

FY 2021-22

Finance Department Budget





FINANCE DEPARTMENT

Description

The Finance Department manages the fiscal operations of the City and maintains financial records in conformance with generally accepted accounting principles and in compliance with State and Federal laws. The Department's primary functions include maintaining effective systems for financial planning, disbursement control, budget development and implementation, budget monitoring, revenue administration, accounting and reporting, cash management, long-term debt administration, redevelopment accounting, purchasing, investing and utility billing.

The Finance Department is divided into the Fiscal & Accounting Services Division, whose purpose it is to develop, enhance, and manage a sound financial structure, enabling the City to provide quality services to the community while effectively controlling and monitoring the receipt and disbursement of public funds. The Purchasing/Warehouse Division procures equipment, supplies, and services at the most competitive prices, for all City departments, while remaining within State and municipal procurement regulations and guidelines. The Utility Billing Services Division collects funds to support the operations of the City's water, sewer, and storm drain systems, along with collecting funds for contracted sewage treatment, refuse collection, recycling, street sweeping services, and business licenses.

Department Mission Statement

To provide quality service to both our internal and external customers with the highest level of efficiency and timeliness, while providing careful management of our financial resources.

Proposed Goals for FY 2021-22

Participate in the financial analysis of the Sphere of Influence Study to ensure that the financial impacts of any annexation are fully known to the city Council.

Timely complete the City's Audited Comprehensive Annual Financial Report (CAFR) and submittals to the Government Finance Officers Association (GFOA) for the annual Excellence in Financial Reporting Awards Program.

Timely produce a City Budget that incorporates sensible revenues streams; reasonable spending estimates; and sound reserve levels in order to provide a fiscally responsible approach to managing the City's resources.

Provide timely financial information and support to City Council and other City departments necessary to maintain effective and efficient practices and management of the City's financial resources. Perform regular review of City revenue trends, along with a mid-year report of citywide financial operations to City Council.

Continue to monitor the impacts of the COVID-19 economic slowdown as it relates to the City's revenues and to the City's PERS retirement obligations.

Finance Department - Goals and Accomplishments

Accomplishments and/or Status of Adopted Goals for FY 2020-21

Continued to facilitate dissolution of the Chino Redevelopment Agency. This includes completing required procedures as outlined by the California Department of Finance, the California State Controller's Office, and the San Bernardino County Auditor-Controller.

Completed the City's Audited Comprehensive Annual Financial Report (CAFR) and submittals to the Government Finance Officers Association (GFOA) for the annual Excellence in Financial Reporting Awards Program.

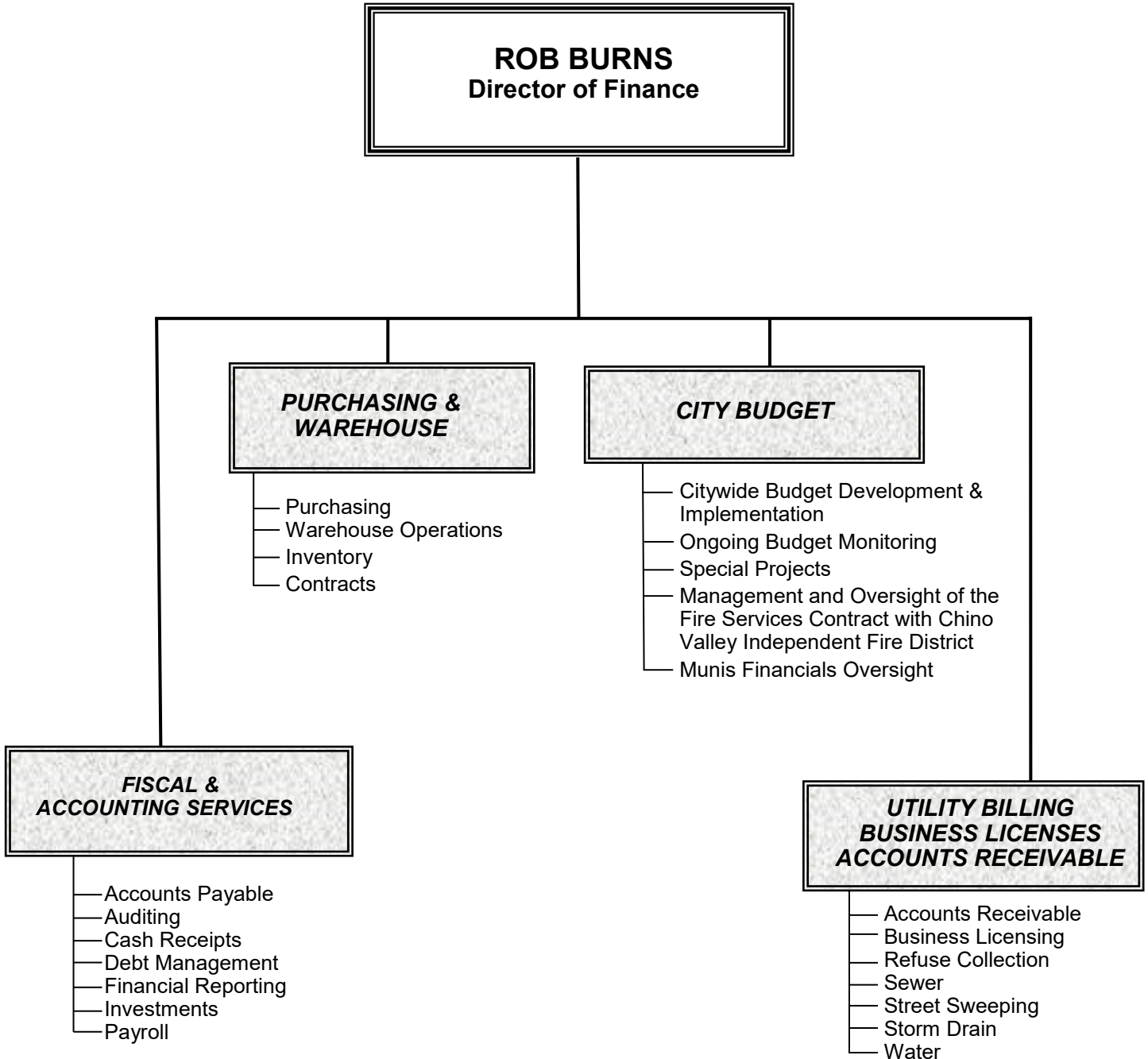
Completed a City Budget that incorporates sensible revenues streams; reasonable spending estimates; and sound reserve levels in order to provide a fiscally responsible approach to managing the City's resources.

