



**AGENDA  
CITY OF NORCO**

**CITY COUNCIL  
SUCCESSOR AGENCY TO THE NORCO COMMUNITY REDEVELOPMENT AGENCY**

**December 17, 2014**

**City Council Chambers  
2820 Clark Avenue, Norco, CA 92860**



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**CALL TO ORDER:** 6:00 p.m.

**ROLL CALL:** Herb Higgins, Mayor  
Kevin Bash, Mayor Pro Tem  
Kathy Azevedo, Council Member  
Berwin Hanna, Council Member  
Greg Newton, Council Member

**CLOSED SESSION:**

§54956.9(c) – Conference with Legal Counsel – Anticipated Litigation:  
One Potential Case

**RECONVENE PUBLIC SESSION:** 7:00 p.m.

**PLEDGE OF ALLEGIANCE:** Mayor Pro Tem Bash

**REPORT OF ACTION(S) TAKEN IN CLOSED SESSION (§54957.1):** (City Attorney)

**INVOCATION:** Norco Foursquare Church, *Pastor Jared Vieyra*

**RECOGNITIONS:** George A. Ingalls Veterans Memorial Plaza Five-Star Sponsors

Norco Historic Preservation Commission and Lake Norconian Club Foundation - Recipients of the Dave Byrd Certificate of Meritorious Performance and Promise from the California Council for the Promotion of History

**CITY COUNCIL/SUCCESSOR AGENCY BUSINESS ITEMS AS FOLLOWS:**

1. CITY COUNCIL COMMUNICATIONS / REPORTS ON REGIONAL BOARDS AND COMMISSIONS

2. CITY COUNCIL/SUCCESSOR AGENCY CONSENT ITEMS: *All items listed under the Consent Calendar are considered to be routine and may be enacted by one motion. Prior to the motion to consider any action by the Council, any public comments on any of the Consent Items will be heard. There will be no separate action unless members of the Council or the audience request specific items be removed from the Consent Calendar. Items removed from the Consent Calendar will be separately considered under Item No.3 of the Agenda.*
- A. City Council Minutes: Regular Meeting of December 3, 2014  
Successor Agency Minutes: Special Meeting of November 26, 2014  
**Recommended Action: Approve the City Council and Successor Agency Minutes** (City Clerk)
  - B. Procedural Step to Approve Ordinance after Reading of Title Only.  
**Recommended Action: Approval** (City Clerk)
  - C. Recap of Actions Taken by the Planning Commission at its Meeting held on December 10, 2014. **Recommended Action: Receive and File** (Planning Director)
  - D. City Council Appointments to Regional Boards, Standing Committees and Other City Council-Appointed Committees for Calendar Year 2015.  
**Recommended Action: Approve the recommended City Council appointments for the 2015 calendar year.** (City Clerk)
  - E. Award of Contracts for Rental of Horse Pipe Panel Corrals to Ted Hoffman Portable Arenas and Corrals of Norco, CA and Rental of Horse Stalls to Stalls West, Inc. of Lincoln, CA. **Recommended Action: Award contracts for rental of pipe corrals to Ted Hoffman Portable Arenas and Corrals from Norco, CA and rental of horse stalls to Stalls West, Inc. from Lincoln, CA.** (Director of Parks, Recreation, and Community Services)
  - F. Approval of a Professional Services Agreement with Pacific Municipal Consultants (PMC) for Implementation of Housing Programs. **Recommended Action: Approve the agreement with Pacific Municipal Consultants (PMC) for the implementation of housing programs.** (Economic Development Specialist)
  - G. City of Norco Updated 2014 Sewer System Management Plan and Audit.  
**Recommended Action: Approval of the City of Norco's 2014 Sewer System Management Plan update and audit for recertification as required by State Order 2006-0003.** (Water and Sewer Manager)
  - H. Approval of Federal Department of General Services (California) (GSA) Application and Resolution Enrolling the City of Norco in the Federal Government GSA Reauthorization Program. **Recommended Action: Approve the GSA application and resolution to enroll the City of Norco**

**in the Federal Government GSA Reauthorization program.** (Director of Parks, Recreation, and Community Services)

- I. Acceptance of the George A. Ingalls Veterans Memorial Plaza Project as Complete. **Recommended Action: Accept the George A. Ingalls Veterans Memorial Plaza Project as complete and authorize the City Clerk to file a Notice of Completion with the County Recorder's Office.** (Director of Parks, Recreation, and Community Services)
  - J. Resolution in Support of California Senate Concurrent Resolution 118 (SCR 118) and Adoption of the 21 Seconds Now Program for the City of Norco to Honor Our Military Personnel on the 21<sup>st</sup> Day of Each Month. **Recommended Action: Adopt Resolution No. 2014-69, supporting SCR 118 and approve the 21 Seconds Now program for the City of Norco.** (Director of Parks, Recreation, and Community Services)
  - K. Acceptance of Storm Drain Easement Dedications for APNs 123-120-015 and 123-120-016. **Recommended Action: Accept the offer of dedications of two public storm drain easements on Kingman Drive, authorize the Mayor to sign the Certificates of Acceptance, and direct the City Clerk to file the Certificates of Acceptance with the County Recorder's Office.** (Director of Public Works)
3. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR
  4. PUBLIC COMMENTS - *This is the time when persons in the audience wishing to address the City Council regarding matters not on the agenda may speak. Please complete the speaker card in the back of the room and present it to the City Clerk so that you may be recognized.*
  5. CITY COUNCIL DISCUSSION/ACTION ITEM:
    - A. Resolution Authorizing California Statewide Communities Development Authority to Issue Bonds to Finance the Construction of Silverlakes Equestrian and Sports Park. **Recommended Action: Adopt Resolution No. 2014-70, approving the issuance of bonds by the California Statewide Communities Development Authority to finance the Silverlakes Equestrian and Sports Park project.** (City Attorney)
  6. CITY COUNCIL PUBLIC HEARING:
    - A. **Ordinance No. 984, First Reading.** Code Amendment 2014-11. A City-Initiated Code Amendment Amending Chapter 2.26, Section 2.26.040 of the Norco Municipal Code Pertaining to Qualifications for the Historic Preservation Commission.

*At its meeting held on January 14, 2014, the Historic Preservation Commission addressed the disparities in the respective language of the Norco Municipal Code and the State of California Certified Local Government*

*(CLG) guidelines relating to the required qualifications of Historic Preservation Commission Members. The Commissioners unanimously voted to recommend to the City Council that the Norco Municipal Code language be more consistent with CLG guidelines. Specifically the Commission requested that the strict requirement that two (2) members have professional credentials in specific fields (e.g. architecture, planning, preservation) be softened, making it subject to the availability of such individuals in the community.*

**Recommended Action: Adopt Ordinance No. 984, first reading.**  
(Economic Development Consultant)

- B. General Plan Amendment 2014-01a Update and Amendment to the Conservation Element (City of Norco): A Proposed Amendment to the Conservation Element of the City of Norco General Plan.

*The Planning Commission adopted Resolution No. 2014-51 recommending that the City Council approve General Plan Amendment 2014-01a. The Conservation Element is one of seven elements required by state law to be included in a jurisdiction's General Plan. State Law also requires periodic updates to the General Plan (at least five of the required seven elements every ten years). The Conservation Element has not been updated since 2001.*

**Recommended Action: Adopt Resolution No. 2014-71, approving General Plan Amendment 2014-01a.** (Planning Director)

7. CITY COUNCIL / CITY MANAGER / STAFF COMMUNICATIONS:

**ADJOURNMENT**

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*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office, (951) 270-5623. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II).*

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*Staff reports are on file in the Office of the City Clerk. Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be available for public inspection at the City Clerk's Counter in City Hall located at 2870 Clark Avenue.*

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*Please note that this meeting is being recorded. In accordance with Roberts Rules of Order, Norco City Council meeting minutes are a record of the actions taken, not what was said. The names of persons who spoke during the public comments section and their topics will be listed on the Minutes. Recordings of meetings may be purchased for a minimal cost by contacting the office of the City Clerk.*



MINUTES  
CITY OF NORCO  
CITY COUNCIL

December 3, 2014

City Council Chambers  
2820 Clark Avenue, Norco, CA 92860



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**CALL TO ORDER:** 6:05 p.m.

**ROLL CALL:** Berwin Hanna, Mayor, **Present**  
Herb Higgins, Mayor Pro Tem, **Present**  
Kathy Azevedo, Council Member, **Present**  
Kevin Bash, Council Member, **Present**  
Greg Newton, Council Member, **Present**

City Attorney John Harper requested to add two existing litigation items by urgency to Closed Session.

**M/S BASH/NEWTON to add two existing litigation items by urgency to Closed Session.  
The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**CLOSED SESSION:**

§54956.9(d) – Conference with Legal Counsel – Existing Litigation:

The Lake Norconian Club Foundation v. California Department of Corrections and Rehabilitation (City of Norco, Real Party in Interest)  
County of Alameda, Case Number to be Assigned

The City of Norco v. Cash for Gold  
County of Riverside, Case Number 00743859

The City of Norco v. Sedrack  
County of Riverside, Case Number ROC10022513

**RECONVENE PUBLIC SESSION:** 7:00 p.m.

**REPORT OF ACTION(S) TAKEN IN CLOSED SESSION (§54957.1):**

City Attorney Harper indicated that there was no reportable action from Closed Session. Mr. Harper stated that the City of Norco is not a plaintiff to the Lake Norconian Club Foundation suit; therefore, there are no costs involved. Naming the City as a Real Party in Interest allows the City to participate in discussion, discoveries, and hearings. Mr. Harper noted that two existing litigation items were added by urgency to Closed Session. In the case of the City of Norco v. Sedrack, the Court of Appeals found in favor of the City, dismissed the case, and the City will recover costs.

**PLEDGE OF ALLEGIANCE:** Mayor Hanna

**INVOCATION:** Grace Fellowship Church, *Pastor Vernie Fletcher*

**INTRODUCTION:** County of Riverside/Cal Fire Personnel

Chief Pemberton introduced fire personnel of the Corydon station and gave a brief description of work history.

**PRESENTATION:** Norco Horseweek Donation to Senior Citizens and Pet Relief Fund

Mayor Hanna called Tony Barreto of Norco Horseweek to the podium. Mr. Barreto, on behalf of all the Norco Horseweek volunteers, presented the City Council with a \$3,140 donation for the Senior Citizens and Pet Relief Fund.

**REORGANIZATION OF CITY COUNCIL:**

A. Election of Mayor

**M/S HANNA/BASH to elect Mayor Pro Tem Higgins as Mayor. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: HIGGINS**

B. Election of Mayor Pro Tem

**M/S HIGGINS/AZEVEDO to elect Council Member Bash as Mayor Pro Tem. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: BASH**

Mayor Higgins commented that he will keep the Council Members appointed to their current regional committees and commissions unless they notify him in advance of the next City Council meeting.

C. Presentation/Comments to Outgoing Mayor Berwin Hanna

Ed Dixon presented outgoing Mayor Berwin Hanna with a token of Texas dirt from a trip that he and his wife recently took.

Mayor Higgins commented on outgoing Mayor Berwin Hanna's qualities and his responsiveness and dedication to the residents of Norco. Mayor Pro Tem Bash commented on outgoing Mayor Hanna's major accomplishments during his tenure. Outgoing Mayor Hanna commented on his experiences during his tenure. Mr. Hanna thanked his colleagues and staff and credited them for the accomplishments noted by Mayor Pro Tem Bash.

**CITY COUNCIL BUSINESS ITEMS AS FOLLOWS:**

1. CITY COUNCIL COMMUNICATIONS/REPORTS ON REGIONAL BOARDS AND COMMISSIONS:

Mayor Pro Tem Bash:

- Attended Riverside Conservation Authority meeting in which reorganization of the governing board took place. Commented that RCA is at 30% of mitigating land.
- Thanked Public Works staff for handling the many rain issues. Commented that Public Works staff is collecting toys for foster children.

Council Member Hanna:

- Attended Vector Control meeting and discussed Yellow Fever.
- Attended the Riverside Transit Agency meeting to discuss the forty new buses ordered and the delivery of them over the next few months.

Council Member Newton:

- Attended the Chino Basin Desalter Board meeting with no new news to report on the unknown obstructions under the Santa Ana River.

Council Member Azevedo:

- Commented on volunteers needed for the Corona-Norco Settlement House food basket packaging taking place in Norco.
- Attended Western Riverside Council of Governments meeting in which a future consideration of street lamp projects and costs was discussed.
- Thanked Lt. Briddick for his participation with U.N.L.O.A.D.
- Commented on the Parade of Lights and Winter Festival on Saturday, December 13<sup>th</sup>.
- Commented on the City's 50<sup>th</sup> Birthday Party event at the Community Center on December 28<sup>th</sup>. Norco College Choir will be performing.

Mayor Higgins:

- Announced that he was appointed to a one-year term on the League of California Cities Employee Relations Policy Committee. The first meeting will be January 15, 2015

Update on the Ad-Hoc Committee on Infrastructure Needs and Funding Options (Chair Jodie Webber)

Chair Webber noted that the Committee has held eleven meetings since June. The Committee has conducted comprehensive assessments of the current infrastructure conditions and is assessing the costs for the needs. Chair Webber reported that the Committee is looking at long-term necessity and has approved 20-year plans for streets, parks, and facilities. Chair Webber indicated that the next meeting of the Ad-Hoc Committee will be December 8<sup>th</sup> at 6:30 p.m. to discuss the trail maintenance and repair plan. The next phase will be funding options. The Committee has given much consideration to primary funding sources, alternative funding sources, and taxation. Chair Webber noted that the Committee hoped to have a report to the City Council by the end of the year. However, the Committee has delved deeper into the issues presented. The Committee now hopes to have a report by early Spring.

Mayor Higgins, as a member of the Committee, stated that the Committee is coming to some resolutions. The Committee is looking at taxes and other funding sources and proposals. Mayor Higgins encouraged the public to attend and participate in the discussions.

2. CITY COUNCIL CONSENT ITEMS:

Mayor Higgins indicated the removal of Consent Calendar Item 2.C. from the agenda.

**M/S HANNA/BASH to approve the removal of Item 2.C. and approve the remaining items as recommended. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

- A. City Council Minutes: Regular Meeting of November 19, 2014  
**Action: Approved the City Council Minutes** (City Clerk)
- B. Procedural Step to Approve Ordinance after Reading of Title Only. **Action: Approved** (City Clerk)
- C. Approval of the Federal General Services Administration (GSA) Surplus Property Program Application and Resolution Enrolling the City of Norco in the GSA Program and Authorizing the Purchase of a Navy Marine Flute Anchor in the Amount of \$1,346.94. **Removed from the agenda.** (Director of Parks, Recreation, and Community Services)
- D. Approval of a Professional Services Agreement with Bruno Anderson, DBA ProCompNet, for Information Technology Consulting Services. **Action:**

**Approved the agreement between the City of Norco and Bruno Anderson, DBA ProCompNet, for information technology consulting services. (City Manager)**

- E. Approval of a Professional Services Agreement between the City of Norco and Ricardo Breceda, Sculptor and Designer, to Design and Build Five (5) Public Art Projects for the George Ingalls Equestrian Event Center. **Action: Approved the Professional Services Agreement with Ricardo Breceda, Sculptor and Designer, in an amount not to exceed \$130,000 for Public Art Projects.** (Director of Parks, Recreation and Community Services)

3. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR: None.

4. CITY COUNCIL DISCUSSION / ACTION ITEMS:

- A. Addition of New Street Standards for a Pedestrian/Equestrian Trail Around Both Sides of a Cul-de-Sac. (Director of Public Works)

Director of Public Works Lori Askew presented information as noted in the staff report. The City Council requested input on the addition of the City street section standard to include a pedestrian-equestrian trail on both sides of a cul-de-sac street. The Streets, Trails, and Utilities Commission and the Planning Commission have both reviewed the matter and have made recommendations. The recommended new standards include a full twelve-foot trail and six-foot parkway around the entire cul-de-sac for a public right-of-way width of 72 feet; and a full twelve-foot trail and three-foot parkway around the entire cul-de-sac for public right-of-way width of 66 feet.

In response to Council Member Newton, Director Askew indicated that the Planning Commission concurred with the Streets, Trails, and Utilities Commission on the new street standards. However, the Planning Commission recommended removing the existing standard of trail on one side of the cul-de-sac street, which staff is not in support of. Council Member Newton suggested keeping the existing street standard and requested that the legends for the new street standard be corrected to reflect accurate curb data information.

In response to Council Member Azevedo, Fire Chief Pemberton stated that the new street standards meet the requirements for emergency/fire vehicle access.

**M/S BASH/NEWTON to concur with the recommendations of the Streets, Trails, and Utilities Commission and the Planning Commission for new street standards for a pedestrian/equestrian trail around both sides of a cul-de-sac, to keep the existing standards for current streets, and to correct the legends for the new street standards to reflect accurate curb data information. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

B. Grading at Second Street and the Northbound Interstate 15 Off-Ramp. (Director of Public Works)

Director of Public Works Lori Askew presented information as noted in the staff report. Residents have brought up the safety issue of school children crossing the off-ramp from the northbound I-15 freeway at Second Street. Staff has been requested by City Council to have the berm at this location graded out. Staff has contacted Caltrans, as the berm is in Caltrans right-of-way, to obtain the appropriate permissions to remove the mound of dirt. Caltrans provided a check list of items required to obtain a permit. Based on the checklist, Director Askew noted the approximate cost of the project would be \$100,000. If Caltrans requires full upgrades to traffic signals, the costs increase to \$250,000 per intersection. Measure A funds would be used for the project.

In response to Mayor Pro Tem Bash, Director Askew stated that there is no crosswalk at that location. There is a crossing across the street on the north side, but there is no sidewalk. Staff considered putting pedestrian traffic on that side; however, it is too narrow with only a six-foot parkway and not enough right-of-way for ADA compliance.

Council Members Hanna and Newton commented on the expansions of Interstate 15 and Highway 91 freeway. Council Member Newton asked that with the expansions, if there is any proposed work for the bridge at Second Street. He inquired if there is a way to proceed with the necessary paperwork with Caltrans until the City can get a clearer picture of any proposed expansion work in the area that way the burden of the costs falls on Caltrans. Director Askew said she would look into whether or not there is a proposal to expand the Second Street bridge. The current information is that the work being completed on Interstate 15 is all within Caltrans right-of-way.

Council Member Azevedo concurred with residents that this is an issue of public safety since many children use that area and suggested moving forward to get the issue taken care of.

There was some discussion between Mayor Higgins and Planning Director King regarding the horse trail in the area. Director King indicated that there is no horse trail under the freeway but that there is one on the southwest corner of Valley View and Second Street. The trail stops there and does not continue west under the freeway. Mayor Higgins expressed his concerns of spending money on Caltrans right-of-way.

**A motion was made by Council Member Azevedo to remove the berm, install a pathway, and pursue the long term process with Caltrans. The motion failed to due to a lack of a second.**

**M/S BASH/AZEVEDO to remove the berm located at Second Street and the northbound Interstate 15 off-ramp with the finding that there is an immediate threat to public safety, to notify Caltrans of the finding, and to continue the permitting process with Caltrans.**

Under discussion:

City Attorney Harper indicated that Caltrans may challenge the action and file a lawsuit, in which case the City does not have a strong defense. Mr. Harper suggested that the City

contact state legislators of this action.

Council Member Bash expressed his concern of public safety.

**The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS**

**NOES: NEWTON**

**ABSENT: NONE**

**ABSTAIN: NONE**

5. CITY COUNCIL CONTINUED PUBLIC HEARING:

- A. **Entertainment Permit 2012-01, Modification No. 1 (Craig/Jensen):** A Request to Modify Approved Entertainment Permit 2012-01 to Expand the List of Activities Allowed with the Permit. (Planning Director)

Planning Director Steve King presented information as noted in the staff report. The owners of Water Wheel Saloon and Restaurant are requesting an expansion of an existing Entertainment Permit to encompass more activities within a greater range of allowable hours.

In response to Council Member Newton, Director King stated that staff received a letter from the property manager who indicated support of the Entertainment Permit modification, but did not address parking. Council Member Newton referred to this request being encompassing and other restaurants/bars having the ability to obtain the same type of permit. Director King said that the request of the modification is a blanket permit for all profit and non-profit events. Staff will need to monitor the events to ensure that the events are reported properly. In response to Council Member Newton, Lt. Briddick indicated that Sheriff staff compared the Water Wheel with three other similar businesses in the City and the Water Wheel had the least amount of calls for service for same time frame. Council Member Newton asked if by extending the operating hours to 2:00 a.m., and other similar restaurants/bars request the same, would there be an impact on calls for service. Lt. Briddick indicated that the businesses will still need to comply with the Alcohol Beverage Control licensing process and allowed hours of operation.

Council Member Bash and Director King discussed costs associated with Entertainment Permits and the renewal fees proposed. Council Member Bash suggested if the business is in compliance during the first year, to allow subsequent renewals be extended to two or three years, versus having to renew annually.

Council Member Azevedo expressed her concerns regarding parking during business hours and requested that the applicant be cognizant of other business owners in the shopping center.

**Mayor Higgins opened the public hearing indicating that proper notification had been made and asked for the appearance of those wishing to speak.**

Monique Crain, applicant, commented that other businesses in the shopping center have grown due to events held at the Water Wheel. Ms. Crain also stated that she notifies the neighboring businesses every time she has an event and describes how much parking will be used. Ms. Crane indicated that her biggest issue is having to obtain permits for every event taking place indoors.

In response to Council Member Hanna, Ms. Crain stated that her business closes at 2:00 a.m. and ABC dictates that alcohol cannot be served after 1:45 a.m. Ms. Crain indicated that the Kids Rock Stars event is for youth ages 5-15 and are allowed to be in the restaurant while alcohol is being served as long as food is served as well, which is permitted with the ABC type 47 license.

In response to Mayor Higgins, Ms. Crain stated that she does not want to pay the permit fee of \$92 every time she has an indoor event. Mayor Higgins also asked about parking for outdoor events. Mayor Higgins expressed his initial concerns with security but complimented Ms. Crain on her business.

**Mayor Higgins closed the public hearing, bringing the discussion back to Council Members.**

**M/S HANNA/BASH to adopt Resolution No. 2014-68, approving Entertainment Permit 2012-01, Modification 1. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

6. CITY COUNCIL PUBLIC HEARING:

- A. **Ordinance No. 983, First Reading. Code Change 2014-10 (City):** A request for a Code Change to establish the maximum amount of concrete or other impervious surface material that can be installed before having to obtain a building permit. (Planning Director)

Planning Director Steve King presented information as noted in the staff report. Director King stated that the City Council directed the Planning Commission to make a recommendation for the establishment of a maximum amount of concrete, or other impervious surface material, that can be installed without a building permit. At its meeting on November 12, 2014, the Planning Commission recommended that the threshold, after which a building permit would be needed for concrete, or other impervious surface material, be 120 square feet. The recommended threshold is the same for structures. In the Planning Commission discussion, an issue that was brought up was if there should be a limit to how much concrete can be within an animal-keeping area for it to still be designated an "animal-keeping" area for approvals of accessory structures. Since that is a lot coverage issue as opposed to the direction from City Council to start requiring building permits for concrete, this Code Change does not address that issue. The Planning Commission has directed staff to bring back the lot coverage parameters for determining approval for accessory buildings and it is anticipated that the discussions for that

will begin early in 2015. This proposed Code Amendment will require that any proposed flatwork whether it be concrete or other impervious surface material over 120 square feet not be allowed until after a building permit has been issued.

**Mayor Higgins opened the public hearing indicating that proper notification had been made and asked for the appearance of those wishing to speak.**

Chris Johnson indicated that he does not support the ordinance as it is an overreach of homeowner rights. Mr. Johnson said that 120 square feet is a small threshold amount.

Mike Thompson spoke in opposition of the code amendment as written as it is vague and open to interpretation. Mr. Thompson expressed his concerns that the code amendment would infringe on property owner rights. He suggested sending the issue back to the Planning Commission for further discussion.

Sunday Barreto spoke in opposition of the ordinance and said she does not want to see the Planning Commission giving their vision for resident's back yards. Mr. Barreto cautioned the City Council on imposing restrictions and limitations on residents.

Lance Gregory stated that he is opposed to the code amendment. Mr. Gregory commented on that hardscape can easily be removed. He suggested that the City initiate a fair and reasonable approach.

Lou Paltza expressed his opposition to the ordinance as it is an encroachment of property rights. Mr. Paltza asked if a barn or pipe corral is part of an animal keeping area or if property owners have to keep 40% of their lots unrestricted for animal movement. In response, Director King stated that what cannot be in an animal keeping area are storage, buildings, hobby shops, garages, and other structures that are not animal keeping.

Myrna Paltza presented photos to the Council of properties within a three-mile radius of her home with code violations. Ms. Paltza suggested sending this back to the Planning Commission for further discussion.

Trina Daniels commented on her opposition of the code amendment. Ms. Daniels said, that in her real estate experience, concrete has benefits for home value. She expressed her thoughts that the 120 square foot minimum amount required for a building permit is too small. Ms. Daniels suggested the ordinance be rewritten with more clarity.

Jodie Webber expressed that the code amendment is an infringement on property rights. Ms. Webber said she is opposed to imposing further conditions on residents.

A resident from Shadow Canyon Circle spoke briefly in opposition of the ordinance and asked the City Council to reconsider.

**Mayor Higgins closed the public hearing, bringing the discussion back to Council Members.**

Mayor Pro Tem Bash expressed his concerns about property owners that concrete the majority of their properties and how that affects neighboring properties. Mayor Pro Tem Bash indicated that he cannot support the ordinance as it is written.

Council Member Hanna commented on property rights. He noted, however, that he is an advocate of putting limits on accessory buildings.

Council Member Newton indicated that he has an issue with current codes not being enforced. He said he understands the intent, which is the need to protect animal keeping. Council Member Newton also commented on the issue of discretion. Council Member Newton suggested the City be proactive by providing an informational sheet for residents. The informational sheet would, for example, recommend to property owners the points to consider when pouring concrete, such as runoff and the impacts on neighbors.

Council Member Azevedo expressed her concerns with the code amendment and that it needs to be rewritten. She also commented that the way the Code is currently written, property owners can cover their entire lots with concrete.

Mayor Higgins thanked staff for the good report and noted his support for property owner rights.

A motion was made by Council Member Azevedo to send the proposed Code Amendment back to the Planning Commission to discuss alternatives to protect animal keeping. The motion failed due to a lack of a second.

**M/S HIGGINS/HANNA to deny Ordinance No. 983, Code Change 2014-10. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**7. PUBLIC COMMENTS:**

Bob Frosheiser commented on the proposed flood control storm drain project at Corona Avenue and Frontier Road and asked when the project would begin.

Julie Kosinski commented on the dangerous conditions at intersections on the east side of Hamner. Ms. Kosinski said that the stop sign markings on the streets are faded and have caused a safety issue. She commented on a second concern regarding flooding on Crestview Drive. She said that the ten allotted sandbags per resident is not enough. Ms. Kosinski also suggested having sandbags delivered to those residents that cannot get out of their homes.

Linda Dixon commented on the Pearl Harbor Rememberance event Sunday, December 7<sup>th</sup> at 10:00 a.m. at the George A. Ingalls Veterans Memorial Plaza, hosted by the Lake Norconian Club Foundation. Ms. Dixon invited all to attend.

Jody Tyler commented on the flood control project at Corona Avenue and Frontier Road and asked how the priority of projects are determined. Ms. Tyler said that the area always needs to be sandbagged.

Lisa Campbell spoke regarding the water main break on River Road and Trail Street. Ms. Campbell suggested that the City have a portable water tank for residents and animals when water main repairs are being made.

Diane Collins of the Norco Area Chamber of Commerce noted that NACC recently received an email from Best of American by Horseback producers. The television show producers have selected Norco for the Grand Tour of American Showcase show and are interested in returning to film.

8. CITY COUNCIL / CITY MANAGER / STAFF COMMUNICATIONS

Mayor Pro Tem Bash requested to agendize discussion of options for Crestview Drive.

**M/S BASH/HIGGINS to agendize the discussion of options for Crestview Drive. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

Mayor Pro Tem Bash also requested an update on Frontier Road as well as the costs involved in painting street markings, stop signs, as noted in Public Comment. He requested that staff make the information available to seniors that sandbag delivery is available to them.

Council Hanna requested to agendize discussion of city-wide Primary Animal Keeping Areas.

**M/S HANNA/HIGGINS to agendize the discussion of Primary Animal Keeping Areas for all properties in Norco. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS**  
**NOES: NEWTON**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

**ADJOURNMENT**

Mayor Higgins adjourned the meeting at 9:54p.m.



**MINUTES  
CITY OF NORCO  
SUCCESSOR AGENCY TO THE NORCO COMMUNITY REDEVELOPMENT AGENCY  
SPECIAL MEETING**

**November 26, 2014**

**Norco City Hall, Conference Room A, 2870 Clark Avenue, Norco, CA 92860**



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**CALL TO ORDER:** 12:00 p.m.

**ROLL CALL:** Berwin Hanna, Chair, **Present**  
Herb Higgins, Vice Chair, **Present**  
Kathy Azevedo, Board Member, **Present**  
Kevin Bash, Board Member, **Present**  
Greg Newton, Board Member, **Present**

**PLEDGE OF ALLEGIANCE:** Board Member Greg Newton

**1. BUSINESS ITEM:**

- A. A Resolution of the Successor Agency Transferring Title of Certain Property (Silverlakes) to the City of Norco as Directed by the Oversight Board of the Successor Agency. **Recommended Action:** (Executive Director)

Executive Director Andy Okoro reported that as part of the dissolution of Redevelopment Agencies, Successor Agencies were required to prepare a list of all asset transfers between the City and the Redevelopment Agency for review by the Department of Finance (DOF) and the State Controller's Office (SCO). The asset transfer list prepared by the City was reviewed by the DOF who subsequently issued the City a Letter of Finding of Completion. The State Controller is also required to complete a review of all asset transfers. The SCO has also completed its review and is ready to issue a draft report. As a corrective action to address the SCO's pending initial finding that the transfer of the Silverlakes property was not consistent with provisions of the dissolution legislations, the SCO has suggested that the City first obtain the approval of the Oversight Board before transferring the Silverlakes parcels to the City. This will serve as a corrective action for the SCO's initial finding. On November 24, 2014, the Oversight Board approved the transfer. Therefore, it is recommended that the Successor Agency Board reaffirm its prior action to transfer title of the Silverlakes property to the City of Norco.

In response to Board Member Newton, Executive Director Andy Okoro stated that the City Council does not need to take further action after the action taken today by the Successor Agency and there are no future potential legal issues at this time.

**M/S AZEVEDO/HIGGINS to Adopt SA Resolution No. 2014-05, transferring the Silverlakes property to the City of Norco as directed by the Oversight Board. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

2. PUBLIC COMMENTS

None

**ADJOURNMENT**

Chair Hanna adjourned the meeting at 12:08 p.m.



**RECAP OF ACTIONS TAKEN  
CITY OF NORCO  
PLANNING COMMISSION**



CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE  
REGULAR MEETING  
DECEMBER 10, 2014

---

CALL TO ORDER: **7:00 p.m.**

ROLL CALL: **Chair Leonard, Vice Chair Hoffman, Commission Members Rigler, Hedges and Jaffarian**

STAFF PRESENT: **Planning Director King, Senior Planner Robles, Public Works/Engineering Director Askew, Deputy City Clerk Germain**

PLEDGE OF ALLEGIANCE: **Commission Member Hedges**

1. APPEAL NOTICE: **Read by Planning Director King**
2. PUBLIC COMMENTS: **None**
3. APPROVAL OF MINUTES:
  - ❖ Minutes of Regular Meeting of November 12, 2014  
**Recommended Action: Approval** (Deputy City Clerk)  
**Action: 4-0-1 (Jaffarian abstained)**
4. CONTINUED PUBLIC HEARING:
  - A. **Code Change 2014-09** (City of Norco): A City-initiated request for recommendation of approval on a proposed Code Change to amend the City's grading permit process. **Continued from November 12, 2014;**  
**Recommended Action: Adoption** (Planning Director)  
**Action: Recommended Approval 5-0; this item will be scheduled for a public hearing before the City Council on January 17, 2015.**
5. PUBLIC HEARINGS:
  - A. **Conditional Use Permit 2014-28 (Les Schwab Tires):** A request for approval to allow the construction of a retail tire store with tire installation at the property located at the northwest corner of Hamner Avenue and Third

**Agenda Item: 2.C.**

Street (APN 129-380-009) located within the "C-G" (Commercial General) Zone. **Recommended Action: Approval** (Senior Planner)  
**Action: Approved 5-0; this action is final unless appealed to the City Council**

- B. **Conditional Use Permit 2014-31 (Car Champs LLC):** A request to allow a used car dealership with ancillary and related auto services, to operate in existing building of a former Mazda dealership at 2000 Hamner Avenue located in the Auto Mall Specific Plan. **Recommended Action: Approval** (Planning Director)  
**Action: Approved 5-0; this action is final unless appealed to the City Council**
- C. **Conditional Use Permit 2014-30 (Parmelee):** A request for approval to allow a detached accessory building consisting of a 1,840 square-foot storage building at 3733 Alhambra Street located within the A-E (Agricultural Estate) Zone. **Recommended Action: Approval** (Senior Planner)  
**Action: Approved 5-0; this action is final unless appealed to the City Council**
- D. **Similar Use Finding 2014-01 (City):** A make findings that a proposed gun and ammunition store is not inconsistent with the purposes and intent of the C-4 Zone and that the use can be allowed with the Similar Use Finding. **Recommended Action: Approval** (Planning Director)  
**Action: Approved 5-0; this action requires "Consent Agenda" concurrence by the City Council and will be on the January 17, 2015 agenda.**

6. CITY COUNCIL MINUTES: **Received and Filed**

- City Council Regular Meeting of November 5, 2014
- City Council Regular Meeting of November 19, 2014

7. PLANNING COMMISSION:

- A. Oral Reports from Various Committees: **Commission Member Hedges reported on the progress of the Infrastructure Funding Ad-Hoc Committee**
- B. Request for Items on Future Agenda (within the purview of the Commission): **Commission Member Hoffman requested that a discussion on the state requirements for horse shelters be agendized. Commissioner Member Hedges requested that a discussion on what can be done about unfinished commercial buildings be agendized.**

8. ADJOURNMENT: **8:23 p.m.**

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: Cheryl L. Link, City Clerk 

DATE: December 17, 2014

SUBJECT: City Council Appointments to Regional Boards, Standing Committees and Other City Council-Appointed Committees for Calendar Year 2015

RECOMMENDATION: Approve the City Council appointments to the various standing committees and other governmental agencies for the 2015 calendar year.

**BACKGROUND/ANALYSIS:** Each calendar year, City Council appointments are made to various standing committees and other governmental agencies. The appointments to these standing committees and other governmental agencies for the 2015 calendar year, as stated in Exhibit "A", are presented for approval by the City Council to become effective January 1, 2015.

In May 2012, the Fair Political Practices Commission adopted amendments to Regulation 18705.5, which allowed public officials to make, participate in making, or use their official positions to influence decisions concerning their own appointments to positions as officers of the bodies of which they are members, such as committees, boards, commissions of public agencies, metropolitan planning organizations, and special districts, if the appointments are required to be made by either state or local law. As a safeguard, the bodies making such appointments must adopt and post on their websites a form (Form 806) that lists each appointed position, the name of the public official appointed to each position (including alternates) and the salary or stipend paid for the appointed position. Form 806 is currently posted on the City's website reporting for calendar year 2014 City Council appointments and will be updated upon the approval of the 2015 calendar year City Council appointments.

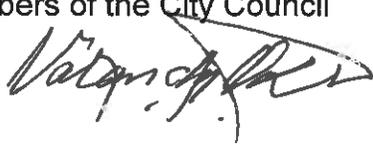
Attachment: City Council Agency and Committee Appointments - 2015

## City Council Agency and Committee Appointments 2015

Agency	Designee	Alternate	Meeting Date	Time	Place	Stipend
Chino Basin Desalter Authority Board	Council Member Greg Newton	Water and Sewer Manager Bill Thompson	Quarterly, 1 <sup>st</sup> Thursday	6:00 p.m.	2151 S. Haven Avenue, Suite 202, Ontario	\$150 per meeting no mileage
Local Agency Formation Commission, Riverside County – City Selection Committee (LAFCO)	Mayor Herb Higgins	Mayor Pro Tem Kevin Bash		--	3850 Vine Street, Suite 240, Riverside	--
Northwest Mosquito and Vector Control District	Council Member Berwin Hanna	--	3 <sup>rd</sup> Thursday	3:00 p.m.	1966 Compton Avenue, Corona	\$100 per meeting; no mileage
Riverside Conservation Authority (RCA)	Mayor Pro Tem Kevin Bash	Council Member Berwin Hanna	1 <sup>st</sup> Monday	1:00 p.m.	3403 10 <sup>th</sup> Street, Suite 320, Riverside	\$100 per meeting plus mileage
Riverside County Free Library Advisory Committee	Mayor Pro Tem Kevin Bash	--	As needed	--	--	--
Riverside County Transportation Commission (RCTC)	Council Member Berwin Hanna	Council Member Kathy Azevedo	2 <sup>nd</sup> Wednesday	9:00 a.m.	4080 Lemon Street, 3 <sup>rd</sup> Floor, Riverside	\$100 per meeting plus mileage
Riverside Transit Agency (RTA)	Council Member Berwin Hanna	Council Member Greg Newton	4 <sup>th</sup> Thursday	2:00 p.m.	1825 Third Street Riverside	\$150 per meeting plus mileage
Western Riverside Council of Governments – Executive Committee (WRCOG)	Council Member Kathy Azevedo	Council Member Berwin Hanna	1 <sup>st</sup> Monday	2:00 p.m.	4080 Lemon Street, 3 <sup>rd</sup> Floor, Riverside	\$150 per meeting; no mileage
Western Riverside County Regional Wastewater Authority (WRCRWA)	Council Member Greg Newton	Council Member Berwin Hanna	As needed	--	Corona City Hall	--
Committees	Member	Member	Meeting Date	Time	Place	
Ad-Hoc Committee on Infrastructure Needs and Funding Options	Mayor Herb Higgins	Mayor Pro Tem Kevin Bash	1 <sup>st</sup> and 3 <sup>rd</sup> , or, 2 <sup>nd</sup> and 3 <sup>rd</sup> Mondays (alternating)	6:30 p.m.	Norco City Hall, Conference Rooms A and B	--
City Audit Committee	Mayor Herb Higgins	Council Member Berwin Hanna	As needed	--	Norco City Hall	--
Corona-Norco Schools Committee	Mayor Pro Tem Kevin Bash	Council Member Kathy Azevedo	Quarterly, 3 <sup>rd</sup> Monday	3:30 p.m.	CNUSD Office, Norco City Hall	--
Economic Development Advisory Council (EDAC)	Mayor Pro Tem Kevin Bash	Council Member Kathy Azevedo	4 <sup>th</sup> Tuesday	8:15 a.m.	Norco City Hall	--
George A. Ingalls Veterans Memorial Plaza	Mayor Pro Tem Kevin Bash	Council Member Berwin Hanna	As needed	--	Norco City Hall	
United Norconians for Life Over Alcohol and Drugs (UNLOAD)	Council Member Kathy Azevedo (Chair)	Mayor Herb Higgins (Vice Chair)	Last Monday (dark in Summer)	6:00 p.m.	Norco City Hall	--
Leads on Manure-to-Energy Issues	Mayor Herb Higgins	Council Member Greg Newton	As needed	--	Norco City Hall	--

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: Brian K. Petree, Director  
Parks, Recreation & Community Services

DATE: December 17, 2014

SUBJECT: Award of Contracts for Rental of Horse Pipe Panel Corrals to Ted Hoffman Portable Arenas and Corrals of Norco, CA and Rental of Stalls to Stalls West, Inc. of Lincoln, CA

RECOMMENDATION: Award contracts for Rental of Pipe Corrals to Ted Hoffman Portable Arenas and Corrals and rental of horse stalls to Stalls West, Inc.

**SUMMARY:** Many events scheduled at the George Ingalls Equestrian Event Center require the use of pipe panel corrals or horse stalls. Based on the review of proposals received in response to the City's Request for Proposals (RFP), staff is recommending that the City Council award contracts not to exceed a two year period for pipe corrals to Ted Hoffman Portable Arenas and Corrals from Norco, CA. and horse stalls with full vinyl - siding and covered roofs to Stalls West, Inc. from Lincoln, CA.

**BACKGROUND/ANALYSIS:** In September, staff developed a Request for Proposals (RFP) for two options for equipment rental service of horse stalls. Horse stall rentals are necessary for numerous multi-day horse show events. Option 1 is for (12' x 12') 1 5/8" inch uncovered pipe corrals and Option 2 is for (10' x 10') 1 1/4" galvanized pipe with vinyl siding and roof covering. Notices regarding the availability of the RFP were sent out and an advertisement was posted with the Press Enterprise. Staff received two proposals: one proposal for pipe corrals and one proposal for horse stalls with covers.

The scope of services to be performed under the contract is summarized as follows:

1. Option 1: rental of pipe corrals to include delivery, installation, and tear down at the agreed price set in the contract at \$10 per stall. The contract is not-to-exceed \$6,000 for a two-year period.
2. Option 2: rental service of horse stalls to include delivery, installation, and tear down, with vinyl siding and covers and shared 100' electrical connection at the agreed price set forth in the contract at \$85 per stall without cover and \$90 with

Award of Contract – Pipe Corral / Horse Stall Rental Service

Page 2

December 17, 2014

cover and electrical. The contract is not-to-exceed \$135,000 for a two-year contract period.

The funding for rental service equipment will be provided by revenues collected from permit holders requesting pipe corrals or horse stalls during their events. The pipe corrals and horse stalls are for the use of the permitted clients at the George Ingalls Equestrian Event Center.

**FINANCIAL IMPACT:** Revenues collected from events are used to pay for the cost of stall rentals. These revenues and expenditures are included in the City's annual operating budget.

Attachments: Summary of RFP Quotes  
Agreement for Rental Services

## RFP QUOTE SUMMARY

### HORSE STALLS

Stalls West	\$85.00 or \$90.00 per stall
National Show Stalls	Cannot meet request
Southwest Stall Service	Unresponsive
American Stall Rentals	Unresponsive

### PIPE CORALS

Ted Hoffman Portable Arenas and Corrals was the only company that responded to the City's RFP.

\$10/ horse corral

**CITY OF NORCO  
CONTRACT AND PROFESSIONAL SERVICES AGREEMENT**

This Agreement, entered into this 17<sup>th</sup> of December, 2014, is made by and between the CITY OF NORCO, a municipal corporation hereinafter referred to as 'City' and, Lindsay Costigan of Stalls West, Inc., hereinafter referred to as "Contractor", as follows:

**WITNESSETH:**

WHEREAS, City desires rental service for Horse Stalls for use during events at the George Ingalls Equestrian Event Center located at 3737 Crestview Drive, Norco CA. 92860.

WHEREAS, Contractor, by reason of its qualifications, experience, and facilities for performing the type of services contemplated herein, has proposed to provide the requested services;

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, City and Consultant agree as follows:

**1. SCOPE OF SERVICE**

- A. The scope of work for rental service consists of the following:
  - 1. Deliver a minimum of 80 and a maximum of 380 (10' x 10') vinyl-sided stalls to the George Ingalls Equestrian Event Center as per client request.
  - 2. Install 80 and a maximum of 380 (10' x 10') vinyl-sided stalls to the George Ingalls Equestrian Event Center at agreed event requested time not to exceed a five (5) day rental.
  - 3. Anchor horse stalls with single W 1 5/8" clamps.
  - 4. Tear down and remove stalls within two days of rental completion date.
  - 5. A (\$85) dollar or (\$90) per horse stall fee to be charged for a 5 day rental.

**2. TERM OF AGREEMENT**

- A. This Agreement shall be effective as of the date executed by all parties for two (2) years commencing December 17, 2014 through November 17, 2016. This agreement may be extended for an additional period of one (1) year.

**3. SCHEDULE FOR PERFORMANCE**

- A. Contractor agrees to provide, install and tear down equipment at scheduled time provided by the City.
- B. Deviations from time schedule stated in the Proposal may be made with the approval of the City Parks and Recreation Director, or his/her authorized representative.

**4. COMPENSATION**

- A. In the event an event is cancelled and contractor has fulfilled his agreement, contractor will be paid agreed rental fees.

## **5. INVOICING, PAYMENT, NOTICES**

- A. Contractor shall submit invoices, for the services rendered and invoices shall describe the services performed and costs incurred.
- B. Contractor shall transmit invoices and any notices required by this Agreement, to City as follows:
  - Parks, Recreation and Community Services Department
  - Attention: Patty Ireland
  - 2870 Clark Avenue
  - Norco, CA 92860
- C. City shall transmit payments on invoiced amounts by this Agreement to Contractor as follows:
  - Lindsay Costigan, Stalls West, Inc.
  - 4149 Burnett Rd.
  - Lincoln, CA 95648
  - Phone: 916.645.5475
  - swi@zetabb.com

## **6. PROFESSIONAL SERVICES**

- A. While performing the services, Contractor shall exercise the reasonable professional care and skill and shall use reasonable diligence and best judgment while exercising its professional skill and expertise.
- B. Contractor agrees that services shall be performed and completed in the manner and according to the professional standards observed by competent practitioner of the profession in which Consultant and its subcontractors or agents are engaged.
- C. Contractor shall not, either during or after the term of this Agreement, make public any reports or articles, or disclose to any third party and confidential information relative to the work of City or the operations or procedures of the City without the prior written consent of City.
- D. Contractor further agrees that it shall not, during the term of this Agreement, take any action that would affect the appearance of impartiality or professionalism.

## **7. INDEPENDENT CONTRACTOR**

- A. It is understood and agreed that Contractor (including Contractor's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto.
- B. Contractor, in the performance of its obligation hereunder, is only subject to the control or direction of City as to the designation of tasks to be performed and the results to be accomplished.
- C. Any third persons employed by Contractor shall be entirely and exclusively under the direction, supervision and control of Contractor.
- D. Contractor hereby indemnifies and holds City harmless from any and all claims that may be made against City based upon any contention by and third party that an employer-employee relationship exists by reason of this Agreement.

## **8. AUTHORITY OF CONSULTANT**

- A. Contractor shall possess no authority with respect to any City decision and no right to act on behalf of City in any capacity whatsoever as agent or to bind City to any obligations whatsoever.

## 9. CONFLICT OF INTEREST

- A. Contractor certifies that it has disclosed to City any actual, apparent or potential conflicts of interest that may exist relative to the services to be provided pursuant to this Agreement.
- B. Contractor agrees to advise City of any actual, apparent or potential conflicts of interest that may develop after the date of execution of this Agreement.
- C. Contractor further agrees to complete any statements of economic interest required by either City ordinance or State law.

## 10. ASSIGNMENT AND SUBCONTRACTING

- A. Contractor obligations under this Agreement are not assignable or transferable, and Contractor shall not subcontract any work, without the written approval of City.

## 11. INDEMNIFICATION

- A. Contractor agrees to defend, hold harmless and indemnify City, its officers, agents and employees from and against any and all losses, liability or damages including reasonable attorneys' fees arising out of, in consequence of or resulting from the acts and/or omissions of Contractor, its subcontractor, consultants, agents or employees, intentional, negligent or otherwise.
- B. Contractor assumes no responsibility to indemnify City for the negligent acts or omissions of City, its officers, agents (excluding consultant) and employees.

## 12. INSURANCE

- A. During the term of this Agreement, Contractor shall maintain in full force and effect policies of insurance as set forth herein:

- 1. General Liability: Comprehensive general liability insurance with coverage of not less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- 2. Automobile Liability: Automobile liability insurance with coverage of not less than \$1,000,000 combined single line limit per accident for bodily injury and property damage.
- 3. Worker's Compensation: Worker's Compensation Insurance that complies with the terms of the law of California concerning Worker's Compensation.

- B. Other Insurance Provisions:

- 1. The policies are to contain, or be endorsed to contain, the following provisions: a. General Liability and Automobile Liability Coverage:
  - (1) The City, its officials, employees, and volunteers are to be covered as additional insured as respects:
    - (i) liability arising out of activities performed by or on behalf of the Contractor; (ii) products and completed operations of the Consultant; premises owned, leased, or used by the Contractor; (iii) or automobiles owned, leased, hired, or borrowed by the Consultant.
  - (2) The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees, or volunteers.
  - (3) The Contractors insurance coverage shall be primary insurance as respects the City, its officials, employees, and volunteers.
  - (4) Any insurance or self-insurance maintained by the City, its officials, employees or volunteers shall be excess of Contractor's insurance and shall not contribute with it.
  - (5) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, employees, or volunteers.

- (6) Coverage shall state that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the
- b. Workers' Compensation and Employers' Liability Coverage:  
(1) The insurer shall agree to waive all rights of subrogation against the City, its officials, employees and volunteers for losses arising from work performed by Contractor for the City.
- c. All Coverage: Acceptance of Insurers  
(1) Insurance is to be placed with insurers with Bests' rating of no less than A:VII; this requirement may, however, be waived in individual cases for Errors and Omissions Coverage only, provided however, that in no event will carrier with rating below B:IX be acceptable.

2. Verification of Coverage

- a. Contractor shall furnish the City with certificates of insurance and with original endorsement effecting coverage required by this exhibit.
- b. Contractor shall furnish prior to or contemporaneously with the execution of this Agreement certificates of Insurance and endorsements.
- c. The Certificates of Insurance shall provide that there will be no cancellation, reduction or modification of coverage without prior written notice to City.
- d. The certificates and endorsements for each insurance policy are to be signed by person authorized by the insurer to bind coverage on its behalf.
- e. The certificates and endorsements are to be on forms acceptable to the City Attorney.

3. Subcontractors:

- a. Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each sub-contractor.
- b. All coverage for subcontractors shall be subject to all of the requirements stated herein.

**13. EMPLOYMENT PRACTICES**

- A. Contractor, by execution of this Agreement, certifies that it does not discriminate against any person upon the basis of race, color, creed, national origin, age, sex, disability or marital status in its employment practices.

**14. LICENSES, PERMITS, ETC.**

- A. Contractor represents and warrants to City it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Consultant to practice its profession.

**15. RECORDS**

- A. Contractor shall maintain records, books, documents and other evidence directly pertinent to the performance of work under this Agreement in accordance with generally accepted accounting principles and practices.

**16. RECORD RETENTION**

- A. The Contractor agrees to keep proper books of records and account in which complete and correct entries will be made of payroll costs, travel, subsistence, and field expenses.
- B. Said books shall, at all times, be available for at least three (3) years after final payment for reasonable examination by the City.

**17. TERMINATION**

- A. City may terminate this Agreement by providing thirty (30) days written notice prior to the effective termination date to Contractor.
- B. In this event of such termination, City shall pay Contractor for all services actually rendered up to and including the date of termination.

**18. AMENDMENTS**

- A. Modifications or amendments affecting the work hereunder shall be in writing and executed by both parties.

**19. ENTIRE AGREEMENT**

- A. This instrument and any attachments hereto constitute the entire Agreement between the City and Consultant concerning the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed December 17, 2014.

