

# Norco, California



## 2013-2014 Adopted Budget

*City Living in a Rural Atmosphere*



# TABLE OF CONTENTS

---

---

<b>MAYOR'S BUDGET MESSAGE</b> .....	<i>i</i>
<b>CITY MANAGER'S TRANSMITTAL LETTER</b> .....	<i>ii</i>
<b>MISSION STATEMENT</b> .....	<i>iii</i>
<b>BUDGET OVERVIEW &amp; ANALYSIS</b> .....	<i>iv</i>
<b>CITY COUNCIL &amp; STAFF</b> .....	1
City Organization Chart .....	2
<b>BEGINNING &amp; ENDING FUND BALANCES – ALL FUNDS</b> .....	3
<b>BUDGET SUMMARY</b> .....	4
<b>LEGISLATIVE</b>	
Program Description .....	5
Department Budget Summary .....	6
<b>CITY COUNCIL</b>	
Program Description .....	7
Budget Summary .....	8
Budget Detail .....	9
<b>CITY ATTORNEY</b>	
Program Description .....	10
Budget Summary .....	11
Budget Detail .....	12
<b>CITY MANAGER, CITY CLERK, PLANNING &amp; ECONOMIC DEVELOPMENT</b>	
Budget Summary .....	13
<b>CITY MANAGER</b>	
Program Description .....	14
Budget Summary .....	15
Budget Detail .....	16
<b>CITY CLERK</b>	
Program Description .....	17
Budget Summary .....	18
Budget Detail .....	19
<b>PLANNING DIVISION</b>	
Program Description .....	20
Budget Summary .....	21

Budget Detail .....	22-26
CODE COMPLIANCE	
Budget Summary .....	27
Budget Detail .....	28
ECONOMIC DEVELOPMENT	
Budget Summary .....	29
Budget Detail .....	30
<b>PARKS, RECREATION, COMMUNITY SERVICES &amp; ANIMAL CONTROL</b>	
Program Description .....	31
Department Budget Summary .....	32
RECREATION	
Program Description .....	33
Budget Summary .....	34
Budget Detail .....	35-38
YOUTH AND TEEN	
Program Description .....	39
Budget Summary .....	40
Budget Detail .....	41-42
PARK MAINTENANCE	
Program Description .....	43
Budget Summary .....	44
Budget Detail .....	45-46
SENIOR CITIZENS	
Program Description .....	47
Budget Summary .....	48
Budget Detail .....	49-52
PUBLIC BUILDING MAINTENANCE	
Program Description .....	53
Budget Summary .....	54
Budget Detail .....	55-56
ANIMAL CONTROL	
Program Description .....	57
Budget Summary .....	58
Budget Detail .....	59-60
<b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)</b>	
Budget Summary .....	61
Budget Detail .....	62
<b>PUBLIC WORKS</b>	
Program Description .....	63
Department Budget Summary .....	64
BUILDING AND SAFETY	
Program Description .....	65
Budget Summary .....	66
Budget Detail .....	67-68

ENGINEERING	
Program Description .....	69
Budget Summary .....	70
Budget Detail .....	71-76
WATER OPERATIONS	
Program Description .....	77
Budget Summary .....	78
Budget Detail .....	79-80
SEWER OPERATIONS	
Program Description .....	81
Budget Summary .....	82
Budget Detail .....	83-84
PARKWAY MAINTENANCE	
Program Description .....	85
Budget Summary .....	86
Budget Detail .....	87-88
STREET MAINTENANCE	
Program Description .....	89
Budget Summary .....	90
Budget Detail .....	91-92
STORM DRAIN OPERATIONS	
Program Description .....	93
Budget Summary .....	94
Budget Detail .....	95
PUBLIC WORKS INSPECTION	
Program Description .....	96
Budget Summary .....	97
Budget Detail .....	98-102
<b>FIRE AND EMERGENCY MEDICAL SERVICES</b>	
Program Description .....	103
Budget Summary .....	104
Budget Detail .....	105-107
<b>POLICE PROTECTION</b>	
Program Description .....	108
Budget Summary .....	109
Budget Detail .....	110-118
<b>FISCAL &amp; SUPPORT SERVICES</b>	
Program Description .....	119
FINANCE & HUMAN RESOURCES	
Budget Summary .....	120
Budget Detail .....	121-123
NON-DEPARTMENTAL	
Budget Summary .....	124
Budget Detail .....	125-126

**BUDGET BY FUNDS**

**GENERAL FUND**

Projected General Fund Revenue ..... 127-131  
General Fund Expenditures by Division ..... 132  
General Fund Expenditures by Line Item ..... 133-135

**WATER FUND**

Summary of Revenues, Expenditures & Working Capital ..... 136  
Detail of Water Fund Expenditures by Line Item ..... 137-142

**SEWER FUND**

Summary of Revenues, Expenditures & Working Capital ..... 143  
Detail of Sewer Fund Expenditures by Line Item ..... 144-149

**GAS TAX FUND**

Summary of Revenues, Expenditures & Fund Balance ..... 150  
Detail of Gas Tax Fund Expenditures by Line Item ..... 151-154

**NPDES STORM DRAINAGE FUND**

Summary of Revenues, Expenditures & Fund Balance ..... 155  
Detail of NPDES Storm Drain Fund Expenditures by Line Item ..... 156-159

**MISCELLANEOUS GRANTS**

Summary of Revenues, Expenditures & Fund Balance ..... 160  
Detail of Misc. Grants Fund Expenditures ..... 161-163

**INFORMATION TECHNOLOGY – memo only**

Program Description ..... 164  
Summary of Revenues, Expenditures & Fund Balance ..... 165  
Detail of Data Processing Fund by Line Item ..... 166-167

**VEHICLE REPLACEMENT FUND – memo only**

Summary of Revenue, Expenditures & Fund Balance ..... 168

**BENEFITS AND INSURANCE FUND – memo only**

Summary of Revenue, Expenditures & Fund Balance ..... 169-172

**REDEVELOPMENT OBLIGATION RETIREMENT FUND**

Budget Summary ..... 173  
Budget Detail ..... 174  
Debt Service Schedule ..... 175

**LANDSCAPE MAINTENANCE Districts (LMD).....176-188**

**PERSONNEL AUTHORIZATION ..... 189-193**

**BUDGET ACCOUNT DESCRIPTIONS ..... 194-198**



# Mayor's Budget Message

**2013-2014**

**Adopted Budget**



# CITY of NORCO

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

July 1, 2013

To the Citizens of Norco,

As your Mayor, I am honored to transmit to you the City's spending plan (budget) for Fiscal Year 2013-2014, which begins on July 1, 2013 and ends on June 30, 2014. As a long-term resident of Norco, I truly love our town and all that we stand for as a community. Norco is a unique, one-of-kind home town where we all value our rural atmosphere and animal-keeping lifestyle. During my last tenure as your Mayor, we began the campaign to "brand" or trademark Norco as "Horsetown USA." Today, Norco is trademarked as Horsetown USA and the Horsetown USA brand is now the cornerstone of the City's campaign to attract economic development that is compatible with its lifestyle.



The FY 2013-2014 budget reflects the improvements that the City has made over the last five years to control expenditures in response to the national recession that negatively affected our local Norco economy and significantly reduced sales tax revenue. City sales tax revenue is now growing again, but is still below the pre-recession level. The budget outlook is improving but additional challenges remain. In the coming years, City Council and staff will continue to work hard to ensure continuing growth in sales tax revenue by capitalizing on our rare Horsetown USA image. Unlike the other cities around us, Norco has limited available land for future development; therefore, the City Council will continue to be strategic in reviewing and approving development projects to ensure that our Horsetown USA image is maintained while maximizing the use of available land to generate needed tax revenues to fund vital City services.

While the City works to prudently manage its diminished financial resources, the residents should be assured that the City Council is fully committed to maintaining essential services such as public safety; streets and trail maintenance; parks, recreation and community events; animal control; sanitation and water services at current levels. Maintaining these services is the key to protecting our unique lifestyle. In recent months, the City has seen an increase in traffic accidents and speeding on City streets and in the coming months, City Council and staff will be looking at ways to mitigate this negative traffic impact on City streets and neighborhoods.

In addition to maintaining ongoing City services, the City is also challenged to find sustainable means of funding to support the maintenance and timely replacement of the City's infrastructure and other capital facilities. Since the birth of the City, Norconians have invested hundreds of millions of dollars in various infrastructure and other capital facilities that are used to facilitate the delivery of services to City residents and businesses. The action by the state to eliminate redevelopment agencies not only shifted certain expenditures to the General Fund, it also took away a key source of funding for infrastructure and capital facilities. In the coming months and years, City Council and staff will work with the community to develop other sustainable means to fund infrastructure and facilities replacements and improvements.

In order to gain more understanding of the City's budget, I encourage you to read the additional information presented in the Budget Overview and Analysis Section of this budget document. Together, we will continue to build our City on a strong financial foundation.

Sincerely,

Kathy Azevedo, Mayor

## CITY COUNCIL

KATHY AZEVEDO  
Mayor

BERWIN HANNA  
Mayor Pro Tem

KEVIN BASH  
Council Member

HERB HIGGINS  
Council Member

HARVEY SULLIVAN  
Council Member



# City Manager's Transmittal Letter

**2013-2014  
Adopted Budget**



# CITY of NORCO

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

June 5, 2013

Honorable Mayor and Members of the City Council:

I submit to you the annual budget for the 2013-2014 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, 2013.

The city's number one source of revenue remains sales tax and after multiple years of decline, we are now seeing increases in this area. 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. Even with significant expenditure reductions, the City's General Fund balance (reserve) was \$3.5 million at the end of FY 2012-2013. This is a significant improvement from a year ago. In addition to the fund balance, this budget provides increased funding for code enforcement and funding for the November 2013 municipal election. It also restores \$100,000 to Information Technology for necessary equipment and upgrades. Funding is also provided for a 3% cost of living adjustment for employees (No employee COLAs have been given for the past six years.)

While the news is positive for our General Services, since the loss of redevelopment, funding for road and facility maintenance and improvements is scarce. Putting aside funding for infrastructure projects will be a policy issue in the coming years.

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

## CITY COUNCIL

KATHY AZEVEDO  
Mayor

BERWIN HANNA  
Mayor Pro Tem

KEVIN BASH  
Council Member

HERB HIGGINS  
Council Member

HARVEY SULLIVAN  
Council Member



## Mission Statement

*To serve Norco residents and businesses in a professional, ethical and cost effective manner with excellent customer service and to provide a high quality of life in a community that values a rural atmosphere*

**2013-2014**

**Adopted Budget**



# Budget Overview & Analysis

**2013-2014**  
**Adopted Budget**

# BUDGET OVERVIEW AND ANALYSIS

## SUMMARY

The City's operating budget financial outlook continues to show improvement from the impact of the severe recession that began in early fiscal year 2008-2009. During the recession which significantly reduced General Fund revenues, especially sales tax and building related revenues, the City embarked on aggressive expenditure reductions. Along with expenditure reductions, the City balanced its General Fund budget between FY 2008-2009 through FY 2010-2011 by also drawing from the fund balance; deferring certain expenditures and used one-time revenues. Over the last two fiscal years (FY 2011-2012 and FY 2012-2013), even though the City still deferred certain expenditure items and used one-time revenues, additions were made to the fund balance which is estimated to be over \$3.5 million at the end of FY 2012-2013. The proposed FY 2013-2014 budget includes limited one-time revenue and relies on the use of unanticipated extra revenues and cost savings from FY 2012-2013 in order to balance the budget. But, it is important to note that certain expenditure deferrals such as contribution to the Information Technology Fund and funding for post-retirement healthcare liability have been partially restored in the budget without further reduction to the existing fund balance.

**Expenditures:** During FY 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. The staffing changes made for police services and the contracting out of fire services will continue to save the City over \$2.1 annually. Significant expenditure reductions have also been achieved over the last two years by capping City subsidy for health insurance and requiring all employees to contribute a minimum of 4% towards the cost of funding for their pension retirement benefits. Through re-organizations, attrition and contracting out, the total number of full-time employees has been reduced from 103 in FY 2008-2009 to 49 in the FY 2013-2014 proposed budget.

Notwithstanding the ongoing efforts to reduce General Fund expenditures, the cost of maintaining existing service levels is projected to increase in future years. For example the FY 2013-2014 proposed budget is anticipated to increase by approximately \$851,000 due to the following:

- Recommended \$100,000 contribution to the Information Technology Fund as a set-aside for future equipment replacement. This item has been deferred for a number of years;
- Proposed \$100,000 increase in funding for code compliance to address City-wide code complaints and issues;
- Sheriff's contract increase of \$129,000 net of overtime reduction. Without overtime reduction, the net cost would have increased by \$204,000;

- Riverside County Fire contract increase of \$92,000. This increase includes additional cost associated with adding the position of a Fire Prevention Specialist to the contract in lieu of in-house staff;
- Recommended additional funding of \$76,500 for the November 2013 municipal election and to update to the City's housing element; and
- Cost increases totaling \$353,000 associated with pension rate increase; retiree medical cost increase; third party contractual cost increase; estimated increase building maintenance costs; expenditure shifts to the General Fund; reduction in grant funding; and proposed 3% average cost of living adjustments.

**Revenues:** The City is continuing with aggressive efforts to increase economic development by attracting sales tax generators that complement the City's "Horsetown USA" image. Even with these efforts, overall General Fund recurring revenue is projected to increase by a net amount of \$270,000 during next fiscal year. Most of the anticipated increase is from sales tax. As a result of these efforts and in conjunction with the recovering economy, the City's sales tax revenue is continuing to see noticeable increases. Before the recession, sales tax peaked at \$6.2 million annually and at the depth of the recession, sales tax revenue bottomed at \$3.3 million. The FY 2013-2014 General Fund budget estimates sales tax revenues at nearly \$5.0 million. This reflects an estimated cumulative increase of nearly 52% from the low of \$3.3 million in FY 2009-2010. The ability of the City to balance its General Fund budget in the future still depends heavily on future sales tax growth.

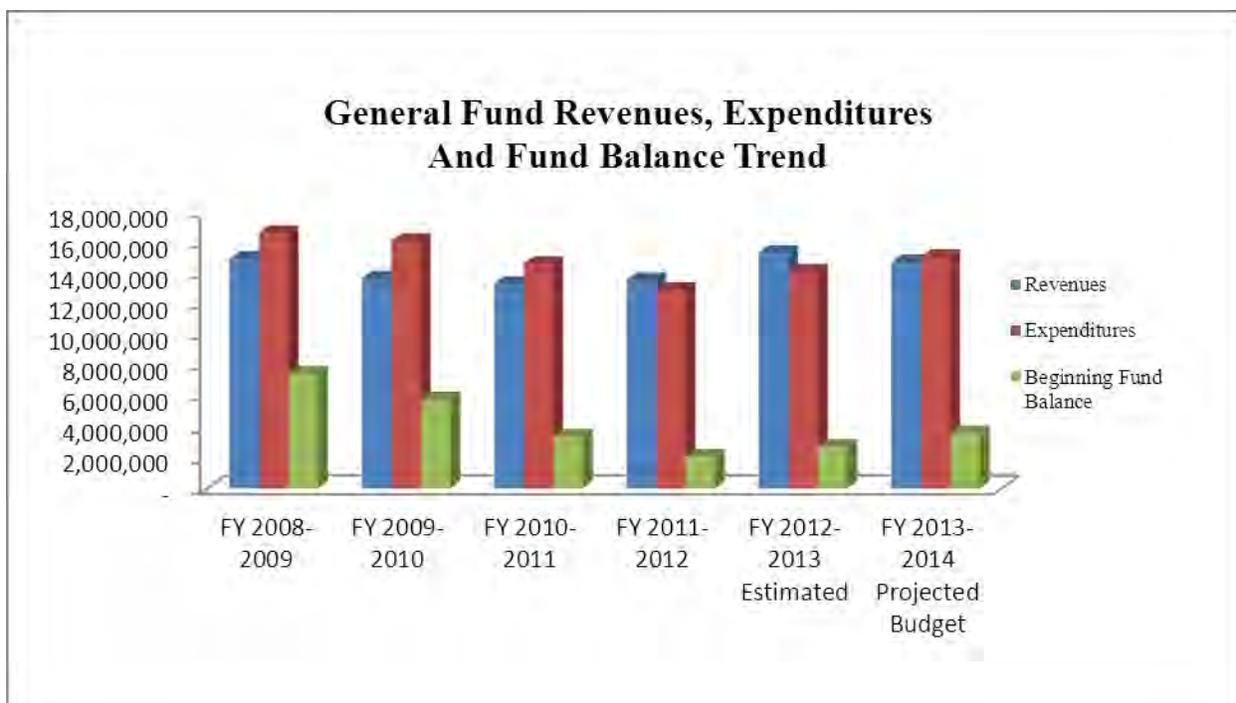
Other than sales tax, major ongoing operating revenues of the General Fund which include; property tax, motor vehicle in lieu license fees, franchise fees and charges for services are projected to remain essentially flat for FY 2013-2014. The lack of growth in these revenues will compound the structural budget deficit and continue to test the City's ability to meet current service levels.

**Balanced Budget:** The proposed General Fund budget for FY 2013-2014 reflects a structural gap of \$653,000. The structural gap in the FY 2013-2014 General fund budget is the difference between total estimated recurring revenues of \$14,438,911 and recurring total expenditures of \$15,092,055. This gap is proposed to be eliminated by the use of one-time FY 2011-2012 administrative cost and other Successor Agency reimbursement in the amount of \$304,000 and estimated \$350,000 carry over of extra revenues and expenditure cost savings from FY 2012-2013. In the long term, the structural deficit can only be permanently eliminated by a growing diversified revenue base and/or further reductions to current service levels.

**General Fund Future Contribution to Infrastructure Funding:** In addition to the current operating budget's structural deficit, it is to be pointed out that the City has very limited source of funding for future infrastructure replacement. With the dissolution of the Redevelopment Agency, limited borrowing capacity and limited other sources of capital funding, General Fund revenues would also have to serve as the primary source of funding for capital infrastructure needs. Accomplishing this objective will require

long-term financial plan to adequately quantify future operating service levels and related expenditures; as well as future capital needs and sources of funding.

**Revenue, Expenditure and Fund Balance Trend:** The chart below provides six year revenues, expenditures and fund balance trend for the General Fund. As can be seen from the chart, expenditures peaked at \$16.7 million in FY 2008-2009 and reached a low of \$12.9 million in FY 2011-2012. Beginning in FY 2012-2013, expenditures began to increase due to the full impact of the dissolution of the RDA which resulted in shifting fixed administrative costs previously paid by the RDA to the General Fund. As previously discussed, this chart reflects improving recurring (excluding one-time items) General Fund revenues and fund balance. The Fund balance is projected to increase to \$3.6 million by the end of FY 2013-2014 after reaching a low of \$2.0 million in FY 2011-2012.



**Other Funds:** The FY 2013-2014 recommended operating budget also includes the operating activities of the Water, Sewer, Gas Tax, and NPDES Funds. The budget estimates show that there will be sufficient revenues to cover expenditures in all of these Funds except the NPDES Fund. Due to minimal revenues received from assessments and expanding storm drain regulatory requirements, the FY 2013-2014 NPDES Fund budget relies on transfer from General Fund; expenditure shifts to other Funds and use of existing fund balance in order to present a balanced budget. Staff will be reviewing options for generating additional revenues which are needed to meet the minimum costs of complying with program requirements imposed on the City by other governments and agencies. While a balanced budget is estimated for the Water Fund, we should note that the budget is highly flexible and can be impacted by changes in the quantity and cost of purchased water. Additionally, the Water Fund budget does not

include any set-aside for future capital replacement. Options for addressing these unmet needs in the proposed budget will be brought back to the City Council before the end of calendar year 2013.

### **Budget Presentation**

The City of Norco Fiscal Year 2013-2014 operating budget is 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. The budget is also presented by programs and departments/function. The presentation by department is designed to show the level of budgetary control and responsibility while the presentation of the budget by programs is necessary to reflect the City Council's program 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

## **FY 2013-2014 GENERAL FUND BUDGET ANALYSIS**

### **General Fund Revenues**

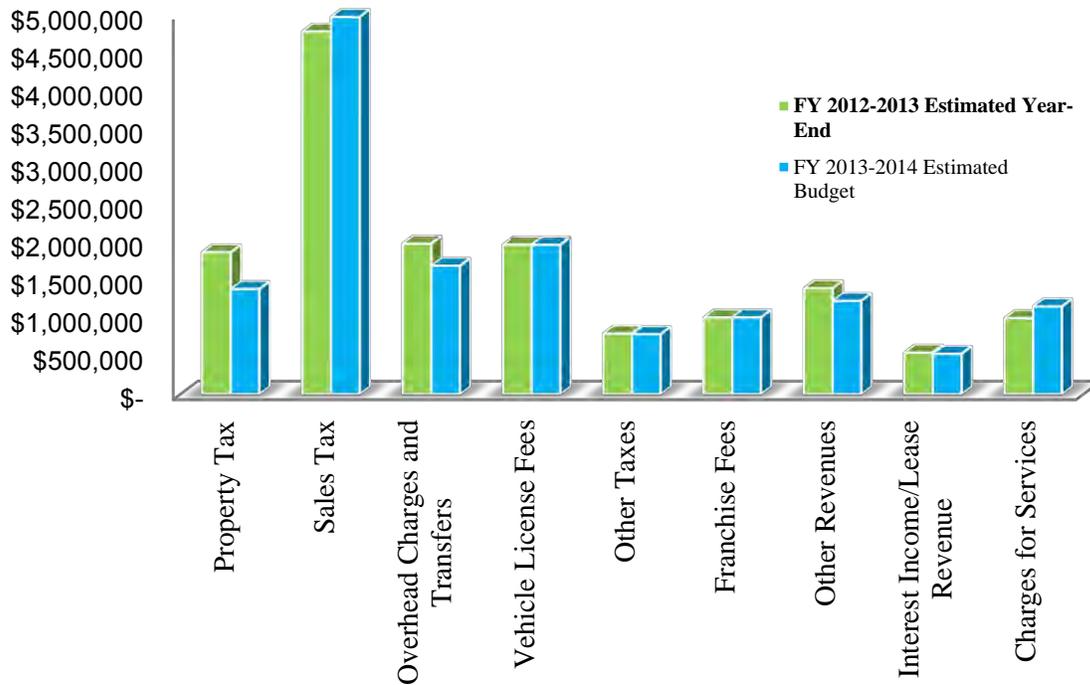
General Fund revenues for FY 2013-2014 are estimated based on the most available information through April 23, 2013. These estimates are subject to change as more information becomes available throughout the year. If it becomes necessary to revise the estimates, staff will bring recommendation for adjustments to the City Council for approval. General Fund revenues are presented by detail line items and summarized by major categories.

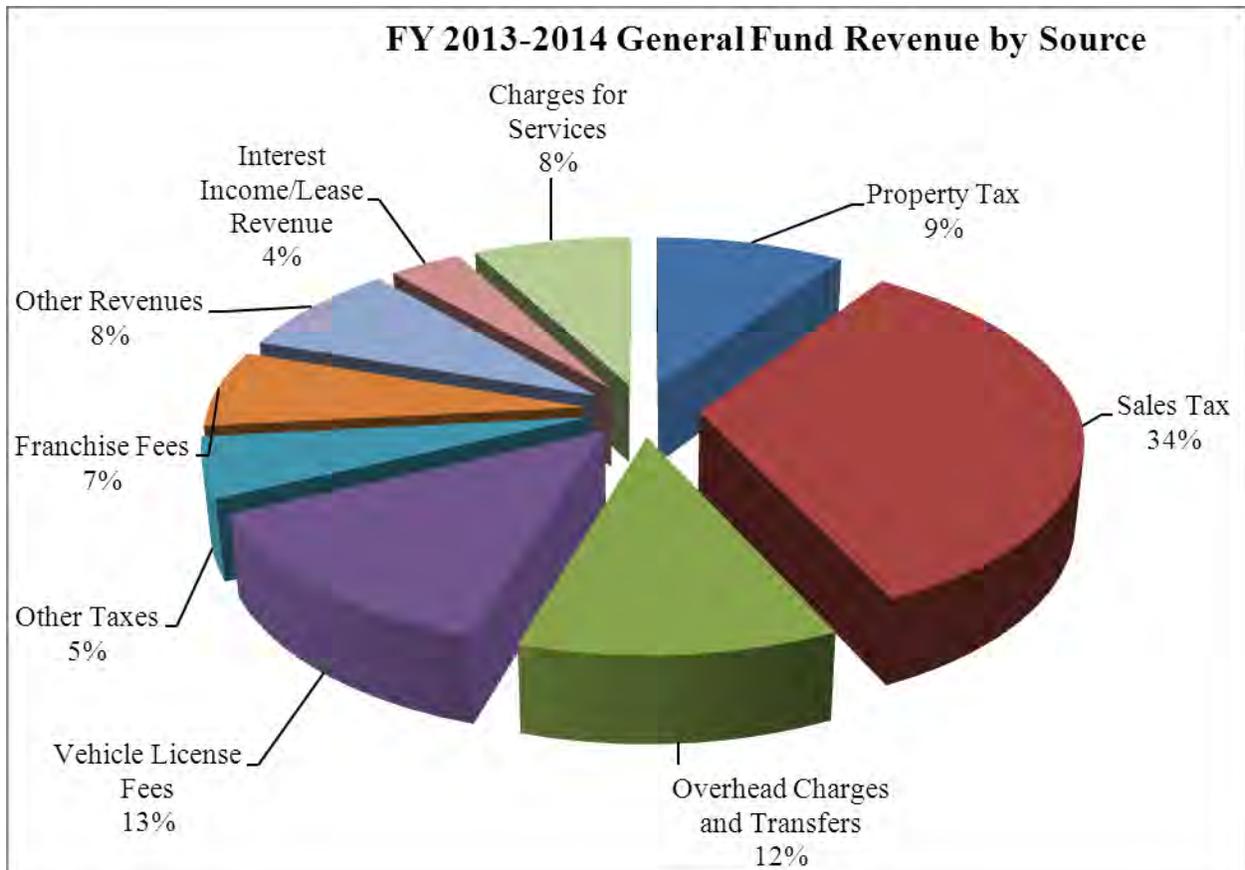
Total estimated General fund revenues for FY 2013-2014, including the one-time item previously discussed, is \$14.7 million compared to FY 2012-2013 budget amount of \$15.1 million reflecting a decrease of \$0.4 million. Nearly all of the projected net decrease in General Fund revenues is due to one-time revenues received in FY 2012-2013 that are not available for FY 2013-2014. The chart and schedule on the next page provides a graphical comparison between FY 2012-2013 budget and FY 2013-2014 projected General Fund revenues.

**Estimated General Fund Revenue Schedule  
FY 2012-2013 Vs. FY 2013-2014**

Revenue Category	FY 2012-2013 Amended Budget	FY 2012-2013 Estimated Year- End	FY 2013-2014 Estimated Budget	Change Budget to Budget
Property Tax	\$ 1,663,786	1,869,909	1,385,763	(278,023)
Sales Tax	4,772,211	4,781,996	4,973,276	201,065
Overhead Charges and Transfers	1,980,379	1,985,736	1,693,057	(287,322)
Vehicle License Fees	1,974,291	1,971,031	1,968,906	(5,385)
Other Taxes	803,595	799,303	790,179	(13,416)
Franchise Fees	1,009,000	1,009,503	1,012,500	3,500
Other Revenues	1,341,472	1,395,769	1,230,678	(110,794)
Interest Income/Lease Revenue	551,959	547,959	531,759	(20,200)
Charges for Services	1,048,275	1,002,509	1,156,793	108,518
<b>Totals</b>	<b>\$ 15,144,968</b>	<b>15,363,715</b>	<b>14,742,911</b>	<b>(402,057)</b>

**FY 2013-2014 Vs. 2012-2013  
Estimated General Fund Revenues**





**Property Tax:** Except for the impact of one-time receipts in FY 2012-2013, which are from the dissolution of the former Norco Community Redevelopment Agency, property tax revenues are projected to remain flat in FY 2013-2014. Staff projects property tax revenues based on the assessed value of real property in the City of Norco as provided by the County Assessor. The County of Assessor is responsible for determining the value of real property within the County. The final assessed value for the FY 2013-2014 budget year is expected to be provided to cities in late August. At this time, there is no concrete information that suggests that the net taxable value of real property in the City has increased or decreased. Property tax represents 9% of total estimated General revenues for FY 2013-2014.

**Sales Tax:** For many years, sales tax has represented the highest percentage of General Fund revenues. During the national economic recession, sales tax revenues decreased from a peak of \$6.2 million in FY 2006-2007 to a low of \$3.3 million in FY 2009-2010. While recent trends suggests continuing sales tax revenue growth, estimated sales tax receipts of \$5.0 million in FY 2013-2014 is still \$1.2 million below the peak amount of \$6.2 million. For FY 2013-2014, sales tax is projected to increase by 4% based on recent City trends and statewide projections by the state department of finance. Sales tax projection does not include any amount for the potential that a major sales tax generator may locate in the City during the fiscal year. At the peak in FY 2006-2007, sales tax accounted for 38% of total General Fund revenues and only 24% of

total revenues at the low in FY 2009-2010. In FY 2013-2014, estimated sales tax revenue is projected to account for 34% of total projected General Fund revenues.

**Other Taxes:** Other taxes, which include public safety sales tax, business license tax, transient occupancy tax and property transfer tax, are projected to decrease slightly from the FY 2012-2013 amount due to anticipated slight decrease in property transfer tax. Business license tax revenues are projected to remain flat based on recent trends. Over the past few years, staff has used several data matching sources to ensure that businesses operating in the City are adequately identified and business that license taxes are being collected. These efforts will continue but are not anticipated to increase revenues from current levels.

**Franchise Fees:** Estimates for cable television, electric and gas franchise revenues are based on the most two years receipts. Even though the City is currently reviewing its exclusive waste hauling and disposal services with Waste Management, related franchise fee revenues have been estimated based on current rates. If the new agreement results in an increase in refuse franchise revenues, the change will be handled as part of the mid-year budget update. Franchise fee revenues are estimated to make up 7% of total estimated General Fund revenues for FY 2012-2014.

**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 which is based on property value 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 2013-2014 is based on the in-lieu amount provided by the state. This revenue item which is largely controlled by the state represents the second most significant portion of total General Fund revenues at 13%.

**Other Revenues:** Other revenues include fines, penalties, intergovernmental, voluntary emergency medical subscription fees, fire inspection and plan check fees, dog license and other miscellaneous revenues. Total revenues from this category are projected to total \$1.2 million which is a decrease of nearly \$0.2 million from estimated FY 2012-2013 amount. The decrease is due to the elimination of one-time intergovernmental Department of Energy reimbursement in FY 2012-2013. This revenue category makes up 8% of estimated total General Fund revenues for FY 2013-2014.

**Charges for Services:** Charges for services comprise of engineering, planning and building fees; community services parks and recreation fees; Wee People program revenues; building; planning, and engineering fees. This revenue category is projected to have a net increase of \$154,000 in FY 2013-2014. The projected increase is due to anticipated higher revenues to be generated from facilities use fees. The higher projected revenue from facilities use fees is largely attributable to use of the second

arena at Ingalls Equestrian and Event Center. Charges for services makes up 8% of total estimated General Fund revenues for FY 2013-2014.

**Lease and Interest Earnings:** Lease and interest earnings consists of investment earnings on fund balance, Silverlakes lease, Library lease and cellular phone site leases. The slight decrease for this revenue category is due to a reduction in the number of cell sites contracted for FY 2013-2014. It is to be noted that investment earnings from the Special Asset Revenue Fund is credited to the General Fund. Lease income for FY 2013-2014 includes full year lease revenue from the lease of Silverlakes property even though the actual date to commence operation is still not known. Interest and lease revenues make up 4% of total General Fund revenues.

**Overhead Reimbursements and Transfers:** Overhead reimbursements and transfers to the General Fund represent each transferring Fund's share of overhead costs 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 expenditures.

Reimbursements and transfers to the General Fund are projected to decrease by a net of \$293,000 due to the inclusion of \$500,000 one-time transfer from the Special Asset Revenue Fund in FY 2012-2013. The loss of the \$500,000 transfer is partially offset by \$308,000 of FY 2011-2012 Successor Agency reimbursement which will be recognized in FY 2013-2014.

**General Fund Expenditures:**

General Fund expenditures are estimated based on staffing and service levels; and the estimated increase third party pass-through costs. Staffing costs include third party items such as group health insurance premiums and pension contributions to California Public Employees Retirement System (CalPERS). The City's safety retirement plan for former fire employees became inactive as of January 1, 2012 when the employees transitioned to county employment. Currently, the City is not required to make any contribution to the inactive safety plan. Other significant third party costs in the General Fund expenditure budget include county sheriff and county fire contract costs, liability and workers compensation premiums. Both county sheriff and fire contract costs are determined based on City contracted service levels and county contract rates. Liability and workers compensation premiums are largely driven by coverage rates and covered payroll levels.

