



**AGENDA
CITY OF NORCO**

**CITY COUNCIL
REGULAR MEETING**

February 18, 2015

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

- CALL TO ORDER:** 7:00 p.m.
- ROLL CALL:** Herb Higgins, Mayor
Kevin Bash, Mayor Pro Tem
Kathy Azevedo, Council Member
Berwin Hanna, Council Member
Greg Newton, Council Member
- PLEDGE OF ALLEGIANCE:** Council Member Kathy Azevedo
- INVOCATION:** Pastor Rene Parish, Beacon Hill Assembly of God
- RECOGNITIONS:** Rick and Sharon Wagner, Norco Animal Rescue Team (NART) Volunteers

California Rehabilitation Center's Participation in the Wheelchair Basketball Exhibition October 2014

CITY COUNCIL BUSINESS ITEMS AS FOLLOWS:

1. CITY COUNCIL COMMUNICATIONS / REPORTS ON REGIONAL BOARDS AND COMMISSIONS
2. CITY COUNCIL 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 February 4, 2015. **Recommended Action: Approve the regular meeting 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 February 11, 2015. **Recommended Action: Receive and File.** (Planning Director)
- D. Reject All Bids for LMD #4 Equestrian Trail Fence Replacement Years 1 & 2 **Recommended Action:** Reject all bids for the LMD #4 Equestrian Trail Fence Replacement Years 1 & 2. (Parks, Recreation and Community Services Director)
- E. Fiscal Year 2015 Second Quarter Budget Performance Report. **Recommended Action: Receive and File.** (City Manager)

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. DISCUSSION/ACTION ITEMS:

- A. Reinstatement of Affordable Housing Programs. (Economic Development Consultant)

For many years, the City of Norco—through the now-defunct Norco Redevelopment Agency—administered housing programs addressing the needs of lower income homeowners, particularly seniors on fixed incomes. California Redevelopment Law mandated that 20 percent of Agency revenues be expended on affordable housing projects or programs, so funding for such purposes was plentiful. The dissolution of the Agency in February 2012 brought those programs to a sudden halt. But with the City recently becoming the Housing Successor to the Norco Redevelopment Agency, funding for these programs has been renewed.

Recommended Action: Approve the reinstatement of affordable housing programs, including Emergency Grants, Zero-Percent Interest Deferred Payment Loans, First-Time Homebuyer Loans, and Utility Bill Assistance.

- B. Approval of Sixth Street Electronic Gateway Sign Design. (Economic Development Consultant)

For several years, the Economic Development Advisory Council (EDAC) has been advocating for the construction of some type of electronic sign on Sixth Street to generate greater awareness of community events and enhance the image of Horsetown USA for both residents and visitors. Pursuant to direction from the City Council, EDAC has solicited and received responses to a Request for Proposal (RFP), and has made a recommendation.

Recommended Action: Approve the design from Young Electric Sign Company (YESCO) as recommended by the Economic Development Advisory Council (EDAC).

C. Approval of Mid-Year Amendments to the Fiscal Year 2014-2015 Annual Operating Budget. (City Manager)

The recommended mid-year budget revisions increase estimated General Fund revenues by a net amount of \$293,395 due to projected increases in various revenues categories. General Fund adopted expenditures are recommended to be reduced by \$108,850 due to reductions associated with the Wee-People Program and general liability insurance premium. The staff report provides detailed recommended mid-year budget adjustments by major revenue and expenditure categories. The staff report also provides a recapitulation of estimated fund balance in the General Fund including the effects of these recommended budget adjustments. The mid-year budget amendment also includes recommended revenue and expenditure adjustments to Gas Tax, Water and Sewer Funds. The proposed mid-year adjustments also include recommended changes to some job titles.

Recommended Action: Adopt Resolution No. 2015-04, approving various mid-year amendments to the Fiscal Year 2014-2015 annual Operating Budget and authorizing changes in appropriations and revenues thereto.

6. PUBLIC HEARING:

A. Amendments to the Five Year Capital Improvement Program (FY 2015-2019). (City Manager)

The City Council is requested to approve amendments to the five-year Capital Improvement Program (CIP) to add projects that were not included at the time the CIP was approved on June 4, 2014. The requested amendment includes funding for the Hamner Avenue Bridge Project and the Norco Hills Lift Station improvement project.

Recommended Action: Adopt Resolution No. 2015-05, amending the Capital Improvement Program for the Fiscal Years 2015-2019.

7. CITY COUNCIL / CITY MANAGER / STAFF COMMUNICATIONS:

ADJOURNMENT

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).

Staff reports are on file in the City Clerk's Office. 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 at City Hall located at 2870 Clark Avenue.

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
SUCCESSOR AGENCY TO THE NORCO COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING**

February 4, 2015

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

CALL TO ORDER:	7:03 p.m.
ROLL CALL:	Herb Higgins, Mayor, Present Kevin Bash, Mayor Pro Tem, Present Kathy Azevedo, Council Member, Present Berwin Hanna, Council Member, Present Greg Newton, Council Member, Present
PLEDGE OF ALLEGIANCE:	Council Member Berwin Hanna
INVOCATION:	Pastor Rene Parish, Beacon Hill Assembly of God
PRESENTATION:	Horse Town Brew N' Que Festival, May 2015

Debbie Yopp-Turner, Founder and Executive Director of Horse Town Brew N' Que gave a brief presentation of the upcoming event in May.

CITY COUNCIL BUSINESS ITEMS AS FOLLOWS:

1. A. City Council Communications/Reports on Regional Boards and Commissions

Mayor Pro Tem Bash:

- Attended a Western Riverside County Regional Conservation Authority (RCA) meeting.
- Attended U.S. Army Corps of Engineers Santa Ana River Arundo removal meeting on Jan. 28th
- Commented on the upcoming 2nd Annual Norco Film Festival on Saturday, February 28th at the Norco High School Auditorium.

Council Member Hanna:

- Attended a Riverside Transit Agency (RTA) meeting. Discussion included RTA offices moving to a new location near the Metrolink station.
- Attended a Riverside County Transportation Commission (RCTC) workshop in Palm Springs, January 29-30th. Council Member Hanna highlighted some of the topics including the amount of funding needed for federal highways of \$104 billion, and a road usage tax to be implemented by 2019.

Council Member Newton:

- Attended a Western Riverside County Regional Wastewater Authority (WRCRWA) meeting on January 27th in which the Board Members considered the award of contract for the expansion of the treatment plant in the amount of \$55 million.

Council Member Azevedo:

- Attended the Western Riverside Council of Governments (WRCOG) meeting on February 2nd. The meeting included an update of the Transportation Uniform Mitigation Fee and a recap of the successful HERO Program. Council Member Azevedo noted that 475 homes in Norco have taken part in the program.

Mayor Higgins:

- No report given.

B. Update of Streets, Trails, and Utilities Commission Discussion Regarding Trail Fence Material (Director of Public Works)

Director of Public Works Lori Askew presented a verbal update of the recommendations of the Streets, Trails, and Utilities Commission (STUC). Ms. Askew indicated that staff prepared a report on the award of contract for trail fencing for approval at the January 21, 2015 Council meeting. After some discussion, the Council concurred to have STUC discuss alternative trail fencing. Staff presented the Commission with four areas of consideration and the Commission unanimously recommended two-rail, white vinyl fencing for its durability and safety features due to higher visibility. Director Askew also reported that STUC discussed the change-over process and recommended that the City implement the alternative standard with future housing tracts. For current fence replacement, STUC recommended starting in isolated areas. They also suggested replacing fencing on a block-by-block basis, in about 1,000 foot increments. Another recommendation from STUC, was for the City to take into consideration the recommended list of trail fence replacement priorities from Norco Horsemen's Association.

There was some discussion between Council Member Newton and City Attorney John Harper regarding prevailing wage. City Attorney Harper indicated that changes in the State law mandated the City Council to adopt an ordinance requiring the City pay prevailing wage. For a replacement project, prevailing wage is required to be paid on the labor.

Council Member Azevedo concurred with the STUC recommendations for the use of white vinyl fencing for safety and durability.

Director Askew added that STUC also recommended that the Equestrian Trail Fencing Project go out for rebid with Trail, Round Up, and Corral being white vinyl and the remaining smaller sections be bid under the current wood standard.

Jacqui Tarpley commented that she likes the white vinyl fencing.

Don Bowker concurred with the use of white vinyl fencing.

Pat Overstreet commented that she has had vinyl fencing on her property for the past twenty years and still looks the same as it did when it was new. Ms. Overstreet stated that vinyl fencing requires very little maintenance.

Jodie Webber asked if STUC discussed the suggestions presented by the Ad-Hoc Committee about wood interior support of vinyl fencing. In response, Director Askew stated that the Commission rejected the wood interior because when it gets wet, it swells and pops the vinyl. Ms. Webber indicated that there is another bid for trail fencing replacement for the Landscape Maintenance Districts. She asked if those bids would be rejected as well and expressed her concerns with installation delays and increased costs due to rejecting bids.

M/S BASH/HANNA to follow the recommendations from the Streets, Trails, and Utilities Commission, including the recommendation to install the white vinyl alternative fencing for the larger incremented sections and install the current wood standard for the smaller incremented sections. The motion was carried by the following roll call vote:

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

2. CITY COUNCIL/SUCCESSOR AGENCY CONSENT ITEMS:

The City Council concurred to pull Item 2.D.

M/S BASH/NEWTON to 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 January 21, 2015;
Successor Agency Minutes: Special Meeting January 26, 2015
Action: Approved the City Council regular meeting minutes and the Successor Agency special meeting minutes. (City Clerk)
- B. Procedural Step to Approve Ordinance after Reading of Title Only. **Action: Approved (City Clerk)**
- C. Acceptance of Bids and Award of Contract for the Vine Street and Sagetree Lane Waterline Improvements. **Action: Accepted bids submitted for the installation of waterlines and various appurtenances for Vine Street and Sagetree Lane, awarded contract to C.P. Construction Co, Inc. in the amount of \$538,495, authorized the City Manager to approve contract change orders up to 10 percent of the total bid contract amounts, and adopted Resolution No. 2015-03 approving an additional expenditure and appropriation in the amount of \$342,345 for the completion of the project. (Director of Public Works)**
- D. Acceptance of Bids and Award of Contract for the 2014/15 Equestrian Trail Fencing Project at Various Locations. (Director of Public Works) **Pulled for discussion.**

3. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR

2.D. Acceptance of Bids and Award of Contract for the 2014/15 Equestrian Trail Fencing Project at Various Locations. (Director of Public Works)

M/S BASH/NEWTON to reject all bids for the 2014-2015 Equestrian Trail Fencing Project. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

4. PUBLIC COMMENTS:

Bonnie Slager commented on issues she has had with Waste Management in the past two months. Ms. Slager indicated that Waste Management has failed to pick up her manure bin, recycle bin, and regular trash on three separate occasions.

