



MINUTES  
CITY OF NORCO  
AD-HOC COMMITTEE ON INFRASTRUCTURE NEEDS AND FUNDING OPTIONS

June 9, 2014

City Hall Conference Rooms A & B  
2870 Clark Avenue, Norco, CA 92860



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**CALL TO ORDER:** Mayor Pro Tem Higgins called the meeting to order at 6:30 p.m.

**ROLL CALL:** Herb Higgins, Mayor Pro Tem  
Kevin Bash, Council Member  
Patricia Hedges, Planning Commission Chair  
Corinne Holder, Parks and Recreation Commission Chair  
Cathey Burt, Street, Trails and Utilities Commissioner  
Bill Schwab, Economic Development Advisory Council Member  
Linda Dixon, Resident Appointee  
John Padilla, Resident Appointee  
Jodie Filkins Webber, Resident Appointee

**PLEDGE OF ALLEGIANCE:** Council Member Bash

**WELCOME AND INTRODUCTIONS**

Mayor Pro Tem Higgins welcomed the Ad-Hoc Committee members and thanked them for their participation. Mayor Pro Tem Higgins stated that the input and recommendations from this committee will have a significant impact on the City.

**BUSINESS ITEMS:**

**1. Selection of Ad-Hoc Committee Chairperson and Vice-Chairperson.**

**M/S Higgins/Holder** to elect Jodie Webber as Chair. The motion was carried by the following roll call vote:

Ayes: Bash, Burt, Dixon, Hedges, Higgins, Holder, Padilla, Schwab, Webber  
Noes: None  
Absent: None  
Abstain: None

There were two nominations for Vice Chair. Committee Member Higgins nominated Corinne Holder and Committee Member Hedges nominated Linda Dixon.

**M/S Higgins/Bash** to elect Corinne Holder as Vice Chair. The motion was carried by the following roll call vote:

Ayes: Bash, Burt, Dixon, Hedges, Higgins, Holder, Padilla, Schwab, Webber  
Noes: None  
Absent: None  
Abstain: None

## **2. Selection of Meeting Days, Time, and Location.**

City Manager Okoro pledged staff resources and direction for the Committee. Mr. Okoro stated that the process and discussion of issues will require several meetings, possibly several phases.

Committee Member Higgins requested evening meetings to allow for greater public attendance and input.

Committee Member Burt suggested meeting prior to City Council meetings.

After some discussion between Committee Members, it was suggested that the meetings take place on alternating Mondays at 6:30 p.m. so as not to conflict with other City Commission meetings.

**M/S Hedges/Holder** to meet on the first or second Monday, alternating with the Parks and Recreation Commission and the Streets, Trails and Utilities Commission, and the third Monday consistently, at 6:30 p.m. at Norco City Hall Conference Rooms A & B. The motion was carried by the following roll call vote:

Ayes: Bash, Burt, Dixon, Hedges, Higgins, Holder, Padilla, Schwab, Webber  
Noes: None  
Absent: None  
Abstain: None

## **DISCUSSION ITEMS:**

### **1. Overview – Purpose of Ad-Hoc Committee on Infrastructure Needs and Funding Options (Andy Okoro, City Manager)**

City Manager Okoro expressed the importance of this Committee. Mr. Okoro indicated that the issue is that the City has a significant amount of investment in infrastructure, yet it has not been maintained for many years. Mr. Okoro indicated that the amount of money available for infrastructure has almost run out. The main task of the Committee is to identify how to meet the City's infrastructure needs in order to maintain the best quality of life for residents. Mr. Okoro stated that the Committee will need to prescribe solutions and that community input is critical.

City Manager Okoro gave a brief presentation and gave an overview of the City's Mission Statement and goals. Mr. Okoro discussed how infrastructure is currently funded through Redevelopment Agency (RDA) bond proceeds and Development Impact Fees.

In response to Chair Webber, Mr. Okoro stated that RDA bond proceeds were issued in 2003 and the City should have used them by now but has not been able to. There is approximately \$1 million in proceeds, which require state approval for use and the City Council has already appropriated \$500,000. Mr. Okoro stated that bond proceeds can be used to fund economic development projects to make the City more economically attractive. The allowable uses for the proceeds are broad in nature.

Vern Showalter inquired about how the bonds are paid back. Mr. Okoro indicated that the bonds are paid by the same revenue that paid for them before. The only change is that the City does not receive those revenues; instead, the revenues go to the County. Every six months, the City is required to prepare Recognized Obligation Payment Schedule and submits it to the State Department of Finance. Upon receiving approval from the State, the County releases the money to the City.