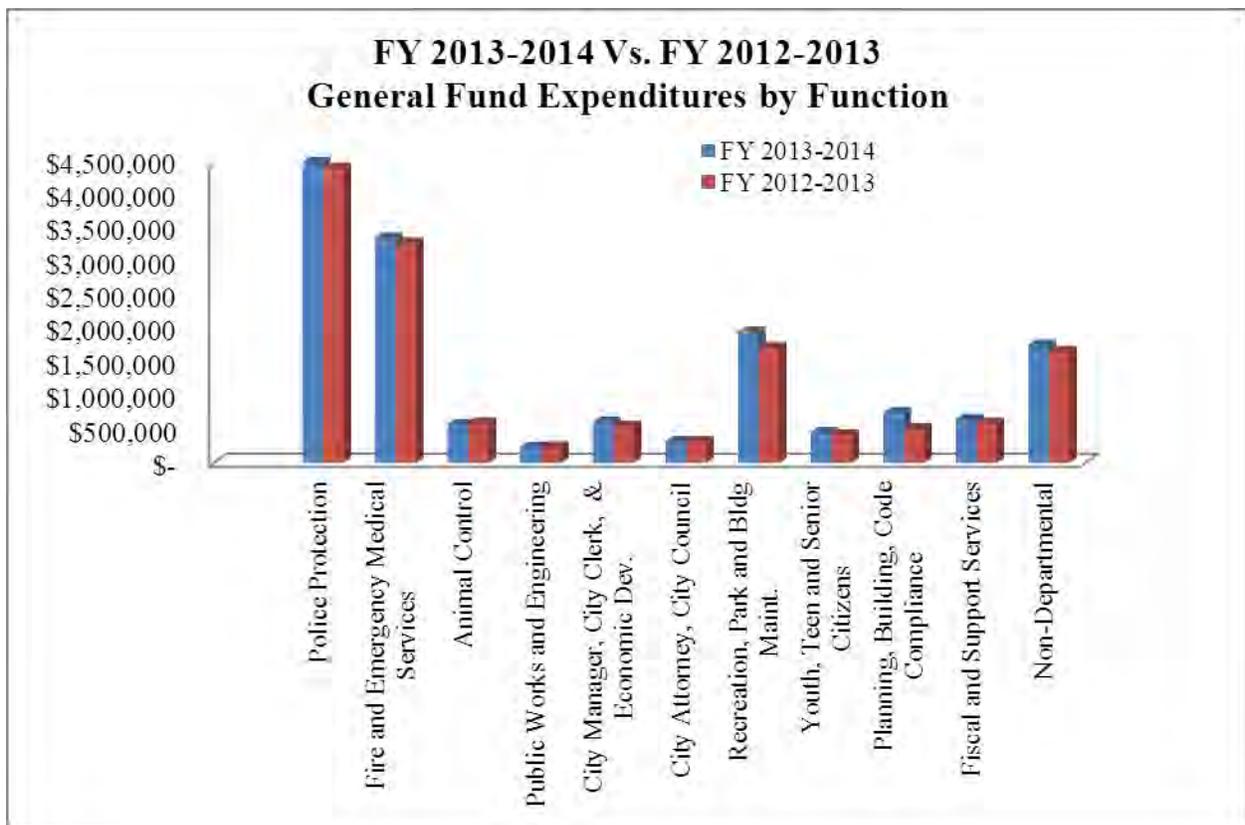
The following provides a summary of the key assumptions used to project General Fund expenditures for FY 2013-2014:

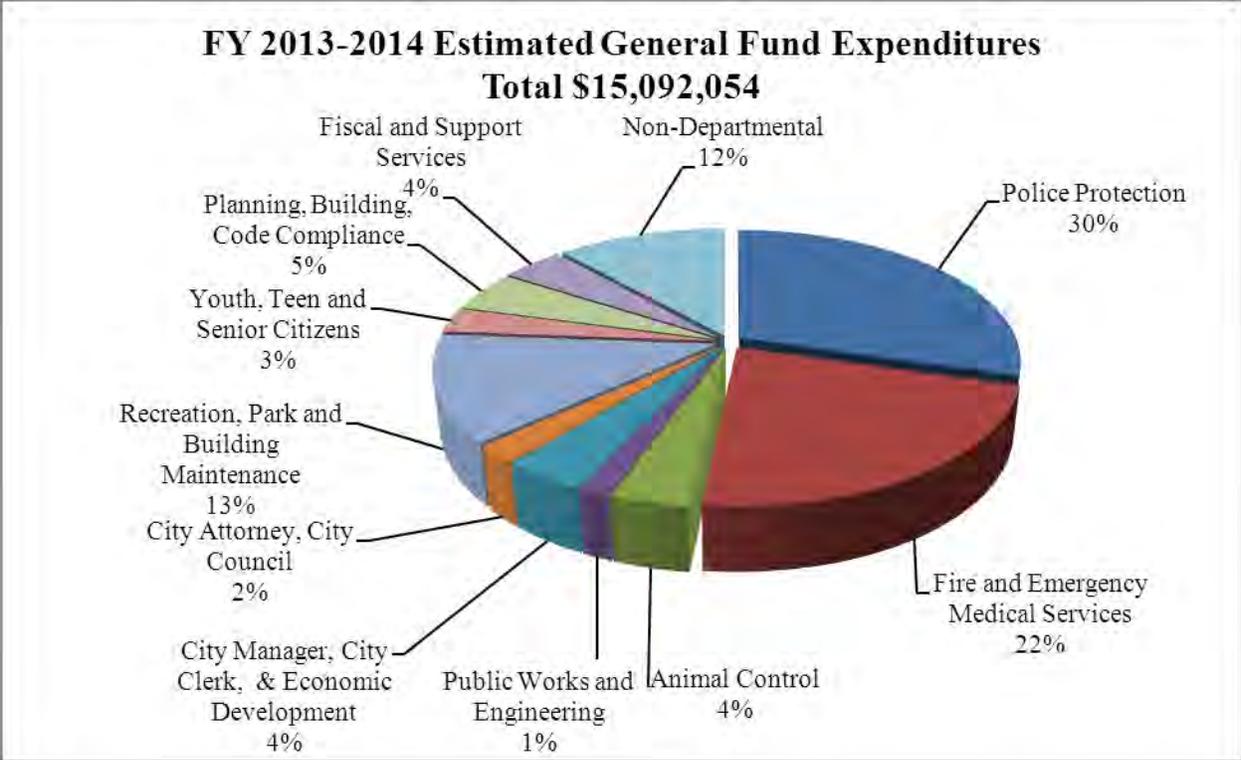
- Police protection services provided by the county sheriff will be funded at the same level as FY 2012-2013 with estimated contract rate increase of 5% from the previous year.
- Fire and emergency medical services provided by the Riverside County Fire will be funded at the same service level with the addition of Fire Prevention Specialist position to the contract. The contract rate for fire and emergency medical services is estimated to increase by 2.2% from FY 2012-2013 rates.
- The budget includes a \$300,000 contribution for post-retirement healthcare insurance obligation. It also includes a \$100,000 contribution to the Information Technology Fund for future equipment replacement.
- CalPERS' pension contribution rate is estimated to increase by 8.4% from 21.564% to 23.365%. Employees will continue to pay 4% of their 8% contribution rate during the fiscal year.
- The budget includes funding for an estimated increase in third party contractual costs for utilities, landscape maintenance, building maintenance and other services.
- Medical health insurance subsidy paid by the City for employees, spouses and dependents will continue to be capped at a maximum of \$1,250 per month. The cost of retiree medical insurance premium has been estimated to increase by 5% for the second half of the fiscal year.
- The budget includes an average of 3% cost living of adjustments for City full time employees to recognize that employee have not received any cost of living adjustments since FY 2007-2008.

For FY 2013-2014, total General Fund expenditures are projected to be \$15.1 million compared to \$14.2 million for FY 2012-2013. This represents estimated budget increase of nearly 6%. Additional detail information regarding the increase in the budget is provided following the expenditure by function charts on the next page.

**Summary of Projected General Fund Expenditures by Function  
For Fiscal Years 2012-2013 and 2013-2014**

Function	FY 2013-2014	FY 2012-2013	Change
Police Protection	\$ 4,462,182	4,375,793	1.97%
Fire and Emergency Medical Services	3,341,813	3,263,701	2.39%
Animal Control	575,834	596,794	-3.51%
Public Works and Engineering	232,800	239,782	-2.91%
City Manager, City Clerk, & Economic Development	609,871	546,301	11.64%
City Attorney, City Council	320,424	317,466	0.93%
Recreation, Park and Building Maintenance	1,949,361	1,716,403	13.57%
Youth, Teen and Senior Citizens	455,147	418,101	8.86%
Planning, Building, Code Compliance	746,306	512,204	45.70%
Fiscal and Support Services	648,339	594,686	9.02%
Non-Departmental	1,749,978	1,660,079	5.42%
<b>Totals</b>	<b>\$ 15,092,055</b>	<b>14,241,310</b>	<b>5.97%</b>





As shown by the chart above, public safety costs consisting of police and fire protection and emergency medical services make up 52% of total General Fund expenditures. Historically, public safety expenditures made up about 67% of total budget. This percentage has decreased substantially due to reduction to staffing levels and decrease in overtime costs. Other key direct programs which consist of parks, building maintenance, recreation services, animal control, senior citizens, public works, planning, building safety and Wee People makes up another 26% of total expenditures. Non-departmental which are non-discretionary costs makes up 12%; while support programs like fiscal and support services, city clerk, city manager, city attorney and city council cost make up the remaining 10% of total General Fund expenditures.

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 full time officer that the City contracts for plus related allocated facility, equipment and support costs. The Proposed Budget allows for the Sheriff Department to continue to provide patrol and community oriented services at current levels. While the current rates are projected to increase by 5% from FY 2012-2013 rates, the increase in cost from the rates going up has been partially mitigated by overtime reduction and elimination of previously allocated internal service computing and communications charges. The county has elected to provide their own computers and related support to county employees assigned to the City.

**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 estimated budget increase includes a projected contract rate increase of 2.2% and additional costs associated with the addition of county Fire Prevention Specialist position in lieu of city staff. The total increase in the budget of 2.39% would have been higher had it not been that the cost of utilities and certain building maintenance costs associated with the two stations have been shifted to Building Maintenance Division.

**Parks, Recreation and Building Maintenance:** Expenditure projections for parks and recreation programs are based on expected service levels. The FY 2013-2014 projected expenditure budget for the Parks, Recreation and Building Maintenance Divisions is \$1,949,361 compared to the FY 2012-2013 amount of \$1,716,403. The estimated increase of \$232,958 consists of pass-through increase in service contracts, benefits costs, cost of living adjustments, maintenance and utilities cost shifted from the fire department. The cost increase also includes additional personnel costs shifted from Animal Control Division to handle anticipated increase in facility rentals and use.

**Animal Control Division:** The FY 2013-2014 estimated budget for the Animal Control Division reflects total expenditures of \$575,834 compared to FY 2012-2013 amount of \$596,794 for a decrease of \$20,960 which is largely associated with personnel costs shifted to Parks, Recreation and Building Maintenance divisions.

**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 2013-2014 is estimated to be \$166,016 compared to \$135,684 for FY 2012-2013. The increase in the General Fund portion of the budget is due to reduction in the portion of the total budget to be funded by RCTC in FY 2013-2014. Additionally, the increase includes cost of living adjustments and pass-through increase in benefits cost.

**Fiscal and Support Services:** Fiscal and Support Services division provides support services to all operating and other support departments, special districts and the City Council. The division is also in charge of providing key accounting and financial management services related to the winding down of the former Redevelopment Agency. In addition to direct funding allocation from the General Fund, division employees performing direct services for Water and Sewer Funds charge proportionate share of their time to these Funds. The total estimated General Fund budget for FY 2013-2014 is \$648,339 compared to FY 2012-2013 amount of \$594,686. The projected increase of \$53,653 is largely due to pass-through benefits costs such as medical insurance, pension contribution and proposed cost of living adjustments.

**City Manager, Clerk and Economic Development:** The total estimated budget for FY 2013-2014 for this function is \$609,871 compared to FY 2012-2013 amount of \$546,301. The projected increase of \$63,570 consists of \$36,500 allocation for the November 2013 municipal election; estimated cost of living adjustment; and contractual pass-through increase in the cost of benefits.

**Planning, Building and Code Compliance:** The total estimated FY 2013-2014 budget for this division is \$746,306 compared to FY 2012-2013 amount of \$512,204 for a projected increase of \$234,102. The projected increase consists of \$100,000 additional funding for code compliance; allocation of \$40,000 to update the City's housing element; salary and benefits shifts of \$52,088 from other funds; and \$42,014 cost increases associated with benefits, cost of living adjustments and contractual services.

**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 2013-2014 are \$239,782 which represents a decrease of \$6,982 from the FY 2012-2013 estimated budget amount of \$232,800. The net reduction in expenditures is from reduction in contracted engineering costs due to anticipated reduction in activity level.

**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 2013-2014 budget reflects total projected expenditures of \$1,749,978 compared to FY 2012-2013 total expenditures of \$1,660,079 for a net budget increase of \$89,899. The net increase is due to \$100,000 to be contributed to IT Fund for future equipment replacement and projected increase of \$49,144 for retiree medical insurance. These increases are partially offset by reductions to general liability and workers compensation costs.

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

The estimated fund balance of the General Fund during the FY 2012-2013 mid-year budget update in February was \$3.5 million. The proposed FY 2013-2014 budget does not reduce this estimated fund balance amount. However, the proposed budget includes a provision to use approximately \$350,000 of additional cost savings and/or revenues from FY 2012-2013 above and beyond the \$3.5 million estimate in order to balance the budget. With the proposed balanced budget along with anticipated cash flow gains from delayed billing for fire and sheriff' services, it is expected that there will be adequate cash flows during the fiscal year to cover the 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 was implemented at the beginning of FY 2012-2013. While the rate adjustments are generating the projected revenues, higher than anticipated increase in the cost of pass-through purchased water has made it hard to put the Water Fund into healthy financial position. The purpose of the rate adjustment was to ensure that sufficient revenues are generated to; cover the total cost of operating and maintaining the water system including debt service; eliminate accumulated deficit and build reserves so that debt service coverage ratios can be improved. The goal also included setting aside funds for future capital maintenance and replacement. The performance of the rate adjustments over the last two fiscal years show that significant progress still remains to be made towards accomplishing the objectives of the rate adjustments.

During FY 2011-2012, total revenues were below total expenditures by \$120,000. In the current FY 2012-2013, total revenues are estimated to exceed expenditures by \$798,000 but this estimate is subject to significant fluctuation due to the high volatility in purchased water costs and customer consumption. The projection for FY 2013-2014 is for total revenues to exceed total expenditures by \$442,000. However, due to the unusual volatile nature of purchased water costs and customer consumption, total revenue and expenditure projections can be significantly different from actual amounts realized.

What we know is that as of April 21, 2013, the Water Operating Fund still has a negative operating cash balance of \$68,000 with semi-annual debt service payment coming due in September. While this cash balance is an improvement over the negative cash balance of \$614,000 at the same time last year, this is still a major indicator that the financial status of the Fund is not where it needs to be. It is also to be noted that due to low cash balances and the fact that actual revenues were still below actual expenditures as of the end of FY 2011-2012, Standard and Poor's Rating Agency did downgrade the rating of the water and sewer systems outstanding enterprise revenue bond late last year. Staff is carefully monitoring the financial status of the Water Fund and anticipates that recommendation for actions to timely adjust rates to meet rapidly changing purchased water costs will be presented to the City Council this fall.

### **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 current rates and estimated flat level of consumption. The total estimated revenues for FY 2013-2014 is \$9,644,257 which is the same amount as the FY 2012-2013 year-end estimated total revenues.

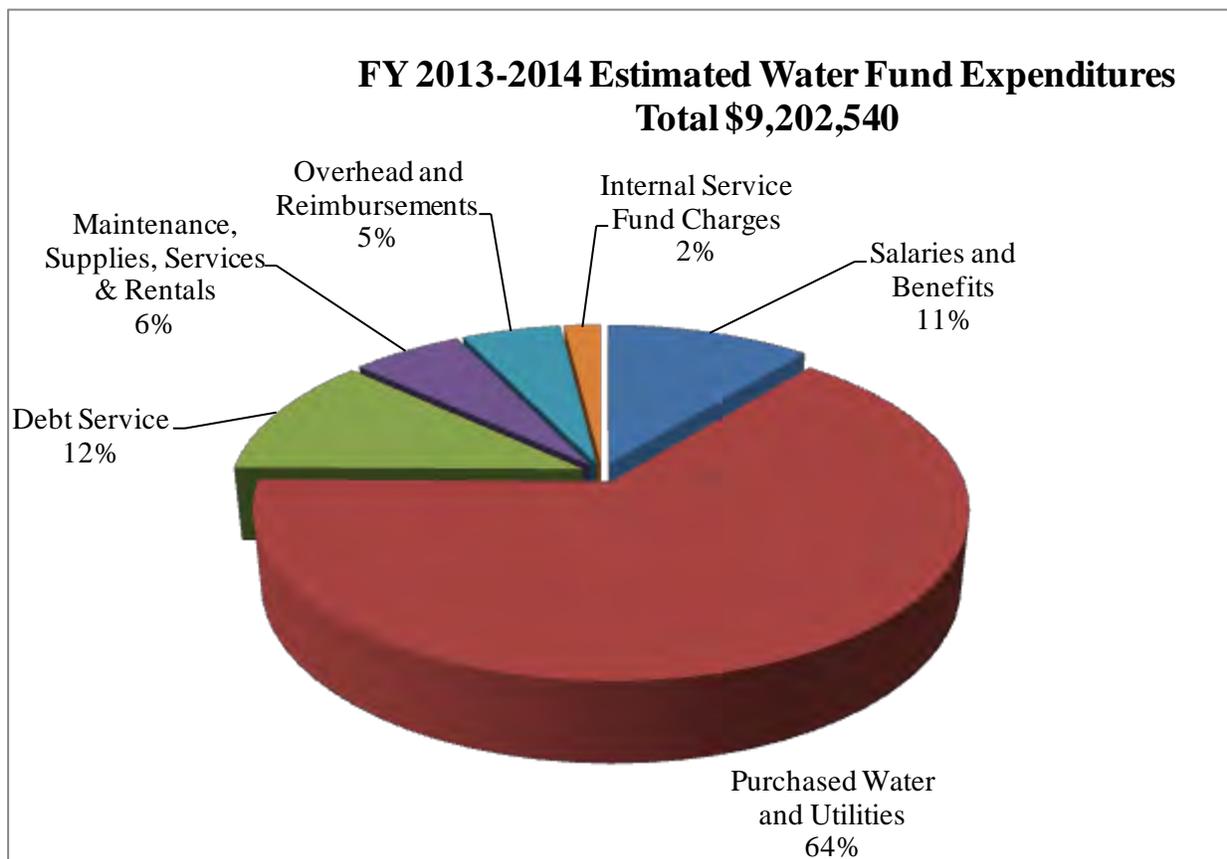
### **Water Fund Expenditure**

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 2013-2014

expenditures is \$9,202,540 compared to total FY 2012-2013 year-end estimate of \$8,723,702.

The charts below provides a summary breakdown of total Water Fund expenditures

Summary of Projected Water Fund Expenditures by Category For Fiscal Years 2013-2014 and 2012-2013			
Expenditure Category	FY 2013-2014	FY 2012-2013	Change
Salaries and Benefits	\$ 1,010,546	1,002,570	0.80%
Purchased Water and Utilities	5,907,930	5,605,000	5.40%
Debt Service	1,067,062	1,070,986	-0.37%
Maintenance, Supplies, Services & Rentals	546,771	427,277	27.97%
Overhead and Reimbursements	489,439	489,439	0.00%
Internal Service Fund Charges	180,792	162,504	11.25%
<b>Totals</b>	<b>\$ 9,202,540</b>	<b>8,757,776</b>	<b>5.08%</b>



As can be seen from the chart above, 64% of total Water Fund expenditures are pass-through purchased water and utilities cost. Most of purchased water costs are fixed costs which the City must pay under take-or-pay purchase water agreements. The City

has minimal control over these costs in the short-term. The anticipated increase in purchased water cost is based on preliminary estimates based on purchase water agreements. Another 12% of total expenditures are for debt service which is also a fixed cost item. Salaries and benefits comprise 11% of total expenditures. Cost of maintenance, contractual services, supplies, and rental which is 6% of the total budget is expected to go up because of cost shifts from salaries and benefits to contracts and allocation of \$50,000 to make contribution towards the payment of post-retirement healthcare liability. Internal service fund charges which includes the cost for equipment operations and maintenance and payment of liability claims is projected to go up due to higher allocation for potential claims settlements.

### **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 was implemented on July 1, 2012. Prior to the rate adjustment being implemented, Sewer Fund expenditures were exceeding total revenues by nearly \$700,000. In the first full year (FY 2011-2012) following the implementation of the rate adjustments, total revenues exceeded total expenditures by \$51,000. It is also projected that total revenues in FY 2012-2013 would exceed total expenditures by \$965,000. The FY 2013-2014 proposed budget also estimates that total revenues would also exceed total expenditures by \$710,000. These projections are expected to be realized as both Water Fund revenues and expenditures are stable and fairly easy to forecast.

### **Sewer Fund Revenues**

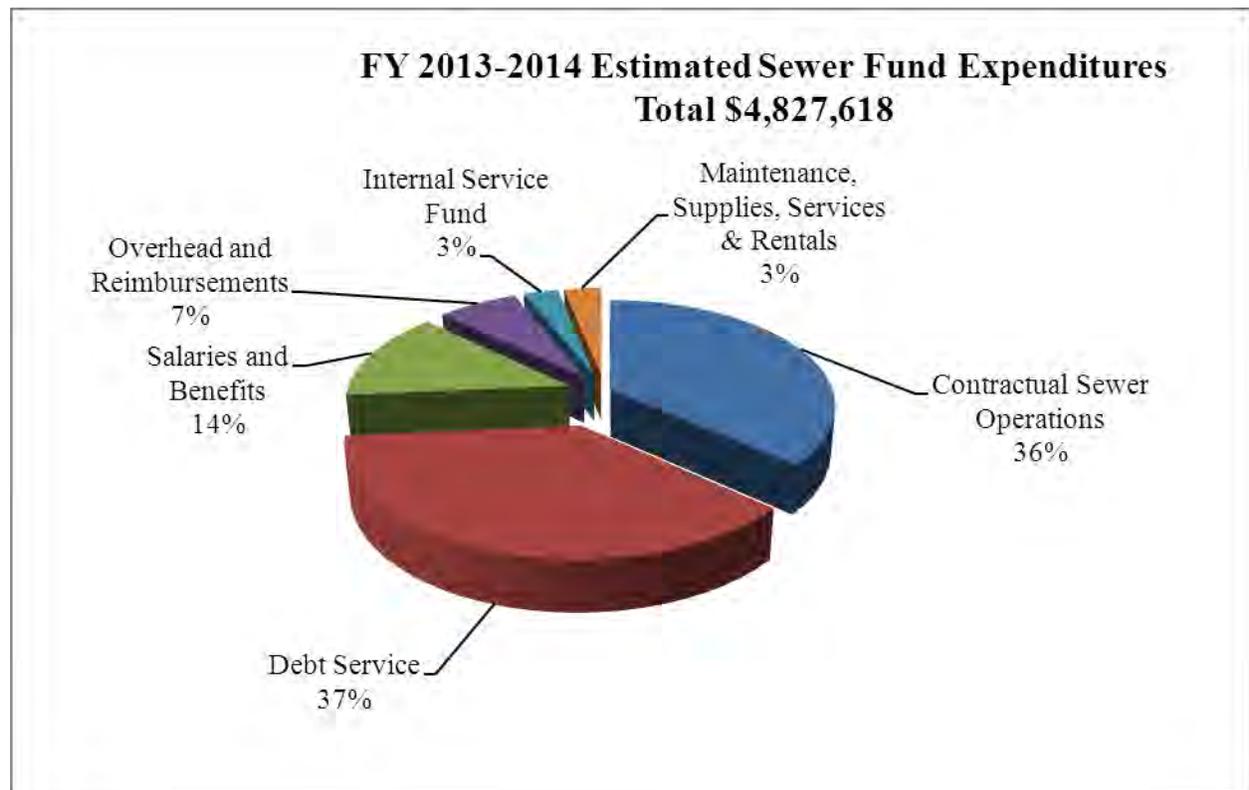
Sewer Fund revenues are derived from sewer service charges on residential, commercial and industrial customers. Most of Sewer Fund revenues (estimated at 87%) are from the fixed component of the rate which is currently \$51 per month for all connected customers. All residential customers connected to the system pay only the fixed monthly \$51 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 \$8 per month for units exceeding the base consumption of 10 units per month. Non-connected customers are required to pay a fixed monthly charge which is currently \$19. The total estimated Sewer Fund revenues for FY 2013-2014 are \$5,538,058 which is the same amount as the estimated FY 2012-2013 year-end revenue amount.

Based on the actual revenues currently being realized, the current financial status of the Sewer Fund, the objectives of the rate adjustments approved by the City Council in FY 2011-2012 are being met. The objectives of the rate adjustment were to; close the gap between revenues and expenditures; restore working capital; and provide annual contribution of \$250,000 to Sewer Capital Fund for future capital replacement. While the gap between revenues and expenditures has been closed and working capital is being gradually restored, there is still not sufficient comfortable cash cushion to begin making the \$250,000 annual contribution. This situation will be reviewed as part of the mid-year budget process and the capital contribution could commence in FY 2013-2014.

## 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 2013-2014 expenditures of the Sewer Fund is \$4,827,618. This compares to FY 2012-2013 estimated total expenditures of \$4,669,033. The projected increase of \$158,583 in total expenditures is due to \$50,000 allocation for contribution towards post-retirement healthcare liability; increase in salaries and benefits of \$56,000 and increase in professional services.

Summary of Projected Sewer Fund Expenditures by Category FY 2013-2014 and FY 2012-2013			
Expenditure Category	FY 2013-2014	FY 2012-2013	Change
Contractual Sewer Operations	\$ 1,757,844	1,696,341	3.63%
Debt Service	1,793,454	1,797,529	-0.23%
Salaries and Benefits	656,746	600,762	9.32%
Overhead and Reimbursements	327,223	327,223	0.00%
Internal Service Fund	140,292	148,269	-5.38%
Maintenance, Supplies, Services & Rentals	152,059	98,909	53.74%
<b>Totals</b>	<b>\$ 4,827,618</b>	<b>4,669,033</b>	<b>3.40%</b>



## 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 2013-2014 are \$801,779 compared to FY 2013-2014 estimated revenues \$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. The Fund is anticipated to begin the fiscal year with a fund balance of \$673,051.

### **NPDES FUND BUDGET SUMMARY**

The NPDES fund is used to account for revenues and expenditures pertaining to the City efforts to comply with various mandates designed to prevent pollution of storm drains. Revenues are derived primarily through a minimal assessment to homeowners. This assessment generates about \$60,000 annually. The General Fund provides an additional direct subsidy of \$25,000 accomplished through a fund transfer. Estimated total revenues of \$89,200 include an estimated assessment of \$64,200 and General Fund subsidy of \$25,000. Total FY 20123-2014 expenditures are projected to be \$121,406 which consists of salaries, benefits and contracted costs. The gap between expenditures and revenues are being made by use of fund balance. During the fiscal year, staff will be looking at potential options to generate sufficient revenues to meet the minimum costs of the mandates placed on the City.

### **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\_\_\_. Questions regarding the FY 2013-2014 budget overview should be directed to the Deputy City Manager/Director of Finance at (951) 270-5650.

Sincerely,



V. Andy Okoro  
Deputy City Manager/Director of Finance



# City Council & Staff

**2013-2014  
Adopted Budget**

# CITY OF NORCO

---

---

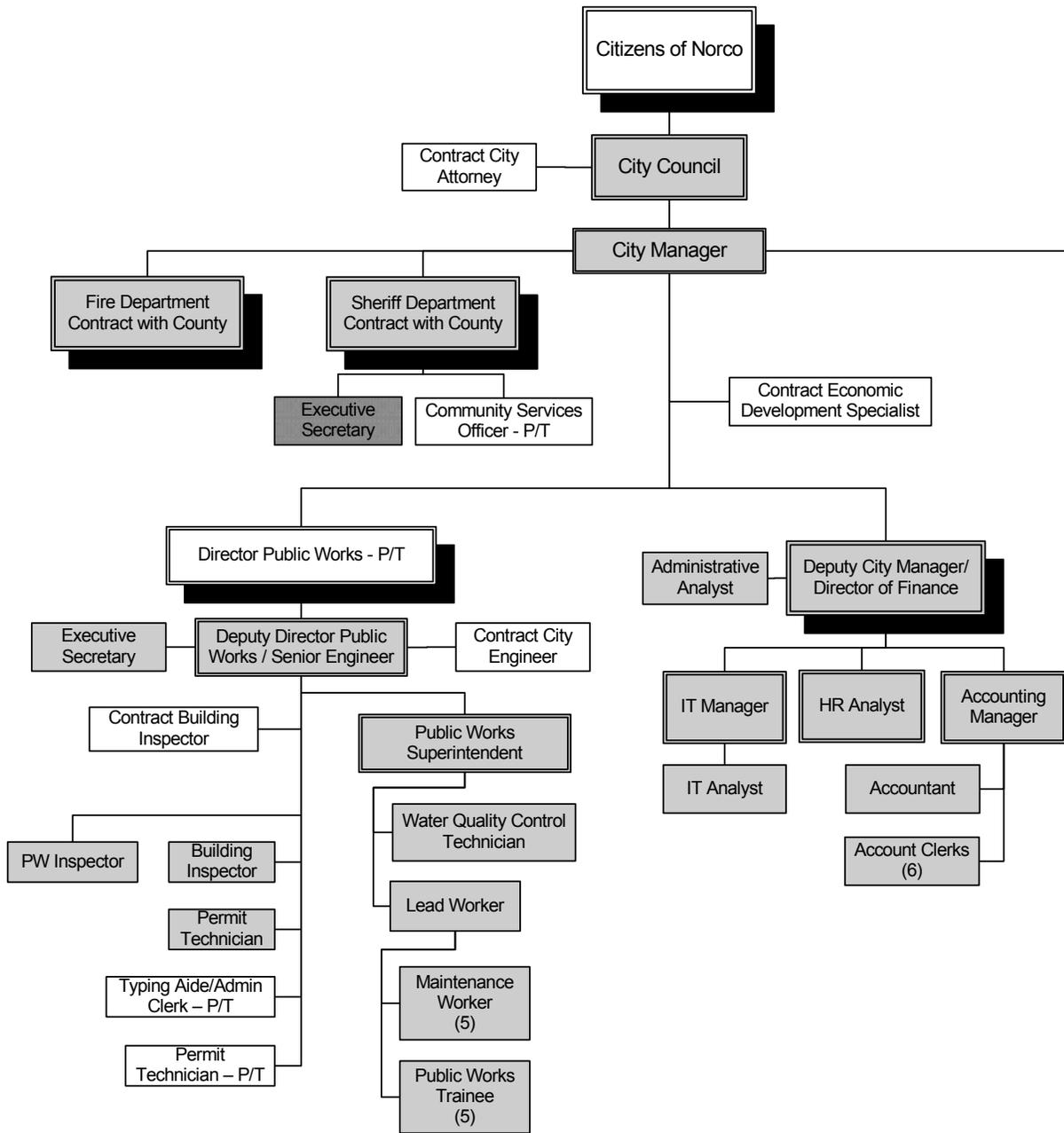
## CITY COUNCIL MEMBERS

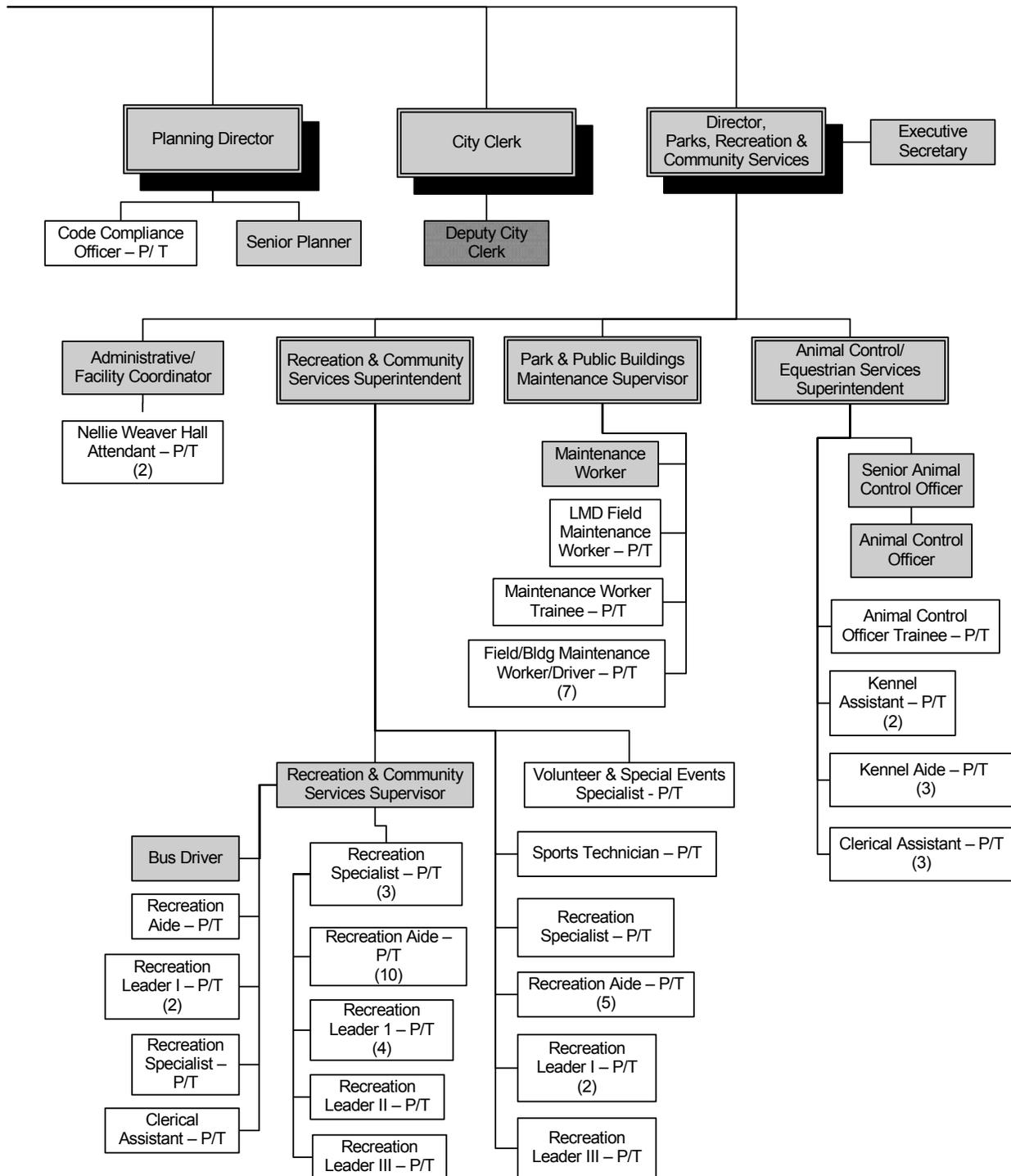
		<u>TERM ENDING YEAR</u>
Kathy Azevedo	Mayor	2015
Berwin Hanna	Mayor Pro Tem	2015
Kevin Bash	Council Member	2013
Herb Higgins	Council Member	2015
Harvey Sullivan	Council Member	2013

## 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. Daniel Hedge	Riverside County Sheriff's Department

# CITY OF NORCO







# **Beginning & Ending Fund Balances All Funds**

**2013-2014  
Adopted Budget**

City of Norco  
 FY 2013 - 2014 Budget  
 Beginning and Ending Fund Balances  
 (Operating Funds Only)

<i>Fund #</i>	<i>Fund Name</i>	<i>Beg. Balance July 1, 2013</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	\$ 3,926,292	14,306,009	468,901	125,000	15,031,057	3,545,146
123	CDBG Funds	-	150,909	-	17,250	133,659	-
122, 160-65	Miscellaneous Grants	-	184,915	-	-	184,915	-
124	Water	141,091	9,644,257	-	127,223	9,057,788	600,337
126	Sewer	1,870,587	5,538,058	-	127,223	4,682,866	2,598,556
133	Gas Tax	603,095	801,779	-	-	564,474	840,400
139	NPDES	39,364	64,200	25,000	-	120,506	8,058
156	AQMD	76,455	30,900	-	1,500	33,545	72,310
153	Special Asset Fund	1,013,834	-	-	-	-	1,013,834
	Special Districts	195,705	-	-	195,705	-	-
	<b>Subtotal</b>	<b>7,866,424</b>	<b>30,721,027</b>	<b>493,901</b>	<b>593,901</b>	<b>29,808,811</b>	<b>8,678,641</b>
<b><i>Internal Service Funds - Memo Only</i></b>							
128	Vehicle Replacement	2,805,951	327,111	-	-	367,821	2,765,241
134	Benefits & Insurance	(6,897)	260,275	-	-	257,275	(3,897)
135	Information Technology	469,737	403,530	100,000	-	392,489	580,778
	<b>Subtotal</b>	<b>3,268,791</b>	<b>990,916</b>	<b>100,000</b>	<b>-</b>	<b>1,017,585</b>	<b>3,342,122</b>
	<b>Grand Total</b>	<b>\$ 11,135,215</b>	<b>31,711,943</b>	<b>593,901</b>	<b>593,901</b>	<b>30,826,396</b>	<b>12,020,762</b>



# Budget Summary

**2013-2014**  
**Adopted Budget**

**City of Norco, California**  
**FY 2014 Operating Budget Summary**

<b><u>Expenditures:</u></b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ 6,010,756	5,158,415	4,837,928	5,338,892
Employee Related Expenditures	75,299	77,115	70,900	94,563
Supplies and Services	1,198,143	1,410,046	1,471,581	1,549,175
Maintenance and Rentals	326,255	314,485	311,654	320,219
Operations and Utilities	6,564,725	6,050,761	5,880,111	6,367,907
Contractual and Professional Services	8,669,824	10,680,061	10,677,517	11,350,739
Miscellaneous/Pass Through	961,711	642,995	643,676	642,560
Debt Service	2,862,614	2,868,515	2,862,065	2,860,516
Internal Service Fund Charges	1,241,248	1,125,394	1,260,622	1,048,636
Capital Outlay	393,367	742,738	100,500	202,059
Transfers Out	293,715	293,845	288,946	396,696
<b>Total Expenditures</b>	<b>\$ 28,597,657</b>	<b>\$ 29,364,370</b>	<b>28,405,500</b>	<b>30,171,962</b> <sup>A</sup>

<b><u>Funding Sources:</u></b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
General Fund	\$ 12,938,068	14,241,310	14,170,048	15,156,057
Water Fund	9,423,263	8,757,776	8,720,853	9,185,011
Sewer Fund	4,846,270	4,669,033	4,572,201	4,810,089
Gas Tax Fund	627,155	868,978	508,435	564,474
NPDES Storm Drainage Fund	107,696	113,807	97,011	120,506
Grants (CDBG & Miscellaneous)	655,205	713,466	336,952	335,824
<b>Total Funding Sources</b>	<b>\$ 28,597,657</b>	<b>29,364,370</b>	<b>28,405,500</b>	<b>30,171,962</b> <sup>A</sup>

<sup>A</sup> Does not include Air Quality Management District Fund expenditures totaling \$35,045



# Legislative

**2013-2014**  
**Adopted Budget**

## **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 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 63,408	94,516	89,929	96,124
Employee Related Expenditures	860	2,450	2,200	3,300
Supplies and Services	379	500	846	1,000
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	205	-
Contractual and Professional Services	129,118	220,000	211,000	220,000
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Transfers Out	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 193,765</i></b>	<b><i>317,466</i></b>	<b><i>304,180</i></b>	<b><i>320,424</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 193,765	317,466	304,180	320,424
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>\$ 193,765</i></b>	<b><i>317,466</i></b>	<b><i>304,180</i></b>	<b><i>320,424</i></b>