Ted Hoffman commented on the Norco Horsemen's Association 19th Annual Wild West Casino Night on Saturday, March 14 at Nellie Weaver Hall. The event benefits the Norco High School FFA scholarship fund.

Pat Overstreet noted that Norco 50th Birthday memory books are still on sale for \$5.00. Ms. Overstreet also had flyers for distribution regarding the Norco History Collections and Museum. Ms. Overstreet noted that the Historic Preservation Commission is making great efforts to notify the public of the collection of artifacts at the Community Center.

Richard Hallam expressed his concern about the building on Temescal Avenue and Sixth Street. Mr. Hallam commented that the building has been under construction for a lengthy period of time and has surpassed the 180-day permit requirement to complete construction.

Ray Trosper thanked the City Council for adopting the resolution on December 17, 2014 which approved the 21 Seconds Now Program. The City of Norco is the first City in the country to adopt such resolution. Mr. Trosper indicated that he will use the resolution as a model for other cities to implement the program.

Denise Sutherland commented on the HERO Program and clarified that the program is very restrictive. Ms. Sutherland asked that the public be aware and well-informed of the program details.

5. LEGISLATIVE MATTER: *No new evidence will be heard from the public as the public hearing has been closed regarding the item listed.*

A. **Ordinance No. 985, Second Reading.** 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 (City Clerk)

M/S BASH/NEWTON to adopt Ordinance No. 985 for second reading. The motion was carried by the following roll call vote:

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

6. DISCUSSION/ACTION ITEM:

- A. Unpermitted Encroachments into the Public Right-of-Way on Caballeros Road.
(Director of Public Works)

Director of Public Works Lori Askew reported that City staff recently discovered that three property owners along the west side of Caballeros Road have constructed unpermitted improvements within the street right-of-way and on top of a City 6" waterline in violation of Norco Municipal Code (NMC) Section 12.08.020. Staff has requested that these private improvements be removed in order to ensure public safety, but the residents have asked the City Council for re-consideration. Staff is requesting that the City Council uphold NMC Section 12.08.020 and require the residents to remove the unpermitted improvements. If necessary, additional time will be allowed for the residents to comply with the provisions of NMC.

There was some discussion between Council Member Azevedo and Director Askew as to when the encroachments were built. City Attorney Harper stated that the current residents are responsible for the encroachments regardless of when they were constructed. Council Member Azevedo asked if a hold harmless agreement could be made between the City and the residents. Mr. Harper indicated that an agreement could be entered in to and encroachment permits could be granted. Director Askew added that the City should uphold the NMC.

Council Member Newton noted that the existing 6" waterline in was installed in 1972. By today's standards, a 6" waterline would not be installed. He asked if there are any near-future plans and funding to upgrade the 6" waterline. In response, Director Askew stated that there are no future plans in the Capital Improvement Program for replacement of that waterline. Council Member Newton briefly commented on each of the properties. He expressed concern about the possibility of issuing an encroachment permit when there are other unpermitted structures. Council Member Newton also stated that not removing the encroachments poses a life safety issues for maintenance staff when called out for repairs on the waterline.

Council Member Hanna commented on the option of relocating the waterline, which would cost approximately \$150,000 from the City's Water Fund. City Manager Okoro noted that relocating the line could be construed as a gift of public funds. City Attorney Harper added that the City cannot obligate the owners to pay to relocate the waterline.

Ted Hoffman commented that the improvements are unpermitted encroachments. Mr. Hoffman said that tax money should not be spent to relocate the waterline.

Daniel Foster, resident at 2170 Caballeros, purchased in the property in 2010. There were no disclosures about the unpermitted improvements; therefore, he has filed a claim with the title

company. Mr. Foster said he is willing to sign a hold harmless agreement. He also requested additional time to remove the encroachment.

Tino Zavala, owner of 2210 Caballeros Road, apologized for installing the improvements. Mr. Zavala requested assistance in getting the issue resolved.

Council Members Newton and Hanna concurred that the improvements in the public right-of-way above the waterline is an unsafe condition for staff. They also suggested giving residents additional time to remove the encroachments .

Mayor Higgins commented on the need for people to be thorough when making land purchases or purchases of any kind. He indicated that rules and regulations are in place to protect the public and must be enforced.

M/S HANNA/HIGGINS to approve staff's recommendations to uphold Norco Municipal Code Section 12.08.020 requiring removal of the unpermitted improvements and landscaping from the public right-of-way including walls, chain-link fence, concrete bollards, trees, and shrubs along the frontage of 2170, 2190, and 2210 Caballeros Road; and provide property owners 90 days from today to remove the encroachments. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

7. CITY COUNCIL / CITY MANAGER / STAFF COMMUNICATIONS:

Mayor Pro Tem Bash requested a status report on the Third Street project. Mayor Pro Tem Bash requested to agendize discussion of the proposed Blimpie's Restaurant on the Navy base.

M/S BASH/HIGGINS to agendize discussion regarding the proposed Blimpie's restaurant at Building 511 on the Navy base. The motion was carried by the following roll call vote:

AYES: AZEVEDO, BASH, HIGGINS, NEWTON

NOES: HANNA

ABSENT: NONE

ABSTAIN: NONE

Council Member Hanna requested an update of the list of street of repairs being prepared by City Engineer Milano. City Manager Okoro stated he would send a progress report to the City Council.

In response to questions by Council Members, Director Askew gave a brief update on the Third Street project. She indicated that the project will go out to bid next week. She added that the project improvements include streets, trails, storm drains, curbs, and gutters. The construction schedule consists of 90 working days.

Council Member Azevedo welcomed Division Chief Silvio Lanzas. With the promotion of Battalion Chief Pemberton, Chief Lanzas has stepped in as interim until the Battalion Chief position is filled which should occur within the next 30 days.

Council Member Azevedo also noted that she and Mayor Pro Tem Bash attended an event at Norco High School in which Director Brian Petree's son was awarded a football scholarship to Dixie State.

In response to Council Member Hanna, Director King stated that the issue of animal keeping in the R-1 zone will be going before the Planning Commission on February 11th.

City Clerk Cheryl Link presented the City Council and the public with information on the City's new website module which allows residents to subscribe to automatic e-mail notifications of agendas, minutes, press releases, news alerts, and more.

ADJOURNMENT

Mayor Higgins adjourned the meeting at 9:03 p.m.

Cheryl L. Link, CMC, City Clerk



RECAP OF ACTIONS TAKEN
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
FEBRUARY 11, 2015

CALL TO ORDER: 7:00 p.m.

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

STAFF PRESENT: Planning Director King, Senior Planner Robles and Deputy City Clerk Germain

PLEDGE OF ALLEGIANCE: **Commission Member Jaffarian**

1. APPEAL NOTICE: **Read by Planning Director King**

2. PUBLIC COMMENTS: **None**

3. APPROVAL OF MINUTES:
 ❖ Minutes of Regular Meeting of, January 14, 2015
 Recommended Action: Approval (Deputy City Clerk)
 Action: Approved 4:0:1 (Jaffarian Abstained)

4. PUBLIC HEARINGS:

A. **Conditional Use Permit 2014-24 (Yandoc):** A request for approval to allow the development of contractor's construction office and storage building at 633 Sixth Street (APN 133-150-027) located within the C-4 (Commercial) Zone. Recommended Action: Approval (Senior Planner) **Action: Approved 4:1 (Leonard); this action is final unless appealed to the City Council**

B. **Conditional Use Permit 2014-36 (Anderson):** A request for approval to allow a detached accessory building consisting of a 2,200 square-foot covered pole corral at 4444 Hillside Avenue located within the A-1-20 (Agricultural Low Density) Zone. Recommended Action: Approval (Senior Planner) **Action: The public hearing was closed and the project was continued 4:0:1 (Leonard Abstained) to the meeting of March 11, 2014.**

C. **Conditional Use Permit 2014-35 (Anderson):** A request for approval to allow two additional animal units at 4444 Hillside Avenue located within the A-1-20 (Agricultural Low Density) Zone. Recommended Action: Approval (Senior Planner) **Action: The public hearing was continued 4:0:1 (Leonard Abstained) to the meeting of March 11, 2014.**

D. **Conditional Use Permit 2014-37 (Dalfior):** A request for approval to allow a detached accessory building consisting of a 1,260 square-foot garage and storage building at 3030 Norco Drive located within the A-1-20 (Agricultural Low Density) Zone. Recommended Action: Approval (Senior Planner) **Action: Approved 5:0; this action is final unless appealed to the City Council**

- E. **Zone Code Amendment 2015-01(City):** An amendment to Chapter 18.23 - C-4 (Commercial) Zone of the Norco Municipal Code, to add armories, weapon and ammunition sales, and weapon smithing as permitted uses. Recommended Action: Make Recommendation (Planning Director) **Action: Recommendation for approval 5:0. This item will be scheduled for a public hearing before the City Council on March 4, 2015**

5. DISCUSSION ITEMS:

- A. Discussion of permitted lot coverage in the A-1-20 Zone and the Norco Ridge Ranch Specific Plan (NRRSP). Continued from January 14, 2015. Recommended Action: Discuss and provide direction (Planning Director) **Action: After discussion, direction was provided and this item will come back to the Planning Commission to refine an ultimate recommendation to the City Council.**
- B. Abandoned, unfinished projects Recommended Action: Discuss and provide Direction (Planning Director) **Action: Received and filed**
- C. Zone code amendment to consider expanding animal-keeping rights to certain lots in the R-1 Zone that meet minimum qualifying requirements. Recommended Action: Discuss and provide direction (Planning Director) **Action: After discussion, direction was provided and this item will come back to the Planning Commission to refine an ultimate recommendation to the City Council.**
- D. Auto Sales & Services overlay in M-1 Zone (Industrial) Recommended Action: Discuss and provide direction (Planning Director) **Action: After discussion, direction was provided and this item will come back to the Planning Commission to refine an ultimate recommendation to the City Council.**

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

- City Council Regular Meeting of December 17, 2014
- City Council Regular Meeting of January 21, 2015

7. PLANNING COMMISSION:

A. Oral Reports from Various Committees:

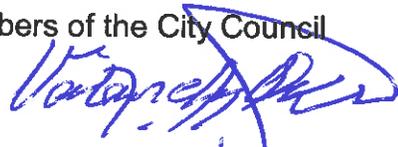
- Commission Member Hedges reported on the progress of the Infrastructure Funding Ad-Hoc Committee.
- Commission Member Jaffarian reported on recent projects reviewed by the Architectural Review Sub-Committee (ARC), which included the proposed façade changes to the Burger King on Second Street.

B. Request for Items on Future Agenda (within the purview of the Commission): **None**

8. ADJOURNMENT: **10:25 p.m.**

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 of Parks, Recreation & Community Services 
Dominic C. Milano, City Engineer

DATE: February 18, 2015

SUBJECT: Reject all Bids for LMD #4 Equestrian Trail Fence Replacement Years 1 & 2 Project

RECOMMENDATION: Reject all bids for the LMD #4 Equestrian Trail Fence Replacement Years 1 & 2 Project

SUMMARY: Bids for the LMD #4 Equestrian Trail Fence Replacement Years 1 & 2 Project were opened on January 13, 2015, with Valley Cities Fence being the lowest responsible bidder. It is recommended that the City Council reject all bids.