**CONTRACTOR:**

*(Must be signed by an officer of the Corporation)*

Date \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Tax ID Number  
California Corporation \_\_\_\_\_

SS ID Number \_\_\_\_\_

**CITY OF NORCO, CALIFORNIA,  
a Municipal Corporation:**

**ATTEST**

By: \_\_\_\_\_  
Herb Higgins, Mayor

\_\_\_\_\_  
City Clerk, City of Norco

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CITY OF NORCO  
CONTRACT AND PROFESSIONAL SERVICES AGREEMENT**

This Agreement, entered into this 17<sup>th</sup> of December, 2014, is made by and between the CITY OF NORCO, a municipal corporation hereinafter referred to as 'City' and, Ted Hoffman Portable Arenas and Corrals, hereinafter referred to as " Contractor", as follows:

**WITNESSETH:**

WHEREAS, City desires rental service for Horse Pipe Corrals for use during events at the George Ingalls Equestrian Event Center located at 3737 Crestview Drive, Norco CA. 92860.

WHEREAS, Contractor, by reason of its qualifications, experience, and facilities for performing the type of services contemplated herein, has proposed to provide the requested services;

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, City and Consultant agree as follows:

**1. SCOPE OF SERVICE**

- A. The scope of work for rental service consists of the following:
  - 1. Deliver up to one hundred-twenty (120) (12' x 12') pipe panel corrals to the George Ingalls Equestrian Event Center as per client request.
  - 2. Install up to one hundred-twenty (120) (12' x 12') pipe panel corrals to the George Ingalls Equestrian Event Center at agreed event requested time not to exceed a five (5) day rental.
  - 3. Anchor stalls with 1 5/8" clamps.
  - 4. Tear down and remove stalls within two days of rental completion date.
  - 5. A ten dollar (\$10) per stall fee to be charged for a 5 day rental.

**2. TERM OF AGREEMENT**

- A. This Agreement shall be effective as of the date executed by all parties for two (2) years commencing December 17, 2014 through November 17, 2016. This agreement may be extended for an additional period of one (1) year.

**3. SCHEDULE FOR PERFORMANCE**

- A. Contractor agrees to provide, install and tear down equipment at scheduled time provided by the City.
- B. Deviations from time schedule stated in the Proposal may be made with the approval of the City Parks and Recreation Director, or his/her authorized representative.

**4. COMPENSATION**

- A. In the event an event is cancelled and contractor has fulfilled his agreement, contractor will be paid agreed rental fees.

## **5. INVOICING, PAYMENT, NOTICES**

- A. Contractor shall submit invoices, for the services rendered and invoices shall describe the services performed and costs incurred.
- B. Contractor shall transmit invoices and any notices required by this Agreement, to City as follows:
  - Parks, Recreation and Community Services Department
  - Attention: Patty Ireland
  - 2870 Clark Avenue
  - Norco, CA 92860
- C. City shall transmit payments on invoiced amounts by this Agreement to Contractor as follows:
  - Ted Hoffman Portable Arenas and Corrals
  - 350 Wild Horse Lane
  - Norco, CA 92860
  - Phone: 951.712.9852
  - tedhoffman@msn.com

## **6. PROFESSIONAL SERVICES**

- A. While performing the services, Contractor shall exercise the reasonable professional care and skill and shall use reasonable diligence and best judgment while exercising its professional skill and expertise.
- B. Contractor agrees that services shall be performed and completed in the manner and according to the professional standards observed by competent practitioner of the profession in which Consultant and its subcontractors or agents are engaged.
- C. Contractor shall not, either during or after the term of this Agreement, make public any reports or articles, or disclose to any third party and confidential information relative to the work of City or the operations or procedures of the City without the prior written consent of City.
- D. Contractor further agrees that it shall not, during the term of this Agreement, take any action that would affect the appearance of impartiality or professionalism.

## **7. INDEPENDENT CONTRACTOR**

- A. It is understood and agreed that Contractor (including Contractor's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto.
- B. Contractor, in the performance of its obligation hereunder, is only subject to the control or direction of City as to the designation of tasks to be performed and the results to be accomplished.
- C. Any third persons employed by Contractor shall be entirely and exclusively under the direction, supervision and control of Contractor.
- D. Contractor hereby indemnifies and holds City harmless from any and all claims that may be made against City based upon any contention by and third party that an employer-employee relationship exists by reason of this Agreement.

## **8. AUTHORITY OF CONSULTANT**

- A. Contractor shall possess no authority with respect to any City decision and no right to act on behalf of City in any capacity whatsoever as agent or to bind City to any obligations whatsoever.

## 9. CONFLICT OF INTEREST

- A. Contractor certifies that it has disclosed to City any actual, apparent or potential conflicts of interest that may exist relative to the services to be provided pursuant to this Agreement.
- B. Contractor agrees to advise City of any actual, apparent or potential conflicts of interest that may develop after the date of execution of this Agreement.
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## 10. ASSIGNMENT AND SUBCONTRACTING

- A. Contractor obligations under this Agreement are not assignable or transferable, and Contractor shall not subcontract any work, without the written approval of City.

## 11. INDEMNIFICATION

- A. Contractor agrees to defend, hold harmless and indemnify City, its officers, agents and employees from and against any and all losses, liability or damages including reasonable attorneys' fees arising out of, in consequence of or resulting from the acts and/or omissions of Contractor, its subcontractor, consultants, agents or employees, intentional, negligent or otherwise.
- B. Contractor assumes no responsibility to indemnify City for the negligent acts or omissions of City, its officers, agents (excluding consultant) and employees.

## 12. INSURANCE

- A. During the term of this Agreement, Contractor shall maintain in full force and effect policies of insurance as set forth herein:
  - 1. General Liability: Comprehensive general liability insurance with coverage of not less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
  - 2. Automobile Liability: Automobile liability insurance with coverage of not less than \$1,000,000 combined single line limit per accident for bodily injury and property damage.
  - 3. Worker's Compensation: Worker's Compensation Insurance that complies with the terms of the law of California concerning Worker's Compensation.
- B. Other Insurance Provisions:
  - 1. The policies are to contain, or be endorsed to contain, the following provisions: a. General Liability and Automobile Liability Coverage:
    - (1) The City, its officials, employees, and volunteers are to be covered as additional insured as respects:
      - (i) liability arising out of activities performed by or on behalf of the Contractor; (ii) products and completed operations of the Consultant; premises owned, leased, or used by the Contractor; (iii) or automobiles owned, leased, hired, or borrowed by the Consultant.
    - (2) The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees, or volunteers.
    - (3) The Contractors insurance coverage shall be primary insurance as respects the City, its officials, employees, and volunteers.
    - (4) Any insurance or self-insurance maintained by the City, its officials, employees or volunteers shall be excess of Contractor's insurance and shall not contribute with it.
    - (5) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, employees, or volunteers.

(6) Coverage shall state that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the  
b. Workers' Compensation and Employers' Liability Coverage:

(1) The insurer shall agree to waive all rights of subrogation against the City, its officials, employees and volunteers for losses arising from work performed by Contractor for the City.

c. All Coverage: Acceptance of Insurers

(1) Insurance is to be placed with insurers with Bests' rating of no less than A:VII; this requirement may, however, be waived in individual cases for Errors and Omissions Coverage only, provided however, that in no event will carrier with rating below B:IX be acceptable.

## 2. Verification of Coverage

- a. Contractor shall furnish the City with certificates of insurance and with original endorsement effecting coverage required by this exhibit.
- b. Contractor shall furnish prior to or contemporaneously with the execution of this Agreement certificates of Insurance and endorsements.
- c. The Certificates of Insurance shall provide that there will be no cancellation, reduction or modification of coverage without prior written notice to City.
- d. The certificates and endorsements for each insurance policy are to be signed by person authorized by the insurer to bind coverage on its behalf.
- e. The certificates and endorsements are to be on forms acceptable to the City Attorney.

## 3. Subcontractors:

- a. Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each sub-contractor.
- b. All coverage for subcontractors shall be subject to all of the requirements stated herein.

## 13. EMPLOYMENT PRACTICES

- A. Contractor, by execution of this Agreement, certifies that it does not discriminate against any person upon the basis of race, color, creed, national origin, age, sex, disability or marital status in its employment practices.

## 14. LICENSES, PERMITS, ETC.

- A. Contractor represents and warrants to City it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Consultant to practice its profession.

## 15. RECORDS

- A. Contractor shall maintain records, books, documents and other evidence directly pertinent to the performance of work under this Agreement in accordance with generally accepted accounting principles and practices.

## 16. RECORD RETENTION

- A. The Contractor agrees to keep proper books of records and account in which complete and correct entries will be made of payroll costs, travel, subsistence, and field expenses.
- B. Said books shall, at all times, be available for at least three (3) years after final payment for reasonable examination by the City.

**17. TERMINATION**

- A. City may terminate this Agreement by providing thirty (30) days written notice prior to the effective termination date to Contractor.
- B. In this event of such termination, City shall pay Contractor for all services actually rendered up to and including the date of termination.

**18. AMENDMENTS**

- A. Modifications or amendments affecting the work hereunder shall be in writing and executed by both parties.

**19. ENTIRE AGREEMENT**

- A. This instrument and any attachments hereto constitute the entire Agreement between the City and Consultant concerning the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, December 17, 2014.

**CONTRACTOR:**

*(Must be signed by an officer of the Corporation)*

Date \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Tax ID Number  
California Corporation \_\_\_\_\_

SS ID Number \_\_\_\_\_

**CITY OF NORCO, CALIFORNIA,  
a Municipal Corporation:**

**ATTEST:**

By: \_\_\_\_\_  
Herb Higgins, Mayor

\_\_\_\_\_  
City Clerk, City of Norco

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: Roger Grody, Economic Development Consultant

DATE: December 17, 2014

SUBJECT: Approval of a Professional Services Agreement with Pacific Municipal Consultants (PMC) for Implementation of Housing Programs.

RECOMMENDATION: Approve the agreement with Pacific Municipal Consultants (PMC) for the implementation of housing programs.

**SUMMARY:** For many years, the City of Norco administered housing programs addressing the needs of low and moderate income homeowners, particularly seniors on fixed incomes, funded primarily by the Norco Redevelopment Agency. The dissolution of the Agency in February 2012 brought those programs—housing rehabilitation grants and loans, a first-time homebuyer program and assistance with water and sewer bills for senior and disabled households—to a sudden halt. But with the City recently becoming the Housing Successor to the Norco Redevelopment Agency, funding for these programs can be renewed and staff recommends contracting with PMC to implement them.

**BACKGROUND/ANALYSIS:** Recent legislation (SB 341) allows Housing Successors to former redevelopment agencies to reinstate programs on which seniors and other low or moderate income households depended. Staff released a Request for Qualifications (RFQ) to five (5) respected firms and received responses from three (3): LDM Associates, Inc., PMC and Willdan Engineering. Each company is capable of managing the City of Norco's programs, their fee structures are comparable, and each firm has extensive experience throughout Southern California. Staff recommends PMC based on the caliber of staff assigned to Norco, the company's expertise with supplemental funding sources, and its strong relationships with the California Department of Housing & Community Development (HCD) and U.S. Department of Housing & Urban Development (HUD).

PMC is well positioned to assist staff in refining housing programs to meet local needs; and can assist in the preparation of program guidelines, applications, income verification worksheets, and documents for loan closing. PMC staff would provide regular reports to staff, ensuring the City is in compliance with current regulations. PMC staff would work directly with homeowners to verify eligibility for the respective programs, conduct home inspections, prepare bidding materials and oversee the entire bidding process and construction. PMC would also service the City's existing portfolio of loans.

SB 341 provides for the existing affordable housing funds of the defunct Norco Redevelopment Agency (other than those required to meet statutory obligations) to be used to meet the needs of low and moderate income households. Currently, the City has approximately \$2.6 million of housing funds including bond proceeds available for these

**Agenda Item: 2.F.**

programs, plus any repayments of outstanding loans. The legislation allows reasonable administrative fees to be deducted for program implementation.

**FINANCIAL IMPACT:** Consultant's fees for the implementation of the housing programs will be paid from the existing housing fund account.

Attachments: Professional Services Agreement  
PMC Statement of Qualifications

## **SERVICE AGREEMENT FOR HOUSING IMPLEMENTATION CONSULTING SERVICES**

This AGREEMENT made and entered into this 17th day of December, 2014, between: **The City of Norco**, a municipal corporation ("**City**") and **Pacific Municipal Consultants (PMC)**, an independent consultant ("**Consultant**") for Affordable Housing consulting services.

### **ARTICLE 1. TERM OF CONTRACT**

Section 1.01. This Agreement will become effective on January 1, 2015 and will continue in effect through December 31, 2017 unless terminated in accordance with the provisions of Article 7 of this Agreement.

### **ARTICLE 2. INDEPENDENT CONSULTANT STATUS**

Section 2.01. It is the express intention of parties that Consultant and its staff are independent contractors and not employees, agents, joint-venturers, or partners of the City. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between City and Consultant or any employee or agent of Consultant. Both parties acknowledge that Consultant is not an employee for state or federal tax purposes. Consultant shall retain the right to perform services for others during the term of this Agreement. City agrees that it shall not, during the term of this Agreement, nor for a period of one year after termination, solicit for employment, hire or retain, whether as an employee or independent contractor, any person who is or has been employed by Consultant. Should City desire to hire Consultant's employee, City agrees to pay Consultant equitable compensation for the loss of said employee.

### **ARTICLE 3. SERVICES TO BE PERFORMED BY CONSULTANT**

Section 3.01. Consultant shall perform a variety of tasks for the City as it assists with the implementation of multiple affordable housing programs. Consultant shall work with City staff to identify and refine programs that will include, but not be limited to: zero- and low-interest home rehabilitation loans, emergency home repair grants, first-time homebuyer program, and utility bill assistance to senior- and disabled-headed households. Consultant shall prepare and/or refine program guidelines, eligibility requirements, income verification worksheets, bid packages, loan documents and deeds of trust, and other required documentation for the implementation of programs. Consultant shall meet with and counsel residents on program guidelines, oversee the bidding process and construction, and assist City staff in the marketing of said programs. Consultant will provide monthly reports to City staff and ensure the City is in compliance with all State of California regulations. Additionally, Consultant may be asked to assist in the application for supplementary funding from the State of California Department of Housing & Community Development (HCD) and/or U.S. Department of

Housing & Urban Development (HUD). Consultant agrees to perform other related services as directed by the City Manager and/or his/her designee.

**ARTICLE 4. COMPENSATION**

Section 4.01. In consideration for the services to be performed by Consultant, the City agrees to compensate Consultant as outlined in Section 4.02.

Section 4.02. Consultant shall submit monthly invoices for services performed the prior month based upon the hourly rates shown below, and the City shall make payments to Consultant for services rendered on a monthly basis, but in any event, no later than 30 days after receipt of a properly submitted invoice.

Project Director	\$150/hour
Senior Housing/Grant Specialist	\$135/hour
Project Manager	\$105/hour
Housing Loan Specialist	\$ 90/hour
Housing Rehabilitation Specialist	\$ 85/hour
Technical Editor (if needed)	\$ 85/hour
Creative Services (if needed)	\$ 85/hour
Administrative (if needed)	\$ 65/hour

Section 4.03. Consultant shall be responsible for all costs and expenses incident to the performance of services for the City, including but not limited to, all costs of equipment provided by Consultant, all fees, fines, licenses, bonds or taxes required of or imposed against Consultant and all other of Consultant's costs of doing business. The City shall be responsible for no expenses incurred by Consultant in performing services for the City, unless otherwise authorized by the City Manager or his designee.

**ARTICLE 5. OBLIGATIONS OF CONSULTANT**

Section 5.01. Consultant agrees that the City will not provide workers' compensation insurance for Consultant's employees and agents and agrees to hold harmless and indemnify the City for any and all claims arising out of any injury, disability, or death of any of Consultant's employees or agents.

Section 5.02. The Consultant shall defend, hold harmless and indemnify the City and its officers, officials, employees and agents against any tort professional liability claims or demand or any other legal action to the extent caused by any alleged negligent act, error or omission of the Consultant occurring in the course and scope of performance or functions and duties undertaken pursuant to the Agreement with the City.

Section 5.03. It is agreed upon and understood that the Consultant will maintain a policy of professional liability insurance in the minimum amount of one million dollars (\$1,000,000) per claim, to cover any liability imposed or alleged, including coverage for attorney's fees and any legal expenses, to the extent caused by the negligent acts,

errors or omissions of Consultant or Consultant's employees in the performance of professional services pursuant to this Agreement. Consultant shall also maintain policies of insurance for commercial general liability and automobile liability with limits of \$1,000,000 per occurrence, naming the City, its officers, officials and employees as additional insured, and shall carry workers compensation insurance as required by California law in the amount of \$1,000,000 per occurrence. A certificate of insurance providing evidence of the insurance required herein shall be provided to the City.

Section 5.04. Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Consultant without the prior written consent of the City.

Section 5.05. As Consultant and staff are not the City's employees, Consultant is responsible for paying all required state and federal taxes. In particular:

- City will not withhold FICA (Social Security) from Consultant's payments;
- City will not make state or federal unemployment insurance contributions on Consultant's behalf;
- City will not withhold state or federal income tax from payment to Consultant;
- City will not make disability insurance contributions on behalf of Consultant;
- City will not obtain workers' compensation insurance on behalf of Consultant.

## **ARTICLE 6. OBLIGATIONS OF THE CITY**

Section 6.01. The City agrees to comply with all reasonable requests of Consultant and provide access to all documents reasonably necessary for the performance of Consultant's duties under this Agreement.

## **ARTICLE 7. TERMINATION OF AGREEMENT**

Section 7.01. Consultant acknowledges, understands, agrees and warrants that it serves at the pleasure of the City, and have no vested rights whatsoever in continuation of the business relationship with the City, or in compensation which may be provided beyond the stated terms of this Agreement. The City shall have the right to terminate this Agreement without cause at any time.

## **ARTICLE 8. GENERAL PROVISIONS**

Section 8.01. Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by U.S. mail to the following addresses;

AGENCY: City of Norco  
ATTN: Andy Okoro, City Manager  
2870 Clark Avenue  
Norco, CA 92860

CONSULTANT: Pacific Municipal Consultants  
ATTN: Philip O. Carter, President

2729 Prospect Park Drive, Suite 220  
Rancho Cordova, CA 95670

Section 8.02. Consultant covenants that it presently **has** no interest and shall not acquire any interest, direct or indirect, which would conflict or appear as a conflict in any manner or degree with the performance of services required to be performed under this Agreement. In the event that an activity of the Consultant may be construed to constitute a conflict of interest with his responsibilities hereunder, Consultant shall obtain permission for such activity from the City Manager before proceeding further with such activity. In the event a conflict of interest is alleged, the City Manager shall finally and conclusively determine if a conflict of interest in fact exists, or can be foreseen. In such cases, where a conflict of interest is deemed to occur or is determined to occur, the City may terminate this Agreement in accordance with Section 7.01.

Section 8.03. The formation, construction and performance of this Agreement shall be construed in accordance with the laws of the State of California.

Section 8.04. This Agreement constitutes the sole and complete Agreement between the parties. This Agreement supersedes any and all written and oral agreements between the parties and any ordinance, rule, regulation, policy, or procedure of the City that is inconsistent with the Agreement. No amendments may be made to this Agreement except in writing and signed by the parties hereto.

Section 8.05. If any provision of this Agreement is held invalid or unenforceable, the remainder shall remain in full force and effect.

Section 8.06. Documents, data, reports, graphs, maps ("Work Product") created by the Consultant shall be considered works for hire, and as such shall become the property of the City. Consultant shall not be held liable for any re-use or modification of the City-owned Work Product for purposes outside this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first written above.

**City of Norco**  
A Municipal Corporation

**Pacific Municipal Consultants**  
Consultant

By: \_\_\_\_\_  
Herb Higgins, Mayor

\_\_\_\_\_  
Philip O. Carter, President

Attest: \_\_\_\_\_  
Cheryl L. Link, City Clerk

Approved as to Form:

\_\_\_\_\_  
John Harper, City Attorney

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STATEMENT OF QUALIFICATIONS

THE CITY OF **NORCO**

ADMINISTRATION OF HOUSING SERVICES

SUBMITTED TO:

CITY OF NORCO  
ECONOMIC DEVELOPMENT DEPT.  
2870 CLARK AVE.  
NORCO CA 92860



NOVEMBER 3, 2014

SUBMITTED BY:

**PMC**<sup>®</sup>

3900 KILROY AIRPORT WAY, SUITE 120  
LONG BEACH, CA 90806  
PHONE: (562) 200-7165  
FAX: (562) 200-1766

(866) 828-6762

[WWW.PMCWORLD.COM](http://WWW.PMCWORLD.COM)

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## DESCRIPTION OF FIRM

Pacific Municipal Consultants (PMC) is a private California corporation founded in the Sacramento area in 1995 to serve the needs of cities, counties, and other governmental agencies by providing a comprehensive range of municipal services. Since its founding, PMC has provided services to more than 800 cities, counties, special districts, and other governmental agencies throughout the nation, with a strong presence on the West Coast. PMC currently has approximately 140 employees in seven primary offices across California. PMC is certified as a small business enterprise with the California Department of General Services.



PMC is organized around three core services: Environmental Services, Management & Staffing, and Advanced Projects. Within these core service areas, we use working groups to concentrate on specific topics and issues. These groups include housing, municipal finance, community engagement and facilitation, marketing and branding, community revitalization, urban design, sustainability, current planning, biology, and air quality. PMC forms new working groups as needed to keep pace with a constantly evolving legal and planning environment. PMC also organizes in-house training classes and seminars to ensure a wide understanding of relevant issues affecting municipal services. While many professionals specialize in a single area, we encourage our staff to explore and become knowledgeable about other disciplines within the firm, enabling us to approach and solve problems from many different perspectives.

This proposal is being submitted by our Long Beach office:

3900 Kilroy Airport Way, Suite 120  
 Long Beach, CA 90806

The contact person for this proposal at that office is Al Warot, managing director, who can be contacted at (562) 200-7165 ext. 17202 or [awarot@pmcworld.com](mailto:awarot@pmcworld.com).

PMC Office Locations



## APPROACH TO DELIVERY OF SERVICES

### PROJECT UNDERSTANDING

PMC understands that the City of Norco recently assumed responsibility as the Successor Housing Agency to the former Norco Redevelopment Agency. In serving as the Successor Housing Agency, the City assumed responsibility for managing the housing assets of the former Norco Redevelopment Agency and, in turn, became the recipient of approximately \$1,000,000 in residual Low and Moderate Income Housing Funds from the former redevelopment agency. Using these funds, the City intends to implement a menu of affordable housing programs.



PMC further understands that the programs currently under development include emergency grant, low interest rehabilitation loan, and first-time homebuyer programs, among others. However, before proceeding further, the City is seeking the services of an appropriately qualified and experienced consultant to assist City staff with strategizing on the design and refinement of the affordable housing programs to eventually be offered and then subsequently assist with the delivery of the programs to the community. PMC is fully capable of performing all of the tasks identified under the Scope of Services in the City's RFQ as an extension of City staff and with minimal orientation. This includes assisting with the development and refinement of the guidelines for the programs and the required reporting to the California departments of Finance and Housing and Community Development, given the use of former Redevelopment Agency Low and Moderate Income Housing Funds.

While the City intends to offer a variety of affordable housing programs to the community, PMC understands that housing rehabilitation will likely be the program in most demand. Therefore, the discussion of program management approach that follows is specific to housing rehabilitation, but the same steps and procedures would generally be followed in implementing other affordable housing programs.

### PROGRAM MANAGEMENT APPROACH (OWNER-OCCUPIED HOUSING REHABILITATION)

The management philosophy of PMC, which applies to all assignments we undertake, is that we serve as an extension of our client's staff. Equally important is the emphasis that PMC places on customer service. In the case of providing services to the City of Norco, these commitments begin with assigning adequate, fully qualified personnel to assist the City in administering its housing rehabilitation programs. The personnel to be assigned, as discussed in the Project Team section of this proposal, have extensive experience in operating housing rehabilitation programs for municipalities. As a result of their past experience, our project team members are used to serving as an extension of our client's staff and exhibiting a customer service attitude in dealing with the public.

Our customer service is evident from the outset of each rehabilitation project, as we typically attempt to schedule our initial meeting with applicants in their homes. This commitment is carried forward through the processing and completion of cases as our staff diligently and efficiently completes its assigned tasks and

responds to all requests in a timely manner. The checklists and other standardized forms that we have created, which can be modified as necessary for Norco, assist our staff in maintaining quality control, as well as tracking and reporting on the status of projects to homeowners and City staff at any given time. Our staff is well trained in providing the personal assistance required to ensure that the housing rehabilitation process proves to be a pleasant experience for the homeowner.

Another key feature of our commitment to customer service is the development and maintenance of effective ongoing communication with all participants throughout the rehabilitation process. If desired, our staff will establish hours during which they will be available at Norco City Hall on a weekly basis. At all other times they can be reached by cellular phone or at our 1-800 number, and all messages will be returned within a 24-hour period. Similarly, we will attempt to schedule our initial in-home meeting with applicants within 24 hours of receiving their application, and progress inspections of rehabilitation work will be scheduled within 24 hours of being requested. Using the management tools described above, our project team will provide City staff with monthly reports on the status of all rehabilitation cases.

As another standard operating procedure, the eligibility of all proposed improvements would have to be verified prior to being approved for funding. The plans for any structural changes would have to be reviewed and approved by the City's Building and Safety Division as soon as the initial inspection and work write-up have been completed by PMC staff. This will ensure that the rehabilitation work is being done in accordance with all applicable City codes and ordinances, particularly Norco's Zoning Code, while alleviating City staff from having to devote time to pre-funding inspections.

Once the rehabilitation work is under way, our staff will inspect the rehabilitation work completed prior to submitting a request for the disbursement of a progress payment to a contractor. We will inspect the work to ensure that it has been completed in accordance with the Scope of Work contained in the Construction Contract and reflects a standard of care. The results of the inspection will be reported in a written checklist format. Any corrective work that needs to be performed before a progress payment can be released will be clearly identified on a punch list of remedial actions. The homeowners will also need to indicate in writing that the work meets with their satisfaction prior to a progress payment being released.

In adhering to this management approach, PMC will administer the housing rehabilitation programs in a turnkey fashion, minimizing the demands placed on City staff.



## RELEVANT EXPERIENCE

PMC staff is experienced in carrying out a wide range of housing and community development projects using a variety of funding sources. These include local, state, and federal sources such as Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), Neighborhood Stabilization Program (NSP) and CalHome grants, tax credits, Redevelopment Agency Low and Moderate Income Housing Funds, and tax-exempt bond financing. PMC has assisted jurisdictions with procuring and administering state and federal grants and developing and managing grant-funded first-time homebuyer assistance, commercial and residential façade improvement, owner-occupied and rental housing rehabilitation, and emergency repair programs. In the case of housing rehabilitation, the programs operated by PMC have offered financial assistance in the form of amortized and deferred payment loans, grants, emergency grants, and rebates.

Due to our long-term involvement in administering housing and community programs, we have developed a thorough understanding of the program requirements of the funding agencies involved and have established sound practices and standard procedures to maintain a high level of accuracy and productivity. We have developed excellent working relationships with the respective funding agencies, including the California Department of Housing and Community Development (HCD) and the US Department of Housing and Urban Development (HUD). Our staff regularly attends workshops and training sessions sponsored by these agencies in order to remain current with their changing regulations and procedures. PMC staff members are extremely well qualified to provide the services being requested by the City of Norco based on their education, career training, and work experience.

PMC staff has considerable experience in designing and administering housing programs. Selected relevant past and ongoing assignments involving the administration of housing programs capitalized with federal and/or state grant or Redevelopment Agency Low and Moderate Income Housing Funds are described below.

### City of Calabasas, Housing Rehabilitation Program Implementation and Grant Administration

PMC performs all tasks associated with the implementation of the City's CDBG-funded housing rehabilitation loan and grant program and assists with the general administration of the City's annual CDBG grant received through the Los Angeles County Community Development Commission (CDC).

#### Housing and Community Development Services

- Administration of state and federal grant programs
- Preparation of grant applications
- First-time homebuyer, housing rehabilitation, and façade improvement program implementation
- Housing policy development, implementation, and administration
- Program and project compliance monitoring – CDBG, HOME, LIHTC, NSP
- Relocation services
- Affordable housing portfolio and trust fund management
- Housing elements and affordable housing strategies
- Housing need assessments
- Housing condition and household income surveys
- Labor compliance – Davis-Bacon Act and State Prevailing Wage Law
- Economic development services

### **City of Calimesa, Housing Rehabilitation Program Implementation and Grant Administration**

PMC assisted the City with the setup of its current state HOME-funded, owner-occupied housing rehabilitation program, and is currently administering the program for the City. PMC staff also assisted with the administration of prior state HOME and CDBG-funded housing rehabilitation programs. All program funding involved has been competitively awarded to the City by HCD.

### **City of Westlake Village, Housing Rehabilitation Program Implementation and Grant Administration**

PMC performs all tasks associated with the implementation of the City's CDBG-funded housing rehabilitation grant program and assists with the general administration of the City's annual CDBG grant received through the CDC.

### **City of Beverly Hills, Grant Administration and Housing Rehabilitation Programs Implementation**

PMC administers the City's annual CDBG grant received through the CDC and performs all tasks associated with the implementation of the City's CDBG-funded single-family housing rehabilitation and multi-family handy-worker programs.

### **City of Lomita, Grant Administration and Housing Rehabilitation Program Implementation**

PMC administers the City's annual CDBG grant received through the CDC and performs all tasks associated with the implementation of the City's CDBG-funded single-family housing rehabilitation grant program.

### **City of Corona, Neighborhood Stabilization Program Implementation**

Since 2009, PMC has provided assistance with the administration of the City's NSP-funded single-family acquisition rehabilitation and resale program, as well as with several of their multi-family rehabilitation and construction projects.

### **City of La Habra, Housing Rehabilitation Program Implementation and Grant Administration**

PMC is currently assisting the City with the setup of its state HOME-funded, owner-occupied housing rehabilitation program, and will subsequently administer the program for the City.

### **City of Redondo Beach, Grant Administration and Housing Rehabilitation Program Implementation**

PMC administers the City's annual CDBG grant received directly from HUD as an entitlement jurisdiction and performs all tasks associated with the implementation of the City's CDBG-funded housing mobility access and emergency repair programs.

### **City of Elk Grove, Grant Administration and Program Implementation**

PMC provides the City with comprehensive administration of its CDBG program and NSP. Elk Grove is a CDBG entitlement community. PMC has completed every Consolidated Plan, annual Action Plan, and CAPER since the City obtained entitlement status. PMC is also currently assisting the City with the implementation of its NSP. PMC is responsible for all reporting and the management of all CDBG- and NSP-funded projects. Tasks include compliance with environmental review, labor standards, procurement, and all other federal overlay requirements.

### **City of Greenfield, Housing Program Management, Grants Administration, and Grant Writing**

PMC assisted the City with the administration of its owner-occupied rehabilitation program, which was funded by a variety of sources, including CalHome, HOME, and redevelopment funds. PMC also provided both grant writing and grant management services to the City.

### **City of Rancho Cordova, Grant Administration and Program Implementation**

PMC provides the City with comprehensive administration of its CDBG program. Rancho Cordova is a CDBG entitlement community. PMC has completed the Consolidated Plan, as well as most annual Action Plans and CAPERs since the City obtained entitlement status. For several years, PMC was responsible for all reporting and the management of all CDBG-funded projects and subrecipients. PMC subsequently trained City staff to oversee CDBG projects while continuing to provide technical assistance. PMC authored program guidelines for the City and assisted in preparing for HUD monitoring. PMC has also administered the City's CDBG-funded emergency repair and housing rehabilitation programs and a CalHome-funded housing rehabilitation loan program.

### **City of Citrus Heights, Grant Administration and Program Implementation**

PMC has supported the City with its housing and community development programs since early in its history as an incorporated community. Support has ranged from comprehensive CDBG program management to as-needed services. PMC has completed Consolidated Plans, annual Action Plans, and CAPERs for the City. PMC has also assisted with subrecipient management and HUD monitoring and with the needs of specific projects, including environmental review, labor compliance, and relocation. PMC is currently administering the City's CDBG-funded housing rehabilitation program.

### **City of Seaside, Residential and Commercial Property Improvement Programs Management**

PMC has administered the City's Redevelopment Agency-funded major Rehabilitation Loan Program, Emergency Repair Grant Program, and House Paint Program. Additionally, PMC administers the City's Commercial Façade Improvement Program. Over the past several years, PMC has helped the City successfully complete over \$1.25 million in loan- and grant-funded improvements.

### **Imperial County, First-Time Homebuyer Program Management**

PMC has implemented two HOME-funded First-Time Homebuyer Programs. Currently, PMC is assisting the County with the implementation of an NSP-3 Homebuyer Financial Assistance Program.

### **Monterey County, Grants Administration**

PMC managed several HOME and CDBG grants for the County, including grants for housing rehabilitation, farmworker housing construction, infrastructure construction, and technical assistance.

### **City of Gonzales, Owner-Occupied and Rental Housing Rehabilitation Programs Management**

PMC is implementing the City's HOME-funded owner-occupied housing rehabilitation program. PMC staff carries out marketing and implementation efforts in English and Spanish. In prior years, PMC has administered the City's owner-occupied and rental housing rehabilitation loan and grant programs.

### **City of Soledad, First-Time Homebuyer Down Payment Assistance and Housing Rehabilitation Programs Management**

Since 2006, PMC has assisted the City with the administration and implementation of its HOME-funded housing rehabilitation loan program, Redevelopment Agency-funded housing rehabilitation loan program, and residential façade grant program. Presently, PMC is administering the City's HOME-funded first-time homebuyer down payment assistance program.

## REFERENCES

Corporate references for some of the relevant PMC assignments previously discussed are as follows:

Shannon Andrews  
 Management Analyst  
 City of Calimesa  
 (909) 795-9801

Services Provided: Setup and administration of state HOME-funded housing rehabilitation program.

John Bingham  
 Senior Management Analyst  
 City of Calabasas  
 (818) 224-1663

Services Provided: Administration of CDBG-funded housing rehabilitation program and assistance with general administration of annual CDBG grant.

James Latta  
 Human Services Administrator  
 City of Beverly Hills  
 (310) 285-2535

Services Provided: Administration of annual CDBG grant and operation of CDBG-funded single-family housing rehabilitation and multi-family handy-worker programs.

Kerry Kallman  
 Administrative Analyst  
 City of Westlake Village  
 (818) 706-1613

Services Provided: Administration of CDBG-funded housing rehabilitation program and assistance with general administration of annual CDBG grant.

Maria Gallegos  
 Housing Specialist  
 City of La Habra  
 (562) 383-4111

Services Provided: Setup and administration of state HOME-funded housing rehabilitation program.

## PROJECT TEAM

PMC has assembled an extremely well-qualified project team that possesses all of the skills required to successfully administer affordable housing programs for the City of Norco. As previously indicated, our project team, which consists entirely of PMC staff, is fully capable of and prepared to perform the complete scope of services outlined in the City's RFQ. Our project team has considerable experience in formulating and implementing housing programs for public agencies using a variety of local, state, and federal funding sources, including former Redevelopment Agency Low and Moderate Income Housing Funds. Our staff is also quite familiar with the state reporting requirements associated with the utilization of these funds. The proposed project team members are listed below.



### ALBERT WAROT, PROJECT DIRECTOR

Mr. Warot is the managing director of PMC's Long Beach office, which is our lead office for this assignment. He will be responsible for corporate oversight of the housing program administration services to be provided to the City of Norco and will serve as PMC's QA/QC officer. He will also be available to provide backup and technical assistance to the project manager, if needed. Mr. Warot's 40-plus years of experience in the planning field in California spans every aspect of planning. Much of his career has been spent administering CDBG, HOME, and other state/federal grant-funded projects and programs for cities across California, including oversight of numerous housing rehabilitation programs.

*Mr. Warot will be responsible for corporate oversight of the program and will provide backup and technical support to Mr. Neal as necessary.*

### MICHEAL NEAL, PROJECT MANAGER

Mr. Neal will serve as project manager for administration of the City's affordable housing programs. He will be responsible for the day-to-day operation of the housing rehabilitation program and will be the City's primary point of contact for all project activities. Mr. Neal is particularly well qualified to serve in this capacity, with 18 years of experience administering grants and housing rehabilitation programs. He has operated owner-occupied housing rehabilitation programs for 10 Southern California cities using a variety of federal, state, and local funding sources. As a result of his prior work in Calabasas, Calimesa, Lomita, and Westlake Village, he is also highly experienced in dealing with the rehabilitation of mobile homes.

*Mr. Neal will serve as project manager and will be the City's primary point of contact.*

## LINDA PADILLA-SMYTH, SENIOR HOUSING/GRANT SPECIALIST

Ms. Padilla-Smyth has over 21 years of experience spanning a wide array of city services and roles. She has directed economic development activities and overseen CDBG, HOME, and Housing Authority (Public Housing, Section 8, and Mobile Home Property Management) programs for the cities of Anaheim, Lakewood, and La Habra. She is currently serving as contract economic development manager for the City of La Habra and contract project manager for the Lomita Housing Authority, and recently provided economic development assistance to the City of Rancho Santa Margarita. Her experience in program design and knowledge of the redevelopment wind-down process and Successor Housing Agency activities and state reporting requirements will be invaluable to this assignment.

Ms. Padilla-Smyth will assist with program development and provide technical support to Mr. Neal with state reporting activities as necessary.

## ANGELICA GENEROSO, HOUSING REHABILITATION SPECIALIST

Ms. Generoso will assist Mr. Neal with the day-to-day operation of the housing rehabilitation program by processing applications, determining applicant eligibility, conducting initial inspections and preparing work write-ups and cost estimates, assisting applicants with the selection of contractors, conducting progress inspections and authorizing the disbursement of progress payments to contractors, and tracking the status of rehabilitation cases. She is well qualified to serve in this capacity, having administered owner-occupied housing rehabilitation programs for Beverly Hills and Lomita.

Ms. Generoso will be available to assist with the implementation of the City's housing rehabilitation program.

## ROSA CAMACHO-CHAVEZ, HOUSING LOAN SPECIALIST

Ms. Camacho-Chavez has over 10 years of housing and community development experience. She has extensive experience administering homeowner assistance, housing rehabilitation, and rental assistance programs. She helps applicants complete their program applications, determines applicant eligibility, schedules necessary property inspections, assembles and distributes contractor bid packets, assists homeowners through the contractor selection process, underwrites rehabilitation and first-time homebuyer loans, prepares and notarizes all security documents, and closes out the final applicant files. Ms. Camacho-Chavez is a California state-licensed real estate agent, notary public, and native Spanish speaker.

Ms. Camacho-Chavez will be available to assist with the implementation of the City's housing rehabilitation and other affordable housing programs.

Ms. Camacho-Chavez is currently assisting the City of Soledad, the City of Gonzales, and Imperial County with the administration of various housing programs, including first-time homebuyer programs, housing rehabilitation programs, and residential and commercial façade improvement programs. Before joining PMC, she worked as a loan underwriter in the private mortgage industry. She has contributed to the design and

development of housing programs, conducted loan evaluation and underwriting, and performed overall program coordination.

Résumés for all team members are contained in the appendix.

## HOURLY RATES

As requested, the hourly rates for the personnel to be assigned to the City of Norco are as follows:

Name/Title	Hourly Rate
Albert Warot, Project Director	\$150.00
Linda Padilla-Smyth, Senior Housing/Grant Specialist	\$135.00
Micheal Neal, Project Manager	\$112.00
Rosa Camacho-Chavez, Housing Loan Specialist	\$90.00
Angelica Generoso, Housing Rehabilitation Specialist	\$85.00

The hourly rates quoted above include salaries, benefits, insurance, and other office overhead costs. PMC invoices to the City will contain an itemized description of the work performed and the date and amount for each charge. PMC will invoice monthly.

# APPENDIX: RÉSUMÉS



## ALBERT V. WAROT

### *Project Director*

Mr. Warot has more than 43 years of professional planning experience involving both public and private sector employment. His experience spans all aspects of planning, including current, advance, and environmental planning, as well as housing and community development.

## EXPERIENCE

As a managing director, Mr. Warot is responsible for managing and overseeing numerous projects within a number of PMC's service areas. In recognition of his contributions to the planning profession in the Los Angeles area, he received the Distinguished Leadership Award from the Los Angeles Section of the American Planning Association.

## RELEVANT PROJECT EXPERIENCE

**City of Westlake Village.** Currently managing the updating of the Housing Element of the City's General Plan. Also managed the two prior updates of the element.

**City of Blythe.** Currently managing the provision of on-call planning services to the City, which has included the updating of the Housing Element of the General Plan. He has previously overseen the preparation of CEQA documents for a variety of land development projects and managed a project that involved the conversion of existing Riverside County addresses on approximately 2,100 residences and 100 businesses, which had been annexed into the city, to a new city property address numbering system.

**City of Hanford.** Directed the operation of CDBG- and HOME-funded housing rehabilitation programs.

**City of Greenfield.** Directed the administration of a HOME-funded housing rehabilitation program.

**City of Barstow.** Managed the updating of the Housing Element of the City's General Plan.

**City of Wasco.** Assisted the City with the updating of the Housing Element of its General Plan and directed two citywide housing condition surveys funded with CDBG Planning and Technical Assistance Grants from the California Department of Housing and Community Development (HCD).

### EDUCATION

BS, Geography, Northern Arizona University

### PROFESSIONAL AFFILIATIONS

American Planning Association  
 Association of Environmental Professionals  
 National Association of Housing and Redevelopment Official

### AFFILIATIONS

Sustainable City Committee, City of Signal Hill  
 Oversight Board, City of Signal Hill  
 Los Cerritos Wetlands Restoration Advisory Committee, City of Long Beach  
 Chairman, City Advisory Committee, Los Angeles Urban County CDBG Program

### AWARDS

Distinguished Leadership Award from the Los Angeles Section of the American Planning Association

**AL WAROT**  
*Project Director*

**City of Tehama.** Managed a series of CDBG-funded housing studies for the City, which included household income and housing condition surveys and an investigation of potential funding sources to assist low-income residents with housing costs.

**Tulare County.** Managed a CDBG-funded urbanization and blight analysis for the County's Redevelopment Agency which involved approximately 600 parcels in the community of Tipton.

**City of Ontario Redevelopment Agency.** Managed a survey of physical blight conditions for a proposed amendment to the Cimarron Redevelopment Project Area Plan. Managed the provision of on-call redevelopment and planning services to the City of Ontario and its Redevelopment Agency and Housing Authority.

**City of San Gabriel.** Assisted the City with the administration of its CDBG program.

**City of Marysville.** Assisted the City in securing HOME funding for and subsequently administering a housing rehabilitation program.

**Humboldt County.** Managed a CDBG-funded urbanization and blight analysis involving eight redevelopment survey areas containing approximately 2,200 parcels.

**City of La Puente.** Assisted the City with the administration of its CDBG program. Managed the updating of the Housing Element of the City's General Plan.

**City of Bell Gardens.** Assisted the City with the administration of its annual CDBG as needed. Responsible for training City staff in the administration of the grant, providing direction in the formulation and implementation of projects, and satisfying federal reporting requirements. The City has been recognized by the County's Community Development Commission for overall program performance and for the Project of the Year in the Urban County of Los Angeles.

**City of Calimesa.** Managed two prior updates of the Housing Element of the City's General Plan. Assisted the City with the procurement and general administration of multiple CDBG/HOME grants and the implementation of various CDBG- and HOME-funded activities, including the initiation of a housing rehabilitation program, a park feasibility study, and household income and housing condition surveys.

**City of Cudahy.** Assisted the City with the administration of its CDBG program.

**City of Agoura Hills.** Conducted a community development needs assessment that resulted in the establishment of a CDBG-funded housing rehabilitation program. Coordinated the preparation of guidelines and all other materials needed for the operation of the program.

**Placer County.** Directed the administration of CDBG- and HOME-funded housing rehabilitation programs.

**City of Susanville.** Assisted the City in procuring \$1 million in state CDBG funds for housing rehabilitation purposes and subsequently oversaw the operation of the housing rehabilitation program.

**City of Colusa.** Responsible for oversight of a \$1 million housing rehabilitation program. As a prerequisite to using state CDBG funds, updated the Housing Element of the City's General Plan, a process that was completed in a period of five months, including certification by HCD. Prepared a successful application for \$500,000 in state CDBG funds for continued operation of the program.

**Los Angeles County.** As chairman of the City Advisory Committee for the L.A. Urban County CDBG Program, Mr. Warot was the spokesperson for the 48 cities that make up the country's largest urban county program. He served in this position for several years while representing the County's First Supervisorial District as CDBG coordinator from the City of Rosemead.

**City of Torrance.** As the associate planner in charge of community development, was responsible for administering an annual CDBG entitlement of \$1.3 million, a rental assistance program involving 254 Section 8 certificates, and the implementation of a redevelopment program consisting of three project areas.

## MICHEAL NEAL

### *Project Manager*

Mr. Neal has 18 years of experience in administering Community Development Block Grant (CDBG)/Home Investment Partnerships (HOME) grants, assisting with the implementation of residential rehabilitation programs, conducting Section 8 Housing Quality Standards inspections, and interpreting and applying provisions of the US Department of Housing and Urban Development rules and regulations pertinent to housing rehabilitation programs and other CDBG/HOME-funded activities.

## RELEVANT PROJECT EXPERIENCE

**City of La Habra.** Currently assisting the City with the setup of a HOME-funded housing rehabilitation program that he will subsequently manage.

**City of Calimesa.** Assisted the City with the administration of HOME- and CDBG-funded housing rehabilitation programs.

**City of Lomita.** Assisted with the administration of the City's annual CDBG grant and managed a CDBG-funded housing rehabilitation program.

**City of Signal Hill.** Administered the City's CDBG program and implemented funded projects and programs.

**City of Redondo Beach.** Managed the City's CDBG-funded Mobility Access/Emergency Repair Program.

**City of Westlake Village.** Administered the City's CDBG-funded housing rehabilitation program.

**City of Calabasas.** Administered the City's CDBG-funded housing rehabilitation program.

**City of Temple City.** Assisted with the operation of CDBG, CDBG-R, and Energy Efficiency and Conservation Block Grant (EECBG)-funded housing rehabilitation programs.

**City of Beverly Hills.** Administered the City's CDBG program and managed a CDBG-funded the housing rehabilitation program.

## EDUCATION

BA, California State Polytechnic University, Pomona

**MICHEAL NEAL**  
*Project Manager*

**City of San Bernardino.** Served as project coordinator for the City's EECBG-funded Green Home Makeover Program, working with homeowners and scheduling energy audits and energy-efficiency improvements.

**City of Bell Gardens.** Managed the operation of a Redevelopment Agency-funded housing rehabilitation loan and grant program.

**City of San Gabriel.** Performed the general administration of the City's annual CDBG program and managed the operation of CDBG-funded housing and commercial rehabilitation programs.

**City of Rosemead.** Performed general administration of the City's CDBG and HOME programs, including compliance with reporting requirements and the management of projects. Assisted with the operation of CDBG-funded public service and residential and commercial rehabilitation programs.

**City of Goleta.** Provided technical assistance in monitoring public services agencies to ensure compliance with federal requirements.

**City of Culver City, Culver City Housing Authority.** Conducted housing quality inspections for the housing authority's Section 8 program.

**City of Hawthorne, Hawthorne Housing Authority.** Conducted housing quality inspections for the housing authority's Section 8 program.

## LINDA PADILLA-SMYTH

### *Senior Housing/Grant Specialist*

Ms. Padilla-Smyth has over 21 years of experience spanning a wide array of city services and roles. As the economic development and housing manager for the City of La Habra, she was instrumental in bringing numerous businesses to the community and was responsible for managing the wind-down and closeout of the former La Habra Redevelopment Agency (RDA) and the resulting activities of the Successor Agency and the La Habra Housing Authority (i.e., Successor Housing Agency). In addition, she procured over \$1.4 million in grant funding for La Habra for housing programs and capital improvement projects, and managed the renovation of two community centers and two pool refurbishments. Further, she sits on the Legislative Action Team for the California Association of Local Economic Development, where she actively participates in legislative advocacy for local economic development activities.

Ms. Padilla-Smyth has spent many years overseeing various housing programs: Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Housing Authority programs (Public Housing, Section 8, and Mobile Home Property Management). She has extensive experience in various community relations roles and event planning. She has coordinated special events, composed speeches for various public officials, and developed brochures, publications, and public presentations. She currently serves as a ghost writer for the new La Habra Business Journal for the La Habra Chamber of Commerce.

### RELEVANT EXPERIENCE

\* Denotes work or projects completed prior to joining PMC.

**City of La Habra, Contract Economic Development Manager.** Responsible for managing the wind-down and closeout of the former La Habra Redevelopment Agency (RDA) and the resulting activities of the Successor Agency and the La Habra Housing Authority (i.e., Successor Housing Agency). Providing guidance to City staff on the management of CDBG and HOME grants.

### EDUCATION

JD, Western State College of Law,  
Fullerton, CA

BS, Metropolitan State College of  
Denver

**LINDA PADILLA-SMYTH**  
*Senior Housing/Grant Specialist*

**City of Lomita Housing Authority, Contract Project Manager.** Managing the provision of HUD reporting and property management oversight services in support of the Lomita Manor Senior Housing Development.

**City of Santa Rosa.** Prepared an Economic Development Opportunities Market Study for the potential Roseland Annexation.

**City of Rancho Santa Margarita.** Assisted City staff and council members in preparing for their attendance at the 2014 ICSC RECon in Las Vegas.

**City of La Habra, Economic Development and Housing Manager.\*** Previously administered and managed activities of the City's Economic Development and Housing Division as division manager. Key achievements included:

- **Economic Development:** Recruited Sprouts to open in fall 2014, recruited Walmart to open a second store in La Habra that brought 250 jobs to the community, attracted Kaiser Permanente to commence construction in December 2014 on a parcel that had been vacant for five years, successfully negotiated the relocation of Big Lots to a site that sat vacant for three years, relocated Vinnie's Restaurant (a popular local restaurant) to another site, brought PIH Urgent Care to the community, and designed, developed, and wrote an economic development brochure.
- **HOME Application:** Obtained a \$700,000 HOME grant from the California Department of Housing and Community Development (HCD) for the City's Owner-Occupied Housing Rehabilitation Loan Program.
- **Successful Redevelopment Transition:** Successfully negotiated the wind-down of the former RDA for the City with the California Department of Finance (DOF). Prepared a fully Recognized Obligation Payments Schedule with no disallowances, and successfully transferred 19 former RDA-held parcels to the City of La Habra and the La Habra Housing Authority at no cost with the DOF's approval. Received a Finding of Completion from the DOF allowing the City's Successor Agency to formulate a long-term Property Management Plan for the former RDA-held parcels.
- **Certification of Housing Elements:** Negotiated HCD certification of the 2008–2014 Housing Element and the preliminary certification of the 2014–2021 Housing Element (prior to City Council adoption on January 21, 2014).
- **Reallocation of CDBG Funding:** Reallocated unexpended prior years' CDBG funds to a Pavement Management Program and negotiated a corrective action plan with HUD to allow the City to retain the funds if spent within a stipulated time frame.