# City Council

**2013-2014**  
**Adopted Budget**

## **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><i>Expenditures:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 63,408	\$ 94,516	\$ 89,929	\$ 96,124
Employee Related Expenditures	860	2,450	2,200	3,300
Supplies and Services	379	500	846	1,000
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	205	-
Contractual and Professional Services	-	-	-	-
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 64,647</i></b>	<b><i>97,466</i></b>	<b><i>93,180</i></b>	<b><i>100,424</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 64,647	97,466	93,180	100,424
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 64,647</i></b>	<b><i>97,466</i></b>	<b><i>93,180</i></b>	<b><i>100,424</i></b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 23,131	36,900	33,000	36,900
30200	PERS Retirement	4,050	7,546	5,691	6,897
30205	Employee Group Insurance	35,524	49,535	50,507	51,592
30215	Medical Savings Account	230	-	-	-
30220	FICA/Medicare Insurance	389	535	544	535
30235	Deferred Compensation	84	-	187	200
	<b>Subtotal - Salaries and Benefits</b>	<b>63,408</b>	<b>94,516</b>	<b>89,929</b>	<b>96,124</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	860	2,450	2,200	3,300
	<b>Subtotal - Employee Related</b>	<b>860</b>	<b>2,450</b>	<b>2,200</b>	<b>3,300</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	379	-	846	500
30405	Printing & Copies	-	500	-	500
	<b>Subtotal - Supplies and Services</b>	<b>379</b>	<b>500</b>	<b>846</b>	<b>1,000</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	-	-	205	-
	<b>Subtotal - Operations &amp; Utilities</b>	<b>-</b>	<b>-</b>	<b>205</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 64,647</b>	<b>97,466</b>	<b>93,180</b>	<b>100,424</b>



# City Attorney

**2013-2014**  
**Adopted Budget**

## **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><i>Expenditures:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ -	-	-	-
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	129,118	220,000	211,000	220,000
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 129,118</i></b>	<b><i>220,000</i></b>	<b><i>211,000</i></b>	<b><i>220,000</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 129,118	220,000	211,000	220,000
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>\$ 129,118</i></b>	<b><i>220,000</i></b>	<b><i>211,000</i></b>	<b><i>220,000</i></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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	\$ 129,118	220,000	211,000	220,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>129,118</b>	<b>220,000</b>	<b>211,000</b>	<b>220,000</b>
	<b>Total Expenditures</b>	<b>\$ 129,118</b>	<b>220,000</b>	<b>211,000</b>	<b>220,000</b>



**City Manager  
City Clerk, Planning  
&  
Economic Development**

**2013-2014  
Adopted Budget**

**City of Norco, California**  
**City Manager, City Clerk, Planning & Economic Development**  
**Budget Summary By Major Categories**

<b><i>Expenditures:</i></b>		<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$	538,638	733,172	711,230	765,649
Employee Related Expenditures		1,598	3,139	2,592	5,779
Supplies and Services		44,944	7,000	5,858	43,900
Maintenance and Rentals		-	-	-	-
Operations and Utilities		1,051	1,000	1,480	1,500
Contractual and Professional Services		30,859	117,952	84,000	249,500
Miscellaneous		3,928	-	550	-
CRA Programs		-	-	-	-
Internal Service Fund Charges		51,188	62,570	61,370	63,700
Capital Outlay		-	-	-	-
Transfers Out		-	-	-	-
<b>Total Expenditures</b>	<b>\$</b>	<b>672,206</b>	<b>924,833</b>	<b>867,080</b>	<b>1,130,028</b>

<b><i>Funding Sources:</i></b>		<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
General Fund	\$	635,512	872,745	827,297	1,130,028
Water Fund		22,015	25,946	21,403	-
Sewer Fund		14,679	18,345	14,265	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	7,797	4,114	-
Internal Service Fund		-	-	-	-
Redevelopment Funds		-	-	-	-
Grant Funds		-	-	-	-
<b>Total Funding Sources</b>	<b>\$</b>	<b>672,206</b>	<b>924,833</b>	<b>867,080</b>	<b>1,130,028</b>



# City Manager

**2013-2014**

**Adopted Budget**

## **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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ 170,209	\$ 239,437	\$ 239,456	\$ 250,459
Employee Related Expenditures	-	1,704	1,804	3,904
Supplies and Services	-	-	8	200
Maintenance and Rentals	-	-	-	-
Operations and Utilities	436	500	500	500
Contractual and Professional Services	-	-	-	-
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	9,200	10,300	10,300	10,600
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 179,845</b>	<b>251,941</b>	<b>252,068</b>	<b>265,663</b>

<b>Funding Sources:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
General Fund	\$ 179,845	251,941	252,068	265,663
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Miscellaneous Grants	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 179,845</b>	<b>251,941</b>	<b>252,068</b>	<b>265,663</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 114,818	162,984	162,988	168,681
30200	PERS Retirement	28,984	41,665	41,670	46,159
30205	Employee Group Insurance	11,156	16,217	16,278	15,865
30210	Vehicle Allowance	4,281	6,000	5,875	6,000
30215	Medical Savings Account	212	300	304	300
30220	FICA/Medicare Insurance	1,795	2,363	2,413	2,446
30225	Sick leave buy back	1,219	2,400	1,741	2,000
30230	Annual Vacation Cash Out	4,701	3,200	4,000	4,700
30235	Deferred Compensation	3,043	4,308	4,187	4,308
	<b>Subtotal - Salaries and Benefits</b>	<b>170,209</b>	<b>239,437</b>	<b>239,456</b>	<b>250,459</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	-	400	400	2,500
30320	Dues, Memberships and Subscriptions	-	1,304	1,404	1,404
	<b>Subtotal - Employee Related</b>	<b>-</b>	<b>1,704</b>	<b>1,804</b>	<b>3,904</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	-	-	8	100
30405	Printing & Copies	-	-	-	100
	<b>Subtotal - Supplies and Services</b>	<b>-</b>	<b>-</b>	<b>8</b>	<b>200</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	436	500	500	500
	<b>Subtotal - Operations &amp; Utilities</b>	<b>436</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b><u>Internal Service Fund Charges</u></b>					
42110	Computing and Comm. Equip Replacement	1,300	1,400	1,400	1,300
42115	Computing and Communications Operations	7,900	8,900	8,900	9,300
	<b>Subtotal - Internal Service Charges</b>	<b>9,200</b>	<b>10,300</b>	<b>10,300</b>	<b>10,600</b>
	<b>Total Expenditures</b>	<b>\$ 179,845</b>	<b>251,941</b>	<b>252,068</b>	<b>265,663</b>



# City Clerk

**2013-2014**  
**Adopted Budget**

## **CITY CLERK**

The City Clerk serves under the direction of the City Manager and also assists the City Manager in the day-to-day operations of the Administrative offices of the City. The City Clerk serves as the City's election official and custodian of all of the official records of the City of Norco. The City Clerk and Staff facilitate the preparation of City Council agenda packets and prepare the minutes for all City Council meetings; serve as the City's election official; administer the City's records management system, maintain the City's Municipal Code, 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 Liaison, 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. The City Clerk also serves as the Secretary of the Successor Agency to the Norco Community Redevelopment Agency and also Secretary of the Oversight Board.

### **CITY CLERK Fiscal Year 2013-2014 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 and ensure that all members of the team perform their work ethically and with integrity.
- Maintain the City's records system to enable quick response to public records requests.
- Promote voter participation through community education.
- Administer the records management program for the City of Norco.
- Provide and promote quality customer service and encourage community involvement and engagement.
- 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 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 137,662	191,953	191,292	206,761
Employee Related Expenditures	539	350	468	790
Supplies and Services	39,315	2,700	2,650	39,900
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	2,094	2,000	2,500	5,000
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	13,800	15,500	15,500	15,900
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 193,410</i></b>	<b><i>212,503</i></b>	<b><i>212,410</i></b>	<b><i>268,351</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 193,410	212,503	212,410	268,351
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 193,410</i></b>	<b><i>212,503</i></b>	<b><i>212,410</i></b>	<b><i>268,351</i></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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 90,525	127,568	127,564	132,027
30105	Salaries, Part Time	71	-	-	4,544
30200	PERS Retirement	24,062	32,612	32,647	36,129
30205	Employee Group Insurance	13,409	19,523	18,714	20,667
30210	Vehicle Allowance	3,425	4,800	4,700	4,800
30215	Medical Savings Account	212	300	304	300
30220	FICA/Medicare Insurance	1,456	1,850	1,956	1,980
30225	Sick leave buy back	1,116	2,300	1,952	2,000
30230	Annual Vacation Cash Out	3,384	2,200	3,000	3,400
30235	Deferred Compensation	2	-	-	114
30255	Tuition Reimbursement	-	800	455	800
	<b>Subtotal - Salaries and Benefits</b>	<b>137,662</b>	<b>191,953</b>	<b>191,292</b>	<b>206,761</b>
<b><u>Employee Related Expenditures</u></b>					
30320	Dues, Memberships and Subscriptions	539	350	468	790
	<b>Subtotal - Employee Related</b>	<b>539</b>	<b>350</b>	<b>468</b>	<b>790</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	458	500	500	500
30405	Printing & Copies	-	-	-	200
30410	Postage	149	200	150	200
30445	Legal Advertising	2,596	2,000	2,000	2,500
30455	Election	36,112	-	-	36,500
	<b>Subtotal - Supplies and Services</b>	<b>39,315</b>	<b>2,700</b>	<b>2,650</b>	<b>39,900</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	2,094	2,000	2,500	5,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>2,094</b>	<b>2,000</b>	<b>2,500</b>	<b>5,000</b>
<b><u>Internal Service Fund Charges</u></b>					
42110	Computing and Comm. Equip Replacement	1,900	2,100	2,100	2,000
42115	Computing and Communications Operations	11,900	13,400	13,400	13,900
	<b>Subtotal - Internal Service Charges</b>	<b>13,800</b>	<b>15,500</b>	<b>15,500</b>	<b>15,900</b>
	<b>Total Expenditures</b>	<b>\$ 193,410</b>	<b>212,503</b>	<b>212,410</b>	<b>268,351</b>



# Planning Division

**2013-2014**  
**Adopted Budget**

## **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.

### **PLANNING DIVISION Highlights and Goals for Fiscal Year 2013-2014**

- Prepare for approval the next update to the certified Housing Element for submittal to the State Department of Housing and Community Development (HCD) by October 2013.
- Update the Noise Element of the General Plan.
- Start the update process on the General Plan Circulation Element.
- Start the update process on the General Plan Open Space Element.
- Prepare a draft update and revision to the C-4 zone (Sixth Street).
- Follow through on direction from a joint City Council/Planning Commission meeting regarding updating and revising the Gateway Specific Plan.
- Continue working with property owners and potential developers on development possibilities for tourist-oriented hospitality uses including restaurants.
- Work with the IT Division to begin establishing a Geographic Information System (GIS) that can be layered with the City's Zoning and General Plan maps to make more property-related information more easily accessible to other departments and the public.

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

<b><i>Expenditures:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 217,982	\$ 276,277	\$ 254,820	\$ 277,081
Employee Related Expenditures	859	885	-	885
Supplies and Services	2,963	4,300	3,200	3,800
Maintenance and Rentals	-	-	-	-
Operations and Utilities	443	500	500	500
Contractual and Professional Services	-	-	-	40,000
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	18,200	20,500	20,500	26,100
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 240,447</i></b>	<b><i>302,462</i></b>	<b><i>279,020</i></b>	<b><i>348,366</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 203,753	250,374	239,238	\$ 348,366
Water Fund	22,015	25,946	21,403	-
Sewer Fund	14,679	18,345	14,265	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	7,797	4,114	-
Internal Service Fund	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 240,447</i></b>	<b><i>302,462</i></b>	<b><i>279,020</i></b>	<b><i>348,366</i></b>

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

<b>Account Number Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 108,689	147,467	143,563	178,556
30105 Salaries, Part Time	19,999	7,500	4,325	13,483
30200 PERS Retirement	27,357	37,698	36,786	48,862
30205 Employee Group Insurance	13,997	18,986	19,034	22,880
30210 Vehicle Allowance	2,938	3,600	3,525	4,800
30215 Medical Savings Account	351	465	466	540
30220 FICA/Medicare Insurance	1,963	2,247	2,231	2,785
30225 Sick leave buy back	1,343	2,500	2,500	1,500
30230 Annual Vacation Cash Out	4,151	3,200	2,500	3,000
30235 Deferred Compensation	500	526	108	675
<b>Subtotal - Salaries and Benefits</b>	181,288	224,189	215,038	277,081
<b><u>Employee Related Expenditures</u></b>				
30305 Auto Mileage	14	-	-	-
30320 Dues, Memberships and Subscriptions	845	885	-	885
<b>Subtotal - Employee Related</b>	859	885	-	885
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	173	400	400	400
30415 Special Departmental	195	400	300	400
30445 Legal Advertising	2,595	3,500	2,500	3,000
<b>Subtotal - Supplies and Services</b>	2,963	4,300	3,200	3,800
<b><u>Operations and Utilities</u></b>				
33100 Utilities	443	500	500	500
<b>Subtotal - Operations &amp; Utilities</b>	443	500	500	500
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	-	-	-	40,000
<b>Subtotal - Contractual &amp; Professional</b>	-	-	-	40,000
<b><u>Internal Service Fund Charges</u></b>				
42110 Computing and Comm. Equip Replacement	2,400	2,600	2,600	3,000
42115 Computing and Communications Operations	15,800	17,900	17,900	23,100
<b>Subtotal - Internal Service Charges</b>	18,200	20,500	20,500	26,100
<b>Total Expenditures</b>	\$ 203,753	250,374	239,238	348,366

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2012</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>	
55100	Conditional Use Permit (Major/Minor)	\$ 35,559	29,011	29,011	25,230
55105	Site Plan (Major/Minor)	15,299	4,733	5,658	7,774
55125	Tentative Parcel Map	-	5,699	-	-
55145	Zone Change	434	3,126	-	-
55155	Sign Review	4,089	4,200	4,737	4,248
55160	Entertainment Permit	2,192	1,813	-	-
55165	Special Use Permit	116	1,813	1,813	-
55170	Special Event Permit	2,767	2,200	2,200	3,760
55195	Publications	7,384	2,500	2,500	2,500
55200	ABC Letter	-	-	-	142
55205	Information Letter	836	700	847	575
55210	Architecture Review	630	640	640	630
55220	Environmental Assessment	645	500	160	-
55235	Landscape Plan Check Review	-	854	129	854
55265	Appeal	1,856	1,000	793	1,743
	<b>Total Revenues</b>	<b>\$ 71,807</b>	<b>58,789</b>	<b>48,488</b>	<b>47,456</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 14,320	15,036	14,322	-
30105	Salaries, Part Time	-	3,024	-	-
30200	PERS Retirement	3,609	3,844	3,663	-
30205	Employee Group Insurance	2,429	2,433	2,441	-
30210	Vehicle Allowance	735	720	705	-
30215	Medical Savings Account	45	45	48	-
30220	FICA/Medicare Insurance	222	262	224	-
30225	Sick leave buy back	242	217	-	-
30230	Annual Vacation Cash Out	413	289	-	-
30235	Deferred Compensation	-	76	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 22,015</b>	<b>25,946</b>	<b>21,403</b>	<b>-</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 9,547.00	10,024	9,545	-
30105	Salaries, Part Time	-	3,024	-	-
30200	PERS Retirement	2,407	2,562	2,442	-
30205	Employee Group Insurance	1,620	1,622	1,627	-
30210	Vehicle Allowance	490	480	470	-
30215	Medical Savings Account	30	30	28	-
30220	FICA/Medicare Insurance	148	189	153	-
30225	Sick leave buy back	162	145	-	-
30230	Annual Vacation Cash Out	275	193	-	-
30235	Deferred Compensation	-	76	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 14,679</b>	<b>18,345</b>	<b>14,265</b>	<b>-</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30105	Salaries, Part Time	\$ -	7,500	3,936	-
30220	FICA/Medicare Insurance	-	109	80	-
30235	Deferred Compensation	-	188	98	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ -</b>	<b>7,797</b>	<b>4,114</b>	<b>-</b>



# Code Compliance

**2013-2014**  
**Adopted Budget**

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

<b><i>Expenditures:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 10,037	24,948	25,031	29,543
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	172	-	480	500
Contractual and Professional Services	570	40,052	15,000	140,000
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	363	11,070	9,870	500
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 11,142</i></b>	<b><i>76,070</i></b>	<b><i>50,381</i></b>	<b><i>170,543</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 11,142	76,070	50,381	170,543
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>\$ 11,142</i></b>	<b><i>76,070</i></b>	<b><i>50,381</i></b>	<b><i>170,543</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30105	Salaries, Part Time	\$ 9,656	24,000	23,863	28,420
30220	FICA/Medicare Insurance	140	348	571	412
30235	Deferred Compensation	241	600	597	711
	<b>Subtotal - Salaries and Benefits</b>	<b>10,037</b>	<b>24,948</b>	<b>25,031</b>	<b>29,543</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	172	-	480	500
	<b>Subtotal - Operations &amp; Utilities</b>	<b>172</b>	<b>-</b>	<b>480</b>	<b>500</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	-	40,052	15,000	140,000
34105	Other Professional Services	570	-	-	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>570</b>	<b>40,052</b>	<b>15,000</b>	<b>140,000</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	363	1,700	500	500
42105	Vehicle Replacement Charges	-	9,370	9,370	-
	<b>Subtotal - Internal Service Charges</b>	<b>363</b>	<b>11,070</b>	<b>9,870</b>	<b>500</b>
	<b>Total Expenditures</b>	<b>\$ 11,142</b>	<b>76,070</b>	<b>50,381</b>	<b>170,543</b>

<b>Account Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
53520	Abandon Vehicle Abatement	\$ 4,747	-	-	-
54110	Municipal Code Violations	1,283	-	-	3,500
	<b>Total Revenues</b>	<b>\$ 6,030</b>	<b>-</b>	<b>-</b>	<b>3,500</b>



# Economic Development

**2013-2014**

**Adopted Budget**

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

<b><i>Expenditures:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 2,748	557	631	1,805
Employee Related Expenditures	200	200	320	200
Supplies and Services	2,666	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	28,195	75,900	66,500	64,500
Miscellaneous	3,928	-	550	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	9,625	5,200	5,200	10,600
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 47,362</i></b>	<b><i>81,857</i></b>	<b><i>73,201</i></b>	<b><i>77,105</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 47,362	81,857	73,201	77,105
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>\$ 47,362</i></b>	<b><i>81,857</i></b>	<b><i>73,201</i></b>	<b><i>77,105</i></b>

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</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				
30105	Salaries, Part Time	\$ 2,668.00	500	600	1,700
30205	Employee Group Insurance	(26)	-	-	-
30220	FICA/Medicare Insurance	39	44	16	62
30235	Deferred Compensation	67	13	15	43
	<b>Subtotal - Salaries and Benefits</b>	<b>2,748</b>	<b>557</b>	<b>631</b>	<b>1,805</b>
<b><u>Employee Related Expenditures</u></b>					
30320	Dues, Memberships and Subscriptions	200	200	320	200
	<b>Subtotal - Employee Related</b>	<b>200</b>	<b>200</b>	<b>320</b>	<b>200</b>
<b><u>Supplies and Services</u></b>					
30410	Postage	41	-	-	-
30450	City Newsletter	2,625	-	-	-
	<b>Subtotal - Supplies and Services</b>	<b>2,666</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	26,995	60,900	56,000	56,000
34105	Other Professional Services	1,200	15,000	3,000	8,500
34125	Accounting & Auditing	-	-	7,500	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>28,195</b>	<b>75,900</b>	<b>66,500</b>	<b>64,500</b>
<b><u>Miscellaneous</u></b>					
35311	Sixth Street Banner Program	3,928	-	550	-
	<b>Subtotal - Miscellaneous</b>	<b>3,928</b>	<b>-</b>	<b>550</b>	<b>-</b>
<b><u>Internal Service Fund Charges</u></b>					
42110	Computing and Comm. Equip Replacement	1,000	700	700	1,300
42115	Computing and Communications Operations	8,625	4,500	4,500	9,300
	<b>Subtotal - Internal Service Charges</b>	<b>9,625</b>	<b>5,200</b>	<b>5,200</b>	<b>10,600</b>
	<b>Total Expenditures</b>	<b>\$ 47,362</b>	<b>81,857</b>	<b>73,201</b>	<b>77,105</b>



**Parks, Recreation  
Community Services  
&  
Animal Control**

**2013-2014  
Adopted Budget**

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

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

### **Fiscal Year 2013/2014 Goals and Objectives**

- Coordinate the 2013-2014 joint use calendars 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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ 1,398,564	\$ 1,479,830	\$ 1,440,556	\$ 1,554,937
Employee Related Expenditures	6,482	10,052	10,896	19,564
Supplies and Services	60,870	59,529	78,853	81,937
Maintenance and Rentals	59,554	74,107	75,250	78,531
Operations and Utilities	240,889	266,935	269,458	321,415
Contractual and Professional Services	659,970	644,497	668,950	701,436
Miscellaneous	5,600	5,600	5,600	4,800
CRA Programs	-	-	-	-
Internal Service Fund Charges	194,235	210,748	210,748	255,932
Capital Outlay	279,148	412,615	67,800	160,559
Transfers Out	14,269	14,399	9,500	17,250
<b>Total Expenditures</b>	<b>\$ 2,919,581</b>	<b>3,178,312</b>	<b>2,837,611</b>	<b>3,196,361</b>

<b>Funding Sources:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
General Fund	\$ 2,571,849	\$ 2,731,298	\$ 2,758,111	\$ 2,985,452
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
Grant Funds	347,732	447,014	79,500	210,909
<b>Total Funding Sources</b>	<b>\$ 2,919,581</b>	<b>3,178,312</b>	<b>2,837,611</b>	<b>3,196,361</b>



# Recreation

**2013-2014**

**Adopted Budget**

## **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. SM 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 and a variety of recreation and leisure classes. Additionally, the Division promotes and contracts with unique entities to support the brand Horsetown USA, thus enhancing overall economic development within the city. 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 private youth sports organizations through the use and rental of City facilities.

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

<b>Expenditures:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ 451,220	478,156	470,058	501,190
Employee Related Expenditures	638	990	990	1,095
Supplies and Services	15,903	17,315	17,309	20,665
Maintenance and Rentals	4,903	1,200	1,197	1,200
Operations and Utilities	70,399	69,800	68,184	69,780
Contractual and Professional Services	106,515	111,861	109,037	86,175
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	59,322	59,001	59,001	59,800
Capital Outlay	10,283	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 719,183</b>	<b>738,323</b>	<b>725,776</b>	<b>739,905</b>

<b>Funding Sources:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
General Fund	\$ 719,183	\$ 738,323	\$ 725,776	\$ 739,905
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 719,183</b>	<b>738,323</b>	<b>725,776</b>	<b>739,905</b>

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

<b>Account</b>			<b>FY 2013</b>	
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</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	\$ 210,959	212,861	212,093
30105	Salaries, Part Time	132,268	155,123	154,429
30110	Salaries, Overtime	219	-	-
30200	PERS Retirement	55,808	59,981	54,220
30205	Employee Group Insurance	28,144	28,398	25,984
30210	Vehicle Allowance	4,900	4,800	4,700
30215	Medical Savings Account	780	780	780
30220	FICA/Medicare Insurance	5,264	5,335	6,577
30225	Sick leave buy back	4,247	4,000	3,414
30230	Annual Vacation Cash Out	5,693	3,000	4,000
30235	Deferred Compensation	2,938	3,878	3,861
	<b>Subtotal - Salaries and Benefits</b>	<b>451,220</b>	<b>478,156</b>	<b>470,058</b>
<b><u>Employee Related Expenditures</u></b>				
30300	Conferences and Meetings	215	215	215
30310	Uniforms & Safety Gear	28	240	240
30320	Dues, Memberships and Subscriptions	395	535	535
	<b>Subtotal - Employee Related</b>	<b>638</b>	<b>990</b>	<b>990</b>
<b><u>Supplies and Services</u></b>				
30400	Office Supplies	6,311	6,000	6,000
30415	Special Departmental	9,592	11,315	11,309
	<b>Subtotal - Supplies and Services</b>	<b>15,903</b>	<b>17,315</b>	<b>17,309</b>
<b><u>Maintenance and Rentals</u></b>				
32200	Building and ground maintenance	4,903	1,200	1,197
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>4,903</b>	<b>1,200</b>	<b>1,197</b>
<b><u>Operations and Utilities</u></b>				
33100	Utilities	70,399	69,800	68,184
	<b>Subtotal - Operations &amp; Utilities</b>	<b>70,399</b>	<b>69,800</b>	<b>68,184</b>
<b><u>Contractual and Professional Services</u></b>				
34100	Contractual Services	31,783	34,680	33,532
34145	Recreation Instructors	51,962	40,931	39,255
34150	Special Events	22,770	36,250	36,250
	<b>Subtotal - Contractual &amp; Professional</b>	<b>106,515</b>	<b>111,861</b>	<b>109,037</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	10,421	4,500	4,500	7,500
42105	Vehicle Replacement Charges	3,401	3,401	3,401	-
42110	Computing and Comm. Equip Replacement	6,000	6,400	6,400	6,000
42115	Computing and Communications Operations	39,500	44,700	44,700	46,300
	<b>Subtotal - Internal Service Charges</b>	<b>59,322</b>	<b>59,001</b>	<b>59,001</b>	<b>59,800</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	10,283	-	-	-
	<b>Subtotal - Capital Outlay</b>	<b>10,283</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 719,183</b>	<b>738,323</b>	<b>725,776</b>	<b>739,905</b>

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>
		<b>Actual</b>	<b>Amended</b>	<b>Budget</b>
			<b>Estimated</b>	<b>Request</b>
			<b>Year-End</b>	
			<b>Total</b>	
			<b>FY 2013</b>	<b>FY 2014</b>
			<b>Estimated</b>	<b>Budget</b>
			<b>Year-End</b>	<b>Request</b>
			<b>Total</b>	
			<b>FY 2013</b>	<b>FY 2014</b>
			<b>Estimated</b>	<b>Budget</b>
			<b>Year-End</b>	<b>Request</b>
			<b>Total</b>	
54220	Communication Lease Parks and Rec	\$ 67,170	107,000	97,475
55500	Aquatics	6,941	-	-
55510	Swim Team	1,028	-	-
55515	Adult Sports	35,602	26,780	27,081
55525	Dance-Rainbow	64,462	58,102	58,322
55550	Beginning Guitar	54	-	108
55600	Youth Sports	75,303	72,708	72,745
55605	Private Youth Sports	10,778	9,198	9,198
55610	Tri-Fyft Sports	1,605	1,180	1,131
55700	Scrapbooking	144	-	-
55806	Art Class	343	-	-
55820	Fitness Class	-	-	219
55825	Notary & Loan Signing	1,020	-	318
56210	Taekwon-do	9,218	5,423	5,599
56250	Dog Obedience	633	1,119	-
56255	Horsemanship	1,082	1,260	1,140
56260	Open Rec Riding Moreno Arena	829	-	-
56400	Ingalls Park North	18,115	31,388	31,388
56405	Ingalls Park South	39,063	60,640	60,640
56420	Bleacher Rental	-	6,300	-
56422	Rental Services	5,574	5,680	5,700
56423	Rental Facility Insurance	3,971	1,960	2,500
56425	Community Center	12,535	9,359	15,531
56430	Field Lights	25,480	33,174	33,174
56435	Picnic Shelter Rental	2,670	2,620	2,026
56445	Security Guard Services	6,862	11,500	6,143
56450	Cleaning Fee	5,676	7,500	7,500
56455	Cleaning Fee - Restrooms	742	780	1,150
56600	Breakfast with Santa	862	750	588
56605	Parade of Lights and Winter Festival	21,048	25,000	23,547
56620	Concerts in the Park	6,131	2,000	4,700
56625	Day of the Cowboy	5,201	5,000	3,924
56905	Banner Installation	2,450	1,960	2,950
56910	P & R Administrative Maintenance Fund	34,639	13,000	19,000
	SCMAF Insurance	-	-	-
	<b>Total Revenues</b>	<b>\$ 467,231</b>	<b>\$ 501,381</b>	<b>\$ 493,797</b>
			<b>\$ 295,719</b>	

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

<b>Event</b>	<b>Parks &amp; Recreation</b>	<b>Amount of City Support</b>
<b><u>Norco Valley Fair</u></b>		
Salaries & Employee Related Expenditures	\$ 475	475
<b>Total Event Expenditures:</b>	475	475
<b>Total Event Revenues:</b>	-	-
<b>Net City Support:</b>	475	475
<b><u>Horseweek</u></b>		
Salaries & Employee Related Expenditures	1,132	1,132
<b>Total Event Expenditures:</b>	1,132	1,132
<b>Total Event Revenues:</b>	366	366
<b>Net City Support:</b>	766	766
<b><u>Horsetown Parade of Lights &amp; Winter Festival</u></b>		
Salaries & Employee Related Expenditures	1,157	1,157
Other Expenditures	23,091	23,091
<b>Total Event Expenditures:</b>	24,248	24,248
<b>Total Event Revenues:</b>	14,464	14,464
<b>Net City Support:</b>	9,784	9,784
<b><u>National Day of the American Cowboy</u></b>		
Salaries & Employee Related Expenditures	1,143	1,143
Other Expenditures	8,017	8,017
<b>Total Event Expenditures:</b>	9,160	9,160
<b>Total Event Revenues:</b>	3,598	3,598
<b>Net City Support:</b>	5,562	5,562
<b>Total Expenditures:</b>	35,015	35,015
<b>Total Revenues:</b>	18,428	18,428
<b>Total City Support:</b>	\$ 16,587	16,587



# Youth & Teen Division

**2013-2014  
Adopted Budget**

## **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 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 197,086	242,872	208,744	218,223
Employee Related Expenditures	360	1,425	1,425	1,425
Supplies and Services	4,477	3,916	3,916	5,775
Maintenance and Rentals	109	500	498	2,100
Operations and Utilities	9,045	5,000	11,263	14,040
Contractual and Professional Services	7,918	9,036	9,296	14,000
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	19,755	19,668	19,668	20,568
Capital Outlay	-	-	-	13,000
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 238,750</i></b>	<b><i>282,417</i></b>	<b><i>254,810</i></b>	<b><i>289,131</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 238,750	282,417	254,810	289,131
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 238,750</i></b>	<b><i>282,417</i></b>	<b><i>254,810</i></b>	<b><i>289,131</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 25,316	25,686	25,259	26,584
30105	Salaries, Part Time	147,619	187,237	159,218	167,083
30200	PERS Retirement	14,864	17,890	12,228	12,881
30205	Employee Group Insurance	3,690	3,821	3,908	4,221
30215	Medical Savings Account	120	120	122	120
30220	FICA/Medicare Insurance	2,538	3,087	3,779	2,808
30225	Sick leave buy back	206	250	250	250
30230	Annual Vacation Cash Out	-	100	-	100
30235	Deferred Compensation	2,733	4,681	3,980	4,177
	<b>Subtotal - Salaries and Benefits</b>	<b>197,086</b>	<b>242,872</b>	<b>208,744</b>	<b>218,223</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	195	1,000	1,000	1,000
30310	Uniforms & Safety Gear	-	200	200	200
30320	Dues, Memberships and Subscriptions	165	225	225	225
	<b>Subtotal - Employee Related</b>	<b>360</b>	<b>1,425</b>	<b>1,425</b>	<b>1,425</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	709	800	800	800
30415	Special Departmental	2,332	2,146	2,146	4,000
30430	Office Equipment	215	-	-	-
30485	Wee People Special Events	1,221	970	970	975
	<b>Subtotal - Supplies and Services</b>	<b>4,477</b>	<b>3,916</b>	<b>3,916</b>	<b>5,775</b>
<b><u>Maintenance and Rentals</u></b>					
32200	Building and ground maintenance	109	500	498	2,100
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>109</b>	<b>500</b>	<b>498</b>	<b>2,100</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	9,045	5,000	11,263	14,040
	<b>Subtotal - Operations &amp; Utilities</b>	<b>9,045</b>	<b>5,000</b>	<b>11,263</b>	<b>14,040</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	7,684	9,036	9,296	14,000
34150	Special Events	234	-	-	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>7,918</b>	<b>9,036</b>	<b>9,296</b>	<b>14,000</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	3,287	1,500	1,500	2,000

**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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013</b>	<b>FY 2014</b>
				<b>Estimated Year-End Total</b>	<b>Budget Request</b>
42105	Vehicle Replacement Charges	2,768	2,768	2,768	2,768
42110	Computing and Comm. Equip Replacement	1,800	2,000	2,000	1,900
42115	Computing and Communications Operation	11,900	13,400	13,400	13,900
<b>Subtotal - Internal Service Charges</b>		<b>19,755</b>	<b>19,668</b>	<b>19,668</b>	<b>20,568</b>
<b>Capital Outlay</b>					
43100	Equipment	-	-	-	5,000
43115	Building Improvements	-	-	-	8,000
<b>Subtotal - Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>13,000</b>
<b>Total Expenditures</b>		<b>\$ 238,750</b>	<b>282,417</b>	<b>254,810</b>	<b>289,131</b>

<b>Account Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013</b>	<b>FY 2014</b>
				<b>Estimated Year-End Total</b>	<b>Budget Request</b>
55615	Wee People Program Fees	\$ 224,016	281,513	262,240	289,936
56815	Wee People Donation	1,221	970	970	970
		<b>\$ 225,237</b>	<b>282,483</b>	<b>263,210</b>	<b>290,906</b>



# Park Maintenance

**2013-2014**

**Adopted Budget**

## **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 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 157,928	158,999	159,761	63,782
Employee Related Expenditures	1,481	2,225	2,223	2,937
Supplies and Services	1,188	1,250	1,250	1,250
Maintenance and Rentals	24,423	25,700	23,225	25,900
Operations and Utilities	52,064	55,240	55,240	55,240
Contractual and Professional Services	354,316	344,331	342,331	353,533
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	43,220	54,048	54,048	17,280
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 634,620</i></b>	<b><i>641,793</i></b>	<b><i>638,078</i></b>	<b><i>519,922</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 634,620	641,793	638,078	519,922
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>\$ 634,620</i></b>	<b><i>641,793</i></b>	<b><i>638,078</i></b>	<b><i>519,922</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 85,002	84,705	85,332	29,515
30105 Salaries, Part Time	14,303	15,295	15,137	15,000
30110 Salaries, Overtime	1,861	1,750	1,000	866
30200 PERS Retirement	21,474	21,654	21,870	8,077
30205 Employee Group Insurance	31,306	31,323	31,592	7,933
30212 Cell Phone Stipend	-	-	-	300
30215 Medical Savings Account	245	240	238	120
30220 FICA/Medicare Insurance	1,499	1,450	1,641	646
30225 Sick leave buy back	975	1,300	1,646	500
30230 Annual Vacation Cash Out	902	900	902	450
30235 Deferred Compensation	361	382	403	375
<b>Subtotal - Salaries and Benefits</b>	<b>157,928</b>	<b>158,999</b>	<b>159,761</b>	<b>63,782</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	225	450	450	2,050
30310 Uniforms & Safety Gear	936	1,375	1,373	687
30320 Dues, memberships and Subscriptions	320	400	400	200
<b>Subtotal - Employee Related</b>	<b>1,481</b>	<b>2,225</b>	<b>2,223</b>	<b>2,937</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	235	150	150	150
30415 Special Departmental	726	900	700	900
30425 Small Tools	227	200	400	200
<b>Subtotal - Supplies and Services</b>	<b>1,188</b>	<b>1,250</b>	<b>1,250</b>	<b>1,250</b>
<b><u>Maintenance and Rentals</u></b>				
32105 Equipment Rental	384	200	875	400
32200 Building and ground maintenance	23,065	22,000	19,350	22,000
32400 Trail Maintenance	974	3,500	3,000	3,500
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>24,423</b>	<b>25,700</b>	<b>23,225</b>	<b>25,900</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	52,064	55,240	55,240	55,240
<b>Subtotal - Operations &amp; Utilities</b>	<b>52,064</b>	<b>55,240</b>	<b>55,240</b>	<b>55,240</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	354,316	344,331	342,331	353,533
<b>Subtotal - Contractual &amp; Professional</b>	<b>354,316</b>	<b>344,331</b>	<b>342,331</b>	<b>353,533</b>