BACKGROUND/ANALYSIS: Staff completed requirements and contract documents for the LMD #4 Equestrian Trail Fence Replacement Years 1 & 2 Project on January 13, 2015. A total of two bids were received ranging between \$246,907.20 and \$377,466.74 with the lowest responsible bid submitted by Valley Cities Fence.

At its February 4, 2015 meeting, the City Council approved an alternative fence material, white vinyl, to be used on the City's pedestrian/equestrian trails. The new standard will take immediate effect in the City's Capital Improvement projects, currently requiring Public Works to rebid a recent project to meet the new standard.

Staff is recommending the City Council reject bids for the LMD # 4 project. The project will be included in the rebid of Public Works Request for Proposal. Staff believes that the vinyl fencing will provide a longer life expectancy than the current standard of the wood lodge pole fencing by as much as two to three times. By combining the bids between Public Works and LMD #4, it is believed that the City will get a better linear-per-foot price.

FINANCIAL IMPACT: LMD #4 has budgeted \$150, 000 in its capital replacement budget for this fiscal year.

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

DATE: February 18, 2015

SUBJECT: Fiscal Year 2015 Second Quarter Budget Performance Report

RECOMMENDATION: Staff recommends that the City Council receive and file the Fiscal Year 2015 second quarter budget performance report.

SUMMARY: One of the Department's annual goals is to timely inform the City Council on actual operating budget results relative to the annual adopted budget. This report provides information on how actual results through December 31, 2014 compare to the adopted budget. Any significant variances identified as a result of reviewing/analyzing the budget performance through December 31, 2014 have been recommended as a mid-year budget amendment. This report also provides budget to actual information on the City's five Landscape Maintenance Districts.

BACKGROUND/ANALYSIS: As part of revenue and expenditure reporting and monitoring program, staff has provided the City Council with quarterly budget performance reports since Fiscal Year 2004. This report provides information as of the second quarter ended December 31, 2014. As a result of timing differences, the first six months of actual recorded data may not serve as accurate prediction of what the year-end numbers are likely to be at June 30, 2015. However, these numbers have been analyzed in conjunction with other historic and currently available data through the first week of February 2015 in order to identify material variances with the adopted budget.

Attachment 1 provides a summary of revenues and expenditures for each operating fund through December 31, 2014.

General Fund Revenues

Including the effects of timing differences, the following variances have been identified between adopted budget and actual results through December 31, 2014. These variances are being incorporated as part of the mid-year budget amendments.

- **Property Tax:** The low percentage of property tax revenue received as of December 31, 2014 is due to the uneven distribution of property tax receipts during the fiscal year. The bulk of property tax revenues are received in the months of January and May of each year. Based on the most recent assessed value and receipt information from the County, it is anticipated that actual property tax receipts by year-end will be slightly higher than the amount in the adopted budget. Appropriate budget adjustment has been recommended.

Agenda Item: 2.E.

- **Sales Tax:** There is usually a time lag between when sales transactions occur and the time the state receives payment from retailers and then sends payments to local governments. Additionally, 25% of total projected sales tax revenues are received over two installments in January and June. Based on actual sales tax receipts through the first week of February 2015 and estimated future receipts under the “triple flip” arrangement, sales tax revenue for the year is tracking slightly ahead of budget primarily as a result of revision by the state to the amount the City will receive under the “triple flip” arrangement. Appropriate adjustments have been included in the mid-year budget amendment.
- **Motor Vehicle In-Lieu Fees (MVLFF):** The low percentage of the budget received as of December 31, 2014 is due to the implementation of the “Triple Flip”. Under this arrangement, the allocation of MVLFF is paid with property tax. The first installment of the replacement property tax was received during the first week of February 2015. Based on the amount of the first installment receipt, MVLFF actual receipts is expected to be higher than budget. Appropriate adjustment has been recommended for mid-year budget adjustment.
- **Other Taxes:** The other taxes category includes public safety sales tax, property transfer tax, bed tax and business license tax. Total revenue for this category is tracking slightly ahead of budget due to better than anticipated performance in bed tax from Fairfield Inn; improvement in the collection of business license tax and higher property transfer tax. Recommended adjustments have been included in the mid-year budget amendment report.
- **Franchise Fees:** Significant amount of the revenues in this category are from electric and gas franchises fees which are received once a year. The City is yet to receive any payment for electric or gas franchise fees. Refuse franchise revenues are received monthly while cable TV franchises are received quarterly. Based on all available information through January, staff believes that the adopted budget numbers should remain unchanged.
- **Fines and Penalties:** This revenue category includes vehicle code fines, parking citations and vehicle impound fees. Based on actual receipts through December 31, 2014, this revenue category is performing better than the anticipated budget numbers due to extra traffic enforcement. Appropriate adjustment is being incorporated into the mid-year budget adjustments.
- **Community Development Fees:** Planning, building and engineering revenues are tracking slightly below budget due to decrease in plan check activities. Consequently, a slight reduction in revenue estimates is being proposed as part of the mid-year budget adjustments.
- **Community Services/Recreation:** Community services revenues are tracking below budget due to decreased participation in the Wee People Program.

General Fund Expenditures

Overall General Fund expenditures are tracking to the adopted budget. As shown on attachment A, expenditures in the Sheriff's and Fire Departments are below budget as of December 31, 2014 because County billing for contract services usually lag behind by at least 45 days for police services and three months for fire services. Cal Fire costs are billed and paid on a quarterly basis. Through December 31, 2014, the City has only paid for Cal Fire costs incurred through September 30, 2014.

Water and Sewer Funds Revenues and Expenditures

Based on recorded data to date, Water Fund revenues are tracking slightly below budget due to drop in consumption. However, no reduction in estimated year-end revenue is being recommended at this time as only five months of actual consumption data is available. Actual Water Fund expenditures to date are tracking according to the approved expenditure budget. However, expenditures can be volatile due to purchased water costs which can change rapidly due to changes in consumption. Similarly, revenues can also change quickly due to changes in weather conditions which affects consumption.

Sewer Fund revenues are more predictable due the fact that most rate payers pay the fixed monthly sewer charge. Through December 31, 2014, actual Sewer Fund revenues and expenditures are tracking according to the approved budget.

Other City Funds

This second quarter report also provides summary information on CDBG, Gas Tax, NPDES and Miscellaneous Grant Funds. The lower than anticipated receipt in the Gas Tax Fund is due to delay by the state in making payments. The City has received only four months allocation as of December 31, 2014. In late January, the City received revised gas tax revenue estimates from the state indicating that projected receipts will exceed the amount in the adopted budget. This revision is being included as part of the mid-year budget revisions. NPDES expenditures are tracking to budget. The lower than anticipated revenue received through December for the NPDES Fund is due to the timing of property tax payments from the County.

Landscape Maintenance Districts

Through meetings and other discussions with residents of Landscape Maintenance Districts (LMDs) in 2012, it was agreed between staff and residents that quarterly budget to actual reports on the LMDs would help residents to better understand how LMD assessment receipts are expended. Attachment 2 provides a budget to actual comparison of each district's revenues and expenditures through December 31, 2014. The quarterly budget to actual report is also intended to assist staff to better monitor and control costs to ensure expenditures are within amounts approved and levied to homeowners.

As of December 31, 2014, no revenues have been received for any of the districts. The first installment of the assessments was received during the first week of February 2014. Based on the amounts received for the first installment for each of the districts, staff believes that budgeted revenue numbers would be achieved by the end of the

fiscal year. Actual expenditure amounts shown for each district represent costs that have been paid through December 31, 2014. These costs are typically lower than actual costs incurred due to the time lag between when services are provided by contractors and the time their invoices are submitted and paid. It is to be noted that District Number 2 is not generating enough revenues to cover its costs. Consequently, services will need to be reduced in order to balance expenditures with available revenue.

FISCAL IMPACT: This report is informational. Budget changes identified as a result of the second quarter budget to actual review are being included in the mid-year budget amendment staff report.

Attachment: Attachment 1 - Budget and Actual Comparative Analysis
Attachment 2 - Budget to Actual LMDs

City of Norco
Budget to Actual Report
For the Two Quarters Ended December 31, 2014

	Adopted Budget	Amended Budget	Year to Date Actual	Remaining Budget	% Achieved
<u>GENERAL FUND</u>					
<u>REVENUES</u>					
Property taxes	\$ 1,505,077	1,505,077	404,733	1,100,344	27%
Sales taxes	5,517,396	5,517,396	1,492,206	4,025,190	27%
Motor vehicle license fees	2,040,184	2,040,184	11,216	2,028,968	1%
Other taxes	883,164	883,164	596,732	286,432	68%
Franchise Fees	1,128,020	1,128,020	297,050	830,970	26%
Intergovernmental	53,803	53,803	13,023	40,780	24%
Fines and Penalties	95,828	95,828	55,167	40,661	58%
Interest income/Lease	514,959	514,959	257,274	257,685	50%
Community Development fees	523,301	523,301	303,914	219,387	58%
Community Services/Recreation	750,406	750,406	331,281	419,125	44%
Other revenues	1,110,864	1,110,864	684,640	426,224	62%
Administrative Overhead/Operating Transfers	1,388,994	1,388,994	690,784	698,210	50%
Total revenues	<u>\$ 15,511,996</u>	<u>15,511,996</u>	<u>5,138,020</u>	<u>10,373,976</u>	<u>33%</u>
<u>EXPENDITURES</u>					
City Council	\$ 100,556	100,556	48,041	52,515	48%
City Attorney	220,000	220,000	90,100	129,900	41%
City Clerk	242,132	242,132	102,280	139,852	42%
City Manager	249,326	249,326	113,555	135,771	46%
Economic Development	133,221	133,221	36,789	96,432	28%
Code Enforcement	118,317	118,317	29,563	88,754	25%
Recreation	726,586	726,586	326,442	400,144	45%
Special Events	87,372	87,372	45,921	41,451	53%
Youth & Teen	253,555	253,555	93,650	159,905	37%
Park Maintenance	508,558	508,558	214,212	294,346	42%
Senior Citizens	167,983	167,983	70,380	97,603	42%
Public Buildings	702,014	702,014	330,880	371,134	47%
Animal Control	591,977	591,977	259,128	332,849	44%
Community Development	325,065	325,065	157,623	167,442	48%
Building & Safety	243,361	243,361	117,717	125,644	48%
Engineering	177,120	177,120	77,402	99,718	44%
Inspection	34,796	34,796	15,548	19,248	45%
Parkway Maintenance	58,693	58,693	20,287	38,406	35%
CAL Fire	3,459,143	3,459,143	856,280	2,602,863	25%
Norco Animal Rescue	3,010	3,010	413	2,597	14%
Sheriff	4,634,281	4,709,281	985,264	3,724,017	21%
Citizens on Patrol	13,651	13,651	9,079	4,572	67%
Crossing Guards	67,607	67,607	21,912	45,695	32%
Administrative	620,328	620,328	237,204	383,124	38%
Non-Departmental	1,753,924	1,941,264	631,646	1,309,618	33%
Total Expenditures	<u>\$ 15,492,576</u>	<u>15,754,916</u>	<u>4,891,316</u>	<u>10,863,600</u>	<u>31%</u>
Net revenues and expenditures	<u>\$ 19,420</u>	<u>(242,920)</u>	<u>(223,500)</u>		
<u>CDBG</u>					
Revenues	\$ 149,566	149,566	-	149,566	0%
Expenditures	149,566	149,566	-	149,566	0%
Net revenues over (under) expenditures	<u>-</u>	<u>-</u>	<u>-</u>		
<u>WATER FUND</u>					
Revenues	\$ 9,868,377	9,868,377	4,432,723	5,435,654	45%
Expenditures	9,671,406	9,671,406	4,198,960	5,472,446	43%
Net profit (loss)	<u>196,971</u>	<u>196,971</u>	<u>233,763</u>		
<u>SEWER FUND</u>					
Revenues	\$ 5,497,556	5,497,556	2,485,191	3,012,365	45%
Expenditures	5,284,155	5,284,155	2,319,123	2,965,032	44%
Net profit (loss)	<u>\$ 213,401</u>	<u>213,401</u>	<u>166,068</u>		

