General Fund Revenue**

<b>Account Number</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End</b>	<b>FY 2013 Budget Estimate</b>
<b>Interest Income/Lease</b>			
121-000-54200 Interest Income	25,000	15,000	10,000
121-000-54215 Library and Silverlakes Lease	231,057	231,057	393,060
121-000-54220 Communication Site Leases	67,136	58,000	58,563
<b>Total</b>	<b>323,193</b>	<b>304,057</b>	<b>461,623</b>
<b>Community Development Fees</b>			
<b>Planning:</b>			
121-000-55100 Planning Fees	23,331	23,331	29,011
121-000-55105 Site Plan (Major/Minor)	6,179	6,179	9,586
121-000-55110 Variance (Major/Minor)	8,511	8,511	2,926
121-000-55125 Tentative Parcel Map	18,527	18,527	16,647
121-000-55145 Zone Change	9,096	9,096	6,252
121-000-55150 General Plan Amendment	11,148	11,148	-
121-000-55155 Sign Review	2,366	2,366	6,626
121-000-55160 Entertainment Permit	-	-	1,813
121-000-55165 Special Use Permit	-	116	-
121-000-55170 Special Event Permit	1,837	1,837	1,760
121-000-55195 Publications	5,758	5,758	6,000
121-000-55200 ABC Letter	1,425	1,425	284
121-000-55205 Planning Information Letter	684	684	690
121-000-55210 Architecture Review	315	315	630
121-000-55220 Environmental Impact Reports	1,106	1,106	658
121-000-55235 Landscape Plan Check Review	2,450	2,450	854
121-000-55260 Additional Large Animal Unit	200	200	-
121-000-55265 Appeal	1,856	1,856	1,259
<b>Building &amp; Safety:</b>			
121-000-55300 Building Permits	4,500	5,635	4,500
121-000-55305 Building Permit Fees	80,000	96,223	80,000
121-000-55310 Plan Check Fees	145,000	145,000	145,000
121-000-55315 Electrical Permit Fees	18,000	18,000	18,000
121-000-55320 Plumbing Permit Fees	9,800	9,800	9,000
121-000-55325 Mechanical Permit Fees	12,000	12,000	11,000
121-000-55330 Sewer Permit Fees	1,000	1,000	1,000
121-000-55335 Special Inspection Fees	2,100	2,100	2,000
<b>Engineering:</b>			
121-000-55400 Encroachment Fees	56,000	40,000	40,454
121-000-55405 Grading Permit	8,000	8,000	5,019
121-000-55410 Grading Plan Check Fees	6,500	6,500	7,876
121-000-55415 Overload Moving Permit	1,700	1,700	1,784
121-000-55420 Final Map Check	1,000	1,000	3,000
121-000-55425 Improvement Plan Check	60,000	5,000	22,211
121-000-55430 Lot Merger Adjustment	2,500	2,500	5,383
121-000-55445 Water Quality Mgmt Plan	-	-	-
<b>Total</b>	<b>502,889</b>	<b>449,363</b>	<b>441,223</b>

**City of Norco, California**  
**Projected General Fund Revenue**

<b>Account Number</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End</b>	<b>FY 2013 Budget Estimate</b>
<b>Community Services/Recreation</b>			
121-000-55500	7,675	7,675	-
121-000-55510	1,028	1,028	-
121-000-55515	26,780	26,780	26,780
121-000-55525	58,102	58,102	58,102
121-000-55600	72,708	72,708	72,708
121-000-55615	263,321	264,068	281,513
121-000-55625	2,000	2,000	2,000
121-000-56250	1,119	1,119	1,119
121-000-56255	1,260	1,622	1,260
121-000-56265			-
121-000-56395	-		-
121-000-56400	12,000	11,869	12,500
121-000-56405	36,000	36,410	36,000
121-000-56420	-	-	6,300
121-000-56422	2,000	-	5,680
121-000-56423	1,690	-	1,960
121-000-56425	9,359	9,359	9,359
121-000-56430	18,790	18,790	22,000
121-000-56435	2,620	1,158	2,620
121-000-56445	5,588	5,588	11,500
121-000-56450	3,711	3,711	7,500
121-000-56455	948	434	780
121-000-56620	2,000	4,179	2,000
121-000-56625	6,500	4,805	5,000
121-000-56810	1,200	4,719	1,200
121-000-56815	1,000	1,003	970
121-000-56905	2,450	1,470	1,960
121-000-56910	20,000	20,000	13,000
121-000-55605	8,760	8,760	9,198
121-000-55610	-	2,256	1,180
121-000-55825	-	600	-
121-000-56210	5,423	5,423	5,423
121-000-56600	750	432	750
121-000-56605	19,749	19,749	25,000
121-000-56800	1,500	1,992	1,500
121-000-56900	1,000	-	1,000
121-000-56902	-	-	1,000
<b>Total</b>	<b>597,031</b>	<b>597,809</b>	<b>628,862</b>
<b>Other Revenues</b>			
121-000-55185	12,000	18,000	18,000
121-000-57150	64,000	66,000	66,000
121-000-57155	250,000	275,000	275,000
121-000-57210	-	592	1,000
121-000-57305	8,000	8,000	8,000

**City of Norco, California**  
**Projected General Fund Revenue**

<b>Account Number</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End</b>	<b>FY 2013 Budget Estimate</b>
121-000-57310 Adoption Fees	12,000	12,000	12,000
121-000-57315 Spay & Neuter Services	22,000	22,445	22,000
121-000-57320 Animal Shelter Donation	7,000	7,000	7,000
121-000-57325 Dog Licenses	110,000	110,000	110,000
121-000-57340 Misc. Animal Control Fees	4,526	4,526	4,526
121-000-57345 AC Softwre Maintenance Fee	10,000	11,362	-
121-000-57400 Emergency Medical Subscription	357,851	352,000	352,000
121-000-57405 Emergency Response Recovery	-	583	-
121-000-57415 Ambulance Fines (Restricted)	4,000	5,996	6,000
121-000-57430 Fire Fees	1,800	3,000	3,000
121-000-57440 Fire Inspection Fee	70,000	83,000	75,000
121-000-57445 Fire Plan Check Fees	20,000	31,000	30,000
121-000-57460 Strike Team,	-	7,089	-
121-000-57465 USAR Reimbursement	-	748	-
121-000-57470 Weed & Lot Clearing	3,000	4,500	4,000
121-000-57475 Fire Misc.	-	93	-
121-000-57610 Reimbursements	132,360	92,378	40,000
121-000-57700 Business License Renewal	28,000	28,000	28,000
121-000-57705 Business License Penalty	11,500	11,500	11,500
121-000-57715 License Processing Fees	18,000	22,000	20,000
121-000-57730 Yard Sale Permits	1,200	1,200	1,200
121-000-57815 Finger Printing	5,000	2,800	2,800
121-000-57825 Public Record Sales	-	364	400
121-000-57915 Miscellaneous	25,000	13,000	13,000
121-000-58105 Adopt-A-Trail/Contribution	-	800	-
<b>Total</b>	<b>1,177,237</b>	<b>1,194,976</b>	<b>1,110,426</b>
<b>Overhead/Transfers</b>			
121-000-57600 Overhead Charge Water	362,216	362,216	362,216
121-000-57600 Overhead Charge Sewer	200,000	200,000	200,000
121-000-57600 Overhead Charge for Senior Program	-	5,600	5,600
121-000-59215 Transfer - Air Quality	1,500	1,500	1,500
121-000-59400 Transfer In Special Asset RF	-	-	500,000
121-000-59400 Transfer In - Successor Agency	-	-	250,000
121-000-59220 Transfer for Street Damage - Sewer	127,223	127,223	127,223
121-000-59220 Transfer for Street Damage - Water	127,223	127,223	127,223
121-000-59225 Miscellaneous Grants	14,399	14,399	14,399
121-000-59250 Overhead to CFDS	115,705	115,705	115,705
121-000-59255 Overhead to ASD	-	-	70,000
121-000-59300 Overhead to CIPS	53,000	53,000	53,000
121-000-59400 Overhead to LMDS	66,505	66,505	59,005
Transfer - From Equipment Replacement	86,712	86,712	-
<b>Total</b>	<b>1,154,483</b>	<b>1,160,083</b>	<b>1,885,871</b>

**City of Norco, California**  
**Projected General Fund Revenue**

<b>Account Number</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End</b>	<b>FY 2013 Budget Estimate</b>
<hr/>			
	<b>FY 2012 Amended Budget</b>	<b>Estimated FYE 6/30/12</b>	<b>FY 2013 Projection</b>
<b>Revenue Category</b>			
Property Taxes	1,176,200	1,198,288	1,178,588
Sales Taxes	4,201,683	4,261,000	4,346,220
Other Taxes	693,625	718,000	730,700
Franchise Fees	1,015,729	1,016,332	1,009,000
Motor Vehicle in- Lieu Fees	1,970,332	1,983,870	1,957,000
Intergovernmental	68,695	60,295	72,306
Fines & Penalties	102,000	107,100	58,500
Interest Income/Lease	323,193	304,057	461,623
Community Development Fees	502,889	449,363	441,223
Community Services/Recreation	597,031	597,809	628,862
Other Revenues	1,177,237	1,194,976	1,110,426
Overhead/Transfers	1,154,483	1,160,083	1,885,871
Total	<b>\$ 12,983,097</b>	<b>13,051,173</b>	<b>13,880,319</b>

**City of Norco, California**  
**General Fund Expenditures by Line Item**

<b>Account</b>			<b>FY 2012</b>	
<b>Number Account Description</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Estimated</b>	<b>FY 2013</b>
	<b>Actual</b>	<b>Amended</b>	<b>Year-End</b>	<b>Budget</b>
		<b>Budget</b>	<b>Total</b>	<b>Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 3,339,988	2,065,853	2,035,342	1,607,322
30105 Salaries, Part Time	620,231	725,927	695,819	587,537
30110 Salaries, Overtime	61,217	45,941	42,135	35,750
30115 Constant Staffing	483,085	156,536	156,535	-
30120 FLSA	52,096	16,797	16,797	-
30200 PERS Retirement	684,859	529,371	531,159	442,121
30205 Employee Group Insurance	688,831	497,760	476,285	367,930
30210 Vehicle Allowance	12,834	22,080	17,250	22,080
30212 Cell Phone Stipend	1,475	-	300	360
30215 Medical Savings Account	3,924	3,861	3,857	3,827
30220 FICA/Medicare Insurance	64,626	44,874	54,785	30,648
30225 Sick leave buy back	200,261	22,423	24,799	23,800
30230 Annual Vacation Cash Out	15,340	14,070	19,910	22,420
30235 Deferred Compensation	15,432	22,427	20,604	20,093
30240 Continuous Service Bonus	7,440	3,100	3,100	3,850
30245 Workers Compensation	258,081	30,000	120,699	30,000
30250 Unemployment	10,011	25,000	25,000	25,000
30255 Tuition Reimbursement	2,454	800	-	800
<b>Subtotal - Salaries and Benefits</b>	<b>6,522,184</b>	<b>4,226,820</b>	<b>4,244,376</b>	<b>3,223,537</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	10,584	11,340	7,878	12,890
30305 Auto Mileage	315	400	400	400
30310 Uniforms & Safety Gear	15,024	24,566	25,742	7,147
30315 Employee Hiring Costs	11,918	7,475	7,475	6,000
30320 Dues, Memberships and Subscriptions	28,240	31,189	32,990	29,754
<b>Subtotal - Employee Related</b>	<b>66,082</b>	<b>74,970</b>	<b>74,485</b>	<b>56,191</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	34,777	30,211	28,336	28,053
30405 Printing & Copies	513	1,630	1,420	1,920
30410 Postage	204	744	500	1,550
30415 Special Departmental	55,223	51,285	44,578	44,881
30420 Training Supplies	2,332	-	5,700	-
30425 Small Tools	11,379	7,734	7,363	4,750
30430 Office Equipment (Small Tools)	179	400	216	-
30440 Advertising and Promotion	-	-	100	200
30445 Legal Advertising	4,630	5,500	4,000	5,500
30450 City Newsletter	2,795	-	-	-
30455 Election	514	35,000	35,000	-
30460 Medical Insurance Administration	5,663	6,240	6,240	6,240
30465 Medical Insurance – Retirees	556,946	613,521	655,750	711,213
30470 Post Employment Ben-GASB45	299,855	-	-	-
30475 Performance Bonds	1,317	1,567	1,309	1,309
30480 Sr. Special Events	71	2,000	-	2,000
30485 Wee People Special Events	1,770	1,028	1,003	970
30490 Party Pardners	2,566	2,000	2,400	2,000
30495 NCP Special Events	103	100	1,000	1,000
<b>Subtotal - Supplies and Services</b>	<b>980,836</b>	<b>758,960</b>	<b>794,915</b>	<b>811,586</b>