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

<b>Account Number Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><i>Internal Service Fund Charges</i></b>				
42100 Vehicle Operations and Maintenance	26,372	35,600	35,600	4,000
42105 Vehicle Replacement Charges	3,148	3,148	3,148	2,780
42110 Computing and Comm. Equip Replacement	1,800	1,900	1,900	1,200
42115 Computing and Communications Operations	11,900	13,400	13,400	9,300
<b>Subtotal - Internal Service Charges</b>	<b>43,220</b>	<b>54,048</b>	<b>54,048</b>	<b>17,280</b>
<b>Total Expenditures</b>	<b>\$ 634,620</b>	<b>641,793</b>	<b>638,078</b>	<b>519,922</b>

<b>Account Number Department-Generated Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
54220 Communication Lease Parks and Rec	\$ -	-	-	81,800
	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>81,800</b>



# Senior Citizens

**2013-2014**  
**Adopted Budget**

## **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 creates lifelong memories.

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

<b><u>Expenditures:</u></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 120,827	127,602	127,426	136,155
Employee Related Expenditures	270	2,907	2,907	3,082
Supplies and Services	4,748	9,065	20,065	18,280
Maintenance and Rentals	6,528	8,500	6,000	6,000
Operations and Utilities	17,273	20,000	17,876	17,460
Contractual and Professional Services	8,281	5,505	11,831	11,835
Miscellaneous	5,600	5,600	5,600	4,800
CRA Programs	-	-	-	-
Internal Service Fund Charges	24,605	26,505	26,505	28,405
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 188,132</b>	<b>205,684</b>	<b>218,210</b>	<b>226,017</b>

<b><u>Funding Sources:</u></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 120,538	135,684	148,210	166,016
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Miscellaneous Grants	67,594	70,000	70,000	60,000
<b>Total Funding Sources</b>	<b>\$ 188,132</b>	<b>205,684</b>	<b>218,210</b>	<b>226,017</b>

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

<b>Account Number Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 5,205	7,706	7,681	15,461
30105 Salaries, Part Time	24,884	40,619	37,421	47,867
30200 PERS Retirement	1,948	1,970	1,976	4,231
30205 Employee Group Insurance	1,107	1,146	1,236	3,376
30215 Medical Savings Account	37	36	36	36
30220 FICA/Medicare Insurance	477	436	1,037	918
30225 Sick leave buy back	807	-	192	200
30230 Annual Vacation Cash Out	618	-	556	600
30235 Deferred Compensation	634	935	936	1,197
30245 Workers Compensation	3,394	-	-	-
<b>Subtotal - Salaries and Benefits</b>	<b>39,111</b>	<b>52,848</b>	<b>51,070</b>	<b>73,887</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	35	2,625	2,625	2,625
30310 Uniforms & Safety Gear	-	282	282	282
30320 Dues, Memberships and Subscriptions	235	-	-	175
<b>Subtotal - Employee Related</b>	<b>270</b>	<b>2,907</b>	<b>2,907</b>	<b>3,082</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	888	1,395	1,395	1,110
30415 Special Departmental	1,591	3,670	3,670	3,670
30480 Sr. Special Events	1	2,000	2,000	2,000
30490 Party Partners	2,268	2,000	13,000	11,500
<b>Subtotal - Supplies and Services</b>	<b>4,748</b>	<b>9,065</b>	<b>20,065</b>	<b>18,280</b>
<b><u>Maintenance and Rentals</u></b>				
32200 Building and ground maintenance	6,528	8,500	6,000	6,000
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>6,528</b>	<b>8,500</b>	<b>6,000</b>	<b>6,000</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	7,499	8,420	6,972	8,285
<b>Subtotal - Operations &amp; Utilities</b>	<b>7,499</b>	<b>8,420</b>	<b>6,972</b>	<b>8,285</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	8,281	5,505	11,831	11,835
<b>Subtotal - Contractual &amp; Professional</b>	<b>8,281</b>	<b>5,505</b>	<b>11,831</b>	<b>11,835</b>
<b><u>Internal Service Fund Charges</u></b>				
42105 Vehicle Replacement Charges	7,705	7,705	7,705	7,705
42110 Computing and Comm. Equip Replacement	2,000	1,900	1,900	1,800
42115 Computing and Communications Operations	9,476	2,631	2,631	4,234
<b>Subtotal - Internal Service Charges</b>	<b>19,181</b>	<b>12,236</b>	<b>12,236</b>	<b>13,739</b>
<b>Total Expenditures</b>	<b>\$ 85,618</b>	<b>99,481</b>	<b>111,081</b>	<b>135,108</b>

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2012</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>	
53535	City of Corona	\$ 2,340	10,000	20,000	20,000
55625	Senior Citizens Excursion Fees	1,057	2,000	2,000	2,000
56800	Party Pardners	2,268	1,500	1,624	1,500
56810	Senior Special Events	5,284	1,200	2,000	2,000
59225	CDBG	14,269	14,399	13,882	13,882
		<b>\$ 25,218</b>	<b>29,099</b>	<b>39,506</b>	<b>39,382</b>

**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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 13,701	12,116	12,314	11,641
30105	Salaries, Part Time	9,420	5,613	5,613	-
30200	PERS Retirement	3,383	3,097	3,154	3,186
30205	Employee Group Insurance	2,595	2,552	2,850	2,954
30215	Medical Savings Account	11	12	18	12
30220	FICA/Medicare Insurance	307	176	342	169
30225	Sick leave buy back			281	-
30235	Deferred Compensation	220	221	140	-
	<b>Subtotal - Salaries and Benefits</b>	<b>29,637</b>	<b>23,787</b>	<b>24,713</b>	<b>17,962</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	5,283	5,790	5,790	5,503
	<b>Subtotal - Operations &amp; Utilities</b>	<b>5,283</b>	<b>5,790</b>	<b>5,790</b>	<b>5,503</b>
<b><u>Internal Service Fund Charges</u></b>					
42115	Computing and Communications Operations	-	6,626	6,626	7,444
	<b>Subtotal - Internal Service Charges</b>	<b>-</b>	<b>6,626</b>	<b>6,626</b>	<b>7,444</b>
	<b>Total Expenditures</b>	<b>\$ 34,920</b>	<b>36,203</b>	<b>37,129</b>	<b>30,909</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 35,301	34,796	34,793	29,425
30200	PERS Retirement	9,464	8,895	8,909	8,052
30205	Employee Group Insurance	6,733	6,699	7,353	6,331
30215	Medical Savings Account	72	72	74	72
30220	FICA/Medicare Insurance	509	505	514	427
<b>Subtotal - Salaries and Benefits</b>		<b>52,079</b>	<b>50,967</b>	<b>51,643</b>	<b>44,306</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	4,491	5,790	5,114	3,672
<b>Subtotal - Operations &amp; Utilities</b>		<b>4,491</b>	<b>5,790</b>	<b>5,114</b>	<b>3,672</b>
<b><u>Miscellaneous</u></b>					
35150	Administrative Overhead	5,600	5,600	5,600	4,800
<b>Subtotal - Miscellaneous</b>		<b>5,600</b>	<b>5,600</b>	<b>5,600</b>	<b>4,800</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	3,000	3,500	3,500	5,000
42115	Computing and Communications Operations	2,424	4,143	4,143	2,222
<b>Subtotal - Internal Service Charges</b>		<b>5,424</b>	<b>7,643</b>	<b>7,643</b>	<b>7,222</b>
<b>Total Expenditures</b>		<b>\$ 67,594</b>	<b>70,000</b>	<b>70,000</b>	<b>60,000</b>

<b>Account Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
53500	RCTC Grant	\$ 67,595	70,000	70,000	60,000



# Public Building Maintenance

**2013-2014  
Adopted Budget**

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

This Division is the key component to strengthen community image and sense of place. It is responsible in upkeep and maintenance of all public buildings, and facilities. This division creates a safe and secure environment for the public to utilize. This Division is responsible for maintenance and operations, capital outlay and improvements of facilities as well as scheduling events at the George Ingalls Equestrian Event Center which includes Pikes Peak Park. The Division is a partner and support team to the Recreation, Youth, Parks, Rose Eldridge Senior Center and Animal Control Divisions and takes pride maintaining high expectations and standards for clean, presentable and safe facilities in which the public can enjoy recreational experiences. Public facilities include Norco City Hall, Rose Eldridge Senior Center, Norco Library, Community Center, Fire Stations, George Ingalls Equestrian Event Center, Sheriff Station, 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 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 28,299	\$ 31,185	\$ 31,014	\$ 238,907
Employee Related Expenditures	2,354	400	1,231	8,700
Supplies and Services	77	250	400	2,150
Maintenance and Rentals	17,779	25,400	22,752	29,750
Operations and Utilities	76,007	100,000	100,000	148,000
Contractual and Professional Services	128,486	122,250	144,941	182,482
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	6,791	8,802	8,802	76,155
Capital Outlay	-	48,000	50,500	8,500
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 259,793</i></b>	<b><i>336,287</i></b>	<b><i>359,640</i></b>	<b><i>694,644</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 259,793	336,287	359,640	694,644
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>\$ 259,793</i></b>	<b><i>336,287</i></b>	<b><i>359,640</i></b>	<b><i>694,644</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ -	-	-	117,345
30105 Salaries, Part Time	26,903	30,000	29,640	59,012
30110 Salaries, Overtime	-	-	-	1,092
30200 PERS Retirement	31	-	-	24,035
30205 Employee Group Insurance	-	-	-	29,661
30212 Cell Phone Stipend	-	-	-	900
30215 Medical Savings Account	-	-	-	360
30220 FICA/Medicare Insurance	692	435	633	2,558
30225 Sick leave buy back	-	-	-	2,020
30230 Annual Vacation Cash Out	-	-	-	450
30235 Deferred Compensation	673	750	741	1,475
<b>Subtotal - Salaries and Benefits</b>	<b>28,299</b>	<b>31,185</b>	<b>31,014</b>	<b>238,907</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	-	-	215	6,600
30310 Uniforms & Safety Gear	2,354	400	1,016	1,600
30320 Dues, memberships and Subscriptions	-	-	-	500
<b>Subtotal - Employee Related</b>	<b>2,354</b>	<b>400</b>	<b>1,231</b>	<b>8,700</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	-	-	150	1,500
30415 Special Departmental	11	-	-	300
30425 Small Tools	66	250	250	350
<b>Subtotal - Supplies and Services</b>	<b>77</b>	<b>250</b>	<b>400</b>	<b>2,150</b>
<b><u>Maintenance and Rentals</u></b>				
32105 Equipment Rental	400	400	400	400
32200 Building and ground maintenance	17,379	25,000	22,352	29,350
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>17,779</b>	<b>25,400</b>	<b>22,752</b>	<b>29,750</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	76,007	100,000	100,000	148,000
<b>Subtotal - Operations &amp; Utilities</b>	<b>76,007</b>	<b>100,000</b>	<b>100,000</b>	<b>148,000</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	128,486	122,250	144,941	170,400
34150 Special Events	-	-	-	12,082
<b>Subtotal - Contractual &amp; Professional</b>	<b>128,486</b>	<b>122,250</b>	<b>144,941</b>	<b>182,482</b>
<b><u>Internal Service Fund Charges</u></b>				
42100 Vehicle Operations and Maintenance	1,089	2,500	2,500	39,000
42105 Vehicle Replacement Charges	1,102	1,102	1,102	26,655

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</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	600	700	1,200
42115	Computing and Communications Operations	4,000	4,500	9,300
	<b>Subtotal - Internal Service Charges</b>	<b>6,791</b>	<b>8,802</b>	<b>76,155</b>
<b>Capital Outlay</b>				
43100	Equipment	-	-	8,500
43115	Building Improvements	-	48,000	-
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>48,000</b>	<b>8,500</b>
	<b>Total Expenditures</b>	<b>\$ 259,793</b>	<b>336,287</b>	<b>694,644</b>

<b>Account</b>			<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>
		<b>Actual</b>	<b>Amended</b>	<b>Budget</b>
			<b>Year-End</b>	<b>Request</b>
			<b>Total</b>	
54215	Library Lease	\$ 33,058	429,959	33,479
56400	Ingalls Park North	-	-	37,665
56405	Ingalls Park South	-	-	120,000
56420	Bleacher Rental	-	-	9,450
56422	Rental Services	-	-	6,840
56423	Rental Facility Insurance	-	-	3,000
56424	Fire Station Community Room	-	-	3,000
56445	Security Guard Services	-	-	7,371
56450	Cleaning Fee	-	-	8,800
56455	Cleaning Fee - Restrooms	-	-	1,380
56605	Parade of Lights and Winter Festival	-	-	7,699
56625	Day of the Cowboy	-	-	5,519
56905	Banner Installation	-	-	2,950
57110	Metropolitan Water Rebate	-	-	-
	P & R Administrative Maintenance Fund	-	-	2,500
		<b>\$ 33,058</b>	<b>429,959</b>	<b>249,653</b>



# Animal Control

**2013-2014**  
**Adopted Budget**

**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 handles more than 5,000 calls per year, 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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ 443,204	441,016	443,553	396,681
Employee Related Expenditures	1,379	2,105	2,120	2,325
Supplies and Services	34,477	27,733	35,913	33,817
Maintenance and Rentals	5,812	12,807	21,578	13,581
Operations and Utilities	16,101	16,895	16,895	16,895
Contractual and Professional Services	54,454	51,514	51,514	53,411
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	40,542	42,724	42,724	53,724
Capital Outlay	2,996	2,000	17,300	5,400
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 598,965</b>	<b>596,794</b>	<b>631,597</b>	<b>575,834</b>

<b>Funding Sources:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
General Fund	\$ 598,965	596,794	631,597	575,834
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 598,965</b>	<b>596,794</b>	<b>631,597</b>	<b>575,834</b>

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</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	\$ 186,068	187,428	190,398	143,954
30105	Salaries, Part Time	96,861	92,649	121,674	121,585
30110	Salaries, Overtime	28,469	32,000	32,000	33,599
30200	PERS Retirement	62,424	61,563	45,656	39,393
30205	Employee Group Insurance	53,097	54,249	42,204	47,321
30215	Medical Savings Account	480	480	316	240
30220	FICA/Medicare Insurance	3,752	3,131	5,213	3,850
30225	Sick leave buy back	3,607	3,600	2,250	2,200
30230	Annual Vacation Cash Out	4,770	3,600	-	1,500
30235	Deferred Compensation	953	2,316	3,842	3,040
30245	Workers Compensation	2,723	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>443,204</b>	<b>441,016</b>	<b>443,553</b>	<b>396,681</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	470	500	520	520
30310	Uniforms & Safety Gear	784	1,300	1,295	1,500
30320	Dues, Memberships and Subscriptions	125	305	305	305
	<b>Subtotal - Employee Related</b>	<b>1,379</b>	<b>2,105</b>	<b>2,120</b>	<b>2,325</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	8,643	8,108	8,108	7,950
30415	Special Departmental	19,433	19,425	19,320	19,409
30425	Small Tools	223	200	200	200
30435	Software Expense	478	-	8,285	6,258
30500	Animal Control Special Services	5,700	-	-	-
	<b>Subtotal - Supplies and Services</b>	<b>34,477</b>	<b>27,733</b>	<b>35,913</b>	<b>33,817</b>
<b><u>Maintenance and Rentals</u></b>					
32200	Building and ground maintenance	5,812	12,807	21,578	13,581
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>5,812</b>	<b>12,807</b>	<b>21,578</b>	<b>13,581</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	16,101	16,895	16,895	16,895
	<b>Subtotal - Operations &amp; Utilities</b>	<b>16,101</b>	<b>16,895</b>	<b>16,895</b>	<b>16,895</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	21,938	29,514	29,514	31,411
34160	Spay & Neuter	32,516	22,000	22,000	22,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>54,454</b>	<b>51,514</b>	<b>51,514</b>	<b>53,411</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013</b>	<b>FY 2014</b>
				<b>Estimated Year-End Total</b>	<b>Budget Request</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	15,018	15,000	15,000	15,000
42105	Vehicle Replacement Charges	7,224	7,224	7,224	7,224
42110	Computing and Comm. Equip Replacement	2,500	2,600	2,600	3,700
42115	Computing and Communications Operations	15,800	17,900	17,900	27,800
	<b>Subtotal - Internal Service Charges</b>	<b>40,542</b>	<b>42,724</b>	<b>42,724</b>	<b>53,724</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	2,996	2,000	17,300	5,400
	<b>Subtotal - Capital Outlay</b>	<b>2,996</b>	<b>2,000</b>	<b>17,300</b>	<b>5,400</b>
	<b>Total Expenditures</b>	<b>\$ 598,965</b>	<b>596,794</b>	<b>631,597</b>	<b>575,834</b>

<b>Account Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013</b>	<b>FY 2014</b>
				<b>Estimated Year-End Total</b>	<b>Budget Request</b>
54110	Citation Fees	\$ 1,283	-	3,553	1,731
56900	AC After Hr Call Reimb	1,785	1,000	1,531	1,000
57305	Impound Fees	10,141	8,000	8,000	8,000
57310	Adoption Fees	12,886	12,000	12,000	12,000
57315	Spay & Neuter Services	38,848	22,000	22,000	23,000
57320	Animal Donation(water bill)	10,710	7,000	15,770	10,400
57325	Dog License	111,913	110,000	110,000	105,269
57330	Ranch License	90	125	125	-
57340	Miscellaneous Animal Control Fees	5,381	4,526	5,200	4,526
57345	AC Softwre Maintenance Fee	11,866	6,500	6,500	7,800
	<b>Total Revenues</b>	<b>\$ 204,903</b>	<b>171,151</b>	<b>184,679</b>	<b>173,726</b>



# Community Development Block Grant (CDBG)

**2013-2014  
Adopted Budget**

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

<b><i>Expenditures:</i></b>		<b><i>FY 2012</i></b>	<b><i>FY 2013</i></b>	<b><i>FY 2013</i></b>	<b><i>FY 2014</i></b>
		<b><i>Actual</i></b>	<b><i>Amended</i></b>	<b><i>Estimated</i></b>	<b><i>Budget</i></b>
			<b><i>Budget</i></b>	<b><i>Year-End</i></b>	<b><i>Request</i></b>
				<b><i>Total</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		265,869	362,615	-	133,659
Transfers		14,269	14,399	9,500	17,250
<b><i>Total Expenditures</i></b>	<b><i>\$</i></b>	<b><i>280,138</i></b>	<b><i>377,014</i></b>	<b><i>9,500</i></b>	<b><i>150,909</i></b>

<b><i>Funding Sources:</i></b>		<b><i>FY 2012</i></b>	<b><i>FY 2013</i></b>	<b><i>FY 2013</i></b>	<b><i>FY 2014</i></b>
		<b><i>Actual</i></b>	<b><i>Amended</i></b>	<b><i>Estimated</i></b>	<b><i>Budget</i></b>
			<b><i>Budget</i></b>	<b><i>Year-End</i></b>	<b><i>Request</i></b>
				<b><i>Total</i></b>	
General Fund	\$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Grants		280,138	377,014	9,500	150,909
<b><i>Total Funding Sources</i></b>	<b><i>\$</i></b>	<b><i>280,138</i></b>	<b><i>377,014</i></b>	<b><i>9,500</i></b>	<b><i>150,909</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Capital Outlay</u></b>					
43115	Building Improvements	\$ 265,869	362,615		133,659
	<b>Subtotal - Capital Outlay</b>	<b>265,869</b>	<b>362,615</b>	<b>-</b>	<b>133,659</b>
<b><u>Transfers</u></b>					
44100	Transfers	14,269	14,399	9,500	17,250
	<b>Subtotal - Transfers</b>	<b>14,269</b>	<b>14,399</b>	<b>9,500</b>	<b>17,250</b>
	<b>Total Expenditures</b>	<b>\$ 280,138</b>	<b>377,014</b>	<b>9,500</b>	<b>150,909</b>



# Public Works

**2013-2014**

**Adopted Budget**

## **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><u>Expenditures:</u></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 1,615,707	1,638,427	1,390,245	1,682,829
Employee Related Expenditures	11,170	21,650	18,005	22,450
Supplies and Services	337,126	180,650	314,826	287,800
Maintenance and Rentals	237,683	220,300	215,800	226,610
Operations and Utilities	6,274,347	5,730,850	5,556,918	6,039,080
Contractual and Professional Services	1,952,472	2,063,652	2,021,459	2,204,615
Miscellaneous	867,452	562,216	562,216	562,216
Debt Service	2,862,614	2,868,515	2,862,065	2,860,516
CRA Programs	-	-	-	-
Internal Service Fund Charges	327,264	316,109	471,025	332,020
Capital Outlay	98,130	330,123	32,700	41,500
Transfers Out	254,446	254,446	254,446	254,446
<b><i>Total Expenditures</i></b>	<b><i>\$ 14,838,411</i></b>	<b><i>14,186,938</i></b>	<b><i>13,699,705</i></b>	<b><i>14,514,082</i></b>

<b><u>Funding Sources:</u></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 455,366	425,542	433,906	517,841
Water Fund	9,089,042	8,413,938	8,382,353	8,818,790
Sewer Fund	4,559,152	4,372,470	4,282,115	4,492,471
Gas Tax Fund	627,155	868,978	508,435	564,474
NPDES Storm Drainage Fund	107,696	106,010	92,897	120,506
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 14,838,411</i></b>	<b><i>14,186,938</i></b>	<b><i>13,699,705</i></b>	<b><i>14,514,082</i></b>



# Building & Safety

**2013-2014**  
**Adopted Budget**

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

<b><i>Expenditures:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 138,381	121,649	141,364	148,186
Employee Related Expenditures	600	1,200	1,200	1,300
Supplies and Services	254	950	1,350	4,300
Maintenance and Rentals	-	-	-	-
Operations and Utilities	872	950	950	950
Contractual and Professional Services	17,394	40,875	8,650	52,125
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	17,736	20,136	20,136	20,536
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 175,237</i></b>	<b><i>185,760</i></b>	<b><i>173,650</i></b>	<b><i>227,397</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 175,237	185,760	173,650	227,397
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 175,237</i></b>	<b><i>185,760</i></b>	<b><i>173,650</i></b>	<b><i>227,397</i></b>

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</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	\$ 59,014	72,278	54,973	84,027
30105	Salaries, Part Time	46,603	12,000	54,296	18,480
30200	PERS Retirement	15,653	18,477	12,589	22,994
30205	Employee Group Insurance	12,314	15,472	15,044	19,437
30220	FICA/Medicare Insurance	1,561	1,222	2,104	1,486
30225	Sick leave buy back		300	-	300
30230	Annual Vacation Cash Out	1,571	1,600	1,000	1,000
30235	Deferred Compensation	1,179	300	1,357	462
30245	Workers Compensation	486	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>138,381</b>	<b>121,649</b>	<b>141,364</b>	<b>148,186</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	600	600	600	600
30310	Uniforms & Safety Gear	-	200	200	300
30320	Dues, Memberships and Subscriptions	-	400	400	400
	<b>Subtotal - Employee Related</b>	<b>600</b>	<b>1,200</b>	<b>1,200</b>	<b>1,300</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	194	400	800	200
30405	Printing & Copies	-	150	150	100
30415	Special Departmental	60	400	400	4,000
	<b>Subtotal - Supplies and Services</b>	<b>254</b>	<b>950</b>	<b>1,350</b>	<b>4,300</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	872	950	950	950
	<b>Subtotal - Operations &amp; Utilities</b>	<b>872</b>	<b>950</b>	<b>950</b>	<b>950</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	17,394	40,875	8,650	52,125
	<b>Subtotal - Contractual &amp; Professional</b>	<b>17,394</b>	<b>40,875</b>	<b>8,650</b>	<b>52,125</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	1,200	2,000	2,000	2,000
42105	Vehicle Replacement Charges	2,736	2,736	2,736	2,736
42110	Computing and Comm. Equip Replacement	1,900	2,000	2,000	1,900
42115	Computing and Communications Operations	11,900	13,400	13,400	13,900
	<b>Subtotal - Internal Service Charges</b>	<b>17,736</b>	<b>20,136</b>	<b>20,136</b>	<b>20,536</b>
	<b>Total Expenditures</b>	<b>\$ 175,237</b>	<b>185,760</b>	<b>173,650</b>	<b>227,397</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 2013</b>	<b>FY 2013</b>	<b>FY 2014</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>	
55300	Building Permits	\$ 6,325	4,500	1,716	2,500
55305	Building Permit Fees	132,571	80,000	114,740	120,000
55310	Plan Check Fees	181,540	145,000	80,933	71,000
55315	Electrical Permit Fees	20,218	18,000	20,726	18,000
55320	Plumbing Permit Fees	12,212	9,000	6,033	7,000
55325	Mechanical Permit Fees	14,972	11,000	16,476	15,025
55330	Sewer Permit Fees	900	1,000	700	1,000
55335	Special Inspection Fees	2,160	2,000	2,558	2,600
	<b>Total Revenues</b>	<b>\$ 370,898</b>	<b>270,500</b>	<b>243,882</b>	<b>237,125</b>



# Engineering

**2013-2014**  
**Adopted Budget**

**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.

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

<b><i>Expenditures:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 203,490	181,271	181,858	212,425
Employee Related Expenditures	-	100	50	100
Supplies and Services	559	1,200	1,200	1,200
Maintenance and Rentals	-	-	-	-
Operations and Utilities	436	500	500	500
Contractual and Professional Services	25,845	22,000	20,374	31,000
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	23,300	26,000	26,000	31,900
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 253,630</i></b>	<b><i>231,071</i></b>	<b><i>229,982</i></b>	<b><i>277,125</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 199,851	153,678	176,804	193,622
Water Fund	38,443	26,376	22,761	32,526
Sewer Fund	6,401	26,376	22,146	32,526
Gas Tax Fund	-	15,932	7,270	12,064
NPDES Storm Drainage Fund	8,935	8,709	1,001	6,387
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 253,630</i></b>	<b><i>231,071</i></b>	<b><i>229,982</i></b>	<b><i>277,125</i></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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 89,023	60,062	78,391	76,394
30105	Salaries, Part Time	17,382	15,000	15,000	12,480
30200	PERS Retirement	23,132	15,354	19,988	20,905
30205	Employee Group Insurance	14,350	9,879	12,306	11,972
30210	Vehicle Allowance	-	-	-	3,360
30215	Medical Savings Account	199	120	167	210
30220	FICA/Medicare Insurance	1,619	1,088	1,531	1,289
30225	Sick leave buy back	1,457	1,500	922	1,500
30230	Annual Vacation Cash Out	2,124	500	-	500
30235	Deferred Compensation	425	375	375	312
	<b>Subtotal - Salaries and Benefits</b>	<b>149,711</b>	<b>103,878</b>	<b>128,680</b>	<b>128,922</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	-	100	50	100
	<b>Subtotal - Employee Related</b>	<b>-</b>	<b>100</b>	<b>50</b>	<b>100</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	173	500	500	500
30405	Printing & Copies	81	-	-	-
30415	Special Departmental	305	500	500	500
30425	Small Tools	-	200	200	200
	<b>Subtotal - Supplies and Services</b>	<b>559</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	436	500	500	500
	<b>Subtotal - Operations &amp; Utilities</b>	<b>436</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	24,313	14,000	20,350	26,000
34105	Other Professional Services	1,532	8,000	24	5,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>25,845</b>	<b>22,000</b>	<b>20,374</b>	<b>31,000</b>
<b><u>Internal Service Fund Charges</u></b>					
42110	Computing and Comm. Equip Replacement	3,500	3,700	3,700	4,100
42115	Computing and Communications Operations	19,800	22,300	22,300	27,800
	<b>Subtotal - Internal Service Charges</b>	<b>23,300</b>	<b>26,000</b>	<b>26,000</b>	<b>31,900</b>
	<b>Total Expenditures</b>	<b>\$ 199,851</b>	<b>153,678</b>	<b>176,804</b>	<b>193,622</b>

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2012</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	\$ 43,052	26,325	32,000	28,345
55405	Grading Permit	7,087	1,744	2,416	7,888
55410	Grading Plan Check Fees (inc. WQMP)	6,588	1,536	5,725	12,935
55415	Overload Moving Permit	1,103	974	804	1,000
55420	Final Map Check	-	-	-	6,000
55425	Improvement Plan Check	8,279	2,000	541	5,455
55430	Lot Merger/Adjustment/PAKA	2,587	2,843	1,056	4,415
		<b>\$ 68,696</b>	<b>35,422</b>	<b>42,542</b>	<b>66,038</b>

**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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 26,579	17,128	15,930	16,606
30105	Salaries, Part Time	-	1,500	-	7,500
30200	PERS Retirement	7,572	4,379	4,113	4,544
30205	Employee Group Insurance	3,638	2,845	2,451	2,520
30210	Vehicle Allowance	-	-	-	600
30215	Medical Savings Account	12	36	27	38
30220	FICA/Medicare Insurance	426	270	240	350
30225	Sick leave buy back	88	90	-	90
30230	Annual Vacation Cash Out	128	90	-	90
30235	Deferred Compensation	-	38	-	188
<b>Subtotal - Salaries and Benefits</b>		<b>\$ 38,443</b>	<b>26,376</b>	<b>22,761</b>	<b>32,526</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 4,301	17,128	15,501	16,606
30105	Salaries, Part Time	-	1,500	-	7,500
30200	PERS Retirement	1,083	4,379	3,986	4,544
30205	Employee Group Insurance	724	2,845	2,399	2,520
30210	Vehicle Allowance	-	-	-	600
30215	Medical Savings Account	12	36	27	38
30220	FICA/Medicare Insurance	65	270	233	350
30225	Sick leave buy back	88	90	-	90
30230	Annual Vacation Cash Out	128	90	-	90
30235	Deferred Compensation	-	38	-	188
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 6,401</b>	<b>26,376</b>	<b>22,146</b>	<b>32,526</b>

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</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	\$ -	10,982	4,998	4,798
30105	Salaries, Part Time	-	-	-	4,500
30200	PERS Retirement	-	2,808	1,312	1,313
30205	Employee Group Insurance	-	1,951	872	770
30210	Vehicle Allowance	-	-	-	240
30215	Medical Savings Account	-	31	12	15
30220	FICA/Medicare Insurance	-	160	76	135
30225	Sick leave buy back	-	-	-	90
30230	Annual Vacation Cash Out	-	-	-	90
30235	Deferred Compensation	-	-	-	113
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ -</b>	<b>15,932</b>	<b>7,270</b>	<b>12,064</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 6,135.00	5,914	685	-
30105	Salaries, Part Time	-	-	-	6,000
30200	PERS Retirement	1,549	1,512	208	-
30205	Employee Group Insurance	1,017	1,050	92	-
30210	Vehicle Allowance	-	-	-	-
30215	Medical Savings Account	17	17	5	-
30220	FICA/Medicare Insurance	94	86	11	87
30225	Sick leave buy back	123	130	-	130
30226	Sick Leave Taken	-	-	-	10
30230	Annual Vacation Cash Out	-	-	-	10
30235	Deferred Compensation	-	-	-	150
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 8,935</b>	<b>8,709</b>	<b>1,001</b>	<b>6,387</b>



# Water Operations

**2013-2014**

**Adopted Budget**

## **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.

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

<b>Expenditures:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ 651,760	680,853	536,211	663,119
Employee Related Expenditures	8,827	14,100	12,500	15,000
Supplies and Services	204,873	109,500	257,000	159,000
Maintenance and Rentals	175,086	130,800	128,800	132,310
Operations and Utilities	6,144,216	5,605,000	5,434,568	5,907,930
Contractual and Professional Services	116,008	108,688	100,000	157,000
Miscellaneous	362,216	362,216	362,216	362,216
Debt Service	1,067,483	1,070,986	1,068,484	1,067,062
CRA Programs	-	-	-	-
Internal Service Fund Charges	176,511	141,904	296,820	159,592
Capital Outlay	-	20,000	20,000	20,000
Transfers	127,223	127,223	127,223	127,223
<b>Total Expenditures</b>	<b>\$ 9,034,203</b>	<b>8,371,270</b>	<b>8,343,822</b>	<b>8,770,452</b>

<b>Funding Sources:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
General Fund	\$ -	-	-	-
Water Fund	9,034,203	8,371,270	8,343,822	8,770,452
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 9,034,203</b>	<b>8,371,270</b>	<b>8,343,822</b>	<b>8,770,452</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 360,867	392,437	288,603	385,011
30105	Salaries, Part Time	19,415	34,434	34,121	-
30110	Salaries, Overtime	74,034	40,000	45,000	70,000
30200	PERS Retirement	88,303	100,323	75,318	103,052
30205	Employee Group Insurance	93,996	99,429	79,880	92,428
30210	Vehicle Allowance	756	-	-	-
30215	Medical Savings Account	325	384	205	324
30220	FICA/Medicare Insurance	6,248	5,185	5,690	4,505
30225	Sick leave buy back	5,203	5,000	3,016	5,000
30230	Annual Vacation Cash Out	-	2,800	2,400	2,800
30235	Deferred Compensation	485	861	1,978	-
30245	Workers Compensation	2,128	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>651,760</b>	<b>680,853</b>	<b>536,211</b>	<b>663,119</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	635	4,500	4,000	5,000
30310	Uniforms & Safety Gear	6,704	7,000	7,000	7,000
30315	Employee Hiring Costs	-	100	-	-
30320	Dues, Memberships and Subscriptions	1,488	2,500	1,500	3,000
	<b>Subtotal - Employee Related</b>	<b>8,827</b>	<b>14,100</b>	<b>12,500</b>	<b>15,000</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	2,218	4,000	4,000	4,000
30415	Special Departmental	109,765	102,000	250,000	102,000
30425	Small Tools	2,503	3,500	3,000	3,000
30470	Post Employment Ben-GASB45	90,387	-	-	50,000
	<b>Subtotal - Supplies and Services</b>	<b>204,873</b>	<b>109,500</b>	<b>257,000</b>	<b>159,000</b>
<b><u>Maintenance and Rentals</u></b>					
32105	Equipment Rental	628	5,000	3,000	5,000
32200	Building and ground maintenance	9,424	5,800	5,800	6,310
32450	Well & Pump Maintenance	165,034	120,000	120,000	121,000
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>175,086</b>	<b>130,800</b>	<b>128,800</b>	<b>132,310</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	428,931	398,000	380,000	440,000
33105	Purchased water	5,709,010	5,185,000	4,895,890	5,292,930
33107	Purchase Water Capital	-	-	143,678	150,000
33115	Chino Pump Tax	6,275	22,000	15,000	25,000
	<b>Subtotal - Operations &amp; Utilities</b>	<b>6,144,216</b>	<b>5,605,000</b>	<b>5,434,568</b>	<b>5,907,930</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	116,008	108,688	100,000	157,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>116,008</b>	<b>108,688</b>	<b>100,000</b>	<b>157,000</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Miscellaneous</u></b>					
35100	Interest Payments	747,250	736,211	733,709	719,612
35105	Principal Payments	320,233	334,775	334,775	347,450
35150	Administrative Overhead	362,216	362,216	362,216	362,216
	<b>Subtotal - Miscellaneous</b>	<b>1,429,699</b>	<b>1,433,202</b>	<b>1,430,700</b>	<b>1,429,278</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	57,934	55,000	55,000	60,600
42105	Vehicle Replacement Charges	47,126	41,504	41,504	18,092
42110	Computing and Comm. Equip Replacement	2,400	2,500	2,500	2,400
42115	Computing and Communications Operations	15,800	17,900	17,900	18,500
42220	Self Insured Expenses	4,905	-	4,916	-
42225	Self Insured Settlements	48,346	25,000	175,000	60,000
	<b>Subtotal - Internal Service Charges</b>	<b>176,511</b>	<b>141,904</b>	<b>296,820</b>	<b>159,592</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	-	15,000	15,000	15,000
43115	Building Improvements	-	5,000	5,000	5,000
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>20,000</b>	<b>20,000</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>\$ 9,034,203</b>	<b>8,371,270</b>	<b>8,343,822</b>	<b>8,770,452</b>

<b>Account Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
124-000-54200	Interest Income	\$ 19,096	18,000	16,000	16,000
124-000-57100	Water Tolls Domestic	8,115,183	8,364,968	8,393,323	8,393,323
124-000-57105	Irrigation - Residential	739,666	759,480	874,406	874,406
124-000-57115	Energy Pass Thru	80,036	77,040	81,328	81,328
124-000-57125	Bulk Water	28,329	23,980	29,000	29,000
124-000-57130	Reconnection Fee	39,638	34,000	40,200	40,200
124-000-57132	Other Service Fees	237,175	243,448	198,000	198,000
124-000-57915	Miscellaneous	44,285	35,000	12,000	12,000
	<b>Total Revenues</b>	<b>\$ 9,303,408</b>	<b>9,555,916</b>	<b>9,644,257</b>	<b>9,644,257</b>