- La Habra Chamber of Commerce, Board Member: Invited to serve on the Chamber's Board of Directors after establishing a city-chamber partnership to enhance the visibility of local restaurants and businesses and thereby build on a "business-friendly" approach initiated by the City Council. Provided negotiation skills to elevate the status of chamber events from prior years' activities by acquiring in-kind sponsorships and donations. For two consecutive years, the Chamber has had over 200 people attend its annual events (e.g., State of the City, A Taste of La Habra).
- Member of the City's Development Review Committee, Public Relations Committee, General Plan Update Committee, Economic Development Ad Hoc Committee, and Management Matters Committee.

**Willdan Engineering, Senior Planner.\*** Acting housing manager for the City of Pico Rivera. Supervised staff and prepared key documents including CDBG Action Plan, Family Self-Sufficiency Grant Application, HOME reports, CalHome reports, and Section 8 renewals. Project manager on several surveys for the City of Anaheim.

**City of Lakewood, Neighborhood Preservation Manager.\*** Administered and managed the Housing and Code Enforcement divisions. Managed CDBG, Redevelopment, Housing Authority, Code Enforcement, Fair Housing, and Commercial Loan programs. Handled acquisition and disposition of redevelopment properties. Developed affordable housing projects. Oversaw nuisance abatement team consisting of code enforcement, deputy sheriffs, and city prosecutor.

**Pearce Consulting.\*** Governmental consulting specializing in housing, commercial development, and acquisition and relocation. Trained other professionals in redevelopment law, relocation law, and affordable housing requirements. Developed plans for various agencies.

**City of Anaheim, Assistant to the City Manager.\*** Coordinated preparation and approval of City Council agendas. Undertook special projects on priority issues for the City Manager's Office. Previous position in the Community Development Department: Oversaw Housing Counseling Agency, high profile affordable housing projects, and relocation activities. Managed staff and budget for Housing Counseling Agency. Oversaw Jeffrey Lynne Revitalization Project and relocated 338 families. Administered Park Vista Affordable Housing Rehabilitation Project and relocated 105 families.

**Riverside County, Administrative Analyst.\*** Prepared statistical reports, undertook special projects, implemented new software, and developed budget spreadsheets and charts.

## ANGELICA GENEROSO

### *Housing Rehabilitation Specialist*

Ms. Generoso has 15 years of experience in the delivery of human services to low-income and other at-risk households, including a hands-on working knowledge of the home repair/rehabilitation process gained while serving as the director of home security and handyworker programs for a large, nonprofit, multiservice agency and as a housing rehabilitation consultant.

## RELEVANT PROJECT EXPERIENCE

**City of Lomita.** Managed the operation of a Community Development Block Grants (CDBG)-funded owner-occupied housing rehabilitation program. Responsible for performing all tasks associated with the operation of the program, from determining applicant eligibility and preparing work write-ups to coordinating contractor bidding and selection, monitoring construction activity, and authorizing contractor payments.

**City of Beverly Hills.** Administered the City's CDBG-funded Single-Unit Housing Rehabilitation and Multi-Unit Residential Handyworker programs. Responsible for performing all tasks associated with the operation of both programs, from determining applicant eligibility and preparing work write-ups to coordinating contractor bidding and selection, monitoring construction activity, and authorizing contractor payments.

**Jewish Family Service of Los Angeles, Program Director, Home Secure/Beverly Hills Handyworker Programs.** The Home Secure Program provided free simple home safety modification services for older adults and individuals with disabilities living in the cities of Los Angeles, Culver City, and Burbank. The Beverly Hills Handyworker Program provided free minor home repairs for city residents with limited income. Was responsible for two governmental programs (total budget \$1 million) and daily operations/management serving the cities of Los Angeles, Culver City, Burbank, and Beverly Hills, providing services to approximately 1,000 households annually. Recruited, trained, evaluated, managed, and coordinated a staff of nine at two office sites. Managed approximately six city, county, nonprofit and/or private grants, including CDBG. Responsible for systems development and staff training for funding source compliance, budget management, risk management, and quality assurance, as well as for program development, implementation, and evaluation, including grant writing, data analysis and statistical/financial reporting, community needs assessment, and development of program outcomes. Administered service delivery: initial intake process, eligibility determination,

### EDUCATION

JD, Loyola Law School, Los Angeles, CA

BA, Political Science, Loyola Marymount University, Los Angeles, CA

### AFFILIATIONS

State Bar of California

MAPS (Marketing & Admissions Professionals for Seniors)

### FOREIGN LANGUAGES

Tagalog (Filipino) (Fluent)

Spanish (moderately conversational)

ANGELICA  
GENEROSO  
*Housing Rehabilitation  
Specialist*

scheduling/coordination of projects, and preparation of various statistical and analytical reports.

**Jewish Family Service of Los Angeles, Professional Conservator/Case Manager, Protective Services Program.** The program's goal was to offer dignity and quality of life for those who are no longer able to take care of themselves and who have no existing relatives to assume their care. Ms. Generoso acted as court-appointed probate (person and estate) and LPS (mental health) conservator with an average active caseload of 40 clients and acted as trustee and executor for irrevocable trusts and probate estates. Located and marshaled assets belonging to clients/conservatees. Acted as financial liaison dealing with banking and investment representatives, setting up monthly budgets, and regularly monitoring earnings and expenditures. Assessed client needs and created care plans that helped maximize client independence and autonomy. Acted as personal advocate for clients/conservatees: medical care/follow-up; authorization of medical procedures, including surgeries and emergency medical treatment; placement in skilled nursing facilities when appropriate; care/discharge planning; and pre-need funeral planning. Provided supervision of case aides regarding monthly home visits and care planning. Provided annual reports and accounting for court submissions. Attended court hearings and any court-mandated meetings.

## ROSA CAMACHO-CHAVEZ

### *Housing Loan Specialist*

Ms. Camacho-Chavez helps administer a variety of state and federally funded housing programs. She is experienced in both first-time homebuyer programs and housing rehabilitation programs. Her current responsibilities include underwriting deferred-payment second mortgages for an NSP-funded first-time homebuyer down payment assistance program and a HOME-funded first-time homebuyer program. She is also administering a HOME-funded housing rehabilitation program and assisting with labor standards compliance monitoring when needed.

Ms. Camacho-Chavez worked directly with Spanish-speaking displaced tenants in the cities of Palm Desert and Citrus Heights, assisting in the smooth relocation transition for tenants on behalf of the cities. In addition, she is a native Spanish speaker and provides translation services as needed. She has also provided translation at public meetings and has translated many documents for different jurisdictions.

## RELEVANT PROJECT EXPERIENCE

**City of Citrus Heights, Owner-Occupied Housing Rehabilitation Program.** Assists with the administration of a CDBG-funded housing rehabilitation program, reviewing applications for income eligibility, underwriting home rehabilitation loans, preparing loan documents, and coordinating the disbursement of payments to contractors.

**City of Rancho Cordova, Owner-Occupied Housing Rehabilitation Program.** Assists with the administration of CDBG- and CalHome-funded housing rehabilitation programs, reviewing applications for income eligibility, underwriting home rehabilitation loans, preparing loan documents, and coordinating the disbursement of payments to contractors.

**Imperial County, NSP Grant Administration.** Administers the County's NSP-funded First-time Homebuyer Down Payment Assistance Program, reviewing applications for income eligibility, underwriting down-payment assistance loans, preparing loan documents, and overseeing the escrow process.

## EDUCATION

BS, Agricultural and Managerial Economics, Spanish Minor, University of California, Davis

California Notary Public 1996–2013

California Department of Real Estate Salesperson since 2001

US Department of Commerce, US Census Bureau, 2010 US Census Address Canvassing Enumerator, Update/Leave Enumerator, and Nonresponse Followup (NRFU) Enumerator

**ROSA CAMACHO-  
CHAVEZ**  
*Housing Loan Specialist*

**City of Soledad, HOME Grant Administration.** Administers the City’s HOME-funded First-time Homebuyer Assistance Program, in-taking applications (primarily from Spanish speakers), reviewing applications for income eligibility, loan underwriting, preparing loan documents, and coordinating the escrow process with the first-mortgage lender and real estate agent. Submits the required HOME program reporting to the California Department of Housing and Community Development.

**City of Gonzales, Owner-Occupied Housing Rehabilitation Program.** Administers the City’s HOME-funded program by creating and updating all marketing materials in English and Spanish, applications, and technical forms. Assists primarily Spanish-native applicants complete their program applications, determines applicant eligibility, schedules necessary property inspections, assembles and distributes contractor bid packets, assists homeowners through the contractor selection process, underwrites rehabilitation loans, prepares and notarizes all security documents, and closes out the final applicant files.

**Imperial County, HOME Grant Administration.** Administered Imperial County’s HOME-funded First-Time Homebuyers Program, reviewing applications for income eligibility, underwriting down-payment assistance loans, preparing loan documents, and overseeing the escrow process.

**City of Seaside, RDA Programs.** Provided day-to-day administration of low-income housing rehabilitation programs for the City’s Housing Rehabilitation Loan and Grant Program, First-Time Homebuyer Down Payment Assistance Loan Program, and Commercial Façade Improvement Program. Helped applicants complete their program applications, determined applicant eligibility, scheduled necessary property inspections, assembled and distributed contractor bid packets, assisted homeowners through the contractor selection process, underwrote rehabilitation loans, prepared and notarized all security documents, and closed out the final applicant files.

**City of Soledad, RDA Programs.** Provided day-to-day administration of the City’s RDA-funded low/moderate-income Housing Rehabilitation Loan Program and Residential Façade Grant Program. Helped applicants complete their program applications, determined applicant eligibility, scheduled necessary property inspections, assembled and distributed contractor bid packets, assisted homeowners through the contractor selection process, underwrote rehabilitation loans, prepared and notarized all security documents, and closed out the final applicant files on behalf of the City.

**City of Gonzales, Rental and Owner-Occupied Rehabilitation Loan/Grant Program.** Administered the City's RDA-funded program by assisting primarily Spanish-native applicants complete their program applications, determining applicant eligibility, scheduling necessary property inspections, assembling and distributing contractor bid packets, assisting homeowners through the contractor selection process, underwriting rehabilitation loans, preparing and notarizing all security documents, and closing out the final applicant files. Occasionally provided on-call assistance to the City with housing issues.

**City of Elk Grove.** Assisted with the day-to-day administration of the Neighborhood Stabilization Program (NSP) Down Payment Assistance Program and was in charge of preparing the security documents for the City's loan. Helped the public with program information, eligibility, and the application process.

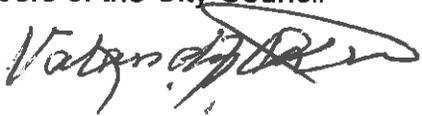
**City of Palm Desert, Tenant Relocation Services and Replacement Housing.** Assisting by working directly with the Spanish-speaking displaced tenants on behalf of the City. Assisted in offering a smooth relocation transition for the tenants.

**City of Citrus Heights, Tenant Relocation Services and Replacement Housing.** Assisting by working directly with the Spanish-speaking displaced tenants on behalf of the City. Provided assistance to offer a smooth relocation transition for the tenants.

**Spanish Translator.** Provides translation services company-wide as needed in various jurisdictions. Translated community workshop materials, public notices, housing condition online surveys, fliers, housing element updates, housing needs assessments, and housing market studies. Provided translation at public meetings.

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: William R. Thompson, Water & Sewer Manager

DATE: December 17, 2014

SUBJECT: City of Norco Updated 2014 Sewer System Management Plan and Audit

RECOMMENDATION: Consider approval of the City of Norco's 2014 Sewer System Management Plan update and audit for recertification as required by State Order 2006-0003.

Summary: On May 2, 2006, the California State Water Resources Control Board ("SWRCB") adopted Order No. 2006-0003-DWQ implementing statewide regulations related to the operation and maintenance of sanitary sewer collection systems. The Order requires the Sanitary Sewer Management Plan ("SSMP") to be updated every two years and an audit performed every five (5) years, it must contain any significant program or operational changes, and be recertified after review and approval by the Norco City Council. To complete the recertification process, Norco staff members must enter the information into the online SSO database and mail a copy to the State Water Resources Control Board. This 2014 SSMP presented for consideration and approval is in compliance as updated for recertification.

BACKGROUND/ ANALYSIS: In April 2004, the State Board began to investigate potential solutions to reduce both the number and volume of Sanitary Sewer Overflows ("SSOs") that occur throughout the state, often impacting health, safety and the environment. The most noticeable impact of SSO's is the closure of public beaches due to sewage spills. With the aging of the sanitary sewer systems within the state, and varying levels of effort and funding to manage those sanitary systems, the State Board believed the frequency of SSOs would continue to increase unless the State Board initiated a formal action to implement regulations to manage and enforce SSOs statewide.

The regulations adopted by the State Board apply to all federal and state agencies, municipalities, counties, special districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length and that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California.

The State Board determined that to properly facilitate funding and management of sanitary sewer systems, each system operator must develop and implement a system-specific SSMP. To be effective, SSMPs must include provisions to provide proper and efficient management, operation, and maintenance, while taking into consideration risk management and cost to benefit analysis. Additionally, an SSMP must contain a spill response plan that establishes standard procedures for immediate emergency response to an SSO in a manner designed to minimize water quality impacts and potential health conditions.

The City of Norco owns, operates and manages approximately 120 miles of clay, gravity flow, 6" to 27" diameter sanitary sewer collection pipelines, approximately 600 pre-cast concrete manholes and cleanouts, 2 siphons and 12 sewer lift stations, including force main piping. The City discharges its waste stream to the Western Riverside County Regional Wastewater Authority (WRCRWA), a joint power authority formed to plan construct and operate a cost effective regional wastewater system for the conveyance, tertiary treatment and disposal of sewage from the participating agencies. Member agencies include the City of Norco, City of Corona, Jurupa Community Services District (J.C.S.D.), Western Municipal Water District (WMWD), and Home Gardens Sanitary District (HGSD).

Staff has prepared an audit report and updated the 2014 plan as required by the State Board, consistent with Order No. 2006-003 and the most recent amendment September 9, 2013 with the issuance of State Order WQ-2013-0058-EXEC. Therefore, Staff recommends that the City Council approve the 2014 City of Norco Sanitary Sewer Management Plan update and audit per State Water Resources Control Board Order No. 2006-003-DWQ.

A full copy of the SSMP update and audit will be filed with the City Clerk, and will be available for review on the City of Norco web site.

**FINANCIAL INPACT:** On-going operation and maintenance costs, currently within the Sewer Operations Fund (Fund 126-809).

Attachment: City of Norco Sewer System Management Plan 2014

**CITY OF NORCO**

**SEWER SYSTEM MANAGEMENT PLAN**

**2014**

PREPARED UNDER THE DIRECTION OF

WILLIAM R. THOMPSON, WATER & SEWER MANAGER

LORI J. ASKEW, DIRECTOR OF PUBLIC WORKS

TERRY PIORKOWSKI, PUBLIC WORKS SUPERINTENDENT

KARL CHAMBERLAIN, MAINTENANCE WORKER I

In compliance with State Order 2006-0003, Section D.12

## **CERTIFICATION**

I certify that the City of Norco's 2014 Sewer System Management Plan including the SSMP Report, its attachments and appendices comply with the requirements set forth in the General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003 DWQ. I further certify that the documents were prepared under my direction and supervision to assure that qualified personnel provided input, evaluated the contents, and subsequently incorporated the information in this 2014 SSMP into the daily operation and maintenance of the City of Norco's Sanitary Sewer Collection System; that the information included in this 2014 SSMP is, to the best of my knowledge, true, accurate, and complete, and that the 2014 SSMP has been duly presented to and approved by the City of Norco City Council at its December 17, 2014 public meeting.

Signed this the 10th day of December, 2014 by Lori J. Askew, Director of Public Works, City of Norco, Riverside County, CA.

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## STATE ORDER

The California State Water Resources Control Board adopted Order No. 2006-0003 May 2, 2006 (State Order) to create an equitable statewide mechanism to manage all publicly owned wastewater collection agencies with more than a mile of pipeline, to reduce the number and severity of Sanitary Sewer Overflows (SSOs), and to set up a central depository for online reporting of SSOs when they do occur.

The Order is consistent with State Water Board Resolution No. 68-16 (Statement of Policy with Respect to Maintaining High Quality of Waters in California) in that the Order imposes conditions to prevent impacts to water quality, does not allow the degradation of water quality, will not unreasonably affect beneficial uses of water, and will not result in water quality less than prescribed in State Water Board or Regional Water Board plans and policies.

A principal element of the State Order is the requirement that the City of Norco adopt and maintain a management plan for its sanitary sewer collection and conveyance system, referred to as a Sewer System Management Plan or SSMP.

The State Order was amended September 9, 2013 with the issuance of State Order WQ 2013-0058-EXEC. Therefore all SSMPs across the state were to be updated to include the amended order.

This 2014 update is in compliance with the State Order requiring that all SSMP's across the State be updated and recertified in 2014, and contains updated information as recommended in the 2011 Audit, and the 2014 Audit required by the 2013 Amended State Order WQ 2013-0058-EXEC.

The State Order establishes the following goal:

**Goal:** The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

The State Order requires City of Norco staff members perform periodic internal audits of the SSMP with focus on evaluating the effectiveness of the SSMP and staff member's compliance with its requirements, as shown in Section D-13 of the State Order. The internal audits must be performed at least every two (2) years with the audit report kept on file at the City of Norco. Norco's audits were completed in 2011 and 2014 as required, and therefore the next audit will be due in 2015.

The SSMP must be updated every five (5) years, must contain any significant program changes, and be recertified after review and approval by the Norco City Council. To complete the recertification process, Norco staff members must enter the information into the Online SSO Database and mail a hard copy to the State Water Resources Control Board. This 2014 SSMP is in compliance as an updated, recertified SSMP.

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# EXECUTIVE SUMMARY

## E.1 Introduction

On May 2, 2006, the California State Water Resources Control Board adopted Order No. 2006-0003, Statewide General Waste Discharge Requirements (WDR) for Wastewater Collection Agencies. The order applies to all federal and state agencies, municipalities, counties and other public agencies that own or operate sanitary sewer systems greater than one mile in length that collect or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California.

The City of Norco City Council adopted its original Sewer System Management Plan in 2009. The SSMP was prepared in compliance with State Order 2006-0003 issued May 2, 2006, to all publicly owned wastewater collection agencies owning more than one mile of pipeline.

Included in the State Order is a requirement that all agencies audit their SSMPs every two years to evaluate the effectiveness of the plan and staff member's compliance with the State Order. The City of Norco has complied with that requirement by having its SSMP audited in 2011 and early 2014. The next audit will be due in 2015.

The 2011 audit had very minor recommendations from the original SSMP. The 2014 audit report revised and updated to incorporate requirements contained in the most recent State Order No. WQ 2013-0058-EXEC (State 2013 MRP) issued September 9, 2013. This report represents the updated City of Norco SSMP. The plan details are available in the updated 2009 City of Norco SSMP.

The WDR requires the electronic reporting of all sanitary sewer overflows as well as the development of a Sewer System Management Plan (SSMP) that specifies guidelines for monitoring, reporting and implementation of SSMP scheduling requirements. The City of Norco began electronic reporting in May 2007.

## CITY OF NORCO SANITARY SEWER SYSTEM

The City of Norco owns and operates approximately 120 miles of sanitary sewer collection system facilities that include 12 lift stations. The City discharges its waste stream the Western Riverside County Regional Wastewater Authority (WRCRWA), a joint power authority formed to plan construct and operate a cost effective regional wastewater system for the conveyance, tertiary treatment and disposal of sewage from the participating agencies. Member agencies include the City of Norco, Jurupa Community Services District (J.C.S.D.), Western Municipal Water District (WMWD), Home Gardens Sanitary District (HGSD) and the Santa Ana Watershed Project Authority (SAWPA).

This SSMP applies to all City of Norco owned wastewater facilities.

## E.2 Elements of the SSMP

The SSMP consists of eleven major categories. The mandatory elements listed below must be completed and approved by specific timelines.

1. Goals
2. Organization
3. Legal Authority
4. Operations and Maintenance Programs
5. Design and Performance Standards
6. Overflow Emergency Response Plan
7. Fats, Oils, and Grease (FOG) Control Program
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement, and Program Modifications
10. SSMP Program Audits
11. Communication Program
12. SSMP Completion and Certification

## E.3 Regulatory Compliance Schedule

<b>Task</b>	<b>WDR No. 2006-0003-DWQ Section</b>	<b>Deadline Date</b>
Development Plan/Schedule Goals and Organizational Structure	D 13 (i) and (ii)	November 2, 2007
Overflow Emergency Response Program	D 13 (iv)	May 2, 2009
Legal Authority	D 13 (iii)	May 2, 2009
Operations and Maintenance Program	D 13 (iv)	May 2, 2009
Fats, Oils, and Grease Control Program	D 13 (vii)	May 2, 2009
Design and Performance	D 13 (v)	August 2, 2009
System Evaluation and Capacity Assurance Plan	D 13 (viii)	August 2, 2009
Final SSMP	D 13 (all)	August 2, 2009

## **E.4 Definitions, Acronyms, and Abbreviations**

**Assembly Bill (AB)**

**American Society for Testing and Materials (ASTM)**

**American Water Works Association (AWWA)**

**Best Available Technology (BAT)**

**Best Management Practices (BMP)**

**California Integrated Water Quality System (CIWQS)**

**California Water Environment Association (CWEA)**

**Capital Improvement Plan (CIP)**

**Category 1 Sanitary Sewer Overflow (SSO)**

An SSO resulting in a discharge of 1,000 gallons or more; or that results in a discharge to a drainage channel and/or surface water; or to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.

**Category 2 Sanitary Sewer Overflow (SSO)**

All other discharges of sewage resulting from a failure in the public sanitary sewer system.

**Closed Circuit Television (CCTV)**

**County Health**

Riverside County Health Services Agency

**Code of Federal Regulations (CFR)**

**Equivalent Dwelling Unit (EDU)**

**Emergency Response Plan (ERP)**

**Fats, Oils, and Grease (FOG)**

Typically associated with food preparation and cooking activities that may cause blockages in the collection system.

**General Waste Discharge Requirements (GWDR)**

**Geographical Information System (GIS)**

**Ground Water Infiltration (GWI)**

**Infiltration/Inflow (I/I)**

Water that enters the sanitary sewer system from storm water and groundwater (infiltration) that increases the quantity of flow. Typical points of inflow are manhole lids and direct connections to the collection system.

**Lateral**

Piping that conveys sewage from individual properties to the public collection system.

**Million Gallons per Day (MGD)****Monitoring and Reporting Program (MRP)****National Pollution Discharge Elimination System (NPDES)****Office of Emergency Services (OES)****Operation and Maintenance (O&M)****Preventative Maintenance (PM)****Regional Water Quality Control Board (RWQCB)****Sanitary Sewer Overflow (SSO)****Sanitary Sewer Collection System**

Any system of pipes, pump stations, and sewer lines used to collect and convey sewage waste streams to a treatment plant.

**Sewer System Management Plan (SSMP)****State of California Water Resources Control Board (SWRCB)****Waste Discharge Requirements (WDR)****Wastewater Treatment Plant (WWTP)****Western Riverside County Regional Wastewater Authority (WRCRWA)**

# SECTION 1 GOALS

## **State Order Paragraph D.13.i**

The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer collection system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

The City of Norco Public Works Department oversees the operation and maintenance of the collection system and is committed to the goal of developing an SSMP to properly manage, operate, and maintain all aspects of the sanitary sewer system to help reduce and prevent SSOs, as well as mitigate the impacts of any SSOs that may occur.

### **1.1 Purpose**

The purpose of the SSMP is to protect water quality, eliminate or substantially reduce preventable SSOs, and to protect public health and the environment. The SSMP provides a single document that contains policies, procedures, guidelines, planning, programs and communication requirements to ensure the City of Norco properly funds, manages, operates and maintains all facets of the sewer collection system.

This document includes policies, procedures and information regarding the City's wastewater collection system.

The SSMP information regarding the wastewater collection staff who respond to SSOs, provide containment, reporting and mitigation 24 hours per day, 7 days per week.

The main areas of the program implementation are sewer collection system cleaning and video inspection, sanitary sewer overflow (SSO) response and mitigation, notification, fats, oils, and grease (FOG) control program, capital improvement program, employee training and public awareness campaigns.

### **1.2 GOALS**

The WDR requires the collection system agency to develop goals to properly manage, operate and maintain the entire wastewater collection system in order to reduce and prevent Sanitary Overflows (SSOs), and to mitigate any SSOs that may occur.

#### **Management Teams Goals:**

To effectively manage, operate, maintain, and improve the City of Norco's wastewater collection system;

To incorporate monthly SSMP training into routine monthly meetings of the field operations maintenance team. Incorporate SSMP Section 1, into January training each year, Section 2 into February each year, continuing each month with the next SSMP section, thereby completing the eleven sections of the SSMP in eleven of the 12 available months.

To analyze peak flows using hydraulic system analyses for all Norco sanitary sewer collection systems facilities and to recommend needed improvements or deficiencies.

To complete recommendations of each SSMP Audit prior to SSMP recertification every 5 years.

**Operations Team Goals:**

To provide adequate capacity to collect and transport peak flows;

To provide notifications and reports to all required regulatory agencies in a timely manner;

To minimize the frequency of SSOs in Norco's collection system;

To effectively mitigate the effects of any SSOs that may occur; and

To provide public education to increase awareness of a FOG control program and how it can impact regional wastewater treatment.

## **SECTION 2 ORGANIZATION**

### **State Order Paragraph D.13.ii**

The SSMP must identify:

- (a) The name of the responsible or authorized representative as described in Section J of this Order. Section J of the State Order: Report Declaration All applications, reports, or information shall be signed and certified as follows:(i) All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph (ii) of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online SSO database procedures, meet this certification requirement.)(ii) An individual is a duly authorized representative only if: (b) The authorization is made in writing by a person described in paragraph (i) of this provision; and (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.
- (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
- (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

### **State Order Section 2(a) Responsible or Authorized Representative**

The SSMP must identify the name of the responsible or authorized representative as described in Section J of this Order.

The City of Norco's Organizational Structure addresses the SSMP provisions outlined in Section D, 13 (ii) of SWRCB Order No. 2006-0003.

The Organizational structure identifies the administrative, operations and maintenance positions responsible for implementing specific measures in the SSMP with descriptions, responsibilities of personnel, and the authority for each position. The document includes a chain of communication for reporting SSOs and contact information.

Lori J. Askew, Director of Public Works has selected William R. Thompson to be Norco's responsible, authorized representative to meet Section J requirements.

“I hereby appoint William R. Thompson as Norco’s duly authorized representative to sign, certify and file all reports required by the State Order and other relevant information required by the State or Regional Water Board.”

Signed Lori J. Askew, Director of Public Works

**State Order Section 2(a)ii Qualifications of the Duly Authorized Representative**

An individual is a duly authorized representative only if: (a) The authorization is made in writing by a person described in paragraph (i) of this provision; and (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

The authorization has been made above in writing, signed by Lori J. Askew. The individual named by Lori J. Askew has responsibility for the overall operation of the activity known herein as the SSMP. The SSMP pertains to the overall operation of all City of Norco owned sanitary sewer systems.

**State Order Section 2(b) Names and Phone Numbers**

The SSMP must identify the names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation. Names and telephone numbers are listed in order of notification.

William R. Thompson, Water and Sewer Manager for Wastewater Collections and duly authorized representative for all SSMP activities, reporting to the Director of Public Works. Office: 951-270-5601 Cell: 951-663-0351

**2.1 Contact Information**

Organizations Name: City of Norco

Address: 2870 Clark Ave. Norco, CA 92860

Phone: (951) 545-7877 Fax: (951) 735-0186

Email: Tpiorkowski@ci.norco.co.us

Emergency, after hours- (951) 371-1143

**2.2 City of Norco Personnel**

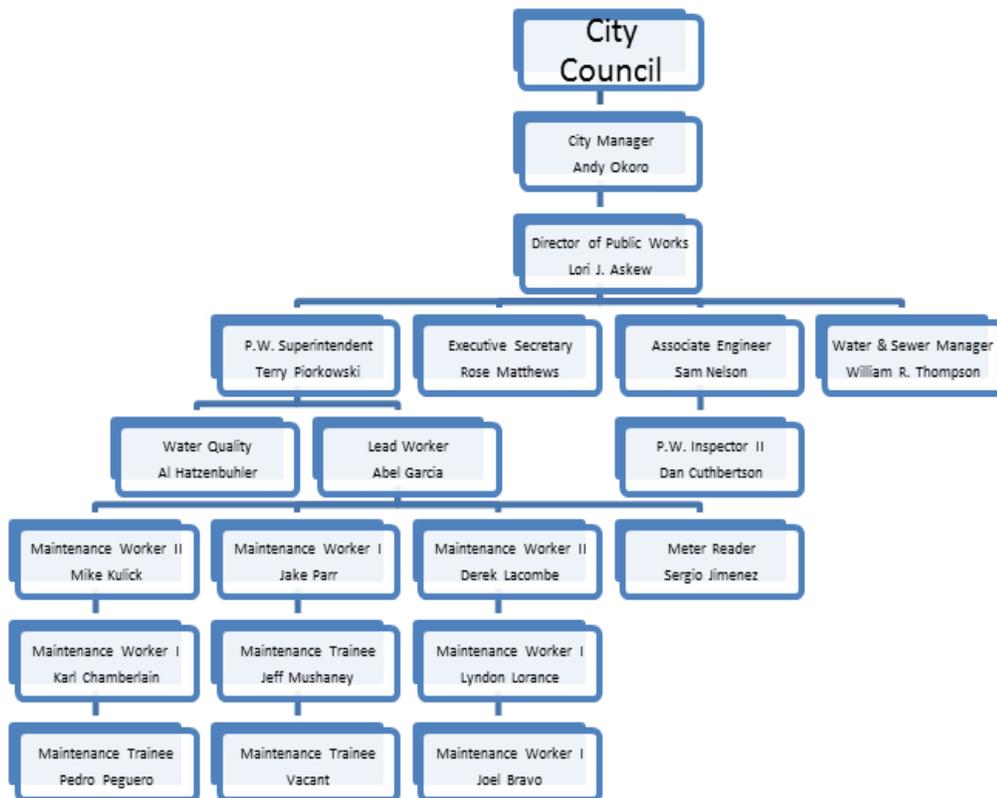
Table 2-1 identifies the City staff personnel and their contact information.

**Table 2-1 SSMP City of Norco Contact Information**

<b>City of Norco Contact Information</b>			
<b>Name</b>	<b>Telephone No.</b>	<b>Cell No.</b>	<b>Pager No.</b>
Lori J. Askew	951-270-5678	951-256-0280	
William R. Thompson	951-270-5607	951-545-7893	
Terry Piorkowski	951-270-5602	951-545-7877	
Al Hatzenbuhler	951-270-5608	951-545-7871	
First Standby	951-371-1143		951-273-6069
Second Standby			951-273-6156

**State Order Section 2(b) continued: Lines of Authority** The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation.

**2.3 City of Norco 2014 Organizational Chart**



See above for names and telephone numbers of management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program.

## 2.4 SSMP Regulatory Schedule

**Table 2-2 SSMP Regulatory Deadlines**

<b>Task</b>	<b>WDR No. 2006-0003-DWQ Section</b>	<b>Deadline Date</b>
Development Plan/Schedule Goals and Organizational Structure	D 13 (i) and (ii)	November 2, 2007
Overflow Emergency Response Program	D 13 (iv)	May 2, 2009
Legal Authority	D 13 (iii)	May 2, 2009
Operations and Maintenance Program	D 13 (iv)	May 2, 2009
Fats, Oils, and Grease Control Program	D 13 (vii)	May 2, 2009
Design and Performance	D 13 (v)	August 2, 2009
System Evaluation and Capacity Assurance Plan	D 13 (viii)	August 2, 2009
Final SSMP	D 13 (all)	August 2, 2009
Audit/Recertification		December 17, 2014

## 2.5 Rules and Responsibilities

Complete lists of position responsibilities to execute the elements of the SSMP are as follows;

**City Council** – Establishes Policy

**City Manager** – Administers and Implements Policy

**Director of Public Works** – Works under the broad policy guidance and direction of the City Manager. The Director coordinates the development and implementation of the SSMP and Manages Pretreatment Program.

**Water and Sewer Manager** - Assists the Director of Public Works with regulatory compliance.

**Associate Engineer** - Under general policy direction, plans organizes, directs and implements comprehensive strategies and programs for the operation of Norco's wastewater collection system. Assists with the management and coordination of Norco's Operations and assists in coordinating the development and implementation of the SSMP.

**Public Works Superintendent** – Assists in the coordinating the development and implementation of the SSMP. Manages field operations, provides relevant information to agency management, prepares and implements contingency plans and leads emergency response operations regarding SSOs.

**Field Supervisor** – Schedules field operations and maintenance activities, assists with emergency response, investigates and reports SSOs, and trains field crews.

**Public Works Inspector** – Ensures that new and rehabilitated waste water facilities meet City of Norco standards. Works with field crews to handle emergencies when contractors are involved, and provides reports to Operations Superintendent.

**Public Works Leadworker** - Schedules field crew preventive maintenance activities, response to stoppages and SSOs and reports to supervisor mitigation measures and containment practices.

**Field Crew/Operators** – Staff preventive maintenance activities mobilize and respond to notification of stoppages and SSOs (mobilize sewer cleaning equipment, pumping equipment and portable generators) and execute containment activities.

#### **State Order Section 2(c) Chain of Communication for Reporting SSOs**

The SSMP must identify the chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

## **2.6 Chain of Communication**

The City of Norco is creating a current “Spill Response, Notification and Responsibilities” document which will be maintained at the Field Operations Facility located at 1281 Fifth Street, Norco, CA 92860. The following items will be included in the document;

When anyone (member of the general public, law enforcement, regulatory agency, etc.) discovers a possible SSO they can call Norco’s 24 hour emergency telephone hot line (also known as Norco's 24 hour emergency telephone hot line), 951-270-5607 any day of the year to report an emergency. The emergency number is listed on Norco’s web site and in the local telephone directory.

The call will either be handled by Norco's daytime staff or rolled over to Norco's after-hour answering service. In either event, the information along with the caller's information will be forwarded immediately to Norco's emergency response person.

The emergency personnel receiving the information will either drive to the site or request a another emergency response person drive to the site depending on quickest response time, to determine if an SSO is eminent or occurring.

If the SSO is affirmed, the operations staff at the site will mobilize a first responder team to control the SSO and mitigate its effects. The operations staff will then contact one or more of the following to obtain additional resources if needed and report status of the SSO.

Terry Piorkowski, Operations Superintendent,  
Office: 951-270-5602 Cell: 951-545-7877

Lori J. Askew, Director of Public Works ,  
Office: 951-270-5678 Cell: 951-256-0208

Sam Nelson, Associate Engineer,  
Office: 951 789 5130 Cell: 951 295 2325

Emergency After-hours Standby

If for any reason, Terry Piorkowski, Lori J. Askew and Sam Nelson are unavailable the operations staff will contact Water and Sewer Manager, William R. Thompson

William R. Thompson, Water and Sewer Manager,  
Office: 951-270-5601 Cell: 951-663-0351

List of regulatory agencies, individuals, and public stakeholders to be notified if there is potential exposure to SSO pollutants;

Name, title, phone, and location of person reporting SSO's to the OES, Department of Environmental Health Division of Riverside County, and RWQCB;

List of records maintained in support of SSO reporting

Policies and procedures identifying roles and responsibilities of SSO records;

Procedure for immediate notification of SSO's to the RWQCB;

Procedures for reporting overflows to storm drains and tributaries to waters of the United States;

Procedures for reporting overflows of 1,000 gallons or greater to the OES;

Summary report development and certification procedure;

Personnel roles and responsibilities for completing SSO report forms;

Responsibility for submitting monthly reports;

Monthly “No Spill” report processing procedure;

Verification forms for discharge monitoring.

## 2.7 Sanitary Sewer Overflow (SSO) Reporting

Specific SSO response procedures are covered in Section 6 of this document, Emergency Overflow Response Program. The chain of communication for reporting SSOs is as follows:

**Table 2-3 Chain of Communication**

<b>Staff</b>	<b>Responsibility</b>
First Responder	<ul style="list-style-type: none"><li>• Provide initial evaluation of spill severity</li><li>• Call emergency services, as required</li><li>• Notify Spill Response Supervisor</li><li>• Stop spill and secure area as instructed by Spill Response Supervisor</li></ul>
Spill Response Supervisor (Operations Supervisor)	<ul style="list-style-type: none"><li>• Direct First Responder in initial actions to control spill and prevent public exposure to spill</li><li>• Evaluate spill and determine actions to control cleanup</li><li>• Notify Operations Superintendent</li><li>• Mobilize personnel/equipment to spill</li><li>• Contact outside services, as required</li><li>• Complete Reportable Incident Notification Log</li><li>• RWQCB</li><li>• Riverside County Department of Environmental Health</li><li>• CA Office of Emergency Services</li><li>• SWRCB</li></ul>
Legally Responsible Official (LRO)	<ul style="list-style-type: none"><li>• Submit Certified regulatory spill reports electronically through CIWQS</li></ul>
City of Norco Administrator	<ul style="list-style-type: none"><li>• Authorize City of Norco resources to respond to spill</li><li>• Communicates with Norco PW Director/City Manager, as required</li></ul>
Pretreatment Program Services	<ul style="list-style-type: none"><li>• Determine required sampling for spill</li></ul>

## **SECTION 3 LEGAL AUTHORITY**

### **State Order Paragraph D.13.iii**

Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- (a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);
- (b) Require that sewers and connections be properly designed and constructed;
- (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
- (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
- (e) Enforce any violation of its sewer ordinances.

This Section describes how the City of Norco's legal authority applies to the mandatory SSMP provisions described in Section D, 13 (iii) Legal Authority of SWRCB Order No. 2006-0003.

The City of Norco adopted Ordinance No. 97-OR5 to protect and enforce the sewer system against harmful wastewater discharges and activities, infiltration and inflows and to ensure sewer facilities are properly designed and constructed.

### **State Order Section 3(a) Legal Authority to Prevent Illicit Discharges**

Each Enrollee must demonstrate that it possesses the necessary legal authority to prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);

Ordinance No. 97-OR5 has limitations and prohibitions against illegal discharges that would include fats, oils, and grease along with other debris that may cause blockages. The Ordinance also addresses illegal storm water discharges.

The Ordinance has a pretreatment element that provides for the enforcement of remediation actions that may lead to financial penalties.

### **State Order Section 3(b) Proper Design and Construction**

Each Enrollee must demonstrate that it possesses the necessary legal authority to require that sewers and connections be properly designed and constructed.

### **3.1 Compliance Documents**

Legal authority to enact SSMP programs and policies are included in the following documents:

City of Norco Municipal Code

## Regional Wastewater Ordinance No. 97-OR5

### City of Norco Standard Drawings

Norco requires the submittal of plans and construction specifications prior to the approval of any connection to Norco's Sanitary Sewer Collection System. Connections shall be in conformance with Federal, State and Local standards and shall meet all City of Norco and WRCRWA requirements and shall be approved through Norco's permit process prior to beginning construction. Norco's review of plans and construction specifications in no way relieves the person of the responsibility for treating wastewater to a level acceptable to Norco's standards and WRCRWA's Executive Committee and Board of Directors. Norco utilizes resources made available by its contract administrator/operator at Western.

#### **State Order Section 3(c) Insure Access and Maintained Right of Way**

Each Enrollee must demonstrate that it possesses the necessary legal authority to ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency.

The City of Norco has the means and authority to ensure access for maintenance, inspection and repair of its Sanitary Sewer System. Rights of access are generally obtained at the time a private property owner applies for a sewerage service connection but may be acquired in advance through other agreements.

#### **State Order Section 3(d) Limit Fats, Oils and Grease**

Each Enrollee must demonstrate that it possesses the necessary legal authority to limit the discharge of fats, oils, and grease and other debris that may cause blockages.

Norco requires that any User/Person discharging wastewater containing fats, oils and grease or solids at excessive levels, as determined by Norco or WRCRWA, be required to remove FOG prior to discharging to Norco's Sanitary Sewer Collection System. Adequate FOG removal is the responsibility of the Person, User, or Discharger to protect the operation of Norco's Sanitary Sewer Collection System and WRCRWA treatment facilities.

#### **State Order Section 3(e) Enforcement of Violations**

Each Enrollee must demonstrate that it possesses the necessary legal authority to Enforce any violation of its sewer ordinances.

When the City of Norco or (WRCRWA) finds that any Significant Industrial User, or any other User whose discharge has the potential, alone or in conjunction with other discharges, to adversely affect the collection system or Regional Sewer System, has violated or continues to violate, any provision of this Ordinance, any provisions of a wastewater discharge ordinance enacted by the City of Norco as

part of its pretreatment program, a Permit hereunder, or any other Pretreatment Standard or Requirement, the City of Norco may serve upon that User a Notice of Violation. Nothing in this section shall limit the authority of the City of Norco to take any action, including emergency actions or any other enforcement action, without first issuing a Notice of Violation.

## **SECTION 4 OPERATIONS AND MAINTENANCE PROGRAM**

### **State Order D.13.iv**

The SSMP must include the following elements if appropriate and applicable to the Enrollee's Sanitary Sewer System:

- (a) up to date map of the sewer system that shows all pipe reaches, manholes, siphons, valves, and pumps if any,
- (b) routine preventative maintenance program and operations program,
- (c) rehabilitation and replacement program,
- (d) operations and maintenance training program, and
- (e) part inventory program including identification of critical replacement parts.

### **State Order Section 4(a) Mapping of the Sanitary Sewer System**

Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities.

The City of Norco Operation and Maintenance Program addresses those mandatory SSMP provisions outlined in Section D, 13 (iv) Operations and Maintenance Program of SWRCB Order 2006-003,

Norco's Engineering Division maintains hard copy maps including sewer blueprints and detailed cut sheets showing vertical location of sewers. Adequate mapping detail is provided in both electronic form and hard copy to meet or exceed the requirements of the State Order.

The following information is contained in both the electronic and hard copy formats:

- Drawing Scale
- North arrow
- Date map was drafted
- Property lines
- Landmarks (water bodies, streams, roads, etc.)
- Manholes and other access points
- Location of building laterals
- Street Names
- Areas prone to SSO occurrences
- Force mains
- Lift Stations
- Main, trunk interceptor and force main sewer lines
- Easement lines and dimensions
- Pipe material
- Pipe diameter
- Slope

- Manhole rim elevation
- Manhole coordinates
- Manhole invert elevations
- Distance between manholes
- Sewer invert elevations

All manholes are currently being individually identified and numbered and the sewer line between manholes is identified by pipe size and material, length between manholes and upper and lower manhole elevations.

This Section describes the City of Norco's operation and maintenance activities for the management of collection system cleaning, video, engineering, specialized training and communication programs.

The City of Norco maintains mapping for all its Sanitary Sewer Collection System in electronic format and hard copy. Current examples of Norco's Sanitary Sewer Collection System include:

#### **4.1 Treatment Capacity**

The City of Norco owns 2.5 million gallons per day of conveyance capacity and 2.2 million gallons per day of treatment capacity at the Western Riverside County Regional Wastewater Authority. Norco has an average daily flow of 1.8 million gallons per day.

#### **4.2 Access and Maintenance**

There are approximately 1,600 manholes located within the Norco collection system. There are no combined storm/sanitary sewers within the Norco collection system.

#### **4.3 Conveyance System Mapping**

Collection system records are available in plan, drawings, and electronic version. The City utilizes an AutoCAD environment to upgrade and modify collection system drawings. When City maintenance collection crews discover differences in the field that vary from these drawings, the condition is reported to engineering for revisions. Items documented on the engineering maps include line location, type, size, length, manhole location, identification and distance.

All manholes have an identifying number, which includes an invert elevation, distance between stations, the influent and effluent sewer line type and size.

The City also includes lift station data that includes pump station descriptions, capacity of wet well and pump discharge, force main size, and electrical criteria.

**State Order Section 4(b) Operations and Maintenance Program**

Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders.

**4.4 Collection System Cleaning**

City of Norco sewer collection maintenance crews perform a variety of sewer cleaning activities to ensure the reliability of the sanitary sewer system. The goal of the City is to clean the entire collection system every 3 years. Maintenance records are documented monthly.

City of Norco Field Operations, Department of Public Works manually maintains the following records:

- A. Routine System Cleaning – Contracted
- B. Preventative Cleaning and Maintenance
- C. Repairs
- D. CCTV – New Lines for Acceptance – Identification of new connections
- E. Lift Station Maintenance – Daily Meter Reading
- F. Siphon Maintenance
- G. Root Intrusion Control
- H. Insect infestation Control - Application of Insecticide
- I. Odor Control
- J. First Response to Emergency

An electronic work order system is used to generate scheduling of general maintenance or contract administration. The cleaning schedule is based on a number of criteria, last cleaning cycle, and type of usage in a management zone. The City has a food corridor that requires a minimum of an annual cleaning cycle. If a segment has an abnormal amount of activity, including blockage removal the schedule will be modified to address the origin.

The maintenance crews document the following cleaning records:

- Date and time of the cleaning
- Method of cleaning
- Identity of the cleaning personnel
- Cause of stoppages
- Location of stoppage
- Condition of upstream and down stream manholes
- Hours logged during incident
- Any other actions that were necessary

When the task has been completed, the collection crews document the completed work order and submit to the Public Works Secretary to be logged as complete. The work order log includes all statistics for the day, including discrepancies that may have been discovered during cleaning operations. If a work order indicates additional follow up is required a new work order is generated to schedule a crew.

This method of information ensures the field crews are provided the most current information to adequately perform their job.

One of the goals of the City is to reduce the number of sanitary sewer overflows (SSO's). The City of Norco has instituted the following programs and activities that contribute to the reduction of SSO's.

- An aggressive sewer collection system cleaning operation.
- The sewer inspection program is being evaluated to develop a comprehensive documentation of historical and priority cleaning areas.
- The City will develop a Fats, Oil, and Grease (FOG) program to combat harmful accumulations of FOG that may lead to SSO's. The City has increased the use of video to assist with the determination of FOG hotspots.
- SSO's will be plotted based on specific location and a determination of the origin will be documented to reduce collection system discharge.

#### **4.5 Manhole Inspection and Assessment**

The City of Norco Department of Public Works, Field Operations Division inspects manholes as a part of the cleaning activities. If special conditions are found, a work order is created to correct the problem. The Capital Improvement Program Fund exists to repair or correct manhole deficiencies. The manhole program consists of inspection during line cleaning or when a complaint is registered, the following observations are reported and recorded;

- Conditions of the manhole frame and cover
- Offsets or misalignments
- Presence of corrosion
- Manhole identifying number
- Wastewater blockage or backup
- Presence of infiltration
- Accumulation of grease, oil, debris
- Infestation of insects
- Illegal dumping or discharges
- Root intrusion

#### **4.6 Lift Stations**

The City of Norco operates and maintains 10 sewage pump stations. The Field Operations Division performs daily meter reading, station maintenance, and repairs. The Public Works Department is developing a Standard Operation Practices manual, including emergency response procedures.

All sewage pump stations are monitored by a Supervisory, Control and Data Acquisition (SCADA) telemetry system. Lift stations are monitored for alarm situations and conditions related to wet well levels, overflow and pump starts and stops. Each station is equipped with two pumps that are rotated in a lead and lag position to ensure operational consistency. The stations do not have dry or wet weather capacity limitations. The majority of the collection system stations discharge ultimately to the River Road stations that discharge to the Western Riverside County Regional Wastewater Authority (WRCRWA), a tertiary wastewater treatment facility. These two pump stations have an overflow capability if normal operations fail to discharge into the City of Corona system via a series of weir and diversion structures.

Flow meters are calibrated on an annual basis or as often as necessary to ensure accuracy.

#### **4.7 Siphons**

The City of Norco operates and maintains 2 siphons. The Field Operations Division performs daily meter reading, siphon maintenance, and repairs. The Public Works Department is developing a Standard Operation Practices manual, including emergency response procedures.

#### **4.8 Collection System Video Inspection-Closed Circuit Television (CCTV)**

The City of Norco contracts for the majority of the video inspections performed on new and existing collection system lines and manholes. The City has a small camera system to perform minor video inspections. A typical video inspection includes the following;

- Pipe size, type, length, and joint spacing
- Pipe deflection
- Distances between manholes, cleanouts
- Structural deficiencies
- Corrosion
- Inflow/infiltration
- Illegal connections
- Pipe slope/sag

- Cleanliness of the line (grease buildup)
- Root intrusion
- Operator name, date
- Location and identification of line

Once video is completed sewer line is evaluated and determinations are reported, work orders generated if required, results logged and video is labeled and added to video library.

A private property owner or plumbing contractor may do individual lateral inspections as a part of a contract or by the owner's request.

#### **4.9 Emergency Calls and Reports**

The City of Norco Department of Public Works has a customer service program that accepts calls for emergencies and reports of potential problems from the public. These calls may range from problems related to odors or to possible SSO's. When a call is received, a work order is generated and a determination of response is assigned. The work order form includes the following information;

- Name, address, location, and telephone number of caller
- Nature and location of the problem
- To whom follow-up action is assigned
- Time and date of call
- Date concern was resolved
- Cause of the problem
- Corrective action taken

The City of Norco Public Works Department has a 24-hour emergency on call service that includes a first responder (30 minute maximum) and a backup second. Division staff responds and investigates all sewer related calls 24-hours per day.

#### **State Order Section 4(c) Rehabilitation and Replacement Program**

Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency.

#### **4.10 Rehabilitation and Replacement Program**

The rehabilitation and Replacement program is funded within the Sewer Capital Improvement Program Fund (CIP). The overall asset management is identified and planned replacement is designated within the 5-year program model.

Operation personnel are constantly inspecting and evaluating the collection system as part of their daily routine. During this process if areas of concern are

discovered, each incident is documented and reported. Each individual item is evaluated to determine if repairs are needed immediately or if they are to be included as a future CIP project.

**State Order Section 4(d) O&M Training Program**

Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained.

**4.11 Training**

City of Norco provides ongoing in-house training to all field operations personnel. This training includes technical, safety, contractor assistance and regulatory compliance. All personnel receive collection system training or On-the-job-training that includes the use of various kinds of sewer cleaning equipment and devices, inspection techniques, including smoke and dye testing.

The City has initiated a certification program to encourage CWEA collection system operator grades I through IV may be obtained. Possession of collection system certification through the California Water Environment Association (CWEA) is voluntary. These certifications range from entry level to management, and may be obtained in a variety of disciplines.

**State Order Section 4(e) Equipment and Parts Inventory Program**

Provide equipment and replacement part inventories, including identification of critical replacement parts.

**4.12 Equipment and Replacement Parts**

The Field Operations Division has a fleet of utility vehicles to operate and maintain the collection system. Sewer cleaning trucks are owned and operated by the contractor.

The Field Operations Division maintains a limited number of expendable parts and equipment needed to perform preventive maintenance and minor pump and line repairs.

## **SECTION 5 DESIGN AND PERFORMANCE PROVISIONS**

### **State Order D.13.v**

The Enrollee shall have:

- (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems, and
- (b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

### **State Order Section 5(a) Design and Construction Standards**

Maintain design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems.