**City of Norco, California**  
**General Fund Expenditures by Line Item**

<b>Account</b>			<b>FY 2012</b>	
<b>Number Account Description</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Estimated</b>	<b>FY 2013</b>
	<b>Actual</b>	<b>Amended</b>	<b>Year-End</b>	<b>Budget</b>
		<b>Budget</b>	<b>Total</b>	<b>Request</b>
<b><u>Maintenance and Rentals</u></b>				
32100 Office Equipment Maintenance	1,320	2,000	2,000	1,500
32105 Equipment Rental	-	600	-	600
32200 Building and ground maintenance	87,176	87,013	85,299	83,207
32205 Refuse/ Nuisance Abatement	3,842	5,000	5,299	4,800
32400 Trail Maintenance	11,702	22,000	14,000	22,000
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>104,039</b>	<b>116,613</b>	<b>106,598</b>	<b>112,107</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	340,220	352,909	324,534	321,761
<b>Subtotal - Operations &amp; Utilities</b>	<b>340,220</b>	<b>352,909</b>	<b>324,534</b>	<b>321,761</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	1,468,445	1,092,535	1,115,608	1,136,483
34105 Other Professional Services	32,491	18,750	19,750	38,000
34115 Law Enforcement Contract	3,887,545	4,008,559	3,980,182	4,097,065
34125 Accounting & Auditing	16,006	15,190	15,000	26,040
34130 Financial Services	14,038	18,000	18,000	18,000
34140 Public Education & Promotion	370	67	67	-
34145 Recreation Instructors	60,495	40,931	40,919	40,931
34150 Special Events	29,294	20,295	19,573	36,250
34160 Spay & Neuter	26,096	22,000	22,000	22,000
<b>Subtotal - Contractual &amp; Professional</b>	<b>5,534,779</b>	<b>6,736,898</b>	<b>6,731,670</b>	<b>8,434,619</b>
<b><u>Miscellaneous</u></b>				
35100 Interest Payments	86	-	-	-
35105 Principal Payments	1,477	-	-	-
35205 Property Taxes	5,012	5,100	5,158	5,200
35210 Administration Fees-Property Taxes	42,561	49,000	58,004	49,000
35215 Parking Fines Collection Costs	8,379	12,000	8,400	12,000
35270 Community Promotion	498	300	300	300
35275 Volunteer Recognition	1,143	1,100	1,252	1,100
35280 Employee Recognition	1,813	1,050	1,967	1,700
35300 Highway Patrol DUI Testing	6,425	6,400	6,400	5,000
35315 We-Tip	-	890	890	879
<b>Subtotal - Miscellaneous</b>	<b>67,394</b>	<b>75,840</b>	<b>84,454</b>	<b>75,179</b>
<b><u>Internal Service Fund Charges</u></b>				
42100 Vehicle Operations and Maintenance	172,245	122,920	126,570	87,550
42105 Vehicle Replacement Charges	-	57,814	57,814	39,413
42110 Computing and Comm. Equip Replacement	41,600	42,000	42,000	41,200
42115 Computing and Communications Operations	281,700	306,176	307,176	293,867
42200 Liability Insurance	178,512	187,297	187,297	153,296
42215 Self-Insurance Administration	73,162	70,471	70,471	55,460
42220 Self Insured Expenses	48,429	48,429	48,429	48,429
42225 Self Insured Settlements	43,913	44,338	44,338	45,000
42230 Excess Workers Comp	67,086	65,467	65,467	51,973
42235 Compensated Absences	97,532	-	-	-
<b>Subtotal - Internal Service Charges</b>	<b>1,004,179</b>	<b>944,912</b>	<b>949,562</b>	<b>816,188</b>

**City of Norco, California**  
**General Fund Expenditures by Line Item**

<b>Account</b>			<b>FY 2012</b>	
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
		<b>Actual</b>	<b>Amended</b>	<b>Budget</b>
			<b>Budget</b>	<b>Request</b>
			<b>Year-End</b>	
			<b>Total</b>	
<b><u>Capital Outlay</u></b>				
41210	Public Projects	1,855	15,900	2,500
	<b>Subtotal - Capital Outlay</b>	<b>1,855</b>	<b>15,900</b>	<b>2,500</b>
<b><u>Transfers</u></b>				
44100	Transfers	578,011	25,000	25,000
	<b>Subtotal - Transfers</b>	<b>578,011</b>	<b>25,000</b>	<b>25,000</b>
	<b>Total Expenditures</b>	<b>\$ 15,199,580</b>	<b>13,328,822</b>	<b>13,340,232</b>
			<b>13,878,669</b>	

**City of Norco, California**  
**General Fund Expenditures by Division**  
**Fiscal Year 2012 - 2013**

<b>Department</b>	<b>Department Number</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>	<b>Budget to Budget Change</b>
City Council	701	\$ 57,357	75,645	68,500	97,466	28.85%
City Manager	702	128,310	182,397	180,180	251,941	38.13%
City Clerk	704	121,267	192,741	190,639	212,503	10.25%
City Attorney	705	98,557	137,314	137,314	205,000	49.29%
Fiscal and Support Services	706	406,767	486,700	479,914	594,685	22.19%
Non Departmental	724	2,158,889	1,271,461	1,318,186	1,307,454	2.83%
Recreation Services	730	775,115	762,402	751,291	738,323	-3.16%
Youth and Teen	731	255,711	262,724	257,753	282,418	7.50%
Park Maintenance	733	674,645	635,167	632,251	641,793	1.04%
Senior Citizens	735	115,955	143,827	132,556	135,685	-5.66%
Building Maintenance	737	347,502	296,934	280,322	288,287	-2.91%
Public Works Inspection	740	27,503	29,666	30,524	32,105	8.22%
Economic Development	745	-	36,041	46,119	81,857	127.12%
Planning	750	166,020	217,454	202,783	250,374	15.14%
Code Enforcement	751	-	10,613	9,697	76,070	0.00%
Building & Safety	752	215,573	188,511	188,658	185,760	-1.46%
Fire	761	2,773,688	1,154,998	1,162,396	-	-100.00%
Cal Fire	761A	-	1,616,219	1,607,789	3,216,681	99.03%
Paramedics	762	1,389,431	340,619	340,615	-	-100.00%
Emergency Services	763	728	247	246	-	-100.00%
Animal Control	765	610,426	590,332	588,109	596,795	1.09%
Police Protection	772	4,513,607	4,363,221	4,315,096	4,403,848	0.93%
Crossing Guards	773	53,482	64,589	64,589	56,589	-12.39%
Citizens Patrol	774	46,362	15,942	98,834	15,356	-3.68%
Engineering	800	215,057	198,117	196,975	153,680	-22.43%
Parkway Maintenance	850	47,627	54,941	58,896	53,999	-1.71%
<b>Totals</b>		<b>\$ 15,199,580</b>	<b>13,328,822</b>	<b>13,340,232</b>	<b>13,878,669</b>	<b>4.13%</b>

**City of Norco, California**  
**Projected General Fund Balance**  
**As of June 30, 2013**

Audited Fund Balance June 30, 2012	\$ 2,082,140
FY 2012 Estimated Revenues/Transfers	13,051,173
FY 2012 Estimated Expenditures/Transfers	<u>13,340,232</u>
Estimated Fund Balance July 1, 2012	1,793,081
FY 2013 Estimated Revenues/Transfers	13,880,319
FY 2013 Estimated Expenditures/Transfers	<u>13,878,669</u>
Estimated Fund Balance June 30, 2012	<u><u>\$ 1,794,731</u></u>

# Water Fund

**City of Norco**  
**Fiscal Year 2012-2013**



**City of Norco, California**  
**Water Fund - Summary of Revenues, Expenditures & Working Capital**  
**Fiscal Year 2012 - 2013**

<b>Account Number</b>	<b>Description - Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 YTD as of 1/31/12</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
124-000-54200	Interest Income	\$ 12,159	-	6,678	18,000	18,000
124-000-57100	Water Tolls - Domestic	5,957,070	8,007,282	4,340,528	7,653,365	8,364,968
124-000-57105	Water Tolls - Irrigation	638,397	861,537	546,737	696,771	759,480
124-000-57115	Energy Pass Thru	79,591	83,568	50,337	77,634	77,040
124-000-57125	Bulk Water	21,186	18,000	11,420	22,000	23,980
124-000-57130	Reconnection Fee	30,304	33,275	19,748	34,000	34,000
124-000-57132	Other Servie Fees	49,171		141,066	243,448	243,448
124-000-57915	Miscellaneous	74,031	-	38,240	38,239	35,000
	<b>Total Revenues</b>	<b>\$ 6,861,909</b>	<b>9,003,662</b>	<b>5,179,754</b>	<b>8,783,457</b>	<b>9,555,916</b>

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 YTD as of 1/31/12</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 914,289	948,562	542,053	976,914	988,469
Employee Related Expenditures	7,050	13,000	5,310	9,000	14,100
Supplies and Services	242,455	228,507	88,643	248,087	143,120
Maintenance and Rentals	142,016	122,149	91,231	122,789	131,089
Operations and Utilities	4,291,945	5,166,700	2,767,928	5,831,500	5,605,000
Contractual and Professional Services	125,457	114,295	66,727	127,995	124,880
Overhead Charges	362,216	362,216	211,291	362,216	362,216
Debt Service	1,070,966	1,069,876	604,107	1,069,876	1,070,986
Internal Service Fund Charges	135,516	138,726	86,376	187,071	162,504
Capital Outlay	-	15,000	940	10,000	20,000
Transfers Out	127,223	127,223	74,213	127,223	127,223
<b>Total Expenditures</b>	<b>\$ 7,419,133</b>	<b>8,306,254</b>	<b>4,538,820</b>	<b>9,072,671</b>	<b>8,749,587</b>

Revenues Over (Under) Expenditures	\$ 806,330
Estimated Working Capital June 30, 2012	<u>(952,312)</u>
Estimated Working Capital June 30, 2013	<u>\$ (145,982)</u>

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

<b>Account</b>				<b>FY 2012</b>	
<b>Number Account Description</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012 YTD</b>	<b>Estimated</b>	<b>FY 2013</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>as of 1/31/12</b>	<b>Year-End Total</b>	<b>Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100 Salaries, Full Time	\$ 370,953	385,339	212,228	390,744	392,437
30105 Salaries, Part Time	1,306	-	2,608	11,257	34,434
30110 Salaries, Overtime	68,532	40,000	47,391	65,000	40,000
30200 PERS Retirement	92,171	96,481	52,434	88,374	100,323
30205 Employee Group Insurance	89,929	94,034	56,122	93,907	99,429
30210 Vehicle Allowance	-	-	396	636	-
30215 Medical Savings Account	371	384	214	320	384
30220 FICA/Medicare Insurance	5,601	4,608	3,310	6,422	5,185
30225 Sick leave buy back	5,152	5,000	5,203	5,203	5,000
30230 Annual Vacation Cash Out	2,733	3,000	2,802	2,802	2,800
30235 Deferred Compensation	32	-	65	281	861
30240 Continuous Service Bonus	80	-	-	-	-
30245 Workers Compensation	2,581	-	553	553	-
<b>Subtotal - Salaries and Benefits</b>	<b>639,440</b>	<b>628,846</b>	<b>383,326</b>	<b>665,499</b>	<b>680,853</b>
<b><u>Employee Related Expenditures</u></b>					
30300 Conferences and Meetings	105	4,500	575	1,500	4,500
30310 Uniforms & Safety Gear	6,050	6,000	3,619	6,000	7,000
30315 Employee Hiring Costs	-	-	-	-	100
30320 Dues, Memberships and Subscriptions	895	2,500	1,116	1,500	2,500
<b>Subtotal - Employee Related</b>	<b>7,050</b>	<b>13,000</b>	<b>5,310</b>	<b>9,000</b>	<b>14,100</b>
<b><u>Supplies and Services</u></b>					
30400 Office Supplies	1,041	3,500	592	2,500	4,000
30415 Special Departmental	116,025	98,000	70,587	120,000	102,000
30425 Small Tools	3,270	3,000	1,904	3,000	3,500
30470 Post Employment Ben-GASB45	90,387	90,387	-	90,387	-
<b>Subtotal - Supplies and Services</b>	<b>210,722</b>	<b>194,887</b>	<b>73,083</b>	<b>215,887</b>	<b>109,500</b>
<b><u>Maintenance and Rentals</u></b>					
32105 Equipment Rental	5,816	5,000	32	1,000	5,000
32200 Building and ground maintenance	7,467	5,700	2,844	6,500	5,800
32450 Well & Pump Maintenance	127,672	110,000	88,187	115,000	120,000
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>140,955</b>	<b>120,700</b>	<b>91,063</b>	<b>122,500</b>	<b>130,800</b>
<b><u>Operations and Utilities</u></b>					
33100 Utilities	419,614	639,700	253,861	425,000	398,000
33105 Purchased water	3,862,153	4,500,000	2,509,692	5,400,000	5,185,000
33115 Chino Pump Tax	10,118	27,000	4,374	6,500	22,000
<b>Subtotal - Operations &amp; Utilities</b>	<b>4,291,885</b>	<b>5,166,700</b>	<b>2,767,928</b>	<b>5,831,500</b>	<b>5,605,000</b>