# Sewer Operations

**2013-2014**

**Adopted Budget**

## **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.

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

<b>Expenditures:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ 302,234	319,549	255,234	351,484
Employee Related Expenditures	444	2,400	1,435	2,400
Supplies and Services	63,860	12,000	5,900	62,000
Maintenance and Rentals	8,395	15,000	12,500	17,000
Operations and Utilities	33,014	38,000	34,500	39,000
Contractual and Professional Services	1,587,501	1,671,961	1,671,961	1,712,680
Miscellaneous	505,236	200,000	200,000	200,000
Debt Service	1,795,131	1,797,529	1,793,581	1,793,454
CRA Programs	-	-	-	-
Internal Service Fund Charges	105,117	122,969	122,969	114,792
Capital Outlay	-	15,000	11,000	15,000
Transfers	127,223	127,223	127,223	127,223
<b>Total Expenditures</b>	<b>\$ 4,528,155</b>	<b>4,321,631</b>	<b>4,236,303</b>	<b>4,435,033</b>

<b>Funding Sources:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	4,528,155	4,321,631	4,236,303	4,435,033
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 4,528,155</b>	<b>4,321,631</b>	<b>4,236,303</b>	<b>4,435,033</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 168,552	183,504	139,947	209,870
30105	Salaries, Part Time	10,813	14,388	14,269	-
30110	Salaries, Overtime	28,742	20,000	20,000	30,000
30200	PERS Retirement	41,498	46,911	35,941	56,350
30205	Employee Group Insurance	45,749	48,251	39,251	48,957
30210	Vehicle Allowance	290	-	-	-
30215	Medical Savings Account	238	261	188	312
30220	FICA/Medicare Insurance	2,828	2,374	2,615	2,496
30225	Sick leave buy back	2,335	2,400	1,166	2,400
30230	Annual Vacation Cash Out	-	1,100	1,000	1,100
30235	Deferred Compensation	270	360	857	-
30245	Workers Compensation	919	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>302,234</b>	<b>319,549</b>	<b>255,234</b>	<b>351,484</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	-	1,000	500	1,000
30310	Uniforms & Safety Gear	444	1,200	900	1,200
30315	Employee Hiring Costs	-	100	10	100
30320	Dues, memberships and Subscriptions	-	100	25	100
	<b>Subtotal - Employee Related</b>	<b>444</b>	<b>2,400</b>	<b>1,435</b>	<b>2,400</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	490	1,000	900	1,000
30415	Special Departmental	1,985	10,000	4,000	10,000
30425	Small Tools	1,127	1,000	1,000	1,000
30470	Post Employment Ben-GASB45	60,258	-	-	50,000
	<b>Subtotal - Supplies and Services</b>	<b>63,860</b>	<b>12,000</b>	<b>5,900</b>	<b>62,000</b>
<b><u>Maintenance and Rentals</u></b>					
32105	Equipment Rental	114	5,000	2,500	5,000
32450	Well & Pump Maintenance	8,281	10,000	10,000	12,000
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>8,395</b>	<b>15,000</b>	<b>12,500</b>	<b>17,000</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	33,014	38,000	34,500	39,000
	<b>Subtotal - Operations &amp; Utilities</b>	<b>33,014</b>	<b>38,000</b>	<b>34,500</b>	<b>39,000</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	1,587,501	1,671,961	1,671,961	1,712,680
	<b>Subtotal - Contractual &amp; Professional</b>	<b>1,587,501</b>	<b>1,671,961</b>	<b>1,671,961</b>	<b>1,712,680</b>

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</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	1,293,518	1,278,430	1,274,483	1,254,725
35105	Principal Payments	501,613	519,099	519,098	538,729
35120	Bond Service	305,236	-	-	-
35150	Administrative Overhead	200,000	200,000	200,000	200,000
	<b>Subtotal - Miscellaneous</b>	<b>2,300,367</b>	<b>1,997,529</b>	<b>1,993,581</b>	<b>1,993,454</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	60,000	55,000	55,000	56,000
42105	Vehicle Replacement Charges	31,417	27,669	27,669	18,092
42110	Computing and Comm. Equip Replacement	1,800	1,900	1,900	1,800
42115	Computing and Communications Operations	11,900	13,400	13,400	13,900
42225	Self Insured Settlements	-	25,000	25,000	25,000
	<b>Subtotal - Internal Service Charges</b>	<b>105,117</b>	<b>122,969</b>	<b>122,969</b>	<b>114,792</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	-	7,500	7,000	7,500
43115	Building Improvements	-	7,500	4,000	7,500
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>15,000</b>	<b>11,000</b>	<b>15,000</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>\$ 4,528,155</b>	<b>4,321,631</b>	<b>4,236,303</b>	<b>4,435,033</b>



# Parkway Maintenance

**2013-2014**

**Adopted Budget**

**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.

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

<b><i>Expenditures:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 28,965	27,849	25,669	32,090
Employee Related Expenditures	-	350	100	150
Supplies and Services	632	3,100	3,329	4,000
Maintenance and Rentals	3,897	18,500	18,500	18,500
Operations and Utilities	290	400	400	400
Contractual and Professional Services	15,308	3,300	3,646	6,010
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	500	500	500
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 49,092</i></b>	<b><i>53,999</i></b>	<b><i>52,144</i></b>	<b><i>61,650</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 49,092	53,999	52,144	61,650
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 49,092</i></b>	<b><i>53,999</i></b>	<b><i>52,144</i></b>	<b><i>61,650</i></b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 15,379	16,307	14,386	17,265
30110	Salaries, Overtime	4,455	2,000	2,921	5,302
30200	PERS Retirement	3,752	4,169	3,773	4,580
30205	Employee Group Insurance	4,605	4,955	4,142	4,510
30215	Medical Savings Account	12	12	17	12
30220	FICA/Medicare Insurance	288	236	294	250
30225	Sick leave buy back	102	100	63	100
30230	Annual Vacation Cash Out	68	70	-	70
30235	Deferred Compensation	-	-	73	-
30245	Workers Compensation	304	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>28,965</b>	<b>27,849</b>	<b>25,669</b>	<b>32,090</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	-	200	-	-
30310	Uniforms & Safety Gear	-	150	100	150
	<b>Subtotal - Employee Related</b>	<b>-</b>	<b>350</b>	<b>100</b>	<b>150</b>
<b><u>Supplies and Services</u></b>					
30415	Special Departmental	375	2,700	2,700	3,600
30425	Small Tools	257	400	629	400
	<b>Subtotal - Supplies and Services</b>	<b>632</b>	<b>3,100</b>	<b>3,329</b>	<b>4,000</b>
<b><u>Maintenance and Rentals</u></b>					
32400	Trail Maintenance	3,897	18,500	18,500	18,500
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>3,897</b>	<b>18,500</b>	<b>18,500</b>	<b>18,500</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	290	400	400	400
	<b>Subtotal - Operations &amp; Utilities</b>	<b>290</b>	<b>400</b>	<b>400</b>	<b>400</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	15,308	3,300	3,646	3,300
34150	Special Events	-	-	-	2,710
	<b>Subtotal - Contractual &amp; Professional</b>	<b>15,308</b>	<b>3,300</b>	<b>3,646</b>	<b>6,010</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	-	500	500	500
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>500</b>
	<b>Total Expenditures</b>	<b>\$ 49,092</b>	<b>53,999</b>	<b>52,144</b>	<b>61,650</b>

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

<b>Event</b>	<b>Public Works</b>	<b>Amount of City Support</b>
<b><u>Norco Mounted Posse Rodeo</u></b>		
Contractual and Professional Services	\$ 35	35
Other Expenditures	-	-
<b>Total Event Expenditures:</b>	<b>35</b>	<b>35</b>
<b>Total Event Revenues:</b>	<b>-</b>	<b>-</b>
<b>Net City Support:</b>	<b>35</b>	<b>35</b>
<b><u>Horseweek</u></b>		
Salaries & Employee Related Expenditures	1,864	1,864
Contractual and Professional Services	635	635
Other Expenditures	270	270
<b>Total Event Expenditures:</b>	<b>2,769</b>	<b>2,769</b>
<b>Total Event Revenues:</b>	<b>894</b>	<b>894</b>
<b>Net City Support:</b>	<b>1,875</b>	<b>1,875</b>
<b><u>Horsetown Parade of Lights &amp; Winter Festival</u></b>		
Salaries & Employee Related Expenditures	1,651	1,651
Contractual and Professional Services	1,730	1,730
Other Expenditures	40	40
<b>Total Event Expenditures:</b>	<b>3,421</b>	<b>3,421</b>
<b>Total Event Revenues:</b>	<b>2,041</b>	<b>2,041</b>
<b>Net City Support:</b>	<b>1,380</b>	<b>1,380</b>
<b>Total Expenditures:</b>	<b>6,225</b>	<b>6,225</b>
<b>Total Revenues:</b>	<b>2,935</b>	<b>2,935</b>
<b>Total City Support:</b>	<b>\$ 3,290</b>	<b>3,290</b>



# Street Maintenance

**2013-2014**

**Adopted Budget**

**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.

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

<b>Expenditures:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ 183,543	192,503	141,579	163,980
Employee Related Expenditures	1,299	3,200	2,710	3,200
Supplies and Services	66,948	53,300	45,600	56,800
Maintenance and Rentals	50,305	56,000	56,000	58,800
Operations and Utilities	95,519	86,000	86,000	90,300
Contractual and Professional Services	131,411	162,840	162,840	168,000
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	98,130	293,623	1,000	5,000
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 627,155</b>	<b>847,466</b>	<b>495,729</b>	<b>546,080</b>

<b>Funding Sources:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	627,155	847,466	495,729	546,080
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 627,155</b>	<b>847,466</b>	<b>495,729</b>	<b>546,080</b>

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</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	\$ 101,114	110,519	81,515	98,219
30105	Salaries, Part Time	4,570	10,655	10,546	-
30110	Salaries, Overtime	19,010	8,500	-	10,000
30200	PERS Retirement	25,092	28,252	21,116	26,301
30205	Employee Group Insurance	28,445	30,040	24,369	25,962
30210	Vehicle Allowance	214	-	-	-
30215	Medical Savings Account	94	111	57	-
30220	FICA/Medicare Insurance	1,712	1,455	1,412	1,098
30225	Sick leave buy back	1,326	1,500	1,300	1,500
30230	Annual Vacation Cash Out	1,245	900	1,000	900
30235	Deferred Compensation	114	266	264	-
30245	Workers Compensation	607	305	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>183,543</b>	<b>192,503</b>	<b>141,579</b>	<b>163,980</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	-	100	100	100
30310	Uniforms & Safety Gear	1,299	3,000	2,600	3,000
30315	Employee Hiring Costs	-	100	10	100
	<b>Subtotal - Employee Related</b>	<b>1,299</b>	<b>3,200</b>	<b>2,710</b>	<b>3,200</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	-	100	100	100
30415	Special Departmental	66,571	52,000	45,000	55,500
30425	Small Tools	377	1,200	500	1,200
	<b>Subtotal - Supplies and Services</b>	<b>66,948</b>	<b>53,300</b>	<b>45,600</b>	<b>56,800</b>
<b><u>Maintenance and Rentals</u></b>					
32300	Traffic Signal Maintenance	50,305	56,000	56,000	58,800
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>50,305</b>	<b>56,000</b>	<b>56,000</b>	<b>58,800</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	95,519	86,000	86,000	90,300
	<b>Subtotal - Operations &amp; Utilities</b>	<b>95,519</b>	<b>86,000</b>	<b>86,000</b>	<b>90,300</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	131,411	162,840	162,840	168,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>131,411</b>	<b>162,840</b>	<b>162,840</b>	<b>168,000</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	-	5,000	1,000	5,000
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>5,000</b>	<b>1,000</b>	<b>5,000</b>
	<b>Total Expenditures</b>	<b>\$ 529,025</b>	<b>558,843</b>	<b>495,729</b>	<b>546,080</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Capital Outlay</u></b>					
43160	Streets, Gutters, Sidewalks	\$ 98,130	288,623		
	<b>Subtotal - Capital Outlay</b>	<b>98,130</b>	<b>288,623</b>	-	-
	<b>Total Expenditures</b>	<b>\$ 98,130</b>	<b>288,623</b>	-	-



# Storm Drain Operations

**2013-2014**

**Adopted Budget**

**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.

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

<b><i>Expenditures:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 32,430	33,452	29,352	25,513
Employee Related Expenditures	-	300	10	300
Supplies and Services	-	400	347	400
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	58,225	53,988	53,988	77,800
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	1,000	200	1,000
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 90,655</i></b>	<b><i>89,140</i></b>	<b><i>83,897</i></b>	<b><i>105,013</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	90,655	89,140	83,897	105,013
Internal Service Fund	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 90,655</i></b>	<b><i>89,140</i></b>	<b><i>83,897</i></b>	<b><i>105,013</i></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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 16,390	17,628	14,983	15,875
30105	Salaries, Part Time	1,344	3,130	3,102	-
30110	Salaries, Overtime	4,560	2,000	2,580	1,000
30200	PERS Retirement	4,112	4,506	3,808	4,128
30205	Employee Group Insurance	5,308	5,537	4,504	4,069
30215	Medical Savings Account	12	12	17	-
30220	FICA/Medicare Insurance	328	301	285	230
30225	Sick leave buy back	153	160	73	100
30230	Annual Vacation Cash Out	-	100	-	110
30235	Deferred Compensation	34	78	-	-
30245	Workers Compensation	189	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>32,430</b>	<b>33,452</b>	<b>29,352</b>	<b>25,513</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	-	300	10	300
	<b>Subtotal - Employee Related</b>	<b>-</b>	<b>300</b>	<b>10</b>	<b>300</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	-	200	247	200
30415	Special Departmental	-	200	100	200
	<b>Subtotal - Supplies and Services</b>	<b>-</b>	<b>400</b>	<b>347</b>	<b>400</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	58,225	53,988	53,988	77,800
	<b>Subtotal - Contractual &amp; Professional</b>	<b>58,225</b>	<b>53,988</b>	<b>53,988</b>	<b>77,800</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	-	1,000	200	1,000
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>1,000</b>	<b>200</b>	<b>1,000</b>
	<b>Total Expenditures</b>	<b>\$ 90,655</b>	<b>89,140</b>	<b>83,897</b>	<b>105,013</b>



# Public Works Inspection

**2013-2014**  
**Adopted Budget**

## **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><i>Expenditures:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 74,904	81,301	78,979	90,713
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	200	100	100
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	780	-	-	-
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	4,600	5,100	5,100	5,200
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 80,284</i></b>	<b><i>86,601</i></b>	<b><i>84,179</i></b>	<b><i>96,013</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 31,186	32,105	31,308	35,173
Water Fund	16,396	16,292	15,770	18,151
Sewer Fund	24,596	24,463	23,666	27,252
Gas Tax Fund	-	5,580	5,436	6,331
NPDES Storm Drainage Fund	8,106	8,161	7,999	9,106
Internal Service Fund	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b><i>\$ 80,284.00</i></b>	<b><i>86,601</i></b>	<b><i>84,179</i></b>	<b><i>96,013</i></b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 15,651	16,553	16,329	18,676
30110	Salaries, Overtime	56	-	-	-
30200	PERS Retirement	3,958	4,232	4,263	5,111
30205	Employee Group Insurance	4,844	5,280	5,286	5,236
30215	Medical Savings Account	-	-	-	79
30220	FICA/Medicare Insurance	219	240	230	271
30225	Sick leave buy back	261	250	-	250
30230	Annual Vacation Cash Out	241	250	-	250
30245	Workers Compensation	576	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>25,806</b>	<b>26,805</b>	<b>26,108</b>	<b>29,873</b>
<b><u>Supplies and Services</u></b>					
30415	Special Departmental	-	200	100	100
	<b>Subtotal - Supplies and Services</b>	<b>-</b>	<b>200</b>	<b>100</b>	<b>100</b>
<b><u>Contractual and Professional Services</u></b>					
34105	Other Professional Services	780	-	-	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>780</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Internal Service Fund Charges</u></b>					
42110	Computing and Comm. Equip Replacement	600	600	600	600
42115	Computing and Communications Operations	4,000	4,500	4,500	4,600
	<b>Subtotal - Internal Service Charges</b>	<b>4,600</b>	<b>5,100</b>	<b>5,100</b>	<b>5,200</b>
	<b>Total Expenditures</b>	<b>\$ 31,186</b>	<b>32,105</b>	<b>31,308</b>	<b>35,173</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 10,032	10,032	9,853	11,319
30110	Salaries, Overtime	28	-	-	-
30200	PERS Retirement	2,539	2,565	2,575	3,097
30205	Employee Group Insurance	3,195	3,200	3,203	3,173
30215	Medical Savings Account	-	-	-	48
30220	FICA/Medicare Insurance	142	145	139	164
30225	Sick leave buy back	208	150	-	150
30230	Annual Vacation Cash Out	193	200	-	200
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 16,396</b>	<b>16,292</b>	<b>15,770</b>	<b>18,151</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 15,049	15,048	14,784	16,978
30110	Salaries, Overtime	42	-	-	-
30200	PERS Retirement	3,809	3,847	3,868	4,646
30205	Employee Group Insurance	4,793	4,800	4,806	4,760
30215	Medical Savings Account	-	-	-	72
30220	FICA/Medicare Insurance	212	218	208	246
30225	Sick leave buy back	313	250	-	250
30230	Annual Vacation Cash Out	289	300	-	300
30245	Workers Compensation	89	-	-	-
<b>Subtotal - Salaries and Benefits</b>		<b>\$ 24,596</b>	<b>24,463</b>	<b>23,666</b>	<b>27,252</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ -	3,511	3,377	3,962
30200	PERS Retirement	-	898	888	1,084
30205	Employee Group Insurance	-	1,120	1,123	1,111
30215	Medical Savings Account	-	-	-	17
30220	FICA/Medicare Insurance	-	51	48	57
30225	Sick leave buy back	-	-	-	50
30230	Annual Vacation Cash Out	-	-	-	50
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ -</b>	<b>5,580</b>	<b>5,436</b>	<b>6,331</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 5,019	5,016	4,931	5,659
30110	Salaries, Overtime	14	-	-	-
30200	PERS Retirement	1,271	1,282	1,292	1,549
30205	Employee Group Insurance	1,598	1,600	1,603	1,587
30215	Medical Savings Account	-	-	-	24
30220	FICA/Medicare Insurance	71	73	69	82
30225	Sick leave buy back	104	90	104	105
30230	Annual Vacation Cash Out	-	100	-	100
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 8,106</b>	<b>8,161</b>	<b>7,999</b>	<b>9,106</b>



# Fire and Emergency Medical Services

**2013-2014  
Adopted Budget**

## **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.

For emergency services, the City Manager serves as the Emergency Services Director for the City. The Fire Department is charges 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 residences. The EOC is currently located in the Community Room at Station 47.

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

<b>Expenditures:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ 1,288,349	115,711	101,468	20,374
Employee Related Expenditures	16,575	-	-	-
Supplies and Services	5,988	48,520	2,690	11,100
Maintenance and Rentals	27,267	17,000	17,000	12,000
Operations and Utilities	42,565	47,420	47,420	1,356
Contractual and Professional Services	1,586,939	3,023,850	3,100,478	3,278,183
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	88,578	11,200	11,200	18,800
Capital Outlay	888	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 3,057,149</b>	<b>3,263,701</b>	<b>3,280,256</b>	<b>3,341,813</b>

<b>Funding Sources:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
General Fund	\$ 3,057,149	3,263,701	3,280,256	3,341,813
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 3,057,149</b>	<b>3,263,701</b>	<b>3,280,256</b>	<b>3,341,813</b>

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</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	\$ 24,869	70,403	62,098	-
30105	Salaries, Part Time	12,715	-	150	19,600
30200	PERS Retirement	7,251	17,998	15,610	-
30205	Employee Group Insurance	8,176	25,006	21,133	-
30215	Medical Savings Account	-	86	96	-
30220	FICA/Medicare Insurance	546	1,460	898	284
30225	Sick leave buy back	-	-	1,141	-
30230	Annual Vacation Cash Out	1,492	-	338	-
30235	Deferred Compensation	318	758	4	490
	<b>Subtotal - Salaries and Benefits</b>	<b>55,367</b>	<b>115,711</b>	<b>101,468</b>	<b>20,374</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	649	1,500	1,500	1,000
30415	Special Departmental	750	47,020	1,190	9,000
	<b>Subtotal - Supplies and Services</b>	<b>1,399</b>	<b>48,520</b>	<b>2,690</b>	<b>10,000</b>
<b><u>Maintenance and Rentals</u></b>					
32200	Building and ground maintenance	14,818	12,200	12,200	7,200
32205	Weed Abatement	1,643	4,800	4,800	4,800
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>16,461</b>	<b>17,000</b>	<b>17,000</b>	<b>12,000</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	17,117	47,420	47,420	-
	<b>Subtotal - Operations &amp; Utilities</b>	<b>17,117</b>	<b>47,420</b>	<b>47,420</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	1,092	4,000	4,000	5,000
34105	Other Professional Services	-	-	47,020	62,694
34112	Riverside County Fire	1,445,867	3,019,850	3,049,458	3,210,489
	<b>Subtotal - Contractual &amp; Professional</b>	<b>1,446,959</b>	<b>3,023,850</b>	<b>3,100,478</b>	<b>3,278,183</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	532	1,000	1,000	3,000
42110	Computing and Comm. Equip Replacement	-	1,300	1,300	1,900
42115	Computing and Communications Operations	15,125	8,900	8,900	13,900
	<b>Subtotal - Internal Service Charges</b>	<b>15,657</b>	<b>11,200</b>	<b>11,200</b>	<b>18,800</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	888	-	-	-
	<b>Subtotal - Capital Outlay</b>	<b>888</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 1,553,848</b>	<b>3,263,701</b>	<b>3,280,256</b>	<b>3,339,357</b>

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Department-Generated Revenues</b>	<b>FY 2012</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>	
55185	Fire Permit	\$ 19,647	18,000	18,000	18,000
57400	Emergency Medical Services	349,084	341,000	341,000	339,000
57410	ALS AMR 1st Responder Fee	2,507	-	-	8,000
57415	Ambulance Fines (Restricted)	10,254	4,000	2,391	3,500
57430	Fire Fees	2,486	5,500	6,359	3,000
57440	Fire Inspection Fee	79,657	78,000	78,000	78,000
57445	Fire Plan Check Fees	32,660	30,000	30,000	31,000
57460	Strike Team	7,089	-	-	-
57465	USAR Reimbursement	748	-	-	-
57470	Weed and Lot Cleaning	5,606	5,000	5,000	6,000
	<b>Total Revenues</b>	<b>\$ 509,738</b>	<b>481,500</b>	<b>480,750</b>	<b>486,500</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	\$ -	-	-	400
30415	Special Departmental	-	-	-	500
30425	Small Tools	-	-	-	200
	<b>Subtotal - Supplies and Services</b>	-	-	-	1,100
<b><u>Operations and Utilities</u></b>					
33100	Utilities				1,356
	<b>Subtotal - Operations &amp; Utilities</b>	-	-	-	1,356
	<b>Total Expenditures</b>	\$ -	-	-	2,456



# Police Protection

**2013-2014**

**Adopted Budget**

## **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 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 190,359	83,653	89,834	103,019
Employee Related Expenditures	2,607	5,274	4,774	4,350
Supplies and Services	21,288	21,950	12,950	12,950
Maintenance and Rentals	1,175	2,500	3,028	2,500
Operations and Utilities	5,437	4,556	4,556	4,556
Contractual and Professional Services	4,196,576	4,420,053	4,420,053	4,417,363
Miscellaneous	9,416	6,100	6,100	6,100
CRA Programs	-	-	-	-
Internal Service Fund Charges	99,374	98,159	98,159	36,259
Capital Outlay	15,201	-	-	-
Transfers	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 4,541,433</i></b>	<b><i>4,642,245</i></b>	<b><i>4,639,454</i></b>	<b><i>4,587,097</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 4,233,960	4,375,793	4,382,002	4,462,182
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
Grant Funds	307,473	266,452	257,452	124,915
<b><i>Total Funding Sources</i></b>	<b><i>\$ 4,541,433</i></b>	<b><i>4,642,245</i></b>	<b><i>4,639,454</i></b>	<b><i>4,587,097</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 34,711	35,154	35,379	48,510
30105 Salaries, Part Time	35,506	26,000	24,500	24,500
30200 PERS Retirement	13,109	8,987	9,092	13,275
30205 Employee Group Insurance	14,901	11,672	9,387	13,322
30215 Medical Savings Account	240	180	182	240
30220 FICA/Medicare Insurance	1,011	510	1,063	1,059
30225 Sick leave buy back	-	200	419	500
30230 Annual Vacation Cash Out	-	300	1,014	1,000
30235 Deferred Compensation	372	650	613	613
<b>Subtotal - Salaries and Benefits</b>	<b>99,850</b>	<b>83,653</b>	<b>81,649</b>	<b>103,019</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	1,606	1,000	1,000	1,000
30310 Uniforms & Safety Gear	392	1,500	1,000	1,500
30320 Dues, memberships and Subscriptions	85	100	100	100
<b>Subtotal - Employee Related</b>	<b>2,083</b>	<b>2,600</b>	<b>2,100</b>	<b>2,600</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	4,797	5,500	5,500	5,500
30405 Printing & Copies	404	700	700	700
30410 Postage	106	100	100	100
30415 Special Departmental	1,655	1,000	1,000	1,000
30425 Small Tools	1,048	3,000	3,000	3,000
<b>Subtotal - Supplies and Services</b>	<b>8,010</b>	<b>10,300</b>	<b>10,300</b>	<b>10,300</b>
<b><u>Maintenance and Rentals</u></b>				
32100 Office Equipment Maintenance	683	1,500	1,500	1,000
32200 Building and ground maintenance	492	1,000	1,528	1,500
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>1,175</b>	<b>2,500</b>	<b>3,028</b>	<b>2,500</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	3,693	3,200	3,200	3,200
<b>Subtotal - Operations &amp; Utilities</b>	<b>3,693</b>	<b>3,200</b>	<b>3,200</b>	<b>3,200</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	83,817	109,871	109,871	109,871
34115 Law Enforcement Contract	3,778,503	3,997,065	3,997,065	4,126,911
<b>Subtotal - Contractual &amp; Professional</b>	<b>3,862,320</b>	<b>4,106,936</b>	<b>4,106,936</b>	<b>4,236,782</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b>Miscellaneous</b>					
35300	Highway Patrol DUI Testing	8,093	5,000	5,000	5,000
	<b>Subtotal - Miscellaneous</b>	<b>8,093</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Internal Service Fund Charges</b>					
42100	Vehicle Operations and Maintenance	19,662	15,000	15,000	15,000
42105	Vehicle Replacement Charges	1,959	1,959	1,959	1,959
42110	Computing and Comm. Equip Replacement	6,000	5,700	5,700	1,500
42115	Computing and Communications Operations	63,200	67,000	67,000	9,300
	<b>Subtotal - Internal Service Charges</b>	<b>90,821</b>	<b>89,659</b>	<b>89,659</b>	<b>27,759</b>
	<b>Total Expenditures</b>	<b>\$ 4,076,045</b>	<b>4,303,848</b>	<b>4,301,872</b>	<b>4,391,160</b>

<b>Account Number</b>	<b>Department Generated Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
50160	Public Safety Sales Tax	\$ 231,416	250,470	250,470	255,479
54100	Vehicle Code Fines	58,677	25,000	25,000	25,000
54105	Parking Fines	19,286	15,000	15,000	10,000
54120	Vehicle Impound Fees	32,356	15,000	15,000	24,450
57405	Emergency Response Cost Recovery	6,231	-	-	-
57620	State Mandated Cost	12,011	9,635	9,635	10,000
	<b>Total Revenues</b>	<b>\$ 359,977</b>	<b>315,105</b>	<b>315,105</b>	<b>324,929</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	\$ 54,514	56,589	56,589	55,666
	<b>Subtotal - Contractual &amp; Professional</b>	<b>54,514</b>	<b>56,589</b>	<b>56,589</b>	<b>55,666</b>
	<b>Total Expenditures</b>	<b>\$ 54,514</b>	<b>56,589</b>	<b>56,589</b>	<b>55,666</b>

<b>Account Number</b>	<b>Department Generated Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
53525	CNUSD Crossing Guards Reimbursement	\$ 27,257	28,295	28,295	27,833

**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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30245	Workers Compensation	\$ 90,509	-	8,185	-
	<b>Subtotal - Salaries and Benefits</b>	<b>90,509</b>	<b>-</b>	<b>8,185</b>	<b>-</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	-	250	250	250
30310	Uniforms & Safety Gear	524	1,500	1,500	1,500
	<b>Subtotal - Employee Related</b>	<b>524</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	-	50	50	50
30410	Postage	45	100	100	100
30415	Special Departmental	98	1,000	1,000	1,000
30425	Small Tools	13	500	500	500
30495	NCP Special Events	592	1,000	1,000	1,000
	<b>Subtotal - Supplies and Services</b>	<b>748</b>	<b>2,650</b>	<b>2,650</b>	<b>2,650</b>
<b><u>Operations and Utilities</u></b>					
33100	Utilities	1,744	1,356	1,356	1,356
	<b>Subtotal - Operations &amp; Utilities</b>	<b>1,744</b>	<b>1,356</b>	<b>1,356</b>	<b>1,356</b>
<b><u>Miscellaneous</u></b>					
35275	Volunteer Recognition	1,323	1,100	1,100	1,100
	<b>Subtotal - Miscellaneous</b>	<b>1,323</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	8,553	8,500	8,500	8,500
	<b>Subtotal - Internal Service Charges</b>	<b>8,553</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>
	<b>Total Expenditures</b>	<b>\$ 103,401</b>	<b>15,356</b>	<b>23,541</b>	<b>15,356</b>

<b>Account Number</b>	<b>Department Generated Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
57210	NCP Donations	\$ 592	500	500	500

**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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34115	Law Enforcement Contract	\$ 100,000	100,000	100,000	100,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
	<b>Total Expenditures</b>	<b>\$ 100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Supplies and Services</u></b>					
30425	Small Tools	\$ 7,070	9,000	-	-
	<b>Subtotal - Supplies and Services</b>	<b>7,070</b>	<b>9,000</b>	<b>-</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>					
34115	Law Enforcement Contract	55,235	74,000	74,000	14,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>55,235</b>	<b>74,000</b>	<b>74,000</b>	<b>14,000</b>
	<b>Total Expenditures</b>	<b>\$ 62,305</b>	<b>83,000</b>	<b>74,000</b>	<b>14,000</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Training	\$ -	924	924	
	<b>Subtotal - Employee Related</b>	-	924	924	-
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services		8,626	8,626	-
34115	Law Enforcement Contract	-	39,534	39,534	10,915
	<b>Subtotal - Contractual &amp; Professional</b>	-	48,160	48,160	10,915
	<b>Total Expenditures</b>	\$ -	49,084	49,084	10,915

**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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34115	Law Enforcement Contract	\$ 22,713			-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>22,713</b>	-	-	-
	<b>Total Expenditures</b>	<b>\$ 22,713</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Supplies and Services</u></b>					
30425	Small Tools	\$ 5,460	-	-	-
	<b>Subtotal - Supplies and Services</b>	<b>5,460</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	18,195.0	4,944	4,944	
34115	Law Enforcement Contract	83,599	29,424	29,424	
	<b>Subtotal - Contractual &amp; Professional</b>	<b>101,794</b>	<b>34,368</b>	<b>34,368</b>	<b>-</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	15,201	-	-	-
	<b>Subtotal - Capital Outlay</b>	<b>15,201</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 122,455</b>	<b>34,368</b>	<b>34,368</b>	<b>-</b>



# Fiscal & Support Services

**2013-2014  
Adopted Budget**

## **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, networks, telephones 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. The department is also responsible for administering the fiscal affairs of the former Redevelopment Agency's Successor Agency.

## **Fiscal and Support Services Department**

### **Fiscal Year 2013-2014 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, 2014
- Ensure successful completion of all FY 2012-2013 external audits and that resulting audit reports contain no instances of material internal control weaknesses or other audit exceptions of findings.
- Ensure that all legally required Special District (Assessment and Community Facilities Districts) financial and other compliance reports, assessments, disclosures are completed timely and in accordance with applicable laws and bond indentures. Adequately manage CFD delinquencies.
- Continue to provide timely management reports to management and Council to ensure that budgets are adequately monitored and that expenditures are within authorized amounts.
- Upgrade Human Resources Module of Financial and HR system; provide online customer portal for utility customers to manage their water usage; provide online payment option for utility customers.
- Work with Public Works staff to review water purchase and other agreements with Western Municipal Water District and other agencies and update as necessary to reduce purchased water costs.
- Continue to administer low cost training to City employees to ensure compliance to rules and regulations; comply with the provisions of the Affordable Healthcare Act; and revise the City's Personnel Rules and Regulations.
- Provide leadership in managing and administering the activities of the Successor Agency. Work with State Department of Finance and Riverside Auditor-Controller to resolve ROPS and other compliance issues.
- Purchase, install and implement new Voice-Over-Internet-Protocol (VOIP) City-wide telephone system to replace the current system that is no longer supported by the provider.
- Secure City Council approval to implement "purchased water pass-through" rate adjustment resolution.
- Complete Impact Fee Rate Study.
- Complete negotiation and obtain City Council approval for a new solid waste franchise agreement.
- Work with credit rating agencies as necessary to maintain and/or enhance the City's bond ratings.