Completed all financial information and support to City Council and other City departments necessary to maintain effective and efficient practices and management of the City's financial resources. Performed regular review of City revenue trends, along with a mid-year report of citywide financial operations to City Council.

Reviewed the City's cost recovery policies and made recommendation to the City Council regarding potential revisions to these policies.

Monitored the impacts of the COVID-19 economic slowdown as it relates to the City's revenues and presented a summary of these impacts during the presentation of the Mid-Year Financial Review to the City Council.

Finance Department





FINANCE - Expenditure Summary

FY 2021-22



Department Summary

Expenditure Summary	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projection	FY 2021-22 Proposed	\$\$ Inc-/Dec	%
Personnel Services	2,913,494	3,003,429	3,267,483	3,160,799	3,397,169	129,686	4.0%
Maintenance & Operations	10,849,517	11,258,082	12,495,508	12,156,148	12,772,366	276,858	2.2%
Allocated Costs	1,048,813	988,465	886,505	886,505	776,376	-110,129	-12.4%
Capital Outlay/Improvements	0	0	18,500	0	18,500	0	0.0%
Capital and Non-Capital Projects	989,203	596,605	2,809,202	2,785,766	345,000	-2,464,202	-714.3%
	\$15,801,027	\$15,846,581	\$19,477,198	\$18,989,218	\$17,309,411	-2,167,787	-12.5%

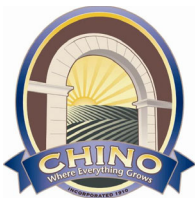
Department Programs

Program 1003000: FISCAL SERVICES

Expenditure Summary	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projection	FY 2021-22 Proposed	\$\$ Inc-/Dec	%
Personnel Services	1,243,614	1,344,862	1,457,995	1,438,308	1,511,088	53,093	3.6%
Maintenance & Operations	444,983	500,505	597,518	511,552	556,650	-40,868	-6.8%
Allocated Costs	148,768	171,393	190,989	190,989	187,073	-3,916	-2.1%
Capital Outlay/Improvements	0	0	10,000	0	10,000	0	0.0%
Capital and Non-Capital Project	17,285	143,535	212,402	72,831	150,000	-62,402	-41.6%
	\$1,854,650	\$2,160,295	\$2,468,904	\$2,213,680	\$2,414,811	-54,093	-2.2%

Program 10030001: OMNITRANS PROGRAM

Expenditure Summary	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projection	FY 2021-22 Proposed	\$\$ Inc-/Dec	%
Maintenance & Operations	12,197	14,180	25,000	12,000	25,000	0	0.0%
	\$12,197	\$14,180	\$25,000	\$12,000	\$25,000	0	0.0%



FINANCE - Expenditure Summary

FY 2021-22



Department Programs

Program 1003010: PURCHASING

Expenditure Summary	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projection	FY 2021-22 Proposed	\$\$ Inc/-Dec	%
Personnel Services	310,635	301,847	362,752	312,972	378,833	16,081	4.4%
Maintenance & Operations	3,197	3,720	5,650	2,655	5,650	0	0.0%
Allocated Costs	35,850	47,402	49,642	49,642	50,722	1,080	2.2%
Capital and Non-Capital Project	0	10,379	0	6,877	0	0	0.0%
	\$349,682	\$363,348	\$418,044	\$372,146	\$435,205	17,161	3.9%

Program 1003020: FIRE SERVICES

Expenditure Summary	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projection	FY 2021-22 Proposed	\$\$ Inc/-Dec	%
Maintenance & Operations	9,976,808	10,236,270	11,100,000	11,050,000	11,500,000	400,000	3.6%
	\$9,976,808	\$10,236,270	\$11,100,000	\$11,050,000	\$11,500,000	400,000	3.5%

Program 1003040: CARES ACT

Expenditure Summary	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projection	FY 2021-22 Proposed	\$\$ Inc/-Dec	%
Capital and Non-Capital Project	0	0	2,146,800	2,010,954	0	-2,146,800	0.0%
	\$0	\$0	\$2,146,800	\$2,010,954	\$0	-2,146,800	0.0%



FINANCE - Expenditure Summary

FY 2021-22



Department Programs

Program 5203100: WATER BILLING

Expenditure Summary	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projection	FY 2021-22 Proposed	\$\$ Inc/-Dec	%
Personnel Services	807,355	796,081	847,718	824,360	886,114	38,396	4.5%
Maintenance & Operations	297,666	346,176	544,316	433,794	511,201	-33,115	-6.1%
Allocated Costs	680,736	595,037	461,032	461,032	403,317	-57,715	-12.5%
Capital Outlay/Improvements	0	0	8,500	0	8,500	0	0.0%
Capital and Non-Capital Project	971,918	441,129	450,000	690,248	195,000	-255,000	-130.8%
	\$2,757,675	\$2,178,423	\$2,311,566	\$2,409,434	\$2,004,132	-307,434	-15.3%

Program 5303110: SEWER BILLING

Expenditure Summary	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projection	FY 2021-22 Proposed	\$\$ Inc/-Dec	%
Personnel Services	124,844	126,953	135,604	134,569	140,851	5,247	3.9%
Maintenance & Operations	42,805	58,996	90,103	54,289	66,175	-23,928	-26.6%
Allocated Costs	43,136	41,112	43,136	43,136	27,503	-15,633	-36.2%
Capital and Non-Capital Project	0	379	0	1,185	0	0	0.0%
	\$210,785	\$227,440	\$268,843	\$233,179	\$234,529	-34,314	-14.6%