Mr. Okoro stated that development impact fees are collected only on new developments for streets, park improvements, trails, water, sewer, storm drains, and all city infrastructure. Development impact fees cannot be used to replace existing streets, although street widening is a permitted use of the fees. Mr. Okoro indicated that the challenge with respect to development impact fees is that the City is limited with new development as Norco is largely built out and even with the collection of development impact fees, the City is restricted on how to use the funds.

Mr. Okoro commented on the Riverside County Transportation Commission's Measure A Fund, which is a ½-cent sales tax and generates approximately \$500,000 annually. In response to Chair Webber, Mr. Okoro noted that there are various factors to the allocation formula of Measure A funds, one of which is population and the other is tax driven. Committee Member Hedges inquired about Measure A restrictions and Mr. Okoro stated that the funds cannot go to the general fund; the monies can only be used for street and road improvements. The monies cannot be used for trail fencing. There was some discussion between Vice Chair Holder and Mr. Okoro regarding Measure A allocations. Mr. Okoro stated that the City must spend a minimum amount of funds to receive full allocation and that the City makes sure that the general fund has sufficient expenditures. Also, any extra funds roll over to the next fiscal year.

Mr. Okoro briefly commented on the schedule of the City's investment in governmental infrastructure and amounts invested through Fiscal Year 2013-2014, what is budgeted for Fiscal Year 2014-2015, and the estimated funds available after Fiscal Year 2014-2015. Mr. Okoro noted that the \$2.6 million available for streets, traffic signals, and pavements, is only enough for one fiscal year.

## **2. Summary of Infrastructure Needs – Public Works (Lori Askew, Director of Public Works)**

Director of Public Works Lori Askew presented an overview of the trails system. Ms. Askew noted that the City should be spending about \$354,000 per year but is only spending about \$8,000.

In response to Committee Member Schwab, Director of Parks and Recreation Brian Petree stated that the City no longer has its own decomposed granite plant; therefore, the City now must budget for it. In regards to trail maintenance, Mr. Okoro indicated that development impact fees could be used for trail expansion but not for maintenance. The trail system does not have a funding source that can be used on a regular basis.

In response to Chair Webber, Ms. Askew stated that the trails statistics include the Landscape Maintenance Districts and she would remove those figures for future reference of actual numbers for linear feet and fencing.

Committee Member Dixon suggested fine, compacted woodchips for trails.

Vern Showalter indicated that the City Council mandated decomposed granite for trails and any options would have to go to Council for approval.

Ms. Askew gave a brief presentation on streets.

Ted Hoffman commented on street funding information presented in April this year. Ms. Askew stated that the information presented today is more concise as staff incorporated new data.

Ms. Askew presented factors, funding information, considerations, and challenges regarding storm drains.

There was some discussion between Chair Webber and Ms. Askew regarding Riverside County Flood Control funding. Ms. Askew stated that she creates a list of improvements from resident complaints, Commission discussions, and other sources to present to Riverside County Flood Control for the local zone, which includes Norco, Corona, Eastvale, and Jurupa Valley. Funding is available through Flood Control and the City would not be able to make storm drain improvements without this funding.

In response to Committee Member Padilla, Ms. Askew stated that Riverside County Flood Control does not have a master drainage map but the City has records on file of improvements in the City.

### **3. Summary of Infrastructure Needs – Parks and Recreation (Brian Petree, Director of Parks, Recreation and Community Services)**

Director of Parks, Recreation and Community Services Brian Petree presented information on the five-year capital needs for buildings and parks. Mr. Petree noted that there is a variety of different categories but presented only the most urgent issues. Mr. Petree stated that the Parks Bond Act has been a major source of funding.

#### **PUBLIC COMMENTS:**

Ed Dixon suggested a trails maintenance volunteer program to help reduce cost. Mr. Dixon also suggested implementing horse licensing in order to raise funds for trail maintenance. Mr. Dixon recommended that the Committee research woodchips as an alternative for the trails.

Ted Hoffman discussed five critical needs, including police services, street improvements, trail maintenance, storm drain upgrades, and parks and building maintenance. Mr. Hoffman suggested considering assessments similar to Landscape Maintenance Districts, over a five to seven year period, which could generate an estimated \$7 million for infrastructure needs. Mr. Hoffman also suggested an organic wax coating for decomposed granite for horse trails.

**COMMITTEE COMMENTS:**

Committee Member Dixon suggested a more loosely-structured Committee that would allow for public participation during the meeting.

Committee Member Dixon requested a copy of the Capital Improvement Project budget.

**ADJOURNMENT:**

Chair Webber adjourned the meeting at 8:57 p.m. to the next scheduled meeting on Monday, June 16, 2014 at 6:30 p.m.