**City of Norco
Budget to Actual Report
For the Two Quarters Ended December 31, 2014**

	Adopted Budget	Amended Budget	Year to Date Actual	Remaining Budget	% Achieved
<u>GAS TAX</u>					
Revenues	\$ 692,900	692,900	278,080	414,820	40%
Expenditures	648,271	648,271	274,358	373,913	42%
Net revenues and expenditures	<u>\$ 44,629</u>	<u>44,629</u>	<u>3,722</u>		
<u>NPDES FUND</u>					
Revenues	\$ 113,500	113,500	24,998	88,502	22%
Expenditures	119,745	119,745	42,901	76,844	36%
Net revenues and expenditures	<u>\$ (6,245)</u>	<u>(6,245)</u>	<u>(17,903)</u>		
<u>MISCELLANEOUS GRANTS</u>					
Revenues	\$ 160,618	176,652	33,128	143,524	19%
Expenditures	160,618	176,652	39,508	137,144	22%
Net revenues and expenditures	<u>\$ -</u>	<u>-</u>	<u>(6,380)</u>		

City of Norco, California
Landscape Maintenance District Revenues & Expenses
For the Two Quarters Ended December 31, 2014

	FY 2015 Amended Budget	Actuals Thru December 31, 2014
Landscape Maintenance District #1		
LMD # 1 Assessments	11,342	-
Total Revenues	<u>11,342</u>	<u>-</u>
Expenditures:		
Utilities	5,464	1,893
Landscape Maintenance	2,867	995
Contractual	1,400	1,146
Administrative Overhead	577	289
Admin Fees-Property Taxes	150	-
Operating Contingency	685	-
Total expenditures	<u>11,143</u>	<u>4,323</u>
Net Revenues Over (Under) Expenditures	<u>199</u>	<u>(4,323)</u>
Landscape Maintenance District #2		
LMD # 2 Assessments	131,453	-
Total Revenues	<u>131,453</u>	<u>-</u>
Expenditures:		
Observation	7,420	3,937
Trail Maintenance	5,000	5,638
Utilities	59,096	24,190
Landscape Maintenance	39,037	32,994
Wet Lands Area	500	-
Park Maintenance	8,760	-
Contractual	2,500	2,177
Administrative Overhead	7,786	3,892
Admin Fees-Property Taxes	230	-
Operating Contingency	1,124	-
Total Expenditures	<u>131,453</u>	<u>72,828</u>
Net Revenues Over (Under) Expenditures	<u>-</u>	<u>(72,828)</u>

City of Norco, California
Landscape Maintenance District Revenues & Expenses
For the Two Quarters Ended December 31, 2014

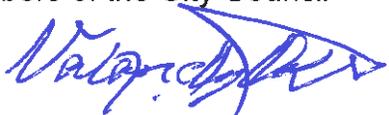
	FY 2015 Amended Budget	Actuals Thru December 31, 2014
Landscape Maintenance District #3		
LMD # 3 Assessments	83,537	-
Total Revenues	83,537	-
Expenditures:		
Observation	5,935	3,150
Trail Maintenance	5,692	1,846
Utilities	35,101	14,957
Landscape Maintenance	28,230	12,350
Contractual	2,000	2,506
Administrative Overhead	4,969	2,485
Admin Fees-Property Taxes	230	-
Incidentals	-	-
Operating Contingency	1,380	-
Total Expenditures	83,537	37,294
Net Revenues Over (Under) Expenditures	-	(37,294)
Landscape Maintenance District #4		
LMD # 4 Assessments	529,952	-
Total Revenues	529,952	-
Observation	10,388	5,512
Trail Maintenance	73,236	31,442
Tree Replacement	5,000	-
Utilities	144,973	77,979
Landscape Maintenance	114,562	38,670
Natural Open Space	11,000	-
Wet Lands Area	5,000	-
Contractual	3,600	5,041
Administrative Overhead	30,122	15,062
Admin Fees-Property Taxes	382	-
Operating Contingency	17,689	-
Trail Fence Replacement	75,000	-
Storm Sewer Lines	20,000	-
Total Expenditures	510,952	173,706
Net Revenues Over (Under) Expenditures	19,000	(173,706)

City of Norco, California
Landscape Maintenance District Revenues & Expenses
For the Two Quarters Ended December 31, 2014

	FY 2015 Amended Budget	Actuals Thru December 31, 2014
Landscape Maintenance District #5		
LMD # 5 Assessments	47,927	-
Total Revenues	<u>47,927</u>	<u>-</u>
Observation	4,452	2,362
Trail Maintenance	7,150	2,313
Utilities	9,629	3,802
Landscape Maintenance	15,777	5,100
Contractual	2,500	2,233
Administrative Overhead	2,898	1,446
Admin Fees-Property Taxes	139	-
Operating Contingency	2,507	-
Total Expenditures	<u>45,052</u>	<u>17,256</u>
Net Revenues Over (Under) Expenditures	<u>2,875</u>	<u>(17,256)</u>

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: February 18, 2015

SUBJECT: Reinstatement of Affordable Housing Programs

RECOMMENDATION: Approve the reinstatement of affordable housing programs, including Emergency Grants, Zero-Percent Interest Deferred Payment Loans, First-Time Homebuyer Loans, and Utility Bill Assistance.

SUMMARY: For many years, the City of Norco—through the now-defunct Norco Redevelopment Agency—administered housing programs addressing the needs of lower income homeowners, particularly seniors on fixed incomes. California Redevelopment Law mandated that 20 percent of Agency revenues be expended on affordable housing projects or programs, so funding for such purposes was plentiful. The dissolution of the Agency in February 2012 brought those programs to a sudden halt. But with the City recently becoming the Housing Successor to the Norco Redevelopment Agency, funding for these programs has been renewed.

BACKGROUND/ANALYSIS: Legislation (SB 341) that went into effect last year allows Housing Successors to former redevelopment agencies to reinstate programs on which seniors and other lower income households have long depended. To implement the reinstated programs, the City has contracted with Pacific Municipal Consultants (PMC), a firm that implements similar programs throughout California. After evaluating the City's needs, staff and PMC prepared new guidelines for affordable housing programs addressing the needs of senior citizens, disabled individuals and lower income families. Several highly successful programs are now recommended for reinstatement.

The proposed programs benefit struggling homeowners of all ages, and people who want to become homeowners in Norco but need some financial assistance to make that a reality. These programs are very similar to those previously offered by the Norco Redevelopment Agency. The specific proposed programs include:

- **Emergency Repair Grant:** This grant provides immediate assistance for emergency items such as a leaky roof, broken water heater, cracked gas line, or any other unsafe or hazardous condition. Maximum Amount: \$5,000.
- **Home Improvement Grant:** This grant can be used for any non-emergency improvements related to a home's structural integrity, energy efficiency, exterior enhancement, or safety and security. Maximum Amount: \$10,000.

Agenda Item: 5.A.

- **Deferred Payment Loan:** This is a zero-interest loan due and payable only when the home is sold or if the owner falls out of compliance with program guidelines. It is designed to accommodate a wide range of home repairs, including reroofing, painting, installation of new windows, security enhancements, modifications for disabled accessibility, or connecting a home to the City's sewer system. Maximum Amount: \$30,000.
- **Lead & Asbestos Remediation Grant:** This funding is provided in conjunction with either the Home Improvement Grant or Deferred Payment Loan, when lead and/or asbestos has been identified as a potential risk to occupants pursuant to state and federal regulations. This grant ensures the professional removal and disposal of potentially toxic substances. Maximum Amount: \$10,000.
- **First-Time Homebuyer Program:** This program provides assistance, in the form of a deferred second loan that requires no principal or interest payments until the home is sold or the owner defaults. This program makes Norco properties more affordable for borrowers, including young people who grew up in Norco and wish to remain in their hometown. Maximum Amount: \$40,000.
- **Utility Bill Assistance Program:** This program provides assistance with sewer and water bills for low and very-low income seniors and disabled persons. Benefit: \$15 subsidy for fixed monthly water charges; \$28 subsidy for sewer service fees.

Collectively, these programs keep seniors and struggling families in their homes—dramatically improving their quality of life—and allow young families to more easily qualify for mortgages in Norco. All loan funds are eventually recovered when homes are sold or when homeowners choose to pay off the loans. The money, referred to as program income, can then be recycled into new loans for other deserving residents, which makes these programs financially sustainable.

The processing of applications, verification of eligibility and oversight of the bidding/construction phase will be administered by PMC staff under the supervision of the City's Economic Development Consultant and City Manager. City staff will coordinate most marketing efforts for these programs.

FINANCIAL IMPACT: All funds will be drawn from the existing housing fund account.

CITY OF NORCO STAFF REPORT

TO: Mayor and Members of the Norco City Council

FROM: Andy Okoro, City Manager 

PREPARED BY: Roger Grody, Economic Development Consultant

DATE: February 18, 2015

SUBJECT: Sixth Street Electronic Gateway Sign

RECOMMENDATION: Approve the design from Young Electric Sign Company (YESCO), as recommended by the Economic Development Advisory Council (EDAC).