This section addresses mandatory SSMP provisions outlined in Section D, 13 (v) Design and Performance Provisions of SWRCB Order No 2006-0003 which references the design and construction standards & specifications that the City of Norco uses for the rehabilitation and repair of new and existing sewer systems. Also included are the procedures and standards for the inspection and testing of these facilities.

The City of Norco Department of Public Works Department manages and administers the Capital Improvement Program for new sewer collection and wastewater related projects that may also include the repair and replacement of existing sewer lines, manholes, and pump stations.

### **5.1 Construction Design Criteria and Standards**

City of Norco uses two primary resources to design and review Sewer construction drawings. These are;

- City of Norco Standard Drawings for Sewer Facilities
- Sewer System Standard Drawings

These drawings include the following;

- Typical Plan layout Sewer Systems
- Typical pipe bedding Vitrified Clay Pipe (VCP)
- Typical Concrete Manhole
- Precast Manhole
- Drop Manhole
- Manhole Cover and Frame
- Connection to existing main
- Lateral connection
- Street trench repair

- Sewer cleanout and terminus manhole

**State Order Section 5(b) Procedures for Inspection and Testing**

Maintain procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

**5.2 Sewer Construction Design Review**

City of Norco Engineering Division utilizes Standard Drawings for Sewer Facilities.

**5.3 Staff Involvement in Sewer Construction Design Review**

Staff personnel are involved in all design review for new development and rehabilitation projects. Norco has developed a project review board consisting of personnel from Planning, Engineering, Fire, Sheriff, Public Works, and Building Departments. This process engages each Department in the review and understanding of each project to ensure it meets expectations.

**5.4 Testing and Inspection Procedures**

The City of Norco Public Works Department uses the Building Division and the Public Works Inspection Division to oversee testing procedures for new and rehabilitation projects per the Uniform Building Code and Sewer Standards for Sewer.

**5.5 Inspection Personnel**

The Public Works Department has one inspector and one supervisor. The Public Works inspectors inspect all offsite or right-of-way projects. The Building Division has one inspector and one supervisor. The Building Division Inspectors inspect the onsite or private property projects. The inspectors ensure the projects are built according to approved plan specifications.

**5.6 Inflow and Infiltration Manhole Testing**

The new manholes that are installed are visually tested to determine any conditions of inflow or infiltration. This activity is particularly important in areas with traditionally shallow groundwater tables.

**5.7 Closed Circuit Television (CCTV) Inspection**

All new sewer lines are video inspected after completion.

**5.8 Standardizations of Sewer Equipment and Components**

The City of Norco strives to standardize the equipment and components used in the sewer collection system. Standardization of equipment and materials serves to improve the operation, repair and maintenance of the collection system.

## **SECTION 6 OVERFLOW EMERGENCY RESPONSE PLAN**

### **State Order D.13.vi**

The Enrollee shall have an Emergency Response Plan that includes:

- (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner,
- (b) A program to ensure proper response to all overflows,
- (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other affected entities (e.g. health agencies, Regional Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Plan (MRP). All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Board Waste Discharge Requirements (WDRs) or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials, who will receive immediate notification,
- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the OERP and are appropriately trained,
- (e) Procedures to address emergency operations, such as traffic control and crowd control and other necessary response activities, and
- (f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

### **State Order Section 6(a) Notification Procedures**

The Enrollee shall have an Emergency Response Plan that includes proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner.

Introduction: The City of Norco Overflow Emergency Response Plan addresses those mandatory SSMP provisions outlined in Section D, 13 (v)

Overflow Emergency Response Plan of SWRCB Order No. 2006-0003.

Norco's Overflow Emergency Response Plan provides specific instructions for responding to Sanitary Sewer Overflows (SSO's). These SSO's are classified in accordance with SWRCB Order No. 2006-0003. Categories of spills, the response and reporting requirements are detailed in the remainder of this section.

SSO's can be either: Category I – Greater than 1,000 gallons or that results in a discharge to a drainage channel and/or surface water, or to a storm drainpipe that was not fully contained or captured and returned to the sanitary sewer system; Category II – Less than 1,000 gallons.

Possible SSO's occur in one of these areas of the conveyance/collection system as follows;

- Conveyance/Collection System
- Lift Station
- Siphon

The response procedures for SSO's are determined by the classification and location of the overflow. While the objective of the response remains the same, the coordination and personnel chain of communication is slightly different.

For spills in the public right-of-way (collection system), notifications are made to appropriate personnel. Upon arrival at the site, said personnel collect essential information regarding SSO location, potential cause(s), and initial estimates of volume, containment requirements, and storm drain facility inlet locations. Additional staff, equipment, and contractors are dispatched based on determinations made during the site evaluation. All documentation and reporting of the spill (SSO Report Form) is performed by the Field Operations Superintendent or their designee.

The City of Norco 24-hour on-call emergency response personnel make every effort to respond to each incident within 30 minutes of first notification of an SSO.

### **6.1 Purpose**

The primary purpose of the Sanitary Sewer Overflow (SSO) Plan is to provide written guidelines that improve response time; provide clear direction regarding containment, clean-up, reporting, and minimize the overall risks associated with SSO's.

### **6.2 Goals and Objective**

The overall purpose of this plan is to identify measures to protect the public health and the environment from SSOs. The goals of the SSO Plan is to provide a plan to properly manage, operate, and maintain all parts of the sanitary sewer system. The Plan includes the following:

- Proper notification procedures;
- A program to ensure an appropriate response to all SSOs;
- Procedures to ensure prompt notification to regulatory agencies and other affected entities;
- Procedures to ensure that appropriate staff and contractor personnel are trained and aware of and follow the Plan;
- Procedures to address emergency operations; and
- A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States.

The objectives of the SSO Plan are to:

- Reduce the occurrence and magnitude of SSOs;
- Protect the collection system;
- Protect public and private property;
- Protect water quality; and
- Protect Public Health, Safety, and the Environment from SSOs;
- Prevent the discharge of sewage into surface waters;
- Contain sewage discharge to maximum extent possible;
- Prompt notification of spill information and potential impacts.

#### **State Order Section 6(b) Proper Response to SSOs**

The Enrollee shall have an Emergency Response Plan that includes a program to ensure proper response to all overflows. The SSMP notification information is updated routinely with copies distributed to operations staff (first responders).

### **6.3 Initial SSO Response Procedures**

This section presents a strategy to mobilize labor, materials, tools, and equipment to correct or repair any condition, which may cause or contribute to a SSO.

#### **State Order Section 6(c) Names of Officials to be contacted at Regulatory Agencies**

The Enrollee shall have an Emergency Response Plan that includes procedures to ensure prompt notification to appropriate regulatory agencies and other affected entities (e.g. health agencies, Regional Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Plan (MRP). All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Board Waste Discharge Requirements (WDRs) or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification.

#### **6.3.1 Staff Instructions**

When a call of a possible SSO is received, Norco staff attempts to log all relevant information including, time, date, specific location, description of problem, time SSO occurred, caller's name, and phone number, and any other observations. This information is transferred to the appropriate staff member(s), who are dispatched to the location to confirm and conduct the initial assessment of the reported incident. All personnel dispatched to a potential SSO site are instructed to proceed immediately. The SSO will be contained to the greatest extent possible utilizing available equipment and resources. The Field Operations Supervisor or their designee will receive information from responding staff and

decide if additional personnel, materials, equipment, supplies or contractual support is necessary.

The primary responsibilities of each employee in a spill response team are outlined in the following table. Additional details of the responsibilities are covered in the sections that follow.

**Table 6-1 Spill Response Team**

	Responsibility	Contact Information
First Responder	<ul style="list-style-type: none"> <li>• Provide initial evaluation of spill severity</li> <li>• Call emergency services, as required</li> <li>• Notify Spill Response Supervisor</li> <li>• Stop spill (containment) and secure area as instructed by Spill Response Supervisor</li> </ul>	
Spill Response Supervisor	<ul style="list-style-type: none"> <li>• Direct First Responder in initial actions to control spill and prevent public exposures to spill</li> <li>• Evaluate spill and determine actions to control and cleanup</li> <li>• Notify Field Operations Manager</li> <li>• Mobilize personnel and equipment for spill response</li> <li>• Contact and direct outside services, as required for response</li> <li>• Complete Incident Notification Log, all reports and provide agency notifications</li> </ul>	Abel Garcia (951) 270-5607 or Cell (951)545-7893
Wastewater Operations Manager	<ul style="list-style-type: none"> <li>• Authorize City of Norco's resources to respond to spill</li> <li>• Communicate with Director of Public Works and City Manager as required</li> </ul>	Terry Piorkowski (951) 270-5607 or Cell (951)545-7893
Pretreatment Program	<ul style="list-style-type: none"> <li>• Determine required sampling for spill and initiate investigation</li> </ul>	Director of Public Works

### 6.3.2 First Responder Duties and Responsibilities

It is the responsibility of the first employee (first responder) who arrives at the incident site of a SSO to protect the health and safety of the public by mitigating the impact of the SSO to the fullest extent possible. If the SSO is determined not to be the responsibility of the City (e.g. private lateral spill) but an imminent danger exists to public health, property, or to the waterways of the United States, then prudent emergency action is taken until the responsible party provides action to mitigate the SSO. Upon arrival at an SSO, the first responder will:

- Determine the cause of the SSO; sewer line blockage, pipeline break, pump station mechanical or electrical failure;
- Identify and request, if necessary, additional personnel, materials, and equipment to minimize the impact of the SSO;
- Control public access to spill area;
- If possible, take immediate action to stop the SSO

The first responder will initiate actions to stop, divert or contain the spill to prevent it reaching any storm water inlet, drain, channel, river, lake, or body of water.

### **6.3.3 Spill Response Supervisor**

The Spill Response Supervisor assumes primary management and coordination of all emergency activities and communicates with the Wastewater Operations Manager. The supervisor will be responsible for the official spill volume estimate; coordinating spill control and cleanup efforts; notifying the proper state, county and local regulatory agencies. The Spill response Supervisor, or a designated City of Norco alternate, will fill out the Responsible Incident Notification Log shown in Figure 6-1.

### **6.3.4 Director of Public Works & Field Operations Superintendent**

The Director of Public Works and/or the Field Operations Superintendent authorize expenditures of emergency response resources and communicate with the Deputy City Manager/Finance Director if needed. Additional outside resources are contracted to assist with SSO response. Contact information for outside resources can be found in Section 6.4.

### **6.3.5 Pretreatment Program**

The Pretreatment Program Coordinator or his/her designee will determine the required sampling during spill evaluation and cleanup.

#### **State Order Section 6(d) OERP Training for Staff and Contractors**

The Enrollee shall have an Emergency Response Plan that includes procedures to ensure that appropriate staff and contractor personnel are aware of and follow the OERP and are appropriately trained.

## **6.4 Initial Notification Procedure**

During normal business hours, calls are received by the Department of Public Works and will be routed or forwarded as stated in Section 6.3.1. During after-hours, holidays, or weekends, calls received by the on call emergency answering service will be forwarded to the appropriate on call person. The following list phone numbers for notification of appropriate personnel 24 hours/day, 7 days/week.

## Call Out List with SSO Contact Information

### OUTSIDE VENDOR RESOURCES

#### EMERGENCY REPAIRS

Pope Construction	951-734-5320
McGee Electric	951-735-5392

#### EMERGENCY REPAIRS AND PUMPING EQUIPMENT

Empire Pipeline	714-639-8352
City of Corona	951-736-2277
Jurupa Community Services District	951-685-7434
Clinical Laboratory	909-825-7693
After-Hours Answering Service	951-371-1143

If the originating SSO enters into areas outside the responding agency's jurisdiction, the SSO will continue to be contained and cleaned. The affected agency will be notified of the spill to ensure proper notifications are completed. Upon arriving to a spill event, the responder finds the SSO is outside of its jurisdiction, the responsible agency will be contacted to respond. Until the responsible agency arrives, the initial responding agency will continue its efforts to contain and cleanup the SSO.

#### 6.4.1 Reportable Incident Notification Log

The Reportable Incident Notification Log lists all of the agencies that need to be contacted in the event of a spill. This notification should be followed regardless of the size or location of the spill. The Spill Response Supervisor or his/her designated alternate will fill out the log and perform the required notifications.

Below are explanations to guide staff in completing the Notification Log.

*Amount Spilled and How Amount was Calculated:* Simple volume calculations may be used when reporting the spilled amount. When the spill is in a dirt or grass area, the depth can be estimated by investigating the average depth that the spill soaked into the soil. Estimates can also be calculated by researching historical data from the source of the spill if there are upstream or downstream lift stations or metering structures. Information such as how long a spill was released before the situation was corrected is important when calculating the estimated volume.

*Fate of Material Discharged:* Was all of the material recovered? Did material reach a storm drain or body of water? Did material soak into the soil? All of these factors must be reported.

*Notification:* Every effort has been made to notify all of the appropriate agencies. It should be noted that certain persons on the list are notified only if spill concerns their agency.

*Laboratory Analysis:* This will depend on the direction of the response supervisor and the source of the spill. Some spills may need specific constituents analyzed such as metals, volatile organic compounds or pesticides. If a spill has reached a body of water, upstream and downstream samples should be taken along with a map and sample location.

Norco management holds meetings with its O&M Team bi-weekly with segments or the entire meeting devoted to training including training on Norco's Sanitary Sewer Collection System. A Training Documentation Form is filled out and signed by each employee in attendance along with the topic of discussion when formal training is offered. The O&M Team will participate in three different types of training each year, (1) Orientation, (2) Tabletop Exercises and (3) Functional Full Scale Exercises. Training includes the entire SSMP. Training goals include coverage of the entire SSMP each year with one State Order Section each month beginning with Section 1 in January and ending with Section 11 in November.

**Figure 6-1 Reportable Incident Notification Log**

**CITY OF NORCO  
REPORTABLE INCIDENT NOTIFICATION LOG SEWER SPILL**

NOTE: ANY SPILL OVER 1000 GALLONS MUST BE REPORTED TO THE CALIFORNIA OES

Date: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Time Incident Secured: \_\_\_\_\_

Operator Reporting: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Description of Incident and Cause or Suspected Cause: \_\_\_\_\_

---

Amount Spilled: \_\_\_\_\_ Estimated Overflow Rate: \_\_\_\_\_

How Estimate was Calculated: \_\_\_\_\_

Fate of Material Discharged: \_\_\_\_\_

**Was there any Measurable Precipitation 72 Hours Prior to Incident?:** \_\_\_\_\_

**Notification Log After Hour:**

City of Norco Supervisor (951)371-1143 or (951)273-1	Time: _____	Who: Emergency On-Call
City of Norco Field Superintendent (951)545-7877	Time: _____	Who: Terry Piorkowski
SAWPA (951) 354-4220 or (951) 354-4241	Time: _____	Who: _____
RWQCB Santa Ana Najah Amin (951)320-6362 (951) 782-4130 FAX (951) 781-6288	Time: _____	Who: _____
OCSD Control Center (714) 593-7025		
RWQCB San Diego Charles Chang (858)627-3930 (858) 467-2952 FAX (858) 571-6927	Time: _____	Who: _____
Riverside County Dept. of Health (951) 955-8982 or (951) 955-8928 or (951) 955-8980	Time: _____	Who: _____
California State Parks(Dept. of Fish and Game) (951) 443-2969	Time: _____	Who: _____
CA Office of Emergency Services (OES) (800) 852-7:	Time: _____	Who: _____
Riverside County Hazardous Waste Division (951) 358-5055 after hours (951) 358-5245	Time: _____	Who: _____
San Bernardino County DOHS (909) 387-4666 or (909) 386-3805 OR (800) 472-2376	Time: _____	Who: _____
San Bernardino County Fire Hazardous Materials (909) 386-8430	Time: _____	Who: _____

**Laboratory Analysis:**  
 Samples Collected By: \_\_\_\_\_  
 Date Sample Collected: \_\_\_\_\_ Time Sample Collected: \_\_\_\_\_  
 Analysis Performed: pH, VOC, Suspended Solids, Pesticides, BOD/COD, Total Coliform, Metals,  
 Fecal Coliform, O&G and Chlorine Residual

Notified Upstream Discharges to Terminate: Yes/No Time: Who:  
 Verified Upstream Dischargers Shut Down: Yes/No Time: Who:

**Response Actions Taken/Cleanup Efforts: Note: Lime may be used if in an area where there is minimal contact with people and no chance of the lime entering a storm drain, river or lake.**

Overflow Volume Recovered: \_\_\_\_\_ Overflow Volume Released to Environment: \_\_\_\_\_

**Follow Up Required:** Yes: \_\_\_\_\_ NO: \_\_\_\_\_  
 If Yes, Describe Actions Taken: \_\_\_\_\_

**Written Notification Required:** Yes: \_\_\_\_\_ No: \_\_\_\_\_

**State Order Section 6(e) Procedures to Address Emergency Operations**

The Enrollee shall have an Emergency Response Plan that includes procedures to address emergency operations, such as traffic control and crowd control and other necessary response activities.

**6.5 Assessment, Contamination, Traffic Control and Cleanup**

All City of Norco employees are responsible to minimize the affects of any SSO. The following steps provide guidance for the first responder or the SSO response supervisor in the event of a SSO. Each step will be discussed in detail in the following paragraphs.

**6.5.1 Preliminary Assessment of Damage to Private/Public Property**

The first person at the scene gathers pertinent information and determines if the spill is a SSO. Once determined to be a SSO, an evaluation is made to determine the classification of the spill. Regardless of the classification, all SSOs will be treated in the same manner, contained, and cleaned up before the SSO reaches the storm drain. Once contained and cleaned up, proper documentation utilizing the appropriate forms will be completed. Photographs will be taken as supporting documentation that proper procedures were used. The first person on the scene, along with the supervisor should assist with the completion of the Reportable Incident Notification Log (See Figure 6-1).

**State Order Section 6(f) Steps to Protect Waters of the United States**

The Enrollee shall have an Emergency Response Plan that includes a program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

The first responder, after the initial assessment and immediate reporting to the Spill Response Supervisor, will make all reasonable efforts to contain the SSO by initiating actions to stop, divert or contain the discharge.

Actions to contain a spill include emergency dyke building around the spill with hand tools and upon arrival of heavy equipment, the building of dykes in drainage channels leading to Waters of the United States. Advance permission process includes telephoning the contact person at the local public works jurisdiction or flood control district. The first responder will contact on duty O&M team members or other On Call team members to monitor upstream lift stations to prevent wet well overflows if the lift station has to be shut down to limit the magnitude of the downstream SSO.

### **6.5.2 Containment**

After initial assessment, all reasonable efforts will be made to contain the SSO (e.g. install plugs, sandbags, sand/rock, ect.)

### **6.5.3 Traffic and Crowd Control**

Traffic and crowd control used for SSO situations can be summarized as follows:

Spills (less than 1,000 gallons)

- A. Setup traffic cones per MUTCD
- B. Use staff personnel to assist with control

Spills (1,000 to 10,000 gallons)

- A. Contact Mutual Aid as needed.
- B. Perform lane closures using proper signage and delineation
- C. Close public and private entrances as needed.
- D. Use caution tape and barricades to restrict access of contaminated area.

Spills (> 10,000 gallons)

- A. Assess spill situation
- B. Contact Mutual Aid as needed.
- C. Inform local Sheriff and Fire Departments
- D. Perform lane closures using proper signage and delineation
- E. Use caution tape and barricades to restrict access of contaminated area.

### **6.5.4 Initial Estimate of Flow Volume**

Initial estimates of flow volumes are through on-site observations using best professional judgment and guidelines established by recognized engineering firms and other municipal agencies. The Best Management Practices guidelines shown on the following pages are used in making initial estimates of SSO volumes. Final numbers are confirmed during cleanup and recovery efforts based upon volumes returned to the sanitary sewer system, less volumes that have not been recovered.

## Figure 6-2 Collection System Collaborative Benchmarking Group Best Management Practices for Sanitary Sewer Overflow (SSO)

### Collection System Collaborative Benchmarking Group Best Practices for Sanitary Sewer Overflow (SSO) Prevention and Response Plan

#### Attachment D - Sample Templates for SSO Volume Estimation

**TABLE 'A'**  
**ESTIMATED SSO FLOW OUT OF M/H WITH COVER IN PLACE**

24" COVER				36" COVER			
Height of spout above M/H rim H in inches	S S O FLOW		Min. Sewer size in which these flows are possible	Height of spout above M/H rim H in inches	S S O FLOW		Min. Sewer size in which these flows are possible
	gpm	cfs			gpm	cfs	
1/4	1	0.001		1/4	1	0.002	
1/2	3	0.004		1/2	4	0.006	
3/4	6	0.008		3/4	8	0.012	
1	9	0.013		1	13	0.019	
1 1/4	12	0.018		1 1/4	18	0.026	
1 1/2	16	0.024		1 1/2	24	0.035	
1 3/4	21	0.030		1 3/4	31	0.044	
2	25	0.037		2	37	0.054	
2 1/4	31	0.045		2 1/4	45	0.065	
2 1/2	38	0.054		2 1/2	55	0.079	
2 3/4	45	0.065		2 3/4	66	0.095	
3	54	0.077		3	78	0.113	
3 1/4	64	0.092		3 1/4	93	0.134	
3 1/2	75	0.107		3 1/2	109	0.157	
3 3/4	87	0.125		3 3/4	127	0.183	
4	100	0.145		4	147	0.211	
4 1/4	115	0.166		4 1/4	169	0.243	
4 1/2	131	0.189		4 1/2	192	0.276	
4 3/4	148	0.214		4 3/4	217	0.312	6"
5	166	0.240		5	243	0.350	
5 1/4	185	0.266		5 1/4	270	0.389	
5 1/2	204	0.294		5 1/2	299	0.430	
5 3/4	224	0.322	6"	5 3/4	327	0.471	
6	244	0.352		6	357	0.514	
6 1/4	265	0.382		6 1/4	387	0.558	8"
6 1/2	286	0.412		6 1/2	419	0.603	
6 3/4	308	0.444		6 3/4	451	0.649	
7	331	0.476		7	483	0.696	
7 1/4	354	0.509		7 1/4	517	0.744	
7 1/2	377	0.543		7 1/2	551	0.794	
7 3/4	401	0.578	8"	7 3/4	587	0.845	10"
8	426	0.613		8	622	0.896	
8 1/4	451	0.649		8 1/4	659	0.949	
8 1/2	476	0.686		8 1/2	697	1.003	
8 3/4	502	0.723		8 3/4	734	1.057	
9	529	0.761		9	773	1.113	

**Disclaimer:**

This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

**Collection System Collaborative Benchmarking Group  
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and  
Response Plan**

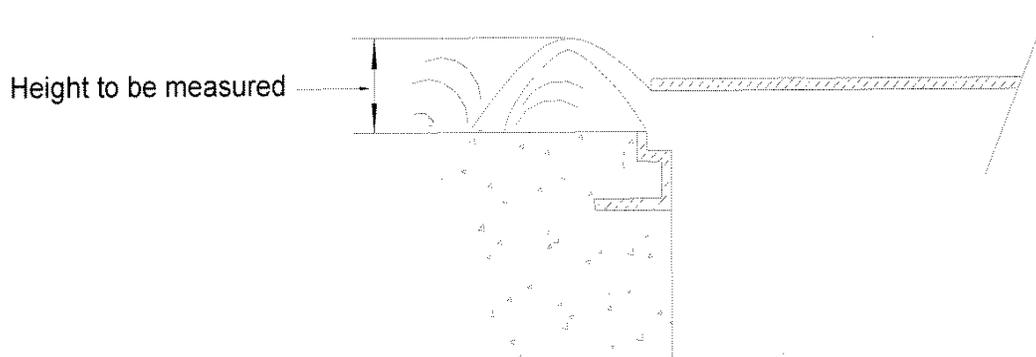
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The formula used to develop Table A measures the maximum height of the water coming out of the maintenance hole above the rim. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

**Example Overflow Estimation:**

The maintenance hole cover is unseated and slightly elevated on a 24" casting. The maximum height of the discharge above the rim is 5 ¼ inches. According to Table A, these conditions would yield an SSO of 185 gallons per minute.

**FLOW OUT OF M/H WITH COVER IN PLACE**



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

**Collection System Collaborative Benchmarking Group  
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and  
Response Plan**

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**TABLE 'B'  
ESTIMATED SSO FLOW OUT OF M/H WITH COVER REMOVED**

**24" FRAME**

Water Height above M/H frame H in inches	SSO FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/8	28	0.04	
1/4	62	0.09	
3/8	111	0.16	
1/2	160	0.23	
5/8	215	0.31	6"
3/4	354	0.51	8"
7/8	569	0.82	10"
1	799	1.15	12"
1 1/8	1,035	1.49	
1 1/4	1,340	1.93	15"
1 3/8	1,660	2.39	
1 1/2	1,986	2.86	
1 5/8	2,396	3.45	18"
1 3/4	2,799	4.03	
1 7/8	3,132	4.51	
2	3,444	4.96	21"
2 1/8	3,750	5.4	
2 1/4	3,966	5.74	
2 3/8	4,215	6.07	
2 1/2	4,437	6.39	
2 5/8	4,569	6.58	24"
2 3/4	4,687	6.75	
2 7/8	4,799	6.91	
3	4,910	7.07	

**36" FRAME**

Water Height above M/H frame H in inches	SSO FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/8	49	0.07	
1/4	111	0.16	
3/8	187	0.27	6"
1/2	271	0.39	
5/8	361	0.52	8"
3/4	458	0.66	
7/8	556	0.8	10"
1	660	0.95	12"
1 1/8	1,035	1.49	
1 1/4	1,486	2.14	15"
1 3/8	1,951	2.81	
1 1/2	2,424	3.49	18"
1 5/8	2,903	4.18	
1 3/4	3,382	4.87	
1 7/8	3,917	5.64	21"
2	4,458	6.42	
2 1/8	5,000	7.2	24"
2 1/4	5,556	8	
2 3/8	6,118	8.81	
2 1/2	6,764	9.74	
2 5/8	7,403	10.66	
2 3/4	7,972	11.48	30"
2 7/8	8,521	12.27	
3	9,062	13.05	
3 1/8	9,604	13.83	
3 1/4	10,139	14.6	
3 3/8	10,625	15.3	36"
3 1/2	11,097	15.98	
3 5/8	11,569	16.66	
3 3/4	12,035	17.33	
3 7/8	12,486	17.98	
4	12,861	18.52	
4 1/8	13,076	18.83	
4 1/4	13,285	19.13	
4 3/8	13,486	19.42	

**Disclaimer:**

This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

**Collection System Collaborative Benchmarking Group  
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and  
Response Plan**

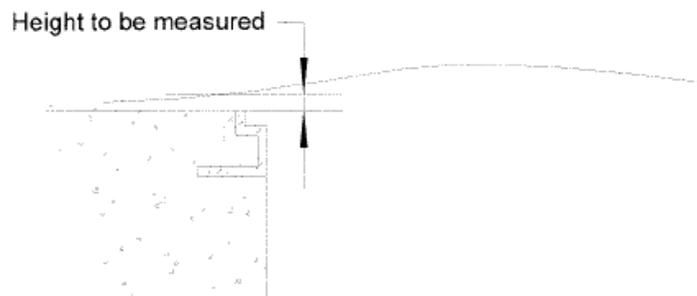
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The formula used to develop Table B for estimating SSO's out of maintenance holes without covers is based on discharge over curved weir -- bell mouth spillways for 2" to 12" diameter pipes. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

**Example Overflow Estimation:**

The maintenance hole cover is off and the flow coming out of a 36" frame maintenance hole at one inch (1") height will be approximately 660 gallons per minute.

**FLOW OUT OF M/H WITH COVER REMOVED (TABLE "B")**



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

**Collection System Collaborative Benchmarking Group  
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and  
Response Plan**

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**TABLE 'C'  
ESTIMATED SSO FLOW OUT OF M/H PICK HOLE**

Height of spout above M/H cover H in inches	SSO FLOW Q in gpm	Height of spout above M/H cover H in inches	SSO FLOW Q in gpm
1/8	1.0	5 1/8	6.2
1/4	1.4	5 1/4	6.3
3/8	1.7	5 3/8	6.3
1/2	1.9	5 1/2	6.4
5/8	2.2	5 5/8	6.5
3/4	2.4	5 3/4	6.6
7/8	2.6	5 7/8	6.6
1	2.7	6	6.7
1 1/8	2.9	6 1/8	6.8
1 1/4	3.1	6 1/4	6.8
1 3/8	3.2	6 3/8	6.9
1 1/2	3.4	6 1/2	7.0
1 5/8	3.5	6 5/8	7.0
1 3/4	3.6	6 3/4	7.1
1 7/8	3.7	6 7/8	7.2
2	3.9	7	7.2
2 1/8	4.0	7 1/8	7.3
2 1/4	4.1	7 1/4	7.4
2 3/8	4.2	7 3/8	7.4
2 1/2	4.3	7 1/2	7.5
2 5/8	4.4	7 5/8	7.6
2 3/4	4.5	7 3/4	7.6
2 7/8	4.6	7 7/8	7.7
3	4.7	8	7.7
3 1/8	4.8	8 1/8	7.8
3 1/4	4.9	8 1/4	7.9
3 3/8	5.0	8 3/8	7.9
3 1/2	5.1	8 1/2	8.0
3 5/8	5.2	8 5/8	8.0
3 3/4	5.3	8 3/4	8.1
3 7/8	5.4	8 7/8	8.1
4	5.5	9	8.2
4 1/8	5.6	9 1/8	8.3
4 1/4	5.6	9 1/4	8.3
4 3/8	5.7	9 3/8	8.4
4 1/2	5.8	9 1/2	8.4
4 5/8	5.9	9 5/8	8.5
4 3/4	6.0	9 3/4	8.5
4 7/8	6.0	9 7/8	8.6
5	6.1	10	8.7

Unrestrained  
M/H cover will  
start to lift

Note: This chart is based on a 7/8 inch diameter pick hole

Disclaimer: This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

**Collection System Collaborative Benchmarking Group  
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and  
Response Plan**

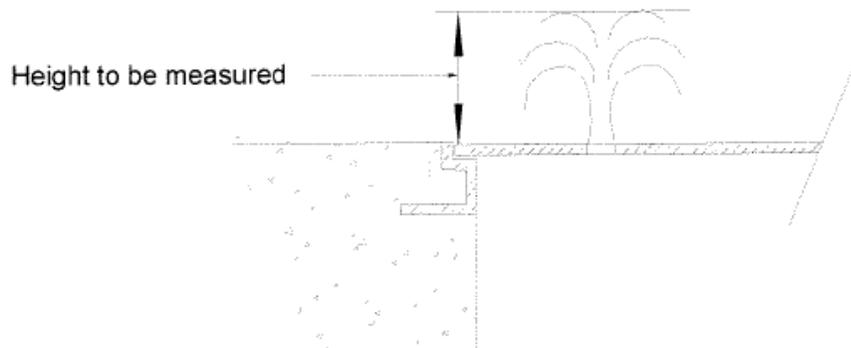
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The formula used to develop Table C is  $Q=CcVA$ , where Q is equal to the quantity of the flow in gallons per minute, Cc is equal to the coefficient of contraction (.63), V is equal to the velocity of the overflow, and A is equal to the area of the pick hole.<sup>2</sup> If all units are in feet, the quantity will be calculated in cubic feet per second, which when multiplied by 448.8 will give the answer in gallons per minute. (One cubic foot per second is equal to 448.8 gallons per minute, hence this conversion method).

Example Overflow Estimation:

The maintenance hole cover is in place and the height of water coming out of the pick hole seven-eighths of an inch in diameter (7/8") is 3 inches (3"). This will produce an SSO flow of approximately 4.7 gallons per minute.

**FLOW OUT OF VENT OR PICK HOLE (TABLE "C")**



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

<sup>2</sup> Velocity for the purposes of this formula is calculated by using the formula  $h = v^2 / 2G$ , where h is equal to the height of the overflow, v is equal to velocity, and G is equal to the acceleration of gravity.

**Collection System Collaborative Benchmarking Group  
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and  
Response Plan**

**Flow Estimation Pictures**

Wastewater Collection Division  
(619) 654-4160



50 gpm



200 gpm



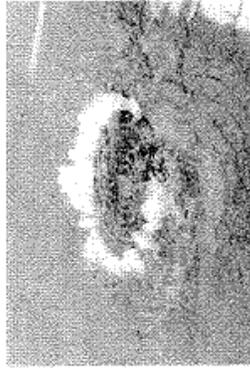
275 gpm

ref. 4079

**Reference Sheet for Estimating Sewer Spills  
from Overflowing Sewer Manholes**  
*All estimates are calculated in gallons per minute (gpm)*



25 gpm



150 gpm



250 gpm

All photos were taken during a demonstration using metered water from a hydrant in cooperation with the City of San Diego's Water Department.

City of San Diego  
Metropolitan Wastewater Department



5 gpm



100 gpm



225 gpm

**CITY OF NORCO  
DEPARTMENT OF PUBLIC WORKS  
SANITARY SEWER OVERFLOW REPORT**

**FOR OFFICE USE**

DATE: \_\_\_\_\_ CALL RECEIVED: \_\_\_\_\_ AM/PM

RECEIVED BY: \_\_\_\_\_ CALLER'S NAME: \_\_\_\_\_

CALLER'S PHONE NO.: \_\_\_\_\_

CALLER'S ADDRESS: \_\_\_\_\_

LOCATION OF OVERFLOW: \_\_\_\_\_ CROSS ST. \_\_\_\_\_

TIME & NAME OF CREW MEMBERS DISPATCHED: \_\_\_\_\_

DESCRIPTION OF COMPLAINT: \_\_\_\_\_

**FIELD REPORT: FOR FIELD RESPONSE USE**

TIME ARRIVED AT SITE: \_\_\_\_\_ CREW: \_\_\_\_\_

TIME OVERFLOW STOPPED: \_\_\_\_\_ DURATION OF OVERFLOW \_\_\_\_\_ EST. OVERFLOW: \_\_\_\_\_

U/S MANHOLE NO.: \_\_\_\_\_ D/S MANHOLE NO.: \_\_\_\_\_

SIZE OF LINE: \_\_\_\_\_ LENGTH OF LINE: \_\_\_\_\_ ESMT: YES  NO

**(COMPLETE REMAINDER OF FORM IF AN OVERFLOW HAS OCCURRED)**

DESCRIBE CAUSE OF OVERFLOW: \_\_\_\_\_

DESCRIBE CLEANUP METHOD: \_\_\_\_\_

DESCRIBE HOW OVERFLOW QUANTITY WAS CALCULATED: \_\_\_\_\_

RECEIVING WATERS: YES  NO  LOCATION: \_\_\_\_\_

TYPE OF PROBLEM: \_\_\_\_\_

PICTURES TAKEN: YES  NO

SAMPLES TAKEN BY: \_\_\_\_\_ LOCATION OF SAMPLES: \_\_\_\_\_

DESCRIBE PROPERTY DAMAGE AND AFFECTED AREA: \_\_\_\_\_

SIGNS POSTED: YES  NO  BARRICADED: YES  NO

NOTIFY NEIGHBORS: YES  NO

REGULATORY AGENCIES NOTIFIED:

OES YES  NO  SPILL NO. \_\_\_\_\_

RWQCB YES  NO

COUNTY HEALTH YES  NO

CONTACTS/ DETAILS: \_\_\_\_\_

FOLLOWUP MEASURES: \_\_\_\_\_

WORK ORDER NO.: \_\_\_\_\_

FREQUENCY OF EXISTING PM PROGRAM: \_\_\_\_\_

LAST DATE PERFORMED: \_\_\_\_\_

REPORT COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**SKETCH OF AREA: (Including manholes, intersections, location of stoppage, etc.)**

### **6.5.5 Additional Measures for Prolonged SSO Conditions**

- Set up a portable by-pass pump operation to unrestricted or unobstructed manhole. Contractors may be utilized in the event of a prolonged SSO.
- Implement continuous or periodic monitoring of the by-pass pumping operation if necessary.

### **6.5.6 Clean-up**

All SSO sites are to be thoroughly cleaned after an SSO (i.e., no readily identifiable residue is to remain). The following procedures will be followed for cleanup of all SSOs:

- Where practical the area is thoroughly flushed and cleaned of any sewage using high-pressure water hose or a vactor truck. Solids and debris are flushed, picked up and hauled away. All flush water will be contained and collected for proper disposal.
- The SSO site is secured to prevent contact by members of the public until the site has been thoroughly cleaned. Posting of signs, if required, concerning public health and safety will be executed pursuant to Section 6.11.1.
- The SSO site should be disinfected and deodorized using liquid bleach (sodium hypochlorite). Caution needs to be used to ensure that any disinfection chemicals have been neutralized to not contribute to additional violations of NPDES Permit requirements.
- Ensure proper contact time for proper disinfection.
- Where sewage has resulted in ponding, pump dry and remove all residues.
- If sewage has discharged into a body of water that may contain fish or other aquatic life, do not disinfect, and contact the appropriate agency for further instructions.

### **6.5.7 Monitoring**

#### **6.5.7.1 Surface Water Spill**

- Water quality samples must be taken in the event sewage enters surface water.
- Samples must be taken upstream and downstream of any discharge into surface water
- The sample time and location need to be entered into the chain of custody form.
- A map of the sample location(s) should be made so follow-up testing is performed at the same location(s).

- The employee taking the samples will start at the point of entry. When taking the sample, submerge the bottle below the surface of the water with the cap in place. Once the bottle is under the surface, remove the cap and fill the bottle. Gloves will be worn while sampling to avoid infection.
- Spill should be analyzed, at a minimum for the following;
  1. pH; E/C; Ammonia Nitrogen;
  2. Biochemical Oxygen Demand (BOD);
  3. Dissolved Oxygen (DO);
  4. Total Fecal Coli form;
  5. Total Suspended Solids (TSS); and
  6. Any other constituents as directed by the overseeing agency.

#### **6.5.7.2 Ground (Non-Surface Water) SSO**

SSOs to the ground that do not reach surface waters are monitored in accordance with any requirements stipulated by RWQCB.

#### **6.6 Private Property SSOs**

The City of Norco Public Works Department will respond to all SSOs within its service area. If a SSO is determined to originate from another agency's collection system, a public or private sewer lateral, or a private septic system, Norco will assist in the control and containment to ensure that wastewater does not enter a storm drain or spillway. The responsible party will be informed of the blockage and will be responsible to clear the obstruction. In all cases the City of Norco will report the spill in accordance with Section 6.8 of this plan.

#### **6.7 SSO Report Information**

It is important to gather essential information during each SSO. To be able to file adequate electronic reports, certain mandatory information must be collected. The following list represents, at a minimum, the information required before finalizing and certifying an SSO Report.

##### **Category 2 SSOs:**

- A.** Location of SSO (GPS Coordinates)
- B.** Applicable Regional Water Quality Board, identify correct region in which SSO occurred;
- C.** County where SSO occurred;
- D.** Describe if SSO entered a drainage channel or surface water
- E.** Describe if SSO entered a storm drain pipe and/or was waste water returned to sanitary sewer;
- F.** Estimated SSO volume in gallons;
- G.** SSO source (manhole, cleanout);
- H.** SSO cause (mainline blockage, grease, roots);

- I. Time of SSO notification or discovery;
- J. Estimated SSO end time; and
- K. SSO Certification – SSO Database will issue final SSO ID number

**Other Public Agency or Private Lateral Sewage Discharges:**

- A. All information listed above (if applicable and known), plus:
- B. Identification of sewage discharge as a “private lateral sewage discharge”

**Category 1 SSOs:**

- A. All information listed for Category 2 SSOs including the following:
- B. Estimated SSO volume that reached surface water, drainage channel, or not recovered from the storm drain;
- C. Estimated SSO recovered;
- D. Response and corrective action(s) taken;
- E. If samples are taken, identify locations and which regulatory agencies received results. If no samples were taken, NA must be selected;
- F. Parameters that samples were analyzed for;
- G. Identification of all posted health warnings;
- H. Beaches impacted (if applicable). If no beach impact, select NA;
- I. Describe ongoing investigation;
- J. Planned remedy to reduce, eliminate, and prevent reoccurrence of SSO and a schedule of planned steps;
- K. OES Control Number;
- L. Date OES was called;
- M. Time OES was notified;
- N. Identification of County Health Officers notified;
- O. Time and Date County Health Officer notified.

Reporting information and procedures are included in Appendix D. Records of each SSO report shall be maintained by each agency for a minimum period of five years from the date of the incident.

**6.8 SSO Regulatory Reporting**

The Regulatory Agency notification plan establishes procedures, which the City of Norco will follow to provide formal notice to the Regional Water Quality Control Board (RWQCB), Office of Emergency Services (OES), Department of Environmental Health Division of Riverside County, and other agencies as necessary in the event of a SSO. Notifications to the RWQCB are verbal, electronic, or by fax, and shall be performed in accordance with specific Monitoring and Reporting Requirements contained in Appendix D. Verbal notifications to other regulatory agencies shall be at the same time the Regional Board is notified.

Notifications to the Regional Board under the Monitoring and Reporting criteria listed in the General Order for Sanitary Sewer Systems do not preclude the City from reporting SSOs to other regulatory agencies pursuant to California state law.

SSOs shall also be reported OES, in accordance with California Water Code Section 13271. County Health officials are notified in accordance with California Health and Safety Code Section 5410 et seq. Electronic reporting of SSOs generates an e-mail notification to the appropriate County Health Officer and/or environmental Health Department and the appropriate regional Water Board. Written notifications to other regulatory agencies, when required, shall be made within 5 business days of the initial notification.

### **6.8.1 Initial Notification**

Any **SSO that results in a discharge to a drainage channel or surface water** requires timely notification requirements. The City of Norco must notify the State Office of Emergency services, the local health officer or directors of environmental health services, and the Regional Water Quality Control Board as soon as possible, **but in no case later than two (2) hours** after becoming aware of the discharge.

Additionally, the **City of Norco must certify to the Regional Board**, as soon as possible, but **no later than twenty-four (24) hours** that the following agencies have been notified:

1. State Office of Emergency Services.
2. Local health officer or directors of environmental health with jurisdiction over the affected water bodies have been notified of the discharge.

The Regulatory Agencies will be contacted by the Supervisor/Manager in charge.

**Category 1 SSOs** Require the City of Norco to file an initial report to the online SSO tracking system as soon as possible, but in no case later than three (3) business days after the City is aware of the SSO. A final certified report must be completed within fifteen (15) calendar days of the conclusion of the SSO response and remediation.

**Category 2 SSOs and Private Lateral SSOs** must be reported to the online SSO tracking system within thirty (30) days after the end of the calendar month in which the SSO occurs. (e.g. all SSOs occurring in the month of January must be entered into the database no later than March 1<sup>st</sup>.)

**A No Spill Certification Report** must be submitted when no SSOs occur during a calendar month. The City must file an electronic report through the online SSO tracking system certifying that no SSOs occurred during the designated month.

If the online SSO tracking system is not available, the City must fax all required information to the Regional Board office in accordance with the time schedules listed above.

## **6.8.2 Secondary Notification**

After those parties on the mandatory notification list have been contacted, the City of Norco will contact the other regulatory agencies and parties as necessary.

## **6.8.3 Electronic Reporting Procedures**

SSOs are reported electronically to the State Water Resources Control Board. Spills are entered into the California Integrated Water Quality System (CIWQS), which can be found at <https://ciwqs.waterboards.ca.gov/>.

## **6.9 Collection System Mapping**

The City of Norco maintains maps of the collection/conveyance system that are updated on a regular basis. The city has identified funding to purchase a Geographical Information System (GIS) to update the collection system mapping.

## **6.10 Training**

The City of Norco participate in monthly safety and training exercises and tailgate meetings that address a number of related disciplines that include SSO response and containment training. Records of training sessions are documented and maintained. The City does not currently require outside certification for wastewater, however State of California water certification is required.

## **6.11 Public Advisory Procedure**

Public notification is required when an SSO poses a threat to public health or the environment. All media inquiries would be directed to the City of Norco Public Information Officer (PIO).

### **6.11.1 Temporary Signage**

In public access areas, signage and barriers must be in place for the duration of the cleanup and disinfection process. Signs warning the public of a sewage release will be posted in the affected area. Warning signs will remain posted until the Department of Environmental Health Division of Riverside County or RWQCB authorizes their removal.

## **6.12 SSO Response Plan Review and Update**

The management plan is a document intended to be revised and updated to reflect current policies and procedures. At a minimum, the plan will be reviewed annually to ensure contact numbers and report forms are accurate. The plan will be included as an annual training session to correct and review to insure provisions and

performance are being met. The SSO Response Plan is available for review by the public or the regulatory agencies upon request.

### **6.13 Tracking SSOs**

The tracking of SSOs is accomplished by the following procedures, a computer database, and Excel spreadsheets.

## **SECTION 7**

### **FATS, OILS AND GREASE CONTROL PROGRAM**

#### **State Order D.13.vii**

The Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the Sanitary Sewer System. This plan shall include the following as appropriate:

7(a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG,

7(b) A plan and schedule for the disposal of FOG generated within the service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a Sanitary Sewer System service area,

7(c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG,

7(d) Requirements to install FOG removal devices (such as traps or interceptors) design standards for the removal devices, maintenance requirements, owner BMP requirements, record keeping requirements and reporting requirements,

7(e) Authority to inspect grease producing facilities, enforcement authorities, and whether Western has sufficient staff to inspect and enforce the FOG ordinance,

7(f) An identification of Sanitary Sewer System sections or pipe reaches subject to FOG blockages and establishment of a cleaning maintenance schedule for each section or pipe reach, and

7(g) Development and implementation of source control measures for all sources of FOG discharged to the Sanitary Sewer System for each section (pipe reach) identified in (f) above.

#### **State Order Section 7(a) Public Education for Proper Disposal of FOG**

The Enrollee's FOG Control Plan shall include an implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG. Public outreach is primarily a result of inspector's contact with known FOG producing private party.

The City of Norco's Fats, Oils, and Grease (FOG) Control Program addresses those mandatory SSMP provisions outlined in Section D, 13 (vii) Fog Control Program of SWRCB Order No. 2006-0003.

The City of Norco's FOG Program helps reduce the amount of Fats, Oils, and Grease discharged to the sanitary sewer collection system, by including:

- Legal authority, Ordinance No. 97-OR5 to prohibit direct and indirect discharges of FOG to the collection system that may cause SSOs and blockages.
- Regional Pretreatment Agreement to Implement, Administer and Enforce an Industrial Wastewater Pretreatment Program.

- Ordinance No. 200-OR6 constituting an amendment of Section 2.2-Local Limits of the Regional Wastewater Ordinance No. 97-OR5.
- Requirements to install, maintain, and inspect grease removal devices.
- The authority to inspect grease producing facilities, including enforcement of the FOG Control Program.

### **7.1 FOG Control Program Elements**

The City of Norco uses the following control techniques to minimize the discharge of FOG to the sewer collection system.

1. Annual Business License Questionnaire to describe potential waste discharge
2. Site Inspections
3. Database tracking
4. Collection System cleaning and assessments
5. Video Inspections
6. Pretreatment inspections

### **7.2 Public Education and Outreach**

The City of Norco provides proper design and disposal methods for FOG. The City has plans to include proper care of private sewer laterals on its web site in 2010.

### **7.3 Sewer Line Cleaning and Assessments**

The City of Norco owns and operates approximately 120 miles of sanitary sewer collection system facilities that include 12 lift stations, 3 miles of force main, two siphons, and approximately 400 manholes. The City enters into an annual sewer maintenance service contract to perform routine system cleaning and maintenance duties. The goal of the City is to clean the entire collection system every three (3) years.

The annual system assessment is performed including video evaluate the integrity and cleaning performance levels provided by the contractor. In addition the known problem areas throughout the sewer collection system are cleaned more frequently. These locations have a history of excessive roots, grease, and solids.

The contract prepares written reports for all sewer cleaning activities, and meets with city staff to evaluate the results. These reports provide the details required to determine the overall condition of the collection system and identify any problems that have been encountered during the cleaning process. When heavy or excessive FOG is located, staff investigates potential dischargers to determine the origin.

#### **7.4 Sewer CCTV Inspections**

The most useful tool used to evaluate the condition of the sewer collection system is closed circuit television (CCTV) inspection. The City of Norco has established a video library of the collection system to assist with Capital Project determination and operational repair schedule.

#### **State Order Section 7(c) Legal Authority to Prohibit FOG Discharges**

The Enrollee's FOG Control Plan shall include the legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG.

#### **7.5 Enforcement**

The discharge of wastewater by a user that causes a sewer line obstruction or blockage is prohibited by the federal Clean Water Act, 40 CFR 403.5(b)(3) and the wastewater discharge Ordinance 97-OR5. The City of Norco Pretreatment Program is empowered by the federally approved program to take enforcement actions against any user that causes a sewer line obstruction or SSO.

#### **State Order Section 7(d) Standard FOG Interceptor Requirements**

The Enrollee's FOG Control Plan shall include requirements to install FOG removal devices (such as traps or interceptors) design standards for the removal devices, maintenance requirements, owner BMP requirements, record keeping requirements and reporting requirements.

Norco's Wastewater Ordinance requires food processing facilities tributary to the Sanitary Sewer Collection System, designated by either Norco or WRCRWA - including restaurants - to install an approved gravity separation interceptor. The interceptor designated by Norco is required to meet all installation and maintenance requirements of Norco's Wastewater Ordinance. The interceptor is sized according to the design criteria specified in the current version of the Uniform Plumbing Code but may need to be larger based on Norco and/or WRCRWA design requirements.

#### **State Order Section 7(e) Authority and Staffing to Inspect FOG Facilities**

The Enrollee's FOG Control Plan shall include Authority to inspect grease producing facilities, with enforcement authority.

Norco may utilize WMWD's staff of experienced pretreatment specialists or may use an outside consultant if needed.

**State Order Section 7(f) Identification of Sewers Subject to FOG**

The Enrollee's FOG Control Plan shall include an identification of Sanitary Sewer Collection System sections or pipe reaches subject to FOG blockages and establishment of a cleaning maintenance schedule for each section or pipe reach. The O&M staff and pretreatment staff know the dischargers and the downstream reaches of sewer pipe that could be exposed to FOG build up. Cleaning schedules are recommended based on inspection reports.

Norco's FOG Control Program measures are enforced with WRCRWA's Pretreatment Agreements, its Wastewater Ordinance and its ERP and are applied as needed to remedy potential FOG issues as well as other discharge issues.

**7.6 Summary**

The City of Norco sewer collection crews work closely with the service maintenance contractor to find, investigate, and correct problems caused by the discharge of FOG to the sewer collection system. Preventative rather than reactive sewer cleaning, improvements, and inspections are critical to maintain the integrity of the collection system. Prompt responses to SSOs are necessary to mitigate the effects to the community.

## **SECTION 8**

### **SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN**

#### **State Order D.13.viii**

The enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key Sanitary Sewer System elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum the plan must include:

(a) Evaluation: Actions needed to evaluate those portions of the system that are experiencing or contributing to a SSO discharge due to hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events,

(b) Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria,

(c) Capacity Enhancement Measures: The steps needed to establish a short term and long term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding, and

(d) Schedule: Norco develops a replacement schedule and establishes completion dates for all portions of their five (5) year CIP. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

#### **State Order Section 8(a) Evaluation**

The Enrollee's CIP plan shall include Evaluation: Actions needed to evaluate those portions of the system that are experiencing or contributing to a SSO discharge due to hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events.