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

<b>Account</b>				<b>FY 2012</b>	
<b>Number Account Description</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012 YTD</b>	<b>Estimated</b>	<b>FY 2013</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>as of 1/31/12</b>	<b>Year-End Total</b>	<b>Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34100 Contractual Services	102,416	91,000	50,082	105,000	100,500
<b>Subtotal - Contractual &amp; Professional</b>	<b>102,416</b>	<b>91,000</b>	<b>50,082</b>	<b>105,000</b>	<b>100,500</b>
 <b><u>Miscellaneous</u></b>					
35100 Interest Payments	759,652	749,643	364,807	749,643	736,211
35105 Principal Payments	311,314	320,233	239,300	320,233	334,775
35150 Administrative Overhead	362,216	362,216	211,291	362,216	362,216
<b>Subtotal - Miscellaneous</b>	<b>1,433,182</b>	<b>1,432,092</b>	<b>815,398</b>	<b>1,432,092</b>	<b>1,433,202</b>
 <b><u>Internal Service Fund Charges</u></b>					
42100 Vehicle Operations and Maintenance	50,250	55,000	35,002	55,000	55,000
42105 Vehicle Replacement Charges	50,566	47,126	27,491	47,126	41,504
42110 Computing and Comm. Equip Replacement	2,300	2,400	1,400	2,400	2,500
42115 Computing and Communications Operations	14,800	15,800	9,215	15,800	17,900
<b>Subtotal - Internal Service Charges</b>	<b>117,916</b>	<b>120,326</b>	<b>75,646</b>	<b>168,671</b>	<b>141,904</b>
 <b><u>Capital Outlay</u></b>					
43100 Equipment	-	15,000	940	5,000	15,000
43115 Building Improvements	-	-	-	5,000	5,000
<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>15,000</b>	<b>940</b>	<b>10,000</b>	<b>20,000</b>
 <b><u>Transfers</u></b>					
44100 Transfers	127,223	127,223	74,213	127,223	127,223
44105 Inter-Fund	-	-	-	-	-
<b>Subtotal - Transfers</b>	<b>127,223</b>	<b>127,223</b>	<b>74,213</b>	<b>127,223</b>	<b>127,223</b>
 <b><u>Total Expenditures</u></b>					
	<b>\$ 7,070,788</b>	<b>7,909,774</b>	<b>4,336,990</b>	<b>8,687,372</b>	<b>8,363,082</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 133,345	160,012	157,868	160,435
30200	PERS Retirement	33,395	43,108	43,120	41,014
30205	Employee Group Insurance	26,218	30,823	29,571	31,112
30210	Vehicle Allowance	552	1,200	1,200	1,200
30212	Cell Phone Stipend	-	-	13	150
30215	Medical Savings Account	206	266	265	266
30220	FICA/Medicare Insurance	2,031	2,320	2,414	2,326
30225	Sick leave buy back	1,951	1,500	2,393	1,500
30230	Annual Vacation Cash Out	1,668	1,000	1,664	1,000
30240	Continuous Service Bonus	20	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>199,386</b>	<b>240,229</b>	<b>238,508</b>	<b>239,003</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	1,885	2,300	1,900	2,300
30405	Printing	2,958	3,970	3,300	3,970
30410	Postage	26,889	27,350	27,000	27,350
	<b>Subtotal - Supplies and Services</b>	<b>31,733</b>	<b>33,620</b>	<b>32,200</b>	<b>33,620</b>
<b><u>Maintenance and Rentals</u></b>					
32100	Office Equipment Maintenance	773	1,160	-	-
32105	Equipment Rental	289	289	289	289
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>1,061</b>	<b>1,449</b>	<b>289</b>	<b>289</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	61	-	-	-
	<b>Subtotal - Operations &amp; Utilities</b>	<b>61</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>					
34125	Accounting & Auditing	8,003	7,595	7,595	8,680
34130	Financial Services	15,039	15,700	15,400	15,700
	<b>Subtotal - Contractual &amp; Professional</b>	<b>23,042</b>	<b>23,295</b>	<b>22,995</b>	<b>24,380</b>
<b><u>Internal Service Fund Charges</u></b>					
42110	Computing and Comm. Equip Replacement	2,800	2,600	2,600	2,700
42115	Computing and Communications Operations	14,800	15,800	15,800	17,900
	<b>Subtotal - Internal Service Charges</b>	<b>17,600</b>	<b>18,400</b>	<b>18,400</b>	<b>20,600</b>
	<b>Total Expenditures</b>	<b>\$ 272,882</b>	<b>316,993</b>	<b>312,392</b>	<b>317,892</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 26,950	26,502	23,831	17,128
30200	PERS Retirement	6,748	7,527	7,544	4,379
30205	Employee Group Insurance	3,559	3,660	2,965	2,845
30215	Medical Savings Account	12	12	18	36
30220	FICA/Medicare Insurance	431	384	420	270
30225	Sick leave buy back	88	61	88	90
30230	Annual Vacation Cash Out	-	81	81	90
30240	Continuous Service Bonus	150	-	-	-
<b>Subtotal - Salaries and Benefits</b>		<b>\$ 37,937.20</b>	<b>38,227</b>	<b>34,947</b>	<b>26,375</b>

**City of Norco, California  
Water Fund, Planning Division  
Budget Detail by Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 13,953.28	14,616	14,323	15,036
30105	Salaries, Part Time	-	3,024	-	3,024
30200	PERS Retirement	3,494.05	3,659	3,608	3,844
30205	Employee Group Insurance	2,436.87	2,375	2,431	2,433
30210	Vehicle Allowance	648.60	720	720	720
30215	Medical Savings Account	45.19	36	48	45
30220	FICA/Medicare Insurance	215.15	256	214	262
30225	Sick leave buy back	178.49	211	242	217
30230	Annual Vacation Cash Out	413.07	281	138	289
30235	Deferred Compensation	-	76	-	76
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 21,384.70</b>	<b>25,254</b>	<b>21,724</b>	<b>25,946</b>

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

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 10,078	10,032	9,965	10,032
30200	PERS Retirement	2,535	2,512	2,538	2,565
30205	Employee Group Insurance	3,206	3,167	3,193	3,200
30220	FICA/Medicare Insurance	145	145	139	145
30225	Sick leave buy back	176	150	208	150
30230	Annual Vacation Cash Out	-	-	193	200
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 16,141</b>	<b>16,006</b>	<b>16,236</b>	<b>16,292</b>

# Sewer Fund

**City of Norco**  
**Fiscal Year 2012-2013**



**City of Norco, California**  
**Sewer Fund - Summary of Revenues, Expenditures & Working Capital**  
**Fiscal Year 2012 - 2013**

<b>Account Number</b>	<b>Description- Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 YTD as of 1/31/12</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
126-000-54200	Interest Income	\$ 30,580	45,000	9,355	20,500	20,500
126-000-57145	Sewer Service Charges	4,060,251	4,708,882	2,690,919	4,835,082	5,318,590
126-000-57915	Miscellaneous Revenue	2,012	2,000	322	500	500
126-000-59225	Transfer In-Misc Grants	8,300	-	2,238	2,238	-
<b>Total Revenues</b>		<b>\$ 4,101,143</b>	<b>4,755,882</b>	<b>2,702,834</b>	<b>4,858,320</b>	<b>5,339,590</b>

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 YTD as of 1/31/12</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 539,571	546,490	299,579	558,071	598,361
Employee Related Expenditures	136	2,400	444	1,700	2,400
Supplies and Services	98,560	105,878	16,104	104,458	45,620
Maintenance and Rentals	17,527	16,449	4,075	15,289	15,289
Operations and Utilities	32,580	32,000	18,216	36,000	38,000
Contractual and Professional Services	1,477,032	1,680,975	761,948	1,680,675	1,688,154
Overhead Charges	200,000	210,000	116,670	200,000	200,000
Debt Service	1,828,860	1,798,938	1,020,279	1,798,938	1,797,529
CRA Programs	-	-	-	-	-
Internal Service Fund Charges	119,469	114,317	66,687	114,317	133,269
Capital Outlay	-	15,000	940	10,000	15,000
Transfers Out	136,573	127,223	74,213	127,223	127,223
<b>Total Expenditures</b>	<b>\$ 4,450,310</b>	<b>4,649,670</b>	<b>2,379,156</b>	<b>4,646,671</b>	<b>4,660,845</b>

Revenues Over (Under) Expenditures	\$ 678,745
Estimated Working Capital June 30, 2012	<u>1,725,619</u>
Estimated Working Capital June 30, 2013	<u>\$ 2,404,364</u>

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

<b>Account</b>				<b>FY 2012</b>		
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	
		<b>Actual</b>	<b>Amended</b>	<b>YTD as of</b>	<b>Estimated</b>	
			<b>Budget</b>	<b>1/31/12</b>	<b>Year-End</b>	
					<b>Total</b>	
					<b>Budget</b>	
					<b>Request</b>	
<b><u>Salaries and Benefits</u></b>						
30100	Salaries, Full Time	\$ 170,345	178,409	98,340	179,472	183,504
30105	Salaries, Part Time	1,306	-	2,608	4,708	14,388
30110	Salaries, Overtime	29,329	12,000	17,975	25,000	20,000
30200	PERS Retirement	42,496	44,670	24,391	41,485	46,911
30205	Employee Group Insurance	44,799	46,232	27,436	46,146	48,251
30210	Vehicle Allowance	-	-	152	244	-
30215	Medical Savings Account	262	261	145	232	261
30220	FICA/Medicare Insurance	2,549	2,113	1,511	2,894	2,374
30225	Sick leave buy back	2,388	2,400	2,335	2,335	2,400
30230	Annual Vacation Cash Out	1,079	1,100	1,103	1,103	1,100
30235	Deferred Compensation	32	-	65	118	360
30240	Continuous Service Bonus	50	-	-	-	-
30245	Workers Compensation	905	-	321	321	-
	<b>Subtotal - Salaries and Benefits</b>	<b>295,539</b>	<b>287,185</b>	<b>176,383</b>	<b>304,058</b>	<b>319,549</b>
<b><u>Employee Related Expenditures</u></b>						
30300	Conferences and Meetings	-	1,000	-	500	1,000
30310	Uniforms & Safety Gear	135.93	1,200	444	1,100	1,200
30315	Employee Hiring Costs	-	100	-	100	100
30320	Dues, memberships and Subscriptions	-	100	-	-	100
	<b>Subtotal - Employee Related</b>	<b>136</b>	<b>2,400</b>	<b>444</b>	<b>1,700</b>	<b>2,400</b>
<b><u>Supplies and Services</u></b>						
30400	Office Supplies	705	1,000	415	1,000	1,000
30415	Special Departmental	5,159	10,000	108	10,000	10,000
30425	Small Tools	706	1,000	20	1,000	1,000
30470	Post Employment Ben-GASB45	60,258	60,258	-	60,258	-
	<b>Subtotal - Supplies and Services</b>	<b>66,828</b>	<b>72,258</b>	<b>544</b>	<b>72,258</b>	<b>12,000</b>
<b><u>Maintenance and Rentals</u></b>						
32105	Equipment Rental	474	5,000	104	5,000	5,000
32450	Well & Pump Maintenance	15,992	10,000	3,803	10,000	10,000
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>16,466</b>	<b>15,000</b>	<b>3,907</b>	<b>15,000</b>	<b>15,000</b>
<b><u>Operations and Utilities</u></b>						
33100	Utilities	32,535	32,000	18,216	36,000	38,000
	<b>Subtotal - Operations &amp; Utilities</b>	<b>32,535</b>	<b>32,000</b>	<b>18,216</b>	<b>36,000</b>	<b>38,000</b>
<b><u>Contractual and Professional Services</u></b>						
34100	Contractual Services	1,453,213	1,657,680	744,937	1,657,680	1,663,774
	<b>Subtotal - Contractual &amp; Professional</b>	<b>1,453,213</b>	<b>1,657,680</b>	<b>744,937</b>	<b>1,657,680</b>	<b>1,663,774</b>
<b><u>Miscellaneous</u></b>						
35100	Interest Payments	1,311,016	1,297,325	639,579	1,297,325	1,278,430
35105	Principal Payments	517,844.00	501,613	380,700	501,613	519,099
35120	Bond Service	-	10,000	-	-	-
35150	Administrative Overhead	200,000	200,000	116,670	200,000	200,000
	<b>Subtotal - Miscellaneous</b>	<b>2,028,860</b>	<b>2,008,938</b>	<b>1,136,949</b>	<b>1,998,938</b>	<b>1,997,529</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 YTD as of 1/31/12</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Internal Service Fund Charges</u></b>						
42100	Vehicle Operations and Maintenance	60,558	60,000	35,000	60,000	55,000
42105	Vehicle Replacement Charges	33,711	31,417	18,327	31,417	27,669
42110	Computing and Comm. Equip Replacement	1,700	1,800	1,050	1,800	1,900
42115	Computing and Communications Operations	11,100	11,900	6,940	11,900	13,400
42225	Self Insured Settlements	3,700.00	-	-	-	25,000
	<b>Subtotal - Internal Service Charges</b>	<b>110,769</b>	<b>105,117</b>	<b>61,317</b>	<b>105,117</b>	<b>122,969</b>
<b><u>Capital Outlay</u></b>						
43100	Equipment	-	5,000	940	5,000	7,500
43115	Building Improvements	-	10,000	-	5,000	7,500
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>15,000</b>	<b>940</b>	<b>10,000</b>	<b>15,000</b>
<b><u>Transfers</u></b>						
44100	Transfers	127,223	127,223	74,213	127,223	127,223
44105	Inter-Fund	9,350	-	-	-	-
	<b>Subtotal - Transfers</b>	<b>136,573</b>	<b>127,223</b>	<b>74,213</b>	<b>127,223</b>	<b>127,223</b>
	<b>Total Expenditures</b>	<b>\$ 4,140,920</b>	<b>4,322,801</b>	<b>2,217,849</b>	<b>4,327,974</b>	<b>4,313,444</b>

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

<b>Account Number Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 133,344	139,108	136,562	139,531
30200 PERS Retirement	33,413	37,874	37,771	35,670
30205 Employee Group Insurance	26,231	28,739	28,253	28,883
30210 Vehicle Allowance	552	720	720	720
30212 Cell Phone Stipend	-	-	48	90
30215 Medical Savings Account	206	212	210	212
30220 FICA/Medicare Insurance	2,032	2,017	2,082	2,023
30225 Sick leave buy back	1,951	1,500	1,983	1,500
30230 Annual Vacation Cash Out	1,668	1,000	1,262	1,000
30240 Continuous Service Bonus	20	-	-	-
<b>Subtotal - Salaries and Benefits</b>	<b>199,416</b>	<b>211,170</b>	<b>208,891</b>	<b>209,629</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	1,885	2,300	1,900	2,300
30405 Printing	2,958	3,970	3,300	3,970
30410 Postage	26,889	27,350	27,000	27,350
<b>Subtotal - Supplies and Services</b>	<b>31,732</b>	<b>33,620</b>	<b>32,200</b>	<b>33,620</b>
<b><u>Maintenance and Rentals</u></b>				
32100 Office Equipment Maintenance	773	1,160	-	-
32105 Equipment Rental	289	289	289	289
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>1,061</b>	<b>1,449</b>	<b>289</b>	<b>289</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	44	-	-	-
<b>Subtotal - Operations &amp; Utilities</b>	<b>44</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>				
34125 Accounting & Auditing	8,003	7,595	7,595	8,680
34130 Financial Services	15,817	15,700	15,400	15,700
<b>Subtotal - Contractual &amp; Professional</b>	<b>23,820</b>	<b>23,295</b>	<b>22,995</b>	<b>24,380</b>
<b><u>Internal Service Fund Charges</u></b>				
42110 Computing and Comm. Equip Replacement	1,300	1,300	1,300	1,400
42115 Computing and Communications Operations	7,400	7,900	7,900	8,900
<b>Subtotal - Internal Service Charges</b>	<b>8,700</b>	<b>9,200</b>	<b>9,200</b>	<b>10,300</b>
<b>Total Expenditures</b>	<b>\$ 264,774</b>	<b>278,734</b>	<b>273,575</b>	<b>278,218</b>