Program 5403120: STORM DRAIN BILLING

Expenditure Summary	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projection	FY 2021-22 Proposed	\$\$ Inc/-Dec	%
Personnel Services	125,341	128,514	137,440	136,335	142,576	5,136	3.7%
Maintenance & Operations	14,227	19,945	32,691	18,260	22,435	-10,256	-31.4%
Allocated Costs	40,931	38,909	41,567	41,567	25,323	-16,244	-39.1%
Capital and Non-Capital Project	0	375	0	1,097	0	0	0.0%
	\$180,499	\$187,743	\$211,698	\$197,259	\$190,334	-21,364	-11.2%



FINANCE - Expenditure Summary

FY 2021-22



Department Programs

Program 5503130: REFUSE BILLING

Expenditure Summary	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projection	FY 2021-22 Proposed	\$\$ Inc/-Dec	%
Personnel Services	301,705	305,172	325,974	314,255	337,707	11,733	3.6%
Maintenance & Operations	57,634	78,290	100,230	73,598	85,255	-14,975	-14.9%
Allocated Costs	99,392	94,612	100,139	100,139	82,438	-17,701	-17.7%
Capital and Non-Capital Project	0	808	0	2,574	0	0	0.0%
	\$458,731	\$478,882	\$526,343	\$490,566	\$505,400	-20,943	-4.1%



FINANCE
FISCAL SERVICES
Program: 1003000



Obj/Prj No.	Description	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projected	FY 2021-22 Proposed
Personnel Services						
41000	Full-Time Salaries	666,041	772,990	813,205	800,255	839,139
41010	Part-Time Salaries	129,076	107,989	126,077	128,800	133,900
41020	Over-Time Salaries	1,284	224	860	1,000	1,000
41030	Temporary Services	0	0	9,600	0	0
41070	Employee Svcs Allocated	447,213	463,659	508,253	508,253	537,049
	Subtotal	1,243,614	1,344,862	1,457,995	1,438,308	1,511,088
Maintenance & Operations						
43000	Office Supplies	8,257	4,398	8,200	6,200	7,000
43030	Postage	9,560	11,256	9,570	9,000	9,500
43050	Operate Equip/Prgm Supplies	3,613	252	2,500	300	2,500
43060	Computer Equipment <5000	225	140	0	0	0
43120	CAsh Register Shortage	166	-54	200	80	200
43140	Bad Debt Expense	0	0	5,000	0	5,000
43200	Advertisement/ Legal Notices	176	370	16,000	2,472	4,000
43210	Printing & Binding	7,387	9,833	12,400	11,600	10,500
43310	Dues & Publications	3,378	2,979	3,900	4,000	4,000
43315	Mileage Reimbursement	247	31	100	0	100
43320	Training/Education/Mtgs	3,415	6,118	7,200	1,500	7,200
43440	Telephone/Isr Utilities	461	0	0	0	0
43500	City Atty Services	7,966	8,231	19,600	8,500	11,500
43515	Financial Services	270,483	302,518	348,998	320,000	330,000
43525	Trustee Service Fees	18,750	19,750	21,750	22,250	24,250
43540	County Administration Fees	107,252	121,097	130,000	122,000	130,000
43580	Maint/Contract Repair Svcs	647	652	1,900	650	700
43650	Other Contractual	3,000	12,934	10,200	3,000	10,200
	Subtotal	444,983	500,505	597,518	511,552	556,650
Allocated Services						
46000	Central Services Allocated	29,570	42,250	35,628	35,628	39,026
46010	Insurance Allocated	49,560	54,549	55,704	55,704	65,687
46020	Building Allocated	69,638	74,594	99,657	99,657	82,360
	Subtotal	148,768	171,393	190,989	190,989	187,073
Capital Outlay/Improvements						
48045	Software Packages >5000	0	0	10,000	0	10,000
	Subtotal	0	0	10,000	0	10,000



FINANCE
FISCAL SERVICES
Program: 1003000



Obj/Prj No.	Description	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projected	FY 2021-22 Proposed
Capital and Non-Capital Projects						
N3001	CFD 2003-3 I.A.1 & I.A.2 Lewis	6,785	777	0	0	0
N3002	CFD 2003-4 Majestic	0	80	0	0	0
N3006	CFD 2006-3 Brehm	0	585	0	0	0
N3007	CFD 2005-1 I.A. 2/3/4 College Pk	0	585	0	0	0
N3010	CFD 2009-1 Watson	0	80	0	0	0
N3016	CFD 2016-1 K.B. Homes	0	25,218	25,000	0	0
N3031	CFD 2003-1/Stratham	0	80	0	0	0
N3032	CFD 2003-2/Dr Horton	0	80	0	0	0
N3111	CFD 2001-1/Carson	0	747	0	0	0
N3162	CFD 2016-2 Lennar/Univ Pk	0	796	0	0	0
N3191	CFD 2019-1 Lennar Landings	0	27,202	39,485	39,485	0
N3201	CFD 2020-1	0	0	27,061	16,965	0
N3211	CFD 2021-1 Kb Home (Appesetche)	0	0	50,120	0	0
N3305	CFD 2003-3 I.A. 5	10,500	16,549	0	0	0
N3307	CFD 2003-3 I.A. 7	0	41,376	0	0	0
N3308	CFD 2003-3 I.A. 8	0	21,515	20,184	0	0
N3309	CFD 2003-3 I.A. 9	0	0	50,552	0	0
N3999	CFD Budget	0	0	0	0	150,000
N4005	C.O.V.I.D.-19	0	7,865	0	16,381	0
	Subtotal	17,285	143,535	212,402	72,831	150,000
	Total	1,854,650	2,160,295	2,468,904	2,213,680	2,414,811