The City of Norco is in the process of evaluating the sewer collection system to determine the capacity to address mandatory SSMP provisions outlined in Section D, 13 (viii) System Evaluation and Capacity Assurance Plan (CAP) of SWRCB Order No. 2006-0003. There are no known hydraulic deficiencies within Norco's Sanitary Sewer System. Norco evaluates the hydraulic capability of its Sanitary Sewer System using computer calculations, field verification, and engineered design for new development.

All future anticipated hydraulic deficiencies, if any, will most likely be the result of growth but can be anticipated and addressed prior to realization as a result of the computer work and master planning reports that are fed into the CIP by new development.

Norco requires new development/growth to pay for its own needed infrastructure without burdening other existing customers. This effort will include the following:

### **8.1 Evaluation**

The City of Norco has evaluated portions of the collection system that may experience or contribute to an SSO discharge caused by a hydraulic deficiency.

#### **State Order Section 8(b) Design Criteria**

The Enrollee's CIP plan shall include Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria.

### **8.2 Design Criteria**

Facility design criteria are based on the identification of additional or increased flow capacities on the collection system facilities, including pipe size, lift station pump design, metering, and siphon sizing during peak flow conditions.

#### **State Order Section 8(c) Capacity Enhancement Measures**

The Enrollee's CIP plan shall include Capacity Enhancement Measures: The steps needed to establish a short term and long term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.

### **8.3 Capacity Enhancement Measures:**

The City of Norco has a Five (5) Year Sewer Capital Improvement Program that funds projects to address hydraulic deficiencies within the collection system. The City has a permitting process that collects development impact fees to fund projects associated with new development and growth that may contribute additional capacity and require new or expanded facilities.

#### **State Order Section 8(d) Schedule**

The Enrollee's CIP plan shall include a Schedule:

### **8.4 Plan Updates and Schedules**

The Plan is updated and reviewed annually at a minimum, and again each time a development project is submitted or considered. Updates in the Plan will describe any significant changes or implementation schedules. The City of Norco has

design standards to provide guidance to ensure adequate capacity is addressed and that aging infrastructure is upgraded accordingly.

## **SECTION 9 MONITORING, MEASUREMENT, AND PLAN MODIFICATIONS**

### **State Order D.13.ix**

The Enrollee shall:

- (a) maintain relevant information that can be used to establish and prioritize appropriate SSMP activities,
- (b) monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP,
- (c) assess the success of the preventative maintenance program,
- (d) update program elements, as appropriate, based on monitoring or performance evaluations, and
- (e) identify and illustrate SSO trends, including frequency, location and volume.

### **State Order Section 9(a) Maintain Relevant Information**

The Enrollee shall maintain relevant information that can be used to establish and prioritize appropriate SSMP activities.

The City of Norco's SSMP addresses those mandatory provisions outlined in Section D, 13 (ix) Monitoring, Measurement, and Plan Modifications of SWRCB Order NO. 2006-0003.

### **State Order Section 9(b) Monitor the Implementation of the SSMP**

The Enrollee shall monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP

City of Norco's Monitoring, Measurement, and Plan Modification contains the following components:

- Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- Monitor the implementation and measure the effectiveness of each element of the Plan;
- Assess the success of the preventive maintenance program;
- Update program elements, as appropriate, based on performance evaluations;
- Identify SSO trends, including; frequency, location, and volume.

**State Order Section 9(c) Assess the Preventative Maintenance Program**

The Enrollee shall assess the success of the preventative maintenance program. The auditor of the SSMP found significant evidence to consistently support the findings that the preventative maintenance program is a success. The preventative maintenance program is structured enough to support training and individual learning curves yet flexible enough to account for variable conditions. Finally, in the event of an SSO the maintenance team can respond quickly with the necessary material and equipment in part because it has a first responder plan in place.

**9.1 Performance Measures**

The indicators that the City of Norco will use to measure the performance of the wastewater collection system and the effectiveness of the SSMP are:

- Total number of SSOs;
- Number of SSOs by type/cause (roots, debris, pipe failure, capacity, pump station failures and other)
- Volume of sewage contained compared to volume spilled
- Volume of spilled sewage discharged to surface water; and
- Preventive maintenance based on planned to actual performance.

**9.2 Baseline Performance**

The City of Norco will use historical data to establish a baseline/trend to evaluate performance measures.

**State Order Section 9(d) Update SSMP Program Elements**

The Enrollee shall update program elements, as appropriate, based on monitoring or performance evaluations. Although there were no deficiencies found during the audits, the auditor made recommendations to improve SSMP program elements. One of the recommendations was to update the SSMP.

**State Order Section 9(e) Identify SSO Trends**

The Enrollee shall identify and illustrate SSO trends, including frequency, location and volume.

**9.3 Performance Monitoring and Program Changes**

The City of Norco will evaluate the performance of the sewer collection system annually and update the data and analysis in this section at the time of the evaluation.

The performance evaluation will dictate funding and design priority and initiate changes or modifications to the SSMP.

**State Order 2006-0003-DWQ, Section D.13.ix, Section G  
GENERAL MONITORING AND REPORTING REQUIREMENTS**

The following paragraphs are reprinted from State Order 2006-0003 with update information from State Order No. WQ 2013-0058-EXEC (State 2013 MRP), amending the 2008 Monitoring and Reporting Program.

**State Order G.1**

The Enrollee shall furnish to the State or Regional Water Board, within a reasonable time, any information that the State or Regional Water Board may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Order. The Enrollee shall also furnish to the Executive Director of the State Water Board or Executive Officer of the applicable Regional Water Board, upon request, copies of records required to be kept by this Order. There was no change in paragraph G.1 as a result of the State 2013 MRP.

**State Order G.2**

The Enrollee shall comply with the attached Monitoring and Reporting Program No. 2006-0003 and future revisions thereto, as specified by the Executive Director. Monitoring results shall be reported at the intervals specified in Monitoring and Reporting Program No. 2006-0003. Unless superseded by a specific enforcement Order for a specific Enrollee, these reporting requirements are intended to replace other mandatory routine written reports associated with SSOs. Paragraph G.2 was amended by the State 2013 MRP representing revisions to the original Monitoring and Reporting Program within Order No. 2006-0003. Norco is to comply with the requirements of the State 2013 MRP. A copy of the State 2013 MRP can be found in Appendix 9 of this SSMP.

**State Order G.3**

All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within 30 days of receiving an account and prior to recording spills into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding an Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months. There was no change in paragraph G.3 as a result of the State 2013 MRP.

## **State Order G.4**

Pursuant to Health and Safety Code section 5411.5, any person who, without regard to intent or negligence, causes or permits any untreated wastewater or other waste to be discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State, as soon as that person has knowledge of the discharge, shall immediately notify the local health officer of the discharge. Discharges of untreated or partially treated wastewater to storm drains and drainage channels, whether man-made or natural or concrete-lined, shall be reported as required above.

Any SSO greater than 1,000 gallons discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State shall also be reported to the Office of Emergency Services pursuant to California Water Code section 13271.

### **SSO Categories are defined by the amended State 2013 MRP as follows:**

As shown above in Section 9(b) of this SSMP, the definition of SSO Categories has changed. The State 2013 MRP defines the categories as follows:

#### **SSO Categories - Per State Order 2013-0058-EXEC**

**Category 1** – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee’s sanitary sewer system failure or flow condition that:

- a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
- b. Reach a municipal separate storm sewer system (a.k.a. MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).

**Category 2** – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an enrollee’s sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the municipal separate storm sewer system unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.

**Category 3** – All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.

**Private Lateral Sewerage Discharges (PLSDs) from the amended State Order.**

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

The enrollee is also encouraged to provide notification to the California Office of Emergency Services (a.k.a. Cal OES) per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the enrollee is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.

If a PLSD is recorded in the CIWQS Online SSO Database, the enrollee must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the enrollee), if known. Certification of PLSD reports by enrollees is not required.

## **SECTION 10 SSMP PROGRAM AUDITS**

### **State Order D.13.x**

As a part of the SSMP, the Enrollee shall conduct periodic audits appropriate to the size of the system and the number of SSOs. At a minimum these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP, and the Enrollee's compliance with the SSMP requirements identified in this subsection D.13, including identification of any deficiencies in the SSMP and steps to correct them.

The City of Norco's SSMP addresses the mandatory provision outlined in Section D, 13 (x) SSMP Program Audits of SWRCB Order No. 2006-0003.

The City of Norco is required to conduct periodic audits, appropriate to the size of the collection system and the number of SSOs. At a minimum, these audits must occur every two (2) years and a report must be prepared and kept on file.

### **10.1 Audits**

The use of program audits is a valuable tool to assess the performance of the elements of the SSMP and to determine if any improvements or modifications are needed.

The scope of the audit will focus on the major elements of the SSMP and the achievement, year to date of established goals, line cleaning, video inspections, work orders, code compliance, and SSO responses, mitigation and reporting.

The audit will results will initiate any proposed program or procedure revisions necessary to improve the SSMP's performance. The audit process allows for corrections and modifications that assist with meeting plan goals.

### **10.2 SSMP Updates**

The City of Norco may modify or update the plan based on audit results and performance criteria. In the event an update is warranted, the process to complete an update or revision will be properly documented.

### **10.3 Annual Goals**

The annual audit will focus on completing the annual goals:

- To minimize the frequency of SSO's from the collection system.
- To effectively manage, operate, maintain, and improve the City of Norco sewer collection system.

- To provide proper notification and reporting to all required regulatory agencies in a timely manner.
- To improve SSO response and mitigate the effects of any SSO that may occur.
- To improve public education to increase the awareness of the FOG program.

#### **10.4 Roles and Responsibilities**

The Department of Public Works will conduct the sewer collection system audits under the guidance of the Field Superintendent.

### 10.5 SSMP Audit Checklist

Element	Title	Requirement	SSMP Current	Implemented
<b>I</b>	<b>Goals</b>	Reduce, prevent and mitigate SSOs		
<b>II</b>	<b>Organization</b>	Names and phone numbers for key management personnel		
		Names and phone numbers for key administrative personnel		
		Names and phone numbers for key maintenance personnel		
		Chain of communications for reporting SSOs		
<b>III</b>	<b>Legal Authority</b>	Prevent illicit discharges to sanitary sewer		
		Ensure access for inspection, maintenance, and repairs		
		Limit discharge of FOG and debris that may cause blockages		

Element	Title	Requirement	SSMP Current	Implemented
		Require the installation of grease removal devices		
		Ability to inspect FOG producing facilities		
		Enforce violations of the City's sewer ordinances		
<b>IV</b>	<b>O &amp; M Program</b>	Maintain up-to-date maps of the sanitary sewer system		
		Describe routine preventive maintenance program		
		Document completed preventive maintenance using work orders		
		Rehabilitation plan identifying and prioritizing system inadequacies		
		Provide regular training for staff		
		Require contractors to provide training		
		Maintain equipment inventory		
		Maintain critical spare part inventory		
<b>V</b>	<b>Design and Performance Provisions</b>	Design and construction standards for repair and rehabilitation of existing system		

Element	Title	Requirement	SSMP Current	Implemented
		Procedures for inspection and acceptance of repairs to sewer system facilities		
VI	<b>OERP Sanitary Sewer Overflow Response Plan (SSORP)</b>	Procedures for the notification of primary responders		
		Procedures for the notification of regulatory agencies		
		Ensure Norco staff are aware of and follow SSORP		
		Proper reporting of all SSOs		
		Ensure proper response procedures to all SSOs		
		Ensure staff is trained in SSORP procedures		
		Ensure contractor personnel are aware of and follow SSORP		
		Ensure contractor personnel are SSORP trained		
		Address emergency operations such as traffic and crowd control		
		Program to determine impacts of any SSOs that occur		

Element	Title	Requirement	SSMP Current	Implemented
<b>VII</b>	<b>FOG Control Program</b>	Public outreach program that promotes the proper disposal of FOG		
		Plan for disposal of FOG generated within sewer system		
		Identify City resources for FOG control		
		Identify facilities that have FOG related problems		
		Preventive maintenance for facilities that have FOG related problems		
<b>VIII</b>	<b>SE/CAP</b>	Identify Facilities that experience or contribute to SSOs caused by hydraulic deficiencies		
		Short-term CIP to address Hydraulic deficiencies		
		Long-term CIP to address Hydraulic deficiencies		
		Procedures that provide for the analysis, evaluation, and prioritization of hydraulic deficiencies		

Element	Title	Requirement	SSMP Current	Implemented
		The short and long term CIPs include schedules for the correction of hydraulic deficiency		
<b>IX</b>	<b>Monitoring, Measurement and Program Modifications</b>	Maintain relevant information to establish, evaluate and prioritize SSMP activities		
		Monitor implementation of the SSMP		
		Measure where appropriate, performance elements of the SSMP		
		Assess success of the preventive maintenance program		
		Update SSMP program elements based on monitoring or performance		
		Identify and illustrate SSO trends		
<b>X</b>	<b>SSMP Program Audits</b>	Conduct periodic audits		
		Record the results of the audit report		
		Record the changes made and/or corrective actions taken		
<b>XI</b>	<b>Communication Program</b>	Have outreach efforts been developed and documented		

## **SECTION 11 COMMUNICATION PROGRAM**

### **State Order D.13.xi**

The Enrollee shall communicate with the public on the development, implementation and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented. The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's Sanitary Sewer Collection System.

### **State Order Section 11(a) Communicate with the Public**

Communicate on a regular basis with the public on the development, implementation and performance of the SSMP.

The City of Norco utilizes several means to communicate with the general public within their service area. These are through direct mailings, quarterly newsletters, flyers, handouts, water billing inserts, personal contact by collection maintenance crews and Pretreatment Program Services, and the city website.

The City of Norco Communication Program will address the mandatory SSMP provision outlined in Section D, 13 (xi) of the SWRCB Order No. 2006-0003.

#### **11.1 Customer Outreach**

City of Norco will develop information describing what is a sewer lateral, care of sewer laterals, root intrusion, cautions about the effects of depositing fats, grease, and oil (FOG) down the drains, and reporting Sanitary Sewer Overflows (SSOs).

#### **11.2 City of Norco Website**

The City website ([www.cityofnorco.com](http://www.cityofnorco.com)) is used to communicate information to the general public. The website will include information regarding the SSMP.

### **State Order Section 11(b) Communicate with Upstream/Downstream Agencies**

Create a plan of communication with regional sewer agencies.

The City of Corona  
Jurupa Community Services District  
Western Municipal Water District

### **11.3 Personal Contacts**

The City of Norco's collection maintenance crews respond to all SSOs and are the first means of communication regarding prevention and maintenance of SSOs.

### **11.4 City of Norco Emergency Contact Information**

The City of Norco has a single number available to residents to report any problems related to city services, this includes an after-hour emergency phone number.

# **2014 City of Norco Sanitary Sewer Management Plan Audit**

## **EXECUTIVE SUMMARY**

On May 2, 2006, the California State Water Resources Control Board adopted Order No. 2006-0003, Statewide General Waste Discharge Requirements (WDR) for Wastewater Collection Agencies. The order applies to all federal and state agencies, municipalities, counties and other public agencies that own or operate sanitary sewer systems greater than one mile in length that collect or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California.

The City of Norco City Council adopted its original Sewer System Management Plan in 2009. The SSMP was prepared in compliance with State Order 2006-0003 issued May 2, 2006, to all publicly owned wastewater collection agencies owning more than one mile of pipeline.

Included in the State Order is a requirement that all agencies audit their SSMPs every two years to evaluate the effectiveness of the plan and staff member's compliance with the State Order. The City of Norco has complied with that requirement by having its SSMP audited in 2011 and early 2014. The next audit will be due in 2015.

The 2011 audit had very minor recommendations from the original SSMP. The 2014 audit report revised and updated to incorporate requirements contained in the most recent State Order No. WQ 2013-0058-EXEC (State 2013 MRP) issued September 9, 2013. This report represents the updated City of Norco SSMP. The plan details are available in the updated 2009 City of Norco SSMP.

The WDR requires the electronic reporting of all sanitary sewer overflows as well as the development of a Sewer System Management Plan (SSMP) that specifies guidelines for monitoring, reporting and implementation of SSMP scheduling requirements. The City of Norco began electronic reporting in May 2007.

### **2014 Auditor Findings:**

**The City of Norco is in compliance with the State Order. Operations staff has complied with the all aspects of the State Order, and the plan has been effective.**

## STATE ORDER

The California State Water Resources Control Board adopted Order No. 2006-0003 May 2, 2006 (State Order) to create an equitable statewide mechanism to manage all publicly owned wastewater collection agencies with more than a mile of pipeline, to reduce the number and severity of Sanitary Sewer Overflows (SSOs), and to set up a central depository for online reporting of SSOs when they do occur.

The Order is consistent with State Water Board Resolution No. 68-16 (Statement of Policy with Respect to Maintaining High Quality of Waters in California) in that the Order imposes conditions to prevent impacts to water quality, does not allow the degradation of water quality, will not unreasonably affect beneficial uses of water, and will not result in water quality less than prescribed in State Water Board or Regional Water Board plans and policies.

A principal element of the State Order is the requirement that the City of Norco adopt and maintain a management plan for its sanitary sewer collection and conveyance system, referred to as a Sewer System Management Plan or SSMP.

The State Order was amended September 9, 2013 with the issuance of State Order WQ 2013-0058-EXEC. Therefore all SSMPs across the state were to be updated to include the amended order.

This 2014 update is in compliance with the State Order requiring that all SSMP's across the State be updated and recertified in 2014, and contains updated information as recommended in the 2011 Audit, and the 2014 Audit required by the 2013 Amended State Order WQ 2013-0058-EXEC.

The State Order establishes the following goal:

**Goal:** The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

The State Order requires City of Norco staff members perform periodic internal audits of the SSMP with focus on evaluating the effectiveness of the SSMP and staff member's compliance with its requirements, as shown in Section D-13 of the State Order. The internal audits must be performed at least every two (2) years with the audit report kept on file at the City of Norco. Norco's audits were completed in 2011 and 2014 as required, and therefore the next audit will be due in 2015.

The SSMP must be updated every five (5) years, must contain any significant program changes, and be recertified after review and approval by the Norco City Council. To complete the recertification process, Norco staff members must enter the information into the Online SSO Database and mail a hard copy to the State Water Resources Control Board. This 2014 SSMP is in compliance as an updated, recertified SSMP.

As specified in the State Order, the SSMP is comprised of eleven (11) sections. A summary of the 2014 audit, which is an evaluation of each individual category, has been completed by City of Norco staff. All recommendations from the 2011 Audit have been addressed.

**Audit Section 1**

**Recommendations: None**

**Audit Section 2**

**Recommendations:** Revise Management and Operations Staff contact Information.  
**Completed.**

**Audit Section 3**

**Recommendations: None**

**Audit Section 4**

**Recommendations: None**

**Audit Section 5**

**Recommendations: None**

**Audit Section 6**

**Recommendations: None**

**Audit Section 7**

**Recommendations: None**

**Audit Section 8**

**Recommendations:** Evaluate and recalculate design flows of 15" collection system main pipelines and lift stations.

**Audit Section 9**

**Recommendations: None**

**Audit Section 10**

**Recommendations: None**

**Audit Section 11**

**Recommendations: None**

**Section 1  
Goals**

**Requirement: Reduce, prevent and mitigate SSOs:**

The City of Norco is in compliance, the SSMP has helped prevent, mitigate, and prevent SSO's within the sanitary sewer collection system.

**Section 2  
Organization**

**Requirement: Names and phone numbers for key management personnel:**

The City of Norco is current and has implemented. Names and phone numbers are updated as necessary.

**Requirement: Names and phone numbers for key administrative personnel:**

The City of Norco is current and has implemented. All information has been updated.

**Requirement: Names and phone numbers for key maintenance personnel:**

The City of Norco is current and has implemented.

**Requirement: Chain of communications for reporting SSOs:**

The City of Norco is current and has implemented.

**Requirement: Prevent illicit discharges to sanitary sewer.**

The City of Norco is current and has implemented

**Requirement: Ensure access for inspection, maintenance, and repairs.**

The City of Norco is current and has implemented

**Requirement: Limit discharge of FOG and debris that may cause blockages.**

The City of Norco is current and has implemented

### **Section 3 Legal Authority**

**Requirement: Require the installation of grease removal devices.**

The City of Norco requires the installation of grease interceptors through the building permit process.

**Requirement: Ability to inspect FOG producing facilities.**

The City of Norco has the ability to inspect all facilities within their sanitary sewer collection system.

**Requirement: Enforce violations of the City's sewer ordinances.**

The City of Norco has approved a sewer Ordinance to effectively enforce all violations within their sanitary sewer collection system.

### **Section 4 Operations and Maintenance**

**Requirement: Maintain up-to-date maps of the sanitary sewer system.**

The City of Norco is current and has implemented.

**Requirement: Describe routine preventive maintenance program.**

The City of Norco contracts for annual collections system cleaning of lift (pump) stations, flumes, manholes, and pipelines. The contract includes video. The City has an annual operations and maintenance budget and a five-year capital improvement program budget.

**Requirement: Document completed preventive maintenance using work orders.**

The City of Norco uses a work order system to track all maintenance activities.

**Requirement: Rehabilitation plan identifying and prioritizing system inadequacies.**

The 5-year CIP identifies and prioritizes system replacement activities

**Requirement: Provide regular training for staff.**

Operations Staff conducts bi-weekly safety meetings and monthly operations meetings.

**Requirement: Require contractors to provide training.**

Contractors are required to train all employees working within the City collection system.

**Requirement: Maintain equipment inventory**

Inventory is maintained.

**Requirement: Maintain critical spare part inventory.**

The City maintains critical inventory.

**Section 5  
Operations and Maintenance**

**Requirement: Design and construction standards for repair and rehabilitation of existing system.**

The City of Norco has approved Sanitary Sewer Collection System Standards and Specifications.

**Requirement: Procedures for inspection and acceptance of repairs to sewer system facilities.**

The City of Norco has trained inspectors conducting all collection system inspections.

**Section 6  
OERP Sanitary Sewer Overflow Response Plan (SSORP)**

**Requirement: Procedures for the notification of primary responders.**

The City utilizes normal operations and after hour emergency response (paggers).

**Requirement: Procedures for the notification of regulatory agencies.**

Operations employees use the SOP for reporting direction.

**Requirement: Ensure Norco staff are aware of and follow SSORP.**

Management reporting and training.

**Requirement: Proper reporting of all SSOs.**

Monthly reporting and SSO reporting is in compliance.

**Requirement: Ensure proper response procedures to all SSOs.**

Current and training implemented.

**Requirement: Ensure staff is trained in SSORP procedures.**

Bi-weekly and Monthly Training Programs.

**Requirement: Ensure contractor personnel are aware of and follow SSORP.**

Contractors are required to train personnel.

**Requirement: Ensure contractor personnel are SSORP trained.**

Contract specifications require training.

**Requirement: Address emergency operations such as traffic and crowd control.**

In compliance.

**Requirement: Program to determine impacts of any SSOs that occur.**

Ongoing, the program will be reevaluated.

**Section 7**  
**FOG Control Program**

**Requirement: Public outreach program that promotes the proper disposal of FOG.**

All commercial and industrial users are surveyed annually with Business License.

**Requirement: Plan for disposal of FOG generated within sewer system.**

The City of Norco contracts FOG removal.

**Requirement: Identify City resources for FOG control.**

Local and regional program.

**Requirement: Identify facilities that have FOG related problems.**

City continues to inspect facilities.

**Requirement: Preventive maintenance for facilities that have FOG related problems.**

Commercial and Industrial properties are required by ordinance to install preventive measures.

**Section 8**  
**EVALUATION AND CAPACITY ASSURANCE PLAN**

**Requirement: Identify Facilities that experience or contribute to SSOs caused by hydraulic deficiencies.**

None Known. Recalculate 15" collection pipelines and Lift stations.

**Requirement: Short-term CIP to address Hydraulic deficiencies.**

Approved 5-year CIP.

**Requirement: Long-term CIP to address Hydraulic deficiencies.**

Approved 5-year CIP.

**Requirement: Procedures that provide for the analysis, evaluation, and prioritization of hydraulic deficiencies.**

Daily, monthly inspections of facilities.

**Requirement: The short and long term CIPs include schedules for the correction of hydraulic deficiency.**

City is in compliance.

**Section 9**  
**Monitoring, Measurement and Program Modifications**

**Requirement: Maintain relevant information to establish, evaluate and prioritize SSMP activities.**

Records are maintained and evaluated.

**Requirement: Monitor implementation of the SSMP.**

Completed.

**Requirement: Measure where appropriate, performance elements of the SSMP.**

The program is in compliance.

**Requirement: Assess success of the preventive maintenance program.**

Program is current.

**Requirement: Update SSMP program elements based on monitoring or performance.**

Updated.

**Requirement: Identify and illustrate SSO trends.**

Completed.

**Section 10**  
**SSMP Program Audits**

**Requirement: Conduct periodic audits.**

Audits are completed whenever modifications or changes occur.

**Requirement: Record the results of the audit report.**

Results are updated.

**Requirement: Record the changes made and/or corrective actions taken.**

Ongoing.

**Section 11**  
**Communication Program**

**Requirement: Have outreach efforts been developed and documented.**

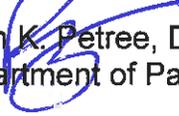
Staff informs and inspects through the Business License process.

Completed by the City of Norco Department of Public Works.

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

Prepared By: Brian K. Petree, Director  
Department of Parks, Recreation and Community Services 

DATE: December 17, 2014

SUBJECT: Approval of Federal Department of General Services (California) (GSA) Application and Resolution Enrolling the City of Norco in the Federal Government GSA Reauthorization Program

RECOMMENDATION: Approve application and resolution to enroll the City of Norco in the Federal Government GSA Reauthorization program.

SUMMARY: In October of this year, staff received information from the Federal General Services Administration Department (GSA) regarding the Reauthorization Program to acquire equipment from the federal government at a reduced cost. Staff has prepared, for City Council approval, a GSA application and resolution enrolling the City in the GSA Reauthorization Program.

BACKGROUND/ANALYSIS: In discussion with the GSA representative, staff was provided with information regarding the GSA asset transfer program, which allows asset purchases at 9% of the original purchase value and the many benefits that our City would get out of being involved with the Federal Government Reauthorization Program. Examples of assets include equipment, tools, building materials, and military non-working combat equipment for displays.

To enroll, the City of Norco will provide the following: Federal Government GSA Reauthorization program application(s); (SASP No. 201), (SASP No. STD-204) and GSA resolution (SASP No. 202).

FINANCIAL IMPACT: None

Attachments:

- a) GSA Resolution for Reauthorization of Federal Property (SASP No. 202)
- b) Application for Eligibility for Federal Surplus Property Program and Census Information, (SASP No. STD-204)
- c) Application for Eligibility for Federal Surplus Property (SASP No. 201)
- d) Assurance of Compliance Agreement (OSP No. 203)

Agenda Item: 2.H.



Governor Edmund G. Brown Jr.

**RESOLUTION**

'BE IT RESOLVED by the Governing Board, and hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions accompanying this form or listed on the reverse side of this form.'

NAME (Print or Type)	TITLE	SIGNATURE	E-MAIL ADDRESS
A. <u>Brian Petree</u>	<u>Director, P&amp;R</u>	<u>[Signature]</u>	<u>bpetree@ci.norco.ca.us</u>
<u>Michelle Anglin</u>	<u>Superintendent P&amp;R</u>		<u>manlin@ci.norco.ca.us</u>
<u>Henk Kokke</u>	<u>Parks Supervisor</u>		<u>hkoke@ci.norco.ca.us</u>
<u>Lori Askew</u>	<u>Public Works Director</u>		<u>LAskew@ci.norco.ca.us</u>
<u>Aroy Okoro</u>	<u>City Manager</u>		<u>AOKORO@ci.norco.ca.us</u>

\*Note: All signatures must be in original form. No copied or stamped signatures

B. The above resolution was PASSED AND ADOPTED this 3 day of December, 2014, by the Governing Board of the: City of Norco Agency Name by the following vote: AYES:     ; NOES:     ; ABSENT:     

1. Cheryl Link Clerk of the Governing Board known as City Clerk

Do hereby certify that the foregoing is a full, true and correct resolution adopted by the governing board of the below named organization at the meeting thereof held at its regular place of meeting on this date and by the vote above stated, a copy of said resolution is on file in the principap office of the Governing Board.

Signed by: \_\_\_\_\_

City of Norco  
2870 CLARK ST.  
Name of Organization  
Norco, CA, 92860, Riverside  
City Zip Code County

NOTE: ALL LOCAL GOVERNMENT & NON-PROFIT INCORPORATED ORGANIZATIONS HAVE A GOVERNING BOARD, THEREFORE COMPLETE ONLY SECTIONS "A" & "B". THE FOLLOWING SECTION "C" IS FOR STATE AGENCIES ONLY

C. AUTHORIZED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by: \_\_\_\_\_ Signature of Administrative Officer

Printed Name of Chief Administrative Officer \_\_\_\_\_ Title \_\_\_\_\_

Organization Name \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ ZIP Code \_\_\_\_\_ County \_\_\_\_\_

STATE OF CALIFORNIA AGENCIES ARE REQUIRED TO PROVIDE THEIR STATE BILLING CODE: \_\_\_\_\_

**STATE OF CALIFORNIA  
NEW APPLICATION FOR ELIGIBILITY  
STATE & FEDERAL SURPLUS PROPERTY PROGRAM**

Pursuant to Federal Regulation 28 C.F.R. §§ 42.401 - 42.415, a recipient is mandated to report to the Federal Government the racial and national origins of all persons within your service area. You are therefore asked to supply the Office of Fleet and Asset Management with the race and national origins of individuals you serve in your service area (it may be helpful to refer to the US Census to determine the racial makeup of your service area at [www.factfinder.census.gov/](http://www.factfinder.census.gov/)). This form must be completed and returned with the rest of the eligibility packet in order to qualify for the Federal Surplus Property Program. Your answers on this form in no way affect your eligibility; however, not returning the form will delay the processing of your application.

<b>American Indian or Alaskan Native</b> % <u>0.9</u>	Persons having origins in any of the tribal people of North America, and who maintain cultural identification through tribal affiliation or community recognition.
<b>Asian / Pacific Islander</b> % <u>3.3</u>	Persons having origins in any of the original peoples of the far east, Southeast Asia, Pacific Islands, or the Indian Subcontinent. This includes China, Japan, Korea, The Philippines, and Samoa.
<b>Black</b> % <u>7</u>	Persons having origins in any of the black racial groups of Africa.
<b>Hispanic</b> % <u>31.1</u>	Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
<b>White</b> % <u>76.3</u>	Person having origins in any of the original people of Europe, North Africa, or the Middle East.
<b>Other</b> % <u>9.3</u>	(Specify) _____

Print Name Brian K. Petree

Title Director, P&R

Signature 

Date 11.26.14

STATE OF CALIFORNIA NEW APPLICATION FOR ELIGIBILITY STATE & FEDERAL SURPLUS PROPERTY PROGRAM

In completing this form please print or type information.

A. Name of Organization City of Norco Telephone (951) 270-5632 Address 2870 CLARK ST. City Norco County RIVERSIDE, CA zip 92860 E-Mail Address bpetree@ci.norco.ca.us Fax Number (951) 270-5681

1. Application is being made as a (please check one) (a) Public agency [X] or (b) qualified nonprofit and tax-exempt organization [ ]. Check all spaces that apply and provide all requested data.

B. PUBLIC AGENCY: Check either state [X] or local [ ]

- Conservation [X] Economic Development [X] Education [ ] Grade Level [ ] Enrollment [ ] No. of faculty [ ] No. of days in school year [ ] Parks & Recreation [X] Public Health [X] Public Safety [X] Two or more of above [X] Other (specify) [ ]

NONPROFIT AGENCY OR ORGANIZATION:

- Education [ ] Grade Level [ ] (Preschool, K-12, college) School for the mentally or physically handicapped [ ] Enrollment [ ] No. of faculty [ ] No. of days in school year [ ] No. of school sites [ ] Educational radio or television station [ ] Museum [ ] Library [ ] Medical institution [ ] Hospital [ ] Health center [ ] Clinic [ ] Other (specify) [ ]

1. Are the applicant's services available to the public at large? Yes. If only a specified group of people is served, please indicate who comprises this group.

- 2. Checklist of signed and completed documents submitted with this application: SASP Form No. 202 "Resolution," properly signed and approved by the Governing Board designating representatives, including their signatures, authorized to bind the applicant organization to service fees submitted by the State of California. SASP Form No. 203, nondiscrimination compliance assurance. Certification Regarding Debarment, Suspension, Ineligibility, & Voluntary Exclusion as required by the General Services Administration of the U.S. Government. Other statements or documentation required, as may be specified.

Printed Name and Title of Administrator or Director: Brian K. Petree, Director Date: 12/3/14 Signature of Administrator or Director: [Signature]

FOR STATE SURPLUS AGENCY USE ONLY

Application approved [ ] Application disapproved [ ]

Comments or additional information: [ ]

Date: [ ] Signed: [ ]

Donee Number: [ ] Billing Code: [ ]

Office of Surplus  
Property  
OSP Form No.  
203 (3-82)

ASSURANCE OF COMPLIANCE WITH GSA REGULATIONS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 606 OF TITLE VI OF THE FEDERAL PROPERTY AND ADMINISTRATIVE SERVICES ACT OF 1949, AS AMENDED, SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED,  
TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AS AMENDED AND SECTION 303 OF THE AGE DISCRIMINATION ACT OF 1975

**City of Norco**" (hereinafter called the "donee"),  
(Name of donee organization)

HEREBY AGREES THAT the program for or in connection with which any property is donated to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with, all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and HEREBY GIVES ASSURANCE THAT it will immediately take any Measures necessary to effectuate this agreement.

The donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations; that this agreement shall obligate the donee for the period during which it retains ownership or possession of any such property; that the United States shall have the right to seek judicial enforcement of this agreement; and, this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

Date: December 3, 2014

City of Norco

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(Mayor, City of Norco)

Norco City Hall  
2870 Clark Street  
Norco, California 92860

## TERMS AND CONDITIONS

### A. THE DONEE CERTIFIES THAT:

- (1) It is a public agency; or an approved nonprofit organization, exempt from taxation under Section 501 of the Internal Revenue Code of 1954; within the meaning of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended.
- (2) The property is needed and will be used by the recipient for carrying out for the residents of a given political area one or more public purposes, or, if an approved nonprofit tax-exempt organization or 8(a) business, the property is needed for and will be used by the recipient for educational or public health purposes, or for programs for older individuals, or for business purposes. The property is not acquired for any other use or purpose, or for sale or other distribution; or for permanent use outside the state, except with prior approval of the State Agency for Surplus Property, hereafter referred to "the SASP".
- (3) Funds are available to pay any and all costs and charges incidental to the receipt of surplus property, that the property is not being acquired for any other use(s) or purpose(s), is not for sale. Fee schedule is available upon request from the California SASP.
- (4) Any transaction shall be subject to the nondiscrimination regulations governing the donation of federal surplus personal property issued under Title VI of the Civil Rights Act of 1964, (41 USC 2000d-2000d-4a), as amended; Section 504 of the Rehabilitation Act of 1973 (29 USC 794), as amended; Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1688), as amended; and Section 303 of the Age Discrimination Act of 1975 (42 USC 6101-6107).
- (5) If the Donee is designated by the Federal Small Business Administration 8a Program as a socially and economically disadvantaged small business and the SASP has determined the Donee is eligible to receive federal surplus personal property as a donation, the Donee certifies that the property acquired is needed and will be used solely for the conduct of the Donee's business enterprise; and the Donee certifies to A. (3), A. (4), and A. (5) above.

### B. The Donee agrees to the following federal conditions:

- (1) All items of property, other than items with a unit acquisition cost of \$5,000 or more and passenger motor vehicles, regardless of acquisition cost, shall be placed in use for the purpose(s) for which acquired within one year of receipt, and shall be placed in continuous use for one year from the date the property was placed in use. In the event the Donee does not so place the property in use, or in continuous use, the Donee shall immediately notify the SASP and, at the Donee's expense, make the property available for transfer or other disposal as directed by the SASP.
- (2) Special handling or use limitations as are imposed by the Federal General Services Administration (GSA) on any item(s) of property under which the item(s) are being allocated to the Donee.
- (3) In the event the Donee does not so use the property as required by C. (1) and C. (2), above, at the option of the GSA title and right to the possession of such property shall revert to the United States of America and, upon demand, the Donee shall release such property to such person as the GSA or its designee shall direct.

### C. The Donee agrees to the following conditions applicable to items with a unit acquisition cost of \$5,000 or more and passenger motor vehicles, except vessels of 50 feet or more in length and aircraft, regardless of acquisition cost:

- (1) The property shall be placed in use within one year of receipt and shall be used only for the purpose(s) for which acquired and for no other purpose(s).
- (2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for 18 months from the date the property is placed in use, except for such item(s) of major equipment for which the SASP designates a further period of restriction.
- (3) In the event the property is not so used as required by C. (1) and C. (2), above, at the option of the SASP title and right to the possession of such property shall revert to the State of California, and the Donee shall release such property to such person, as the SASP shall direct.

### D. The Donee agrees to the following terms, reservations and restrictions:

- (1) From the date the Donee receives the property and throughout the time period(s) imposed by B. or C. above (as applicable) remain in effect, the Donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property or remove it permanently for use outside the State of California without the prior approval of the GSA or the SASP. The proceeds from any sale, trade, lease, loan, bailment, encumbrance, or other disposal of the property, when the GSA or the SASP authorizes such action, shall be remitted promptly by the Donee to the GSA or the SASP, as applicable. If a Donee takes action in ignoring or disregarding the foregoing restrictions after the date the Donee receives the property and before expiration of the time periods imposed by C. or D. as applicable at the option of the GSA or the SASP, the Donee shall pay to the GSA or the SASP any proceeds derived from the disposal, and/or the fair market or fair rental value of the property at the time of such unauthorized disposal as determined by the GSA or the SASP as applicable.
- (2) If at any time from the date the Donee receives the property and throughout the time periods imposed by B. or C. above (as applicable) the Donee determines that some or all of the property is no longer suitable, usable, or further needed for the purpose(s) for which it was acquired, the Donee shall promptly notify the SASP and shall, as directed by the SASP, return the property to the SASP, or release the property to another Donee or another state agency or a department or agency of the United States, or sell or otherwise dispose of the property. The Donee shall remit the proceeds from any sale promptly to the SASP.
- (3) The Donee shall make reports to the SASP which shall state the use, condition and location of the property, and shall report on other pertinent matters as may be required from time to time by the SASP.
- (4) At the option of the SASP, the Donee may abrogate the conditions set forth in B, above, and the terms, reservations and restrictions pertaining thereto in D by payment of an amount determined by the SASP.

### E. The Donee agrees to the following conditions applicable to all items of property:

- (1) The property acquired by the Donee is on an "as is," "where is" basis without warranty of any kind.
- (2) If the Donee carries insurance against damages to or loss of property because of fire or other hazards, and damage to, loss or destruction of donated property with unexpired terms, conditions, reservations or restrictions occurs, the SASP will be entitled to reimbursement from the Donee out of the insurance proceeds in an amount equal to the unamortized portion of the fair value of the lost, damaged or destroyed property.

### F. Terms, conditions, reservations and restrictions set forth in the Conditional Transfer Document executed by the authorized Donee representative are applicable to the donation of aircraft and vessels of 50 feet or more in length having an acquisition cost of \$5,000 or more, regardless of the purpose for which acquired.

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: Brian K. Petree, Director  
Parks, Recreation and Community Services Department

DATE: December 17, 2014

SUBJECT: Acceptance of the George A. Ingalls Veterans Memorial Plaza Project as Complete

RECOMMENDATION: Accept the George A. Ingalls Veterans Memorial Plaza Project as complete and authorize the City Clerk to file a Notice of Completion with the County Clerk's Office.

**SUMMARY:** The George A. Ingalls Veterans Memorial Plaza Project has been completed and staff is requesting that the Council accept the Project as complete. A Notice of Completion has been prepared and, upon acceptance of the project as complete by the City Council, the City Clerk will file the Notice of Completion with the County Clerk's Office.

**BACKGROUND/ANALYSIS:** On April 16, 2014, the Council awarded a contract for the George A. Ingalls Veterans Memorial Plaza Project to Act 1 Construction, Inc. in the amount of \$445,373.75 with a 10% contingency.

Act 1 Construction, Inc. completed their scope of work for the project at a total cost of \$485,372.61. The work has been inspected by the Parks and Recreation Department, City Engineer and the City Building and Safety Inspector and found to be in full conformance with the plans and specifications on the contract document.

**FINANCIAL IMPACT:** N/A

Attachment: Notice of Completion

RECORDING REQUESTED BY:  
CITY OF NORCO  
WHEN RECORDED MAIL TO:  
2870 CLARK AVENUE  
NORCO, CA 92860  
ATTN: CITY CLERK

THIS DOCUMENT IS FILED AT THE REQUEST  
OF THE CITY OF NORCO PURSUANT TO  
SECTION 6103 OF THE GOVERNMENT  
CODE. NO FEE IS CHARGED THEREFORE.

## NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN BY THE CITY OF NORCO, A MUNICIPAL CORPORATION, STATE OF CALIFORNIA THAT THE WORK DESCRIBED AS **GEORGE A. INGALLS VETERANS MEMORIAL PLAZA PROJECT** IN THE CITY OF NORCO IN ACCORDANCE WITH THE TERMS AND WRITTEN CONTRACT DATED BETWEEN THE CITY OF NORCO AND **ACT 1 CONSTRUCTION, INC.** WAS COMPLETED AND ACCEPTED BY THE CITY OF NORCO ON THE **17<sup>TH</sup> DAY OF DECEMBER, 2014.**

THAT THE CITY OF NORCO, A PUBLIC BODY, CORPORATE AND POLITIC, WHOSE ADDRESS IS 2870 CLARK AVENUE, NORCO, CALIFORNIA, 92860 IS THE OWNER OF SAID IMPROVEMENT WORK; AND THAT SAID WORK WAS PERFORMED BEGINNING **APRIL 16, 2014** IN THE CITY OF NORCO. THE NATURE OF INTEREST IS VENDEE UNDER CONTRACT.

THAT SAID WORK OF IMPROVEMENT WAS SO PERFORMED BY **ACT 1 CONSTRUCTION, INC.** IN ACCORDANCE WITH SAID WRITTEN AGREEMENT DATED **APRIL 16, 2014** AND THE DRAWINGS AND SPECIFICATIONS WHICH WERE A PART OF SAID CONTRACT.

THAT THE CORPORATE SURETY ON THE CONTRACTOR'S BOND, FAITHFUL PERFORMANCE AND LABOR AND MATERIALS BOND IS **INTERNATIONAL FIDELITY INSURANCE COMPANY** THIS NOTICE OF COMPLETION IS GIVEN BY THE CITY OF NORCO PURSUANT TO THE APPROPRIATE PROVISIONS OF TITLE XV, PART IV, DIVISION 1 OF THE CIVIL CODE OF THE STATE OF CALIFORNIA, AND UPON ORDER OF THE CITY OF NORCO.

December 17, 2014

DATED:

**CITY OF NORCO**  
A MUNICIPAL CORPORATION

BY: \_\_\_\_\_  
CHERYL L. LINK  
CITY CLERK

VERIFICATION FOR NON-INDIVIDUAL OWNER:

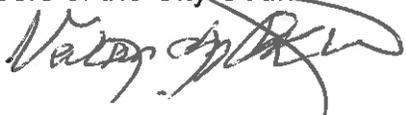
I, THE UNDERSIGNED, DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT I AM THE CITY CLERK OF THE CITY OF NORCO, THAT I HAVE SIGNED THE SAID NOTICE, THAT I KNOW AND UNDERSTAND THE CONTENTS THEREOF, AND THAT THE FACTS STATED THEREIN ARE TRUE AND CORRECT.

12/17/14  
DATE

\_\_\_\_\_  
CHERYL L. LINK  
CITY CLERK  
CITY OF NORCO

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

Prepared By: Brian K. Petree, Director  
Department of Parks, Recreation and Community Services

DATE: December 17, 2014

SUBJECT: Resolution in Support of California Senate Concurrent Resolution 119 (SCR 118) and Adopting the 21 Seconds Now Program for the City of Norco to Honor our Military Personnel on the 21<sup>st</sup> Day of Each Month

RECOMMENDATION: Adopt **Resolution No. 2014-69**, supporting SCR 118 and approving the 21 Seconds Now Program for the George A. Ingalls Veterans Memorial Plaza to fly the American flag at half staff for 24 hours on the 21<sup>st</sup> day of each month.

**SUMMARY:** Staff recommends the City Council adopt Resolution No. 2014-69, supporting California Senate Concurrent Resolution 118 and approving the 21 Seconds Now Program. The program directs staff to lower the American flag at the George A. Ingalls Veterans Memorial Plaza for 24 hours on the 21<sup>st</sup> day of each month. The program also asks that all Norconians honor this remembrance time by taking a 21-second moment of silence each month at high noon for our fallen soldiers as well as to thank those who have served and are serving in our military branches.

**BACKGROUND/ANALYSIS:** On May 5, 2014, Senator Anderson introduced SCR 118 to honor and remember our military's sacrifices. The measure encourages the people of California to honor our fallen soldiers on the 21<sup>st</sup> day of each month by flying the flag of the United States of America at half-staff and pausing for a moment of silence for 21 seconds in remembrance and in honor of all those who have given their lives in military service and in war.

On December 7, 2014, the City received a request from Ray Trosper, author of the 21 Seconds Now program, on behalf of the American Legion, Department of California Veterans War Memorial, requesting that all cities take a formal position in support of SCR 118. Mr. Trosper encouraged that all communities take part in the 21 Seconds Now Program. The City of Norco will be the first City in the State of California to adopt a resolution to participate in the program.

Resolution in Support of "21 Seconds Now Program"

Page 2

December 17, 2014

Mr. Trosper added that as strong and as patriotic as our nation is, we need to continue to support troops today. He noted, as a nation, we currently use two days during the year to memorialize our military - Memorial Day and Veterans Day. Military personnel are honored on a large scale; however, he added that most veterans would agree that since the Persian Gulf War, mostly since the global war on terror (Iraq and Afghanistan), that on Veterans Day, our past war heroes are now getting some recognition as the level of patriotism has moved up the scale.

By adopting this resolution, the City of Norco would display its already patriotic support for its military and those who served by observing a 21-second moment of silence once a month, 12 times a year, emphasized with the flag at half-staff during the 21<sup>st</sup> day of the month.

In recognition of the sacrifice and significance of those who have served and are serving in our military, staff is recommending that the City Council adopt the attached resolution approving the 21 Seconds Now Program and supporting SCR 118, and the American Legion Veterans, California Office of Military.

FISCAL IMPACT: None

Attachment: Resolution No. 2014-69

## **RESOLUTION NO. 2014-69**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, SUPPORTING CALIFORNIA SENATE CONCURRENT RESOLUTION 118 AND THE 21 SECONDS NOW PROGRAM**

WHEREAS, the City of Norco, California, located in the County of Riverside, California; and

WHEREAS, approximately 1.4 million American veterans have given their lives in the various wars in defense of freedom; and

WHEREAS, California and the nation should honor their service and sacrifice in perpetuity; and

WHEREAS, the highest salute our nation can bestow on our military or public officials, including the President of the United States, is formally known as the "21 Gun Salute," and taking a 21-second moment of silence is an appropriate way to honor our fallen soldiers; and

WHEREAS, out of the 31,536,000 seconds in a calendar year, 252 seconds of each year shall be utilized to honor Americans who have given their lives defending freedom for a 21-second moment of silence each month, which would help this and future generations to understand and respect the sacrifice made by veterans who have given their lives; and

WHEREAS, the California Legislature adopted SCR 118, a Resolution specifically requesting that all residents of California participate by honoring our military for the service and sacrifice by lowering their flags to half-staff on the 21<sup>st</sup> day of each month and take a 21-second moment of silence in remembrance and ask municipalities across the great state of California to do the same; and

WHEREAS, the City of Norco recognizes SCR 118 and will honor this by lowering the flag at the George A. Ingalls Veterans Memorial Plaza to fly at half-staff for 24 hours on the 21<sup>st</sup> day of each month and ask all Norconians to honor this remembrance by taking a 21-second moment of silence each month on the 21<sup>st</sup> day at high noon to honor our fallen soldiers and thank those who have served and are serving in our military branches; and

NOW THEREFORE, the City Council of the City of Norco does hereby resolve that the City of Norco will lower its American flag at the George A. Ingalls Veterans Memorial Plaza to half-staff on the 21<sup>st</sup> day of each month to support the State resolution. The Norco City Council also asks that all residents voluntarily take part in the 21 Seconds Now Program.

FURTHERMORE, the City Council of the City of Norco directs the City Clerk to transmit copies of this resolution to the author for appropriate distribution.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on December 17, 2014.

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Herb Higgins, Mayor  
City of Norco, California

ATTEST:

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Cheryl L. Link, City Clerk  
City of Norco, California

I, CHERYL L. LINK, City Clerk of the City of Norco, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on December 17, 2014 by the following vote of the City Council:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California on December 17, 2014.

---

Cheryl L. Link, City Clerk  
City of Norco, California

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: Sam Nelson, Associate Engineer 

DATE: December 17, 2014

SUBJECT: Acceptance of Storm Drain Easement Dedications for APNs 123-120-015 and 123-120-016

RECOMMENDATION: That City Council accept the offer of dedication of two public storm drain easements on Kingman Drive, authorize the Mayor to sign the Certificates of Acceptance, and direct the City Clerk to file the Certificates of Acceptance with the County of Riverside Recorder's Office.

**SUMMARY:** David VanWongerghem and Vincent Ysais (adjacent land owners) are each offering for dedication to the City of Norco a 10-foot wide by approximately 220-foot long area to be used as an easement for storm drain purposes. The adjacent easements will result in an overall easement width of 20 feet. The establishment of this 20-foot wide public easement will overlap an existing 10-foot wide private storm drain easement at this same location. The easement documents have been prepared and are ready for acceptance and recordation.

**BACKGROUND/ANALYSIS:** An existing dirt channel located along the common property line between David VanWongerghem's and Vincent Ysais's property currently conveys runoff from Kingman Avenue onto the Norco Intermediate school property. The dirt channel does not have the capacity to convey runoff generated by large storm events which results in flooding on Kingman Avenue.

The City has proposed to install a storm drain system in place of the existing dirt channel. However, a public easement will be required as the improvements will be constructed on private property. The property owners have offered to make the necessary easement dedication with the understanding that the City will install storm drain improvements to alleviate the drainage issues during rain events.

The City desires to accept the offers of dedication of the easements on Kingman Drive for storm drain purposes. Therefore, staff is recommending that the City Council accept the offers of dedication for the storm drain easements, authorize the Mayor to sign the Certificates of Acceptance, and direct the City Clerk to file the Certificates of Acceptance with the County Recorder.