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

<b>Account</b>			<b>FY 2012</b>	
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>FY 2013</b>
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
			<b>Estimated</b>	<b>Request</b>
			<b>Year-End</b>	
			<b>Total</b>	
<b><u>Salaries and Benefits</u></b>				
30100	Salaries, Full Time	\$ 4,243	4,224	17,128
30200	PERS Retirement	1,065	1,058	4,379
30205	Employee Group Insurance	674	718	2,845
30215	Medical Savings Account	12	12	36
30220	FICA/Medicare Insurance	63	61	270
30225	Sick leave buy back	88	61	90
30230	Annual Vacation Cash Out	-	81	90
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 6,144.69</b>	<b>6,215</b>	<b>26,375</b>

**City of Norco, California  
Sewer Fund, Planning Division  
Budget Detail by Line Item**

<b>Account</b>			<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
		<b>Actual</b>	<b>Amended</b>	<b>Budget</b>
			<b>Budget</b>	<b>Request</b>
			<b>Year-End</b>	
			<b>Total</b>	
<b><u>Salaries and Benefits</u></b>				
30100	Salaries, Full Time	\$ 9,302	9,744	10,024
30105	Salaries, Part Time	-	3,024	3,024
30200	PERS Retirement	2,332	2,440	2,562
30205	Employee Group Insurance	1,626	1,584	1,622
30210	Vehicle Allowance	432	480	480
30215	Medical Savings Account	30	24	30
30220	FICA/Medicare Insurance	144	185	189
30225	Sick leave buy back	119	141	145
30230	Annual Vacation Cash Out	275	187	193
30235	Deferred Compensation	-	76	76
	<b><i>Subtotal - Salaries and Benefits</i></b>	<b>\$ 14,259.60</b>	<b>17,885</b>	<b>18,345</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 15,118	15,048	14,959	15,048
30200	PERS Retirement	3,803	3,768	3,813	3,847
30205	Employee Group Insurance	4,809	4,751	4,795	4,800
30220	FICA/Medicare Insurance	218	218	214	218
30225	Sick leave buy back	264	250	313	250
30230	Annual Vacation Cash Out	-	-	289	300
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 24,212</b>	<b>24,035</b>	<b>24,383</b>	<b>24,463</b>

# Gas Tax Fund

City of Norco

Fiscal Year 2012-2013



**City of Norco, California**  
**Gas Tax Fund - Revenues, Expenditures & Fund Balance**  
**Fiscal Year 2012 - 2013**

<b>Account Number</b>	<b>Description- Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
133-000-53429	2103 Apportionment	\$ 259,135	303,263	288,623	297,092
133-000-53440	2107 Apportionment	187,538	192,043	189,706	189,857
133-000-53445	2107.5 Apportionment	6,000	6,000	6,000	6,000
133-000-53435	2106 Apportionment	90,028	92,180	94,263	93,283
133-000-53430	2105 Apportionment	140,419	144,308	133,717	132,292
133-000-53410	7360 Apportionment (Prop 42)	-	-	-	-
133-000-54200	Interest Income	718	600	600	600
133-000-57915	Miscellaneous Revenue	150	-	-	-
133-000-59225	Transfer In-Misc Grants	23,938			
<b>Total Revenues</b>		<b>\$ 707,926</b>	<b>738,394</b>	<b>712,909</b>	<b>719,124</b>

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 182,209	176,288	190,593	214,015
Employee Related Expenditures	1,896	3,300	2,700	3,200
Supplies and Services	44,653	50,300	48,100	53,300
Maintenance and Rentals	65,603	56,000	45,000	56,000
Operations and Utilities	72,421	82,000	80,000	86,000
Contractual and Professional Services	77,815	137,000	137,000	137,000
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	158,682	127,813	93,328	293,623
Transfers Out	23,461	-	-	-
<b>Total Expenditures</b>	<b>\$ 626,740</b>	<b>632,701</b>	<b>596,721</b>	<b>843,138</b>
Revenues Over (Under) Expenditures				\$ (124,014)
Estimated Fund Balance June 30, 2012				<u>451,453</u>
Estimated Fund Balance June 30, 2013				<u>\$ 327,439</u>

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

<b>Account Number Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 103,892	108,025	110,729	125,012
30110 Salaries, Overtime	20,104	8,500	18,200	8,500
30200 PERS Retirement	26,027	27,047	25,030	31,958
30205 Employee Group Insurance	27,984	28,933	28,642	33,111
30215 Medical Savings Account	112	111	89	142
30220 FICA/Medicare Insurance	1,569	1,272	1,765	1,665
30225 Sick leave buy back	1,402	1,500	1,326	1,500
30230 Annual Vacation Cash Out	199	900	760	900
30245 Workers Compensation	876	-	305	305
<b>Subtotal - Salaries and Benefits</b>	182,209	176,288	190,593	214,015
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	-	200	100	100
30310 Uniforms & Safety Gear	1,896	3,000	2,500	3,000
30315 Employee Hiring Costs	-	100	100	100
<b>Subtotal - Employee Related</b>	1,896	3,300	2,700	3,200
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	-	100	100	100
30415 Special Departmental	43,948	49,000	47,000	52,000
30425 Small Tools	705	1,200	1,000	1,200
<b>Subtotal - Supplies and Services</b>	44,653	50,300	48,100	53,300
<b><u>Maintenance and Rentals</u></b>				
32300 Traffic Signal Maintenance	65,603	56,000	45,000	56,000
<b>Subtotal - Maintenance &amp; Rentals</b>	65,603	56,000	45,000	56,000
<b><u>Operations and Utilities</u></b>				
33100 Utilities	72,421	82,000	80,000	86,000
<b>Subtotal - Operations &amp; Utilities</b>	72,421	82,000	80,000	86,000
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	77,815	137,000	137,000	137,000
<b>Subtotal - Contractual &amp; Professional</b>	77,815	137,000	137,000	137,000
<b><u>Capital Outlay</u></b>				
43100 Equipment	873	5,000	5,000	5,000
<b>Subtotal - Capital Outlay</b>	873	5,000	5,000	5,000
<b>Total Expenditures</b>	\$ 468,931	509,888	508,393	554,515

**City of Norco, California**  
**Street Maintenance Division 801A - Traffic Congestion, Gas Tax Fund 133**  
**Budget Detail by Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Capital Outlay</u></b>					
43160	Streets, Gutters, Sidewalks	\$ 157,809	122,813	88,328	288,623
	<b>Subtotal - Capital Outlay</b>	<b>157,809</b>	<b>122,813</b>	<b>88,328</b>	<b>288,623</b>
	<b>Total Expenditures</b>	<b>\$ 157,809</b>	<b>122,813</b>	<b>88,328</b>	<b>288,623</b>

# NPDES Storm Drainage Fund

**City of Norco**  
**Fiscal Year 2012-2013**



**City of Norco, California**  
**NPDES Storm Drain Fund - Revenues, Expenditures & Fund Balance**  
**Fiscal Year 2012 - 2013**

<b>Account Number</b>	<b>Description-Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012</b>	<b>FY 2013</b>
				<b>Estimated Year-End Total</b>	<b>Budget Request</b>
139-000-53125	Tax Assessments	\$ 91,462	90,000	64,200	64,200
139-000-59200	Transfers In	50,000	50,000	50,000	25,000
<b>Total Revenues</b>		<b>\$ 141,462</b>	<b>140,000</b>	<b>114,200</b>	<b>89,200</b>

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012</b>	<b>FY 2013</b>
			<b>Estimated Year-End Total</b>	<b>Budget Request</b>
Salaries and Benefits	\$ 48,031	37,150	48,579	58,119
Employee Related Expenditures	-	300	100	300
Supplies and Services	5,710	600	400	400
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	58,840	57,049	53,650	53,988
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	1,000	400	1,000
Transfers Out	5,819	-	-	-
<b>Total Expenditures</b>	<b>\$ 118,400</b>	<b>96,099</b>	<b>103,129</b>	<b>113,807</b>

Revenues Over (Under) Expenditures	\$ (24,607)
Estimated Fund Balance June 30, 2012	<u>52,700</u>
Estimated Fund Balance June 30, 2013	<u><u>\$ 28,093</u></u>

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

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 22,632	17,146	16,289	17,628
30105	Salaries, Part Time	-	-	678	3,130
30110	Salaries, Overtime	5,045	1,800	4,400	2,000
30200	PERS Retirement	5,590	4,293	4,176	4,506
30205	Employee Group Insurance	5,872	5,181	5,410	5,537
30215	Medical Savings Account	27	12	18	12
30220	FICA/Medicare Insurance	413	249	390	301
30225	Sick leave buy back	253	300	153	160
30230	Annual Vacation Cash Out	108	150	68	100
30235	Deferred Compensation	-	-	17	78
30240	Continuous Service Bonus	10	-	-	-
30245	Workers Compensation	10	-	44	-
	<b>Subtotal - Salaries and Benefits</b>	<b>39,960</b>	<b>29,131</b>	<b>31,643</b>	<b>33,453</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	-	300	100	300
	<b>Subtotal - Employee Related</b>	<b>-</b>	<b>300</b>	<b>100</b>	<b>300</b>
<b><u>Supplies and Services</u></b>					
30405	Printing & Copies	-	200	200	200
30420	Training Supplies	5,710	400	200	200
	<b>Subtotal - Supplies and Services</b>	<b>5,710</b>	<b>600</b>	<b>400</b>	<b>400</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	58,840	57,049	53,650	53,988
	<b>Subtotal - Contractual &amp; Professional</b>	<b>58,840</b>	<b>57,049</b>	<b>53,650</b>	<b>53,988</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	-	1,000	400	1,000
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>1,000</b>	<b>400</b>	<b>1,000</b>
<b><u>Transfers</u></b>					
44100	Transfers	5,819	-	-	-
	<b>Subtotal - Transfers</b>	<b>5,819</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 110,330</b>	<b>88,080</b>	<b>86,193</b>	<b>89,141</b>

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

<b>Account</b>			<b>FY 2012</b>	
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
		<b>Actual</b>	<b>Amended</b>	<b>Budget</b>
			<b>Year-End</b>	<b>Request</b>
			<b>Total</b>	
<b><u>Salaries and Benefits</u></b>				
30100	Salaries, Full Time	\$ 5,036	5,016	5,016
30200	PERS Retirement	1,269	1,256	1,282
30205	Employee Group Insurance	1,605	1,584	1,600
30220	FICA/Medicare Insurance	73	73	73
30225	Sick leave buy back	88	90	90
30230	Annual Vacation Cash Out	-	-	100
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 8,070</b>	<b>8,019</b>	<b>8,133</b>
			<b>8,133</b>	<b>8,161</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ -	-	6,022	5,914
30200	PERS Retirement	-	-	1,521	1,512
30205	Employee Group Insurance	-	-	1,019	1,050
30215	Medical Savings Account	-	-	21	17
30220	FICA/Medicare Insurance	-	-	97	86
30225	Sick leave buy back	-	-	123	130
<b>Subtotal - Salaries and Benefits</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,803</b>	<b>8,708</b>

# Miscellaneous Grants

**City of Norco**  
**Fiscal Year 2012-2013**



**City of Norco, California**  
**Miscellaneous Grant Funds - Revenues, Expenditures & Fund Balance**  
**Fiscal Year 2012- 2013**

<b>Account Number</b>	<b>Description- Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
122-000-53205	FEMA & OES Grants	\$ 59,814	-	-	-
122-000-53305	Homeland Security Grant	13,796	-	-	-
122-000-53500	Riverside County Transp Commission	78,591	70,000	75,172	70,000
160-000-54200	Interest Income	31	-	-	-
160-000-53210	Local Law Enforcement Block Grant	10,140	-	-	-
162-000-53260	Supplemental Law Enforcement	100,228	100,000	62,994	37,006
162-000-54200	Interest Income	16	-	-	-
165-000-53255	Office of Traffic Safety	-	121,603	-	-
165-000-53270	Avoid the 30	1,849	2,913	2,913	-
165-000-53275	DUI Checkpoint	25,726	64,750	186,353	52,368
165-000-53280	DUI Patrols	67,287	22,500	22,713	-
<b>Total Revenues</b>		<b>\$ 357,478</b>	<b>381,766</b>	<b>350,145</b>	<b>159,374</b>

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 52,643.35	52,030	58,988	50,967
Employee Related Expenditures	1,287	3,079	2,500	-
Supplies and Services	3,511	17,919	17,314	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	8,288	5,146	5,160	-
Contractual and Professional Services	214,276	239,745	239,958	89,374
Miscellaneous	5,390	5,600	5,600	5,600
Internal Service Charges	12,100	5,424	5,424	13,433
Capital Outlay	-	15,201	15,201	-
Transfers Out	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 297,495</b>	<b>344,144</b>	<b>350,145</b>	<b>159,374</b>

Revenues Over (Under) Expenditures	\$ -
Estimated Fund Balance June 30, 2012	-
Estimated Fund Balance June 30, 2013	<u>\$ -</u>