Finance Department

Program: Fiscal & Accounting Services - 1003000

Code Explanation

- Code 41000: Provides for full-time salaries. Increase in FY21-22 is due to COLA increase.
- Code 41010: Provides for part-time salaries. Increase in FY21-22 is due to COLA and merit increases.
- Code 41020: Provides for overtime salaries, includes \$140 for premium OT.
- Code 41070: Provides for Employee allocation.
- Code 43000: Provides for general office supplies, accounts payable special size envelopes, payroll security envelopes, CDs, budget supplies, etc. Decrease in FY 21-22 is due to Department's actual needs.
- Code 43030: Provides postage for Fiscal and Accounting Services, Business Licenses and Accounts Receivable invoicing.
- Code 43050: Provides for purchase of ergonomic equipment, as well as the replacement of general office equipment.
- Code 43120: Provides for recording of cash registers shortages from all City departments, except fund 330.
- Code 43140: Provides for necessary write-offs of uncollectible accounts receivable in the General Fund.
- Code 43200: Provides for legal notices for public hearings on special business permits and a summary of the State Controller's report. Decrease in FY 21-22 is due to CFD legal notices now being paid from Cost of Issuance Funds.
- Code 43210: Provides for printing of check stock, business cards, business license forms, accounts receivable forms, annual financial statements and the budget. Decrease in FY 21-22 is due to window envelopes with City logo for Accounts Payable and Business License not needed.
- Code 43310: Provides for dues to professional organizations such as CSMFO, GFOA, and CMRTA, subscriptions to payroll newsletters, and subscriptions for fictitious names applications. Decrease in FY21-22 is due to the submittal of the CSMFO Budget Award now being charged to Financial Services (Code 43515)
- Code 43315: Provides for mileage reimbursement.
- Code 43320: Provides funds for local professional finance training seminars, publications, and finance officer association workshops. This training provides staff with information on current issues in municipal finance and treasury functions.
- Code 43440: Provides for cell phone services for the department director.
- Code 43500: Provides for City Attorney services related to Finance matters. Decrease in FY 21-22 is due to less anticipated use of City Attorney Services.
- Code 43515: Provides annual financial audit, street report, State Controller's report, banking services, direct deposit services, state mandated cost recovery submittals, sales and property tax audits, and investment safekeeping services. Also includes community facilities district (CFD) reporting and arbitrage calculations that are recovered through annual assessment revenues. This account contains budget for unanticipated items such as sales and property tax recovery costs. Decrease in FY 21-22 is due to new CFD formation costs now being budgeted in Project N3999.
- Code 43525: Represents trustee fees for Special Tax Bonds: CFD 99-1 and CFD 2000-1; CFD 2001-1; CFD 2003-1; CFD 2003-2; CFD 2003-3 Improvement Area 1, 2, 5, 6 and 7; CFD 2003-4; CFD 2005-1 Improvement Area 1, 2,3,4; CFD 2005-2; CFD 2006-1, CFD 2006-2; CFD 2006-3, CFD 2009-1, CFD 2016-1, 2016-2 and 2019-1 as well as PFA 2012, 2015, 2016 and 2019. These fees are recovered through assessment revenue. Increase in FY 21-22 is due to the addition of new CFD's.
- Code 43540: Represents the cost charged by the County for the administration of property tax revenue.

Finance Department**Program: Fiscal & Accounting Services – 1003000 (Continued)**

- Code 43580: Provides for maintenance of Finance equipment, such as coin sorter, bill counter, and check scanner. Decrease in FY 21-22 is due to the Priority Mailing Systems inserter machine no longer being used.
- Code 43630 Provides for revenue sharing related to cable franchise fees and right of way fees collected by the City.
- Code 43650: Provides for fees paid to the Municipal Court related to small claims actions filed by the City and fees for online collection search services (LexisNexis).
- Code 46000: Provides for Central Services allocation.
- Code 46010: Provides for Insurance allocation.
- Code 46020: Provides for Building allocation.
- Code 48045: Provides for purchase of a new User Fees software package in FY 21-22.
- Project N3999: Provides for the financial costs related to the startup formation of 3 Community Facilities Districts (CFD). Expenses are fully off set by revenue from the developer.



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FINANCE
OMNITRANS PROGRAM
 Program: 10030001



Obj/Prj No.	Description	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projected	FY 2021-22 Proposed
	Maintenance & Operations					
43300	Refund-Reimburse-Sponsorship	12,197	14,180	25,000	12,000	25,000
	Subtotal	12,197	14,180	25,000	12,000	25,000
	Total	12,197	14,180	25,000	12,000	25,000

Finance Department

Program: Omnitrans Program - 10030001

Code Explanation

Code 43300: Provides for purchase of Omnitrans bus pass packages. The expense is fully offset by revenue from the sale of the bus passes.



**FINANCE
PURCHASING
Program: 1003010**



Obj/Prj No.	Description	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projected	FY 2021-22 Proposed
Personnel Services						
41000	Full-Time Salaries	167,320	170,185	223,232	173,452	230,996
41010	Part-Time Salaries	38,533	25,522	0	0	0
41020	Over-Time Salaries	96	861	0	0	0
41070	Employee Svcs Allocated	104,686	105,279	139,520	139,520	147,837
Subtotal		310,635	301,847	362,752	312,972	378,833
Maintenance & Operations						
43000	Office Supplies	365	456	500	300	500
43040	Uniforms	437	888	600	510	600
43050	Operate Equip/Prgrm Supplies	530	113	800	600	800
43060	Computer Equipment <5000	0	333	0	0	0
43210	Printing & Binding	0	38	150	50	150
43310	Dues & Publications	683	640	750	600	750
43315	Mileage Reimbursement	0	128	100	0	100
43320	Training/Education/Mtgs	889	1,124	2,750	595	2,750
43440	Telephone/Isr Utilities	293	0	0	0	0
Subtotal		3,197	3,720	5,650	2,655	5,650
Allocated Services						
46000	Central Services Allocated	5,056	7,414	6,727	6,727	7,491
46010	Insurance Allocated	11,673	13,915	13,923	13,923	16,556
46020	Building Allocated	11,185	12,417	16,284	16,284	13,449
46030	Vehicle Allocated	7,936	13,656	12,708	12,708	13,226
Subtotal		35,850	47,402	49,642	49,642	50,722
Capital and Non-Capital Projects						
N4005	C.O.V.I.D.-19	0	10,379	0	6,877	0
Subtotal		0	10,379	0	6,877	0
Total		349,682	363,348	418,044	372,146	435,205