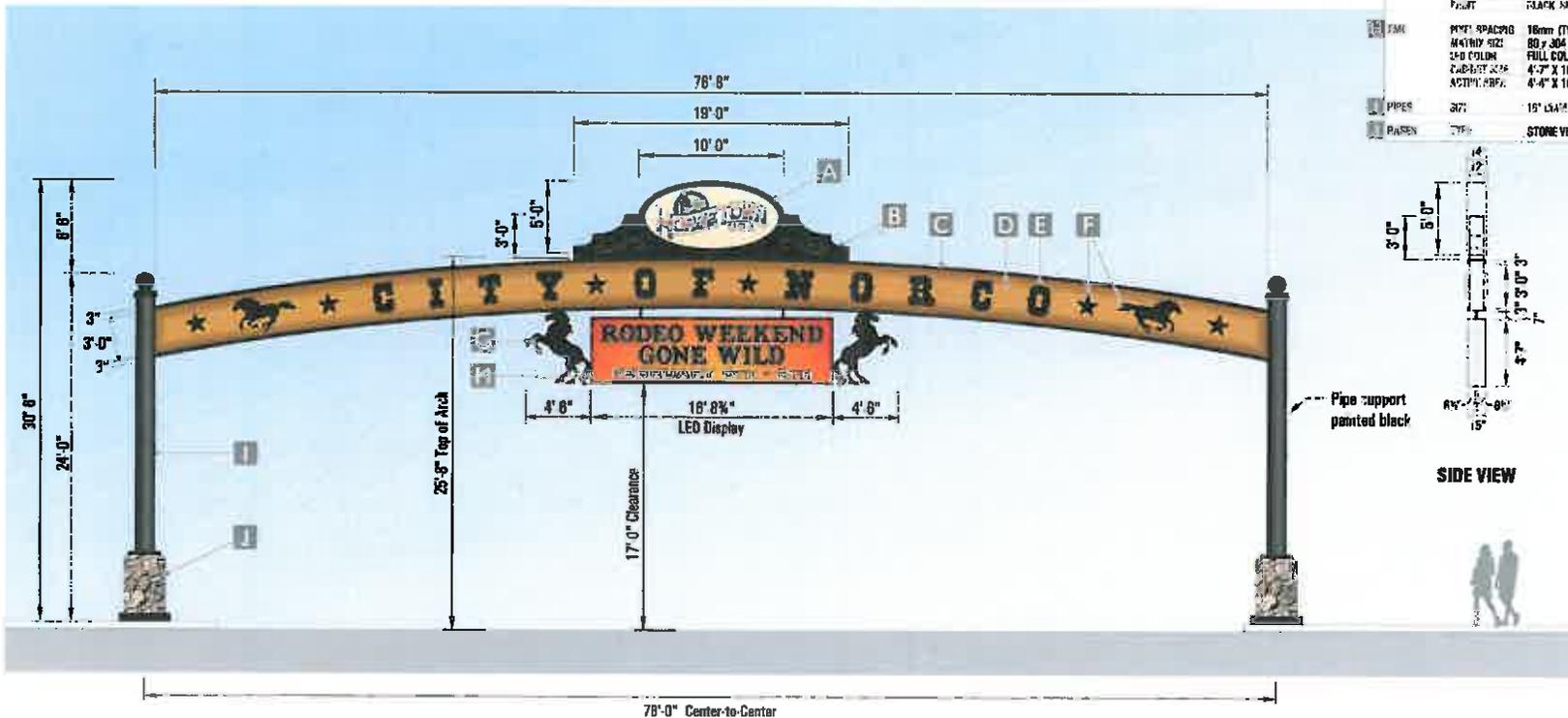
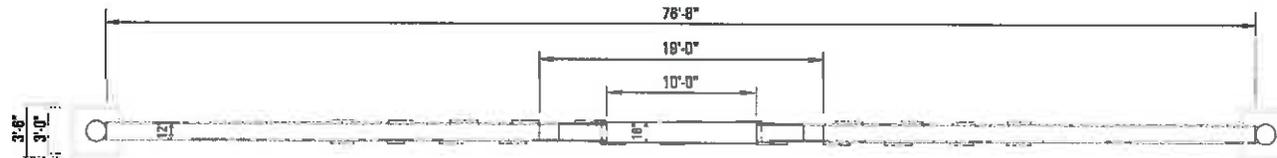
SUMMARY: Pursuant to direction from the City Council, the Economic Development Advisory Council (EDAC) has been pursuing the construction of an electronic gateway sign spanning Sixth Street to publicize community events and enhance Horsetown USA as a visitor's destination. Proposals were submitted in response to a Request for Proposal (RFP) and at its meeting of January 16, 2015, EDAC voted to recommend to the City Council the selection of Young Electric Sign Company (YESCO).

BACKGROUND/ANALYSIS: For several years, EDAC has been advocating for the construction of some type of electronic sign on Sixth Street to generate greater awareness of community events and enhance the image of Horsetown USA, for both residents and visitors. Many of the nonprofit organizations that currently spend \$1,500 or more for overhead street banners would be able to advertise their events on a dynamic electronic sign.

Progress was stalled in 2012 when the Norco Redevelopment Agency was dissolved, but last year the City Council voted to fund the sign through remaining bond proceeds of the Successor Agency and incorporated the project into the 2015-2019 Capital Improvement Program Budget. Although a smaller sign was originally envisioned, the City Council directed EDAC to pursue a more appropriate gateway sign spanning the entire street just east of Sierra Avenue.

The City released an RFP and received proposals from three highly respected sign companies: Ad Art, Queil Bros. Signs and Young Electric Sign Company (YESCO). EDAC Members first eliminated Queil Bros. and requested that Ad Art and YESCO resubmit with some design changes and a project budget of approximately \$200,000. At its meeting of January 16, 2015, EDAC voted to recommend the selection of YESCO. Additional minor design modifications were negotiated through EDAC's Sign Subcommittee and those changes were ratified by EDAC at its meeting of January 27, 2015.

Agenda Item: 5.B.



CABINET	TYPE: FULL COLOR TEXTURE: WHITE ALUMINUM FINISH: 2M DIGITAL PRINT	DI ILLUMINATED BLACK C/100TH SATIN FINISH
FACE	TYPE: VINYL FINISH: WHITE LED	WHITE ALUMINUM 2M DIGITAL PRINT WHITE LED
TOP CAP	PAINT COLOR: BLACK FINISH: SMOOTH SATIN PAINTED	BLACK SMOOTH SATIN PAINTED
BANDS	PAINT COLOR: BLACK FINISH: SMOOTH SATIN FINISH	BLACK SMOOTH SATIN FINISH
BACKGROUND	MATERIAL: ALUMINUM OVER STEEL FRAME PAINT COLOR: CUSTOM PAINTED FINISH TEXTURE: SMOOTH	ALUM. OVER STEEL FRAME CUSTOM PAINTED FINISH SMOOTH
LETTERS	TYPE: PAUL CHANCO, ALUM. CAPS IN FINISH: WHITE ADDITION: PERFORATED BLACK LIGHTING: WHITE LED	PAUL CHANCO, ALUM. CAPS IN WHITE PERFORATED BLACK WHITE LED
GRAPHS	TYPE: PLAT CUT SET MATERIAL: 1/8" THICK ALUMINUM FINISH: BLACK SMOOTH SATIN FINISH	PLAT CUT SET 1/8" THICK ALUMINUM BLACK SMOOTH SATIN FINISH
NUMBERS	TYPE: PLAT CUT SET MATERIAL: 1/8" THICK ALUMINUM FINISH: BLACK SMOOTH SATIN FINISH	PLAT CUT SET 1/8" THICK ALUMINUM BLACK SMOOTH SATIN FINISH
FONT	TYPE: 16mm (TWO SINGLE FACE) MATRIX SIZE: 80, 7, 304 FULL COLOR CABINET SIZE: 4'-2" X 18'-8.6" ASSEMBLY: 4'-4" X 18'-8.6"	16mm (TWO SINGLE FACE) 80, 7, 304 FULL COLOR 4'-2" X 18'-8.6" 4'-4" X 18'-8.6"
PIPES	SIZE: 1.5" DIA. FINISH: PAINTED BLACK	1.5" DIA. PAINTED BLACK
PANEL	TYPE: STONE VENEER	STONE VENEER



LOS ANGELES DIVISION
 1700 Wilshire Boulevard, Suite 1000, Los Angeles, CA 90010
 Telephone: (213) 480-1000 Fax: (213) 480-1001
 www.yesco.com

CLIENT INFORMATION
 Name: City of Norco
 Address: 6th Street
 Norco, CA
 Sales Exec: Paul Whitehead

NO.	DATE	BY
1	08/11/14	Kerry
REVISIONS		
1	12/22/14	B. KERRY
<ul style="list-style-type: none"> Layer into cabinet Layer LCD display 		
2	02/11/15	By: KERRY
<ul style="list-style-type: none"> Align into cabinet for buses 		
3	01/22/15	By: KERRY
<ul style="list-style-type: none"> Panel to 17" clearance Panel to be 18" high 		
4	12/11/15	B. KERRY
<ul style="list-style-type: none"> Revised bus 		

CUSTOMER APPROVAL

ACCEPTED WITH NO CHANGES

ACCEPTED WITH CHARGES AS NOTED

REVERSE NOTED AND RE-SUBMIT

Customer Signature: _____ Date: _____

PRODUCTION APPROVAL

Project Engineer: _____ Date: _____

Production Supervisor: _____ Date: _____

Design: 806920 R4

Sheet: 1 of 1

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NEW DOUBLE FACE ILLUMINATED GATEWAY SIGN WITH FULL COLOR LED DISPLAY
 QUANTITY: One (1), Manufacture and Install

SCALE: 1/8" = 1'-0"



 **YESCO.**

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 **YESCO.**

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Custom Electric Signs

January 30, 2015

Mr. Roger Grody
City of Norco
Economic Development
2870 Clark Ave
Norco, CA 92860

RE: LED Gateway Sign

Mr. Grody,

We are pleased to provide this REVISED proposal to manufacture and install a new LED Gateway Sign for the City of Norco, per revised YESCO design 806920 R3, and as follows:

Scope: 80 x 304 Matrix LED

- Manufacture and install one (1) new 30'-6" Overall Height x 76'-11" Overall Width double face internally illuminated Gateway Sign with Full Color LED display (reflects 17' clearance to bottom of LED display)
- LED display to be full color 16mm resolution 80 x 304 matrix, double sided, cabinet size 4'-7" x 16'-8.6", active area 4'-4" x 16'-5.6"
- 17' ground clearance to base of LED display
- Horizontal span cabinet to have 3' vertical face height
- Upper ID cabinet to be double face internally illuminated cabinet with full color digital print vinyl overlay depicting "HORSETOWN USA" and "CITY OF NORCO" logo.
- Gateway identification letters to be LED internally illuminated pan channel letters reading "CITY OF NORCO". Letters to have white acrylic faces with perforated black vinyl to allow letters to appear black during the day, and illuminate white at night
- Stone veneer pole bases
- **Includes:** Wireless/cellular communications modem, Prismview software installed on customer provided host computer, one (1) online web training session, two (2) custom startup graphics, 90 day FREE Trial Subscription to YESCO Media Services Webstore including unlimited content download and discounts on custom still/animation creation,.
- **Assumes:** YESCO to connect primary electrical to a local meter/subpanel to be installed by others, within 10' of base of sign.
- **Excludes:** The costs of required city permits, permit acquisition labor, engineering and final inspections required by the city permitting process.
- **Excludes:** The cost of lane closures.