**FINANCIAL IMPACT:** None

**Attachment:** Easement Deeds

**EXHIBIT "A"**  
**TEMPORARY CONSTRUCTION EASEMENT**

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**PARCEL A:**

THAT PORTION OF LOT 4 AS SHOWN BY MAP ON FILE IN BOOK , PAGES 25 THROUGH 26, INCLUSIVE, IN THE OFFICE OF THE COUNTY RECORDER OF RIVERSIDE COUNTY, STATE OF CALIFORNIA, DESCRIBED AS A WHOLE AS FOLLOWS;

THE SOUTHEASTERLY 10.00' OF SAID LOT 7;

CONTAINING APPROXIMATELY 2,142 SQUARE FEET

**PARCEL B:**

THAT PORTION OF LOT 8 OF TRACT 2318 AS SHOWN BY MAP ON FILE IN BOOK 43, PAGES 25 THROUGH 26, INCLUSIVE, IN THE OFFICE OF THE COUNTY RECORDER OF RIVERSIDE COUNTY, STATE OF CALIFORNIA, DESCRIBED AS A WHOLE AS FOLLOWS;

THE NORTHWESTERLY 10.00' OF SAID LOT 8;

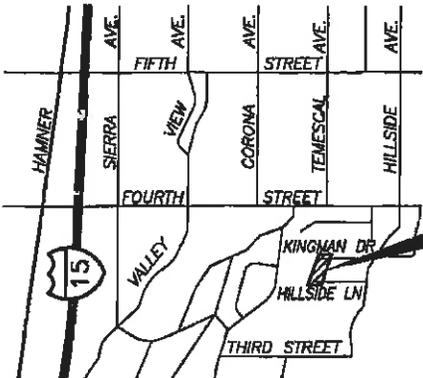
CONTAINING APPROXIMATELY 2,150 SQUARE FEET



**EXHIBIT "B"**  
**PUBLIC STORM DRAIN EASEMENT**

**BASIS OF BEARING**

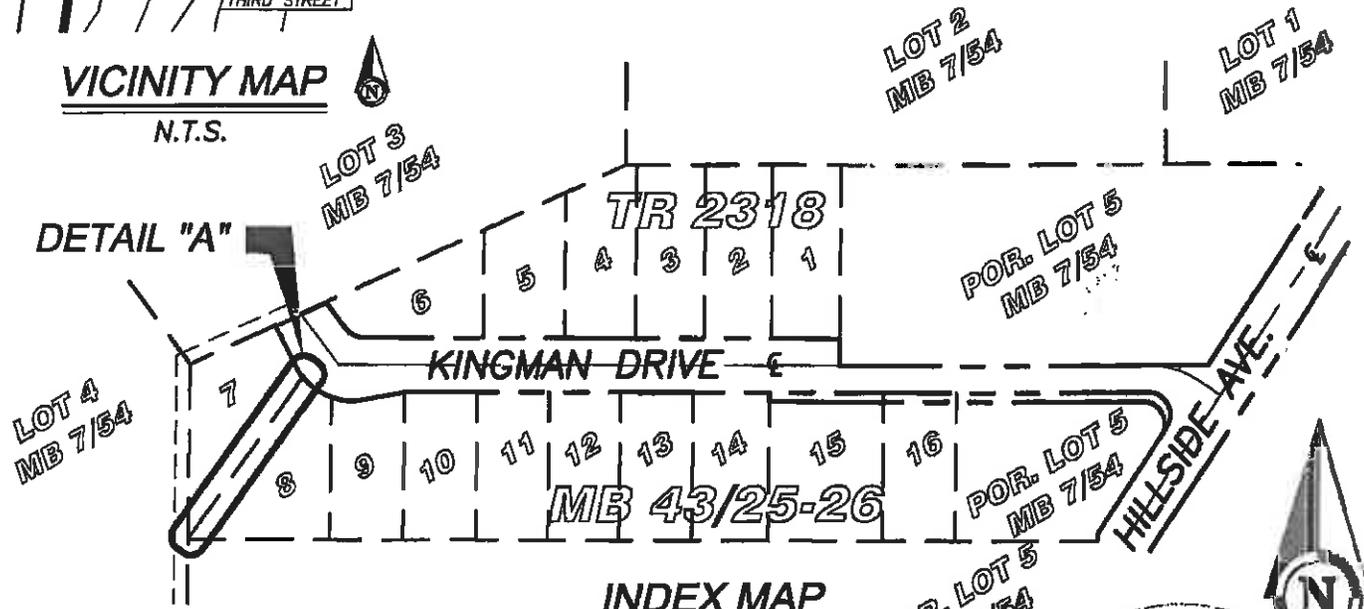
N 89°44'16" W, BEING THE CENTERLINE OF KINGMAN DRIVE, AS SHOWN BY MAP ON FILE IN BOOK 43, PAGES 25-26, INCLUSIVE, RECORDS OF RIVERSIDE COUNTY, STATE OF CALIFORNIA.



**VICINITY MAP**

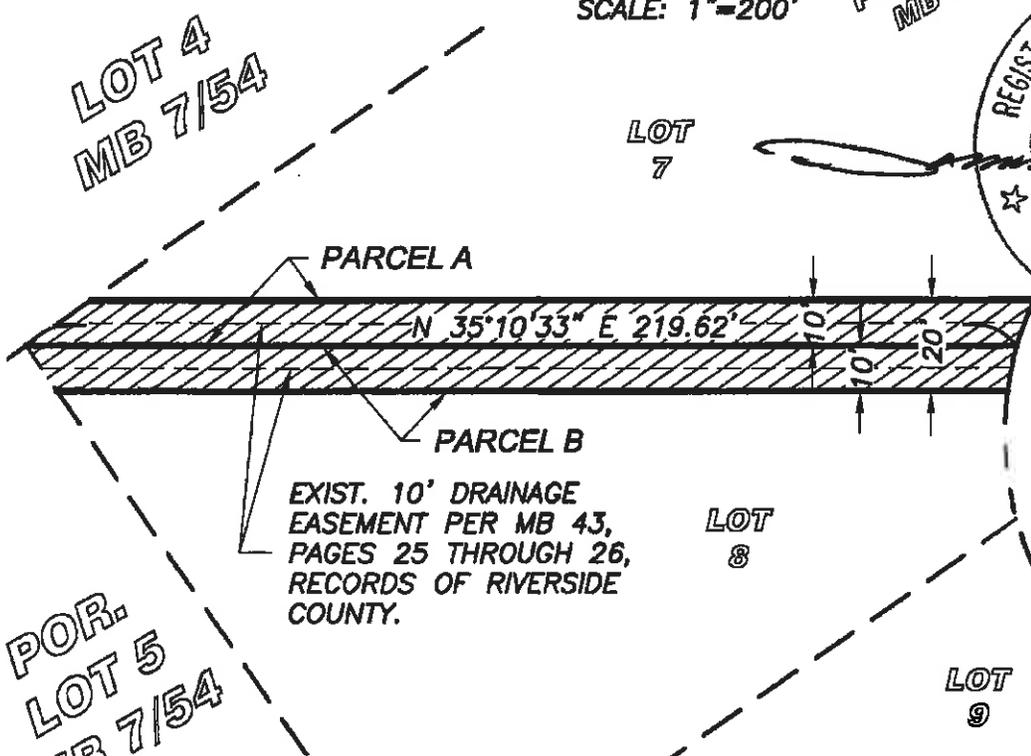
N.T.S.

**PROJECT SITE**



**INDEX MAP**

SCALE: 1"=200'



**DETAIL "A"**

SCALE: 1"=60'



Recording requested by:

**CITY OF NORCO**

When recorded mail to:

*City Clerk  
City of Norco  
2870 Clark Avenue  
Norco, CA 92860*

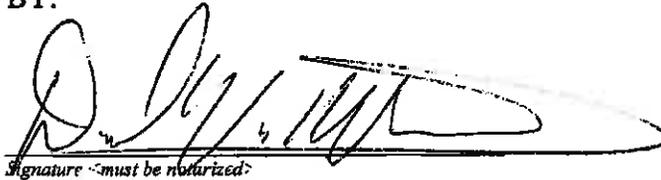
SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN: 123-120-015

## EASEMENT DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged **David Vanwongerghem, a single man**, does hereby grant **PARCEL "A"** to the CITY OF NORCO, a municipal corporation, an **EASEMENT FOR STORM DRAIN PURPOSES** and incidental uses (including but not limited to the construction, use, operation, maintenance and repair) in over, under, and upon the land in the City of Norco, County of Riverside, State of California described in Exhibit "A" (legal description) and as shown on Exhibit "B" (plat).

BY:



*Signature (must be notarized)*

David VanWongerghem  
name and title printed

Recording requested by:

**CITY OF NORCO**

When recorded mail to:

*City Clerk  
City of Norco  
2870 Clark Avenue  
Norco, CA 92860*

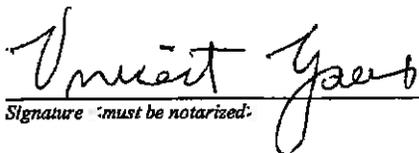
SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN: 123-120-016

## EASEMENT DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged **Vincent Ysais, a single man**, does hereby grant **PARCEL "B"** to the CITY OF NORCO, a municipal corporation, an **EASEMENT FOR STORM DRAIN PURPOSES** and incidental uses (including but not limited to the construction, use, operation, maintenance and repair) in over, under, and upon the land in the City of Norco, County of Riverside, State of California described in Exhibit "A" (legal description) and as shown on Exhibit "B" (plat).

BY:

  
\_\_\_\_\_  
*Signature must be notarized.*

*Vincent Ysais*  
\_\_\_\_\_  
name and title printed

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: John R. Harper, City Attorney

DATE: December 17, 2014

SUBJECT: Resolution Authorizing California Statewide Communities Development Authority to Issue Bonds to Finance the Construction of Silverlakes Equestrian and Sports Park.

RECOMMENDATION: Adopt Resolution No. 2014-70, approving the issuance of Bonds by the California Statewide Communities Development Authority to Finance the Silverlakes Equestrian and Sports Park project.

**SUMMARY:** The California Statewide Communities Development Authority (the "Authority") is comprised of California cities, counties, and special districts, including the City of Norco. In order for the Authority to issue bonds for property located within the City of Norco, the City is required to adopt a resolution authorizing such. The issuance will be for approximately \$22,000,000 and will be used to construct Silverlakes Equestrian and Sports Park.

**BACKGROUND/ANALYSIS:** As the City Council is aware, Balboa Management Group, LLC ("Balboa") has been pursuing methods of financing improvements to Silverlakes Equestrian and Sports Park. The Authority referenced above was created by the State of California to assist cities, counties, and special districts by loaning funds to private developers for economic development and construction of public infrastructure. Following months of negotiation with the Authority and a private funding corporation, the Authority has determined it will issue not-to-exceed twenty-two million dollars (\$22,000,000) in taxable bonds, which will be purchased at closing by the private financing corporation, who will be the sole bondholder. Functionally, the financing will be a loan between Balboa and the private investor. The proceeds of the bonds will be used by Balboa to construct the Silverlakes Equestrian and Sports Park improvements.

The bonds will not be issued by the City, nor will the City have any obligation for repayment. The City's sole participation in the financing will be the adoption of this Resolution, giving the Authority the ability to issue the bonds. The repayment obligation will be solely that of Balboa and the debt service will be paid to the bondholder. There is no repayment or security pledge of any kind made by the City, including no pledge of the Silverlakes property.

Resolution No. 2014-70, Silverlakes Bonds

Page 2

December 17, 2014

FINANCIAL IMPACT: None. The City's only obligation in the issuance of the bonds is the adoption of this Resolution acknowledging to the Authority that it may issue bonds for a project within the City's boundaries. The City has no repayment obligation or liability for non-payment of debt service, nor collection of or accounting for debt service payments, nor other involvement in the issuance, excluding the potential revision of the Ground Lease and related documents to clarify and accurately reflect the relationship between Balboa and the City due to the passage of time.

Attachments: Resolution No. 2014-70

## RESOLUTION NO. 2014-70

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, APPROVING THE ISSUANCE OF BONDS BY THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY TO FINANCE THE SILVERLAKES EQUESTRIAN AND SPORTS PARK PROJECT

WHEREAS, the California Statewide Communities Development Authority (the "Authority") is empowered to assist the City of Norco (the "City") in financing certain public capital improvements pursuant to Article 4 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (the "Act") and pursuant to that certain Amended and Restated Joint Exercise of Powers Agreement, dated as of June 1, 1988 (the "Agreement") among a number of California cities, counties and special districts, including the City, dated June 1, 1988; and

WHEREAS, certain property located in the City (the "Property") is subject to a Ground Lease (the "Ground Lease") between the City and Balboa Management Group, LLC, a Delaware limited liability company ("Balboa"), is subject to a covenant (the "Deed Restriction") recorded against the Property as Exhibit "B" attached to that certain Quit Claim Deed executed by TLC Investments & Trade Co. in favor of the City recorded on June 14, 2002 as Document No. 2002-328613 which Quitclaim Deed transferred the Property to the City; and

WHEREAS, the covenant provides, among other things, "No portion of the Property described in this quitclaim deed shall be used by the City, or by any successor in interest to the City, or any other public agency or private party, for any purpose other than for public park, recreational and open space purposes, save and except for the construction of a public road way which is to be permitted across the extreme northernmost boundary of the Property, encroaching no more than 100' into said Property at any location. The Property shall not be used for residential purposes (other than public camp grounds) or for commercial purposes (other than for common park related activities such as refreshment stands, horse boarding stables, and other park related concession operations to serve park users which are commonly granted by cities in California)"; and

WHEREAS, the requirement for such Deed Restriction was borne out of that certain Order on Ex Parte Application of Robb Evans, Receiver, Authorizing Sale of Real Property filed on May 29, 2002 in the U.S. District Court for the Central District of California, Southern Division, in *S.E.C. v. TLC Investments & Trade Co, et al* [Case No. SACV 00-960-DOC (MLGx)]; and

WHEREAS, , in 2009 and 2011, the City Council of the City (the "City Council") approved the development of the Property into the Project known as the "Silverlakes

Equestrian & Sports Park” through a series of approvals, entitlements and agreements, including without limitation, the Ground Lease, a Development Agreement between the City and Balboa, a Funding and Acquisition Agreement between the City and Balboa, a Shared Use Agreement between the City and Balboa, a Conditional Use Permit No. 2008-09 approved on March 4, 2009 and Restated on July 6, 2011 and a Project Site Plan; and

WHEREAS, the City and Balboa intend that the Project be developed for park, recreational, sports, entertainment and open space purposes; and

WHEREAS, the City Council based upon its review of the Project and the Deed Restriction has found that the Project is in compliance with the requirements of the Deed Restriction; and

WHEREAS, the City Council, acting as the Lead Agency, previously determined that the Project may have potential significant environmental impacts and an Environmental Impact Report was certified by Resolution No. 2009-07 adopted on March 4, 2009 in accordance with the California Environmental Quality Act (CEQA) and the CEQA Guidelines with recommended mitigations that reduce potential significant impacts to less than significant and a statement of overriding considerations for three impacts which could not with certainty be stated to be reduced to less than significant with feasible mitigations; and

WHEREAS, the City Council has determined that no further CEQA review or documentation is required relative to further project entitlements due to the lack of substantial change to the project or the circumstances under which the Project will be developed and the lack of new information of substantial importance as defined under CEQA Guidelines 15162; and

WHEREAS, in order to facilitate the financing and completion of the Project, Balboa has applied for the financial assistance of the Authority in the financing of the first phase of the Project through the issuance of a taxable revenue bonds, in an amount not to exceed \$22,000,000, to be designated the California Statewide Communities Development Authority Revenue Bonds (Silverlakes Equestrian & Sports Park) Series 2014 (Taxable) or similar designation in one or more series (the “Bonds”); and

WHEREAS, the Authority has requested that the City Council approve the issuance of the Bonds by the Authority on behalf of the City for the purposes of financing the Project, including the first phase of the Project, in order to satisfy the requirements of Section 9 of the Agreement; and

WHEREAS, the City is a member of the Authority and the Project is to be located within the boundaries of the City; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of such financing authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the City is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such financing for the purpose, in the manner and upon the terms herein provided; and

WHEREAS, the City's only obligation in the issuance of the Bonds is the adoption of this Resolution acknowledging to the Authority that it may issue bonds for a project within the City's boundaries. The City has no repayment obligation or liability for non-payment of debt service, nor collection of or accounting for debt service payments, nor other involvement in the issuance, excluding the potential revision of the Ground Lease and related documents to clarify and accurately reflect the relationship between Balboa and the City due to the passage of time.

NOW THEREFORE, the City Council of the City of Norco does hereby resolve as follows:

Section 1. The foregoing recitals herein contained are true and correct and the City Council so finds.

Section 2. The City Council hereby approves the issuance of the Bonds by the Authority on behalf of the City for the purposes of financing the Project. It is the purpose and intent of the City Council that this Resolution constitute approval of the issuance of the Bonds by the Authority, for the purposes of Section 9 of the Agreement.

Section 3. The officers of the City are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they deem necessary or advisable in order to carry out, give effect to and comply with the terms and intent of this Resolution and the financing transaction approved hereby.

Section 4. All actions heretofore taken by the officers, employees and agents of the City with respect to the transactions set forth above are hereby approved, confirmed and ratified.

Section 5. The officers, employees and agents of the City are hereby authorized and directed, jointly and severally, for and in the name and on behalf of the City, to execute and deliver any and all documents, including, without limitation, amendments or supplements to the Ground Lease, the Development Agreement, the Funding and Acquisition Agreement and the Shared Use Agreement required in connection with the issuance of the Bonds, and to do any and all things and take any and all actions which may be necessary or advisable, in their discretion, to effectuate the actions which the

City has approved in this Resolution and to consummate by the City the transactions contemplated by the documents approved hereby, including any subsequent amendments, waivers or consents entered into or given in accordance with such documents.

Section 6. This Resolution shall be in full force and effect upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on December 17, 2014.

---

Herb Higgins, Mayor  
City of Norco, California

ATTEST:

---

Cheryl L. Link, City Clerk  
City of Norco, California

I, CHERYL LINK, City Clerk of the City of Norco, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on December 17, 2014 by the following vote of the City Council:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California on December 17, 2014.

---

Cheryl Link, City Clerk  
City of Norco, California

RESOLUTION NO. \_\_\_\_ - \_\_\_\_

**CALIFORNIA STATEWIDE COMMUNITIES  
DEVELOPMENT AUTHORITY**

**A RESOLUTION AUTHORIZING THE ISSUANCE OF TAXABLE REVENUE BONDS  
IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$22,000,000 TO  
FINANCE THE SILVERLAKES PROJECT AND OTHER MATTERS RELATING  
THERETO**

**WHEREAS**, pursuant to the provisions of the Joint Exercise of Powers Act, comprising Articles 1, 2, 3 and 4 of Chapter 5 of Division 7 of Title 1 (commencing with Section 6500) of the Government Code of the State of California (the "Act"), a number of California cities, counties and special districts (each, a "Program Participant") entered into a joint exercise of powers agreement (the "Agreement") pursuant to which the California Statewide Communities Development Authority (the "Authority") was organized;

**WHEREAS**, the Authority is authorized by its Agreement to issue bonds, notes or other evidences of indebtedness, or certificates of participation in leases or other agreements in order to promote economic development;

**WHEREAS**, pursuant to the provisions of the Act, the cities, counties and special districts which are the contracting parties comprising the membership of the Authority are authorized to jointly exercise any power common to such contracting parties, including, without limitation, the power to acquire and dispose of property, both real and personal;

**WHEREAS**, the City of Norco (the "City") is a Program Participant of the Authority and is authorized to acquire and dispose of property, both real and personal, pursuant to the provisions of Article 1, Chapter 5, Part 2 of Division 3 of Title 4 of the Government Code of the State of California;

**WHEREAS**, pursuant to the provisions of the Act and the Agreement, the Authority is authorized to enter into installment purchase and/or sale agreements with any public or private entity and to deliver certificates of participation evidencing interests therein;

**WHEREAS**, pursuant to the provisions of the Act, the Authority may, at its option, issue bonds, rather than certificates of participation, and enter into a loan agreement with a private entity;

**WHEREAS**, certain property (the "Property"), is subject to the Norco Silverlakes Ground Lease, dated July 6, 2011 (the "Ground Lease") between the City and Balboa Management Group, LLC, a Delaware limited liability company (the "Borrower");

**WHEREAS**, the City has approved the development of the Property into a project known as the "Silverlakes Equestrian & Sports Park" through a series of approvals, entitlements and agreements, including without limitation, the Ground Lease;

**WHEREAS**, the City and the Borrower intend that the project be developed for park, recreational, sports, entertainment and open space purposes;

**WHEREAS**, in order to facilitate the financing and completion of the first phase of the project (the "Project"), the Borrower has applied for the financial assistance of the Authority in the financing the Project;

**WHEREAS**, Bond Counsel has advised the Authority that assisting the Borrower in the financing of the Project is authorized by the Act and other applicable provisions of law;

**WHEREAS**, pursuant to an Indenture (the "Indenture"), between the Authority and Wilmington Trust, N.A., as trustee (the "Trustee"), the Authority will issue and the Trustee will authenticate bonds to be designated generally as the "California Statewide Communities Development Authority Revenue Bonds (Silverlakes Equestrian & Sports Park) Series 2014 (Taxable)," or such other name or names as may be designated in the Indenture (the "Bonds") for the purpose, among others, of financing the Project;

**WHEREAS**, pursuant to a Loan Agreement (the "Loan Agreement"), between the Authority and the Borrower, the Authority will loan the proceeds of the Bonds to the Borrower for the purpose, among others, of financing the Project;

**WHEREAS**, a form of the Limited Offering Memorandum (the "Limited Offering Memorandum") to be distributed in connection with the offering of the Bonds has been prepared;

**WHEREAS**, the financing of the Project will result in significant public benefits in the form of economic development and the creation and retention of employment opportunities within the City;

**WHEREAS**, pursuant to a Bond Purchase Agreement among Stifel, Nicolaus & Company, Incorporated (the "Underwriter"), the Authority and the Borrower (the "Purchase Agreement"), the Bonds will be sold to the Underwriter, and the proceeds of such sale will be used as set forth in the Indenture to finance the Project and to pay costs of issuance incurred in connection with the Bonds; and

**WHEREAS**, there have been made available to the Commissioners of the Authority the following documents and agreements:

- (1) A proposed form of the Indenture;
- (2) A proposed form of the Loan Agreement;
- (3) A proposed form of the Purchase Agreement; and
- (4) A Limited Offering Memorandum.

**NOW THEREFORE, BE IT RESOLVED** by the Commission of the California Statewide Communities Development Authority, as follows:

**Section 1.** Pursuant to the Act and the Indenture, the Authority is hereby authorized to issue its revenue bonds designated generally as the “California Statewide Communities Development Authority Revenue Bonds (Silverlakes Equestrian & Sports Park) Series 2014 (Taxable)” in one or more series and in an aggregate principal amount not to exceed \$22,000,000. The Bonds shall be issued and secured in accordance with the terms of, and shall be in the form or forms set forth in, the Indenture. The Bonds shall be executed on behalf of the Authority by the manual or facsimile signature of the Chair of the Authority or the manual signature of any member of the Commission of the Authority or their administrative delegates duly authorized pursuant to Resolution No. 14R-58 of the Authority, adopted on November 6, 2014 (each, an “Authorized Signatory”) and attested by the manual or facsimile signature of the Secretary of the Authority or the Assistant to the Secretary of the Authority or the manual signature of any Authorized Signatory.

**Section 2.** The proposed form of Indenture, as made available to the Commissioners, is hereby approved. Any Authorized Signatory is hereby authorized and directed, for and on behalf of the Authority, to execute and deliver the Indenture in substantially said form, with such changes and insertions therein as any member of the Commission, with the advice of counsel to the Authority, may approve, such approval to be conclusively evidenced by the execution and delivery thereof. The dated date, maturity date or dates, interest rate or rates, interest payment dates, denominations, forms, registration privileges, manner of execution, place or places of payment, terms of redemption and other terms of the Bonds shall be as provided in the Indenture, as finally executed.

**Section 3.** The proposed form of Loan Agreement, as made available to the Commissioners, is hereby approved. Any Authorized Signatory is hereby authorized and directed, for and on behalf of the Authority, to execute and deliver the Loan Agreement in substantially said form, with such changes and insertions therein as any member of the Commission, with the advice of counsel to the Authority, may approve, such approval to be conclusively evidenced by the execution and delivery thereof.

**Section 4.** The proposed form of Purchase Agreement, as made available to the Commissioners, is hereby approved. Any Authorized Signatory is hereby authorized and directed, for and on behalf of the Authority, to execute and deliver the Purchase Agreement in substantially said form, with such changes and insertions therein as any member of the Commission, with the advice of counsel to the Authority, may approve, such approval to be conclusively evidenced by the execution and delivery thereof.

**Section 5.** The form of Limited Offering Memorandum relating to the Bonds, as made available to the Commissioners, is hereby approved on behalf of the Borrower. Any Authorized Signatory is hereby authorized and directed, at or after the time of the sale of the Bonds, on behalf of the Borrower, to execute a final Limited Offering Memorandum in substantially the form of the Limited Offering Memorandum presented to this meeting, with such additions thereto or changes therein as such Authorized Signatory may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof. The Underwriter is

hereby authorized and directed to distribute copies of the Limited Offering Memorandum to potential purchasers of the Bonds and the Limited Offering Memorandum, as finally executed, to the purchasers of the Bonds.

**Section 6.** The Bonds, when executed as provided in Section 1, shall be delivered to the Trustee for authentication by the Trustee. The Trustee is hereby requested and directed to authenticate the Bonds by executing the Trustee's Certificate of Authentication appearing thereon, and to deliver the Bonds, when duly executed and authenticated, to the purchaser or purchasers thereof in accordance with written instructions executed on behalf of the Authority by an Authorized Signatory, which any Authorized Signatory, acting alone, is authorized and directed, for and on behalf of the Authority, to execute and deliver to the Trustee. Such instructions shall provide for the delivery of the Bonds to the purchaser or purchasers thereof, upon payment of the purchase price thereof.

**Section 7.** The Chair, the Vice Chair, the Secretary, the Treasurer, any other members of the Commission of the Authority and other appropriate officers and agents of the Authority are hereby authorized and directed, jointly and severally, for and in the name and on behalf of the Authority, to execute and deliver any and all documents, including, without limitation, any tax certificate and agreement, and any and all documents and certificates to be executed in connection with securing credit support, if any, for the Bonds, and to do any and all things and take any and all actions which may be necessary or advisable, in their discretion, to effectuate the actions which the Authority has approved in this Resolution and to consummate by the Authority the transactions contemplated by the documents approved hereby, including any subsequent amendments, waivers or consents entered into or given in accordance with such documents.

**Section 8.** All actions heretofore taken by the Chair, the Vice Chair, the Secretary, the Treasurer, any other members of the Commission of the Authority and other appropriate officers and agents of the Authority with respect to the issuance of the Bonds are hereby ratified, confirmed and approved.

**Section 9.** Notwithstanding anything to the contrary in this Resolution, no documents referenced in this Resolution may be executed and delivered until the City has approved the issuance of the Bonds in accordance with Section 9 of the Agreement to provide financing for the Project.

**Section 10.** This Resolution shall take effect from and after its adoption.

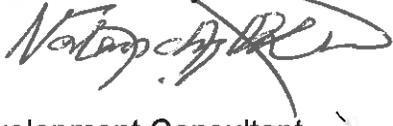
PASSED AND ADOPTED by the California Statewide Communities Development Authority this 18th day of December, 2014.

I, the undersigned, an Authorized Signatory of the California Statewide Communities Development Authority, DO HEREBY CERTIFY that the foregoing resolution was duly adopted by the Commission of the Authority at a duly called meeting of the Commission of the Authority held in accordance with law on December 18, 2014.

By: \_\_\_\_\_  
Authorized Signatory  
California Statewide Communities  
Development Authority

# CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: Roger Grody, Economic Development Consultant

DATE: December 17, 2014

SUBJECT: **Ordinance No. 984, First Reading.** Code Amendment 2014-11. A City-Initiated Code Amendment Amending Chapter 2.26, Section 2.26.040 of the Norco Municipal Code Pertaining to Qualifications for the Historic Preservation Commission

RECOMMENDATION: Adopt Ordinance No. 984 for first reading.

**SUMMARY:** At its meeting held on January 14, 2014, the Historic Preservation Commission addressed the disparities in the respective language of the Norco Municipal Code and the State of California Certified Local Government (CLG) guidelines relating to the required qualifications of Historic Preservation Commission members. The Commissioners unanimously voted to recommend to the City Council that the Norco Municipal Code language be more consistent with CLG guidelines. Specifically, the Commission requested that the strict requirement that two (2) members have professional credentials in specific fields (e.g. architecture, planning, preservation) be softened, making it subject to the availability of such individuals in the community.

**BACKGROUND/ANALYSIS:** To resolve the disparities between the City and CLG guidelines, the Commission recommends the following changes to the Municipal Code (new language is underlined; deleted language is struck through):

## **2.26.040 Requirements for Membership**

Commission members shall be persons who, as a result of their education, training, knowledge, and experience, are qualified to analyze and interpret architectural and site planning information, including but not limited to licensed landscape architects and architects, urban planners, engineers, and licensed general contractors. A To the extent available in the community, at least two (2) of the members shall have professional experience or academic credentials in urban planning, architectural history or historic preservation, archaeology, American studies or history, cultural geography, or cultural anthropology. And These minimum professional qualifications may be waived by the City Council pursuant to aggressive outreach efforts failing to produce qualified candidates. All members shall have a general knowledge of architectural styles prevalent in the historic old town of Norco.

The Commission believes the proposed changes are necessary because in recent years it has been difficult finding applicants with the required professional qualifications. However, the new language mandates an aggressive outreach effort to locate candidates with these specialized qualifications. If nobody with the stipulated credentials applies after thorough advertising and recruitment, the City Council could appoint individuals without those credentials.

Because Norco is a CLG city, the requested revisions were subject to approval by the State Historic Preservation Office. After a lengthy delay, approval was communicated on October 20, 2014.

FINANCIAL IMPACT: None.

Attachments: Ordinance No. 984  
Minutes of Historic Preservation Commission, January 14, 2014.

## ORDINANCE NO. 984

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO APPROVING CODE AMENDMENT 2014-11 AMENDING CHAPTER 2.26, SECTION 2.26.040 OF THE NORCO MUNICIPAL CODE PERTAINING TO QUALIFICATIONS FOR THE HISTORIC PRESERVATION COMMISSION

WHEREAS, the CITY OF NORCO initiated Code Amendment 2014-11 to amend the Norco Municipal Code Chapter 2.26, Section 2.26.040, establishing the requirements for membership; and

WHEREAS, Code Amendment 2014-11 was duly submitted to said City's City Council for decision at a public meeting for which proper notice was given; and

WHEREAS, Code Amendment 2014-011 was scheduled on December 17, 2014 on or about 7:00 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

WHEREAS, at the time set, the City Council received both oral and written testimony pertaining to the Code Amendment; and

WHEREAS, the proposed Code Amendment amends Chapter 2.26, Section 2.26.040 by addressing the disparities in the respective language of the Norco Municipal Code and the State of California Certified Local Government (CLG) guidelines relating to the required qualifications of Historic Preservation Commission Members.

NOW, THEREFORE, the City Council of the City of Norco does hereby ordain as follows:

Chapter 2.26, Section 2.26.040 of the Norco Municipal Code shall be amended to read as follows:

#### SECTION 1:

Section 2.26.040 Requirements for membership.

Commission members shall be persons who, as a result of their education, training, knowledge, and experience, are qualified to analyze and interpret architectural and site planning information, including but not limited to licensed landscape architects and architects, urban planners, engineers, and licensed general contractors. A To the extent available in the community, at least two (2) of the members shall have professional experience or academic credentials in urban planning, architectural history or historic preservation, archaeology, American studies or history, cultural geography, or cultural anthropology. And These minimum professional

qualifications may be waived by the City Council pursuant to aggressive outreach efforts failing to produce qualified candidates. All members shall have a general knowledge of architectural styles prevalent in ~~the historic old town of~~ Norco. All members of the Historic Preservation Commission shall meet the following requirements:

- A. Be a citizen of the United States.
- B. Be at least 18 years of age.
- C. Be a legal resident of Norco.
- D. Possess the qualifications as listed in this section.
- E. Have taken and filed with the City Clerk the oath required by Section 36507 of the Government Code.
- F. Have never been convicted of a felony.

SECTION 2: EFFECTIVE DATE: This Ordinance shall become effective 30 days after final passage thereof.

SECTION 3: SEVERABILITY: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance. The Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, and phrase, hereof, irrespective of the fact that any one or more of the sections, subsections, sentences, clauses, or phrases hereof be declared invalid or unconstitutional.

SECTION 4: POSTING: The Mayor shall sign this Ordinance and the City Clerk shall attest thereto and shall cause the same within 15 days of its passage to be posted at no less than five public places within the City of Norco.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on January 21, 2015.

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Herb Higgins, Mayor  
City of Norco, California

ATTEST:

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Cheryl L. Link, City Clerk  
City of Norco, California

I, CHERYL L. LINK, City Clerk of the City of Norco, California, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Norco, California, duly held on December 17, 2014 and thereafter at a regular meeting of said City Council duly held on January 21, 2015, it was duly passed and adopted by the following vote of the City Council:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on January 21, 2015.

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Cheryl L. Link, City Clerk  
City of Norco, California



**MINUTES**  
CITY OF NORCO  
HISTORIC PRESERVATION COMMISSION  
CONFERENCE ROOM "A" — 2870 CLARK AVENUE  
REGULAR MEETING  
JANUARY 14, 2014

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1. CALL TO ORDER: Chair Bacon called the meeting to order at 4:03 p.m.
2. ROLL CALL: Chair Bacon, Vice Chair Potter, Commissioners Dixon, Overstreet, and Stiller.

MEMBERS ABSENT: None

STAFF PRESENT: City Manager Okoro, Preservation Consultant Wilkman, Economic Development Specialist Grody

GUESTS: None

3. PLEDGE OF ALLEGIANCE: Commissioner Dixon
4. PUBLIC COMMENTS OR QUESTIONS: None
5. READ BY THE CHAIR: "All discretionary actions before the Historic Preservation Commission are advisory in nature and final actions will be confirmed, modified or deleted by the City Council."
6. APPROVAL OF MINUTES: Commissioner Dixon moved to approve the Minutes from Regular Meeting of November 12, 2013. The motion was seconded by Commissioner Stiller and approved 3-0, prior to the arrival of Chair Bacon and Commissioner Overstreet.
7. REVIEW AND APPROVAL OF ANNUAL CLG REPORT (Consultant Wilkman): Mr. Wilkman provided background on the Annual CLG Report, which covers the fiscal year October 1, 2012 through September 30, 2013. He suggested that the Commission has not given this report sufficient attention in the past, adding that it contains specific goals that should direct the Commission's energies. Mr. Wilkman recommended that a discussion on the progress toward CLG Report goals be placed on the agenda of every Commission meeting. A discussion ensued on the four goals for the current year stated in the report: 1) Expand the National Register Historic District at the Norconian to include the WWII and Cold War eras; 2) Develop a historic resources designation and outreach program; 3) Designate at least one publicly-owned historic property; and 4) Establish priorities for implementation of both the pre-1946 Context Statement & Survey and Post-WWII Context Statement. Vice Chair Potter said it was important that an Implementation Committee focus on outreach and wondered if there was a way the Commission could

conduct outreach through participation in one of the 50<sup>th</sup> Birthday Celebration events. A consensus was reached that the Film Festival (Feb. 1-2) didn't provide enough time to get organized, but that events later in the year might present good opportunities. Vice Chair Potter recommended an additional goal of implementing the recommendations of the Collection Management Plan, which fellow Commissioners agreed with. Vice Chair Potter moved to approve the Annual CLG Report, which was seconded by Commissioner Dixon and unanimously approved.

8. UPDATE ON HISTORIC COLLECTIONS STUDY (Consultant Wilkman): Mr. Wilkman reported that archivist Chuck Wilson and Commissioner Stiller are continuing to coordinate their efforts to organize and package archival materials in the trailer. Commissioner Dixon reported on her efforts to identify an alternative site at which to store the collection and cited the old Council Chambers and the old Fire Station as possibilities. City Manager Okoro explained that before making any decisions on facilities, he wanted to hear from the City Council at its workshop on January 27, 2014. He noted that it was important to determine the priorities of the Council as it relates to Historic Preservation, and reminded the Commission that any of the facilities under consideration would require a financial investment. Commissioner Stiller reported that she has some Norco High School student journalists that would like to write articles about the collection.
9. CONSIDERATION OF RECOMMENDED CITY CODE REVISIONS (Vice Chair Potter): The Vice Chair presented a memo from staff that laid out his recommended language for revisions to the current Norco Municipal Code language pertaining to the composition and qualifications of the Historic Preservation Commission. The new language is more consistent with the language from the State of California's Certified Local Government (CLG) program, which the Commission previously agreed was more appropriate. None of the Commissioners had any objections to the Vice Chair's recommended language, which reads as follows (new language underlined; deleted language struck-through):

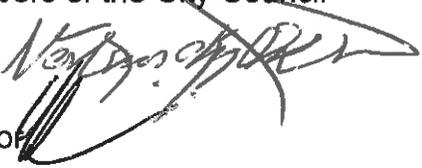
Commission members shall be persons who, as a result of their education, training, knowledge, and experience, are qualified to analyze and interpret architectural and site planning information, including but not limited to licensed landscape architects and architects, urban planners, engineers, and licensed general contractors. At the extent available in the community, at least two (2) of the members shall have professional experience or academic credentials in urban planning, architectural history or historic preservation, archaeology, American studies or history, cultural geography, or cultural anthropology. And These minimum professional qualifications may be waived by City Council pursuant to aggressive outreach efforts failing to produce qualified candidates. All members shall have a general knowledge of architectural styles prevalent in the historic old town of Norco.

Commissioner Dixon moved that the new language be approved, which was seconded by Commissioner Stiller and passed unanimously. Economic Development Specialist Grody emphasized that this recommendation is strictly advisory in nature.

10. UPDATE ON NORCONIAN ACCESS AGREEMENT (City Manager Okoro): The City Manager reported that although negotiations have been slow and difficult, significant progress has been made. He reported that State officials would be taking photographs pursuant to instructions by City contractors, and those photos would be posted on a special restricted-access website, shared by authorized individuals. City Manager Okoro reported that another conference call with State officials was scheduled for January 15, 2014 to continue negotiations. Several Commissioners expressed an interest in participating in the inspection and were provided an opportunity to register.
11. UPDATE ON NAVY ACTIVITIES (Consultant Wilkman): Mr. Wilkman reported on the City's receipt of the Navy's recently completed Survey of Historic Resources, noting that its findings were that nothing on the site, excluding what has already been placed on the National Register of Historic Places, has any historic significance for any of the eras studied. If this Survey was accepted by the State Historic Preservation Officer (SHPO), it would mean the Navy would literally have no restrictions as to modifications or destruction of the buildings. Even if SHPO insisted the subject resources be placed on the State Register, the Navy, as a federal agency, would not be subject to any restrictions, and that Section 106 review would no longer be applicable. Mr. Wilkman noted that SHPO was scheduled to meet with the Navy next week. In light of that, Manager Okoro and Chair Bacon recommended that the City submit a letter to SHPO as soon as possible, arguing that the State should not make any decision on the matter until the City had an opportunity to file a full response.
12. IMPLEMENTATION OF HISTORIC RESOURCES SURVEY RECOMMENDATIONS (Consultant Wilkman): Mr. Wilkman suggested it was time to create an Implementation Committee dedicated to moving forward with some of the recommendations of the Historic Resources Survey. He believes the Committee should be primarily focused on outreach, informing private owners that their properties have been identified for potential historic designation, and to educate them on the process. Many owners will be alarmed, concerned that designation will place burdensome constraints on their properties. This Committee could inform them that such burdens are unlikely, and in fact, there could be financial incentives created to encourage preservation. Vice Chair Potter and Commissioner Overstreet volunteered to sit on the Committee.
13. NEXT MEETING: Regular Meeting, March 4, 2013.
14. ADJOURNMENT: Chair Bacon adjourned the meeting at 5:24 p.m.

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: Steve King, Planning Director

DATE: December 17, 2014

SUBJECT: General Plan Amendment 2014-01a Update and Amendment to the Conservation Element (City of Norco): A proposed Amendment to the Conservation Element of the City of Norco General Plan.

RECOMMENDATION: Adopt **Resolution No. 2014-71**, approving General Plan Amendment 2014-01a.

**SUMMARY:** The Planning Commission adopted Resolution 2014-51 recommending that the City Council approve General Plan Amendment 2014-01a. The Conservation Element is one of seven elements required by state law to be included in a jurisdiction's General Plan. State Law also requires periodic updates to the General Plan (at least five of the required seven elements every ten years). The Conservation Element has not been updated since 2001.

**BACKGROUND/ANALYSIS:** The purpose of the Conservation Element is to protect the City's natural resources, and needed public resources including water and electrical power for future generations. The Conservation Element combined with the Housing, Circulation, Land Use, Safety, Noise, and Open Space Elements is the General Plan for the City. As with the other elements of the General Plan, the Conservation Element works in conjunction with the Land Use Element to direct development so that it does not unduly threaten the destruction, waste, and neglect of the City's resources.

Though not required, the State General Plan Guidelines recommend that a Conservation Element address the following:

1. Water resources.
2. Soil and mineral resources.
3. Loss of farmland.
4. Wildlife resources.

In addition, the Conservation Element for the City of Norco includes issues such as electricity sources, waste management, and climate change.

The document is prepared in the same format as the other elements of the General Plan:

Introduction

This section explains the intent and purpose of the Conservation Element.

Conservation Element Goals and Policies

This section addresses the goals that the City hopes to achieve with the implementation tools contained in the document.

Conservation Plan Implementation

This section explains the primary implementation measures the City has, or should have to achieve the goals listed in the Conservation Element.

Glossary of Terms

The attached draft update to the Conservation Element includes new text, data, and information which are shown in red. The primary changes from the document adopted in 2001 are updates to the water consumption numbers and projected water demands to the City's build-out condition. There is a new section with goals addressing climate change along with other updates to reflect current conditions and updated goals for the City going forward.

A copy showing what was eliminated along with the new additions in an underline/cross-out version is available on request but has not been included with the staff report.

PLANNING COMMISSION REVIEW: The Planning Commission voted 4-1 to recommended approval of the update to the Conservation Element. The no vote was primarily a protest vote against plans that are written by the City but never implemented or followed. To partially address this as far as the General Plan is concerned, in future meetings the Planning Commission and staff will be reviewing the goals and policies of each of the elements to make sure that current standard conditions of approval for projects reflect and implement what is being anticipated in the General Plan.

Attachments: Resolution No. 2014-71  
Draft Conservation Element Update Document

## **RESOLUTION NO. 2014-71**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO APPROVING GENERAL PLAN AMENDMENT 2014-01a TO UPDATE THE CONSERVATION ELEMENT. GENERAL PLAN AMENDMENT 2014-01a**

WHEREAS, the City of Norco initiated a general plan amendment to amend and update the Conservation Element of the City of Norco General Plan; and

WHEREAS, said application has been duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, said application was scheduled for public hearing on October 29, 2014 on or about 7 p.m. within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860; and

WHEREAS, the Planning Commission did hold said public hearing and did receive both oral and written testimony pertaining to said project; and

WHEREAS, the Planning Commission adopted Resolution 2014-51 recommending that the City Council approved General Plan Amendment 2014-01a; and

WHEREAS, said application has been duly submitted to said City's City Council for decision at a public hearing for which proper notice was given; and

WHEREAS, said application was scheduled for public hearing on December 17, 2014 on or about 7:00 p.m. within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860; and

WHEREAS, the City Council did hold said public hearing and did receive both oral and written testimony pertaining to said project; and

WHEREAS, the City of Norco has been determined to be the Lead Agency for environmental reporting purposes and has determined that the project is exempt from the California Environmental Quality Act and the City of Norco Environmental Guidelines pursuant to Category 5.

NOW, THEREFORE, the City Council of the City of Norco does hereby make the following FINDINGS AND DETERMINATION:

I. FINDINGS:

- A. California State Law requires each city to adopt a general plan for the physical development of the city which bears relation to its planning and which is comprehensive to cover the broad range of issues as they pertain to long range development in the community.
  - B. The Conservation Element is a required element of the General Plan and covers issues for the conservation and management of the City's natural resources in order to prevent their destruction, waste, and neglect.
  - C. To maintain a General Plan's usefulness the state mandates that General Plans be updated periodically. To ensure that it is achieved that state requires that at least five elements of the required seven are updated every ten years. The Conservation Element was last updated in 2001.
  - D. The Conservation Element is consistent with the other adopted elements of the General Plan.
  - E. Small plot agriculture is a historical land use and the General Plan Amendment to update the Conservation Element is necessary for the City to maintain its unique lifestyle.
  - F. The City of Norco has been determined to be the Lead Agency for environmental reporting purposes pursuant to state and local environmental guidelines, and has determined that the project is exempt from the California Environmental Quality Act and the City of Norco Environmental Guidelines.
- II. DETERMINATION: NOW, THEREFORE, the City Council of the City of Norco, California, in regular session assembled December 17, 2014 does hereby approve General Plan Amendment 2014-01a.

PASSED AND ADOPTED by the City Council at a regular meeting held on December 17, 2014.

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Herb Higgins, Mayor  
City of Norco, California

ATTEST:

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Cheryl L. Link, City Clerk  
City of Norco, California

I, Cheryl L. Link, City Clerk of the City of Norco, California, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Norco at a regular meeting thereof held on December 17, 2014 by the following roll call vote:

AYES:  
NAYES:  
ABSENT:  
ABSTAIN:

---

Cheryl L. Link, City Clerk  
City of Norco, California

CITY OF  
**NORCO**  
GENERAL PLAN  
**CONSERVATION ELEMENT**



LAST UPDATE ADOPTED: December 17, 2014

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## **1.0 INTRODUCTION TO THE CONSERVATION ELEMENT**

The City of Norco was incorporated to preserve a small plot agricultural/animal keeping/equestrian lifestyle. Primary to this goal is the maintenance of residential lots that will accommodate and encourage animal keeping and agriculture at a family scale, a concept that dates back to early colonial times. The Land Use Element establishes the primary goal of the community, which is the maintenance of that kind of lifestyle. All other elements of the General Plan must be consistent. The Conservation Element works in conjunction with the Land Use Element in providing the life quality standards that will sustain the community, and support the preservation of small plot agriculture/animal keeping/equestrian lifestyle as a viable overall land use. In an urban setting, the City of Norco provides a unique opportunity to maintain this lifestyle that is not readily available elsewhere in the region.

### **1.1 PURPOSE OF THE CONSERVATION ELEMENT**

The purpose of the Conservation Element is to provide direction to the City regarding the preservation, development, and utilization of natural resources. The State has mandated that the General Plan provide for the conservation of natural resources for the use and enjoyment of future generations. Natural resources discussed in this element include water, energy, soils, minerals, and wildlife. For issues regarding land resources and use, see the Land Use Element.

### **1.2 SCOPE AND FORMAT OF ELEMENT**

The element is composed of four sections. The first section includes a description of the Element's purpose and background for inclusion in the General Plan. The second section contains the City's goals and policy statements for the conservation of its resources including water, energy, soil, and wildlife. The third section is the Conservation Plan defining what the City needs to achieve with respect to its resources. The fourth section of the Conservation Element contains the implementation measures to accomplish the stated goals and policies.

## **2.0 CONSERVATION ELEMENT GOALS AND POLICIES**

### **2.1 CONSERVATION ISSUES AND PROBLEMS**

**2.1.1 ADEQUATE AND POTABLE WATER SUPPLY:** The City's average annual water production requirement is projected to increase from 6,000 acre-feet in 2014 to approximately 9,000 acre-feet when the City will be nearing build-out conditions. The Temescal Basin is the City's primary source for water because of quality and the comparatively low cost of extraction. The City's safe yield from that basin has been estimated to be 5,000 acre-feet necessitating the need to continue to find additional sources of water.



2.1.2 ENERGY SUPPLY: Since the City does not produce any of its own electrical power, the City is subject to market conditions that it has only minimal influence on. If there is a protracted downturn in power availability, or some other factor produces prolonged increases in the cost of energy, the City becomes vulnerable to maintaining its lifestyle. In addition, this places the City's potential to attract new development and jobs at a disadvantage to cities that supply their own electricity (i.e. Riverside) and may be able to weather market conditions better.

2.1.3 WILDLIFE PROTECTION: The City recognizes that the protection of wildlife resources and open space is an integral part of maintaining the City's small plot agriculture/animal keeping/equestrian lifestyle and rural image.

Inherent to this is the protection of the primary vegetative/habitat communities that support the species endemic to the Norco area. The hillside areas as are one of the primary undisturbed habitat areas and a large amount of acreage has been preserved in open space to achieve that objective.

The Santa Ana River, is also already primarily preserved in open space, but the status of its native habitat is in a state of flux as officials work to supplant arundo with native habitat species. Arundo is a non-native plant that invaded many of the river and stream beds in the ecoregion systematically supplanting native vegetation. Continued removal of the arundo will ensure that the Santa Ana River can once again be a sustainable habitat area for native species.

2.1.4 WASTE MANAGEMENT: Because of the small plot agricultural, animal-keeping, and equestrian nature of the community there is the issue of manure management that is unique to Norco from the other cities in the western Riverside County area. The current practice of having the manure transported to drying beds outside of the City is a short-term solution.

A long-term solution needs to be developed for the City to maintain its animal-keeping lifestyle. The development of a manure-to-energy plant either for the City by itself or as part of a regional plant that can serve the needs of rural areas in Riverside County and surrounding counties is a long-term solution that needs to be pursued diligently.

## 2.2 WATER RESOURCES QUALITY GOAL-CONTINUOUSLY MAINTAIN AN ADEQUATE WATER SUPPLY THAT EXCEEDS MINIMUM STATE AND FEDERAL WATER QUALITY REQUIREMENTS

2.2.1 WATER SUPPLY POLICY: The City will continue to seek ways to increase the available water resources through the preservation of existing resources, and the development of new ones.



Policy 2.2.1a. Continue to promote water conservation through the use of xeriscape designs in new development. Additionally, public spaces shall incorporate xeriscape landscaping where feasible.

Policy 2.2.1b. Continue to provide information to the public on ways to conserve water and reduce consumption. Water conservation measures shall be specific to the type of user (i.e. residential, animal-keeping, and commercial).

Policy 2.2.1c. The City, along with other member agencies of the Western Riverside County Regional Wastewater Authority, should monitor the demand for reclaimed water, and then file Petitions of Change with the Regional Water Quality Control Board on an as-needed basis to reduce the amount of reclaimed water that is discharged into the Santa Ana River from the Archibald Treatment Facility. That water could then be available for transmission into the City's reclaimed water infrastructure system already in place to deliver water for park irrigation and other future facilities. New projects (both public and private) should include as part of each project the installation of infrastructure for reclaimed water where the installation for future use is feasible.

Policy 2.2.1d. Insure that there are adequate increases in water production and distribution capabilities to meet future growth demands.