Finance Department

Program: Purchasing/Warehouse - 1003010

Code Explanation

Code 41000:	Provides salaries for three full-time employees.
Code 41070:	Provides for Employee allocation.
Code 43000:	Provides office supplies for general operation and preparation of bid proposals.
Code 43040:	Provides for uniforms and related apparel for Warehouse Staff.
Code 43050:	Provides for anticipated replacement of general office equipment supplies.
Code 43210:	Provides for printing of business cards, or department signs.
Code 43310:	Provides contract and specification publications, professional memberships that provide professional development materials for purchasing staff. (CAPPO, NGIP).
Code 43315:	Provides for mileage reimbursement.
Code 43320:	Provides for local professional training seminars and association meetings, which provide information on current issues facing purchasing and contract administration.
Code 46000:	Provides for Central Services allocation.
Code 46010:	Provides for Insurance allocation.
Code 46020:	Provides for Building allocation.
Code 46030:	Provides for Vehicle allocation.



FINANCE
FIRE SERVICES
Program: 1003020



Obj/Prj No.	Description	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projected	FY 2021-22 Proposed
	Maintenance & Operations					
43650	Other Contractual	9,976,808	10,236,270	11,100,000	11,050,000	11,500,000
	Subtotal	9,976,808	10,236,270	11,100,000	11,050,000	11,500,000
	Total	9,976,808	10,236,270	11,100,000	11,050,000	11,500,000

Finance Department

Agency: Chino Valley Independent Fire District (CVIFD)

Program: Fire Services - 1003020

Code Explanation

Code 43650: Provides for the annual contractual payments to Chino Valley Independent Fire District. The contract payments are based on property values.



**FINANCE
CARES ACT
Program: 1003040**



Obj/Prj No.	Description	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projected	FY 2021-22 Proposed
Capital and Non-Capital Projects						
C2008	P.E.G. Cares Act Video Equip	0	0	0	12,823	0
G4064	Cares Act Fed Infrastructure Grant	0	0	1,085,100	1,006,326	0
G4065	Cares Act Not Awarded	0	0	15,141	0	0
N4064	Cares Act Match-G4064	0	0	1,046,559	991,805	0
Subtotal		0	0	2,146,800	2,010,954	0
Total		0	0	2,146,800	2,010,954	0

Finance Department**Sub-Program: CARES Act Program - 1003040****Code Explanation**

Project G4064: Provides for a Federal Grant pass through from the San Bernardino County as it relates to the CARES ACT Coronavirus Relief Fund for Local Governments. On March 4th, 2020, the State of Ca declared a state of emergency as a result of the COVID-19 outbreak and on March 10th, 2020, the County of San Bernardino proclaimed the existence of a local emergency. On March 27, 2020 the United States Congress passed the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act in response to the COVID-19 pandemic. The County received a disbursement from the US Dept of Treasury which can be transferred to other public entities for certain CARES Act purposes.

San Bernardino County is in receipt of \$430.6 million of CARES Act funding to be used to respond to the effects of the Coronavirus pandemic. Based upon the County's projections, \$118.2 million of these funds remains available for implementation of its proposed Spending Plan. At the September 29, 2020 meeting of the County Board of Supervisors, the Board authorized providing cities \$48.2 million, including \$23.2 million in direct allocations based on the State's initial CARES Act distribution and up to \$25.0 million for proposed city infrastructure projects.

In order to receive funding for infrastructure projects, cities must provide a 1:1 cash match, with a city's CARES Act allocation allowable as a match. Allocations provided under the Projects portion of the County's Spending Plan will be processed through a "grant application" like process funded on a reimbursement basis.

The projects being funded with the CARES Act funds are:

Project 19-Automation of City Facilities-\$111,000

Project 21-Technology Upgrades for Remote Operations-\$383,700

Project 22-Security Cameras and Storage for data from the City's CCTV's-\$286,900

Project 24-Video Recording and Editing Equipment-\$15,000

Project 25 Monte Vista Student Workstations-\$22,500

Project 92-Police Mobile Computer Terminals-\$266,000

Project N4064 Provides for the City's matching funds of up to \$1,100,241 for infrastructure projects approved by the County from grant number G4064. (see above)