4'-7" x 16'-8.6" double sided LED display (includes modem)	\$ 75,182.00
Footings	\$ 11,050.00
Uprights	\$ 7,299.00
Horizontal Span and Cabinet	\$ 50,876.00
Decorative elements on uprights and horizontal span	\$ 34,791.00
Travel and installation	\$ 20,172.00
Software and Software Installation	\$ 480.00

Sub-Total	\$ 199,850.00
Tax	\$ 5,329.33
Total	\$ 205,179.33

YESCO Los Angeles

909-923-7668 » Phone
909-923-5015 » Fax

10235 Bellegrove Avenue
Jurupa Valley, CA 91752

yesco.com



Custom Electric Signs

Proposal Qualifications:

- 1. Permits**
All required permits, permit procurement, engineering and entitlements are not included and will be billed separately at cost.
- 2. Electrical**
YESCO to establish electrical requirements and Owner to provide primary power to the location. Electrical controls such as primary transformers, switches, harmonic filters, contactors, disconnects, breakers, panels, photo cells, time clocks, and service wiring shall be furnished and installed by others to the designed location and are not included in the above referenced pricing summary.
- 3. Design/Engineering**
Final pole size and configuration of structure subject to engineering.
- 4. Communications**
Pricing reflects wireless cellular data connection to the sign that requires monthly data plan, to be provided by Owner. Above pricing subject to change if different communications method implemented.
- 5. Work Shift & Labor Rates**
Pricing is based on standard work shift with no overtime included. Pricing reflects prevailing wage labor rates.
- 6. 3rd Party Inspections**
All 3rd party inspections specific to site work (concrete, welding, etc) are not included and will be billed separately at cost.
- 7. Underground & Soil Conditions**
Price assumes standard soil conditions. In the event we encounter any adverse digging conditions, such as rock, hard pan, etc., any associated costs will be billed at cost to Owner.
- 8. Work Area**
YESCO budget total assumes Owner will provide an adequate work area in and around the sign areas. Pricing assumes easy access to site for machinery (for install, hole dig, concrete etc) to be determined by detailed site survey. Price excludes the cost of any lane closures required,.
- 9.** In submitting this bid, YESCO LLC dba YESCO Signs LLC hereby reserves the right to review and negotiate any terms and conditions contained in any Agreement and/or Purchase Order it may be required to enter into, including General Conditions and Special Conditions, as well as any documents incorporated therein by reference, upon acceptance of such bid.

We appreciate your consideration on this project. Please feel free to contact me with any questions at 951-492-1642.

Respectfully,

Paul Whitehead
Account Executive

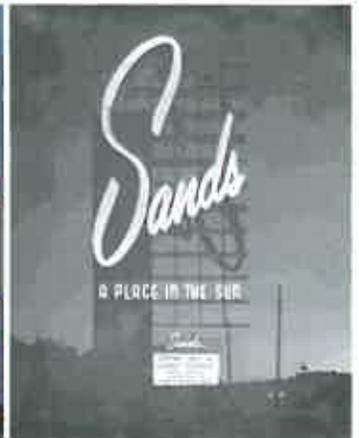
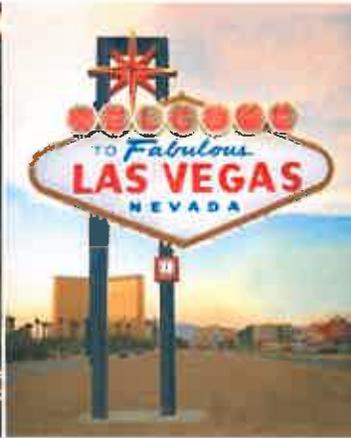
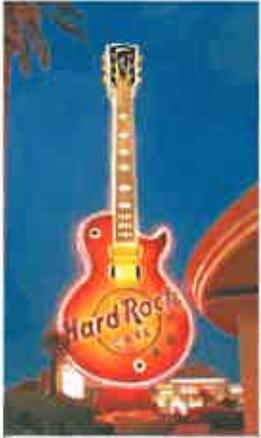
YESCO Los Angeles

909-923-7668 » Phone

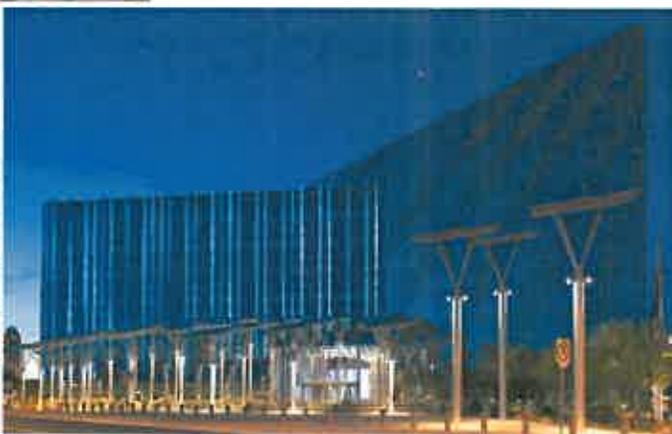
909-923-5015 » Fax

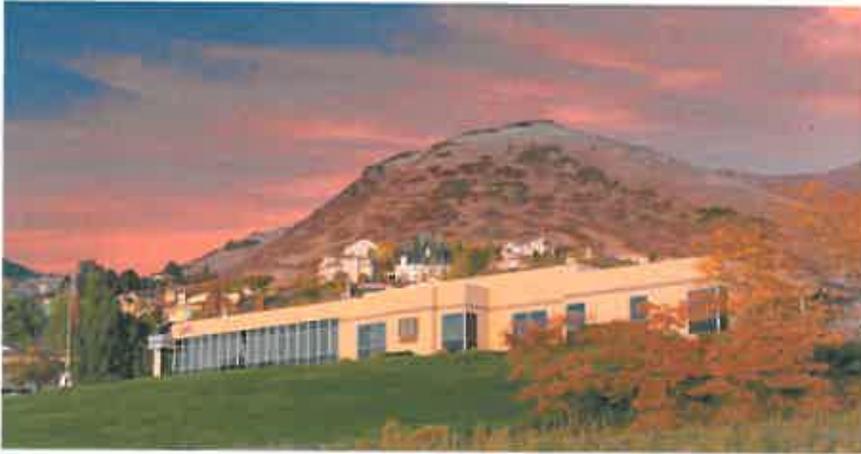
10235 Bellegrave Avenue
Jurupa Valley, CA 91752

yesco.com



YESCO
Delivering Iconic Experiences Since 1920





City of Mono Gateway LED - December 2014

YESCO Executive Summary

Executive Overview

Privately held YESCO has been in business over ninety-four (94) years. We have over ninety (90) office locations, service branches, and franchise locations across both the United States and Canada, to serve our clients. As the world's largest custom sign manufacturer, YESCO possesses the experience, plant capacity, infrastructure and sound business practices that separate us from the competition. We excel in all aspects of bringing a client's vision to full realization in the public space: design, engineering, manufacturing, logistics and installation, as well as service and maintenance after a project's completion. We employ an exceptional group of professionals in every discipline to ensure we deliver products and services that exceed our client's expectations.

The strategic combination of the YESCO Las Vegas manufacturing facility and the YESCO Electronics Division provides over 200,000 square foot of manufacturing capability and 700 highly skilled professionals supporting every project.

YESCO enjoys a rich tradition of delivering both large scale and boutique projects, on time and on budget, and has a successful relationship executing fast track projects throughout the world. YESCO has been the recipient of several design and manufacturing awards. The name YESCO is synonymous with innovative displays, cutting-edge technology and exceptional service.

YESCO Mission Statement

We wish to provide our customers with signs and services of the highest quality and at the greatest possible value; we wish to provide good jobs, working conditions and benefits for our employees, and we wish to accomplish these objectives with a fair profit to YESCO.

Our philosophical approach to every project is to exceed our customer's expectations.





The YESCO Advantage

With over 94 years of experience working for some of the most demanding clients, in the most challenging climates, YESCO brings a truly unique and comprehensive skill set to a project. Our continuous evolution, expansion and vertical integration have resulted in the ability to offer turnkey design/build services to our clients. YESCO's diverse capabilities encompass the following:

Pre-Construction

YESCO provides a full range of pre-construction services that will begin with a thorough site assessment to develop an in-depth understanding of conditions and identify all potential hurdles.

- Structural assessment
- Strategic logistics planning
- Power & data assessment
- Site line studies

Design

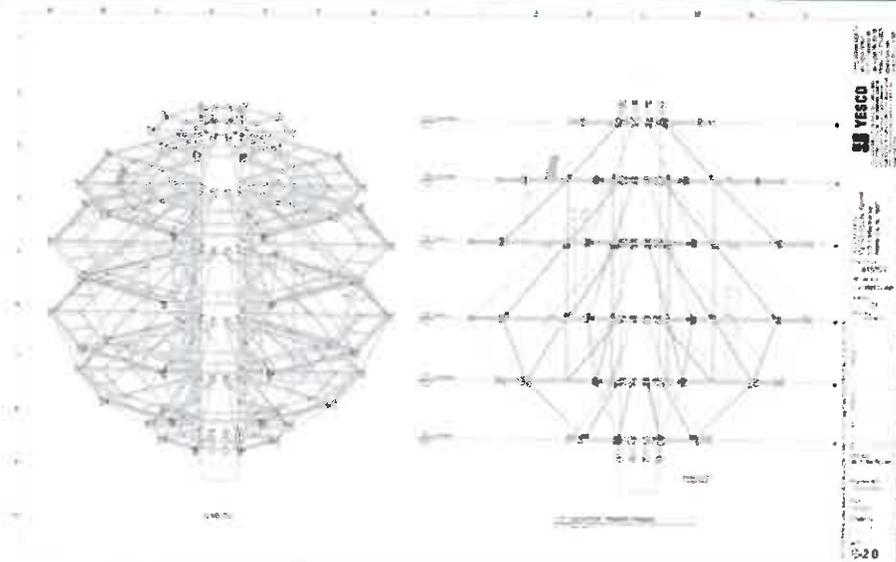
The YESCO Design Department is comprised of over a dozen creative individuals whose experience is unmatched in the signage industry. Although we are fully capable of providing a turnkey design package for all environmental graphics, branding and signage components, our design group is well versed in the collaborative process with Architects, Brand Agencies, Interior Design firms and Retail Designers. YESCO incorporates all necessary visualization formats to develop and enable accurate presentation materials for owner review and approval.

- Branding
- Wayfinding & ADA
- 3D rendering
- 3D modeling
- Environmental Graphics
- Content Development
- 3D animations

Engineering

YESCO's in house team of structural, mechanical and electrical engineers enable a seamless process from design through to fabrication and installation. Close coordination between all YESCO departments paired with precise and complete documentation facilitates a level of accuracy that has made YESCO an industry leader with registered/licensed Engineers on staff to stamp YESCO documentation.