**City of Norco, California**  
**Miscellaneous Grant Funds**  
**Fiscal Year 2012 - 2013**

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 33,369	34,796	41,270	34,796
30105	Salaries, Part Time	2,676	-	-	-
30110	Salaries, Overtime	295	-	-	-
30200	PERS Retirement	8,667	9,488	9,461	8,895
30205	Employee Group Insurance	6,886	7,169	6,733	6,699
30210	Vehicle Allowance	46	-	-	-
30215	Medical Savings Account	79	72	75	72
30220	FICA/Medicare Insurance	558	505	509	505
30225	Sick leave buy back	-	-	526	-
30230	Annual Vacation Cash Out	-	-	414	-
30235	Deferred Compensation	67	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>52,643</b>	<b>52,030</b>	<b>58,988</b>	<b>50,967</b>
<b><u>Employee Related Expenditures</u></b>					
30320	Dues, Memberships and Subscriptions	170	579	-	-
	<b>Subtotal - Employee Related</b>	<b>170</b>	<b>579</b>	<b>-</b>	<b>-</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	-	605	-	-
	<b>Subtotal - Supplies and Services</b>	<b>-</b>	<b>605</b>	<b>-</b>	<b>-</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	8,288	5,146	5,160	-
	<b>Subtotal - Operations &amp; Utilities</b>	<b>8,288</b>	<b>5,146</b>	<b>5,160</b>	<b>-</b>
<b><u>Miscellaneous</u></b>					
35150	Administrative Overhead	5,390	5,600	5,600	5,600
	<b>Subtotal - Miscellaneous</b>	<b>5,390</b>	<b>5,600</b>	<b>5,600</b>	<b>5,600</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	1,500	3,000	3,000	3,500
42115	Computing and Communications Operations	10,600	2,424	2,424	9,933
	<b>Subtotal - Internal Service Charges</b>	<b>12,100</b>	<b>5,424</b>	<b>5,424</b>	<b>13,433</b>
	<b>Total Expenditures</b>	<b>\$ 78,591</b>	<b>69,384</b>	<b>75,172</b>	<b>70,000</b>

**City of Norco, California**  
**Miscellaneous Grant Funds, Local Law Enforcement Block Grant**  
**Fiscal Year 2012- 2013**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34115	Law Enforcement Contract	\$ 10,849	-	-	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>10,849</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 10,849</b>	<b>-</b>	<b>-</b>	<b>-</b>

**City of Norco, California**  
**Miscellaneous Grant Funds, Supplemental Law Enforcement**  
**Fiscal Year 2012- 2013**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34115	Law Enforcement Contract	\$ 113,193	62,994	62,994	37,006
	<b>Subtotal - Contractual &amp; Professional</b>	<b>113,193</b>	<b>62,994</b>	<b>62,994</b>	<b>37,006</b>
	<b>Total Expenditures</b>	<b>\$ 113,193</b>	<b>62,994</b>	<b>62,994</b>	<b>37,006</b>

**City of Norco, California**  
**Miscellaneous Grant, Office of Traffic Safety**  
**Fiscal Year 2012- 2013**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	\$ 1,117	2,500	2,500	-
	<b>Subtotal - Employee Related</b>	<b>1,117</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>
<b><u>Supplies and Services</u></b>					
30425	Small Tools	3,511	17,314	17,314	-
	<b>Subtotal - Supplies and Services</b>	<b>3,511</b>	<b>17,314</b>	<b>17,314</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>					
34115	Law Enforcement Contract	90,235	167,685	167,898	47,424
	<b>Subtotal - Contractual &amp; Professional</b>	<b>90,235</b>	<b>176,751</b>	<b>176,964</b>	<b>52,368</b>
	<b>Total Expenditures</b>	<b>\$ 94,862</b>	<b>211,766</b>	<b>211,979</b>	<b>52,368</b>

# Information Technology – memo only

**City of Norco**  
**Fiscal Year 2012-2013**



**FISCAL & SUPPORT SERVICES**  
Information Technology Division 135-901

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

**City of Norco, California**  
**Data Processing Fund - Revenues, Expenditures & Working Capital - Memo Only**  
**Fiscal Year 2012 - 2013**

<b>Account Number</b>	<b>Description - Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
135-000-57625	Charges for Equipment Replacement	\$ 52,500	55,100	52,500	49,700
135-000-57630	Charges for Operations	358,900	371,900	358,900	361,900
135-000-54200	Interest	1,375	1,500	1,300	1,500
135-000-57900	Property Sale	5	130	129	130
135-000-58100	Contributions	-	-	-	-
135-000-57915	Miscellaneous	351	1,900	1,900	1,900
135-000-59200	Transfers In-General Fund	-	-	-	-
<b>Total Revenues</b>		<b>\$ 413,131</b>	<b>430,530</b>	<b>414,729</b>	<b>415,130</b>

<b>Expenditures</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 212,450	218,137	212,080	217,639
Employee Related	1,323	2,250	690	2,250
Supplies and Services	80,727	46,120	72,000	31,970
Maintenance and Rentals	27,177	41,688	41,108	36,593
Operations and Utilities	927	800	800	600
Contractual and Professional Services	60,142	69,067	66,067	72,547
Internal Service Fund Charges	68	300	100	300
Miscellaneous	49,360	-	-	-
Capital Outlay	-	35,000	25,000	35,000
Transfers Out	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 432,174</b>	<b>413,362</b>	<b>417,845</b>	<b>396,899</b>

Revenues Over (Under) Expenditures	\$ 18,231
Estimated Working Capital June 30, 2012	376,466
Estimated Working Capital June 30, 2013	<u>\$ 394,697</u>

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

<b>Account Number Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 141,336	142,812	138,127	142,812
30200 PERS Retirement	35,882	35,757	35,621	36,508
30205 Employee Group Insurance	29,706	31,317	29,892	29,468
30215 Medical Savings Account	482	480	475	480
30220 FICA/Medicare Insurance	2,135	2,071	2,121	2,071
30225 Sick leave buy back	2,909	3,000	2,098	3,000
30230 Annual Vacation Cash Out	-	2,700	3,496	2,700
<b>Subtotal - Salaries and Benefits</b>	212,450	218,137	212,080	217,639
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	945	1,500	-	1,500
30305 Auto Mileage	138	500	450	500
30320 Dues, memberships and Subscriptions	240	250	240	250
<b>Subtotal - Employee Related</b>	1,323	2,250	690	2,250
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	61	100	-	100
30410 Postage	9,727	15,000	10,000	15,000
30425 Small Tools	21	250	-	250
30435 Software Expense	70,918	30,770	62,000	16,620
<b>Subtotal - Supplies and Services</b>	80,727	46,120	72,000	31,970
<b><u>Maintenance and Rentals</u></b>				
32100 Office Equipment Maintenance	5,419	6,580	6,000	4,285
32105 Equipment Rental	21,758	35,108	35,108	32,308
<b>Subtotal - Maintenance &amp; Rentals</b>	27,177	41,688	41,108	36,593
<b><u>Operations and Utilities</u></b>				
33100 Utilities	927	800	800	600
<b>Subtotal - Operations &amp; Utilities</b>	927	800	800	600
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	58,097	64,067	64,067	67,547
34105 Other Professional Services	2,045	5,000	2,000	5,000
<b>Subtotal - Contractual &amp; Professional</b>	60,142	69,067	66,067	72,547
<b><u>Miscellaneous</u></b>				
35100 Interest Payments	-	-	-	-
35515 Depreciation Expense	11,308	-	-	-
35520 Amortization Expense	38,052	-	-	-
<b>Subtotal - Miscellaneous</b>	49,360	-	-	-

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	68	300	100	300
	<b>Subtotal - Internal Service Charges</b>	<b>68</b>	<b>300</b>	<b>100</b>	<b>300</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	-	35,000	25,000	35,000
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>35,000</b>	<b>25,000</b>	<b>35,000</b>
	<b>Total Expenditures</b>	<b>\$ 432,174</b>	<b>413,362</b>	<b>417,845</b>	<b>396,899</b>

# Vehicle Replacement Fund

**City of Norco**  
**Fiscal Year 2012-2013**



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

<b>Account Number</b>	<b>Description - Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
128-000-57625	Charges for Vehicle Replacement	\$ 84,277	133,436	117,157	108,586
128-000-57630	Charges for Operations	282,600	279,420	244,070	198,100
128-000-54200	Interest	10,976	11,000	10,300	11,000
128-000-57900	Sale of Property	18,200	10,000	18,200	10,000
128-000-57605	Damage Claim	-	-	-	-
128-000-59400	Transfers In-Fire Improvement	-	-	-	-
<b>Total Revenues</b>		<b>\$ 396,053</b>	<b>433,856</b>	<b>389,727</b>	<b>327,686</b>

<b>Expenditures</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ -	-	-	-
Employee Related	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	-	-	-	-
Miscellaneous	-	-	-	-
Internal Service Charges	273,249	280,720	224,003	237,000
Capital Outlay	-	-	71,640	46,000
Transfers Out	-	86,712	86,712	-
<b>Total Expenditures</b>	<b>\$ 273,249</b>	<b>367,432</b>	<b>382,355</b>	<b>283,000</b>

Revenues Over (Under) Expenditures	\$ 44,686
Estimated Working Capital June 30, 2012	2,779,672
Estimated Working Capital June 30, 2013	<u>\$ 2,824,358</u>

# Benefits and Insurance Fund

**City of Norco**  
**Fiscal Year 2012-2013**



**City of Norco, California**  
**Benefits and Insurance Fund - Revenues, Expenditures & Working Capital - Memo Only**  
**Fiscal Year 2012 - 2013**

<b>Account Number</b>	<b>Description - Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
134-000-54200	Interest	\$ 6,287	-	-	-
134-000-57630	Internal Service Operations	468,232	392,929	436,266	354,158
134-000-57915	Miscellaneous Revenue	112,949			-
134-000-59200	Transfers In-General Fund	553,011	-	-	
				-	
	<b>Total Revenues</b>	<b>\$ 1,140,479</b>	<b>392,929</b>	<b>436,266</b>	<b>354,158</b>

<b>Expenditures</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ -	-	-	-
Employee Related	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	-	-	-	-
Internal Service Fund Charges	555,780	439,340	436,266	354,158
Miscellaneous	-	-	-	-
Capital Outlay	-	-	-	-
Transfers Out	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 555,780</b>	<b>439,340</b>	<b>436,266</b>	<b>354,158</b>

Revenues Over (Under) Expenditures	\$ -
Estimated Working Capital June 30, 2012	(494,580)
Estimated Working Capital June 30, 2013	<u>\$ (494,580)</u>

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

<b>Account Number Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Internal Service Fund Charges</u></b>				
42200 Liability Insurance	\$ 149,889	187,297	191,949	153,296
42215 Self-Insurance Administration	73,162	70,471	74,290	55,460
42220 Self Insured Expenses	49,394	48,429	49,000	48,429
42225 Self Insured Settlements	191,650	44,338	35,000	45,000
42230 Excess Workers Comp	64,261	65,467	66,433	51,973
<b>Subtotal - Internal Service Charges</b>	<b>528,355</b>	<b>416,002</b>	<b>416,672</b>	<b>354,158</b>
<b>Total Expenditures</b>	<b>\$ 528,355</b>	<b>416,002</b>	<b>416,672</b>	<b>354,158</b>

**City of Norco, California**  
**Benefits and Insurance, Fund 134, Department 804**  
**Budget Detail by Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Internal Service Fund Charges</u></b>					
42225	Self Insured Settlements	\$ -	-	-	25,000
	<b>Subtotal - Internal Service Charges</b>	-	-	-	25,000
	<b>Total Expenditures</b>	\$ -	-	-	25,000

**City of Norco, California**  
**Benefits and Insurance, Fund 134, Department 809**  
**Budget Detail by Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Internal Service Fund Charges</u></b>					
42225	Self Insured Settlements	\$ -	-	-	25,000
	<b>Subtotal - Internal Service Charges</b>	-	-	-	25,000
	<b>Total Expenditures</b>	\$ -	-	-	25,000

**City of Norco, California**  
**Benefits and Insurance, Fund 134, Department 5010**  
**FY 2009 Budget By Major Categories**

<b>Account</b>				<b>FY 2012</b>	
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Estimated</b>	<b>FY 2013</b>
		<b>Actual</b>	<b>Amended</b>	<b>Year-End</b>	<b>Budget</b>
			<b>Budget</b>	<b>Total</b>	<b>Request</b>
<b><u>Internal Service Fund Charges</u></b>					
42200	Liability Insurance	\$ 27,425	23,338	19,594	-
	<b>Subtotal - Internal Service Charges</b>	<b>27,425</b>	<b>23,338</b>	<b>19,594</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 27,425</b>	<b>23,338</b>	<b>19,594</b>	<b>-</b>

# Redevelopment Agency Fund

**City of Norco**  
**Fiscal Year 2012-2013**



**City of Norco, California**  
**Redevelopment Agency Fund - Revenues, Expenditures & Fund Balance**  
**Fiscal Year 2012 - 2013**

<b>Account Number</b>	<b>Description - Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
013-000-50140	Tax Increment	\$ 11,302,746	11,300,994	5,631,767	-
013-000-54200	Interest and Lease Income	19,614	15,000	-	-
014-000-54200	Interest and Lease Income	209,455	101,000	117,863	-
013-000-54225	Residential Rental	-	-	-	-
013-000-57610	Reimbursement	66,152	-	321	-
013-000-57915	Miscellaneous	31	-	-	-
013-000-53530	CNUSD Loan/Bond Repayment	1,982,339	2,057,441	707,700	-
013-000-58310	Loan Payments	19,446	85,227	63,920	-
013-000-58100	Contributions from Capitalized Interest	-	572,222	-	-
013-000-50145	Agency Share of Excess-CNUSD	296,398	301,493	151,075	-
013-000-57915	Miscellaneous	3,686	-	-	-
013-000-59400	Transfer In-Other	-	-	24,900	-
014-000-59205	Transfer In-RDA	-	-	669,550	-
<b>Total Revenues</b>		<b>\$ 13,899,867</b>	<b>14,433,377</b>	<b>7,367,096</b>	<b>-</b>