**2.2.2 POTABLE WATER QUALITY POLICY:** Continue to monitor water quality and use the different available resources for water supply to insure that the City has an uninterrupted supply of potable and aesthetic water.

**Policy 2.2.2a.** Develop and maintain inter-agency agreements and infrastructure improvements to have back-up water supply sources from adjoining water districts during times of emergencies and system maintenance requirements.

**2.2.3 REGIONAL WATER QUALITY POLICY:** Continue regional cooperative agreements and actions for the protection of regional water resources.

Policy 2.2.3a. Protect water resources from pollutants through enforcement of the the Clean Water Act with the issuance of National Pollutant Discharge Elimination System (NPDES) permits for new development, as applicable, including Storm Water Pollution Protection Plans (SWPPP) during construction, and Water Quality Management Plans (WQMP) post construction.

Policy 2.2.3b. Ensure through continuing public information campaigns that all residents with large animals are aware that manure spreading as a means of disposal is strictly prohibited to prevent contamination to ground water supplies, and that only temporary storage is allowed until collection by a City-approved waste hauler. In conjunction with Goal 2.6 (Development of Energy Resources) the City should seek financing opportunities for the development of a manure to



energy processing facility now that the feasibility of such an operation for this area has been demonstrated.

Policy 2.2.3c. The City, in cooperation with the Riverside County Department of Environmental Health, should vigorously enforce regulations regarding the dumping of commercial and industrial hazardous wastes to prevent contamination to groundwater supplies.

Policy 2.2.3d. Continue partnering with the Regional Water Quality Control Board and neighboring water agencies for regional solutions to long range water quality issues.

Policy 2.2.3e. Continue monitoring water quality and implement measures as needed to maintain the aesthetic quality of the water as well as the potability.

**2.3 WATER RESOURCES SUPPLY GOAL- PRESERVE RESOURCES BY REDUCING THE DEMAND FOR WATER IN CITY FACILITIES, AND IN PRIVATE DOMESTIC USE.**

**2.3.1 PUBLIC WATER CONSERVATION POLICY: The City should reduce demand for water in City facilities including parks, landscaped areas, and public buildings.**

Policy 2.3.1a. Implement as feasible computer monitoring and soil sensors to control landscape watering.

Policy 2.3.1b. Watering of public landscaped areas should occur during early morning and/or late evening hours to minimize water loss from evaporation.

Policy 2.3.1c. Water storage facilities should be constructed as feasible for the purpose of storing run-off water to recharge groundwater supplies.

**2.3.2 PRIVATE DOMESTIC WATER CONSERVATION POLICY:**

Policy 2.3.2a. Require the installation of flow restriction fixtures in all new development.

Policy 2.3.2b. Promote public awareness programs of methods to preserve water resources including making available lists of feasible planting materials that are drought tolerant and/or low water users.

Policy 2.3.2c. Establish an emergency conservation plan to include public agencies, businesses, and residences for times when water supplies are particularly low so as to maintain water supplies to maintain animal keeping.



Policy 2.3.2d. Encourage the installation of the latest technology available for animal keeping watering systems that can reduce the overall amount of water being used.

**2.4 WATER RESOURCES, PUBLIC AWARENESS GOAL- MAINTAIN PUBLIC AWARENESS OF WATER QUALITY ISSUES AND INDIVIDUAL RESPONSIBILITIES AS RESIDENTS**

**2.4.1 WATER CONTAMINATION POLICY**

Policy 2.4.1a. Continue public awareness programs of water quality management requirements and best management practices pertaining to animal-keeping to reduce run-off contaminants to the Santa Ana River.

**2.5 USE OF ENERGY RESOURCES GOAL-ENCOURAGE THE EFFICIENT USE OF ENERGY RESOURCES.**

**2.5.1 RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL POLICY.**

Policy 2.5.1a. Encourage new construction and project design that uses, or takes advantage of renewable energy resources, including but not limited to solar energy design.

Policy 2.5.1b. Provide updated energy information documents for builders as needed to reflect the most recent Title 24 energy efficiency requirements and standards and other applicable new laws, requirements, and feasible building standards as may be available.

Policy 2.5.1c. Update requirements and policies as necessary to reflect the most cost effective advances in energy production and conservation.

**2.5.2 CITY POLICY.**

Policy 2.5.2a. Use the most energy efficient designs for City facilities and equipment as feasible to achieve energy conservation.

Policy 2.5.2b. Conduct periodic energy audits as needed to analyze efficiency of heating, cooling, lighting, and water delivery in City facilities; the operation efficiency of city vehicles; and the modes of transportation being used by City employees to determine if savings can be made with reasonable adjustments.

Policy 2.5.2c. † Work towards greater energy efficiency by minimizing dependence on energy from non-renewable resources, replacing it with energy from renewable resources.



Policy 2.5.2d. Support the development of non-polluting renewable energy resources through public education, and incentive programs where such incentives are feasible.

Policy 2.5.2f. Support alternative modes of transportation as feasible including the equestrian trail system, public transportation, bicycles, etc. to reduce the demand on non-renewable energy resources.

Policy 2.5.2g. Continue to investigate opportunities and options for the ultimate development of a manure waste-to-energy processing plant.

Policy 2.5.2j. Continuously review new and emerging technologies for the conservation and generation of electricity, and shall update policies as feasible and applicable.

**2.6 DEVELOPMENT OF ENERGY RESOURCES GOAL- SEEK OPPORTUNITIES TO DEVELOP AND PROMOTE RENEWABLE ENERGY RESOURCES.**

Policy 2.6.1a. Now that the feasibility of a manure-to-energy processing facility has been demonstrated for this area, seek funding opportunities for the development of such a facility.

Policy 2.6.1b. Research and promote where feasible the production of energy with other alternative renewable resources.

Policy 2.6.1c. Monitor opportunities for government grants to participate in innovative renewable energy resource programs that can benefit residences and businesses.

**2.7 SOIL RESOURCES GOAL- ENCOURAGE OWNERS AND DEVELOPERS TO IMPLEMENT POLICIES AND IMPROVEMENTS TO REDUCE SOIL EROSION.**

**2.7.1 VACANT PROPERTY POLICY**

Policy 2.7.1a. Encourage property owners of vacant land to provide windbreaks in the form of trees and shrubs to minimize wind erosion where blowing dust is a constant and continual problem.

Policy 2.7.1b. Existing vegetative cover that does not present a fire hazard should be maintained to reduce wind and storm run-off erosion. Where the maintenance of existing vegetation presents a fire hazard encourage wildflower seeding, or other ground cover, that can help preserve topsoil.

Policy 2.7.1c. Encourage the construction of strategically-placed on-site drainage swales for storm water retention that can help replenish groundwater resources



and reduce the amount of run-off leaving a site that has the potential to carry away topsoil.

## 2.7.2 DEVELOPMENT PROPERTY POLICY

Policy 2.7.2a. Require all new development to be in compliance with its respective National Pollutant Discharge Elimination System (NPDES) Permit and corresponding Water Quality Management Plan as applicable, and to not create a situation that would cause a violation of the City of Norco NPDES Permit.

Policy 2.7.2b. On property that has been graded for construction but is not scheduled for immediate construction, require wildflower seeding or other appropriate and aesthetic groundcover to maintain soil resources.

Policy 2.7c. Require approved development plans prior to the issuance of grading permits on commercial, industrial, and multi-unit residential sites. Require the submittal of a first draft of plan check plans for a building permit application prior to the issuance of a grading permit for a single-family home or an accessory building to a single-family home.

## 2.8 WILDLIFE RESOURCES GOAL- CONSERVE AND PROTECT NATURAL PLANT AND ANIMAL COMMUNITIES, AS WELL AS CRITICAL HABITATS FOR ENDANGERED SPECIES.

2.8.1 **LOCALIZED WILDLIFE PROTECTION POLICY:** For project sites with isolated wildlife features not subject to protection by the MSHCP (Section 2.8.4) including ponds, tree groves, vegetated groves, vegetated drainage swales, etc., conserve and protect such areas as much as feasibly possible in open space areas as part of an overall landscaping plan.

2.8.2 **BIOLOGICAL ASSESSMENT POLICY:** As part of the development review process for all development proposals, the City should require habitat and biological assessments in areas expected to contain significant or important plant and wildlife communities identifying species types and locations.

2.8.3 **WILDLIFE IMPACT MITIGATION POLICY:** The City should require development that has been found to have a potential adverse impact on sensitive species habitat to mitigate the potential impacts of proposed habitat changes.

2.8.4 **REGIONAL HABITAT PROTECTION POLICY:** Maintain membership and active participation in the Multi-Species Habitat Conservation Plan (MSHCP) of the Riverside Conservation Authority.

Policy 2.8.4a. Implement the requirements of the MSHCP for public and private development projects including the collection of mitigation fees.



Policy 2.8.4b. Comply with the “Other Plan Requirements” of the MSHCP including requirements for: Riparian/Riverine and Fairy Shrimp Habitat; Narrow Endemic Plants; Criteria Area Survey Species; and Urban/Wildlife Interface Guidelines.

Policy 2.8.4c. Employ Best Management Practices of the MSHCP in project siting and design for both public and private development projects.

Policy 2.8.4d. For projects within a Criteria Cell, transmit project information to the Riverside Conservation Authority for a Joint Project Review.

- 2.8.5 PUBLIC LANDS POLICY: Support programs to consolidate public lands as well as programs to acquire private open space as a means of preserving **existing viable habitats** areas not already protected through the MSHCP (2.8.4

Policy 2.8.5a. Seek future opportunities for joint use/maintenance, or ownership of Lake Norconian to provide protection to habitat that has established itself there.

Policy 2.8.5b. Maintain as open space the open habitat areas dedicated with the development of Norco Ridge Ranch and Norco Hills Specific Plans.

Policy 2.8.5c. Implement the Preservation and Development (PAD) zone with the first goal of preserving from development those areas with significant biological or geographical features or those open areas that help establish the identity of the community and preserve open habitat areas.

- 2.8.6 NATURAL VEGETATION POLICY: Review all new development so as to remove only the minimal amount of natural vegetation as possible, and require revegetation of graded areas with native plant species consistent with public safety requirements.

- 2.8.7 WILDLIFE MIGRATORY CORRIDOR POLICY: Protect and enhance known wildlife migratory corridors and help create new corridors whenever possible.

- 2.8.8 SANTA ANA RIVER POLICY: Continue to cooperate in the removal and eradication of the Arundo plant community in the Santa Ana River area, **along with efforts to** reestablish native vegetation **again**.

- 2.9 **CLIMATE ACTION PLAN/SUSTAINABLE COMMUNITY GOAL-DEVELOP AND MAINTAIN NORCO AND ITS SMALL-PLOT AGRICULTURAL, ANIMAL KEEPING, AND EQUESTRIAN, LIFESTYLE AS A COMMUNITY THAT IS ECONOMICALLY, SOCIALLY, AND ENVIRONMENTALLY SUSTAINABLE.**

- 2.9.1 **WRCOG SUBREGIONAL CLIMATE ACTION PLAN:** As one of the 12 cities that are part of the Western Riverside County Council of Governments (WRCOG) Climate Action Plan (CAP), be an active participant in the Subregional CAP



emissions reduction target measures and action steps, to achieve compliance with the California Global Warming Solutions Act of 2006 (AB 32). Consider adoption of the WRCOG CAP as the City's CAP.

- 2.9.2 **2012-2035 REGIONAL TRANSPORTATION PLAN/SUSTAINABLE COMMUNITIES STRATEGY:** Implement the applicable local strategies as feasible from the RTP/SCS 2012-2035.
- 2.9.3 **ALTERNATIVE TRANSPORTATION POLICY:** Increase opportunities and accessibility for trail riding, cycling, and walking. These can include more hitching posts and bike storage facilities at commercial sites, and more interior-block pedestrian paths that are in addition to street-side sidewalks and connect commercial, office, and public building sites in a more functional pedestrian circulation system (see related policies in the Circulation Element).
- 2.9.4 **MASS TRANSPORTATION POLICY:** Work directly with the Riverside Transit Agency to maintain adequate bus service including adequate frequency of buses, coverage of high traffic routes and points in the City, and adequate options for those with limited mobility.
- 2.9.5 **TRANSPORTATION DEMAND MANAGEMENT POLICY:** Encourage, and as appropriate require, car share or ride sharing programs with new developments anticipated to have one or more large employers. Encourage multiple-site transportation demand management programs (see related policies in the Circulation Element).
- 2.9.6 **TRANSPORTATION NEIGHBORHOOD ELECTRIC VEHICAL POLICY:** Implement facility development to accommodate regional NEV routes.
- 2.9.7 **TRANSPORTATION SIGNAL COORDINATION POLICY:** Incorporate technology to synchronize traffic signals along the City's primary travel routes.
- 2.9.8 **ALTERNATIVE FUEL POLICY:** Continually work to identify and remove as feasible any City barriers to the expanded use of low-carbon vehicles including the establishment of new energy/fuel stations within existing and new development projects, and the use of state and federal funds for the construction of other new stations as funds may become available.
- 2.9.9 **LAND USE GREEN SPACE POLICY:** Expand the community tree canopy and reduce the urban heat island effect by developing tree preservation and tree establishment programs. Programs could include the protection of signature trees or vegetative stands with project development and other programs to plant and maintain new trees community-wide, both public and private (see related policies in the Land Use Element).



- 2.9.10 **LAND USE AGRICULTURAL POLICY:** Encourage local production of food consistent with the City's small plot agricultural lifestyle and zoning. Establish a local farmers market to help in the distribution of goods that are produced here.
- 2.9.11 **LAND USE PARKING MANAGEMENT POLICY:** Encourage shared parking and pedestrian access between adjacent similar land uses to encourage walking while at the same time discouraging short vehicle trips between close destinations.
- 2.9.12 **LAND USE MIXED USE DEVELOPMENT POLICY:** Encourage a mix of land uses around high-density projects to encourage walking for convenience items as opposed to vehicle trips.
- 2.9.13 **ENERGY ACTION PLAN POLICY:** Adopt a Local Energy Action Plan for community-wide energy efficiency.
- 2.9.14 **PUBLIC UTILITY EFFICIENCY POLICY:** Replace traffic and street lights with high efficiency bulbs.
- 2.9.15 **BUILDING UTILITY EFFICIENCY POLICY:** In addition to compliance with the California Green Building Code requirements, encourage innovation in residential and non-residential design to further minimize ultimate consumption of energy and water resources including the development of green roofs.
- 2.9.16 **BUILDING RESOURCE CONSERVATION POLICY:** Adopt and revise regulations as needed to promote graywater and stormwater collection and storage systems for on-site use. Adopt and revise regulations as needed to promote the development of solar energy systems. Increase energy efficiency and the use of renewable energy resources in public buildings.
- 2.9.17 **CONSTRUCTION WASTE REDUCTION POLICY:** Incorporate standards in addition to the California Green Building Code that maximize the recycling of construction materials and construction debris to save landfill capacity.
- 2.9.18 **WASTE SOURCE REDUCTION POLICY:** Encourage on-site composting and recycling of food scrap and paper waste materials for diversion from landfills.
- 2.9.19 **YARD WASTE REDUCTION POLICY:** Expand green-waste collection bins community-wide for diversion from landfills that will help avoid methane production and provide the materials for composting and mulching.



## **3.0 THE CONSERVATION PLAN**

### **3.1 WATER MASTER PLAN**

The Water Resource Master Plan of the Conservation Element contains information regarding the conservation, utilization, and development of water resources and is based on the projections of the Water Facilities Master Plan, August 2001. The first Master Water Plan was created in 1975. A new one replaced it in 1985. A Water Supply Study was prepared in 1996 and is the basis for the last Water Master Plan created in 2001. Current and future water sources; and overall supply, quantity, and quality are discussed.

The City of Norco provides its own water through a division of the Public Works Department.

#### **3.1.1 EXISTING SETTING**

The Water Division encompasses a service area of approximately 9,808 acres, of which approximately 56% are zoned residential and small plot agriculture/animal keeping/equestrian residential land uses. Of the remaining land area, 6% is zoned commercial, 3% industrial, 9% mixed-use commercial and preservation, and 26% is zoned for other uses (i.e. open space, streets, and freeway). In 2014 the City provides service to 27,160 people through 7,500 domestic water service connections.

#### **3.1.2 REGIONAL SETTING**

In California water resources are controlled by regional water quality control boards (RWQCB) that are appointed by the State. A RWQCB is charged with the responsibilities of protecting waters from pollution, and protecting rights to that water. The RWQCB controls the discharge of pollutants to groundwater resources and controls where and how agencies can dig wells. The City of Norco is located in the Basin Plan for the Santa Ana Region which encompasses the drainage area of the Santa Ana River. The drainage area is about 2,000 square miles beginning at the headwaters of the river in the San Bernardino Mountains running down to the river's outlet at the coast. The RWQCB-8 controls both surface waters and groundwater basins.

Groundwater basins are underground bodies of water suspended in layers of sand/gravel that are confined by impermeable geologic structures such as upthrusts of subterranean bedrock and mountain ranges. Groundwater basin boundaries correspond roughly to river basin boundaries though they do not necessarily have to be coterminous. Groundwater basins work much the same way as a series of dams do along a river. Within the larger ground water basin, there are smaller sub-basins created by natural subterranean barriers. The groundwater descends through these subterranean "steps" as it descends towards the ocean. The basins are separate bodies of



EXHIBIT 3.1  
**WATER MASTER PLAN**



water but each are interrelated to one another through overflow and sharing within the same overall basin water supply.

Overdraft and pollution in one sub-basin can affect water quality in downstream sub-basins. One of the primary purposes of the RWQCB-SAR is to first prevent the pollution from entering the groundwater flow and then to prevent the flow and expansion of pollutants that already exist. There are two of these sub-basins that serve the Norco area. The Temescal Basin is the area south of the river and west of Norco hills. The Chino basin includes the area from the Santa Ana River north. The Santa Ana River as the southern boundary of the Chino basin is an adjudicated boundary as opposed to a physical barrier between two sub-basins.

### 3.1.3 EXISTING FACILITIES

The existing system (Exhibit 3.1, Water Master Plan) consists of six groundwater wells (four active in the Temescal groundwater basin and two currently inactive in the Chino groundwater basin), that have a combined capacity of 5,000 gallons per minute (GPM). The City also has back-up connections to the Jurupa Community Services District (JCSD) and to the City of Corona with capacity for 620 gpm and 4,000 gpm respectively.

The City imports water from the Metropolitan Water District of Southern California (MWDSC) that is purchased through the Western Municipal Water District (WMWD) and supplied from the MWDSC Henry J. Mills Treatment Facility in Corona. In addition the City is a member agency of the Chino Desalter Authority with an annual obligation to purchase 1,000 acre feet of treated groundwater water from that facility; and has entered into a purchase agreement with WMWD for 4,400 acre feet of treated groundwater annually from the Arlington Desalter.

The water from both desalter facilities is treated through reverse osmosis to make it potable. The treated water from these two facilities accounts for roughly 68% of the City's annual water demand in 2014.

The City has seven potable water reservoirs with a capacity of 12.0 MG. The City operates two blending stations that blend high nitrate water from the Temescal basin with imported water and treated water from the Arlington Deslater. As various areas of the City develop and system improvements are made, the Master Water Plan should be re-analyzed to insure that facilities are being constructed as required to meet the City's water demand.

The specific capacity for wells decreases over time. Well site 11 has decreased approximately 5% since 2000. Well site 12 has decreased approximately 10% since 2000. Well site 13 has increased 10% because of rehabilitation in 2004. Well site 14 has decreased approximately 10% since 1995. The specific capacity of a well degenerates over time as fine waterborne material gets lodged in the aquifer zone near the well's gravel pack. Wells can be rehabilitated to improve specific capacity, but not totally restored.



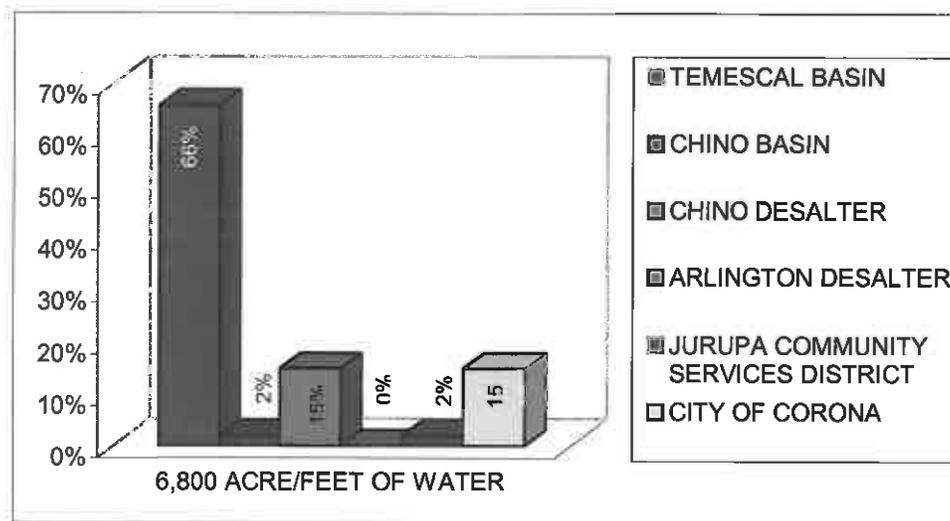
Well sites can ultimately be abandoned because the level of ground water has receded to a point where the cost of digging deeper is prohibitive compared to finding other resources; and/or when the level of contaminants has grown to a point that it becomes too costly to treat the water as compared to obtaining new resources. Overdraft of the ground water basin (see "Definitions", Safe Yield-Overdraft) combined with uncontrolled pollution discharge affects the ground water basin and the life of the wells that pump therefrom.

### 3.1.4 WATER RESOURCES

There are several potential sources for the City's water supply that have been investigated and evaluated:

- Temescal groundwater basin
- Chino groundwater basin
- Jurupa Community Services District connection
- City of Corona connection
- WMWD connection for imported water
- WMWD connection to Arlington desalter
- WMWD connection to Chino west desalter
- WMWD connection to Chino east desalter
- City of Riverside connection

EXHIBIT 3.2  
WATER RESOURCES - 2001



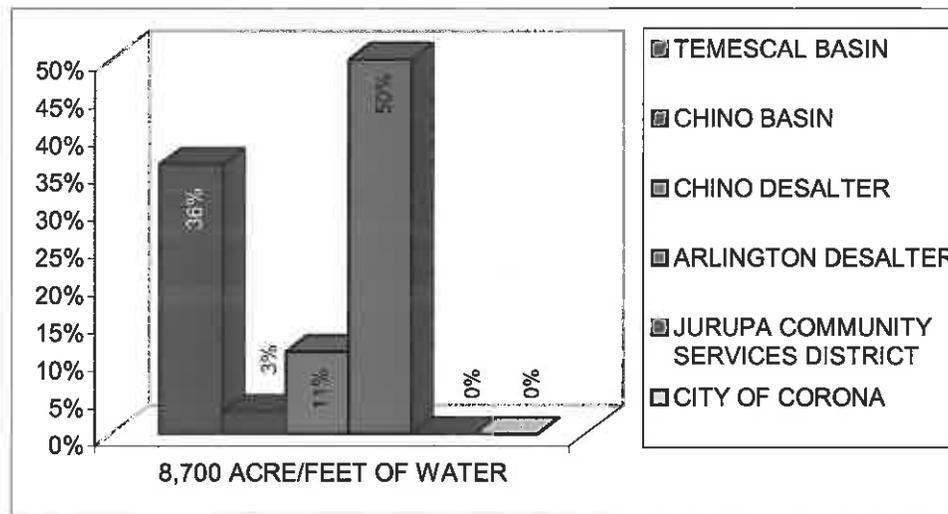
The feasibility of any water resource is a combination of the availability and the cost of extraction and/or treatment. The least expensive source for the City is the Temescal basin; however, the City's portion of the basin's safe yield is not enough water to meet all of the City's needs for the future.



In 2001 the City of Norco's main source of water was wells in the Temescal groundwater basin representing about sixty-six percent (66%) of the water supply (Exhibit 3.2, Water Resources - 2001). Water taken from the Western Municipal Water District Chino Desalter is used to mix with the well water taken from the Temescal and Chino basins. Additionally, the City has backup connections to JCSD and the City of Corona to insure that maximum levels of salt containment are not exceeded for the City's potable water supply.

In 2015 the City is expected to use 8,700 acre feet of water, 30% of which will come from the Temescal Basin. It is anticipated that the biggest source of water will be the Arlington desalter going forward rather than the Temescal basin. The City phased out any need to have to buy water from the City of Corona and/or JCSD except in emergency situations through a mutual-aid agreement. (Exhibit 3.3, Water Resources – 2005)

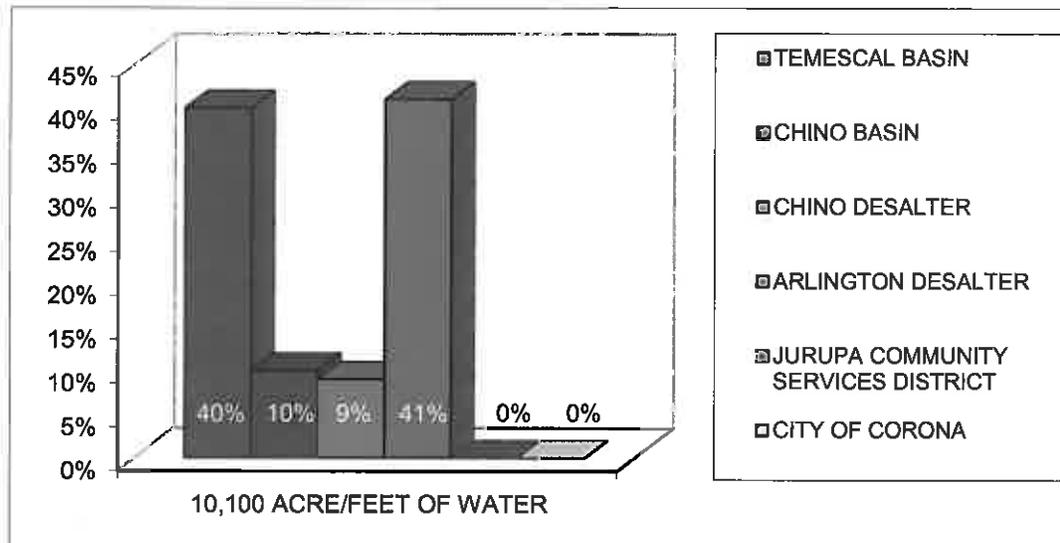
**EXHIBIT 3.3  
WATER RESOURCES - 2005**



When buildout of the City occurs, it is estimated that the City will use 10,100 acre feet of water. Forty percent (40%) of the water will come from the Temescal ground water basin and forty-one percent (41%) from the Arlington desalter. Nine percent (9%) will come from the Chino desalter and ten percent (10%) from the Chino ground water basin. (Exhibit 3.4, Project Water Resources – Buildout, 2010).



**EXHIBIT 3.4  
PROJECTED WATER RESOURCES – BUILDOUT**



**3.1.5 EXISTING WATER QUALITY**

Well water for potable water supplies in this region is generally well below maximum containment levels for salts, and is safe to drink. The City has connections with the City of Corona and JCSD for peak periods when the City may not have adequate capacity to meet daily demand, and also meet fire and emergency demands. When the City approaches peak demands the City must draw water from wells that exceed maximum containment levels for nitrates. Back-up water supplies from either Corona or JCSD are used to mix with well water to bring salt containment below maximum levels.

Salts, such as nitrates, are minute particles suspended in water that once they reach certain levels are considered a contaminant to the water supply. All of the wells produce water with moderate levels of nitrates that vary within a range. There are rare situations where water from certain wells can exceed maximum state containment levels for nitrates. The level of nitrates in the water supplies in this area occurs because of previous contamination from extensive dairy farming. Polluted runoff from increased urbanization also increases potential contamination to groundwater supplies.

Groundwater quality is an important concern to the City. The City will continue to rely on groundwater resources in the future. The city continually tests wells for contamination and overall water quality to ensure that the best possible drinking water for the community is available. The quality of water in Norco currently meets or exceeds all state and federal water quality standards (Table 3.1, Water Quality Report).



In 1987, tests were done on four wells owned by the California Rehabilitation Center located southeasterly of Bluff Street. The shallower wells showed high concentrations of manganese with moderate concentrations of nitrates and total dissolved solids (TDS), while the lower well showed high concentrations of flouride. Since 1988, the nitrate levels have steadily increased. The latest test of the City's wells showed similar results. All of the five operating wells showed moderately high concentrations of nitrates and TDS. The two lower wells also had concentrations of flouride. While the Chino basin wells have a higher potential for nitrate concentration, the City has other water sources to mix in so that the ultimate water supply exceeds all state and federal requirements.

### 3.1.6 UTILIZATION OF WATER RESOURCES

The residential and small plot agricultural land uses in the City represent the highest demand for water. It is estimated that the trend will continue with residential/small plot agriculture having the highest utilization demands for water in the future. The City needs to have storage requirements to cover day to day delivery demands and also to cover emergency requirements. Emergency storage is required to maintain service in the event of regional power outages or massive concurrent pumping plant failures.

TABLE 3.1  
**WATER QUALITY**

(parts per million unless otherwise noted)

PRIMARY HEALTH RELATED STANDARDS	STATE MCL*	STATE PHG*	NORCO STATISTICS	
			AVERAGE	RANGE
Microbiological	5%	0	<1%	<1%
Total Trihalomethanes	.1	NA	.031	.002 - .074
Tetrachloroethane	.005	0	ND	ND - .001
Trichloroethylene	.005	0	.001	ND - .033
Nitrate	45	45	11.3	ND - 59.9
Flouride	2	1	1.6	1.29 - 4.03
Arsenic	.05	NS	.0067	ND - .038
Aluminum	1	NS	0	ND - .008
Barium	1	2	.03	ND - .114
Gross Alpha (pico curies/liter)	15	NS	1.17	ND - 4.51
Uranium (pico curies/liter)	20	NS	1.0	ND - 5.1
Lead	.015	NS	< .015	<.015-.0456
Copper	1.3	NS	< 1.3	ND - .679
Chloride	500	NS	134.5	39 - 227
Sulfate	500	NS	69.3	17 - 148
Total Dissolved Solids (TDS)	1,000	NS	511.3	331 - 663

There are time-of-use storage amounts that are necessary to maintain service during peak power periods when pumping plants are shut down in compliance



with TOU operating schedules. Time-of-use is a process where pumping and filling of reservoirs are done at times when energy costs are lower. This requires additional storage requirements.

In addition, the City needs to have adequate storage requirements for fire protection. In the 857 pressure zone, the storage requirement is 4,000 gpm for four hours. In the 1021 pressure zone, the requirement is 3,500 gpm for four hours (Exhibit 3.5, Water Pressure Zones). The recommended storage requirement for the 857 pressure zone is 7.7 million gallons for current conditions and 10.1 million gallons for ultimate development. The requirements in the 1,021 north and 1150 pressure zones are 1.6 million gallons and 1.8 million gallons respectively. When the area of the 1021 south pressure zone is developed, the recommended storage requirement is 1.8 million gallons per day.

Currently the City has a storage capacity of 9 million gallons per day in six storage reservoirs and a recommended storage requirement of 9.3 million gallons per day. For ultimate development, the recommended storage requirement will be 13.7 million gallons per day (not including any time-of-use storage requirements). Ultimately there may be a reservoir constructed on the Wyle Laboratories property, the size of which is not known.

### 3.1.7 CONSERVATION OF WATER RESOURCES

The City has enacted codes such as the Water Conservation Section of the Norco Municipal Code, to encourage conservation of this vital resource. The City will continue to update the Code as needed to help meet the goal of conserving water. Additionally, the City provides public service pamphlets to the community on how to protect and preserve water, including information on how to prevent water contamination and pollution. The City will continue on an annual basis to inform and educate the community on water issues in efforts to conserve and protect the water for existing needs and future generations.

Also, the City has adopted requirements via the Planning, Engineering, and Building and Safety Divisions to conserve water. Such programs include xeriscape landscaping, the use of reclaim water, the use of low flow plumbing fixtures, and other conservation programs to protect and preserve the City's water resources.

### 3.1.8 DEVELOPMENT OF NEW WATER RESOURCES

To meet existing requirements, the City has constructed two new wells since 2001 and has purchased 4,400 acre feet of additional water from the Arlington Desalter. The City will continue to maintain and improve its current infrastructure in order to provide water for existing and future use.

### 3.1.9 OTHER WATER RESOURCES

There are two water bodies in the City which are not utilized for consumption and are categorized as "other resources", **Lake Norconian** (man made) and the



**Santa Ana River.** They both are surface waters and are used primarily for aesthetic and recreational purposes. Lake Norconian is located at the Naval Warfare Assessment Center (NWAC) which is primarily off-limits to the public, and the Santa Ana River runs along the northern boundary of the City.

**Lake Norconian** is a manmade lake that was created for recreational purposes with the Norconian Hotel back in the 1920's. When the hotel closed, the property was ultimately split between the NWAC and the State. The State converted the hotel building into a drug rehabilitation incarceration center (building now closed) and since that time, the lake has had little public use. Some fishing still occurs with a local fishing license obtained at the NWAC facilities office. Fish species consist of bass and catfish left over from previous years of stocking. The NWAC promotes a policy of catch and release since they do not re-stock the lake anymore. The City is now responsible for maintaining the lake level and wells that were owned and maintained by NWAC have been transferred to the City.

Over the years the lake has become an important riparian habitat for birds. Each year the Audobon Society counts that number of species and individual birds that are found at the lake on a particular day, generally sometime in December. Some of the species that have been found are land birds and others are migratory. The limitation of the observation to one day per year makes it difficult to determine how critical the lake is to either of these types of species. Until 2000, the count consisted of a total number only, without any breakdown as to what type of species made up the total. There has not been any consistent effort to monitor specific species from year to year.

The **Santa Ana River** forms the northern boundary of the City and is a naturally occurring element in the landscape, though it has been changed greatly through human intervention. The river itself in a natural condition has a high flow season in early spring and a low flow season in late fall. In a natural state, the river could at times be dry toward the end of summer during times of drought. The river now has flow in it year-round from treatment plant effluent that is continuously put into the river channel. The river itself is not used for potable water supplies but serves an important function in the re-generation of ground water aquifers, especially in Orange County. The function of the river for recreational purposes is limited to the aesthetic values for riverside trails (equestrian, pedestrian, and bicycle) and parks. Swimming is not permitted in the river because of the treatment plant effluent.

As a riparian habitat, the river supports numerous species including plants, animals, fish, and fowl both for habitat and foraging. While the river does not directly supply potable water, as a resource to wildlife it needs to be preserved and enhanced wherever possible. These issues and opportunities are discussed in more detail in Section 3.5, Wildlife Resources



## 3.2 ENERGY RESOURCES

The Energy Resource Plan of the Conservation Element provides information regarding the conservation, utilization, and development of energy resources. Also, current and future resources are discussed.

The City of Norco is serviced by Southern California Edison (SCE). SCE is a regional power broker that provides much of the electricity for residents in Southern California that do not live in municipalities or districts that provide their own electricity.

### 3.2.1 CONSERVATION OF ENERGY RESOURCES

Energy is a basic and essential resource to maintain the livability of Norco as an animal keeping/equestrian community. The generation of energy requires ongoing depletion of non-renewable resources, the costly extraction and transport of these resources, and the cost of transmission facilities. Currently, Norco's electrical energy is primarily from nonrenewable resources as provided by the power generating companies. The concept of non-renewable resources combined with the overall cost of delivering electrical power, means that conservation of energy is an important piece in the energy puzzle for the sustainability of Norco's lifestyle.

The City recognizes the importance of energy conservation and has taken proactive measures to reduce its energy consumption. Some of the steps City government has taken to conserve electrical power include:

#### Public Buildings:

- 1.) Thermostats set at 68 degrees in the winter and 75 degrees in the summer.
- 2.) Occupancy sensors installed in non-office rooms.
- 3.) Overhead lighting reduced.
- 4.) Tinted building windows with full southern exposure.
- 5.) Reduced hours and days of ball field lighting.

The City recognizes that the cost and supply of energy resources can become a serious concern for Norco businesses and residents as a result of business decisions that the City has no control over. In order to address this concern, the Planning Commission has expressed interest in establishing a "Blue Ribbon Committee" to explore alternate means for energy conservation and local production. The City may also want to consider the designation of an energy coordinator that could oversee all energy conservation issues as they pertain to the different city departments.

Because of its unique equestrian lifestyle, Norco offers opportunities to conserve energy by encouraging alternative modes of transportation. Although the City is only 14 square miles, there are over 80 miles of designated equestrian trails providing equestrian access to all parts of the City. The City should continue



encouraging businesses to provide hitching posts and watering facilities adjacent to trails. All new residential developments are required to include an equestrian trail on at least one side of the street. Trails on both sides should be required where appropriate. In addition the City should continue actively encouraging the completion of the Coast to Crest Trail along the Santa Ana River. This will be a multi-purpose trail accommodating equestrians, bicyclists and hikers that could provide intra-city transport exclusive of automobiles.

### 3.2.2 UTILIZATION OF ENERGY RESOURCES, DIRECT AND INDIRECT

Ample and reasonably priced energy is crucial to everyday living, and a thriving community. Energy allows residents to work, play, produce, and meet day to day essential living needs. Energy is used in both a direct and indirect manner. Examples of direct uses of energy are transportation, lighting, heating or cooling structures, and for the operation of machinery and appliances. Direct energy use is easy to identify, affect, and promote energy conservation.

Indirect energy use is more difficult to identify as it is the energy embodied in the production of materials or goods. For example, the construction of a new school embodies all of the energy that went into the process of making the school, i.e., transportation of the materials to the site; the energy required to produce the lumber, glass, nails, and all other materials; and the energy consumed on the construction site. Conservation of indirect energy resources is more difficult due to the large geographic area and multiple levels of participation involved. It requires the cooperation and coordination between government and businesses.

### 3.2.3 SOURCE AND SUPPLY OF ENERGY RESOURCES

Energy is regulated via the California Public Utilities Commission, the California Energy Commission, and the Federal Energy Regulatory Commission, the three of which play an important role in the source and supply of energy we receive. In the past a single utility company based on a geographic area, was responsible for all stages of energy production and delivery: **generation** (producing electricity by transforming other forms of energy), **transmission** (transporting that electricity from generation point to the Electric Service Provider or ESP) and **distribution** (from the provider to the customer).

Most of Norco's electrical consumption is imported and derived from nonrenewable resources. Nonrenewable resources are finite, necessitating the need to continuously find and extract new scarce resources. Fossil fuels provide much of the resource for power generation as can be seen in Table 3.2 (Electricity Sources for California). The production of energy is done regionally and controlled by state regulations. The immediate options that citizens of Norco have to reduce dependence on imported electricity are to conserve first, and then take advantage of technology that allows for on-site generation for individual consumption (e.g. solar, wind, etc.). The City for its part needs to continue to push for the conversion of manure to energy, whether it ultimately is a City facility or the City is part of a regional facility.



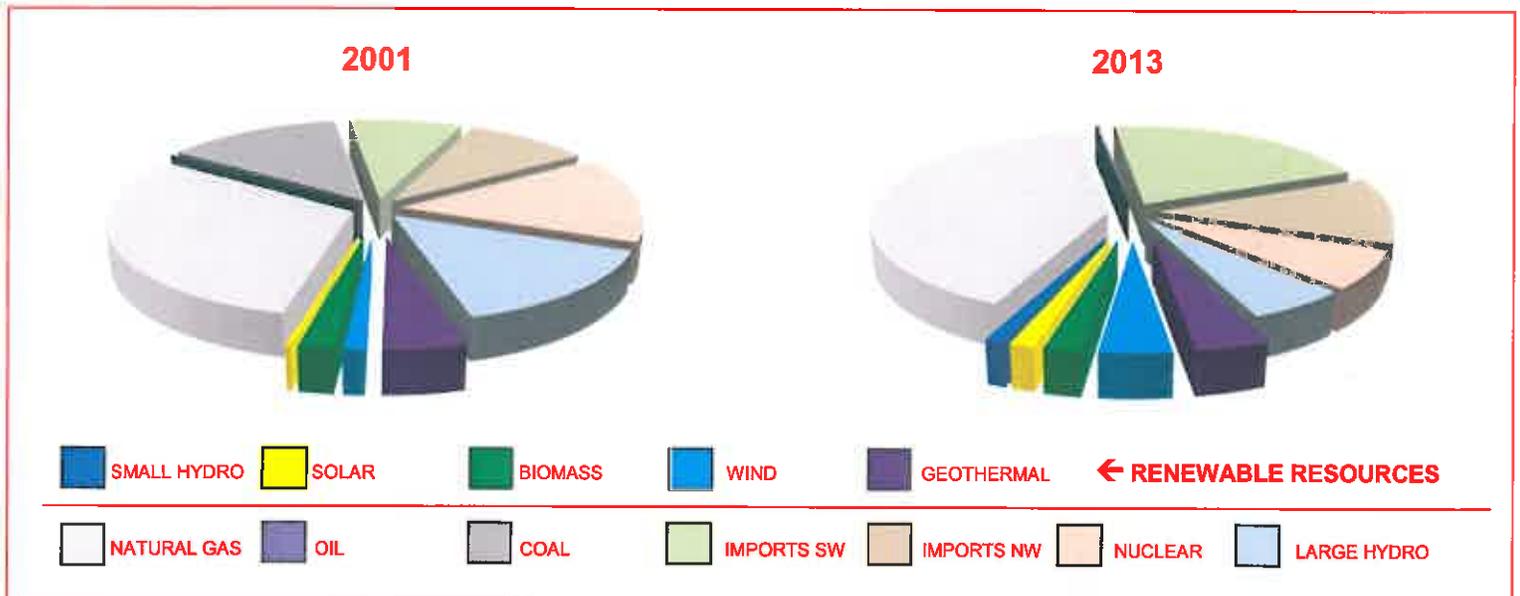
The **state** is looking at renewable energy development to help alleviate energy shortages, provide clean air, **reduce greenhouse gases**, lower rates, and stimulate technological advances. A blue-ribbon committee could keep abreast of available programs that could assist Norco in its efforts to improve its own energy program.

TABLE 3.2  
**ELECTRICITY SOURCES FOR CALIFORNIA 2013**

Resource Type	Gigawatt-Hours	Percentage
Large Hydro	20,754	10.39
Nuclear	17,860	8.94
Coal	1,018	.51
Oil	38	.02
Natural Gas	120,863	60.5
Renewables	39,236	19.64
Small Hydro		1.67
Geothermal	12,485	6.25
Biomass	6,423	3.21
Wind	12,694	6.35
Solar	4,291	2.15
Imports - Northwest	35,036	11.83
Imports - Southwest	61,759	20.82
<b>TOTAL</b>	<b>296,628</b>	<b>100.00</b>

Source: California Energy Commission (2011)

EXHIBIT 3.5  
**CALIFORNIA ELECTRICITY SOURCES**



### 3.2.4 DEVELOPMENT OF ENERGY RESOURCES, RENEWABLE -v- NON-RENEWABLE

Norco can both decrease its dependence on outside energy sources and decrease the consumption of nonrenewable resources by developing renewable energy resources within the city. The City of Norco is located in climate ten (10), which has medium to warm weather. The location, climate, and lifestyle of Norco lends itself well to the potential development and use of renewable energy such as solar, biomass, and wind resources.

### 3.2.5 POTENTIAL NEW ENERGY SOURCES

There are emerging technologies that could provide alternate sources for electricity that are not widely used in Norco. One potential source could come from the use of windmill technology. The California Energy Commission has mapped the areas of the state that are considered good wind resource areas. These areas are so designated because of the high number of days per year when wind levels are high enough to move the machines and provide a fairly continual resource. The City of Norco does not lie within such an area since winds here are only seasonal. The best opportunity for Norco to take advantage of this resource would be on an individual user basis as a supplemental energy supply.

Solar energy is another resource, and is one that has broader applications than windmill technology. Commercial development of processed solar energy is restricted because of the large amounts of open areas that are currently required for photovoltaic module array fields. Photovoltaic technology, however, has applications that make it usable for individual customers to augment their own energy supply. Also, the State has programs that encourage the use of solar technology to make it more cost affective to individual customers.

In addition to wind and solar generated energy, other new technologies that may be applicable to individual users include the use of small turbine engines that are powered by natural gas, or the use of fuel cell technology. Both of these are relatively new and may be too expensive for wide-spread application at this point.

The City needs to continually review new and emerging technologies with regards to the generation and conservation of energy resources. With current technologies the viability of any alternative energy resource is directly related to the commodity price of fossil fuels. When fuel costs are high, the use of alternative fuel sources becomes more attractive. Conversely when fuel costs are relatively low, there is little interest in making investments into alternative fuel equipment without government subsidy.

An alternative energy source that the City needs to continue investigating until funding and/or technology make it feasible is the conversion of manure into energy resources.



### 3.3 SOIL AND MINERAL RESOURCES

Pursuant to Government Code Section 65302 (d) a city's Conservation Element should include discussion of the conservation, development, and utilization of soil and mineral resources. Specifically, cities should discuss each, as they are relevant to their jurisdiction.

#### 3.3.1 SOIL RESOURCES

Soil resources become important in areas of high agricultural production, or areas that have the potential for agricultural production. Classification of soils are important in determining irrigation, planting, and farming of various crops; and also for determining appropriate areas for wildlife habitat, and land use planning. However, the main function of soil data is for agricultural purposes. Due to the fact that Norco is primarily built out, and is not a community based on large agri-businesses, general soils data is provided, but no general plan goals or policies have been included for the conservation of soils as they relate to the maintenance and development of large-scale agriculture. Goals and policies as they pertain to the control of soil erosion have been included.

The State Department of Conservation **through the Farmland Mapping and Monitoring Program (FMMP)** publishes an "Important Farmland Map" for each county that categorizes farmland for its significance, or potential significance, to the State's agricultural industry. **The FMMP is not a regulatory program but is used by the state and counties to monitor the loss of farmland acreage.** There are four categories, in descending importance, into which farmland is categorized. The four categories are Prime Farmland, Farmland of Statewide Importance, Unique Farmland, and Farmland of Local Importance.

The City of Norco **has two small areas that are designated on the Riverside County Important Farmland Map. The first is designated as "Locally Important" and is located on the northeast side of River Road at Bluff Street. The second which is designated Unique Farmland is located in the City's Sphere of Influence northerly of Arlington Avenue on the east side of Pedley Substation Road (Exhibit 3.6, Soil Classifications).**

Locally Important Farmland is determined by the County Board of Supervisors based on input from a local advisory committee and maps are updated **after every two year field study. The property at Bluff Street and River Road was historically used for dairy farming which was the reason for the "Locally Important" designation. The dairy farm has ceased operation so it is unlikely that the property will maintain that designation in future field studies because of surrounding development. However, the zoning of the property will still allow small-plot agriculture consistent with the Land Use Element and consistent with Goals of the Conservation Element for a more sustainable community in the future.**



Unique Farmland is farmland of lesser quality soils that is used for the production of the state's leading agricultural crops. To have this designation the land must have been cropped some time during the two update cycles prior to the mapping date which for Riverside County is 2010. The property has historically and is currently being used for a nursery operation.

In addition the U.S. Department of Agriculture (USDA) is mapping the entire nation showing the suitability of soils for the purpose of agricultural production. The mapping for the Norco area was completed in 1917 but the current status is "Update Needed." The USDA has identified over 40 different soil types within the City of Norco alone. A listing of all the different soil types is not included here but can be found in the documents from the USDA's office (Soil Survey of Western Riverside Area, California, Nov. 1971). The USDA's report also groups the different soil types according to similar qualities and characteristics. Exhibit 3.2 shows how the soils in Norco are grouped and how suitable they are for agricultural purposes.

### 3.3.2 CONSERVATION OF SOIL RESOURCES

As future development of Norco occurs, soils will be exposed during grading operations. During this time, soils may become susceptible to water and wind erosion. The extent that erosion would occur depends on the particular soil, the extent of area being exposed, the slope, the time of year grading operations occur and erosion control methods that are used.

Historically the most immediate threat to community safety was the threat of erosion along the Santa Ana River bluff areas. The main cause of the erosion was due to scouring on the undersides of the bluffs when the Santa Ana River became engorged with winter storm run-off. The first phase of a bluff stabilization program has been implemented by the U.S. Army Corp of Engineers that resolved the problem where the threat was greatest.

Erosion escalates downstream soil deposition behind Prado Dam reducing the effectiveness of that facility. The Orange County Water District is in the initial stages of developing a Prado Basin Sediment Management Plan that will remove sediments deposited behind the dam to re-entrain them into the river channel below the dam to allow restoration of habitats and beaches downstream.

### 3.3.3 MINERAL RESOURCES

The California Department of Conservation also has a classification system for soils based on the suitability of the soils for mining and extraction of resources (Exhibit 3.7, Mineral Resource Zones). The objective of classification and designation processes is to ensure, through local jurisdictions, that mineral deposits of statewide or of regional significance are available when needed.

Rapid urban expansion in areas with mineral resources can cause these areas to be committed to irreversible land uses prior to the resources being extracted,



thereby precluding any future extraction when marketability of the resources is more favorable.

The Department of Conservation has established a hierarchy of mineral resource zones as follows:

- MRZ-1 Areas where geologic information indicates no significant mineral deposits are present.
- MRZ-2 Areas that contain identified mineral resources.
- MRZ-2a Areas underlain by mineral deposits where geologic data show that significant measured or indicated resources are present.
- MRZ-2b Areas underlain by mineral deposits where geologic information indicates that significant inferred resources are present.
- MRZ-3 Areas of undetermined resource significance.
- MRZ-3a Areas containing known mineral deposits that may qualify as mineral resources.
- MRZ-3b Areas containing inferred mineral deposits that may qualify as mineral resources.
- MRZ-4 Areas where geologic information does not rule either the presence or absence of mineral resources (no known mineral resources).

The City of Norco only has two mineral resource zoning designations within the city limits and most of it is in the MRZ-3a Zone. The zoning designations are from surveys done for State Report 165 "Mineral Land Classification of the Temescal Valley Area" that also covered the Norco area. As indicated above, the MRZ-3a Zone is an area that has known deposits that may qualify as a "mineral resource". The resource in this case is crushed rock for construction-related purposes and is primarily associated with Norco Hills and the hills and slopes around Lake Norconian, including Beacon Hill.