- Full CAD Documentation
- Structural Engineering



City of Norco Gateway LED • December 2014





Technology

YESCO is one of only two American manufacturers of LED based electronic displays: our manufacturing facility in Logan UT houses state of the art automated systems required to manufacture digital displays and LED lighting products. YESCO's LED displays have been engineered to operate in some of the harshest conditions for the most demanding 24-7-365 operators.

- Industry leader in energy efficiency
- Binning process to ensure consistency
- UL approved
- Lean Manufacturing
- Complete control of all processes

Fabrication & Manufacturing

YESCO's manufacturing facilities are highly resourced with both skilled/trained technicians and ALL machinery & tooling required for artistic and structural fabrication.

- Structural Ironworkers on staff
- Highly trained Sheet Metal Fabricators
- Project Management
- Certified/Accredited Welders
- Lean Manufacturing

Logistics

Strategic planning, shipping and logistics are a crucial element in the success of any project. YESCO's logistics experts will be engaged immediately upon award of a project to coordinate with the design and fabrication teams, ensuring that the signage is constructed in easily transportable sections. This department also plays a key role in project scheduling so that shipping is closely choreographed with the installation schedule.

- Trained equipment loading professionals
- Fleet of heavy hauling trucks & trained drivers
- Trained Project Managers

Implementation / Installation

YESCO installation teams are experienced in all aspects and requirements specific to high tolerance digital media installations. YESCO has completed numerous successful installations throughout North America.

- Riggers
- Crane Operators
- Certified High rise / Repel Teams
- Iron Workers
- Certified Welders
- OSHA Certified

City of Norco Gateway LED - December 2014





Commissioning & Programming

YESCO's experience in manufacturing and installing kinetic digital displays has taught us that there is never too much time for the commissioning and programming phases. We collaborate with our client's creative teams to deliver content and brand messaging as required to exceed expectations and that of your Media Partners.

- Full technical commissioning team
- Control and data infrastructure
- User interface development
- Content development & coordination
- Creative Programmers
- Content storage & delivery
- Scheduling systems design
- Control rack build out

Service & Maintenance

Ever since Thomas Young founded the company in 1920, YESCO has offered comprehensive service and maintenance programs to our clients across the nation. Today, YESCO's service department is the largest and most experienced of its type and oversees all aspects of lighting and sign service and maintenance for the most demanding 24-7-365 clients. YESCO also offers green retro fit options to clients with older sign systems in place, who are looking to reduce energy costs, increase energy efficiency and reduce their overall carbon footprint.

- Service Training and Implementation
- Trained high rise professionals
- Large fleet of service trucks
- Trained & dedicated drivers



City of Norco Gallery LED - December 2014



CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

DATE: February 18, 2015

SUBJECT: Mid-Year Amendments to Fiscal Year 2014-2015 Annual Operating Budget

RECOMMENDATION: Adopt **Resolution No. 2015-04**, approving various Mid-Year Amendments to the Fiscal Year 2014-2015 Annual Operating Budget and authorizing changes in appropriations and revenues thereto.

SUMMARY: The recommended mid-year budget revisions increase estimated General Fund revenues by a net amount of \$293,395 due to projected increases in various revenues categories. General Fund adopted expenditures are recommended to be reduced by \$108,850 due to reductions associated with the Wee-People Program and general liability insurance premium. Attachment A provides detailed recommended mid-year budget adjustments by major revenue and expenditure categories. Attachment B provides a recapitulation of estimated fund balance in the General Fund including the effects of these recommended budget adjustments. The mid-year budget amendment also includes recommended revenue and expenditure adjustments to Gas Tax, Water and Sewer Funds as outlined in Attachment A. The proposed mid-year adjustments also includes recommended changes to some job titles.

BACKGROUND/ANLYSIS: The City's Operating Budget for Fiscal Year 2013-2014 was adopted by the City Council in June 2014. The proposed mid-year budget adjustments are necessary to reflect information that has become available since the budget was adopted and to incorporate necessary adjustments based on operating results for the first six months of the Fiscal Year.

The recommended budget changes are summarized below.

Proposed General Fund Revenue Adjustments:

1. **Property Taxes:** Property tax revenues are estimated based on the assessed value of taxable real property in the City. The City's assessed value information was made available by the County in October of 2014 after the budget was adopted. Based on actual tax receipts through February 9, 2014, a slight increase is anticipated from supplemental tax and pass-through tax increment revenue allocated to the City from former RDA tax increment. The total recommended mid-year budget adjustment is an increase of \$52,818.

2. **Sales Tax:** Sales tax is a major component of General Fund revenues. Sales tax revenue for FY 2014-2015 budget year was estimated based on state-wide estimated increase and City specific revenue data. Based on actual sales tax receipts through January 31, 2015 and revised information provided by the state regarding distribution of in-lieu sales tax, staff is now estimating that sales receipt for FY 2014-2015 would exceed the current estimated budget amount by \$73,140.
3. **Other Taxes:** General Fund revenues included in this category consist of public safety sales tax, business license tax, transient occupancy tax and property transfer tax. Based on actual revenues received through January 2015, staff is recommending increasing this revenue category by \$133,159 due to better than anticipated performance in transient occupancy tax, property transfer tax and business license tax.
4. **Vehicle License Fee:** Revenue increase adjustment of \$98,348 is being recommended based on actual revenue received and revised information received from the state in January 2015.
5. **Fines and Penalties:** This category comprises of vehicle and Municipal Code related violation fines. Due to better than anticipated receipts through January 31, 2015, staff is recommending a net increase of \$32,352 due largely from anticipated increase in vehicle code violations and parking citations.
6. **Community Development Fees:** Community development fees consist of planning, engineering and building fees. These revenues are estimated at the beginning of the fiscal year based on the anticipated level of development activities. More information is now available which reflect anticipated decrease in activities. Consequently, revenues are recommended to be reduced by \$29,224. This is largely due to decrease in plan checks.
7. **Community Services/Recreation Revenues:** This category includes recreation activities fees, facilities rental, Wee-People Program and revenues related to special events. This revenue category is recommended to be reduced by \$67,468 primarily due to decrease in participation on the Wee-People Program.

Proposed General Fund Expenditure Adjustments:

Salaries and Benefits – Wee People Program: Estimated expenditures for the Wee-People Program were based on anticipated level of program participation. To date, actual participation level is below the estimate at the beginning of the year. Consequently, part-time staffing hours are reduced to align expenditures to expected revenues from the program. Salaries and benefits will be reduced by \$54,052.

General Liability Deposit Insurance Premium Return: The City of Norco is member of Public Entity Risk Management Authority, a Joint Powers Authority (JPA) formed for the purposes of sharing risks including general liability and workers compensation. Assessment/premiums to be paid by member agencies are estimated based on various

factors including level of payroll and loss experience. As program years close, additional assessments are made or credits are given to member agencies depending on actual loss experience for the closed years. In December, the City received a premium return payment in the amount of \$54,798. This amount will reduce the amount to be expended on general liability insurance premium.

Proposed Water Fund Expenditure Adjustments:

Staff is requesting additional \$50,000 for contractual services in order to fund required upgrade and staff training on the City's backflow program and to hire a consultant to assist City staff in preparing the City's potable and recycled water master plan as required by state law. The work to update the City's water master plan is estimated to cost \$40,000 while additional \$10,000 is being requested for software upgrade and staff training to implement the City's backflow program.

Proposed Gas Tax Revenue Adjustments:

The City recently received the state Department of Finance's revised gas tax revenue estimates for fiscal year 2014-2015. Based on this revision, total gas tax revenue for FY 2014-2015 is expected to exceed the amount in the budget by \$170,155 as detailed in attachment A.

Proposed Position Changes:

Finance Director: The Finance Director position has been vacant for more than 18 months despite ongoing efforts to fill the position. The position has twice been offered to two qualified candidates who also received offers from other cities and decided to take the other jobs instead of the City of Norco position. Other applicants have not met the minimum qualifications. The Finance Director position is a critical position in the management of the City and its fiscal and administrative functions. The City Manager is recommending that the position title be changed to **Finance Officer** with some modifications to the Job Specifications (see attached) in order to improve the chances of attracting more applicants currently in mid-level management position who also possess the essential qualifications necessary to be effective as a Finance Officer. The Finance Officer position, like the Finance Director position, will remain part of the City's executive management team. Staff is also recommending that the salary range for the Finance Officer position be the same as the Finance Director Position. The current salary range is \$97,028 - \$117,939.

Deputy City Manager: Since the Deputy City Manager was promoted to the City Manager position, no other employee has been designated officially as the Deputy City Manager and the position is not currently in the budget. The City Manager is recommending that the City Council approve the addition of this position to the budget. The City Manager intends to appoint the Director of Parks, Recreation and Community Services as the Deputy City Manager. In addition to managing and directing the activities of the Parks, Recreation, Building Maintenance, Park Maintenance, and Animal Control Services, the Deputy City Manager will also assist the City Manager as assigned in the effective and efficient

administration of the City government. The currently approved annual salary range for the position of Deputy City Manager is \$114,908 - \$139,671. The difference between actual cost of salaries and benefits for the Deputy City Manager position and the current budgeted position will be absorbed by anticipated salary and benefit savings in the General Fund.

Superintendent of Parks and Building Maintenance: For several years, the position of Superintendent of Parks and Building Maintenance has been filled by Parks and Building Maintenance Supervisor following the retirement of the previous Superintendent. It has always been the intent of management that if the Supervisor met performance expectations over time, that he will be promoted to the Superintendent position. It has now been nearly four years and the Supervisor has acquired necessary technical education, skills and knowledge in construction management, horticulture, building maintenance and personnel management; and has demonstrated outstanding performance and dedication to the City. Staff is recommending that this Supervisor position be elevated to a Superintendent position and that the incumbent Supervisor be promoted to the position. The expected salary difference for the remainder of the year is not significant and is expected to be absorbed within the existing budget. No additional budget appropriation is being requested. The current salary range for the Superintendent's position is \$60,114 - \$73,074.

FISCAL IMPACT:

Attachment A provides a summary of the proposed budget amendments while Attachment B provides a recapitulation of the impact of the recommended changes on the estimated fund balance of the General Fund.

Attachments: Resolution No. 2014-04

Attachment A - FY 2014-2015 Mid-Year Budget Amendments Worksheet

Attachment B – General Fund Estimated Fund Balance as of June 30, 2015

Finance Officer - Job Specification

RESOLUTION NO. 2015-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, APPROVING VARIOUS MID YEAR AMENDMENTS TO FISCAL YEAR 2014-2015 ANNUAL BUDGET AND AUTHORIZING CHANGES IN APPROPRIATIONS AND REVENUES THERETO

WHEREAS, the Fiscal Year 2014-2015 annual budget for the City of Norco, California was adopted by the City Council on June 4, 2014; and

WHEREAS, certain revenue items listed and attached hereto have been revised to reflect estimated increases/decreases in the adopted budget; and

WHEREAS, certain expenditure items listed and attached hereto have been revised to reflect estimated increases/decreases in the adopted budget; and

WHEREAS, these revenue and expenditure changes are necessary to accurately reflect the City's estimated expenditure and revenue budget for Fiscal Year 2014-2015.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco at a regular meeting held on February 18, 2015 approved the budget changes listed on Attachments "A" and "B".