FINANCE
WATER BILLING
Program: 5203100



Obj/Prj No.	Description	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projected	FY 2021-22 Proposed
Personnel Services						
41000	Full-Time Salaries	420,079	458,624	489,930	471,254	506,045
41010	Part-Time Salaries	83,621	40,532	45,682	37,900	49,500
41020	Over-Time Salaries	8,125	9,223	5,900	9,000	6,700
41070	Employee Svcs Allocated	295,530	287,702	306,206	306,206	323,869
	Subtotal	807,355	796,081	847,718	824,360	886,114
Maintenance & Operations						
43000	Office Supplies	1,459	1,041	2,600	1,000	1,700
43030	Postage	313	635	700	700	700
43040	Uniforms	1,916	1,593	2,600	1,600	1,800
43050	Operate Equip/Prgm Supplies	59,026	54,820	163,016	131,680	150,000
43060	Computer Equipment <5000	0	0	1,000	0	1,000
43070	Software Licenses/Subscription	38,025	38,492	80,000	56,500	80,000
43140	Bad Debt Expense	0	16,017	30,500	20,000	30,500
43200	Advertisement/ Legal Notices	0	1,328	0	0	0
43210	Printing & Binding	348	249	1,400	300	500
43320	Training/Education/Mtgs	1,600	1,655	5,000	363	5,000
43430	Utilities Electric	0	0	0	250	250
43440	Telephone/Isr Utilities	2,633	0	0	0	250
43500	City Atty Services	1,013	6,483	2,500	900	2,500
43530	Trans/Chge Card Fees	72,286	80,152	110,000	82,000	90,000
43580	Maint/Contract Repair Svcs	8,358	11,953	13,000	6,500	13,000
43650	Other Contractual	110,689	131,758	132,000	132,000	134,000
43700	Lease Principal	0	0	0	1	1
	Subtotal	297,666	346,176	544,316	433,794	511,201
Allocated Services						
46000	Central Services Allocated	43,929	51,278	39,500	39,500	31,953
46010	Insurance Allocated	36,258	39,363	35,763	35,763	42,379
46020	Building Allocated	52,517	53,308	70,211	70,211	58,054
46030	Vehicle Allocated	80,355	87,941	63,579	63,579	66,166
46040	General Overhead	340,129	264,107	154,541	154,541	170,079
46050	Department Overhead	127,548	99,040	97,438	97,438	34,686
	Subtotal	680,736	595,037	461,032	461,032	403,317
Capital Outlay/Improvements						
48050	Communication Equipment	0	0	8,500	0	8,500
	Subtotal	0	0	8,500	0	8,500
Capital and Non-Capital Projects						
G3601	S.A.W.P.A. Budget Based Water	40,177	46,687	0	0	0
N3100	Water Meters-New Development	244,449	181,976	250,000	180,000	195,000
N3701	Retrofit Cycle 3	687,292	210,256	200,000	502,451	0
N4005	C.O.V.I.D.-19	0	2,210	0	7,797	0
	Subtotal	971,918	441,129	450,000	690,248	195,000



FINANCE
WATER BILLING
Program: 5203100



Total

<u>2,757,675</u>	<u>2,178,423</u>	<u>2,311,566</u>	<u>2,409,434</u>	<u>2,004,132</u>
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Finance Department**Sub-Program: Utility Billing/Water Services - 5203100****Code Explanation**

- Code 41000: Provides for full-time salaries. Increase in FY 21-22 is due to COLA increase.
- Code 41010: Provides for part-time salaries. Increase in FY 21-22 is due to COLA and merit increases.
- Code 41020: Provides for regular and premium overtime. Decrease in FY 21-22 is due to the completion of the meter retrofit program.
- Code 41070: Provides for Employee allocation.
- Code 43000: Provides for pro-rata cost of Utility Billing miscellaneous office supplies. Decrease in FY 21-22 is due Department's actual needs.
- Code 43030: Represents pro-rata cost of Utility Billing postage for normal correspondence, and costs associated with shipping meter reading equipment out for repair.
- Code 43040: Provides for uniforms and authorized work apparel for 3 Customer Service Representatives. Decrease in FY 21-22 is due to a decrease in the number of CSR's.
- Code 43050: Provides for purchase of residential and commercial replacement water meters (\$125,000); equipment needed to maintain meters read by Customer Service Representatives; pro-rata cost of Utility Billing replacement tools for the Customer Service Representatives; and pro-rata cost of Utility Billing office operating equipment. Increase in FY 21-22 is due to additional Neptune water meters being replaced under the maintenance program.
- Code 43060 Provides for replacement of computer equipment, if needed.
- Code 43070: Provides for annual software maintenance support and consulting services involving data processing (Neptune and Aqua Metric/Sensus systems). A second fixed antenna was added in FY 20-21 resulting in the need for an additional software license..
- Code 43140: Provides for pro-rata cost of bad debt expense. Offsetting revenue will be generated from the recovery of bad debt.
- Code 43210: Represents pro-rata cost of Utility Billing printing forms used in the office (notices, misc. adjustment and service forms) and business cards. These forms are purchased on an as needed basis. Decrease in FY 21-22 is due to an anticipated decrease in the Department's actual needs.
- Code 43320: Provides for pro-rata cost of Utility Billing attendance at seminars or training sessions that benefit office and field staff.
- Code 43430: Provides for tower utility costs.
- Code 43500: Provides for water related City Attorney services.
- Code 43530: Provides for pro-rata cost of Utility Billing credit card processing fees. Decrease in FY21-22 budget reflects lower costs based on history of customer usage of the service.
- Code 43580: Provides for maintenance of hand-held and radio meter reading systems, Sensus base station, fixed radio read antennas, check endorser, OCR payment processor, and receipt printers.
- Code 43650: Represents the pro-rata cost of Utility Billing outside bill printing services; the maintenance of the electronic bill presentment and payment processes; and retention of statements on line for twelve months. It includes postage costs for mailed pieces. The budget also includes a pro-rata share of collection agency services, which are offset by collected revenues, and contract for Integrated Voice Response (IVR) system.
- Code 43700 Provides for lease cost of AMI collector on City of Norco tower.
- Code 46000: Provides for Central Services allocation.

Finance Department**Sub-Program: Utility Billing/Water Services - 5203100 (Continued)****Code Explanation**

Code 46010:	Provides for Insurance allocation.
Code 46020:	Provides for Building allocation.
Code 46030:	Provides for Vehicle allocation.
Code 46040:	Provides for General Overhead.
Code 46050:	Provides for Department Overhead.
Code 48050:	Replacement of a hand-held water meter reading device.
Code N3100:	Provides for purchase of water meters for new developments – residential, commercial, and recycled water meters. The expense is fully offset by revenue from the sale of meters.
Code N3701:	Provides for replacement of radio-read water meters in Cycle 3 to fixed antenna radio-read meters.