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 637,166	341,446	297,407	-
Employee Related Expenditures	17,444	9,345	2,630	-
Supplies and Services	1,094,838	66,300	6,721	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	9,788	10,420	7,299	-
Contractual and Professional Services	450,531	308,892	178,405	-
Miscellaneous/Pass Through	8,961,332	8,669,670	4,214,954	-
Debt Service	5,853,056	2,166,921	2,166,921	-
CRA Programs	13,150	350,000	14,350	-
Internal Service Fund Charges	43,682	35,194	29,638	-
Capital Outlay	-	-	-	-
Transfers Out	25,000	25,000	275,000	-
<b>Total Expenditures</b>	<b>\$ 17,105,986</b>	<b>11,983,188</b>	<b>7,193,325</b>	<b>-</b>

Revenues Over (Under) Expenditures	\$ 173,771
Beginning Fund Balance July 1, 2011	5,601,636
Redevelopment Obligation Fund	<u>(4,676,472)</u>
Estimated Fund Balance June 30, 2012	<u>\$ 1,098,935</u>

**City of Norco, California**  
**RDA Fund, Agency Administration**  
**Budget Detail by Line Item**

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 37,212	-	-	-
30105	Salaries, Part Time	5,201	5,706	6,250	-
30110	Salaries, Overtime	14	-	26	-
30200	PERS Retirement	9,857	-	933	-
30205	Employee Group Insurance	6,756	-	-	-
30210	Vehicle Allowance	543	-	-	-
30215	Medical Savings Account	156	-	-	-
30220	FICA/Medicare Insurance	1,906	83	95	-
30225	Sick leave buy back	38,314	-	-	-
30235	Deferred Compensation	18	143	53	-
30240	Continuous Service Bonus	525	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>100,502</b>	<b>5,932</b>	<b>7,357</b>	<b>-</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	4,325	3,300	150	-
30320	Dues, memberships and Subscriptions	13,119	6,045	2,480	-
	<b>Subtotal - Employee Related</b>	<b>17,444</b>	<b>9,345</b>	<b>2,630</b>	<b>-</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	591	600	-	-
30405	Printing	476	1,000	-	-
30410	Postage	121	200	68	-
30415	Special Departmental	1,009,917	-	-	-
30440	Advertising and Promotion	61,841	34,000	744	-
30445	Legal Advertising	354	1,000	849	-
30450	City Newsletter	20,000	10,000	4,990	-
30455	Election	-	17,500	-	-
	<b>Subtotal - Supplies and Services</b>	<b>1,093,300</b>	<b>64,300</b>	<b>6,651</b>	<b>-</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	9,550	10,000	7,299	-
	<b>Subtotal - Operations &amp; Utilities</b>	<b>9,550</b>	<b>10,000</b>	<b>7,299</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	320,612	204,000	97,747	-
34105	Other Professional Services	20,821	10,000	-	-
34110	Engineering Services	-	25,000	8,209	-
34125	Accounting & Auditing	8,232	7,812	5,959	-
34130	Financial Services	19,239	17,900	18,853	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>368,904</b>	<b>264,712</b>	<b>130,768</b>	<b>-</b>
<b><u>Miscellaneous</u></b>					
35100	Interest Payments	4,182,056	2,166,921	2,166,921	-
35105	Principal Payments	1,671,000	-	-	-
35125	Pass Through Agreement	8,413,267	8,520,128	4,070,990	-
35155	County Charge	116,375	130,000	142,743	-

**City of Norco, California**  
**RDA Fund, Agency Administration**  
**Budget Detail by Line Item**

<b>Account</b>		<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated Year-End Total</b>	<b>Budget Request</b>
35205	Property Taxes	1,742	1,742	-	-
35250	Beautification Committee	908	1,000	900	-
35255	Chamber of Commerce	960	10,000	-	-
35311	Sixth Street Banner Program	4,712	6,800	321	-
35510	Bad Debt Expense	423,368	-	-	-
	<b>Subtotal - Miscellaneous</b>	<b>14,814,387</b>	<b>10,836,591</b>	<b>6,381,875</b>	<b>-</b>
<b><u>CRA Programs</u></b>					
41200	Development Incentives	13,150	350,000	14,350	-
	<b>Subtotal - CRA Programs</b>	<b>13,150</b>	<b>350,000</b>	<b>14,350</b>	<b>-</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	433	200	354	-
42110	Computing and Comm. Equip Replacement	1,700	1,800	1,050	-
42115	Computing and Communications Operations	11,100	11,900	6,940	-
42200	Liability Insurance	19,965	14,988	14,988	-
42235	Compensated Absences	10,484	6,306	6,306	-
	<b>Subtotal - Internal Service Charges</b>	<b>43,682</b>	<b>35,194</b>	<b>29,638</b>	<b>-</b>
<b><u>Transfers</u></b>					
44100	Transfers	25,000	25,000	275,000	-
	<b>Subtotal - Transfers</b>	<b>25,000</b>	<b>25,000</b>	<b>275,000</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 16,485,919</b>	<b>11,601,074</b>	<b>6,855,568</b>	<b>-</b>

**City of Norco, California  
RDA Fund, City Council  
Budget Detail by Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 18,029	9,225	11,519	-
30200	PERS Retirement	4,072	1,552	2,083	-
30205	Employee Group Insurance	28,551	19,017	18,480	-
30212	Cell Phone Stipend	1,475	-	-	-
30215	Medical Savings Account	663	-	328	-
30220	FICA/Medicare Insurance	343	161	198	-
30235	Deferred Compensation	-	-	15	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 53,133</b>	<b>29,955</b>	<b>32,623</b>	<b>-</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 65,495	35,732	38,238	-
30200	PERS Retirement	16,404	9,674	9,674	-
30205	Employee Group Insurance	6,434	4,183	4,183	-
30210	Vehicle Allowance	2,262	1,475	1,475	-
30215	Medical Savings Account	121	71	70	-
30220	FICA/Medicare Insurance	989	602	601	-
30225	Sick leave buy back	1,044	730	975	-
30230	Annual Vacation Cash Out	-	1,000	1,254	-
30235	Deferred Compensation	1,753	1,011	1,011	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 94,502</b>	<b>54,478</b>	<b>57,481</b>	<b>-</b>

*City of Norco, California  
RDA Fund, City Clerk  
Budget Detail by Line Item*

<i>Account Number Account Description</i>	<i>FY 2011 Actual</i>	<i>FY 2012 Amended Budget</i>	<i>FY 2012 Estimated Year-End Total</i>	<i>FY 2013 Budget Request</i>
<b><i>Salaries and Benefits</i></b>				
30100 Salaries, Full Time	\$ 55,522	27,997	29,929	-
30200 PERS Retirement	13,871	8,020	8,020	-
30205 Employee Group Insurance	10,387	5,070	5,069	-
30210 Vehicle Allowance	1,810	1,180	1,180	-
30215 Medical Savings Account	121	71	70	-
30220 FICA/Medicare Insurance	863	490	489	-
30225 Sick leave buy back	955	600	893	-
30230 Annual Vacation Cash Out	-	900	902	-
<b><i>Subtotal - Salaries and Benefits</i></b>	<b><i>\$ 83,529</i></b>	<b><i>44,328</i></b>	<b><i>46,552</i></b>	<b><i>-</i></b>

**City of Norco, California**  
**RDA Fund, City Attorney**  
**Budget Detail by Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	\$ 81,627	44,180	47,637	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>81,627</b>	<b>44,180</b>	<b>47,637</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 81,627</b>	<b>44,180</b>	<b>47,637</b>	<b>-</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 104,066	47,553	49,109	-
30200	PERS Retirement	26,066	12,682	12,682	-
30205	Employee Group Insurance	16,316	9,967	9,966	-
30210	Vehicle Allowance	1,767	738	738	-
30212	Cell Phone Stipend	-	-	22	-
30215	Medical Savings Account	276	135	135	-
30220	FICA/Medicare Insurance	1,583	751	751	-
30225	Sick leave buy back	1,914	1,315	1,314	-
30230	Annual Vacation Cash Out	2,238	995	994	-
30240	Continuous Service Bonus	25	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 154,251</b>	<b>74,136</b>	<b>75,711</b>	<b>-</b>

**City of Norco, California**  
**RDA Fund, Planning Division**  
**Budget Detail by Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 55,350	24,284	24,598	-
30105	Salaries, Part Time	16,265	33,800	6,316	-
30200	PERS Retirement	10,827	6,223	6,223	-
30205	Employee Group Insurance	6,017	3,670	3,669	-
30210	Vehicle Allowance	1,081	738	738	-
30215	Medical Savings Account	148	80	79	-
30220	FICA/Medicare Insurance	1,071	471	471	-
30225	Sick leave buy back	609	672	672	-
30230	Annual Vacation Cash Out	1,185	522	521	-
30235	Deferred Compensation	407	845	158	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 92,960</b>	<b>71,305</b>	<b>43,445</b>	<b>-</b>

**City of Norco, California**  
**RDA Fund, Code Enforcement**  
**Budget Detail by Line Item**

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30105	Salaries, Part Time	\$ 24,178	33,800	14,281	-
30220	FICA/Medicare Insurance	351	490	207	-
30235	Deferred Compensation	604	845	357	-
	<b>Subtotal - Salaries and Benefits</b>	<b>25,133</b>	<b>35,135</b>	<b>14,845</b>	<b>-</b>
<b><u>Supplies and Services</u></b>					
30415	Special Departmental	1,538	2,000	70	-
	<b>Subtotal - Supplies and Services</b>	<b>1,538</b>	<b>2,000</b>	<b>70</b>	<b>-</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	238	420	-	-
	<b>Subtotal - Operations &amp; Utilities</b>	<b>238</b>	<b>420</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 26,909</b>	<b>37,555</b>	<b>14,915</b>	<b>-</b>

**City of Norco, California  
RDA Fund, Building Safety  
Budget Detail by Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
	30245 Workers Compensation	\$ 2,671	-	388	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 2,671</b>	<b>-</b>	<b>388</b>	<b>-</b>

**City of Norco, California  
RDA Fund, Fire Suppression  
Budget Detail by Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30105	Salaries, Part Time	\$ 17,682	18,375.00	11,119.00	-
30220	FICA/Medicare Insurance	256.00	266.00	161.00	-
30235	Deferred Compensation	442.00	459.00	278.00	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 18,380</b>	<b>19,100</b>	<b>11,558</b>	<b>-</b>

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

<b>Account</b>			<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
		<b>Actual</b>	<b>Amended</b>	<b>Budget</b>
			<b>Budget</b>	<b>Request</b>
			<b>Year-End</b>	
			<b>Total</b>	
<b><u>Salaries and Benefits</u></b>				
30100	Salaries, Full Time	\$ 7,558	4,232	-
30200	PERS Retirement	1,902	1,078	-
30205	Employee Group Insurance	2,404	1,548	-
30220	FICA/Medicare Insurance	109	109	-
30225	Sick leave buy back	132	110	-
30230	Annual Vacation Cash Out	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 12,105</b>	<b>7,077</b>	<b>-</b>

# Redevelopment Obligation Retirement Fund

**City of Norco**  
**Fiscal Year 2012-2013**



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

<b><i>Expenditures:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
Salaries and Benefits	\$ -	-	-	-
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Miscellaneous/Pass Through	-	-	-	108,258
Debt Service	-	4,676,472	4,676,472	8,200,342
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Reimbursements to General Fund	-	-	-	250,000
<b><i>Total Expenditures</i></b>	<b><i>\$ -</i></b>	<b><i>4,676,472</i></b>	<b><i>4,676,472</i></b>	<b><i>8,558,600</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2011 Actual</i></b>	<b><i>FY 2012 Amended Budget</i></b>	<b><i>FY 2012 Estimated Year-End Total</i></b>	<b><i>FY 2013 Budget Request</i></b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	4,676,472	4,676,472	8,558,600
<b><i>Total Funding Sources</i></b>	<b><i>\$ -</i></b>	<b><i>4,676,472</i></b>	<b><i>4,676,472</i></b>	<b><i>8,558,600</i></b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Debt Service</u></b>					
35100	Interest Payments	\$ -	2,526,472	2,526,472	4,960,342
35105	Principal Payments	-	2,150,000	2,150,000	3,240,000
35125	Pass Through Agreement	-	-	-	108,258
	<b>Subtotal - Miscellaneous</b>	<b>-</b>	<b>4,676,472</b>	<b>4,676,472</b>	<b>8,308,600</b>
<b><u>Transfers</u></b>					
44100	Transfers	-	-	-	250,000
	<b>Subtotal - Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250,000</b>
	<b>Total Expenditures</b>	<b>\$ -</b>	<b>4,676,472</b>	<b>4,676,472</b>	<b>8,558,600</b>

**City of Norco, California**  
**Redevelopment Obligation Retirement Fund - Debt Service Schedule**  
**Fiscal Year 2012 - 2013**

<b>Account Number</b>	<b>Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
014-5100-35100	2001 School Pass-through Interest	\$ -	109,078	109,078	212,280
014-5100-35105	2001 School Pass-through Principal	-	125,000	125,000	130,000
014-5101-35100	2004 Refunding Notes (Pass-through) Interest	-	235,687	235,687	462,012
014-5101-35105	2004 Refunding Notes (Pass-through) Principal	-	260,000	260,000	275,000
014-5108-35100	2009 School Pass-through Interest	-	383,957	383,957	759,636
014-5108-35105	2009 School Pass-through Principal	-	215,000	215,000	215,000
014-5104-35100	2001 Refunding Tax Allocation Bonds Interest	-	673,256	673,256	1,283,382
014-5104-35105	2001 Refunding Tax Allocation Bonds Principal	-	1,365,000	1,365,000	1,430,000
014-5105-35100	2005 Refunding Tax Allocation Bonds Interest	-	409,216	409,216	816,076
014-5105-35105	2005 Refunding Tax Allocation Bonds Principal	-	65,000	65,000	65,000
014-5111-35100	2010 Refunding Tax Allocation Bonds Interest	-	715,278	715,278	1,426,956
014-5111-35105	2010 Refunding Tax Allocation Bonds Principal	-	120,000	120,000	125,000
014-5010-35105	SERAF Borrowing Repayment	-	-	-	1,000,000
<b>Total CRA Debt Service</b>		<b>\$ -</b>	<b>4,676,472</b>	<b>4,676,472</b>	<b>8,200,342</b>