# Finance & Human Resources

**2013-2014  
Adopted Budget**

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

<b>Expenditures:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ 865,012	951,682	937,404	1,030,800
Employee Related Expenditures	3,587	4,885	4,300	9,820
Supplies and Services	65,085	71,769	64,983	73,269
Maintenance and Rentals	576	578	576	578
Operations and Utilities	436	-	74	-
Contractual and Professional Services	66,716	89,432	97,577	128,382
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	64,588	72,450	72,450	84,650
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,066,000</b>	<b>1,190,796</b>	<b>1,177,364</b>	<b>1,327,499</b>

<b>Funding Sources:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
General Fund	\$ 481,355	594,686	584,446	648,339
Water Fund	312,206	317,892	317,097	363,882
Sewer Fund	272,439	278,218	275,821	315,278
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 1,066,000</b>	<b>1,190,796</b>	<b>1,177,364</b>	<b>1,327,499</b>

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

<b>Account Number Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 272,084	331,144	322,838	359,136
30105 Salaries, Part Time	-	-	2,002	-
30110 Salaries, Overtime	47	-	-	-
30200 PERS Retirement	72,505	84,654	83,099	92,059
30205 Employee Group Insurance	57,471	69,914	67,467	71,111
30210 Vehicle Allowance	1,908	2,880	2,820	2,880
30212 Cell Phone Stipen	149	360	360	360
30215 Medical Savings Account	580	696	661	770
30220 FICA/Medicare Insurance	4,035	4,802	4,873	5,207
30225 Sick leave buy back	3,078	5,100	4,425	4,500
30230 Annual Vacation Cash Out	2,339	3,500	5,000	5,000
30235 Deferred Compensation	-	-	50	-
30245 Workers Compensation	610	-	1,319	-
<b>Subtotal - Salaries and Benefits</b>	<b>414,806</b>	<b>503,050</b>	<b>494,914</b>	<b>541,024</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	1,167	2,500	2,100	6,950
30305 Auto Mileage	233	400	400	400
30320 Dues, Memberships and Subscriptions	2,187	1,985	1,800	2,470
<b>Subtotal - Employee Related</b>	<b>3,587</b>	<b>4,885</b>	<b>4,300</b>	<b>9,820</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	1,549	1,500	1,500	1,500
30405 Printing & Copies	428	570	500	570
30410 Postage	51	1,150	1,900	2,350
30475 Performance Bonds	1,309	1,309	1,309	1,309
<b>Subtotal - Supplies and Services</b>	<b>3,337</b>	<b>4,529</b>	<b>5,209</b>	<b>5,729</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	436	-	74	-
<b>Subtotal - Operations &amp; Utilities</b>	<b>436</b>	<b>-</b>	<b>74</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	10,614	14,632	10,856	12,416
34125 Accounting & Auditing	11,587	26,040	27,543	26,400
<b>Subtotal - Contractual &amp; Professional</b>	<b>22,201</b>	<b>40,672</b>	<b>38,399</b>	<b>38,816</b>
<b><u>Internal Service Fund Charges</u></b>				
42100 Vehicle Operations and Maintenance	288	250	250	250
42110 Computing and Comm. Equip Replacement	5,100	5,600	5,600	6,400
42115 Computing and Communications Operations	31,600	35,700	35,700	46,300
<b>Subtotal - Internal Service Charges</b>	<b>36,988</b>	<b>41,550</b>	<b>41,550</b>	<b>52,950</b>
<b>Total Expenditures</b>	<b>\$ 481,355</b>	<b>594,686</b>	<b>584,446</b>	<b>648,339</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 2013</b>	<b>FY 2013</b>	<b>FY 2014</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>	
50170	Transient Occupancy Taxes	\$ 223,674	240,000	210,500	239,700
50185	Business License	210,332	215,000	212,100	215,000
50195	Bingo Lincense	-	-		
50200	Dance Licenses	-	-		
54200	Investment Earnings	22,411	15,000	25,200	20,000
57150	Refuse Billing Collection	67,867	66,000	66,800	66,800
57155	Penalties	297,942	275,000	250,000	250,000
57700	Business License Renewal Fee	28,125	29,000	29,000	29,000
57705	Business License Penalty	12,662	9,000	12,000	12,000
57715	License Processing Fee	24,919	15,000	21,707	22,000
57720	Swap Meet Permit	-	-		
57725	Truck Parking Permit	832	-	(250)	
57730	Yard Sale permits	2,340	1,200	1,600	1,200
57815	Finger Printing	3,217	2,000	2,700	2,500
59250	Overhead to CFDS	115,704	115,705	113,841	113,800
59255	Overhead to ASD	-	70,000	70,000	-
	Totals	<u>\$ 1,010,025</u>	<u>1,052,905</u>	<u>1,015,198</u>	<u>972,000</u>

**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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 159,810	160,435	157,128	168,222
30105 Salaries, Part Time	-	-	1,169	6,240
30110 Salaries, Overtime	78	-	-	-
30200 PERS Retirement	43,227	41,014	40,106	42,777
30205 Employee Group Insurance	30,609	31,112	29,773	37,847
30210 Vehicle Allowance	1,225	1,200	1,175	1,200
30212 Cell Phone Stipen	75	150	152	150
30215 Medical Savings Account	267	266	248	284
30220 FICA/Medicare Insurance	2,427	2,326	2,389	2,595
30225 Sick leave buy back	2,393	1,500	2,248	2,250
30230 Annual Vacation Cash Out	-	1,000	2,500	2,500
30235 Deferred Compensation	-	-	29	156
30245 Workers Compensation	54	-	-	-
<b>Subtotal - Salaries and Benefits</b>	<b>240,165</b>	<b>239,003</b>	<b>236,917</b>	<b>264,221</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	1,506	2,300	2,300	2,450
30405 Printing	4,328	3,970	3,587	3,970
30410 Postage	25,272	27,350	24,000	27,350
30430 Office Equipment	404	-	-	-
<b>Subtotal - Supplies and Services</b>	<b>31,510</b>	<b>33,620</b>	<b>29,887</b>	<b>33,770</b>
<b><u>Maintenance and Rentals</u></b>				
32105 Equipment Rental	288	289	288	289
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>288</b>	<b>289</b>	<b>288</b>	<b>289</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	-	-	4,133	18,983
34125 Accounting & Auditing	5,884	8,680	9,272	8,800
34130 Financial Services	15,959	15,700	16,000	16,619
<b>Subtotal - Contractual &amp; Professional</b>	<b>21,843</b>	<b>24,380</b>	<b>29,405</b>	<b>44,402</b>
<b><u>Internal Service Fund Charges</u></b>				
42110 Computing and Comm. Equip Replacement	2,600	2,700	2,700	2,700
42115 Computing and Communications Operations	15,800	17,900	17,900	18,500
<b>Subtotal - Internal Service Charges</b>	<b>18,400</b>	<b>20,600</b>	<b>20,600</b>	<b>21,200</b>
<b>Total Expenditures</b>	<b>\$ 312,206</b>	<b>317,892</b>	<b>317,097</b>	<b>363,882</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 138,503	139,531	136,224	141,469
30105 Salaries, Part Time	-	-	-	6,240
30110 Salaries, Overtime	78	-	-	-
30200 PERS Retirement	37,875	35,670	34,768	36,480
30205 Employee Group Insurance	28,462	28,883	27,657	34,052
30210 Vehicle Allowance	735	720	705	720
30212 Cell Phone Stipen	45	90	92	90
30215 Medical Savings Account	212	212	194	206
30220 FICA/Medicare Insurance	2,094	2,023	2,046	2,142
30225 Sick leave buy back	1,983	1,500	1,887	2,000
30230 Annual Vacation Cash Out	-	1,000	2,000	2,000
30235 Deferred Compensation	-	-	-	156
30245 Workers Compensation	54	-	-	-
<b>Subtotal - Salaries and Benefits</b>	<b>210,041</b>	<b>209,629</b>	<b>205,573</b>	<b>225,555</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	1,506	2,300	2,300	2,450
30405 Printing	4,328	3,970	3,587	3,970
30410 Postage	24,000	27,350	24,000	27,350
30430 Office Equipment	404	-	-	-
<b>Subtotal - Supplies and Services</b>	<b>30,238</b>	<b>33,620</b>	<b>29,887</b>	<b>33,770</b>
<b><u>Maintenance and Rentals</u></b>				
32105 Equipment Rental	288	289	288	289
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>288</b>	<b>289</b>	<b>288</b>	<b>289</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	-	-	4,133	18,983
34125 Accounting & Auditing	5,952	8,680	9,340	8,800
34130 Financial Services	16,720	15,700	16,300	17,381
<b>Subtotal - Contractual &amp; Professional</b>	<b>22,672</b>	<b>24,380</b>	<b>29,773</b>	<b>45,164</b>
<b><u>Internal Service Fund Charges</u></b>				
42110 Computing and Comm. Equip Replacement	1,300	1,400	1,400	1,200
42115 Computing and Communications Operations	7,900	8,900	8,900	9,300
<b>Subtotal - Internal Service Charges</b>	<b>9,200</b>	<b>10,300</b>	<b>10,300</b>	<b>10,500</b>
<b>Total Expenditures</b>	<b>\$ 272,439</b>	<b>278,218</b>	<b>275,821</b>	<b>315,278</b>



# Non-Departmental

**2013-2014**

**Adopted Budget**

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

<b><i>Expenditures:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 50,719	\$ 61,424	\$ 77,262	\$ 80,480
Employee Related Expenditures	32,420	29,665	28,133	29,300
Supplies and Services	662,463	1,020,128	990,575	1,037,219
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	47,174	100,625	74,000	151,260
Miscellaneous	75,315	69,079	69,210	69,444
CRA Programs	-	-	-	-
Internal Service Fund Charges	416,021	354,158	335,670	257,275
Capital Outlay	-	-	-	-
Transfers	25,000	25,000	25,000	125,000
<b><i>Total Expenditures</i></b>	<b>\$ 1,309,112</b>	<b>1,660,079</b>	<b>1,599,850</b>	<b>1,749,978</b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ 1,309,112	1,660,079	1,599,850	1,749,978
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	-	-	-	-
<b><i>Total Funding Sources</i></b>	<b>\$ 1,309,112</b>	<b>1,660,079</b>	<b>1,599,850</b>	<b>1,749,978</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30200	PERS Retirement - Survivor Benefit	\$ 3,487	2,574	2,592	2,880
30240	Continuous Service Bonus	3,950	3,850	3,550	3,600
30245	Workers Compensation - Cost Containment	20,146	30,000	30,000	30,000
30250	Unemployment Claims Payment	23,136	25,000	41,120	44,000
	<b>Subtotal - Salaries and Benefits</b>	<b>50,719</b>	<b>61,424</b>	<b>77,262</b>	<b>80,480</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Training	953	600	750	1,300
30315	Employee Hiring Costs	5,100	6,000	5,935	6,000
30320	Dues, Memberships and Subscriptions	26,367	23,065	21,448	22,000
	<b>Subtotal - Employee Related</b>	<b>32,420</b>	<b>29,665</b>	<b>28,133</b>	<b>29,300</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	1,986	1,250	1,250	1,250
30415	Special Departmental	1,475	1,225	1,225	1,225
30440	Advertising and Promotion	100	200	300	300
30460	Medical Insurance Administration	5,298	6,240	5,800	3,300
30465	Medical Insurance – Retirees	653,604	711,213	682,000	731,144
30470	Post Employment Ben-GASB45	-	300,000	300,000	300,000
	<b>Subtotal - Supplies and Services</b>	<b>662,463</b>	<b>1,020,128</b>	<b>990,575</b>	<b>1,037,219</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	13,052	37,625	30,000	12,760
34105	Other Professional Services	19,182	45,000	25,000	116,000
34130	Bank Fees and Discount Charges	14,940	18,000	19,000	22,500
	<b>Subtotal - Contractual &amp; Professional</b>	<b>47,174</b>	<b>100,625</b>	<b>74,000</b>	<b>151,260</b>
<b><u>Miscellaneous</u></b>					
35205	Property Taxes	5,158	5,200	5,300	5,300
35210	Administration Fees-Property Taxes	58,004	49,000	49,000	49,000
35215	Parking Fines Collection Costs	9,341	12,000	12,000	12,000
35270	Community Promotion	355	300	650	600
35280	Employee Recognition	1,567	1,700	1,381	1,665
35315	We-Tip Program Participation	890	879	879	879
	<b>Subtotal - Miscellaneous</b>	<b>75,315</b>	<b>69,079</b>	<b>69,210</b>	<b>69,444</b>
<b><u>Internal Service Fund Charges</u></b>					
42200	Liability Insurance	187,297	153,296	153,296	136,581
42215	Self-Insurance Administration	70,471	55,460	36,972	-
42220	Self Insured Expenses	48,429	48,429	48,429	35,000
42225	Self Insured Settlements	44,357	45,000	45,000	35,000
42230	Excess Workers Comp	65,467	51,973	51,973	50,694
	<b>Subtotal - Internal Service Charges</b>	<b>416,021</b>	<b>354,158</b>	<b>335,670</b>	<b>257,275</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Transfers</u></b>					
44100	Transfers	25,000	25,000	25,000	125,000
	<b>Subtotal - Transfers</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>125,000</b>
	<b>Total Expenditures</b>	<b>\$ 1,309,112</b>	<b>1,660,079</b>	<b>1,599,850</b>	<b>1,749,978</b>

<b>Account Number</b>	<b>Department Generated Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
57825	Photocopy Charges	602	150	200	200
		<b>\$ 602</b>	<b>150</b>	<b>200</b>	<b>200</b>



# Budget by Funds

**2013-2014**

**Adopted Budget**



# General Fund

**2013-2014**  
**Adopted Budget**

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

<b>Account Number</b>		<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b>Property Taxes</b>				
121-000-50100	Current Secured Taxes	\$ 1,068,000	1,068,000	1,068,000
121-000-50105	Current Unsecured	49,349	49,349	49,000
121-000-50115	Homeowner's exemption	17,000	17,000	17,000
121-000-50120	Prior Years Sec'd & Unsec'd	72,000	72,000	75,000
121-000-50125	Supplemental Taxes	19,000	19,000	19,000
121-000-50135	Tax Penalty	4,000	4,000	4,000
121-000-50140	Tax Increment	434,437	606,797	120,000
	Administrative Fee Reimbursement	-	33,763	33,763
	<b>Total</b>	<b>1,663,786</b>	<b>1,869,909</b>	<b>1,385,763</b>
<b>Sales Taxes</b>				
121-000-50150	Sales Tax	3,614,418	3,624,203	3,769,171
121-000-50155	In-lieu Sales Tax	1,157,793	1,157,793	1,204,105
	<b>Total</b>	<b>4,772,211</b>	<b>4,781,996</b>	<b>4,973,276</b>
<b>Other Taxes</b>				
121-000-50160	Public Safety Sales Tax	250,470	250,470	255,479
121-000-50165	Property Transfer Tax	98,000	98,000	90,000
121-000-50170	Transient Occupancy Tax	240,000	235,000	239,700
121-000-50185	Business Licenses	215,000	215,833	215,000
121-000-57330	Ranch Licenses	125	-	-
	<b>Total</b>	<b>803,595</b>	<b>799,303</b>	<b>800,179</b>
<b>Franchise Fees</b>				
121-000-52100	Cable TV Franchise	192,000	192,000	196,000
121-000-52105	Electric Franchise	235,000	251,923	243,000
121-000-52110	Gas Franchise	102,000	85,580	93,500
121-000-52115	Refuse Franchise	480,000	480,000	480,000
	<b>Total</b>	<b>1,009,000</b>	<b>1,009,503</b>	<b>1,012,500</b>
<b>Motor Vehicle License Fees</b>				
121-000-52200	VLF in Excess	17,291	17,291	15,166
121-000-50130	In Lieu VLF	1,957,000	1,953,740	1,953,740
	<b>Total</b>	<b>1,974,291</b>	<b>1,971,031</b>	<b>1,968,906</b>
<b>Intergovernmental</b>				
121-000-53232	Department of Energy	106,166	106,166	-
121-000-53525	CNUSD - Crossing Guards Reimb	28,295	28,295	27,833
121-000-53535	City of Corona	10,000	20,000	20,000
121-000-57620	State and Federal Reimbursement	9,635	10,000	10,000
	<b>Total</b>	<b>154,096</b>	<b>164,461</b>	<b>57,833</b>
<b>Fines and Penalties</b>				
121-000-54100	Vehicle Code Fines	25,000	36,000	25,000
121-000-54105	Parking Citations	15,000	16,000	10,000
121-000-54120	Vehicle Impound Fees	15,000	20,000	24,450
	<b>Total</b>	<b>55,000</b>	<b>72,000</b>	<b>59,450</b>

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

<b>Account Number</b>		<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b>Interest Income/Lease</b>				
121-000-54200	Interest Income	15,000	20,000	20,000
121-000-54215	Library Lease	33,479	33,479	33,479
121-000-54220	Communication Site Leases	107,000	98,000	81,800
121-000-54225	Silver Lakes Rental Income	396,480	396,480	396,480
	<b>Total</b>	<b>551,959</b>	<b>547,959</b>	<b>531,759</b>
<b>Community Development Fees</b>				
<b>Planning:</b>				
121-000-55100	Planning Fees	29,011	29,773	25,230
121-000-55105	Site Plan (Major/Minor)	4,733	5,658	7,774
121-000-55125	Tentative Parcel Map	5,699	-	-
121-000-55145	Zone Change	3,126	-	-
121-000-55155	Sign Review	4,200	4,737	4,248
121-000-55160	Entertainment Permit	1,813	-	-
121-000-55165	Special Use Permit	1,813	1,813	-
121-000-55170	Special Event Permit	2,200	2,200	3,760
121-000-55195	Publications	2,500	1,229	2,500
121-000-55200	ABC Letter	-	-	142
121-000-55205	Planning Information Letter	700	847	575
121-000-55210	Architecture Review	640	640	630
121-000-55220	Environmental Impact Reports	500	517	-
121-000-55235	Landscape Plan Check Review	854	129	854
121-000-55265	Appeal	1,000	793	1,743
<b>Building &amp; Safety:</b>				
121-000-55300	Building Permits	4,500	1,718	2,500
121-000-55305	Building Permit Fees	80,000	114,740	120,000
121-000-55310	Plan Check Fees	145,000	80,933	71,000
121-000-55315	Electrical Permit Fees	18,000	20,726	18,000
121-000-55320	Plumbing Permit Fees	9,000	6,033	7,000
121-000-55325	Mechanical Permit Fees	11,000	16,476	15,025
121-000-55330	Sewer Permit Fees	1,000	700	1,000
121-000-55335	Special Inspection Fees	2,000	2,558	2,600
<b>Engineering:</b>				
121-000-55400	Encroachment Fees	26,325	32,000	28,345
121-000-55405	Grading Permit	1,744	2,416	7,888
121-000-55410	Grading Plan Check Fees	1,536	5,725	12,935
121-000-55415	Overload Moving Permit	974	804	1,000
121-000-55420	Final Map Check	-	-	6,000
121-000-55425	Improvement Plan Check	2,000	541	5,455
121-000-55430	Lot Merger Adjustment	2,843	1,056	4,415
	<b>Total</b>	<b>364,711</b>	<b>334,762</b>	<b>350,619</b>

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

<b>Account Number</b>		<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b>Community Services/Recreation</b>				
121-000-55515	Adult Sports	26,780	27,081	31,260
121-000-55525	Dance-Rainbow	58,102	58,322	59,312
121-000-55550	Beginning Guitar	-	108	-
121-000-55600	Youth Sports	72,708	72,745	80,605
121-000-55605	Private Youth Sports	9,198	9,198	9,198
121-000-55610	Trifytt Sports	1,180	1,131	1,131
121-000-55615	Wee People/Day Camp	281,513	262,240	289,936
121-000-55625	Senior Citizen Excursion Fees	2,000	2,000	2,000
121-000-55820	Fitness Class	-	219	-
121-000-55825	Notary & Loan Signing	-	318	300
121-000-56210	Taekwon-do	5,423	5,599	5,940
121-000-56250	Dog Obedience	1,119	-	-
121-000-56255	Horsemanship	1,260	1,200	1,260
121-000-56400	Ingalls Park/North	31,388	31,388	37,665
121-000-56405	Ingalls Park/South	60,640	60,640	120,000
121-000-56420	Bleacher Rentals	6,300	-	9,450
121-000-56422	Rental Services	5,680	5,700	6,840
121-000-56423	Rental Facility Insurance	1,960	2,500	3,000
121-000-56424	Community Room - Fire	-	-	3,000
121-000-56425	Community Center	9,359	15,531	15,531
121-000-56430	Field Lighting	33,174	33,174	36,401
121-000-56435	Shelter Rental	2,620	2,026	2,028
121-000-56445	Security Guards	11,500	6,143	7,371
121-000-56450	Cleaning Fees	7,500	7,500	8,800
121-000-56455	Cleaning Fees - Restrooms	780	1,150	1,380
121-000-56600	Breakfast with Santa	750	588	750
121-000-56605	Horse Parade	25,000	23,547	24,479
121-000-56620	Concerts in the Park	2,000	4,700	8,000
121-000-56625	Day of the Cowboy	5,000	3,924	9,117
121-000-56800	Party Partners Donations	1,500	1,624	1,500
121-000-56810	Senior Special Events	1,200	2,000	2,000
121-000-56815	Wee People Special Events	970	970	970
121-000-56900	AC After Hr Call Reimb	1,000	1,531	1,000
121-000-56902	Parks & Rec After Hours	1,000	1,000	1,000
121-000-56905	Banner Installation	1,960	2,950	7,699
121-000-56910	Parks & Rec Misc Revenue	13,000	19,000	22,000
	<b>Total</b>	<b>683,564</b>	<b>667,747</b>	<b>810,923</b>
<b>Other Revenues</b>				
121-000-55185	Fire Permit	18,000	18,000	18,000
121-000-57150	Refuse Billing & Collection	66,000	66,000	66,500
121-000-57155	Penalties	275,000	275,000	250,000
121-000-57210	NCP Donations	500	500	500
121-000-57305	Impound Fees	8,000	8,000	8,000

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

<b>Account Number</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
121-000-57310	12,000	12,000	12,000
121-000-57315	22,000	22,000	23,000
121-000-57320	7,000	15,770	10,400
121-000-57325	110,000	110,000	105,269
121-000-57340	4,526	5,200	4,526
121-000-57345	6,500	6,500	7,800
121-000-57400	341,000	339,000	339,000
121-000-57415	4,000	2,391	3,500
121-000-57430	5,500	6,359	3,000
121-000-57440	78,000	83,000	78,000
121-000-57445	30,000	28,000	31,000
121-000-57470	5,000	5,691	6,000
121-000-57610	70,000	72,497	55,000
121-000-57700	29,000	29,000	29,000
121-000-57705	9,000	11,000	12,000
121-000-57715	15,000	20,000	22,000
121-000-57730	1,200	1,200	1,200
121-000-57815	2,000	2,000	2,500
121-000-57825	150	200	200
121-000-57915	13,000	20,000	25,000
<b>Total</b>	<b>1,132,376</b>	<b>1,159,308</b>	<b>1,113,395</b>
<b>Overhead/Transfers</b>			
121-000-57600	362,216	362,216	362,216
121-000-57600	200,000	200,000	200,000
121-000-57600	5,900	5,600	4,800
121-000-57601	108,264	108,264	108,258
121-000-57602	235,944	256,000	262,000
121-000-59215	1,500	1,500	1,500
121-000-59400	500,000	500,000	-
121-000-57602	-	-	304,132
121-000-59220	127,223	127,223	127,223
121-000-59220	127,223	127,223	127,223
121-000-59225	14,399	9,500	17,250
121-000-59250	115,705	115,705	115,705
121-000-59255	70,000	70,000	-
121-000-59300	53,000	53,000	35,000
121-000-57600	59,005	59,005	45,000
<b>Total</b>	<b>1,980,379</b>	<b>1,995,236</b>	<b>1,710,307</b>

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

<b>Account Number</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
	<b>FY 2013 Amended Budget</b>	<b>Estimated FYE 6/30/13</b>	<b>FY 2014 Estimated Budget</b>
<b>Revenue Category</b>			
Property Taxes	1,663,786	1,869,909	1,385,763
Sales Taxes	4,772,211	4,781,996	4,973,276
Other Taxes	803,595	799,303	800,179
Franchise Fees	1,009,000	1,009,503	1,012,500
Motor Vehicle in- Lieu Fees	1,974,291	1,971,031	1,968,906
Intergovernmental	154,096	164,461	57,833
Fines & Penalties	55,000	72,000	59,450
Interest Income/Lease	551,959	547,959	531,759
Community Development Fees	364,711	334,762	350,619
Community Services/Recreation	683,564	667,747	810,923
Other Revenues	1,132,376	1,159,308	1,113,395
Overhead/Transfers	1,980,379	1,995,236	1,710,307
Total	<b>\$ 15,144,968</b>	<b>15,373,215</b>	<b>14,774,910</b>

**City of Norco, California**  
**General Fund Expenditures by Division**  
**Fiscal Year 2013 - 2014**

<b>Department</b>	<b>Department Number</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>	<b>Budget to Budget Change</b>
City Council	701	\$ 64,647	97,466	93,180	100,424	3.03%
City Manager	702	179,845	251,941	252,068	265,663	5.45%
City Clerk	704	193,410	212,503	212,410	268,351	26.28%
City Attorney	705	129,118	220,000	211,000	220,000	0.00%
Fiscal and Support Services	706	481,355	594,686	584,446	648,339	9.02%
Non Departmental	724	1,309,112	1,660,079	1,599,850	1,749,978	5.42%
Recreation Services	730	719,183	738,323	725,776	739,905	0.21%
Youth and Teen	731	238,750	282,417	254,810	289,131	2.38%
Park Maintenance	733	634,620	641,793	638,078	519,922	-18.99%
Senior Citizens	735	120,538	135,684	148,210	166,016	22.36%
Building Maintenance	737	259,793	336,287	359,640	694,644	106.56%
Public Works Inspection	740	31,186	32,105	31,308	35,173	9.56%
Economic Development	745	47,362	81,857	73,201	77,105	-5.81%
Planning	750	203,753	250,374	239,238	348,366	39.14%
Code Enforcement	751	11,142	76,070	50,381	170,543	124.19%
Building & Safety	752	175,237	185,760	173,650	227,397	22.41%
Riverside County Fire	761A	3,057,149	3,263,701	3,280,256	3,341,813	2.39%
Animal Control	765	598,965	596,794	631,597	575,834	-3.51%
Police Protection	772	4,076,045	4,303,848	4,301,872	4,391,160	2.03%
Crossing Guards	773	54,514	56,589	56,589	55,666	-1.63%
Citizens Patrol	774	103,401	15,356	23,541	15,356	0.00%
Engineering	800	199,851	153,678	176,804	193,622	25.99%
Parkway Maintenance	850	49,092	53,999	52,144	61,650	14.17%
<b>Totals</b>		<b>\$ 12,938,068</b>	<b>14,241,310</b>	<b>14,170,048</b>	<b>15,156,057</b>	<b>6.42%</b>

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

<b>Account</b>			<b>FY 2013</b>		
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	
		<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	
			<b>Budget</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	\$ 2,044,578	1,607,322	1,584,586	1,691,514
30105	Salaries, Part Time	651,041.00	611,536	647,868	694,814
30110	Salaries, Overtime	43,208.00	35,750	35,921	40,859
30115	Constant Staffing	156,535.00	-	-	-
30120	FLSA	16,797.00	-	-	-
30200	PERS Retirement	527,030.00	442,121	406,904	453,728
30205	Employee Group Insurance	474,190.00	367,928	347,072	360,039
30210	Vehicle Allowance	17,452.00	22,080	21,620	26,640
30212	Cell Phone Stipend	149.00	360	360	1,560
30215	Medical Savings Account	3,699.00	3,827	3,707	4,119
30220	FICA/Medicare Insurance	44,628.00	30,995	37,946	34,639
30225	Sick leave buy back	24,034.00	23,800	21,196	21,820
30230	Annual Vacation Cash Out	32,054.00	22,420	22,310	26,020
30235	Deferred Compensation	16,045.00	20,693	21,469	22,219
30240	Continuous Service Bonus	3,950.00	3,850	3,550	3,600
30245	Workers Compensation	120,407.00	30,000	39,504	30,000
30250	Unemployment	23,136.00	25,000	41,120	44,000
30255	Tuition Reimbursement	-	800	455	800
	<b>Subtotal - Salaries and Benefits</b>	<b>4,198,933</b>	<b>3,248,482</b>	<b>3,235,588</b>	<b>3,456,371</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	6,326.00	12,890	12,375	29,010
30305	Auto Mileage	247.00	400	400	400
30310	Uniforms & Safety Gear	19,105.00	7,147	7,206	7,959
30315	Employee Hiring Costs	6,575.00	6,000	5,935	6,000
30320	Dues, Memberships and Subscriptions	32,476.00	29,754	27,405	30,294
	<b>Subtotal - Employee Related</b>	<b>64,729</b>	<b>56,191</b>	<b>53,321</b>	<b>73,663</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	29,004.00	28,053	29,457	29,410
30405	Printing & Copies	913.00	1,920	1,350	2,170
30410	Postage	392.00	1,550	2,250	2,750
30415	Special Departmental	39,280.00	91,901	45,560	64,269
30425	Small Tools	3,881.00	4,750	5,179	5,050
30430	Office Equipment (Small Tools)	215.00	-	-	-
30435	Software Expense	478.00	-	8,285	6,258
30440	Advertising and Promotion	100.00	200	300	300
30445	Legal Advertising	5,191.00	5,500	4,500	5,500
30450	City Newsletter	2,625.00	-	-	-
30455	Election	36,112.00	-	-	36,500
30460	Medical Insurance Administration	5,298.00	6,240	5,800	3,300
30465	Medical Insurance – Retirees	653,604.00	711,213	682,000	731,144
30470	Post Employment Ben-GASB45	-	300,000	300,000	300,000
30475	Performance Bonds	1,309.00	1,309	1,309	1,309
30480	Sr. Special Events	1.00	2,000	2,000	2,000
30485	Wee People Special Events	1,221.00	970	970	975
30490	Party Parners	2,268.00	2,000	13,000	11,500
30495	NCP Special Events	592.00	1,000	1,000	1,000
30500	Animal Control Special Services	5,700.00	-	-	-
	<b>Subtotal - Supplies and Services</b>	<b>788,184</b>	<b>1,158,606</b>	<b>1,102,960</b>	<b>1,203,435</b>

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

<b>Account</b>			<b>FY 2013</b>	
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>
		<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>
			<b>Budget</b>	<b>Year-End</b>
				<b>Total</b>
				<b>Budget</b>
				<b>Request</b>
<b><u>Maintenance and Rentals</u></b>				
32100	Office Equipment Maintenance	683.00	1,500	1,500
32105	Equipment Rental	784.00	600	1,275
32200	Building and ground maintenance	81,013.00	83,207	84,703
32205	Refuse/ Nuisance Abatement	4,542.00	4,800	4,800
32400	Trail Maintenance	4,871.00	22,000	21,500
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>91,893</b>	<b>112,107</b>	<b>113,778</b>
<b><u>Operations and Utilities</u></b>				
33100	Utilities	287,485.00	315,971	319,929
	<b>Subtotal - Operations &amp; Utilities</b>	<b>287,485</b>	<b>315,971</b>	<b>319,929</b>
<b><u>Contractual and Professional Services</u></b>				
34100	Contractual Services	1,070,712.00	1,149,160	1,099,907
34105	Other Professional Services	23,264.00	68,000	75,044
34112	Cal Fire Contract	1,445,867.00	3,019,850	3,049,458
34115	Law Enforcement Contract	3,778,503.00	3,997,065	3,997,065
34125	Accounting & Auditing	11,587.00	26,040	35,043
34130	Financial Services	14,940.00	18,000	19,000
34140	Public Education & Promotion	67.00	-	-
34145	Recreation Instructors	51,962.00	40,931	39,255
34150	Special Events	23,004.00	36,250	36,250
34160	Spay & Neuter	32,516.00	22,000	22,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>6,452,422</b>	<b>8,377,296</b>	<b>8,373,022</b>
<b><u>Miscellaneous</u></b>				
35205	Property Taxes	5,158.00	5,200	5,300
35210	Administration Fees-Property Taxes	58,004.00	49,000	49,000
35215	Parking Fines Collection Costs	9,341.00	12,000	12,000
35270	Community Promotion	355.00	300	650
35275	Volunteer Recognition	1,323.00	1,100	1,100
35280	Employee Recognition	1,567.00	1,700	1,381
35300	Highway Patrol DUI Testing	8,093.00	5,000	5,000
35311	Sixth Street Banner Program	3,928.00	-	550
35315	We-Tip	890.00	879	879
	<b>Subtotal - Miscellaneous</b>	<b>88,659</b>	<b>75,179</b>	<b>75,860</b>
<b><u>Internal Service Fund Charges</u></b>				
42100	Vehicle Operations and Maintenance	125,785.00	87,550	86,350
42105	Vehicle Replacement Charges	38,614.00	39,413	39,413
42110	Computing and Comm. Equip Replacement	42,000.00	41,200	41,200
42115	Computing and Communications Operations	304,176.00	299,657	299,657
42200	Liability Insurance	187,297.00	153,296	153,296
42215	Self-Insurance Administration	70,471.00	55,460	36,972
42220	Self Insured Expenses	48,429.00	48,429	48,429
42225	Self Insured Settlements	44,357.00	45,000	45,000
42230	Excess Workers Comp	65,467.00	51,973	51,973
42235	Compensated Absences	-	-	-
	<b>Subtotal - Internal Service Charges</b>	<b>926,596</b>	<b>821,978</b>	<b>802,290</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Capital Outlay</u></b>					
41210	Public Projects	14,167.00	2,500	37,800	19,400
43110	Automotive Equipment	-	48,000	30,500	8,000
	<b>Subtotal - Capital Outlay</b>	<b>14,167</b>	<b>50,500</b>	<b>68,300</b>	<b>27,400</b>
<b><u>Transfers</u></b>					
44100	Transfers	25,000	25,000	25,000	125,000
	<b>Subtotal - Transfers</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>125,000</b>
	<b>Total Expenditures</b>	<b>\$ 12,938,068</b>	<b>14,241,310</b>	<b>14,170,048</b>	<b>15,156,057</b>



# Water Fund

**2013-2014**  
**Adopted Budget**

**City of Norco, California**  
**Water Fund - Summary of Revenues, Expenditures & Working Capital**  
**Fiscal Year 2013 - 2014**

<b>Account Number</b>	<b>Description - Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
124-000-54200	Interest Income	\$ 19,096	18,000	16,000	16,000
124-000-57100	Water Tolls - Domestic	8,115,183	8,364,968	8,393,323	8,393,323
124-000-57105	Water Tolls - Irrigation	739,666	759,480	874,406	874,406
124-000-57115	Energy Pass Thru	80,036	77,040	81,328	81,328
124-000-57125	Bulk Water	28,329	23,980	29,000	29,000
124-000-57130	Reconnection Fee	39,638	34,000	40,200	40,200
124-000-57132	Other Service Fees	237,175	243,448	198,000	198,000
124-000-57605	Damage Claims	-	-	-	-
124-000-57606	Bad Debt Recovery				
124-000-57915	Miscellaneous	44,285	35,000	12,000	12,000
	<b>Total Revenues</b>	<b>\$ 9,303,408</b>	<b>9,555,916</b>	<b>9,644,257</b>	<b>9,644,257</b>

<b>Expenditures:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ 968,779	988,470	833,062	978,017
Employee Related Expenditures	8,827	14,100	12,500	15,000
Supplies and Services	236,383	143,120	286,887	192,770
Maintenance and Rentals	175,374	131,089	129,088	132,599
Operations and Utilities	6,144,216	5,605,000	5,434,568	5,907,930
Contractual and Professional Services	137,851	133,068	129,405	201,402
Overhead Charges	362,216	362,216	362,216	362,216
Debt Service	1,067,483	1,070,986	1,068,484	1,067,062
Internal Service Fund Charges	194,911	162,504	317,420	180,792
Capital Outlay	-	20,000	20,000	20,000
Transfers Out	127,223	127,223	127,223	127,223
<b>Total Expenditures</b>	<b>\$ 9,423,263</b>	<b>8,757,776</b>	<b>8,720,853</b>	<b>9,185,011</b>

Revenues Over (Under) Expenditures	\$ 459,245
Estimated Working Capital June 30, 2013	141,091
Estimated Working Capital June 30, 2014	<b>\$ 600,337</b>

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

<b>Account Number Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 360,867	392,437	288,603	385,011
30105 Salaries, Part Time	19,415	34,434	34,121	-
30110 Salaries, Overtime	74,034	40,000	45,000	70,000
30200 PERS Retirement	88,303	100,323	75,318	103,052
30205 Employee Group Insurance	93,996	99,429	79,880	92,428
30210 Vehicle Allowance	756	-	-	-
30215 Medical Savings Account	325	384	205	324
30220 FICA/Medicare Insurance	6,248	5,185	5,690	4,505
30225 Sick leave buy back	5,203	5,000	3,016	5,000
30230 Annual Vacation Cash Out	-	2,800	2,400	2,800
30235 Deferred Compensation	485	861	1,978	-
30245 Workers Compensation	2,128	-	-	-
<b>Subtotal - Salaries and Benefits</b>	<b>651,760</b>	<b>680,853</b>	<b>536,211</b>	<b>663,119</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	635	4,500	4,000	5,000
30310 Uniforms & Safety Gear	6,704	7,000	7,000	7,000
30315 Employee Hiring Costs	-	100	-	-
30320 Dues, Memberships and Subscriptions	1,488	2,500	1,500	3,000
<b>Subtotal - Employee Related</b>	<b>8,827</b>	<b>14,100</b>	<b>12,500</b>	<b>15,000</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	2,218	4,000	4,000	4,000
30415 Special Departmental	109,765	102,000	250,000	102,000
30425 Small Tools	2,503	3,500	3,000	3,000
30470 Post Employment Ben-GASB45	90,387	-	-	50,000
<b>Subtotal - Supplies and Services</b>	<b>204,873</b>	<b>109,500</b>	<b>257,000</b>	<b>159,000</b>
<b><u>Maintenance and Rentals</u></b>				
32105 Equipment Rental	628	5,000	3,000	5,000
32200 Building and ground maintenance	9,424	5,800	5,800	6,310
32450 Well & Pump Maintenance	165,034	120,000	120,000	121,000
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>175,086</b>	<b>130,800</b>	<b>128,800</b>	<b>132,310</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	428,931	398,000	380,000	440,000
33105 Purchased water	5,709,010	5,185,000	4,895,890	5,292,930
33107 Purchase Water Capital	-	-	143,678	150,000
33115 Chino Pump Tax	6,275	22,000	15,000	25,000
<b>Subtotal - Operations &amp; Utilities</b>	<b>6,144,216</b>	<b>5,605,000</b>	<b>5,434,568</b>	<b>5,907,930</b>