FINANCE
SEWER BILLING
 Program: 5303110



Obj/Prj No.	Description	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projected	FY 2021-22 Proposed
Personnel Services						
41000	Full-Time Salaries	71,670	73,693	77,344	76,629	79,848
41010	Part-Time Salaries	7,070	8,070	9,920	7,600	9,900
41020	Over-Time Salaries	3	206	0	2,000	0
41070	Employee Svcs Allocated	46,101	44,984	48,340	48,340	51,103
Subtotal		124,844	126,953	135,604	134,569	140,851
Maintenance & Operations						
43000	Office Supplies	441	395	750	400	420
43030	Postage	77	156	500	200	180
43050	Operate Equip/Prgrm Supplies	166	198	930	0	500
43140	Bad Debt Expense	0	7,941	25,323	2,400	7,500
43210	Printing & Binding	370	17	350	50	135
43320	Training/Education/Mtgs	0	5	150	89	1,230
43440	Telephone/Isr Utilities	484	0	0	0	0
43500	City Atty Services	37	102	2,000	50	615
43530	Trans/Chge Card Fees	17,775	19,710	27,000	20,000	22,140
43580	Maint/Contract Repair Svcs	96	98	500	100	500
43650	Other Contractual	23,359	30,374	32,600	31,000	32,955
Subtotal		42,805	58,996	90,103	54,289	66,175
Allocated Services						
46000	Central Services Allocated	3,492	5,046	4,040	4,040	4,298
46010	Insurance Allocated	4,729	5,356	5,105	5,105	6,035
46020	Building Allocated	4,398	4,734	6,365	6,365	5,225
46040	General Overhead	22,194	17,773	18,902	18,902	10,653
46050	Department Overhead	8,323	8,203	8,724	8,724	1,292
Subtotal		43,136	41,112	43,136	43,136	27,503
Capital and Non-Capital Projects						
N4005	C.O.V.I.D.-19	0	379	0	1,185	0
Subtotal		0	379	0	1,185	0
Total		210,785	227,440	268,843	233,179	234,529

Finance Department**Sub-Program: Utility Billing/Sewer - 5303110****Code Explanation**

Code 41000:	Provides for full-time salaries.
Code 41010:	Provides for part-time salaries.
Code 41020:	Provides for overtime salaries.
Code 41070:	Provides for Employee allocation.
Code 43000:	Provides for pro-rata cost of Utility Billing miscellaneous office supplies. Decrease in FY 21-22 is due to Department's actual needs.
Code 43030:	Represents pro-rata cost of Utility Billing postage for normal correspondence. Decrease in FY 21-22 is due to decrease in mailings.
Code 43050:	Represents pro-rata cost of Utility Billing office equipment and routine field tools.
Code 43140:	Provides for bad debt expense.
Code 43210:	Represents pro-rata cost of Utility Billing printing forms used in the office correspondence. Decrease in FY 21-22 is due to an anticipated decrease in Department's actual needs.
Code 43320:	Provides for pro-rata cost of Utility Billing attendance at seminars or training sessions that will benefit the office staff. Increase in FY 21-22 is due to increased training opportunities for staff.
Code 43500:	Provides for City Attorney services. Decrease in FY 21-22 is due to less anticipated use of City Attorney Services.
Code 43530:	Provides for pro-rata cost of Utility Billing credit card processing fees. Decrease in FY 21-22 budget reflects lower costs based on history of customer usage of the service.
Code 43580:	Provides for pro-rata cost of Utility Billing maintenance of check endorser, OCR payment processor, receipt printers, etc.
Code 43650:	Represents the pro-rata cost of Utility Billing outside bill printing services; the maintenance of the electronic bill presentment and payment processes; and retention of statements on line for twelve months. It includes postage costs for mailed pieces. The budget also includes a pro-rata share of collection agency services, which are offset by collected revenues, and contract for Integrated Voice Response (IVR) system.
Code 46000:	Provides for Central Services allocation.
Code 46010:	Provides for Insurance allocation.
Code 46020:	Provides for Building allocation.
Code 46040:	Provides for General Overhead.
Code 46050:	Provides for Department Overhead.



FINANCE
STORM DRAIN BILLING
 Program: 5403120



Obj/Prj No.	Description	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projected	FY 2021-22 Proposed
Personnel Services						
41000	Full-Time Salaries	71,954	74,849	78,474	77,689	80,900
41010	Part-Time Salaries	7,070	8,070	9,920	7,600	9,900
41020	Over-Time Salaries	3	206	0	2,000	0
41070	Employee Svcs Allocated	46,314	45,389	49,046	49,046	51,776
Subtotal		125,341	128,514	137,440	136,335	142,576
Maintenance & Operations						
43000	Office Supplies	216	191	250	250	140
43030	Postage	26	52	150	50	60
43050	Operate Equip/Prgrm Supplies	55	66	310	0	310
43140	Bad Debt Expense	0	2,891	9,611	850	2,500
43210	Printing & Binding	14	6	120	30	45
43320	Training/Education/Mtgs	0	2	50	30	410
43440	Telephone/Isr Utilities	161	0	0	0	0
43500	City Atty Services	12	9	2,000	0	205
43530	Trans/Chge Card Fees	5,925	6,570	9,000	6,700	7,380
43580	Maint/Contract Repair Svcs	32	33	400	50	400
43650	Other Contractual	7,786	10,125	10,800	10,300	10,985
Subtotal		14,227	19,945	32,691	18,260	22,435
Allocated Services						
46000	Central Services Allocated	2,783	3,957	3,292	3,292	3,553
46010	Insurance Allocated	4,724	5,350	5,145	5,145	6,077
46020	Building Allocated	4,417	4,772	6,448	6,448	5,286
46040	General Overhead	21,096	16,989	18,256	18,256	9,281
46050	Department Overhead	7,911	7,841	8,426	8,426	1,126
Subtotal		40,931	38,909	41,567	41,567	25,323
Capital and Non-Capital Projects						
N4005	C.O.V.I.D.-19	0	375	0	1,097	0
Subtotal		0	375	0	1,097	0
Total		180,499	187,743	211,698	197,259	190,334

Finance Department**Sub-Program: Utility Billing/Storm Drain Services - 5403120****Code Explanation**