# Low-Mod Fund

**City of Norco**  
**Fiscal Year 2012-2013**



**City of Norco, California**  
**Low-Moderate Income Housing Fund - Revenues, Expenditures & Fund Balance**  
**Fiscal Year 2012 - 2013**

<b>Account Number</b>	<b>Description- Revenues</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
015-000-50140	Tax Increment 20% Set-aside	\$ 2,825,686	2,825,249	1,452,549	
015-000-53201	Neighborhood Stabilization Grant	140,594	-	28,796	
015-000-54200	Interest Income	30,850	15,000	20,000	
015-000-57610	Reimbursement	636	-		
015-000-58100	Contribution from Capitalized Interest	-	143,056	60,472	
015-000-57615	Lien Reimbursement	20,576	-		
015-000-58310	Loan Payments-Wasatch	47,966	24,000	130,000	
015-000-58300	Bonds Proceeds	-	-		
015-000-59205	Transfer In-Redev Agency			4,676	
016-000-53320	Cal Home Grant	-	-	17,267	
016-000-54200	Interest Income	-	-		
<b>Total Revenues</b>		<b>\$ 3,066,308</b>	<b>3,007,305</b>	<b>1,713,760</b>	<b>-</b>

<b>Expenditures:</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
Salaries and Benefits	\$ 272,301	192,226	171,603	-
Employee Related Expenditures	417	550	156	-
Supplies and Services	1,435	1,770	292	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	2,789	1,700	1,961	-
Contractual and Professional Services	77,126	62,785	43,215	-
Miscellaneous	29,094	32,000	35,686	-
Debt Service	949,667	359,550	359,550	-
CRA Programs	586,894	1,419,000	208,968	-
Internal Service Fund Charges	20,893	15,640	13,725	-
Capital Outlay	-	-	-	-
Transfers Out	-	-	669,550	-
<b>Total Expenditures</b>	<b>\$ 1,940,616</b>	<b>2,085,221</b>	<b>1,504,706</b>	<b>-</b>

Revenues Over (Under) Expenditures	\$ -
Estimated Fund Balance June 30, 2011	3,996,567
Estimated Fund Balance June 30, 2012	<u>\$ 3,996,567</u>

**City of Norco, California**  
**Low Mod Fund, Agency Administration**  
**Budget Detail by Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 91,208	72,288	71,122	-
30105	Salaries, Part Time	2,009	5,549	4,116	-
30200	PERS Retirement	19,548	20,991	9,857	-
30205	Employee Group Insurance	6,459	6,429	3,763	-
30210	Vehicle Allowance	181	-	-	-
30215	Medical Savings Account	257	240	115	-
30220	FICA/Medicare Insurance	1,489	1,128	1,113	-
30225	Sick leave buy back	714	1,400	375	-
30230	Annual Vacation Cash Out	2,085	2,800	2,085	-
30235	Deferred Compensation	50	139	97	-
30240	Continuous Service Bonus	175	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>124,175</b>	<b>110,964</b>	<b>92,643</b>	<b>-</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	-	100	-	-
30305	Auto Mileage	197	400	156	-
30320	Dues, memberships and Subscriptions	220	50	-	-
	<b>Subtotal - Employee Related</b>	<b>417</b>	<b>550</b>	<b>156</b>	<b>-</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	966	1,100	183	-
30410	Postage	-	-	18	-
30415	Special Departmental	469	350	91	-
30440	Advertising and Promotion	-	220	-	-
30445	Legal Advertising	-	100	-	-
	<b>Subtotal - Supplies and Services</b>	<b>1,435</b>	<b>1,770</b>	<b>292</b>	<b>-</b>
<b><u>Maintenance and Rentals</u></b>					
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	2,789	1,700	1,961	-
	<b>Subtotal - Operations &amp; Utilities</b>	<b>2,789</b>	<b>1,700</b>	<b>1,961</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	27,289	34,000	12,896	-
34125	Accounting & Auditing	5,488	5,208	3,973	-
34130	Financial Services	3,386	1,500	2,527	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>36,163</b>	<b>40,708</b>	<b>19,396</b>	<b>-</b>

**City of Norco, California**  
**Low Mod Fund, Agency Administration**  
**Budget Detail by Line Item**

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Miscellaneous</u></b>					
35100	Interest Payments	675,667	359,550	359,550	-
35105	Principal Payments	274,000	-	-	-
35155	County Charge	29,094	32,000	35,686	-
	<b>Subtotal - Miscellaneous</b>	<b>978,761</b>	<b>391,550</b>	<b>395,236</b>	<b>-</b>
<b><u>Internal Service Fund Charges</u></b>					
42110	Computing and Comm. Equip Replacement	1,100	600	350	-
42115	Computing and Communications Operations	7,400	4,000	2,335	-
42200	Liability Insurance	7,460	8,350	8,350	-
42235	Compensated Absences	4,933	2,690	2,690	-
	<b>Subtotal - Internal Service Charges</b>	<b>20,893</b>	<b>15,640</b>	<b>13,725</b>	<b>-</b>
<b><u>Transfers</u></b>					
44100	Transfers	-	-	669,550	-
	<b>Subtotal - Transfers</b>	<b>-</b>	<b>-</b>	<b>669,550</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 1,164,633</b>	<b>562,882</b>	<b>1,192,959</b>	<b>-</b>

**City of Norco, California**  
**Low Mod Fund, City Manager**  
**Budget Detail by Line Item**

<b>Account</b>		<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
			<b>Total</b>	
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 16,374	12,067	9,560	-
30200 PERS Retirement	4,098	2,417	2,417	-
30205 Employee Group Insurance	1,607	1,045	1,045	-
30210 Vehicle Allowance	566	369	369	-
30215 Medical Savings Account	30	18	18	-
30220 FICA/Medicare Insurance	247	151	150	-
30225 Sick leave buy back	261	300	244	-
30230 Annual Vacation Cash Out	-	400	313	-
30235 Deferred Compensation	438	253	252	-
<b>Subtotal - Salaries and Benefits</b>	<b>\$ 23,621</b>	<b>17,020</b>	<b>14,368</b>	<b>-</b>

**City of Norco, California  
Low Mod Fund, City Clerk  
Budget Detail by Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 22,763	7,000	7,482	-
30200	PERS Retirement	5,480	2,005	2,005	-
30205	Employee Group Insurance	7,052	1,267	1,267	-
30210	Vehicle Allowance	452	295	295	-
30215	Medical Savings Account	30	18	18	-
30220	FICA/Medicare Insurance	346	123	122	-
30225	Sick leave buy back	411	200	223	-
30230	Annual Vacation Cash Out	-	230	226	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 36,534</b>	<b>11,138</b>	<b>11,638</b>	<b>-</b>

**City of Norco, California  
 Low Mod Fund, City Attorney  
 Budget Detail by Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	\$ 40,813	22,077	23,819	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>40,813</b>	<b>22,077</b>	<b>23,819</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 40,813</b>	<b>22,077</b>	<b>23,819</b>	<b>-</b>

**City of Norco, California**  
**Low Mod Fund, Fiscal & Support Services**  
**Budget Detail by Line Item**

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
				<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 41,473	24,553	24,384	-
30200	PERS Retirement	10,384	6,321	6,321	-
30205	Employee Group Insurance	7,208	5,057	5,057	-
30210	Vehicle Allowance	442	295	295	-
30212	Cell Phone Stipend	-	-	9	-
30215	Medical Savings Account	114	67	67	-
30220	FICA/Medicare Insurance	629	373	373	-
30225	Sick leave buy back	711	600	631	-
30230	Annual Vacation Cash Out	762	493	492	-
30240	Continuous Service Bonus	10	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 61,733</b>	<b>37,759</b>	<b>37,629</b>	<b>-</b>

**City of Norco, California  
Low Mod Fund, Planning  
Budget Detail by Line Item**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 18,311	10,796	10,600	-
30200	PERS Retirement	4,586	2,682	2,682	-
30205	Employee Group Insurance	1,528	1,056	1,055	-
30215	Medical Savings Account	61	36	35	-
30220	FICA/Medicare Insurance	277	166	165	-
30225	Sick leave buy back	312	261	267	-
30230	Annual Vacation Cash Out	496	348	521	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 25,571</b>	<b>15,345</b>	<b>15,325</b>	<b>-</b>

**City of Norco, California**  
**Low Mod Fund, Building Safety**  
**Budget Detail by Line Item**

<b>Account</b>			<b>FY 2012</b>	
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
		<b>Actual</b>	<b>Amended</b>	<b>Budget</b>
			<b>Year-End</b>	<b>Budget</b>
			<b>Total</b>	<b>Request</b>
<b><u>Salaries and Benefits</u></b>				
30205	Employee Group Insurance	\$ 384	-	-
30245	Workers Compensation	283	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 667</b>	<b>-</b>	<b>-</b>

City of Norco, California  
 Cal Home Grant Division 5500 - Fund 016  
 Budget Detail by Line Item

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Estimated Year-End Total</b>	<b>FY 2013 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	\$ 150	-	-	-
	<b>Subtotal - Contractual &amp; Professional</b>	150	-	-	-
<b><u>CRA Programs</u></b>					
41235	Deferred Loan Program	1,539	455,000	17,267	-
	<b>Subtotal - CRA Programs</b>	1,539	455,000	17,267	-
	<b>Total Expenditures</b>	\$ 1,689	455,000	17,267	-

**City of Norco, California**  
**Low Mod Fund, Grant Programs**  
**Budget Detail by Line Item**

<b>Account</b>			<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2011</b>	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Budget</b>
				<b>Budget</b>	<b>Year-End</b>	<b>Request</b>
					<b>Total</b>	
<b><u>CRA Programs</u></b>						
41220	Infill Housing Program	\$ 100	40,000	-	-	-
41225	Homeless Prevention	1,715	14,000	-	-	-
41230	First Time Home Buyer	-	80,000	66,000	-	-
41235	Deferred Loan Program	3,981	195,000	29,320	-	-
41240	Home Improvement Grant	260,101	300,000	715	-	-
41245	Home Improvement Emergency Grant	109,443	200,000	6,385	-	-
41250	Lead and Asbestos Abatement Grant	1,150	20,000	-	-	-
41255	Senior Discount Subsidy (SWAT)	68,271	115,000	88,900	-	-
	<b>Subtotal - CRA Programs</b>	<b>444,761</b>	<b>964,000</b>	<b>191,320</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 444,761</b>	<b>964,000</b>	<b>191,320</b>	<b>-</b>	<b>-</b>

*City of Norco, California  
 Low Mod Fund, Grant Programs  
 Budget Detail by Line Item*

<i>Account Number</i>	<i>Account Description</i>	<i>FY 2011 Actual</i>	<i>FY 2012 Amended Budget</i>	<i>FY 2012 Estimated Year-End Total</i>	<i>FY 2013 Budget Request</i>
<b><i>CRA Programs</i></b>					
41220	Infill Housing Program	\$ 140,594	-	381	-
	<b><i>Subtotal - CRA Programs</i></b>	<b>140,594</b>	<b>-</b>	<b>381</b>	<b>-</b>
	<b><i>Total Expenditures</i></b>	<b>\$ 140,594</b>	<b>-</b>	<b>381</b>	<b>-</b>

# Personnel Authorization

**City of Norco**  
**Fiscal Year 2012-2013**



**CITY OF NORCO  
PERSONNEL AUTHORIZATION  
2004-2005 through 2011-2013**

	2004 -	2005 -	2006 -	2007 -	2008-	2009-	2010-	2011-	2012-
Position Title	2005	2006	2007	2008	2009	2010	2011	2012	2013

**CITY COUNCIL & COMMISSIONS**

<b><u>CITY COUNCIL</u></b>	5	5	5	5	5	5	5	5	5
<b><u>COMMUNITY SERVICES COMMISSION</u></b>	5	5	5	5	0	0	0	0	0
<b><u>PLANNING COMMISSION</u></b>	5	5	5	5	5	5	5	5	5
<b><u>HISTORIC PRESERVATION COMMISSION</u></b>						5	5	5	5
<b><u>PARKS &amp; RECREATION COMMISSION</u></b>	5	5	5	5	5	5	5	5	5
<b><u>STREETS &amp; TRAILS COMMISSION</u></b>	5	5	5	5	0	0	0	0	0
<b><u>STREETS, TRAILS &amp; UTILITIES COMMISSION</u></b>	0	0	0	0	7	7	7	7	7

**FULL-TIME POSITIONS**

**ADMINISTRATION**

City Manager	1	1	1	1	1	1	1	1	1
City Clerk						1	1	1	1
Deputy City Clerk						1	1	1	1
Executive Secretary	1	0	0	0	0	0	0	0	0
Secretary to the City Manager	0	1	1	1	1	0	0	0	0
Administrative Clerk						1	0	0	0
Sr. Administrative Clerk							1	0	0
Administrative Assistant	1	1	0	0	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>

**PLANNING/CODE ENFORCEMENT**

Planning Director							1	1	1
Planning Manager					1	1	0	0	0
Senior Planner					1	1	1	1	1
Executive Secretary					1	1	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>