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on February 18, 2015.

Herb Higgins, Mayor
City of Norco, California

ATTEST:

Cheryl L. Link, CMC, 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 adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on February 18, 2015, 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 February 18, 2015.

Cheryl L. Link, CMC, City Clerk
City of Norco, California

Attachments: Attachment A – FY 2014-2015 Mid-Year Budget Amendments Worksheet
Attachment B – General Fund Estimated Fund Balance as of June 30,
2015

City of Norco
FY 2014-2015 Mid-Year Budget Amendments Worksheet

Budget Item	Budget Amount	Mid Year Amount	Required Adjustment	Notes
<u>GENERAL FUND REVENUES:</u>				
Property Tax	\$ 1,505,077	1,557,895	52,818	Increase in tax increment, supplemental taxes, prior year secured and current unsecured. This is partial offset by decrease in homeowners exemption
Sales Tax	5,517,398	5,590,808	73,410	Revision by the state to In-lieu sales tax
Other Taxes	883,163	1,016,322	133,159	Estimated increase in property transfer tax, TOT, and business license tax
VLF	2,040,184	2,138,532	98,348	State revision to estimated in lieu VLF
Fines and Penalties	95,828	128,180	32,352	Increase in vehicle code fines; parking citations; partially offset by decrease in impound fees
Community Development Fees	505,301	476,077	(29,224)	Decrease in plan check fees; EIR fees; final/tentative map fees; partially offset by increases in planning and site plan fees.
Community Services/Recreation Revenues	750,406	682,938	(67,468)	Decrease in Wee-People fees; Ingalls Park - South; adult sports, field lights; partially offset by increase in rental services.
Totals	<u>\$ 11,297,357</u>	<u>11,590,752</u>	<u>293,395</u>	
<u>GENERAL FUND EXPENDITURES:</u>				
Wee-People - Salaries & Benefits	203,687	149,635	(54,052)	Due to lower registration and activity level in the program
Reimbursement from PERMA	132,552	77,754	(54,798)	To fund website upgrade
Totals	<u>336,239</u>	<u>227,389</u>	<u>(108,850)</u>	
<u>GAS TAX REVENUES:</u>				
2103 Apportionment	\$ 286,118	366,493	80,375	Revisions provided by the state on January 28, 2015
2105 Apportionment	131,489	167,140	35,651	Revisions provided by the state on January 28, 2015
2106 Apportionment	107,129	94,567	(12,562)	Revisions provided by the state on January 28, 2015
2107 Apportionment	161,564	228,255	66,691	Revisions provided by the state on January 28, 2015
Totals:	<u>\$ 686,300</u>	<u>856,455</u>	<u>170,155</u>	
<u>GAS TAX EXPENDITURES:</u>				
Contractual and Professional Service	193,000	243,000	50,000	additional budget request for cost related to Corona Avenue encroachment removals and reconstruction
<u>WATER FUND EXPENDITURES:</u>				
Contractual and Professional Services -Ops	244,000	294,000	50,000	Additional \$10,000 for backflow program and \$40,000 for potable and recycled water master plan.

General Fund
Estimated Fund Balance
As of June 30, 2015

Beginning Fund Balance, June 30, 2014 - Audited	\$ 6,161,449
Estimated FY 2015 Revenues	15,499,927
Mid-Year Revenue Adjustments	293,395
FY 2015 Appropriations - Adopted Budget	(15,492,576)
Budget Amendments - Traffic Enforcement/Auto Mall Sign	(262,340)
Mid-Year Expenditure Adjustments	(108,850)
Estimated Fund Balance, June 30, 2015	<u>\$ 6,091,005</u>

FINANCE OFFICER (At-Will Employee)

DEFINITION:

Under general direction from the City Manager, the Finance Officer directs and oversees all the fiscal activities of the City including accounting and financial reporting; budgeting; utility billing; cashing and business licensing; payroll, accounts payable and accounts receivable; cash and investments management; and special districts administration. The officer serves as a member of the City's Executive Management Team.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

TYPICAL DUTIES & RESPONSIBILITIES:

The Finance Officer serves as the City Treasurer, the City's Fiscal Officer and the Finance Officer for the Successor Agency to the Norco Community Redevelopment Agency and will be responsible for overseeing and directing all fiscal activities and functions of the City including; accurate and timely preparation and monitoring of the City's annual operating and capital budgets; accurate accounting and preparation of all required financial reports; cash and investments management; ensuring timely and accurate assessments for community facilities and landscape maintenance special districts; overseeing the selection of and the work of external auditors; managing City cash flow and idle funds to ensure liquidity and optimization of investment earnings; analyzes expenditure and revenue trends and provides timely corrective actions to City Manager; manages the acquisition, implementation and maintenance of the City's financial management systems; implements and ensures compliance with federal, state, and local laws and professional standards. The Finance Officer also manages staff; interviews, hires, coaches, trains, assigns and reviews work and conducts performance evaluations of assigned staff; develops and implements adequate systems of internal control, policies and procedures; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

This is a Department Head level position responsible for overseeing the Finance Department. All of the department's work is directed, managed and coordinated by this position.

CONTACTS AND RELATIONSHIP:

This position has the majority of interaction with assigned staff, City Manager; City department heads; trustee banks; state and county finance agencies, utility customers, business community and residents.

QUALIFICATION GUIDELINES:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

DESIRABLE QUALIFICATIONS:

Experience: Minimum of five years municipal accounting and finance management experience; three of which must be as a division head, department head or assistant department head.

Education: Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, or a field related to the operations of a municipal finance department. CPA Certification is not required but is helpful.

FINANCE OFFICER (At-Will Employee)

Knowledge: Proficient understanding of Generally Accepted Accounting Principles (GAAP) applicable to governmental entities including Governmental Accounting Standards Board Statements; knowledge of the rules and regulations governing grants and other federal assistance; knowledge of the principles and practices of modern municipal government budgeting; excellent knowledge of customer service practices; knowledge of principles and practices of employee hiring and supervision as applicable to municipal entities.

Ability: Plan, organize and manage the work of subordinate staff; analyze a complex issue, develop and implement appropriate response; develop and implement policies and procedures; skill in supervising, assigning, delegating and evaluating work of assigned staff; preparing, justifying and administering municipal Operating and Capital Improvement budgets; skill in oral and written communication and in establishing and maintaining effective working relationships; knowledge of computer and relevant application software. Ability to explain and/or present financial information in an easy to understand format using PowerPpoint and/or other presentation medium.

A typical way to obtain the knowledge and abilities is as follows:

Education: Obtain a Bachelor's degree from an accredited college or university in Accounting, Business Administration, finance or related field.

AND

Experience: A minimum of five years or municipal financial management experience. Three years must be as mid-level manager, assistant department or department head.

License Required: Valid California Driver's License
Verified Bachelor's degree from accredited college or university

PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work requires occasional standing, walking, bending and lifting up to 45 pounds.

SUPERVISION RECEIVED City Manager

SUPERVISION EXERCISED Staff members of the Finance Department and others as assigned.

CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andy Okoro, City Manager 

DATE: February 18, 2015

SUBJECT: Mid-Year Amendments to the Capital Improvement Program (FY 2015-2019).

RECOMMENDATION: Adopt **Resolution No. 2015-05**, Amending the Capital Improvement Program for the Fiscal Years 2015-2019.

SUMMARY: The City Council is requested to approve amendments to the five-year Capital Improvement Program (CIP) to add projects that were not included at the time the CIP was approved on June 4, 2014. The requested amendment includes funding for the Hamner Avenue Bridge and Norco Hills lift station improvement.

BACKGROUND/ ANALYSIS: The Fiscal Years 2015-2019 CIP budget was approved by City Council on June 4, 2014. There is a need to amend the CIP budget to incorporate new projects that are anticipated to begin in FY 2014-2015. The requested amendments are listed below.

- 1. Hamner Avenue Bridge Project:** The County of Riverside has been designated as the lead agency for the overall development and implementation of the Hamner Avenue Bridge. This project proposes to replace the existing structurally deficient and functionally obsolete 73-year-old bridge with a new, longer, and wider bridge to provide for enhanced public safety and traffic circulation. The project will include reconstructing approach roadways, providing necessary channel improvements, and a multi-purpose trail connecting existing and proposed regional trails. The project will be funded primarily using the federal Highway Bridge Program (HBP) funds. However, the Cities of Norco and Eastvale are expected to contribute nearly \$6.5 million of the total estimated cost of \$56.4 million in local matching funds over the next 10 years. For FY 2014-2015 the City of Norco's share for planning and environmental documentation is \$83,000. Staff is recommending that this amount be funded from Measure A Fund. Future local matching funds could come from TUMF, RCTC, Measure A, and City's own local funds.
- 2. Norco Hills Sewer Lift Station:** The sewer lift station at Norco Hills has recently experienced several pump failures due to faulty electrical seals. The lift station is currently operating on emergency bypass pump. Staff is recommending that the pump be replaced at estimated cost \$50,000.

Attachment: Resolution No. 2015-05

Agenda Item: 6.A.

RESOLUTION NO. 2015-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, APPROVING MID-YEAR AMENDMENTS TO THE CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEARS 2015-2019 ADDING TWO PROJECTS TO THE PROGRAM

WHEREAS, the Fiscal Years 2015-2019 Capital Improvement Program (CIP) budget for the City of Norco, California was adopted by the City Council on June 4, 2014; and

WHEREAS, there is a need to amend the CIP budget to incorporate new projects that are anticipated to begin in FY 2014-2015; and

WHEREAS, the requested amendments include the addition of the Hamner Avenue Bridge Project and the Norco Hills Sewer Lift Station Project; and

WHEREAS, the Hamner Avenue Bridge Project proposes to replace the existing structurally deficient and functionally obsolete 73-year-old bridge; and

WHEREAS, the Norco Hills Sewer Lift Station Project consists of replacing a faulty pump.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Norco at a regular meeting held on February 18, 2015 approved the amendments to the Capital Improvement Program for Fiscal Years 2015-2019 to include the Hamner Avenue Bridge Project and the Norco Hills Sewer Lift Station Project.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held on February 18, 2015.

Herb Higgins, Mayor
City of Norco, California

ATTEST:

Cheryl L. Link, CMC, 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 adopted by the City Council of the City of Norco, California, at a regular meeting thereof held on February 18, 2015, 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 February 18, 2015.

Cheryl L. Link, CMC, City Clerk
City of Norco, California