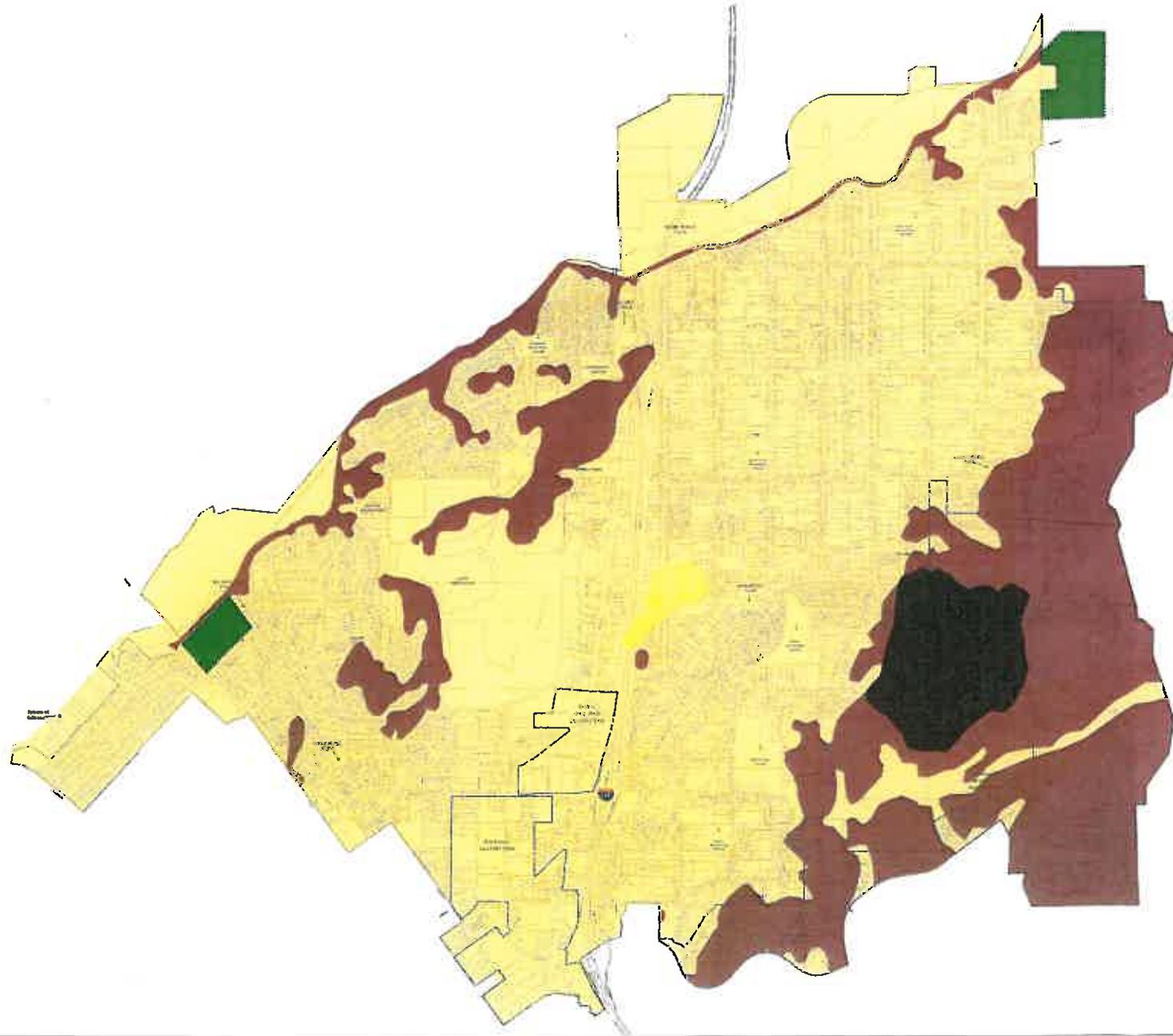
With residential development already approved for many of the hillsides, most of the area in question will not be available for any type of future extraction. The hillside areas not designated for residential development are more valuable to the City as an open space resource than as a potential mineral resource. In terms of importance to the state, it is the City's opinion that there are more suitable areas (i.e. Temescal Canyon) where there is more construction material available en masse, and where it is more accessible and marketable for long-term extraction. Like the classifications for agriculture suitability, the classifications for mineral resources serve as an information source to local jurisdictions to help in determining long-range land use decisions. The State does not require or recommend any implementation measures.

The only other resource zone within City limits is an MRZ-2b Zone located at the very edge of the City near the intersection of Hamner Avenue and Parkridge Street. This is just the edge of a much larger zone that extends into the City of Corona along the Temescal Wash. The primary resource in this zone is "sand and gravel", again for construction purposes. The small portion that is within the City of Norco has some development already over it, and the remaining portion



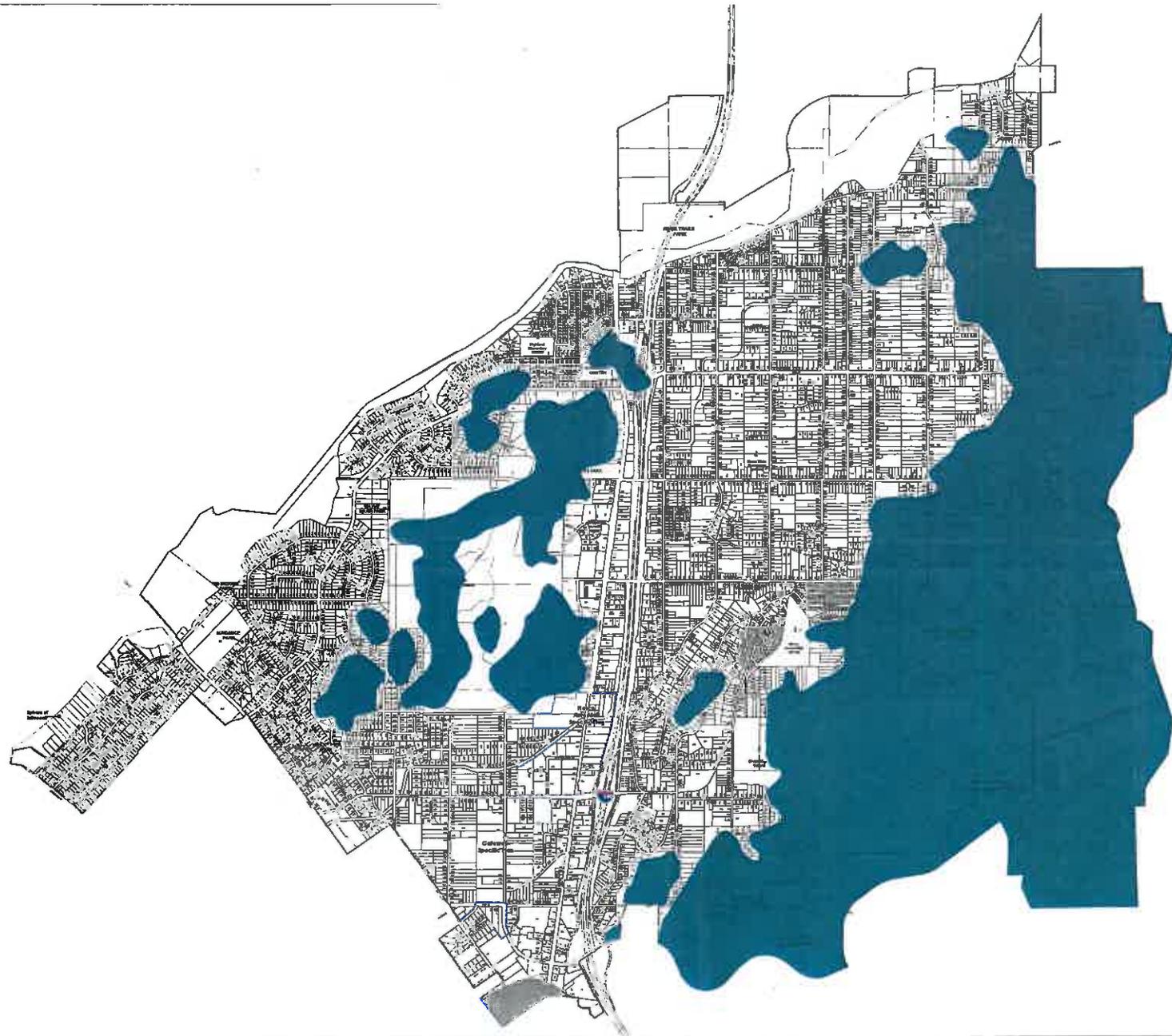
does not constitute enough feasible land area to warrant any type of preservation for future mineral extraction. Based on the above assessment information, no goals or policies are included that encourage or preserve opportunities for mineral extraction. This is consistent with the City's adopted Land use Plan.





LEGEND	
	<b>CLASS I</b> Soils have few limitations that restrict their use.
	<b>CLASS II, III, &amp; IV</b> Soils have limitations ranging from moderate to very severe that restrict the choice of plants.
	<b>CLASS VI &amp; VII</b> Soils have limitations ranging from severe to very severe that make them unsuitable for cultivation.
	<b>CLASS VIII</b> Soils have limitations that restrict their use to water supply, recreation, wildlife, or aesthetic purposes.
	<b>LOCALLY IMPORTANT FARMLAND</b>

**EXHIBIT 3.6  
SOIL CLASSIFICATIONS**



**LEGEND**

	MRZ-3a Zone
	MRZ-2b Zone
	No Zoning Classification

**EXHIBIT 3.7  
MINERAL RESOURCE ZONES**

### 3.4 WILDLIFE RESOURCES

The General Plan is premised on the recognition that plant and wildlife resources are important natural resources that should be conserved and protected. Plant and wildlife resources are important to preserve species diversity, the vitality of the particular ecosystems in which they live, and the maintenance of the ecological balance in the City and regional natural areas. The wildlife resources goals and policies support other goals and policies of the General Plan, such as preventing degradation of the natural environment, preserving prime plant and wildlife habitat, and protecting rare and endangered species. Exhibit 3.8 illustrates the City's most important wildlife and open area resources.

#### 3.4.1 EXISTING SETTING FOR RESOURCES

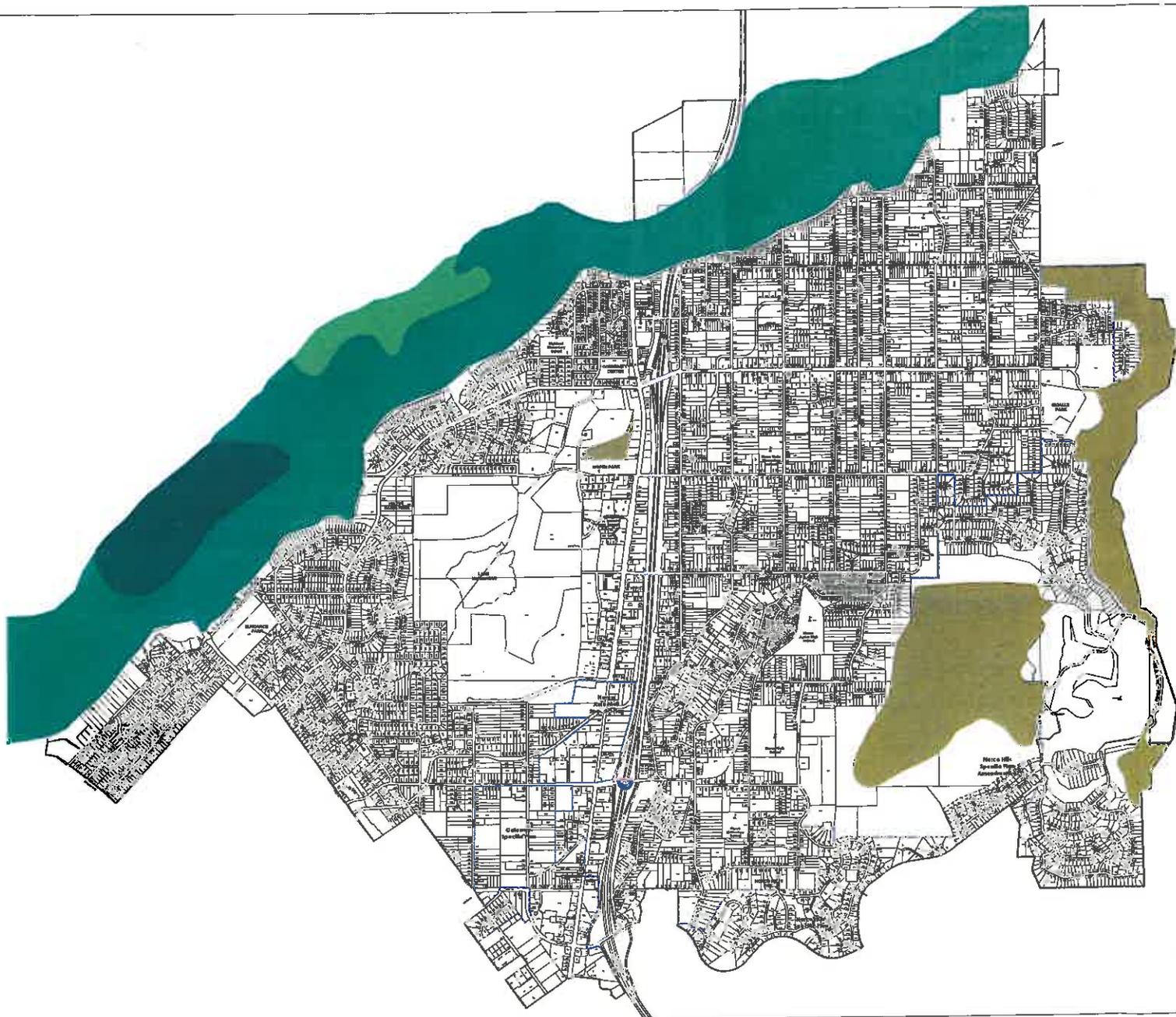
The City is a mixture of small plot agriculture, commercial and industrial development, along with several natural areas containing biological habitats. The primary habitats exist among the hillside areas along the east City boundary and in the Santa Ana River forming the northern boundary of the community. Other biological habitats are isolated and would consist of Lake Norconian, and small separate riparian areas within the hillsides. Biological information for the community has been obtained primarily from environmental assessments that have been prepared for the community.

#### 3.4.2 SPECIAL STATUS SPECIES (rare, threatened, or endangered)

Plant and wildlife resources within the City include native vegetation such as the inland sage scrub and riparian areas, as well as rare, threatened or endangered plant and animal species. The Federal Government lists the Stephen's Kangaroo Rat (*Dipodomys stephensi*) as an Endangered Species. Originally the Stephen's Kangaroo Rat was not felt to have habitat within the City; however, the species was discovered with a biological assessment required by the City with recent development that has occurred and been proposed in the eastern hillside area of the community.

Tables 3.3 through 3.7 list sensitive species that may exist within the community. Preservation of these species depends on the preservation of natural habitats, including any viable inland sage scrub, wetlands and riparian areas. Both the size of individual habitat areas and the connectivity between these areas can directly affect the ability of these habitats to support viable populations of sensitive species. In order to mitigate the impacts caused by new development in the City and throughout the County, the City is cooperating with the Western Riverside Council of Governments in the development of a Multiple Species Habitat Conservation Program (MSHCP).





LEGEND	
	MIXED RIPARIAN- ARUNDO SCRUB
	COTTONWOOD- WILLOW RIPARIAN
	WILLOW RIPARIAN
	COASTAL SAGE SCRUB

**EXHIBIT 3.8**  
**WILDLIFE RESOURCES**  
(Vegetation Communities)

The MSHCP is a coordinated planning effort involving western county cities and Riverside County to preserve and promote the viability and recovery of western Riverside County ecosystems and habitats. The program is intended to protect existing sensitive species and to further the goal of reducing the need to list additional species in the future. Critical to the preservation of Norco's unique lifestyle is a balance between the needs for species and habitat conservation and the needs for continuing recreational opportunities including equestrian, bicycling, and hiking.

### 3.4.3 HILLSIDE HABITAT RESOURCES

The City has approved low-density residential development for much of the hillside areas, however, approximately 425 acres of open space will also be dedicated to the City for permanent open space.

There have been biological surveys within the hillside areas of the community that together have covered an extensive botanical and wildlife inventory. The hillside areas are comprised of low rolling hills and a large central valley. The soils are comprised of a mixture of decomposed granite and large boulders. The surrounding area is characterized primarily by flat open space to the north and northwest, rolling hills to the south, and two larger hills: one to the west along the central portion of the site and one located to the southeast. The hillside area includes several dry drainage ravines created by erosion that lead to the Hidden Valley Golf Course and off-site. The different plant communities are as follows:

#### Plant Communities

The hillside areas are comprised of a combination of plant communities depending on topography and historical use of the land, including Riversidean sage scrub, non-native grassland, riparian vegetation in dry season drainage ravines, and bare disturbed ground.

Wildlife surveys in the hillside areas have focused on the Stephen's kangaroo rat, California gnatcatcher and the several wetland areas. Habitat for the quino checkerspot butterfly and the least Bell's vireo has not been found there even though wildlife has been observed in all parts of the hillsides, with the greatest activity in lowland areas. Wildlife is less common on the higher slopes. The following wildlife has been observed in the hillside areas:

#### Birds

Birds are the conspicuous wildlife observed and include species such as house finch, California quail, mourning dove, European starling, crow and red-tailed hawk.



**TABLE 3.3  
SPECIAL STATUS SPECIES-BIRDS**

SPECIES (common name)	STATUS Explanations at bottom	TYPE OF HABITAT PRESENT & SPECIES OCCURANCE ( <i>Italics</i> ) Explanations at bottom	
		SANTA ANA RIVER/BLUFFS	NORCO HILLS
least Bell's vireo	FE, SE	breeding ( <i>NP</i> )	no habitat ( <i>NP</i> )
southwestern willow flycatcher	FE, SE	breeding ( <i>NP</i> )	no habitat ( <i>NP</i> )
southern bald eagle	former FT	marginal ( <i>NP</i> )	no habitat ( <i>NP</i> )
Peregrine falcon	former FE	foraging ( <i>OP</i> )	no habitat ( <i>NP</i> )
coastal California gnatcatcher	FT	no habitat ( <i>NP</i> )	breeding ( <i>NP</i> )
golden eagle	no status	no habitat ( <i>NP</i> )	foraging ( <i>NP</i> )
western burrowing owl	SSC	no habitat ( <i>E?</i> )	foraging ( <i>NP</i> )
western yellow-billed cuckoo	SE	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
Swainson's hawk	SE	foraging ( <i>NP</i> )	no habitat ( <i>NP</i> )
double-crested cormorant	SSC	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
western least bittern	SSC	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
white-faced ibis	SSC	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
osprey	SSC	foraging ( <i>OP</i> )	no habitat ( <i>NP</i> )
sharp-shinned hawk	SSC	foraging ( <i>OP</i> )	no habitat ( <i>NP</i> )
Cooper's hawk	SSC	breeding ( <i>OP</i> )	no habitat ( <i>NP</i> )
ferruginous hawk	SSC	foraging ( <i>OP</i> )	no habitat ( <i>NP</i> )
merlin	SSC	foraging ( <i>OP</i> )	no habitat ( <i>NP</i> )
prairie falcon	SSC	foraging ( <i>OP</i> )	no habitat ( <i>NP</i> )
long-billed curlew	SSC	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
long-eared owl	SSC	breeding ( <i>PP</i> )	no habitat ( <i>NP</i> )
loggerhead shrike	SSC	breeding ( <i>P</i> )	no habitat ( <i>NP</i> )
California horned lark	SSC	foraging ( <i>OP</i> )	no habitat ( <i>NP</i> )
cactus wren	SSC	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
yellow warbler	SSC	breeding ( <i>P</i> )	no habitat ( <i>NP</i> )
yellow-breasted chat	SSC	breeding ( <i>P</i> )	no habitat ( <i>NP</i> )
So. Calif. rufous-crowned sparrow	SSC	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
tricolored blackbird	SSC	foraging ( <i>OP</i> )	no habitat ( <i>NP</i> )
white-tailed kite	FP	breeding ( <i>P</i> )	no habitat ( <i>NP</i> )
TERMS AND ABBREVIATIONS USED IN THE TABLE			
STATUS	FE- Fed. Endangered; FT-Fed. Threatened; SE-State Endangered; SSC-California Species of Special Concern; FP-California Fully Protected		
TYPES OF HABITATS	Breeding – habitat suitable for breeding of a certain species; Foraging – habitat suitable for foraging of a certain species; No habitat – no habitat that is suitable for the species.		
SPECIES OCCURANCE	P-Present in the area; OP-Occasionally Present; PP-Potentially Present but not Documented; NP-Not Present; E-Extirpated from the Area		



**TABLE 3.4  
SPECIAL STATUS SPECIES-MAMMALS**

SPECIES (common name)	STATUS <small>Explanations at bottom</small>	TYPE OF HABITAT PRESENT & SPECIES OCCURANCE ( <i>Italics</i> ) <small>Explanations at bottom</small>	
		SANTA ANA RIVER/BLUFFS	NORCO HILLS
California mastiff bat	SSC	foraging ( <i>PP</i> )	foraging ( <i>PP</i> )
pallid bat	SSC	foraging ( <i>PP</i> )	no habitat ( <i>NP</i> )
pale big-eared bat	SSC	foraging ( <i>PP</i> )	no habitat ( <i>NP</i> )
San Diego black-tailed jackrabbit	SSC	breeding ( <i>P</i> )	no habitat ( <i>NP</i> )
nw. San Diego pocket mouse	SSC	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
southern grasshopper mouse	SSC	breeding? ( <i>PP</i> )	no habitat ( <i>NP</i> )
San Diego desert woodrat	SSC	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
Stephen's kangaroo rat	FE	no habitat ( <i>NP</i> )	breeding ( <i>P</i> )
<b>TERMS AND ABBREVIATIONS USED IN THE TABLE</b>			
STATUS	FE- Fed. Endangered; FT-Fed. Threatened; SE-State Endangered; SSC-California Species of Special Concern; FP-California Fully Protected		
TYPES OF HABITAT	Breeding – habitat suitable for breeding of a certain species; Foraging – habitat suitable for foraging of certain species; No habitat – no habitat that is suitable for the species.		
SPECIES OCCURANCE	<i>P</i> -Present in the area; <i>OP</i> -Occasionally Present; <i>PP</i> -Potentially Present but not Documented; <i>NP</i> -Not Present; <i>E</i> -Extirpated from the Area		

**TABLE 3.5  
SPECIAL STATUS SPECIES-REPTILES**

SPECIES (common name)	STATUS <small>Explanations at bottom</small>	TYPE OF HABITAT PRESENT & SPECIES OCCURANCE ( <i>Italics</i> ) <small>Explanations at bottom</small>	
		SANTA ANA RIVER/BLUFFS	NORCO HILLS
southwestern pond turtle	SSC	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
San Diego horned lizard	SSC	marginal ( <i>PP</i> )	breeding ( <i>PP</i> )
orange-throated whiptail	SSC	no habitat ( <i>NP</i> )	breeding ( <i>PP</i> )
silvery legless lizard	SSC	breeding ( <i>PP</i> )	no habitat ( <i>NP</i> )
coast patch-nosed snake	SSC	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
Two-striped garter snake	SSC	marginal ( <i>PP</i> )	no habitat ( <i>NP</i> )
northern red diamond rattlesnake	SSC	no habitat ( <i>NP</i> )	breeding ( <i>P</i> )
<b>TERMS AND ABBREVIATIONS USED IN THE TABLE</b>			
STATUS	FE- Fed. Endangered; FT-Fed. Threatened; SE-State Endangered; SSC-California Species of Special Concern; FP-California Fully Protected		
TYPES OF HABITAT	Breeding – habitat suitable for breeding of a certain species; Foraging – habitat suitable for foraging of certain species; No habitat – no habitat that is suitable for the species.		
SPECIES OCCURANCE	<i>P</i> -Present in the area; <i>OP</i> -Occasionally Present; <i>PP</i> -Potentially Present but not Documented; <i>NP</i> -Not Present; <i>E</i> -Extirpated from the Area		



**TABLE 3.6  
SPECIAL STATUS SPECIES-FISH AND AMPHIBIANS**

<b>SPECIES (common name)</b>	<b>STATUS</b> Explanations at bottom	<b>TYPE OF HABITAT PRESENT &amp; SPECIES OCCURANCE (<i>Italics</i>)</b> Explanations at bottom	
		<b>SANTA ANA RIVER/BLUFFS</b>	<b>NORCO HILLS</b>
arroyo southwestern toad	FE	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
California red-legged frog	FT	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
Santa Ana sucker	FT	nursery ( <i>NP</i> )	no habitat ( <i>NP</i> )
arroyo chub	SSC	spawning ( <i>P</i> )	no habitat ( <i>NP</i> )
western spadefoot toad	SSC	breeding ( <i>E?</i> )	no habitat ( <i>NP</i> )
Santa Ana River woollystar	FE	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
<b>TERMS AND ABBREVIATIONS USED IN THE TABLE</b>			
<b>STATUS</b>	FE- Fed. Endangered; FT-Fed. Threatened; SE-State Endangered; SSC-California Species of Special Concern; FP-California Fully Protected		
<b>TYPES OF HABITAT</b>	Breeding – habitat suitable for breeding of a certain species; Foraging – habitat suitable for foraging of certain species; No habitat – no habitat that is suitable for the species.		
<b>SPECIES OCCURANCE</b>	<i>P</i> -Present in the area; <i>OP</i> -Occasionally Present; <i>PP</i> -Potentially Present but not Documented; <i>NP</i> -Not Present; <i>E</i> -Extirpated from the Area		

**TABLE 3.7  
SPECIAL STATUS SPECIES-PLANTS**

<b>SPECIES (common name)</b>	<b>STATUS</b> Explanations at bottom	<b>TYPE OF HABITAT PRESENT &amp; SPECIES OCCURANCE (<i>Italics</i>)</b> Explanations at bottom	
		<b>SANTA ANA RIVER/BLUFFS</b>	<b>NORCO HILLS</b>
many-stemmed dudleya	1b	no habitat ( <i>NP</i> )	potential ( <i>NP</i> )
Munz's onion	FE	no habitat ( <i>NP</i> )	potential ( <i>NP</i> )
Plummer's mariposa lily	no status	no habitat ( <i>NP</i> )	potential ( <i>NP</i> )
intermediate mariposa lily	no status	no habitat ( <i>NP</i> )	potential ( <i>NP</i> )
Payson's jewel-flower	no status	no habitat ( <i>NP</i> )	potential ( <i>NP</i> )
Parry's spineflower	no status	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
Palmer's grapplinghook	no status	no habitat ( <i>NP</i> )	potential ( <i>NP</i> )
Braunton's milk-vetch	FE	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
long-spined spineflower	no status	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
Coulter's goldfields	no status	no habitat ( <i>NP</i> )	no habitat ( <i>NP</i> )
<b>TERMS AND ABBREVIATIONS USED IN THE TABLE</b>			
<b>STATUS</b>	FE- Fed. Endangered; FT-Fed. Threatened; SE-State Endangered; SSC-California Species of Special Concern; FP-Calif. Fully Protected; 1b-Calif. Nat. Pl. Soc. Endangered		
<b>TYPES OF HABITAT</b>	Breeding – habitat suitable for breeding of a certain species; Foraging – habitat suitable for foraging of certain species; No habitat – no habitat that is suitable for the species.		
<b>SPECIES OCCURANCE</b>	<i>P</i> -Present in the area; <i>OP</i> -Occasionally Present; <i>PP</i> -Potentially Present but not Documented; <i>NP</i> -Not Present; <i>E</i> -Extirpated from the Area		



### Mammals

Mammal species that have been observed include coyote, black-tailed jackrabbit, pocket gopher, Pacific kangaroo rat, Stephen's Kangaroo rat, and California ground squirrel.

### Reptiles

Reptiles found include the side-blotched lizard, western fence lizard, granite spiny lizard, coachwhip snake, western whiptail, western diamondback rattlesnake, and red-diamondback rattlesnake.

### Amphibians

The only amphibian observed in the hillside area is the pacific tree frog.

### Fish

No hillside riparian areas are large enough to support any fish species.

No sensitive plants, birds, reptiles have been found or observed in the hillside areas, although potential habitat for several sensitive species is present. The only mammal found within the hillside areas is the Stephen's kangaroo rat; a federal endangered species and a state threatened species. A large amount of Riversidean sage scrub is present on the hillside areas, which normally would support a variety of sensitive species. However, the quality of the Riversidean sage scrub is poor, or is either dying or already dead.

Several drainages are present in the hillside areas and fall under the regulatory authority of the U.S. Army Corps of Engineers. These drainages are considered "Waters of the U.S." and are located in several small canyons where seasonal drainage occurs during the wet season. Within these drainages there is a small amount of wetlands. Some riparian habitat occurs within these areas, which is under the authority of the California Department of Fish and Game (Exhibit 3. , Wildlife Resources).

#### 3.4.4 LAKE NORCONIAN HABITAT AREA

As indicated in the Water Resources section of the element, Lake Norconian is a man-made lake that was developed for recreational purposes with the Norconian Hotel in the 1920's. The lake is located on property owned by the Federal Government developed and used by the Naval Surface Warfare Center (NSWC).

The lake has become an important riparian habitat for birds and has historically been a depository for stocked fish. Fish species consist of bass and catfish that are a result of prior years of stocking. The NSWC, as indicated, promotes a policy of catch and release, as re-stocking of the lake does not occur any longer.

As Lake Norconian is a restricted access area on Federal property, a full assessment of the habitat resources has not been made. Each year the Audubon Society counts the number and species that are found at the lake. This



usually occurs in the winter months, when migratory and land birds use the lake. The limitation of the observation and counting to a single day makes it difficult to determine whether the lake is a significant habitat for any specific species of bird.

#### 3.4.5 SANTA ANA RIVER HABITAT AREA

The Santa Ana River, in natural condition, is heavily vegetated with a willow-cottonwood riparian habitat. Much of the river is dominated, or becoming dominated by arundo, an invasive non-native giant reed that recovers quickly from disturbance. As such it can overtake native riparian willow and cottonwood habitat areas that do not recover as quickly. While there are remaining dense stands of riparian willows and cottonwoods, many areas that were also once considered densely populated by these species are now completely populated by arundo. The river is fed by the year-round flow from a watershed that extends to the San Gabriel and San Bernardino Mountains.

Because the arundo plant re-seeds and regenerates even after having been removed from an area, it is necessary that the plant be eliminated completely from the entire length of the river. If any healthy arundo plants exist upstream from a cleared area, the seeds will travel down and re-establish new plants before any of the native plants have a chance to get re-established. A consortium of agencies along the length of the Santa Ana River have started a "Team Arundo" that is run through the Santa Ana Watershed Project Authority (SAWPA) for the purpose of doing a systematic eradication starting at the highest headwaters where the plant is found. In addition, both Riverside and San Bernardino Counties and the Nature Conservancy continue localized eradication that has successfully eliminated many acres of arundo within headwater and tributary streams.

The Santa Ana River is habitat for a diverse base of plant and wildlife. Several of these plants and wildlife are listed as sensitive, and portions of the river are categorized as "critical habitat" for the least Bell's vireo. Listed below is a brief summary of the diverse plant and wildlife found (or with the potential to be found) in the portion of the Santa Ana River adjoining the City.

##### Plant Communities:

The floodplain of the Santa Ana River is dominated by lush cottonwood-willow riparian vegetation interspersed with small to very extensive areas of invasive Arundo scrub. The Santa Ana River along the Norco reach is characterized by the following eight plant communities: cottonwood-willow riparian forest, cottonwood-willow riparian forest with significant Arundo scrub, Arundo scrub, sand bar and sandy wash, marsh, arrow weed scrub, ornamental and ruderal vegetation, and open water. The Arundo is an invasive species that is increasingly displacing native riparian vegetation in the Santa Ana floodplain. Large expanses of the floodplain along the Norco reach are occupied by Arundo scrub.



The federal government has noted the potential occurrence of two sensitive plant species in the Prado Basin. These are the Santa Ana River woollystar (federally listed as endangered), and the many-stemmed dudleya (listed as sensitive). However, neither of these specimens has been found in the area. The following is a listing of the wildlife observed along the Norco stretch of the Santa Ana River including the Prado Basin:

#### Birds

A total of 208 species of birds have been recorded within the Prado Basin, including six species federally- or state-listed as endangered or threatened, and four others regarded as sensitive. Of particular interest is the least Bell's vireo. This portion of the Santa Ana River lies within the boundaries of "critical habitat" for the least Bell's vireo as defined by the federal Endangered Species Act of 1973.

#### Mammals

Four species of mammals, regarded as sensitive, are present in the Prado Basin and could be found in the Santa Ana River adjacent to the City. The species are the San Diego black-tailed jackrabbit, the San Diego desert wood rat, Los Angeles little pocket mouse, and the grasshopper mouse.

#### Amphibians

Seven amphibians have been confirmed by the federal government as being present in the Prado Basin, and would likely be found to have habitat in the Norco portion of the Santa Ana River. All of these amphibians have been listed as sensitive. No amphibians have been found in any of the recent studies for the Norco stretch of the Santa Ana River, however, the Pacific tree frog and the non-native bullfrog are common along the river and should occur somewhere along the Norco stretch of the river.

#### Reptiles

Several species of reptiles have been documented in the Prado Basin. Important species would include the southwestern pond turtle (a candidate for federal listing); the coastal western whiptail and the San Diego horned lizard (both regarded as sensitive species).

#### Fish

Eleven species of fish have been documented in the Prado Basin, eight of which have been introduced. There are three native fish, the Santa Ana sucker, speckled dace, and arroyo chub (all listed as sensitive), known to be present in the Santa Ana River north and south of the Norco reach. As a result there is the potential for all fish to be in the Norco reach of the Santa Ana River.



### 3.5 CLIMATE ACTION PLAN/SUSTAINABLE COMMUNITY PLAN

The Climate Action Plan provides the guidelines for the City of Norco and its citizens to work with other jurisdictions in the state and all citizens of California to reduce greenhouse gas emissions by the year 2020. The accumulation of greenhouse gases in the atmosphere is seen by many to be a precursor to climate change with the potential for significant environmental impact in the next decades. Human technological advances over the last decades have led to this steady increase in greenhouse gases with the potential for future long-term impact.

The Climate Action Plan is the local response to a potential global threat that combined with the Climate Action Plans from throughout the state should produce measurable reductions in the level of greenhouse gases statewide and keep California in the forefront of environmental innovation. The primary purpose is to reduce the environmental footprint of a community by: using local resources more effectively; reduce the demand for resources from outside the region, reduce the reliance on energy from non-renewable resources, reduce the amount of waste not being recycled, and increase local production of food and other resources as feasible. In the Conservation Element, the goals of the Climate Action Plan are combined with goals of a Sustainable Community Strategy which has the same overriding goal of reducing greenhouse gas emissions, but with the focus on coordinated transportation and land use planning.

#### 3.5.1 JURISDICTIONAL SETTINGS FOR ACTIONS

The reduction of greenhouse gases will be achieved through a combination of measures to be accomplished by all levels of government. Federal and state programs will mostly be accomplished through emission reduction regulations of industries. These will be achieved independent of local action measures. Some state and federal programs will require local implementation such as the California Green Building Code and Urban Water Management Plans. Regional plans will be developed and monitored by regional agencies that operate below state levels but above local levels.

The Southern California Association of Governments (SCAG), of which Norco is a member agency, adopted the 2012-2035 Regional Transportation Plan/Sustainable Communities Strategies (RTP/SCS) in 2012. It addresses regional transportation goals and improvements to reduce greenhouse gases. For its part the City is recommended to implement the local measures from that Plan so that the region as a whole meets the reduction deadlines.

The Western Riverside Council of Governments (WRCOG) is a sub-regional government organization that represents the interests of cities in western Riverside County to regional agencies including SCAG which is the federally designated Metropolitan Planning Organization for this area. WRCOG has developed the Climate Action Plan for western Riverside County cities which the



City can adopt on its own at a future date. The goals and policies in Section 2.9 of the Conservation Element are the goals that would be included in a Climate Action Plan and are similar to those contained in the WRCOG CAP.

### 3.5.2 LEGISLATIVE MANDATES

Assembly Bill (AB) 32 also known as the Global Warming Solutions Act of 2006 was signed into law by the Governor in September 2006. AB 32 establishes a comprehensive statewide program to reduce greenhouse gas emissions from all sources throughout the state. The California Air Resources Board (CARB) was charged with developing the Climate Change Scoping Plan to reduce greenhouse gas emissions to 1990 levels by the year 2020 representing a 15% reduction from the levels that would exist under a “business as usual” scenario (Exhibit 3.10).

The target reduction in greenhouse gas levels to achieve by 2020 is 427 million metric tons statewide. The Scoping Plan recognized that local governments were best equipped to address the issues and implement policy changes to achieve reductions. While there is no specific mandate that a City have a Climate Action Plan, lawsuits filed against agencies for not adequately addressing climate change in their General Plans and environmental review processes are increasing.

In 2008 the Governor signed Senate Bill (SB) 375 otherwise known as the Sustainable Communities and Climate Protection Act of 2008. SB 375 specifically targets a reduction of greenhouse gases from motorized vehicles since they account for roughly 30% of total greenhouse gas emissions. SB 375 was introduced as a measure to meet the reduction target deadlines established with AB 32. CARB was directed to set regional emissions reduction targets region by region and then oversee the preparation of a RTP/SCS by each of the 18 MPO's in the state. Local development of the SCS would mean local implementation measures best suited for that region to meet its reduction targets from vehicles. The SCS integrates transportation, land use, and housing policies to reduce overall vehicle miles being traveled.

### 3.5.3 ANTICIPATED CLIMATE IMPACTS

The anticipated effects of climate change would vary region to region but overall global effects are anticipated to be higher maximum temperatures with more hot days, higher minimum temperatures with fewer cold days, and precipitation events with greater intensity. Secondary effects especially in California are anticipated to be longer and more severe droughts, more forest fires, loss of snow pack, rising sea levels, and more flooding at lower elevations.

### 3.5.4 GREENHOUSE GAS EMISSIONS INVENTORY

Atmospheric gases trap infrared radiation that is reflecting off the earth's surface to keep the blanket of air around the planet at temperatures that can sustain life. The process is known as the greenhouse effect. The increase in level of certain



types of these greenhouse gases from human activity is thought to be a factor causing more radiation to be trapped thereby increasing the surface temperature.

The biggest contributing atmospheric gas is carbon dioxide (CO<sub>2</sub>) created primarily from burning fossil fuels which represents about 84% of greenhouse gas emissions in the U.S. The burning of fossil fuels also produces methane (CH<sub>4</sub>) and nitrous oxide (N<sub>2</sub>O) which, combined with CO<sub>2</sub> represent about 98% of the human-caused increase of greenhouse gases. The other greenhouse gases that are increasing due to human activity are hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulfur hexafluoride (SF<sub>6</sub>).

**TABLE 3.8  
HUMAN ACTIVITY AND GREENHOUSE GASES**

<b>HUMAN ACTIVITY</b>	<b>GREENHOUSE GASES PRODUCED</b>
Fossil fuel combustion	CO <sub>2</sub> , N <sub>2</sub> O, CH <sub>4</sub>
Agriculture	N <sub>2</sub> O, CH <sub>4</sub>
Composting and landfill gases	CH <sub>4</sub>
Refrigeration/cooling	HFCs
Manufacturing (various products)	PFCs, SF <sub>6</sub> , CO <sub>2</sub>

These are the six greenhouse gases targeted for regulation and reduction under AB 32.

The Subregional CAP prepared by WRCOG establishes the baseline greenhouse gas inventories for each participating jurisdiction based on community and government operations for that jurisdiction. The emissions inventory was developed using the Local Government Operations Protocol and the U.S. Community Protocol for Accounting and Reporting of GHG Emissions.

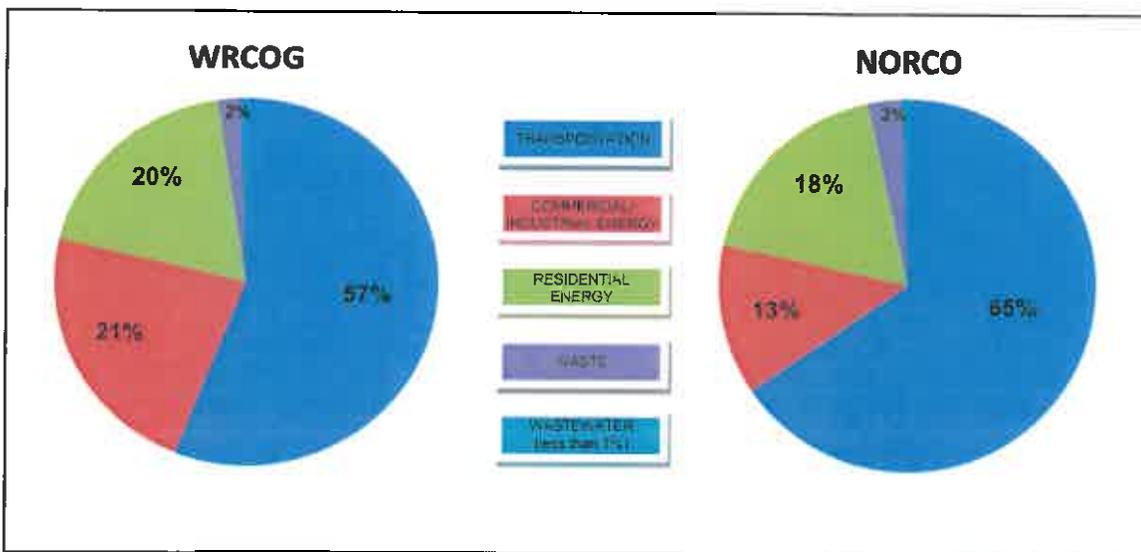
2010 is the baseline year for the WRCOG CAP. The 12 participating cities, including Norco, emitted approximately 5,834,400 metric tons of greenhouse gas emissions in that year from the following sources: transportation 57%, commercial/industrial energy 21%, residential energy 20%, waste 2%, and wastewater less than 1%. The emissions per category resulted from motor vehicles, consumption of electricity and natural gas, waste generated, water consumed, and wastewater treated.

For the City of Norco, the emissions breakdown per category is: transportation 65%, residential energy 18%, commercial/industrial energy 13%, waste 3%, and



wastewater less than 1%. The primary differences from the rest of the WRCOG region can be attributed to the greater need of Norco residents to have to travel farther for services and goods that are more readily available in higher density areas and the higher amount of trash per capita because of the number of residences that require manure removal. It is appropriate that reduction measures for Norco reflect the greater amount of greenhouse gas emissions from these two categories over other jurisdictions in the WRCOG region.

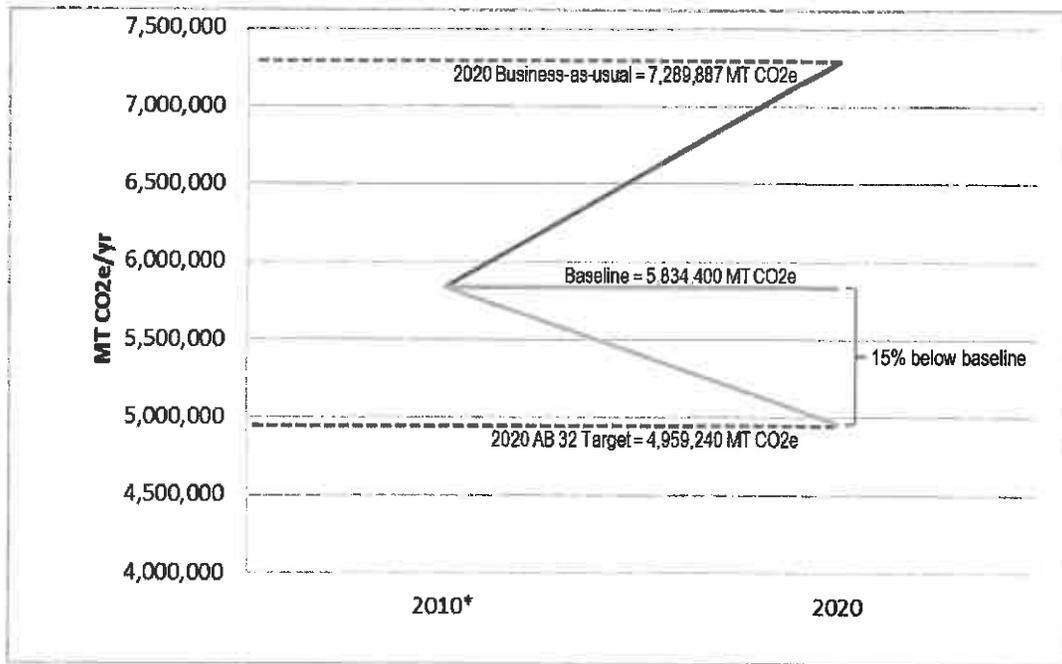
**EXHIBIT 3.9  
COMPONENTS OF GREENHOUSE GAS EMISSIONS**



By 2020 the amount of emissions from the WRCOG region will be 7,289,887 metric tons under a business-as-usual scenario. To be compliant with AB 32 the amount of emissions will need to be reduced to 4,959,240 metric tons for the 12 participating cities.



EXHIBIT 3.10  
**WRCOG EMISSIONS REDUCTION TARGET PLAN 2020**



**4.0 IMPLEMENTATION MEASURES**

**4.1 RECLAIMED WATER PROGRAM**

The City is in the process of providing backbone infrastructure to bring reclaimed water from the Archibald Treatment Plant for use in public landscaped areas. As funding permits, infrastructure lines will be extended providing for the opportunity to use reclaimed water to irrigate public landscaping in additional areas of the City.

**4.2 XERISCAPE LANDSCAPING**

The City Municipal Code encourages the use of xeriscape landscaping on all new development to reduce the overall amount of water that is ultimately directed toward the watering of landscaping.

**4.3 WATER QUALITY REPORTS**

The City Public Works Department publishes annual reports concerning the quality of the City’s water supply and identifies any trends in the local supply that need to be corrected before overall quality is impacted.

**4.4 WATER QUALITY MANAGEMENT**

For all new development and grading over one-half acre the is required to have an approved water quality management plan that will outline the best



management practices to be implemented with project development to prevent contaminated run-off from entering the city's storm drain system.

#### 4.5 PUBLIC WATER INFORMATION PROGRAMS

The City provides public information describing methods of water conservation and the protection of the City's and the region's water quality.

#### 4.6 MANURE TO ENERGY CONVERSION

The City commissioned a feasibility study by Chevron Energy Solutions that was completed in December of 2011. The study concluded that a manure-to-energy conversion plant could be feasible in or near Norco. The feasibility study site was the Western Riverside County Regional Wastewater Authority Archibald Treatment and Reclamation Plant located at 14634 River Road in the City of Eastvale, but other sites were identified as alternatives also.

A Draft Environmental Impact Report (DEIR) was prepared based on the feasibility concept and which was a requirement of the grant money that was used to fund the feasibility study. Because there were no project specifics the DEIR was not certified. A "Leads on Manure to Energy Issues Committee" has been set up to investigate ways to go forward with the plant concept as potential funding sources or assistance may become available to construct a project.

#### 4.7 MULTI-SPECIES HABITAT PROTECTION PROGRAM

The Western Riverside Council of Governments along with the cities of western Riverside County and the County of Riverside adopted the Western Riverside (WR) County Multi-Species Habitat Conservation Plan which is now managed by the WR Regional Conservation Authority (RCA). Upon Plan adoption the U.S. Fish and Wildlife Service (USFWS) and the California Department of Fish and Wildlife (CDFW) (formerly the Department of Fish and Game) issued "take" permits to the County and the 14 member cities including Norco, in accordance with the Endangered Species Act and the California Natural Community Conservation Planning Act respectively. The take permits allow the planning for, and the management of, endangered species and conservation land use to be done at the local level as opposed to state and federal levels. The RCA monitors compliance with the Plan for the County, the 14 cities, and other member agencies on behalf of USFWS and CDFW.

#### 4.8 OPEN SPACE CONSERVATION

In addition to the MSHCP, the City has established permanent open space areas to protect significant wildlife elements of the community.

#### 4.9 CLIMATE ACTION PLAN/SUSTAINABLE COMMUNITY STRATEGY

The primary goals of a climate action plan along with those of a strategic community strategy have been incorporated into this Element of the General Plan. The Western Riverside Council of Governments will be adopting the Climate Action Plan for the western county cities and that plan will then be



available for adoption by the City of Norco if it so chooses. The City is already part of the 2012-2015 Sustainable Communities Strategy (SCS) adopted by the Southern California Association of Governments from which there are measures for local implementation that mirror the goals contained in this Element. The focus of the SCS is regional transportation-related reduction measures.

## **5.0 GLOSSARY OF TERMS**

<b>AB 32</b>	Assembly Bill 32, otherwise known as the California Global Warming Solutions Act of 2006, requires California to reduce its greenhouse gas emissions to 1990 levels by the year 2020. The Western Riverside County Organization of Governments (WRCOG) is preparing the Climate Action Plan (CAP) for western Riverside County cities. Goals and policies included in the Conservation Element are similar in scope and nature to those contained in the WRCOG CAP.
<b>Acre Feet:</b>	Unit used to calculate water volume capacity. One Acre Foot is the equivalent of one acre covered with one foot of water, and is equal to 325,829 gallons of water.
<b>Aquifer:</b>	A subterranean water-bearing geologic formation generally covering a large region.
<b>Basin (groundwater):</b>	Subterranean water bodies within a larger aquifer region defined and separated by geologic substructures such as uplifted bedrock, or as may be defined by adjudicated boundaries.
<b>Basin (watershed):</b>	All of the area defined by geology that drains to a particular outlet to the ocean (in this case the Santa Ana River drainage).
<b>Biomass:</b>	Landfill gas, agricultural wastes, and other waste fuels that are used to generate electricity. This includes the by-products of small plot agriculture, animal keeping, and landscaping that can be used in conversion processes to generate electricity.
<b>Conservation:</b>	The management of natural resources to prevent destruction, waste, and neglect.



Critical Habitat	The minimum amount of suitable breeding and foraging habitat occupied or potentially occupied by Threatened or Endangered Species that is deemed necessary to maintain present populations and to recover populations of the species to the point at which the species is no longer Threatened or Endangered.
Desalter:	A plant where reverse osmosis is used to make groundwater potable, a process that removes or reduces excessive amounts of minerals from the water.
Direct Energy Use	Activities that directly involve the expenditures of energy resources (i.e. lighting, transportation, power equipment, etc.).
Endangered Species	Any species that is in danger of extinction throughout all or a significant portion of its range.
Groundwater:	(See basin- groundwater)
Geothermal	The generation of electricity from stores of superheated subterranean water.
Greenhouse Effect:	The atmospheric phenomenon where gases trap infrared radiation that is reflecting off the earth's surface to keep the blanket of air around the planet at temperatures that can sustain life.
Greenhouse Gases:	The certain gases in the atmosphere that absorb and emit radiation which is the cause of the greenhouse effect. The primary greenhouse gases are water vapor, carbon dioxide, methane, nitrous oxide, and ozone.
Indirect Energy Use	The use of products for which energy resources are expended in the production process.
MCL	Maximum contaminant level
PHG	Public health goal.
Photovoltaic	Units to convert sunlight into electrical power.



**Reclaimed Water:** The by-product from sewage treatment (or water treatment) that is available for non-potable re-use.

**SB 375** The Sustainable Communities and Climate Protection Act of 2008 supports the state's climate action goals to reduce greenhouse gases (AB 32) through coordinated transportation and land use planning. Under SB 375 the state's metropolitan planning organizations were to prepare sustainable communities strategies. The Southern California Association of Governments (SCAG) adopted the 2012-2035 Regional Transportation Plan/Sustainable Communities Strategy in April 2012.

**Species of Special Concern** An informal designation used by the State for declining wildlife species that are not officially listed as Endangered, Threatened, or Rare. There is no legal protection for these species, although they are recognized as being sensitive.

**Threatened Species** Any species that is likely to become an endangered species within the foreseeable future throughout all or a significant portion of its range.