**CITY CLERK** (moved to ADMINISTRATION)

City Clerk	1	1	1	1	1	0	0	0	0
Deputy City Clerk	1	1	1	0	1	0	0	0	0
Secretary II	0	0	0	1	0	0	0	0	0
Clerk Typist	1	1	1	0	0	0	0	0	0
Administrative Clerk	0	0	0	1	1	0	0	0	0
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**FISCAL & SUPPORT SERVICES**

Director of Fiscal & Support Services	1	1	1	1	1	0	0	0	0
Deputy City Manager/Director of Finance						1	1	1	1
Executive Secretary	1	1	1	1	1	1	1	1	1
Accounting Manager	1	1	1	1	1	1	1	1	1

**CITY OF NORCO  
PERSONNEL AUTHORIZATION  
2004-2005 through 2011-2013**

	2004 -	2005 -	2006 -	2007 -	2008-	2009-	2010-	2011-	2012-
Position Title	2005	2006	2007	2008	2009	2010	2011	2012	2013

**FISCAL & SUPPORT SERVICES (cont.)**

Human Resource Analyst	1	1	1	1	1	1	1	1	1
Network Administrator	1	1	0	0	0	0	0	0	0
I.T. Manager	0	0	1	1	1	1	1	1	1
Accountant	1	1	1	1	1	1	1	1	1
Computer Information Systems Technician	1	1	1	0	0	0	0	0	0
I.T. Analyst	0	0	0	1	1	1	1	1	1
Account Clerks	0	0	8	8	8	7	6	6	6
Account Clerk II	4	4	0	0	0	0	0	0	0
Account Clerk I	3	3	0	0	0	0	0	0	0
Office Assistant	1	1	0	0	0	0	0	0	0
<b>Total</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>13</b>

**PARKS & RECREATION**

Director of Parks, Recreation & Community Services	1	1	1	1	1	1	1	1	1
Executive Secretary	1	1	1	1	1	1	1	1	1
Administrative Clerk	1	1	1	1	0	0	0	0	0
Recreation & Community Services Superintendent	1	1	1	1	1	1	1	1	1
Parks & Building Superintendent	1	1	1	1	1	1	0	0	0
Parks & Public Buildings Maintenance Supervisor								1	1
Recreation & Community Services Supervisor	2	2	2	3	3	1	1	1	1
Recreation & Community Services Coordinator	2	2	1	0	0	0	0	0	0
Lead Worker	0	0	0	0	0	0	1	0	0
Maintenance Workers	3	3	3	3	2	3	2	1	1
Maintenance Worker Trainee	0	0	0	1	1	0	0	0	0
Bus Driver	0	0	1	1	1	1	1	1	1
Custodian	1	1	0	0	0	0	0	0	0
<b>Total</b>	<b>13</b>	<b>13</b>	<b>12</b>	<b>13</b>	<b>11</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>7</b>

**ECONOMIC DEVELOPMENT**

Director of Economic Development	1	1	1	1	1	1	1	0	0
Executive Secretary	-	-	-	-	1	1	1	0	0
Housing Manager	-	-	-	-	1	1	1	1	0
<b>Total</b>					<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>0</b>

**COMMUNITY DEVELOPMENT** (moved to Public Works)

Director of Community Development	1	1	1	1	1	0	0	0	0
Director of Economic Development	1	1	1	1	0	0	0	0	0
Executive Secretary	1	1	1	1	0	0	0	0	0
Senior Planner	1	1	1	1	0	0	0	0	0
Associate Planner	1	1	1	1	0	0	0	0	0
Code Enforcement Officer	1	0	0	0	0	0	0	0	0
City Engineer/Director of Public Works	1	0	0	0	0	0	0	0	0
Deputy City Engineer	1	0	0	0	0	0	0	0	0
Executive Secretary	1	1	0	0	0	0	0	0	0
Assistant Civil Engineer	1	1	0	0	0	0	0	0	0
Associate Civil Engineer	0	0	1	1	0	0	0	0	0
Building Official	1	1	1	1	1	0	0	0	0

**CITY OF NORCO  
PERSONNEL AUTHORIZATION  
2004-2005 through 2011-2013**

	2004 -	2005 -	2006 -	2007 -	2008-	2009-	2010-	2011-	2012-
Position Title	2005	2006	2007	2008	2009	2010	2011	2012	2013
<b><u>COMMUNITY DEVELOPMENT (cont.)</u></b>									
Bldg Ops Support Coord/Senior Permit Tech	1	1	1	0	0	0	0	0	0
Permit Technician	2	3	3	3	3	0	0	0	0
Plans Examiner Senior Building Inspector	1	1	1	1	1	0	0	0	0
Building Inspector	2	3	3	3	1	0	0	0	0
<b>Total</b>	<b>17</b>	<b>16</b>	<b>15</b>	<b>14</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>FIRE DEPARTMENT</u></b>									
Fire Chief	1	1	1	1	1	1	0	0	0
Executive Secretary	1	1	1	1	0	0	0	0	0
Account Clerk I	1	0	0	0	0	0	0	0	0
Code Enforcement Officer	0	1	1	1	0	0	0	0	0
Fire Prevention Specialist	1	1	1	1	1	1	1	1	1
Battalion Chief	3	3	3	3	3	2	2	0	0
Fire Captain	6	6	6	6	6	6	6	6	0
Fire Engineer	6	6	6	6	6	6	6	6	0
Firefighter Paramedic	6	10	11	11	11	11	8	6	0
Firefighter	6	2	1	1	1	1	1	0	0
<b>Total</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>29</b>	<b>28</b>	<b>24</b>	<b>19</b>	<b>1</b>
<b><u>ANIMAL CONTROL</u></b>									
Animal Control/Equestrian Services Superintendent	1	1	1	1	1	1	1	1	1
Animal Control Supervisor	1	1	1	1	1	1	1	0	0
Secretary II	1	1	1	1	0	0	0	0	0
Administrative/Facilities Coordinator	-	-	-	-	1	1	1	1	1
Kennel Officer	1	1	1	1	1	1	1	0	0
Senior Animal Control Officer									1
Animal Control Officer	1	1	2	2	2	2	2	2	1
<b>Total</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>4</b>	<b>4</b>
<b><u>SHERIFF</u></b>									
Executive Secretary	1	1	1	1	1	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b><u>PUBLIC WORKS</u></b>									
Director of Public Works	0	1	1	1	1	1	1	1	1
Deputy Director of Public Works/Senior Engineer									1
Executive Secretary	1	1	1	1	1	1	1	1	1
Public Works Superintendent	1	0	0	0	0	1	1	1	1
Public Works Supervisor	1	1	1	1	1	0	0	0	0
Inspector I	2	2	1	0	0	1	1	1	1
PW/LMD Inspector Supervisor	0	0	0	1	1	1	0	0	0
Lead Worker	-	-	-	-	-	1	1	1	1
Maintenance Workers	5	4	4	6	5	6	8	7	7
Water Quality Control Technician	2	2	1	1	1	1	1	1	1
Meter Technician I	1	1	1	1	1	0	0	0	0
Public Works Trainee	4	5	8	6	6	5	2	3	3
Senior Engineer	-	-	-	-	1	1	1	1	0
Permit Technician	-	-	-	-	3	2	1	1	1
Plans Examiner Senior Building Inspector	-	-	-	-	1	1	0	0	0
Building Inspector					1	1	1	1	1
<b>Total</b>	<b>17</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>23</b>	<b>23</b>	<b>19</b>	<b>19</b>	<b>19</b>
<b>TOTAL FULL TIME POSITIONS</b>	<b>105</b>	<b>104</b>	<b>104</b>	<b>104</b>	<b>103</b>	<b>91</b>	<b>80</b>	<b>69</b>	<b>50</b>

**CITY OF NORCO  
PERSONNEL AUTHORIZATION  
2004-2005 through 2011-2013**

	2004 -	2005 -	2006 -	2007 -	2008-	2009-	2010-	2011-	2012-
Position Title	2005	2006	2007	2008	2009	2010	2011	2012	2013

**PART-TIME POSITIONS**

**TEMPORARY EMPLOYEES**

**Fire**

Fire Prevention Intern	0	0	0	0	0	0	0	0	0
<b>Total Temporary Employees</b>	<b>0</b>								

**32-HOUR PART-TIME EMPLOYEES**

**Community Development**

Assistant Planner	0	0	1	0	0	0	0	0	0
	0	0	1	0	0	0	0	0	0

**Parks & Recreation**

Recreation&Community Services Specialist	3	3	4	3	3	3	2	2	2
Recreation&Community Services Coordinator								1	1
Maintenance Workers	1	1	1	0	0	0	0	0	0
Volunteer Coordinator	1	1	0	0	0	0	0	0	0
Aquatic Manager	0	0	0	1	0	0	0	0	0
Adult & Youth Sport Specialist	0	0	0	1	1	1	1	0	0

**Animal Control**

Kennel Assistant	1	1	2	2	2	2	2	1	1
Administrative Clerk								1	1
Animal Control Officer Trainee	1	1	1	0	0	0	0	1	1
<b>Total 32-Hour Employees</b>	<b>7</b>	<b>7</b>	<b>10</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>6</b>

**20-HOUR OR LESS PART-TIME**

**City Clerk**

Facilities Maintenance Assistant	0	0	1	1	0	0	0	0	0
Customer Service Specialist	0	0	0	1	0	0	0	0	0

**FISCAL & SUPPORT SERVICES**

Account Clerk	0	0	0	0	0	0	1	1	1
---------------	---	---	---	---	---	---	---	---	---

**Crossing Guards**

Crossing Guard	9	9	10	0	0	0	0	0	0
----------------	---	---	----	---	---	---	---	---	---

**Parks & Recreation**

Facility Booking Specialist	0	0	2	0	0	0	0	0	0
Sports Technician									1
Clerical/Counter Clerk	0	0	0	2	2	2	3	2	3
Recreation&Community Services Specialist	-	-	-	-	2	2	2	0	2
Recreation&Community Services Leader	20	20	38	32	32	32	32	32	32
Recreation&Community Services Aide	10	10	21	31	31	31	31	31	31
Aquatics Manager	1	1	1	0	1	1	1	1	0
Pool Maintenance Manager								1	1
Life Guard III	3	3	3	2	3	3	3	3	0
Life Guard II	8	8	8	12	15	15	15	15	0
Life Guard I	8	8	5	6	9	9	9	9	0
Field Maintenance Worker	5	5	5	5	5	5	5	4	5
Bus Driver	3	3	3	3	3	1	1	1	0
Maintenance Worker	0	0	0	1	1	0	1	3	4
Nellie Weaver Hall Attendant									2

**CITY OF NORCO  
PERSONNEL AUTHORIZATION  
2004-2005 through 2011-2013**

	2004 -	2005 -	2006 -	2007 -	2008-	2009-	2010-	2011-	2012-
Position Title	2005	2006	2007	2008	2009	2010	2011	2012	2013
<b><u>Fire Department</u></b>									
Fire Chief	0	0	0	0	0	0	1	1	0
Battalion Chief								2	0
Code Compliance Officer	0	0	0	1	0	0	0	0	0
Administrative Clerk	0	1	1	1	2	2	1	1	0
Executive Secretary								1	0
<b><u>Planning/Code Enforcement</u></b>									
Part-Time Code Compliance Officer	0	0	0	0	0	0	1	1	0
Planning/GIS Intern							1	1	1
Executive Secretary							1	1	0
<b><u>Sheriff</u></b>									
Community Service Officer								2	2
<b><u>Community Development</u></b>									
Minutes Clerk	1	1	1	1	0	0	0	0	0
Part-Time Typing Aide/Admin Clerk	1	0	1	1	1	0	0	0	0
Planning Intern	1	0	1	1	1	0	0	0	0
<b><u>ADMINISTRATION</u></b>									
Planning Intern	-	-	-	-	-	1	0	0	0
<b><u>PUBLIC WORKS</u></b>									
Director of Public Works									1
Part-Time Typing Aide/Admin Clerk	-	-	-	-	-	1	1	1	1
Clerical Assistant (Permits)							1	1	1
Plans Examiner Senior Building Inspector	-	-	-	-	-	-	1	1	0
<b><u>CRA</u></b>									
Part-Time Administrative Intern	0	0	1	1	0	0	0	0	0
Part-Time Housing Specialist	1	0	0	0	0	0	0	0	0
<b><u>Animal Control</u></b>									
Part-Time Administrative Clerk	-	-	-	-	1	1	1	0	0
Kennel Attendant/Aide	2	2	0	1	2	3	3	4	4
<b>Total 20-Hour or Less Employees</b>	<b>73</b>	<b>71</b>	<b>102</b>	<b>103</b>	<b>111</b>	<b>109</b>	<b>116</b>	<b>120</b>	<b>92</b>

# Budget Account Descriptions

**City of Norco**  
**Fiscal Year 2012-2013**



**Budget Account Descriptions**  
**Fiscal year 2012/2013**

<b>Object Code</b>	<b>Description</b>	<b>Purpose</b>
--------------------	--------------------	----------------

<b>Salaries and Benefits</b>		
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
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

<b>Employee Related Expenditures</b>		
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.

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

**Budget Account Descriptions**  
**Fiscal year 2012/2013**

<b>Object Code</b>	<b>Description</b>	<b>Purpose</b>
<b>Supplies and Services (Continued)</b>		
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

<b>Maintenance and Rentals</b>		
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

<b>Operations and Utilities</b>		
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 2012/2013**

<b>Object Code</b>	<b>Description</b>	<b>Purpose</b>
<b>Contractual and Professional Services</b>		
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

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

**Budget Account Descriptions  
Fiscal year 2012/2013**

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

<b>Community Redevelopment Agency Programs</b>		
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

<b>Internal Service Fund Charges</b>		
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

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

**Budget Account Descriptions**  
**Fiscal year 2012/2013**

<b>Object Code</b>	<b>Description</b>	<b>Purpose</b>
<b>Capital Outlay (Continued)</b>		
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