Code 41000:	Provides for full-time salaries.
Code 41010:	Provides for part-time salaries.
Code 41020:	Provides for overtime salaries.
Code 41070:	Provides for Employee allocation.
Code 43000:	Provides for pro-rata cost of Utility Billing miscellaneous office supplies. Decrease in FY 21-22 is due to Department's actual needs.
Code 43030:	Represents pro-rata cost of Utility Billing postage for normal correspondence. Decrease in FY 21-22 is due to decrease in mailings.
Code 43050:	Represents pro-rata cost of Utility Billing office equipment and routine field tools.
Code 43140:	Provides for bad debt expense.
Code 43210:	Represents pro-rata cost of Utility Billing printing forms used in the office. Decrease in FY 21-22 is due to an anticipated decrease in Department's actual needs.
Code 43320:	Provides for pro-rata cost of Utility Billing attendance at seminars or training sessions that will benefit the office staff. Increase in FY 21-22 is due to increased training opportunities for staff.
Code 43440:	Provides for cell phone services for the CSR's.
Code 43500:	Provides for City Attorney services. Decrease in FY 21-22 is due to less anticipated use of City Attorney Services.
Code 43530:	Provides for pro-rata cost of Utility Billing credit card processing fees. Decrease in FY 21-22 budget reflects lower costs based on history of customer usage of the service.
Code 43580:	Provides for pro-rata cost of Utility Billing maintenance of check endorser, OCR payment processor, receipt printers, etc.
Code 43650:	Represents the pro-rata cost of Utility Billing outside bill printing services; the maintenance of the electronic bill presentment and payment processes; and retention of statements on line for twelve months. It includes postage costs for mailed pieces. The budget also includes a pro-rata share of collection agency services, which are offset by collected revenues, and contract for Integrated Voice Response (IVR) system.
Code 46000:	Provides for Central Services allocation.
Code 46010:	Provides for Insurance allocation.
Code 46020:	Provides for Building allocation.
Code 46040:	Provides for General Overhead.
Code 46050:	Provides for Department Overhead.



FINANCE
REFUSE BILLING
 Program: 5503130



Obj/Prj No.	Description	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Projected	FY 2021-22 Proposed
Personnel Services						
41000	Full-Time Salaries	171,553	173,979	182,285	173,577	187,870
41010	Part-Time Salaries	21,212	24,210	29,761	22,750	29,600
41020	Over-Time Salaries	4	618	0	4,000	0
41070	Employee Svcs Allocated	108,936	106,365	113,928	113,928	120,237
Subtotal		301,705	305,172	325,974	314,255	337,707
Maintenance & Operations						
43000	Office Supplies	445	356	950	350	532
43030	Postage	97	1,249	400	400	228
43050	Operate Equip/Prgrm Supplies	393	251	1,180	0	1,180
43140	Bad Debt Expense	0	7,688	21,550	2,000	9,500
43210	Printing & Binding	3,322	21	440	60	171
43320	Training/Education/Mtgs	0	6	190	113	1,558
43440	Telephone/IsP Utilities	613	0	0	0	0
43500	City Atty Services	535	189	2,000	50	779
43530	Trans/Chge Card Fees	22,515	24,965	30,000	25,500	28,044
43580	Maint/Contract Repair Svcs	125	124	1,520	125	1,520
43650	Other Contractual	29,589	43,441	42,000	45,000	41,743
Subtotal		57,634	78,290	100,230	73,598	85,255
Allocated Services						
46000	Central Services Allocated	6,999	10,223	8,276	8,276	8,995
46010	Insurance Allocated	11,301	12,830	12,228	12,228	14,421
46020	Building Allocated	10,637	11,469	15,468	15,468	12,661
46040	General Overhead	51,240	41,114	43,904	43,904	41,346
46050	Department Overhead	19,215	18,976	20,263	20,263	5,015
Subtotal		99,392	94,612	100,139	100,139	82,438
Capital and Non-Capital Projects						
N4005	C.O.V.I.D.-19	0	808	0	2,574	0
Subtotal		0	808	0	2,574	0
Total		458,731	478,882	526,343	490,566	505,400

Finance Department

Sub-Program: Utility Billing/Refuse Collection - 5503130

Code Explanation

Code 41000:	Provides for full-time salaries.
Code 41010:	Provides for part-time salaries.
Code 41020:	Provides for overtime salaries.
Code 41070:	Provides for Employee allocation.
Code 43000:	Provides for pro-rata cost of Utility Billing miscellaneous office supplies. Decrease in FY 21-22 is due to Department's actual needs.
Code 43030:	Represents pro-rata cost of Utility Billing postage for normal correspondence. Decrease in FY 21-22 is due to decrease in mailings.
Code 43050:	Represents pro-rata cost of Utility Billing office equipment and routine field tools.
Code 43140:	Provides for bad debt expense.
Code 43210:	Represents pro-rata cost of Utility Billing printing forms used in the office. Decrease in FY 21-22 is due to an anticipated decrease in Department's actual needs.
Code 43320:	Provides for pro-rata cost of Utility Billing attendance at seminars or training sessions that will benefit the office staff. Increase in FY 21-22 is due to increased training opportunities for staff.
Code 43440:	Provides for cell phone services for the CSR's.
Code 43500:	Provides for City Attorney services. Decrease in FY 21-22 is due to less anticipated use of City Attorney Services.
Code 43530:	Provides for pro-rata cost of Utility Billing credit card processing fees. Decrease in FY 21-22 budget reflects lower costs based on history of customer usage of the service.
Code 43580:	Provides for pro-rata cost of Utility Billing maintenance of check endorser, OCR payment processor, receipt printers, etc.
Code 43650:	Represents the pro-rata cost of Utility Billing outside bill printing services; the maintenance of the electronic bill presentment and payment processes; and retention of statements online for twelve months. It includes postage costs for mailed pieces. The budget also includes a pro-rata share of collection agency services, which are offset by collected revenues, and contract for Integrated Voice Response (IVR) system.
Code 46000:	Provides for Central Services allocation.
Code 46010:	Provides for Insurance allocation.
Code 46020:	Provides for Building allocation.
Code 46040:	Provides for General Overhead.
Code 46050:	Provides for Department Overhead.



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