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

<b>Account Number Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	116,008	108,688	100,000	157,000
<b>Subtotal - Contractual &amp; Professional</b>	<b>116,008</b>	<b>108,688</b>	<b>100,000</b>	<b>157,000</b>
<b><u>Miscellaneous</u></b>				
35100 Interest Payments	747,250	736,211	733,709	719,612
35105 Principal Payments	320,233	334,775	334,775	347,450
35110 Bond Issuance Costs	-	-	-	-
35115 Bond Discount	-	-	-	-
35150 Administrative Overhead	362,216	362,216	362,216	362,216
<b>Subtotal - Miscellaneous</b>	<b>1,429,699</b>	<b>1,433,202</b>	<b>1,430,700</b>	<b>1,429,278</b>
<b><u>Internal Service Fund Charges</u></b>				
42100 Vehicle Operations and Maintenance	57,934	55,000	55,000	60,600
42105 Vehicle Replacement Charges	47,126	41,504	41,504	18,092
42110 Computing and Comm. Equip Replacement	2,400	2,500	2,500	2,400
42115 Computing and Communications Operations	15,800	17,900	17,900	18,500
42220 Self Insured Expenses	4,905	-	4,916	-
42225 Self Insured Settlements	48,346	25,000	175,000	60,000
<b>Subtotal - Internal Service Charges</b>	<b>176,511</b>	<b>141,904</b>	<b>296,820</b>	<b>159,592</b>
<b><u>Capital Outlay</u></b>				
43100 Equipment	-	15,000	15,000	15,000
43115 Building Improvements	-	5,000	5,000	5,000
<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b><u>Transfers</u></b>				
44100 Transfers	127,223	127,223	127,223	127,223
44105 Inter-Fund	-	-	-	-
<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>\$ 9,034,203</b>	<b>8,371,270</b>	<b>8,343,822</b>	<b>8,770,452</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 159,810	160,435	157,128	168,222
30105	Salaries, Part Time	-	-	1,169	6,240
30110	Salaries, Overtime	78	-	-	-
30200	PERS Retirement	43,227	41,014	40,106	42,777
30205	Employee Group Insurance	30,609	31,112	29,773	37,847
30210	Vehicle Allowance	1,225	1,200	1,175	1,200
30212	Cell Phone Stipend	75	150	152	150
30215	Medical Savings Account	267	266	248	284
30220	FICA/Medicare Insurance	2,427	2,326	2,389	2,595
30225	Sick leave buy back	2,393	1,500	2,248	2,250
30230	Annual Vacation Cash Out	-	1,000	2,500	2,500
30235	Deferred Compensation	-	-	29	156
30245	Workers Compensation	54	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>240,165</b>	<b>239,003</b>	<b>236,917</b>	<b>264,221</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	1,506	2,300	2,300	2,450
30405	Printing	4,328	3,970	3,587	3,970
30410	Postage	25,272	27,350	24,000	27,350
30430	Office Equipment	404	-	-	-
	<b>Subtotal - Supplies and Services</b>	<b>31,510</b>	<b>33,620</b>	<b>29,887</b>	<b>33,770</b>
<b><u>Maintenance and Rentals</u></b>					
32105	Equipment Rental	288	289	288	289
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>288</b>	<b>289</b>	<b>288</b>	<b>289</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	-	-	4,133	18,983
34125	Accounting & Auditing	5,884	8,680	9,272	8,800
34130	Financial Services	15,959	15,700	16,000	16,619
	<b>Subtotal - Contractual &amp; Professional</b>	<b>21,843</b>	<b>24,380</b>	<b>29,405</b>	<b>44,402</b>
<b><u>Internal Service Fund Charges</u></b>					
42110	Computing and Comm. Equip Replacement	2,600	2,700	2,700	2,700
42115	Computing and Communications Operations	15,800	17,900	17,900	18,500
	<b>Subtotal - Internal Service Charges</b>	<b>18,400</b>	<b>20,600</b>	<b>20,600</b>	<b>21,200</b>
	<b>Total Expenditures</b>	<b>\$ 312,206</b>	<b>317,892</b>	<b>317,097</b>	<b>363,882</b>

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</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	\$ 26,579	17,128	15,930	16,606
30200	PERS Retirement	7,572	4,379	4,113	4,544
30205	Employee Group Insurance	3,638	2,845	2,451	2,520
30215	Medical Savings Account	12	36	27	38
30220	FICA/Medicare Insurance	426	270	240	350
30225	Sick leave buy back	88	90	-	90
30230	Annual Vacation Cash Out	128	90	-	90
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 38,442.55</b>	<b>26,376</b>	<b>22,761</b>	<b>32,526</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 14,320.00	15,036	14,322	-
30105	Salaries, Part Time	-	3,024	-	-
30200	PERS Retirement	3,609.00	3,844	3,663	-
30205	Employee Group Insurance	2,429.00	2,433	2,441	-
30210	Vehicle Allowance	735.00	720	705	-
30215	Medical Savings Account	45.00	45	48	-
30220	FICA/Medicare Insurance	222.00	262	224	-
30225	Sick leave buy back	242.00	217	-	-
30230	Annual Vacation Cash Out	413.00	289	-	-
30235	Deferred Compensation	-	76	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 22,015.00</b>	<b>25,946</b>	<b>21,403</b>	<b>-</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 10,032	10,032	9,853	11,319
30200	PERS Retirement	2,539	2,565	2,575	3,097
30205	Employee Group Insurance	3,195	3,200	3,203	3,173
30220	FICA/Medicare Insurance	142	145	139	164
30225	Sick leave buy back	208	150	-	150
30230	Annual Vacation Cash Out	193	200	-	200
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 16,396</b>	<b>16,292</b>	<b>15,770</b>	<b>18,151</b>



# Sewer Fund

**2013-2014**  
**Adopted Budget**

**City of Norco, California**  
**Sewer Fund - Summary of Revenues, Expenditures & Working Capital**  
**Fiscal Year 2013 - 2014**

<b>Account Number</b>	<b>Description- Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
126-000-54200	Interest Income	\$ 30,580	20,500	20,500	20,500
126-000-57145	Sewer Service Charges	4,946,179	5,318,590	5,517,058	5,517,058
126-000-57606	Bad Debt Recovery				
126-000-57915	Miscellaneous Revenue	2,012	500	500	500
126-000-59225	Transfer In-Misc Grants	8,300	-	2,238	-
<b>Total Revenues</b>		<b>\$ 4,987,071</b>	<b>5,339,590</b>	<b>5,540,296</b>	<b>5,538,058</b>

<b>Expenditures:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ 557,951	598,362	520,884	636,817
Employee Related Expenditures	444	2,400	1,435	2,400
Supplies and Services	94,098	45,620	35,787	95,770
Maintenance and Rentals	8,683	15,289	12,788	17,289
Operations and Utilities	33,014	38,000	34,500	39,000
Contractual and Professional Services	1,610,173	1,696,341	1,701,734	1,757,844
Overhead Charges	505,236	200,000	200,000	200,000
Debt Service	1,795,131	1,797,529	1,793,581	1,793,454
Internal Service Fund Charges	114,317	133,269	133,269	125,292
Capital Outlay	-	15,000	11,000	15,000
Transfers Out	127,223	127,223	127,223	127,223
<b>Total Expenditures</b>	<b>\$ 4,846,270</b>	<b>4,669,033</b>	<b>4,572,201</b>	<b>4,810,089</b>

Revenues Over (Under) Expenditures	\$ 727,969
Estimated Working Capital June 30, 2013	1,870,587
Estimated Working Capital June 30, 2014	<u>\$ 2,598,556</u>

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

<b>Account Number Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 168,552	183,504	139,947	209,870
30105 Salaries, Part Time	10,813	14,388	14,269	-
30110 Salaries, Overtime	28,742	20,000	20,000	30,000
30200 PERS Retirement	41,498	46,911	35,941	56,350
30205 Employee Group Insurance	45,749	48,251	39,251	48,957
30210 Vehicle Allowance	290.00	-	-	-
30215 Medical Savings Account	238	261	188	312
30220 FICA/Medicare Insurance	2,828	2,374	2,615	2,496
30225 Sick leave buy back	2,335	2,400	1,166	2,400
30230 Annual Vacation Cash Out	-	1,100	1,000	1,100
30235 Deferred Compensation	270	360	857	-
30245 Workers Compensation	919	-	-	-
<b>Subtotal - Salaries and Benefits</b>	<b>302,234</b>	<b>319,549</b>	<b>255,234</b>	<b>351,484</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	-	1,000	500	1,000
30310 Uniforms & Safety Gear	444.00	1,200	900	1,200
30315 Employee Hiring Costs	-	100	10	100
30320 Dues, memberships and Subscriptions	-	100	25	100
<b>Subtotal - Employee Related</b>	<b>444</b>	<b>2,400</b>	<b>1,435</b>	<b>2,400</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	490	1,000	900	1,000
30415 Special Departmental	1,985	10,000	4,000	10,000
30425 Small Tools	1,127	1,000	1,000	1,000
30470 Post Employment Ben-GASB45	60,258	-	-	50,000
<b>Subtotal - Supplies and Services</b>	<b>63,860</b>	<b>12,000</b>	<b>5,900</b>	<b>62,000</b>
<b><u>Maintenance and Rentals</u></b>				
32105 Equipment Rental	114	5,000	2,500	5,000
32450 Well & Pump Maintenance	8,281	10,000	10,000	12,000
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>8,395</b>	<b>15,000</b>	<b>12,500</b>	<b>17,000</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	33,014	38,000	34,500	39,000
<b>Subtotal - Operations &amp; Utilities</b>	<b>33,014</b>	<b>38,000</b>	<b>34,500</b>	<b>39,000</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	1,587,501	1,671,961	1,671,961	1,712,680
<b>Subtotal - Contractual &amp; Professional</b>	<b>1,587,501</b>	<b>1,671,961</b>	<b>1,671,961</b>	<b>1,712,680</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Miscellaneous</u></b>					
35100	Interest Payments	1,293,518	1,278,430	1,274,483	1,254,725
35105	Principal Payments	501,613	519,099	519,098	538,729
35120	Bond Service	305,236	-	-	-
35150	Administrative Overhead	200,000	200,000	200,000	200,000
	<b>Subtotal - Miscellaneous</b>	<b>2,300,367</b>	<b>1,997,529</b>	<b>1,993,581</b>	<b>1,993,454</b>
<b><u>Internal Service Fund Charges</u></b>					
42100	Vehicle Operations and Maintenance	60,000	55,000	55,000	56,000
42105	Vehicle Replacement Charges	31,417	27,669	27,669	18,092
42110	Computing and Comm. Equip Replacement	1,800	1,900	1,900	1,800
42115	Computing and Communications Operations	11,900	13,400	13,400	13,900
42225	Self Insured Settlements	-	25,000	25,000	25,000
	<b>Subtotal - Internal Service Charges</b>	<b>105,117</b>	<b>122,969</b>	<b>122,969</b>	<b>114,792</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	-	7,500	7,000	7,500
43115	Building Improvements	-	7,500	4,000	7,500
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>15,000</b>	<b>11,000</b>	<b>15,000</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>\$ 4,528,155</b>	<b>4,321,631</b>	<b>4,236,303</b>	<b>4,435,033</b>

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

<b>Account Number Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 138,503	139,531	136,224	141,469
30105 Salaries, Part Time	-	-	-	6,240
30110 Salaries, Overtime	78	-	-	-
30200 PERS Retirement	37,875	35,670	34,768	36,480
30205 Employee Group Insurance	28,462	28,883	27,657	34,052
30210 Vehicle Allowance	735	720	705	720
30212 Cell Phone Stipend	45.00	90	92	90
30215 Medical Savings Account	212	212	194	206
30220 FICA/Medicare Insurance	2,094	2,023	2,046	2,142
30225 Sick leave buy back	1,983	1,500	1,887	2,000
30230 Annual Vacation Cash Out	-	1,000	2,000	2,000
30235 Deferred Compensation	-	-	-	156
30245 Workers Compensation	54	-	-	-
<b>Subtotal - Salaries and Benefits</b>	<b>210,041</b>	<b>209,629</b>	<b>205,573</b>	<b>225,555</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	1,506	2,300	2,300	2,450
30405 Printing	4,328	3,970	3,587	3,970
30410 Postage	24,000	27,350	24,000	27,350
30430 Office Equipment	404	-	-	-
<b>Subtotal - Supplies and Services</b>	<b>30,238</b>	<b>33,620</b>	<b>29,887</b>	<b>33,770</b>
<b><u>Maintenance and Rentals</u></b>				
32105 Equipment Rental	288	289	288	289
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>288</b>	<b>289</b>	<b>288</b>	<b>289</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	-	-	4,133	18,983
34125 Accounting & Auditing	5,952	8,680	9,340	8,800
34130 Financial Services	16,720	15,700	16,300	17,381
<b>Subtotal - Contractual &amp; Professional</b>	<b>22,672</b>	<b>24,380</b>	<b>29,773</b>	<b>45,164</b>
<b><u>Internal Service Fund Charges</u></b>				
42110 Computing and Comm. Equip Replacement	1,300	1,400	1,400	1,200
42115 Computing and Communications Operations	7,900	8,900	8,900	9,300
<b>Subtotal - Internal Service Charges</b>	<b>9,200</b>	<b>10,300</b>	<b>10,300</b>	<b>10,500</b>
<b>Total Expenditures</b>	<b>\$ 272,439</b>	<b>278,218</b>	<b>275,821</b>	<b>315,278</b>

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

<b>Account</b>		<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</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	\$ 4,301	17,128	15,501	16,606
30105	Salaries, Part Time	-	1,500	-	7,500
30200	PERS Retirement	1,083	4,379	3,986	4,544
30205	Employee Group Insurance	724	2,845	2,399	2,520
30210	Vehicle Allowance	-	-	-	600
30215	Medical Savings Account	12	36	27	38
30220	FICA/Medicare Insurance	65	270	233	350
30225	Sick leave buy back	88	90	-	90
30230	Annual Vacation Cash Out	128	90	-	90
30235	Deferred Compensation	-	38	-	188
	<b><i>Subtotal - Salaries and Benefits</i></b>	<b>\$ 6,401.00</b>	<b>26,376</b>	<b>22,146</b>	<b>32,526</b>

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</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	\$ 9,547	10,024	9,545	-
30105	Salaries, Part Time	-	3,024	-	-
30200	PERS Retirement	2,407	2,562	2,442	-
30205	Employee Group Insurance	1,620	1,622	1,627	-
30210	Vehicle Allowance	490	480	470	-
30215	Medical Savings Account	30	30	28	-
30220	FICA/Medicare Insurance	148	189	153	-
30225	Sick leave buy back	162	145	-	-
30230	Annual Vacation Cash Out	275	193	-	-
30235	Deferred Compensation	-	76	-	-
	<b><i>Subtotal - Salaries and Benefits</i></b>	<b>\$ 14,679.00</b>	<b>18,345</b>	<b>14,265</b>	<b>-</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 15,049	15,048	14,784	16,978
30110	Salaries, Overtime	42	-	-	-
30200	PERS Retirement	3,809	3,847	3,868	4,646
30205	Employee Group Insurance	4,793	4,800	4,806	4,760
30215	Medical Savings Account	-	-	-	72
30220	FICA/Medicare Insurance	212	218	208	246
30225	Sick leave buy back	313	250	-	250
30230	Annual Vacation Cash Out	289	300	-	300
30245	Workers Compensation	89	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 24,596</b>	<b>24,463</b>	<b>23,666</b>	<b>27,252</b>



# Gas Tax Fund

**2013-2014**

**Adopted Budget**

**City of Norco, California**  
**Gas Tax Fund - Revenues, Expenditures & Fund Balance**  
**Fiscal Year 2013 - 2014**

<b>Account Number</b>	<b>Description- Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
133-000-53429	2103 Apportionment	\$ 364,646	297,092	239,008	387,396
133-000-53440	2107 Apportionment	185,813	189,857	183,683	190,362
133-000-53445	2107.5 Apportionment	6,000	6,000	6,000	6,000
133-000-53435	2106 Apportionment	81,209	93,283	87,984	89,561
133-000-53430	2105 Apportionment	125,831	132,292	116,560	127,860
133-000-53410	7360 Apportionment (Prop 42)	-	-	-	-
133-000-54200	Interest Income	962	600	600	600
133-000-57915	Miscellaneous Revenue	5,122	-	-	-
133-000-59225	Transfer In-Misc Grants	0			
<b>Total Revenues</b>		<b>\$ 769,584</b>	<b>719,124</b>	<b>633,835</b>	<b>801,779</b>

<b>Expenditures:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ 183,543	\$ 214,015	154,285	182,374
Employee Related Expenditures	1,299	3,200	2,710	3,200
Supplies and Services	66,948	53,300	45,600	56,800
Maintenance and Rentals	50,305	56,000	56,000	58,800
Operations and Utilities	95,519	86,000	86,000	90,300
Contractual and Professional Services	131,411	162,840	162,840	168,000
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	98,130	293,623	1,000	5,000
Transfers Out	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 627,155</b>	<b>868,978</b>	<b>508,435</b>	<b>564,474</b>

Revenues Over (Under) Expenditures	\$ 237,305
Estimated Fund Balance June 30, 2013	603,095
Estimated Fund Balance June 30, 2014	<b>\$ 840,400</b>

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

<b>Account Number Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 101,114	110,519	81,515	98,219
30105 Salaries, Part Time	4,570	10,655	10,546	-
30110 Salaries, Overtime	19,010	8,500	-	10,000
30200 PERS Retirement	25,092	28,252	21,116	26,301
30205 Employee Group Insurance	28,445	30,040	24,369	25,962
30210 Vehicle Allowance	214	-	-	-
30215 Medical Savings Account	94	111	57	-
30220 FICA/Medicare Insurance	1,712	1,455	1,412	1,098
30225 Sick leave buy back	1,326	1,500	1,300	1,500
30230 Annual Vacation Cash Out	1,245	900	1,000	900
30235 Deferred Compensation	114	266	264	-
30245 Workers Compensation	607	305	-	-
<b>Subtotal - Salaries and Benefits</b>	<b>183,543</b>	<b>192,503</b>	<b>141,579</b>	<b>163,980</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	-	100	100	100
30310 Uniforms & Safety Gear	1,299	3,000	2,600	3,000
30315 Employee Hiring Costs	-	100	10	100
<b>Subtotal - Employee Related</b>	<b>1,299</b>	<b>3,200</b>	<b>2,710</b>	<b>3,200</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	-	100	100	100
30415 Special Departmental	66,571	52,000	45,000	55,500
30425 Small Tools	377	1,200	500	1,200
<b>Subtotal - Supplies and Services</b>	<b>66,948</b>	<b>53,300</b>	<b>45,600</b>	<b>56,800</b>
<b><u>Maintenance and Rentals</u></b>				
32300 Traffic Signal Maintenance	50,305	56,000	56,000	58,800
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>50,305</b>	<b>56,000</b>	<b>56,000</b>	<b>58,800</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	95,519	86,000	86,000	90,300
<b>Subtotal - Operations &amp; Utilities</b>	<b>95,519</b>	<b>86,000</b>	<b>86,000</b>	<b>90,300</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	131,411	162,840	162,840	168,000
<b>Subtotal - Contractual &amp; Professional</b>	<b>131,411</b>	<b>162,840</b>	<b>162,840</b>	<b>168,000</b>
<b><u>Capital Outlay</u></b>				
43100 Equipment	-	5,000	1,000	5,000
<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>5,000</b>	<b>1,000</b>	<b>5,000</b>
<b>Total Expenditures</b>	<b>\$ 529,025</b>	<b>558,843</b>	<b>495,729</b>	<b>546,080</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b>Capital Outlay</b>					
43160	Streets, Gutters, Sidewalks	\$ 98,130	288,623	-	-
	<b>Subtotal - Capital Outlay</b>	<b>98,130</b>	<b>288,623</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 98,130</b>	<b>288,623</b>	<b>-</b>	<b>-</b>

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</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	\$ -	3,511	3,377	3,962
30200	PERS Retirement	-	898	888	1,084
30205	Employee Group Insurance	-	1,120	1,123	1,111
30215	Medical Savings Account	-	-	-	17
30220	FICA/Medicare Insurance	-	51	48	57
30225	Sick leave buy back	-	-	-	50
30230	Annual Vacation Cash Out	-	-	-	50
	<b>Subtotal - Salaries and Benefits</b>	-	5,580	5,436	6,331
	<b>Total Expenditures</b>	\$ -	5,580	5,436	6,331

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ -	10,982	4,998	4,798
30105	Salaries, Part Time	-	-	-	4,500
30200	PERS Retirement	-	2,808	1,312	1,313
30205	Employee Group Insurance	-	1,951	872	770
30210	Vehicle Allowance	-	-	-	240
30215	Medical Savings Account	-	31	12	15
30220	FICA/Medicare Insurance	-	160	76	135
30225	Sick leave buy back	-	-	-	90
30230	Annual Vacation Cash Out	-	-	-	90
30235	Deferred Compensation	-	-	-	113
	<b><i>Subtotal - Salaries and Benefits</i></b>	<b>-</b>	<b>15,932</b>	<b>7,270</b>	<b>12,064</b>
	<b><i>Total Expenditures</i></b>	<b>\$ -</b>	<b>15,932</b>	<b>7,270</b>	<b>12,064</b>



# **NPDES Storm Drainage Fund**

**2013-2014  
Adopted Budget**

**City of Norco, California**  
**NPDES Storm Drain Fund - Revenues, Expenditures & Fund Balance**  
**Fiscal Year 2013 - 2014**

<b>Account Number</b>	<b>Description-Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013</b>	<b>FY 2014</b>
				<b>Estimated Year-End Total</b>	<b>Budget Request</b>
139-000-53125	Tax Assessments	\$ 63,243	64,200	64,200	64,200
139-000-59200	Transfers In	50,000	25,000	25,000	25,000
	<b>Total Revenues</b>	<b>\$ 113,243</b>	<b>89,200</b>	<b>89,200</b>	<b>89,200</b>

	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013</b>	<b>FY 2014</b>
			<b>Estimated Year-End Total</b>	<b>Budget Request</b>
<b>Expenditures:</b>				
Salaries and Benefits	\$ 49,471	58,119	42,466	41,006
Employee Related Expenditures	-	300	10	300
Supplies and Services	-	400	347	400
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	58,225	53,988	53,988	77,800
Miscellaneous	-	-	-	-
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	1,000	200	1,000
Transfers Out	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 107,696</b>	<b>113,807</b>	<b>97,011</b>	<b>120,506</b>

Revenues Over (Under) Expenditures	\$ (31,306)
Estimated Fund Balance June 30, 2013	<u>39,364</u>
Estimated Fund Balance June 30, 2014	<u>\$ 8,058</u>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 16,390	17,628	14,983	15,875
30105	Salaries, Part Time	1,344	3,130	3,102	-
30110	Salaries, Overtime	4,560	2,000	2,580	1,000
30200	PERS Retirement	4,112	4,506	3,808	4,128
30205	Employee Group Insurance	5,308	5,537	4,504	4,069
30215	Medical Savings Account	12	12	17	-
30220	FICA/Medicare Insurance	328	301	285	230
30225	Sick leave buy back	153	160	73	100
30230	Annual Vacation Cash Out	-	100	-	110
30235	Deferred Compensation	34	78	-	-
30245	Workers Compensation	189	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>32,430</b>	<b>33,452</b>	<b>29,352</b>	<b>25,513</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	-	300	10	300
	<b>Subtotal - Employee Related</b>	<b>-</b>	<b>300</b>	<b>10</b>	<b>300</b>
<b><u>Supplies and Services</u></b>					
30400	Office Supplies	-	200	247	200
30415	Special Departmental	-	200	100	200
	<b>Subtotal - Supplies and Services</b>	<b>-</b>	<b>400</b>	<b>347</b>	<b>400</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	58,225	53,988	53,988	77,800
	<b>Subtotal - Contractual &amp; Professional</b>	<b>58,225</b>	<b>53,988</b>	<b>53,988</b>	<b>77,800</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	-	1,000	200	1,000
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>1,000</b>	<b>200</b>	<b>1,000</b>
	<b>Total Expenditures</b>	<b>\$ 90,655</b>	<b>89,140</b>	<b>83,897</b>	<b>105,013</b>

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2014</b>	
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</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>	
<b><u>Salaries and Benefits</u></b>					
30100	Salaries, Full Time	\$ 5,019	5,016	4,931	5,659
30110	Salaries, Overtime	14	-	-	-
30200	PERS Retirement	1,271	1,282	1,292	1,549
30205	Employee Group Insurance	1,598	1,600	1,603	1,587
30215	Medical Savings Account	-	-	-	24
30220	FICA/Medicare Insurance	71	73	69	82
30225	Sick leave buy back	104	90	104	105
30230	Annual Vacation Cash Out	-	100	-	100
30245	Workers Compensation	29	-	-	-
	<b>Subtotal - Salaries and Benefits</b>	<b>\$ 8,106</b>	<b>8,161</b>	<b>7,999</b>	<b>9,106</b>

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

<b>Account Number Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 6,135	5,914	685	-
30105 Salaries, Part Time	-	-	-	6,000
30200 PERS Retirement	1,549	1,512	208	-
30205 Employee Group Insurance	1,017	1,050	92	-
30215 Medical Savings Account	17	17	5	-
30220 FICA/Medicare Insurance	94	86	11	87
30225 Sick leave buy back	123	130	-	130
30226 Sick Leave Taken	-	-	-	10
30230 Annual Vacation Cash Out	-	-	-	10
30235 Deferred Compensation	-	-	-	150
<b>Subtotal - Salaries and Benefits</b>	<b>\$ 8,935</b>	<b>\$ 8,709</b>	<b>\$ 1,001</b>	<b>6,387</b>

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

<b>Account</b>			<b>FY 2013</b>	
<b>Number Account Description</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>Estimated</b>	<b>FY 2014</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>				
30105 Salaries, Part Time	\$ -	7,500	3,936	-
30220 FICA/Medicare Insurance	-	109	80	-
30235 Deferred Compensation	-	188	98	-
<b>Subtotal - Salaries and Benefits</b>	<b>\$ -</b>	<b>\$ 7,797</b>	<b>\$ 4,114</b>	<b>-</b>



## Miscellaneous Grants

**2013-2014**

**Adopted Budget**

**City of Norco, California**  
**Miscellaneous Grant Funds - Revenues, Expenditures & Fund Balance**  
**Fiscal Year 2013- 2014**

<b>Account Number</b>	<b>Description- Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013</b>		<b>FY 2014 Budget Request</b>
			<b>Amended Budget</b>	<b>Estimated Year-End Total</b>	
122-000-53205	FEMA & OES Grants	\$ 44,068	-	-	-
122-000-53233	Historic Preservation Grant	24,900			
122-000-53310	Trash Round-up/Recycle	-	-	-	-
122-000-53305	Homeland Security Grant	-	5,009	-	-
122-000-53500	Riverside County Transp Commission	67,595	70,000	70,000	60,000
	Millennium Tree Grant	-	-		
160-000-54200	Interest Income	-	-		
160-000-53210	Local Law Enforcement Block Grant	-	-	-	-
162-000-53260	Supplemental Law Enforcement	100,000	37,006	100,000	100,000
162-000-54200	Interest Income	-	-	-	-
165-000-53255	Office of Traffic Safety	122,455	-	49,084	10,915
165-000-53270	Avoid the 30	-	-	-	-
165-000-53275	DUI Checkpoint	62,305	117,368	108,368	14,000
165-000-53280	DUI Patrols	22,713	-	-	-
165-000-53285	Seatbelt Enforcement	-	-	-	-
165-000-53290	Saturation Distracted Driving		49,084		
<b>Total Revenues</b>		<b>\$ 444,036</b>	<b>278,467</b>	<b>327,452</b>	<b>184,915</b>

<b>Expenditures:</b>	<b>FY 2012 Actual</b>	<b>FY 2013</b>		<b>FY 2014 Budget Request</b>
		<b>Amended Budget</b>	<b>Estimated Year-End Total</b>	
Salaries and Benefits	\$ 52,079.00	50,967	51,643	44,306
Employee Related Expenditures	-	924	924	-
Supplies and Services	12,530	9,000	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	4,491	5,790	5,114	3,672
Contractual and Professional Services	279,742	256,528	256,528	124,915
Miscellaneous	5,600	5,600	5,600	4,800
Internal Service Charges	5,424	7,643	7,643	7,222
Capital Outlay	15,201	-	-	-
Transfers Out	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 375,067</b>	<b>336,452</b>	<b>327,452</b>	<b>184,915</b>

Revenues Over (Under) Expenditures	\$ -
Estimated Fund Balance June 30, 2013	-
Estimated Fund Balance June 30, 2014	<u>\$ -</u>

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

<b>Account Number Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 35,301	34,796	34,793	29,425
30200 PERS Retirement	9,464	8,895	8,909	8,052
30205 Employee Group Insurance	6,733	6,699	7,353	6,331
30215 Medical Savings Account	72	72	74	72
30220 FICA/Medicare Insurance	509	505	514	427
<b>Subtotal - Salaries and Benefits</b>	52,079	50,967	51,643	44,306
<b><u>Operations and Utilities</u></b>				
33100 Utilities	4,491	5,790	5,114	3,672
<b>Subtotal - Operations &amp; Utilities</b>	4,491	5,790	5,114	3,672
<b><u>Miscellaneous</u></b>				
35150 Administrative Overhead	5,600	5,600	5,600	4,800
<b>Subtotal - Miscellaneous</b>	5,600	5,600	5,600	4,800
<b><u>Internal Service Fund Charges</u></b>				
42100 Vehicle Operations and Maintenance	3,000	3,500	3,500	5,000
42115 Computing and Communications Operations	2,424	4,143	4,143	2,222
<b>Subtotal - Internal Service Charges</b>	5,424	7,643	7,643	7,222
<b>Total Expenditures</b>	\$ 67,594	70,000	70,000	60,000

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34115	Law Enforcement Contract	\$ 100,000	100,000	100,000	100,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
	<b>Total Expenditures</b>	<b>\$ 100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Employee Related Expenditures</u></b>					
30300	Conferences and Meetings	\$ -	924	924	-
	<b>Subtotal - Employee Related</b>	<b>-</b>	<b>924</b>	<b>924</b>	<b>-</b>
<b><u>Supplies and Services</u></b>					
30425	Small Tools	12,530	9,000	-	-
	<b>Subtotal - Supplies and Services</b>	<b>12,530</b>	<b>9,000</b>	<b>-</b>	<b>-</b>
<b><u>Contractual and Professional Services</u></b>					
34100	Contractual Services	18,195	13,570	13,570	-
34115	Law Enforcement Contract	161,547	142,958	142,958	24,915
	<b>Subtotal - Contractual &amp; Professional</b>	<b>179,742</b>	<b>156,528</b>	<b>156,528</b>	<b>24,915</b>
<b><u>Capital Outlay</u></b>					
43100	Equipment	15,201	-	-	-
	<b>Subtotal - Capital Outlay</b>	<b>15,201</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 207,473</b>	<b>166,452</b>	<b>157,452</b>	<b>24,915</b>



# Information Technology Memo Only

**2013-2014  
Adopted Budget**

**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 2013 - 2014**

<b>Account Number</b>	<b>Description - Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
135-000-57625	Charges for Equipment Replacement	\$ 51,500	49,700	52,500	47,900
135-000-57630	Charges for Operations	367,275	361,900	358,900	352,100
135-000-54200	Interest	748	1,500	1,300	1,500
135-000-57900	Property Sale	521	130	129	130
135-000-58100	Contributions	-	-	-	-
135-000-57915	Miscellaneous	141	1,900	1,900	1,900
135-000-59200	Transfers In-General Fund	-	-	-	100,000
135-000-59220	Transfers In-Utilities	-	-	-	-
135-000-59205	Transfers In-Redevelopment Agency	-	-	-	-
<b>Total Revenues</b>		<b>\$ 420,185</b>	<b>415,130</b>	<b>414,729</b>	<b>503,530</b>

<b>Expenditures</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ 215,368	217,639	152,343	227,214
Employee Related	761	2,250	1,700	2,450
Supplies and Services	79,926	31,970	28,870	14,350
Maintenance and Rentals	25,436	36,593	36,000	35,058
Operations and Utilities	872	600	600	600
Contractual and Professional Services	62,082	72,547	75,000	77,517
Internal Service Fund Charges	64	300	-	300
Miscellaneous	51,189	-	-	-
Capital Outlay	-	35,000	25,000	35,000
Transfers Out	21,475	-	-	-
<b>Total Expenditures</b>	<b>\$ 457,173</b>	<b>396,899</b>	<b>319,513</b>	<b>392,489</b>

Revenues Over (Under) Expenditures	\$ 111,041
Estimated Working Capital June 30, 2013	469,737
Estimated Working Capital June 30, 2014	<b>\$ 580,778</b>

**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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30100 Salaries, Full Time	\$ 141,403	142,812	100,520	147,804
30105 Salaries, Part Time	-	-	11,879	-
30200 PERS Retirement	35,638	36,508	22,464	40,446
30205 Employee Group Insurance	29,890	29,468	15,078	30,541
30212 Cell Phone Stipend	250	600	50	600
30215 Medical Savings Account	480	480	261	480
30220 FICA/Medicare Insurance	2,113	2,071	1,794	2,143
30225 Sick leave buy back	2,098	3,000	-	1,600
30230 Annual Vacation Cash Out	3,496	2,700	-	3,600
30235 Deferred Compensation	-	-	297	-
<b>Subtotal - Salaries and Benefits</b>	<b>215,368</b>	<b>217,639</b>	<b>152,343</b>	<b>227,214</b>
<b><u>Employee Related Expenditures</u></b>				
30300 Conferences and Meetings	-	1,500	750	1,500
30305 Auto Mileage	521	500	700	700
30320 Dues, memberships and Subscriptions	240	250	250	250
<b>Subtotal - Employee Related</b>	<b>761</b>	<b>2,250</b>	<b>1,700</b>	<b>2,450</b>
<b><u>Supplies and Services</u></b>				
30400 Office Supplies	41	100	-	100
30410 Postage	11,129	15,000	12,000	12,000
30425 Small Tools	-	250	250	250
30435 Software Expense	68,756	16,620	16,620	2,000
<b>Subtotal - Supplies and Services</b>	<b>79,926</b>	<b>31,970</b>	<b>28,870</b>	<b>14,350</b>
<b><u>Maintenance and Rentals</u></b>				
32100 Office Equipment Maintenance	5,888	4,285	4,000	4,110
32105 Equipment Rental	19,548	32,308	32,000	30,948
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>25,436</b>	<b>36,593</b>	<b>36,000</b>	<b>35,058</b>
<b><u>Operations and Utilities</u></b>				
33100 Utilities	872	600	600	600
<b>Subtotal - Operations &amp; Utilities</b>	<b>872</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b><u>Contractual and Professional Services</u></b>				
34100 Contractual Services	61,722	67,547	70,000	72,517
34105 Other Professional Services	360	5,000	5,000	5,000
<b>Subtotal - Contractual &amp; Professional</b>	<b>62,082</b>	<b>72,547</b>	<b>75,000</b>	<b>77,517</b>

**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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Miscellaneous</u></b>				
35515 Depreciation Expense	13,137	-	-	-
35520 Amortization Expense	38,052	-	-	-
<b>Subtotal - Miscellaneous</b>	51,189	-	-	-
<b><u>Internal Service Fund Charges</u></b>				
42100 Vehicle Operations and Maintenance	64	300	-	300
<b>Subtotal - Internal Service Charges</b>	64	300	-	300
<b><u>Capital Outlay</u></b>				
43100 Equipment	-	35,000	25,000	35,000
<b>Subtotal - Capital Outlay</b>	-	35,000	25,000	35,000
<b><u>Transfers</u></b>				
44100 Transfers	21,475	-	-	-
<b>Subtotal - Transfers</b>	21,475	-	-	-
<b>Total Expenditures</b>	\$ 457,173	396,899	319,513	392,489



# Vehicle Replacement Fund

**2013-2014**

**Adopted Budget**

**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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
128-000-57625	Charges for Vehicle Replacement	\$ 117,157	108,586	108,586	88,011
128-000-57630	Charges for Operations	240,420	198,100	198,850	218,100
128-000-54200	Interest	5,728	11,000	10,300	11,000
128-000-57900	Sale of Property	127,700	10,000	18,200	10,000
128-000-57605	Damage Claim	-	-	-	-
128-000-59400	Transfers In-Fire Improvement	-	-	-	-
<b>Total Revenues</b>		<b>\$ 491,005</b>	<b>327,686</b>	<b>335,936</b>	<b>327,111</b>

<b>Expenditures</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ -	-	-	-
Employee Related	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Contractual and Professional Services	-	-	-	-
Miscellaneous	1,090,335	-	-	-
Internal Service Charges	231,250	237,000	267,285	252,000
Capital Outlay	-	46,000	-	115,821
Transfers Out	186,712	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,508,297</b>	<b>283,000</b>	<b>267,285</b>	<b>367,821</b>

Revenues Over (Under) Expenditures	\$ (40,710)
Estimated Working Capital June 30, 2013	2,805,951
Estimated Working Capital June 30, 2014	<u>\$ 2,765,241</u>



# Benefits & Insurance Fund

**2013-2014**

**Adopted Budget**

**City of Norco, California**  
**Benefits and Insurance Fund - Revenues, Expenditures & Working Capital - Memo Only**  
**Fiscal Year 2013 - 2014**

<b>Account Number</b>	<b>Description - Revenues</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
134-000-54200	Interest	\$ 3,625	-	3,000	3,000
134-000-57630	Internal Service Operations	534,371	404,158	404,158	257,275
134-000-57915	Miscellaneous Revenue	-			-
134-000-59400	Transfer In-Other	21,475			
				-	
	<b>Total Revenues</b>	<b>\$ 559,471</b>	<b>404,158</b>	<b>407,158</b>	<b>260,275</b>

<b>Expenditures</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 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	250,015	354,158	209,337	257,275
Miscellaneous	-	-	-	-
Capital Outlay	-	-	-	-
Transfers Out	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 250,015</b>	<b>354,158</b>	<b>209,337</b>	<b>257,275</b>

Revenues Over (Under) Expenditures	\$ 3,000
Estimated Working Capital June 30, 2013	(6,897)
Estimated Working Capital June 30, 2014	<u>\$ (3,897)</u>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Internal Service Fund Charges</u></b>					
42200	Liability Insurance	\$ 125,900	153,296	107,924	136,581
42215	Self-Insurance Administration	74,290	55,460	-	-
42220	Self Insured Expenses	-	48,429	48,429	35,000
42225	Self Insured Settlements	-	45,000	1,175	35,000
42230	Excess Workers Comp	49,825	51,973	51,809	50,694
	<b>Subtotal - Internal Service Charges</b>	<b>250,015</b>	<b>354,158</b>	<b>209,337</b>	<b>257,275</b>
	<b>Total Expenditures</b>	<b>\$ 250,015</b>	<b>354,158</b>	<b>209,337</b>	<b>257,275</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 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	-	-



# Redevelopment Obligation Retirement Fund

**2013-2014**

**Adopted Budget**

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

<b><i>Expenditures:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ -	-	-	-
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	-	-	-	-
Operations and Utilities	-	-	-	-
Miscellaneous	304,132	358,258	355,718	370,258
Debt Service	4,289,657	8,200,342	7,203,826	8,199,130
CRA Programs	34,094	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Reimbursements to General Fund	-	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 4,627,883</i></b>	<b><i>8,558,600</i></b>	<b><i>7,559,544</i></b>	<b><i>8,569,388</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Redevelopment Funds	4,627,883	8,558,600	7,559,544	8,569,388
<b><i>Total Funding Sources</i></b>	<b><i>\$ 4,627,883</i></b>	<b><i>8,558,600</i></b>	<b><i>7,559,544</i></b>	<b><i>8,569,388</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 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Contractual and Professional Services</u></b>					
34102	City Services	\$ 304,132	358,258	344,618	370,258
34125	Accounting & Auditing	-	-	11,100	-
	<b>Subtotal - Contractual &amp; Professional</b>	<b>304,132</b>	<b>358,258</b>	<b>355,718</b>	<b>370,258</b>
<b><u>Debt Service</u></b>					
35100	Interest Payments	4,179,918	4,960,342	4,960,341	4,860,472
35105	Principal Payments	-	3,240,000	2,240,000	3,335,000
35110	Bond Issuance Costs	62,284	-	-	-
35115	Bond Discount	47,455	-	-	-
35205	Property Taxes	-	-	3,485	3,658
	<b>Subtotal - Miscellaneous</b>	<b>4,289,657</b>	<b>8,200,342</b>	<b>7,203,826</b>	<b>8,199,130</b>
<b><u>CRA Programs</u></b>					
41255	Sewer Service Assistance	34,094	-	-	-
	<b>Subtotal - CRA Programs</b>	<b>34,094</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 4,627,883</b>	<b>8,558,600</b>	<b>7,559,544</b>	<b>8,569,388</b>

**City of Norco, California**  
**Redevelopment Obligation Retirement Fund - Debt Service Schedule**  
**Fiscal Year 2013 - 2014**

<b>Account Number</b>	<b>Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
017-5100-35100	2001 School Pass-through Interest	\$ 179,838	212,280	212,280	205,975
017-5100-35105	2001 School Pass-through Principal	-	130,000	130,000	140,000
017-5101-35100	2004 Refunding Notes (Pass-through) Interest	389,690	462,012	462,013	451,700
017-5101-35105	2004 Refunding Notes (Pass-through) Principal	-	275,000	275,000	280,000
017-5108-35100	2009 School Pass-through Interest	637,169	759,636	759,636	750,498
017-5108-35105	2009 School Pass-through Principal	-	215,000	215,000	225,000
017-5104-35100	2001 Refunding Tax Allocation Bonds Interest	1,101,050	1,283,382	1,283,381	1,215,456
017-5104-35105	2001 Refunding Tax Allocation Bonds Principal	-	1,430,000	1,430,000	1,500,000
017-5105-35100	2005 Refunding Tax Allocation Bonds Interest	681,241.00	816,076	816,075	813,637
017-5105-35105	2005 Refunding Tax Allocation Bonds Principal	-	65,000	65,000	70,000
017-5111-35100	2010 Refunding Tax Allocation Bonds Interest	1,190,930	1,426,956	1,426,956	1,423,206
017-5111-35105	2010 Refunding Tax Allocation Bonds Principal	-	125,000	125,000	120,000
017-5010-35105	SERAF Borrowing Repayment	-	1,000,000	-	1,000,000
<b>Total CRA Debt Service</b>		<b>\$ 4,179,918</b>	<b>8,200,342</b>	<b>7,200,341</b>	<b>8,195,472</b>



# **Landscape Maintenance Districts (LMD)**

**2013-2014**

**Adopted Budget**

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

<b>Expenditures:</b>		<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$	573.00	900	884	1,124
Employee Related Expenditures		-	-	-	-
Supplies and Services		-	-	-	-
Maintenance and Rentals		38	-	-	-
Operations and Utilities		2,436	1,870	2,393	2,682
Contractual and Professional Services		4,262	4,179	4,179	4,215
Miscellaneous		147	2,155	2,155	1,550
CRA Programs		-	-	-	-
Internal Service Fund Charges		-	-	-	-
Capital Outlay		-	-	-	-
Transfers		5,365	-	-	-
<b>Total Expenditures</b>	<b>\$</b>	<b>12,821</b>	<b>9,104</b>	<b>9,611</b>	<b>9,571</b>

<b>Funding Sources:</b>		<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
General Fund	\$	-	-	-	-
Water Fund		-	-	-	-
Sewer Fund		-	-	-	-
Gas Tax Fund		-	-	-	-
NPDES Storm Drainage Fund		-	-	-	-
Internal Service Fund		-	-	-	-
Grants		12,821	9,104	9,611	9,571
<b>Total Funding Sources</b>	<b>\$</b>	<b>12,821</b>	<b>9,104</b>	<b>9,611</b>	<b>9,571</b>

Beginning Fund Balance 7/1/2011	22,166.77
Projected Revenues	8,500.00
Projected Expenditures	9,611.00
Estimated Fund Balance 6/30/2012	21,055.77

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

<b>Account Number Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>				
30105 Salaries, Part Time	\$ 551.00	866	838	1,004
30200 PERS Retirement	-	-	13	80
30220 FICA/Medicare Insurance	8	12	12	15
30235 Deferred Compensation	14	22	21	25
<b>Subtotal - Salaries and Benefits</b>	<b>573</b>	<b>900</b>	<b>884</b>	<b>1,124</b>
<b><u>Maintenance and Rentals</u></b>				
32200 Building and ground maintenance	38	-	-	-
<b>Subtotal - Maintenance &amp; Rentals</b>	<b>38</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Operations and Utilities</u></b>				
33100-10 Water Charges	2,436	1,700	2,185	2,294
33100-20 Electricity Charges	-	170	208	170
33100-30 Telephone Charges	-	-	-	218
<b>Subtotal - Operations &amp; Utilities</b>	<b>2,436</b>	<b>1,870</b>	<b>2,393</b>	<b>2,682</b>
<b><u>Contractual and Professional Services</u></b>				
34100-10 Landscape Maintenance	4,262	2,779	2,779	2,815
34105 Other Professional Services	-	1,400	1,400	1,400
<b>Subtotal - Contractual &amp; Professional</b>	<b>4,262</b>	<b>4,179</b>	<b>4,179</b>	<b>4,215</b>
<b><u>Miscellaneous</u></b>				
35150 Administrative Overhead	-	1,400	1,400	560
35210 Administration Fees-Property Taxes	147	150	150	150
35511 Incidentals	-	290	290	290
35512 Operating Contingency	-	315	315	550
<b>Subtotal - Miscellaneous</b>	<b>147</b>	<b>2,155</b>	<b>2,155</b>	<b>1,550</b>
<b><u>Transfers</u></b>				
44100 Transfers	5,365	-	-	-
<b>Subtotal - Transfers</b>	<b>5,365</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ 12,821</b>	<b>9,104</b>	<b>9,611</b>	<b>9,571</b>

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

<b>Expenditures:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ 2,835.00	3,179	4,417	5,619
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	38	17,000	1,276	5,000
Operations and Utilities	77,773	43,219	45,524	45,763
Contractual and Professional Services	68,493	45,507	49,717	46,240
Miscellaneous	223	15,867	14,579	9,423
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Transfers	5,600	-	-	-
<b>Total Expenditures</b>	<b>\$ 154,962</b>	<b>124,772</b>	<b>115,513</b>	<b>112,045</b>

<b>Funding Sources:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Grants	154,962	124,772	115,513	112,045
<b>Total Funding Sources</b>	<b>\$ 154,962</b>	<b>124,772</b>	<b>115,513</b>	<b>112,045</b>

Beginning Fund Balance 7/1/2011	(25,056.00)	
Projected Revenues	134,550.00	
Projected Expenditures	115,513.00	
Estimated Fund Balance 6/30/2012	(6,019.00)	3 years to make up the deficit

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Amended</b>	<b>Year-End</b>	<b>Request</b>
			<b>Budget</b>	<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30105	Salaries, Part Time	\$ 2,723	3,058	4,047	5,019
30200	PERS Retirement	-	-	311	402
30220	FICA/Medicare Insurance	41	44	59	73
30235	Deferred Compensation	71	77	-	125
	<b>Subtotal - Salaries and Benefits</b>	<b>2,835</b>	<b>3,179</b>	<b>4,417</b>	<b>5,619</b>
<b><u>Maintenance and Rentals</u></b>					
32200	Building and ground maintenance	38	-	-	-
32400	Trail Maintenance	-	17,000	1,276	5,000
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>38</b>	<b>17,000</b>	<b>1,276</b>	<b>5,000</b>
<b><u>Operations and Utilities</u></b>					
33100-10	Water Charges	77,773	38,000	39,940	39,900
33100-20	Electricity Charges	-	5,000	5,365	5,633
33100-30	Telephone Charges	-	219	219	230
	<b>Subtotal - Operations &amp; Utilities</b>	<b>77,773</b>	<b>43,219</b>	<b>45,524</b>	<b>45,763</b>
<b><u>Contractual and Professional Services</u></b>					
34100-10	Landscape Maintenance	68,493	32,759	32,759	33,185
34100-30	Wet Lands Area	-	1,000	1,000	1,030
34100-40	Park Maintenance	-	9,248	-	9,525
34100-50	Trails	-	-	13,458	-
34105	Other Professional Services	-	2,500	2,500	2,500
	<b>Subtotal - Contractual &amp; Professional</b>	<b>68,493</b>	<b>45,507</b>	<b>49,717</b>	<b>46,240</b>
<b><u>Miscellaneous</u></b>					
35150	Administrative Overhead	-	14,133	14,133	7,559
35210	Administration Fees-Property Taxes	223	230	230	230
35511	Incidentals	-	216	216	216
35512	Operating Contingency	-	1,288	-	1,418
	<b>Subtotal - Miscellaneous</b>	<b>223</b>	<b>15,867</b>	<b>14,579</b>	<b>9,423</b>
<b><u>Transfers</u></b>					
44100	Transfers	5,600	-	-	-
	<b>Subtotal - Transfers</b>	<b>5,600</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 154,962</b>	<b>124,772</b>	<b>115,513</b>	<b>112,045</b>

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

<b><i>Expenditures:</i></b>	<b><i>FY 2012</i></b>	<b><i>FY 2013</i></b>	<b><i>FY 2013</i></b>	<b><i>FY 2014</i></b>
	<b><i>Actual</i></b>	<b><i>Amended</i></b>	<b><i>Estimated</i></b>	<b><i>Budget</i></b>
		<b><i>Budget</i></b>	<b><i>Year-End</i></b>	<b><i>Request</i></b>
			<b><i>Total</i></b>	
Salaries and Benefits	\$ 2,280.00	2,830	3,580	4,496
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	38	5,750	-	5,825
Operations and Utilities	41,022	31,159	31,159	32,717
Contractual and Professional Services	37,722	29,857	35,607	30,219
Miscellaneous	154	10,025	10,025	6,480
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Transfers	10,235	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 91,451</i></b>	<b><i>79,621</i></b>	<b><i>80,371</i></b>	<b><i>79,737</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012</i></b>	<b><i>FY 2013</i></b>	<b><i>FY 2013</i></b>	<b><i>FY 2014</i></b>
	<b><i>Actual</i></b>	<b><i>Amended</i></b>	<b><i>Estimated</i></b>	<b><i>Budget</i></b>
		<b><i>Budget</i></b>	<b><i>Year-End</i></b>	<b><i>Request</i></b>
			<b><i>Total</i></b>	
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Grants	91,451	79,621	80,371	79,737
<b><i>Total Funding Sources</i></b>	<b><i>\$ 91,451</i></b>	<b><i>79,621</i></b>	<b><i>80,371</i></b>	<b><i>79,737</i></b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
<b><u>Salaries and Benefits</u></b>					
30105	Salaries, Part Time	\$ 2,190.00	2,722	3,067	4,017
30200	PERS Retirement			393	321
30220	FICA/Medicare Insurance	33	39	44	58
30235	Deferred Compensation	57	69	76	100
	<b>Subtotal - Salaries and Benefits</b>	<b>2,280</b>	<b>2,830</b>	<b>3,580</b>	<b>4,496</b>
<b><u>Maintenance and Rentals</u></b>					
32200	Building and ground maintenance	38	-	-	-
32400	Trail Maintenance	-	5,750	-	5,825
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>38</b>	<b>5,750</b>	<b>-</b>	<b>5,825</b>
<b><u>Operations and Utilities</u></b>					
33100-10	Water Charges	41,022	29,000	29,000	30,450
33100-20	Electricity Charges	-	2,100	2,100	2,205
33100-30	Telephone Charges	-	59	59	62
	<b>Subtotal - Operations &amp; Utilities</b>	<b>41,022</b>	<b>31,159</b>	<b>31,159</b>	<b>32,717</b>
<b><u>Contractual and Professional Services</u></b>					
34100-10	Landscape Maintenance	37,722	27,857	27,857	28,219
34100-50	Trails	-	-	5,750	-
34105	Other Professional Services	-	2,000	2,000	2,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>37,722</b>	<b>29,857</b>	<b>35,607</b>	<b>30,219</b>
<b><u>Miscellaneous</u></b>					
35150	Administrative Overhead	-	8,639	8,639	4,824
35210	Administration Fees-Property Taxes	154	155	155	230
35511	Incidentals	-	91	91	91
35512	Operating Contingency	-	1,140	1,140	1,335
	<b>Subtotal - Miscellaneous</b>	<b>154</b>	<b>10,025</b>	<b>10,025</b>	<b>6,480</b>
<b><u>Transfers</u></b>					
44100	Transfers	10,235	-	-	-
	<b>Subtotal - Transfers</b>	<b>10,235</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 91,451</b>	<b>79,621</b>	<b>80,371</b>	<b>79,737</b>

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

<b>Expenditures:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
Salaries and Benefits	\$ 3,972.00	5,000	6,504	7,867
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	38	75,747	1,973	76,667
Operations and Utilities	172,571	192,492	125,628	143,159
Contractual and Professional Services	482,448	137,357	196,681	138,888
Miscellaneous	381	47,126	28,177	47,513
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	240,444	1,000	75,000
Transfers	20,730	-	-	-
<b>Total Expenditures</b>	<b>\$ 680,140</b>	<b>698,166</b>	<b>359,963</b>	<b>489,094</b>

<b>Funding Sources:</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Grants	680,140	698,166	359,963	489,094
<b>Total Funding Sources</b>	<b>\$ 680,140</b>	<b>698,166</b>	<b>359,963</b>	<b>489,094</b>

Beginning Fund Balance 7/1/2011	518,529.00
Projected Revenues	470,833.00
Projected Expenditures	359,963.00
Estimated Fund Balance 6/30/2012	629,399.00

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

<b>Account</b>			<b>FY 2013</b>	
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>
		<b>Actual</b>	<b>Amended</b>	<b>Budget</b>
			<b>Estimated</b>	<b>Request</b>
			<b>Year-End</b>	
			<b>Total</b>	
<b><u>Salaries and Benefits</u></b>				
30105	Salaries, Part Time	\$ 3,814	4,810	5,764
30200	PERS Retirement	-	-	512
30220	FICA/Medicare Insurance	58	70	84
30235	Deferred Compensation	100	120	144
	<b>Subtotal - Salaries and Benefits</b>	<b>3,972</b>	<b>5,000</b>	<b>6,504</b>
<b><u>Maintenance and Rentals</u></b>				
32200	Building and ground maintenance	38	-	1,688
32400	Trail Maintenance	-	70,747	-
32405	Tree Replacement	-	5,000	285
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>38</b>	<b>75,747</b>	<b>1,973</b>
<b><u>Operations and Utilities</u></b>				
33100-10	Water Charges	172,571	135,000	75,000
33100-20	Electricity Charges	-	57,000	50,000
33100-30	Telephone Charges	-	492	628
	<b>Subtotal - Operations &amp; Utilities</b>	<b>172,571</b>	<b>192,492</b>	<b>125,628</b>
<b><u>Contractual and Professional Services</u></b>				
34100-10	Landscape Maintenance	482,448	117,757	117,757
34100-20	Natural Open Space	-	11,000	1,800
34100-30	Wet Lands Area	-	5,000	-
34100-50	Trails	-	-	70,747
34105	Other Professional Services	-	3,600	6,377
	<b>Subtotal - Contractual &amp; Professional</b>	<b>482,448</b>	<b>137,357</b>	<b>196,681</b>
<b><u>Miscellaneous</u></b>				
35150	Administrative Overhead	-	26,647	26,647
35210	Administration Fees-Property Taxes	381	382	382
35510	Bad Debt Expense	-	-	1,148
35511	Incidentals	-	130	-
35512	Operating Contingency	-	19,967	-
	<b>Subtotal - Miscellaneous</b>	<b>381</b>	<b>47,126</b>	<b>28,177</b>
<b><u>Capital Outlay</u></b>				
43130	Land Improvements	-	-	-
43180	Storm Sewer Lines	-	240,444	1,000
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>240,444</b>	<b>1,000</b>
<b><u>Transfers</u></b>				
44100	Transfers	20,730	-	-
	<b>Subtotal - Transfers</b>	<b>20,730</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 680,140</b>	<b>698,166</b>	<b>359,963</b>
			<b>489,094</b>	

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

<b><i>Expenditures:</i></b>	<b><i>FY 2012</i></b>	<b><i>FY 2013</i></b>	<b><i>FY 2013</i></b>	<b><i>FY 2014</i></b>
	<b><i>Actual</i></b>	<b><i>Amended</i></b>	<b><i>Estimated</i></b>	<b><i>Budget</i></b>
		<b><i>Budget</i></b>	<b><i>Year-End</i></b>	<b><i>Request</i></b>
			<b><i>Total</i></b>	
Salaries and Benefits	\$ 1,709.00	1,800	2,838	3,372
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	38	7,080	-	7,092
Operations and Utilities	10,880	8,967	8,567	9,415
Contractual and Professional Services	25,916	17,774	24,854	17,973
Miscellaneous	138	10,817	8,343	5,605
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	-	-	-
Transfers	8,791	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 47,472</i></b>	<b><i>46,438</i></b>	<b><i>44,602</i></b>	<b><i>43,457</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012</i></b>	<b><i>FY 2013</i></b>	<b><i>FY 2013</i></b>	<b><i>FY 2014</i></b>
	<b><i>Actual</i></b>	<b><i>Amended</i></b>	<b><i>Estimated</i></b>	<b><i>Budget</i></b>
		<b><i>Budget</i></b>	<b><i>Year-End</i></b>	<b><i>Request</i></b>
			<b><i>Total</i></b>	
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Grants	47,472	46,438	44,602	43,457
<b><i>Total Funding Sources</i></b>	<b><i>\$ 47,472</i></b>	<b><i>46,438</i></b>	<b><i>44,602</i></b>	<b><i>43,457</i></b>

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

<u>Account</u>			FY 2013		
<u>Number</u>	<u>Account Description</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>Estimated</u>	<u>FY 2014</u>
		<u>Actual</u>	<u>Amended</u>	<u>Year-End</u>	<u>Budget</u>
				<u>Total</u>	<u>Request</u>
<b><u>Salaries and Benefits</u></b>					
30105	Salaries, Part Time	\$ 1,641	1,731	2,513	3,012
30200	PERS Retirement	-	-	226	241
30220	FICA/Medicare Insurance	25	25	36	44
30235	Deferred Compensation	43	44	63	75
	<b>Subtotal - Salaries and Benefits</b>	<b>1,709</b>	<b>1,800</b>	<b>2,838</b>	<b>3,372</b>
<b><u>Maintenance and Rentals</u></b>					
32200	Building and ground maintenance	38	-	-	-
32400	Trail Maintenance	-	7,080	-	7,092
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>38</b>	<b>7,080</b>	<b>-</b>	<b>7,092</b>
<b><u>Operations and Utilities</u></b>					
33100-10	Water Charges	10,880	8,500	8,500	8,925
33100-20	Electricity Charges	-	400	-	420
33100-30	Telephone Charges	-	67	67	70
	<b>Subtotal - Operations &amp; Utilities</b>	<b>10,880</b>	<b>8,967</b>	<b>8,567</b>	<b>9,415</b>
<b><u>Contractual and Professional Services</u></b>					
34100-10	Landscape Maintenance	25,916	15,274	15,274	15,473
34100-50	Trails	-	-	7,080	-
34105	Other Professional Services	-	2,500	2,500	2,500
	<b>Subtotal - Contractual &amp; Professional</b>	<b>25,916</b>	<b>17,774</b>	<b>24,854</b>	<b>17,973</b>
<b><u>Miscellaneous</u></b>					
35150	Administrative Overhead	-	8,214	8,214	2,813
35210	Administration Fees-Property Taxes	138	139	129	139
35511	Incidentals	-	191	-	191
35512	Operating Contingency	-	2,273	-	2,462
	<b>Subtotal - Miscellaneous</b>	<b>138</b>	<b>10,817</b>	<b>8,343</b>	<b>5,605</b>
<b><u>Transfers</u></b>					
44100	Transfers	8,791	-	-	-
	<b>Subtotal - Transfers</b>	<b>8,791</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>\$ 47,472</b>	<b>46,438</b>	<b>44,602</b>	<b>43,457</b>

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

<b><i>Expenditures:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
Salaries and Benefits	\$ 11,369	13,709	18,223	22,478
Employee Related Expenditures	-	-	-	-
Supplies and Services	-	-	-	-
Maintenance and Rentals	190	105,577	3,249	94,584
Operations and Utilities	304,682	277,707	213,271	233,736
Contractual and Professional Services	618,841	234,674	214,003	237,535
Miscellaneous	1,043	85,990	63,279	70,571
CRA Programs	-	-	-	-
Internal Service Fund Charges	-	-	-	-
Capital Outlay	-	240,444	1,000	75,000
Transfers	50,721	-	-	-
<b><i>Total Expenditures</i></b>	<b><i>\$ 986,846</i></b>	<b><i>958,101</i></b>	<b><i>513,025</i></b>	<b><i>733,904</i></b>

<b><i>Funding Sources:</i></b>	<b><i>FY 2012 Actual</i></b>	<b><i>FY 2013 Amended Budget</i></b>	<b><i>FY 2013 Estimated Year-End Total</i></b>	<b><i>FY 2014 Budget Request</i></b>
General Fund	\$ -	-	-	-
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
Gas Tax Fund	-	-	-	-
NPDES Storm Drainage Fund	-	-	-	-
Internal Service Fund	-	-	-	-
Grants	986,846	958,101	513,025	733,904
<b><i>Total Funding Sources</i></b>	<b><i>\$ 986,846</i></b>	<b><i>958,101</i></b>	<b><i>513,025</i></b>	<b><i>733,904</i></b>

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

<b>Account</b>			<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2014</b>
<b>Number</b>	<b>Account Description</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>Estimated</b>	<b>Budget</b>
		<b>Actual</b>	<b>Amended</b>	<b>Year-End</b>	<b>Request</b>
			<b>Budget</b>	<b>Total</b>	
<b><u>Salaries and Benefits</u></b>					
30105	Salaries, Part Time	\$ 10,919	13,187	16,229	20,079
30200	PERS Retirement	-	-	1,455	1,606
30220	FICA/Medicare Insurance	165.00	190	235	292
30235	Deferred Compensation	285.00	332	304	501
	<b>Subtotal - Salaries and Benefits</b>	<b>11,369</b>	<b>13,709</b>	<b>18,223</b>	<b>22,478</b>
<b><u>Maintenance and Rentals</u></b>					
32200	Building and ground maintenance	190.00	-	1,688	-
32400	Trail Maintenance	-	100,577	1,276	89,584
32405	Tree Replacement	-	5,000	285	5,000
	<b>Subtotal - Maintenance &amp; Rentals</b>	<b>190</b>	<b>105,577</b>	<b>3,249</b>	<b>94,584</b>
<b><u>Operations and Utilities</u></b>					
33100-10	Water Charges	304,682.00	212,200	154,625	171,569
33100-20	Electricity Charges	-	64,670	57,673	60,928
33100-30	Telephone Charges	-	837	973	1,239
	<b>Subtotal - Operations &amp; Utilities</b>	<b>304,682</b>	<b>277,707</b>	<b>213,271</b>	<b>233,736</b>
<b><u>Contractual and Professional Services</u></b>					
34100-10	Landscape Maintenance	618,841.00	196,426	196,426	198,980
34100-20	Natural Open Space	-	11,000	1,800	11,000
34100-30	Wet Lands Area	-	6,000	1,000	6,030
34100-40	Park Maintenance	-	9,248	-	9,525
34105	Other Professional Services	-	12,000	14,777	12,000
	<b>Subtotal - Contractual &amp; Professional</b>	<b>618,841</b>	<b>234,674</b>	<b>214,003</b>	<b>237,535</b>
<b><u>Miscellaneous</u></b>					
35150	Administrative Overhead	-	59,033	59,033	45,000
35210	Administration Fees-Property Taxes	1,043.00	1,056	1,046	1,131
35510	Bad Debt Expense	-	-	1,148	-
35511	Incidentals	-	918	597	918
35512	Operating Contingency	-	24,983	1,455	23,522
	<b>Subtotal - Miscellaneous</b>	<b>1,043</b>	<b>85,990</b>	<b>63,279</b>	<b>70,571</b>
<b><u>Capital Outlay</u></b>					
43130	Land Improvements	-	-	-	75,000
43180	Storm Sewer Lines	-	240,444	1,000	-
	<b>Subtotal - Capital Outlay</b>	<b>-</b>	<b>240,444</b>	<b>1,000</b>	<b>75,000</b>
<b><u>Transfers</u></b>					
44100	Transfers	50,721	-	-	-
	<b>Subtotal - Transfers</b>	<b>50,721</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

<b>Account Number</b>	<b>Account Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Estimated Year-End Total</b>	<b>FY 2014 Budget Request</b>
	<b>Total Expenditures</b>	\$ 986,846	958,101	513,025	733,904



# Personnel Authorization

**2013-2014**

**Adopted Budget**

**CITY OF NORCO  
PERSONNEL AUTHORIZATION  
2004-2005 through 2013-2014**

	2004 -	2005 -	2006 -	2007 -	2008-	2009-	2010-	2011-	2012-	2013-
Position Title	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014

**CITY COUNCIL & COMMISSIONS**

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

**FULL-TIME POSITIONS**

**ADMINISTRATION**

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

**PLANNING/CODE ENFORCEMENT**

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

**CITY CLERK** (moved to ADMINISTRATION)

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

**FISCAL & SUPPORT SERVICES**

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

**CITY OF NORCO  
PERSONNEL AUTHORIZATION  
2004-2005 through 2013-2014**

	2004 -	2005 -	2006 -	2007 -	2008-	2009-	2010-	2011-	2012-	2013-
Position Title	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014

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

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

**PARKS & RECREATION**

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

**ECONOMIC DEVELOPMENT**

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

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

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

**CITY OF NORCO  
PERSONNEL AUTHORIZATION  
2004-2005 through 2013-2014**

	2004 -	2005 -	2006 -	2007 -	2008-	2009-	2010-	2011-	2012-	2013-
Position Title	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
<b><u>COMMUNITY DEVELOPMENT (cont.)</u></b>										
Bldg Ops Support Coord/Senior Permit Tech	1	1	1	0	0	0	0	0	0	0
Permit Technician	2	3	3	3	3	0	0	0	0	0
Plans Examiner Senior Building Inspector	1	1	1	1	1	0	0	0	0	0
Building Inspector	2	3	3	3	1	0	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>0</b>
<b><u>FIRE DEPARTMENT</u></b>										
Fire Chief	1	1	1	1	1	1	0	0	0	0
Executive Secretary	1	1	1	1	0	0	0	0	0	0
Account Clerk I	1	0	0	0	0	0	0	0	0	0
Code Enforcement Officer	0	1	1	1	0	0	0	0	0	0
Fire Prevention Specialist	1	1	1	1	1	1	1	1	1	0
Battalion Chief	3	3	3	3	3	2	2	0	0	0
Fire Captain	6	6	6	6	6	6	6	6	0	0
Fire Engineer	6	6	6	6	6	6	6	6	0	0
Firefighter Paramedic	6	10	11	11	11	11	8	6	0	0
Firefighter	6	2	1	1	1	1	1	0	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>0</b>
<b><u>ANIMAL CONTROL</u></b>										
Animal Control/Equestrian Services Superintendent	1	1	1	1	1	1	1	1	1	1
Animal Control Supervisor	1	1	1	1	1	1	1	0	0	0
Secretary II	1	1	1	1	0	0	0	0	0	0
Administrative/Facilities Coordinator	-	-	-	-	1	1	1	1	1	0
Kennel Officer	1	1	1	1	1	1	1	0	0	0
Senior Animal Control Officer									1	1
Animal Control Officer	1	1	2	2	2	2	2	2	1	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>3</b>
<b><u>SHERIFF</u></b>										
Executive Secretary	1	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>1</b>
<b><u>PUBLIC WORKS</u></b>										
Director of Public Works	0	1	1	1	1	1	1	1	1	1
Deputy Director of Public Works/Senior Engineer									1	0
Water and Sewer Utilities Manager										1
Executive Secretary	1	1	1	1	1	1	1	1	1	1
Public Works Superintendent	1	0	0	0	0	1	1	1	1	1
Public Works Supervisor	1	1	1	1	1	0	0	0	0	0
Inspector I	2	2	1	0	0	1	1	1	1	1
PW/LMD Inspector Supervisor	0	0	0	1	1	1	0	0	0	0
Lead Worker	-	-	-	-	-	1	1	1	1	1
Maintenance Workers	5	4	4	6	5	6	8	7	7	5
Water Quality Control Technician	2	2	1	1	1	1	1	1	1	1
Meter Technician I	1	1	1	1	1	0	0	0	0	0
Public Works Trainee	4	5	8	6	6	5	2	3	3	5
Senior Engineer	-	-	-	-	1	1	1	1	0	0
Permit Technician	-	-	-	-	3	2	1	1	1	1
Plans Examiner Senior Building Inspector	-	-	-	-	1	1	0	0	0	0
Building Inspector					1	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>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>	<b>49</b>

**CITY OF NORCO  
PERSONNEL AUTHORIZATION  
2004-2005 through 2013-2014**

	2004 - 2005	2005 - 2006	2006 - 2007	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
--	-------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------

**PART-TIME POSITIONS**

**TEMPORARY EMPLOYEES**

**Fire**

Fire Prevention Intern	0	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	0	1	0	0	0	0	0	0	0

**Public Works**

Permit Technician	0	0	0	0	0	0	0	0	0	1
Permit Technician	0	0	1	0	0	0	0	0	0	1
	0	0	1	0	0	0	0	0	0	1

**Parks & Recreation**

Recreation&Community Services Specialist	3	3	4	3	3	3	2	2	2	0
Recreation&Community Services Coordinator								1	1	1
Irrigation Technician										1
Maintenance Workers	1	1	1	0	0	0	0	0	0	0
Volunteer Coordinator	1	1	0	0	0	0	0	0	0	0
Aquatic Manager	0	0	0	1	0	0	0	0	0	0
Adult & Youth Sport Specialist	0	0	0	1	1	1	1	0	0	0
<b><u>Animal Control</u></b>										
Kennel Assistant	1	1	2	2	2	2	2	1	1	1
Administrative Clerk								1	1	1
Animal Control Officer Trainee	1	1	1	0	0	0	0	1	1	1
<b>Total 32-Hour Employees</b>	<b>7</b>	<b>7</b>	<b>12</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>8</b>

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

**City Clerk**

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

**FISCAL & SUPPORT SERVICES**

Account Clerk	0	0	0	0	0	0	1	1	0	2
---------------	---	---	---	---	---	---	---	---	---	---

**Crossing Guards**

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

**Parks & Recreation**

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

**CITY OF NORCO  
PERSONNEL AUTHORIZATION  
2004-2005 through 2013-2014**

	2004 -	2005 -	2006 -	2007 -	2008-	2009-	2010-	2011-	2012-	2013-
Position Title	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Bus Driver	3	3	3	3	3	1	1	1	0	0
Maintenance Worker	0	0	0	1	1	0	1	3	4	3
Nellie Weaver Hall Attendant									2	2
<b><u>Fire Department</u></b>										
Fire Chief	0	0	0	0	0	0	1	1	0	0
Battalion Chief								2	0	0
Code Compliance Officer	0	0	0	1	0	0	0	0	0	0
Administrative Clerk	0	1	1	1	2	2	1	1	0	0
Executive Secretary								1	0	0
<b><u>Planning/Code Enforcement</u></b>										
Part-Time Code Compliance Officer	0	0	0	0	0	0	1	1	0	1
Planning/GIS Intern							1	1	1	1
Executive Secretary							1	1	0	0
<b><u>Sheriff</u></b>										
Community Service Officer								2	2	1
<b><u>Community Development</u></b>										
Minutes Clerk	1	1	1	1	0	0	0	0	0	0
Part-Time Typing Aide/Admin Clerk	1	0	1	1	1	0	0	0	0	0
Planning Intern	1	0	1	1	1	0	0	0	0	0
<b><u>ADMINISTRATION</u></b>										
Planning Intern	-	-	-	-	-	1	0	0	0	0
<b><u>PUBLIC WORKS</u></b>										
Director of Public Works									1	1
Part-Time Typing Aide/Admin Clerk	-	-	-	-	-	1	1	1	1	0
Clerical Assistant (Permits)							1	1	1	0
Intern										1
Plans Examiner Senior Building Inspector	-	-	-	-	-	-	1	1	0	1
<b><u>CRA</u></b>										
Part-Time Administrative Intern	0	0	1	1	0	0	0	0	0	0
Part-Time Housing Specialist	1	0	0	0	0	0	0	0	0	0
<b><u>Animal Control</u></b>										
Part-Time Administrative Clerk	-	-	-	-	1	1	1	0	0	2
Kennel Attendant/Aide	2	2	0	1	2	3	3	4	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>91</b>	<b>59</b>

**Budget Account Descriptions**  
**Fiscal year 2013/2014**

<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
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 2013/2014**

<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 2013/2014**

<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 2013/2014**

<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 2013/2014**

<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